

## Basic Guidelines / Instructions: Change, Salary Adjustment or Audit Request Instructions

1. Log in Hirezon utilizing the following link: [Login \(interviewexchange.com\)](https://interviewexchange.com)  
If using SSO: <https://sso.interviewexchange.com/wiu/sso.jsp>
2. Click on the **Forms** tab.
3. Select **Start New Form** tab in the upper right.

4. In the Department drop-down, select the correct department for this position.

A pop-up window will appear asking user to ensure the department selected is accurate. If the department selected is correct, click **OK**. If the department is incorrect, click **Cancel** and update.

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**Note:** If the department is wrong and not fixed during this step, you cannot fix it after completing this step, you will be forced to start over.

5. In the Category dropdown, select **Personnel Records**.
6. In the Template dropdown, select the appropriate form, in this case **Change, Salary Adjustment or Audit Request**.

**Note:** Once you select a form from the template dropdown menu, you can preview the form by clicking on the preview icon next to the form name to ensure you have chosen the correct form. This will be very helpful if you have multiple forms to choose from.

7. Type in the enter the title/name using WIU naming standard for this form in the **Title/Name** field.  
Do not abbreviate. Type out in full.
8. Click **Create Form**.

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Start New Form ?

Department: HUMAN RESOURCES

Category: Personnel Records

Template: Change, Salary Adjustment or ...

Title/Name: Jones, Sally 7.2.25

Create Form

9. You will be directed to the Requisition page.
10. Click on **Change, Salary Adjustment or Audit Request form**.

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Jones, Sally 7.2.25

Form ID: 275270

Change, Salary Adjustment or Audit Request

WIU Employee

Change Request or Salary Adjustment Form

Change, Salary Adjustment or Audit Request

Attach Job Description

Browse... No file selected.

Optional File comment (description, etc.)

Save

Attach Custom Class Document

Browse... No file selected.

Optional File comment (description, etc.)

Save

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11. The **Change, Salary Adjustment or Audit Request form** will now appear.
12. Complete the form with all required and pertinent information for this request required by WIU.  
  
**Note:** All fields with a \* are required. You will not be able to submit this form for approval without all the required fields being completed.
13. Once you have completed the Change, Salary Adjustment or Audit Request form, click **Save & Submit**.
14. Review to ensure all the information is accurate.
  - If changes need to be made, click **Edit** and make any necessary changes.
  - Once all the information is accurate, click **Continue**.
15. Once you click **Continue**, you will be directed to the Requisition page again. You will now see a checkmark ✓ next to Change, Salary Adjustment or Audit Request form.

The screenshot shows the Hirezon Exchange interface for Western Illinois University. The user is logged in as a WIU Employee. The main content area displays a list of tasks for 'Jones, Sally 7.2.25' (Form ID: 275270). The task list includes 'Change, Salary Adjustment or Audit Request', which is highlighted with a green checkmark and a black arrow. Below the task list, there is an 'Attach Job Description' section with a 'Browse...' button and a text field for 'Optional File comment (description, etc.)'. A 'Save' button is located at the bottom left of the form.

16. You may upload a copy of the job description in the Attach Job Description section if applicable.
17. You may upload a copy of the custom class document in the Attach Custom Class Document section if applicable.
18. You may attach any other supporting document in the Attach Other Document section if applicable.
19. Finally, you may upload additional supporting documents for your request by clicking on “Start New Discussion” and attaching the file if applicable.

Your Request is now ready to be sent for appropriate approval. This is accomplished by clicking on **Task Routing** to the right of Change, Salary Adjustment or Audit Request form.

**Note:** Some approvers may be pre-populated in the approval routing for convenience. All positions must be fully approved before the position is posted.

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20. Click on the pencil icon to the right of Hiring Supervisor under **Actions**. After clicking the pencil icon enter the Hiring Supervisor's name in the **User** field. (start typing last name of the and their name should appear. If the desired approver does not appear, reach out to your HR representative for assistance.
21. Click **Save Routing**.

The screenshot displays the 'Task Routing' window in the Hirezon/Exchange system. The window title is 'Task Routing' and it shows a table of approvers. The table has four columns: 'Approver Title', 'User', 'Status', and 'Actions'. The 'Hiring Supervisor' row is highlighted, and the pencil icon in the 'Actions' column is pointed to by an arrow. Below the table, there is a form to select an approver, with the 'User' field highlighted and an arrow pointing to it. The 'Save Routing' button is also highlighted with an arrow. On the right side of the interface, there is a 'Task Routing' button with a circular arrow icon, also pointed to by an arrow.

Approver Title	User	Status	Actions
Hiring Supervisor			[Pencil Icon]
Dean / Director			[Pencil Icon]
Vice President			[Pencil Icon]
HR Compensation	Jade Wherry	Not Initiated	
Human Employment	Amelia Hartnett	Not Initiated	
	Tamara Irwin	Not Initiated	
Sponsored Projects			[Pencil Icon]
Foundation Accounts			[Pencil Icon]
Budget Office	Renee Georges	Not Initiated	
	Dana VanBebber	Not Initiated	
	Bonnie J Elder	Not Initiated	
HR Employment	Amelia Hartnett	Not Initiated	
	Tamara Irwin	Not Initiated	

Note: Task is enabled for routing users to be optional.

Approver Title: Hiring Supervisor  
 User: [Highlighted Field]  
 Permission: [View/Edit Icons]

Instructions (optional): [Text Area]

Save Routing [Highlighted Button]

Show Routing History

Send for Next Action

22. Repeat this process for all required approvers in the Change, Salary Adjustment or Audit Request form section.

**Note:**

- a. Sponsored Projects approvers are for grant funded positions only. If this is not a grant funded position, leave blank.
- b. Foundation approvers are for 538740 and 538730 accounts only. If this position is not associated with these accounts, leave blank.

23. Click **Send for Next Action** at the bottom of the page to initiate the initial approval process.
24. One-by-one, in linear order, approvers will receive an email to approve.

**Note:** You can view the status of the approval process at any time by clicking on Task Routing. As each user approves, the request will move to the next approver until all have reviewed and approved.

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25. If the Change, Salary Adjustment or Audit Request form is denied for some reason during the approval process, the initiator (originator) of the form will receive a system notification. The individual that denied should include the reason for the denial so the initiator (originator) can update the position accordingly and resubmit the Change, Salary Adjustment or Audit Request form, if applicable.

**Note:** If denied, once the initiator makes the necessary corrections, the Change, Salary Adjustment or Audit Request form must go through the entire approval process from the beginning. All denial and change information will be stored for audit purposes.