

- Log into HireTouch and select the Jobs tab
  - Go to apps.uillinois.edu, select Administrative Applications, Human Resources, and HireTouch Administrative Application
  - When logged in, click on Jobs

Welcome, Amy Grindley [Admin](#) [Logout](#)

Session expires in 59 min

University of Illinois - Urbana

ILLINOIS HUMAN RESOURCES  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

HOME **APPLICANTS** **JOBS** PROSPECTS TASKS REPORTS RESOURCES

My Dashboard [Display Preferences](#)

**CLOCK**

Tuesday  
August 27th, 2013  
1:43:59 PM

**VIEWED JOBS**

Date	Time	Title
------	------	-------

**LOCAL WEATHER**

Conditions for Lakeville, MN at 1:12 pm CDT

Current Conditions:  
Fair, 88 F

- Select Civil Service (CS) Employee Requisition from drop-down list

The screenshot shows the Illinois Human Resources website interface. At the top, there is a header with the logo and text 'ILLINOIS HUMAN RESOURCES UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN'. To the right, a user greeting says 'Welcome, Rebecca Janowski' with links for 'Enterprises' and 'Logout'. Below the header is a dark blue navigation bar with the following menu items: HOME, APPLICANTS, PROSPECTS, POOL, JOBS, RETRIEVE CS APPLICANTS, TASKS, REPORTS, and SETUP. The 'JOBS' menu item is selected, and a dropdown list is open, showing various job categories. 'Civil Service Employee Requisition' is highlighted in blue. Below the dropdown, a table is partially visible with columns for 'HIRING REQUEST', 'EMP REQ STATUS', 'POSITION NUMBER', 'EMP REQ', and 'EMP REQ APPROVAL DAT'. The table contains three rows of data. Above the table, there are navigation letters from M to Z and an 'All' link, along with a 'Start a Workflow' button.

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Welcome, Rebecca Janowski | [Enterprises](#) [Logout](#)

HOME APPLICANTS PROSPECTS POOL **JOBS** RETRIEVE CS APPLICANTS TASKS REPORTS SETUP

Civil Service Employee Requisition

- Academic Hiring Request ONLY
- Academic Professional Appointment Change
- Academic Professional Jobs
- Academic Professional Search
- Academic Professional Waiver
- AHR PAPERs
- Civil Service Employee Requisition**
- Civil Service Hiring Form
- Faculty/Other Academic Appointment Change
- Faculty/Other Academic Jobs
- Faculty/Other Academic Search
- Faculty/Other Academic Search Waiver
- Post Doc Res Assoc
- Reclassification

Start a Workflow

M N O P Q R S T U V W X Y Z All

HIRING REQUEST	EMP REQ STATUS	POSITION NUMBER	EMP REQ	EMP REQ APPROVAL DAT
	Completed - Pending Approval	U10212	●	04/26/10
	Not Started		○	10/22/10
	Completed - Pending Approval	U10201	●	04/27/10

# Hiring Request Form (HRF) Guidelines

- Effective August 16, 2012, the HRF is not needed for all ER Forms.
- The HRF is no longer needed for:
  - Replacement positions that are state funded and previously approved
  - Non-state funded positions
- The HRF is needed for:
  - Newly created positions that are state funded and not approved in a hiring plan

# ➤ Click Start a Workflow

HireTouch | HireTouch 360 | Report Writer | CMS | Welcome, Rebecca Janowski | Admin | Logout

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University of Illinois - Urbana

HOME | APPLICANTS | **JOBS** | POOL | PROSPECTS | RETRIEVE CS APPLICANTS | TASKS | REPORTS | RESOURCES | SETUP | TRIGGER HISTORY

\*Civil Service Employee Requisition

Civil Service Employee Requisition

**+ Start a Workflow** **+ Upload Jobs**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search  Organization  Job Status

TITLE	JOB FORM STATUS		JOB DETAIL			JOB FORM STATUS	
	HIRING REQUEST STATUS	JOB ID	ORG CODE	ORG NAME	POSITION NUMBER	ER APPROVED DATE	ER FORM 2 STATUS
(none)	●	36475		U of I Foundation			
(none)	+	41681		OBFS - Strategic Procurement			
<a href="#">01-12-2012, Clerical Assistant Trainee (08263) - University Housing</a>	●	16679	1270009	Hsg Facil-Admin	U63416	01/23/12	●
<a href="#">04-03-2012, Accountant I (00101) - University Housing</a>	+	18659	1270000	Housing Division			
<a href="#">04-18-2011, Food Service Sanitation Laborer Trainee (00243) - University Housing</a>	●	8580	1270020	Hsg Undergrad/Dine			
<a href="#">05-13-2011, Storekeeper II (33187) - University Housing</a>	●	9269	1270020	Hsg Undergrad/Dine			
<a href="#">06-24-2011d, Food Service Sanitation Laborer (00245) - University Housing</a>	+	10320	1270020	Hsg Undergrad/Dine	U65522	07/05/11	●
<a href="#">09-23-2011, Food Service Sanitation Laborer (00245) - University Housing</a>	●	13875	1270020	Hsg Undergrad/Dine	U64072	09/30/11	●
<a href="#">1-11-13, Food Service Sanitation Laborer, (00242)- University Housing</a>	+	28708	1270020	Hsg Undergrad/Dine	U79542	01/18/13	●
<a href="#">1/12/15- Accounting Associate - Income Coordinator (5000C)- University Housing</a>	+	48748	1270000	Housing Division	UA2628	01/22/15	●
<a href="#">1/15/2014-Building Service Worker (4502)- University Housing</a>	+	39101	1270009	Hsg Facil-Admin	U82316	01/17/14	●

