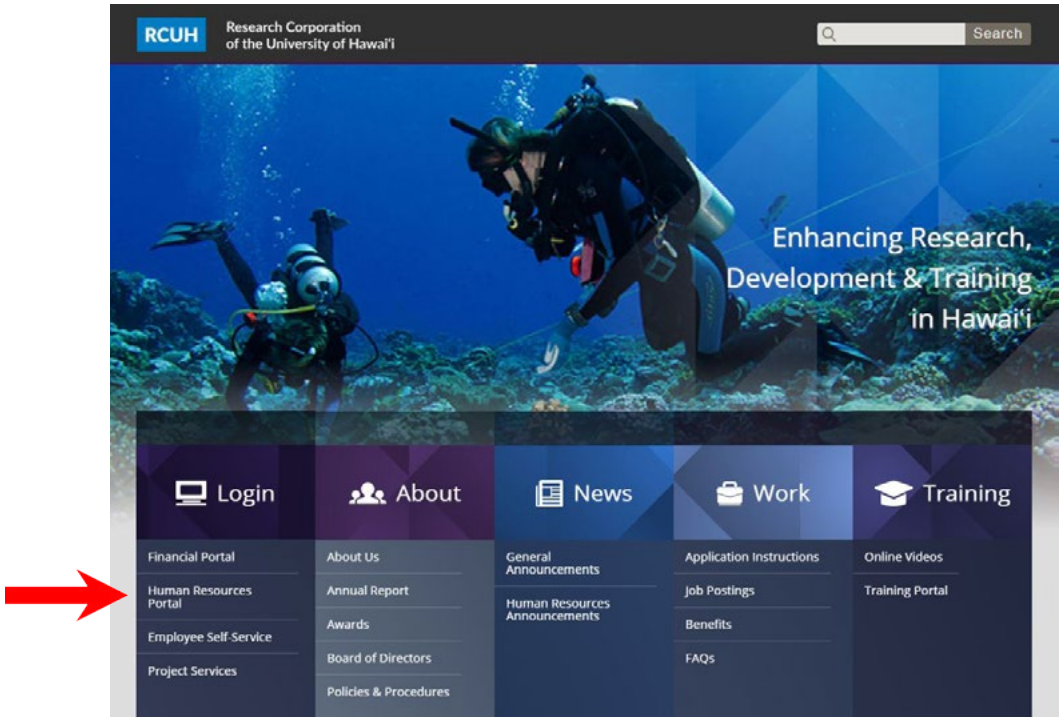
RCUH Research Corporation of the University of Hawai'i

HOW TO INITIATE A RECRUITMENT REQUEST WITH RCUH

This guide will assist you in completing a recruitment for a Regular-status position. Please reference Policy 3.210 Hiring Options through RCUH for details regarding Non-recruited positions. We have combined the Attachment B review/approval process (applicable to UH Service-Ordered Projects) and the Position Requisition Form (PRF) into one process. This will save you time and allow you to move your recruitment for a Regular-status position faster than the current separate processes.

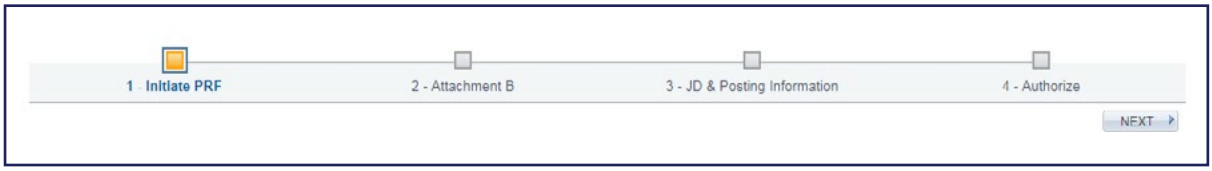
INTRODUCTION

To initiate a recruitment request with RCUH, you must log onto the RCUH Human Resources Portal via the RCUH website at www.rcuh.com. If you need access to the RCUH Human Resources Portal, you must complete an "HR Portal Access & PI Delegation of Authority Form." You can find this form by navigating to RCUH's policy pages > Document Library > Human Resources > HR Portal. Please submit this form to rcuh_IS@rcuh.com.



Click on Hire Employees and Initiate Regular Hire.

There are four (4) steps to complete your recruitment request with RCUH. The form will walk you through these steps (see below) and automatically email you notifications of pending or completed actions.



STEP 1 Initiate Position Request Form (PRF)

Choose a Recruitment Action:

Recruit for Replacement Position with or without Changes (aka "Replace"): Select this option if you are recruiting a replacement for a current position. If needed, you will have the ability to make changes to the previously established job attributes, such as the Full-Time Equivalency (FTE), project number to charge payroll and fringes, job duties, etc. You can also leave all information as is.

Create New Position by Copying an Existing Position (aka "Clone"): Select this option if you require an additional position of an already existing job (e.g., you have 11 field assistants, you need 12).

Create New Position for Recruitment (aka "New"): Select this option if you are creating an entirely new position.

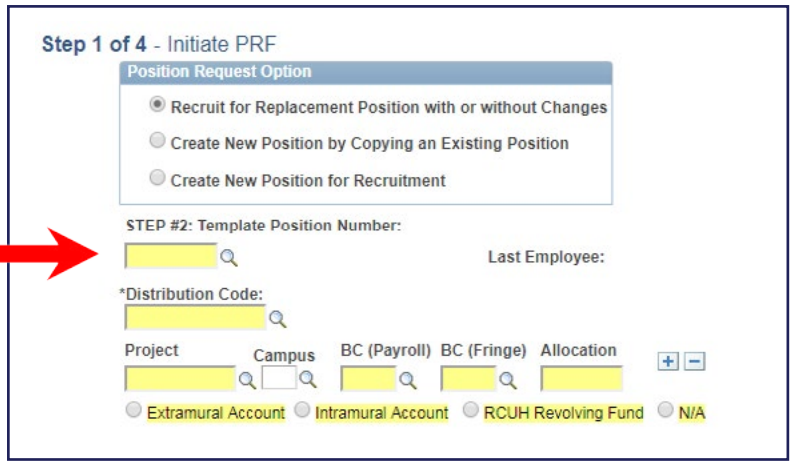
Please note this guide will reference the "aka" name (Replace, Clone, or New) of each Recruitment Action moving forward.

