

# Requisition-

## Creating the RTF

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Please make sure to request user permissions from Human Resources (581-1581) or um-hr@maine.edu

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*

*\*Select the department within which the available position is located, using the drop down menu. You are only able to view and select positions for departments for which you have been given user permission for. If the position isn't listed, please contact your HRP .*



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

The screenshot shows a web interface for 'testing forms' under the category 'Hourly - Pending Acceptance'. It features a navigation menu with tabs for Properties, Applicants, Activity, Processes, Forms, Campaigns, and Posting. Below the menu, there are links for Job Forms, Applicant Forms, and Comments. A blue banner indicates 'Forms added successfully'. A table below shows job forms with columns for Form Name, Auto Generated Number, Due Date, Status, Completed, Completion Date, Recertify, Recertified By, Recertified On, Action, Approval, Document History, and Add/Remove Forms. The 'Request to Fill Form' row has a 'Start' button highlighted with a red circle containing the number 5.

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

The screenshot shows the 'Job Details' form with the following fields and values:

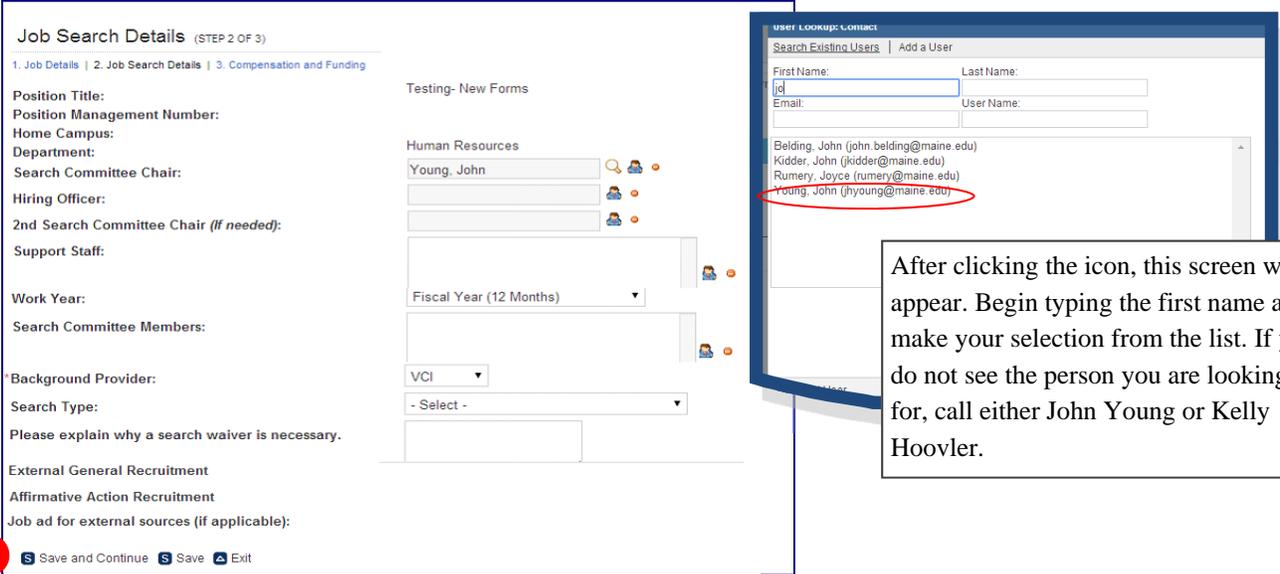
- Position Title: Testing- New Forms
- Position Category: Hourly
- Position #: [Empty]
- Department: Human Resources
- Division: Financial Services
- # of Months if not 12: [Empty]
- Length of Appointment: Fiscal Year (12 Months)
- Salary Band/Wage Band and Hourly Rate: 12.20
- Job ID: 17968
- Discipline codes (Faculty): [Empty]
- Position Type: Ongoing
- Dynamic Group (If Applicable): [Empty]
- Fixed Length Start Date: [Empty] Today
- Fixed Length End Date: [Empty] Today
- Supervisors Name: [Empty]
- Reason for Request: - Select -
- If this is a replacement please answer the following:
  - Reason for leaving: - Select -
  - Date leaving/left: [Empty] Today
  - Person being replaced: [Empty]

A red circle with the number 7 highlights the 'Person being replaced' field. At the bottom, there are buttons for 'Save and Continue', 'Save', and 'Exit'.

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

# Requisition

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.



