Access

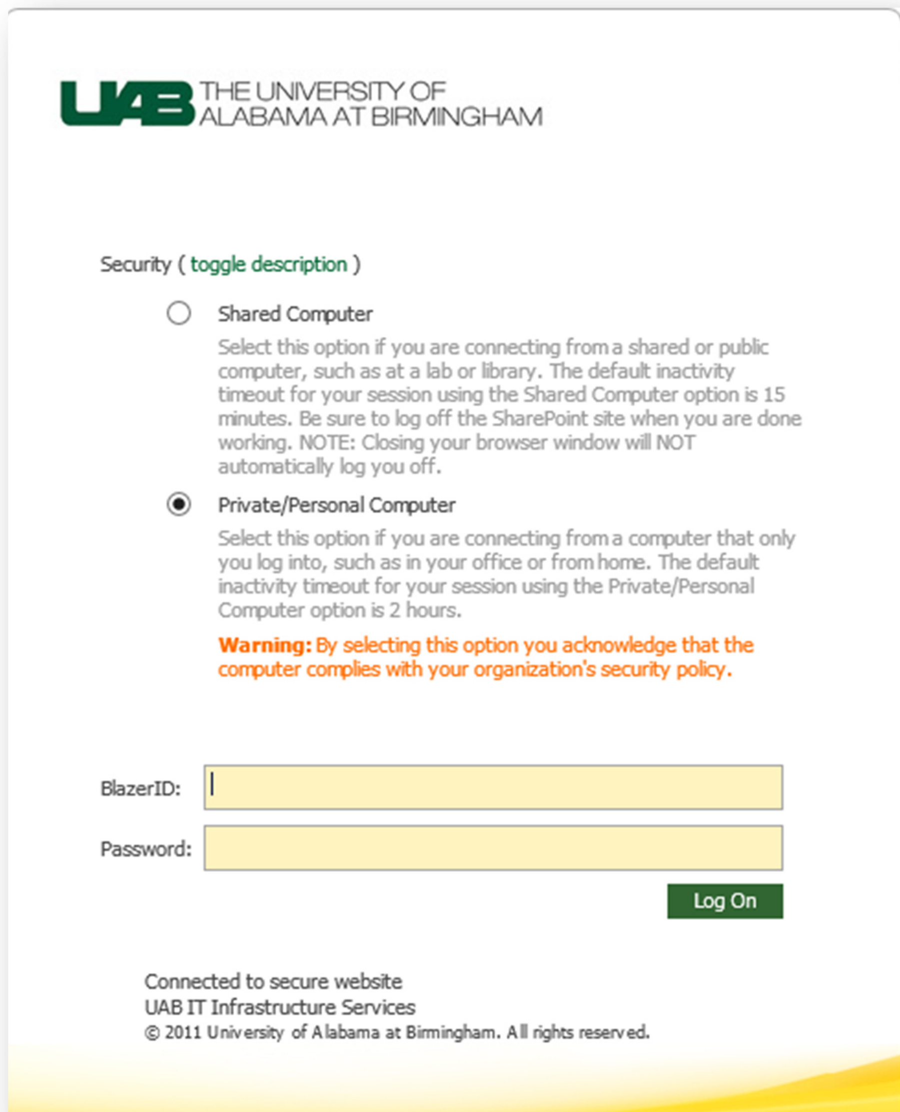
Bookmark the following link to access the CRF/PAR form.

http://www.uab.edu/uabforms/

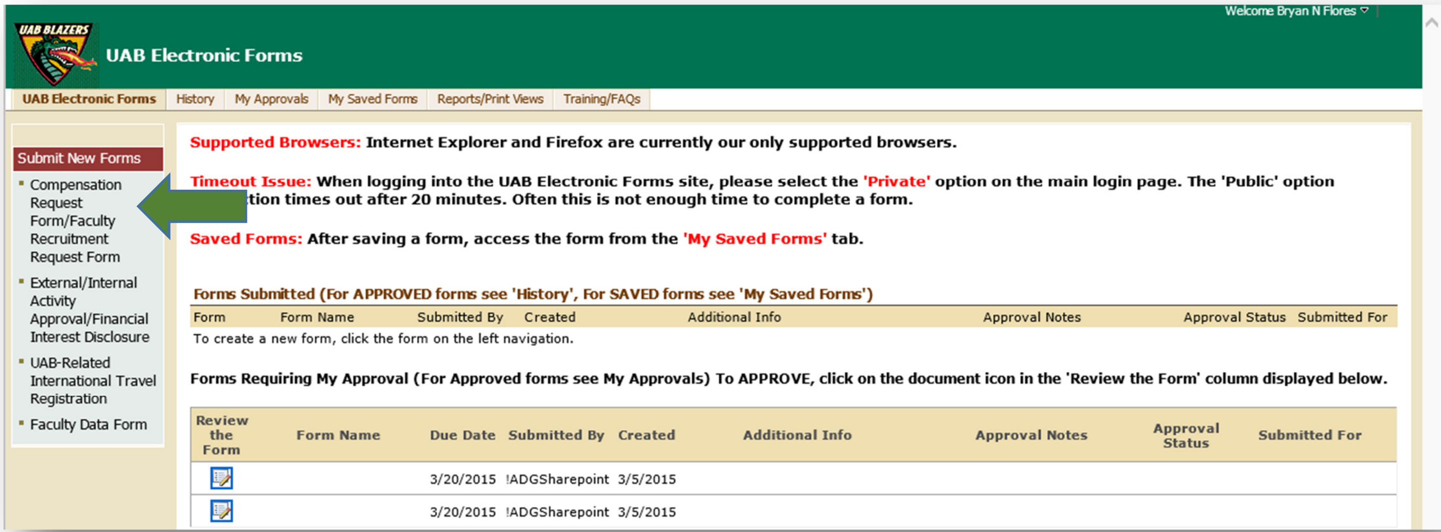
(To bookmark, click the link and open the page. Click the Favorites menu. Select Add to Favorites.)

Log In

1. **Log on to the CRF/PAR using your BlazerID and password**
2. **Click Log On**



Click the Compensation Request Form/Faculty Recruitment Request From menu option.

