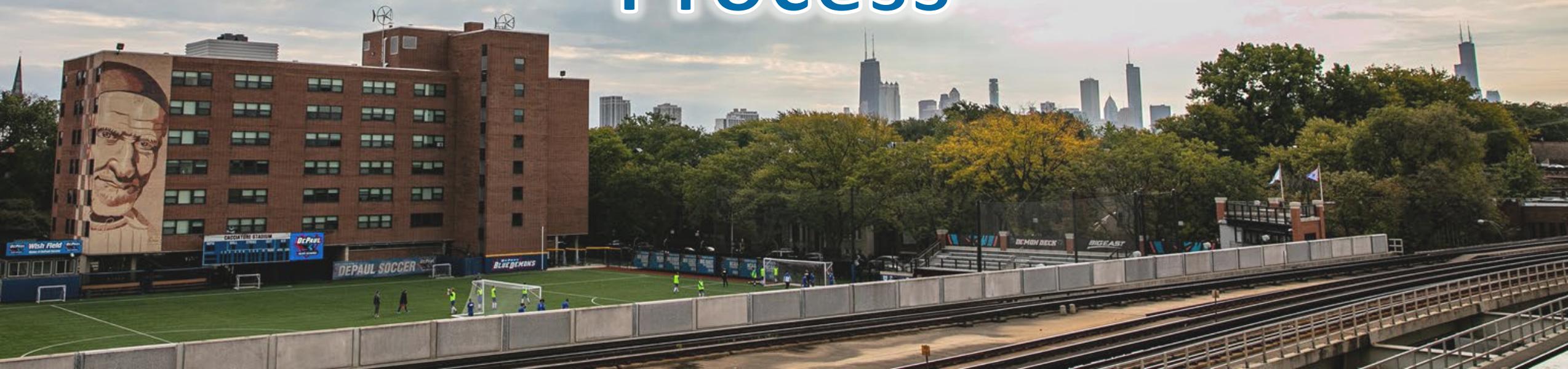




DEPAUL UNIVERSITY

# Faculty Hiring Process



# BlueSky Terminology



BlueSky will have some terminology that is different from Peoplesoft. Here is a guide to some of the phases you might expect to see as we transition over.

This guide, and many other BlueSky Training resources are available at [Bluesky.depaul.edu](http://Bluesky.depaul.edu).

Peoplesoft	Same for Both	BlueSky
Employee ID (Emplid)		Person Number
	Department	
Reports To (full time)		Line Manager
Supervisor ID (part time)		Line Manager
Jobcode		Job
	Position	
Job / Employee Record		Assignment
	Action	
	Action Reason	
	Effective Date	
Time Off Requests (Manual)		Absences
Time and Labor		Time Card
Payment Requests		Individual Compensation Plans (ICPs)
Budget Manager		HCM Department Manager
Read Only		View Only
Reports To		Parent Position
Position Request System (PRS)		Request New Position

Faculty Hiring System Process – Position Needs to be Created

12/16/20

College/School Office

College/School compiles documents required and sends to Academic Affairs for contract issuance

College/School routes new hire paperwork to HRCentral via ImageNow & creates job row in Campus Connect

BlueSky  
Create your position

Campus Connect  
Create Job Row via Campus Connect

ImageNow  
Route new hire paperwork via ImageNow to HRCentral

BlueSky  
Onboarding  
Inform new hire to complete tasks in onboarding

Academic Affairs

AA Issues Contract  
(college **hold** with hiring paperwork)

Contract Signed & Returned  
(college **proceed** with hiring paperwork)





## 2 Position Details

<b>Parent Position</b> Director, Comp. & HR Central	<b>Standard Working Hours</b> 35 Weekly
<b>*Business Unit</b> DePaul University	<b>*Working Hours</b> 17.5 Weekly
<b>*Name</b> Part-time Faculty	<b>Regular or Temporary</b> Regular
<b>*Department</b> Human Resources - Operating	<b>Union</b>
<b>*Job</b> Part Time Faculty	<b>Overlap Allowed</b> <input checked="" type="radio"/> No <input type="radio"/> Yes
<b>Location</b> Loop Campus	<b>Financial Background Check Required</b> No
<b>Grade</b> Part Time Faculty Salary Plan	<b>Seasonal Flag</b> No
<b>*Assignment Category</b> Part-time regular	<b>*Search Waiver</b> <input checked="" type="radio"/> No <input type="radio"/> Yes
<b>Full Time or Part Time</b> Part time	<b>*Recruit for Position</b> <input type="radio"/> No <input checked="" type="radio"/> Yes

### Attachments



Drag files here or click to add attachment

Continue

### PT faculty Positions

1. **Working Hours** should be 17.5
2. **Overlap Allowed** should be set to "Yes" so you can hire many PT faculty into the same position.
3. **Recruit for Position** should be set to "No". If it is set to yes it goes to Talent Management and they are not charged with Faculty recruitment. All Faculty Recruitment takes place in Interfolio. All faculty hired must apply for the position being hired into through Interfolio.

### FT faculty Positions

1. **Working Hours** should be 35.
2. **Overlap Allowed** should be set to "No" there should be only 1 FT faculty member per position.
3. **Recruit for Position** should be set to "No". If it is set to yes it goes to Talent Management and they are not charged with Faculty recruitment. All Faculty Recruitment takes place in Interfolio. All faculty hired must apply for the position being hired into through Interfolio.
4. **Authorization from Academic Affairs** is required to be added to new position requests. Authorizations are sent via email to the college regarding new positions. The annual request process for faculty position petitions has not changed and should still be completed annually.

### 3 Budget Details

Budget Amount	<input type="text"/>	Funded from existing positions?	<input type="text" value="No"/>
Is the position budgeted?	<input type="text" value="Yes"/>	Head Count	<input type="text" value="1"/>
*Cost Center	<input type="text"/>	FTE	<input type="text" value="0.5"/>

Continue

#### FT faculty Positions

1. **Budget Amount** is the amount that Academic Affairs has approved for this position which is also the amount accepted by your new FT faculty hire.
2. **Cost Center** should be the department that the new position is to be charged to for budgetary purposes. If the position already exists this information will already exist.
3. **Head Count** is always "1"
4. **FTE** is always "1"

#### PT faculty Positions

1. **Budget Amount** should remain blank. PT faculty are paid for the classes they teach quarterly by submitting an ICP Payment Request.
2. **Cost Center** should be the department that the new position is to be charged to for budgetary purposes. If the position already exists this information will already exist.
3. **Head Count** is always "1"
4. **FTE** is always "0.5"

## 4 Additional Info

### Costing Information

+ Add



There's nothing here so far.

Continue

The **Additional Info** section of the position request is where you enter the cost center the position you are creating should be charged to for budgetary purposes. Click on "Add" to add the cost center information.

