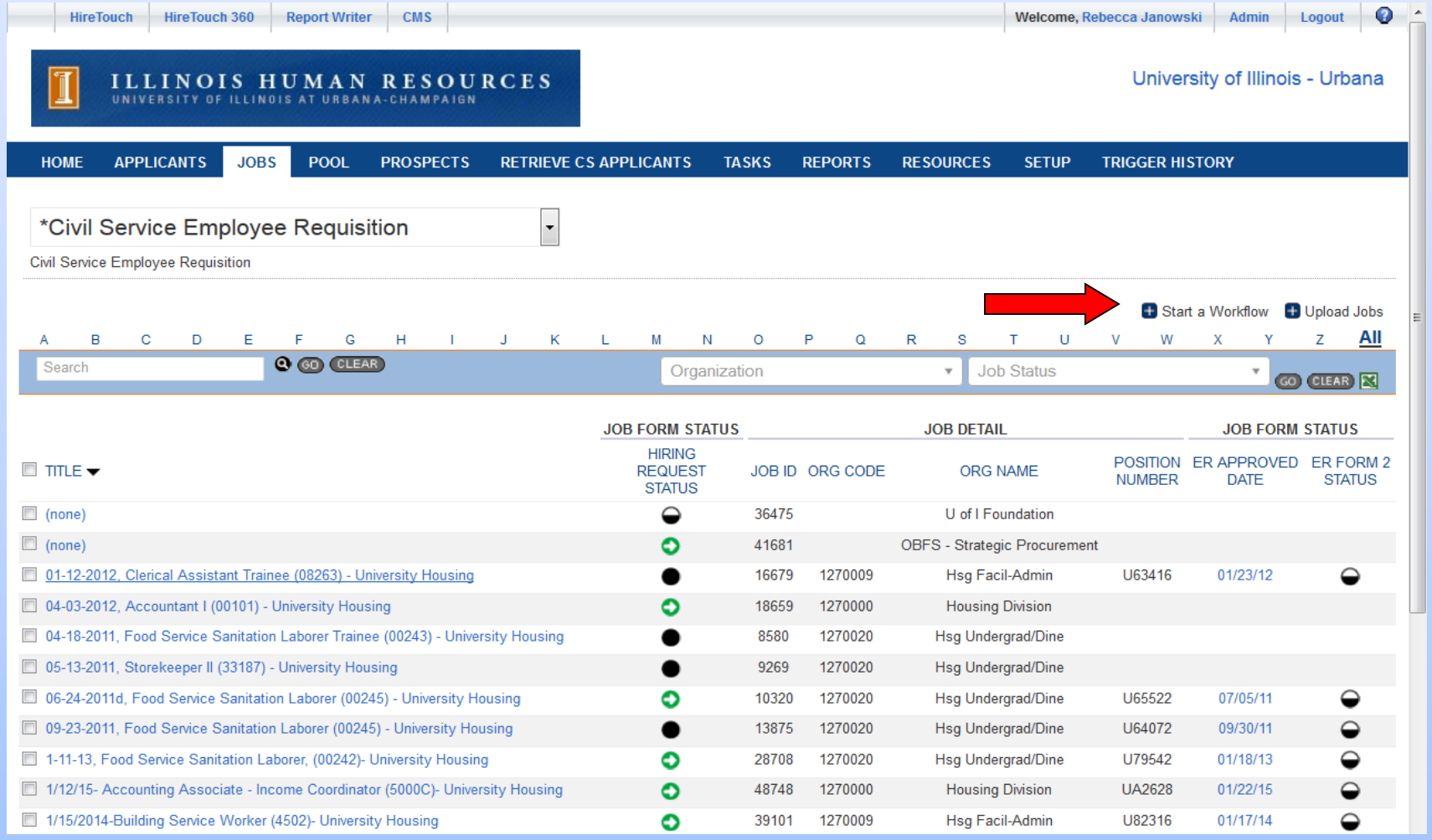
- Log into HireTouch and select the Jobs tab
  - Go to apps.uillinois.edu, select Administrative Applications, Human Resources, and HireTouch Administrative Application
  - When logged in, click on Jobs

