

# OVERVIEW OF CHANGES

## NEW ATTACHMENT B & RECRUITMENT REQUEST FORM

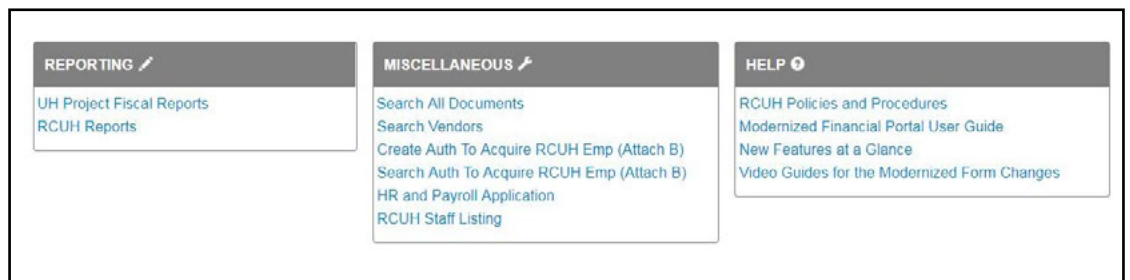
The Position Requisition Form (PRF) and Attachment B Form have been merged to create a more efficient process for initiating recruitments through RCUH! This guide provides an overview of changes and features that have been implemented. For detailed instructions, please see [How to Initiate a Recruitment Request with RCUH](#).

### All on one system!

The Attachment B form has been moved from the RCUH Financial Portal to the [RCUH Human Resources Portal](#). It is now a part of the Position Requisition Form (PRF) so requesting a Regular-status hire involves only one (1) fluid process! As a single recruitment request form, it is now capable of tracking whether or not an Attachment B is current, expired, or if there are additional positions available via a previously approved Attachment B.

The form will walk you through these steps and will automatically send you notifications via email when certain actions are pending or completed.

### RCUH Financial Portal



### RCUH Human Resources Portal



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Step 2 of 4 - Attachment B

SUBMIT

Pursuant to the Internal Agreement between the University of Hawai'i (UH) and the Research Corporation of the University of Hawai'i (RCUH), the UH hereby requests the RCUII to provide personnel services required by the Principal Investigator (PI) in the administration of the following research or training activity. This form must be completed and approved to acquire personnel services through the RCUII.  
*All RCUII positions are dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.*

Document Number: 000000      Requested Job Title:

Date Requested:

Project	Campus	BC (Payroll)	BC (Fringe)	Allocation	<input type="button" value="+"/>	<input type="button" value="-"/>
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Project Name:       PI Name:

Project Period:       Project Type:

1. Is this position to be located outside the State of Hawai'i?

2. Total number of positions requested

3. Is this position involved in a substantial amount of ship operations?

4. Position FTE (Full-Time 100%)

5. Anticipated Start Date of Employee

6. Anticipated Termination Date of Position

7. Anticipated Termination Date of Project

**Duties:** What are the essential functions of this position? Summarize the major duties assigned to this position. The major duties are those activities that indicate the nature of work, occupy a significant amount of work time or effort and are critical to identifying the type of qualifications required for this position.

[Printer Friendly](#)

**Explanation:** Provide justification as to why this position cannot be effectively provided by the State or University human resources systems.

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**Supporting Documentation:**

Please attach a project summary or explanation that outlines the goals and objectives of the project. Please ensure that this summary outlines that your project is involved in research or training. You may also attach a Job Description, Funding/Award Document or Other additional supporting documents by selecting the "+" button.

Document Type	*Attachment			
Project Summary	Press to Attach	<input type="button" value="View"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**Anticipated Primary Qualifications:**

What are the minimum requirements in each of the following fields to be able to successfully carry out the duties described?

Education/Training:

Experience:

Abilities/Knowledge & Skills:

User:       Date/Time Stamp:       Phone Number:

Initiator:

Supervisory+:

Fiscal Administrator:

Dean/Director Office:

Project Comments:

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Reviewed By:

Approved/Disapproved By:

Approved:  Time Extensions Allowed       No Time Extensions Allowed

Term Limit (from Date of Hire):

Questions/Comments:

[Printer Friendly](#)

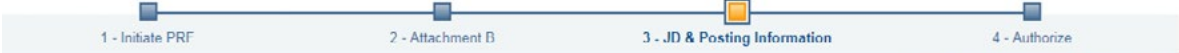
Disapproved:

[Printer Friendly](#)

PREVIOUS

SUBMIT

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## Step 3 of 4 - JD & Posting Information

Position Number:

Request Date:

Request Type:

Template:

\*Empl Type :  Salaried

\*Empl Class:  Regular

Requested Job Title:

# of Position to Recruit:

FTE:  %

Requested Salary Range at FTE:

Vacation Plan:

Min Pay:

Mid Pay:

Max Pay:

**Please attach Job Description in WORD format below — DO NOT attach PDF**

Document Type	*Attachment
Job Description	<input type="button" value="Press To Attach"/> <input type="button" value="View"/> <input type="button" value="-"/>

Special Instructions: [Printer Friendly](#)

Project Distribution:

[Click for Advanced View](#)

Project	Campus	BC (Payroll)	BC (Fringe)	Allocation
<input type="text" value="CLINICAL S"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Distribution Code:

RCUH Contact Info:

Primary:

Name:  Email:  Phone:

Secondary:

Name:  Email:  Phone:

Recruitment Dates:

Posting Date:

Closing Date:

Expedited Recruitment (3 calendar days)

Primary Recruitment (No Cost):

RCUH Bulletin Board / Standard Distributions

RCUH Web Site

Contact Name in Ad:  Phone:

Secondary Recruitment (Optional):

Projects to Charge for Secondary Recruitment:

Project	Budget Category	Allocation
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total %: 0.000

SAVE | PREVIOUS | NEXT

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1 - Initiate PRF      2 - Attachment B      3 - JD & Posting Information      4 - Authorize

Step 4 of 4 - Authorize

Project      PI Name      FA Name

Choose "Approve" or "Reject" and click "Submit".