If the position already exists this information will appear in this section.

## 4 Additional Info

### Costing Information

OK Cancel

Seq 20,210,113,171,730

\*Percentage

Fund

Cost Center

Activity

Following fields are only to be used with positions costed to Projects  
Comments are required if costing updates is requested

Project

Expenditure Org

Sponsor

Continue

**Percentage:** should be 100 if the position is fully charged to the specified cost center.

**Fund:** should be the assigned number associated with the cost center you will specify.

**Cost Center:** the department the position should be charged to

**Project:** this is for grant funded cost centers, so you would enter the project number here if it is a grant cost center you are specifying if not then leave it blank.

## 4 Additional Info

### Costing Information

+ Add

Seq	20,210,113,171,805	<b>Following fields are only to be used with positions costed to Projects</b> Comments are required if costing updates is requested Project Expenditure Org Sponsor	
Percentage	100.0000		
Fund			
Cost Center			
Activity			

This is an example of a Cost Center that is assigned to a position.

## 4 Additional Info

### Costing Information

+ Add ^

Seq	20,210,113,171,805	<b>Following fields are only to be used with positions costed to Projects</b> Comments are required if costing updates is requested Project Expenditure Org Sponsor	
Percentage	100.0000		
Fund			
Cost Center			
Activity			

Continue

This is an example of a Cost Center that is assigned to a position.

## 5 Comments and Attachments

Comments

Attachments



Drag files here or click to add attachment ▼

### **FT Faculty Positions**

**Authorization from Academic Affairs** is required to be added to new position requests. Authorizations are sent via email to the college regarding new positions. The annual request process for faculty position petitions and should still be completed annually.

# Notifications

Worklist

Assigned to Me (27) Created by Me (7) All

- IN PROGRESS 43 seconds ago

New Position (Part-time Faculty , 3000149, 2021-01-13) Requested

Assigned to multiple people

Withdraw
- IN PROGRESS Yesterday

New Position (Part-time Faculty - HR, 3000146, 2021-01-11) Requested

Assigned to multiple people

Withdraw
- IN PROGRESS 1 week ago

Individual Compensation Award Approval Requested for Claudia Wysokinska (1880290) on 2021-01-19 by David Avdul

Assigned to multiple people

Withdraw
- IN PROGRESS 1 week ago

Individual Compensation Award Approval Requested for Daisy Flores (1297422) on 2021-01-05 by David Avdul

BlueSky Help

Activate Windows  
Go to Settings to activate Windows.

Bell icon where you can view your position request notification along with other notifications you submitted or have to complete



New Position (Part-time Faculty , 3000149, 2021-01-13) Requested - Google Chrome

ekze-test.fa.us2.oraclecloud.com/hcmUI/faces/adf.task-flow?\_document=WEB-INF%2Foracle%2Fapps%2Ffinancials%2FcommonModules%2Fshared%2Fpubli...

### New Position (Part-time Faculty , 3000149, 2021-01-13) Requested

[Edit](#) [Approve](#) [Reject](#) [Claim](#)

Request a New Position

## Part-time Faculty

Code 3000149  
 Business Unit DePaul University  
 Department Human Resources - Operating  
 Effective 1/12/2021

Parent Position	Director, Comp. & HR Central
Business Unit	DePaul University
Position Code	3000149
Job	Part Time Faculty
Job Code	1610
Department	Human Resources - Operating
Location	Loop Campus
Action Reason	New Position
Hiring Status	Approved
FTE	.5
Head Count	1
Valid Grades	Part Time Faculty Salary Plan
Budgeted Position	Yes
Budgeted Amount	5000

New Position (Part-time Faculty , 3000149, 2021-01-13) Requested - Google Chrome

ekze-test.fa.us2.oraclecloud.com/hcmUI/faces/adf.task-flow?\_document=WEB-INF%2Foracle%2Fapps%2Ffinancials%2FcommonModules%2Fshared%2Fpubli...

Hiring Status	Approved
FTE	.5
Head Count	1
Valid Grades	Part Time Faculty Salary Plan
Budgeted Position	Yes
Budgeted Amount	5000
Cost Center	690100
Financial Background check required	No
Assignment Category	Part-time regular
Fulltime or Part time	Part time
Regular or Temporary	Regular
Working/Normal Hours	17.5
Recruit for Position	No
Search Waiver	No

**Stephanie Smith**

Assigned to DEPAUL\_HCM\_CMP\_ADMINISTRATOR\_DATA 1/13/2021 11:20 AM

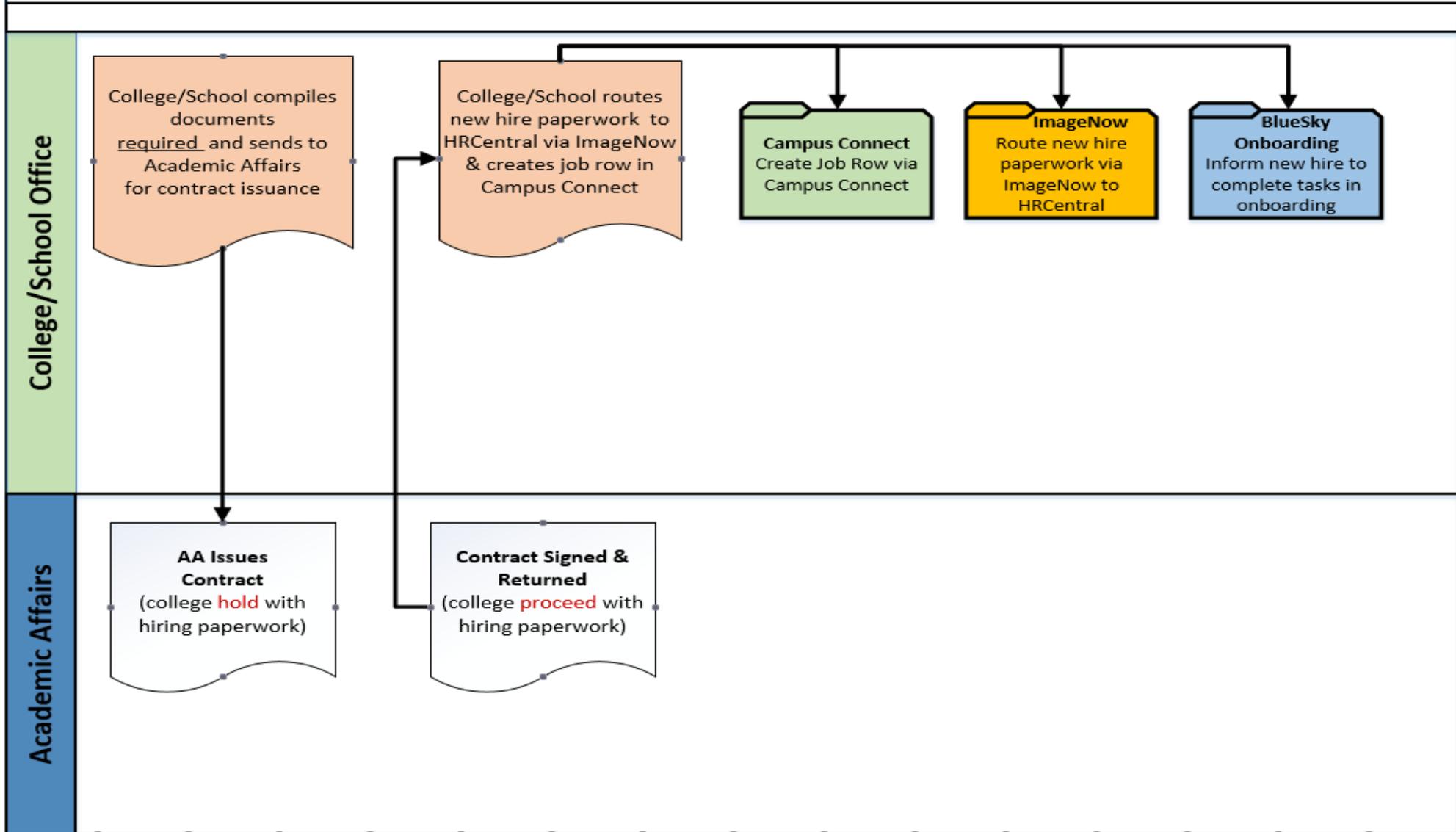
Submitted by David Avdul 1/13/2021 11:20 AM

