Submit a Job Opening Request for an AUPE (Support Staff) or MaPS position – Operating Funded

Purpose:
The purpose of this document is to guide users through the process of submitting a Job Opening Request (JOR) for a salaried or recurring part-time Support Staff (AUPE) or MaPS position that is operating funded.

The Job Opening Request form is used to validate funding/budget, obtain the required approvals to hire, collect all information required to post a job, and where necessary, create/update position information.

Audience:
University of Calgary employees and managers recruiting for an AUPE or MaPS position that is operating funded

Prerequisites:
Before you proceed with this transaction, ensure the following has occurred:

- Upfront conversations with senior management/budget owners to identify the source of funds, budget amount and budget Dept ID and/or recovery information for this position. You will need this information to complete the JOR.

- A job profile, which includes the responsibilities and qualifications for the role, has been created or updated, as needed.

Related Documents
For related Job Opening Request (JOR) learning resources visit: [Job Opening Request Enhancement Project](#)

QuickLinks
[Step 1: Navigation and Create Job Opening Request](#)
[Step 2: Questions and Introduction](#)
Step 1: Navigation and Create Job Opening Request

1. Log into the myUCalgary portal

2. To navigate to the Job Opening Request Form, go to: My work → People management → Job opening request

3. Click the Create Job Opening Request button

**NOTE:** To optimize the page for smaller screens, you can minimize the left HR Transactions menu and use the Zoom option in your browser settings to avoid having to scroll left to right.

Step 2: Questions and Introduction

The Questions section captures the initial information required to complete the JOR. Additional pages/sections required will be assembled based on the answers provided. Review the Instructions page for key information related to the type of request you are submitting.

Click the image below to navigate to the section of this job aid that matches the position you are hiring.
Click the image above for the steps to submit a **New position**

Click the image above for the steps to submit a request for an **existing position** – Job Profile Evaluation required

Click the image above for the steps to submit a request for an **existing position** – Job Profile Evaluation is **not** required

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**AUPE (Support Staff) or MaPS – Operating Funded – New Position**

**QuickLinks for AUPE (Support Staff) or MaPS - New Position**

**Step 2: Questions and Introduction**

**Step 3: Job Profile Evaluation Request**

**Step 4: Job Profile Evaluation Workflow and Approval**

**Step 5: Completing your Job Opening Request**

**Step 6: Job and Position Data**

**Step 7: Budget**

**Step 8: Job Posting**

**Step 9: Summary and Submit**

**Step 10: Workflow**

**Next Steps**
Step 2: Questions and Introduction

Questions

Provide your responses to the questions using the Instructions links provided for more information if you are unsure how to respond.

1. Click Save on the upper right of the page.

Introduction

2. The Introduction page provides additional information and links to related resources. Review and click Next.

NOTE: You can navigate through the submission process by using the menu at the left of the screen or using the Previous and Next buttons located at the top right of the screen.
Step 3: Job Profile Evaluation Request

Requested Job Profile Information

1. Enter the five-digit Department ID or use the Look up function to search. This is the ‘home’ department under which the position resides.

The Faculty/Unit information auto-populates based on the Department selected.

2. The Position/Job Title field is the title of the position record and is limited to 30 characters in length. This title is often an abbreviated version of the Posting Title identified later in the form, which is the title that will be displayed on the job posting.

3. In the Reports to Manager Position Number field, enter the position number of the Reports to Manager or use the Look Up function to search.

The manager’s name and Employee ID will auto-populate based on the position selected.

Job Profile Evaluation Data

3. If an existing Job Profile Database Number (JPD) exists, select Yes and enter the JPD number. If one does NOT exist, select No.

4. Indicate whether the budget has been confirmed for the position in the Budget Confirmed field.

5. If known, identify the requested Classification and associated Career Band/Level (if MaPS) or Job Family/Phase (if AUPE)
Comment

6. Add any comments for the Job Evaluation that the HR Compensation team may need to consider.

Upload Required Documents

Add Document

7. Click Add Attachment to upload the job profile and any other related documents. Select My Device and navigate to the document you would like to upload, then select Upload and Done once the upload is complete.

   NOTE: If the request is for a new position using an existing job profile that has no changes, if the Job Profile Database Number is provided above, you are not required to upload a copy of the job profile.

8. Enter a Description for the attachment, or leave it blank and the document name will be loaded as the description.

9. Scroll to the top of the page and select Submit for Approval.
Step 4: Job Profile Evaluation Workflow and Approval

The Workflow section shows the Job Profile Evaluation has been submitted to HR Compensation for review and approval.