- Select Civil Service Hiring Request/Employee Requisition
- Click Continue at bottom of page

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University of Illinois - Urbana

HOME APPLICANTS **JOBS** POOL PROSPECTS RETRIEVE CS APPLICANTS TASKS REPORTS RESOURCES SETUP TRIGGER HISTORY

**Add a Requisition**

Choose Template Specify Settings Requisition Forms

Step 1. Choose a Template

**AVAILABLE JOB TEMPLATES**

Category: - All Categories -

Search: Job Template Title

- Academic Hourly Appointment
- Academic Hourly Job Description
- Academic Professional Appointment Change
- Academic Professional Search
- Academic Professional Search Waiver
- AP/Other Academic Hiring Request Form (no Search)
- Civil Service Hiring Request/Employee Requisition
- Civil Service Job Posting

**Preview:**

Job Title - Department Civil Service Hiring Request/Employee Requisition  
Name:


\*Chart and Org Code:

\*Organization Name:

\*College Name or Administrative Unit:

⏪ Back ⏩ Continue

- Type in the Job Title and Department
- Type in Org Code, including Chart of Account  
(Org name fills in automatically)
- Type in College Name or Administrative Unit
- Click Continue

 ILLINOIS HUMAN RESOURCES  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

University of Illinois - Urbana

HOME APPLICANTS **JOBS** POOL PROSPECTS RETRIEVE CS APPLICANTS TASKS REPORTS RESOURCES SETUP TRIGGER HISTORY

**Add a Requisition**



Choose Template Specify Settings Requisition Forms

Step 2. Specify the Requisition Settings

Job Details > Civil Service Hiring Request/Employee Requisition


\*Job Title - Department Name: Office Support Associate - Staf  
Example, Asst Prof - Chemistry

\*Chart and Org Code: 1630002  
Example: 1100000

\*Organization Name: Staff Human Resources Operations (1630002)  

\*College Name or Administrative Unit: SHR

**Additional Information**

[Back to Template](#) [Continue](#) 


\* required

# Instructions when a Hiring Request form is required

- Civil Service Hiring Request/Employee Requisition is already selected.
- Do not make any changes; click Continue at the bottom of the page

Job Related Form Packages	
Name	Description
<input checked="" type="checkbox"/> Civil Service Hiring Request/Employee Requisition	Civil Service Hiring Request and Employee Requisition Forms.
<input type="checkbox"/> Academic Hiring Request Form Only	Package contains Academic Hiring Request only.
<input type="checkbox"/> Academic Professional Appointment Change	Package includes PAPE, Appointment Change
<input type="checkbox"/> Academic Professional Search	Package includes PAPE, Search, Summary Form
<input type="checkbox"/> Academic Professional Search Form	Academic Professional Search Form
<input type="checkbox"/> Academic Professional Search Waiver	Package includes PAPE, Search Waiver
<input type="checkbox"/> Civil Service Employee Requisition	
<input type="checkbox"/> Civil Service Job Posting	
<input type="checkbox"/> Civil Service Reclassification	Civil Service Reclassification form
<input type="checkbox"/> Dual Career Waiver Academic Professional (Provost Comm. 8)	
<input type="checkbox"/> Dual Career Waiver Faculty/Other Academic (Provost Comm. 8)	
<input type="checkbox"/> Employee Requisition Form 2	
<input type="checkbox"/> Faculty Administrator Appointment Change	Package includes: PAPE and Appointment Change
<input type="checkbox"/> Faculty Administrator Search	Package includes: PAPE, Search and Summary

# ➤ Click Start to fill out the CS Hiring Request form

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[HOME](#) [APPLICANTS](#) [JOBS](#) [POOL](#) [PROSPECTS](#) [RETRIEVE CS APPLICANTS](#) [TASKS](#) [REPORTS](#) [RESOURCES](#) [SETUP](#) [TRIGGER HISTORY](#)

### Office Support Associate - Staff Human Resources

Civil Service and Extra Help - Pending

[Properties](#) [Applicants](#) [Campaigns](#) [Activity](#) [Processes](#) [Permissions](#) [Forms](#) [Job Prospects](#)

[Job Forms](#) | [Form Packages](#) | [Comments](#)

Package added successfully

Show Job Forms

**Please do not recertify any form after fully approved - contact the appropriate office if you need to make an update to the form.**

Form Name	ODEA File Number	Recertify	Recertified By	Recertified On	Action	Approval	Document History	+ Add/Remove Forms
Civil Service Hiring Request/Employee Requisition								
Civil Service Hiring Request					Start			Remove
Civil Service Employee Requisition					Start			Remove
Background Check Request					Start			Remove

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task
- Copy Job

**Processes**

Hiring Request:	Start Form	10/19/15
-----------------	------------	----------

**Job Details**

Created: 10/19/2015  
Category: Civil Service and Extra Help  
Status: Pending



# ➤ Fill in all of the required fields.

Civil Service Hiring Request		Hiring Request: <a href="#">Start Form</a> 4/3/15
Hiring Request Form		<b>Job Details</b>
		Created: 04/03/2015 Category: Civil Service and Extra Help Status: Pending
Department	Staff Human Resources Operations	
College/MAU:	<input type="text" value="SHR"/>	
*Contact Name	<input type="text" value="Becky Janowski"/>	
Job Title	Office Support Associate - Staff Human Resources	
*% Appointment	<input type="text" value="100"/>	
*Employee Group	<input checked="" type="radio"/> Civil Service Staff	
*Position Type	<input checked="" type="radio"/> Permanent	
*Position Status	<input checked="" type="radio"/> New Position <input type="radio"/> Vacant Position - enter prior title and prior incumbent's name <input type="text"/>	
*Effective Date	<input type="text" value="04/06/2015"/>	
*Salary Amount or Range	<input type="text" value="29000"/>	
*Is any part of this Hiring Request Form necessary due to a VSIP (Voluntary Separation Incentive Program) agreement?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
If <b>yes</b> , please provide any additional information. For example, if this hiring request form is for multiple openings, but only one is a VSIP refill, etc. <input type="text"/>		
*Funding Source: <i>The total of the funding sources should equal 100%</i>	<input type="text" value="100"/>	
% State Funds - Department		

- The labor distribution information is not required, but you should check with your college or unit office to determine if they want this information.