Please process this request asap.

If you select a request from your work list this is how it will appear. You can then see the workflow of your request which shows you the approval chain.

Faculty Hiring System Process – Position Exists

12/16/20

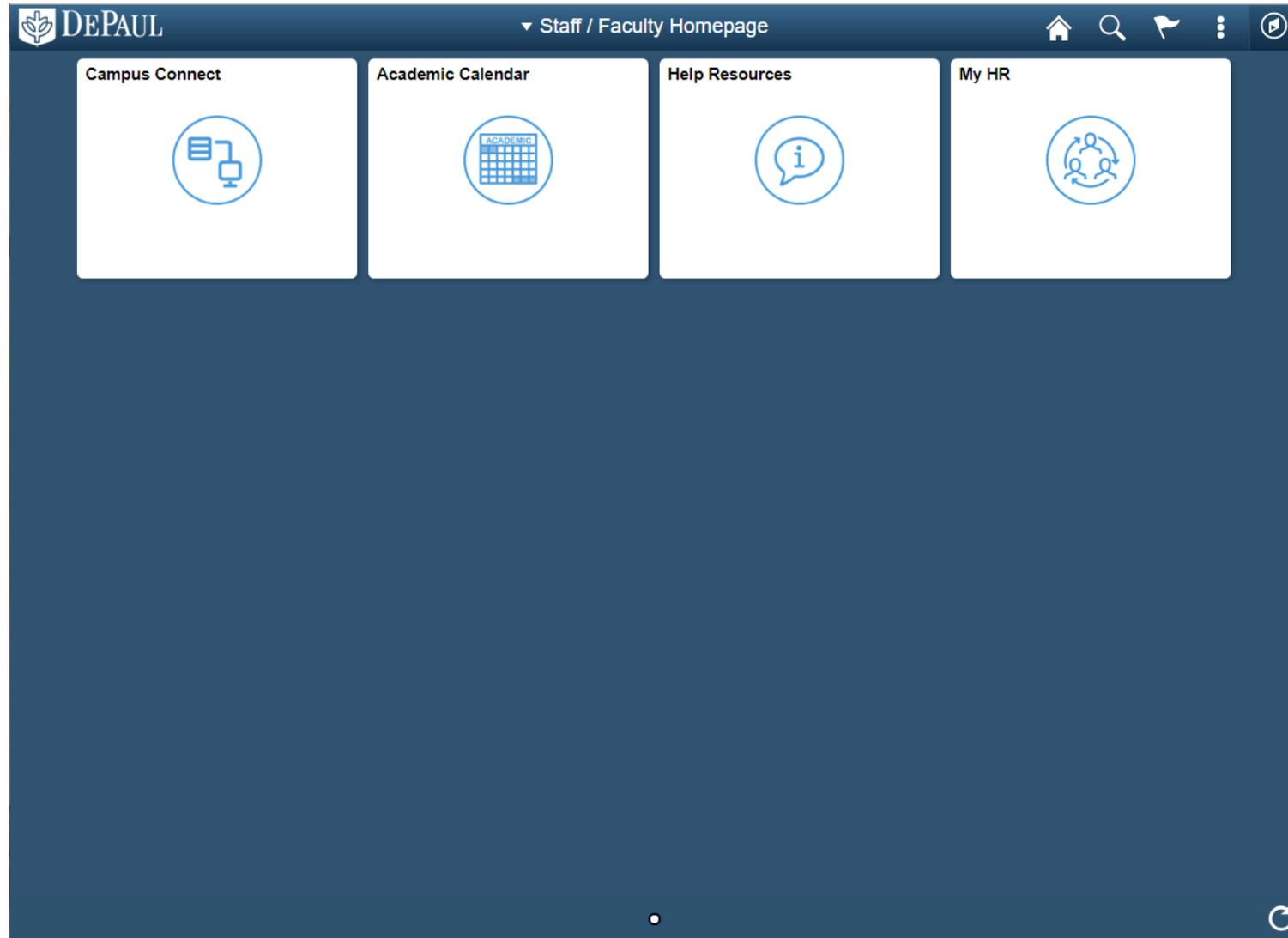


# Faculty Hiring

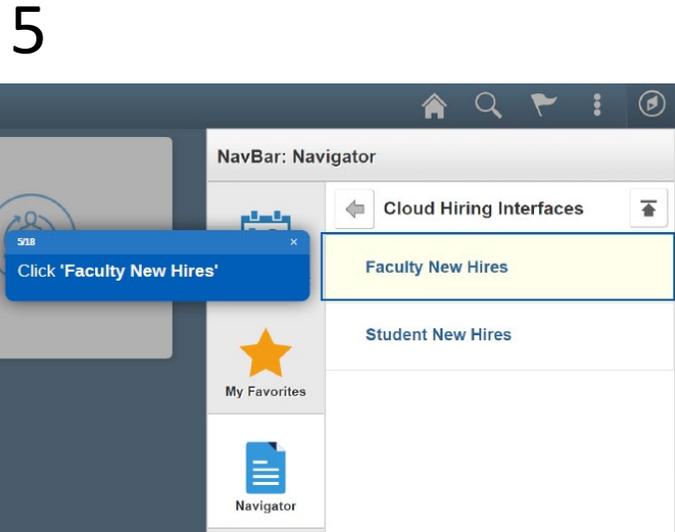
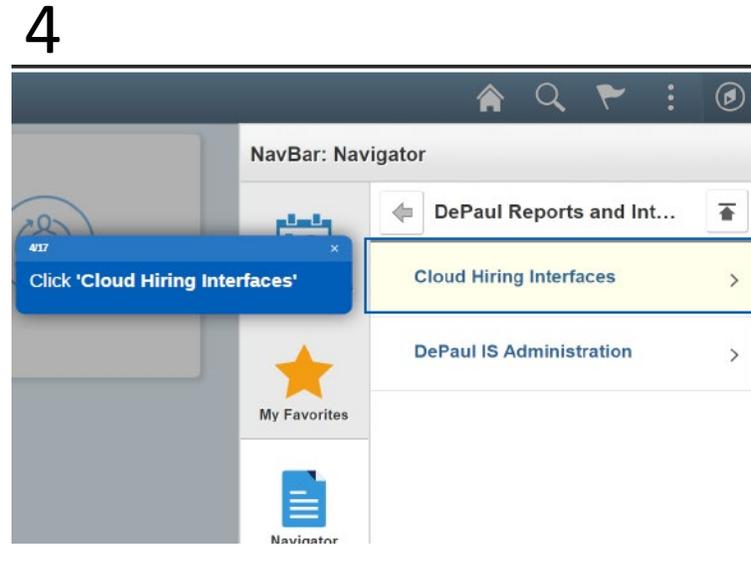
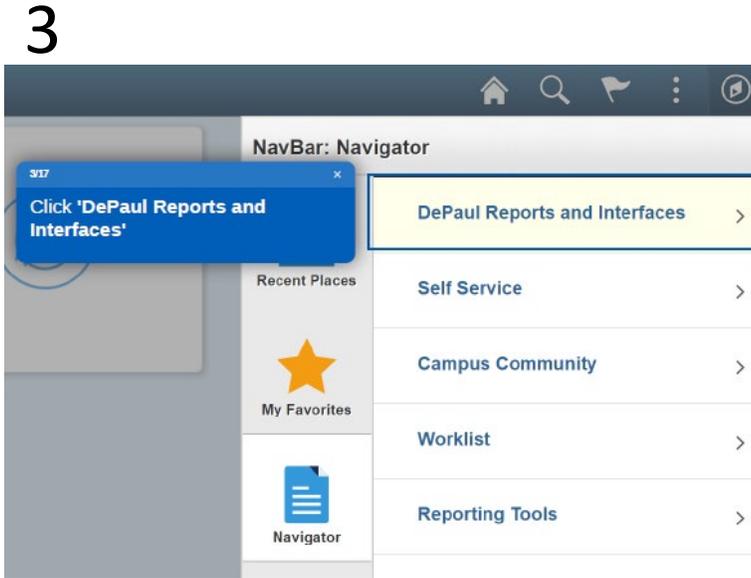
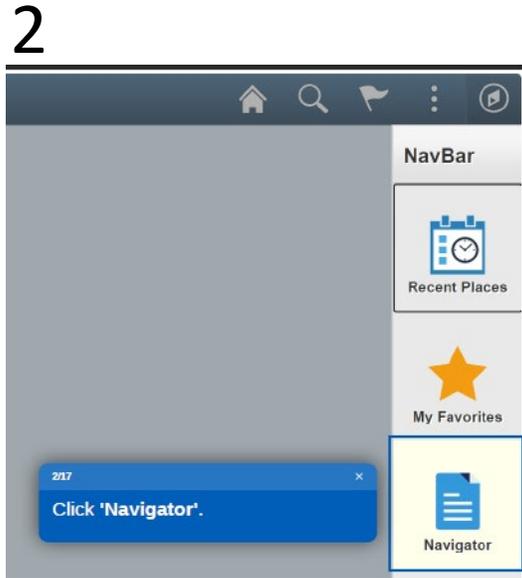
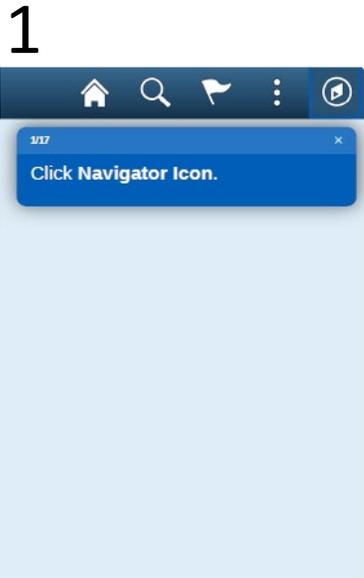
The Faculty Hiring section will be located in Campus Connect.

This orientation will walk you through that process.

Step-by-step PDF guides and videos are available at [Bluesky.depaul.edu](https://bluesky.depaul.edu).



# Faculty Hiring Navigation



# Faculty Recruitment Process

1. The college receives authorization by the Provost Office that a search has been authorized for FT faculty position(s). PT faculty positions are hired as needed by the colleges.
2. Interfolio Search is the official recruitment system for all FT and PT faculty positions.
3. Once a candidate has been selected the college emails their recommendation to the Provost Office for review/approval. The email includes a copy of the candidate(s) C.V., cover letter and draft offer letter, salary offer/range, and years of credit if determined at this point of the process.
4. The Provost staff prepares the candidate recommendation for the Provost to review.
5. The college receives authorization by the Provost office to make an offer and proceed into negotiations with the recommended candidate approved by the Provost.
