

Additional Requisition Actions You May Perform

Copy a Requisition

Open requisition > Click Copy

<u>*Hints:*</u> Use the Copy feature to duplicate similar requisitions or when you need to refresh the pre-built workflow. Always create a copy from the most recent approved requisition.

Edit a Requisition:

Open requisition > Edit

- You can update all details and approval workflow before the req is submitted to the workflow.
- After the req enters the workflow, you can update all detailed information except Class Specs and Department/Division. You may also update the workflow, except when the req is ON HOLD.

<u>Hints:</u>

- To update Class Specs, the Department / Division asks the next approver to deny and return the req to you.
- Ask the next approver to return an ON HOLD req to you if you need to modify the workflow.

Transfer ownership:

Both the creator and the hiring manager of a requisition can transfer ownership to another person in the office with the same user privileges.

• Step 1: Dashboard > Quick Actions > View My Requisitions > Check the box next to the Requisition >

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