

Cornerstone – Academic Hourly Appointment Form

Academic Hourly Appointment Form Overview

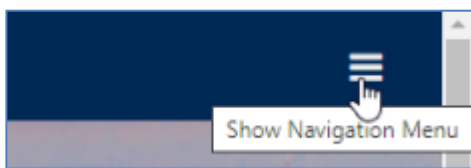
- **Please note, this form must be fully approved before an offer is made.**
- Academic hourly positions offer opportunities to work in administrative, clinical, research or teaching positions on a temporary basis. Academic Hourly employees must have a bachelor's degree or higher. They should not be a registered grad or undergrad at the University of Illinois.
- A search is not required for temporary employment vacancies unless you need to post the position to accept applications. If the position does not need to be posted, then the Academic Hourly Appointment form should be submitted to request approval to hire an individual directly for an appointment, without conducting a search.
- Prior to submitting this form, a requisition will need to be created. This is done by starting in JDX, with a "Temporary Vacancy". After the vacancy feeds into Cornerstone and creates the requisition workflow, an applicant record must be added to the requisition along with a copy of the appointee's resume/CV. Please see corresponding [job aids](#), for additional information on these steps.
- If you have any questions, please contact ihf-hrais@illinois.edu.

How to Access the Cornerstone System

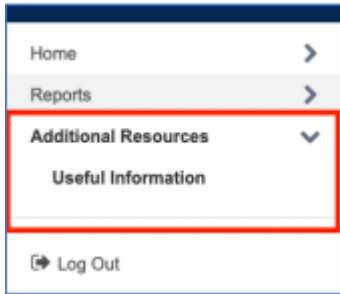
1. Open internet browser and go to: apps.uillinois.edu
2. Select [Cornerstone - Urbana](#) (found on the Human Resources card)
3. Log in to Cornerstone using your net ID and password

How to Submit a New Hire Without Search Form

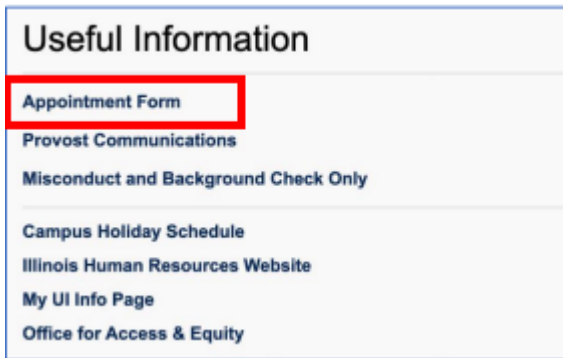
1. **In the top right corner, click the three white lines to open the navigation menu**



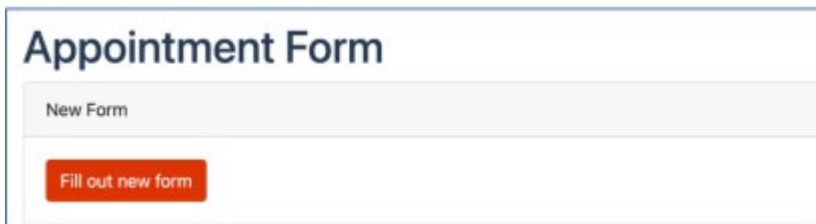
2. Go to Additional Resources, click the arrow, and then select Useful Information



3. Click on Appointment Form



4. Click on Fill out new form and proceed to complete the form (fields with a red asterisk* are required)



5. **Proposed Appointee: Is the proposed appointee a current employee? *** – Select Yes or No (If yes, please enter the employee UIN or Net ID)

A screenshot of the 'Proposed Appointee' form. The form title is 'Proposed Appointee'. Below the title, there is a instruction: 'Please complete the information below and click Next to continue.' The first question is 'Is the proposed appointee a current employee?*' with two radio button options: 'Yes' and 'No'. At the bottom of the form, there is a red button labeled 'Next' with a right-pointing arrow.

6. **Click Next and proceed to complete the form (fields with a red asterisk* are required)**

Cornerstone Requisition ID*

NOTE: If you are processing an Appointment Form for an interim appointment and do not have a current requisition, please type "INTERIM" in the field above. For TOP Stage 1, type TOP in the field above. Please update this field to the appropriate requisition ID when submitting TOP Stage 2.