If you selected the "Replace" or "Clone" options, please follow the actions below to complete Step 1.
If you selected the "New" option, please skip to page 3, section "New" to complete Step 1.

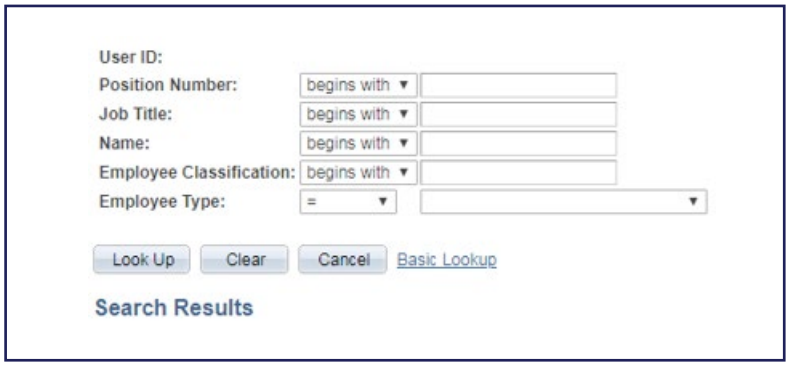
Replace or Clone:

Input a Template Position Number **or** click on the magnifying glass.

Upon selecting the magnifying glass (as displayed below), you will be able to search for a position number by inserting a job title, employee name, or employee classification.



Once a position number is selected, the form will automatially pre-populate the Distribution Code and project number(s) based on the information that was previously associated with that position number. You may change the numbers if needed.



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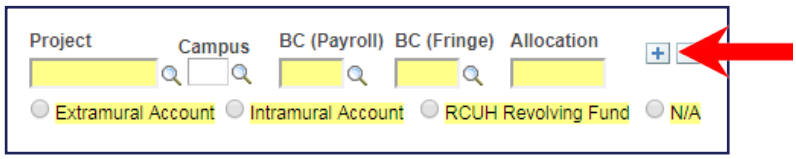
STEP 1 Initiate Position Request Form (PRF)

Replace or Clone (continued):

To add multiple project numbers to the position, click on the "+" symbol (see arrow). The allocation must total to 100%. Please note, the accounts listed will be charged for the position(s) salary and fringe costs. Lastly, select the type of funding that is applicable to each project number listed: Extramural, Intramural, RCUH Revolving, or N/A.

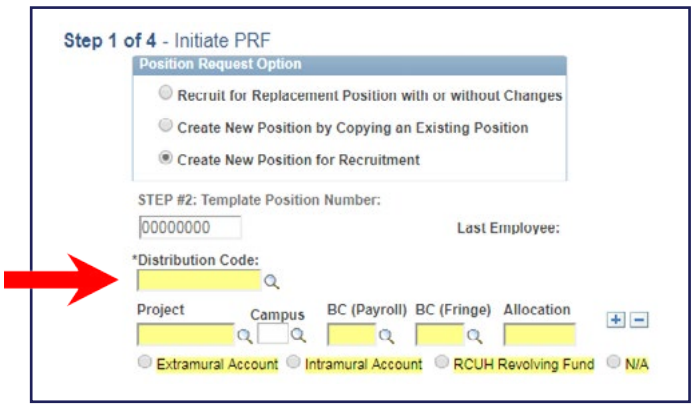


You have now completed Step 1 for replacing or cloning a position. Click on the NEXT button to continue with the form. Please skip to Page 5 of the guide.

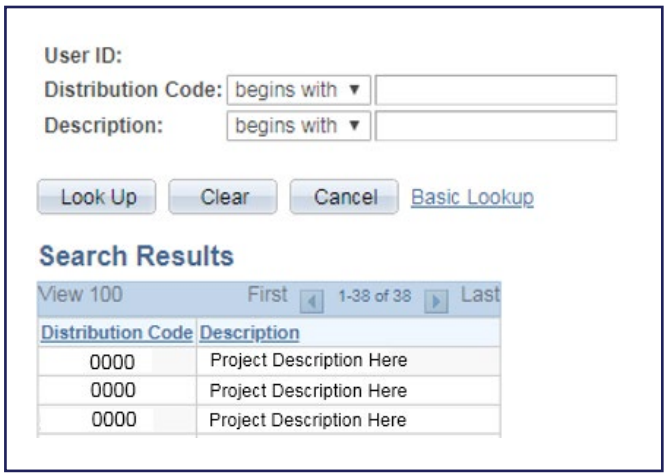
New:

You do not need to input anything into the Template Position Number field as this is automatically greyed out and will be generated once the form is submitted.

Input the Distribution Code for this position(s) (see arrow) **or** click on the magnifying glass.



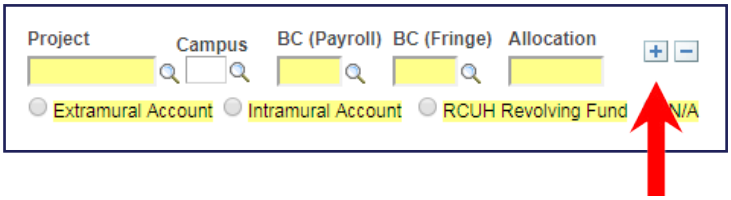
Upon selecting the magnifying glass, all Distribution Codes you have access to will be automatically listed (as shown on right). Select the appropriate Distribution Code.



Next, input the project number(s) you would like to charge the position(s) salary and fringe costs to. To add multiple project numbers, click on the "+" symbol (see arrow below).
The allocation must total to 100%.