6. Once the candidate accepts the offer the college informs the Provost office and includes the details/terms of the offer accepted.
7. The college proceeds to request and compile all required documentation for the new hire. This includes requesting official transcripts for all degrees earned for the new hire and contract request. The college then proceeds to forward the required documentation to the Faculty Administration Manager. Once the required documents have been received the Faculty Administration Manager creates and sends the contract to the new hire.
8. Once the new hire signs and returns their contract the college unit works with new hire to complete hiring paperwork. The college then forwards the hiring paperwork to HR for processing.

# Faculty Transcript Process

**Transcripts** – the verification of transcripts for Full-time and Part-time faculty is noted below.

**FT Faculty: Original Transcripts** for all degrees earned is required for all **Full-time Faculty hires**.

All original transcripts must be sent to Amaris Casiano-Zoko, Faculty Administration Manager, in Academic Affairs. This can be done in hard copy but also electronically via a service such as the National Student Clearinghouse, Parchment, Transcript Network, or if their granting educational institution provides the option.

In the event the new faculty hire has not received their PhD, an ABD (All but Dissertation) offer can be made. The ABD offer requires a letter from the educational institution confirming successful defense of their dissertation. Once the PhD degree is conferred the new faculty hire must provide original transcripts that reaffirm the degree conferral.

