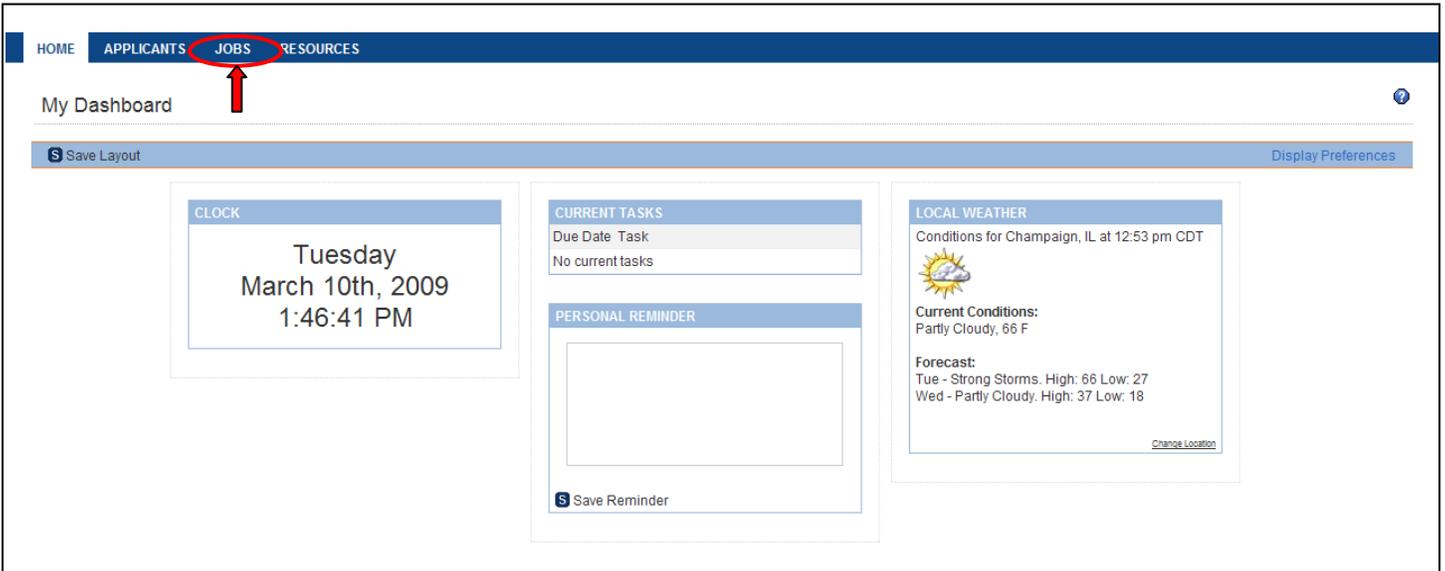
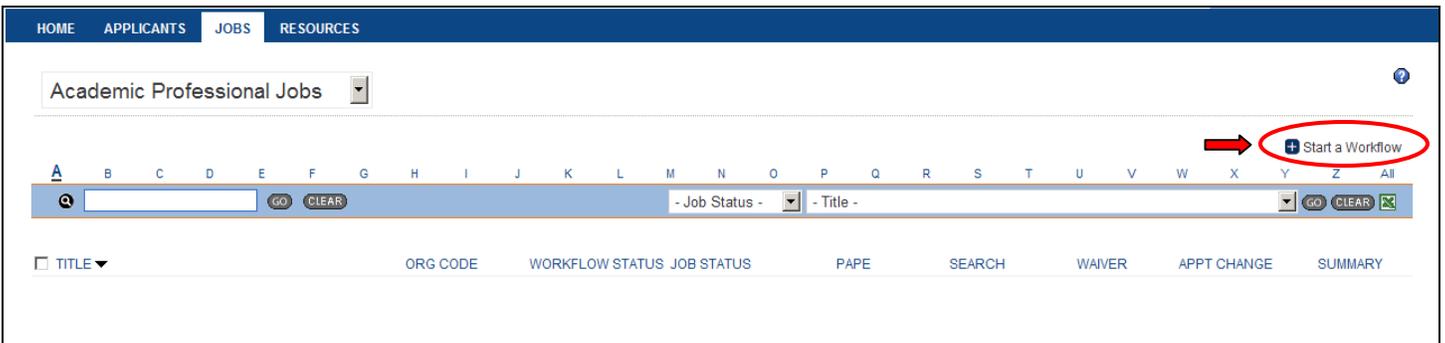


