University of Nebraska Medical Center

HUMAN RESOURCES

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.
    b. If you are hiring a Student Worker you are required to provide the University of Nebraska campus where the student worker is enrolled (UNMC, UNO, UNK or UNL).
        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. 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.
        i. 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 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 a <u>posting is not required.</u> By completing the requisition, the required background check process will be system generated.

<u>Temporary Employment</u>

- Temporary employees may be hired by a department to fill in for regular employees' absences and/or to handle seasonal volumes and workloads. Temporary employees in a 0.26 FTE or above may be appointed for a period of up to 2 years.
- Casual/On call employees may be hired to work on peak activities or as needed based on program or operational needs. Casual/On call employees may be appointed for a maximum of 0.25 FTE or less. Casual/On call employees are excluded from the 2 year time line.
- Interns and Student Workers, are excluded from the 2 year 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

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

<u>QUICK STEPS:</u>

1. To create a Non-Faculty Volunteer or Temporary Requisition, select the **Hire** 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 **Job Title** please enter in either **Non-Faculty Volunteer or Temporary Employment**.
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. (Note: The information entered into the **Job Title** must match the selection for **Type of Request**).
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:
   - Change the Workflow State: 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

Department
Creates requisition in PeopleAdmin

Temporary Employment | **Non-Faculty Volunteer**

HR Staffing
Changes 'Title' field & Assigns position number (for SAP)
Activates requisition (Internal/Invite Only)
(System generates email to Department)

Department
Contact person of interest
(Provides link to complete on-line form)

Person of Interest
Completes on-line form
(PeopleAdmin Applicant Portal)

HR Staffing
Reviews form & initiates Background Check
(System generates email to OneSource)
Background Check reviewed
(System generates email to Department)

Department
Initiates Action in SAP

Temporary Employment
New Hire Action

Non-Faculty Volunteer
Volunteer Hire Action