

<b>River Valley Child Development Services</b>		SOP #	12
		Revision #:	2
Program Name:	Administration	Implementation Date:	10/01/2022
Author:	Josh McAdoo	Last Review/Update:	10/11/2022
Page #:	5	Approval:	

## **Standard Operating Procedure: Creating Job Requisition in Paycom**

### **1. Purpose**

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This SOP was created to provide program directors with instructions on how to create job requisitions in Paycom.

### **2. Scope**

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The intended audience is the program directors, who will be initiating the job requisition process.

### **3. Prerequisites**

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The individual will need director access, at minimum, in the Paycom system to use this standard operating procedure.

### **4. Responsibilities**

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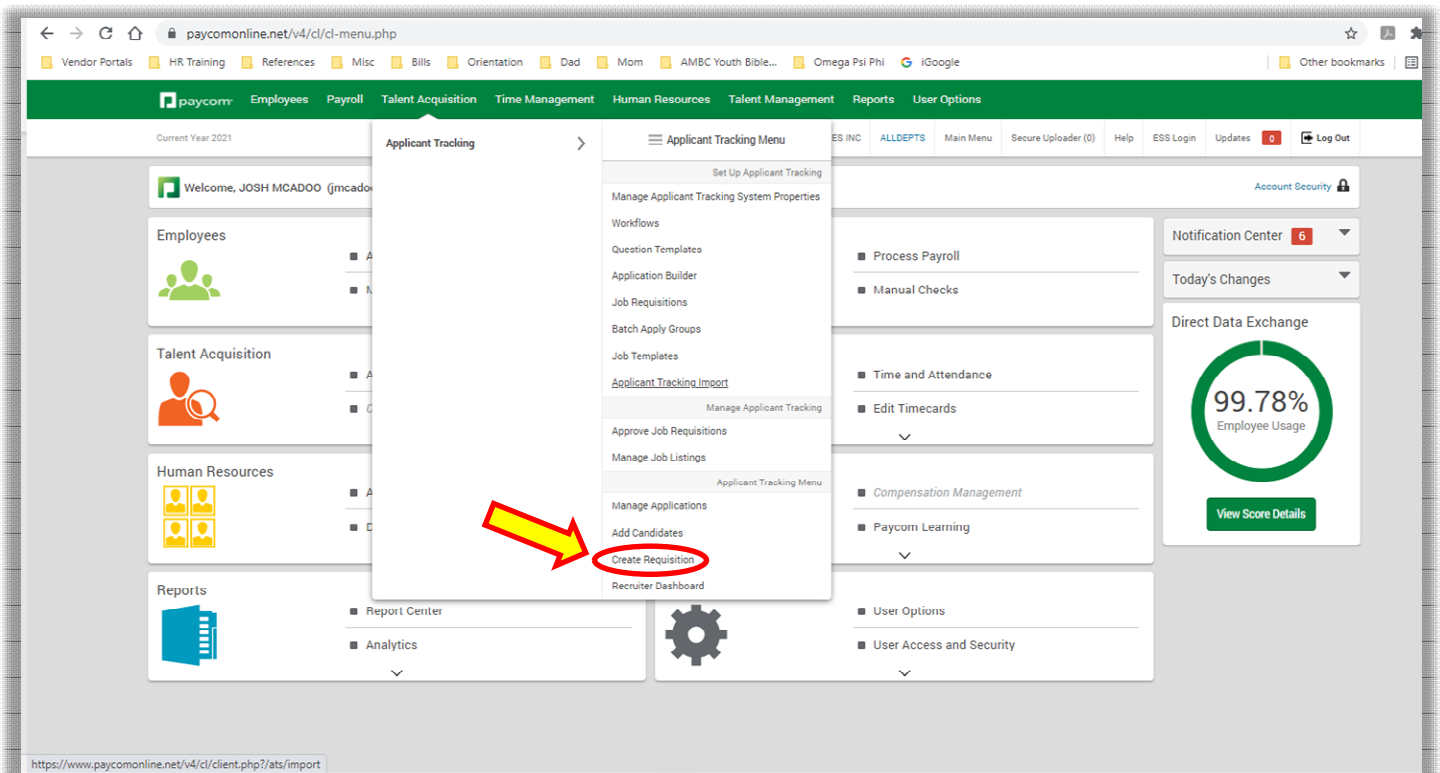
The program directors and HR Generalist have the primary responsibility of ensuring that the process flows smoothly.

