Request to Hire - Temporary - Administration; Advancement; Business & Finance; Clinical Affairs; Information Technology; President; Student Life and Enrollment

Instructions for Requester:

Please enter the ETSU email address for each of the approvers requested. If you do not know the approver, please contact your Dean's Office for information. If your form requires additional reviews, it is your responsibility to obtain those off-line. No additional reviews/signatures will be added to this system.
It is recommended that you copy the email address for the individuals from the ETSU search webpage:
https://www.etsu.edu/search/

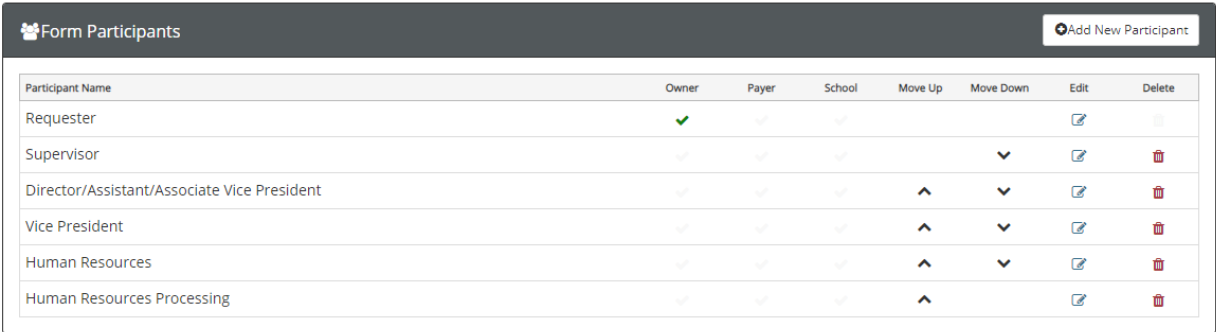You **MUST** enter all email addresses with <mark>"@etsu.edu"</mark> included.

Do **NOT** include "@mail.etsu.edu".

For Human Resources, please choose the appropriate person:

Administration - Lori Erickson
Advancement - Mark Coleman
Business and Finance - Mark Coleman
Clinical Affairs - Diana McClay
Information Technology - Mark Coleman
President - Lori Erickson
Student Life and Enrollment - Mark Coleman

Thank you.

Routing:

Form Participants								Add New Participant
Participant Name	Owner	Payer	School	Move Up	Move Down	Edit	Delete
Requester	✔					✎	
Supervisor					∨	✎	🗑
Director/Assistant/Associate Vice President				∧	∨	✎	🗑
Vice President				∧	∨	✎	🗑
Human Resources				∧	∨	✎	🗑
Human Resources Processing				∧		✎	🗑

Supervisor and Director/Assistant/Associate Vice President are input by the Requester.

Vice Presidents are a drop down list:

Description	Name	Email
Administration	Jeremy Ross	rossjb@etsu.edu
Advancement	Pam Ritter	ritterp@etsu.edu
Business and Finance	BJ King	kingbj@etsu.edu
Clinical Affairs	William Block	block@etsu.edu
Information Technology	Karen King	kingk@etsu.edu
President's Office	Nathan Dugger	duggern@etsu.edu
Student Life and Enrollment	Joe Sherlin	sherlin@etsu.edu

Request to Hire - Grant/Outside-Funded Temporary - Administration; Advancement; Business & Finance; Clinical Affairs; Information Technology; President; Student Life and Enrollment

Instructions for Requester:

Please enter the ETSU email address for each of the approvers requested. If you do not know the approver, please contact your Dean's Office for information. If your form requires additional reviews, it is your responsibility to obtain those off-line. No additional reviews/signatures will be added to this system.
It is recommended that you copy the email address for the individuals from the ETSU search webpage:
https://www.etsu.edu/search/

You **MUST** enter all email addresses with "@etsu.edu" included.

Do **NOT** include "@mail.etsu.edu".

For Human Resources, please choose the appropriate person:
Administration - Lori Erickson
Advancement - Mark Coleman
Business and Finance - Mark Coleman
Clinical Affairs - Diana McClay
Information Technology - Mark Coleman
President - Lori Erickson
Student Life and Enrollment - Mark Coleman

Thank you.