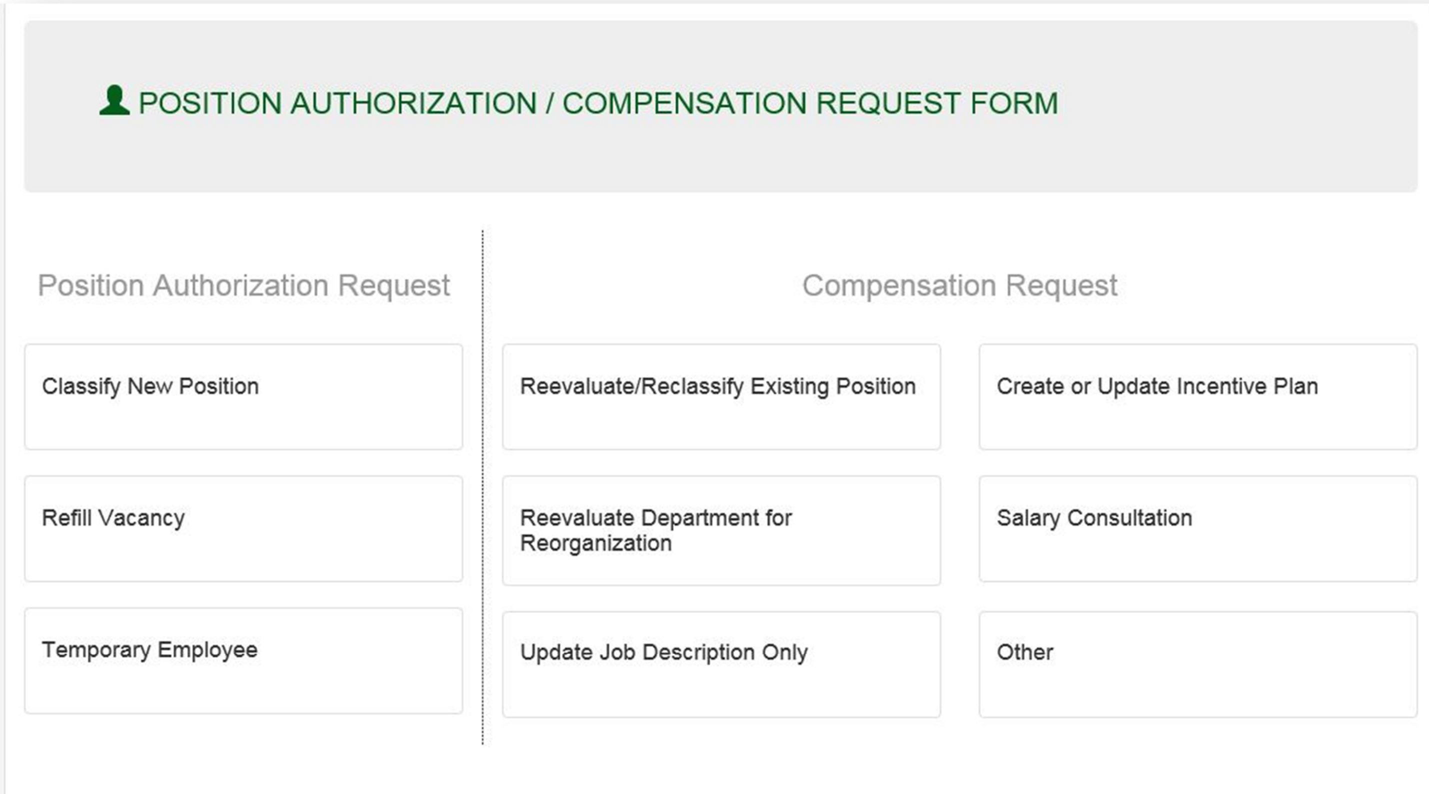


Options

The CRF/PAR toolbar will be at the top right of the page.

- BlazerID-Logout – use this button to log out of the system
- My Forms – use this drop down menu to link to the current dashboard and view your saved or submitted forms
- Help – Use the help button or hover over each form option for an explanation of the purpose of each form. If none of the options satisfy your request, use “Other”.
- FAQ- use this button to answer general questions you may have about the form.

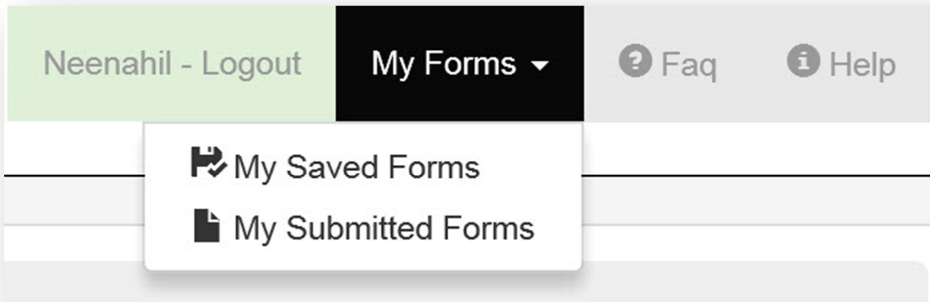
The Menu page is split - Position Authorization Requests & Compensation Requests. Hover over each form option to view a brief description of the purpose of each form.



Dashboard

The dashboard for CRF/PAR is located on the toolbar. Click the dropdown menu on My Forms to view the two options:

1. My Saved Forms
2. My Submitted Forms



Inside the Form

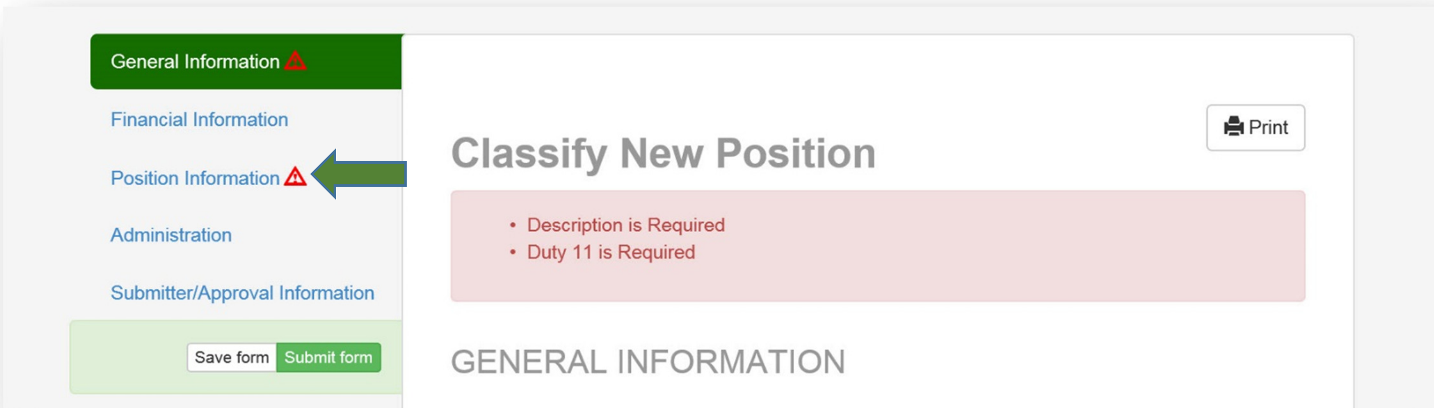
For this document, we will use the Classify New Position Form.

- The toolbar on the right will remain throughout the flow of the form. Once the form is activated, you will have a navigation toolbar on the left. You can skip from page to page by clicking each heading.

- Use the Save Form button to save the form and return at a later time.
- Use the Submit Form button after you have entered all required information.

