Jobs@U Iowa is located under the Systems section of the Administration tab of Self Service.

CREATE A REQUISITION

Click on the Professional & Scientific requisition under Create a Requisition.

You are here: Administration » Jobs@UIOWA » Home

Jobs@UIOWA
Welcome to the home of Merit, Faculty, and P&S Job Searches

CREATE A REQUISITION

Start the process for P&S, Faculty, Merit

- Professional & Scientific
- Merit
- Faculty
- Clone a requisition

MANAGE REQUISITIONS

- Search My Requisitions
- View All Requisitions in Workflow
- View Forms Finalized but Not Routed into Workflow

SEARCH COMMITTEE OPTIONS

- Goto Search Committee Home
The P&S Requisition is divided into 7 sections: Position Basics, Position Details, Advertising Details, Applicant Options, Recruiting Plan, Search Committee, and Miscellaneous. Each section is covered below. Note: Required fields are marked with red ticker marks.

**Position Basics**

Select which type of position to create.

---

**P&S Requisition**

Select the type of requisition

**WHAT TYPE OF REQUISITION ARE YOU WANTING TO CREATE?**

- Existing Position Requisition
- Permanent Residency Requisition with an Existing Position
- Temporary Requisition for an Existing Position

---

Once the type is selected, a Position Number field will display to be filled in. Click Continue.

---

**P&S Requisition**

Select the type of requisition

**WHAT TYPE OF REQUISITION ARE YOU WANTING TO CREATE?**

- Existing Position Requisition
- Permanent Residency Requisition with an Existing Position
- Temporary Requisition for an Existing Position

**Position Number:** [Field]

A position number is required for any existing position requisition. If you do not know the position or you are not sure this requisition should use a position number, please contact your HR Rep or Comp class.

---
Position Details

You are here: Administration » Jobs@UIOFA » Type of Requisition » Position Details

P&S Requisition
Position Details

Job Title: Info Tech Support Services III (PC66)
Department: VPFO-Human Resources (05-0315)

Attention:
- After completing this step, a transaction & requisition number will be assigned and your form will be automatically entered into draft status.

Sub Department: 00015

»Percent Time Range: From: [ ] To: [ ]
Range is from low to high. If there is no range, fill in the “To” box.

»Annual Salary Range:
Low: [43174] High: [55000] [ ] Check for Commensurate
Range is from low to high, no commas

2007-2008 P&S Pay Plan

»Proposed Appt. Start Date: 07/01/2008 ...

Format: mm/dd/yyyy

Working Title: Administrative Systems Support
The Working Title will be used as an alternate name to the default Job Description on the ad.

Specified Term: [ ]
Check if this requisition is intended to be used to hire an individual for a specified term.

Requisition Purpose: [ ]
Check if this requisition is intended to be used to hire more than one individual.

Criminal Background Check: [ ]
Check if the position for this requisition requires a Criminal Background Check.

Drivers License Required: [ ] None

MFK

<table>
<thead>
<tr>
<th>FND</th>
<th>ORG</th>
<th>DEPT</th>
<th>SDEPT</th>
<th>GRANTPG</th>
<th>FUNCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>050</td>
<td>05</td>
<td>0315</td>
<td>00015</td>
<td>00000000</td>
<td>60</td>
</tr>
</tbody>
</table>

Add MFK Row

Continue  Cancel

Based on the information provided on the previous screen, the basic information about the position is provided at the top of the subsequent screens. Fill in all appropriate fields. Click Continue.
**Advertising Details**

Required fields for advertising are Ad Start Date, Contact person, and position details. From this point on, you can Preview the Ad as it will be displayed on Jobs@UIowa based on the information provided.

<table>
<thead>
<tr>
<th>Requisition #:</th>
<th>54418</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Info Tech Support Services III (PC56)</td>
</tr>
<tr>
<td>Department:</td>
<td>VPFG-Human Resources (05-0315)</td>
</tr>
</tbody>
</table>

**ADVERTISING DATES**

- **Ad Start Date:** 01/28/2008  
  Monday, January 28th, 2008
- **Ad End Date:** 02/12/2008  
  Tuesday, February 12th, 2008

**Advertisement Options:** Standard 14 Days or Until End Date Above

Attention: If you are looking to advertise for a long period of time please select "Requisition is on Extended Advertising".

To take a requisition off of "Extended Advertising", the search committee chair/admins must select the Advertising End Date and "Standard 15 Days" for advertising options.

