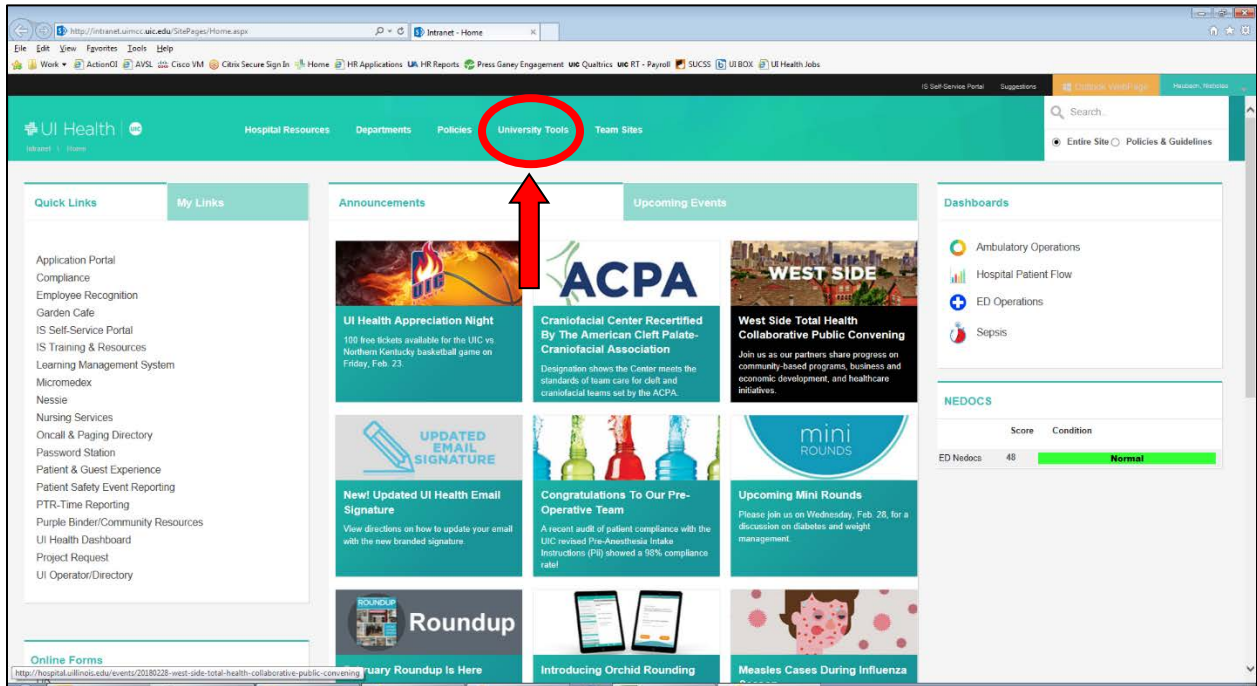


Logging into HireTouch - UI Health

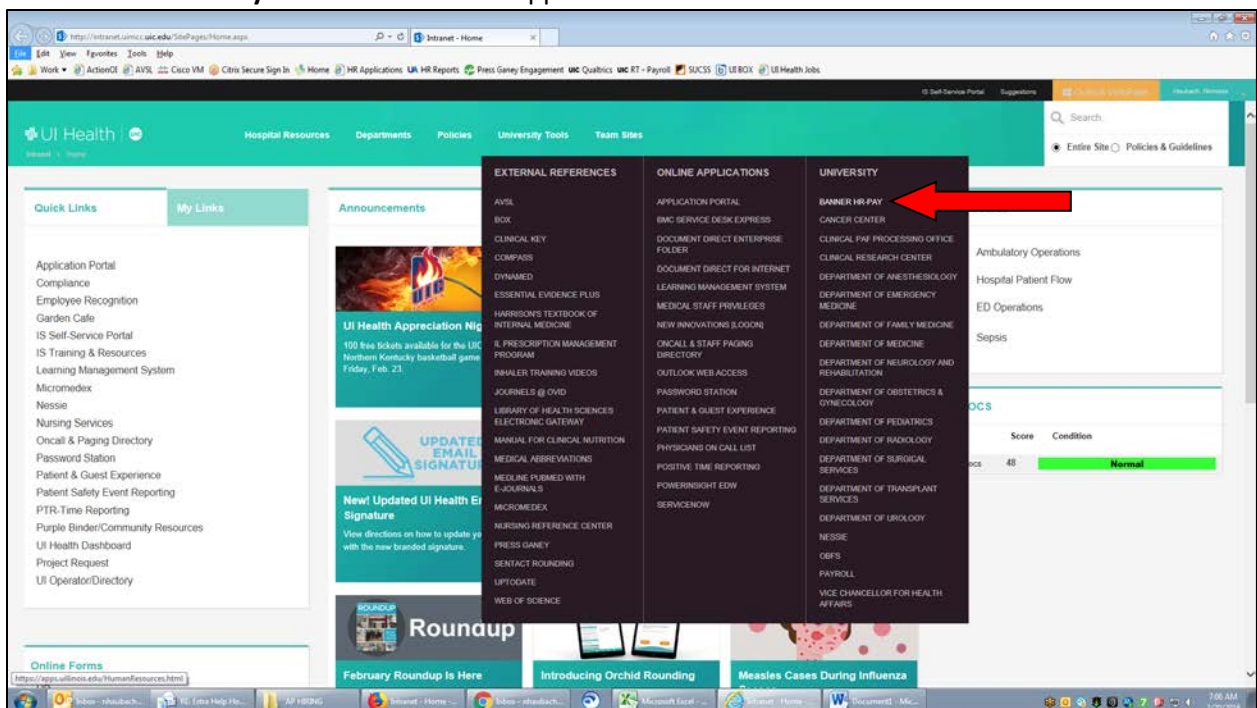
For UI Health users, follow these steps to log into HireTouch.

Logging into HireTouch

1. From the UI Health Home page, click the **University Tools** link.



2. Select **Banner HR-Pay** from the menu that appears.



3. Select **HireTouch Administrative Application** from the Human Resources section.

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Home | Contact
Search: Go

Enterprise Applications

HUMAN RESOURCES

- [Adjustment Notification Application](#) (used for initiating overpayment adjustments, pay stops, leave balance updates for civil service employees, employee award payments and taxable benefit payments)
- [Banner Administrative Forms](#)
- [DART](#) (an interface for completing department-level Human Resources transactions)
- [HireTouch Administrative Application](#) (an administrative system used to process electronic employment applications)
- [Human Resources Front End](#) (an interface for performing select HR transactions using a routing and approval process before applying to Banner)
- [Payroll Adjustment Request Interface System \(PARIS\)](#) (used for initiating current pay period time corrections)
- [Protected Email Attachment Repository \(PEAR\)](#) (a web-based email system for sharing sensitive information)
- [Salary Planner](#) (an interface for completing Annual Salary Changes for Budgeted Employees)