Lastly, select the type of funding that is applicable to each project number listed: Extramural, Intramural, RCUH Revolving, or N/A.

Click on the NEXT button to continue.



POP-UP MESSAGES DEFINED

When an Attachment B is Required:

If you are required to complete an Attachment B (Step 2), the form will prompt you. If not, it will move you forward to Step 3. Below is a list of warning messages you may receive in-between Step 1 and Step 2 and their definitions:

MESSAGE: All RCUH Regular-Status positions require an Attachment B to be reviewed and approved by the UH Office of Human Resources before you may continue with the recruitment. Please complete the required information and obtain all the required approvals.

This is the most common message if you are creating a New position. This message explains the need for an Attachment B. Upon selecting "OK", the Attachment B form will become visible and you will be able to input the required information.

MESSAGE: Please be advised: The Attachment B for this position has expired (or will expire within the next two (2) months). The Attachment B will need to be recertified (next panel) by the UH Office of Human Resources before you may continue with the recruitment.

If an Attachment B for this position was previously approved but has expired or will expire within the next two (2) months, the form will prompt you to complete a recertification of the existing Attachment B. You will not be able to proceed with your recruitment request until you obtain an approved and current Attachment B.

MESSAGE: All available positions under Attachment B Document XXXXXX are filled. Please submit a new Attachment B to move forward with the recruitment request.

If an Attachment B for this job was previously approved but all available positions under the existing Attachment B are filled, the form will prompt you to complete a new Attachment B.

When an Attachment B is NOT Required:

MESSAGE: The Attachment B associated with this position number is not expired. Please press next or '3 - JD & Posting Information' to continue with the recruitment request.

If there is a current Attachment B associated with the position, the form will prompt you to move forward to Step 3. You will be able to use the existing Attachment B.

MESSAGE: Do you want to create the Position using the existing Attachment B Document XXXXXX?

If you are cloning a position, the form will know whether an Attachment B is on file for the position you are using as a template. If the Attachment B is not currently being used by an active employee or if there are available positions under the existing Attachment B, the form will ask if you'd like to use it. By selecting yes, you will be allowed to proceed to Step 3. If you opt to create a new Attachment B, the form will open Step 2 for completion.

WARNING MESSAGE: FILLED POSITION NUMBER: This position number is currently filled by another employee. If the current employee is terminating, please initiate a termination via ePAF if you haven't done so already. If this employee is not terminating, please use a different position number or create a new position number for this recruitment. If you have any questions, please contact rcuh_recruitment@rcuh.com.

If you are replacing a position, the form will know whether the position number you've selected is currently filled by an active employee. If it is, the form will warn you that either a termination is required or you must use a new position number. Position numbers can only belong to one (1) employee at a time. Some overlap for training is allowed but usually no more than two to four (2-4) weeks. Please note, the form will allow you to move forward, but RCUH Human Resources will instruct you to complete a new request if the employee is not terminating or if the overlap time exceeds two to four (2-4) weeks. For additional assistance or to discuss your options, please contact the RCUH Human Resources Department at (808) 956-3100.

STEP 2 Attachment B

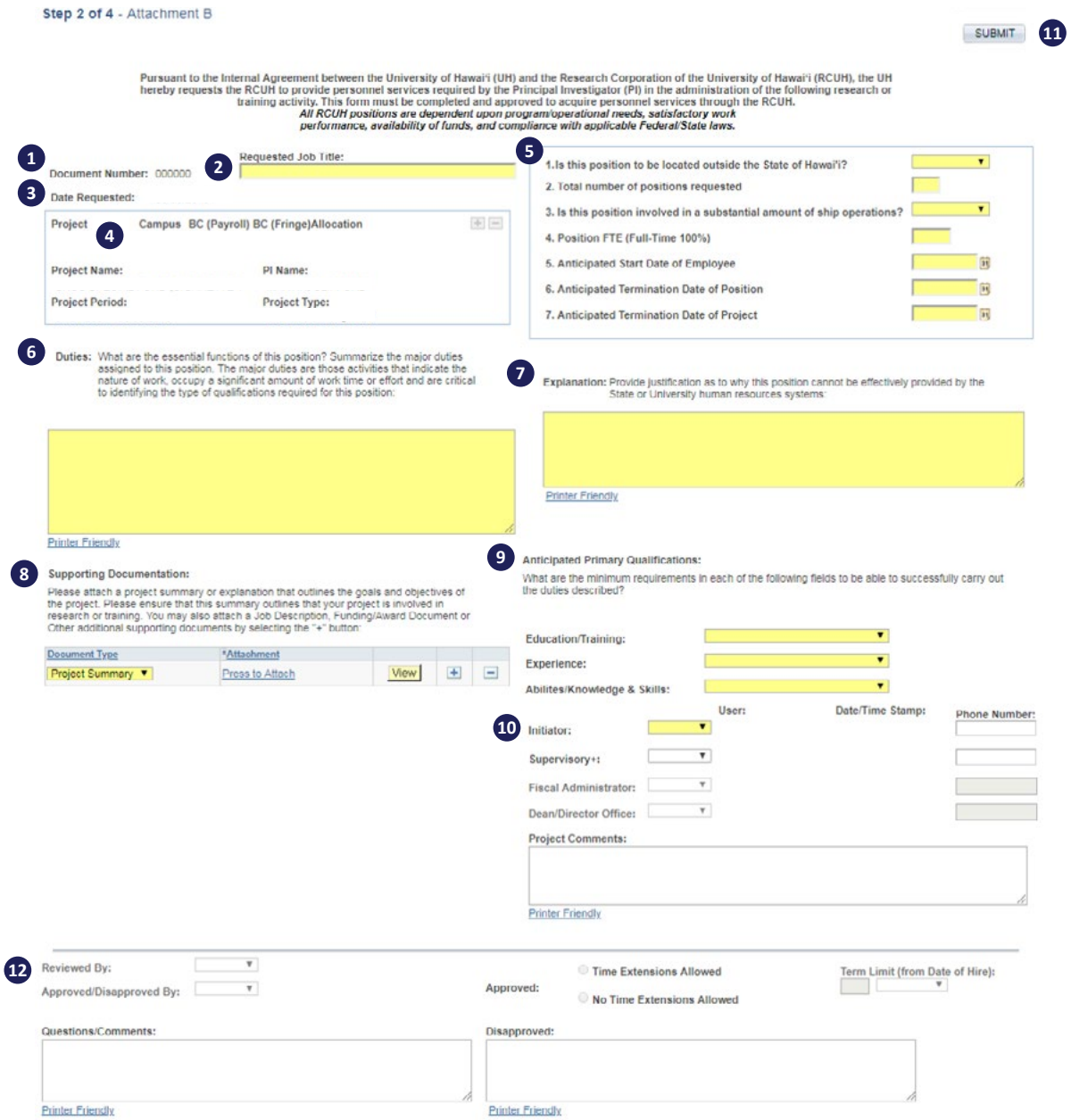
Based on your project's Distribution Code, the system will identify whether your project is exempt from the Attachment B process. If your project is exempt, you will not see Step 2 and should skip to "Direct Projects and UH Service-Ordered Projects Exempt from the Attachment B Requirement" on page 7.