Authorization:      User:      Date/Time Stamp:      Auth Code:

\*Initiator: <none>      \*Supervisory+: <none>      \*FA: <none>      \*RCUH: <none>

Comments: Printer Energy

Remember to click the SUBMIT button to forward the transaction to the next level.

SUBMIT      PREVIOUS

## Identify if an Attachment B is Required

Based on the information you provide, the system will automatically determine if an Attachment B is required for your recruitment and prompt you with the next steps.

## Easy Skip for Direct and Exempt Projects

RCUH Direct Projects and those who have been exempted from completing an Attachment B by the UH Vice President for Research and Innovation (VPRI) will no longer be required to input dummy numbers to complete a recruitment request. Based on your Distribution Code (DC), the system will automatically determine that your project is not required to complete an Attachment B and will allow you to easily skip the step altogether.

### Step 1 of 4 - Initiate PRF

Position Request Option

- Recruit for Replacement Position with or without Changes
- Create New Position by Copying an Existing Position
- Create New Position for Recruitment


STEP #2: Template Position Number: 00000000      Last Employee:

\*Distribution Code: [Yellow Box]

Project      Campus      BC (Payroll)      BC (Fringe)      Allocation

[Yellow Box]      [Yellow Box]      [Yellow Box]      [Yellow Box]      [Yellow Box]

Extramural Account       Intramural Account       RCUH Revolving Fund       N/A



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## Condensed Recruitment Options

The revamped form will now have three recruiting options (instead of four):

- Recruit for Replacement Position with or without Changes
- Create New Position by Copying an Existing Position
- Create New Position for Recruitment

Under the old form, “Recruit for Replacement position with changes” and “Recruit for Replacement position without changes” were two separate options. You will now have the ability to simply select “Recruit for Replacement Position with or without Changes”. The form will prompt you accordingly to ensure you have the correct information filled in and revised job description uploaded, if needed. This will allow you to make updates to the previously approved Attachment B information and Position Requisition details, if needed, without having to exit and start over from scratch!

## Ability to List Multiple Project Account Numbers

You will now be able to list multiple project numbers and percentage allocations on the Attachment B.

### Step 1 of 4 - Initiate PRF

The screenshot shows the 'Position Request Option' section of a form. It contains three radio button options: 'Recruit for Replacement Position with or without Changes', 'Create New Position by Copying an Existing Position', and 'Create New Position for Recruitment' (which is selected). Below this is 'STEP #2: Template Position Number:' with a text input field containing '00000000' and a 'Last Employee:' label. A '\*Distribution Code:' field is also present. The main section is a table with columns for 'Project', 'Campus', 'BC (Payroll)', 'BC (Frige)', and 'Allocation'. Each row has search icons and a '+ -' toggle. Below the table are three rows of radio button options: 'Extramural Account', 'Intramural Account', 'RCUH Revolving Fund', and 'N/A'.

## Anticipated Primary Qualifications

To enable a speedy UH Office of Human Resources (OHR) or VPRI review, you will now be able to identify standardized anticipated primary qualifications for the position.

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## Supporting Documentation

You will now be able to upload supporting documents to your Attachment B to assist UH OHR in reviewing your request. For each Attachment B, you will be required to upload a Project Summary that outlines the goals and objectives of your project and affirms that your project is a research or training project. You will also have the ability to upload the following documents (although not mandatory):

**Draft Job Description:** A full-length job description is not required when submitting your Attachment B request to UH OHR, but it can help UH OHR understand the scope of work of the position you are requesting.

**Funding/Award Extension Documentation:** If your project number will be expiring within three (3) months, it is necessary to upload proof of account extension.

**Other:** Any additional supporting documents you would like to upload, if any.

## New and Revised Routing of Approvals

**Dean/Director's Approval Required:** As part of the Attachment B review process, the School/College's Dean or Director's Office has been added to the routing list of approvals prior to submittal of the form to UH OHR. By adding an approval line for the Dean/Director's office, they are confirming that the School/College cannot currently create/support a UH position. This should enable a faster review process and mitigate any question about propriety.

**Fiscal Administrator (FA) Approval Revised:** Fiscal Administrators will continue to review and approve your position via the Attachment B. Once the FA approves the Attachment B, his/her approval is only required for the following situations:

1. Request for external advertisements (i.e., Craigslist, Indeed.com, Honolulu Star-Advertiser, etc.).
2. The Attachment B is not expired, therefore the Position Requisition Form is the only form to be submitted.

If either of these situations apply, the revamped form will automatically request FA approval. Otherwise, it will be grayed out.

Note: Fiscal Administrator approval is not required for Direct Projects.

## Email notifications

An improved notification system will inform users of each pending/completed approval action.

## QUESTIONS?

**RCUH HUMAN RESOURCES DEPARTMENT**

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