Once approved, you will receive an email with directions on how to return and continue the request.

Step 5: Completing your Job Opening Request

Once you have received notification that the Job Profile Evaluation is complete, you can complete and submit your JOR.

1. Navigate to the Job Opening Request page (see Step 1)

2. Use the Search Criteria section and search by Request ID (identified in the notification email) or by Status to continue the JOR. Use Proceed with Request in the Status field and click Search.
Once you locate the JOR you wish to continue with and click the arrow on the far right of the row to view the request

**NOTE:** The JOR will re-open on the last visited page of the form. Navigate to the **Job and Position Data** page to continue the submission

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**Step 6: Job and Position Data**

**New Information**

**NOTE:** The approved Job Profile Evaluation information including the job code and associated classification will load into the form as part of the HR Compensation approval process.

1. Review the pre-populated information

2. Select **Full/Part Time** from the drop-down menu
3. The **Standard Work Hours** field defaults based on the standard hours for the job code indicated. Adjust the standard hours per week as necessary for part-time positions.

   ![Standard Work Hours field]

   **NOTE:** For Recurring Part-time roles, update the **Standard Work Hours** to the estimated average weekly hours.

4. Select the **Employee Classification** from the drop-down menu.

   ![Employee Classification dropdown]

   **NOTE:** The **Employee Classification Help** links to the *Empl Class Quick Reference Sheet* for more details on Empl Class options.

5. **Funding Source** will default for permanent positions. For Temporary or Limited Term positions, select from the drop-down menu.

   ![Funding Source dropdown]

   If **One-Time** is selected, enter the **One Time Funding End Date**.
Job Related Information

6. Enter the **Approximate Length of Term (in months)** for all term positions.

7. Enter the **Maximum Offer Amount (annualized)**, the annual budgeted amount for the role. The final salary offered cannot exceed this amount. Review the **Max Offer Amount Help** for additional information.

**NOTE:** When Recurring Part-time is selected as the Empl Class, provide the **Maximum Offer Amount (hourly)** and the annual amount will be calculated based on the hours entered.

8. Identify if there is a **Strong Internal Candidate** for the role. If **Yes**, enter the Employee ID or use the **Look up**.

9. Identify if this position is replacing an existing employee. If **Yes**, enter the Employee ID or use the **Look up** and select a **Replacement Reason** using the **Look up** feature. Add any additional context in the comments box provided.

Position Rationale

10. Summarize the business need for this role and identify where the budget to support the position is coming from in the **Position Rationale** section.

11. Scroll to the top of the form and click **Save** and then click **Next**.
Step 7: Budget

The Requested Job/Position Data at the top pulls information entered on the previous page for reference.

Salary and Benefit Chartfield Information

1. The accounting string will default based on the Department entered, however it can be edited as required. Click Edit ChartFields and review and validate the accounting.

2. Click Done

**NOTE:** Clicking the Edit ChartField button to review and validate the accounting is a required step.

Additional rows can be added by using the + button for split distributions. You can split the salary by percentage across multiple Chartfields using the Distrib% field (the total must always add up to 100%) or between specific dates using the Start/End Date fields when required.
Operating Budget Information

3. Enter the Budget Department ID or use the Look up function to search

4. Enter the Budget Amount

**NOTE:** The Budget Department field should match the Dept ID in the Chartfields and the Budget Amount should match the Maximum Offer Amount.

*If the funding for the position is split between multiple departments, you can add additional rows by using the + sign.*

5. Select Salary Recovery if a percentage of the salary will be funded from a project. Click Yes and complete the Recovery Funding Sources information.

**Budget Comments**

6. Enter any comments in the Budget Comments section

7. Scroll to the top of the page and click Save

8. Click Next
Step 8: Job Posting

Posting Information

1. Enter the Job Posting Title. This is the title that will appear on the job posting.

2. The Job Profile Database (JPD) Number will populate here from the Job Profile Evaluation step.

3. The Recruiting Location field defaults based on the Faculty/Unit and indicates the physical location of the job. This can be changed, if required, by clicking the Look up button.

3. Select the Posting Location

4. Click the Immediate Posting option when you want the job posted as soon as possible. Alternatively, you can use the toggle to identify a specific posting date.

5. Enter the Posting Length. If left blank, the position will be posted for 14 days (unless a Strong Internal Candidate was identified, in which case it would be posted for one week).
Posting Details

6. Add any specific information you would like highlighted in the job posting in the Posting Details section.

**NOTE:** The job profile should not be pasted here as Human Resources will use the profile saved in the Job Profile Database identified above to create the job posting.