Replace or Clone:

If you are replacing a position with an expired Attachment B or cloning a position, the Attachment B will open pre-populated with the previously inputted information. You can leave the information as is or you may update it. You must complete all yellow fields before submitting the Attachment B to the next approval level.

New:

You must complete all yellow fields before submitting the Attachment B to the next approval level. Please reference the numbers listed below and the corresponding details of each instruction on the following page:



STEP 2 Attachment B

1. **Document Number:** This 6-digit Attachment B identification number is generated once the Attachment B is submitted for approval.

2. **Requested Job Title:** Input the desired job title.

3. **Date Requested:** The form will automatically pre-populate with today's date.

4. **Project Account Number Box:** This section shows the information for each project number inputted in Step 1. You will not be able to make changes to the project numbers in Step 2. If you would like to make changes, you must do so before submitting the form. Simply toggle back to Step 1 by using the train-stop above or click the PREVIOUS button.

5. **Location, Hours and Dates:** Please answer each of the following questions:
   Is this position to be located outside the State of Hawaii? Select Yes or No. If yes, the form will prompt you to include the Country/State the position is located in. If no, the form will prompt you to include the Island.
   Total number of positions requested: Input total number of positions needed.
   Is this position involved in a substantial amount of ship operations? Select Yes or No. If yes, please contact RCUH Human Resources at (808) 956-3100 before proceeding.
   Position FTE (Full-Time 100%): Input the amount of hours you need the position(s) to work in one work-week, in percentage form (i.e., 100% = 40 hours, 75% = 30 hours, 50% = 20 hours).
   Anticipated Start Date of Employee: Provide the anticipated start date of the employee.
   Anticipated Termination Date of Position: Provide the position(s) estimated end date.
   Anticipated Termination Date of Project: Provide the project's estimated end date.

6. **Duties:** What are the essential functions of this position? Summarize the major duties assigned to the position. 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 the position. Please note, under the "Supporting Documents" section, you have the option of uploading a draft job description although this is not required.

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

8. **Supporting Documentation:** You have the option to upload four (4) different types of documents:
   1. Project Summary (Mandatory): This can be an official or unofficial document that outlines the goals and objectives of your project and affirms that your project is a research or training project. Either a memo or a Word document explaining the project's goals and objectives will suffice.
   2. Draft Job Description (Optional): A fully completed job description is not required until Step 3.
   3. Funding/Award Extension Document: This is mandatory if your project number(s) will be expiring within the next three (3) months, otherwise, this is optional. Official or unofficial supporting documentation (including email correspondence from the funding agency) showing funding and/or project renewal/extension in process is acceptable.
   4. Other: This is optional. Any other documents you would like to attach.

9. **Anticipated Primary Qualifications:** Select the anticipated primary qualifications for each section.

10. **Project Approvals:** The form must be approved by three (3) different users (Supervisory+, Fiscal Administrator, Dean/Director) before it will be submitted to UH OHR/VPRI for review. Select "Approve" from the drop-down menu and input your phone number.

11. **Submit Button:** Once you've completed all required sections, click the SUBMIT button to forward the form to the next approval level.

12. **OHR/VPRI Approvals:** This section will be completed by UH OHR/VPRI upon review.

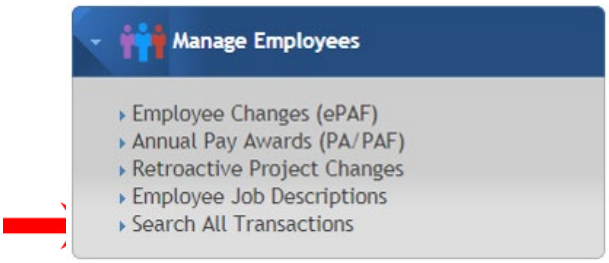
STEP 2 Attachment B

Email Notifications and Attachment B Approval Status

You will receive email(s) to advise of actions pending approval, or if the form has been rejected by a user (i.e., FA rejects due to lack of funding). The Attachment B will be ready for UH OHR/VPRI review once the pertinent Dean/Director authority has approved the form. The system will email you once UH OHR/VPRI has approved the form, returned it with questions, or disapproved the request.

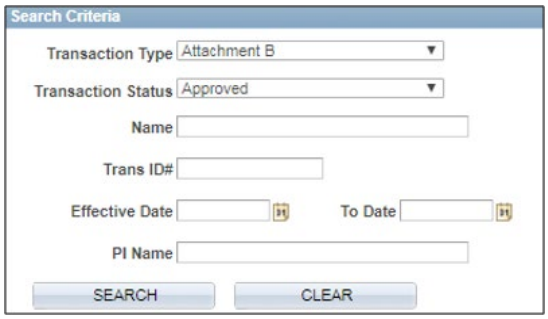
Once the Attachment B has been approved by UH OHR/VPRI, you must log back onto the HR Portal to submit the remainder of the request. RCUH Human Resources will not review your request until all steps have been completed.

