NON-FACULTY VOLUNTEER AND TEMPORARY REQUISITIONS FAQ & TIPS

1. **When should I create a Non-Faculty Volunteer or Temporary requisition?**
    a. Requisitions should be created only when you know who and how many individuals will be included on the requisition. This position type was created in PeopleAdmin under the premise that you have already selected your person(s) of interest. See page two for instructions and quick steps to create the requisition.
        i. It is best practice to create a requisition as this ensures compliance with the Background Check Policy #1010 and SAP reporting.

    Note: Requisitions will not be open longer than 30 days

2. **I have created my requisition and it has been sent for approval, now what?**
    a. Once approved by HR Staffing, you will receive an "NFVT Internal Invite" e-mail from jobs@. Forward this e-mail to your person of interest.

3. **What is the internal invite?**
    a. It is an e-mail providing a link that you will forward to your person of interest. They will use this to complete a profile in PeopleAdmin. If they do not have an account with PeopleAdmin they will need to create one. A Staffing representative will review their profile and request a background check if required within 24 hours of receiving their profile.

4. **What if a background check is not required?**
    a. Typically background checks are exempt for current UNMC students only. Your volunteer or temp will be moved directly to hire once their profile is reviewed by Staffing. You will receive a hire notification e-mail from jobs@ approving your SAP transaction.
    b. If you believe a background check is not required, you may note this next to the name of the individual when you create the requisition. Contact Staffing with questions at jobs@unmc.edu or at 402.559.5906"

5. **What direction should I provide my volunteer or temp?**
    a. Request they complete their profile via the link you forward to them in the internal invite email and respond to e-mail(s) from OneSource, The Background Check Company asap. *Background checks typically take 7-10 for processing and does not start until information is submitted by your volunteer or temp through OneSource.*

6. **How will I know this process is complete?**
    a. Once the background check is complete and approved by Staffing, you will receive a hire notification e-mail from jobs@ informing you to enter your volunteer or temp in SAP. They cannot start their appointment until this email is received.

Creating a Non-Faculty Volunteer & Temporary Requisition

This requisition is used for both Non-Faculty Volunteers & Temporary Employment and posting is not required. By completing the requisition, the required background check process will be system generated.

Temporary Employment - staff positions, may extend up to 6 months. Temporary appointments designated as "casual" (not exceeding .25 FTE), "intern" and "student worker", are excluded from the 6 month time line. **Note: If there is not a 'person of interest', department may wish to use the 'Staff Requisition' to post and receive applicants.** For further information http://info.unmc.edu/wiki/index.php/Nu_Values_-_Temporary_Employment

Non-Faculty Volunteer - includes retirees, students, alumni, or others that are **unpaid** and provide volunteer services to the University. For further information http://wiki.unmc.edu/Volunteer

QUICK STEPS:

1. To create a Non-Faculty Volunteer or Temporary Requisition, select the **Applicant Tracking** module. This is indicated in the upper right side of the screen. This module is identified by a **blue** banner across the top of the page.
2. On the Home Page, toggle over **Requisitions** tab and select **Volunteer & Temporary**. On the Next page, select the **orange** button **Create New Requisition** (to right of screen).
3. The system will prompt two options to create the requisition from. Select **Create from Position Type**.
4. The field **Title**, defaults to Volunteer & Temporary. (Note: Human Resources will edit the title to either Non-Faculty Volunteer or Temporary Employment based on the request submitted).
5. In the field **Department**, select the appropriate department from the drop-down.
6. Select the **orange** button **Create New Requisition**.
7. In the field **Type of Request**, select the appropriate drop-down.
8. Complete the various components of the requisition, keeping in mind:
   - Required fields that must be completed are indicated by an **orange** asterisk.
   - Selecting the **Next** button, the system will save the work up to that point.
   - Selecting the **Save** button at the top or bottom of each page will also save the work **before** moving on to the next tab.
9. From the **Summary** page:
   - Toggle over **Take Action on Requisition** and select **Human Resources Staff for both Non-Faculty Volunteer and Temporary requisitions.**

If all the required fields are complete, and you change the workflow state, a **green** message is displayed across the top of the screen indicating that the requisition has successfully transitioned.

If the required fields are not complete, a **red** error message is displayed across the top of the screen indicating that there are required fields that need to be completed.

Non-Faculty Volunteer & Temporary Employment Workflow