



UNIVERSITY OF
LOUISVILLE®

Authorization To Hire - Requester



Requestor

- Completes Form
- Submits Request
- Receives Email Notifications Throughout Approval Process

Form Information

Please select the reason for this request *



Required Fields = Asterisk

select...



Arrow = Dropdown Fields (Select From List)



Tab = Populated Fields From PeopleSoft

Requestor Information & Hiring Exception Reasons

Authorization to Hire



Request Information

Request Date

06/27/2017 09:59:40 AM

Request #

1307

← Each request is individually numbered with a date and time stamp.

New hires are limited to the following exception reasons at this time.

Please select the reason for this request *

select...

← Select the hiring exception reason from the list

- Instructional Coverage
- Safety & Security
- Essential Patient Care
- Compliance & Regulatory
- Contractual Obligation

Requestor Information

Requestor Information

Requestor Campus *

BELKNAP CAMPUS



← Select Campus From Dropdown List

Requestor Employee ID *

5555555

← Enter Employee ID number & tab



Requestor First Name

SHERRY

Requestor Middle Name

LYNN

Requestor Last Name *

ROARK

} Your information will be automatically filled-in

Requestor Position Title

SYS MGR

Requestor Email Address *

SLROAR01@LOUISVILLE.EDU

Requestor University Phone#

← Enter your 7-digit phone number (no area code)

Requestor

Belknap or Shelby Campus

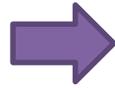
Requestor Information

Requestor Campus *

BELKNAP CAMPUS

← If Belknap or Shelby Campus, select from list

Select From Dropdown List
College/School/Division



College/School/Division *

ACADEMIC PLANNING AND ACCOUNTABILITY
ARTS & SCIENCES
ATHLETICS
COLLEGE OF BUSINESS
COLLEGE OF EDUCATION & HUMAN DEVELOPMENT
COMMUNITY ENGAGEMENT
DELPHI CENTER

College/School/Division *

ARTS & SCIENCES

Reviewer's Email

BMBURK01@LOUISVILLE.EDU

Approver Email Address

KKLEON02@LOUISVILLE.EDU

Reviewer's Email

MTWARR01@LOUISVILLE.EDU

Reviewer's Email



Approver / Reviewer
Populates
Automatically



Requestor

Health Sciences Campus

Requestor Campus *

HEALTH SCIENCES CAMPUS



If Health Sciences Campus, select from list

Will this position generate ULP Clinical revenue? *

NO



Select "Yes or No"

Health Sciences Campus Requests Automatically Route To Approvers



Requestor

Position Information Details

Position Information

Position Category *

	▼
STAFF	▼
FACULTY	▼
PART TIME LECTURER	
TEMPORARY	

Select Position Category From Dropdown List

Position Type *

	▼
EXISTING VACANT POSITION	
NEW POSITION	

Select Position Type From Dropdown List

Department

HSC SHARED SERVICES

Department ID

4010500123

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

You can change these if it is for a different department



Requestor

Existing Vacant Position

Position Information

Position Category *
STAFF x

Position Type *
EXISTING VACANT POSITION

Department
HOUSING AND RESIDENCE LIFE

Department ID
2230000072

Position Title *
ASSOC DIR

Incumbent Name
TEST,KATIE ROARK

Incumbent Last Day
12/3/2015

Full Time Equivalency %
[]

← If Existing Vacant Position

} Fields Will Populate

← Enter Full Time Equivalency %

Existing Vacant Position

PCN *
00003194

Position Status
A

Grade
EG

Projected Salary Amount *
[]

← Enter PCN

← Enter Salary

Are you reclassifying the existing PCN? *
YES

Proposed Reclassified Title
[]

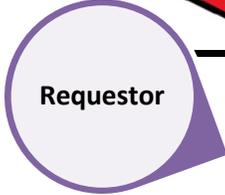
Proposed Pay Grade
[]

If vacant, how have the duties been covered?
[]

← Answer Reclass Question

} If Yes, Add Title & Grade

← Answer Coverage



New Vacant Position

Position Information

Position Category *

Position Type *

← If New Position

Department

Department ID

} Fields Populated Based On Your Department

Position Title *

← Enter Proposed Title

Full Time Equivalency %

← Enter Full Time Equivalency %

New Position

Projected Salary Amount *

← Enter Salary

If new position, provide details for funding



Details



Requestor

Upload Relevant Documents

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

Check Documents Uploaded

- 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 *

Attach Authorization to Hire - Supporting Docs



Attach

Revised Documents

Checkbox for revised documents option.



