



UNIVERSITY OF DALLAS

RASH GUIDE

REQUISITION FOR APPROVAL TO SEARCH, HIRE (AND OTHER)

12.21.2021

Table of Contents

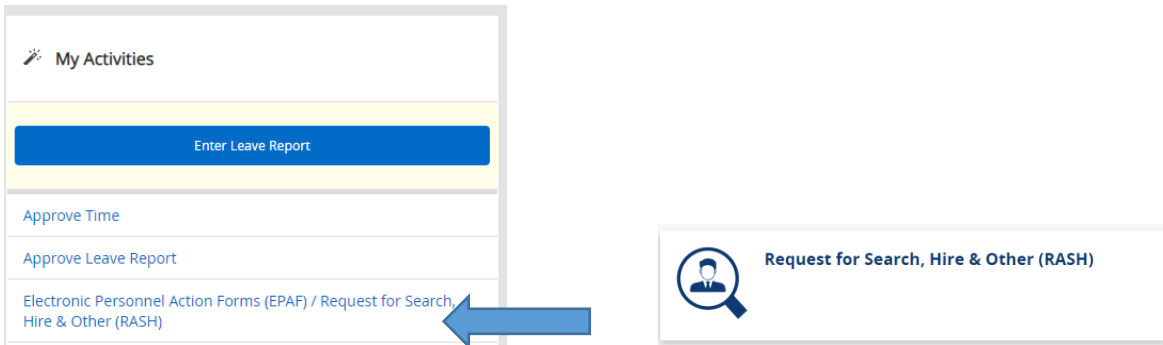
| | |
|---|----|
| What is a RASH form..... | 2 |
| How to submit a RASH form..... | 2 |
| How to approve a RASH form..... | 7 |
| How to view a previous RASH form(s) that you have submitted | 9 |
| How to view a previous RASH form(s) that you have approved? | 10 |
| Additional Tips | 10 |

What is a RASH form


The RASH form is used to request approval to replace a position, create a new position, change and/or change an employee's existing position. This form is required when filing any non-student worker position.

How to submit a RASH form

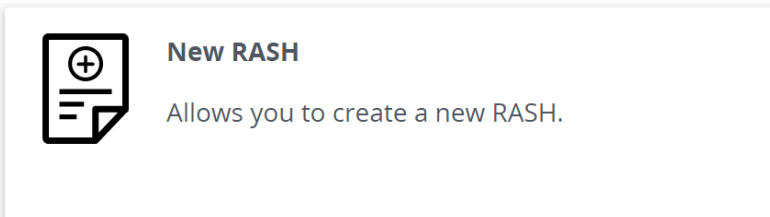
- Go to the Banner Portal (<https://udallas.edu/bportal>) and under the *Production Database* visit **BannerWeb-Employee** and enter your *Username* and *Password*.
*Note: this is the same information you use to login to an any UD computer and/or computer.
- Select *Electronic Personnel Action Forms (EPAF)/Request for Search, Hire & Other (RASH)* on the right-hand side and then Select *Request for Search, Hire, and Other (RASH)*



OR if this option is not available for you

Select the four squares in the top left-hand corner (); then select *UD Self-Service Apps, Employee Main Menu*, and then *Request for Search, Hire & Other (RASH) (9x)*

- Select *New RASH*



You will now complete the following steps:

Step 1:

- a. Select the *Request Type*. Note: If selecting *Other* a box will appear for explanation on why RASH is being submitted.
- b. Then from the dropdown choose the *Position Class* and then your save option.

Requisition #:

Originator Step 1 of 4

Request Type *

Search/Hire

Other

Position Class * ?

- If you select *Save your RASH will be saved and you can come back to it but it will not move to the next step.*
- If you select *Save and Continue*, your information will be saved and you will move to the next step.

Step 2:

a. Requisition #: 11728

b.

Funding Source *

- Unrestricted
- Restricted

c.

Is this Faculty or Staff? *

- Faculty
- Staff

d.

Temp Position?

e.

PT/FT?

- Part Time
- Full Time

f.

Position Type *

- New
- Replacement
- Revision

g.

- a. A Requisition Number will be created and shown.
- b. Select the *Funding Source*.

- c. Choose whether the position is *Faculty or Staff*.
- d. Check the designated box if position is *temporary*.
- e. Choose whether position is Part Time or Full Time.
- f. Select the *Position Type*.
 - If replacement, a box will appear for you to select the name of the employee and which position for the employee you are requesting to replace.

Replacing *

Select Position *

- g. Choose your *Save* option or *Back* to return to the previous page.