In the event the new faculty hire has international degrees, those should be evaluated and translated by a service such as World Education Services, USCES, Academic Evaluations, etc.

A contract will not be issued until all original transcripts have been received.

In the case of an ABD offer, a contract will be generated as long as there is a letter confirming the defense of their dissertation as noted above along with all original transcripts of other degrees. However, an updated contract will be issued upon receipt of the final the official transcript conferring the PhD degree.

**PT Faculty: Transcripts** are verified using the

<https://www.studentclearinghouse.org/> .



National Student Clearinghouse for all **Part-time Faculty hires**

This process is conducted at the college units by the designated college administrator. Degree verification occurs when the new hire has been selected and must be complete prior to the start of the quarter in which they were hired into.

Not all educational institutions are part of the National Student Clearinghouse, therefore, if a degree(s) cannot be verified there it must be verified as noted below:

The PT faculty member will request from their educational institution(s) the transcript(s) for their degree(s) earned be sent to the college administrator. This can be done in hard copy but also electronically via a service such as the National Student Clearinghouse, Parchment, Transcript Network, or if their granting educational institution provides the option.

In the event the new faculty hire has international degrees, those should be evaluated and translated by a service such as World Education Services, USCES, Academic Evaluations, etc.

**Contract issuance** – once Academic Affairs has received all official transcripts and the contract request a contract will be issued.

# DEPAUL UNIVERSITY

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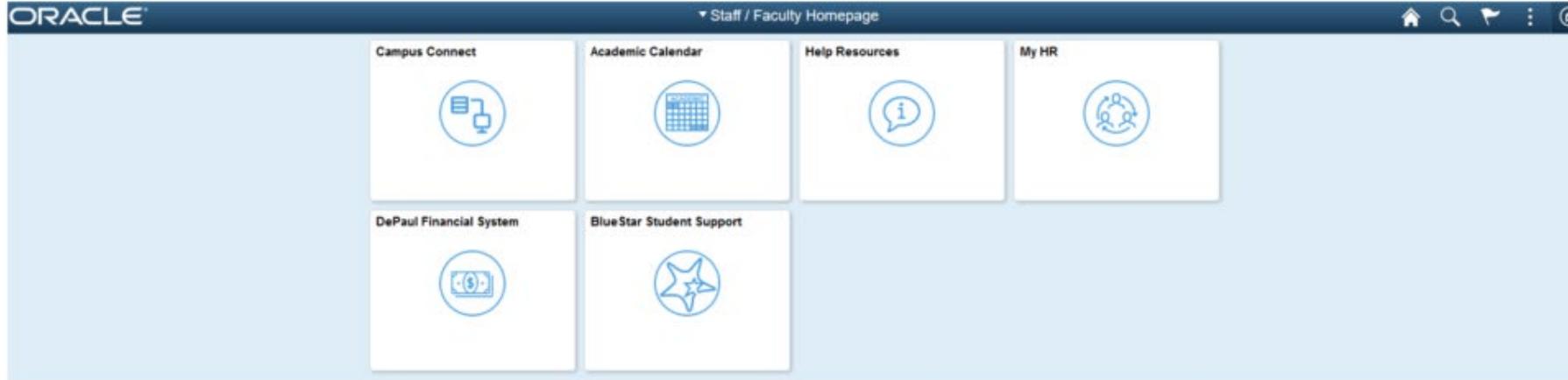


# Faculty Hiring Paperwork Process

1. Create an online personnel action form in Campus Connect;
2. Route hiring paperwork via ImageNow;
  1. Offer Letter
  2. Form I-9 w/required documents
  3. DCFS Form
3. Email Confirmation of new hire will be sent from HRCentral to the requestor, HCM Manager and Line Manager;
4. Employee will complete some hiring paperwork via BlueSky Onboarding;
  1. Personal Demographic Info Update (replaces the Self-ID form)
  2. Background Check
5. Managers will have the task items that are assigned for their new hires via BlueSky Onboarding as well. They should work with their new hires to ensure they complete the tasks they are assigned as noted in the 4<sup>th</sup> item. Managers also have a checklist of tasks to assist their hires with office space, system requests, etc. These items can be checked off by the manager in onboarding once they assist their new hire in their setup.

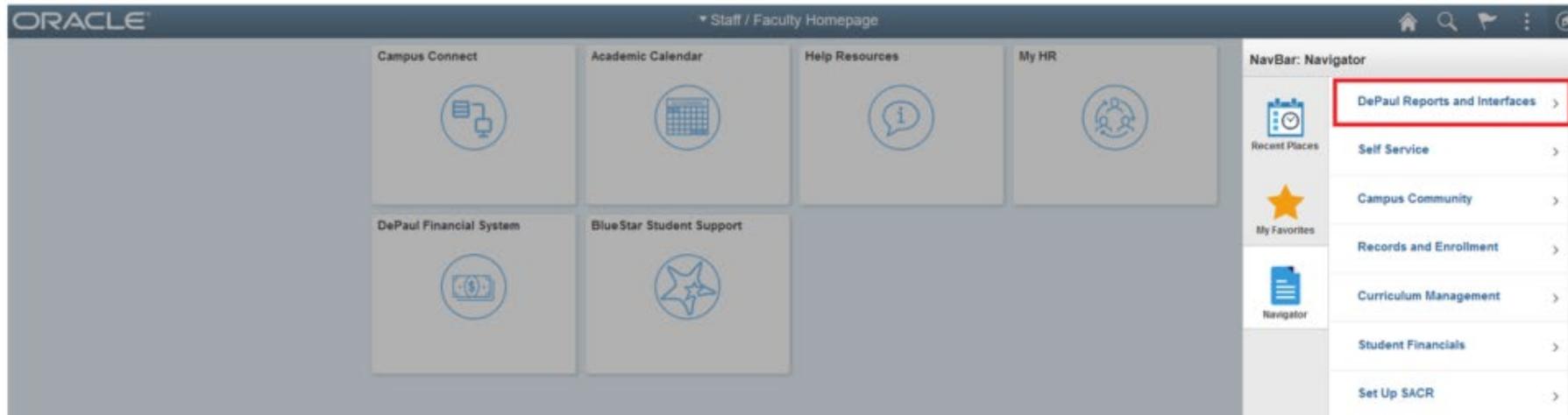
# Campus Connect – Online PAF Creation

**Campus Connect:** Begin the formal hiring paperwork process by creating a job row for a current/former DPU employee. This process outlined below replaces the ePAF (Electronic Personal Action Form).



