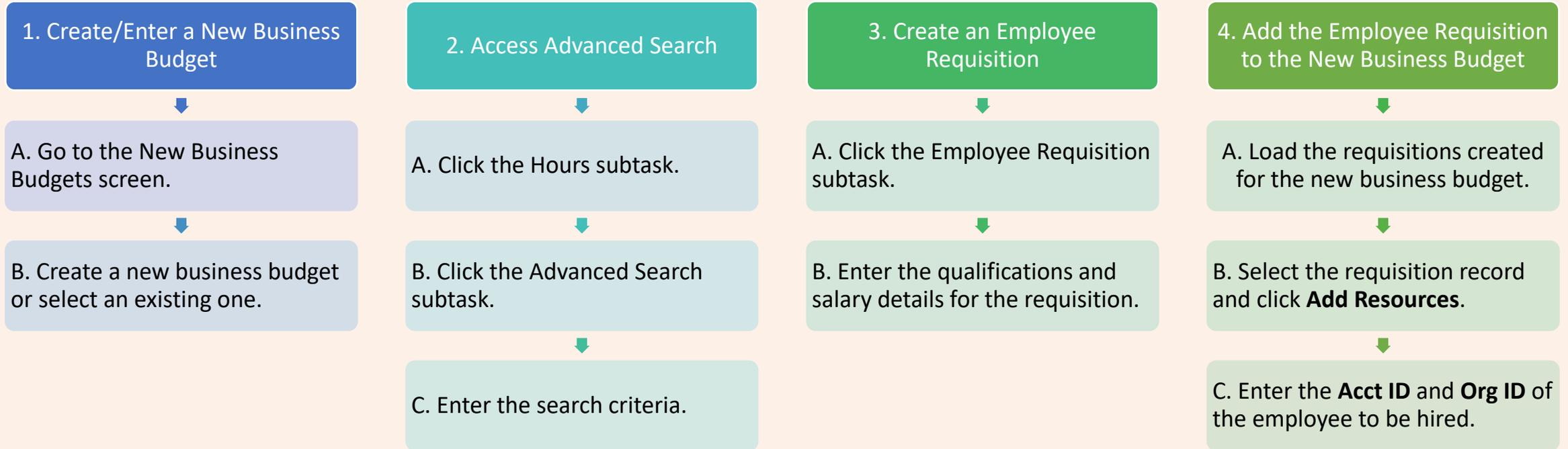


Create Employee Requisitions in New Business Budgets Quick Steps

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

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

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 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	Owner	Asaka, Leslie S C.P.A.
		Periods	21	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

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

Version Code* N/A

Create Budget

Modify Budget

Commit Budget

Source Budget Type Blank

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](#)

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	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			Account Group*	ARC
<input type="checkbox"/> Create Budget	Source Budget Type	Blank			
<input type="checkbox"/> Modify Budget	Source Budget ID				CPSUPERUSER
<input type="checkbox"/> Commit Budget	Source Version No				09/21/2021
	Source Work Type				CPSUPERUSER
				Created Date	09/21/2021

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. **B**

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

2. Access Advanced Search > Step B

Close



Advanced Search

Opportunity ID Opportunity Labor Category

Resource Type

Employee Vendor
 Contract Employee Vendor Employee

Resource Search Criteria

ITAR Required Location

US Citizenship Required?

Manager Home Organization General Labor Code

Skills Credentials Clearance and above

Socioeconomic Status NAICS

C

Enter the search criteria.

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

Resou											Query
% Match	ID Type	ID	Name	Manager	Home Org	GLC	Credentials	Location	Skills		

[Employee Requisition](#)

[Employee PLC](#) [Advanced Search](#)



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?
General Labor Code

Skills Credentials Clearance and above

Socioeconomic Status NAICS

Resources

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

Click the Employee Requisition subtask.

A

Advanced Search

Opportunity ID Opportunity Labor Category

Resource Type

Employee Vendor
Contract Employee Vendor Employee

Res 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	<input type="text"/>	Worker's Compensation	<input type="text" value="PRI"/>
Detail Job Title	<input type="text" value="PGMR APP"/> Applications Programmer	Compensation Plan	<input type="text" value="DELTEK"/>
Organization	<input type="text" value="1"/> SuperTech, Inc._711do12	Step	<input type="text"/>
HR Organization	<input type="text" value="HR ORG1"/>	Employee Type	<input type="text" value="Regular"/>
Taxable Entity	<input type="text" value="1"/>	Rate Type	<input type="text" value="Salaried Fixed Hours"/>
Number of Openings	<input type="text" value="1"/>	Timesheet Cycle	<input type="text" value="REG"/>
		Leave Cycle	<input type="text" value="MNL1"/>
		Pay Cycle	<input type="text" value="SEMI"/>

Close

Employee Requisition

Close

Employee PLC Advanced Search Fill Notes

Close

3. Create an Employee Requisition > Step B

Advanced Search

Opportunity ID:

Opportunity Labor Category:

Resource Type

- Employee
- Contract Employee
- Vendor
- Vendor Employee

Resource Search Criteria

ITAR Required:

Location:

US Citizenship Required?

Employee Requisition

Job Template ID:

Detail Job Title: Applications Programmer

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.

3. Create an Employee Requisition

Opportunity ID: Opportunity Labor Category: -None-

Resource Type

Employee Vendor
 Contract Employee 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:

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

Resources

% Match	ID Type	ID	Name	Manager	Home Org	GLC	Credentials	Location

Auto Load Employee Req Add Resources Clear
[Employee Requisition](#)

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
 US Citizenship Required?

Manager Home Organization General Labor Code
Skills Credentials Clearance and above
Socioeconomic Status NAICS

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

B

% 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

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

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

New Business Budgets > Hours

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.

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

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.

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
 Work Type New Work Burdened Cost 0.0000%
 Version 1 0.00%
 Version Code* N/A
 Create Budget
 Modify Budget
 Commit Budget
 Source Budget Type
 Source Budget ID
 Source Version No
 Source Work Type

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

New Business Budgets > Hours

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