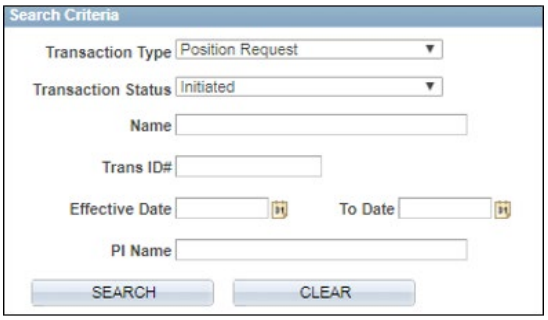
To move onto Step 3, click on “Manage Employees” and click on “Search All Transactions” to search for the Attachment B:



You can search for the form by selecting:

“Attachment B”, “Approved” or “Position Request”, “Initiated”





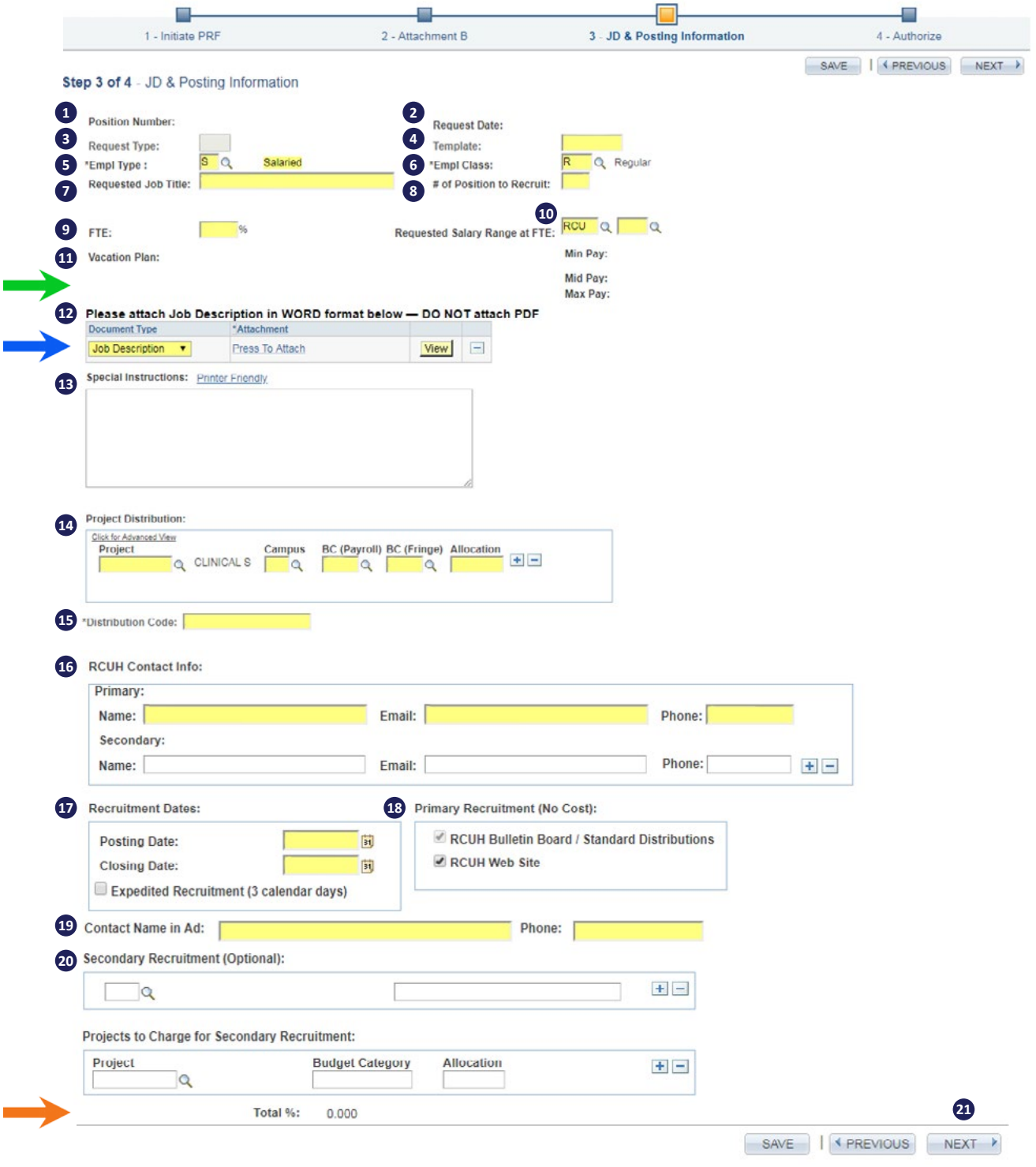
Projects Exempt from the Attachment B Requirement

Direct projects and UH Service-Ordered projects exempt from the Attachment B are not required to complete Step 2. You will receive the following message on the Attachment B panel and may click the NEXT button to move forward with Step 3.

STEP 3 JD & Posting Information

(If an Attachment B is required) Step 3 becomes available for completion once the Attachment B has been approved.

You must complete all yellow fields before moving onto Step 4. Please reference the numbers listed below and the corresponding details of each section on the next page. The following image is the view for a "New" position. Additional fields will be listed if you are "Replacing" or "Cloning" a position. These are denoted by the arrows in the image below and explained on pages 10-11.



STEP 3 JD & Posting Information

1. **Position Number:** This is a system-generated number that will pre-populate on its own. If you are replacing a position, the number you inputted in Step 1 will be shown here.

2. **Request Date:** System-generated - today's date.

3. **Request Type:** System-generated - New (N), Modify (M), or Clone (C) based on the recruitment action you selected in Step 1.

4. **Template:** If you are replacing or cloning a position, this is the position number that was used as a template.