If more than one FOAPAL is used, please list out each one on a separate line and include the dollar amount and the percentage.

Labor Distribution FOAPAL, Dollar Amount, Percentage

100015-630002-213320-630002 100%

**Justification For Filling Position**

Justification For Filling Position

\*1. Describe the critical nature of this position/hire to the mission and success of the unit and the institution; where applicable, include specific strategic goals that are addressed.

Type in a description here.

\*2. Could the work associated with this position be reallocated to be accomplished in another way, for example, through assignment of duties to others in the unit, reduced FTE or a partial year appointment? Could an alternate title be considered or the role reconfigured so that the work can be accomplished by someone with less experience or through training an individual whose position can be left vacated?

Answer these questions.

\*3. Document any negative consequences that would occur if the proposed position action were delayed or remained unfilled.

List negative consequences.

\*4. Describe the funds you have available to ensure you can make this hire without incurring deficits.

Describe available funds.

General Comments

- If the form is being approved by a designee, please note that in the General Comments.
- Click “Submit and Continue to Approvals”

\*3. Document any negative consequences that would occur if the proposed position action were delayed or remained unfilled.

Appropriate answer.

\*4. Describe the funds you have available to ensure you can make this hire without incurring deficits.

Appropriate answer.

General Comments

Submit and Continue to Approvals  Save  Exit

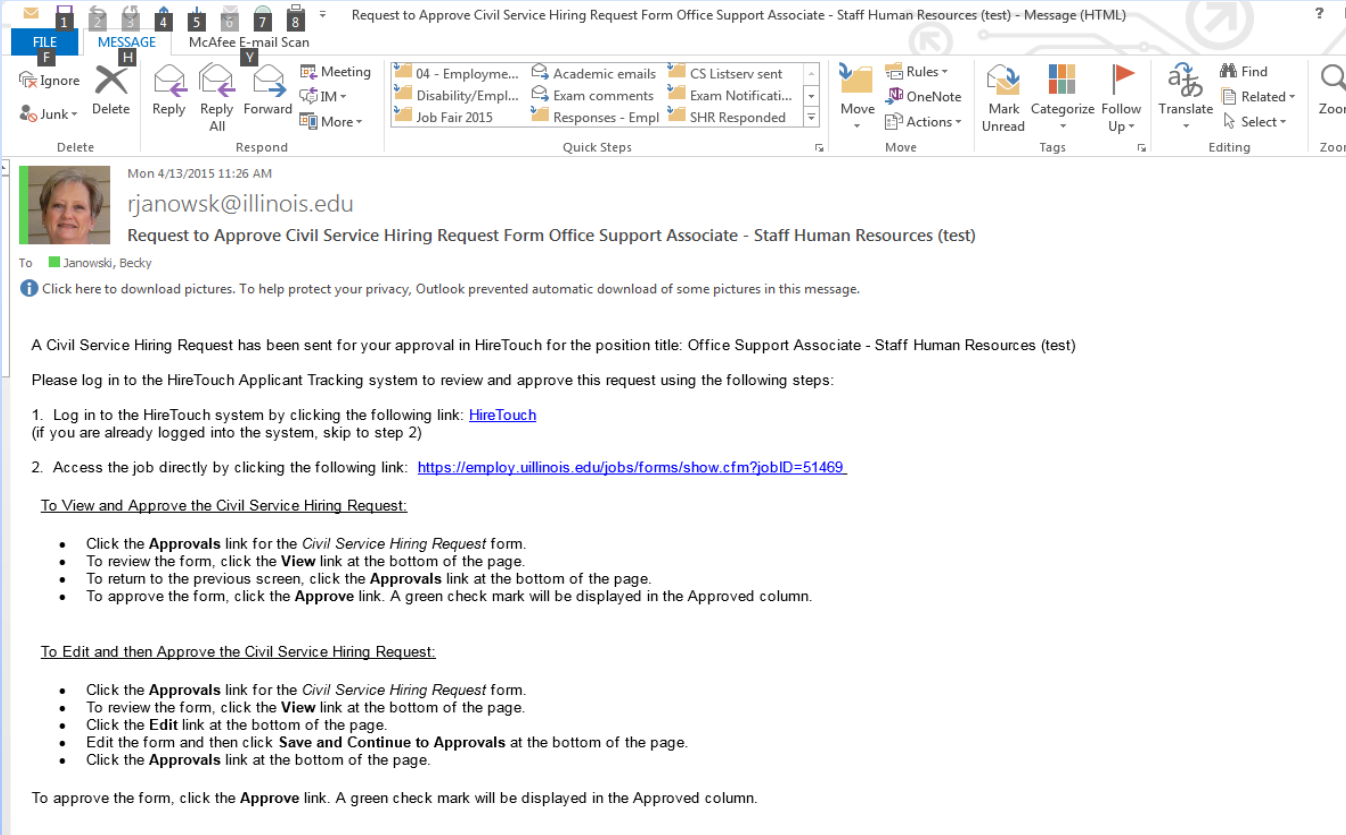
- Select the Department approver
- Select the School/Department approver, if applicable. If none, select the same Department approver again (he/she will need to approve twice)
- Select the name of the Dean/MAU Officer
- Select **\*SHR, Hiring Request** (should default to this)
- Select **\*Provost, Hiring Request** (should default to this)
- Click Save