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

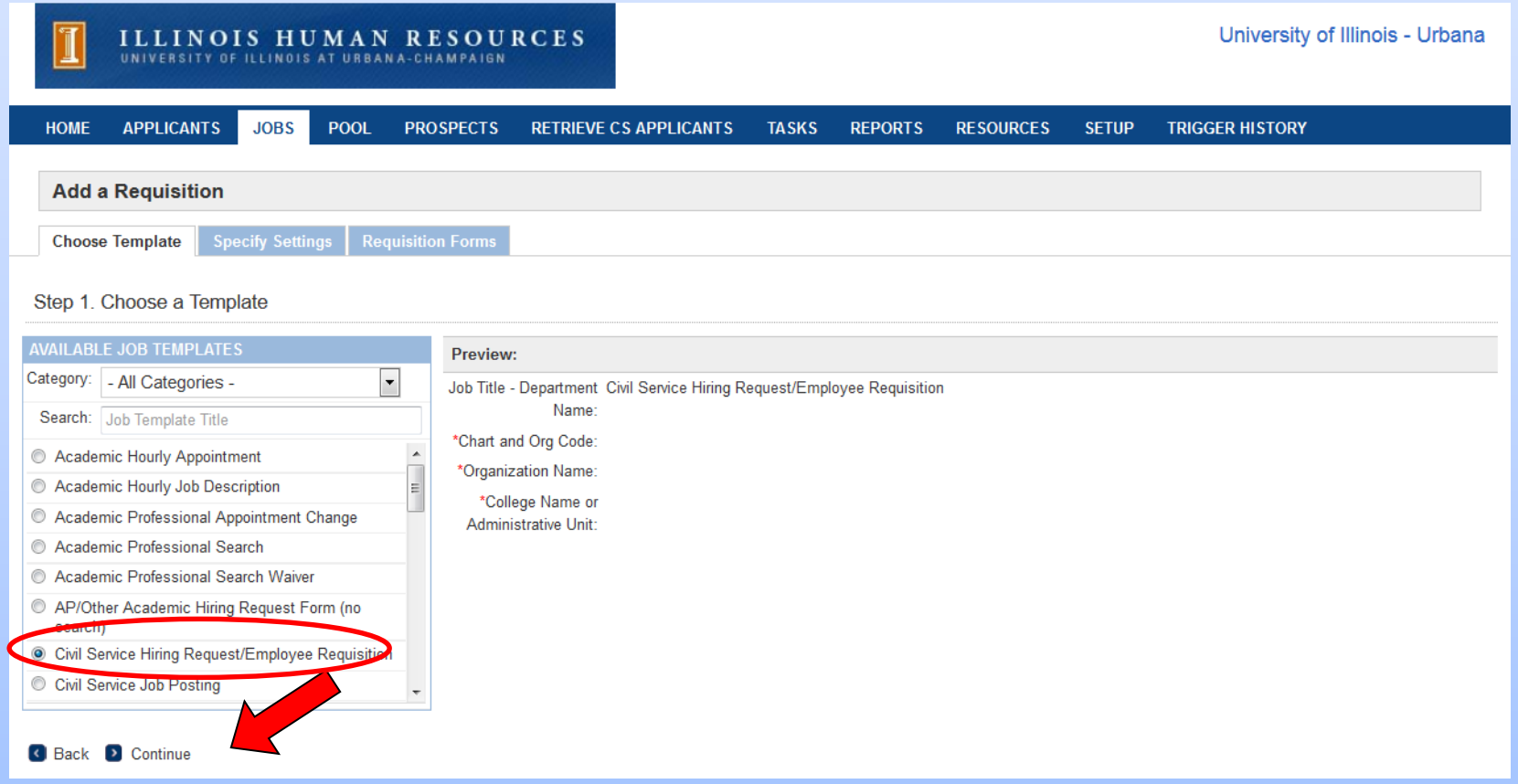
Hiring Request Form (HRF) Guidelines

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

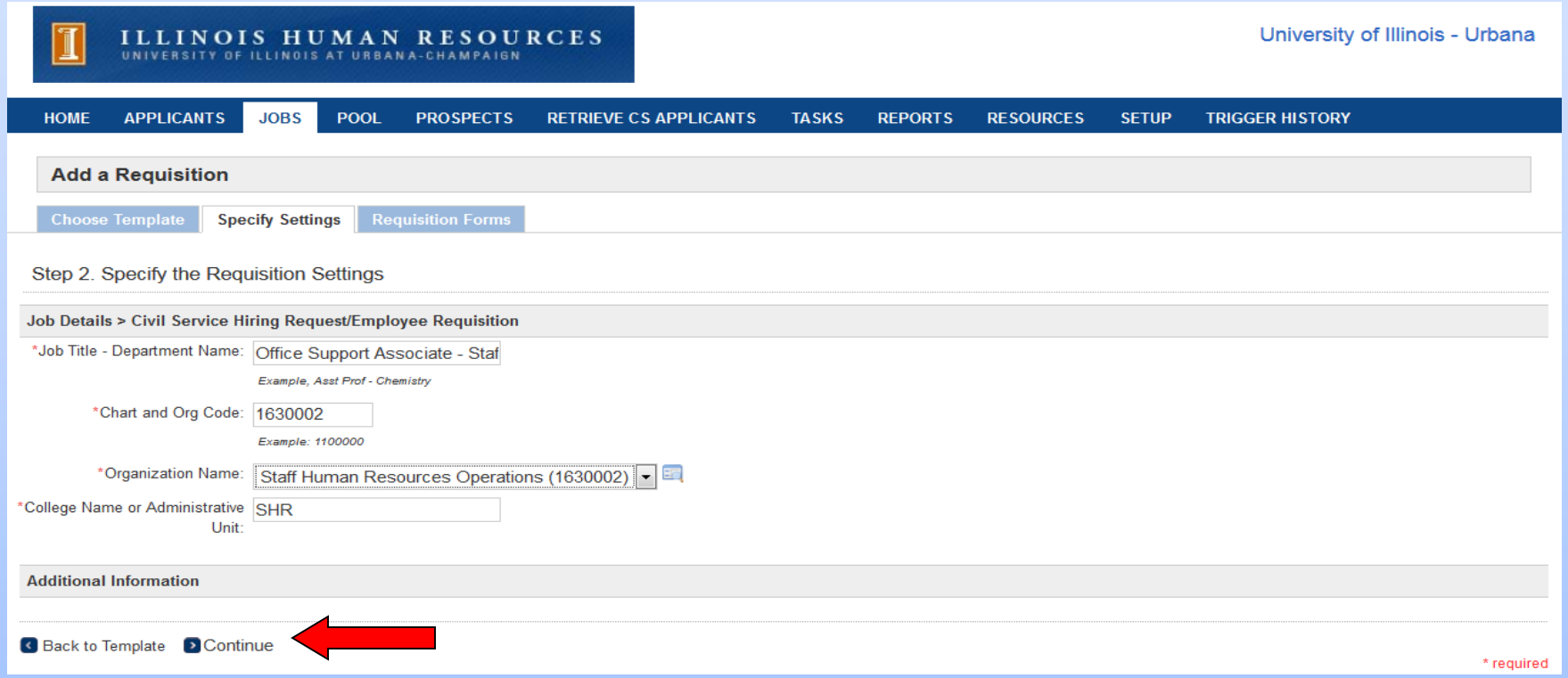
- Click Start a Workflow



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



- 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



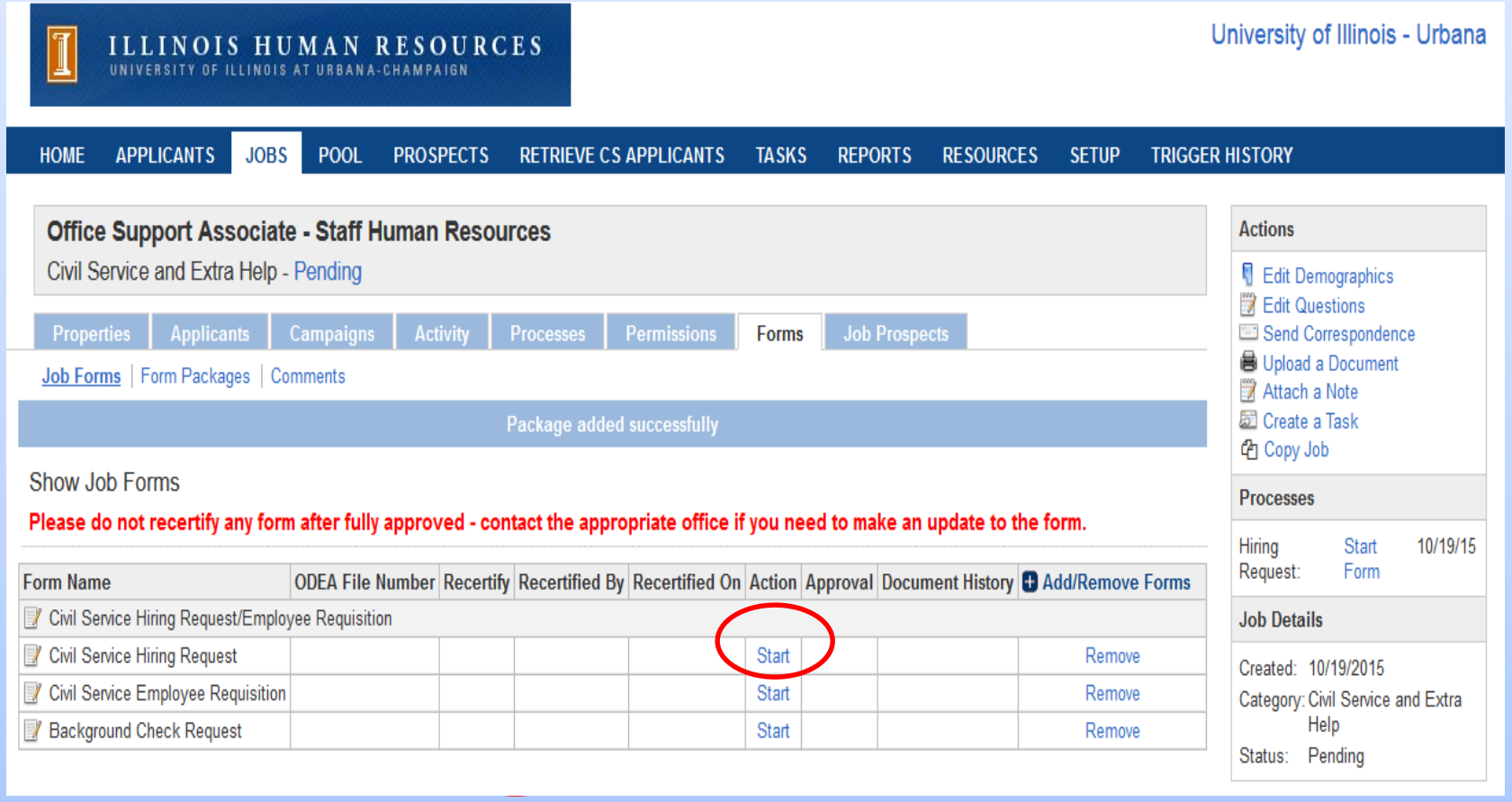
Instructions when a Hiring Request form is required

- 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
☑	Civil Service Hiring Request/Employee Requisition	Civil Service Hiring Request and Employee Requisition Forms.
☐	Academic Hiring Request Form Only	Package contains Academic Hiring Request only.
☐	Academic Professional Appointment Change	Package includes PAPE, Appointment Change
☐	Academic Professional Search	Package includes PAPE, Search, Summary Form
☐	Academic Professional Search Form	Academic Professional Search Form
☐	Academic Professional Search Waiver	Package includes PAPE, Search Waiver
☐	Civil Service Employee Requisition	
☐	Civil Service Job Posting	
☐	Civil Service Reclassification	Civil Service Reclassification form
☐	Dual Career Waiver Academic Professional (Provost Comm. 8)	
☐	Dual Career Waiver Faculty/Other Academic (Provost Comm. 8)	
☐	Employee Requsition Form 2	
☐	Faculty Administrator Appointment Change	Package includes: PAPE and Appointment Change
☐	Faculty Administrator Search	Package includes: PAPE, Search and Summary

- Click Start to fill out the CS Hiring Request form



- Fill in all of the required fields.

