

HireTouch Create New Position Request - CSEH

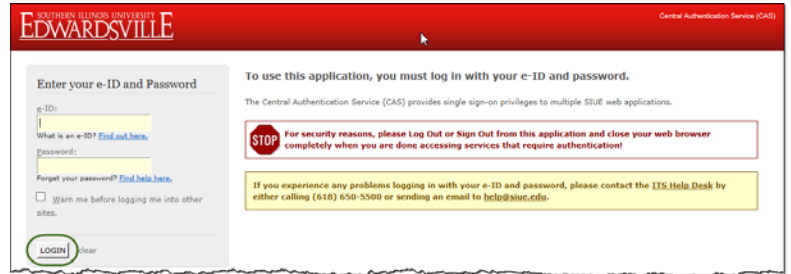
<https://siue.hiretouch.com/admin>



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

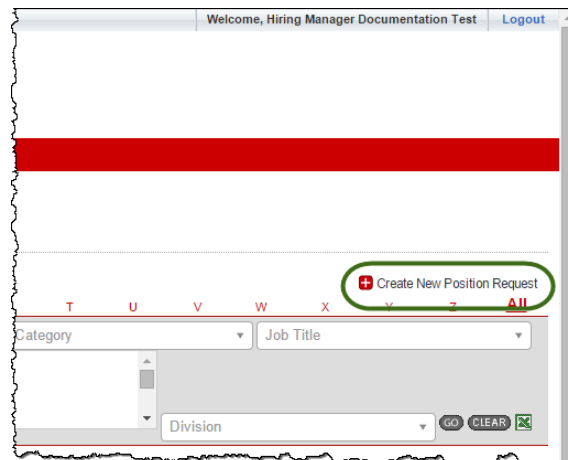
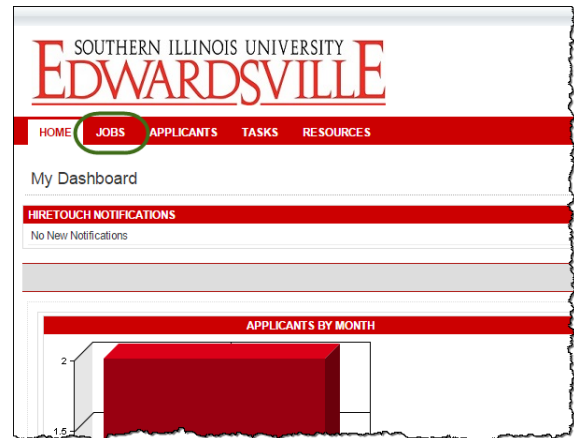
Logging In

- 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



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<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

Form Name	Date Due	Status	Completed	Completion Date	Recently (Edit & Re-submit for Approvals)	Recertified By	Recertified On	Action	Approval	Document History
<input checked="" type="checkbox"/> CS Extra Help										
<input checked="" type="checkbox"/> Civil Service Extra Help - Request To Hire								Start		

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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

Budget Purpose	Distribution %
22627 - RETENTION	100 %
Totals	100%

Note: A blue box highlights the 'Add Row' button and a note says 'If multiple Budget Purposes are needed'. Blue arrows point to the 'Add Row' button and the 'Distribution %' column.

- 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)

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Justification and Submission

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

Section 3 - Justification to Fill Position
Justification To Fill Position

Provide a brief summary of the need for this position and the anticipated value brought to the Department as a result of filling the position.

Submit Save Exit

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.)

HOME PROSPECTS JOBS APPLICANTS POSITIONS TASKS RESOURCES SETUP

Extra Help Clerical/Secretarial
Civil Service - Extra Help - Position Request Pending

Properties Applicants Activity Processes Permissions Forms Applicant Review Campaigns Posting Job Prospects Positions

Job Forms Applicant Forms Comments

Job questions saved successfully

Approvers
The "Save Approvers Only" button saves approval order and will NOT send the task notification to the next approver.

Title	Name
Fiscal Officer	Approver: [dropdown]
Dean / Director	Approver: [dropdown]
Vice Chancellor	Approver: [dropdown]
HR Extra Help	Approver: Parmester, Jeanette

Save & Send Task Notification Save Approvers Only Edit Approvers

Logout

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

Welcome, Hiring Manager Documentation Test

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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