Jobs@UIowa P&S Requisitions

Create a Requisition ............................................................................................................. 2

  Position Basics .................................................................................................................. 3
  Position Details ................................................................................................................. 4
  Advertising Details ........................................................................................................... 5
  Applicant Details .............................................................................................................. 7
  Recruiting Resources ...................................................................................................... 8
  Search Committee .......................................................................................................... 11
  Miscellaneous .................................................................................................................. 12
  Summary ........................................................................................................................... 13
  Workflow Routing .......................................................................................................... 15

Clone a Requisition ........................................................................................................... 17

Manage Requisitions ........................................................................................................... 21

  Search for Requisitions .................................................................................................. 21
  View All in Workflow/ View Forms Finalized but not entered into Workflow ............ 23
Jobs@UIowa 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.

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

You are here: Administration » Jobs/UIOWA » Type of Requisition » Position Details

P&S Requisition
Position Details

Job Title: Info Tech Support Services III ( PC56)
Department: VPFC-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: 100
Annual Salary Range: Low: $43,174  High: $55,000

Proposed Appt. Start Date: 07/01/2008

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.

P&S Requisition
Advertising Details

Requisition #: 54418
Job Title: Info Tech Support Services III (PC56)
Department: VPFG-Human Resources (05-0315)

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 chairadmins 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 or 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](http://www.uiowa.edu/-eod/searches/manual/ad-guidelines/diversity.html)

**Job Duties:**

```
answer questions
```

**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:**

```
```
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

Requisition #: 54418 | Preview Ad
Job Title: Info Tech Support Services III (PC56)
Department: VPFO-Human Resources (05-0315)

Online Job Application Options
- 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 Options

Application Notification Option: Send notification to the Search Committee Admin

Attention: The notification option allows the search committee to be notified every time 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.

Requisition #:
Job Title:
Department:

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
Internet Advertising (Websites, Online Journals, Online Newspapers, Listservs, Non University of Iowa)

- Cedar Rapids Gazette website (gazetteonline.com)
- Chronicle of Higher Education website
- The Hispanic Outlook in Higher Education
- Iowa Division of Latino Affairs
- Corridorcareers.com
- Des Moines Register website (dmregister.com)
- Higheradjobs.com website
- Monster.com

- Listserv 1
- Listserv 2
- Listserv 3
- Listserv 4
- Listserv 5

Professional and Scientific Journals (Print Versions)

- Academic Physician and Scientist print journal
- Black Issues in Higher Education
- Chronicle of Higher Education print journal
- Hispanic Outlook in Higher Education
- Science Magazine

- Other 1
- Other 2
- Other 3
- Other 4
- Other 5

Newspapers (Print Versions)

- Iowa City
- Cedar Rapids
- Des Moines
- Waterloo
- Quad Cities
- Chicago
- Minneapolis
- Kansas City
- St. Louis
- Milwaukee

- Other
- Other 2
- Other 3
- Other 4
- Other 5
Personal Contact or Referral

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

Employment Agency

☐ Cambridge Careers Inc
☐ Wostaff
☐ 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.
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@U Iowa screen.

You are here: Administration » Jobs@U Iowa » Transaction #1326998 » Position Details » Advertising Details » Applicant Options

Search Committee

Requisition #:	54421 | Preview Ad
Job Title:	Info Tech Support Services II (PC65)
Department:	VPFO-Human Resources (05-0315)

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 my the Search Chair/Admins from the Search Committee Options.

SEARCH COMMITTEE

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](image)

<table>
<thead>
<tr>
<th>Requisition #:</th>
<th>54421</th>
<th>Preview Ad</th>
</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.
**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
- Phone: 319-335-2080
- The Internal Contact's Information will be used on the Professional Job Line.
- Email Address: info@uiowa.edu
- Phone Number: 319-335-2080
- Mailing Address: HUMAN RESOURCES
- UNIVERSITY SERVICES BUILDING
- 1 W. PRENTISS ST.
- 121 USB
- IOWA CITY, IA 52242

**JOB DESCRIPTION/REQUIREMENTS**
- Job Duties: standby stda
- 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.

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 D
- 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.

Initiate Workflow Process

You are entering a P & S Req - New into the UI Workflow System.

Please choose a workflow group from the following list.
If you don’t see the group you wish to use, please click here to choose a different department for routing.

- VPFO-Human Resources
- VPFO-Human Resources 00010
- VPFO-Human Resources 00020-ELR
- VPFO-Human Resources 00020-EMPLOY
- VPFO-Human Resources Admin_Svcs
- VPFO-Human Resources Benefits
- VPFO-Human Resources CompClass

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 basic information: 95-0315 || || 054421
View the entire projected Workflow path for this form.
You are processing this form; it will proceed through the workflow system as follows:

You have chosen to use the default workflow routing:

<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>1325882</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>1325964</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>
</tr>
</tbody>
</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>1213716</td>
<td>54394</td>
<td>ASST DIR, HUMAN RESOURCES</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1213717</td>
<td>54402</td>
<td>ASST DIR, HUMAN RESOURCES</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1213718</td>
<td>54404</td>
<td>APPLICATIONS DEV AND SUP II</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1213719</td>
<td>54412</td>
<td>HUMAN RESOURCES SPECIALIST III</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1213720</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>
<th>Initiator</th>
<th>Workflow Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1213483</td>
<td>54387</td>
<td>APPLICATIONS DEV AND SUP I</td>
<td>ADAM PYATT</td>
<td>D</td>
</tr>
<tr>
<td>1213512</td>
<td>54383</td>
<td>APPLICATIONS DEV AND SUP II</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.

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

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 (3-0703 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.

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

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:
- [x] P&S
- [x] Faculty
- [ ] Merit

Workflow Status:
- [ ] Draft
- [x] 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@UIOWA » Home

Jobs@UIOWA
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>
<th>Transaction Number</th>
<th>Requisition Number</th>
<th>Job Title</th>
<th>Initiator</th>
<th>Workflow Status</th>
</tr>
</thead>
<tbody>
<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>1325967</td>
<td>54410</td>
<td>TENURE-TRACK</td>
<td>GERTRUDE NATH</td>
<td>W</td>
</tr>
</tbody>
</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>1325956</td>
<td>54402</td>
<td>ASST DIR,HUMAN RESOURCES</td>
<td>ADAM PYATT</td>
<td>W</td>
</tr>
</tbody>
</table>

P & S REQ - NEW

<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>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

- **Requisition #:** 54421 | [Preview Ad](#)
- **Requisition Type:** New P & S Position Requisition
- **Job Title:** INFO TECH SUPPORT SERVICES II (PC55)
- **Department:** VP Finance & Operations (05-0315)

#### 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 LYNN</td>
<td>Required</td>
<td>INITIATOR</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

[Show/Hide Workflow Legend](#)

**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.