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

Title	Name
Department	Approver: Grindley, Amy <input type="button" value="v"/> 
School/Department	Approver: Grindley, Amy <input type="button" value="v"/> 
Dean/MAU Officer	Approver: Grindley, Amy <input type="button" value="v"/> 
SHR	Approver: SHR, Hiring Request <input type="button" value="v"/> 
Provost	Approver: Provost, Hiring Request <input type="button" value="v"/> 

 Save

- The approver is notified via e-mail and given instructions on how to approve the Hiring Request form. You will receive notification when your form is approved.



Request to Approve Civil Service Hiring Request Form Office Support Associate - Staff Human Resources (test) - Message (HTML)

FILE MESSAGE McAfee E-mail Scan

Ignore Delete Reply Reply All Forward IM More

04 - Employme... Academic emails CS Listserv sent  
Disability/Emp... Exam comments Exam Notificati...  
Job Fair 2015 Responses - Empl SHR Responded

Rules OneNote Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Move Actions Move Tags Editing

Mon 4/13/2015 11:26 AM  
rjanowsk@illinois.edu  
Request to Approve Civil Service Hiring Request Form Office Support Associate - Staff Human Resources (test)

To: Janowski, Becky

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

A Civil Service Hiring Request has been sent for your approval in HireTouch for the position title: Office Support Associate - Staff Human Resources (test)

Please log in to the HireTouch Applicant Tracking system to review and approve this request using the following steps:

1. Log in to the HireTouch system by clicking the following link: [HireTouch](#)  
(if you are already logged into the system, skip to step 2)
2. Access the job directly by clicking the following link: <https://employ.uillinois.edu/jobs/forms/show.cfm?jobID=51469>

To View and Approve the Civil Service Hiring Request:


- Click the **Approvals** link for the *Civil Service Hiring Request* form.
- To review the form, click the **View** link at the bottom of the page.
- To return to the previous screen, click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark will be displayed in the Approved column.

To Edit and then Approve the Civil Service Hiring Request:

- Click the **Approvals** link for the *Civil Service Hiring Request* form.
- To review the form, click the **View** link at the bottom of the page.
- Click the **Edit** link at the bottom of the page.
- Edit the form and then click **Save and Continue to Approvals** at the bottom of the page.
- Click the **Approvals** link at the bottom of the page.

To approve the form, click the **Approve** link. A green check mark will be displayed in the Approved column.

- After you receive notification that the Hiring Request form has been approved, you are ready to start the Employee Requisition.
- Go back to the Jobs tab, find your job, and click on it.
- Go to Forms and click start in the action column


University of Illinois - Urbana

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**Office Support Associate - Staff Human Resources**  
 Civil Service and Extra Help - Pending

Properties
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Campaigns
Activity
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Permissions
Forms
Job Prospects

[Job Forms](#) | [Form Packages](#) | [Comments](#)

Show Job Forms

Please do not recertify any form after fully approved - contact the appropriate office if you need to make an update to the form.

Form Name	ODEA File Number	Recertify	Recertified By	Recertified On	Action	Approval	Document History	+ Add/Remove Forms
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">📄</div>           Civil Service Hiring Request/Employee Requisition         </div>								
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">📄</div>           Civil Service Hiring Request         </div>		Recertify			View   Generate PDF   Edit	Approvals	View History	Remove
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">📄</div>           Civil Service Employee Requisition         </div>					Start			Remove
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">📄</div>           Background Check Request         </div>					Start			Remove

**Actions**

- Edit Demographic
- Edit Question
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task
- Copy Job

**Processes**

Hiring Request:	Approved
CS Employee Requisition:	Not Started

**Job Details**

- The title and org are filled in for you
- Select whether it is a new or existing position
- Fill in the position number (if existing)
- If it is a new position, put TBD (to be determined)

**Civil Service Employee Requisition**

Hiring Request: [Appr](#)  
CS Employee: [Not](#)  
Requisition: [Start](#)

**Job Details**

Created: 04/03/2015  
Category: Civil Service and  
Status: Pending

Title: Office Support Associate - Staff Human Resources

\*Chart and Organization Code: 1630002

\*Organization: Staff Human Resources Opera

\*Position Type:  
 New Position  
 Replacement for Position Number

\*Position Number: TBD  
If this is a New Position, use "TBD" for position number.

Former Incumbent's Name:

\*Location: Urbana

**Classification Information**

\*Please enter the information for the Present and/or Proposed Classification fields:

Present Classification:

Present Classification Code:


\*Proposed Classification: Office Support Associate

\*Proposed Classification Code: 0846

- If the funding is from 2 sources, enter the second source in the right-hand column.
- Fill in all required fields.

If funding is from 2 sources, please list the second source in Column 2 below.