Proposed Title*

Proposed Date of Appointment

Percent Time of Appointment

Proposed Salary Offer*

Appointee First Name*

Appointee Last Name*

Applicant Email

IMPORTANT: If the appointee is not a current employee, the email address must match the email address the applicant provided on their application in Cornerstone

- a. **Cornerstone Requisition ID ***
- b. **Proposed Title *** – must match what was approved on the job description.
- c. **Proposed Date of Appointment**
- d. **Percent Time of Appointment**
- e. **Proposed Salary Offer ***
- f. **Appointee First Name ***
- g. **Appointee Last Name ***
- h. **Applicant Email** – If the appointee is not a current employee, the email address must match the email address the applicant provided on their application.

Type of Appointment*

Select One

Current Employee Group

Current employees only - leave blank for external hires

New Employee Group*

Select One

Secondary Contact for Approval Notifications:

user@example.com

Previous Next

- i. **Type of Appointment *** – Click arrow to open drop-down menu and select **Academic Hourly Appointment**
 - j. **Current Employee Group** – Used for current employees only; leave blank for external hires.
 - k. **New Employee Group *** – Click arrow to open drop-down menu and select employee group
 - l. **Secondary Contact for Approval Notifications**
7. **Click Next and proceed to complete the form (fields with a red asterisk* are required)**
 8. **Academic Hourly Appointment** – Before proceeding, please make sure you have submitted or attached an applicant record for this candidate to the requisition in Cornerstone. For instructions on completing this step, please view the Cornerstone job aid titled [Add Applicant to a Requisition](#). **Check the box to confirm that the candidate has been associated with the corresponding requisition. ***

Academic Hourly Appointment

- **Appointee Name:** Test Test
- **Proposed Title:** Training
- **Start Date:**

Before proceeding, if you are requesting to hire a candidate without a posting, please make sure you've submitted or attached an applicant record for this candidate to the requisition (0000000) in [Cornerstone](#). For instructions on completing this step, please view the job aid [Cornerstone - Add Applicant to a Requisition](#)

☐ Check here to confirm that the candidate has been associated with the corresponding requisition*

- a. **Academic Hourly Appointment Justification *** – Please explain why there is an urgent or specialized need to fill a temporary academic hourly position (2-3 sentences recommended).

Academic Hourly Appointment Justification*

Appointment Justification Instructions: Please explain why there is an urgent or specialized need to fill a temporary academic hourly position (2-3 sentences recommended)

- b. **How was the candidate identified and selected for the position?** – Please be specific. For example, if they were recommended by someone, please state by whom. If interest was solicited, please describe the process. If they were previously a student employee and the professor needs temporary research assistance, following their graduation, please explain the scenario.

How was this candidate identified and selected for this position?*

Note: Please be specific. For example, if candidate was recommended, by whom? If interest was solicited, please describe the process.

- c. **Were there any finalists considered for the position (other than the proposed appointee)? *** – Choose Yes or No

Were there any finalists considered for this position (other than the proposed appointee)?*

☐ Yes

☐ No

- d. **Other Finalists Justification *** – If you selected Yes (above), please explain the selection process including the reason(s) why the appointee was selected, and reason(s) other finalists were not selected.

Other Finalists Justification*

Other Finalists Justification Instructions: Please explain the selection process including the reason(s) why the appointee was selected and reason(s) other finalists were not selected.

- e. **Additional Attachments** – If you have any additional documents you need to attach, you can do so below, by clicking the “Add Additional Attachments Row” button.

Additional Attachments

If you have any additional documents you need to attach, you can do so below.

| Document Upload | |
|-----------------|--|
| | |

+ Add Additional Attachments Row

- f. **Select Next Approver (Department) *** – Enter the NetID of the Department Approver

Select Next Approver (Department)
Enter the NetID of the Department Approver*

- g. **Select College for Approval *** – use the drop-down menu to find and select your college

Select College for Approval
Select College*

Select One

9. **Click Next**

← Previous

Next →

10. **Confirmation** – Your form information has been entered. To confirm the submission, check the box next to “check here to confirm submission” and then click Save. If you need to go back to make corrections, or exit and return later, you can click Previous.

Confirmation
Your form information has been entered. Check the box below and click “Save” to submit your form for approval. You click “Previous” to go back and make corrections, or you may exit and return later.
☐ Check here to confirm submission*

← Previous

Save

Last Modified: May 8, 2023