Civil Service Hiring Request

Hiring Request Form

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

Hiring Request: Start Form 4/3/15

Job Details

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

- 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.

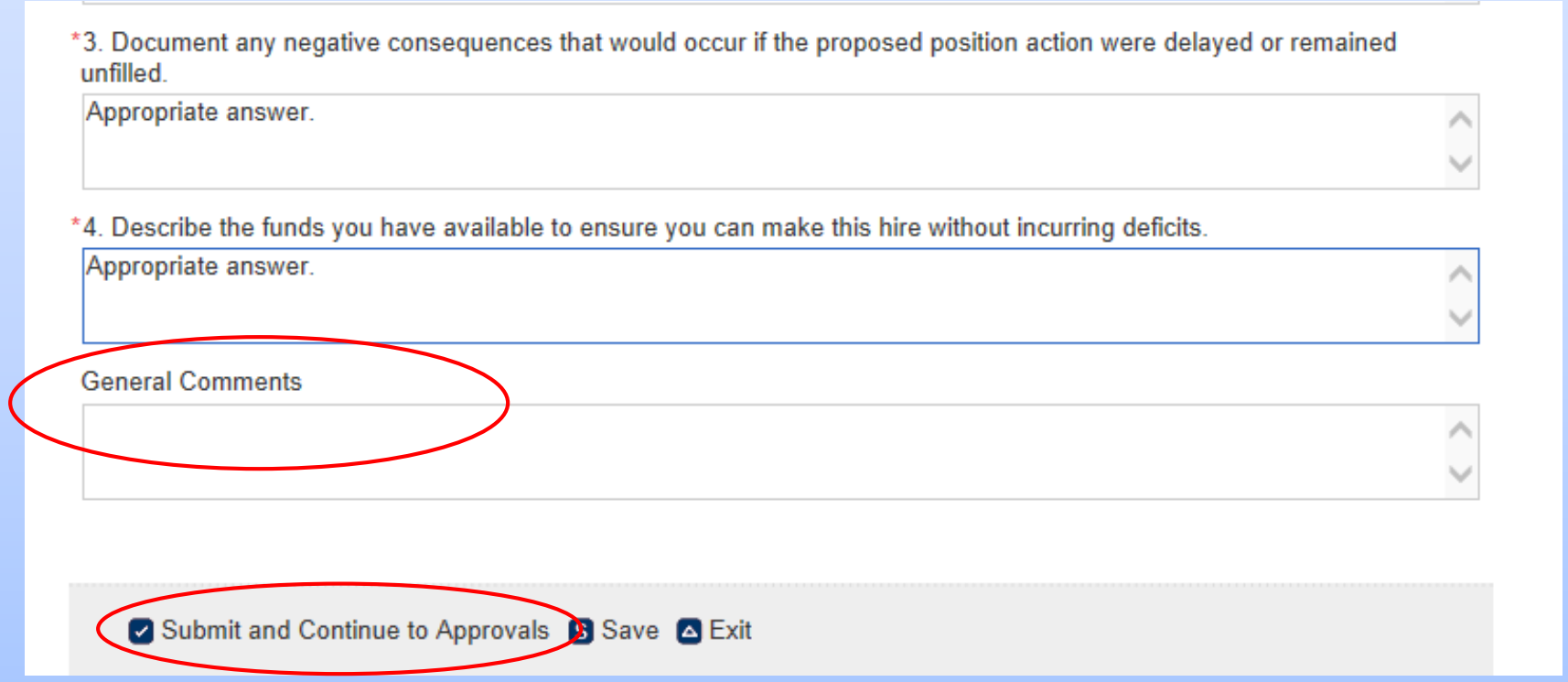
List negative consequences.

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

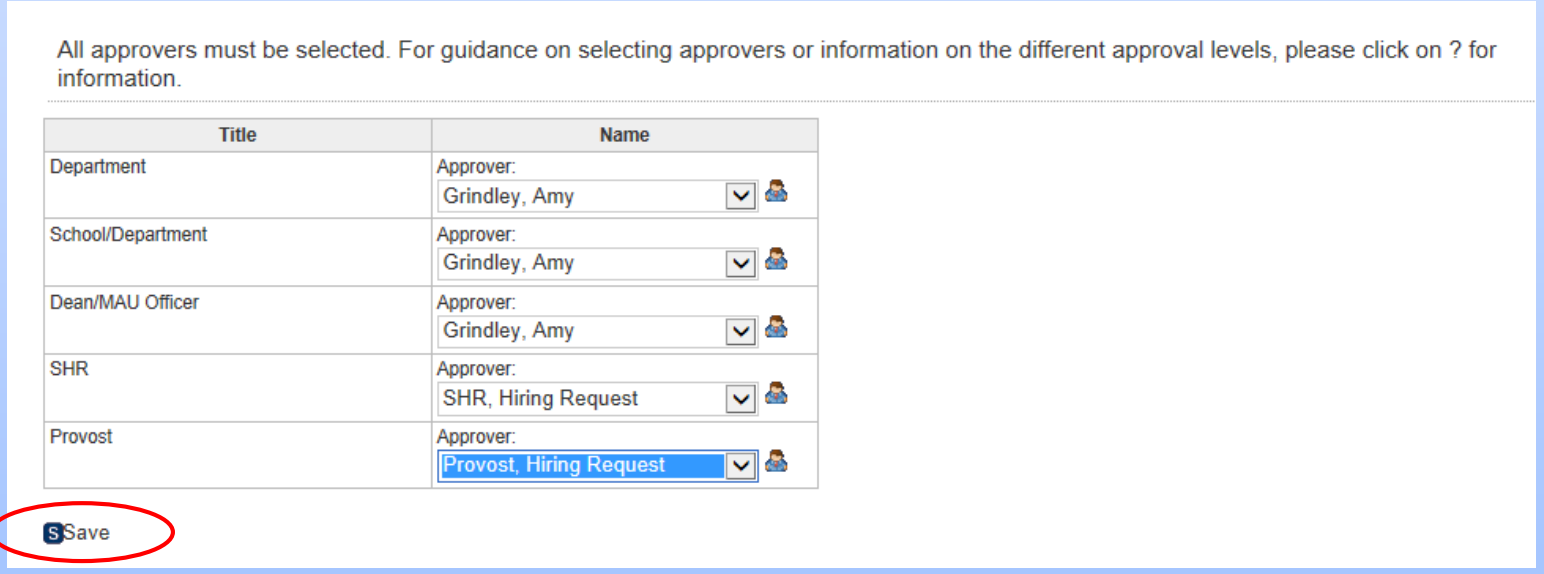
Describe available funds.