**FOAPL**

*Fund:	<input type="text" value="100015"/>		Additional Fund:	<input type="text" value="100016"/>
*Organizaton:	<input type="text" value="630002"/>		Additional Organization:	<input type="text" value="630002"/>
*Account:	<input type="text" value="213320"/>		Additional Account:	<input type="text" value="213321"/>
*Program:	<input type="text" value="630002"/>		Additional Program:	<input type="text" value="630002"/>
*Percent from this fund:	<input type="text" value="75"/>		Percent from this fund:	<input type="text" value="25"/>

**Appointment Type**

\*Appointment Type:  Permanent  
 Temporary  
 Intern  
 Contract

\*% time:

\*Months per year:

\*Work Schedule (hours & days):

Place of Employment:



- To determine if a position is security sensitive or requires pre-employment testing, go to the Illinois Human Resources website:

<http://humanresources.illinois.edu/job-seekers/how-to-apply/civil-service-employees/campus-wide-security-sensitive-classifications.html>

<http://humanresources.illinois.edu/job-seekers/how-to-apply/civil-service-employees/Job-titles-requiring-medical-evaluation.html>

**Is This Position**

- \*Security Sensitive?  Yes  No
- \*Does this position require drug screening?  Yes  No
- \*Physical/Strength Test Required  Yes  No
- \*Purchasing Authority of \$5,000 or more?  Yes  No
- \*Supervisory responsibility of 20 or more?  Yes  No
- \*Interview Transfer:  Yes  No

Special Qualifications (including desirable characteristics/special qualifications):

- “Applicant Reports to” should be the person you want applicants to contact to schedule an interview.
- “Send Paperwork to” is the person SHR will be sending the referral list to.


*Applicant Reports to:	<input type="text" value="Becky Janowski"/>
*Office Address:	<input type="text" value="52 E Gregory"/>
*Office Phone:	<input type="text" value="217-333-2137"/>
*Email:	<input type="text" value="rjanowsk@illinois.edu"/>
*Mail Code:	<input type="text" value="562"/>
*Send Paperwork to:	<input type="text" value="Becky Janowski"/>
*Office Address:	<input type="text" value="52 E Gregory"/>
*Office Phone:	<input type="text" value="217-333-2137"/>
*Email:	<input type="text" value="rjanowsk@illinois.edu"/>
*Mail Code:	<input type="text" value="562"/>
Comments:	<input type="text"/>

- The job description must be attached to the employee requisition.
- Click Add to start this process.

Comments:

A Job Description must be attached to this Employee Requisition before submitting. Click on "Add" to upload each document.

NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
Civil Service Hiring Request		Civil Service Hiring Request	Civil Service Hiring Request.pdf	65345

 [+ Add](#)

- Name the document in the “Name” field in this format:
  - jdpn#new.docx (for new position)
  - jdpn#U12345.docx (**existing position number**)
- Click on Browse to attach the document
- Select “Job Description” as the document type
- Click Save

A Job Description must be attached to this Employee Requisition before submitting. Click on “Add” to upload each document.

NAME	DESCRIPTION	TYPE	FILE	SIZE UPLOADED
Civil Service Hiring Request		Civil Service Hiring Request	Civil Service Hiring Request.pdf	65345

Name:

Description:

File Upload:

 Job Description.docx

Document Type:





- Scroll to the bottom of the page
  - Click “Submit and Continue to Approvals”  
(Note: You will not be able to continue if documents are not attached.)


Civil Service Hiring Request	Civil Service Hiring Request	Hiring Request.pdf	65869
OS Assistant Job Description	Job Description	Job description test document.doc	24064

[+](#) Add

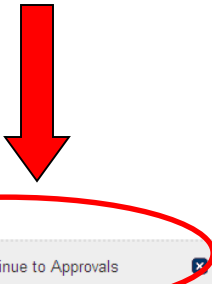
FOR SHR USE ONLY

Logged Date:  

Freeze Date:  

Received Date:  

[Submit and Continue to Approvals](#) [Exit](#)



- Select the Department approver
- Select the School/Department approver, if applicable. If none, select the same Department approver again (he/she will need to approve twice)
- Select the name of the Dean/MAU Officer
- 4<sup>th</sup> Approver defaults to **\*Staff HR, Classification & Salary** and **should not be changed**
- 5<sup>th</sup> Approver defaults to **\*Staff HR, Employment** and **should not be changed**
- Click Save

Office Support Associate - Staff Human Resources Facebook Twitter LinkedIn






Civil Service and Extra Help - Pending




Properties Applicants Campaigns Activity Processes Permissions Forms Job Prospects

[Job Forms](#) | [Form Packages](#) | [Comments](#)