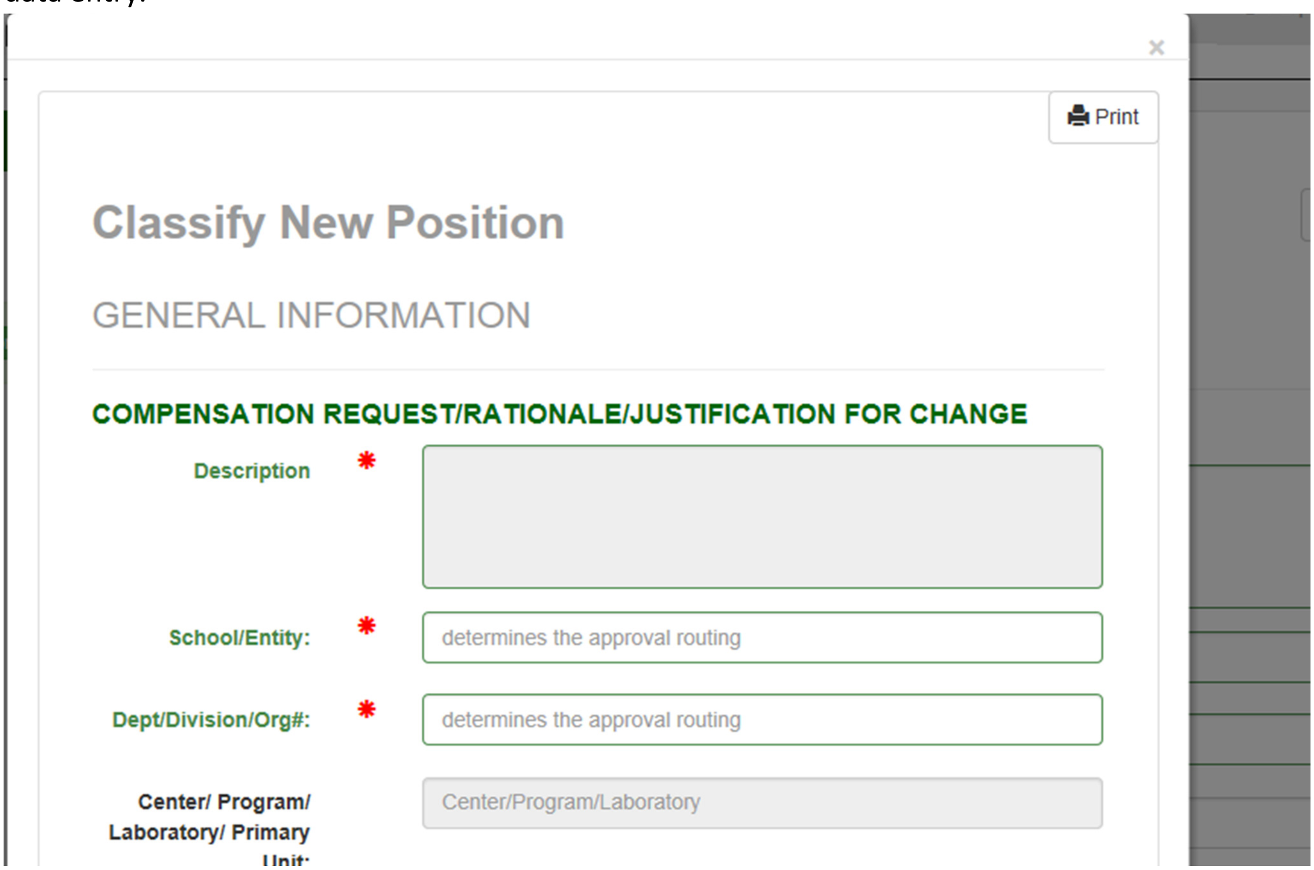
Error Messages

If you click the submit form button before completing all required fields, you will receive error messages plus your page navigation toolbar will have an error icon indicating which pages contain missing data. Click the page heading to navigate to each page.



Print

The Print Button is located to the top right of each page of the form. You may print the form at any stage of data entry.



Review the information in the print window and click Print.

Your Printer dialog box will open. Select the correct printer and click Print.

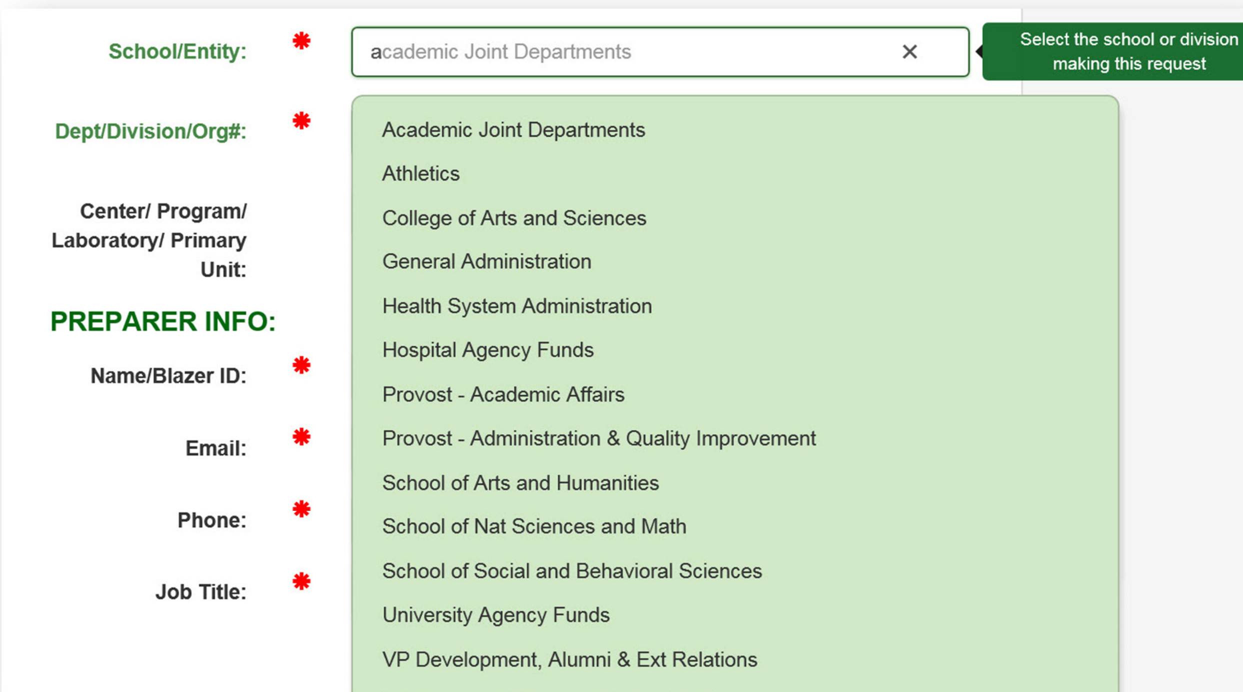
Automatic Lists

The information you select in the School/Entity and Dept/Division/Org# fields determines the approval routing for the form. **Please be sure to enter the correct information in these fields because the workflow route is dictated by these selections.**

Certain fields in this form contain automatic lists to select from. Once you select a school/entity, the dept/division/org# auto populates a list of departments specific to that school. To access this list, click into the department field and type the % symbol to review all options.

