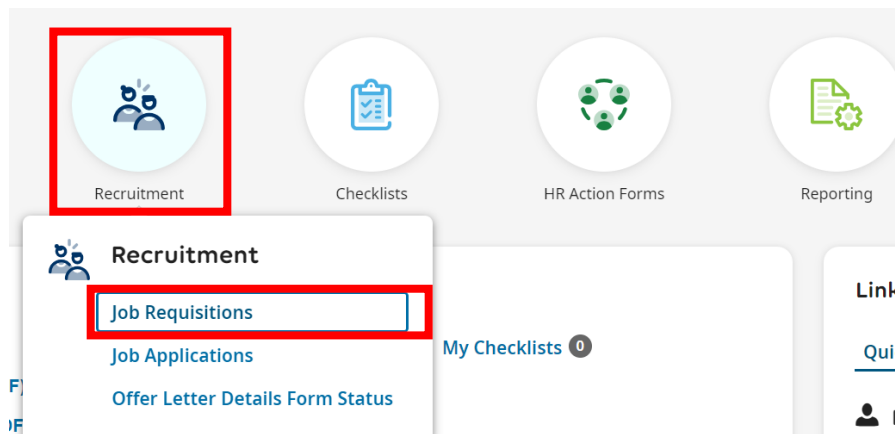


## Staff Position Descriptions and Posting Process in UKG Ready:

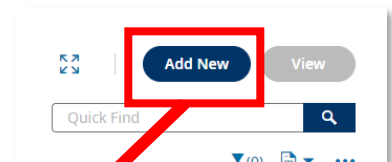
This training document should be reviewed by managers or department representatives who have access to post staff positions in UKG Ready that will appear on the careers.pace.edu website.

A Job Requisition form is used to request the posting of a position on [careers.pace.edu](https://careers.pace.edu). **This same form is also used to edit the position description and submit a position modification request.**

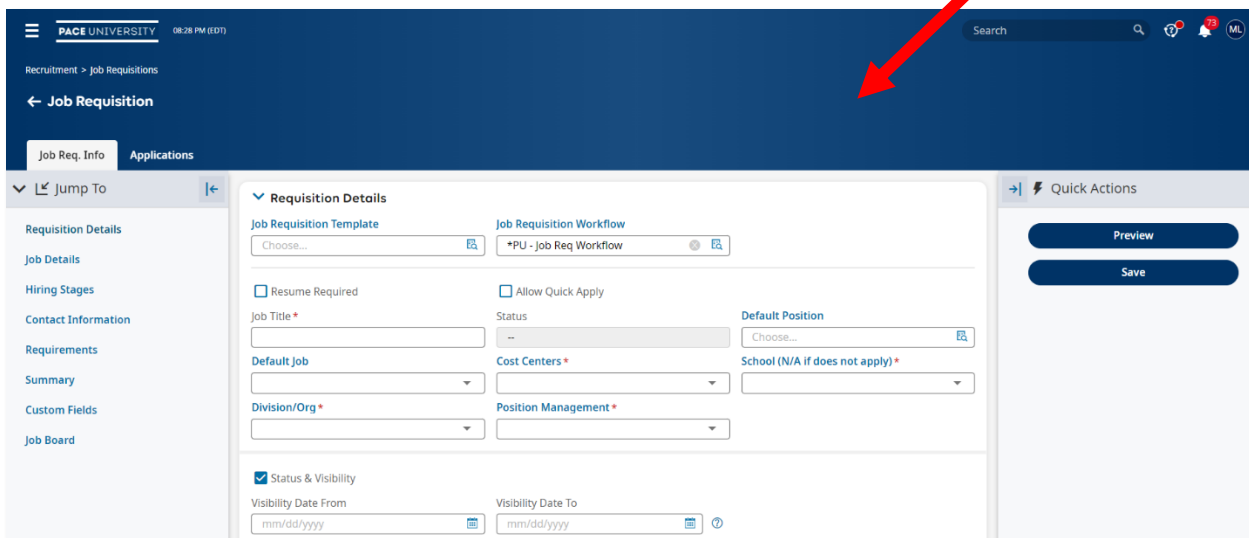
1. To begin, login to **Pace Portal** and under the Staff tab, click on the “**UKG Ready: for Hiring Managers**” link in the Manager Resources section.
2. From your UKG Ready dashboard, click on the “**Recruitment**” icon and select “**Job Requisitions**”:



3. Click on the “**Add New**” button in the upper right corner:



4. The Job Requisition form will open.



**IMPORTANT:** The same form is used for all Position Types, but later in the form you will have the option to select the specific application type that should be attached to this posting (ie. Staff, Student or Faculty).

5. Select the appropriate “**Job Requisition Template.**” Click “**OK**” when the Warning message pops up. This will auto-populate certain fields in the form that can later be edited.

Requisition Details

Job Requisition Template

Staff

6. Always check the “**Resume Required**” box:

Resume Required

7. **For STAFF positions ONLY:** Select “**Default Position**” before entering the “**Job Title.**” This brings the job description into the form and will auto-populate the Job Title field and other applicable fields.

Default Position

TEST HRIS Analyst - 197334

**PLEASE NOTE FOR POSITION MANAGEMENT:** Later in the form process, you will have the opportunity to select if you are **creating a new position** (this will result in a posting), **modifying an existing position only** (this will not result in a posting) or **modifying an existing position and posting** (this will result in a posting). This form will then follow one streamlined workflow, stopping at the Compensation department first for their review and approval. Once Compensation has reviewed the request, the form will then continue through the rest of the posting workflow.

8. Click into the “**Cost Centers**” field and select “**Browse.**” Search for the campus where this position will be seated (if this position is based in both NYC and Pleasantville then search for the “New York/Pleasantville” option).

**TIP:** when searching in the system, set your filter to “**like**” in the dropdown menu. This will allow you to search with keywords.

Cost Centers

New York City

9. Once the Cost Center is assigned it will populate the “**Job Location**” address, which will appear on the posting:

Job Location

New York	NY	10038	United States
----------	----	-------	---------------

10. Click into the “**Position Management**” field and select “**Browse**” to select an option. This field drives the workflow of the posting dependent upon which option is selected:
  - a. “**Modify Position Description to Post**”- this workflow will route to Compensation and then continue through the full posting workflow.
  - b. “**New Position Description**”- this workflow will route to Compensation and then continue through the full posting workflow.
  - c. “**Modify Position Description ONLY**”- this workflow will route to Compensation and complete the process once they approve. It will not result in a posting.
  - d. “**Faculty**”- this will bypass the Compensation step in the workflow.
  - e. “**Student**”- this will bypass the Compensation step in the workflow.
11. Click into the “**Org/Division**” field and search by either the name, Org Code or Index Code of your department. Then click on the bubble to the right to select the option.
12. Leave the “**Status & Visibility**” box checked:
  - a. Enter “**Visibility Date From**” as this will control the date your position will be posted on the careers.pace.edu webpage.
  - b. Enter “**Visibility Date To**” as this will control when your posting is removed from the careers.pace.edu webpage.