Job questions saved successfully

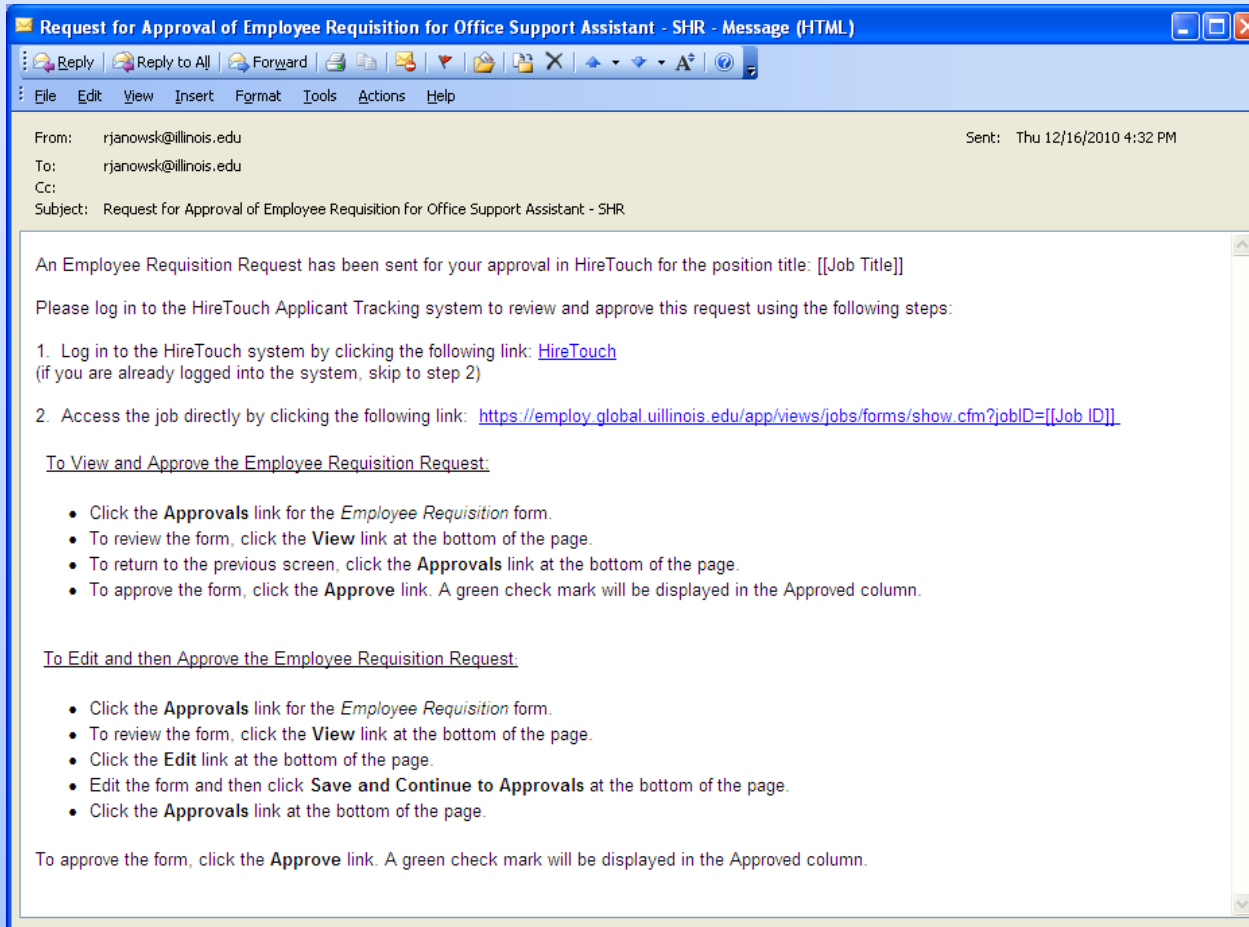
All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.  
**Click "Save" to submit and send notifications. The "Save Approvers Only" button will NOT send notifications to the next approver.**

Title	Name
Department	Approver: Janowski, Rebecca 
School/Department	Approver: Janowski, Rebecca 
Dean/MAU Officer	Approver: Carr, Christi 
Staff HR Classification & Salary	Approver: *Staff HR, Classification... 
Staff HR Employment	Approver: *Staff HR, Employment 

 Save  Save Approvers Only  Edit Approvers



- The approver is notified via e-mail and given instructions to approve the employee requisition.



- If you click the link in the approval email, it should take you to the Forms page of your employee requisition. To view the Employee Requisition, click View

The screenshot displays the Illinois Human Resources website interface. At the top, the logo for the University of Illinois at Urbana-Champaign is visible, along with the text 'ILLINOIS HUMAN RESOURCES' and 'UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN'. The navigation bar includes links for HOME, APPLICANTS, JOBS, POOL, PROSPECTS, RETRIEVE CS APPLICANTS, TASKS, REPORTS, RESOURCES, SETUP, and TRIGGER HISTORY. The main content area is titled 'Office Support Associate - Staff Human Resources' with a status of 'Civil Service and Extra Help - Pending'. Below this, there are tabs for Properties, Applicants, Campaigns, Activity, Processes, Permissions, Forms, and Job Prospects. The 'Forms' tab is selected, showing a 'Job Form Approval' section. The form details include: Form: Civil Service Employee Requisition, Form Originator: Janowski, Rebecca. A table below lists the form fields and their values:

Title	Name	Approved	Rejected	Date
Department	Rebecca Janowski			
School/Department	Rebecca Janowski			
Dean/MAU Officer	Christi Carr			
Staff HR Classification & Salary	Classifications & Salary *Staff HR			
Staff HR Employment	Employment *Staff HR			

At the bottom of the form, there are action buttons: + Approvers, View, + Notes, < Back, [checked] Approve, and - Reject. A red arrow points to the 'View' button.



- To edit the Employee Requisition, click Edit

View Form

1 / 2 93.3% Find


### Civil Service Employee Requisition

Title: Office Support Associate - SHR  
Chart and Organization Code: 1630002  
Organization: Staff Human Resources Operations  
Position Type: New Position  
Position Number: TBD  
Former Incumbent's Name:  
Location: Urbana

**Classification Information**

**\*Please enter the information for the Present and/or Proposed Classification fields:**

Present Classification:  
Present Classification Code:  
Proposed Classification: Office Support Associate



- To approve, Click Approve on the Approvals page
- A green checkmark indicates approval
- If you are the approver on more than one line, you will need to click Approve again

**ILLINOIS HUMAN RESOURCES**  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

University of Illinois - Urbana

HOME APPLICANTS **JOBS** POOL PROSPECTS RETRIEVE CS APPLICANTS TASKS REPORTS RESOURCES SETUP TRIGGER HISTORY

**Office Support Associate - Staff Human Resources**  
Civil Service and Extra Help - Pending

Properties Applicants Campaigns Activity Processes Permissions **Forms** Job Prospects

[Job Forms](#) | [Form Packages](#) | [Comments](#)

