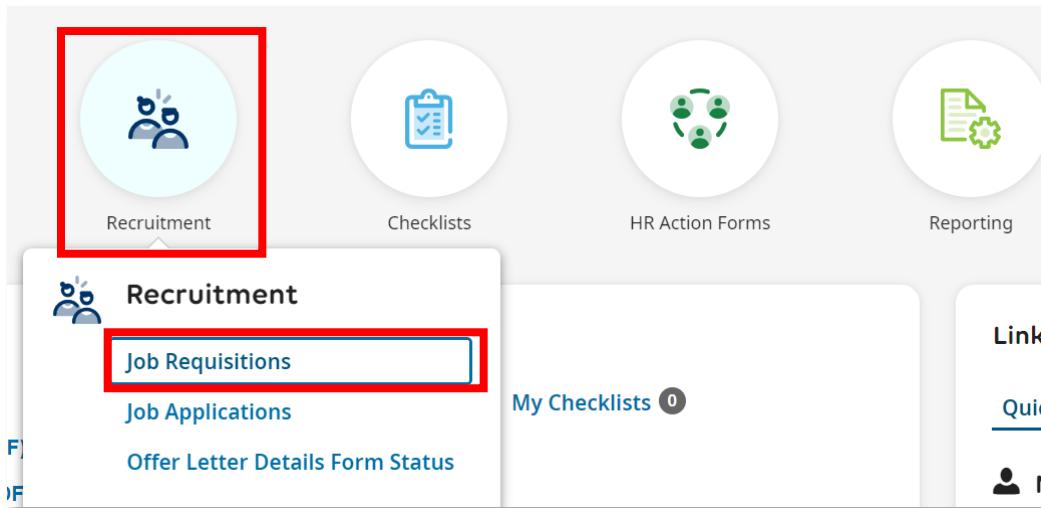


Posting a FT Faculty or Adjunct Position in UKG Ready:

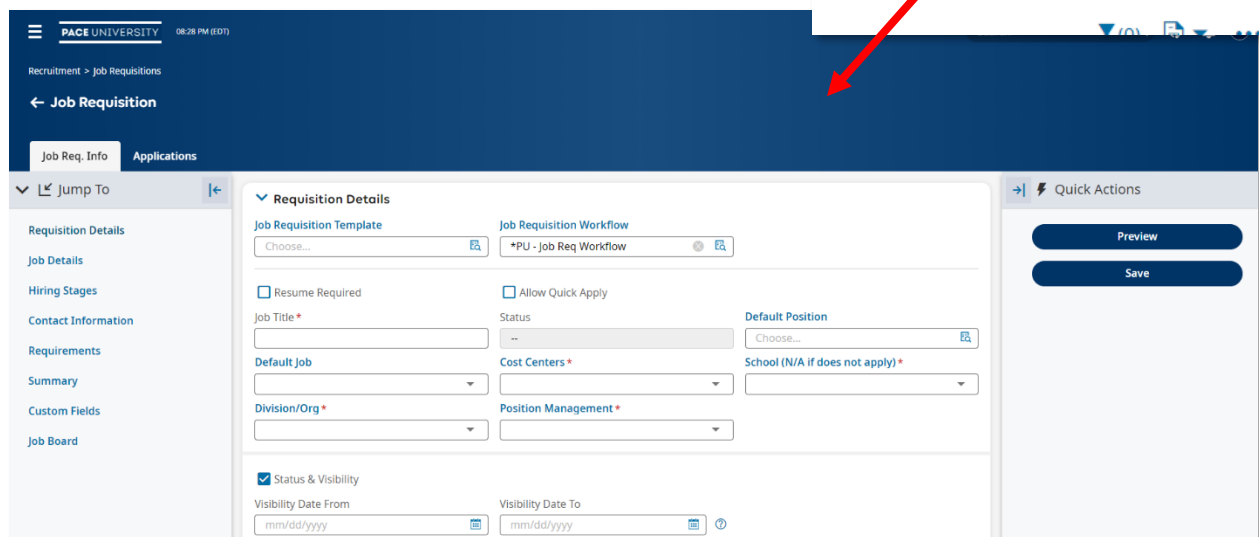
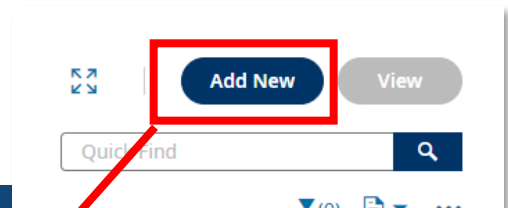
This training document should be reviewed by managers or department representatives who have access to post faculty positions in UKG Ready that will appear on the careers.pace.edu website.