General Comments

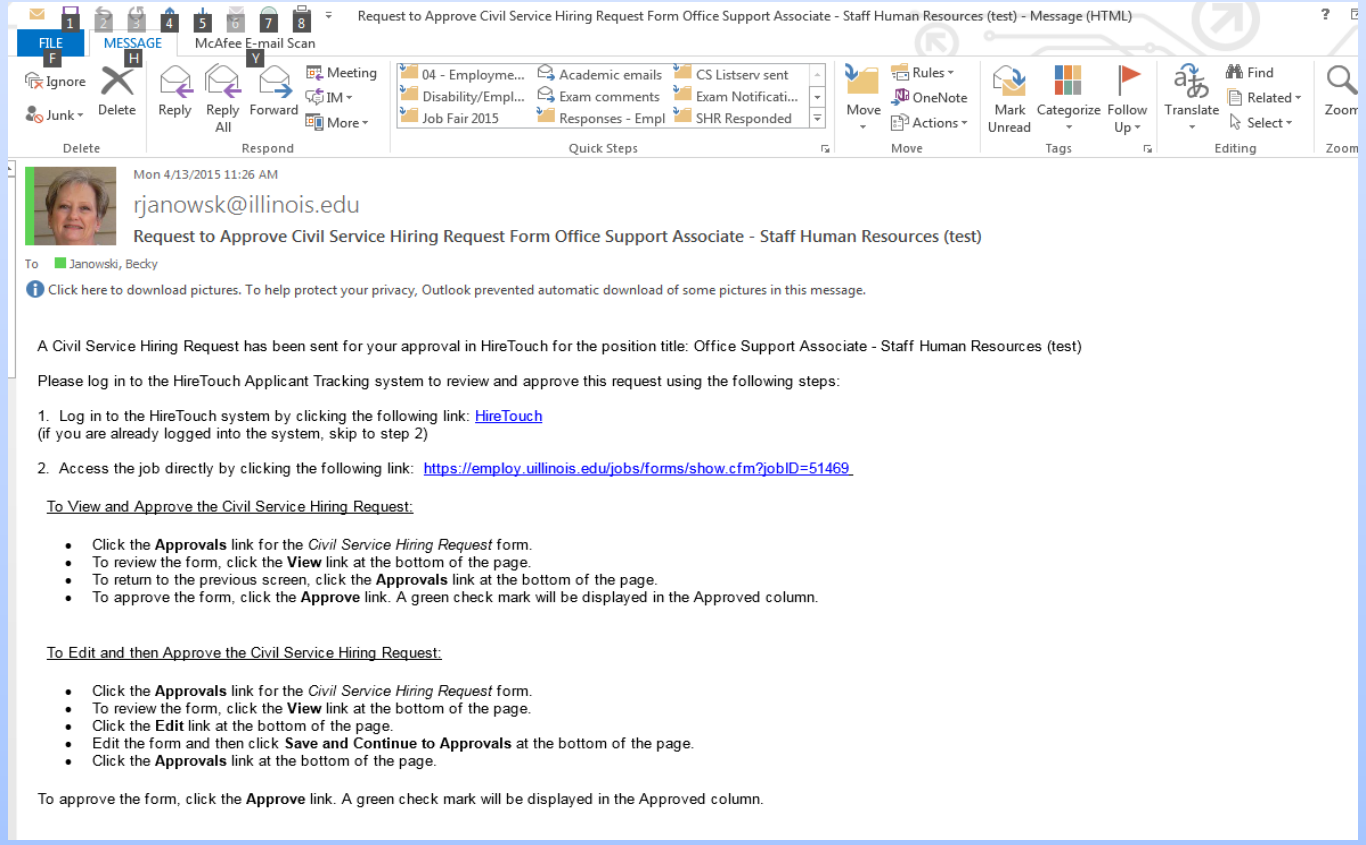
- If the form is being approved by a designee, please note that in the General Comments.
- Click “Submit and Continue to Approvals”



- 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



- 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)

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:

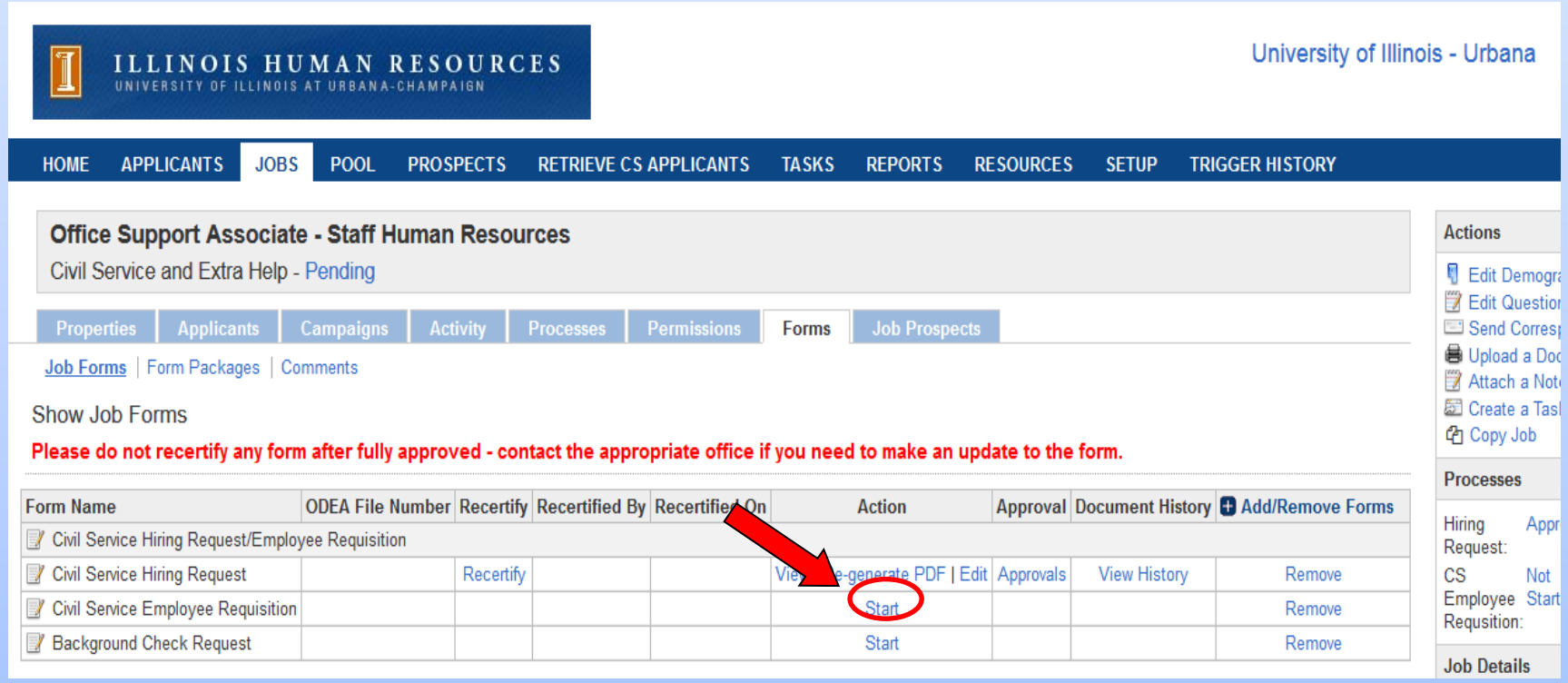
- Click the **Approvals** link for the *Civil Service Hiring Request* form.
- To review the form, click the **View** link at the bottom of the page.
- To return to the previous screen, click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check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

To Edit and then Approve the Civil Service Hiring Request:

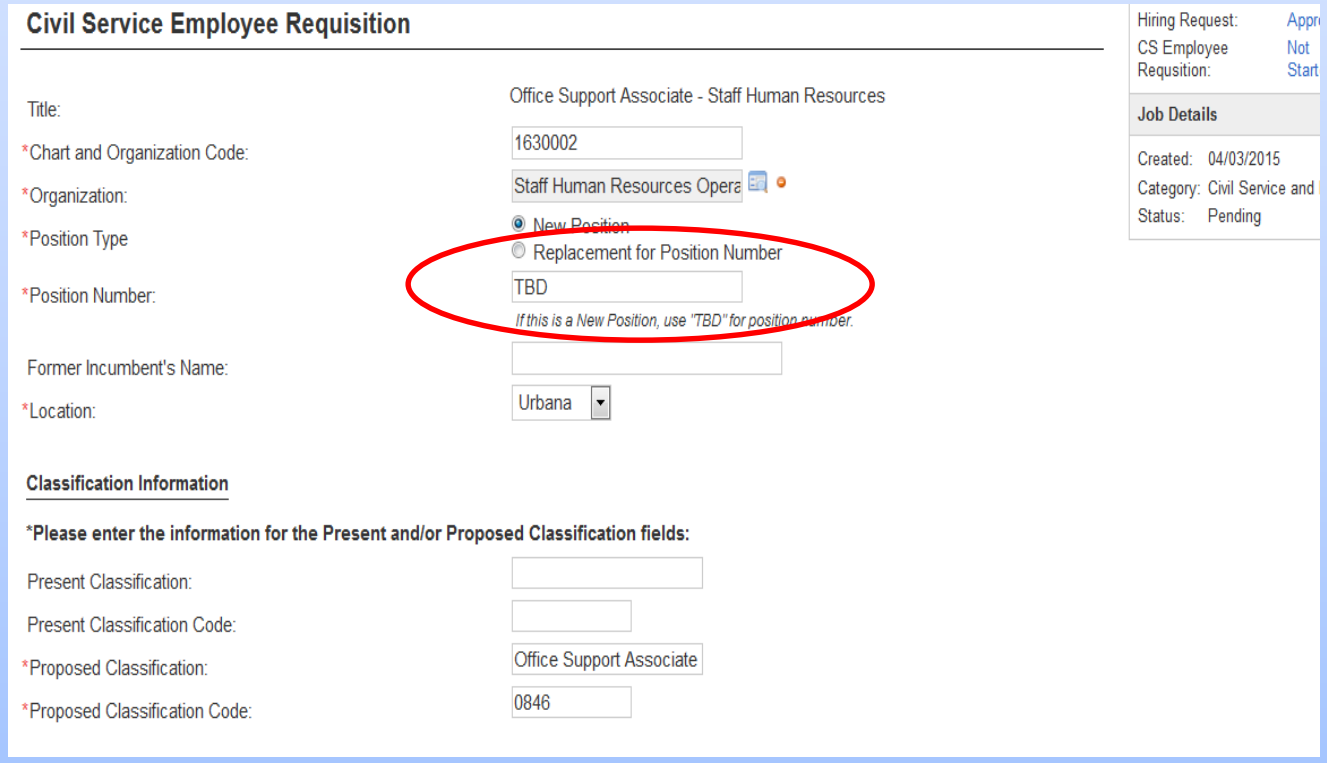
- Click the **Approvals** link for the *Civil Service Hiring Request* form.
- To review the form, click the **View** link at the bottom of the page.
- Click the **Edit** link at the bottom of the page.
- Edit the form and then click **Save and Continue to Approvals** at the bottom of the page.
- Click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