Job Form Approval

Form: Civil Service Employee Requisition  
Form Originator: Janowski, Rebecca

Title	Name	Approved	Rejected	Date
Department	Rebecca Janowski	✓		01:36:44 PM Tue 10/20/15
School/Department	Rebecca Janowski			
Dean/MAU Officer	Christi Carr			
Staff HR Classification & Salary	Classifications & Salary *Staff HR			
Staff HR Employment	Employment *Staff HR			

+ Approvers View + Notes < Back  Approve  Reject

- If you wish to view all the forms (Hiring Request form, Job Description, and Employee requisition) as they went through the process, go to the Activity tab

Pending

Properties Candidates Campaigns **Activity** Processes Permissions Forms Job Prospects

Documents Correspondence Events News Tasks

Activity

\* Due to permission settings on document types, there may be more documents than are listed.

View: List

- Date - All Users GO CLEAR

DATE	CATEGORY	NAME	TYPE	USER
December 16, 2010				
4:22 PM	Documents	Civil Service Employee Requisition	Employee Requisition	Employee Requisition.pdf Rebecca Janowski
4:22 PM	Tasks		Approve Form: Employee Requisition	Rebecca Janowski
4:07 PM	Tasks		Approve Form: Employee Requisition	Rebecca Janowski
3:41 PM	Documents	OS Assistant Job Description	Job Description	Job description test document.doc Rebecca Janowski
3:13 PM	Documents	Civil Service Hiring Request	Civil Service Hiring Request	Hiring Request.pdf Rebecca Janowski
3:13 PM	Correspondence	Civil Service Hiring Request Approved for Office Support Assistant - SHR	CS Hiring Request Approved	Rebecca Janowski
3:13 PM	Tasks	Approve Form: Civil Service Hiring Request for Office Support Assistant - SHR	Approve Form: Civil Service Hiring Request	Rebecca Janowski
3:13 PM	Tasks	Approve Form: Civil Service Hiring Request for Office Support Assistant - SHR	Approve Form: Civil Service Hiring Request	Rebecca Janowski
3:13 PM	Tasks	Approve Form: Civil Service Hiring Request for Office Support Assistant - SHR	Approve Form: Civil Service Hiring Request	Rebecca Janowski

# Instructions when Hiring Request Form is NOT required

Log into HireTouch and select the Jobs tab

- Go to apps.uillinois.edu, select Administrative Applications, Human Resources, and HireTouch Administrative Application

Welcome, Amy Grindley [Admin](#) [Logout](#)

Session expires in 59 min


University of Illinois - Urbana

**ILLINOIS HUMAN RESOURCES**  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

HOME **APPLICANTS** **JOBS** PROSPECTS TASKS REPORTS RESOURCES

My Dashboard [Display Preferences](#)

**CLOCK**  
Tuesday  
August 27th, 2013  
1:43:59 PM

**LOCAL WEATHER**  
Conditions for Lakeville, MN at 1:12 pm CDT  
  
Current Conditions:  
Fair, 88 F

**VIEWED JOBS**

Date	Time	Title
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- Select Civil Service (CS) Employee Requisition from drop-down list

ILLINOIS HUMAN RESOURCES  
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Rebecca Janowski | [Enterprises](#) | [Logout](#)

HOME | APPLICANTS | PROSPECTS | POOL | **JOBS** | RETRIEVE CS APPLICANTS | TASKS | REPORTS | SETUP

Civil Service Employee Requisition

- Academic Hiring Request ONLY
- Academic Professional Appointment Change
- Academic Professional Jobs
- Academic Professional Search
- Academic Professional Waiver
- AHR PAPERs
- Civil Service Employee Requisition**
- Civil Service Hiring Form
- Faculty/Other Academic Appointment Change
- Faculty/Other Academic Jobs
- Faculty/Other Academic Search
- Faculty/Other Academic Search Waiver
- Post Doc Res Assoc
- Reclassification

Start a Workflow

M N O P Q R S T U V W X Y Z All

HIRING REQUEST	EMP REQ STATUS	POSITION NUMBER	EMP REQ	EMP REQ APPROVAL DAT
	Completed - Pending Approval	U10212	●	04/26/10
	Not Started		○	10/22/10
	Completed - Pending Approval	U10201	●	04/27/10

## ➤ Click Start a Workflow

The screenshot displays the Illinois Human Resources web application. At the top left is the logo for the University of Illinois at Urbana-Champaign. The top right shows a user welcome message for Rebecca Janowski and navigation links for 'Enterprises' and 'Logout'. A dark blue navigation bar contains menu items: HOME, APPLICANTS, PROSPECTS, POOL, JOBS (selected), RETRIEVE CS APPLICANTS, TASKS, REPORTS, and SETUP. Below the navigation bar, a dropdown menu is set to 'Civil Service Employee Requisition'. A search bar contains the text 'Civil Service Employee Requisition Form'. Below the search bar is a horizontal menu with letters A through Z and 'All'. A red arrow points to the '+ Start a Workflow' button located above the letter 'X'. Below the search bar is a table with columns: TITLE, JOB ID, JOB STATUS, ORG CODE, ORG NAME, HIRING REQUEST, EMP REQ STATUS, POSITION NUMBER, EMP REQ, and EMP REQ APPROVAL DATE. The table contains three rows of data.

