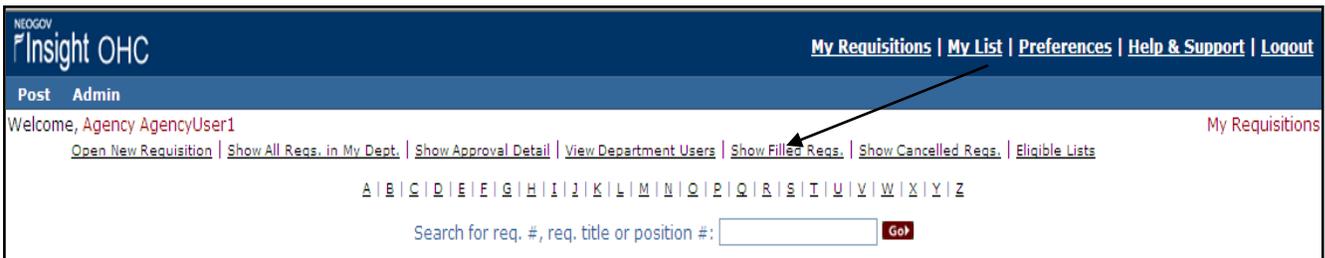


**Copying Requisition to Request Follow-up Layoff List 4**

**Introduction**

This job aid explains how to copy a previously created requisition. This saves time because you do not have re-enter information.

Step	Action	Comments
1.	Log into the Online Hiring Center (OHC)	
2.	Click “Show Filled Reqs”	Certification staff will <b>always</b> change the status of the requisitions to “Filled” after filling every request.



3.	Enter the req.# or title in the search box for the layoff request you want to copy	You also have the option to just scroll down the page and locate your requisition.
4.	Click “Go”	



5.	Click on “Copy Req.” next to the requisition	
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**Filled Requisitions**

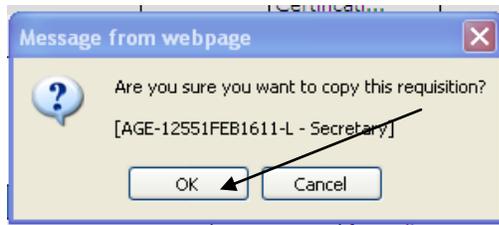
1 record found.

Page 1 of 1

Req. # ▲	Req. Title ▼	Position ID	Department ▲	Division ▲	Created ▲	Action
AGE-12551FEB1611-L	Secretary		Aging - Certification		02/16/11	<a href="#">Edit</a> <a href="#">Copy Req</a> <a href="#">Reassign</a> <a href="#">History</a>

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Step	Action	Comments
6.	Click "OK" in the pop-up message that appears after you click "Copy Req."	



7.	Enter "Requisition #".	<ul style="list-style-type: none"> <li>The Requisition # should contain your department, class code, date and LF to signify layoff follow-up request (e.g. AGE-12551FEB1711-LF)</li> <li>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. DOT080-12551FEB1711-LF)</li> </ul>
8.	Check "Yes" for "Follow up Requested"	<ul style="list-style-type: none"> <li>Make sure you <b>uncheck</b> "No"</li> <li>All fields, with the exception of "Requisition #", copy from original requisition number (e.g. "Working Title", "Job Type", etc.)</li> </ul>
9.	Click "Save and Release".	<ul style="list-style-type: none"> <li>"Save and Release" sends the requisitions to Certification</li> <li>"Save Only" will save the requisition as a draft</li> </ul>

\* Required

Desired Start Date:	<input type="text"/>									
Requisition #:	AGE12551f									
Working Title:	Secretary									
Vacancies:	1									
* Department:	Aging - Certification									
Division:	=== Select ===									
* Hiring Managers:	<table style="width: 100%;"> <tr> <td style="width: 50%;">Available:</td> <td style="width: 10%;"></td> <td style="width: 40%;">Assigned:</td> </tr> <tr> <td>AgencyUser2, Agency</td> <td style="text-align: center;">&gt;&gt;</td> <td>AgencyUser1, Agency</td> </tr> <tr> <td></td> <td style="text-align: center;">&lt;&lt;</td> <td></td> </tr> </table>	Available:		Assigned:	AgencyUser2, Agency	>>	AgencyUser1, Agency		<<	
Available:		Assigned:								
AgencyUser2, Agency	>>	AgencyUser1, Agency								
	<<									
Job Term:	Full Time									
List Type:	=== Select ===									
Position Type:	<input type="radio"/> Existing Position (Replacement of Staff) <input type="radio"/> New Position									
Position Control:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Position #</th> <th style="width: 25%;">First Name</th> <th style="width: 25%;">Last Name</th> <th style="width: 35%;">Vacancy Date</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;"> <input type="button" value="Add Another Vacancy"/> </td> </tr> </tbody> </table>	Position #	First Name	Last Name	Vacancy Date	<input type="button" value="Add Another Vacancy"/>				
Position #	First Name	Last Name	Vacancy Date							
<input type="button" value="Add Another Vacancy"/>										
Skills:	<input type="text"/>									
Comments:	PN 20001111									
* County of Position :	Franklin County									
* Follow up Requested :	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
No Approvals	<input type="checkbox"/>									
Approval 1:	Certification <input type="radio"/> Must approve before next approval <input checked="" type="radio"/> Final approval									
Approval 2:	=== Select === <input type="radio"/> Must approve before next approval <input type="radio"/> Final approval									
Approval 3:	=== Select === <input type="radio"/> Must approve before next approval <input type="radio"/> Final approval									

CertUser1, Cert  
CertUser2, Cert