

FULL TIME STAFF

EXISTING Job Description WITH Changes/ NO Changes/ Upgrade/ Downgrade

The first step is to log into NeoEd:

<https://login.neoed.com/authentication/saml/login/slcc>











Click on SSO

STEP 1 - Reviewing a Job Description

1. On your dashboard in the upper left-hand corner click **“Recruiting”**, click on the **“Job Description”** tab and search for the position. (If you are unable to find the position or do not know what the position number is, please reach out to your Employment Coordinator)
2. Make edits if needed, click **“Next”**.
3. Add Approval Workflow
 - **Compensation Evaluation:** Lori Allen, Heather Jordan and Joanna Kreifeldt and click **“Save”**.
 - **HR Final Review - Staff:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia Esser and click **“Save”**.
 - **Hiring Manager OR Originator:** (this will trigger a task to let the Hiring Manager OR Originator know to submit a requisition) and click **“Save”**.

Approval Workflow

* fields are required

1	 Compensation Evaluation	Approvers Lori Allen, Heather Jordan , +1 more	Status Pending	Due Date	 
2	 HR Final Review - Staff	Approvers Devin Robinson, Sadie Graham , +2 more	Status Pending	Due Date	 
3	 Hiring Manager Approval	Approvers Cynthia Barela	Status Pending	Due Date	 
 Add Approval Group					

4. Click **“Submit”**.

This position will need to have ALL approvals BEFORE Hiring Manager/ Originator can create the requisition.

*****If this is an upgrade or downgrade Step 2 (requisition) is still required but the position won't be posted.**

STEP 2 - Submitting a requisition

1. In the “**Recruiting**” tab, click “**My Requisitions**”, create a new requisition, enter in all applicable information and click “**Save & Continue to Next Step**”.
2. Add Approval Workflow
 - **Compensation Evaluation:** Lori Allen, Heather Jordan, and Joanna Kreifeldt and click “Save”.
 - **Budget Review:** Denise (Lynn) Miller and click “Save”.
 - **VP Approval FT Staff:** select your VP's name and click “Save”.
 - **Compensation Final:** Lori Allen, Heather Jordan and Joanna Kreifeldt and click “Save”.
 - **HR Final Review – Staff:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia Esser and click “Save”.

Approval Workflow

*required fields are marked with asterisk

1	⋮ Compensation Evaluation	Approvers Heather Jordan, +2 more	Status ⌚ Pending	Due Date	Comments	✎	🗑
2	⋮ Budget Review	Approvers Denise Miller	Status ⌚ Pending	Due Date	Comments	✎	🗑
3	⋮ VP Approval FT Staff Aca...	Approvers Jason Pickavance	Status ⌚ Pending	Due Date	Comments	✎	🗑
4	⋮ Compensation Final	Approvers Heather Jordan, +2 more	Status ⌚ Pending	Due Date	Comments	✎	🗑
5	⋮ HR Final Review - Staff	Approvers Cynthia Barela, +3 more	Status ⌚ Pending	Due Date	Comments	✎	🗑
<div>⊕ Add Approval Group</div>							

3. Click “**Submit**”.

FULL TIME STAFF

Brand New Position (does not exist in NeoEd)

The first step is to log into NeoEd:

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Click on SSO

STEP 1 - Creating a Job Description

1. On your dashboard in the upper left-hand corner click **“Recruiting”**, click on the **“Job Description”** tab and **“Add Job Description”**. For the Job Description code list **TBD**, enter in all applicable information and click **“Next”**.
2. Add Approval Workflow
 - **Compensation Evaluation:** Lori Allen, Heather Jordan and Joanna Kreifeldt and submit and click **“Save”**.
 - **Budget:** Denise (Lynn) Miller and click **“Save”**.
 - **Compensation Final:** Lori Allen, Heather Jordan and Joanna Kreifeldt and click **“Save”**.
 - **HR Final Review:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia and click **“Save”**.
 - **Hiring Manager OR Originator** (this will trigger a task to let Hiring Manager/ Originator know to submit requisition) and click **“Save”**.