Step 3:

Requisition #: 11728

Step 3 of 4

a. Funding Org * ⓘ

Department

b. Job Location ⓘ

c. Job Supervisor * ⓘ

d. Start Date * ⓘ

e. Weekly Hours * ⓘ

f.

- a. Select the appropriate org number from the drop down, which will fill in the department. If the Funding Source selected was Restricted you will be promoted to select the appropriate fund instead of an org.
- b. Select where the employee will be located.
- c. Select the *Job Supervisor's* name from the drop down.
- d. Select the anticipated *Start Date* from the calendar that will appear.
- e. Input the number of weekly hours the employee will work.
- f. Choose your *Save* option or *Back* to return to the previous page.

*Note: if selected that RASH is for a Temp Position, in addition to the items above you will also have to input the number of weeks needed.

Step 4:

Requisition #: 11728

Step 4 of 4

a. Job Title * ?

b. Short Job Description * ?

c. Recommended Candidate ?


d. Attach Supporting Doc ?

e. Notes ?

f.

- a. Type in the Job Title for the position
- b. Type a short job description
- c. If the recommended candidate is a current or previous employee select there name here.
- d. The job description and any additional documentation should be attached here.
****Before submitting a RASH form be sure you have worked with HR on an updated job description****
- e. Any additional notes should be typed in here.
- f. Choose *Back*, *Save*, or *Submit*.

*once submitted you will receive the following message:

 RASH validated and submitted successfully.

What happens after the RASH is submitted?

After submitting the RASH is routed to Human Resources for review.

The RASH can then be:

1. Returned for corrections
 - If returned, the person the RASH is being returned to will receive an email with any notes/reason why the RASH is being returned. You can then make any necessary updates and resubmit, if applicable.
- OR**
2. Routed for approval
 - The approvers are as follows (if applicable): Department Head/Director/Dean, VP/CFO, area Vice President, Executive Vice President, and President.
 - Please note that any approver can return the RASH to the originator (individual who submitted the RASH) or to a previous approver.

- Once the RASH has all necessary approvals you will receive an email (see example below).

RASH 11748 - Completed

noreply@udallas.edu

to me ▾

LaCoya Williams,

A RASH has been completed:

RASH#: 11748

Job Title: Test- Assistant

Thanks!

This is an automatically generated email, please do not reply.

How to approve a RASH form

- When a RASH form has been routed to you for approval you will receive the following email:

RASH 11748 - Ready for DEPT Approval

noreply@udallas.edu

to me ▾



*This will show whatever level of approval you are.

LaCoya Williams,

A RASH from Zanteria Ray has been sent to you for DEPT approval:

RASH#: 11748

Job Title: Test- Assistant

Please click on the link below to approve/reject the RASH.

[Review RASH #11748](#) (Or login to Employee Self-Service and select RASH)

Thanks!

This is an automatically generated email, please do not reply.

*If you are already logged in to Employee Self-Service you will be taken directly to the RASH. If not, you will be prompted to login and then taken to the RASH menu. Once at the RASH menu select *RASH Approver Summary*.

- Once logged in you will be able to see notes from a previous approver by selecting on any previous approval level available (see example picture below):



- Next:

a.

b. Approve & Forward Disapprove & Return

Signature: _____ Date: _____

c.

d.

- a. Type in any applicable notes
- b. Select *Approve & Forward* or *Disapprove and Return*
- c. Select *Sign and Date* and your name and the date will appear
- d. Select *Submit*

*Note:

- If *Approve & Forward* is selected the RASH will automatically be routed to the next approver
- If *Disapprove and Return* is selected you will have option to select whom you want to return the RASH to, which can be the originator (individual who submitted the RASH) or any previous approver, if applicable. In addition, you will be able to enter a reason for the return.

Return RASH

i You have disapproved this request.
Select to whom you want this request returned to:

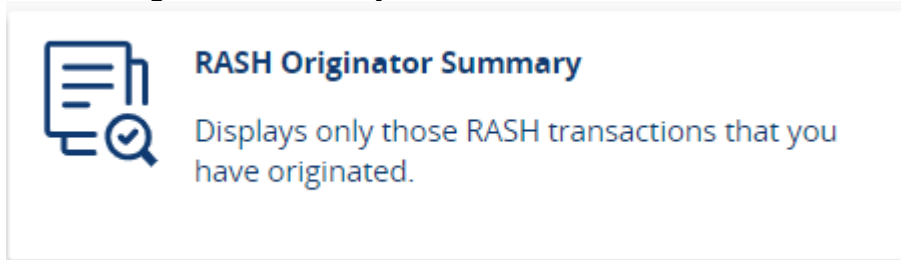
- Originator
- HR Router (only One Active)
- Dept/Dean/Director
- HR Info/Analyst
- CFO Approval