5. **Empl Type:** Defaulted as "S" for salaried. You can also input "H" for hourly if you would like to pay the employee at an hourly rate instead of salaried. Please note, all EXEMPT positions must be paid at a salaried rate. Employees in the same job must have the same type of pay (salaried or hourly).

6. **Empl Class:** Defaulted as "R" for Regular-status.

7. **Requested Job Title:** This field will pre-populate with the title requested on the Attachment B.

   Direct Projects or UH Service-Ordered Projects Exempt from the Attachment B: Enter the job title for "New" recruitments. "Replace" or "Clone" recruitments will pre-populate with the template job title, but may be modified.

8. **# of Position to Recruit:** This field will pre-populate with the number that was requested on the Attachment B. You may edit this count if needed, but the total number must be equal to or less than the number that was requested on the Attachment B.

   Direct Projects or UH Service-Ordered Projects Exempt from the Attachment B: Enter the number of requested positions to recruit for. This field will be defaulted as "1", but may be modified.

9. **FTE:** This field will pre-populate with the percentage that was requested on the Attachment B. You may edit this field if needed, but the FTE must be equal to or less than the number that was requested on the Attachment B.

   Direct Projects or UH Service-Ordered Projects Exempt from the Attachment B: Enter the requested FTE percentage for the position. This field will be defaulted as 100%, but may be modified.

10. **Requested Salary Range at FTE:** Enter the desired pay range for the position. This range is subject to change upon classification of the job description by RCUH Human Resources. "Replace" or "Clone" recruitments will pre-populate with the template position salary range, but may be modified.

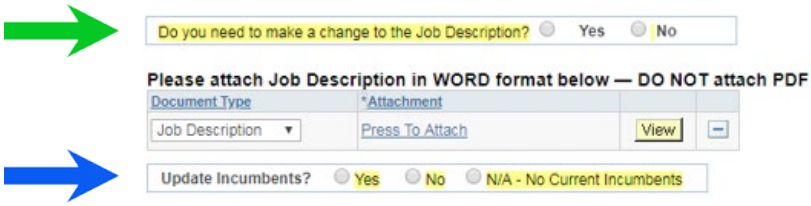
(Continued on next page)

STEP 3 JD & Posting Information

11 **Vacation Plan:** System-generated - defaulted based on the project Distribution Code.

12 **Job Description:** Attach the job description by clicking "Press to Attach". The job description must be a Microsoft Word document only.

Replace or Clone: The following questions will appear above and below the job description field:



Do you need to make a change to the Job Description?

If Yes — you must upload an updated job description.

If No — you do not need to upload a job description. RCUH Human Resources will proceed with the job description on file.

Update Incumbents?

If there are any current employees in the same job, would you like RCUH Human Resources to apply any updates to the job description to those employees as well? Please note, the only instance in which the current employee(s) should not be updated is if he/she is terminating.

13 **Special Instructions:** You may include special instructions to RCUH Human Resources in this field (i.e., creating new Specialist job based off of existing Technician job).

14 **Project Distribution:** The project numbers you inputted in Step 1 will pre-populate here.

15 **Distribution Code:** The Distribution Code you input in Step 1 will pre-populate here. You cannot change the Distribution Code in Step 3. If you made a mistake, please contact the RCUH Human Resources Department at (808) 956-3100.

16 **RCUH Contact Info:** Pre-populates with the Principal Investigator of the Distribution Code. You may edit this or add additional contact persons. These individuals will be the primary contact for RCUH Human Resources if there are questions relating to the recruitment and job description. They will also be the primary contacts on the Applicant Review/Selection Summary (ARSS) for the selection and hire process.

(Continued on next page)

STEP 3 JD & Posting Information

17 **Recruitment Dates:**

Posting Date: Requested date to post job advertisement. The system will default this to seven (7) days from today's date. RCUH Human Resources will determine the final posting date.
Closing Date: Requested end date for the job advertisement. The system will default this date to five (5) calendar days from the Posting Date.
Expedited Recruitment: If checked, the Closing Date will default to three (3) calendar days after the Posting Date. You will not be able to change this closing date. In addition, the minimum primary recruitment sources will include RCUH Bulletin Board/Standard Distributions and the RCUH website, no exceptions.

18 **Primary Recruitment (no cost):** Select where you would like to post the job advertisement. The "RCUH Bulletin Board/Standard Distributions" is pre-checked as it is required by Policy 3.234 RCUH Recruitment (Regular Hires). The system will also pre-check "RCUH Web Site". If you do NOT want the position posted on the RCUH website, uncheck the box. These advertisements are at no cost to the project.

19 **Contact Name in Ad:** Enter the contact person whose name/phone number you want to appear in the advertisements for inquiries from applicants. The contact person must be able to answer applicant questions and is aware of RCUH recruitment/hiring and employee benefit policies.

20 **Secondary Recruitment (Optional):** Input any additional websites/publications in which you would like to post the job advertisement. The project will be charged for the cost of the external recruitment announcements, as applicable. Because this option involves funds, the Fiscal Administrator will be required to approve the form in Step 4.

Secondary Recruitment Source: Indicate specific recruitment publication. Click on the magnifying glass for a list of options.
Advertisement Dates or Special Instructions: Indicate requested publication date(s) or number of days to place the ad (i.e., one Sunday), special instructions, etc.
Project to Charge/Budget Category/% Charge: Input the RCUH account(s) to be charged for the cost of external advertisements, as applicable. Percent distribution must total to 100%.

Assign Fiscal Administrator: If you are replacing or cloning a position that has a valid Attachment B or are a project that is exempt from the Attachment B (you were able to skip Step 2), this field will become visible and mandatory as FA approval is required since he/she did not approve the recruitment in Step 2. This field also becomes mandatory if you opted to advertise the job in secondary recruitments.

Click the magnifying glass to select the FA who will review this recruitment request. You may add additional FAs by clicking the "+" button.

Note: This step is not required for Direct Projects.

