Academic Hourly Appointment Instructions

1. Login to the Administrator side of HireTouch and click on the "JOBS" tab.

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HOME	APPLICANTS	JOBS	TASKS	RESOURCES								
My Da	ashboard										(2
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2. On the right hand side of the page, click "Start a Workflow".

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3. From Step 1 Choose a Template, select the "Academic Hourly Appointment" template and click "Continue".

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Choose Template Specify Settings	Requisition Forms		
Step 1. Choose a Template			
AVAILABLE JOB TEMPLATES		Preview:	
Category: - All Categories -	۲	Job Title - Department Name:	Academic Hourly Appointment
Search: Job Template Title		Job Category:	Academic Professional and Academic Hourly
Academic Hourly Appointment		*Chart and Org Code:	
Academic Professional Appointment Characteria	ange	College Name or Administrative	
Academic Professional Search		Unit:	
Academic Professional Waiver		Required Documents:	
AP/Other Academic Hiring Request Form	n (no search)		
Civil Service Hiring Request/ Employee	Requisition		
Civil Service Job Posting			
Civil Service Reclassification			
DRIVE Grant Proposal Workflow			

Back Continue

- 4. From Step 2 Specify the Requisition Settings, enter the following and then click "Continue":
 - Title (Last Name) Department Name
 - Chart and Org Code (Organization Name will populate as you type in the Chart and Org Code)
 - College Name or Administrative Unit

Add a Requisition	
Choose Template Specify Settings	Requisition Forms
Step 2. Specify the Requisition Se	ttings
Job Details > Academic Hourly Appointme	ent
*Job Title - Department Name:	
	Example, Asst Prof - Chemistry; Civil Service use classification name such as Office Support Associate.
*Chart and Org Code:	
	Example: 1100000
*Organization Name:	- Select -
* College Name or Administrative Unit:	
Additional Information	
Back to Template	

5. From Step 3 Attach Forms to the Requisition, click "Continue" (Packages will automatically be selected – please don't change packages).

Add a Requisition	
Choose Template Specify Settings Requisition Forms	
Step 3. Attach Forms to the Requisition NOTE: Please do not make any changes to the selections below. Scroll	to the bottom and hit continue.
Applicant Related Form Packages	
Name	Description
DUPLICATE ACCOUNT	Form attached to Display Message to Civil Service Applicant that the Account being used is not valid for Civil Service Application because it has been marked as a duplicate
Academic Professional Application	Package includes AP Application and EEO Form
Angie's Test	
Applicant EEO	EEO Form
Application	Application for ISSS
Civil Service Application	This package contains the basic application forms
Civil Service Exam Request	CS Exam Request
EEO Re-Identification	
Faculty Profile	Package includes Faculty Profile and EEO Form.
Internal Form TEST	
Pre-Approval	Package contains pre-approval form
Special Faculty Profile	Special Faculty Profile
Job Related Form Packages	
Name	Description
 Academic Hourly Appointment 	Academic Hourly Appointment - contains appointment form and job description form
Academic Professional Appointment Change	Package includes PAPE and Appt Change Form
Academic Professional Appointment Change 2	Package inicudes PAPE and Appt Change Form
Academic Professional Search	Package includes Hiring Request, PAPE, Search, Finalist Compliance
Academic Professional Search Only	Academic Professional Search Only
Academic Professional Search Waiver	Includes Hirring Request, PAPE, Search Waiver
AH Test	
AP/Other Academic Hiring Request Form	Package contains Academic Hiring Request only.
Civil Service Employee Requisition	Civil Service Hiring Request and Employee Requisition forms
Civil Service Hiring Request	Package contains Civil Service Hiring Request form
Civil Service Job Posting	



- 6. The Forms tab will appear for the workflow you just created. There are two forms inside the Academic Hourly Appointment Workflow, each with a Start link.
 - Either obtain AHR approval of a new job description, by clicking "Start" and submitting the form. For help completing the job description form please visit <u>http://diversity.illinois.edu/Job%20Aids/Academic%20Hourly%20Job%2</u> <u>0Description%20Instructions.pdf</u>
 - Or attach a previously approved job description (that was approved within the last 3 years) by clicking on "Upload a Document"
- 7. After the new job description has been approved (or a previously approved job description has been attached to in the Activity tab) go back to the Forms tab. Click the "Start" link for the Academic Hourly Appointment form.

