HireTouch Create New Position Request - CSEH
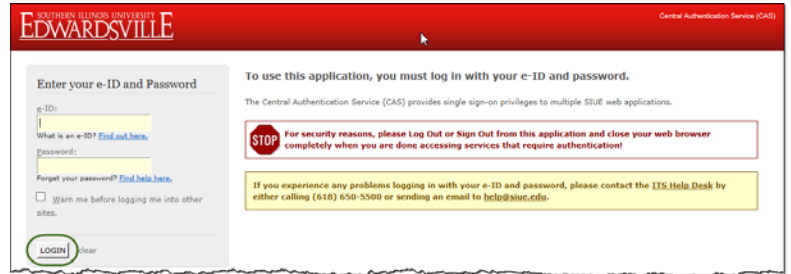**https://siue.hiretouch.com/admin**

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Hire Touch Create a New Position Request – Civil Service Extra Help

Logging In

- Open browser
- Navigate to https://siue.hiretouch.com/admin
- Redirected to SIUE CAS Login
- Enter e-ID and e-Password
- Click Login

Create Position Request

- Click JOBS Tab

- Click ➕ Create New Position Request

HireTouch Create New Position Request - CSEH
https://siue.hiretouch.com/admin
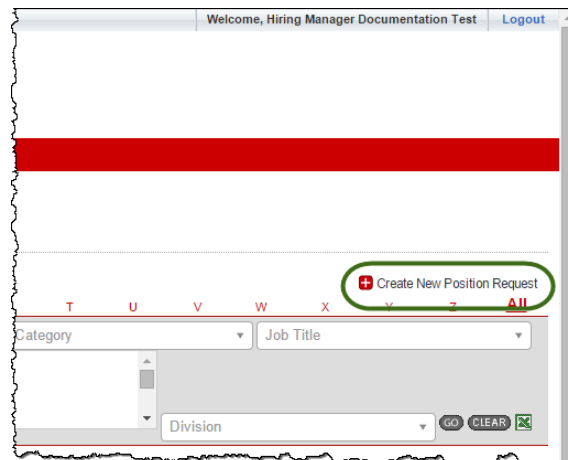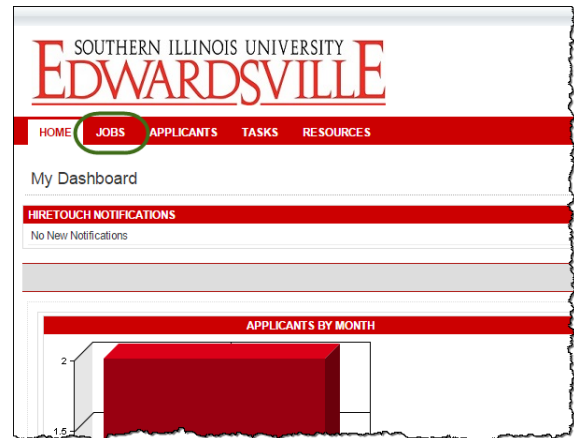
Choose Extra Help Template

- Select **Category** Drop Down

- Choose **Civil Service-Extra Help** radio button

- Click "**Continue**"

- Click "**Continue**" for Step 2 (Do not change anything)

- Click "**Continue**" for Step 3 (Do not change anything)

- Civil Service Extra Help - Request To Hire row, click **Start** in the Action column

HireTouch Create New Position Request - CSEH

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Civil Service Extra Help-Request To Hire

- Legal Name (If candidate already selected)
- Banner ID (800 #) – If Known
- Working Position Title
- Position Title (Auto Filled)
- Department (Choose from drop-down)
- Job ID (Auto assigned)
- Hiring Manager
  - Click 👤
  - Enter search criteria
  - Click on User's name
  - Click "**Select User**"
- Contact Information (For Hiring Manager)
- Enter the **HOURLY** Pay Rate

- Budget Purpose – Select from drop-down
- Percent
  - Must equal 100%
  - Use "Add Row" for multiple Budget Purposes

- Effective Start Date (Desired Start Date)
- Effective End Date (If known)
- Temporary Appointment Type (Choose from drop-down)
- Appointment %
- Incumbent SURS Retiree: Yes/No from drop-down

- Employee Classification (Completed by HR)
- Appointment Type (Completed by HR)
- Position Class Code (Completed by HR)
- Position # For NBAJOBS (Completed by HR)
- Type of Hire: New of Rehire
- Current Job Description
- Previous Job Description (If Rehire)

Justification and Submission

- Justification (Explain why this Extra Help is needed.)
- Click the "Submit" button

Approvals

- Choose the appropriate Fiscal Officer, Dean/Director, and Vice Chancellor from the drop-downs
- Click "Save & Send Task Notification" to notify the Fiscal Officer to review and approve the position request (Each approver level is automatically notified when they need to review and approve.)

Logout

- Click "Logout" at the top right corner of the HireTouch System screen

Additional Resources

Phone Numbers
- Human Resources: (618)650-2190
- ITS Help Desk: (618)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