

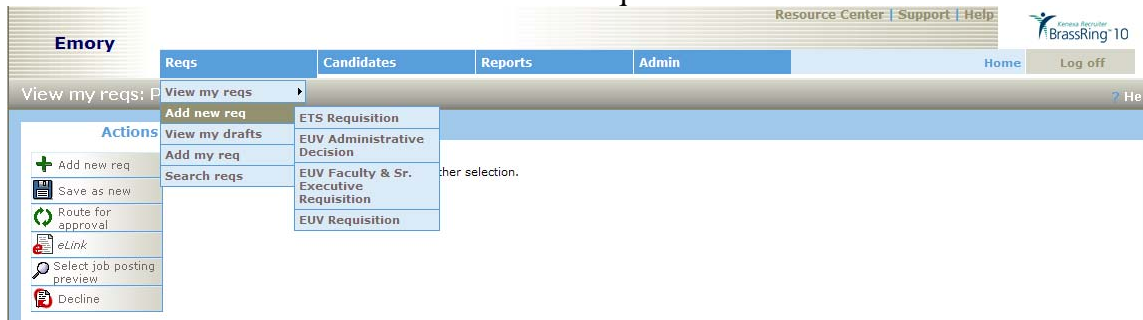
Manager's Guide to Administrative Decision Hires in ERS

All faculty, principal and staff positions should be filled through open recruitment methods either through Human Resources or through Equal Opportunity Programs' (EOP) search procedures unless the unusual or term nature of the position requires an administrative decision.

The use of administrative decision procedures is not used to employ persons on a temporary basis but rather is warranted only by:

- Special emergency need;
- Change in organizational structure and/or position requirements;
- Interdepartmental promotion;
- And in rare cases, when the job requires such unusual skills, training, or education, it could not be reasonably expected that a person with such unique qualifications could be employed by open recruitment.

1. Select the EUV Administrative Decision Requisition



2. Carefully review the instructions for this requisition to determine if this is the appropriate requisition for your hire. Please contact the Equal Opportunity Office at (404) 727-9867 if you have questions concerning the Administrative Decision process.



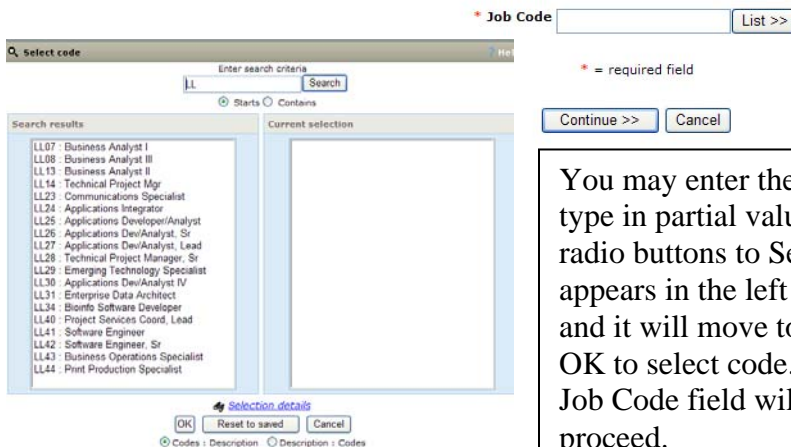
University Administrative Decision Requisition Instructions: Use this requisition template to fill openings in your department using [Administrative Decision](#). For questions regarding the [Administrative Decision](#) process or the completion of this template, please contact the Equal Opportunity Office at (404) 727-9867.

Step 1: Click the **List>>** button below to search for and select a Job Code. When you have selected your Job Code, click **OK**, then **Continue>>** to go to the next step. All requisition fields with default data will auto-populate on the requisition template.

Step 2: On the requisition template, complete all required and any other appropriate requisition fields before selecting the requisition approvers. When the requisition is complete, click **Save and Continue>>**.

Step 3: Enter any desired approval routing message, then click **Route requisition for approval**.

Click the List >> button to select a Job Code



You may enter the Job Code if you know it or you may type in partial values and use the Starts and Contains radio buttons to Search for your code. Once your code appears in the left hand results box, highlight the code and it will move to the right hand selection box. Click OK to select code. The search box will close and the Job Code field will be populated. Hit Continue >> to proceed.

3. The requisition will open with several fields pre-populated with default data. Please complete the remaining fields and Save. An * indicates a required field.

Req details Spell check

*Job Code LL13 : Business Analyst II

*Job Title Business Analyst II

*Job Description JOB DESCRIPTION: Coordinates efforts to ensure that information systems support departmental objectives and information management needs. Supports efforts to ensure that
[Expanded view](#)

*Department U053000 : U053000:Hum: [List >>](#)

*Recruiter [Selection details](#)

*Hiring Manager [List >>](#)

Division Human Resources [Selection details](#)

*Target Number of Openings 1

*FLSA Status Exempt Non-Exempt

*Reason(s) for Use [Selection details](#)

*Explanation of Reason(s) [Expanded view](#)

*Admin Decision Action - Please select one: [Selection details](#)

If replacement, what is the replaced employee's name?

Requisition Originator (if not the Hiring Manager)

*Supervisor [List >>](#)

List >> fields indicate list with more than 300 options. To properly select a value in a List field, use the List >> button to search and select the correct value.

