

# 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**.

<b>Job Title</b>	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 <a href="http://www.ueijobs.com">www.ueijobs.com</a> for examples.</i>
<b>Student Classification</b>	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.
<b>Posting type</b>	Drop down list - Student/Non-Benefited or Benefited
Posting number	System Generated
<b>Job Description Summary</b>	Freeform text for a brief description of the job being posted. See the Job Description Library at <a href="http://www.ueijobs.com">www.ueijobs.com</a> for examples.
Conditions of Employment	Pre-filled 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 6 a.m. to 10 a.m.</i>
Additional Work Schedule	Pre-filled by UEI HR
<b>Area</b>	Drop down list - Geographical area where the job will be located.
<b>On/Off Sacramento State Campus</b>	This specifically describes whether the job is ON or OFF the Sacramento State campus.
<b>Time Online (TOL) Code/Account Number</b>	This number 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.

<b>Object Code</b>	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.
<b>Worksite City</b>	This is the actual CITY where the job will be located
<b>Pay Range</b>	Enter the range, for example: \$9.64 - \$12.75. Alternatively, you may enter a fixed amount, such as \$12.75
<b>Department/Agency</b>	Drop down list - Select your department from the list.
Unit/Division	Freeform field to input a department or unit 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.
<b>Department Users</b>	Drop down list - Any user that will need to review the posting or applications.
<b>Name of Direct Supervisor for Employee</b>	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.
<b>Street Address 1</b>	All of the address fields which pertain to the location of the supervisor of the employee.
<b>City</b>	
<b>State</b>	
<b>Zip</b>	
<b>Phone/Extension:</b>	Format as xxx-xxx-xxxx
<b>Email</b>	Email address for the Supervisor of the employee
Fax#	Fax number for the Supervisor of the employee
<b>Majors/Fields of Study</b>	Select majors that will be acceptable for the position. <b>NOTE:</b> California State Agencies may NOT select "any major", please refer to the original contract for majors that will be accepted in job postings.
<b>Minimum Qualifications</b>	Freeform entry of minimum qualifications for the job. See the Job Description Library at <a href="http://www.ueijobs.com">www.ueijobs.com</a> 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 <a href="http://www.ueijobs.com">www.ueijobs.com</a> 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 <a href="http://www.ueijobs.com">www.ueijobs.com</a> for examples.
Duties and Responsibilities	Freeform entry of duties/responsibilities related to the job. Please see the Job Description Library at <a href="http://www.ueijobs.com">www.ueijobs.com</a> 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"> <li>• Typical office environment with computer, phones and fax machine.</li> <li>• High-rise building.</li> <li>• Fluctuating temperatures (kitchen).</li> <li>• Field work with inclement working conditions.</li> </ul>
<b>Hours Per Week</b>	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 <a href="http://www.ueijobs.com">www.ueijobs.com</a> 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.