Welcome to CAS HR Online Service Center

In an effort to streamline service requests, submit ticket by filling out the appropriate online forms listed below. Once the form is submitted, a CAS HR representative will contact you shortly regarding your request.

### Service Requests

- Initiate New Hire Request
- Extra-Help Termination Form
- Student Undergraduate Hiring Request
- Student Undergraduate Hiring Request - Bulk
- Student Termination Form
- Meeting Request
- Initiate Discipline Process
- Exam Request
- Other Service Request
To initiate a New Hire Request:

1. Navigate to [http://cas.uic.edu/hr/onlineservices.shtml](http://cas.uic.edu/hr/onlineservices.shtml).

2. Click the link describing which service request is needed. For these procedures, click the “Initiate New Hire Request” link.

3. **Unit Name**

   The Unit Name is the title of the Student Affairs unit the new employee will be working in (i.e. Student Affairs Human Resources).
4. **Organization Code**

The organization code is the six digit code that is used in Banner to properly allocate and bill the employee’s wages to their unit. In the case of Student Affairs Human Resources, this code is 231003.

![Organization Code](image)

5. **Reason for Filling Position**

- [ ] Vacant Position
- [ ] New Position
- [ ] Reclassification

6. **Position Type**

- [ ] Permanent
- [ ] Visiting Academic Professional
- [ ] Outside Temporary Employee
- [ ] Non-Status (EH)

7. **Appointment Type**

- [ ] Academic Professional (AP)
- [x] Civil Service Status
- [ ] Extra Help Civil Service
- [ ] Outside Temp Services
- [ ] Graduate Hourly
- [ ] Graduate Assistant
8. **Former Incumbent’s Name**
   Type the former incumbent’s name only if the position being requested was previously held by an employee.

   **Former Incumbent’s Name**

9. **Justification/Background to Fill Position**
   Provide a justification/background of why there is a need to fill this position.

   **Justification/Background to Fill Position**

10. **Business Necessity**
    Select business reason for filling the position.

    **Business Necessity**

    - Business Continuity
    - Net Revenue Generation
    - Critical Leadership Role

11. **Funding FOAP Code**
    Enter FOAP (FUND-ORGANIZATION CODE-ACCOUNT CODE-PROGRAM CODE) where salary expenses will be charged.

    **Funding FOAP Code**
12. **Background Check Funding FOAP Code**

Enter FOP (FUND-ORGANIZATION CODE-PROGRAM CODE) to cover background check expenses.

- **Background Check Billing Fund**: 301183
- **Background Check Billing Organization**: 231003
- **Background Check Billing Program**: 231008

13. **Desired Start Date**

Enter the desired start date in mm/dd/yyyy.

- **Desired Start Date**: 09/26/2016

14. **Job Title**

Enter the job title.

- **Job Title**: Building Service Worker

15. **Department Contact Name & Email**

The department contact name and email is the name and email of the person submitting the request.

- **Department Contact Name**: Jane Doe
- **Department Contact Email**: jdoe@uic.edu
16. **Work Schedule**

Type a short description of the daily/weekly work schedule.

**Work Schedule** 7AM-3:30PM, Monday-Friday

17. **Position Reports To**

Enter the name of the prospective employee’s direct supervisor in this field.

**Position Reports To** Jane Doe

18. **Salary/Rates**

Enter the minimum and maximum salary you plan to offer for the position.

**Minimum Salary/Rate** $24,772.80

**Maximum Salary/Rate** $24,772.80

19. **Percentage of Appointment**

Enter the percentage of appointment. (1.0 or .50, etc.)

**Percentage of Appointment** 1.0
20: **Additional Questions**

Choose the appropriate radio buttons for each question.

