The objective of this documentation is to instruct authorized users on the process for completing and submitting an electronic Vacancy Pool Request.

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2.1 How to Establish or Update the Position Description in OASys

SECTION 3: ACCESSING, COMPLETING & SUBMITTING A VPR
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4.2 How to Track the Status of the Request

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Please direct general questions related to this process to the Office of Human Resources
Revised - January 2014
SECTION 1: OVERVIEW

1.1 VPR Workflow Process

1. Complete the Vacancy Pool Request Form (VPR) and submit to Department Head for approval.

2. Department Head will review and approve the request (ensuring the request has all the required documents). Department head will forward VPR to their:
   - (Optional) Associate Vice President or College Dean
   - (Required) Vice President for approval.

3. Vice President will review and approve the request to forward to the Human Resource Office (HR).

4. HR will review the request and all attachments, then forward the request to University Budget Office.

5. Budget Office will review and forward recommendations to Vacancy Pool Committee.

6. Vacancy Pool Committee will make the final decision.
   - Upon the final decision, an auto-generated email for the request will be forwarded to the requester and everyone in workflow. This email notification will also be sent to the EOD Department.
   - If this is a new position, the Budget Office will create a new position number and send it to everyone in the workflow.

NOTES:

- Historical VPR - All requests submitted will be saved on the database along with their approval history and can be retrieved via myWings, under My Applications, select “Online Form Workflow”.

- A deny at any level will END the request and an email will be sent to all individuals and offices in the workflow routing for the request.

- If a vacant position has been approved by the Vacancy Pool Committee, and the newly hired employee vacates the position within the first ninety (90) days of employment, the department can proceed with reposting the position (the position WILL NOT have to be reviewed again by the Vacancy Pool Committee before the position is re-filled).

If the position becomes vacant within the first ninety (90 days) of being filled, the following are options for refilling the positions:

- Select the second candidate of choice (or another appropriate candidate from the initial recruitment and interview pool);
- Fill the position through a Departmental Promotion;
- Re-post the position via OASys. If the position is re-posted, please add the letter R after the position number on OASys (Example: position number 30001R).
VACANCY POOL REQUEST WORK FLOW

- Fill Out Vacancy Pool Request
  - Submit for Approval
  - Send Back for Correction
- Department Head Review
  - Approve
  - Send Back for Correction
  - Deny
- Associate Vice President or Dean Review
  - Deny
- Vice President Review
  - Approve
  - Deny
  - Send Back for Correction
  - End
- HR Office Group Review
  - Chair Approve
  - Send Back for Correction
  - End
- Budget Office Group Review
  - Approve
  - Send Back for Correction
  - End
- Vacancy Pool Committee Review
  - Approve
  - Communications sent to all levels of approval
  - End

Open Submitted Request and update
Save to Submit Later
End

Email all prior approvers to inform them about the denial

End
SECTION 2: BEFORE SUBMITTING A VPR

2.1 How to Establish or Update the Position Description in OASys

A position description is no longer required as an attachment to the VPR. However, you will need to ensure that a position description, which accurately reflects the current responsibilities of the position, is approved in the Online Position Description Module within OASys.

Directions on how to establish or update a position description can be found in the Human Resources Training guide at:
http://www.unf.edu/uploadedFiles/president/hr/Employment/PD%20TRAINING%20MANUAL.pdf
SECTION 3: ACCESSING, COMPLETING & SUBMITTING

3.1 How to Access the form

To Access the VPR form:

1. Log in to UNF myWings
2. Select the Staff tab
3. Under My Applications click “Employee Online Forms”

4. Under Human Resources click on “Recruit on a Vacant Line Request (Vacancy Pool)”
3.2 How to Complete the Form

Step by step instructions for completing a VPR

1. **Enter** the position number or “TBD” (all caps) for a new position and click “Next”.

   ![Image of the VPR form]

   Enter the 6 digit position number or “TBD” for a new position and click “Next”.

   **NOTE:** The form may take a few seconds to open.

   Once the form opens, the contact information fields in the “Requester Information” section will be auto-populated. This information can be changed if you need to designate someone else as the contact.

2. **Enter** a valid position number. The fields in the “Position Being Reviewed” section will auto-populate if a valid position number is provided. This information can be changed if it is incorrect.
   - The position information is based on the last incumbent who held the position. If the position has never been occupied, then it will not auto-populate with data.

