

Unit Manager – Creating & Managing Requisitions

Overview

This guide is intended for Unit Managers who log into the system to create and manage requisitions. Unit Managers are responsible for submitting requisitions for approval and monitoring their status throughout the approval process.

Logging In

When you log into the system, you will land on the **Manage Requisitions** page. This is your home page and where you will create and track all requisitions.

Manage Requisition
[<<-Back to Home](#)
» **Create a Requisition**

Filters

Req ID:		
Facility:	Bayview Medical Center	
Unit:	302 Surgical B A4w (4007257004)	
Status:	☐ All ☒ Open ☐ Open - No Pending Approver ☐ Finalized Approved ☐ Declined	
Start Date:		End Date: 
Wage Code:	- Select Wage Code -	

Search **Export to Excel**

(2 Total Records)

Creating a New Requisition

1. From the **Manage Requisitions** page, click **Create Requisition**.

Manage Requisition
[<<-Back to Home](#)
[» Create a Requisition](#)

Filters

Req ID:

Facility: Bayview Medical Center ▼

Unit: 302 Surgical B A4w (4007257004) ▼

Status: ☐ All ☒ Open ☐ Open - No Pending Approver ☐ Finalized Approved ☐ Declined

Start Date: End Date:

Wage Code: - Select Wage Code - ▼

[Search](#) [Export to Excel](#)

(2 Total Records)

- This will open the **Create Requisition** screen. Complete **all required fields**, ensuring the job details reflect exactly what you are requesting.

Create Requisition
[<<-Back to Requisition List](#)
 ● Indicates Required Field

Facility: Bayview Medical Center ▼ ●

Unit: 302 Surgical B A4w (4007257004) ▼ ● 2

Position Type: - Select Position Type - ▼ ●

Time Type: - Select Time Type - ▼ ●

Submitted By: Margart Birdsong

Phone Number: 123-123-1233 Email: eaduma1@jh.edu

Of Positions:

Requisition Reason: - Select Requisition Reason - ▼

Date Range of Shifts

of Weeks: ▼

Start Date: ● End Date: ●

- Once all fields are completed, click **Save**. This will officially submit the requisition for approval.

Viewing & Understanding Requisition Statuses

1. After submission, all requisitions can be viewed and tracked from the **Manage Requisitions** page.

Requisition Statuses Explained:

- **Open – Pending Approval:** The requisition has been submitted and is waiting for an approver's action.
- **Open – No Pending Approver:** The requisition is pending approval, but an approver has not yet been assigned.
- **Finalized / Approved:** The requisition has been approved and has moved forward to become a contract.
- **Declined:** The requisition was declined and will not move forward.

Requisition ID: 18002 successfully Saved.

Manage Requisition

» [Create a Requisition](#)

Filters

Req ID:

Facility: Bayview Medical Center ▼

Unit: 302 Surgical B A4w (4007257004) ▼

Status: ☐ All ☒ Open ☐ Open - No Pending Approver ☐ Finalized Approved ☐ Declined

Start Date:  End Date: 

Wage Code: - Select Wage Code - ▼

[Search](#) [Export to Excel](#)

(3 Total Records)

Records per Page : 20 ▼					
Position Type	Facility/Unit	Submitted By	Date Range	Req ID	Current Stage
RN	Bayview Medical Center 302 Surgical B A4w (4007257004) Reason: FML/PTO Coverage	Margart Birdsong	4/1/2026 - 7/28/2026 Day 10 # Positions: 1	18002 Edit	1 OPEN Pending Approvers: Ryan Gilligan
Date Created: 4/6/2026 8:53 AM					

Managing an Existing Requisition

From the **Manage Requisitions** page, you can:

- **Edit** a requisition to update previously entered information
- **Re-message the approver** if approval is taking longer than expected
- **Close** a requisition if it is no longer needed

Position Type	Facility/Unit	Submitted By	Date Range	Req ID	Current Stage
RN	Bayview Medical Center	Edmond Aduma	3/25/2026 - 6/23/2026	17989	1
Date Created: 3/25/2026 12:20 PM	302 Surgical B A4w (4007257004) Reason: Seasonal Support		Day 2 # Positions: 2	Edit	OPEN Pending Approvers: Ryan Gilligan

[Save](#)[Close Requisition](#)[ReMessage Approver](#)[Cancel](#)

Email Notifications

After submitting a requisition:

- You will receive an **email confirmation** that the requisition has been submitted and is pending approval.
- Once the requisition is approved or declined, you will receive a **follow-up email notification**.

Intrastaff - Requisition Notification for Approval - Requisition ID: 18002

WARNING: This email came from outside of our trusted email system. **DO NOT CLICK** links or attachments if you find the email suspicious.



has submitted a Contract Requisition for your review and approval at Bayview Medical Center.

Requisition Status: OPEN
Requisition ID#: 18002 (Margart Birdsong created at 4/6/2026 8:53:01 AM)
Position Type: RN
Health Care System: Johns Hopkins Health System
Facility: Bayview Medical Center
Unit: 302 Surgical B A4w (4007257004)
Requested By: Margart Birdsong
Email: eaduma1@jh.edu
Phone: 123-123-1233
Requisition Reason: FML/PTO Coverage
Date Range: 4/1/2026 - 7/28/2026 17 weeks
Time Type: Day 10

[APPROVE / DECLINE REQUISITION \(Click Here\)](#)