- **Is this position Security Sensitive?**
  - Yes  
  - No

- **Does this position have Supervisory responsibility of 20 or more?**
  - Yes  
  - No

- **Does this position have Purchasing Authority of $5,000 or more?**
  - Yes  
  - No

- **Does this position require a License?**
  - Yes  
  - No

- **Does this position require Physical/Strength Test?**
  - Yes  
  - No

- **Does this position require Health Screening?**
  - Yes  
  - No

- **Does this position require Drug Screening?**
  - Yes  
  - No

- **Does this position involve Direct Patient Care?**
  - Yes  
  - No

- **Does this position work with minors (subject to the Protection of Minors policy)?**
  - Yes  
  - No
21. **New Hire Employee Name**

Type in New Hire name here, if known.

New Hire Employee Name [John Doe]

22. **To Submit Request:**

Click the “Submit Request” button.

The following screen will appear:

Thank you for submitting a new hire form. A HR Representative will contact you shortly.

Return to CAS HR Website
To initiate an Extra Help Termination service request:

1. Navigate to http://cas.uic.edu/hr/onlineservices.shtml.

2. Click the link describing which service request is needed. For these procedures, click the “Extra Help Termination Form” link.

3. **Date**
   Type in today’s date.

   **Date**
   
   09/27/2016

4. **Department**
   The department is the full name of the Student Affairs unit.

   **Department**
   
   Student Affairs Human Resources

5. **Extra Help Employee**
   Type the first and last name of the Extra Help employee in this box.

   **Extra Help Employee**
   
   John Doe

6. **Position Title**
   Type in the title of the Extra Help position.

   **Position Title**
   
   EH Building Service Worker
7. **Position Number**

Type the employee’s position number in this box, if known.

Position Number  C10000

8. **Effective Date**

Type the effective date of the termination. Effective dates should be the first day of a biweekly pay period.

Effective Date  9/25/2016

9. **Approved By**

Enter the name of the person requesting this termination.

Approved By  Jane Doe

10. **Department**

Enter the full name of the Student Affairs unit requesting this termination request.

Department  Student Affairs Human Resources

11. **Phone**

Enter the campus phone number of the person requesting this termination.

Phone  312-355-3350
12. **Email**

Enter the campus email of the person requesting this termination request. Double check all of your information, and then click “Submit Request”.

![Email field with email address jdoe@uic.edu]

13. **To Submit Request:**

After clicking “Submit Request”, the following screen will appear:

Thank you for submitting an Extra Help Termination Form. A HR Representative will contact you shortly.

[Return to CAS HR Website]
To initiate an Undergraduate Student Hire request for one student position only:

1. Navigate to [http://cas.uic.edu/hr/onlineservices.shtml](http://cas.uic.edu/hr/onlineservices.shtml).

2. Click the link describing which service request is needed. For these procedures, click the “Undergraduate Student Hiring Request” link.

3. **To Submit Request:**

   Click “Submit Request”. The following screen will appear:

   Thank you for submitting an Undergraduate Hourly Hiring Request. Please reply to the ticket with a copy of the requisition form after the student has submitted the form to the Student Employment Office.

   You will receive an email receipt of the ticket to which you will reply back with a completed copy of the student requisition for the position.
To initiate an Undergraduate Student Hire request for multiple student positions:

1. Navigate to [http://cas.uic.edu/hr/onlineservices.shtml](http://cas.uic.edu/hr/onlineservices.shtml).

2. Click the link describing which service request is needed. For these procedures, click the “Undergraduate Student Hiring Request-Bulk” link.

3. **To Submit Request:**

   Click “Submit Request”. The following screen appears:

   Thank you for submitting an Undergraduate Hourly Hiring Request. Please reply to the ticket with a copy of the requisition forms after the student has submitted the form to the Student Employment Office.

   Return to [CAS HR Website](#)

You will receive an email receipt of the ticket to which you will reply back with completed copies of the student requisition for the positions.
To initiate a Student Termination request:

1. Navigate to [http://cas.uic.edu/hr/onlineservices.shtml](http://cas.uic.edu/hr/onlineservices.shtml).

2. Click the link describing which service request is needed. For these procedures, click the “Student Termination Form” link.

3. **Student Information**
   Enter the student’s name and UIN.