Academic Hourly (Last N Academic Professional and Ar	ame) - Department N cademic Hourly	lame							
Properties Applicants	Campaigns Activity	Processes Peri	nissions	Forms	Job Prospects	Post	ing		
Job Forms Form Packages Con	nments								
Show Job Forms									
Form Name	Auto Generated Number	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	Add/Remove Forms
Academic Hourly Appointment									
Academic Hourly Job Description		Thu, 11/6/14 at 4:00 PM	Recertify			View	Approvals	View History	Remove
Xcademic Hourly Appointment						Start	>		Remove

- 8. Complete the Academic Hourly Appointment form. Please see below for additional information on some of the fields.
 - Fields with an asterisk (*) are required.
 - College Code will flow through from what was entered on job description.
 - Org Code and College Name or Administrative Unit will flow through from what was entered on Step 2 Specify the Requisition Settings.
 - Gender, Ethnic Identification and Race are determined by direct knowledge or visual determination if unknown, per OFCCP regulations.
 - For the Justification section of the form there are 3 required questions.

*Please describe the urgent or specialized need for this appointment.

Note: Please provide a brief statement regarding why there is a need to fill an academic hourly position. For example, there may be extra work for some reason (please list reason), another employee left recently, a professor has grant money and needs someone to assist with research, etc.

*How was this candidate identified and selected for this position? Note: Please provide a brief statement regarding the process in which the appointee was found and determined to be qualified. Some examples include an informal search that candidates apply to and interviews are conducted, they may be recommended by someone for the position (please specify who), a professor may have met the person at a conference, the person may be known by the department because of working there as an undergraduate employee, etc.

*Were there any finalists considered for this position (other than the proposed appointee)? Yes or No

If there were other finalists, please attach a resume or C.V. for each finalist. Also, please explain the selection process and why the appointee was selected over any other finalists below.

Note: For anyone that was interviewed by not hired, please attach a copy of the resume or CV in the activity tab and provide a brief description of the selection process. For example, it could state that three finalists were interviewed for this position. Jen was the best qualified because [fill in appropriate information]. Bob and Linda did not have as much teaching experience as Jen.

• Choose "Save and Continue to Approvals".

Save and Continue to Approvals Save A Exit

- Reminder: Upload a resume or CV by clicking "Upload Documents" or under the "Activity" tab
- 9. On the Approvers Page, click the drop down menu arrow for the College/Unit approver, select the appropriate approver and click "Save and Submit for Approval".

Properties Applicants Camp	aigns Activity Processes Permissions Forms Job Prospects Posting	
Job Forms Form Packages Comment	S	
	Job questions saved successfully	
l approvers must be selected. For	Job questions saved successfully guidance on selecting approvers or information on the different approval levels, pleas	click on ? for information.
Il approvers must be selected. For Title	Job questions saved successfully guidance on selecting approvers or information on the different approval levels, pleas	click on ? for information.
II approvers must be selected. For Title lege/Unit	Job questions saved successfully guidance on selecting approvers or information on the different approval levels, pleas	e click on ? for information.

10. Upon on saving, an automatic notification will be sent to the first approver.

An Academic Hourly Appointment form has been sent for your approval in HireTouch for the position title: Academic Hourly (Last Name) - Department Name

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 Administrative Application (if you are already logged into the system, skip to step 2)

2. Access the job directly by clicking the following link: [http://uat.illinois.hiretouch.com/app/views/jobs/forms/show.cfm?jobID=4245]

To View and Approve the form:

- Click the **Approvals** link for the Academic Hourly Appointment 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 form:

- Click the **Approvals** link for the Academic Hourly Appointment 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.