Approval Workflow

* fields are required

1	⋮ Compensation Evaluation	Approvers Lori Allen, Heather Jordan , +1 more	Status Pending	Due Date	✎ 🗑
4	⋮ HR Final Review - Staff	Approvers Devin Robinson, Sadie Graham , +2 more	Status Pending	Due Date	✎ 🗑
5	⋮ Hiring Manager Approval	Approvers Cynthia Barela	Status Pending	Due Date	✎ 🗑
+ Add Approval Group					

3. Click **“Submit”**.

This position will need to have ALL approvals BEFORE Hiring Manager/ Originator can create the requisition.

STEP 2 - Submitting a requisition

1. After position is approved by **all** approvals (Step 1) you can create the requisition.
2. In the **“Recruiting”** tab click **“My Requisitions”**, create a new requisition enter in all applicable information and click **“Save & Continue to Next Step”**.
3. Add Approval Workflow
 - **Compensation Evaluation:** Lori Allen, Heather Jordan, and Joanna Kreifeldt and click **“Save”**.
 - **Budget Review:** Denise (Lynn) Miller and click **“Save”**.
 - **VP Approval FT Staff:** select your VP’s name and click **“Save”**.
 - **Compensation Final:** Lori Allen, Heather Jordan and Joanna Kreifeldt and click **“Save”**.
 - **HR Final Review - Staff:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia Esser and click **“Save”**.

Approval Workflow

*required fields are marked with asterisk

1	⋮ Compensation Evaluation	Approvers Heather Jordan, +2 more	Status ⌚ Pending	Due Date	Comments	✎	🗑
2	⋮ Budget Review	Approvers Denise Miller	Status ⌚ Pending	Due Date	Comments	✎	🗑
3	⋮ VP Approval FT Staff Aca...	Approvers Jason Pickavance	Status ⌚ Pending	Due Date	Comments	✎	🗑
4	⋮ Compensation Final	Approvers Heather Jordan, +2 more	Status ⌚ Pending	Due Date	Comments	✎	🗑
5	⋮ HR Final Review - Staff	Approvers Cynthia Barela, +3 more	Status ⌚ Pending	Due Date	Comments	✎	🗑
<div>⊕ Add Approval Group</div>							

4. Click **“Submit”**

PART TIME STAFF JOB DESCRIPTIONS

The first step is to log into NeoEd:

<https://login.neoed.com/authentication/saml/login/slcc>

Click on SSO

*****All part time positions do NOT require job description approvals, including Student Employment postings.**

1. On your dashboard in the upper left-hand corner click “**Recruiting**” and click on the “**Job Description**” tab.

It is easier to search for Part Time job descriptions by title. You can also narrow down the search by entering the division code for your area:

142	President's Office
242	Academic Affairs
342	Business Services (Finance and Administration)
442	Student Affairs
542	Institutional Advancement
642	Gov't & Comm Relations
742	Institutional Effectiveness
842	SLTC

For example, if you were looking for a part time Academic Affairs job description:

