

Academic Professional Appointment Change Instructions

1. Login to the Administrator side of [HireTouch](#), click on the Jobs tab.

ILLINOIS HUMAN RESOURCES
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

Welcome, Test Testing | Logout

HOME APPLICANTS **JOBS** TASKS RESOURCES

My Dashboard

Display Preferences

CLOCK
Monday
March 23rd, 2009
10:49:51 AM

VIEWED JOBS

Date	Time	Title
Mar 23	10:39 AM	Asst Director - OEOA
Mar 23	10:26 AM	Appointment Change Form
Mar 10	2:12 PM	Director
Mar 10	2:12 PM	Director
Mar 5	11:26 AM	OEOA Test Job

LOCAL WEATHER
Conditions for Lakeville, MN at 10:15 am CDT
Current Conditions:
Light Rain, 43 F
Forecast:
Mon - Rain/Wind. High: 50 Low: 45
Tue - Thundershowers. High: 54 Low: 28

VIEWED APPLICANTS

Date	Time	Name
None		

Font Size: A A A

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

ILLINOIS HUMAN RESOURCES
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Welcome, Test Testing | Logout

HOME APPLICANTS **JOBS** TASKS RESOURCES

All 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

GO CLEAR

- Job Status - - Workflow - GO CLEAR

TITLE	ORG CODE	WORKFLOW TYPE	POSTING STATUS
<input type="checkbox"/> \$3 Angle Pape		Academic Professional Search	Pending
<input type="checkbox"/> \$Angle Pape		Academic Professional Search	Pending
<input type="checkbox"/> **Donna Bosch	1598129	Academic Professional Search	Closed
<input type="checkbox"/> **PAPE TEST		PAPE	Pending
<input type="checkbox"/> *Auto Test Faculty	452345	Faculty/Other Academic Search	Closed
<input type="checkbox"/> *Committee Memeber Test		Academic Professional Search	Pending
<input type="checkbox"/> *Merge Field Test Job		Appointment Change	Pending
<input type="checkbox"/> *Package Order		Academic Professional Search	Pending
<input type="checkbox"/> @Req test		Academic Professional Waiver	Pending
<input type="checkbox"/> 031109test2	1746000	PAPE	Pending

Bulk Actions -

Records 1-10 of 144 First Previous Next Last Page 1 Per Page 10

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

Add a Requisition

Choose Template

Specify Settings

Forms

Step 1. Choose a Template

AVAILABLE JOB TEMPLATES

Category:

- 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
- Faculty and Other Academic Appointment Change
- Faculty and Other Academic Search
- Faculty and Other Academic Search Waiver
- ISSS Faculty Search
- ISSS Search
- PAPE Only
- Post Doc Resrch Assoc
- Retire Rehire Approval Request

Preview:

Job Title - Department Academic Professional Appointment Change
Name:

Job Category: Academic Professional

Chart and Org Code:

Organization Name:

College Name or
Administrative Unit:

4. From Step 2 Specify the Requisition Settings, enter the following:

- 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

Forms

Step 2. Specify the Requisition Settings

Job Details > Academic Professional Appointment Change

* Title - Department Name:

Example, Asst Prof - Chemistry

Chart and Org Code:

Example: 1100000

Organization Name:

College Name or
Administrative Unit:

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

Job Related Form Packages	
Name	Description
<input checked="" type="checkbox"/> Academic Professional Appointment Change	Package includes PAPE, Appointment Change
<input type="checkbox"/> Academic Hiring Request Form Only	Package contains Academic Hiring Request only.
<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 Hiring Request	Package contains Civil Service Hiring Request form only.
<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
<input type="checkbox"/> Faculty Administrator Search Waiver	Package includes: PAPE and Search Waiver
<input type="checkbox"/> Faculty/Other Academic Appointment Change	Package includes Appointment Change form
<input type="checkbox"/> Faculty/Other Academic Search	Package includes Search and Summary Form
<input type="checkbox"/> Faculty/Other Academic Search Form	Faculty/Other Academic Search Form
<input type="checkbox"/> Faculty/Other Academic Waiver	Package includes Search Waiver form
<input type="checkbox"/> Finalist Compliance Form	Finalist Compliance Form
<input type="checkbox"/> ISSS Search	Package includes PAPE, ISSS Search, Summary Form
<input type="checkbox"/> PAPE Only	Package includes PAPE form
<input type="checkbox"/> Post Doc Resrch Assoc	
<input type="checkbox"/> Search Waiver Form	Search Waiver Form
<input type="checkbox"/> Summary	Summary
<input type="checkbox"/> Summary Form 2nd Hire	Summary Form 2 Multiple Hire
<input type="checkbox"/> Summary Form 3rd Hire	Summary Form 3 Multiple Hire
<input type="checkbox"/> Summary Form 4th Hire	Summary Form 4 Multiple Hire
<input type="checkbox"/> Summary Form 5th Hire	Summary Form 5 Multiple Hire
<input type="checkbox"/> Summary Form 6th Hire	Summary Form 6th Hire

- The Forms tab will appear for the job you just created. There are two forms inside the Academic Professional Appointment Change Package, each with a Start link. For the PAPE form, click Start.

