

**From:** [Menacher, Catherine L](#)  
**Subject:** Academic Hourly Appointment Process  
**Date:** Friday, January 16, 2015 3:57:16 PM  
**Attachments:** [image001.png](#)  
[Ac Hourly Grid.pdf](#)

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Dear Colleagues,

This is a reminder of several changes regarding processing Academic Hourly appointments that went into effect on January 1, 2015.

A communication was sent by ODEA on November 7, 2014, to their HireTouch user group announcing there would be a new process for requesting appointments for hiring Academic Hourly Employees. Those changes went into effect at the beginning of this year. The process consists of a new form in HireTouch that will allow us to capture information regarding the need for these appointments and, where applicable, the selection process for these appointments. These forms will be reviewed by ODEA within one business day of receipt, and the office will make every effort to review these forms the same day they are received. Job aids for completing the new forms are available at <http://diversity.illinois.edu/hiretouch.html>

On November 10 the same information was sent to our HR Systems group and academic contacts. It was also on the agenda and discussed at the December 2014 HR Systems Group. As of January 1, 2015, units are to use HireTouch to submit Academic Hourly job descriptions for review prior to hire for new hires, jobs added and reappointments. Units are reminded that all Academic Hourly job descriptions must be reviewed and approved by AHR prior to hiring an individual into the Academic Hourly position. An AHR approved Academic Hourly job description can be used for multiple positions, if the duties are consistent.

Attached is a grid which we hope you will find helpful in this process. Note that the AHR approved job description signed and dated by both the incumbent and supervisor/unit HR representative must be attached to the HR Front End transaction, using Document Type 'Position-Job Description'. Please note that the ODEA Academic Hourly Appointment Form does not need to be attached to the HRFE transaction.

If you have employees who have not used HireTouch that will need to complete these forms, please contact your Unit Security Contact to set up access. Users will need to have "Urbana HireTouch - AP Department User" access as well as "HR Org Code" access. We expect most affected users will already have the HR Org Access. A guide for Unit Security Contacts is available at [http://diversity.illinois.edu/Job%20Aids/HireTouch\\_Request\\_QuickStartGuide.pdf](http://diversity.illinois.edu/Job%20Aids/HireTouch_Request_QuickStartGuide.pdf).

AHR and ODEA has offered hands-on workshops covering the changes and how to submit the job description in the HireTouch system. There is a training session scheduled for January 21 from 1:30 p.m. to 2:30 p.m. If you have not already attended a workshop and wish to attend this last scheduled workshop, please register at: [http://diversity.illinois.edu/SearchManual\\_Training.html](http://diversity.illinois.edu/SearchManual_Training.html).

If you have any questions or concerns, please do not hesitate to contact AHR ([nbillman@illinois.edu](mailto:nbillman@illinois.edu))

or 333-6747) or ODEA ([diversity@illinois.edu](mailto:diversity@illinois.edu) or 333-0885)

Thank you,  
Academic Human Resources  
Office of Diversity, Equity, and Access



Academic Human Resources • Staff Human Resources  
Faculty/Staff Assistance Program • UI Wellness Center  
Center for Training and Professional Development



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**ACADEMIC HOURLY APPOINTMENT PROCESSING**

	Job Description with AHR approval signature*	ODEA Ac Hourly Appointment Form	Retiree Rehire Form	HRFE Attachments
<b>Academic Hourly Appointments (excludes SURS Annuitants)</b>				
New Hire	X	X		**Fully Signed Approved Job Description
Reappointment	X	Only if includes home org change		**Fully Signed Approved Job Description
Add a Job	X	Only if includes home org change		**Fully Signed Approved Job Description
Home Org Change		X		
<b>Academic Hourly Appointments for SURS Annuitants</b>				
New Hire	X	X	X	**Fully Signed Approved Job Description, Rehire Retiree Form and Statement of SURS Annuity Status
Reappointment	X	X	X	**Fully Signed Approved Job Description, Rehire Retiree Form and Statement of SURS Annuity Status
Add a Job	X	X	X	**Fully Signed Approved Job Description, Rehire Retiree Form and Statement of SURS Annuity Status
Home Org Change		X		

\*AHR approval within last 3 years

\*\* AHR Approved Job Description signed and dated by Employee and Supervisor/unit HR representative