***Please distribute this alert to any users within your agency who create and/or approve requisitions in the NEOGOV Applicant Tracking system.***

NEOGOV Enhancement Release – Spring 2024

NEOGOV has released an enhancement which allows HR staff to change the requisition at any time. Specifically, the “Position”, “Job Spec”, and “Number of Vacancies” fields can be edited after the requisition is submitted.

Although NEOGOV has made this process change, it does ***NOT*** align with Commonwealth practices. **HR staff are *NOT* permitted to change Job Spec, Position, or Number of Vacancies after the first approval has occurred in the requisition process.**

Audits will be conducted to monitor requisitions and ensure Job Spec, Position, and Number of Vacancies fields are not changed.

**Questions?**   
If you have any technical questions regarding NEOGOV Enhancement Release – Spring 2024, please submit an [HR Application Support](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=5f6bad6e1bcaec1067b0657ce54bcb0c&sysparm_category=32c78de49f331200d9011977677fcf97) ticket under the ‘NEOGOV’ HR Application category. For any process-related questions, please contact [ra-oaneogovsupport@pa.gov](mailto:ra-oaneogovsupport@pa.gov).

Graphical user interface, application

Description automatically generated