- 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

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

Hiring Request: Appr
CS Employee Requsition: Not Start

Job Details

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

- 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:	100015	Additional Fund:	100016
*Organizaton:	630002	Additional Organization:	630002
*Account:	213320	Additional Account:	213321
*Program:	630002	Additional Program:	630002
*Percent from this fund:	75	Percent from this fund:	25

Appointment Type

*Appointment Type:
- (●) Permanent
- ( ) Temporary
- ( ) Intern
- ( ) Contract

*% time: 100

*Months per year: 12

*Work Schedule (hours & days): Monday-Friday, 8:30-5:00

Place of Employment: URBANA-CHAMPAIGN

- 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

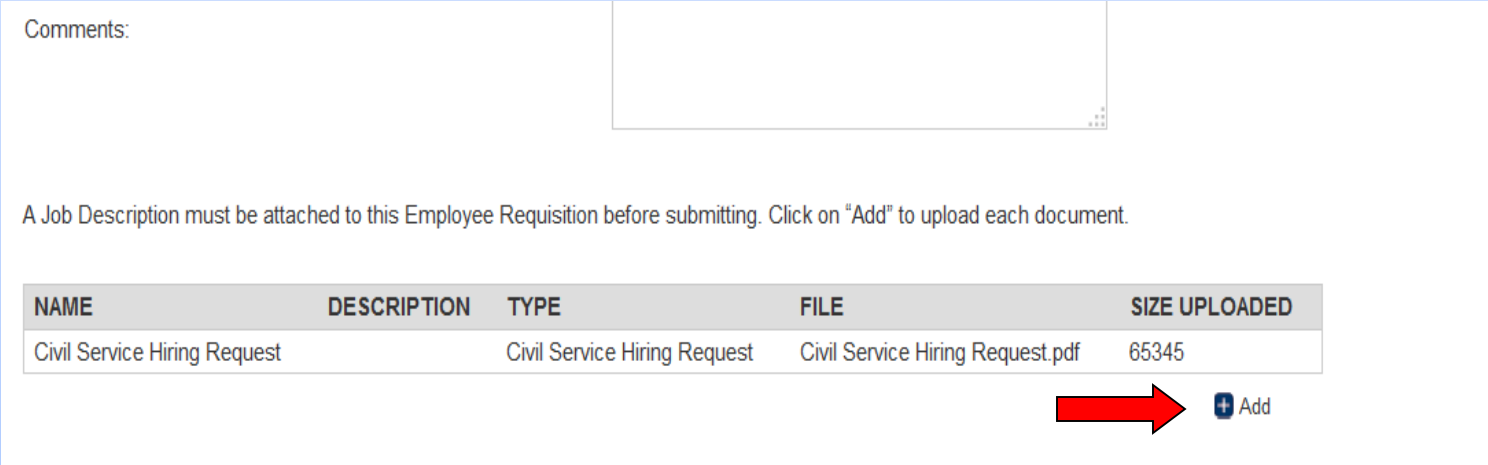
Is This Position

*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):	

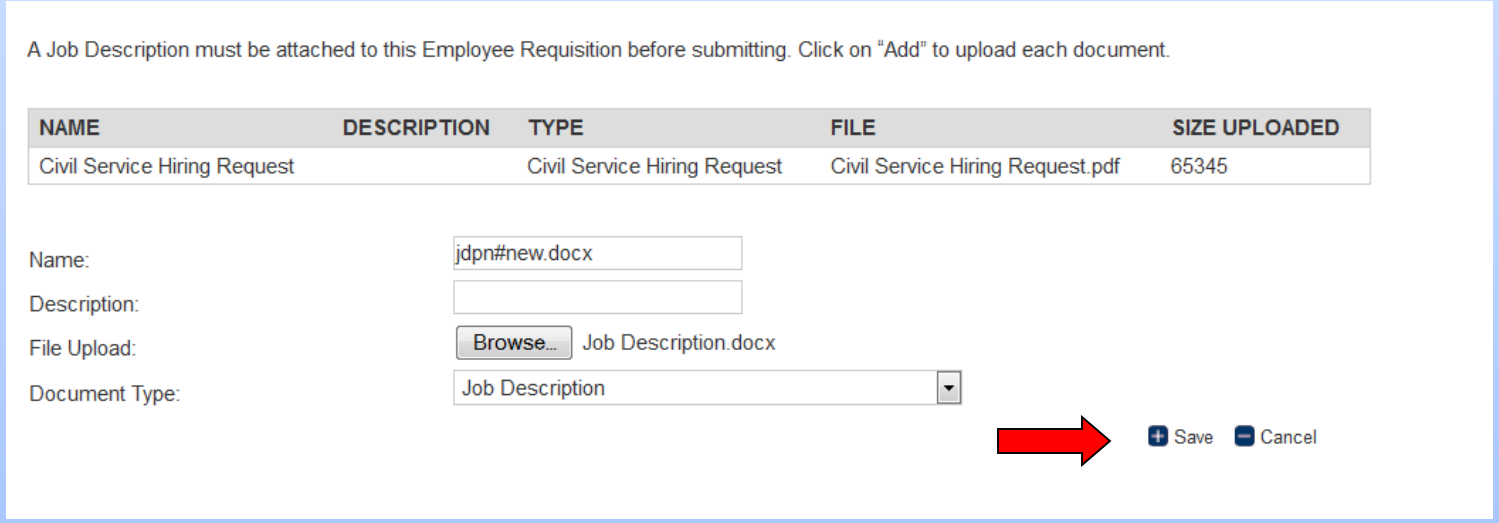
- “Applicant Reports to” should be the person you want applicants to contact to schedule an interview.
- “Send Paperwork to” is the person SHR will be sending the referral list to.