Job Descriptions

Job Descriptions

Job Descriptions Requests

All Job Descriptions▼		Other Agency's Job Descriptions	Bulk Actions
■	Job Description Code	Job Description Title	
	<input type="text" value="242"/>	<input type="text" value="Search"/>	
<input type="checkbox"/>	2420106	(CIP)-Specialist I, English as Second Language (ESL) Student Intern (Part Time)	
<input type="checkbox"/>	2420278	AI Workforce Trainer & Content Developer (Various Industries)	
<input type="checkbox"/>	2420086	Campus Internship Program (CIP) - Specialist I, Social Media-English (Part Time)	
<input type="checkbox"/>	2420069	Campus Internship Program (CIP) -Specialist I, Pro-Bono OT/PT Clinic Intern (Part Time)	
<input type="checkbox"/>	2420123	Campus Internship Program (CIP) Tutor Non-Certified, Chinese Mandarin (Part Time)	
<input type="checkbox"/>	2420203	Campus Internship Program (CIP), Specialist I, Student Success Ambassador (Part-Time)	
<input type="checkbox"/>	2420002	Campus Internship Program (CIP)- Specialist I, Aviation/Related Tech (Part Time)	
<input type="checkbox"/>	2420074	Chef II, Lead Cook, Eccles Child Dev Lab School (Part Time)	
<input type="checkbox"/>	2420075	Chef II, Lead Cook, Eccles Lab School (Part Time)	
<input type="checkbox"/>	2420076	Child Care Provider II, Eccles Lab School SLCC (Part time)	
<input type="checkbox"/>	2420077	Child Care Provider III, Eccles Lab School SLCC (Part time)	

If you can't find the Part Time job description you are looking for, contact your employment coordinator before adding a new one.

2. Edit the job description if needed. If it is a new position, enter the Job Description Code as **TBD**, enter in all applicable information and click **"Next"**.
3. On the Approval Workflow screen, do not make any changes and click **"Submit"**.

PART TIME STAFF REQUISITIONS

The first step is to log into NeoEd:

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Click on SSO

1. In the **"Recruiting"** tab click **"My Requisitions"**, create a new requisition, enter in all applicable information and click **"Save & Continue to Next Step"**
2. Add Approval Workflow

- **Hiring Manager Approval (if applicable):** If you are the hiring manager, or if the hiring manager does NOT need to review **skip this step**
- **HR Final Review - Staff:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia Esser and click “Save”.

Approval Workflow

*required fields are marked with asterisk

1	⋮ Hiring Manager Approval	Approvers Sadie Graham	Status Pending	Due Date	Comments	
2	⋮ HR Final Review - Staff	Approvers Cynthia Barela, +3 more	Status Pending	Due Date	Comments	

Student Employment (CIP and Work Study)

The first step is to log into NeoEd:

<https://login.neoed.com/authentication/saml/login/slcc>

Click on SSO

1. In the “**Recruiting**” tab click “**My Requisitions**”, create a new requisition enter in all applicable information and click “**Save & Continue to Next Step**”
2. Add Approval Workflow
 - **Hiring Manager Approval (if applicable):** If you are the hiring manager, or if the hiring manager does NOT need to review **skip this step**
 - **Student Employ Appr 1:** Brandee Burt and click “Save”.
 - **Student Employ Appr 2:** Melissa Kraft and Stacey Parson and click “Save”.
 - **HR Final Review - Staff:** Cindy Barela, Devin Robinson, Sadie Graham and Natalia Esser and click “Save”.

Approval Workflow

*required fields are marked with asterisk

1	<div><div></div><div>Hiring Manager Approval</div></div>	<div><div>Approvers</div><div>Sadie Graham</div></div>	<div><div>Status</div><div><div></div>Pending</div></div>	<div><div>Due Date</div></div>	<div><div>Comments</div></div>	<div><div></div><div></div></div>
2	<div><div></div><div>Student Employ Appr 1</div></div>	<div><div>Approvers</div><div>Brandee Burt</div></div>	<div><div>Status</div><div><div></div>Pending</div></div>	<div><div>Due Date</div></div>	<div><div>Comments</div></div>	<div><div></div><div></div></div>
3	<div><div></div><div>Student Employ Appr 2</div></div>	<div><div>Approvers</div><div>Melissa Kraft, +1 more</div></div>	<div><div>Status</div><div><div></div>Pending</div></div>	<div><div>Due Date</div></div>	<div><div>Comments</div></div>	<div><div></div><div></div></div>
4	<div><div></div><div>HR Final Review - Staff</div></div>	<div><div>Approvers</div><div>Cynthia Barela, +3 more</div></div>	<div><div>Status</div><div><div></div>Pending</div></div>	<div><div>Due Date</div></div>	<div><div>Comments</div></div>	<div><div></div><div></div></div>