SuccessFactors Position Create/Copies/Maintains

Purpose: To create a SuccessFactors Requisition for JHU Staff/ Sr. Staff/BU Positions

ISR Types that can be used to create a Requisition in SuccessFactors:

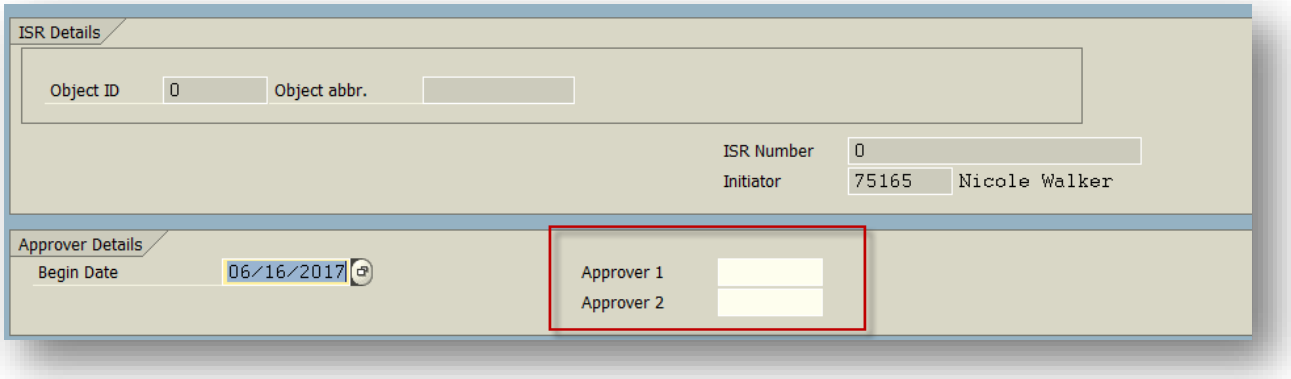
- OM-JHU- Position Create
- OM-JHU- Position Copy
- OM-JHU- Position Maintain/PAC

Below is a description of each change on the Position ISR that you will see when requesting the information be sent to SF Recruitment. All other fields remain the same and need to be completed as well.

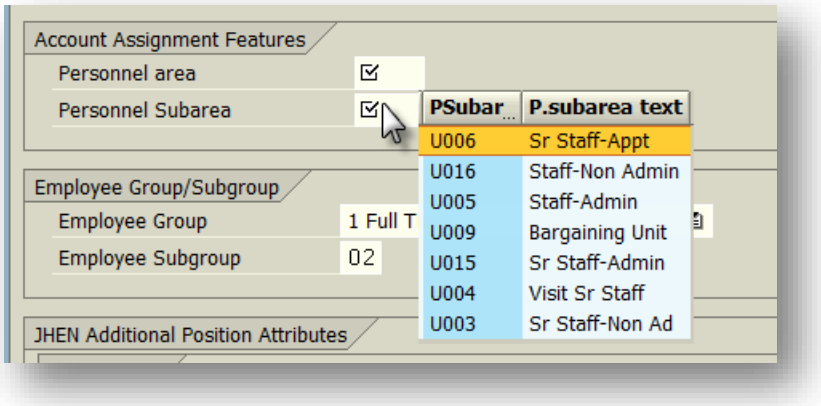
I. Approver 1 & Approver 2 will be required

Approver 1 = Compensation person for your area

Approver 2 = Budget person in your dept/division or school



II. Personnel Subarea must be Staff/Sr.Staff/BU in order to generate a Req

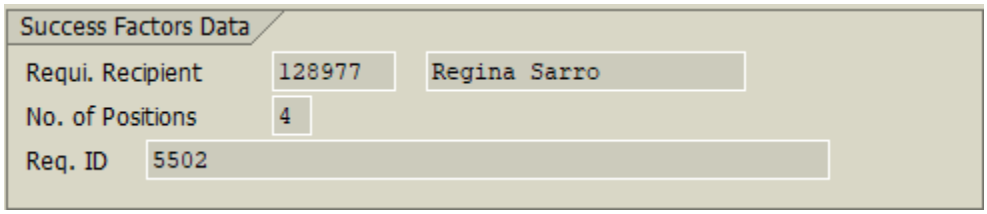


III. Position Budget Information is required

IV. Position Status should be set to "Create an SF Requisition" or "Change an SF Requisition (which will automatically default in if position is tied to an Open Req)"