*Applicant Reports to:	Becky Janowski
*Office Address:	52 E Gregory
*Office Phone:	217-333-2137
*Email:	rjanowsk@illinois.edu
*Mail Code:	562
*Send Paperwork to:	Becky Janowski
*Office Address:	52 E Gregory
*Office Phone:	217-333-2137
*Email:	rjanowsk@illinois.edu
*Mail Code:	562
Comments:	

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

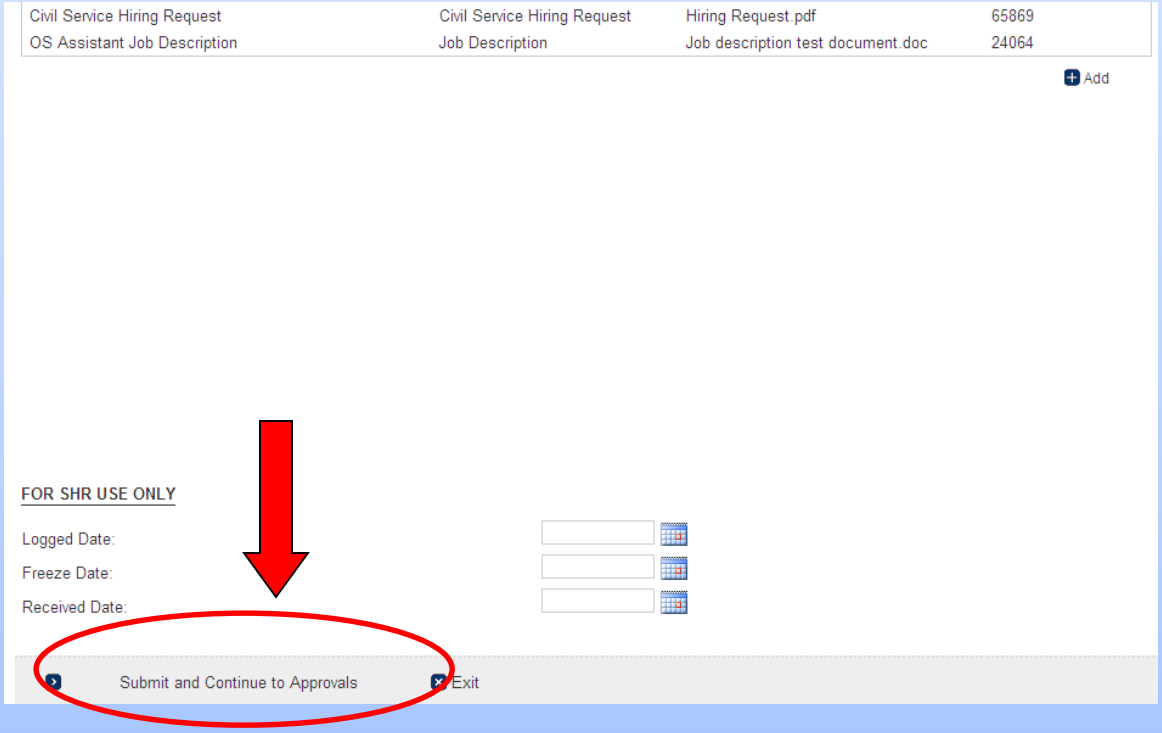


- Name the document in the “Name” field in this format:
  - jdpn#new.docx (for new position)
  - jdpn#U12345.docx (**existing position number)**
- Click on Browse to attach the document
- Select “Job Description” as the document type
- Click Save

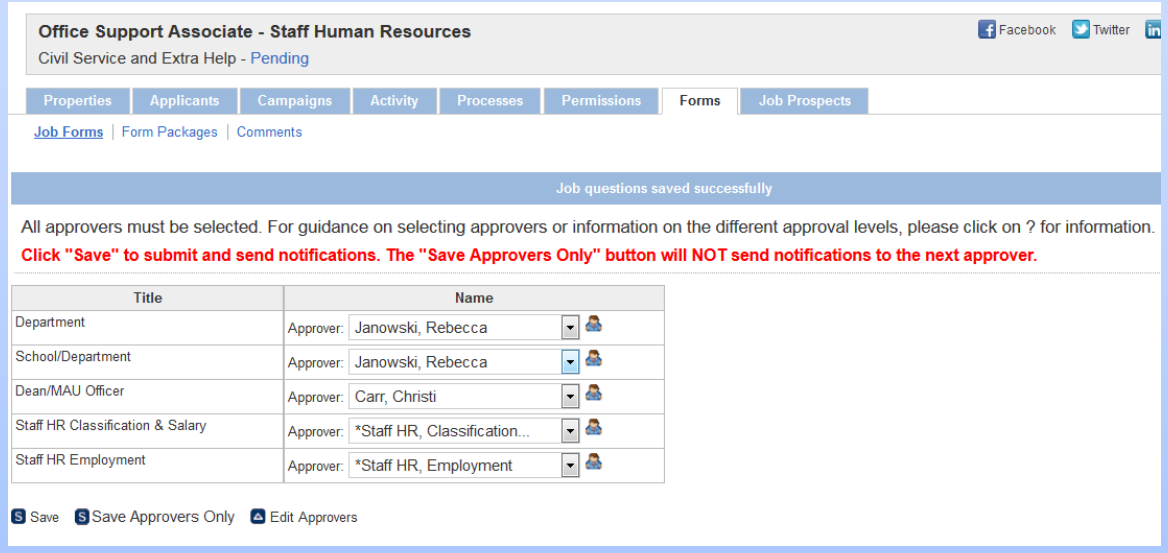


- Scroll to the bottom of the page
  - Click “Submit and Continue to Approvals”

    (Note: You will not be able to continue if documents are not attached.)



- 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
- 4th Approver defaults to ***Staff HR, Classification & Salary** and **should not be changed**
- 5th Approver defaults to ***Staff HR, Employment** and **should not be changed**
- Click Save



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

Request for Approval of Employee Requisition for Office Support Assistant - SHR - Message (HTML)

Reply | Reply to All | Forward

File Edit View Insert Format Tools Actions Help

From: rjanowsk@illinois.edu
Sent: Thu 12/16/2010 4:32 PM
To: rjanowsk@illinois.edu
Cc:
Subject: Request for Approval of Employee Requisition for Office Support Assistant - SHR

An Employee Requisition Request has been sent for your approval in HireTouch for the position title: [[Job Title]]

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.global.uillinois.edu/app/views/jobs/forms/show.cfm?jobID=[[Job ID]]

To View and Approve the Employee Requisition Request:

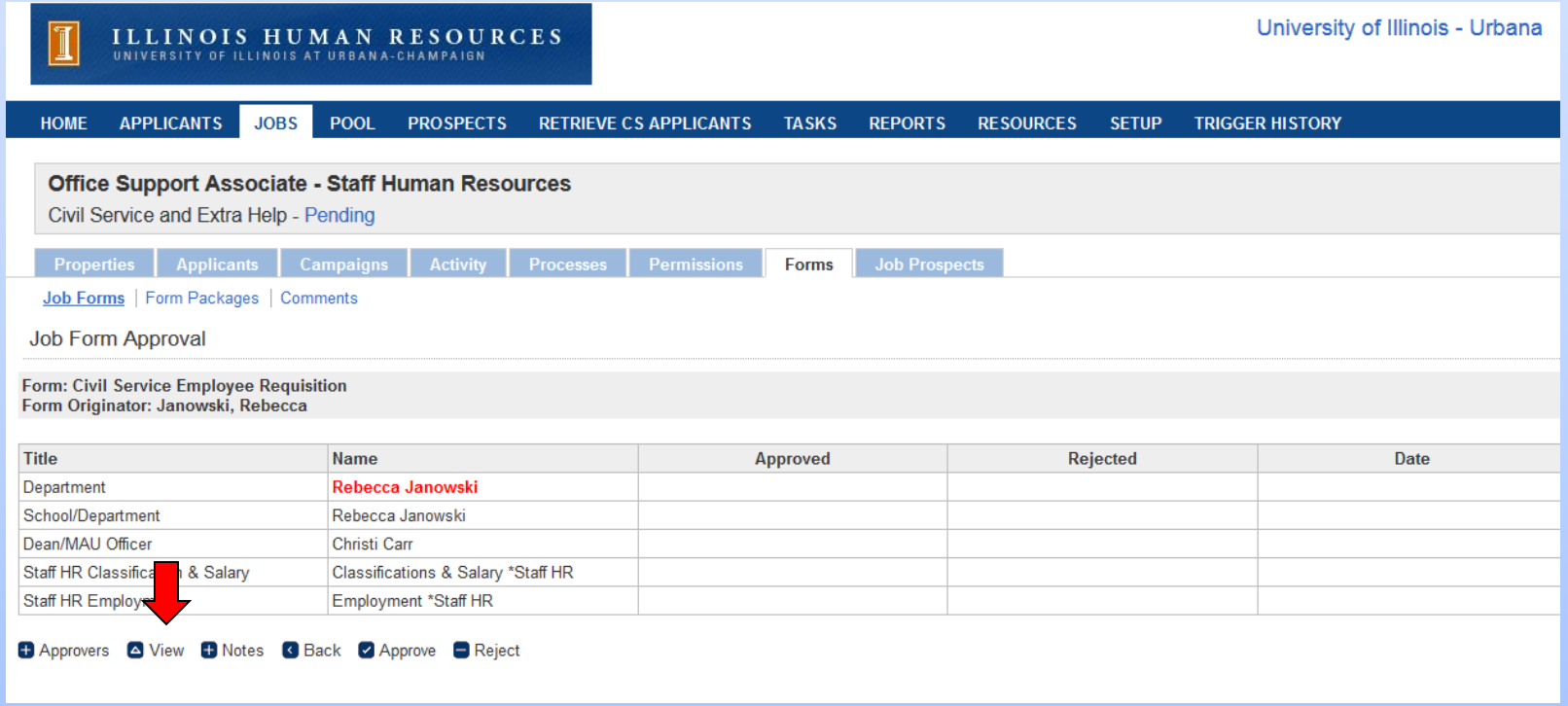
- Click the **Approvals** link for the *Employee Requisition* form.
- To review the form, click the **View** link at the bottom of the page.
- To return to the previous screen, click the **Approvals** link at the bottom of the page.
- To approve the form, click the **Approve** link. A green check mark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

