The College of Education HR Unit uses an application for submission of all appointments other than new hires. The application allows faculty and staff to provide the full details of appointments to the appropriate staff and obtain the necessary reviews and approvals. The application eliminates the need for lengthy or multiple e-mail communications with HR staff when requesting appointments. The majority of appointments that are requested through the system are summer faculty, hourly, and student appointments.

Attached are instructions for logon to the system and requesting student and academic appointments through the system. When your request is complete, the appointment request(s) will be internally routed for the necessary verifications and approvals. You will be able to track the progress of your request(s) at any time. Any appointments already in the application will be listed in a table for your review prior to requesting an appointment.

Please note that while the instructions may appear detailed, but you will likely only use a portion of the instructions. The majority of the faculty and staff who use the application find that it prompts them so well, there is actually no need for the instructions! As always, if you have any difficulty, please contact the HR Unit at 333-0260 and someone will be happy to assist you or you can contact Kathy McCormick directly at 244-3550 or by e-mail: kmccormi@illinois.edu. The HR Unit welcomes your suggestions and comments and we all appreciate your cooperation.