

# Requisition- Creating the RTF

---

Please make sure to request user permissions from either John Young or Kelly Hoovler before creating the RTF.

1. Go to [umaine.hiretouch.com/admin](http://umaine.hiretouch.com/admin)

**Enter Username**

**Enter Password**

2. Click the **Jobs Tab**

3. Click **Add Requisition**

4. Find your template within the list of template options.

*A. Step 1: Choose Template and Click Continue*

*B. Step 2: Verify Correct Template and Click Continue*

*C. Step 3: Review forms attached to the Requisition and Click Continue*

HOME PROSPECTS APPLICANTS **JOBS** RESOURCES SETUP

\*All Jobs 2

+ Add Requisition 3

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Search    - Job Title -  - Department -  - Job Status -  - Location -

TITLE ▼      JOB ID   POSITION MGMT #   DEPARTMENT   CATEGORY   LOCATION   JOB STATUS   OPEN DATE   CLOSED DATE   JOB APPROVAL   HIRE PRG

<input type="checkbox"/>	Academic and Career Exploration Advisor	18213		Explorations	Salaried	Closed				Approved	
--------------------------	---	-------	--	--------------	----------	--------	--	--	--	----------	--

Step 1: Choose a Template

**AVAILABLE JOB TEMPLATES**

Category: - All Categories -

Department: - All Departments -

Search: Job Template Title

- Temporary Accounting Support Specialist CL 2 (Confidential)
- Temporary Food Service Assistant (Utility Worker)
- Temporary Food Service Technician CL 1 (Culinary Associate)
- Temporary Food Service Technician CL 2 (Cook)
- Temporary Food Services Supervisor
- Test - Accounting Support Specialist JY
- testing forms
- Testing- New Forms

4

**Preview:**

Position Title: Testing- New Forms

Position Type: Hourly

Division: Financial Services

Department: Human Resources

Purpose: Position serves as the point person in the School of Food and Agriculture and provides purchasing, account reconciliation and additional accounting/bookkeeping functions for SFA.

Essential Duties & Responsibilities: Employee performs bookkeeping and administrative work relating to accounts receivable, accounts payable and purchasing. Communicates with vendors, contractors, and customers. Processes Human Resource forms, travel forms and tracks faculty E&G and MAFES base-budgeted purchasing.

Reports to (Title): Director of School of Food and Agriculture

Knowledge, Skills & Qualifications: Knowledge of customer service principles and experience providing exemplary customer service. Knowledge of office procedures and equipment with demonstrated experience using computers and related software applications such as Microsoft Word and Excel. Knowledge and experience of general budgeting, accounting and bookkeeping principles. Knowledge and experience with procurement. Experience working independently, exercising sound judgment, handling multiple tasks effectively and prioritizing work. The ideal candidate will also have a demonstrated ability to work collaboratively and learn quickly in a fast paced, team-oriented environment as well as a willingness to adapt positively to change. Experience or familiarity with MaineStreet or other financial systems preferred. Appropriate background checks will be required.

Other Information:

Work Schedule: M-F 8am to 4:30pm

Salary Band/Wage: 12.20

Band and Hourly Rate:

Shift Differential:

Length of Fiscal Year (12 Months)

A

**Add a Requisition**

Step 2. Please verify correct Template is selected

Job Details > Testing- New Forms

Position Title:

Additional Information

B

Step 3. Attach Forms to the Requisition

Forms have been pre-selected  
**Do Not Make Changes. Click "Continue" below to move to the next page**

**Applicant Related Form Packages**

Name
<input checked="" type="checkbox"/> Background Consent
<input checked="" type="checkbox"/> Employment Application
<input checked="" type="checkbox"/> Job Offer Form
<input checked="" type="checkbox"/> Onboarding Package