Step 4: Click on the  icon to navigate to the hiring integration pages by following the navigation scheme below:

Follow the navigation scheme DePaul Reports and Interfaces > Hiring Center > Faculty New Hires



Staff / Faculty Homepage

Campus Connect Academic Calendar Help Resources

BlueStar Student Support Grant Time & Effort

NavBar: Navigator

- Recent Places
  - DePaul Reports and Int...
- My Favorites
  - Hiring Center**
  - College Scheduler
  - DePaul Academic Advising
  - DePaul Academic Integrity
  - DePaul Admission Interface
- Navigator

Staff / Faculty Homepage

Campus Connect Academic Calendar Help Resources

BlueStar Student Support Grant Time & Effort

NavBar: Navigator

- Recent Places
  - Hiring Center
- My Favorites
  - Faculty New Hires**
  - Student New Hires
- Navigator

Step 5: Click "Create New Request"

Faculty New Hires

Create New Request

Creation Date between  and

Search

Please check to see if the person you are creating a job for currently exists in the system and has an Empl ID. The fields First Name, Last Name, Date of Birth, and email address are **required** fields. *Note: Email Address is only required for creating a new position for a new person that has never worked for the university.*

However, if you also know the National ID (Social Security #) of the person enter that as well. By entering the required information as well as the National ID all that criteria will ensure to find an existing person that has an Empl ID.

Search/Match

First Name \*  Required Field

Middle Name

Last Name \*  Required Field

Former Last Name

Date of Birth \*  Required Field

Gender

National ID

Email Address  Required Field

Search Cancel

If you do not enter the National ID the pop-up message will show up below. This is not a required field but by entering this information if you have it will make the search/match more robust. However, if you do not have the National ID you can proceed.

Message

It is preferred to use a US national id to perform a search/match. Click "Yes" to go back and provide it. Click "No" to continue with out it. (0,0)

Yes

No

If there are no matches found click on “Create New Person” proceed to create a new record and an Empl ID will be generated.

#### Search/Match

First Name \* Charles  
Middle Name  
Last Name \* Schulz  
Former Last Name  
Date of Birth \* 12/09/1998   
Gender  
National ID  
Email Address cschulz@charliebrown.com

No matches found.

Step 7: Once you select the option to create a new hire the result will appear as noted below. Proceed to select to “Start Hire Request” to continue creating the new person record or “Cancel Hire Request” if you no longer want to create a new person record.

#### Create Hire Request

Person ID 2900126  
First Name Charles  
Last Name Schulz  
Former Last Name  
National ID  
Email Address cschulz@charliebrown.com

Once you select the option to "Start Hire Request" the result will appear as noted below.

Requestor: Amaris Casiano-Zoko      Hiring Phase: New Request      Phase Status: Start

<p>Person ID: 2910006</p> <p>First Name: Charles</p> <p>Last Name: Schulz</p> <p>Cloud Position Code: <input type="text"/></p> <p>Cloud Department Name: <input type="text"/></p> <p>Cloud Full-Part Time: <input type="text"/></p> <p>Cld Grade Cd: <input type="text"/></p> <p>Business Title: <input type="text"/></p> <p>Start Date: <input type="text"/></p> <p>Salary: 0.00    Costing: <input type="text"/></p> <p>Mgr Assignment Number: <input type="text"/></p> <p><input type="button" value="Select Position"/></p>	<p>Employment Status: <input type="text"/></p>
---	--

Personal Information

NO HOME ADDRESS

EMAIL ADDRESSES

HOME: cschulz@charliebrown.com

NO PHONES

NO NATIONAL ID

- Home address is required. Correction Mode is not supported so be sure of your edits as changes cannot be made until the following day.
- Verify that home email is accurate.
- Home phone is required.
- National ID is recommended but not required.

Proceed to "Select Position" to search/select the position number you want to the new or existing hire into. Then add the address information into the required fields "Country, Address Line 1, Postal Code, Email Address, Phone Country Code, and Phone number".

Requestor: Amaris Caslano-Zoko      Hiring Phase: New Request      Phase Status: Start

Person ID: 2910006      **Employment Status**

First Name: Charles      *If the person has an existing or former position that information will be noted here.*

Last Name: Schulz

Cloud Position Code

Cloud Department Name

Cloud Full-Part Time      Cld Grade Cd      **Select Position**

Business Title

Start Date

Salary: 0.00      Costing

Hgr Assignment Number

**Personal Information**

NO HOME ADDRESS

EMAIL ADDRESSES

HOME: cschulz@charliebrown.com

NO PHONES

NO NATIONAL ID

Address      Email      Phone      NID

- Home address is required. Correction Mode is not supported so be sure of your edits as changes cannot be made until the following day.
- Verify that home email is accurate.
- Home phone is required.
- National ID is recommended but not required.

- Add Comment
- Processing Notes
- Return
- Save Request
- Submit to HRC
- Cancel Request

You can add a comment here for HRCentral regarding your new hire

If you are not ready to submit your request to HRCentral you can save it and come back to it later.

Click this button to submit your job row request for your new hire or additional position for your hire. Then proceed to submit the required paperwork to HRCentral via ImageNow.

For the address, the home address is required and must be a US address.

Proceed to add the address information into the required fields.

Hiring: Edit Home Address

### Edit Home Address

Person ID 2910006  
First Name Charles  
Last Name Schulz

Address Line 1 \*   
Address Line 2   
City \*   
State \*   
Postal Code \*

Personal Information

NO HOME ADDRESS  
EMAIL ADDRESSES  
HOME: cschulz@charliebrown.com  
NO PHONES  
NO NATIONAL ID

Address Verification

Home Address is required and must be a US address.  
Also, some addresses require a suite or apartment number to validate.  
- The validation messages will indicate if an address needs a suite or apartment number.

If a US address is not available, use:  
1 East Jackson Blvd  
Chicago, IL 60604

Proceed to add the phone number which is required.

Hiring: Edit Home Phone

### Edit Home Phone

Person ID 2910006  
First Name Charles  
Last Name Schulz

Phone Country Code   
Phone Number

Personal Information

ADDRESSES  
HOME  
1 E Jackson Blvd  
Chicago, IL 60604-2201  
EMAIL ADDRESSES  
HOME: cschulz@charliebrown.com  
NO PHONES  
NO NATIONAL ID

Proceed to "Select Position" to search/select the position number you want to the new or existing hire into.

Requestor: Amaris Casiano-Zoko      Hiring Phase: New Request      Phase Status: Start

Person ID: 2910006      **If the person has an existing or former position that information will be noted here.**      Employment Status:

First Name: Charles      Last Name: Schulz

Cloud Position Code:

Cloud Department Name:       **Select Position**

Cloud Full-Part Time:       Cld Grade Cd:

Business Title:

Start Date:

Salary:  0.00      Costing:

Mgr Assignment Number:

**Personal Information**

**ADDRESSES**

**HOME**  
1 E Jackson Blvd  
Chicago, IL 60604-2201

**EMAIL ADDRESSES**  
HOME: cschulz@charliebrown.com

**PHONE NUMBERS**  
HOME: 312 362-8000  
NO NATIONAL ID

Address     Email     Phone     NID

**• Home address exists and cannot be edited except by HRC and employee.**  
**• Verify that home email is accurate.**  
**• Home phone exists and cannot be edited except by HRC and employee.**  
**• National ID is recommended but not required.**

Click here to select the position you want to hire the person into

Add Comment     Processing Notes

Return     Save Request     Submit to HRC     Cancel Request

You can add a comment here for HRCentral regarding your new hire

If you are not ready to submit your request to HRCentral you can save it and come back to it later.

