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(s) 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. Background checks are required for all non-faculty volunteer and temporary appointments (including student workers).

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. The selected individuals cannot start their appointment until the background check cleared email is received.
Creating a Non-Faculty Volunteer & Temporary Requisition

This requisition form is used for both Non-Faculty Volunteers & Temporary Workers when the hiring department has identified the individual(s) they would like to hire/volunteer. This requisition form is not posted on to the applicant portal.

Temporary Employment

- 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 Department needs to recruit/post temporary position Contact Compensation Representative.

Non-Faculty Volunteer - 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

QUICK STEPS:

1. To create a Non-Faculty Volunteer or Temporary Requisition in PeopleAdmin, select the Applicant Tracking System 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, Student Worker or Temporary Worker.
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