**Job Related Form Packages**

Name
<input checked="" type="checkbox"/> Position Forms

C

# Requisition- Creating the RTF

## 5. Under **Action**, click **Start**

Forms added successfully												
Show Job Forms												
Form Name	Auto Generated Number	Due Date	Status	Completed	Completion Date	Recertify	Recertified By	Recertified On	Action	Approval	Document History	+ Add/Remove Fo
<input type="checkbox"/> Position Forms												
<input type="checkbox"/> Request to Fill Form									Start	5		Remove

6. In *Job Details*, fill in the information that wasn't pulled from the job template.


Position Title:	Testing- New Forms
Position Category:	Hourly
Position #:	<input type="text"/>
Department:	Human Resources
*Division:	Financial Services
# of Months if not 12:	<input type="text"/>
Length of Appointment:	Fiscal Year (12 Months)
Salary Band/Wage Band and Hourly Rate:	12.20
Job ID:	18649
Discipline codes (Faculty):	<input type="text"/>
Position Type	Ongoing
Dynamic Group (If Applicable):	<input type="text"/>
Fixed Length Start Date:	<input type="text"/> Today
Fixed Length End Date	<input type="text"/> Today
Supervisors Name:	<input type="text"/>
Reason for Request:	- Select -
If this is a replacement please answer the following:	
Reason for leaving:	- Select -
Date leaving/left:	<input type="text"/> Today
Person being replaced:	<input type="text"/>
Please briefly discuss the nature of this position as it relates to meeting your ongoing departmental needs and indicate if any additional financial obligations will be created if this position is approved:	<input type="text"/>

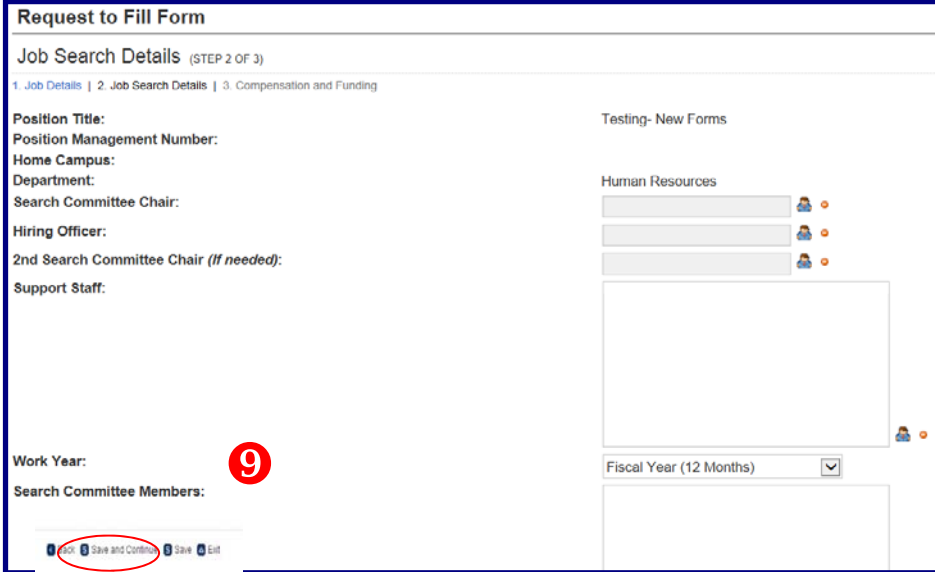
Save and Continue Save Exit

*\* The Position Number should not blank. If the position number is not available prior to approval, the HRP will request a new position number from Payroll **before** approving the RTF. Please keep in mind that there may be a delay from when the request is made until the position number is created.*

## 7. Click **Save and Continue**

# Requisition- Creating the RTF

8. You will be directed to *Job Search Details*, the second part of the RTF. In this section, please make sure to identify the Chair, Hiring Officer, Support Staff and Search Committee Members by clicking  icon.



