RASH GUIDE

REQUISITION FOR APPROVAL TO SEARCH, HIRE (AND OTHER)

OFFICE OF HUMAN RESOURCES
UNIVERSITY OF DALLAS
CARDINAL FARRELL HALL- 1ST FLOOR
1845 E. NORTHGATE DR.
IRVING, TX 75062
PHONE: 972-721-5382
EMAIL: HR@UDALLAS.EDU

Revised March 2021

Request for Approval to Search, Hire, Other (RASH) Form

The RASH form is used to request approval to replace a current position, create a new position, change an existing employee's position, or promote an existing employee

This form is necessary when filling any non-student worker position.

To access the RASH form, go to Banner Web and enter your User ID and Password to login.

UNIVERSITY OF DALLAS
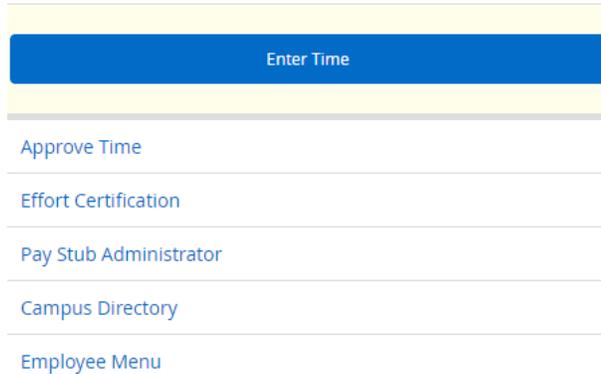*The Catholic University for Independent Thinkers*

Sign in to your account

| Username | Password | **Sign In** |

☐ Remember me on this computer

To submit a RASH, follow these steps:

1. Select *Employee Main Menu* on the right-hand side

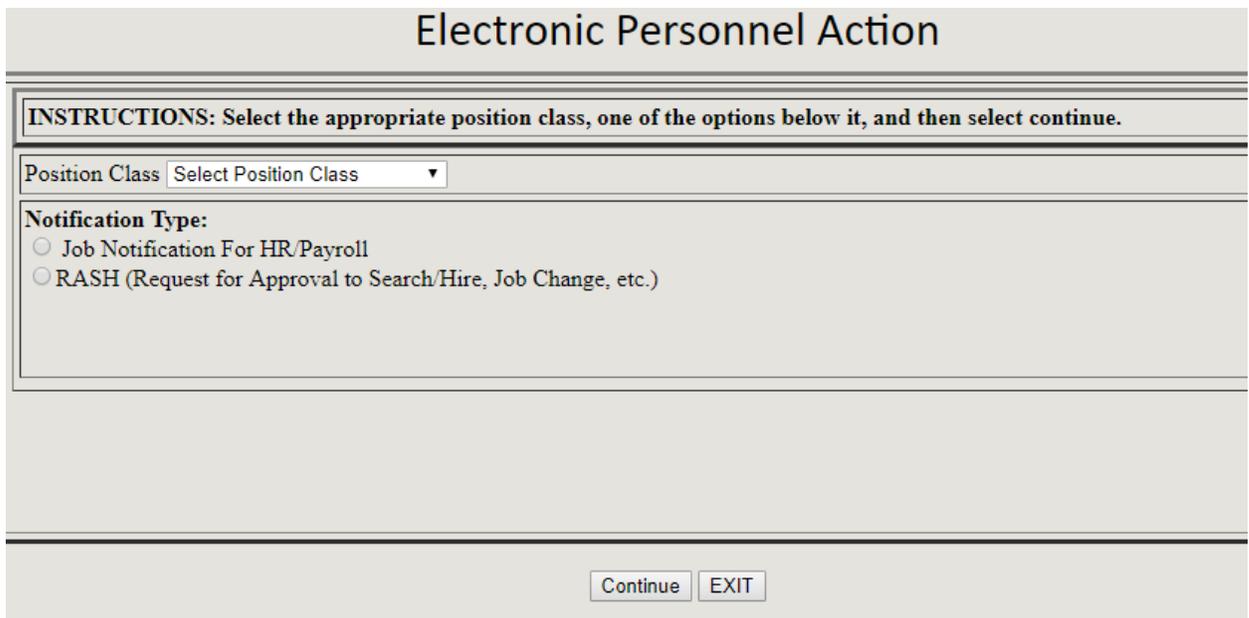2. Click on *Employee & HR Notification.*
   (This will direct you to the Electronic Personnel Action landing page)

Electronic Personnel Action page

3. On the top of the screen, use the drop down menu to select the appropriate class for this position (e.g. Staff Exempt, Staff Non Exempt, Faculty 9 Month Contract, etc.)

4. *Click on RASH (Request for Approval to Search/Hire, Job Change, etc.)*

5. Select *Continue* to proceed to the Position Requisition page

*Note: your name will appear on the top of the screen, in the **Originator** field.

