

If you cannot see the position you will need to put in an IT Ticket.

Below is the link to the webpage: <https://www.msudenver.edu/workday/>

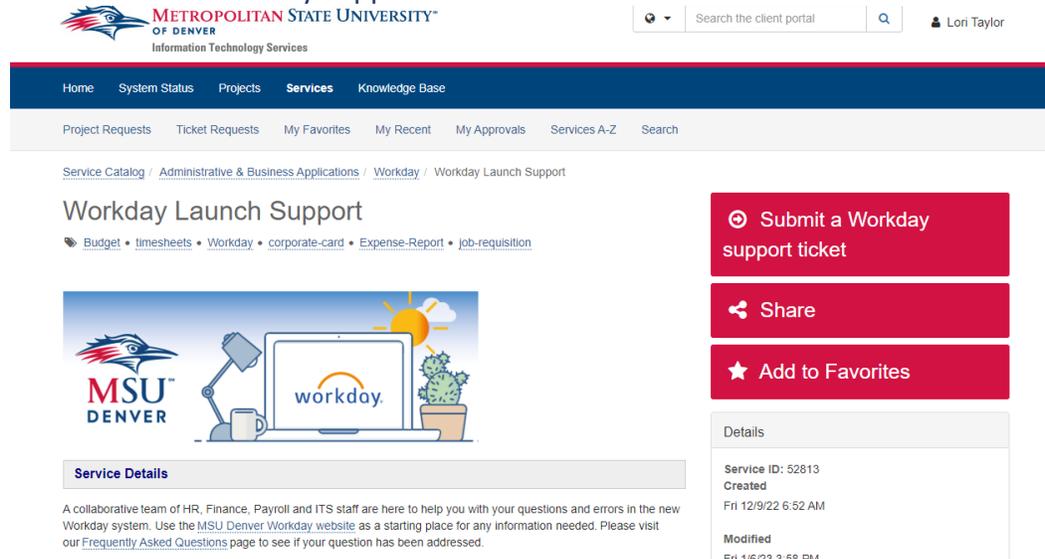
Scroll down to the bottom of the page

Click on Submit a Workday Help Ticket



The graphic features the Workday logo (a blue square with an orange arc above the word 'workday.' in white) at the top. Below it, the text 'Workday Launch Support Service' is centered. Underneath, a paragraph reads: 'A collaborative team of HR, Finance, Payroll and ITS staff are available to help employees with any Workday system issues.' At the bottom, there is a button with the text 'SUBMIT A WORKDAY HELP TICKET'.

Click Submit a Workday Support Ticket



The screenshot shows the MSU Denver Information Technology Services website. The header includes the MSU Denver logo and the text 'METROPOLITAN STATE UNIVERSITY OF DENVER Information Technology Services'. A search bar and a user profile for 'Lori Taylor' are visible. The main navigation bar contains links for Home, System Status, Projects, Services, and Knowledge Base. Below this, there are links for Project Requests, Ticket Requests, My Favorites, My Recent, My Approvals, Services A-Z, and Search. The breadcrumb trail reads: Service Catalog / Administrative & Business Applications / Workday / Workday Launch Support. The main heading is 'Workday Launch Support', followed by a list of related topics: Budget, timesheets, Workday, corporate-card, Expense-Report, and job-requisition. An illustration shows a laptop with the Workday logo, a desk lamp, a mug, and a cactus. The 'Service Details' section states: 'A collaborative team of HR, Finance, Payroll and ITS staff are here to help you with your questions and errors in the new Workday system. Use the MSU Denver Workday website as a starting place for any information needed. Please visit our Frequently Asked Questions page to see if your question has been addressed.' On the right side, there are three red buttons: 'Submit a Workday support ticket', 'Share', and 'Add to Favorites'. Below these is a 'Details' box containing: Service ID: 52813, Created: Fri 12/9/22 6:52 AM, and Modified: Fri 11/6/22 3:58 PM.

Fill out the Ticket

Requestor: Your Name

Acct/Dept: Center for Math Science & EE

Title: Cannot see job requisitions

What Workday area of workday do you need help with: Click Recruiting

Describe your question, request or error: I am trying to apply for a job requisition. When I search for the job it is not found. The Job requisition is JR100119

Attachment: Not Required. If you want to upload a screen shot you can do it here.

Contact Phone Number: Your number

Add other contacts to this ticket: Not Required

Impact: Choose Effects Single User

Urgency: Choose Service Request, Question or Comment

Submit