If you are unsure of which option to select, please contact jobs-help@uiowa.edu

**DEPARTMENT CONTACT INFORMATION**

- **Department URL:**
- **Contact:** BELL ANGELA JO

**Use Internal Contact for the Job Line:**  
- Yes  
- No

**Contact Display Options:**

- Check to suppress the contact's phone number on the job line.
- Check to suppress the contact's email address on the job line.

**Job Line Email Address:**

_defaults to internal contact's email_
Guidelines for all open positions for executive/administrative/managerial staff (at pay grade 12 or higher in the P&S classification system)
As a requisite job qualification, a statement must be included in the position announcement that candidates and/or applicants be able to demonstrate job-related experience with and/or commitment to diversity in the work/academic environment.
Examples of language that may be used in advertisements to satisfy this requirement are listed on the Office of Equal Opportunity and Diversity's website at: http://www.uiowa.edu/~eod/searches/manual/ad-guidelines/diversity.html

Job Duties:

For assistance please view the P&S Job Classifications

Education Requirement:
A Bachelor's degree in a related field or an equivalent combination of education and experience is required.

Experience Required:
Reasonable (typically 1-3 years) experience in IT Support Services is required.
Ability to communicate effectively, both orally and in writing, with technical and non-technical staff.

Certifications:

Desirable Qualifications:

Continue  Cancel
Applicant Options

Indicate the type of application, cover letter options, and references options. If references are required, indicate the number. Additional required materials can be indicated in the fill in box. Notification options will need to be set also.

P&S Requisition
Define applicant options

<table>
<thead>
<tr>
<th>Requisition #:</th>
<th>54418</th>
<th>Preview Ad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Info Tech Support Services III ( PC56 )</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>VPFO-Human Resources (05-0315)</td>
<td></td>
</tr>
</tbody>
</table>

**Online Job Application Options**
- Online Application Type:
  - General Employment Application
  - Resume Upload Application
  
  Note: The General Employment Application is the Jobs@UIOWA resume builder application. In this option, applicant does not have the ability to attach a resume.

- Cover Letter Options:
  - Required
  - Optional
  - None

- References Options:
  - Online References (Professional or Personal)
  - Online References (Professional Only)
  - Written References
  - None

  Please Note: "Written References" are not part of the online system. These are letters of reference sent by people on behalf of the applicant.

  **Number of References:** 3

  If you selected to have written references, this will be the number of written references to send.
  If you want references included in the online application, this is the number of those references.
  If you do not want references, leave blank or enter 0.

  **Additional Application Materials:**

  The Additional Application Materials section is available for those jobs which require materials outside of the options available in the online application to be sent by the candidates. The Additional Application Materials should not include resumes, cover letters, written references, and names of references. Those items are part of the online application process.
  Examples of Additional Materials include a Graphic Portfolio, Code Sample, Writing Samples, Additional Department Online Forms, etc...

**Notification Option**

Application Notification Option: Send notification to the Search Committee Admin

Attention: The notification option allows the search committee to be notified everytime an applicant completes the online application process.
Recruiting Plan

Indicate all areas that will be used as recruiting resources. Those resources that are targeted to the attention of women and minorities are indicated in red text.

P&S Requisition
Select your recruiting plan

Requisition #: 54421 | Preview Ad
Job Title: Info Tech Support Services II (PC55)
Department: VPFO-Human Resources (06-0315)

RECRUITING RESOURCES

Attention:

- Resources targeted to the attention of women and minorities are highlighted below in red text.

University of Iowa Sources: Websites, Listservs, Publications, Contacts

- [ ] UI Departmental website
- [ ] UI Dual Career Network
- [ ] African-American Council (UI listserv)
- [ ] Listserv 1
- [ ] Listserv 2
- [ ] Listserv 3
- [ ] Other 1
- [ ] Other 2
- [ ] Other 3
Personal Contact or Referral

☐ Historically Black Colleges and Universities
☐ Minority and Women Doctoral Directory
☐ Other

Employment Agency

☐ Cambridge Careers Inc
☐ WorkStaff
☐ Private search firm
☐ Other temporary employment agency
☐ Other 1
☐ Other 2
☐ Other 3
☐ Other 4
☐ Other 5

Radio advertisements

☐ Local
☐ Other

Any Comments, Questions, or Suggestions regarding recruiting?

Note: limit of 254 characters.

Continue  Cancel
Search Committee

Required fields in the search committee section are the Committee Chair and the Departmental Executive Officer. Search committee members and administrators may be added on this screen at this point or the Committee Chair may add them later through the Search Committee Options from the main Jobs@UIowa screen.

