## Requisition-

## Creating the RTF

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

#### 1. Go to 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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Accounting Support Specialist CL3	17684	Facilities Management	Hourly	Posted External	Approved
Administrative Specialist CL 2	17234 00010987	Division of Marketing and Communications	Hourty	Closed	Approved
Administrative Specialist CL1	17129	Continuing Education Divisio	n Hourly	Closed	Approved
Administrative Specialist CL2 (Confidential)	17646 00012365	VP - Research	Hourty	Posted Internal	Approved
Advisor1	17205 00015310	Education	Salaried	Posted External	Approved
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Advisor Hill	17591 New	Education	Salaried	Posted Internal	Approved
Assistant Director of Facilities Management for Maintenance	17682 00010924	Facilities Management	Salaried	Requisition Approved	Approved
Assistant Director of Student Records	17758 00011442	Student Records	Salaried	Posted External	Approved
Business Reference Librarian	17849 00010550	Library	Salaried	Posted External	Approved
Conference Coordinator	17861 00012134	Conference Services Divisio	n Salaried	Regulation Approved	Approved
ttps://umaine.hiretouch.com/admin/jobs/list.cfm?jump=t&s	tart=1 0014550	Division of Lifelong Learning	Salaried	Pending	Initiated







## Requisition-

## Creating the RTF

#### 5. Under Action, click Start

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Form Name	Auto Generated Number	USE Date										

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

1. Job Details   2. Job Search Details   3. Compensation and Funding	
Position Title: Position Category: Position #:	Testing- New Forms Hourly
Department:	Human Resources
Division:	Financial Services
# of Months if not 12:	
Length of Appointment: Salary Band/Wage Band and Hourly Rate: Job ID: Discipline codes (Faculty):	Fiscal Year (12 Months) 12.20 17968
Position Type	Ongoing •
Dynamic Group (If Applicable):	
Fixed Length Start Date:	Today
Fixed Length End Date	Today
Supervisors Name:	
Reason for Request:	- Select -
f this is a replacement please answer the following:	
Reason for leaving:	- Select -
Date leaving/left:	Today
Person being replaced	

#### 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.

Job Search Details (STEP 2 OF 3)				USET LOOKUP: COT	nact	
				Search Existing U	sers Add a User	
1. Job Details   2. Job Search Details   3. Compensation and Funding	<b>T</b> (1) <b>F</b>			First Name:	Last Name:	
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Position Management Number:						
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Search Committee Chair:	roung, com			Rumery, Joyce (	rumery@maine.edu)	
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2nd Search Committee Chair (If needed):						
Support Staff:						
			🚨 😐		After clicking	the icon, this screen will
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External General Recruitment						
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#### 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

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THE PARTY IN THE PARTY	th Details   3. Compensation and Funding									
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## 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



Selected Human Resources

orm Approvers vailable

Chief Officer Chief Operating Officer

Chief Finance Officer

Div/Unit Financial Mgr HR Liason

Manager of Compensation

Chair

Dean

Director Director of EEO

President President's Council Save Sclose Approver screen.

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

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

B

Title	Name	Approver: Scheidt, David 🔻
uman Resources	Approver:	Approver: Ines. Carvn
anager of Compensation	Approver:	Approver: Lawrence Nicole
rector	Approver:	
ean	Approver:	Approver. Storman, Devon
ce President	Approver:	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

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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.

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