11. The approver can use the direct URL in the email to get to the workflow, or they can find the job by logging in to HireTouch and following these steps:

- Select the "JOBS"
- Click on the position title
- Select the "Forms" tab
- Select "Approvals" for the Academic Hourly Appointment Form

HOME	APPLICANTS	JOBS	POOL	PROSPECTS	RETRIEVE CS A	PPLICANTS	TASKS	REPORTS	LOCATION	MEMBERS	HIP TYPES	SETUP	RESOURCES	DR
Acade Acaden	mic Hourly (L nic Professional	ast Nai	me) - Dep ademic Hor	partment Na urly	ame									
Propert	ies Applican	ts Ca	ampaigns	Activity	Processes Pe	ermissions	Forms	Job Prospects	Post	ing				
Job Form	Is Form Package	s Comm	ients											
Show Job	Forms													
Form Name		1	Auto Genera	ted Number	Completion Date	Recertify	Recertified By	Recertified Or	Action	Approval	Document His	tory [Add/Remove Form	s
📝 Academi	c Hourly Appointme	ent												
📝 Academi	c Hourly Job Descri	iption			Thu, 11/6/14 at 4:00 PM	A Recertify			View	Approvals	View Histor	у	Remove	
📝 Academi	c Hourly Appointme	ent			Thu, 11/6/14 at 4:10 PM	A Recertify			View	Approvals	View Histor	у	Remove	

• Job Form Approval screen will show the approvers and the person's name in red is the person currently approving. Select "View".

			Form: Academic Hourly Appointment Form Originator: McClure, Kristen
Rejected	Approved	Name	Title
		Kristen McClure	College/Unit
		ODEA ODEA	ODEA
		Kristen McClure ODEA ODEA	College/Unit ODEA

• View the form. If edits are needed, select "Edit".

	Academic Hourly Appointment	
	Requestor	
	College Code (2 character field):	
	Organization Code:	1433000
	College Name or Administrative Unit:	Chancellor
	Proposed Appointee	
	First Name:	Kristen
	Last Name:	McClure
	Gender:	Female
	Ethnic Identification:	Not Hispanic or Latino
Ampaula 🖉 Doublast	Proposed Appointee First Name: Last Name: Gender: Ethnic Identification:	Kristen McClure Female Not Hispanic or Latino

• Edit will bring the form up and allow you to make changes. If edits are made, select "Save and Continue to Approvals" at the bottom of the form.

Save and Continue to Approvals Save A Exit

View Form

• After the form is complete, select Approvals. The job form approval screen will appear and you can approve the form by selecting "Approve". (If a group inbox is selected you will need to change this to your own name to approve.)

Academic Hourly (Last Name) - D Academic Professional and Academic I	Department Name Hourly						
Properties Applicants Campaigns	s Activity Processes	Permissions	Forms	Job Prospects	Posting		
Job Forms Form Packages Comments							
Form: Academic Hourly Appointment Form Originator: McClure, Kristen							
Title	Name			Approved		Rejected	
College/Unit	Kristen McClure						
ODEA	ODEA ODEA						
Approvers 🛆 View 🖶 Notes 🖪 Bac							

• After all approvers have approved the form, an email will be sent to the contact saying the Academic Hourly Appointment Form has been approved. See example email below:

The Appointment for [[First Name]] [[Last Name]] for the [[Job Title]] position has been approved by ODEA on [[Approval Date]]. The Academic Hourly Appointment form number is H15XXXXX.

Please be sure to enter the Academic Hourly Appointment form number in the Search Number field in the HR Front End transaction.

This email should be maintained in the department file.

Thank you, Office of Diversity, Equity, and Access