P&S Requisition

<table>
<thead>
<tr>
<th>Requisition #:</th>
<th>54421</th>
<th>Preview Ag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Info Tech Support Services II (PC65)</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>VPFO-Human Resources (05-0315)</td>
<td></td>
</tr>
</tbody>
</table>

Attention:

- Once you have added an employee as a chair, you do not need to put that person as an admin. The chair and admin have the same access in our system.
- Please do not add a person as a committee member and a committee admin. A committee admin is a member of the search committee with special access.
- Committee members outside of the University of Iowa must be added on the Search Committee Options from the Search Committee Options.

- Committee Chair: **BELL ANGELA JO**
- Dept Executive Officer: **BUCKLEY, SUSAN C**

Committee Members:

Add Member

Committee Administrators:

Add Admin

Choose/Edit Remove

Continue  Cancel
Miscellaneous

The final section has a general comments section to add anything that is not covered in the rest of the requisition.
**Requisition Summary**

After completing all sections of the requisition, a summary will be displayed showing everything entered. Each section will have its own Edit button so you can go back to individual sections to make changes before submitting to Workflow.

When all sections have been reviewed, click the Finalize and Send to Workflow button at the bottom of the summary screen.

---

**Transaction # 1325986**

<table>
<thead>
<tr>
<th>Requisition #:</th>
<th>54421</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Info Tech Support Services II (PC55)</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>VPFO: Human Resources (05-0315)</td>
<td></td>
</tr>
</tbody>
</table>

**Attention:**

- Info Tech Support Services II (PC55) belongs to a job group that is currently underrepresented for women. Targeted recruitment activities designed to increase the representation of women in the applicant pool will be required. Contact the Office of Equal Opportunity and Diversity (5-0705 or diversity@uiowa.edu) if you need assistance in identifying targeted recruitment resources.

**POSITION DETAILS**

- Sub Department: 00015
- Percent Time Range: 100
- Annual Salary Range: $39886.00 - $45000.00
- Proposed Appt Start Date: Tuesday, July 1st, 2008
- Working Title: APPLICATION SYSTEMS SUPPORT
- Application Option: This requisition is using the online Jobs@UIOWA system
- Requisition Purpose: This requisition is intended to be used to hire one individual
- Criminal Background Check: This requisition's position does not require a Criminal Background Check
- Drivers License Required: This requisition's position does not require driving as a part of the job duties.

[Edit Position Details]
ADVERTISING DETAILS

ADVERTISING DATES
Proposed Job Line Start Date: Tuesday, January 29th, 2008
Proposed Job Line End Date: Wednesday, February 13th, 2008

DEPARTMENT CONTACT INFORMATION
University Information: Angela J Bell - HUMAN RESOURCES INFORMATION MGMT
121 USB
Phone: 319-335-2080
The Internal Contact’s Information will be used on the Professional Job Line.
Angela J Bell
info@uiowa.edu
319-335-2080
HUMAN RESOURCES
UNIVERSITY SERVICES BUILDING
1 W. PRENTISS ST.
121 USB
IOWA CITY, IA 52242

JOB DESCRIPTION/REQUIREMENTS
Job Duties:

Education Requirement:
A Bachelor's degree in a related field or an equivalent combination of education and experience is required.

Experience Required:
Reasonable (typically 1-3 years) experience in IT Support Services is required.
Ability to communicate effectively, both orally and in writing, with technical and non-technical staff.

ONLINE JOB APPLICATION OPTIONS
Application Type: This job requires a full online application
Cover Letter: A plain text cover letter is required
References: Written references must be sent to the contact.
Number of References: 3
Application Notification Option: Send notification to the Search Committee Chair

RECRUITING RESOURCES
Professional and Scientific Journals (Print Versions)
Chronicle of Higher Education print journal
Internet Advertising (Websites, Online Journals, Online Newspapers, Listservs - Non University of Iowa)
Cedar Rapids Gazette website (gazetteonline.com)

SEARCH COMMITTEE
Search Committee Chair: BELL, ANGELA J.O.
Departmental Executive Officer: BUCKLEY, SUSAN C

MISCELLANEOUS
Requisition Status: In Process

Finalize and Send Into Workflow
Workflow Routing

From the Initiate Workflow screen, select the workflow path for the form to follow. Click Continue.

The workflow routing screen will give options for routing the form and display suggested attachments for the type of requisition you are completing. At this point you may also select the Void option which will delete the entire requisition. Click Continue.
You will then be presented with a final confirmation for Workflow Routing. Click Continue.

Confirm Workflow Routing

CONFIRM ROUTING FOR: P & S REQ - NEW (TRANSACTION 1325986)
This transaction was entered into Workflow on 01/28/2003
The Workflow inbox displays this information: 05-0315 || || 054421
View the entire projected Workflow path for this form.
You are processing this form; it will proceed through the workflow system as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Approval Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>COWLES PATRICIA R</td>
<td>May Approve</td>
</tr>
</tbody>
</table>

Press Continue to approve this routing.