The School/Entity and Org# fields are dependant fields. You must enter the School/Entity first. The Org# field list will populate with options only for the school/entity you selected.

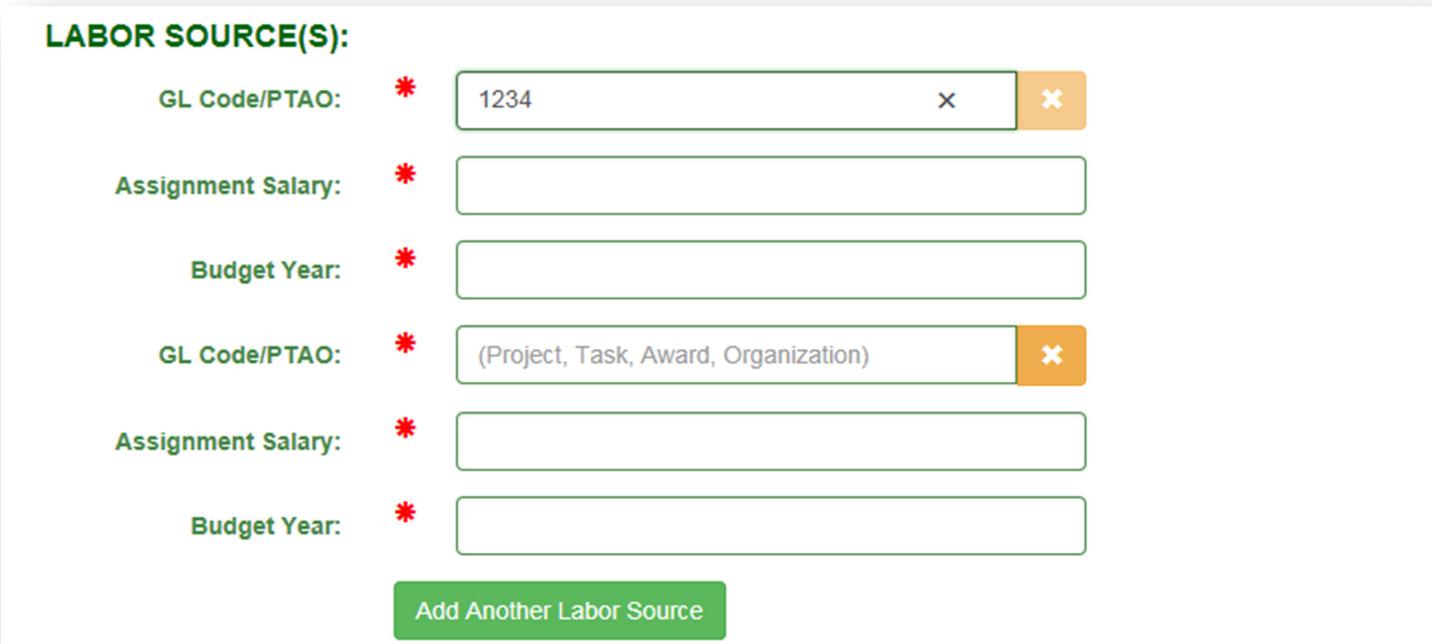
Remember accuracy is very imporant in this step to guarantee proper routing of the form.



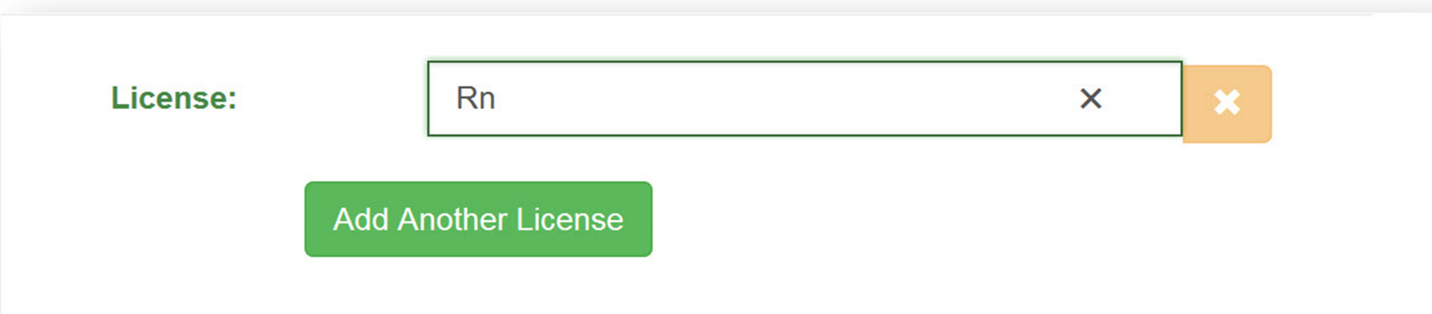
Add Another

The GL Code/PTAO identifies the specific account numbers (GL or PTAO) to be used to fund the salary for the position.

Some fields have the option to "Add Another" field. Click the Add Another button and the option to delete the second field will be active with the orange X to the right. Use the black X in the field to delete the text you have entered. (This may vary with different versions of browsers).