- [Tracker Electronic I-9](#) (system for processing and storage of federal Form I-9, including E-Verify when appropriate)
- [Workflow](#) (an interface for completing Payroll Adjustments and One-Time Payments)

Central Office Applications

4. Enter your **NetID** and **Password** and click the **Log In** button.

UNIVERSITY OF ILLINOIS SYSTEM
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

NetID

Password

LOG IN

[Forgotten or expired password?](#)

[Account options](#) [Help logging in](#)



The HireTouch Dashboard (Home Page) displays.

HOME APPLICANTS JOBS RETRIEVE CS APPLICANTS TASKS

My Dashboard

HIRETOUCH NOTIFICATIONS
No New Notifications

UNIVERSITY OF ILLINOIS - CHICAGO NOTIFICATIONS
No New Notifications

Display Preferences

CLOCK
Wednesday
February 14th, 2018
4:21:07 PM

VIEWED JOBS

Date	Time	Job ID	Title
Feb 14	3:42 PM	4865	Extra Help Customer Service Assistant - Patient Access
Feb 14	12:26 PM	4806	Extra Help Customer Service Representative - NICU
Feb 14	11:49 AM	4899	Extra Help Administrative Clerk (Office Manager) – Surgical Services
Feb 14	11:36 AM	4898	Extra Help Magnetic Resonance Imaging Technologist - Radiology
Feb 13	4:03 PM	4869	Extra Help Certified Medical Assistant - Oncology
Feb 12	2:05 PM	4773	Extra Help - Customer Service Assistant
Feb 12	2:04 PM	4889	Extra Help Clerical Assistant - Physical Therapy
Feb 7	11:23 AM	4839	Extra Help Certified Medical Assistant - Radiology
Feb 6	11:26 AM	4867	Extra Help Administrative Aide - NICU
Jan 26	11:12 AM	4840	Extra Help Customer Service Representative - Hospital Neonatal Nursing

