

STARS System and Business Process Update

Subject: Interim Employment Pool Requisition Changes
Date: May 09, 2007



The following information has been changed to streamline the entry of this information. If you have any questions about these changes please contact the IEP Manager, Shaun J. King at 432-7920 or the STARS Support Desk at 432-6850.

New IEP Req Instructions: The IEP Req Instructions have been changed to be more concise and IEP specific.

- 1) Label Changes:
 - a. The Labor Schedule section heading has been modified to remind individuals using multiple PTAEs that all schedules should equal 100%.
 - b. The Req Team Label has changed to more clearly define who should be named as a member of the Req Team.
 - c. The Approval Routing Label has been modified to provide clearer instructions on how this section should be completed, including the selection of appropriate approvers.
- 2) Notify Upon Approval Completion change: There is now only one option in the Notify Upon Approval Completion field: HR, Recruiter IEP.
- 3) We have also hidden certain fields that have no meaning for departmental users, such as some of the HR Use Only fields (Assignment Disposition - HR Use Only: % Department, % IEP, Labor Schedule Start Date, Labor Schedule End Date, Timesheet Sent, Original Posting Date), Req Notes, and Drug & Health Screening references; Additional Standard Fields: Advertising Costs (Actual), Travel Costs, Relocation Costs, HR Department Recruiter Costs.
- 4) Approval Routing: We have removed some of the Approval levels which we understand are not applicable in temporary assignment situations, e.g., Associate University Librarian, Provost/PRC, Comp and Class.
- 5) Non-Editable Fields: The following fields could not be hidden but have been changed to a View Only mode: Salary Grade, Job Family, HEW/EEO Type. These fields populate based on the selection of a Job Code and should not be changed.

The result is a more streamlined IEP requisition. We hope you will find these changes useful.