Create a Job Requisition for a Transfer Quick Reference Guide

04.01.15

Follow this process if you have a security level that allows access to the organization the employee is transferring into. If you do not have access to the organization you can only initiate a transfer.

Type *Create job req* in Search Box.

REQUIRED FIELD	DEFINITION	COMMENT
Copy Details from Existing Job Requisition	Leave Blank if not copying details from a different requisition.	
Supervisory Organization	Organization the worker will be hired into	
Create New Position For Existing Position	For a new Position in the organization Fill an open position within the organization	
Worker Type	Employee – Receives a W2 from Femilab Contingent Worker – Does not receive a W2 from Fermilab	
Number of Openings	Defaults to one	This field can NOT be updated by initiating the *Edit Job Requisition* process
Reason – Create Job Requisition > Administrative	Administrative > Promotion or Transfer	The reason will never be Create Job Requisition > Recruiting. This is used only to hire a new worker to a new position or to backfill a position
Replacement For	Leave Blank	
Recruiting Instruction	Leave Blank	
Recruiting Start Date	Today's date	This date can be changed by initiating the *Edit Job Requisition* process

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REQUIRED FIELD	DEFINITION	COMMENT
Target Hire Date	Today's date	Verify this date with Manager and Division Administrator of the organization the employee is transferring to. This date can be changed by initiating the *Edit Job Requisition* process
Target End Date		This date can be changed by initiating the *Edit Job Requisition* process This is required for Fixed Term, Temporary or On-Call positions
Job Posting Title	To mark this job requisition for a transfer, enter the Job Posting Title, then '/Transfer.' For example, enter 'Administrative Assistant V/Transfer' so it will be easy to recognize the job requistion created specifically for a transfer in the list of open job reqisitions that display in the manager's My Open Job Requisitions worklet on the FermiWorks Home page.	
Justification	Required for positions that are an increase to budgeted headcount.	
Job Profile	This is the Fermilab Compensation job title, e.g., Engineer IV.	
Job Description Summary	Auto populates when the Job Profile is entered.	
Job Description	Enter any additional specific knowledge, skills and abilities not captured in the job description summary.	
Job Families for Job Profile	Auto Populates	
Worker Sub Type - Fixed Term On-Call Worker (Fixed Term)	Employment is for a stated period of time greater than six months and generally in no more than 3-year increments. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf On-call employees are a group of support personnel who work on an "as needed" basis. This group consists of professionals, retirees and others who wish to work temporary assignments. There are no guaranteed number of hours an On-call employee will work.	

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REQUIRED FIELD	DEFINITION	COMMENT
Regular Seasonal (Fixed Term) Temporary Employee (Fixed Term)	Assignments are dependent upon Laboratory needs and the employee's ability to fill the assignments. On-call employees must work less than 1,000 hours a year. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf Employment for an indefinite period of employment. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf Summer and holiday temporary assignments, intended for students. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf Individual who works either short- or long-term assignments (generally not to exceed six months) with an employer without being treted as a permanent employee;.normally utilized to meet seasonal or other demands that supervisory organizations do not have internal resources to meet. Click this link to see the specific benefits that can be elected: http://wdrs.fnal.gov/employ/ScheduleofBenefits.pdf	
Time Type	Full time or Part time	
Primary Location	Batavia	
Additional Locations	Always Leave Blank.	
Scheduled Weekly Hours	Defaults to 40; If this is a part time position, change the hours.	This if the only field used to identify the number of weekly hours the position requires
Work Shift	Leave Blank.	
Qualifications	Discuss with the hiring manager.	
Attachments	For positions that are an addition to the budgeted headcount, attach justification form http://wdrs.fnal.gov/employ/employinternal/PersReqAttachJustification.docx. Complete form, scan and upload the document to this Attachment tab for required approval from Finance/Budget Office. Attach Work Activities Analysis Form http://wdrs.fnal.gov/employ/employinternal/WAAF.docx to document physical position requirements	

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REQUIRED FIELD	DEFINITION	COMMENT
Summary Page	Verify all entries are correct. Once you click Submit, you can no longer make any changes until the job requisition is approved. Your manager can make changes or send back for corrections.	