VIEWED APPLICANTS

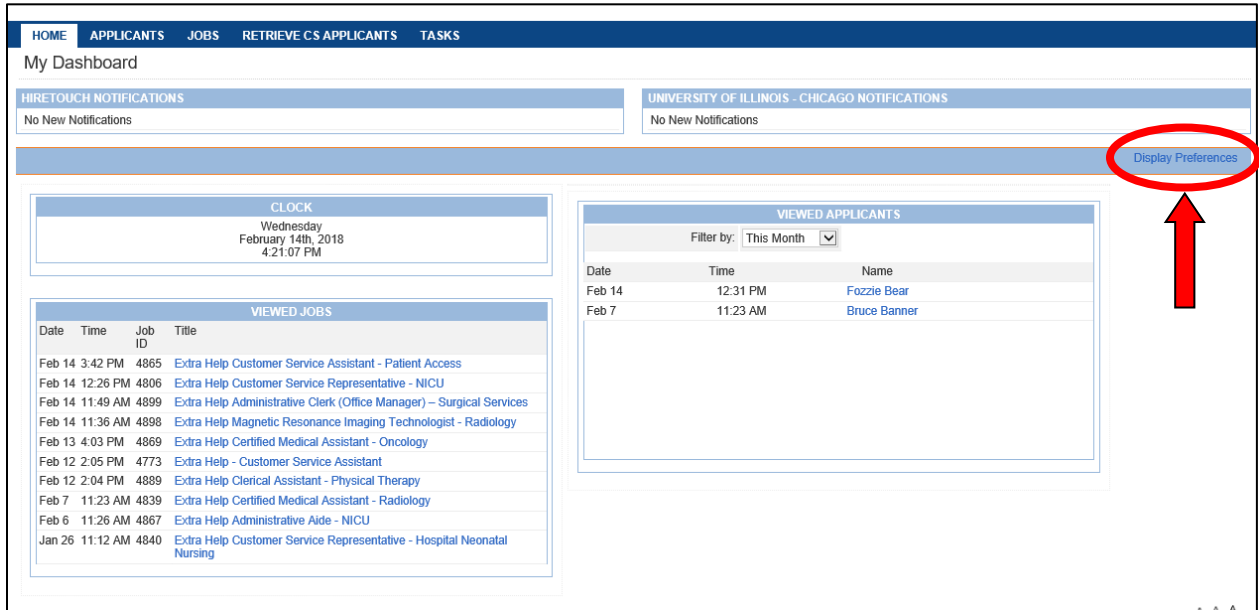
Filter by: This Month

Date	Time	Name
Feb 14	12:31 PM	Fozzie Bear
Feb 7	11:23 AM	Bruce Banner

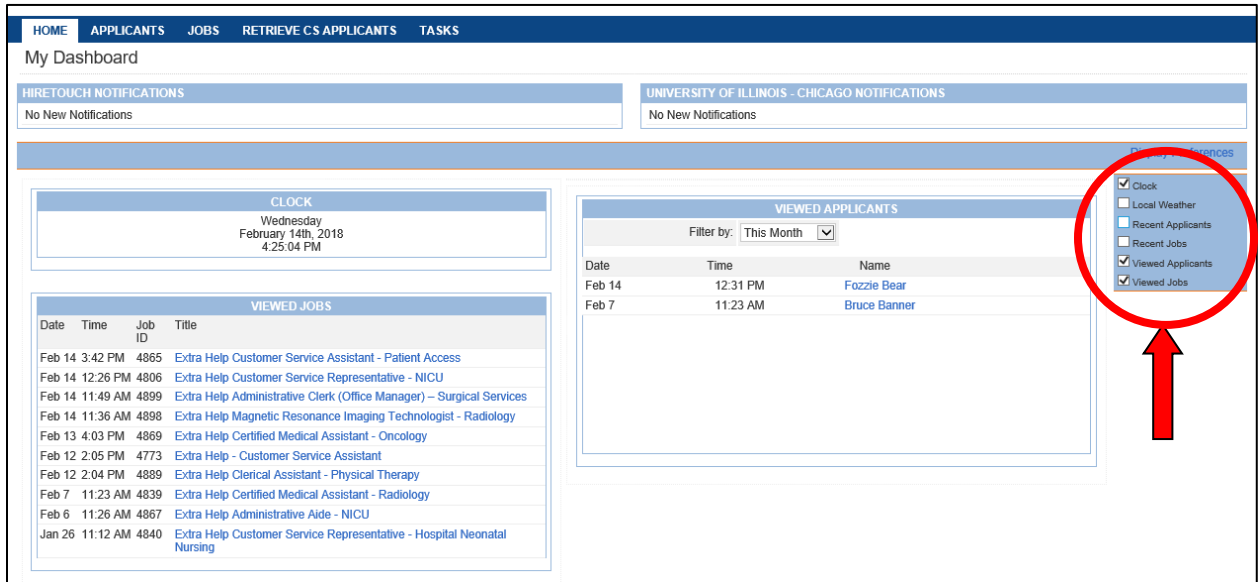
Customizing the Dashboard

You can customize the Dashboard, or Home Page, of HireTouch using the Display Preferences option.

1. From your **Dashboard**, click **Display Preferences**.



2. In the **Preferences** list, check (or uncheck) the options (widgets) you would like to appear.



3. To change the position of the widgets, move the cursor until the cursor changes into a 4-way arrow



and drag the widget to wherever you choose.

Welcome, MC Approver [Logout](#)

Session expires in 59 min

University of Illinois - Chicago

HOME **APPLICANTS** JOBS TASKS

You are logged in. Welcome, MC Approver.

My Dashboard

HIRETOUCH NOTIFICATIONS: No New Notifications

UNIVERSITY OF ILLINOIS - CHICAGO NOTIFICATIONS: No New Notifications

Display Preferences

VIEWED JOBS

Date	Time	Title
Oct 23	10:44 AM	business associate
		staff nurse
		Staff Nurse I - OB/GYN
		ANII - WPLC
		Ambulatory Clinical Services - Audiologist

VIEWED APPLICANTS

Filter by: This Month

Date	Time	Name
No record found		
None		

CLOCK

Tuesday
November 20th, 2012
1:29:07 PM

LOCAL WEATHER

Conditions for Chicago, IL

HAZE