HIRE TOUCH PAPE INSTRUCTIONS

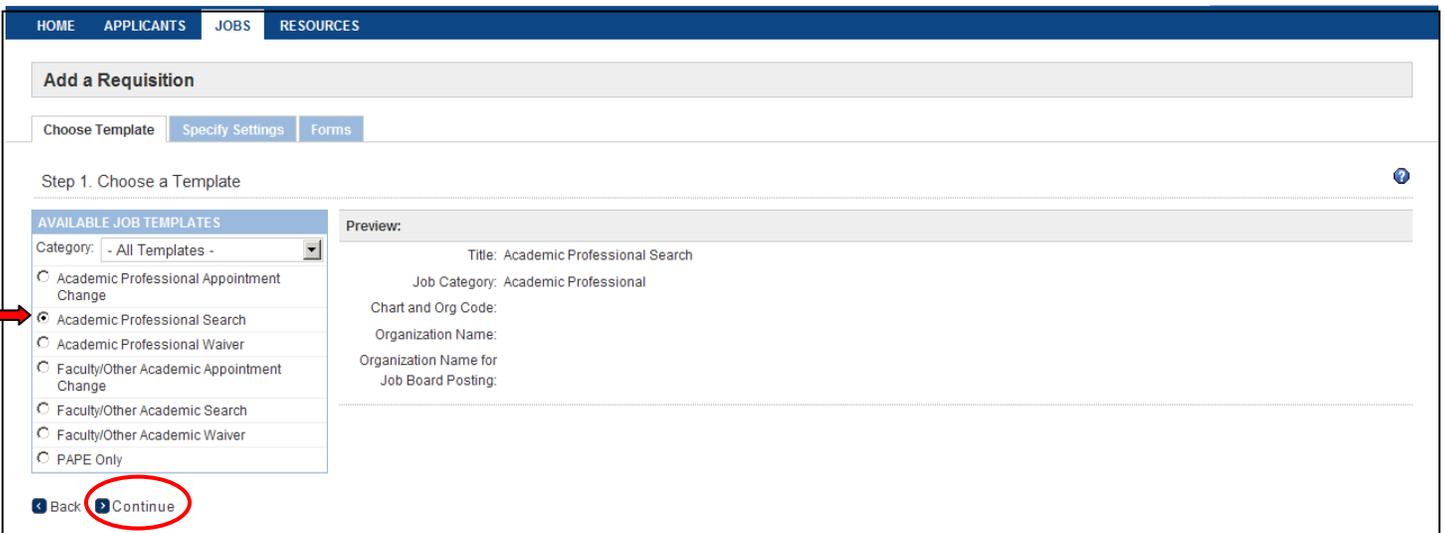
1. Click on the "Jobs" Tab



2. Click on "Start a Workflow"



3. Select "Academic Professional Search" and click "Continue"



4. Enter the position Title, Chart & Org Code, and click “Continue”

If the organization name needs to be modified, enter in the appropriate organization name in the “Organization Name for Job Board Posting” field.

HOME APPLICANTS **JOBS** RESOURCES

Add a Requisition

Choose Template Specify Settings Forms

Step 2. Specify the Requisition Settings

Job Details > Academic Professional Search

Title: Labor and Employee Relations

Chart and Org Code: 174600
Example: 1100000

Organization Name: Academic Human Resources (1746000)

Organization Name for Job Board Posting:

Back to Template **Continue**

5. This screen has been pre-populated and the user should not make any changes to the selection. Click “Continue”.

HOME APPLICANTS **JOBS** RESOURCES

Add a Requisition

Choose Template Specify Settings Forms

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 checked="" type="checkbox"/> Academic Professional Application	Package includes AP Application and EEO Form
<input type="checkbox"/> Angie's Test	
<input type="checkbox"/> Applicant EEO	EEO Form
<input type="checkbox"/> CS Application	This package contains the basic application forms
<input type="checkbox"/> CS Exam Request	CS Exam Request
<input type="checkbox"/> Faculty Profile	Package includes Faculty Profile and EEO Form.
<input type="checkbox"/> Pre-Approval	Package contains pre-approval form