Enter Reason for Return:

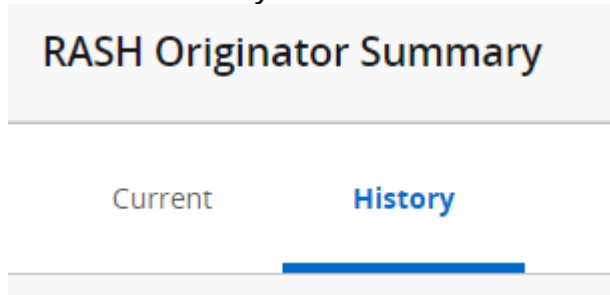
At this point the originator (if returned to the Originator) and any previous approver will receive an email.

How to view a previous RASH form(s) that you have submitted

- Go to the [Banner Portal](#) and under the Production Database visit BannerWeb-Employee and enter your *Username* and *Password*.
*Note: this is the same information you use to login to an any UD computer and/or computer.
- Select *RASH Originator Summary*



- Select *Current* or *History*



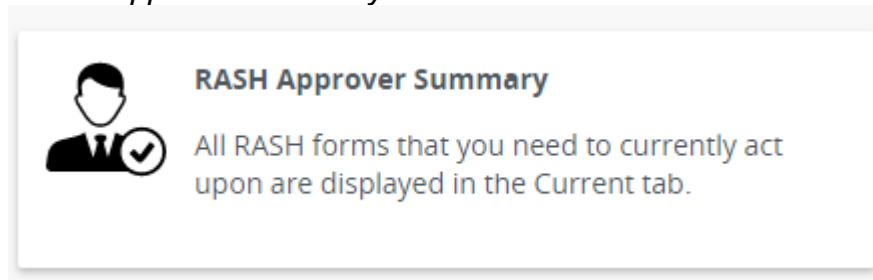
Note:

**Current* displays any RASH form that you have started and saved but have not yet been submitted. In addition, any RASH forms that have been returned to you will appear here.

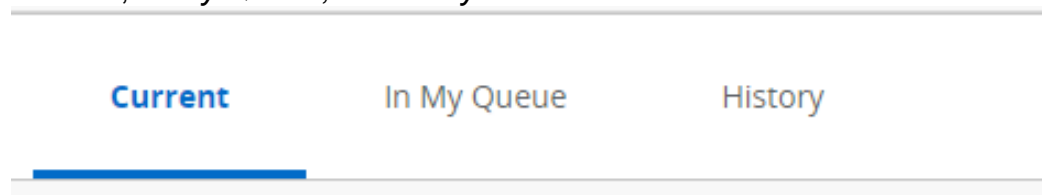
**History* displays any RASH form that you have been submitted.

How to view a previous RASH form(s) that you have approved?

- Go to the [Banner Portal](#) and under the Production Database visit BannerWeb-Employee and enter your *Username* and *Password*.
*Note: this is the same information you use to login to an any UD computer and/or computer.
- Select *RASH Approver Summary*



- Select *Current*, *In My Queue*, or *History*



Note:

**Current* displays any RASH form that is waiting your approval.



* *In My Queue* displays any RASH form that you are listed as an approver for.

**History* displays any RASH form that you have previously approved.

Additional Tips



Cloning a previous RASH

This function allows you to create a new RASH with the same information from some fields of a previous RASH. To do so:



- Go to RASH Originator Summary
- Select History
- Select the View icon () to open the RASH you wish to clone
- Once inside the RASH select the clone icon () on the top right corner. This will start a new RASH with some fields pre-populated.

Printing a RASH

If you are an originator:



- Go to RASH Originator Summary
- Select History
- Select the View icon () to open the RASH you wish to print
- Once inside the RASH select the clone icon () on the top right corner.

If you are an approver:



- Go to RASH Approver Summary
- Select History
- Select the View icon () to open the RASH you wish to print
- Once inside the RASH select the clone icon () on the top right corner.

Viewing Approval History

If you are an originator:

- Go to RASH Originator Summary
- Select History
- Select the View icon () to open up the RASH
- Under *Approvals*, select the Approval History icon (). This will show everyone who approved the RASH and any notes they may have included.

If you are an approver:

- Go to RASH Approver Summary
- Select History
- Select the View icon () to open up the RASH
- Under *Approvals*, select the Approval History icon (). This will show everyone who approved the RASH and any notes they may have included.