

Request To Hire Basic Guidelines / Instructions: Supplemental Payment Request

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.

The screenshot shows the Hirezon|Exchange dashboard for Western Illinois University. The top navigation bar includes links for Dashboard, WIU Employee, Notifications (1), Help, Instructions, and Logout. Below the navigation bar, there are two tabs: 'Created by me' (0) and 'Assigned to me' (0). A search bar is located below the tabs. The main content area is divided into four sections: 'Incomplete Forms', 'Completed Forms', 'Published Forms', and 'Waiting for Form Approval'. Each section contains a table with columns for ID, Title/Name, Originator, Template, and Updated. The 'Start New Form' button is highlighted with a yellow arrow in the top right corner.

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.

The screenshot shows the 'Start New Form' page in Hirezon|Exchange. The page has a form with fields for Department, Category, Template, and Title/Name. The Department field is set to 'Information Technology'. A confirmation pop-up window is displayed over the form. The pop-up window has a title bar that says 'sysit.interviewexchange.com says'. The main text in the pop-up says: 'You selected the Information Technology department. Please click OK to confirm this department.' Below this text is a note: 'Note: Departments can not be changed after Form creation. An incorrect department may result in a denial during the Form approval process. If you do not have access to the correct department, *Do Not Proceed*. Contact your Administrator for access to the correct department.' At the bottom of the pop-up are two buttons: 'OK' (green) and 'Cancel' (yellow). Two arrows point to these buttons with the text: 'Select OK if department is correct.' and 'Select Cancel if department is incorrect, then select correct department.'

Request To Hire Basic Guidelines / Instructions:
Supplemental Payment Request

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 **Supplemental Payment 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 title out in full.
8. Click **Create Form**.

The screenshot shows the 'Start New Form' interface in Hirezon|Exchange. The top navigation bar includes 'Western Illinois University', 'Dashboard', 'WIU Employee', 'Notifications (1)', 'Help', 'Instructions', and 'Logout'. The main form area has the following fields:

- Department: HUMAN RESOURCES
- Category: Personnel Records
- Template: Supplemental Payment Request
- Title/Name: Jones, John 7.1.25

A yellow arrow points to the 'Create Form' button at the bottom left of the form area.

9. You will be directed to the Requisition page.
10. Click on **Supplemental Payment Request** form.

The screenshot shows the Requisition page for 'Jones, John 7.1.25'. The top navigation bar is the same as the previous screenshot. The main content area shows the form ID '275178' and a list of forms. The 'Supplemental Payment Request' form is highlighted with a yellow arrow. Below the list of forms, there is a 'Discussions' section with a 'Start New Discussion' button. At the bottom of the page, there is a 'Send for Next Action' button.

11. The **Supplemental Payment Request** form will now appear.
12. Complete the form with all required and pertinent information for this request required by WIU.

Request To Hire Basic Guidelines / Instructions:

Supplemental Payment Request

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 Supplemental Payment 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 Supplemental Payment Request form.

The screenshot shows the Hirezon Exchange web application. The header includes the logo, user name 'Western Illinois University', and navigation links for Dashboard, WIU Employee, Notifications (1), Help, Instructions, and Logout. The main content area displays the user profile 'Jones, John 7.1.25' and 'Form ID: 275178'. Below this is a section titled 'Supplemental Payment Request' with a 'Task Routing' and 'Actions' link. A list shows the request status as 'Supplemental Payment Request' with a green checkmark. At the bottom, there is a 'Discussions' section with a 'Start New Discussion' button and a 'Send for Next Action' button.

16. You may upload any supporting documents for your request by clicking on “Start New Discussion” and attaching the file.

Your Request is now ready to be sent for appropriate approval. This is accomplished by clicking on **Task Routing** to the right of Supplemental Payment 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.

17. 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.
18. Click **Save Routing**.

Request To Hire Basic Guidelines / Instructions: Supplemental Payment Request

Task Routing

Approver Title	User	Status	Actions
HR Employment	Amelia Hartnett	Not Initiated	
	Tamara Irwin	Not Initiated	
Hiring Supervisor			
Employee's Chair / Supervisor			
Employee's Dean / Chief Administrator			
Employee's Vice President			
Instructions: You must enter Employee's Vice President			
HR Compensation	Jade Wherry	Not Initiated	
Sponsored Projects			
Instructions: For grant funded positions only			
Foundation Accounts			
Instructions: For 538740 or 538730 accounts only			
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: [Redacted] Permission: [View/Edit]

Instructions (optional): [Redacted]

Save Routing Cancel

19. Repeat this process for all required approvers in the Civil Service: Request To Fill/Extra Help 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.

20. Click **Send for Next Action** at the bottom of the page to initiate the initial approval process.

21. 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.

22. If the Supplemental Payment 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 Supplemental Payment Request form, if applicable.

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