MOVEMENT FROM ONE IC TO ANOTHER IC

Administrative / Management Office:

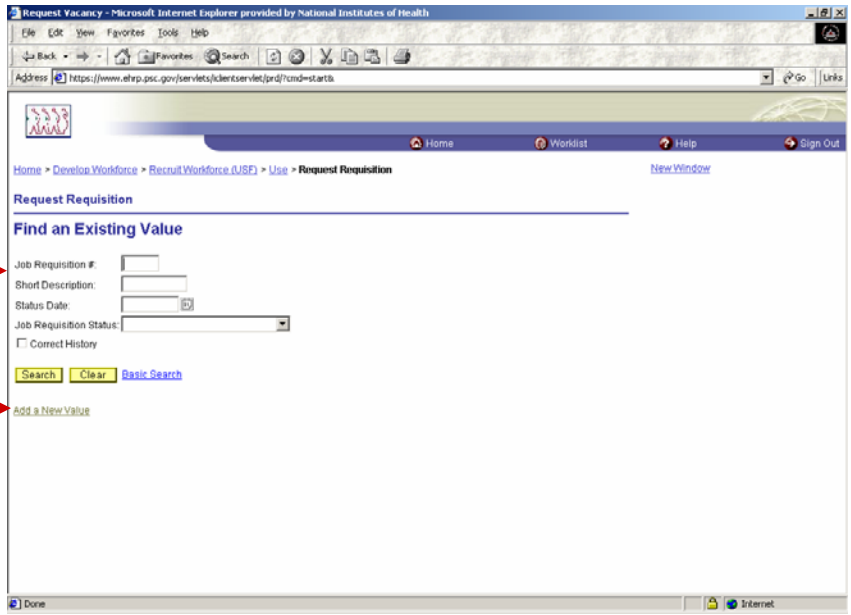
Using Recruit Requisition to Request Movement from IC to IC

1. **Go to: Home > Develop Workforce > Recruit Workforce (USF) > Use > Request Requisition**
   a. Leave Job Requisition Number blank (the job requisition number is auto-generated by the EHRP system when the request is saved)
   b. Click the 'Add a New Value' hyperlink at the bottom of the page

1.

a. **Leave 'Job Requisition Number' blank**

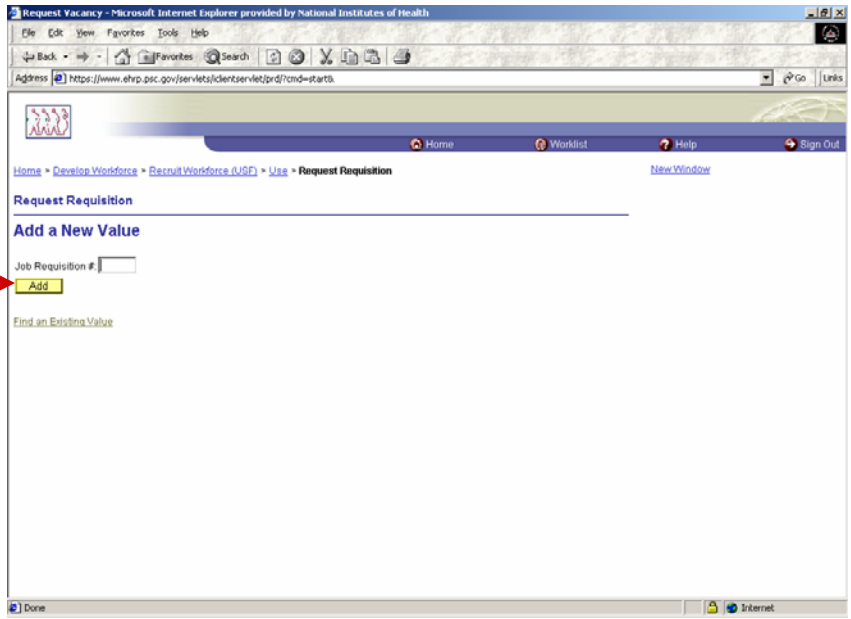
b. **Click 'Add New Value' hyperlink**



2. **Click on "Add"**

2.

