Hire Touch Approvals
https://siue.hiretouch.com/admin

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**

Approvals are done by several roles within Hire Touch. The procedures are similar. Emails are sent with step by step instructions for Approving forms in HireTouch. The actual approval process happens within the "TASKS" tab of HireTouch.
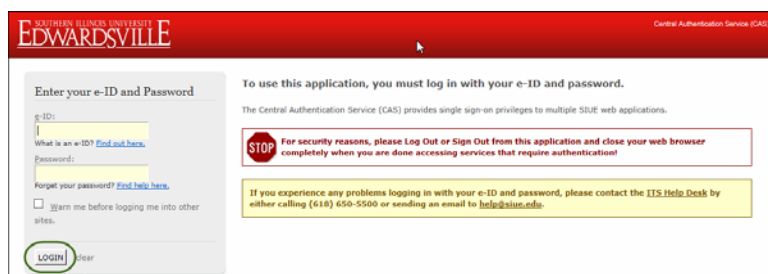
Email Notification

- Will receive an email when there is an approval required
- Follow instructions in email
- Proceed to log in for Hire Touch

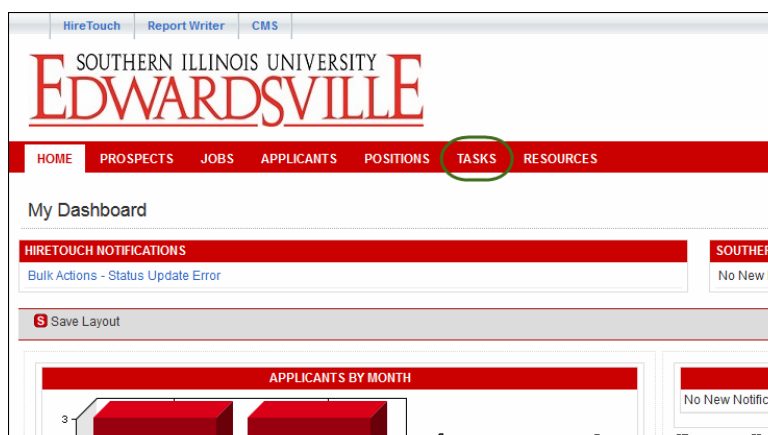*Note: Can log into Hire Touch and perform task without reviewing email.*
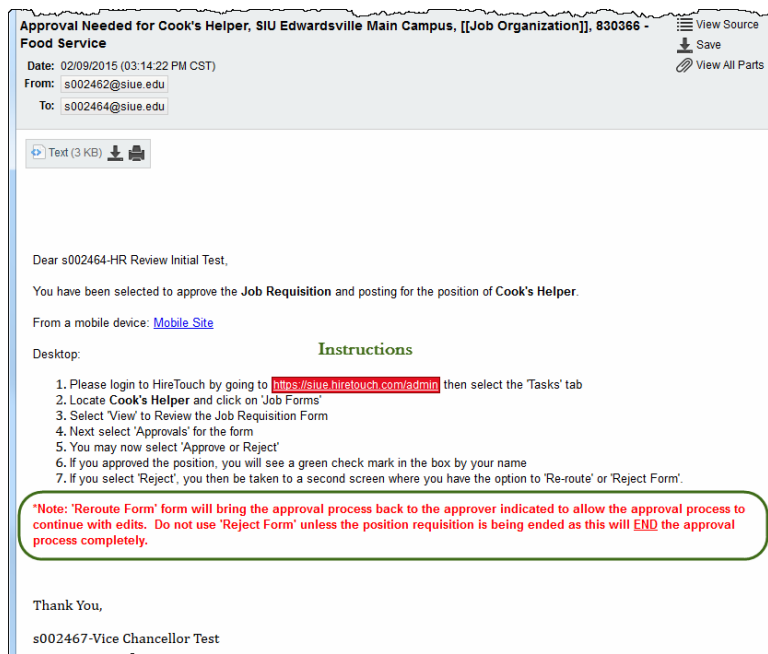
Open Hire Touch Admin