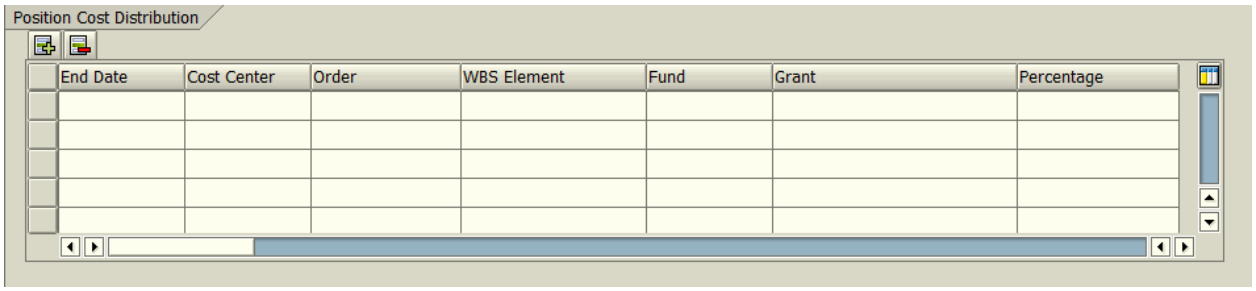
V. Success Factors Data

- Requi. Recipient- defaults with the initiators pernr, can be edited if different from person creating the ISR
- No. of positions- is required, can be edited to request multiples if copy/create ISR. Will automatically populate for maintain ISR based on linked positions table
- Req ID- will populate if maintaining an open requisition



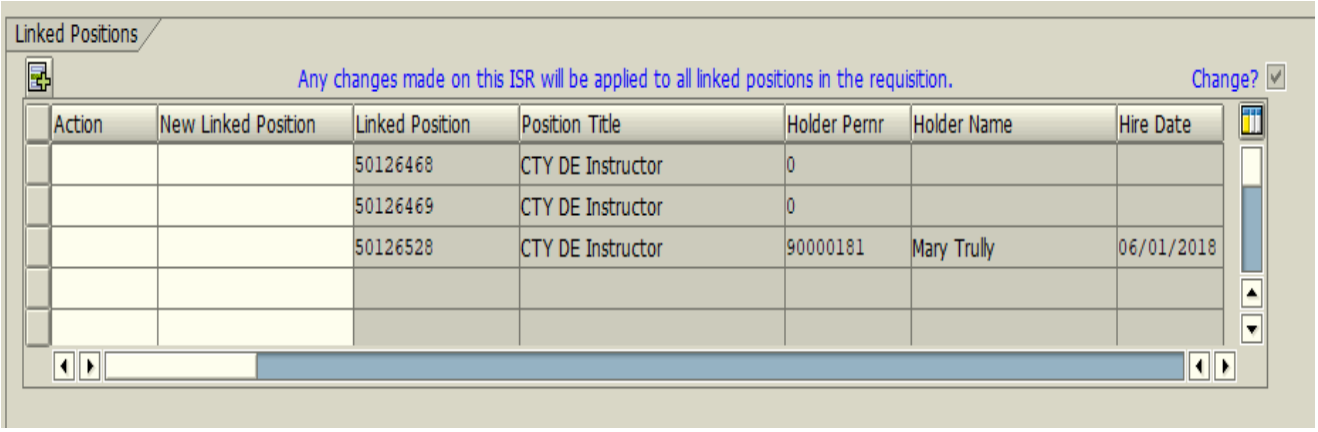
VI. Position Cost Distribution information is required

This should be filled out and will be utilized once a candidate has been hired.



VII. Linked Positions

This field will only appear on the JHU Position Maintain ISR. It gives you the ability to add/remove positions to your requisition. It will also display what positions/employees are currently linked to your open requisition.



Action	New Linked Position	Linked Position	Position Title	Holder Pernr	Holder Name	Hire Date
		50126468	CTY DE Instructor	0		
		50126469	CTY DE Instructor	0		
		50126528	CTY DE Instructor	90000181	Mary Trully	06/01/2018