To Edit and then Approve the Employee Requisition Request:

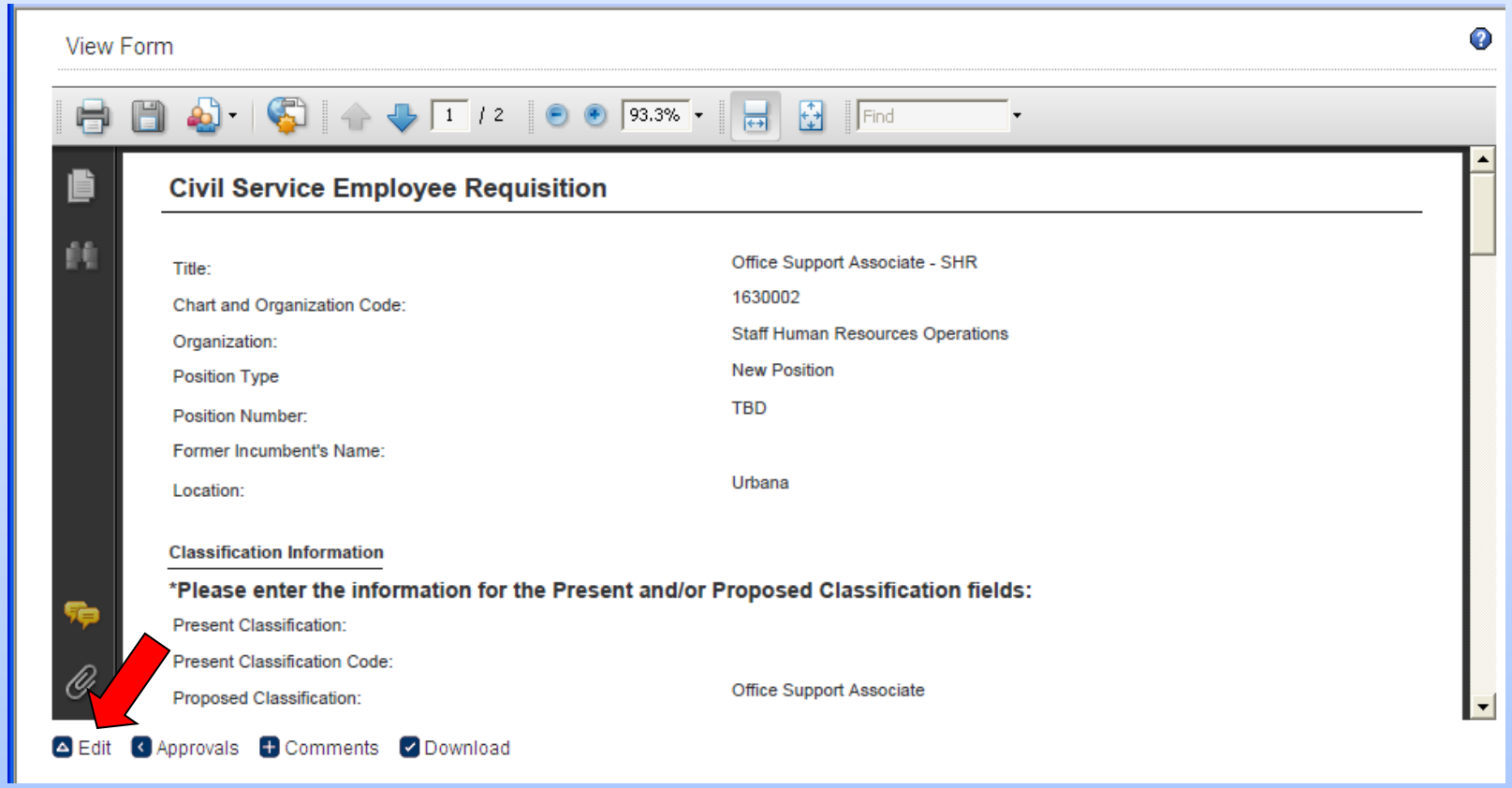
- Click the **Approvals** link for the *Employee Requisition* form.
- To review the form, click the **View** link at the bottom of the page.
- Click the **Edit** link at the bottom of the page.
- Edit the form and then click **Save and Continue to Approvals** at the bottom of the page.
- Click the **Approvals**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

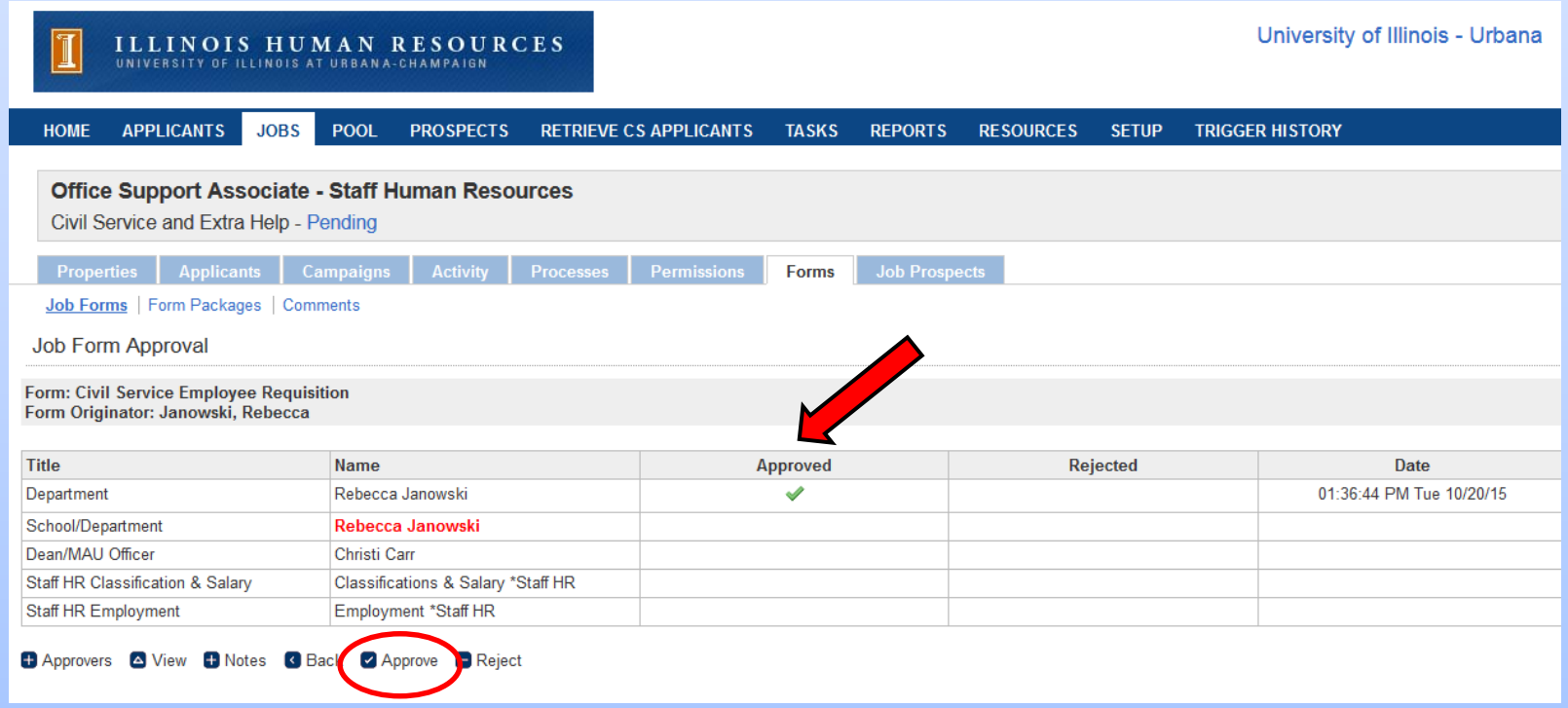
- If you click the link in the approval email, it should take you to the Forms page of your employee requisition. To view the Employee Requisition, click View