   ![Image of the VPR form]

   The Division holding the position
   The Position Number
   The Department holding the position
   The Position Title
   The Department submitting the request
   The users Name and Position Title
   The users UNF Email Address
   The users Phone Extension

   ![Image of the VPR form]

   Requester Information
   - Department/Unit Submitting Request: (20080) Enterprise Systems
   - Contact Name: donalldomail@unf.edu
   - Contact Email: donalldomail@unf.edu
   - Contact Ext. 2211

   Position Being Reviewed
   - Position #: 342220
   - Position Title: Data Architect
   - Division: Administration & Finance
   - Dept. Org: (20080) Enterprise Systems
3. **Select Yes/No** from the “dropdown” list

**Is this a new position?** None

**Does HR have an approved position description on file?** None

**NOTE:** If you answer “No” you will **NOT** be allowed to go any further and will be provided a link to log into OA5ys to create a new position description.

4. **Enter** the date the position was approved by HR.

**What date was the position description approved?**

5. **Complete** the following sections:

- What has created the need for this position?
- Indicate the department’s ability to fund this position.

**NOTE:** The text area holds up to 3900 characters. If you need to provide more information, you may attach a Word document.

6. **In the event you cannot complete the request and need to do so at a later time;**

   **Click** the “Save” button.

   **NOTE:** The saved documents will be located under the Online Form Workflow as a submitted request (discussed in the Overview Section 1.1 under “Historical VPR”).
7. **Upload** all required documentation.

- **Click** the “Browse” button to locate the document you want to attach.

- Once the “document name” appears in the browse box, click **“Upload”** button to upload the document to be attached.
There will be an indicator showing “PDF Document loaded”

NOTE: Files Allowed: PDF, Word, Text, RTF, JPEG, TIFF, PNG, and Excel. The file names should only contain letters (a-z) and spaces or “_” (underscores) for separation – Special characters such as %, #, @, &, * may cause issues.

8. The next section is to be completed by the Budget Office (if you are not Budget Office Personnel, SKIP THIS SECTION and proceed to Step 9).

Some of the information will pre-populate based on the position number (do not change the information in this section).

9. Select the Department “Director / Head” from a dropdown (the list is in alphabetical order “Last Name, First Name”).

NOTE: To provide flexibility for departmental requirements, the dropdown contains all employees with a position title of Assistant Director and above.
10. Select the person to perform the department head review.  
   NOTE: The locator icon will appear next to the person selection box and a "Submit" button will appear below the employee’s name.

11. Click “Submit” and the VPR will be forwarded to your department head for review.  
   NOTE: The following message will appear showing your request as “accepted” and a link to the Online Form Approvals will be provided for you to track the status of the request.

   The following is a SAMPLE Email Notification that is sent to the department head you chose, requesting that they review and forward the request.

   An email notification will be sent to the department head you chose, requesting that they review and forward the request.
3.2.1 Sample Attachments

EXAMPLES:

- Organizational Chart (which reflects position titles & position numbers)

NOTE: The position numbers are on the organizational chart.
3.2.1 Sample Attachments - continued

EXAMPLES:

- Resignation Letter or Terminating PAF

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**OFFICE OF HUMAN RESOURCES**

**PERSONNEL ACTION FORM**

**Date:** Jul 25, 2013

<table>
<thead>
<tr>
<th>Check one:</th>
<th>Hire Action:</th>
<th>Termination Action:</th>
<th>Status Action:</th>
</tr>
</thead>
</table>

**Hire Action:** complete fields 1 - 21.

**Termination or Status Actions:** complete fields with asterisks, as well as those fields in which data is to be changed.

<table>
<thead>
<tr>
<th>1. N-Number:</th>
<th>2. Employee Name (Last, First, MI):</th>
<th>3a. New/Current Post#:</th>
<th>3b. Previous Post#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N00134128</td>
<td>Gudrot, Olga</td>
<td>34222</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Aug 5, 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VP - Voluntary Resign-Personal/Farm</td>
<td></td>
</tr>
</tbody>
</table>

If timesheet approver, indicate position number of approver:

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments: (This box must be completed for changes or terminations.)

Submitted resignation letter on July 21st. Please see attached.

*12. Labor Distribution*  

<table>
<thead>
<tr>
<th></th>
<th>INDEX:</th>
<th>FUND:</th>
<th>ORG:</th>
<th>FTE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>325004</td>
<td>325000</td>
<td>200805</td>
<td>1.0</td>
</tr>
<tr>
<td>B.</td>
<td>INDEX:</td>
<td>FUND:</td>
<td>ORG:</td>
<td>FTE:</td>
</tr>
</tbody>
</table>
SECTION 4: APPROVING & TRACKING

4.1 How to Approve the Request

To open a VPR that has been sent to you for approval
- Log in to myWings under your Staff Tab
- Under My Applications
- Click Online Form Approvals

The following shows the “status” of the request:
- Request(s) to Review – Shows a list of request(s) submitted to you for review and approval.
- Unsubmitted Request(s) – Shows request(s) saved by you to be submitted at later time.
- Pending Request(s) – Shows the status of request you have previously submitted.

