

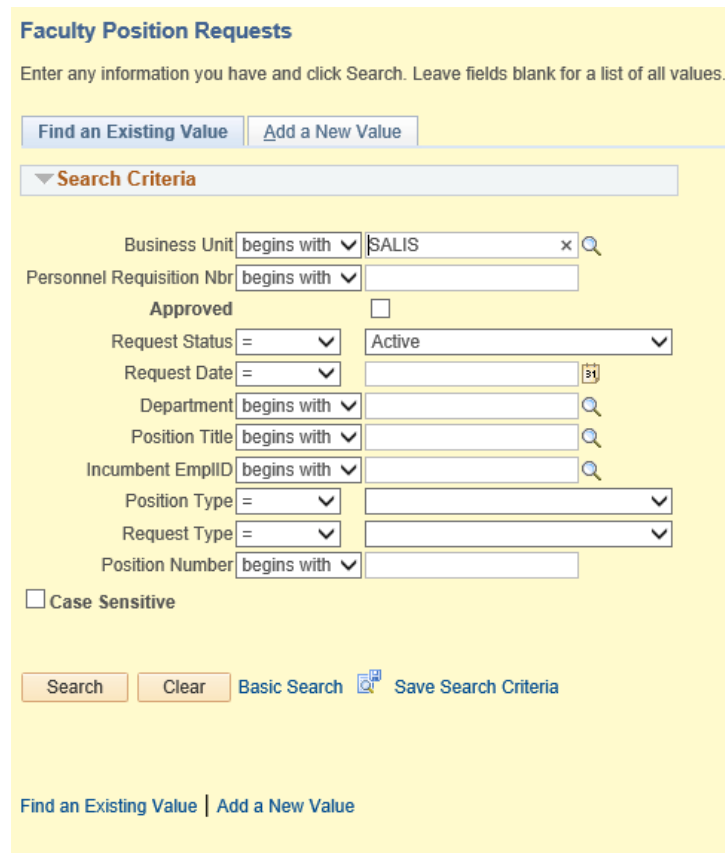
**Salisbury University**  
**Personnel Electronic Requisition (SUPER)**  
**Faculty Position Instructions**  
**May 2019**

**Note:** Access to the online requisition’s *Position Details page* and the *Position Approvals page* is limited to the Requestor (the individual submitting the request online), the Approvers as entered on the *Position Approvals page*, the Budget Officer, and the HR Staff.

**INITIAL REQUEST & ROUTING OF APPROVALS**

**To Submit a Personnel Requisition (“Request to Fill”)**

To submit or view a personnel requisition for a faculty position, log on to GullNet and navigate to *SU Custom>Human Resources>Personnel Requisitions>Faculty Position Requests*.



**Faculty Position Requests**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit begins with ▼ SALIS x Q

Personnel Requisition Nbr begins with ▼

Approved

Request Status = ▼ Active ▼

Request Date = ▼

Department begins with ▼ Q

Position Title begins with ▼ Q

Incumbent EmpID begins with ▼ Q

Position Type = ▼

Request Type = ▼

Position Number begins with ▼

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

**Previous Request:** To view a previously submitted request, enter the *Personnel Requisition Nbr.* **OR** click on the **Search** button and select the requisition from the displayed list.

**New Request:** To initiate a new request, click on the **Add a New Value** tab

Find an Existing Value   Add a New Value

Business Unit: SALIS

Personnel Requisition Nbr: NEXT

Add

Click the **Add** button and the next *Requisition Nbr* will be automatically assigned.

Business Unit: SALIS  
Personnel Requisition Nbr: 00002763

Requestor User Id: masabol   \*Request Date: 05/13/2019   Status: Active

\*Request Type:

\*Position Type:

PIN/Position Number:    USM Job Code:    USM Job Grade:

\*Position Title:

\*Position Department:

Anticipated Rank:

Incumbent EmpID:

\*Requested Start Date:

\*Full/Part Time:

Budget Admin:  
HR Use Only  
Job Opening:

Purge Date:

DOH:

Name of Hire:

H-1B

After all required SUPER Personnel Requisition approval signatures are secured, the department must submit electronic copies of the corresponding Recruitment Plan and DRAFT advertisement for review to the Human Resources Office via [humanresources@salisbury.edu](mailto:humanresources@salisbury.edu) prior to obtaining all approvals.

\*Descr of Position, including specialty required/preferred:

\*Education/Experience required:

Comments:

\*Funding Source:

Position Approvals   Save   Return to Search

Updated on: 05/13/2019 4:21:43PM   Updated By: masabol

## Position Details page

**Request Type:** Select the appropriate position type from the drop-down menu:

- **Contingent Backfill for Vacated PIN** – Typically NOT used for a Faculty position
- **New Position** – For a newly created position (PIN or Contractual) without a previous incumbent
- **One-for-One Replacement** – For a replacement with no change in position type
- **One-for-One w/ Reclassification** – Typically NOT used for a Faculty position
- **Other/Conversion** – Use for any other request

**Position Type:** Select appropriate position type from the drop-down menu:

- **Lecturer** (e.g., Adjunct, PTNTT)