<input type="checkbox"/> TITLE ▼	JOB ID	JOB STATUS	ORG CODE	ORG NAME	HIRING REQUEST	EMP REQ STATUS	POSITION NUMBER	EMP REQ	EMP REQ APPROVAL DATE
<input type="checkbox"/> !Amy	2542	Pending	9904000	Univ Ofc for Human Resources		Completed - Pending Approval	U10212	●	04/26/10
<input type="checkbox"/> *!Form Test	2834	Pending	9904000	Univ Ofc for Human Resources	●	Not Started		○	10/22/10
<input type="checkbox"/> @Amy Test	2544	Pending	9904000	Univ Ofc for Human Resources		Completed - Pending Approval	U10201	●	04/27/10

- Select Civil Service Hiring Request/Employee Requisition
- Click Continue at bottom of page

The screenshot displays the 'Add a Requisition' interface on the Illinois Human Resources website. The header includes the university logo and navigation links. The main navigation bar contains 'HOME', 'APPLICANTS', 'PROSPECTS', 'POOL', 'JOBS', 'RETRIEVE CS APPLICANTS', 'TASKS', 'REPORTS', and 'SETUP'. The 'JOBS' tab is active.

The 'Add a Requisition' section has three sub-tabs: 'Choose Template', 'Specify Settings', and 'Forms'. The 'Choose Template' tab is selected, showing 'Step 1. Choose a Template'.

Under 'AVAILABLE JOB TEMPLATES', a dropdown menu is set to '- All Templates -'. A list of templates is shown, with 'Civil Service Hiring Request/ Employee Requisition' selected and circled in red. A red arrow points to this selection.

The 'Preview' section on the right shows the following details for the selected template:

- Job Title - Civil Service Hiring Request/ Employee Requisition
- Department Name:
- Job Category:
- Chart and Org Code:
- Organization Name:
- College Name or Administrative

- Type in Current Job Title and Department
- Type in Org Code, including Chart of Account  
(Org name fills in automatically)
- Type in College Name or Administrative Unit
- Click Continue

The screenshot displays the 'Add a Requisition' interface. At the top, the Illinois Human Resources logo and navigation menu are visible. The 'JOBS' tab is selected. Below the navigation, there are tabs for 'Choose Template', 'Specify Settings', and 'Forms'. The current step is 'Step 2. Specify the Requisition Settings'. The job details section includes the following fields:

- \* Job Title - Department:** Office Support Associate - SHR  
Name: *Example, Asst Prof - Chemistry; Civil Service use classification name such as Office Support Associate.*
- Chart and Org Code:** 1630002  
*Example: 1100000*
- Organization Name:** Staff Human Resources Operations (1630002) [dropdown]
- College Name or Administrative Unit:** Staff Human Resources

At the bottom of the form, there are two buttons: 'Back to Template' and 'Continue'. A red arrow points to the 'Continue' button.



- **Deselect** Civil Service Hiring Request/Employee Requisition below since the Hiring Request Form is not needed
- **Instead, select** Civil Service Employee Requisition, which will prevent the Hiring Request form from being added.

### Step 3. Attach Forms to the Requisition

NOTE: Please do not make any changes to the selections below.

#### Applicant Related Form Packages

Name	Description
<input type="checkbox"/> Academic Professional Profile	Academic Professional Profile
<input type="checkbox"/> Applicant EEO	Applicant EEO
<input type="checkbox"/> Application	ISSS Application
<input type="checkbox"/> CS Application	This package contains the basic application forms
<input type="checkbox"/> CS Exam Request	CS Exam Request
<input type="checkbox"/> CS Part 2 Only	Part 2 Only
<input type="checkbox"/> Faculty Profile	Faculty Profile
<input type="checkbox"/> Pre-Approval	Package contains pre-approval form
<input type="checkbox"/> Special Faculty Profile	Special Faculty Profile

#### Job Related Form Packages

Name	Description
<input type="checkbox"/> Civil Service Hiring Request/Employee Requisition	Civil Service Hiring Request and Employee Requisition Forms.
<input type="checkbox"/> Academic Hiring Request Form Only	Package contains Academic Hiring Request only.
<input type="checkbox"/> Academic Professional Appointment Change	Package includes PAPE, Appointment Change
<input type="checkbox"/> Academic Professional Search	Package includes PAPE, Search, Summary Form
<input type="checkbox"/> Academic Professional Search Form	Academic Professional Search Form
<input type="checkbox"/> Academic Professional Search Waiver	Package includes PAPE, Search Waiver
<input checked="" type="checkbox"/> Civil Service Employee Requisition	
<input type="checkbox"/> Civil Service Job Posting	

- Click on Start next to the Civil Service Employee Requisition
- The rest of the process is the same from this point on.

University of Illinois - Urbana

HOME
APPLICANTS
JOBS
POOL
PROSPECTS
RETRIEVE CS APPLICANTS
TASKS
REPORTS
RESOURCES
SETUP
TRIGGER HISTORY

**Office Support Associate - Staff Human Resources**  
Civil Service and Extra Help - Pending

Properties

Applicants

Campaigns

Activity

Processes

Permissions

Forms

Job Prospects

[Job Forms](#) | [Form Packages](#) | [Comments](#)

Package added successfully

Show Job Forms

Please do not recertify any form after fully approved - contact the appropriate office if you need to make an update to the form.

Form Name	ODEA File Number	Recertify	Recertified By	Recertified On	Action	Approval	Document History	+ Add/Remove Forms
Civil Service Employee Requisition					Start			
Civil Service Employee Requisition					Start			Remove
Background Check Request					Start			Remove

**Actions**

- Edit Demographics
- Edit Questions
- Send Correspondence
- Upload a Document
- Attach a Note
- Create a Task
- Copy Job

**Processes**

Hiring Request:	Start Form	10/20/15
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**Job Details**

Created: 10/20/2015

Category: Civil Service and Extra Help

Status: Pending