**Request to Fill Form**

Job Search Details (STEP 2 OF 3)



1. Job Details | 2. Job Search Details | 3. Compensation and Funding



Position Title: Testing- New Forms



Position Management Number:


Home Campus: Human Resources

Department:

Search Committee Chair:  

Hiring Officer:  





2nd Search Committee Chair (If needed):  

Support Staff: 

Work Year: **9**

Fiscal Year (12 Months):

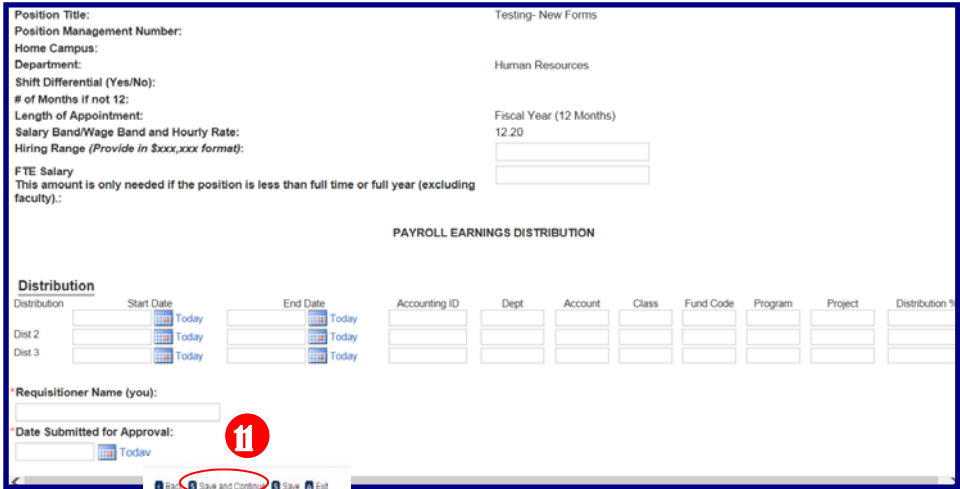
Search Committee Members:

9. Click **Save and Continue**

10. In the Compensation & Funding section, please fill out the Hiring Range, FTE Salary (if applicable) and the Distribution. Make sure to enter your name as the “requisitioner” and date.

11. Click **Save and Continue**



Position Title: Testing- New Forms

Position Management Number:

Home Campus: Human Resources

Department:

Shift Differential (Yes/No):

# of Months if not 12:

Length of Appointment:

Salary Band/Wage Band and Hourly Rate: Fiscal Year (12 Months) 12.20

Hiring Range (Provide in \$xxx,xxx format):

FTE Salary:





This amount is only needed if the position is less than full time or full year (excluding faculty):

**PAYROLL EARNINGS DISTRIBUTION**

Distribution	Start Date	End Date	Accounting ID	Dept	Account	Class	Fund Code	Program	Project	Distribution %
Dist 2	<input type="text"/> Today	<input type="text"/> Today	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dist 3	<input type="text"/> Today	<input type="text"/> Today	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Requisitioner Name (you):

\*Date Submitted for Approval:  Today **11**

# Creating the RTF- Adding Approvers

1. Once you have completed the third step of the RTF (Compensation & Funding) and click **Save & Continue**, you will be directed to the **Approver** screen.

Title	Name
Human Resources	Approver: <input type="text"/>

Save Approvals Edit Approvers

2. If more than one approver will be in the approval chain, click **Edit Approvers**.

Approver Positions

Form Approvers: Available

- Chair
- Chief Finance Officer
- Chief Officer
- Chief Operating Officer
- Dean
- Director
- Director of EEO
- Div/Unit Financial Mgr.
- HR Liason
- Manager of Compensation
- President
- President's Council

Selected

- Human Resources

Save Close

3. In this screen, you will select the titles of the additional approvers from the “*available*” list and move them to the “*selected*” box. Click **Save**