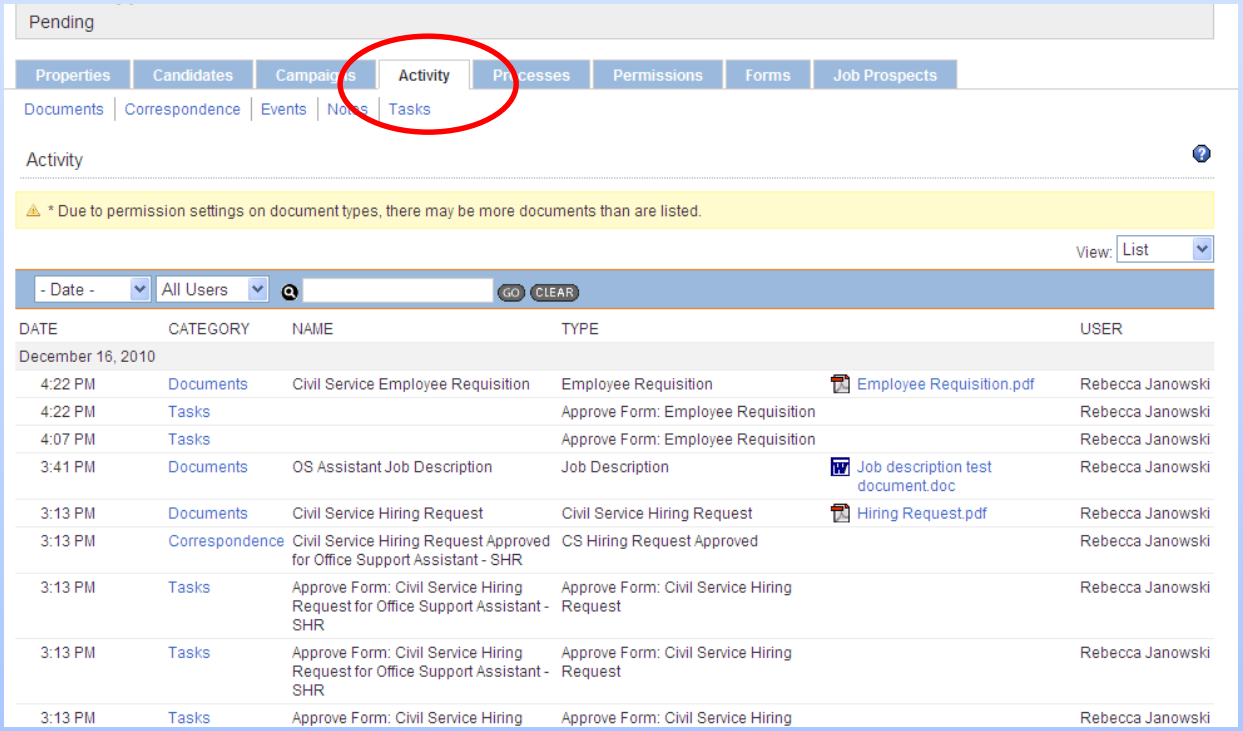
- To edit the Employee Requisition, click Edit



- 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



- 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



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

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

- Click Start a Workflow

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

- 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

- **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.

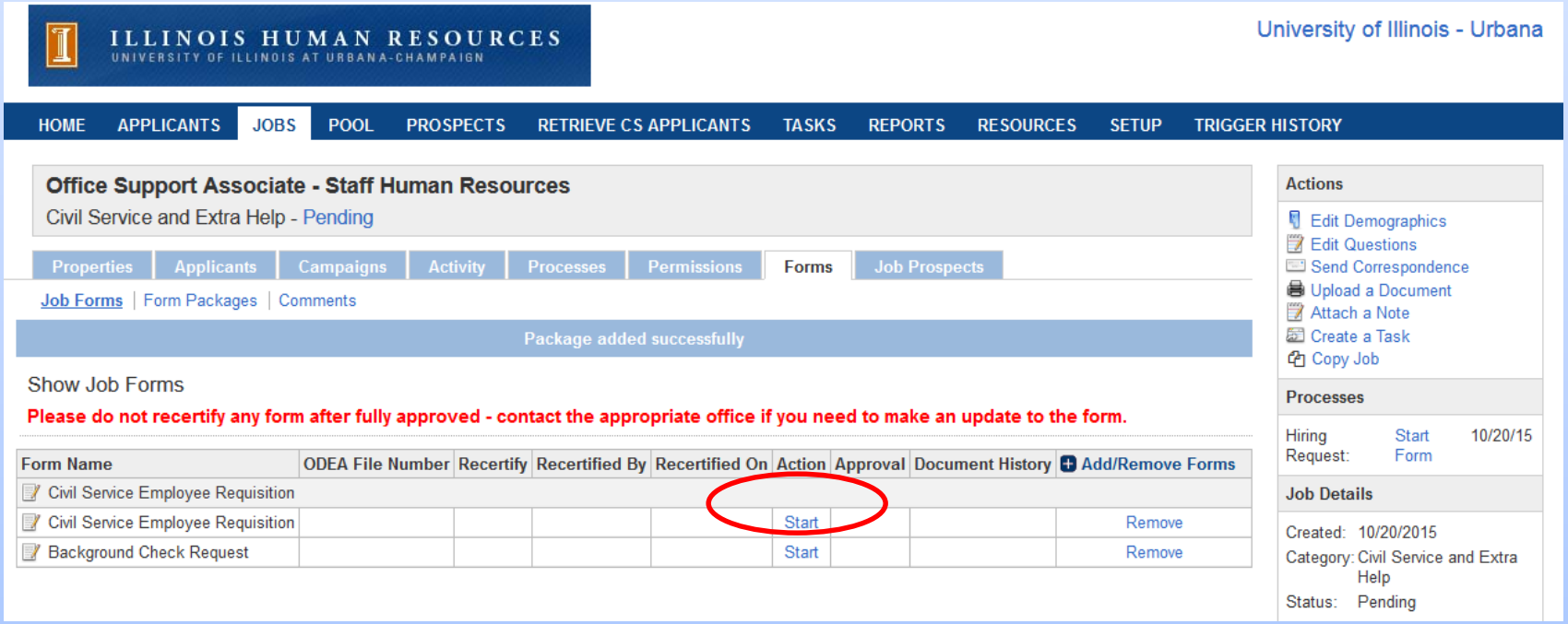
Step 3. Attach Forms to the Requisition

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

Applicant Related Form Packages

Name	Description
Academic Professional Profile	Academic Professional Profile
Applicant EEO	Applicant EEO
Application	ISSS Application
CS Application	This package contains the basic application forms
CS Exam Request	CS Exam Request
CS Part 2 Only	Part 2 Only
Faculty Profile	Faculty Profile
Pre-Approval	Package contains pre-approval form
Special Faculty Profile	Special Faculty Profile

Job Related Form Packages

Name	Description
Civil Service Hiring Request/Employee Requisition	Civil Service Hiring Request and Employee Requisition Forms.
Academic Hiring Request Form Only	Package contains Academic Hiring Request only.
Academic Professional Appointment Change	Package includes PAPE, Appointment Change
Academic Professional Search	Package includes PAPE, Search, Summary Form
Academic Professional Search Form	Academic Professional Search Form
Academic Professional Search Waiver	Package includes PAPE, Search Waiver
☑ Civil Service Employee Requisition	
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.