

UEIjobs

Job Posting Field Definitions

This document describes all of the fields (required and non-required) in the posting template.

Required fields are in **BOLD**.

Job Title	Enter the job title that will appear on the posting. <i>For example: Student Assistant - Social Media, Grad Assistant - Information Technology. Please see our Job Description library at www.ueijobs.com for examples.</i>
Student Classification	Drop down list - Select student assistant or grad assistant or both. For campus departments only - if you are hiring a casual employee, select non student.
Posting type	Drop down list - Student/non Benefited or Benefited
Posting number	System Generated
Job Description Summary	Freeform text for a brief description of the job being posted. See the Job Description Library at www.ueijobs.com for examples.
Conditions of Employment	Prefilled by UEI HR
Work Schedule	Additional information may be added here, such as specific days or hours the employee will work. <i>For example: This position will work on Tuesday and Thursday from 6am to 10am</i>
Additional Work Schedule	Prefilled by UEI HR
Area	Drop down list - Geographical area where the job will be located.
On/Off Sacramento State Campus	This specifically describes whether the job is ON or OFF the Sacramento State campus
TOL Code/Account Number	This is your UEI account number that will be used for all Payroll transactions. (TOL stands for TimeOnline which is the automated time and attendance system employees use to enter and submit timesheets.) If you do not know this number, please contact your Account Administrator at (916) 278-7565.

Object Code	This is the Object code that will be charged for the payment of the employee salary. If you do not know this number, please contact your Account Administrator at (916) 278-7565.
Worksite City	This is the actual CITY where the job will be located
Pay Range	Enter the range, for example: \$9.64 - \$12.75. Alternatively, you may enter a fixed amount, such as \$12.75
Department/Agency	Drop down list - Select your department from the list.
Unit/Division	Freeform field to be input for a department specific name. For example: Human Resources, Information Technology
Project Description	This should be a brief description of the agency/company/department where the employee will be working. The Website URL and any pertinent information related to the overall company can be entered here.
Department Users	Drop down list - Any user that will need to review the posting or applications.
Name of Direct Supervisor for Employee	Enter the name of the person that will "DIRECTLY" supervise the employee and approve their timesheets. If this information is not available, please input a contact name.
Street Address 1	All of the address fields will pertain to the location of the supervisor of the employee.
City	
State	
Zip	
Phone/Extension:	Format as xxx-xxx-xxxx
Email	Email address for the Supervisor of the employee
Fax#	Fax number for the Supervisor of the employee
Majors/Fields of Study	Select ALL majors that will be acceptable for the position. NOTE: California State Agencies may NOT select "any major"; please refer to the original contract for majors that will be accepted in job postings.
Minimum Qualifications	Freeform entry of minimum qualifications for the job. See the Job Description Library at www.ueijobs.com for examples.
Prerequisites	Prefilled by UEI HR
Position Description	Freeform entry for a brief description of the job being posted. See the Job Description Library at www.ueijobs.com for examples.

Preferred Qualifications	Freeform entry for any preferred qualifications. For example, if the posting is for Information Technology, a preferred qualification might be "Java programming experience." See the Job Description Library at www.ueijobs.com for examples.
Duties and Responsibilities	Freeform entry of duties/responsibilities related to the job. Please see the Job Description Library at www.ueijobs.com for examples.
Physical Requirements	Pre-populated with default text for office positions. You have the ability to modify, add or delete the text so you can enter physical requirement related to the job.
Working Conditions	Freeform entry of working conditions related to the job. <i>For example:</i> <ul style="list-style-type: none"> • <i>Typical office environment with computer, phones and fax machine</i> • <i>high-rise building</i> • <i>fluctuating temperatures (kitchen)</i> • <i>field work with inclimate working conditions</i>
Hours Per Week	Drop down list
Applicant Documents	Select documents that you want the applicant to provide. Each document selection can be required or optional.
Supplemental Questions	From this tab, you may select questions that will "screen" applicants. See the Job Description Library at www.ueijobs.com for examples of questions. Alternatively, you may search for a specific question and add it to your posting. HR recommends using screening questions to aid in your selection of candidates to interview.
Quick Link for Internal Postings	Use this link for reference to the job posting.