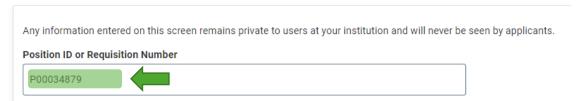# INSTRUCTIONS FOR EXISTING **UR FACULTY: FACULTY SEARCH** POSITIONS
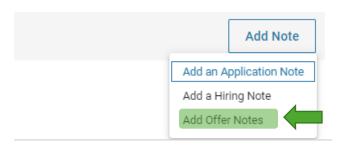
AFTER MYURHR GO-LIVE

Now that myURHR is live, position creation for recruitment will initiate in myURHR and be sent over to UR Faculty: Faculty Search via integration. To hire for positions that already exist in Faculty Search, we have come up with a workaround solution. Here is what you need to do:
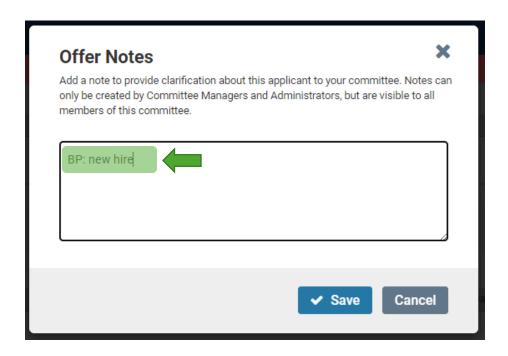
- Create a position in Workday, but do not select the option to send the position to Faculty Search. Once the position goes through the approval process in Workday, move on to the next step.
- In Faculty Search, locate the existing position. Edit the position and go to the Position Notes/Internal Notes section. In the Position ID or Requisition Number field, enter the Workday Position ID number (do not enter any other values in this box).

Internal Notes

Any information entered on this screen remains private to users at your institution and will never be seen by applicants.

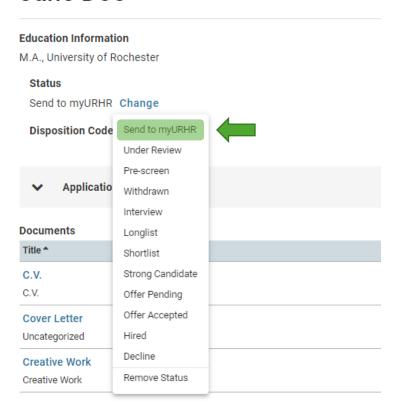**Position ID or Requisition Number**

P00034879

- Go the applicant profile for the hire. In the Notes section, enter the business process in Offer Note (BP: new hire, BP: rehire or BP: add job). If the hire already has a URID, enter it in Hiring Note.

Add Note

Add an Application Note

Add a Hiring Note

Add Offer Notes

- Update the application status for the hire to "send to myURHR". This sends the hire into the Workday position.

Jane Doe

Education Information

M.A., University of Rochester

Status

Send to myURHR Change

Disposition Code

	Send to myURHR
	Under Review
	Pre-screen
	Withdrawn
	Interview
	Longlist
	Shortlist
	Strong Candidate
	Offer Pending
	Offer Accepted
	Hired
	Decline
	Remove Status

Documents

Title ▲
C.V.
C.V.
Cover Letter
Uncategorized
Creative Work
Creative Work

Note: the integration that sends hires to Workday runs once an hour, 6am to 6pm. Please do not send a hire from UR Faculty into the Workday position if you have already initiated the hire directly in Workday instead; this will cause a duplication.

- Proceed with onboarding steps in Workday.