Job Related Form Packages

Name	Description
<input type="checkbox"/> Academic Professional Appointment Change	Package includes PAPE and Appt Change Form
<input type="checkbox"/> Academic Professional Appointment Change 2	Package includes PAPE and Appt Change Form
<input checked="" type="checkbox"/> Academic Professional Search	Package includes PAPE, Search, Summary Form.
<input type="checkbox"/> Academic Professional Search Waiver	PAPE, Search Waiver
<input type="checkbox"/> AH Test	
<input type="checkbox"/> Faculty Appointment Change	Package includes Faculty Appointment Change
<input type="checkbox"/> Faculty Search	Package includes Search and Summary Form
<input type="checkbox"/> Faculty Waiver	Package includes Search Waiver
<input type="checkbox"/> Job Posting	Job Posting
<input type="checkbox"/> PAPE	PAPE
<input type="checkbox"/> Summary	Summary

Back to Settings **Continue**

6. Depending on status of the PAPE click the appropriate "Start"

Click Start for "New PAPE or Update existing greater than 3 years" if you are entering a brand new PAPE or if you have a previously approved PAPE, but the PAPE was approved more than 3 years ago. This option will take you to the PAPE form where you will complete the necessary information and then go through the PAPE approval process. Once the PAPE is approved, you can begin the Search form.

Click Start for "Upload existing approved PAPE within 3 years" if you have an approved PAPE that accurately covers the job duties of the position that you are filling and it has been approved within 3 years. This will allow you to upload that previously approved PAPE into the system and carry on to the Search form.

HOME APPLICANTS JOBS RESOURCES

Labor and Employee Relations Specialist
Academic Professional - Pending

Properties Candidates Activity Processes Forms

Job Forms

Forms added successfully

Show Job Forms

Form Name	OEQA File Number	Due Date	Status	Completed	Completion Date	Recertify	Action	Approval	Document History	Edit Forms
Academic Professional Search										
New PAPE or Update existing greater than 3 years							Start			
Upload existing approved PAPE within 3 years							Start			
Academic Professional Search							Start			
Summary							Start			

7. Enter in the information requested (fields with an * are required) and click "Save and Continue to Approvals"

HOME APPLICANTS JOBS RESOURCES

Labor and Employee Relations Specialist
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Properties Candidates Activity Processes Forms

Job Forms

Form

PAPE

*Requestor Name: Jane Doe

*Requestor Title: Office Support Associate

Organization Code: 1746000

Organization Display Name:

*College Code (2 character field): NB

*Reason for PAPE: New Updating

Pape Number: - Pape Number -

*Position Class Code: SALFA

*Title of Position: Labor and Employee Relations

*Primary Function of Position: Serve as a liaison between the Academic Human Resources office and campus units. Provide support to campus units and academic employees on a broad spectrum of human resources areas.

Major Duties & Responsibilities

* Please enter in the detailed job description for this position:

- 1. Serve as resource for academic employees and campus units; research and interpret policy and contract matters; participate in labor management meetings and offer units guidance on various performance management issues.
- 2. Develop, implement and coordinate operational procedures for compliance with Family Medical Leave Act (FMLA); Advise units on proper administration of FMLA procedures. Maintain confidential FMLA records, including applications and medical certifications in accordance with federal regulations.
- 3. Serve as AHR representative on various committees, such as the

Position Requirements & Qualifications

Minimum education and work experience (including years) to qualify for position (include information relative to required specialized intellectual study if required)

* Education

Bachelors degree in human resources or a related field required; a masters degree in human resources, labor relations or a related field is preferred.

* Experience

- 1. Minimum of two years of academic employee relations experience in higher education.
- 2. Familiarity and demonstrated experience with human resource management principles, theories, and concepts.
- 3. Knowledge of University and campus structure, goals, procedures, policies and practices. Understanding of special characteristics of various campus operating units.
- 4. Ability to communicate effectively both orally and in writing.

Training

Knowledge Requirements

* Using the boxes below, illustrate the chain of command from vice-presidential or vice-chancellor level down to all those reporting directly to the position in question. (You must enter at least one level.) To enter more than one level, click +Add Level.

