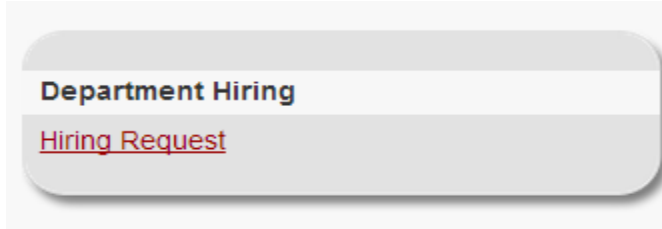


Hiring Request Instructions

Go to: Log-into: <https://tools.illinoisstate.edu/home.xhtml>

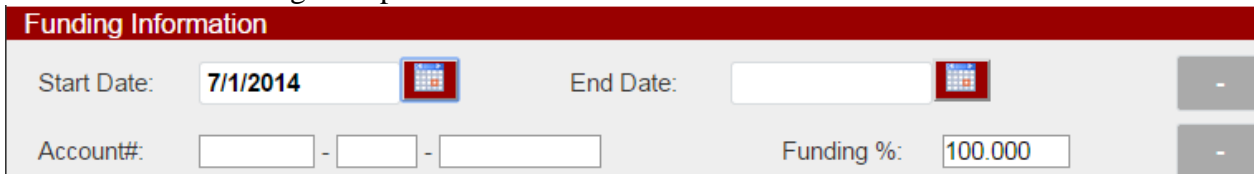
1. Click on the Hiring Request link on the Tools Page



2. Complete all information that is known, however, the following fields are required:

- a. Contact Name
- b. Phone Number
- c. Contact Email
- d. Department # (please use the iPeople eight digit number (i.e. 0XXX0000))
- e. Department Name
- f. Reports to Position #
- g. FTE of Position (100% FTE should be entered as 1.00, 50% FTE should be entered as .50 and etc.)

3. Click on “Add Funding Group”

A screenshot of a web form titled "Funding Information" in a red header. The form contains several input fields: "Start Date:" with the value "7/1/2014" and a calendar icon; "End Date:" with an empty field and a calendar icon; "Account#:" with three empty fields separated by dashes; and "Funding %:" with the value "100.000". There are minus signs in small boxes to the right of the "End Date" and "Funding %" fields.

- a. Provide a specific Start Date by clicking on the calendar and clicking the appropriate date
- b. End date is not required unless the hiring request is for a date definite position or a grant funded position.
- c. Complete the account number fields – this is the Datatel account numbers for fund, function, and unit (Example – 99999_99_999999999) Object code is not required
- d. Complete Funding % field – If there is only one account number associated then the funding % is 100%.

- e. Click “+” sign to add another account number for the same start date and end date if appropriate
- f. Complete Funding % field – if more than one account number associated with the specific dates selected than the sum of the Funding % field has to equal 100%.
- g. If you want to add another funding group with a new start date click on “Add Funding Group” a second time and follow above steps as appropriate. An example of why you would do this follows.

Position “X” Start Date 7/1/2013 End Date 8/31/2013
General Revenue Funded 50%
Agency Funded 50%

Position “X” Start Date 9/1/2013
General Revenue Funded 100%

So in other words this particular position is funded 50% from general revenue funds and 50% from agency funds for the dates 7/1/2013 through 8/31/2013. As of 9/1/2013 the position is funded 100% from general revenue funds and will remain funded 100% from general revenue until you request a change.

4. Copy and paste e-mail approval to hire in the “Approval” section. Please clean up any long email strings and delete unnecessary rows in the approval email before pasting to the “Approval” section.
5. Add any additional comments that might be helpful to Human Resources, Budget Office, or Grants Accounting.
6. Click Submit
7. You will receive a message that your Hiring Request has been successfully submitted. From this point you will also receive an e-mail message as each workflow step is completed. Following are the workflow steps and actions:
 - a. Human Resources for position classification
 - b. Budget Office for funding approval
 - c. Human Resources for position creation
 - d. Grants Accounting for grant approval (if applicable)
 - e. After all workflow steps have been approved a final e-mail goes to you, Budget Office, and Grants Accounting, if applicable, stating the Hiring Request is complete. The “Position Number” field will now be visible at the bottom of the form with the position number that Human Resources assigned to this particular Hiring Request.