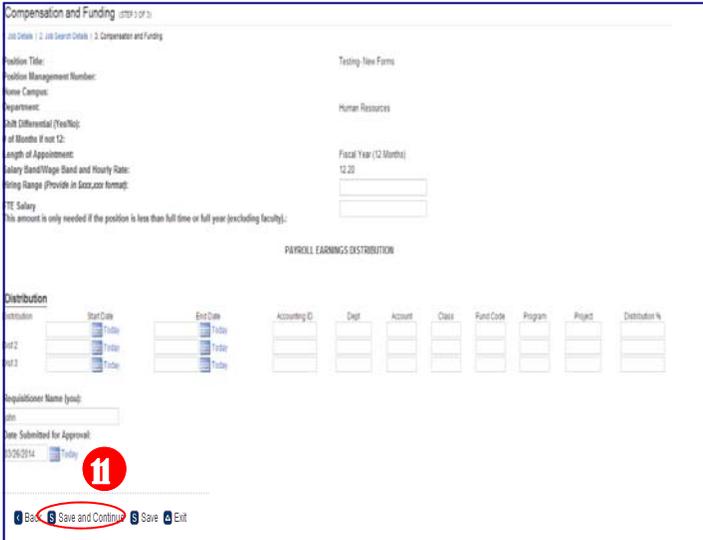
The screenshot shows the 'Job Search Details' form (STEP 2 OF 3) with a 'User Lookup/Contact' overlay. The form includes fields for Position Title, Position Management Number, Home Campus, Department, Search Committee Chair, Hiring Officer, 2nd Search Committee Chair, Support Staff, Work Year, Search Committee Members, Background Provider, Search Type, and a text box for explaining why a search waiver is necessary. The 'User Lookup/Contact' overlay shows a search for 'Young, John' and a list of users, with 'Young, John (jyoung@maine.edu)' circled in red. A callout box explains that after clicking the icon, this screen will appear and users should begin typing the first name to select from the list. If the person is not found, they should call either John Young or Kelly Hoover.

9  Save and Continue  Save  Exit

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**



The screenshot shows the 'Compensation and Funding' form (STEP 3 OF 3) with fields for Position Title, Position Management Number, Home Campus, Department, Job Differential, Length of Appointment, Salary Band/Wage Band and Hourly Rate, Hiring Range, FTE Salary, and a table for PAYROLL EARNINGS DISTRIBUTION. The 'Requisitioner Name' field is filled with 'John Young' and the 'Date Submitted for Approval' is '03/26/2014'. A red circle highlights the 'Save and Continue' button at the bottom.

11  Save and Continue  Save  Exit

# 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

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

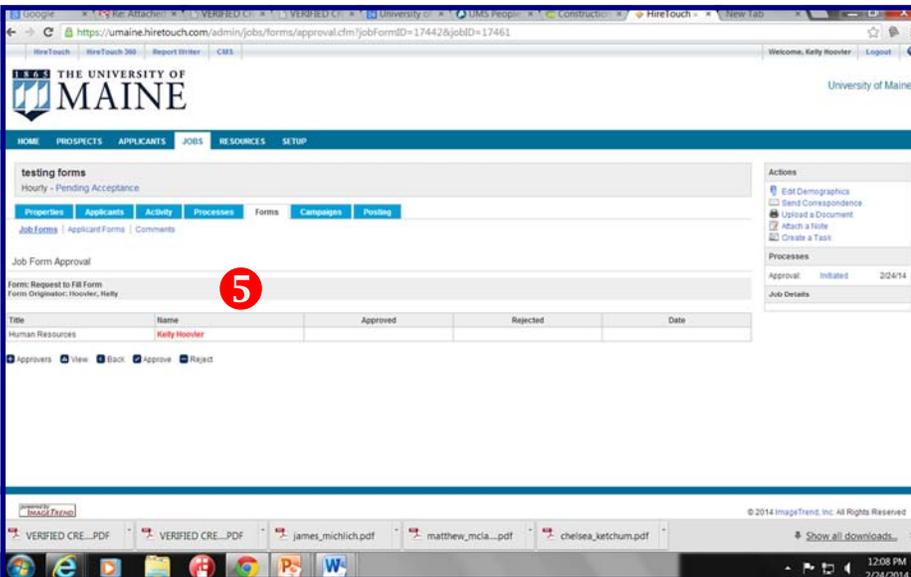
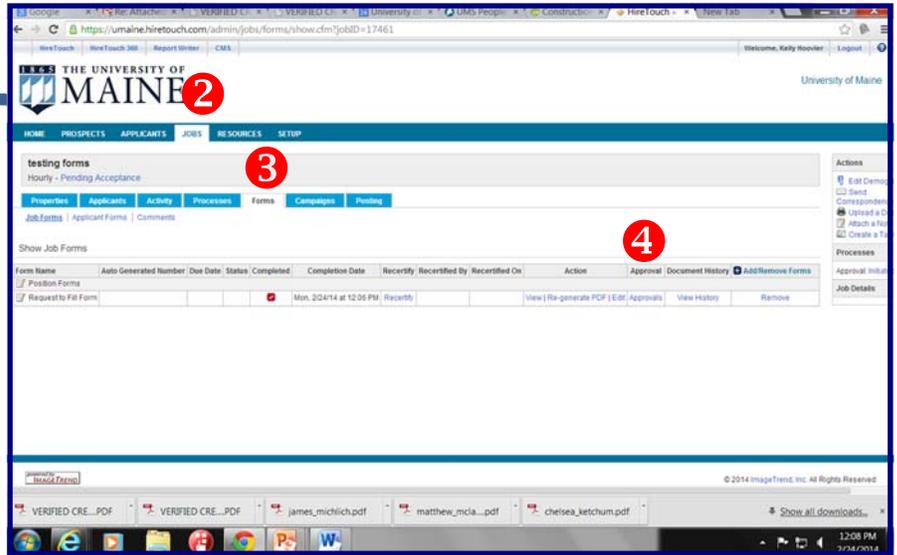
Approver: Storman, Devon

Approver: Young, John

appropriate name. Click

# 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.*

*\* If you are approving.*

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