Status & Visibility

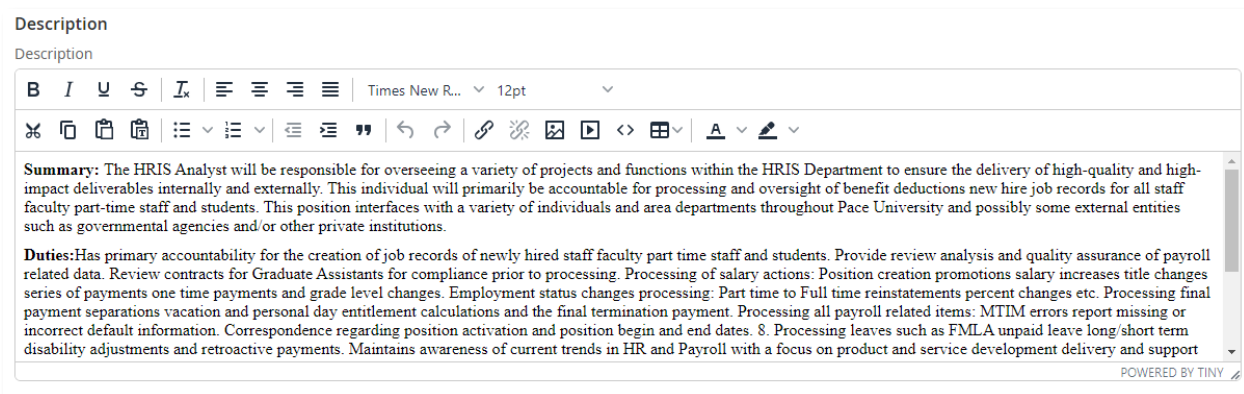
Visibility Date From	Visibility Date To
07/19/2023	08/18/2023

1. If this is an ongoing posting, that should not be closed, check the “**Evergreen**” box. This will ensure the posting remains open until it is manually closed.
2. Enter the “**Number of Openings.**”

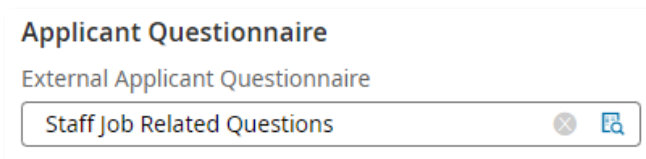
Evergreen

Number Of Openings \*

3. Populate the fields in the “**Job Details**” section as applicable. **VERY IMPORTANT:** Any fields that are populated will appear in the job posting (visible to applicants) if populated.
  - a. “**Job Type**” - This controls visibility to the posting. If listed as Internal it can only be viewed by current Pace employees in their UKG Ready portal. If External, it can be viewed by people outside of Pace.
  - b. “**Employee Type**”- Select the employee class that applies to your position. If you are unsure if it’s exempt or non-exempt, Compensation will review at their step and update. Anything that has “HR USE ONLY” should NEVER be selected.
  - c. “**Travel Required**”- If this position requires travel, provide a percentage estimate of how much travel time will be required.
  - d. “**Manage Others**”- select “Yes” if this position will be supervising others.
  
4. The position description will auto-populate within the “**Description**” field. At this time, you can edit this information to submit a position description modification request, which will route to the Compensation department for their review and approval.



5. “**External Applicant Questionnaire**” – Please select the “Staff Job Related Questions.” This will ensure position appropriate questions are asked in the application process.



6. “**Contact Information**”. The individuals entered on the below fields will have access to the applicants that apply to this requisition.
  - a. “**Hiring Manager 1**” - This is the person who will initiate the Final Offer process within UKG. This can be yourself as the Hiring Manager or a colleague who is managing this search. To select that person, click on the “**Employee Lookup**” icon.
  - b. “**Budget Rep**” – This field is very important as this will tell the system where to route your request to for approval. All postings must be approved by your area Budget Rep.
  - c. “**Recruiter**” – enter if applicable. This person can review applications.

- d. **“Other Hiring Managers”** – enter if applicable. This can be an additional backup Hiring Manager. Please note when searching for an employee you **MUST** select the option that states **“Filter Based.”** This field is also used by the Talent Acquisition team to setup Search Committee access. To request please email [talentac@pace.edu](mailto:talentac@pace.edu).
  
- e. **“Primary Contact”** – **VERY IMPORTANT:** If information is entered here, the contact will display to candidates in the Job posting.

**Contact Information**

Hiring Manager 1\*

Budget Rep\*

Recruiter

Other Hiring Managers

---

**Primary Contact**

Name

Phone

Email

- 7. Enter **“Requirements”** as applicable. **PLEASE NOTE:** for Staff positions, the requirements are already listed in the Description box so there is no need to enter information here. As long as it is left blank, the field will not appear on the posting.

