

HireTouch Access Request Application for Academic and Faculty users

A new Human Resources system, HireTouch, was implemented on July 28, 2008 for Civil Service applicants, which allows applicants to apply for Civil Service positions online (replacing the previous PANDA application). This system is also used for Academic and Faculty hires on the Urbana campus. This system will allow for units to complete the PAPE form (currently a process in DART) and the forms required by the Office of Equal Opportunity and Access for searches, appointment changes and waivers, which is currently a paper process. Another element of the system is the replacement of the Employment Center with jobs.illinois.edu, which will list open positions and allow for applicants to create a profile that can be used to apply for one or many jobs.

Access requests for the HireTouch system will be a three step process.

Steps 1 & 2

For department users to view jobs in HireTouch, users will require (1) HR Org Code Access and (2) Master Employee Class access in Banner. Users who do not already have Org access through Banner will not be able to view the jobs for their units in HireTouch. In order to grant this access, Unit Security Contacts will log into the [AITS Security Application](#) and request (1) Organization access and (2) Master Employee Class access for their user for any organizations they may need access to in HireTouch. In the Security Application, these are located under HR-Pay – (1) HR Org Code Access and (2) Employee Class Access. This process must be completed before trying to request HireTouch access. Once this is done, the HireTouch profile(s) can then be requested by selecting Departmental Profiles under HR-Pay. A Quick Start Guide to Requesting Urbana HireTouch Access is attached.

Step 3

Two departmental profiles (located under HR-Pay → Departmental Profiles) have been established in the Security Application for Urbana Academic/Faculty HireTouch users: AP Dept User and Applicant Access.

AP Dept User

This profile group will allow department users with the correct organization access to 1) view jobs for their department in HireTouch; 2) fill out the PAPE form currently done in Dart; and 3) complete the electronic versions for the Office of Equal Opportunity and Access, including the Search, Appointment Change, Search Waiver, and Summary forms. Users will have no access to Candidate Data with this profile. Department users that contacted the Office of Equal Opportunity and Employment prior to March 6, 2009 will already have access to the system. To request new department access or to change/remove access, Unit Security Contacts should use the Security Application and select 'AP Dept User'.

Applicant Access

An additional profile group was created called 'Applicant Access'. This profile is used for Search Committee members as well as their support staff or others who may require access to candidate documents such as resumes and cover letters. Users will have no access to Job Related Forms (PAPE, Search, Appointment Change, Waiver, or Summary) with this profile. A comprehensive list of all Academic Professionals and Faculty members has already been given access to this profile. Any changes to this access can also be made through the Security Application.

Departments who have questions regarding HireTouch security should contact the Human Resources office for Banner Org/Employee Class access issues (Steps 1 and 2) or the Office of Equal Opportunity and Access for the HireTouch user issues (Step 3).

Academic Human Resources: (217) 265-6549

Office of Equal Opportunity and Access: (217) 333-0885