

# Adding onto an Existing Requisition

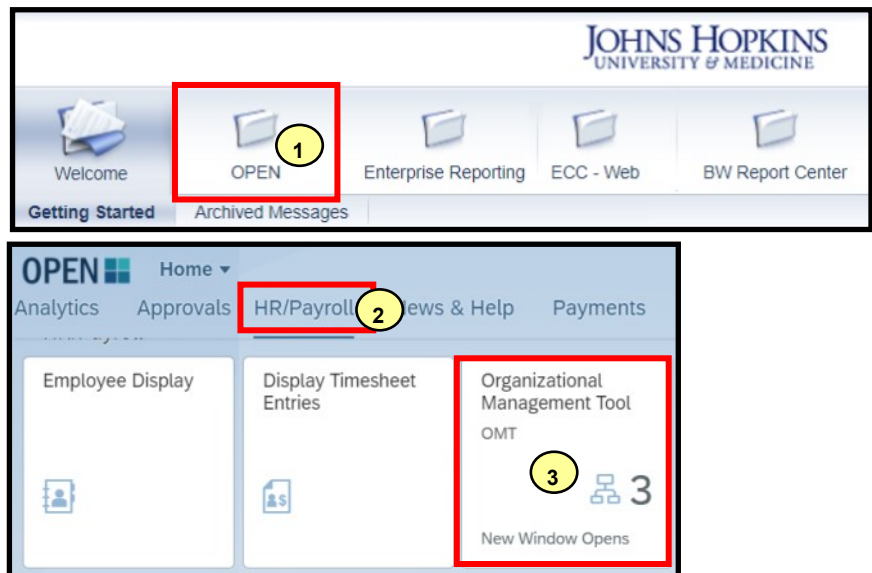
Use this job aid if you need to add an additional position (must be an exact match!) to an existing open requisition. After the first position is filled, OMT will automatically generate each subsequent position to be used for recruiting into until all the positions are filled. When all the position are filled, the requisition automatically closes.

**Important Note:** *If you originally started a requisition using an ISR, you cannot use the OMT to add onto that requisition; you must use the ISR method to add onto that requisition.*

## Access the Organizational Management Tool (OMT)

Open SAP as you normally do.

1. From the Welcome screen, click the **OPEN** folder.
2. Click the **HR/Payroll** link.
3. Click the **Organizational Management Tool (OMT)** tile.



## Locating a Position that Has an Open Requisition Status

1. Enter a portion of the position or org unit in the Search field and press **Enter** on your keyboard, or
2. Scroll to find the organizational unit where the open requisition notated with 'SF' is located.
3. **Click** the position you need to edit. Positions that have an existing open requisition for them will display with the letters "SF." These can be filled positions (blue) or vacant positions (clear).

**Pending Requests**

Search: 1

Financial Info Tchlg Training Program

- Doe, John (00001234)
- Smith, Mary (00006789)
- Office Assistant
- SF Instructional Designer** (2)
- Create New Position

Proposed Action	OMT Form Number	Effective Date	Status	Initiated By	Current Approver
New Position	000201205085	03/31/2022	Sent to TA for		
Edit Position JHU					Quality Review
New Position JHU					Quality Review
New Position					Department
Edit Position	000201307962	04/08/2022	In Progress		Initiator

Show More

4. From the Position Profile panel, click **Edit Position JHU**.

**Position Profile: 50179064 - Instructional Designer**

Overview

Position Title: Instructional Designer

Vacant Since: 05/04/2022

Position Short Text: JHU-LTM

Organizational Unit: 10001563-Financial Info Tchlg Training Program

Requisition Number: 10813 (This field is populated for open requisitions.)

Additional Position Details >

Job Data >

**Edit Position JHU** (4)

## Adding an Additional Position(s) to an Open Requisition

Once you have located the open requisition to which you want to add exactly the same position(s), do the following:

1. From the Position Change Details panel, **edit the number of positions needed**.

**Position Change Details**

Change Effective Date 05/04/2022

Would you like to remove this position from your department? \* Yes **No**

Is this a direct replacement? \* **Yes** No

How many positions are needed? \* 1 **1. Edit this number.**

Send to Talent Acquisition for Recruiting? \* **Yes** No

Requisition ID 10814

2. Click **Next** through ALL the remaining panels.



3. Click **Submit** to send the request for approval.



After you click Submit >> Continue, (or Save Draft), you will return to the Landing Page.

## Refresh Your List

1. Click **Pending Requests** to refresh your Pending Requests List.
2. [Optional] Click the a column header, for example, "Effective Date," to change the sorting order.

**Pending Requests** 1

Search

Financial Info Tchlgly Training Program

**Pending Positions** 3

Proposed Action	Workflow ID	Effective Date	Status	Initiated By	Current Approver
New Position JHU : Instructional Designer	000201295985	03/31/2022	In Progress		Initiator
Edit Position JHU : 20008237 - Instructional Designer	000201302042	03/31/2022	In Progress		Initiator
New Position JHU : Administrative Coordinator	000201311068	04/01/2022	In Progress		Quality Review
New Position JHU : Undergraduate-STU Hourly	000201312189	04/01/2022	In Progress		Department
Edit Position JHU : 20020655 - POSTDOCTORAL FELLOW	000201307962	04/08/2022	In Progress		Initiator

3. To exit OMT, click the Mana tab.