UCD Online Hiring Form User Guide School/Unit-FM

1. School or unit log in



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

Welco	me to Info	Hub	
You must login	with an Existing Account 1	to access this page.	
Use an E Email, UCD	Existing Account		
Password			
Login	Forgot Password		

Click on Human Resources

UCD InfoHub My services & information portal

Select the Resourcing Icon ٠





2. Select My Approvals



Forms for your approval are in the left column. Click on form ID number to approve.



Review the content of the form.



To approve and progress the form click on the submit to the College Principal/Vice President button. If you are unsatisfied or have a query in relation to this form click on the Return to Creator button and you can add in comments before reverting if you

xtend accontract: Contract Extension - Form ID 137734 Returns Extor Approve & Submit to College Principal						
Add Comment						
Any comments you enter will be recorded when Comments	you click a save/submit/actions button. Take care to select to whom the comments should					
Allowed to see Comments*	Everyone *					

3. To view forms in progress or completed forms click on the Resourcing Dashboard under the main Resourcing tab.



4. To search for an in progress form click on the total button and then enter either the form ID, grade or post title into the filter field to find your form.

Hiring - School	ol View		UCD InfoHu My services & information	b portal	Stud		
View Active Competitions		Home / Human Resources / Resourcing / Hiring - School View / Online Hiring (Core Funded)					
Applications by Status		Online Hiring (Core Funded)					
Description							
Post Oct 2017							
Pending Submission	3						
With Head of School / Unit	3	Post October 2017					
With College Finance Manager	1						
HR Active	3	kiter					
HR Contract Stage	6						
Completed	1	• •	-				
Post Oct 2017		Title & Grade					
Pre Oct 2017		Form					
in Progress	7	10	Post Title	Grade	Reason Ty		
Completed	15	Pend	ling Submission				
Withdrawn		137758	Operations Manager	95 Administrative Officer	Change in I		
Pre Oct 2017				1a_2013 (2010)			
Total	42	137587			Extension /		

5. How to nominate a proxy approver

• In order to nominate a proxy approver please email hrhelpdesk@ucd.ie indicating the proposed approver, set duration and reason for the change. The Head of Resourcing will review each request on a case by case basis.

> **Hiring Forms FAQs Resourcing Consultant Contact Details**