**Requirements**

Job Requirement

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Video, Table, Text Color, Background Color.

POWERED BY TINY

- 8. The **“Summary”** field auto-populates with information that must be advertised on each of our postings. Please **DO NOT** delete any information here:

**Summary**

Summary

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Video, Table, Text Color, Background Color.

**About the Institution**

Ranked in the top 9% of private US colleges that provide the best return on tuition investment, Pace University transforms the lives of its diverse students—academically, professionally, and socioeconomically. Currently, the University enrolls more than 13,000 students in more than 150 bachelor’s, master’s, and doctoral programs. Pace University is at the forefront of creating opportunity. Through the convergence of strong academics, experiential learning, and dedicated advising, Pace University empowers its students and positively impacts its communities.

**AA/EEO Statement**

Pace University is committed to achieving full equal opportunity in all aspects of University life. Pursuant to this commitment, the University does not discriminate on the basis of actual or perceived sex, gender or gender identity, race, color, national origin, religion, creed, age, disability, citizenship, marital or domestic partnership status, sexual orientation or affectional status, genetic predisposition or carrier status, military or veteran status, status as a victim of domestic violence, sex offenses, or stalking, or any other characteristics protected by law, federal, state or local.

POWERED BY TINY

9.

10. In the “**Custom Fields**” section, all fields are required for staff. Fill out each field and check off “**Display to Applicant**” to ensure the applicant sees this information on the posting.

**PLEASE NOTE**, the following questions should NOT have “**Display to Applicant**” checked off:

- a. Is this a grant funded position?
- b. Full-Time Percentage (for FT Staff ONLY)- this field is used to specify whether this is an 80% or 100% full-time position.

**Custom Fields**

Position Number (Enter N/A for New P... \*  
  Display to Applicant

Compensation Type \*  
  Display to Applicant

Salary Range \*  
  Display to Applicant

Work Mode \*  
  Display to Applicant

Department Index \*  
  Display to Applicant

Department Name \*  
  Display to Applicant

Is this a grant funded position? \*  
  Display to Applicant

Full-Time Percentage (for FT Staff ONLY)  
  Display to Applicant

**ALL fields are required**

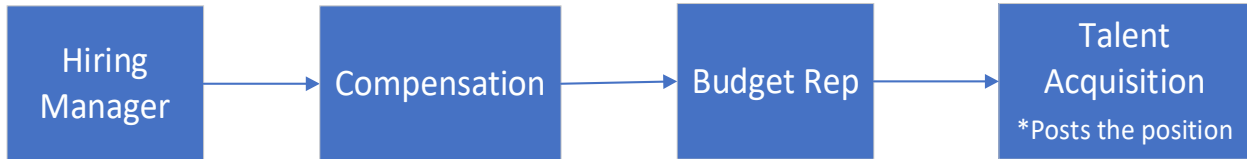
11. The last section of the posting form is the Job Board section that will be completed by HR. No action is required here. Please note, this section controls the visibility of your posting on Indeed.com.

**Job Board**

*i* Directly post, unpost and view the status of job board(s) postings.

**Post on Job Boards** **Unpost From Job Boards** **View Status on Job Boards**

12. Throughout the process you have the option to click on the “**Preview**” button on the right-hand side to preview how the posting will appear on the Careers website.
13. Select “**Save**” on the right-hand side.
14. Select “**Submit**” once completed. The Job requisition will follow the below workflow:



**Appendix:**

- I. **UKG Ready Glossary:** Please refer to the below Glossary of terms translated from PeopleAdmin over to UKG Ready terminology.

<b>PeopleAdmin</b>	<b>UKG Ready</b>
Posting	Job Requisition
Campus	Cost Centers
Posted Until Filled	Evergreen
Job Open Date	Visibility Date From
Job Close Date	Visibility Date To