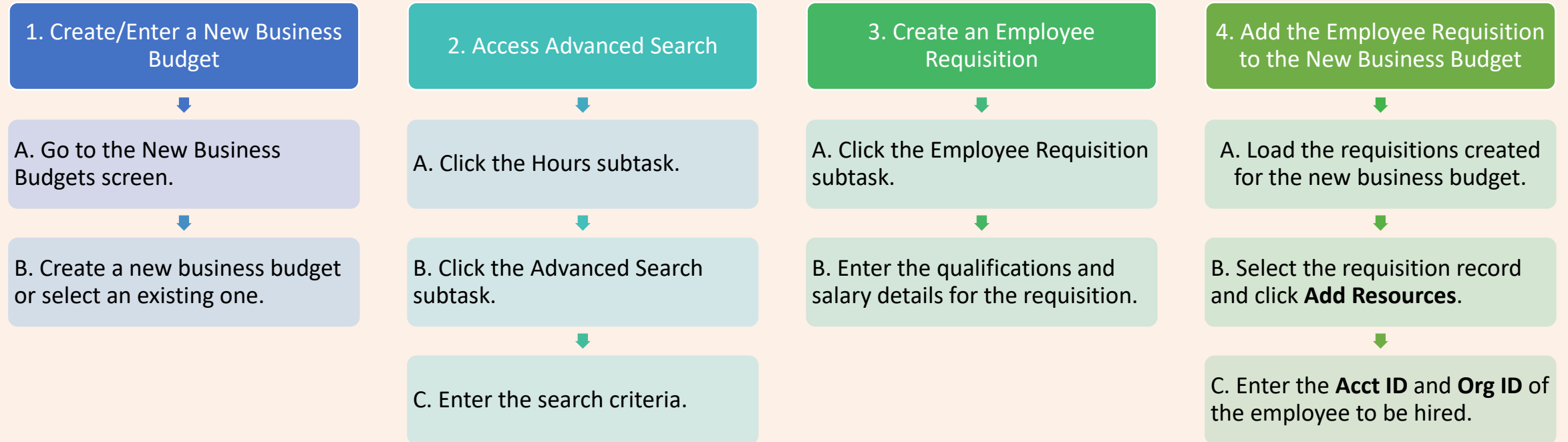


Create Employee Requisitions in New Business Budgets Quick Steps

The high-level steps required to create employee requisitions in New Business Budgets are shown here. Each step includes sub-steps.



Navigation:

- Use the **PAGE DOWN** key to proceed to the next slide.
- Use the **PAGE UP** key to return to a prior slide.



Browse Applications

Type here to search applications

Accounting	Organization Budgeting	Actions/Processing	New Business Budgets
	New Business Budgeting	Reports/Inquiries	Create Project Budget from New Business B
	Project Budgeting	Controls and Utilities	
	Resource Planning		
	Administration		
CRM & Contracts			
Planning			
Projects			
Materials			
People			
Time & Expense			
Reports & Analytics			
Admin			

A

Go to the New Business Budgets screen.

1. Create/Enter a New Business Budget > Step A

1 of 1 Existing

Enter or select a new business budget in which you would like to create an employee requisition, and then provide the other required budget information.

Once done, click **Save**.

New Business Budget ID *

0922

Description

Level

New Business Budgets Status

New

Copy

Delete

1 of 1 Existing

Table

Query

Non-Backlog Details

New Business Budget ID *

0922

Description

Emp Req

Status

Working

Start Date *

09/22/2021

End Date *

09/22/2022

Opportunity ID *

NONE

Opportunity Description

None

Owner

Asaka, Leslie S C.P.A.

Probability

0.0000%

Escalation

0.00%

Org ID *

1.2

Account Group *

ARC

Note

Modified By

CPSUPERUSER

Modified Date

09/21/2021

Created By

CPSUPERUSER

Created Date

09/21/2021

Version Code *

N/A

Source Budget Type

Blank

Source Budget ID

Source Version No

Source Work Type

Periods

21

Create Budget

Modify Budget

Commit Budget

Source Budget Type

Source Budget ID

Source Version No

Source Work Type

Revenue Setup/Ceilings

Hours

Amounts

Staff Escalation

Service Centers

Revenue Analysis

Burdened Cost

Funding

Project Labor Categories

User-Defined Info

To create an employee requisition, the **Status** of the budget must be **Working**.



New Business Budgets

New Business Budget ID * 0922 Description Level

New Business Budgets Status

Non-Backlog Details

New Business Budget ID *	0922	Start Date *	09/22/2021	Opportunity ID *	NONE
Description	Emp Req	End Date *	09/22/2022	Opportunity Description	None
Status	Working	Level	1	Owner	Asaka, Leslie S C.P.A.
<input checked="" type="checkbox"/> Active	<input type="checkbox"/> Shared	Periods	21	Probability	0.0000%
Work Type	New Work	Weeks	52	Escalation	0.00%
Version	1	Burden Template	DEFAULT	Org ID *	1.2
Version Code *	N/A	<input type="checkbox"/> Final Version		Account Group *	ARC
<input type="checkbox"/> Create Budget	Source Budget Type	Blank		Notes	
<input type="checkbox"/> Modify Budget	Source Budget ID			Created By	CPSUPERUSER
<input type="checkbox"/> Commit Budget	Source Version No			Created Date	09/21/2021
	Source Work Type				

A Click the Hours subtask.



