



Kentucky
Personnel Cabinet
Serving the People Who Serve the People

Creating a Requisition

In order to create a req in COS:

- Only the General Government Cabinet and agencies with Non-Merit and Technology positions need to obtain a Personnel Action Exemption (PAE). Forms and info are available on the HR Administrators website
- A **30 million number**, which is the position number is needed
- If the position number is newly established, then a request for a register may be made in COS once it can be validated in KHRIS
- A request for a register is made by filling out a requisition form in COS

Create the requisition in COS

- All job vacancies that are posted in COS require the completion of a requisition form
- All fields labeled with a red asterisk (*) are required fields and must be completed

Creating and Routing a Requisition

- Route the requisition to the “Agency Approver”
 - Some agencies' business rules require approval of a requisition by a central office “approver”
 - Agencies not requiring a formal approval process will approve their requisitions themselves before routing the request to the Personnel Cabinet for final review and approval

Final approval of a requisition

- The Personnel Cabinet has final approval of a requisition
- A req may be placed on “Hold” for various reasons (the agency will be notified)
 - Incorrect information
 - Lacks approval by the “Agency Approver”
 - Does not match position number in KHRIS
- All Requisition Team members will receive an automatic email notification when final approval has been made by the Personnel Cabinet

10- Day Posting

- Automatically posted for a standard ten day period (includes weekends)
- All fields labeled with a red asterisk (*) are required fields and must be completed
- Description of Job Duties may be detailed
- Position may be “Competitive” or “Full-Internal Mobility”
- Position may be “Full-time” or “Part-time”
- May include “Preferred Skills Questions (PSQs)”
- May add Requisition Team members

Immediate Fill

- All fields labeled with a red asterisk (*) are required fields and must be completed
- County location must be indicated
- Description of Job Duties may simply read “Immediate Fill”
- Position may be “Competitive” or “Full-Internal Mobility”
- Position may be “Full-time” or “Part-time”
- May not add additional PSQs to requisition
- May add Requisition Team members