4. Click on the drop down box next to each title and select the appropriate name. Click **Save**.

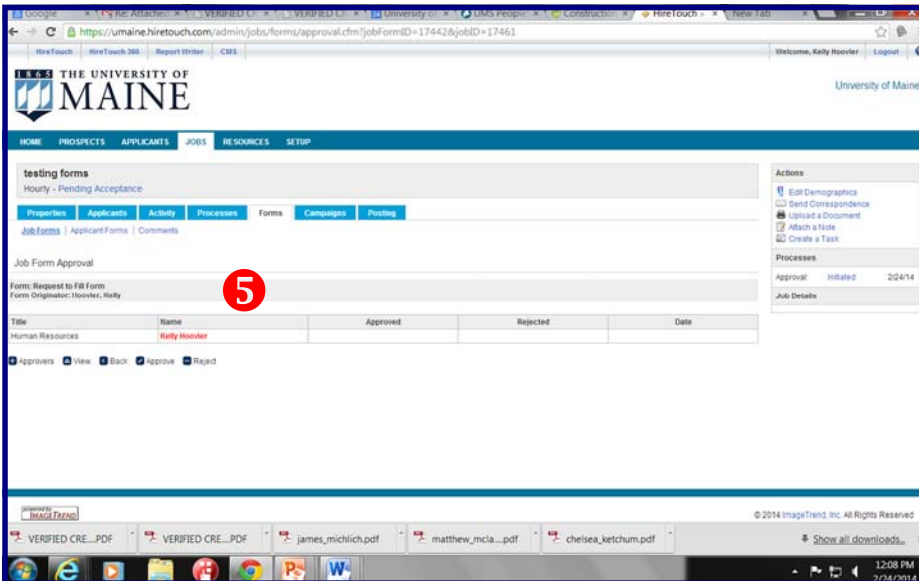
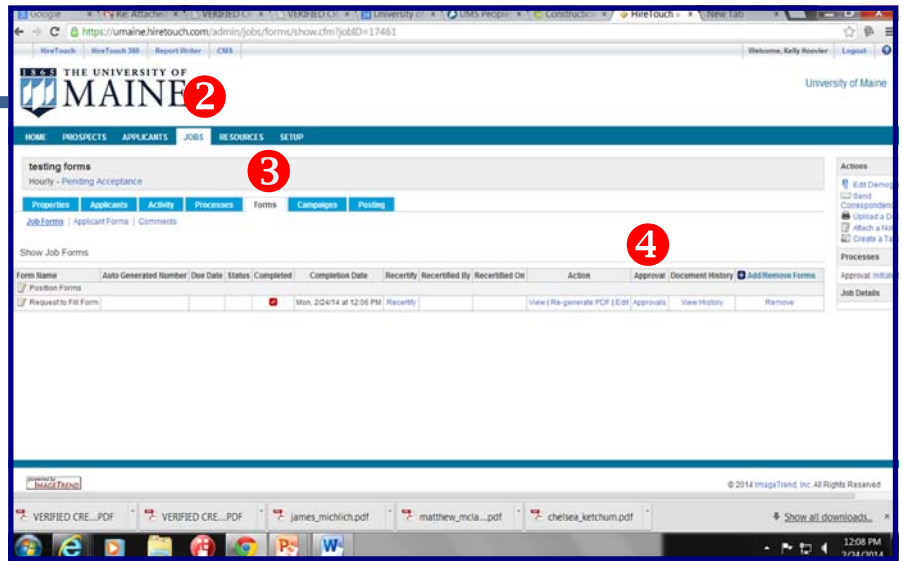
Title	Name
Human Resources	Approver: <input type="text"/>
Manager of Compensation	Approver: <input type="text"/>
Director	Approver: <input type="text"/>
Dean	Approver: <input type="text"/>
Vice President	Approver: <input type="text"/>

Save Edit Approvers

Approver: Scheidt, David  
Approver: Ines, Caryn  
Approver: Lawrence, Nicole  
Approver: Storman, Devon  
Approver: Young, John

# Approving the RTF

1. The HRP will receive an email stating that the position needs approval.
2. Click on the **Jobs** tab
3. Click on **Forms** tab
4. Click **Approvals**



5. In this screen, you can view the PDF by clicking on **View**. Click either **Approve** or **Reject**.

*PLEASE make sure to review the Request before approving.*

6. This screen will record who approved, rejected and the date that it occurred.