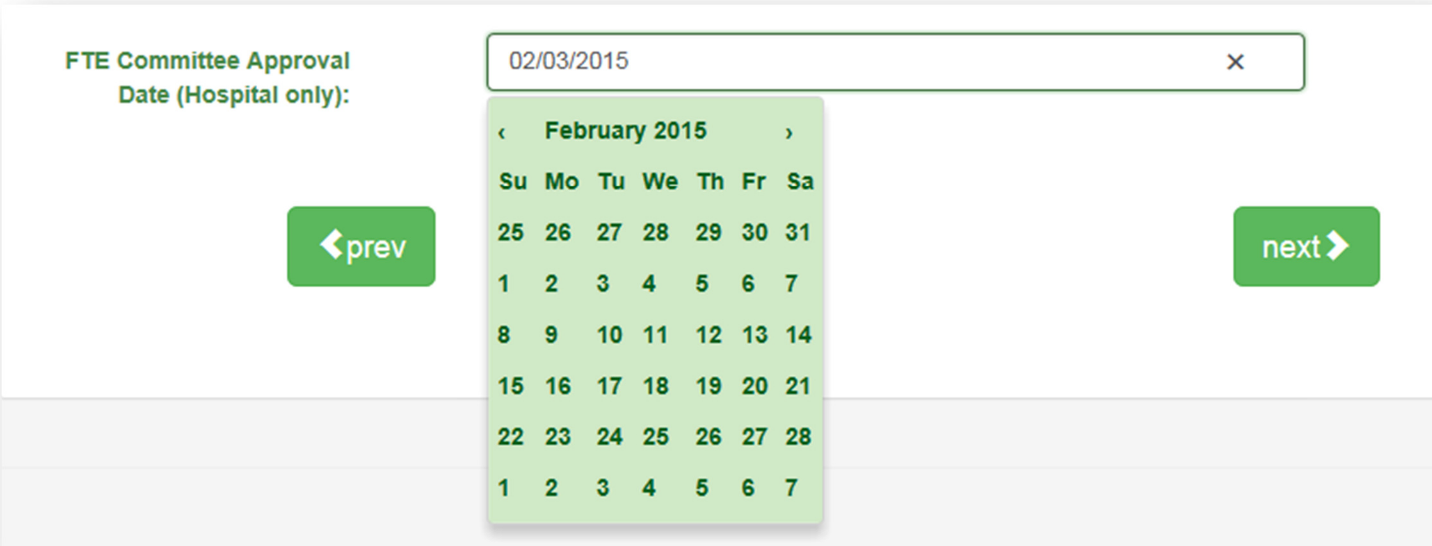
Another example of "Add Another" and autofill lists is the License field.



Calendars

Fields that request dates have an automatic calendar. Use the arrows at the top to navigate by month.

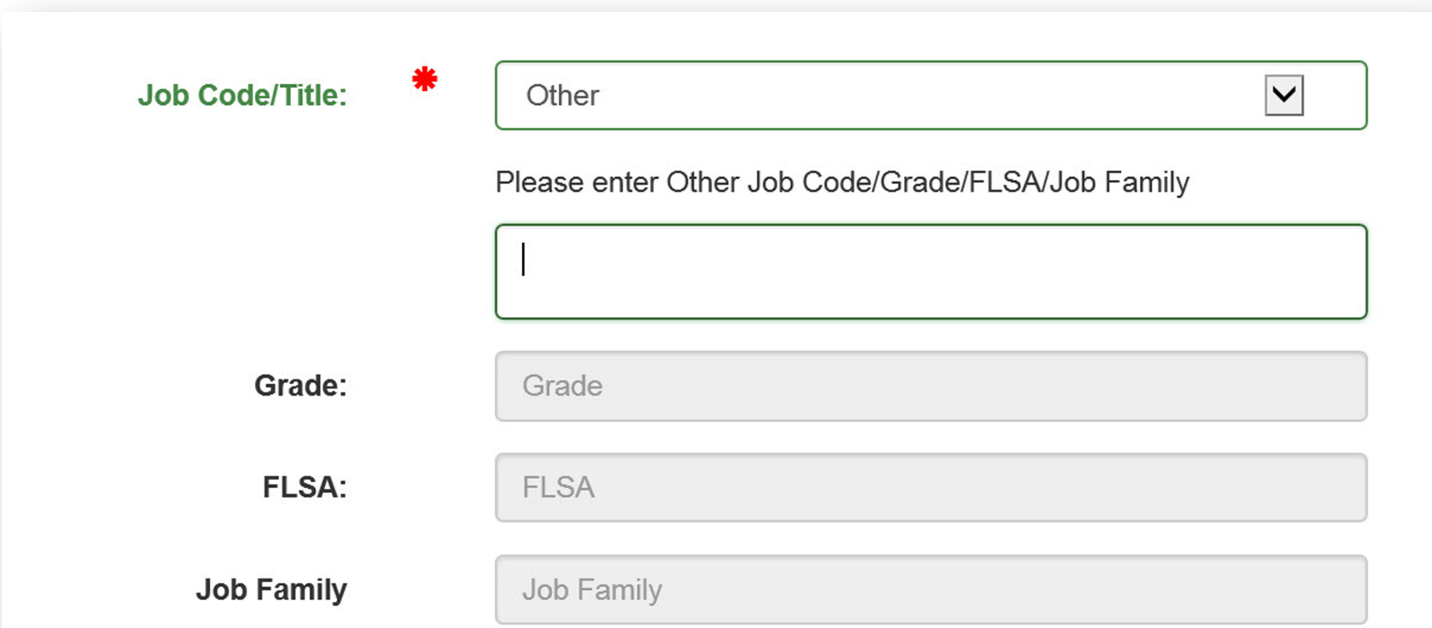
Use the Prev and Next button at the bottom of each form page to navigate between pages.



Job Code/Title

Under Position Information the Job Code/Title field auto populates based on the School and Org # selected under the General Information. Use the drop down arrow to select the job code/title. If it is not listed, select Other.

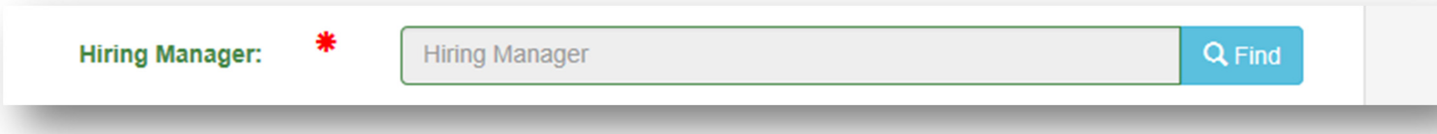
You must enter details in the text box if you select other.