A Job Requisition form is used to request the posting of a position on careers.pace.edu. 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 Faculty tab, click on the “**UKG Ready: for Hiring Managers**” link in the Administrative Self Service 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**” (FT Faculty for Full-Time Faculty positions and Adjunct for Adjunct positions). 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
FT Faculty

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

Resume Required

7. Provide the campus by clicking into the “**Cost Center**” field and selecting “**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

8. 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

9. Click into the “**Position Management**” and select the “**Faculty**” option.
10. 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.

11. Leave “**Status & Visibility**” box checked:
 - a. Enter the “**Visibility Date From**” as this will control the date your position will be posted on the careers.pace.edu webpage.
 - b. Enter the “**Visibility Date To**” as this will control when your posting is removed from the careers.pace.edu webpage.

12. Enter the “**Number of Openings**” or if this is an ongoing posting, that should not be closed, check the “**Evergreen**” box.

13. 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**”- This is one of the most important fields on the posting form as it will drive workflow. The value will auto-populate from the Job Requisition Template but can change. Please see below box for more information on Employee Type and what to select.
 - c. “**Travel Required**”- If this position requires travel, provide a percentage estimate of how much travel time will be required.
 - a. “**Manage Others**”-select “Yes” if this position will be supervising others.

EMPLOYEE TYPE: Please DO NOT select any value that states, “HR USE ONLY.” If the Employee Type must be changed from the default value, one of the following values should be selected as applicable to your position:

1. Adjunct
2. FT Faculty
3. Law Adjunct
4. Law FT Faculty

18. 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

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; marital status; military or veteran status; status as a victim of domestic violence, sexual assault, or stalking; or any other characteristics protected by law, federal, state, or local.

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19. In the “**Custom Fields**” section, please fill out all required fields (the last field is only used for staff positions and not required). Be sure to check off “**Display to Applicant**” to ensure the applicant sees this information on the posting.

PLEASE NOTE, the following question 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... *

123456 Display to Applicant

Compensation Type *

Academic Year Display to Applicant

Salary Range *

80000-90000 Display to Applicant

Work Mode *

On Site Display to Applicant

Department Index *

FA040 Display to Applicant

Department Name *

Marketing Display to Applicant

Is this a grant funded position? *

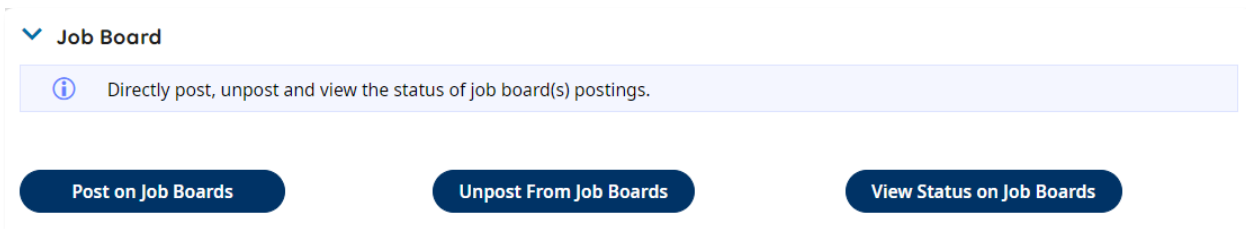
No Display to Applicant

Full-Time Percentage (for FT Staff ONLY)

<Please select> Display to Applicant

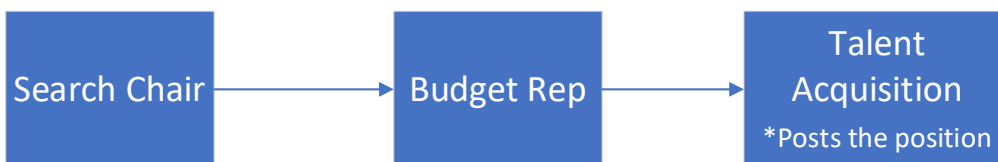
Required fields

20. 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.

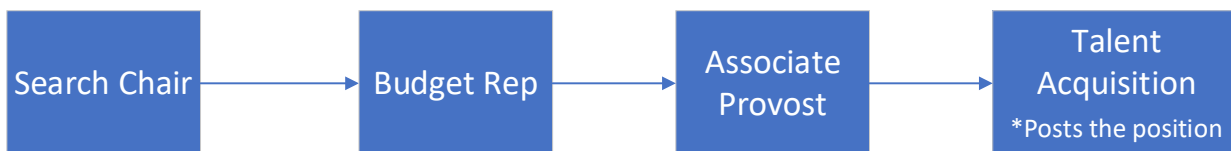


- 21. Throughout the process you have the option to click on the “**Preview**” button on the right-hand side to preview how the posting will appear on the Careers website.
- 22. Select “**Save**” on the right-hand side.
- 23. Select “**Submit**” once completed. The Job requisition will follow one of the below workflows dependent upon which Job Requisition Template was chosen:

FT Faculty Posting Workflow



Adjunct Posting Workflow



Appendix:

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

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