Contacts

Under **Contacts**, enter those who should be associated with this job opening, meaning those individuals who require access to view the job opening and associated applicants in PeopleSoft.

7. The **Primary Hiring Manager** will auto populate based on the Reports to Manager entered on the Job and Position Data page.
Secondary Hiring Managers/Administrators
8. If required, Secondary Hiring Managers/Administrators can be specified as well. Additional rows can be added by using the + sign for multiple people. Enter the Empl ID if known, or use the Look up to search by name.

As indicated on the page, only those with the correct PeopleSoft security role will display for selection or entry into this field. If you have issues adding someone, please contact UService.

Notes/Comments
9. In the Notes/Comments field, add any relevant notes or comments for those processing the request.

10. Click Save

11. Click Next
Step 9: Summary and Submit

1. This page provides a summary of the request for your review. You can expand and collapse sections as needed to review and validate the information before submitting for approval.

**NOTE:** Use the **Previous** and **Next** buttons or the section listing on the left of the screen to go back and make revisions if required.

2. Click **Submit for Approval** to start the approval process.
Step 10: Workflow

You will be taken to the Workflow page which displays the approvals required.

NOTE: When a Job Profile Evaluation is part of the JOR submission, a comment will be added noting the HR Compensation approval process.

Next Steps

Once you have completed this transaction, the following will occur:

- Once approved, the job is assigned a position number, is posted on the UCalgary Careers website and the recruitment process begins.
- The Contacts identified will be notified by Human Resources once the job posting is created.
- Once the job is posted, applications can be viewed by the Hiring Manager(s) at any time. For information on how to view applicants in PeopleSoft, please refer to the Managing Applicants in PeopleSoft quick reference guide.

END OF REFERENCE GUIDE FOR AUPE (SUPPORT STAFF) OR MaPS NEW POSITION
AUPE (Support Staff) or MaPS - Existing Position, Job Profile Evaluation Required

QuickLinks

Step 2: Questions and Introduction
Step 3: Job Profile Evaluation Request
Step 4: Job Profile Evaluation Workflow and Approval
Step 5: Completing your Job Opening Request
Step 6: Job and Position Data
Step 7: Budget
Step 8: Job Posting
Step 9: Summary and Submit
Step 10: Workflow

Next Steps

Step 2: Questions and Introduction

Questions

Provide your responses to the questions using the Instructions links provided for more information if you are unsure how to respond.

NOTE: You will only have access to position numbers within the Departments you have security access to and/or those within your reporting structure.

2. Click Save on the upper right of the page
Introduction

3. Review the introduction information and click Next

NOTE: You can navigate through the submission process by using the menu at the left of the screen or using the Previous and Next buttons located at the top right of the screen.

Step 3: Job Profile Evaluation Request

Requested Job Profile Information

NOTE: The Job Profile Evaluation page will auto-populate with information based off the position number entered on the Questions page.

2. Review the Current Job Profile Information and if needed, you can change the Department, Position Title, or Reports to Manager fields under the Requested Job Profile Information column on the right. Use the Look Up function to search, if needed.
Job Profile Evaluation Data

5. Enter the **Job Profile Database (JPD) Number** of the associated job profile. If you are unsure how to find it, contact HR Compensation at totalrewards@ucalgary.ca.

6. Indicate whether the budget has been confirmed for the position in the **Budget Confirmed** field.

7. Indicate whether or not a change is being requested to the current classification. If **Yes**, identify the requested **Classification** (AUPE or MaPS) and associated Career Band/Level (if MaPS) or Job Family/Phase (if AUPE).

Comment

8. Add any relevant comments or information the HR Compensation team may need to consider.

Upload Required Documents

Add Document

9. Click **Add Attachment** to upload the job profile and any other related documents. Select **My Device** and navigate to the document you would like to upload, then select **Upload** and **Done** once the upload is complete.

**NOTE:** If the request is for a new position using an existing job profile that has no changes, if the Job Profile Database Number is provided above, you are not required to upload a copy of the job profile.

12. Select **Done** once the upload is complete.
13. Enter a **Description** for the attachment, or leave it blank and the document name will be loaded as the description.

![Add Document](image)

14. Scroll to the top of the page and select **Submit for Approval**

![Submit for Approval](image)

15. Select **OK**

**Step 4: Job Profile Evaluation Workflow and Approval**

The **Workflow** section shows the Job Profile Evaluation has been submitted to HR Compensation for review and approval.