Routing:

Participant Name	Owner	Payer	School	Move Up	Move Down	Edit	Delete
Requester	✔					✎	
Supervisor					∨	✎	🗑
Director/Assistant/Associate Vice President				∧	∨	✎	🗑
Vice President				∧	∨	✎	🗑
Grant/Foundation Accounting				∧	∨	✎	🗑
Human Resources				∧	∨	✎	🗑
Human Resources Processing				∧		✎	🗑

Supervisor and Director/Assistant/Associate Vice President are input by the Requester.

Vice Presidents are a drop down list:

Description	Name	Email
Administration	Jeremy Ross	rossjb@etsu.edu
Advancement	Pam Ritter	ritterp@etsu.edu
Business and Finance	BJ King	kingbj@etsu.edu
Clinical Affairs	William Block	block@etsu.edu
Information Technology	Karen King	kingk@etsu.edu
President's Office	Nathan Dugger	duggern@etsu.edu
Student Life and Enrollment	Joe Sherlin	sherlin@etsu.edu

Academics - Request to Hire - Temporary

Instructions for Requester:

Please enter the ETSU email address for each of the approvers requested. If you do not know the approver, please contact your Dean's Office for information. If your form requires additional signatures, it is your responsibility to obtain those off-line. No additional reviews/signatures will be added to this system.
It is recommended that you copy the email address for the individuals from the ETSU search webpage:
https://www.etsu.edu/search/

You **MUST** enter all email addresses with "@etsu.edu" included.

Do **NOT** include "@mail.etsu.edu".

Please choose Donna Miller/Mark Coleman for the following colleges: Arts & Sciences; Business; Clemmer; Graduate Studies; Continuing Studies; Honors.

Please choose Scott Counts/Diana McClay for the following colleges: Medicine, Pharmacy, Nursing, Public Health, Clinical and Rehabilitative Health Sciences.

Thank you.

Routing:

👥 Form Participants							⊕Add New Participant
Participant Name	Owner	Payer	School	Move Up	Move Down	Edit	Delete
Requester	✔	✓	✓			☑	
Department Chair	✓	✓	✓		⌄	☑	🗑
College Budget Authority	✓	✓	✓	⌃	⌄	☑	🗑
Dean	✓	✓	✓	⌃	⌄	☑	🗑
Senior Vice President for Academics/Provost	✓	✓	✓	⌃	⌄	☑	🗑
Human Resources	✓	✓	✓	⌃	⌄	☑	🗑
Human Resources Processing	✓	✓	✓	⌃		☑	🗑

Department Chair, College Budget Authority, and Dean are input by the Requester.

Senior Vice President/Provost is a drop down list:

Default Users List		
Description	Name	Email
Academics	Donna Miller	millerdm@etsu.edu
Health Sciences	Scott Counts	countsps@etsu.edu

Academics - Request to Hire - Grant-funded Temporary

Instructions for Requester:

Please enter the ETSU email address for each of the approvers requested. If you do not know the approver, please contact your Dean's Office for information. If your form requires additional reviews, it is your responsibility to obtain those off-line. No additional reviews/signatures will be added to this system.

It is recommended that you copy the email address for the individuals from the ETSU search webpage: **https://www.etsu.edu/search/**

You **MUST** enter all email addresses with "@etsu.edu" included.

Do **NOT** include "@mail.etsu.edu".

Please choose Donna Miller/Mark Coleman for the following colleges: Arts & Sciences; Business; Clemmer; Graduate Studies; Continuing Studies; Honors.

Please choose Scott Counts/Diana McClay for the following colleges: Medicine, Pharmacy, Nursing, Public Health, Clinical and Rehabilitative Health Sciences.

Thank you.

Routing:

👥 Form Participants							⊕ Add New Participant
Participant Name	Owner	Payer	School	Move Up	Move Down	Edit	Delete
Requester	✔	✓	✓			✎	🗑
Department Chair	✓	✓	✓		∨	✎	🗑
College Budget Authority	✓	✓	✓	∧	∨	✎	🗑
Grant Accounting	✓	✓	✓	∧	∨	✎	🗑
Dean	✓	✓	✓	∧	∨	✎	🗑
Senior Vice President for Academics/Provost	✓	✓	✓	∧	∨	✎	🗑
Human Resources	✓	✓	✓	∧	∨	✎	🗑
Human Resources Processing	✓	✓	✓	∧		✎	🗑

Department Chair, College Budget Authority, and Dean are input by the Requester.

Senior Vice President/Provost is a drop down list:

Default Users List		
Description	Name	Email
Academics	Donna Miller	millerdm@etsu.edu
Health Sciences	Scott Counts	countsps@etsu.edu