New Business Budgets

New Business Budget ID * 0922 Description Level

New Business Budgets Status

Non-Backlog Details

New Business Budget ID * 0922 Start Date * 09/22/2021 Opportunity ID * NONE

Description Emp Req End Date * 09/22/2022 Opportunity Description None

Status Working Level 1 Periods 21 Owner Asaka, Leslie S C.P.A.

☒ Active ☐ Shared Weeks 52 Probability 0.0000%

Work Type New Work Burden Template DEFAULT Escalation 0.00%

Version 1 ☐ Final Version Org ID * 1.2

Version Code * N/A Account Group * ARC

☐ Create Budget Source Budget Type Blank Note

☐ Modify Budget Source Budget ID Modified By CPSUPERUSER

☐ Commit Budget Source Version No Modified Date 09/21/2021

Source Work Type Created By CPSUPERUSER

Created Date 09/21/2021

[Revenue Setup/Ceilings](#) [Hours](#) [Amounts](#) [Staff Escalation](#) [Service Centers](#) [Revenue Analysis](#) [Burdened Cost](#) [Funding](#) [Project Labor Categories](#) [User-Defined Info](#)

New Business Budgets > Hours

New Business Budget ID: 0922 Version: 1 Status: Working

Hours Type *	ID Type *	ID *	Name *	09/30/2021	10/31/2021	11/30/2021	12/30/2021	01/30/2022	01/31/2022

Click the Advanced Search subtask.

[Employee PLC](#) [Advanced Search](#) [Fill](#) [Notes](#) [Close](#)

Advanced Search

Opportunity ID

Opportunity Labor Category

-None-

Resource Type

☒ Employee

☒ Contract Employee

☒ Vendor

☒ Vendor Employee

Resource Search Criteria

ITAR Required

-None-

Location

☐ US Citizenship Required?

Manager

Home Organization

General Labor Code

01011

Skills

Credentials

BS

Clearance

-None-

and above

Socioeconomic Status

NAICS

Reset

Find Resources

Resources

	% Match	ID Type	ID	Name	Manager	Home Org	GLC	Credentials	Location	Skills
<input checked="" type="checkbox"/>										

Auto Load Employee Req

Add Resources

Clear

[Employee Requisition](#)

Close

Employee PLC

Advanced Search

Fill

Notes

Close

C

Enter the search criteria.

The job template for the requisition you create prepopulates with the search criteria you entered on this subtask.

2. Access Advanced Search > Step C

Advanced Search

Opportunity ID

Opportunity Labor Category

-None-

Resource Type

☒ Employee

☒ Contract Employee

☒ Vendor

☒ Vendor Employee

Resource Search Criteria

ITAR Required

-None-

Manager

Skills

Socioeconomic Status

Location

Home Organization

Credentials

BS

NAICS

☐ US Citizenship Required?

General Labor Code

01011

Clearance

-None-

and above

Reset

Find Resources

Resources

<input checked="" type="checkbox"/>	% Match	ID Type	ID	Name	Manager	Home Org	GLC	Cred	Clearance	Notes

Auto Load Employee Req

Add Resources

Clear

Employee Requisition

Close

Click the Employee Requisition subtask.

A

Advanced Search

Opportunity ID

Opportunity Labor Category

-None-

Resource Type

Employee

Contract Employee

Vendor

Vendor Employee

Res

Location

US Citizenship Required?

B

Enter the qualifications and salary details for the requisition. After you complete the required information, click **Create Employee Req.**

Employee Requisition

Job Template ID

PGMR APP

Applications Programmer

Organization

1

SuperTech, Inc._711do12

HR Organization

HR ORG1

Taxable Entity

1

Number of Openings

1

Worker's Compensation

PRI

Compensation Plan

DELTEK

Step

Employee Type

Regular

Rate Type

Salaried Fixed Hours

Timesheet Cycle

REG

Leave Cycle

MNL1

Pay Cycle

SEMI

Reset

Create Employee Req

Advanced Search

Opportunity ID Opportunity Labor Category

Resource Type

☒ Employee ☒ Vendor

☒ Contract Employee ☒ Vendor Employee

Resource Search Criteria

ITAR Required Location

☐ US Citizenship Required?

Employee Requisition

Job Template ID

Detail Job Title

Worker's Compensation

Compensation Plan

Step

Employee Type

Rate Type

Timesheet Cycle

Leave Cycle

Pay Cycle

After the requisition is created, a **Job Template ID** is automatically generated and assigned to the requisition. This serves as a link to the Manage Job Templates screen. Click this link to view or modify the requisition details on the Manage Job Templates screen.

Click **Auto Load Employee Req.** This will display all employee requisitions for the budget on the Resources table.

