Copying Requisition for Follow-up to Request Provisional Authorization 5

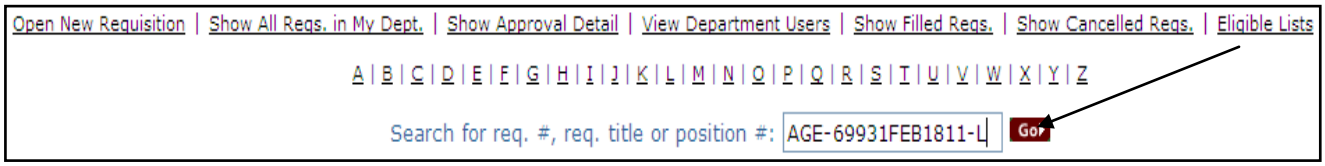
Introduction

This job aid explains how to copy the Layoff List request. This saves time, as you do not have to enter the same information in all of the fields.

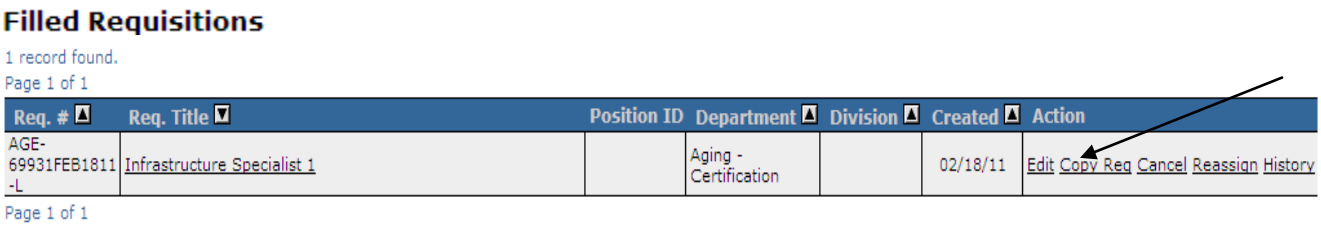
Note: Since the Layoff List request has been filled, you will search for the requisition under "Filled Reqs".

Step	Action	Comments
1.	Log into the Online Hiring Center (OHC)	
2.	Click on "Show Filled Reqs."	

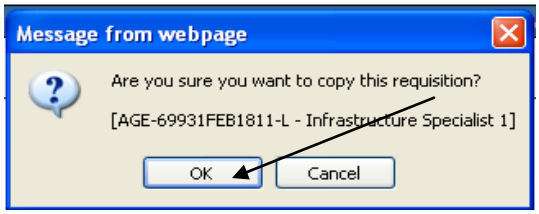
3.	Search for the Requisition you want to copy	You can search by entering "Req. #", "Req. Title" or "Position #"



4.	Once you locate the Requisition you would like to copy, click "Copy Req" in the Action column on the right-hand side	



Step	Action	Comments
5.	Click “OK” in the pop-up message that appears after you click “Copy Req.”	



6.	Enter “Requisition #”.	▪ The Requisition # should contain your department, class code, date and F to signify follow-up to request provisional authorization (e.g. AGE69931FEB1811-F) ▪ For departments with multiple locations add the first 3 digits from the OAKS department code (DRC will add 4 digits) to your department code (e.g. DOT080-69931FEB1811-F)
7.	Select “Yes” for “Follow up Requested”	All fields, with the exception of “Requisition #”, copy from original requisition number (e.g. “Working Title”, “Job Type”, etc.)
8.	Click “Save and Release”.	▪ “Save and Release” sends the requisition to Certification ▪ “Save Only” will save the requisition as a draft ▪ **NOTE:** Attachment(s) will not copy with the requisition

* Required

Desired Start Date:	
Requisition #:	AGE-69931FEB
Working Title:	Infrastructure Specialist 1
Vacancies:	1
* Department:	Aging - Certification
Division:	=== Select ===
* Hiring Managers:	Available: AgencyUser2, Agency; Groves, Carolyn — >> << — Assigned: AgencyUser1, Agency
Job Term:	Full Time
List Type:	=== Select ===
Position Type:	○ Existing Position (Replacement of Staff) ○ New Position
Position Control:	Position # / First Name / Last Name / Vacancy Date — Add Another Vacancy
Skills:	
Comments:	PN 20002222
* County of Position :	Franklin County
* Follow up Requested :	☑ Yes ☐ No
No Approvals	☐
Approval 1:	Certification — ○ Must approve before next approval ◉ Final approval — CertUser1, Cert; CertUser2, Cert
Approval 2:	=== Select === — ○ Must approve before next approval ○ Final approval
Approval 3:	=== Select === — ○ Must approve before next approval ○ Final approval

Save Only | Save and Release