21 **Next:** Once completed, click the NEXT button to move forward to Step 4.

STEP 4 Authorize

Authorizations for Recruitment

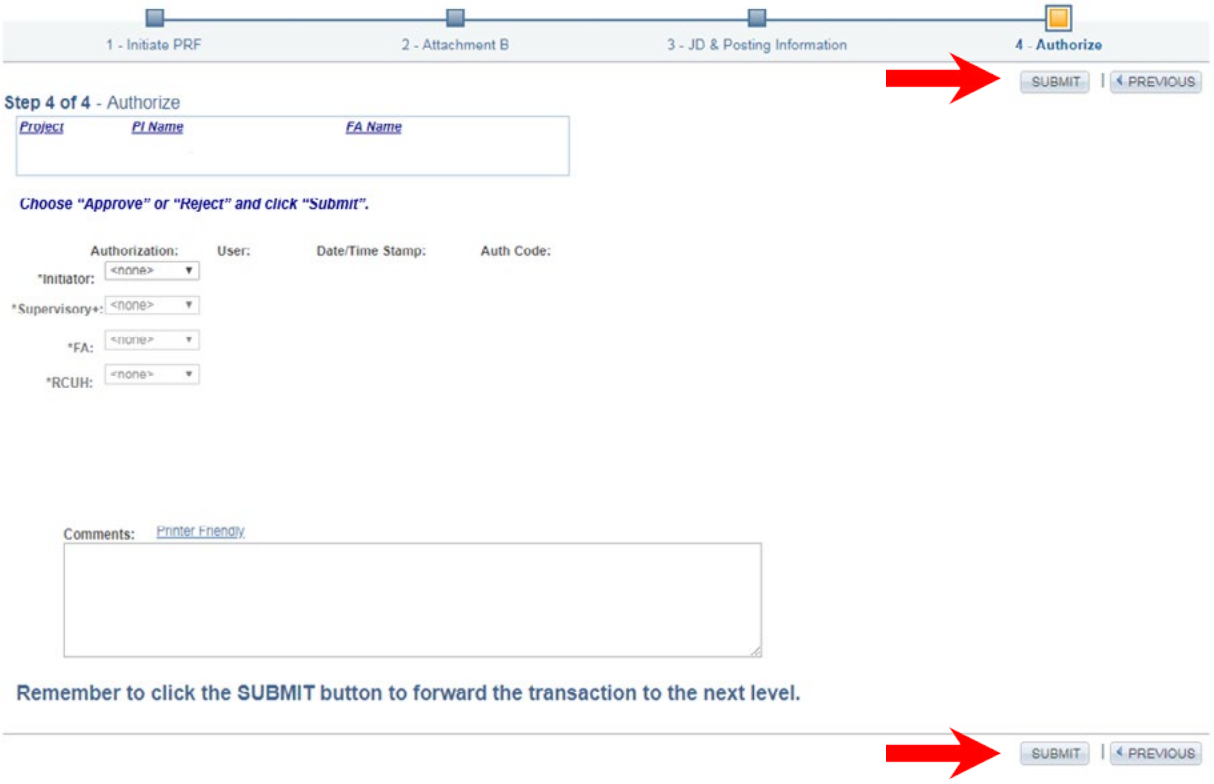
To approve and submit the form to RCUH Human Resources for review, both the Initiator and Supervisory+ user must approve and submit the form.

The Fiscal Administrator is only required to approve the form at this step if the Attachment B was valid and you skipped Step 2 or if you requested secondary recruitments (as most charge an advertising fee).

The Fiscal Administrator approval is always required for UH Service-Ordered projects that are exempt from the Attachment B requirement.

The Fiscal Administrator approval is not required for Direct Projects.

Click the SUBMIT button to complete the form:

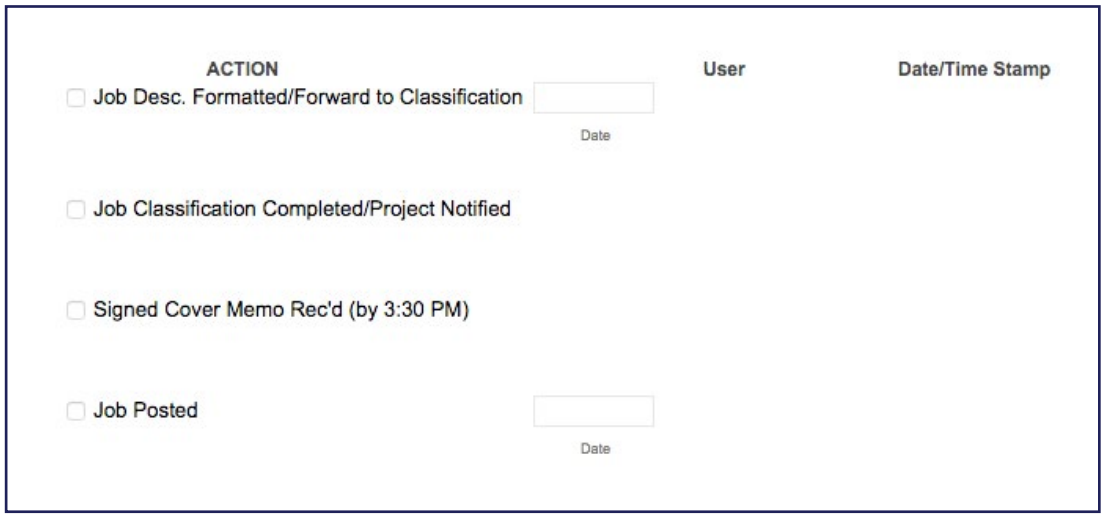


Once all required project approvals are obtained in Step 4, the form is complete!

STEP 4 Authorize

RCUH Human Resources Review

Once all required project users have approved and submitted the form, RCUH Human Resources will review your recruitment request. The following selections will provide you the ability to track the progress of your request:



Job Desc. Formatted/Forward to Classification: Indicates that the job description has been forwarded to a Human Resources Supervisor or the Director of Human Resources for approval. If the job is "New", the job must be assigned to the proper Fair Labor Standards Act (FLSA) classification and pay range.