Click this button to submit your job row request for your new hire or additional position for your hire. Then proceed to submit the required paperwork to HRCentral via ImageNow.

Note: If you save your request when you log into the Blue Sky and repeat steps 2 - 3 you will be able to find your saved request as noted below.

Create New Request

Creation Date between   and

Search

Personalize   Find   First 1 of 1 Last										
Edit	Hiring Phase	Phase Status	Person ID	First Name	Last Name	Start Date	Cloud Position Code	Position Name	Cloud Department Name	
1	<input type="button"/> Edit	New Rqst	Start	2910006	Charles	Schulz				

Below is an example of what you will see once you select "Select Position".

Search Text SCHOOL OF COMPUTING

Find

Return

Select your position

Select	Department	Cloud Department Name	Parent Department	Parent Dept Name	Cloud Position Code	Cloud Position Name	Cloud Position Type	Cloud Full-Part Time	Cloud Grade Code
<b>Select</b>	350	School of Computing	XX-XXX	XX4-XXX School of Computing	01010	Instructor	SINGLE	FULL_TIME	FTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	00610	Professor	SINGLE	FULL_TIME	FTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	01000	Assistant Professor	SINGLE	FULL_TIME	FTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	01010	Adjunct	SINGLE	PART_TIME	PTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	00610	Assistant Professor	SINGLE	FULL_TIME	FTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	01000	Assistant Professor	SINGLE	FULL_TIME	FTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	01000	Senior Professional Lecturer	SINGLE	FULL_TIME	FTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	00610	Instructor (NTT)	SINGLE	FULL_TIME	FTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	00610	Associate Professor	SINGLE	FULL_TIME	FTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	00610	Assistant Professor	SINGLE	FULL_TIME	FTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	01010	Research Assistant	SINGLE	PART_TIME	S99
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	00610	Associate Professor	SINGLE	FULL_TIME	FTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	00610	Professor	SINGLE	FULL_TIME	FTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	01010	Adjunct	SINGLE	PART_TIME	PTF
Select	350	School of Computing	XX-XXX	XX4-XXX School of Computing	00610	Associate Professor	SINGLE	FULL_TIME	FTF

Once you select the "Position Number", enter the "Start Date" and enter the "Manager Number" you will see the information noted below. You are now ready to submit your position.

Requestor: Amaris Casiano-Zoko      Hiring Phase: New Request      Phase Status: Start

Person ID: 2910006  
 First Name: Charles  
 Last Name: Schulz

Cloud Position Code: 0100000      Lecturer  
 Cloud Department Name: School of Computing  
 Cloud Full-Part Time: PART\_TIME      Cld Grade Cd: PTF

Business Title:

Start Date:

Mgr Assignment Number: E5555555      David Miller  
 Dean, CDM

**Costing 100.350000** ← once you select a position it will provide you your cost center information

**Personal Information**

**ADDRESSES**

**HOME**  
 1 E Jackson Blvd  
 Chicago, IL 60604-2201

**EMAIL ADDRESSES**  
 HOME: cschulz@charliebrow.com

**PHONE NUMBERS**  
 HOME: 312 362-8000  
 NO NATIONAL ID

- Home address exists and cannot be edited except by HRC and employee.
- Verify that home email is accurate.
- Home phone exists and cannot be edited except by HRC and employee.
- National ID is recommended but not required.

Once you select to "Submit to HRC" the request is then routed to HRCentral for processing. You will see the information below.

Creation Date between  and      

You can then click on "Search" to see the request you submitted which will then show that you "Phase Status" is "Done" so it has been routed to HRCentral.

Creation Date between 12/04/2021 and 12/14/2021     

	Edit	Hiring Phase	Phase Status	Person ID	First Name	Last Name	Start Date	Cloud Position Code	Position Name	Cloud Department Name
1	<input type="button" value="Edit"/>	New Rqst	Done	2910006	Charles	Schulz	01/04/2021	01011267	Lecturer	School of Computing

If you click on "Edit" to view the request you will see your submitted request as noted below. You may not edit the request but you may "Add Comment" or view "Processing Notes" that are viewable by you and HRCentral.

Requestor	Amaris Casiano-Zoko	Hiring Phase	New Request	Phase Status	Done
Person ID 2910006 First Name Charles Last Name Schulz		Employment Status		Personal Information	
Cloud Position Code 010000000	Lecturer	ADDRESSES			
Cloud Department Name School of Computing		HOME 1 E Jackson Blvd Chicago, IL 60604-2201			
Cloud Full-Part Time PART_TIME	Cld Grade Cd PTF	EMAIL ADDRESSES HOME: cschulz@charliebrow.com			
Business Title Adjunct Faculty - Computer Science		PHONE NUMBERS HOME: 312 362-8000			
Start Date 01/04/2021		NO NATIONAL ID			
Costing 100.350000		<ul style="list-style-type: none"><li>• Home address exists and cannot be edited except by HRC and employee.</li><li>• Verify that home email is accurate.</li><li>• Home phone exists and cannot be edited except by HRC and employee.</li><li>• National ID is recommended but not required.</li></ul>			
Mgr Assignment Number E5555555	David Miller Dean, CDM				
Add Comment		Processing Notes			
Return					

The view if you select to "Add Comment" is noted below.

## Comments

### Comment/Note

Comments

This is an existing university employee and the request is to create an additional position. The necessary paperwork for this position will be routed via ~~ImageNow~~.

OK Cancel

Once you select "Ok" you will return to the status screen noted below and you will now see your "Comment".

