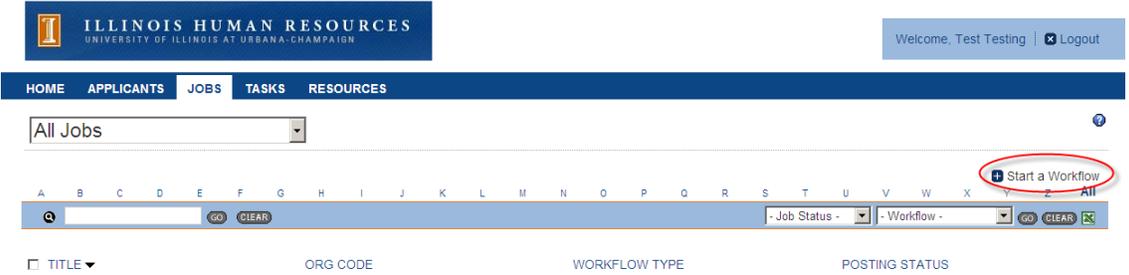# Academic Hourly Job Description Instructions

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

2. **On the right hand side of the page, click "Start a Workflow".**

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

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
○ Civil Service Reclassification

Preview:

Job Title - Department Name: Academic Hourly Job Description
*Chart and Org Code:
*Organization Name:
*College Name or Administrative Unit:

◀ Back ▶ Continue

4. **From Step 2 Specify the Requisition Settings, enter the following and then click "Continue":**
   - **Title – 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 Settings

Job Details > Academic Hourly Appointment

*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 ▶ Continue

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 inlcudes 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 Hiring 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.

7. To complete the Academic Hourly Job Description form:
- **Fields with an asterisk (*) are required**
- **Select appropriate Academic Hourly title**
  - **Administrative - Charged with high level administrative responsibilities, with latitude to make decisions based on administrative policies, exercising discretion and independent judgment with only general administrative supervision or direction.**
  - **Clinical - Engaged in practical application of knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study. May be engaged in activities of or pertaining to direct observation, applications to, or treatment of patients or human subjects.**
  - **Research - Engaged in either qualitative or quantitative research activities, normally under the direct oversight of an academic department. May include field historical research, linguistic studies, archaeology, etc.**
  - **Teaching - May provide direct classroom instruction, direct instructional support, academic/career planning/counseling to student. May be engaged in instruction for both credit and non-credit instructional programs.**
- **Select Exemption Number/PClass Code based on chosen title**
- **Enter Position Number if known**
- **Org Code and Org Name will default from what was entered in Step 2**
- **Enter College Code (2 character field)**
- **Enter the primary function of the position. This should be a 1-2 sentence summary identifying the role/purpose of the position.**
- **Enter the major duties and responsibilities listing specific/detailed duties**

- **Enter required/preferred education, experience, training, licenses, certifications and knowledge**
- **Click "Save and Continue to Approvals"**

- **On the Approvals Page, click the drop down menu arrow to select the appropriate Department and College level approvers**
- **The AHR Job Description Review defaults to AHR, Job Description Review. Please DO NOT change this.**
- **Click "Save"**

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

A Job Description Form has been sent for your approval in HireTouch for the position title: Academic Hourly Administrative

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=4261

To View and Approve the Job Description Form:

- Click the **Approvals** link for the *Job Description Form* 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 Job Description Form:

- Click the **Approvals** link for the *Job Description Form* 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 all approvers have approved the form, an email will be sent to the contact saying the Academic Hourly Job Description has been approved.**

The Job Description for the following position has been approved: [[Academic Hourly Job Description: Academic Hourly Title/Category]]
The following Exemption Number and PClass have been assigned: [[Academic Hourly Job Description: Exemption Number/PClass Code]]

Please print the approved job description and obtain the signatures from both the incumbent and supervisor. Once the signatures have been affixed you will need to save the signed job description and upload it to the associated HR Front End transaction. Enter the **Exemption Number** and the **Position Class Code** from the approved job description in the appropriate fields on the Position Data section in the HR Front End.

Please log in to the HireTouch Applicant Tracking system to download the approved Job Description 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 by clicking the following
   link: https://employ.uillinois.edu/admin/jobs/forms/show.cfm?jobID=[[Job ID]]
3. Click the **View** link for the *Academic Hourly Job Description* form
4. Print the approved job description and obtain both the incumbent and supervisor signatures
5. Scan the signed job description to your email or file in which you wish to save the job description
6. In the HR Front End, browse to the location in which you saved the file in step 5 and attach the file to the transaction

If you have questions regarding this process, please contact Academic Human Resources at 333-6747. Do not respond to this email as it does not accept replies.