•**Librarian**


•**Non-Tenure Track - Budgeted** – University (State) is funding the position (FTNTT)

•**Non-Tenure Track – Non-Budgeted** – FTNTT position is not centrally funded and temporary, contractual in nature (e.g., one year or one semester fill-in for failed PIN search)


•**Tenure Track** – PIN Tenure-Track position

**PIN/Position Number:** Enter the PIN number

**Position Title:** Only applicable to PIN positions. Number can be obtained by the Budget Office if necessary.

**Position Department:** Enter the position’s department code OR click on the “look-up” icon  to search for the department code

**Anticipated Rank:** Enter the anticipated rank (Assistant Professor, Associate Professor, etc.)

**Incumbent Empl ID:** Enter the (previous or current) incumbent’s Empl ID OR click on the “look-up” icon  to search for the Empl ID by name

**Requested Start Date:** Enter the requested start date

**Full/Part Time:** Select appropriate status from the drop-down menu.

- Full-time = expected to work a minimum of 40 hours per week, or more
- Part-time = less than 40 hours per week.
- Seasonal/Intermittent = Typically NOT used for Faculty positions. Only used for positions that are of a seasonal or intermittent nature (e.g., per semester, or other approved periods).

**Description of Position, including specialty required or preferred:** Enter pertinent position details, including whether a specialty is required or preferred.

**Education/Experience Required:** Enter minimally required education and/or experience.

**Comments:** Enter any pertinent comments or notes (e.g., justification, additional details, or clarification)

**Funding Source:** Select the appropriate funding source from the drop-down menu

- Auxilliary – position will be supported by auxilliary funds
- Grant – position will be supported by Grant funds
- Self – position will be supported by funds generated by the department
- State – position is State funded; PIN line

☆ Click **Save** before continuing on to the Position Approvals page

## **Position Approvals Page**

The purpose of this page is to set up the routing of approvals.

Enter the Empl ID for each of the approval levels OR click on the “look-up” icon  to search for the Empl ID by name. The AVP/PI approval level is optional and may be skipped.

1. Budget Administrator
2. Department Chair/Director (Required) = Hiring Manager
3. AVP/PI (Optional) = Associate VP or Principal Investigator, if applicable
4. Dean/Vice President (Required)
5. Provost on behalf of Executive Staff and/or President (Required, pre-populates).
6. Budget Office (pre-populates)

After entering the Empl. IDs, click the **Submit Request for Approval** button.

If you are NOT ready to submit, click the **Save** button to return to this page at a later date to submit the request.

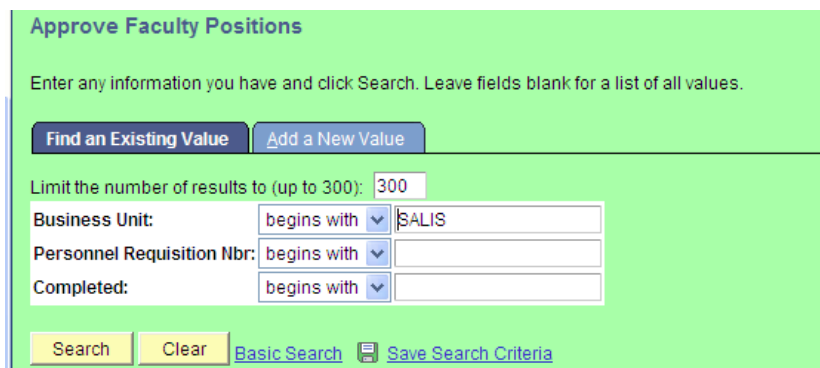
After submitting the request, the designated Budget Administrator will receive an automatic email informing him/her that a request has been submitted and to request his/her online approval of the personnel requisition. Subsequent emails will be sent to the next person in the line of approvals. When submitting a request, an email notification is also sent to Human Resources.

The Requestor and all Approvers may view the request and approval pages at any time.

## APPROVALS

### Approval of a Request

After receipt of the email notifying you that your approval has been requested for a requisition, log on to GullNet and navigate to *SU Custom>Human Resources>Personnel Requisitions>Approve Faculty Positions*



Enter the Personnel Requisition number OR click on **Search** and then select the requisition from the displayed list. On the Position Approval page, scroll to the approval level and either “Approve” or “Reject”, click the checkbox, and enter your electronic signature. If so desired, comments may be entered to clarify/explain a decision or place a request on hold. Click **Save**.

\*Note: If the Budget Administrator and Dept. Chair/Director are the same person, the approver should approve for the Budget Administrator role first and then hit save before doing the second approval and hitting save again.

Business Unit: SALIS Department: .  
Personnel Requisition Nbr: 00000001 Position Title:

Save Submit request for approval Position Details Position Analysis

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Department Chair/Director

Empl ID:

Notification Date: Date Completed:

I approve this request  I reject this request (Comment is required)

By selecting this check box, I am submitting my electronic signature below which represents my actual signature.

Signature:

Comment:

After your approval has been saved, an electronic email will be sent to the next level approver (if any) requesting his/her approval.