![Workflow](image)

Once approved, you will receive an email with directions on how to return and continue the request.

![Email](image)
Step 5: Completing your Job Opening Request

Once you have received notification that the Job Profile Evaluation is complete, you can complete and submit your JOR.

1. Navigate to the Job Opening Request page (see Step 1)

2. Use the Search Criteria section and search by Request ID (identified in the notification email) or by Status to continue the JOR. Use Proceed with Request in the Status field and click Search.

3. Locate the JOR you wish to continue with and click the arrow on the far right of the row to view the request.

   NOTE: The JOR will re-open on the last visited page of the form. Navigate to the Job and Position Data page to continue the submission.

Step 6: Job and Position Data

New Information

   NOTE: The approved Job Profile Evaluation information including the job code and associated classification will load into the form as part of the HR Compensation approval process.

1. Review the job details. If changes are required, you can make them in the New Information column on the right.
2. Select **Full/Part Time** from the drop-down menu

3. The **Standard Work Hours** field defaults based on the standard hours for the job code indicated. Adjust the standard hours per week as necessary for part-time positions

   **NOTE:** For Recurring Part-time roles, update the **Standard Work Hours** to the estimated average weekly hours.

4. Select the **Employee Classification** from the drop-down menu.

   **NOTE:** The **Employee Classification Help** links to the *Empl Class Quick Reference Sheet* for more details on Empl Class options.

5. **Funding Source** will default for permanent positions. For Temporary or Limited Term positions, select from the drop-down menu.

   If **One-Time** is selected, enter the **One Time Funding End Date**.
Job Related Information

6. Enter the **Approximate Length of Term (in months)** for all term positions.

   ![Approximate Length of Term (in months)]

7. Enter the **Maximum Offer Amount (annualized)**, the annual budgeted amount for the role. The final salary offered cannot exceed this amount. Review the *Max Offer Amount Help* for additional information.

   ![Maximum Offer Amount (annualized)]

   **NOTE:** When Recurring Part-time is selected as the Empl Class, provide the **Maximum Offer Amount (hourly)** and the annual amount will be calculated based on the hours entered.

   ![Maximum Offer Amount (hourly)]

8. Identify if there is a **Strong Internal Candidate** for the role. If **Yes**, enter the Employee ID or use the **Look up**.

9. Identify if this position is replacing an existing employee. If **Yes**, enter the Employee ID or use the **Look up** and select a **Replacement Reason** using the **Look up** feature. Add any additional context in the comments box provided.

Position Rationale

10. Summarize the business need for this role and identify where the budget to support the position is coming from in the **Position Rationale** section.

   ![Position Rationale]

11. Scroll to the top of the form and click **Save** and then click **Next**
Step 7: Budget

Requested Job/Position Data

1. The Requested Job/Position Data at the top pulls information entered on the previous page for reference.

Salary and Benefit Chartfield Information

2. The accounting string will default based on the Department entered, however it can be edited as required. Click **Edit ChartFields** and review and validate the accounting.

3. Click **Done**

**NOTE:** Clicking the **Edit ChartField** button to review and validate the accounting is a required step.

Additional rows can be added by using the + button for split distributions. You can split the salary by percentage across multiple Chartfields using the **Distrb%** field (the total must always add up to 100%) or between specific dates using the Start/End Date fields when required.
Operating Budget Information

4. The Operating Budget Information section will populate with the Budget Department and Budget Amount for the position and will identify if there is a salary recovery associated with the position and/or if there are any budget exceptions. You can click the icon for a description of the exception.

<table>
<thead>
<tr>
<th>Budget Department</th>
<th>Description</th>
<th>Budget Amount</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>62043</td>
<td>Caretaking - Area 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget Comments

5. Enter any comments in the Budget Comments section

6. Scroll to the top of the page and click Save

7. Click Next

Step 8: Job Posting

Posting Information

1. Enter the Job Posting Title. This is the title that will appear on the job posting.

2. The Job Profile Database (JPD) Number will populate here from the Job Profile Evaluation step.

3. The Recruiting Location field defaults based on the Faculty/Unit and indicates the physical location of the job. This can be changed, if required, by clicking the Look up button.

3. Select the Posting Location

4. Click the Immediate Posting option when you want the job posted as soon as possible. Alternatively, you can use the toggle to define a posting date.
5. Enter the **Posting Length**. If left blank, the position will be posted for 14 days (unless a **Strong Internal Candidate** was identified, in which case it would be posted for one week).

