

UCD Online Hiring Form User Guide School/Unit/Institute- Principal Investigator

1. School or unit log in



- Go to www.ucd.ie/infohub
- Log in using your Staff Personnel Number, UCD Username or email

Welcome to InfoHub

You must login with an Existing Account to access this page.

Use an Existing Account

Email, UCD ID or UCD Connect Username

Password

[Forgot Password](#)

- Click on Human Resources



- Select the Resourcing Icon

My Responsibilities

Employee Planning
FTEs, headcounts, leaves, contracts, retirements & trends ☆

Resourcing
Recruitment KPIs, RAFs & PAFs ☆

2. Select Hiring and Employee Changes (Research Funded)

Resourcing

- My Approvals
Approvals requiring my attention ☆
- Hiring Dashboard by University
- Hiring & Employee Changes (Research Funded)
Advertise a Role, Extend an Employee's Contract, Direct Hire, Change Employment Details ☆

2. Select 1 of the 4 options either Advertise a Role, Extend an Employee's Contract, Direct Hire or Change Employment Details.

Hiring & Employee Changes (Research Funded)

If you have any questions in relation to the Online Hiring Forms process please refer to the FAQs or contact your Resourcing Consultant for your particular School/Unit.

- Advertise a Role
Advertise a new or existing role including replacement, maternity leave ☆
- Extend a Contract
Extend an Employee's contract for their current role ☆
- Direct Hire
Direct Hire from Research Careers Framework - new roles (2017 onwards) - up to 12 months duration ☆
- Change Employment Details
Change working hours, grant code change or salary change ☆

3. Follow each step on the form and click on continue to proceed.

- Note the Form ID is the unique identifier throughout the process
- Please select the Head of School/Unit, the Principal Investigator, the reason type (new post/resignation etc.) and post status (e.g. temporary full-time or part-time in order for the form to regenerate).

Advertise a Role - Form ID: 147880

Project Outline

School / Unit*

Head of School/Unit*

Principal Investigator*

4. If a grant code is already in place, please review the project end date and budget checker prompt. If the system indicates that one of the calculations is invalid, please consult with the Research Finance Office and insert a rationale in the comment field to the Head of School/Unit before submission.

Advertise a Role: New Post - Form ID: 147772

Please note this calculation is provided for illustrative purposes only and does not replace any existing processes. You should verify the funding and end dates of potential contracts.

Project Date Check

Project Budget Check

Project start date	31 Dec 2020	Available budget (€)	151447.93
Planned contract end date	30 Sep 2019	Cost of Hire (€)	47000.00



Funding- please note you can proceed to advertise a role if a grant code is currently in the process of being setup. You cannot, however, proceed with a direct appointment or an extension if the grant code/project funding is not in place.

Duration- Enter either an estimated duration in months (i.e. for maternity posts) or enter a fixed end date if known (i.e. for project work).

Validate- You need to click on "Check Name" to validate an employee's details.

Upload- You must upload the relevant Job Description and logos where applicable.

Save for Later- You can access the form again and the data can be edited in the "My Approvals" screen.

Cancel- Only the creator of the form can cancel the form. By clicking cancel the form is deleted and can't be restored.

My Approvals- The "My Approvals" section can be used to track the progress of forms which have been submitted to the next approver.