Select Document

Open

Requestor

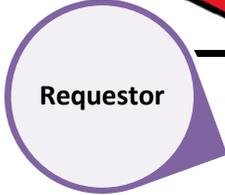
Funding Source(s)

Check Any That Fund This Position

Funding Source Type (select all that are necessary)

General Fund Categories

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> General Funds - 0XXXX  <input type="checkbox"/> Program Budgets - 1XXXX <input type="checkbox"/> Other General Funds - 3XXXX <input type="checkbox"/> Auxiliaries - 4XXXX <input type="checkbox"/> Service Centers - 5XXXX <input type="checkbox"/> General Inst. Expense - X0XXX <input type="checkbox"/> Research Incentive Grants - 5XXXX | <ul style="list-style-type: none"> <input type="checkbox"/> U of L Foundation - UXXXX <input checked="" type="checkbox"/> Cardiovascular Institute VXXXX  <input type="checkbox"/> Metropolitan College - Y0XXX <input type="checkbox"/> Endowments - EXXXX <input type="checkbox"/> Gifts - GXXXX <input type="checkbox"/> Athletics - AXXXX <input checked="" type="checkbox"/> Clinics - CXXXX  <input type="checkbox"/> Academic Support Programs - PXXXX <input type="checkbox"/> Hospitals - HXXXX | <ul style="list-style-type: none"> <input type="checkbox"/> Residual Funds, Sponsored Funds - DXXXX <input type="checkbox"/> Agency Funds - Y1XXX <input type="checkbox"/> Dental Faculty Practice Plans - Y2XXX <input type="checkbox"/> Other Programs - ZXXXX <input type="checkbox"/> Faculty Start-Up Funds - F1XXX <input type="checkbox"/> Facilities Enhancement - FXXXX <input type="checkbox"/> Research Scholars - X3XXX <input type="checkbox"/> Sponsored Programs - GBXXXXXX, GNXXXXXX <input type="checkbox"/> Research Incentive Funds - RXXXX |
|---|--|---|



Funding Source(s)

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

Funding Source(s)		Add
Funding Sources/ Speedtype	Amount	
<input type="text" value="05555"/>	<input type="text" value="\$100000.00"/>	<input type="button" value="Remove"/>
<input type="text" value="V4444"/>	<input type="text" value="\$0.00"/> x	<input type="button" value="Remove"/>
<input type="text" value="C2323"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Remove"/>

Select Add

Continue to Add Until All Funding Sources are Included for Position

Projected Salary Amount MUST Match Total Funding

Total Funding Amount	Projected Salary
<input type="text" value="100000.00"/>	<input type="text" value="123000.00"/>

Notice Funding Total MUST Match Projected Salary



Requestor

Questions

By what date does this hire need to be made and why?

How does this position add value in supporting the University's strategic initiatives?

What is the critical harm if the position is not filled?

Will funding or revenue be affected if this position is not filled? Describe how and provide an estimate of the impact.

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?

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).

Provide any other details that may assist with making this determination.

Answer All
Questions



Requestor

Job Advertisement

Complete Job
Advertisement
Information

Job Advertisement Information

How many days for advertisement to run? (minimum of 10 days)

Hiring Committee Members (if underutilized position)

Where Should the Ad Run?