**Posting Details**
6. Add any specific information you would like highlighted in the job posting to the text box

**NOTE:** The job profile should not be pasted here as Human Resources will use the profile saved in the Job Profile Database identified above to create the job posting.

**Contacts**

*Under Contacts, enter those who should be associated with this job opening, meaning those individuals who require access to view the job opening and associated applicants in PeopleSoft.*

7. The **Primary Hiring Manager** will auto populate based on the Reports to Manager entered on the Job and Position Data page.
Secondary Hiring Managers/Administrators
8. If required, **Secondary Hiring Managers/Administrators** can be specified as well. Additional rows can be added by using the + sign for multiple people. Enter the **Empl ID** if known, or use the **Look up** to search by name.

*As indicated on the page, only those with the correct security role will display for selection or entry into this field. If you have issues adding someone, please contact UService*

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
</table>

Notes/Comments
9. In the Notes/Comments field, add any relevant notes or comments for those processing the request.

10. Click **Save**

11. Click **Next**

**Step 9: Summary and Submit**

1. This page provides a summary of the request for your review. You can expand and collapse sections as needed to review and validate the information before submitting for approval.

*NOTE: Use the Previous and Next buttons or the section listing on the left of the screen to go back and make revisions if required.*

2. Click **Submit for Approval** to start the approval process.
Step 10: Workflow
You will be taken to the Workflow page which displays the approval workflow.

**NOTE:** When a **Job Profile Evaluation** is part of the JOR Submission, a comment will be added noting the HR Compensation approval process.

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Next Steps
Once you have completed this transaction, the following will occur:

- Once approved, the job is posted on the UCalgary Careers website and the recruitment process begins.
- The Contacts identified will be notified by Human Resources once the job posting is created.
- Once the job is posted, applications can be viewed by the Hiring Manager(s) at any time. For information on how to view applicants in PeopleSoft, please refer to the *Managing Applicants in PeopleSoft* quick reference guide.

END OF REFERENCE GUIDE FOR AUPE (SUPPORT STAFF) OR MaPS EXISTING POSITION
JOB EVALUATION REQUIRED
QuickLinks for AUPE (Support Staff) or MaPS - Existing Position, No Job Profile Evaluation Required

Step 2: Questions and Introduction

Step 3: Job and Position Data

Step 4: Budget

Step 5: Job Posting

Step 6: Summary and Submit

Step 7: Workflow

Next Steps

Step 2: Questions and Introduction

Questions

Provide your responses to the questions using the Instructions links provided for more information if you are unsure how to respond.

NOTE: You will only have access to position numbers within the Departments you have security access to and/or those within your reporting structure.

1. Click Save on the upper right of the page
Introduction

2. The Introduction page provides additional information and links to related resources. Review and click Next.

NOTE: You can navigate through the submission process by using the menu at the left of the screen or using the Previous and Next buttons located at the top right of the screen.

Step 3: Job and Position Data

New Information

NOTE: The Job and Position Data page will auto-populate with information based off the position number entered on the Questions page.

1. Review the pre-populated information. If changes are required, you can make them in the New Information column on the right.

NOTE: In order to change the Classification of the position you will need to update the associated job profile and go through the Job Profile Evaluation process. To do so, return to the Questions page and answer Yes to the question, ‘Is a Job Profile Evaluation is required?’.
2. Select **Full/Part Time** from the drop-down menu.

3. The **Standard Work Hours** field defaults based on the standard hours for the job code indicated. Adjust the standard hours per week as necessary for part-time positions.

   ![Standard Work Hours field](image)

**NOTE:** For Recurring Part-time roles, update the **Standard Work Hours** to the estimated average weekly hours.

4. Select the **Employee Classification** from the drop-down menu.

   ![Employee Classification field](image)

**NOTE:** The **Employee Classification Help** links to the [Empl Class Quick Reference Sheet](#) for more details on Empl Class options.

5. **Funding Source** will default for permanent positions. For Temporary or Limited Term positions, select from the drop-down menu.

   ![Funding Source field](image)

   If **One-Time** is selected, enter the **One Time Funding End Date**.

   ![One Time Funding End Date](image)
**Job Related Information**

6. Enter the **Approximate Length of Term (in months)** for all term positions.

7. Enter the **Maximum Offer Amount (annualized)**, the annual budgeted amount for the role. The final salary offered cannot exceed this amount. Review the Max Offer Amount Help for additional information.