Current Conditions:
Haze, 56 F

Forecast:
Tue - Cloudy, High: 55 Low: 39
Wed - Partly Cloudy, High: 58 Low: 42

(provided by The Weather Channel) [Change Location](#)

4. Click **Save Layout** to save your changes.

Welcome, MC User1 [Logout](#)

Session expires in 59 min

University of Illinois - Chicago

HOME **APPLICANTS** JOBS TASKS

You are logged in. Welcome, MC User1.

My Dashboard

HIRETOUCH NOTIFICATIONS: No New Notifications

UNIVERSITY OF ILLINOIS - CHICAGO NOTIFICATIONS: No New Notifications

Display Preferences

VIEWED JOBS

Date	Time	Title
Nov 21	2:11 PM	Staff Nurse 1
Nov 21	1:45 PM	Staff Nurse I - Surgery
Nov 21	11:26 AM	Staff Nurse I - 6E Stepdown
Nov 21	11:00 AM	ANI- Mother Baby
Nov 21	12:07 AM	Staff Nurse I - Surgery
Nov 20	4:44 PM	Administrative Nurse I (Extra Help)
Nov 20	10:41 AM	Staff Nurse II - UAT 1
Nov 20	10:26 AM	Staff Nurse I - UAT 1
Nov 19	11:53 AM	ANI- Labor & Delivery
Nov 18	8:44 PM	Staff Nurse II - Operating Room

VIEWED APPLICANTS

Filter by: This Month

Date	Time	Name
Nov 21	11:26 AM	Abigail Jeffrey
Nov 20	4:44 PM	Abigail Jeffrey

CLOCK

Friday
November 23rd, 2012
9:40:28 PM

LOCAL WEATHER

Conditions for Chicago, IL at 8:50 pm CST

Current Conditions:
Cloudy, 30 F

Forecast:
Fri - Partly Cloudy, High: 34 Low: 24
Sat - Mostly Sunny, High: 35 Low: 28

Save Layout