### **5. Procedure**

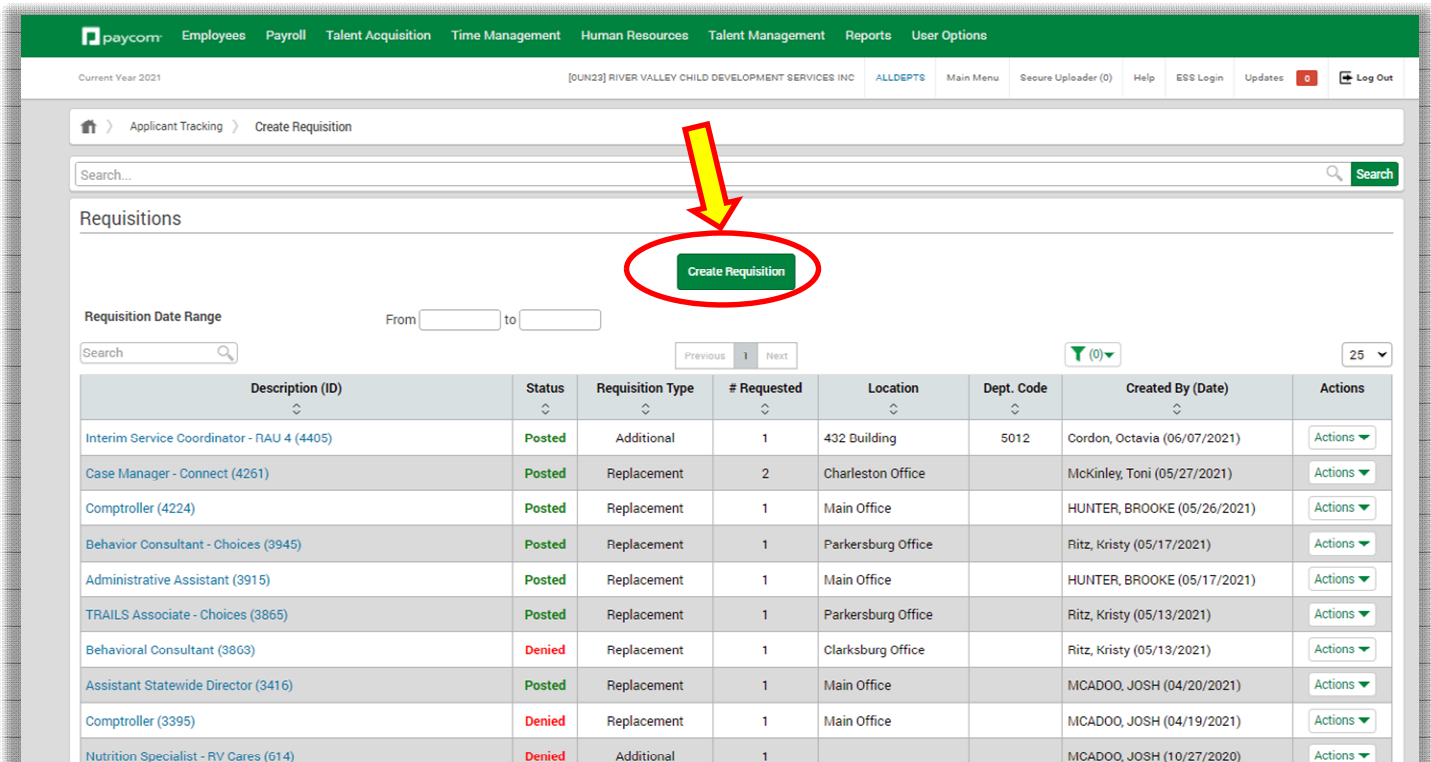
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You will first need to log into Paycom system, using your director access information.

Once you are on the home screen, you will go to the 'Talent Acquisition' tab at the top of the page, go to 'Applicant Tracking,' then go to 'Create Job Requisition.'