Continue

The final screen shows you are finished processing the requisition.

Finish Workflow Routing

You have approved this form; it will proceed through the workflow system.
To return to the HR Transaction System, please click here.
To return to Hire@UIOWA, please click here.
Clone a Requisition

Once a requisition has been created for a particular position, you can subsequently clone that requisition to use to fill another position. Select Clone a requisition under the Create a Requisition section.
Enter the search criteria. The more information provided, the easier the search will be.

You are here: Administration » Jobs@UIOWA » Home

Jobs@UIOWA
Welcome to the home of Merit, Faculty, and P&S Job Searches

Search for a requisition to clone

Attention:

- Only requisitions that use the online application system can be cloned.

Transaction Number:

Requisition Number: 54411

Org-Dept: 05-0315 Example: xx-xxxx or xx

Position Number:

Date Entered into Workflow: From: [mm/dd/yyyy] To: [mm/dd/yyyy]

Requisition Type: P&S

Faculty

Workflow Status: Draft

In Process
Closed
Voided

Search
A list of requisitions will be displayed by category based on the search criteria entered. Click the Transaction Number link to open the form you want.

Your search returned requisitions.

### FACULTY REQUISITION

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Requisition Number</th>
<th>Job Title</th>
<th>Initiator</th>
<th>Workflow Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1325982</td>
<td>54393</td>
<td>CLINICAL-TRACK</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1325943</td>
<td>54397</td>
<td>TENURE-TRACK</td>
<td>ANGELA BELL</td>
<td>D</td>
</tr>
<tr>
<td>1325945</td>
<td>54398</td>
<td>TENURE-TRACK</td>
<td>ANGELA BELL</td>
<td>D</td>
</tr>
<tr>
<td>1325946</td>
<td>54399</td>
<td>TENURE-TRACK</td>
<td>GERTRUDE NATH</td>
<td>W</td>
</tr>
<tr>
<td>1325954</td>
<td>54401</td>
<td>CLINICAL-TRACK</td>
<td>ADAM PYATT</td>
<td>W</td>
</tr>
<tr>
<td>1325960</td>
<td>54405</td>
<td>TENURE-TRACK</td>
<td>HANS HOERSCHELMAN</td>
<td>D</td>
</tr>
<tr>
<td>1325963</td>
<td>54408</td>
<td>TENURE-TRACK</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1325966</td>
<td>54409</td>
<td>TENURE-TRACK</td>
<td>GERTRUDE NATH</td>
<td>D</td>
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</table>

### P & S REQ - EXISTING

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Requisition Number</th>
<th>Job Title</th>
<th>Initiator</th>
<th>Workflow Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1213713</td>
<td>54380</td>
<td>ASST DIR HUMAN RESOURCES</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1213714</td>
<td>54391</td>
<td>HUMAN RESOURCES SPECIALIST III</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1213715</td>
<td>54392</td>
<td>HUMAN RESOURCES SPECIALIST III</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1325983</td>
<td>54394</td>
<td>ASST DIR HUMAN RESOURCES</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1325955</td>
<td>54402</td>
<td>ASST DIR HUMAN RESOURCES</td>
<td>ADAM PYATT</td>
<td>W</td>
</tr>
<tr>
<td>1325969</td>
<td>54412</td>
<td>HUMAN RESOURCES SPECIALIST III</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1325970</td>
<td>54413</td>
<td>PROGRAM CONSULTANT</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
</tbody>
</table>

### P & S REQ - NEW

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Requisition Number</th>
<th>Job Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1213458</td>
<td>54387</td>
<td>APPLICATIONS DEV AND SUP I</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1213512</td>
<td>54388</td>
<td>APPLICATIONS DEV AND SUP I</td>
<td>ADAM PYATT</td>
<td>W</td>
</tr>
<tr>
<td>1325940</td>
<td>54395</td>
<td>PSYCHOMETRIST</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
</tbody>
</table>
As noted, only some sections of the requisition will be cloned. Click Clone this Requisition.

**P&S Requisition**
Select the type of requisition

<table>
<thead>
<tr>
<th>Requisition #:</th>
<th>57586</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Type:</td>
<td>Existing P &amp; S Position Requisition</td>
</tr>
<tr>
<td>Position Number:</td>
<td>00000013</td>
</tr>
<tr>
<td>Job Title:</td>
<td>INFO TECH SUPPORT SERVICES II ( PC55 )</td>
</tr>
<tr>
<td>Org:</td>
<td>VP Finance &amp; Operations (05-0315)</td>
</tr>
</tbody>
</table>

⚠️ **Attention:**
- The requisition above is about to be cloned into a new requisition.
- The cloning process will not copy certain sections from the old requisition: search committee, appointment start date, and recruiting resources.