<b>Requestor</b> Amaris Casiano-Zoko	<b>Hiring Phase</b> New Request	<b>Phase Status</b> Done
<b>Person ID</b> 2910006 <b>First Name</b> Charles <b>Last Name</b> Schulz <b>Cloud Position Code</b> 010000000 Lecturer <b>Cloud Department Name</b> School of Computing <b>Cloud Full-Part Time</b> PART_TIME <b>Cld Grade Cd</b> PTF <b>Business Title</b> Adjunct Faculty - Computer Science <b>Start Date</b> 01/04/2021 <b>Costing</b> 100.350000 <b>Mgr Assignment Number</b> E5555555 David Miller Dean, CDM	<b>Employment Status</b>	<b>Personal Information</b> <b>ADDRESSES</b> <b>HOME</b> 1 E Jackson Blvd Chicago, IL 60604-2201 <b>EMAIL ADDRESSES</b> <b>HOME:</b> cschulz@charliebrowm.com <b>PHONE NUMBERS</b> <b>HOME:</b> 312 362-8000 <b>NO NATIONAL ID</b>  <ul style="list-style-type: none"><li>• Home address exists and cannot be edited except by HRC and employee.</li><li>• Verify that home email is accurate.</li><li>• Home phone exists and cannot be edited except by HRC and employee.</li><li>• National ID is recommended but not required.</li></ul>

Add Comment

Processing Notes

Comments			
Comment	Created By	Created On	
This is an existing university employee and the request is to create an additional position. The necessary paperwork for this position will be routed via ImageNow.	ACASIANO	12/14/2020 6:20:01PM	

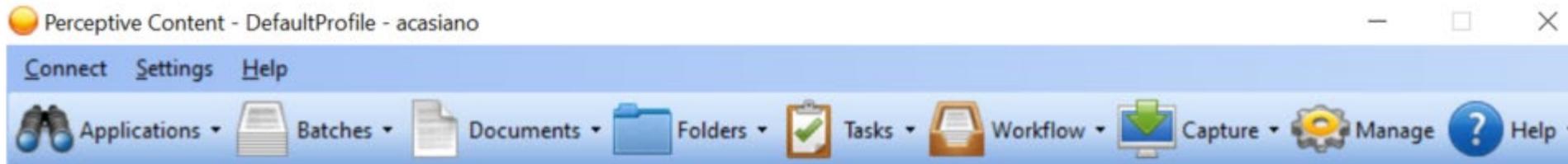
Return

**ImageNow** - then proceed to send the required paperwork as noted below:

- **ImageNow (Perceptive Content)** to HRCentral to finalize the hiring process for your new hire or additional position hire.
  - Below is a screenshot of what the app looks like on your desktop.



- Below is a screenshot of the application once it is open which you will use to upload the documents noted below:
  - **Form I-9** as well as the document(s) required for this form (**Route via ImageNow**)
  - **DCFS Form** (**Route via ImageNow**)
  - **Offer Letter** (**Route via ImageNow**)



## Manager/Initiator Email after HRCentral processes the paperwork for the New Hire



Dear David,

Charles Schulz, 2910006, for position 01011267 has been processed as a DePaul new hire with a start date of 01/04/2021. Please allow one business day for processing before requesting Oracle Cloud roles and email/network access. An ID card can be obtained after 01/04/2021 by visiting DePaul's ID Card Services on any campus.

Please note employee Outlook email accounts and U: drive network folder are automatically created upon hire. Both the employee and manager will receive an automated email message including step-by-step instructions.

Should the new employee require telephone access, please visit [www.is.depaul.edu](http://www.is.depaul.edu) and select the following:

1. Under **HELP & SUPPORT** select **Forms Index**
2. Go to **Telephone Move/Add/Change**

To request W: Drive Access, email [netadmin@depaul.edu](mailto:netadmin@depaul.edu).

- Payroll Department (Time Entry / Approval)  
[payroll@depaul.edu](mailto:payroll@depaul.edu)  
312-362-8692
- Information Services (Technology Support Center)  
[tsc@depaul.edu](mailto:tsc@depaul.edu)  
773-325-HELP -or- 312-362-8765

Thank you,  
HR Central Team  
(312) 362-7505  
[HRCentral@depaul.edu](mailto:HRCentral@depaul.edu)

## BlueKey Setup Email for New Hire



Charles,

Welcome to DePaul. To access the HR system and finish any outstanding tasks prior to your first day at work and to access any other DePaul systems you will need to setup your BlueKey.

To retrieve your BlueKey (formatted as [YourUsername@depaul.edu](mailto:YourUsername@depaul.edu)) and set your password, follow the simple, yet very important steps outlined below.

**Step 1:** Click on the button at the end of this message to retrieve your BlueKey and begin the process of setting up your password. You will be asked to verify the email address that you have provided DePaul and your date of birth.

**Step 2:** Once you have your BlueKey, you will be asked to verify your identity. You can choose to receive a verification code via email or text message. The code that you are sent will be valid for 10 minutes. Once you have verified your identity, you can set your password.

**Step 3:** After setting your password, you will be directed to set up BlueKey multi-factor authentication. This will be required to access sensitive sites and applications at DePaul and to reset your password if you happen to forget it.

[SET UP YOUR BLUEKEY](#)

If you have any questions or encounter problems regarding this process, please contact the DePaul Technology Support Center at 312-362-8765.

Sincerely,

DePaul University

BlueKey Successful Email Confirmation for New hire - shows email account information



Charles,

Your BlueKey account has been successfully setup and password was changed.

Your BlueKey and email account is [cbrown12@depaul.edu](mailto:cbrown12@depaul.edu)

Your Person Number is 2910006

Visit this [site](#) to view information on digital resources and complete any steps necessary for accessing them.

Sincerely,

DePaul University

The link in the word "site" is the link to Information Services site "Service Now" which gives the faculty a checklist of technology items to assist them accessing systems such as email, D2L, ect.

[https://depaul.service-now.com/sp?id=kb\\_article\\_view&sysparm\\_article=KB0010971&sys\\_kb\\_id=b198bb401b7a6c10b50a8559cc4bcbd4&spa=1](https://depaul.service-now.com/sp?id=kb_article_view&sysparm_article=KB0010971&sys_kb_id=b198bb401b7a6c10b50a8559cc4bcbd4&spa=1)

## Background Check

As part of the hiring process, all faculty hiring search hires required the completion of a background check. Offers of employment for faculty are contingent upon the background check.

Human Resources will notify the faculty applicant electronically and work with the vendor to ensure successful completion of the background check.

The full background check policy can be found at <https://offices.depaul.edu/secretary/policies-procedures/policies/Pages/default.aspx?dpusearchbyid=283> .

If you have any questions regarding this process please contact HR Talent Acquisition at 312-362-6855 or [staffing@depaul.edu](mailto:staffing@depaul.edu) .

# BlueSky Resources



*Contact the Help Desk with  
any questions about the new system...*

**[helpdesk@depaul.edu](mailto:helpdesk@depaul.edu)**  
**773-325-HELP (4357)**

*Find frequently asked questions and  
soon to be available training resources...*

**[bluesky.depaul.edu](http://bluesky.depaul.edu)**

*Contact regarding the faculty hiring process...*

***Amaris Casiano-Zoko*** **[acasiano@depaul.edu](mailto:acasiano@depaul.edu)**  
***Alyssa Kupka*** **[akupka@depaul.edu](mailto:akupka@depaul.edu)**