https://siue.hiretouch.com/admin



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

Logging In

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

Click 🗄 Create New Position Request

Click Login



Create Position Request

• Click JOBS Tab

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HOME JOBS	APPLICANTS	TASKS RE	SOURCES		
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		APPLICANTS	BY MONTH		
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HireTouch Create New Position Request - CSEH

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Choose Extra Help Template

- Select Category Drop Down
- Choose Civil Service-Extra Help radio button

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

Click "Continue"

•

<u>EDWARDSVIL</u>	
HOME PROSPECTS JOBS APPLICANTS	S TASKS RESOURCES
Fill a Vacancy	
Choose Position Fill a Vacance: Step 2 Fill	a Vacancy: Stan 3
Step 1: Select Position	a vacancy. Step 5
AVAILABLE JOB TEMPLATES	Preview:
sategory. Civil Service - Extra Heip	Position Title: Civil Service Extra Help
Search: Job Template Title	Job Category: Civil Service - Extra Help
Civil Service Extra Help	Job Function:
2	Employee Class Code:
	Employee Class Description: CS Extra Help No Benefits
	Primary Purpose of Position:
	Minimum Acceptable Qualifications:
	Appointment Type:
	Skill Code:
	Probationary Period:
	FLSA Exemption Status:
Back D Continue	Salary Type:
Bound Boomman	

HOME JOBS APP	LICANTS TASKS	RESOURCES	_	
Fill a Vacancy				
Choose Position Fill	a Vacancy: Step 2	III a Vacancy: Step	3	
Sten 7: Job Settings				
DO NOT ALTER THIS PAG	E, click continue.			
Job Details > Account Techn	ician I			
Additional Information				
Back to Template	inue			

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

HOME	PROSPECTS	JOBS	APPLICANTS	POSITIONS	TASKS	RESOURCES	SETUP
Fill a	Vacancy						
Choose	Position Fill	a Vacanc	y: Step 2 Fill a	Vacancy: Step	3		
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orms are	pre-selected. DO N	IOT ALTER	THIS PAGE				
Back to	Settings	nue					

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

HOME PROSPECTS JOBS APPLIC	ANTS POSITIO	240 L	NSKS HES	JOURGES SETUP						
Civil Service Extra Help										
Civil Service - Extra Help										
Properties Applicants Applicant	Review Activi	ity P	Tocesses	Permissions Form	Campaigns Posting	Job Prospects	Positions			
Job Forms Applicant Forms										
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HireTouch Create New Position Request - CSEH

Cîvîl Servîcê Extra Help - Request To Hire

andidates may not start work until the Criminal Background Check and the Drug & Alcohol Screen are a

Consent Reminder

Section 1 - Request

anner ID (If known) orking Position Title

EH Pay Amount (Enter the HOURLY Rate

If multiple Budget Purpose #s are needed

ition Title

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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
 - o Click 🚳
 - o Enter search criteria
 - o 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
 - o 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 dropdown

1		~~~~		
	Effective Start Date for this appointment			
	Effective End Date for this appointment			
	"Temporary Appointment Type			
	"Appointment %			
		If Full-Te	ne, Ist 100%. If Part-Time	e, fot appropriate %.
	Is the incumbent a retiree as defined by the State University Retirement System?			

- 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)





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Justification and Submission

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



<u>Approvals</u>

- Choose the appropriate Fiscal Officer, Dean/Director, and Vice Chancellor from the dropdowns
- 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.)

Job Forms Applicants Activity	Processes Permissions For	ns Applicant Review Campaigns Posting Job Prospects	Positi
		Job questions saved successfully	
Approvers			
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The "Save Approvers Only" bullon saves approval ord		ne neu approve.	
The "Save Approvers Only" button saves approval or Title		Name	
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The "Save Approvers Only" builton saves approval on Title Iscal Officer Iean / Director fice Chancellor	Approver Approver Approver	Name	



<u>Logout</u>

• 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: <u>http://www.siue.edu/employment</u>
- Human Resources: <u>http://www.siue.edu/humanresources</u>
- ITS: <u>http://www.siue.edu/its</u>

Email Addresses

- ITS Help Desk: <u>help@siue.edu</u>
- ITS Application User Support Group: ftc_help@siue.edu