On the following page, you click the green 'create requisition' button at the top of the page.



You will create the requisition by position. If you do not see the position listed, you will need to confirm that the [position request process](#) has been completed and approval has been granted. If the process has been completed, then you will need to send the approved job description (in Word format) to the HR Generalist, who will create the position in Paycom. Once you select the position, you will choose the: position family (program), position title, reason for requisition, request type (replacement, addition, seasonal, or evergreen), number of positions you are hiring for, anticipated start date. You will list yourself as the primary recruiter/hiring manager. You will then choose the location where the position will be working from.

The screenshot shows the 'Requisition Details' form in the Paycom system. The form is titled 'Requisition Details' and includes a search bar at the top. Below the search bar, there are several fields for entering requisition information. The 'Submit requisition by' section has two radio buttons: 'Job Template' and 'Position', with 'Position' selected. The 'Position Family' field is set to 'Administration [001]'. The 'Position Title' field is set to 'Accounting Assistant AP'. The 'Reason for Requisition' field is set to 'Replacement or Addition?'. The 'Request Type' field is set to 'Replacement'. The 'Number of Positions' field is set to '1'. The 'Anticipated Start Date' field is set to '09/03/2021'. The 'Primary Recruiter' field is set to 'Search or Make Selection'. The 'Hiring Manager' field is set to 'MCADOO, JOSH (jmcadoo)'. The 'Location' field is set to 'Search or Make Selection'. There are also checkboxes for 'Offsite Location' and 'Remote Job', both of which are currently unchecked. An 'Edit Position' button is located in the top right corner of the form.

Under the Job Details section, you will verify the job title, enter the degree type, enter the position type, and who the position reports to. For the wage range, you will use the 'salary/year' option for exempt positions, or the 'hourly' option for non-exempt positions. You will then enter the department code (program).

The screenshot shows the 'Job Details' form in the Paycom system. The form is titled 'Job Details' and includes a search bar at the top. Below the search bar, there are several fields for entering job details. The 'Job Title' field is set to 'Accounting Assistant AP'. The 'Degree Type' field is set to a dropdown menu. The 'Position Type' field is set to a dropdown menu. The 'Reports To' field is set to a dropdown menu. The 'Wage Range' field is set to a dropdown menu with 'Salary/year' selected. The 'Department Code' field is set to 'Search or Make Selection'. Below the 'Job Details' section, there is a 'Job Description' section with a rich text editor. The 'Job Description' field contains the following text: 'Position: Accounting Assistant Payroll and A/P' and 'Program: Administration'.

You will then review the job description that was automatically uploaded into the requisition, to ensure that it is the most current job description for the position. If you have additional language you would like to add to the posting, you will enter that in the 'job qualifications' section.

**Job Details**

**Job Description**

<b>Position:</b>	Accounting Assistant Payroll and A/P
<b>Program:</b>	Administration

**Job Qualifications**

You will then complete the 'Requisition Questions' section and click submit at the bottom of the page.

**Requisition Questions**

\* Who is the direct supervisor?

If Temporary, % of Time:

Time Frame:

Replacing Whom?

\* Reason:

Select Answer

Requested Media Sources Free Sources:

Junior/Community College(s)

Requested Media Sources Free Sources:

☐ Junior/Community College(s)

☐ College/University

Specify answer above:

Requested Media Sources Paid Sources:

☐ Newspaper(s)

☐ Paid Website Service

☐ Other

Specify answer above:

\* Advertising Text

Additional Comments

Add additional comments here

Cancel Submit

The requisition will be sent to the HR Generalist, who will review the requisition and either approve or deny the requisition. If it is approved, the job posting will be sent to *Indeed*, *Glassdoor*, *Simplyhired.com*, and *Resume.com*. It normally takes up to 24 hours for the job posting to display on the job boards. If it is denied, you will receive a notification from HR, who will provide details

## 6. References

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List resources that may be useful when performing SOP:

- Entry level salary schedule
- Current job descriptions
- [Show Me How: to Create a Job Requisition with Positions](#)

## 7. Definitions

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N/A