Click 'Add'



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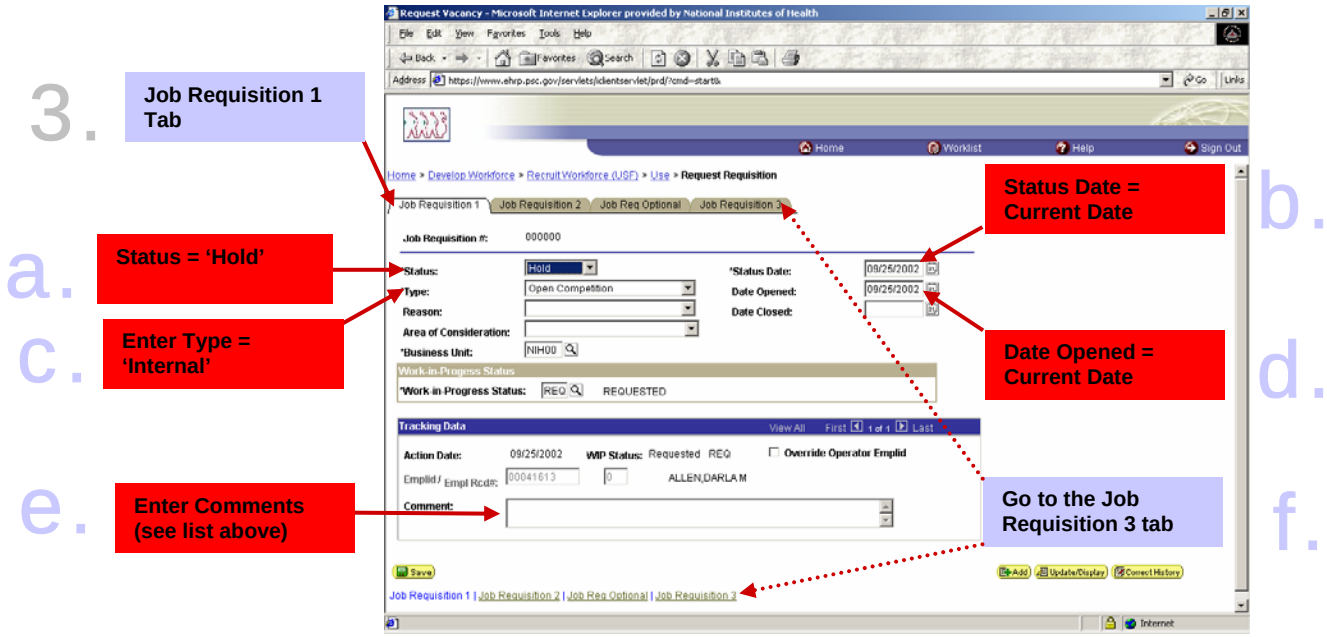
3. The Job Requisition 1 Tab appears

a. Status – Leave default of 'Hold'
b. Status Date – Leave default of Current Date
c. Enter Type = 'Internal'
d. Date Opened – Leave default of Current Date
e. Enter the following information in the Comments section:
   i. Employee Name
   ii. Position Title, Pay Plan, Series, Grade
   iii. Organization Name
   iv. Proposed Effective Date
   v. CAN of Gaining Organization (If Applicable)