NOTE: There are various types of form requests that can be submitted.
The request name is shown in blue at the top of each table (i.e. “Recruit on a Vacant Line Request (Vacancy Pool)”.)
4.1 How to Approve the Request - continued

1. Review and make a decision on a request.

NOTE: To see the history of this request you can click on the request number.

NOTE: Comments placed in the “Communication Text” field below will be shown on the email notification to the recipient. However, comments placed in the “Internal Notes” field are not transmitted via email.

Click on the Request Number to open the workflow history view.

Be careful not click the X which closes the entire browser session.
2. **Click** the link under “Action” to select the request you want to review.

   ![Click on the link under “Action”
   NOTE: If you are going to edit or add to the information in the request and not just review it, check the box “Open Editor” first.]

   **NOTE:** If you are reviewing the form (and are not in “Edit Mode”) and need to go back to access the “Open Editor” field, simply click on the Online Form Approval Form link at the bottom of the page.

3. **Select** an “Action” at the bottom of the page

   ![Select Action/Reason if requested, Then click the "Submit" Button,](#)

   ![Select Action/Reason if requested, Then click the "Submit" Button,](#)

   **NOTE:** If the next step is a person (Not an Office or Department) then select the person.

4. If you are a Director, depending on your department’s established guidelines, you may be required to forward the VPR to an Associate VP or Dean for review. In this case, the Associate VP or Dean will forward the request to the Vice President.

   ![Select Action/Reason if requested, Then click the "Submit" Button,](#)

   **NOTE:** If the next step is a person (Not an Office or Department) then select the person.
5. **Enter** Comments in one of the two places below

- **Internal Notes** - Only the person entering the comments can see these notes. If this is a committee/office (group approval), they will be able to view these comments as well.

- **Communication Information** – Everyone in the workflow routing who touched the request can view these comments/notes.

6. **Click** the **Submit** Button.
4.2 How to Track the Status of the Request - continued

To track the Status of a VPR

- Log in to myWings under your Staff Tab
- Under My Applications
- Click Online Form Approvals

The default view shows any request you have pending (Status = “Need Action”) under “Pending Request” (see Green highlighted section below).

- If the request is with an individual (e.g. Director, Associate VP, Dean or Vice President) you can see the person’s name and phone extension by placing your mouse over the “Action Pending”.

NOTE: Offices and Committees e.g. HR, Budget Office, and Vacancy Pool Committee, will not be seen.
4.2 How to Track the Status of the Request - continued

To view ALL items initiated or approved by you, do the following:

- **Select** “Show All” in the Request Status field
- **Select** “Department who owns the form (i.e. Human Resources for Recruit on a Vacant Line Request; Enrollment Services for Enrollment Verification by Staff) in the Form Dept field
- **Select** “the name of the form” in the “Form” field (i.e. Recruit on a Vacant Line)

**NOTE:** You will have the option to filter the output by other items:

*Example:* Recruit on a Vacant Line Request, you can also filter by:

- Request Number
- Organization Code
- Position Number
- Position Title

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**Online Form Approvals**

![Image of Online Form Approvals](image-url)

**Request Status:** Show All

**Org Code:**

**Position No:**

**Position Title:**

**Request No:**

**Requester ID:**

**Status Date:**

**Request Selected:** 2

**Recruit on a Vacant Line Request (Vacancy Pool)**

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Req</th>
<th>Org Code</th>
<th>Position No</th>
<th>Position Title</th>
<th>Action Pending</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>01/19/2014</td>
<td>4</td>
<td>200805</td>
<td>342220</td>
<td>Data Architect</td>
<td>Department Director Approval</td>
<td>View</td>
</tr>
<tr>
<td>Dealt</td>
<td>01/19/2014</td>
<td>3</td>
<td>100000</td>
<td>TBD</td>
<td>TBD</td>
<td>New Position</td>
<td>View</td>
</tr>
</tbody>
</table>

**RELEASE:** 6.2
SECTION 5: RESOLVING COMMON ISSUES

5.1 How to fix common issues

Please review this documentation periodically as additional items may be added to this section as they are identified.

1. PDF documents are not opening when the link is clicked.
   - First, confirm that you have Adobe Acrobat loaded on your computer.
   - If yes, then set your Adobe Acrobat to use the browser.
     o Open Adobe from your start menu.
     o Click on the “Edit” Menu at the top
     o Select “Preferences”

   • Make sure the “Display PDF in browser” is checked, then Click the button “Internet” under the Internet Category

-----DOCUMENTATION END-----