

Creating Requisition to Request Layoff List **1**

Introduction

This job aid explains how to create a requisition to request a layoff list. You will create the requisition in the Online Hiring Center, OHC.

Navigation Path: Open New Requisition – Create New

NOTE: Go to page 4 for an example of a Layoff List Request.

Step	Action	Comments
1.	Log into the Online Hiring Center	
2.	Click “Open New Requisition”	

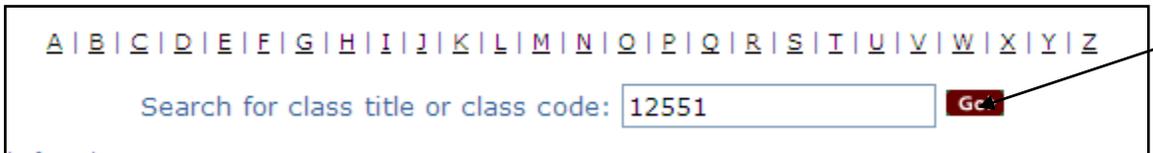


[Open New Requisition](#) | [Show All Regs. in My Dept.](#) | [Show Approval Detail](#) | [View Department Users](#) | [Show Filled Regs.](#) | [Show Cancelled Regs.](#)

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

Search for req. #, req. title or position #: Go!

3.	Search for the “Class Spec”.	You can search by entering the Class Title or Class Code or search alphabetically by class title.
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[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

Search for class title or class code: Go!

4.	Click “Create New”.	
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A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for class title or class code:

1 record found.
Page 1 of 1

Class Code	Class Title	Positions	Requisition
12551	Secretary	Positions	Create New

Step	Action	Comments
5.	Enter "Requisition #"	<ul style="list-style-type: none"> The Requisition # should contain your department, class code, date and L to signify the layoff request (e.g. AGE-12551FEB1611-L) 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. DOT080-12551FEB1611-L)
6.	Enter the classification title in the "Working Title" field	
7.	Enter the # of vacancies to be filled in the "Vacancies" field	Although, not marked with an asterisk, this field is required when requesting a layoff list.
8.	Select your "Certification" Department	The "Division" field is not available.
9.	Select yourself as the "Hiring Manager"	
10.	Select "Job Term"	You MUST select one of the following: <ul style="list-style-type: none"> Full Time Part Time Temporary Intermittent
11.	Enter PN in the "Comments" field	
12.	Select the "County of Position" from the drop-down menu	

Step	Action	Comments
13.	Select "No" for "Follow up Requested"	See "Copying Requisition to Request Follow-up Layoff List" job aid for information on requesting a follow up.
14.	In the "Approval 1" drop-down, select Certification	
15.	To the right of "Approval 1", select both Cert Analysts	<ul style="list-style-type: none"> • Select both Cert Analysts by clicking 1 name, pressing the Ctrl button on your keyboard and then clicking the other name • Select Curtiss Johnson and Diahann Ryan
16.	Select "Final approval" under "Approval 1"	DO NOT select any other "Approvals"
17.	Click "Save and Release"	<ul style="list-style-type: none"> ▪ "Save and Release" sends the requisition to Certification ▪ "Save Only" will save the requisition as a draft <ul style="list-style-type: none"> ○ You will need to log into the OHC, edit the requisition and "Save and Release" when you are ready to continue the process

* Required

Desired Start Date:

Requisition #: AGE-12551FEB

Working Title: Secretary

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 #	First Name	Last Name	Vacancy Date
Add Another Vacancy			

Skills:

Comments: PN 20001111

* County of Position : Franklin County

* Follow up Requested : Yes
 No

No Approvals

Approval 1: Certification
 Must approve before next approval
 Final approval

Approval 2: === Select ===
 Must approve before next approval
 Final approval

Approval 3: === Select ===
 Must approve before next approval
 Final approval

CertUser1, Cert
CertUser2, Cert

Save Only Save and Release