Existing Position Requisition

[Clone This Requisition] [Cancel]

The form will be created with new requisition # and transaction #.

**Transaction # 1325991**

<table>
<thead>
<tr>
<th>Requisition #:</th>
<th>544325</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Type:</td>
<td>New P &amp; S Position Requisition</td>
</tr>
<tr>
<td>Job Title:</td>
<td>INFO TECH SUPPORT SERVICES II ( PC55 )</td>
</tr>
<tr>
<td>Department:</td>
<td>VP Finance &amp; Operations (05-0315)</td>
</tr>
</tbody>
</table>

The clone has been created, however, this is not an exact duplicate. Please note the following will need to be completed: Search Committee, Internal Contact, Appointment Start Date, and anything related to attachments and the workflow process.

⚠️ **Attention:**
- Info Tech Support Services II (PC55) belongs to a job group that is currently underrepresented for women. Targeted recruitment activities designed to increase the representation of women in the applicant pool will be required. Contact the Office of Equal Opportunity and Diversity (5-0703 or diversity@uiowa.edu) if you need assistance in identifying targeted recruitment resources.
MANAGE REQUISITIONS

Search

To get a list of requisitions, enter just the basic information. The more information you provide in the search criteria, the narrower the search.

Transaction Number: 

Requisition Number: 

Org-Dept: 05-0315 Example: xx-xxxx or xx

Position Number: 

Date Entered into Workflow: From: 01/01/2008 (mm/dd/yyyy) To: 01/30/2008 (mm/dd/yyyy)

Requisition Type: 
- P&S
- Faculty
- Merit

Workflow Status: 
- Draft
- In Process
- Closed
- Voided

Search
A listing of requisitions divided by category will display based on the search criteria entered.

You are here: Administration » Jobs@UIOVA » Home

Jobs@UIOVA
Welcome to the home of Merit, Faculty, and P&S Job Searches

Search for a requisition

Show Search Form

Click on the Transaction Number to view the form.

Your search returned 6 requisitions.

FACULTY REQUISITION

<table>
<thead>
<tr>
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<th>Job Title</th>
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<th>Workflow Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1325946</td>
<td>54399</td>
<td>TENURE-TRACK</td>
<td>GERTRUDE NATH</td>
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</tr>
<tr>
<td>1325954</td>
<td>54401</td>
<td>CLINICAL-TRACK</td>
<td>ADAM PYATT</td>
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P & S REQ - EXISTING

<table>
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<th>Job Title</th>
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<th>Workflow Status</th>
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<tr>
<td>1325956</td>
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<td>ASST DIR,HUMAN RESOURCES</td>
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<td>W</td>
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P & S REQ - NEW

<table>
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<th>Job Title</th>
<th>Initiator</th>
<th>Workflow Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1325942</td>
<td>54396</td>
<td>ASST DIR,HUMAN RESOURCES</td>
<td>ANGELA BELL</td>
<td>W</td>
</tr>
<tr>
<td>1325986</td>
<td>54421</td>
<td>INFO TECH SUPPORT SERVICES II</td>
<td>GERTRUDE NATH</td>
<td>W</td>
</tr>
</tbody>
</table>

Click on the Transaction Number to view the form.
A summary of the requisition will display with Workflow information at the top.

Transaction # 1325986

<table>
<thead>
<tr>
<th>Requisition #</th>
<th>54421</th>
<th>Preview Ad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Type</td>
<td>New P &amp; S Position Requisition</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td>INFO TECH SUPPORT SERVICES II (PC55)</td>
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<td>Department</td>
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</table>

**WORKFLOW ATTACHMENTS**

Attachments - Add Attachment

Refresh Page Attachment Help

**WORKFLOW DETAILS**

<table>
<thead>
<tr>
<th>Seq#</th>
<th>Approval Date</th>
<th>Approver</th>
<th>Approval</th>
<th>Routing</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/29/2008</td>
<td>COWLES, PATRICIA R</td>
<td>May Approve</td>
<td>SUBLEVEL</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01/29/2008</td>
<td>NATH, GERTRUDE LYN</td>
<td>Required</td>
<td>INITIATOR</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

View all Requisitions in Workflow/Finalized Requisitions.

These two options provide a list of requisitions that are outstanding in Workflow or have been finalized but not entered into the workflow process.