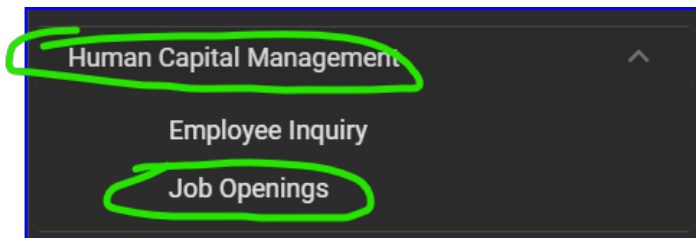


# Munis - Job Postings

1215 February 12, 2024 [Services](#) 456


Possible Guide for HR.

Under



If we get requests like this. " I have been posting jobs through Munis which are not being seen by central office to post and example is requisition 3039002-64 and 3039002-65 both are for HLC Senior class advisor. I am wondering if something is off with the "work Flow". "

These should be sent to someone in HR to check if the school is filling them in correctly. It seems that the major problem is that they are not entering in Location, so it never gets to Central Office.


**Job Openings [CITY OF LAWRENCE]**

Close
Search
Browse
Add
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Delete
Output
Print
Display
PDF
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Schedule
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Requirements
Scores
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Applicants

**Job Openings [CITY OF LAWRENCE]**

Status \* 1 - NEW Entry Date \* 01/17/2024

Leading Candidate

☐ Text
☐ Custom Data

Main Salary Advertising Restrictions Recruitment Steps Automatic Status Updates Custom Data

Requisition Type \* New Position

Employee 0

Hiring Manager(s) 21898 (1 Manager) CAYER, ROBERT A

Recruiter(s)  (No Recruiter)

Job Class

Job Family

Start 01/17/2024 End 01/30/2024

**Positions**

Position	Effective Date	Description	Filled	Frozen

Location

Group/BU

Reference

☐ Flag for Inclusivity Analysis

Requestor Details

Employee  Name

Phone

Special Requirements

**Job Opening Workflow**

Workflow Status Y - APPROVED

My Approvals
Approve
Reject
Hold
Forward

Approvers

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=1215>