Candidate Information

*Candidate Name

*Candidate Address 1

Candidate Address 2

*Candidate City

*Candidate_State [Selection details](#)

*Candidate Zip Code

Candidate Country [List >>](#)

*Candidate Daytime Phone

Candidate Email

Candidate Emory Employee ID

*Proposed Salary

If this is a Temporary hire for a duration of less than 6 months, please do NOT complete this form! (Use ETS Requisition form)

*Regular/Temporary Regular Temporary

*PRN Position? No

Compensation Details

Minimum Hourly Rate \$ 26.105769
Midpoint Hourly Rate \$ 36.682692
Minimum Annual Rate \$ 54300
Midpoint Annual Rate \$ 76300
Grade 333
*Standard Hours per Week
[Selection details](#)
FTE
[Selection details](#)
Work Shift
[Selection details](#)
*Full-Time/Part-Time Full-Time
 Part-Time

Rates displayed here indicate the salary range for this position. Compensation will be in contact with your department to determine the actual salary to be offered an approved candidate.

Each year, Emory University compares the composition of its workforce with the availability of minorities and females in each job. A goal is set for a position if there is a statistical under-representation of minorities or females in the position.
A goal does NOT mean that anything unfair or improper occurred. Rather, it reinforces the need to select from a diverse pool of qualified applicants.
A goal does not alter or affect a manager's responsibility to select the most qualified candidate for the position.
These positions will have a "Yes" indicated under the hiring goal for either female and/or minority. Emory University is an equal opportunity employer and must make good faith efforts to comply with all aspects of its Affirmative Action Programs.

Female Hiring Goal
Minority Hiring Goal

Job Information

*Employer
[Selection details](#)
Company EUV
Job Category Information Technology
Job Family IT: Business Analysis
*Desired Start Date
*Work Location
[Selection details](#)
Salary Plan ITU
Standard Work Period W
Pay Frequency M
Business Unit EMORY
Regulatory Region USA
Job Group
Job Group Description

Many fields on the requisition will pre-populate with default data based upon the Job Code. You should not change default data on requisitions.

Health and Safety Questions

Selection required-Use drop down to select the area where employee will work.

*Health and Safety Question Type
[Selection details](#)

To protect the welfare of Emory employees, please consider the potential Health and Safety issues a person in the position you are hiring may encounter. Please select (hold CTRL or Command key and highlight the choices) all that apply.

*This position involves: (Select all that apply)

- Not Applicable
- This position involves clinical patient contact
- This position involves radioactive materials and/or Radiation Devices
- This position involves working with human blood, body fluids, tissues, or other potentially infectious chemicals
- This position involves potential exposure to hazardous chemicals

[Selection details](#)

The following Disclosure(s) must be made to the Candidate prior to making a job offer:

This position may involve:

- Involve working with human blood, body fluids, tissues, or other potentially infectious materials.
- Involve potential exposure to hazardous chemicals.
- Involve working with nonhuman primates (nhp), nhp tissue, body fluids or equipment contaminated by nhp.
- Involve working with radioactive materials or devices.
- Involve working with animals.

[Selection details](#)

After selecting the Health and Safety Question Type and all that a position may involve, the Disclosures listed in the third box will be highlighted. Please do not change the options highlighted in the Disclosure box.

Please follow these instructions for the remainder of the requisition:
 FOR REQUISITION NOTES: Use this area to capture changes about the requisition without causing a re-routing of approvals.
 FOR REQUISITION TEAM: Please select all names in list by holding down the CTRL key and clicking on each name to highlight all.
 Please leave the box next to Turn off Autofiler notification checked.

Requisition notes

[Expanded view](#)

* Requisition team
 Hopewell, Sylvester B
 LeVelle, Yvonne
 Weaver, Gloria Yvonne
[Selection details](#)

Turn off Autofiler notification for this req

Approval Routing

* VP/Dean [List >>](#)

Bypass

* Div/Dept HR Approver [List >>](#)

* Notify upon approval completion [Selection details](#)

* = required field

[Save and continue >>](#) [Clear](#) [Cancel](#) [Save as draft](#)

Please highlight all three members of the Requisition Team so we can better serve you.

4. The department Approvers will receive an email that the requisition has been created and they will be asked to approve the req.
5. The department should request that the Candidate make a general submission to the ERS system if they do not already have a profile there. The Candidate only needs to load their resume and create a profile. They do not need to apply to a particular Job. Current employees should use the internal gateway accessed through PeopleSoft Employee Self Service. External Candidates should be directed to the Emory University Careers site to access the external gateway. Departments should remind Candidates to complete any forms they receive via email.
6. Once the department has approved the requisition, EOP, Compensation, and University Recruiting will complete the process of attaching the Candidate to the department's requisition. EOP, Compensation, and University Recruiting will gather all necessary forms from the Candidate and they will be in contact with the department concerning salary data. When the process is complete, the hiring department will receive the Hire/Transfer Form (HTF) via email. The department must complete and Save the HTF. This replaces the old paper HRAF form.
7. The department should forward additional forms such as the I-9 and the W4 and G4 tax forms to Data Services. Once Data Services has received those forms and verified the data on the Hire/Transfer Form, entry will be completed to create PeopleSoft Job Data that the department can access.

Note: For Admin Decisions Only, the department should not update the Candidate's Status in ERS. The Candidate's status will be moved forward by EOP, Compensation and University Recruiting.