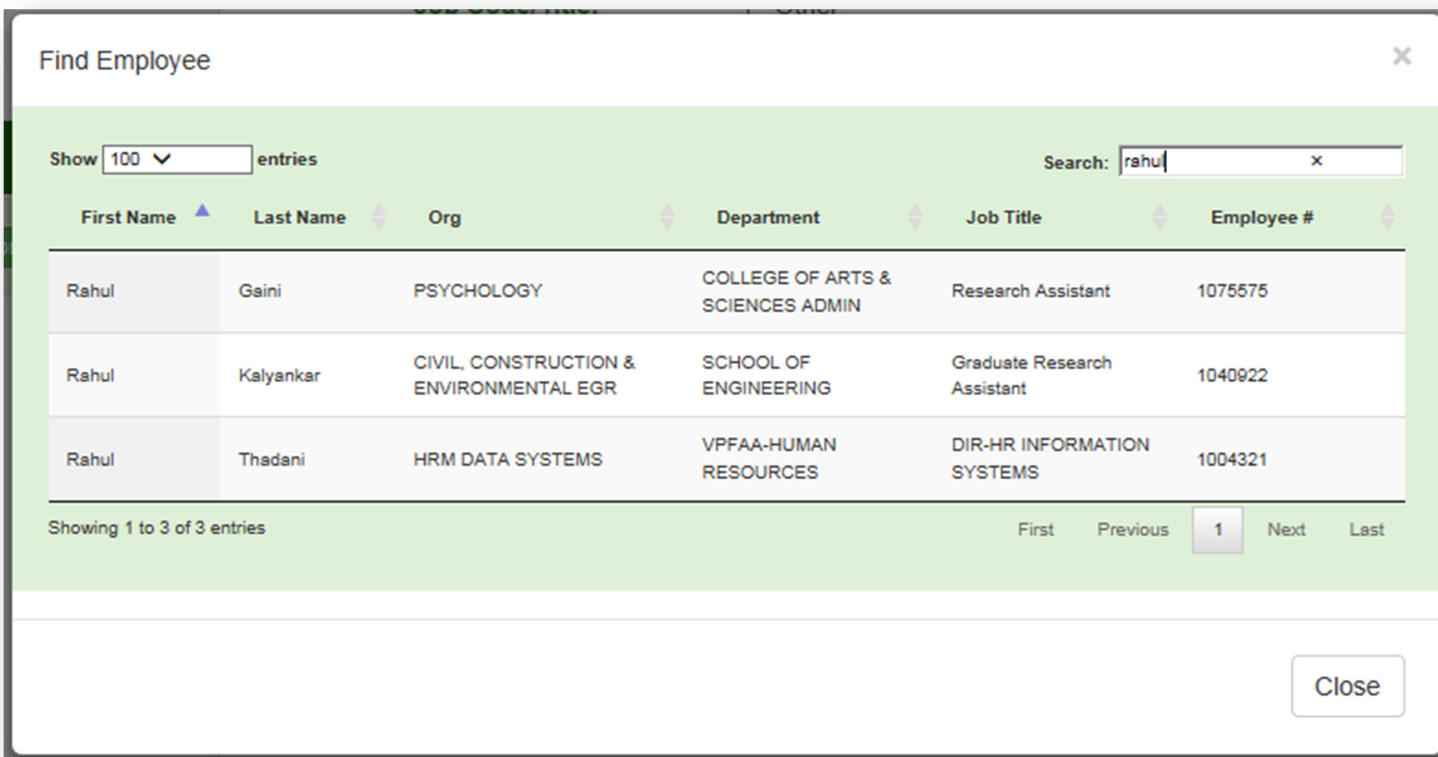
Hiring Manager

The Hiring Manager field is a look up field pulling from Oracle. This field is mainly used for the recruiting process. This will be the individual that is considered the point of contact for the recruiter working on this requisition. Use the position reports to field to enter the supervisor for the position.

Click Find.



Type the name of the hiring manager in the search box and press enter on the keyboard. Double click the correct manager and the form will display your selection.

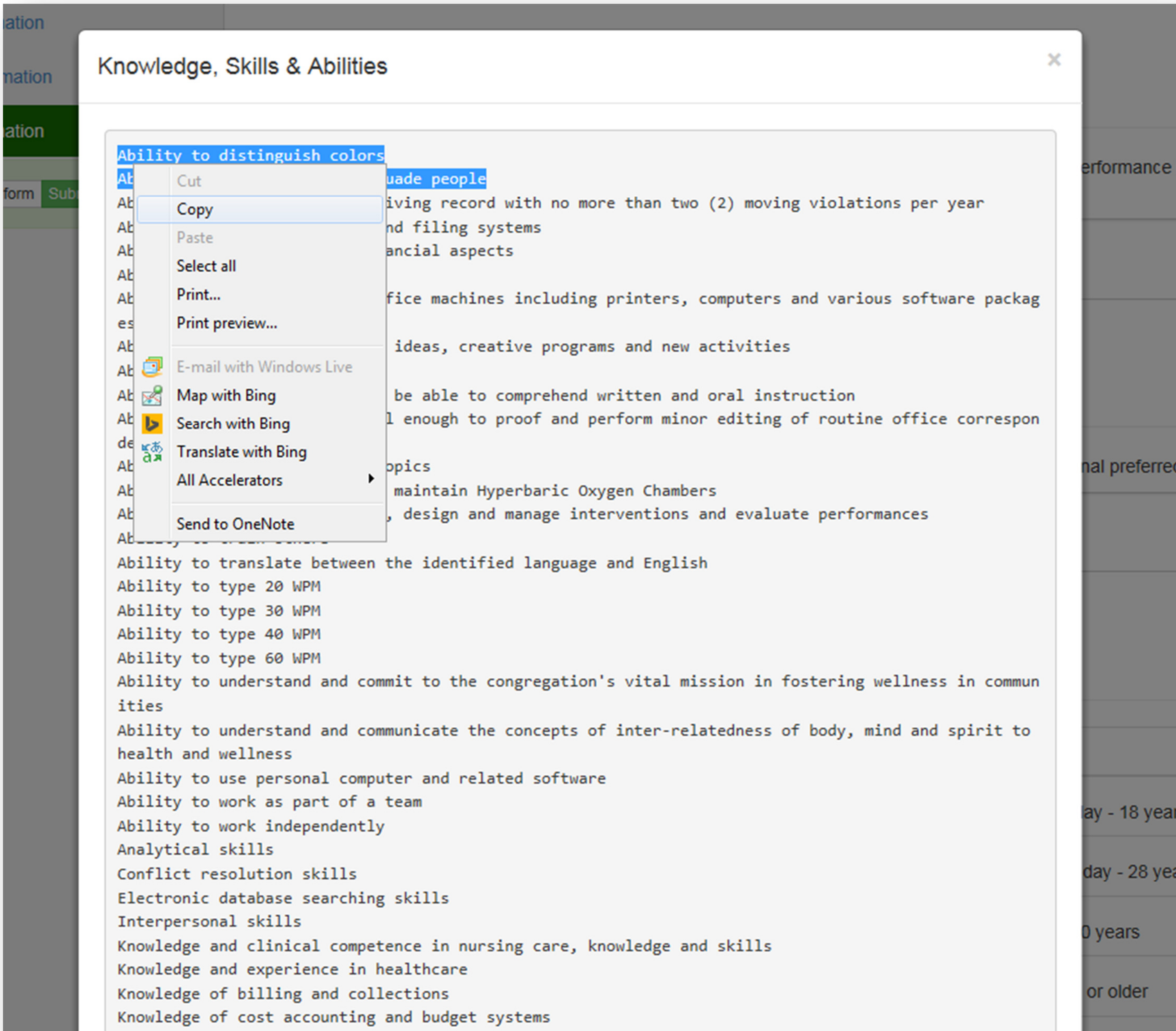


Knowledge, Skills & Abilities

Click the link to view options you can use in this field. If you wish to use any of the suggestions, highlight the text, right click and select copy.

Click the X in the top right corner of the suggestion box to close the box and return to the form.