- Open browser
- Navigate to https://siue.hiretouch.com/admin
- Redirected to SIUE CAS login
- Enter e-ID
- Enter e-ID password
- Click LOGIN
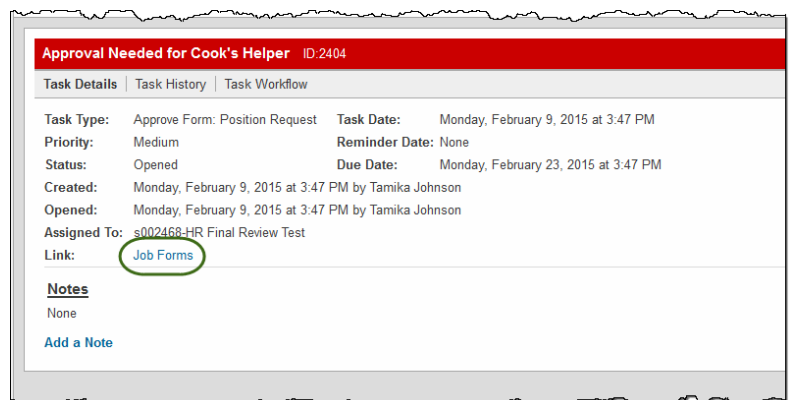

- Opens Dashboard
- Click on Tasks tab
- Opens Tasks

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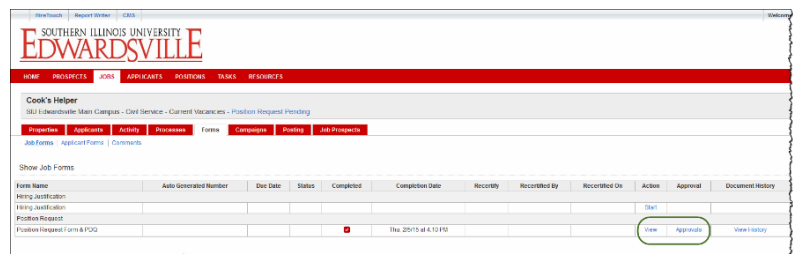**https://siue.hiretouch.com/admin**

- Lists of TASKS assigned to you will be displayed
- Select task by clicking on it

- Click on Job Forms (on the lower panel)

- Click **View** to view hiring documents prior to approving
  - PDF file opens
  - Close file when done
- Click **Approvals** to go to Job Forms Approval

- Job Form Approvals open
- Select ☑ **Approve** to approve position request
  - Green check mark will appear in Approved column
- Select ➖ **Reject** to not approve request
  - If Reject selected, select from options of Re- route or Reject Form
  - If Re-route selected, form will bring the approval process back to the indicated approver to allow process to continue with edits
  - Only use Reject Form if the position request is being ended; this selection will *END* the

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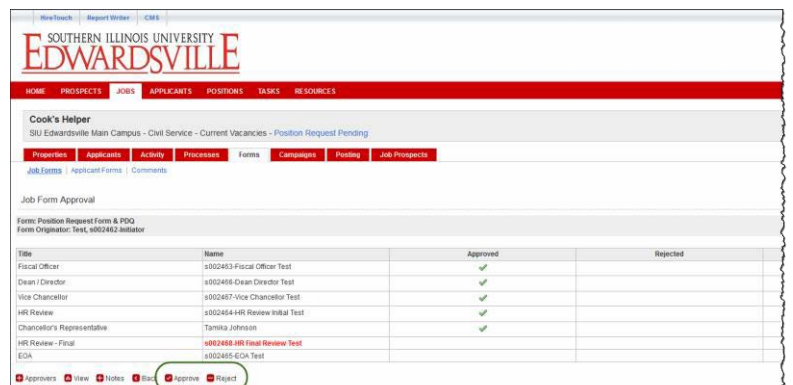
- Approval complete
- Options:
  - Click Home tab to return to Dashboard
  - Click Tasks tab to view additional tasks
  - Click Logout

Additional Resources

Phone Numbers

- Human Resources: 650-2190
- ITS Help Desk: 650-5500

Web Sites

- Human Resources Employment: http://www.siue.edu/employment
- Human Resources: http://www.siue.edu/humanresources
- ITS: http://www.siue.edu/its

Email Addresses

- ITS Help Desk: help@siue.edu
- ITS Application User Support Group: ftc_help@siue.edu