

On “Non Reg Hire 2” panel, copy/paste the description from the matrix into the “Brief description of work to be performed” box, also indicating the pay grade

Initiate Non-Recruited Hire - Windows Internet Explorer  
https://hrweb.rcuh.com/psp/hrprd/EMPLOYEE/HRMS/c/RCUH\_HR\_APPLICATIONS.RCUH\_TRANS\_ALL.GBL?Folder=MYFAVORITE

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Initiate Non-Recruited Hire

**The Research Corporation of the University Of Hawaii**

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Non Reg Hire 1 | **Non Reg Hire 2**

**RCUH Contact Info**

\*Distribution Code: [ ] Core Staff/Human Resources

Primary:

\*Name: Doe, John | \*E-Mail: jdoe@test.com | \*Phone: 956-3100

Secondary:

Name: [ ] | E-Mail: [ ] | Phone: [ ] | Email? [ ] [ ] [ ]

**Fiscal Officer (FO) Contact**

FO: [ ] | FO Email: [ ] [ ] [ ]

Please check the box if the selectee:

is currently an RCUH employee

is currently a UH employee

has relatives employed at RCUH, UH or the State of Hawai'i that have a direct relationship to your project

If you have checked any of the boxes to the left please explain (100 character limit): [ ]

**Brief description of work to be performed:**

Routine clerical/receptionist type tasks, able to perform with instruction/demonstration. No supervisory responsibilities. May not have following skills, but may be trained and has the ability to perform the following: Able to use a computer, web browsing, e-mails and perform office work. Assists with typing, filing, creating files, and photocopying documents. Can also compose simple memos and letters, run simple reports for review/approval and do some data entry. Receive mail, run errands, and answers the office telephone.

Pay Grade: N10

Click on **SAVE** to access the Authorization Request button.

Authorize Request | Reject Non-Reg Hire

Save | Notify