Authorization To Hire - Requester
• Completes Form
• Submits Request
• Receives Email Notifications Throughout Approval Process
Form Information

Please select the reason for this request

- Required Fields = Asterisk
- Arrow = Dropdown Fields (Select From List)
- Tab = Populated Fields From PeopleSoft
Each request is individually numbered with a date and time stamp.

Select the hiring exception reason from the list.
Requestor Information

Select Campus From Dropdown List
Enter Employee ID number & tab
Your information will be automatically filled-in
Enter your 7-digit phone number (no area code)
Belknap or Shelby Campus

If Belknap or Shelby Campus, select from list

Select From Dropdown List College/School/Division

Approver / Reviewer Populates Automatically
Health Sciences Campus

If Health Sciences Campus, select from list

Select “Yes or No”

Health Sciences Campus Requests Automatically Route To Approvers
Position Information Details

Select Position Category From Dropdown List

Select Position Type From Dropdown List

Your Information Will Be Automatically Filled-in For Department And Dept. #

*You can change these if it is for a different department*
**Existing Vacant Position**

- **If Existing Vacant Position**
  - Enter PCN
  - Enter Full Time Equivalency %
  - Enter Salary
  - Answer Reclass Question
  - If Yes, Add Title & Grade
  - Answer Coverage

- **Fields Will Populate**
New Vacant Position

**Position Information**

- **Position Category**: STAFF
- **Position Type**: NEW POSITION
- **Department**: HSC SHARED SERVICES
- **Department ID**: 4010500123
- **Position Title**: Enter Proposed Title
- **Full Time Equivalency %**: Enter Full Time Equivalency %

**New Position**

- **Projected Salary Amount**: Enter Salary

Details

If New Position

Fields Populated Based On Your Department
Upload Relevant Documents

Please check box(s) to indicate what documents are uploaded and attach all relevant information.

- Organizational Chart
  (current, up to Dean/VP level, including direct reporting relationships)
- Job Description Form
  (updated with appropriate signatures)
- Job Advertisement Description

Attachments
Authorization to Hire - Supporting Docs

Revised Documents
Checkbox for revised documents option.

Attach
Select Document
Open
Funding Source(s)

☑ Check Any That Fund This Position

<table>
<thead>
<tr>
<th>General Fund Categories</th>
<th>Selected Funding Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ General Funds – UXXXX</td>
<td>☐ U of L Foundation – UXXXX</td>
</tr>
<tr>
<td>☐ Program Budgets – 1XXXX</td>
<td>☐ Cardiovascular Institute VXXXX</td>
</tr>
<tr>
<td>☐ Other General Funds – 3XXXX</td>
<td>☐ Metropolitan College – Y0XXX</td>
</tr>
<tr>
<td>☐ Auxiliaries – 4XXXX</td>
<td>☐ Endowments – EXXXX</td>
</tr>
<tr>
<td>☐ Service Centers – SXXXX</td>
<td>☐ Gifts – GXXXX</td>
</tr>
<tr>
<td>☐ General Inst. Expense – X0XXX</td>
<td>☐ Athletics – AXXXX</td>
</tr>
<tr>
<td>☐ Research Incentive Grants – 5XXXX</td>
<td>☑ Clinics – CXXXX</td>
</tr>
<tr>
<td></td>
<td>☐ Academic Support Programs – PXXXX</td>
</tr>
<tr>
<td></td>
<td>☐ Hospitals – HXXXX</td>
</tr>
<tr>
<td></td>
<td>☐ Residual Funds, Sponsored Funds – DXXXX</td>
</tr>
<tr>
<td></td>
<td>☐ Agency Funds – Y1XXX</td>
</tr>
<tr>
<td></td>
<td>☐ Dental Faculty Practice Plans – Y2XXX</td>
</tr>
<tr>
<td></td>
<td>☐ Other Programs – ZXXXX</td>
</tr>
<tr>
<td></td>
<td>☐ Faculty Start-Up Funds – F1XXX</td>
</tr>
<tr>
<td></td>
<td>☐ Facilities Enhancement – FXXXX</td>
</tr>
<tr>
<td></td>
<td>☐ Research Scholars – X3XXX</td>
</tr>
<tr>
<td></td>
<td>☐ Sponsored Programs – GBXXXXX, GNXXXX</td>
</tr>
<tr>
<td></td>
<td>☐ Research Incentive Funds – RXXXX</td>
</tr>
</tbody>
</table>
## Funding Source(s)

Use the "Add" button to access funding source(s) input fields.