Auto Load Employee Req Add Resources Clear

Employee Requisition

Close

Employee PLC Advanced Search Fill Notes

Close

4. Add the Employee Requisition to the New Business Budget > Step A



Advanced Search

Opportunity ID Opportunity Labor Category

Resource Type

☒ Employee ☒ Vendor

☒ Contract Employee ☒ Vendor Employee

Resource Search Criteria

ITAR Required Location

Manager Home Organization ☐ US Citizenship Required?

Skills General Labor Code

Socioeconomic Status Credentials Clearance and above

NAICS

Select the requisition record you want to add to the budget, and click **Add Resources**.

Resources														Query
% Match	ID Type	ID	Name	Manager	Home Org	GLC	Credentials	Location	Skills	Clearance	ITAR	US Citizen	Socioeconomic Status	NAICS
100.0000%	Employee Req	9990001195	Applications Programmer			01011	BS				Not Applicable	No		

[Employee Requisition](#)


New Business Budgets

New Business Budget ID * 0922 Description Level

New Business Budgets Status New Copy Delete 1 of 1 Existing Table Query


Non-Backlog Details

New Business Budget ID * 0922 Start Date * 09/22/2021 Opportunity ID * NONE
 Description Emp Req End Date * 09/22/2022 Opportunity Description None
 Status Working Level 1 Periods 21 Owner Asaka, Leslie S C.P.A.
☒ Active ☐ Shared Weeks 52 Probability 0.0000%
 Work Type New Work Burden Template DEFAULT Escalation 0.00%
 Version 1 ☐ Final Version Org ID * 1.2
 Version Code * N/A Account Group * ARC
☐ Create Budget Source Budget Type Blank Note
☐ Modify Budget Source Budget ID Modified By CPSUPERUSER
☐ Commit Budget Source Version No Modified Date 09/21/2021
 Source Work Type CPSUPERUSER 09/21/2021

Enter an **Acct ID** and **Org ID** for the requisition, and then click .

New Business Budgets > Hours New Copy Delete Query

New Business Budget ID: 0922 Version: 1 Status: Working

Hours Type *	ID Type *	ID *	Name *	Acct ID *	Org ID *	SLC/PLC	Hr Rate	09/30/2021	10/31/2021	11/30/2021	12/30/2021	01/30/2022	01/31/2022	02/27/2022	02/28/2022	03/27/2022	03/31/2022	04/27/2022	04/30/2022	05/27/2022	05/31/2022
Staff Hours	Employee Req	9990001195_1	Applications Programmer			None	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Employee requisitions you add to a budget display on the Hours subtask with **Employee Req** as its ID Type, and the Job Template ID as the employee ID. Once an employee is hired, the ID Type changes to **Employee** and the ID field will be populated with the new employee's actual ID number.



Advanced Search

Opportunity

Resource T

☒ Emp☒ Cont

Resource

ITAR R

-None-

Manag

Skills

Socioe

Resources

☒ % Mat

100.0

Once you create employee requisitions on the New Business Budgets screen, you can view or modify its corresponding job template on the Manage Job Templates screen.

Some of the fields on the Manage Job Templates screen are populated with the search criteria you entered on the Advanced Search and Employee Requisitions subtasks.

When you have finalized the job template details, you can export the template details to Deltek Talent Management (DTM) using the Transfer Talent Management Data screen. Once the necessary hiring steps have been done in DTM, use the Transfer Talent Management Data screen to import employee information from DTM into Costpoint.

The job template and the employee details will be updated on the Manage Job Templates and New Business Budgets screens when you hire an employee that matches the requisition criteria.

Query

AICS

Clear

Requisition

Close

Fill Notes

Close



New Business Budgets

New Business Budget ID * 0922 Description Level

New Business Budgets Status

New Copy Delete 1 of 1 Existing Table Query

Non-Backlog Details

New Business Budget ID * 0922

Description Emp Req

Status Working

☒ Active

Work Type New Work

Version 1

Version Code * N/A

☐ Create Budget

☐ Modify Budget

☐ Commit Budget

Start Date * 09/22/2021

End Date * 09/22/2022

Periods 21

Source Budget Type

Source Budget ID

Source Version No

Source Work Type

Opportunity ID * NONE

Opportunity Description None

Owner Asaka, Leslie S C.P.A.

0.0000%

0.00%

1.2

ARC

CPSUPERUSER

09/21/2021

CPSUPERUSER

09/21/2021

This concludes the
Create Employee Requisitions in New
Business Budgets Quick Steps.

New Business Budgets > Hours

New Copy Delete Query

New Business Budget ID: 0922 Version: 1 Status: Working

Hours Type *	ID Type *	ID *	Name *	Acct ID *	Org ID *	GLC/PLC	Hr Rate	09/30/2021	10/31/2021	11/30/2021	12/30/2021	01/30/2022	01/31/2022	02/27/2022	02/28/2022	03/27/2022	03/31/2022	04/27/2022	04/30/2022	05/27/2022	05/31/2022
Staff Hours	Employee Req	9990001195_1	Applications Programmer			None	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00