**NOTE:** When Recurring Part-time is selected as the Empl Class, provide the **Maximum Offer Amount (hourly)** and the annual amount will be calculated based on the hours.

8. Identify if there is a **Strong Internal Candidate** for the role. If Yes, enter the Employee ID or use the Look up.

9. Identify if this position is replacing an existing employee. If Yes, enter the Employee ID or use the Look up and select a **Replacement Reason** using the Look up feature. Add any additional context in the comments box provided.

**Position Rationale**

6. Summarize the business need for this role and identify where the budget to support the position is coming from in the **Position Rationale** section.

7. Scroll to the top of the form and click **Save** and then click **Next**
Step 4: Budget

The Requested Job/Position Data at the top pulls information entered on the previous page for reference.

<table>
<thead>
<tr>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested Job/Position Data</td>
</tr>
<tr>
<td>Position Number: [ ]</td>
</tr>
<tr>
<td>Department ID: [ ]</td>
</tr>
<tr>
<td>Faculty/Unit ID: [ ]</td>
</tr>
</tbody>
</table>

Salary and Benefit Chartfield Information

2. The accounting string will default based on the Department entered, however it can be edited as required. Click Edit ChartFields and review and validate the accounting.

<table>
<thead>
<tr>
<th>Accounting Type</th>
<th>*Edit ChartFields</th>
<th>Distrb %</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td><img src="image" alt="Edit ChartFields" /></td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

2. Click Done

**NOTE:** Clicking the Edit ChartField button to review and validate the accounting is a required step.

Additional rows can be added by using the + button for split distributions. You can split the salary by percentage across multiple Chartfields using the Distrb% field (the total must always add up to 100%) or between specific dates using the Start/End Date fields when required.
Operating Budget Information

2. The Operating Budget Information section will populate with the Budget Department and Budget Amount for the position and will identify if there is a salary recovery associated with the position and/or if there are any budget exceptions. You can click the icon for a description of the exception.

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</tr>
</thead>
</table>

Budget Comments

3. Enter any comments in the Budget Comments section.
4. Scroll to the top of the page and click Save.
5. Click Next.

Step 5: Job Posting

Posting Information

1. Enter the Job Posting Title. This is the title that will appear on the job posting.
2. Enter the Job Profile Database (JPD) Number. If unsure what it is or how to find it, view the JPD Number Help for more information.
3. The Recruiting Location field defaults based on the Faculty/Unit and indicates the physical location of the job. This can be changed, if required, by clicking the Look up button.

4. Select the Posting Location

4. Click the Immediate Posting option when you want the job posted as soon as possible. Alternatively, you can use the toggle to define a posting date.
5. Enter the Posting Length. If left blank, the position will be posted for 14 days (unless a Strong Internal Candidate was identified, in which case it would be posted for one week).
6. Add any specific information you would like highlighted in the job posting to the text box.

**NOTE:** The job profile should not be pasted here as Human Resources will use the profile saved in the Job Profile Database identified above to create the job posting.

7. The **Primary Hiring Manager** will auto populate based on the Reports to Manager entered on the Job and Position Data page.
Secondary Hiring Managers/Administrators
8. If required, Secondary Hiring Managers/Administrators can be specified as well. Additional rows can be added by using the + sign for multiple people. Enter the Empl ID if known, or use the Look up to search by name.

As indicated on the page, only those with the correct security role will display for selection or entry into this field. If you have issues adding someone, please contact UService

Notes/Comments
9. In the Notes/Comments field, add any relevant notes or comments for those processing the request.

10. Click Save
11. Click Next

Step 6: Summary and Submit
This page provides a summary of the request for your review. You can expand and collapse sections as needed to review and validate the information before submitting for approval.

NOTE: Use the Previous and Next buttons or the section listing on the left of the screen to go back and make revisions if required.

3. Click Submit for Approval to start the approval process.
Step 7: Workflow
You will be taken to the Workflow page which displays the approvals required.

Next Steps
Once you have completed this transaction, the following will occur:

- Once approved, the job is posted on the UCalgary Careers website and the recruitment process begins.
- The initiator and Reports to Manager will be notified by Human Resources once the job posting is created.
- Once the job is posted, applications can be viewed by the Hiring Manager(s) at any time. For information on how to view applicants in PeopleSoft, please refer to the Managing Applicants in PeopleSoft quick reference guide.

END OF REFERENCE GUIDE FOR AUPE (SUPPORT STAFF) OR MaPS EXISTING POSITION
JOB EVALUATION NOT REQUIRED