Job Classification Completed/Project Notified: Indicates that the job description has been reviewed and approved by a Human Resources supervisor or the Director of Human Resources and has been sent for final approval to the Principal Investigator (and all those listed as contacts in Step 3).

Signed Cover Memo Rec'd (by 3:30 PM): Indicates that RCUH Human Resources has received the signed cover memorandum from the Principal Investigator approving the job description and advertisement.

Job Posted: Indicates that RCUH Human Resources has posted the advertisement.

QUESTIONS?

RCUH HUMAN RESOURCES DEPARTMENT

PHONE: (808) 956-3100

EMAIL: rcuhhr@rcuh.com

FREQUENTLY ASKED QUESTIONS

Can I expedite my request?

We strive to review all requests in an expeditious manner. However, if you need to hire someone for the position as soon as possible, please contact RCUH Human Resources immediately to inform us of your urgent need. You may reach us at rcuh_recruitment@rcuh.com or (808) 956-3100. Please note, we are not responsible for the length of review time for the Attachment B. You must contact UH OHR/VPRI directly. Please call (808) 956-8643 for assistance expediting the Attachment B review process. RCUH Human Resources will not be able to review your request until the Attachment B has been approved.

How long does it take to hire someone through RCUH?

It may take four to eight (4-8) weeks to hire a Regular-status employee into a new position. This includes time for us to review your recruitment request, classify the job description, post the job advertisement, your time for screening and interviewing candidates, submittal of the selection packet, our review of your selection documents and the selectees' time for completing his/her new hire documents. Depending on the circumstances (i.e., the job description is already established, a valid Attachment B exists, etc.), this review process can be shorter.

What is the Attachment B and why is it required?

The Attachment B is a UH requirement outlined in Administrative Procedure 12.203, Service Orders to the Research Corporation of the University of Hawaii. Its intent is to inform the University of your need to hire a research or training position through RCUH and explain why this position cannot be hired through the UH system. The form is reviewed by UH OHR and VPRI. All RCUH Regular-status positions must have a valid Attachment B associated to them.

Do I have to complete an Attachment B?

If you are a UH Service-Ordered project, you must complete an Attachment B. If you are unsure, the system will instruct you after you've completed Step 1.

What do I do once my Attachment B is approved?

You must log back onto the HR Portal to complete Steps 3 and 4 of the form. RCUH Human Resources will not review your request until this is complete. Please reference page 7 of this guide for additional instructions.

What do I do if my Attachment B is disapproved?

Please contact UH OHR/VPRI at (808) 956-8643 for additional details.

FREQUENTLY ASKED QUESTIONS

What is the difference between "Time Extensions Allowed" and "No Time Extensions Allowed" on an Attachment B?

"Time Extensions Allowed" indicates that UH OHR/VPRI will allow the position to be recertified for additional months/years in the future should you need to replace the position. "No Time Extensions Allowed" indicates that UH OHR/VPRI will not allow this to occur and that the position can only be established with RCUH this one (1) time. It will be expected to be recruited through the UH system in the future, if needed.

What is a Distribution Code (DC)?

A four-digit code assigned by RCUH to group employees by organizational structure for timesheets and personnel actions. Typically, projects have one (1) DC, however some projects may have multiple DCs. For example, a large project on different islands may have a unique DC for each island. Only one Principal Investigator can be assigned per DC.

How long will RCUH take to review my recruitment request?

The average review time is two to seven (2-7) working days.

Is there a job description template I can use?

Yes, we have an official job description template for you to complete. You can find this form by navigating to RCUH's policy pages > Document Library > Human Resources > Recruitment > Job Description Template.

What is the shortest amount of time my job advertisement must be open?

Per Policy 3.234 RCUH Recruitment (Regular Hires), the minimum amount of time is three (3) calendar days if you post the job advertisement on the RCUH Bulletin Board/ Standard Distributions and the RCUH website. The minimum amount of time for posting the advertisement on just the RCUH Bulletin Board/Standard Distributions is five (5) calendar days.

What are the standard distributions for the job advertisement aside from the RCUH Bulletin Board?

HireNet Hawai'i and the RCUH Job Vacancy Listing.

What is the longest amount of time my job advertisement must/can be open?

There is no maximum to the amount of days allowed. However, we recommend at least a two (2) week posting and no more than four (4) weeks.

FREQUENTLY ASKED QUESTIONS

Can I extend the closing date for my job advertisement?

If you need the position to be posted longer or you would like to extend the closing date, we can accommodate this. To request an extension, you must notify RCUH Human Resources at least one (1) day prior to the closing date.

What type of job advertisements can RCUH help with? Do they cost money?

Aside from the RCUH website, RCUH Bulletin Board and our standard distributions, we can also assist you in posting the advertisements in newspapers (i.e., Honolulu Star-Advertiser, Maui News, etc.), websites (i.e., Indeed, Craigslist, etc.) or other publications of your choosing. These are external advertisements that may be subject to additional fees by the newspaper, website, or publication. For more information (including cost of advertisement), you can find a list of external publications by navigating to RCUH's policy pages > Human Resources > 3.234 RCUH Recruitment Regular Hires > Common External Publications.

After my Attachment B has been approved, how can I check on the status of my position request?

To view the status of your recruitment, please access your position request under "Transactions Pending." A transaction status will appear with one (1) of the following: Pending/Under Initial Review, Pending Classification, and Pending Project. "Pending/Under Initial Review" means RCUH Human Resources is currently reviewing your request and job description. "Pending Classification" means RCUH Human Resources is conducting a final review of your job description and requested pay grade. "Pending Project" means RCUH Human Resources has completed its review and sent the approved job description to the project for review and approval.

Where can I find an employee's job description?

To access an employee's job description please navigate to HR Portal > Manage Employees > Employee Job Descriptions.