



## **STARS System and Business Process Update**

**Subject:** Requisition Form List of Values Issue Resolved  
**Date:** May 1, 2007

On April 10, 2007, it was reported that the List of Values for two required fields on the STARS Requisition Form were not working. This was resolved on April 26. Yale worked with the software vendor (Kenexa) to get the List of Values back up and running. Human Resources will be responsible for updating these two fields on existing Requisitions and you may be contacted by HR to obtain this information. Going forward, please enter these fields when you create a new Requisition:

- University Mail Code
- Home Organization Number

There were three other non-required fields whose List of Values were not working but are now fixed:

- C&T Time Entry Org (if different than Home Org Number)
- Incumbent Job Title
- If this is a research support position, what is the name of Principal Investigator (Last Name, First Name)

Feel free to share this e-mail with others who may need this information.

If you have any questions or comments, please contact the STARS Support Desk at 432-6850. Updates will be posted at: <http://www.yale.edu/its/status>.