6. Select the **Funding Source** for the position (Restricted or Unrestricted)

7. Select whether this is a **Faculty** or **Staff** position

8. If this is a temporary position, check the **Temp Position** box

9. If the person selected to fill this position will be replacing a current employee, select the current employee's name using the drop down menu

10. Select whether this is a request for **Search/Hire** or **Other**
    If **Other**, use **Notes** section to explain the reason for the request (e.g., promotion)

11. Identify whether you are acting as a proxy for another employee

12. Select **Continue** to proceed to the Position Requisition page

University of Dallas
Position Requisition

Originator: =	[_____]
Funding Source:	◉ Unrestricted\Operating
	○ Restricted/Donor
Is this Faculty or Staff?:	◉ Faculty
	○ Staff
Check if this is a Temp position?:	☐
If replacing, Replacing Who?:	Select previous employee ▼
This request is for?	◉ Search/Hire
	○ Other(explain in notes)
Notes*	[_____]

EXIT Continue

On the this page, review the information on the top of the screen to make sure it is accurate.

*Make a note of the **Position Requisition** number. This is the number you will submit to HR if you experience technical difficulties completing this form.

13. Select the **Funding Organization** using the drop down menu
    The **Department** field will populate automatically based on this selection

14. Select the **Job Location** using the drop down menu

15. Select the **Job Supervisor** using the drop down menu

16. Enter the **Requested Start Date** (MM/DD/YYYY), or select it using the calendar function

17. Enter the **Requested Weekly Hours** of work

18. Enter the **Recommended Job Title**

19. Enter a **Short Job Description**

20. If you would like to recommend a candidate for this position…
    Select an *internal* candidate's name using the **Existing Employee** drop down menu

21. Provide an updated job description using the **Attach Supporting Documents** function

22. Include any additional information relevant to the position using the **Notes** field

23. Select **Save/Submit** to submit the form

University of Dallas
Position Requisiton/Revision

Position Requisition #: 7736	Requisition Originator:
Is this Part Time or Full Time? ⦿ Full ◯ Part	New/Replacement/Revision? ⦿ New ◯ Replacement ◯ Revision
Date Submitted: 08/19/2019	

Field	Input	Description
Funding Org:	Select Org ▼	This is the org for labor distribution.
Department:		Department name.
Job Location:	Select Job Location ▼	This is the location the employee will be working.
Job Supervisor:	Select Job Supervisor ▼	This is the employee that will supervise daily activity.
Requested Start Date:		This is the first day the employee reports to work.
Requested Weekly Hours:		Number of Hours requested per week.
Recommended Job Title:		A Job Title that describes this position.
Short Job Description:		Give a basic description of the job/responsibilities or required skills.
Recommended Candidate:	Employee Name: Select employee ▼	Current Employee that you are Recommending.
Attach Supporting Docs:	Choose File No file chosen	Upload any documents related to this position. ie...Job Descritpions to this or similar position.
Notes:		(Enter information about this position that will be helpful (Max of 2000 characters)

Save/Submit   EXIT

<u>Submission Confirmation</u>

After you have selected to Save/Submit the form, the following confirmation message will appear on your screen and the form will be sent to HR.

UNIVERSITY OF DALLAS
The Catholic University for Independent Thinkers
Workflow Engine

University of Dallas

Position Requisiton

All Records Updated.
This Position Requisition has been sent to HR for further processing.

EXIT

<u>What happens after the RASH is submitted?</u>

HR will review the RASH to ensure job details and labor requests are accurate. Your form may be returned to you if one or more of the following occurs:
- The form contains significant errors and cannot be processed as is
- The details/parameters of the job (e.g., number of hours worked) do not comply with federal, state, or UD policy
- There is not sufficient or accurate information for the requested position
- Selecting incorrect position of person being replaced
- No job description is attached

  Before submitting a RASH be sure you have worked with HR on a current Job Description. As noted above, it will need to be attached to the RASH form.

If the information in the form is accurate, HR will route the form to the required approvers in the following order: deans/directors, VP of area, accounting/budget managers, Chief Financial Officer, and the President.

<u>What happens after the RASH is approved?</u>

Once all approvals are obtained, the Talent Acquisition Manager will work with you.
- If searching for a candidate to determine where the job should be posted and discuss strategies for effectively screening and interviewing candidates for this position (refer to your guide from our Hiring the Right People discussion to refresh your memory on the UD interview process and best practices associated with behavioral-based interviewing).
- If making a job change or promotion to discuss effective dates, salary, etc.

*** Please note that a RASH form can be returned by any approver. The originator and anyone who has approved already will receive an email specifying who returned it and why. This email will also provide instructions on how to log back in and access the form for any appropriate changes.