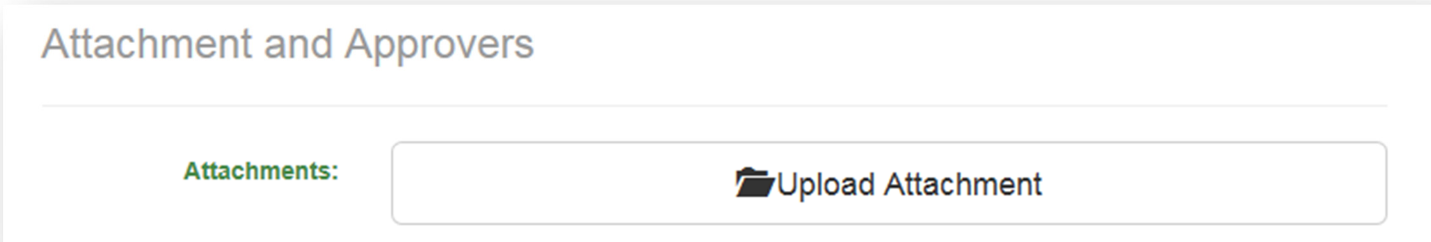
Click in the field on the form, right click and click paste.



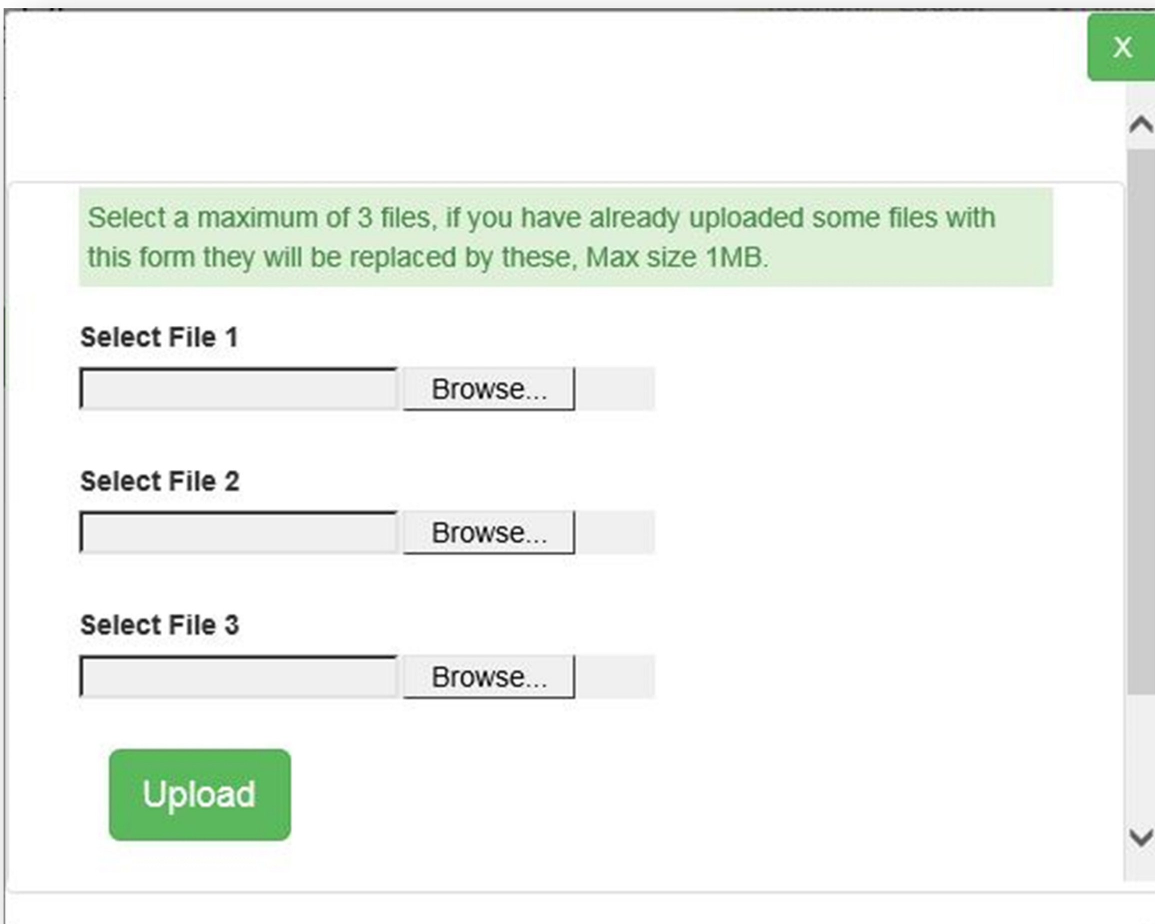
Attachments

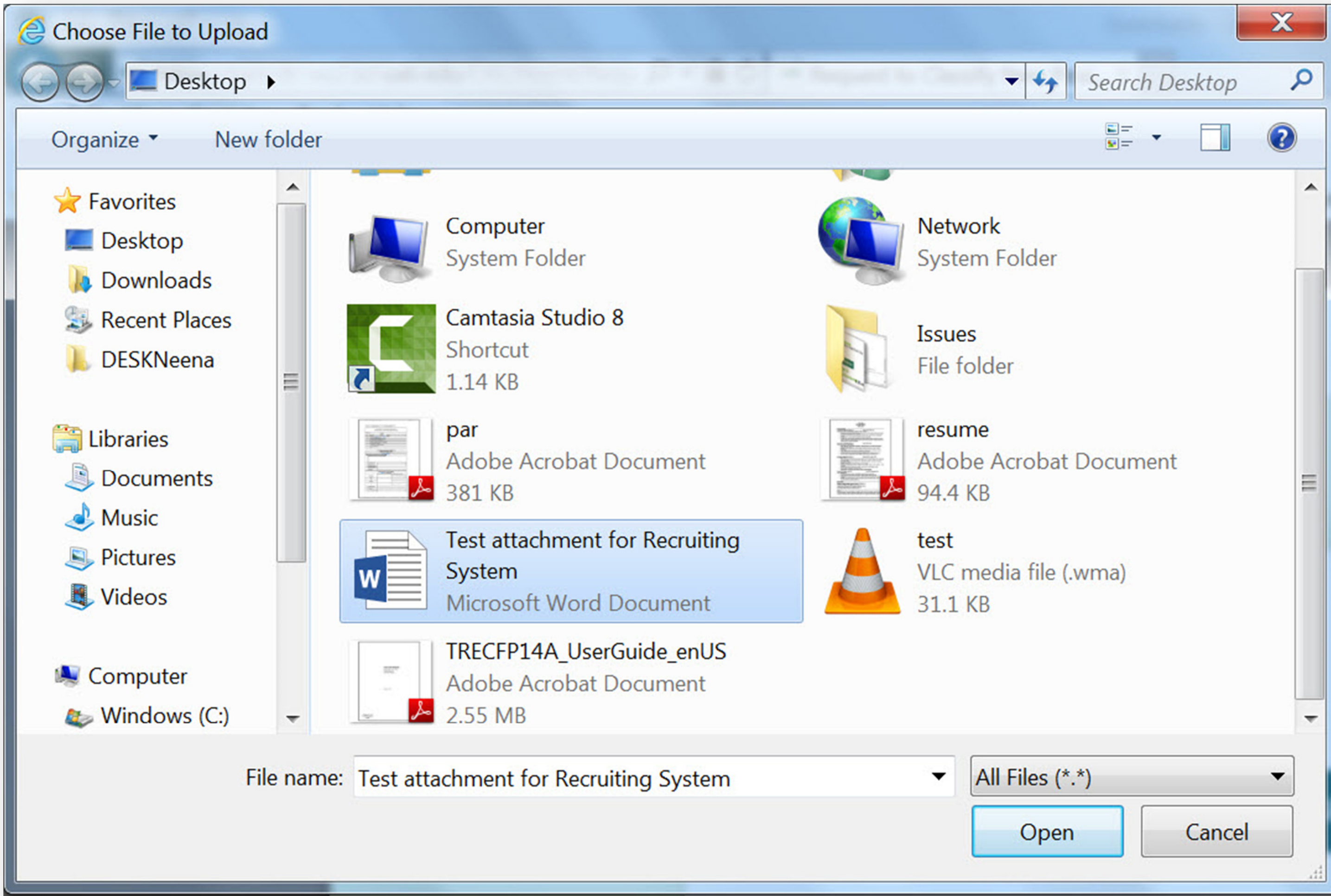
You may add up to three attachments with a total size limit of 3MG. If you exceed this limit, please zip the files and attach the zipped document.