- Vice Provost
- Associate Provost for Human Resources
- Director, Academic Human Resources
- Associate Director, Labor and Employee
- Labor and Employee Relations Specialist

- Remove
- Remove
- Remove
- Remove
- Remove
- + Add Level

Exemption (AHR use only):

- 36e(2)
- 36e(3)
- 36e(4)

8. Select the appropriate approvers at each level and click “Save”

If your department does not have a College/Unit approver, then enter in your own name as the first approver. You will then need to approve the PAPE. For the second approver, enter in AHR, PAPE Reviewer. For the final approver, enter in PAPE, Final Approver.

HOME APPLICANTS **JOBS** RESOURCES

Labor and Employee Relations Specialist
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

Job questions saved successfully

All approvers must be selected. For PAPE, see ? for approval guidance. For OEQA/Provost approval line see ?

Title	Name
College/Unit	Approver: McClure, Kristen
AHR PAPE Reviewer	Approver: AHR, PAPE Reviewer
PAPE Final Approver	Approver: PAPE, Final Approver

S Save

9. As an approver, you need to review the PAPE before you approve it. To view the PAPE click “View”

HOME APPLICANTS **JOBS** RESOURCES

Labor and Employee Relations Specialist
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

Job Form Approval - Other than the PAPE, for positions that require Provost approval, call OEQA.
In view you can edit and make comments. Comments should be used for editing the form and/or when you are approving as a designee.

Form Originator: McClure, Kristen

Title	Name	Approved	Rejected	Date
College/Unit	Kristen McClure			
AHR PAPE Reviewer	PAPE Reviewer AHR			
PAPE Final Approver	Final Approver PAPE			

Approver: **View** Back Approve Reject

10. After reviewing the PAPE, click “Approvals” (If changes are needed, click “Edit”)

HOME APPLICANTS **JOBS** RESOURCES

Labor and Employee Relations Specialist
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

View Form

PRINCIPAL ADMINISTRATIVE POSITION EXEMPTION
UNIVERSITY CIVIL SERVICE MERIT BOARD

Pape Number:
Position Class Code: SALFA
Institution or Agency : UNIVERSITY OF ILLINOIS

Title of Position: Labor and Employee Relations Specialist

Primary Function of Position:
Serve as a liaison between the Academic Human Resources office and campus units. Provide support to campus units and academic employees on a broad spectrum of human resources areas.

Edit **Approvals** Comments Download

11. When the PAPE is completed correctly, click “Approve”

HOME APPLICANTS **JOBS** RESOURCES

Labor and Employee Relations Specialist
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

Job Form Approval - Other than the PAPE, for positions that require Provost approval, call OEOA.
In view you can edit and make comments. Comments should be used for editing the form and/or when you are approving as a designee.

Form Originator: McClure, Kristen

Title	Name	Approved	Rejected	Date
College/Unit	Kristen McClure			
AHR PAPE Reviewer	PAPE Reviewer AHR			
PAPE Final Approver	Final Approver PAPE			

Approvers View Back **Approve** Reject

12. A green check mark indicates when the PAPE was approved by someone. An email will automatically be sent for the next level of approval (indicated in red font).

HOME APPLICANTS JOBS RESOURCES

Labor and Employee Relations Specialist

Academic Professional - Pending

Properties Candidates Activity Processes Forms

[Job Forms](#)

Job Form Approval - Other than the PAPE, for positions that require Provost approval, call OEEOA.
In view you can edit and make comments. Comments should be used for editing the form and/or when you are approving as a designee.

Form Originator: McClure, Kristen

Title	Name	Approved	Rejected	Date
College/Unit	Kristen McClure	✓		04:28:47 PM Mon 3/16/09
AHR PAPE Reviewer	PAPE Reviewer AHR			
PAPE Final Approver	Final Approver PAPE			

+ Approvers View Back

13. Select the "Jobs" tab and select Academic Professional Jobs in the drop down. To locate the position you can search by letter or keyword

Once the PAPE has been approved at all levels there will be a filled in circle in the PAPE column and a green circle with a white arrow in the Search Column

HOME APPLICANTS JOBS RESOURCES

Academic Professional Jobs

Start a Workflow

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

Labor GO CLEAR - Job Status - - Title - GO CLEAR

TITLE	ORG CODE	WORKFLOW STATUS	JOB STATUS	PAPE	SEARCH	WAIVER	APPT CHANGE	SUMMARY
Labor and Employee Relations Specialist	1746000	PAPE Approved	Pending	●	⊕			

- Bulk Actions - Records 1-1 of 1 First Previous Next Last Per Page 10

Font Size: A A A