   Please terminate the following student employee

   - **Student Name**: Jane Doe
   - **UIN**: 123456789

4. **Position Title**
   Enter the student’s position. All student positions begin with either “FWS” for a federal work study position or “NWS” for a non-federal work study position.

   Being terminated from the following position

   - **Position Title**: NWS General Office Aide
5. **Position Number**

Enter the position number.

Position Number: C10000

6. **Current Rate**

Enter the current hourly rate for the student’s position.

Current rate /hour: $8.77

7. **Effective Date**

Type the effective date of the termination, which will be the start of a biweekly pay period.

Effective Date (beginning of a pay period): 09/25/2016

8. **Submitted By Field**

Enter the submitting supervisor’s name, title, and campus phone number and email.

Submitted By:

- Name of Supervisor: Jane Doe
- Title of Supervisor: Manager I
- Contact Phone: 312-100-1000
- Contact Email: jdoe@uic.edu

9. **To Submit Request:**

Click “Submit Request”. The following screen will appear:
To initiate a Meeting Request:

1. Navigate to [http://cas.uic.edu/hr/onlineservices.shtml](http://cas.uic.edu/hr/onlineservices.shtml).

2. Click the link describing which service request is needed. For these procedures, click the “Meeting Request” link.

3. **Contact Information**

   Enter your name and campus email.

   **Your Name**  
   Jane Doe

   **Your Email**  
   jdoe@uic.edu
4. **Reason for Meeting** Click the radio button next to the reason for requesting a meeting. If the reason is not listed type the specific reason in the “Other Reason” box.

<table>
<thead>
<tr>
<th>Reason for Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits</td>
</tr>
<tr>
<td>Coaching</td>
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<tr>
<td>Consultation</td>
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<tr>
<td>Disability</td>
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<tr>
<td>Exit Interview</td>
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<tr>
<td>FMLA</td>
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<tr>
<td>Mediation</td>
</tr>
<tr>
<td>Training Request</td>
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<tr>
<td>Retirement</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

5. **To Submit Request:**

Click the “submit request” button. The following screen will appear:

Thank you for submitting a meeting request. A HR Representative will contact you shortly.

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To initiate a Discipline Process service request:

1. Navigate to [http://cas.uic.edu/hr/onlineservices.shtml](http://cas.uic.edu/hr/onlineservices.shtml).

2. Click the link describing which service request is needed. For these procedures, click the “Initiate Discipline Process” link.

3. **Contact Information**

   Enter your name and campus email.

   - **Your Name**: Jane Doe
   - **Your Email**: jdoe@uic.edu

4. **To Submit Request:**

   Click “Submit Request.” The below message appears:

   Thank you for submitting. A HR Representative will contact you shortly.

Return to [CAS HR Website](http://cas.uic.edu/hr/)
To initiate a Civil Service Exam service request:

1. Navigate to http://cas.uic.edu/hr/onlineservices.shtml.

2. Click the link describing which service request is needed. For these procedures, click the “Exam Request” link.

3. **Employee Info**

   Enter the Employee Name, email, and desired job classification you are requesting an exam for.

   - **Employee Name**: Jane Doe
   - **Employee Email**: jdoe@uic.edu
   - **Desired Job Classification**: Senior Events Administrator

4. **To Submit Request:**

   Click “Submit Request”. The following message will appear:

   Thank you for submitting an Exam Request. A HR Representative will contact you shortly.

   Return to CAS HR Website
To initiate a request that does not fit in with the other categories in the ticketing system:

1. Navigate to http://cas.uic.edu/hr/onlineservices.shtml.

2. Click the link describing which service request is needed. For these procedures, click the “Other Service Request” link.

3. **Information**

   Enter your name and campus email, along with a brief description of the unique service that is needed.

4. **To Submit Request:**

   Click “Submit Request”. The following screen will appear:

   Thank you for submitting a meeting request. A HR Representative will contact you shortly.

   Return to CAS HR Website