

Reqs and PAFs: When to Submit

When do you submit a Req?

Requisitions track position openings. This includes:

- New FTE
- Backfills
- Promotions*
- Transfers
- Status Changes
- Reconfiguration of FTE

Requisitions track changes to positions. This includes tracking changes to:

- Job Title
- Job Code
- Location
- Shift
- FTE (per diems included)
- Benefit status change

When do you submit a PAF?

- PAFs track employee movement.
- They are submitted in tandem with requisitions.
 - Example: *An employee is moving from a 1.0 to 0.6 FTE. Submit a Req for the employee to apply to. Once they are hired, follow by submitting a PAF.*

**There are times when promotions may be processed outside of Jobvite. Please work with the People Team if this is a unique situation.*