Asst Dir - OEOA
Pending

[Properties](#) | [Candidates](#) | [Campaigns](#) | [Activity](#) | [Processes](#) | [Permissions](#) | **Forms** | [Job Prospects](#)

[Job Forms](#) | Applicant Forms

Forms added successfully

Show Job Forms

Form Name	OEOA File Number	Due Date	Status	Completed	Completion Date	Recertify	Action	Approval	Document History	Add/Remove Forms
<input checked="" type="checkbox"/> Academic Professional Appointment Change										
<input checked="" type="checkbox"/> New PAPE or Update existing greater than 3 years							Start			Remove
<input checked="" type="checkbox"/> Upload existing approved PAPE within 3 years							Start			Remove
<input checked="" type="checkbox"/> Appointment Change							Start			Remove

- Please see instructions for PAPE.

- After the PAPE has been approved you will go back to the Forms tab inside the job record. You will click the Start link for the Appointment Change.

Asst Director - OEOA
Pending

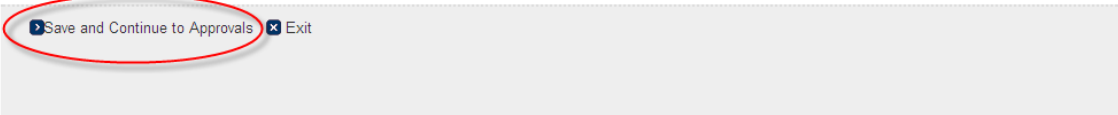
[Properties](#) | [Candidates](#) | [Activity](#) | **Forms**

[Job Forms](#)

Show Job Forms

Form Name	OEOA File Number	Due Date	Status	Completed	Completion Date	Recertify	Action	Approval	Document History	Add/Remove Forms
<input checked="" type="checkbox"/> Academic Professional Appointment Change										
<input checked="" type="checkbox"/> New PAPE or Update existing greater than 3 years				<input checked="" type="checkbox"/>	Mon, 3/23/09 at 11:18 AM	Recertify	View	Approvals	View History	
<input checked="" type="checkbox"/> Appointment Change							Start			

9. Complete the Appointment Change Form. Please see below for additional information on some of the fields.
- a. Fields with an asterisk (*) or required.
 - b. College Code – will flow through from what was entered on the PAPE form.
 - c. Org Code and College Name or Administrative Unit– will flow through from what was entered on Step 2 Specify the Requisition Settings
 - d. Please list any other department/unit employees with similar titles, duties, and/or qualifications in the department/unit – click on Add to add employees one by one - if you need to delete a row after you have entered, double click on the row and select delete.
 - e. Upload Required Documentation – to upload a document click add and enter the Name/Description of the document you are uploading, select the browse button to locate your document, and select the Document Type from the drop down list. To delete a file you uploaded, double click on the file and select delete.
 - f. Choose Save and Continue to Approvals



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

If you have questions, please contact the Office of Equal Opportunity and Access at oeoajobs@illinois.edu or call 217-333-0885 M-F 8:30 a.m. - 5:00 p.m.

10. On the Approvers Page in the Approver drop down menu to the right of each approver, select the appropriate approver and select save.

a. Please note the following:

All departments in College Code NB, as well as the GSLIS, LER, Law, and Social Work must select Provost Office for the Provost approval line. All others select OEOA Department.

Look-up Icon: Use the look-up icon to see email address. Click save to finish.

If your college/unit is using a group inbox, you will need to select the group inbox as the approver.

OEOA Appointment Change Test Workflow - OEOA
Academic Professional - Pending

Properties Applicants Campaigns Activity Processes Permissions Forms Job Prospects

Job Forms | Applicant Forms

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.

Title	Name
Affirmative Action Officer	Approver: <input type="text"/>
EEO Officer/College	Approver: <input type="text"/>
OEOAI	Approver: <input type="text"/>
OEOAII	Approver: <input type="text"/>

Save

11. Upon on saving, a notification will be sent to the first approver.

An Appointment Change Form has been sent for your approval in HireTouch for the Appointment Change Form position. Please click on the link below and follow the instructions provided to view and approve the form.