Click Upload Attachment.

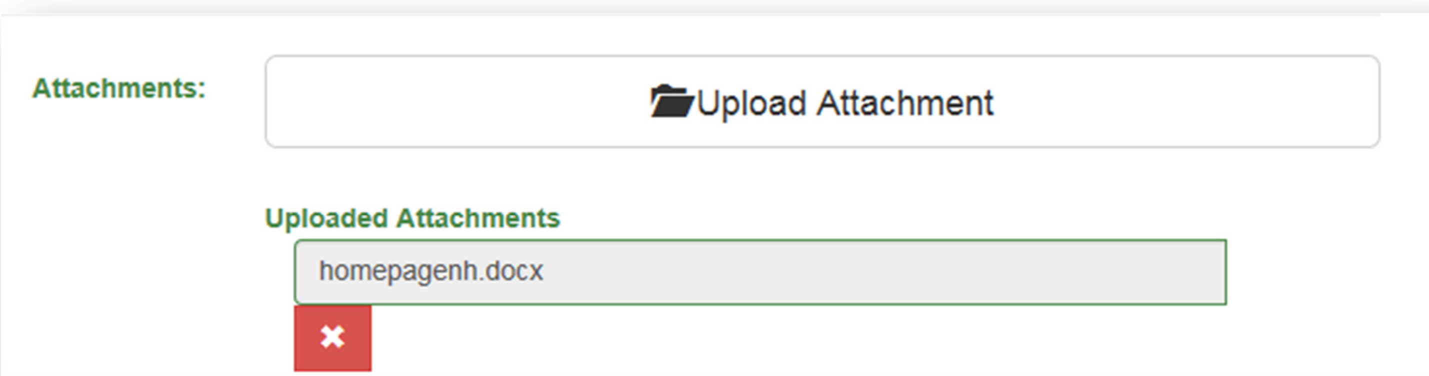


Click Browse and navigate to your file and click open.





Use the red X on the form to delete attachments you may have added by mistake.



Please note that files will need to be reattached if you save this form. If a document is rejected and you have to resubmit, attachments will need to be added to the form again.

Additional Approvers

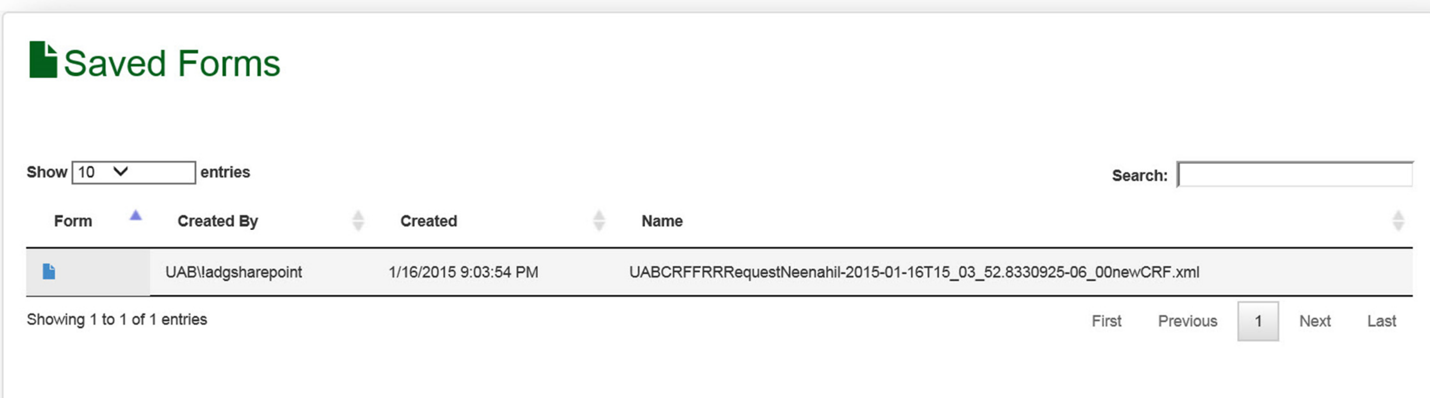
Additional Approvers may be added to the form. **The Blazerid should be the Blazerid of the individual you are adding to the list of approvers and should not be someone already in the approval flow associated with the school/entity and org# you selected and this should not be your Blazerid**. Use the Find button to search for the individual and select the person. This will enter the blazerid into the field.

The system will route the document to the added approvers first and then follow the existing workflow.

Save/Submit Form

Scroll through the form and enter all information that is required and more if available. Please be as detailed as possible. If you have finished entering information, click submit form on the navigation toolbar to the left or click Save form to finish at a later time.

To check the Status of the Form, click the My Forms drop down on the toolbar at the top right. Click My Saved or My Submitted forms.



Submitted Forms

Show 10 entries

Search:

Form	Submitted By	Created	Additional Info	Approval Notes	Approval Status
	UAB\ladgsharepoint	1/14/2015 9:44:37 PM	Org: 114302000 Doc # 10717	Waiting on Approval from Compensation	Pending
	UAB\ladgsharepoint	1/14/2015 9:37:11 PM	Org: 114302000 Doc # 10712	Waiting on Approval from Compensation	Pending
	UAB\ladgsharepoint	1/14/2015 9:25:27 PM	Org: 114302000 Doc # 10709	Waiting on Approval from Compensation	Pending

Showing 1 to 3 of 3 entries

First Previous 1 Next Last