- NACUBO
- The Chronicle of Higher Education
- Inside Higher Education
- Other

Advertisement Speedtype

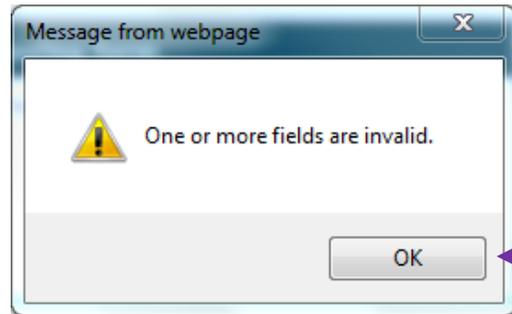
Criminal Background Check Speedtype

Submit

Submit To Complete



Errors Submitting Form



1 Select OK

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



2 Required Field Not Entered



3 Attach Document(s)



Requestor

Resubmit Form After Correcting

Submit

4

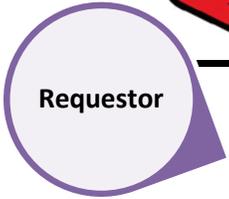
Submit Form Again

Saving form

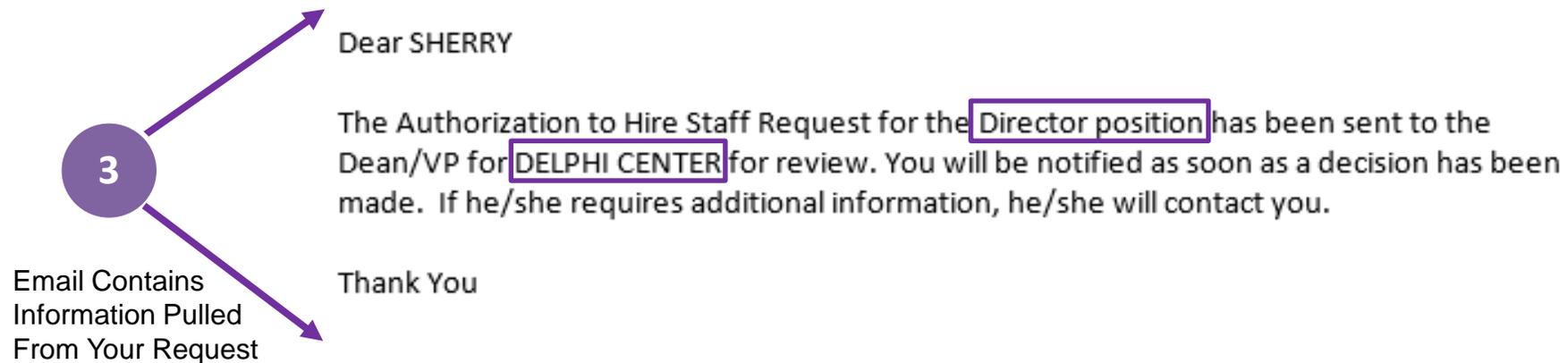
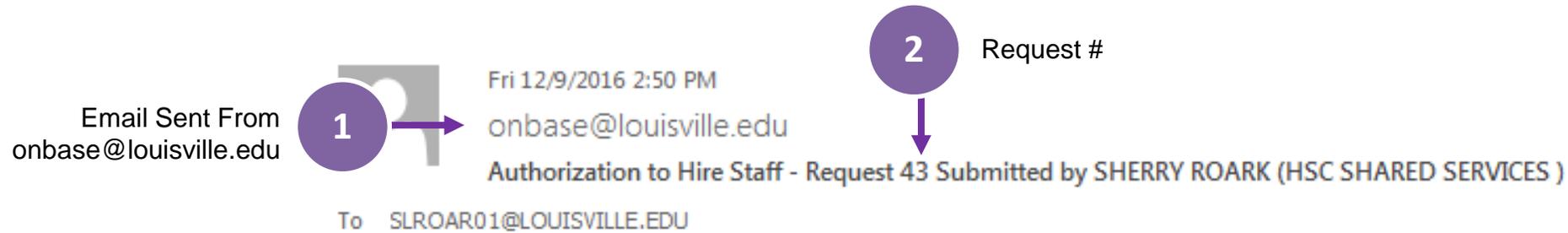
The form is being saved.

5

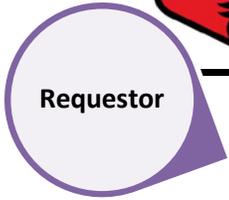
Save Form Message



You've Got Mail!



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

test

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



Requestor

Make Changes Needed

1

I have made the requested changes. *

Submit

Window Automatically Closes

2

Select "SUBMIT"
If Completed Review

Saving form

The form is being saved.

3

Form Saves



Requestor

Problem Viewing Form

12/15/2016 - HSC SHARED SERVICES - EXISTING VACANT POSITION - DIRECTOR - - Internet Explorer

https://onbase.louisville.edu/onbase/docpop/formpop.aspx

Documents

12/15/2016 - HSC SHARED SERVICES - EXISTING VACANT POSITION - DIRECTOR -

Authorization to Hire Staff

Request Information

Request Date: 12/15/2016 12:48:52 PM Request #: 69

Requester Information	Position Information
<p>Campus * BELKNAP CAMPUS <input type="checkbox"/></p> <p>Employee ID 1234567</p> <p>First Name SHERRY</p> <p>Middle Name LYNN</p> <p>Last Name ROARK</p> <p>Position Title SYS MGR</p> <p>Email Address SLROAR01@LOUISVILLE.EDU</p> <p>University Phone#</p>	<p>Position Type * EXISTING VACANT POSITION <input type="checkbox"/></p> <p>Department HSC SHARED SERVICES</p> <p>Department ID 4010500123</p> <p>Position Title * DIRECTOR</p> <p>Full Time Equivalency % 100</p>

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)

Attachments (1)

Authorization to Hire - Supporting Docs *
[Supporting Documents - 12/15/2016 - HSC SHARED SERVICES - EXISTING VACANT POSITION - DIRECTOR -](#)
 Attach Authorization to Hire - Supporting Docs...

1

Form Doesn't Look Right (no background or logo)

3

Re-open Form from Email Link

2

Close Browser and All Tabs



Requestor

Changes Made Notification



Thu 12/15/2016 1:32 PM

onbase@louisville.edu

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

To: SLROAR01@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



Requestor

Approved Notification



Thu 12/15/2016 1:34 PM

onbase@louisville.edu

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

To: SLROAR01@LOUISVILLE.EDU

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.