PLEASE NOTE: If you are an AA Officer you will need to select edit forms and complete the AA Officer section near the bottom of the form.

<http://uat.illinois.hiretouch.com>

Sign into HireTouch using your enterprise id and password

Click the Jobs Tab
Click Academic Professional Jobs from the Drop Down menu
Click on Appointment Change Form
Click the Blue Forms tab

To Approve and View the Form
Click Approval on the Search line
Click View at bottom
Click Approvals
Click Approve

To Edit and Approve the Form
Click Approval on the Search line
Click View
Click Edit
Edit the Form and click Save and Continue to Approvals
Click Approval
Click Approve

To Make Comments and Approve the Form Comments should be used to describe edits to the forms and to indicate when approving the form as a designee.

If your College/Unit is using a group inbox, select the inbox approval and change this to your name before approving.

Click Approval on the Search line
Click View
Click Edit
Click Comments
Click Add Comment
Add your Comment and Click Add Comment
Click Back to List
Click Back
Click Approvals
Click Approve

To Download Form or Print Form
Click Approval on the Search line
Click View
Click Download

12. The approver will login to [HireTouch](#).

- Select the Job tab from the menu.
- Click on the Job that they are approving by selecting the Appointment Professional Jobs
- Select the Forms tab
- Select Approval

Asst Director - OEOA
Pending

Properties Candidates Activity **Forms**

[Job Forms](#)

Show Job Forms

Form Name	OEOA File Number	Due Date	Status	Completed	Completion Date	Recertify	Action	Approval	Document History	Add/Remove Forms
<input type="checkbox"/> Academic Professional Appointment Change				<input checked="" type="checkbox"/>	Mon, 3/23/09 at 11:18 AM	Recertify	View	Approvals	View History	
<input type="checkbox"/> New PAPE or Update existing greater than 3 years				<input checked="" type="checkbox"/>	Mon, 3/23/09 at 11:27 AM	Recertify	View	Approvals	View History	
<input type="checkbox"/> Appointment Change				<input checked="" type="checkbox"/>	Mon, 3/23/09 at 11:27 AM	Recertify	View	Approvals	View History	

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

Testing 3 - OEOA
Academic Professional - Pending

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

[Job Forms](#) | Applicant Forms

Job Form Approval

Form Originator: Hagler, Andrew

Title	Name	Approved	Rejected	Date
Affirmative Action Officer	Andrew Hagler			
EEO Officer/College	Andrew Hagler			
Provost (when required for 2nd level review)	Provost Office			
OEOA	OEOA OEOA			

Approvers View Back Approve Reject

f. View the form and make any changes to the form by selecting Edit.

Testing 3 - OEOA
Academic Professional - Pending

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

[Job Forms](#) | Applicant Forms

View Form

Appointment Change

Please contact OEOA at 333-0885 before completing and/or submitting the Appointment Change Form for guidance on whether an Appointment Change Form is appropriate.

OEOA File Number

Job Group Code (OEOA Office Use Only):
OEOA Use Only:
G (OEOA Office Use Only):
R (OEOA Office Use Only):
College Code (2 character field): NA

Organization Code: 1433000
College Name or Administrative Unit: OEOA

Edit Approvals Comments Download

g. Edit will bring the form up and allow you to make changes. You will need to select Save and Continue at the bottom of the form.

Form

Appointment Change

OEQA File Number

OEQA File Number: [[Auto Generated Code]]

OEQA Use Only:

P

T

* College Code (2 character field):

NA

Organization Code:

1433000

Organization Display Name:

OEQA

Whom should OEQA contact for additional information?:

* Name

Heidi Johnson

* Email

johnso19@uiuc.edu

* Phone Number

3330085

Job Information

- h. At the Approvers Screen, select Approvals. The Job Form Approval screen will appear and you can Approve the form by selecting Approve, make more changes by selecting View and then Edit, or make comments to the form by selecting View and then Comments. To make comments to the form, follow the following instructions:

To Make Comments and Approve the Form: Comments should be used to describe edits to the forms and to indicate when approving the form as a designee.

Click View

Click Edit

Click Comments

Click Add Comment

Add your Comment and Click Add Comment

Click Back to List

Click Back

Click Approvals

Click Approve

- i. After all approvers have approved the form, an email will be sent to the contact saying the Appointment Change Form has been approved.

From: oeoajobs@illinois.edu
To: Johnson, Heidi
Cc:
Subject: Appointment Change Form Approved for Director

Sent: Tue 3/10/2009 2:48 PM

The Appointment Change form for Director has been approved by OEQA