<table>
<thead>
<tr>
<th>Funding Sources/ Speedtype</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05555</td>
<td>$100000.00</td>
</tr>
<tr>
<td>V4444</td>
<td>$0.00</td>
</tr>
<tr>
<td>C2323</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Remove

*Continue to Add Until All Funding Sources are Included for Position*

Notice Funding Total MUST Match Projected Salary

**Projected Salary Amount MUST Match Total Funding**

<table>
<thead>
<tr>
<th>Total Funding Amount</th>
<th>Projected Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000.00</td>
<td>123000.00</td>
</tr>
</tbody>
</table>

Notice Funding Total MUST Match Projected Salary
# Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>By what date does this hire need to be made and why?</td>
<td></td>
</tr>
<tr>
<td>How does this position add value in supporting the University’s strategic initiatives?</td>
<td></td>
</tr>
<tr>
<td>What is the critical harm if the position is not filled?</td>
<td></td>
</tr>
<tr>
<td>Will funding or revenue be affected if this position is not filled?</td>
<td></td>
</tr>
<tr>
<td>Explain why the position needs to be created or refilled. Please address the following: Could other employees be reassigned to cover this role? Are there others in the department who currently (or who could) perform these same tasks? Have process improvement opportunities been explored to streamline current operations?</td>
<td></td>
</tr>
<tr>
<td>Are there other position vacancies within your department? If yes, please list them and then indicate the priority of filling this position relative to the other position(s).</td>
<td></td>
</tr>
<tr>
<td>Provide any other details that may assist with making this determination.</td>
<td></td>
</tr>
</tbody>
</table>
Job Advertisement

Complete Job Advertisement Information

Submit To Complete
Errors Submitting Form

Review Form To Find Field *(highlighted in red)*
(usually it is because required field is not entered)

1. Select OK

2. Required Field Not Entered

3. Attach Document(s)
Resubmit Form After Correcting

4 Submit Form Again

5 Save Form Message

The form is being saved.
You’ve Got Mail!

Email Sent From onbase@louisville.edu

Authorization to Hire Staff - Request 43 Submitted by SHERRY ROARK (HSC SHARED SERVICES)

To SLROAR01@LOUISVILLE.EDU

Fri 12/9/2016 2:50 PM
onbase@louisville.edu

Dear SHERRY

The Authorization to Hire Staff Request for the Director position has been sent to the Dean/VP for DELPHI CENTER for review. You will be notified as soon as a decision has been made. If he/she requires additional information, he/she will contact you.

Thank You

Note: You will be sent approval emails throughout the approval process.
If Changes Are Needed

Sun 12/11/2016 12:12 PM
onbase@louisville.edu
Authorization to Hire Staff - Request 46 Submitted by SHERRY ROARK (HSC SHARED SERVICES)

To       SLROAR01@LOUISVILLE.EDU

Dear SHERRY,

The Dean / VP Approver has requested the following changes be made

1. Changes Needed From Dean/VP Approver

2. Use Link to Access Form

Use this link to make the requested changes for the Director position.

https://onbase.louisville.edu/onbase/docpop/formpop.aspx?
docid=8367630&chksum=bb8811758939382e00650f14798fa741d21fd1d0bf512c84d543efaa7a9dd2bc

Thank You
Make Changes Needed

1. If Completed Review
2. Select "SUBMIT"
3. Window Automatically Closes

Form Saves
Problem Viewing Form

1. Form Doesn’t Look Right (no background or logo)
2. Close Browser and All Tabs
3. Re-open Form from Email Link
Thu 12/15/2016 1:32 PM

onbase@louisville.edu

Authorization to Hire Staff - Request 69 Submitted by SHERRY ROARK (HSC SHARED SERVICES)

To 3LOAR03@LOUISVILLE.EDU

Dear SHERRY

Thank you for making the necessary edits. The Authorization to Hire Staff Request for the Director position has been sent back to the Dean / VP Approver.

Thank You
Dear SHERRY ROARK,

The Authorization to Hire Staff Request for the position has been reviewed and approved by the Dean/VP Approver. The request has been forwarded to Budget, Compensation and Position Management for a final review. Please do not initiate a job posting for the position until you receive confirmation from Compensation and Position Management that you are approved to proceed.

Thank You,

All position requests must be approved via this process. Please do not send documentation separately (without the system approval) to Compensation or Employment.