

Correcting Error on Requisition

B

Introduction

This job aid explains how to correct an incorrect Requisition #. This is the **ONLY** error that can be corrected without having to “Cancel” your requisition and create a new requisition.

NOTE: Your requisition will be denied by the Certification Staff. You will receive an email letting you know the requisition has been denied with a comment that your Requisition # was incorrect.

Step	Action	Comments
1.	Log into the Online Hiring Center (OHC)	
2.	Click “Edit” in the row of the applicable requisition in the “Action” column	

In Progress Requisitions
1 record found.
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Req. #	Req. Title	Position ID	Department	Division	Created	Action
AGE-12551 -C	Secretary		Aging - Certification		04/12/11	Edit Copy Req Cancel Reassign History

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3.	Correct the Requisition #	Requisition # must contain your department, class code, date and L to signify the layoff request or C to signify certification eligible request (e.g. AGE-12551APR0711-C)
4.	Click the “Save and Release” button	

Class Title: **Secretary**
 Class Code: **12551**
 Creator: **AgencyUser1, Agency**

* Required

Desired Start Date:	<input type="text"/>
Requisition #:	2551APR0711-1
Working Title:	Secretary
Vacancies:	1

Step	Action	Comments
5.	An email alert will be sent to the Certification staff letting them know the requisition has been modified and requires their action	