f. Go to the Job Requisition 3 Tab



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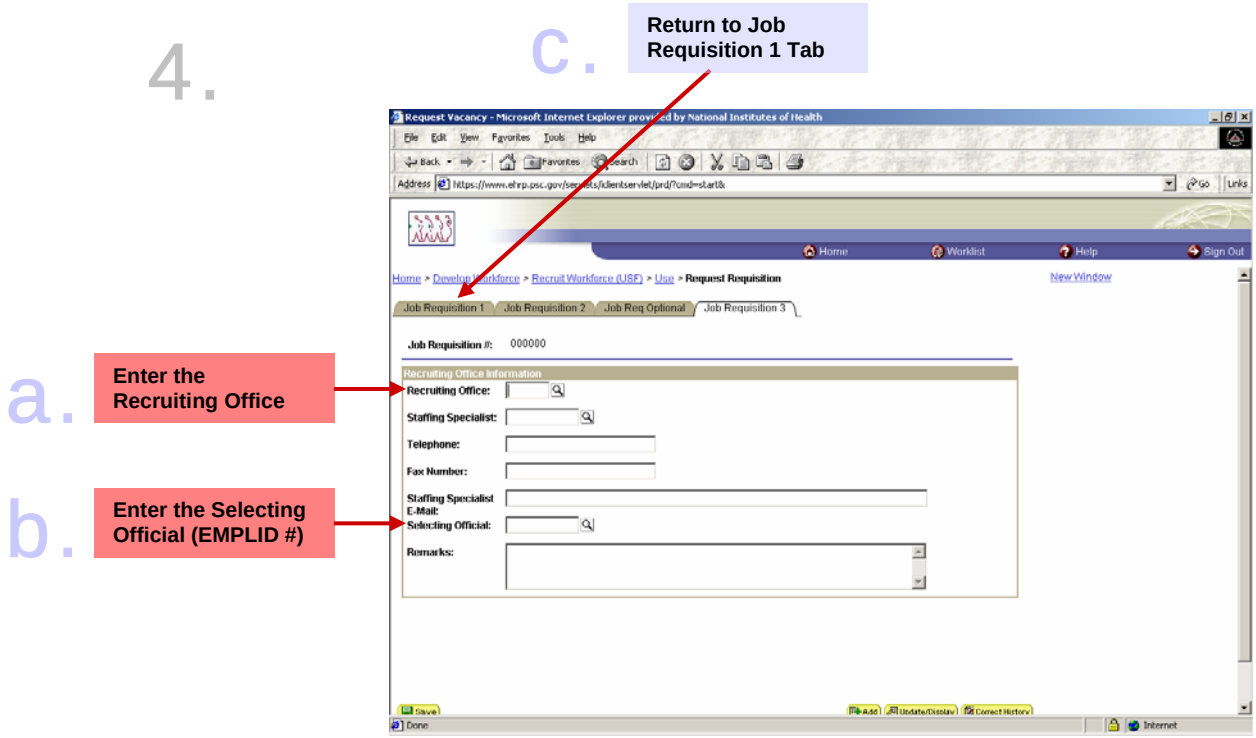
4. On the Job Requisition 3 Tab

a. Enter the 'Recruiting Office' - Administrative Code of Position *
**Note: You may type in the full Admin Code OR enter the first 3 characters of your IC's Admin Code, then click on the magnifying glass to look up, and select the appropriate one (this method reduces data entry error)*

b. Enter the 'Selecting Official' (Selecting Official's EMPLID #) *
**Note: You may click on the magnifying glass to search for the appropriate employee by name*

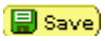
c. Return to the Job Requisition 1 Tab



MOVEMENT FROM ONE IC TO ANOTHER IC

5. Back on the Job Requisition 1 Tab

a. Change Work-in-Progress Status
b. Click 'SAVE'

