

HireTouch Approval Options

Delegated Authority

- 1) Electronic signature – approver will log into the HireTouch system and review forms that they are setup as an approver.
- 2) Proxy approver – Someone with authorization to approve delegates their approval rights to another user. The proxy approver will log into the HireTouch system to review and approve forms.
- 3) Signed signature required – If a paper signature is required, a department administrator or search coordinator will complete the form that needs to be approved and at the point where a paper signature is required enter themselves as an approver. When their turn in the approval process comes up, they will:
 - a. Print out the completed form from HireTouch
 - b. Obtain the appropriate signatures
 - c. Scan the form back into the system as an attachment
 - d. Approve the form electronically as themselves (system will keep audit of attached file)

Non-Delegated Authority

- 1) Signed signature required – Paper signature is required, a department administrator or search coordinator will complete the form that needs to be approved and at the point where a paper signature is required enter themselves as an approver. When their turn in the approval process comes up, they will:
 - a. Print out the completed form from HireTouch
 - b. Obtain the appropriate signatures (will send to provostmail@uic.edu for final approval via email)
 - c. Scan the final approved form back into the system as an attachment
 - d. Approve the form electronically as themselves (system will keep audit of attached file)