

## One Page Guide for Submitting a Waiver Request in RAPS

Revised: June 10, 2009

- 1) Create a record ("posting") in RAPS for the position, using one of your templates or a previous posting.
  - a. For "Requested Posting Date" enter today's date; for "Closing Date" check "open until filled."
  - b. For required documents, only choose "CV".
  - c. For advertising venues, enter "n/a" or "waiver" in first field.
  - d. Delete all template questions.
  - e. Enter approval information.
  - f. Choose the status "Post Waiver Requisition" when you have finished creating the posting.
  
- 2) Create a record ("applicant profile") for the waiver candidate and attach it to the posting.
  - a. Using the URL for the waiver posting ("QuickLink for Posting"), go to the posting and click on "Apply for this position." The URL can be found at the bottom of the "Job Details" tab for the position. You can copy this URL into your browser's address line.
  - b. Choose "Create a new applicant profile."
  - c. Use an easy to remember user name and password (i.e. the name of the candidate).
  - d. Enter the applicant's name. Under "Preparer information," enter your name and **your** email address - **not** the email address of the candidate, or s/he may receive notifications from the RAPS system.
  - e. Attach the CV (must be a word-processing or pdf file) and finish "applying" for the position.
  - f. When a confirmation number appears on the screen, you have finished the process and you may close this browser window.
  
- 3) Go back to the administrative user site of RAPS and find the waiver requisition. Click view and you should see the waiver candidate listed as an applicant. Change the status of the waiver candidate to "Selectee", confirm the status change, and then click "Save and stay on this page."
  
- 4) Go to the "Selectee Information" tab and enter the information on the candidate, including drop-down menu choice of the reason for waiver request, and the detailed explanation of this reason.
  
- 5) Change the status of the posting to "Submit waiver request to VP/Dean/Director" or, if you are an approval-level user, change the status to "Submit waiver request to AA."
  
- 6) If you have submitted the request to the approval-level (VP/Dean/Director) user, that person will have to review the waiver request and then submit it to AA in RAPS.
  
- 7) The system will automatically email the EOAA representative who handles your waiver requests,\* letting that person know that you have submitted the waiver request. Waiver requests may take up to eight business days to be reviewed by EOAA.
  
- 8) Please note: The start date for a new hire cannot be earlier than the date of AA clearance. Submit your clearance requests at least eight business days before the proposed start date.

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\* For Morningside & Lamont-Doherty, Laila Maher reviews all academic waiver requests. For CUMC and Harlem Hospital, Dr. Anne Taylor reviews all waiver requests.