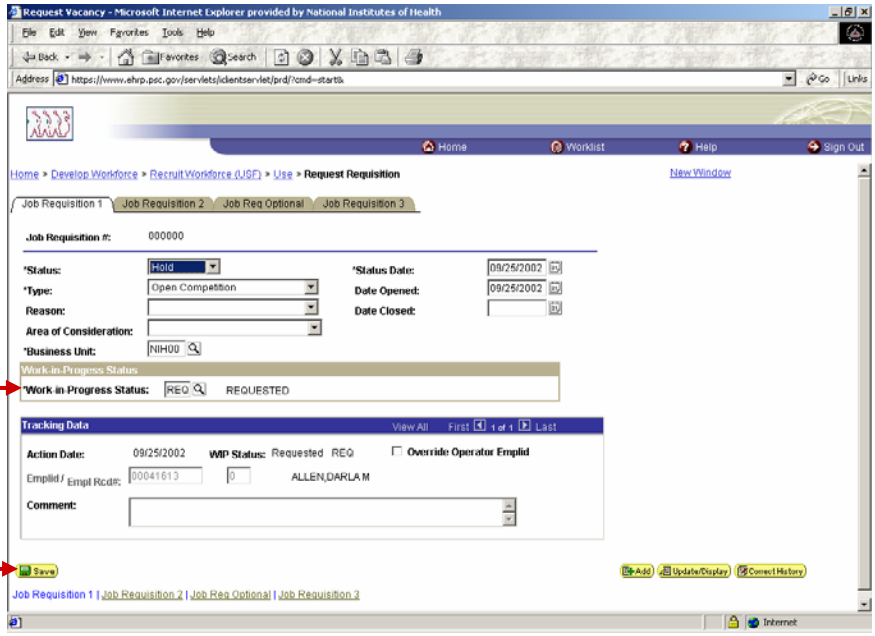


This will take you to the 'Route To' page

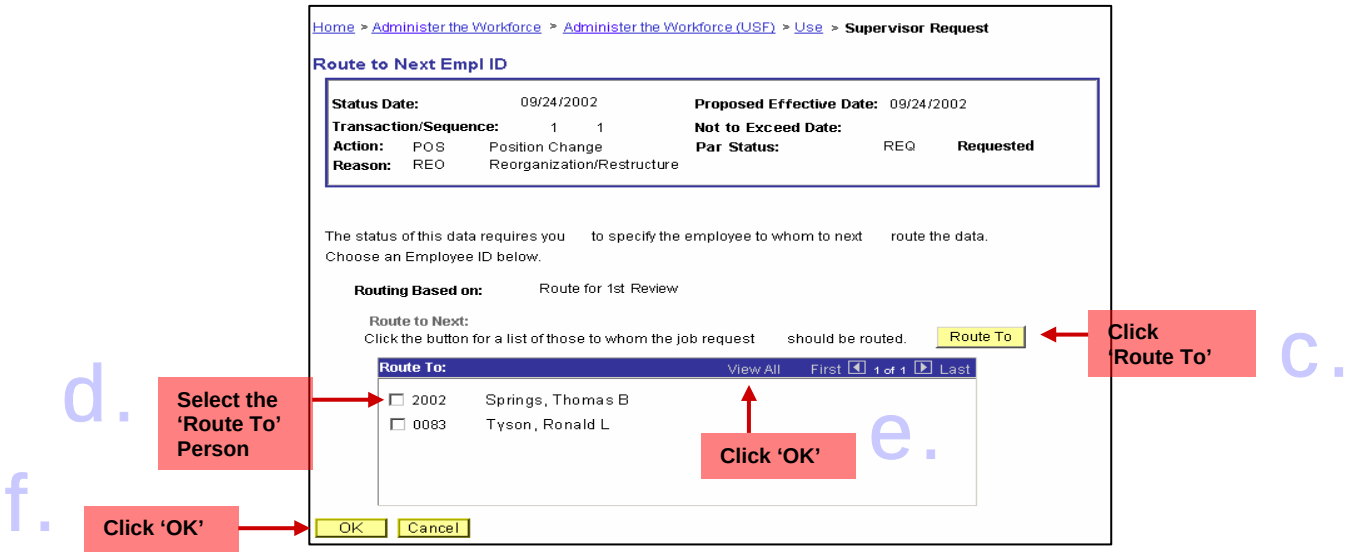
5.

a. **Change the WIP Status**

b. **Click Save**



MOVEMENT FROM ONE IC TO ANOTHER IC

c. Click on 'Route To' button
d. Select the 'Route To' person
e. If all the names are not there, Click 'View All' to see additional names
f. Click 'OK'

Note: The tracking data is available on the bottom of the Job Requisition 1 Tab and can be viewed at any time during the requisition process.* ***You should note the requisition number after saving.*