

HR Request to Fill (RTF) Position OnBase Guide

Steps to complete the Request to Fill Position (RTF) form

1. Open Internet Explorer (IE) and go to ChannelZ
2. Click on **Employee Information\Human Resources\HR Forms**
3. In the **Recruitment** section select the **Request to Fill Position** form
4. Enter the required information - **Note: All sections in green are required**
5. Click the **Check Form Requirements** button; If all requirements are complete then click on **Submit Form**

Office of Lieutenant Governor (OLG)
Department of Culture, Recreation and Tourism (DCRT)
REQUEST TO FILL (RTF) FORM

POSITION INFORMATION		
Job title: Technical Support Specialist	Position #: 1234567890	Uncl Sal \$: 50 /hr
Office: Office of Management & Finance	Work Parish: (select from list)	
Division/Park/Welcome Center/Museum: Information Services		
Request Type: New Position	Date Vacated: mm/dd/yyyy	Requestor: jhardy
Previous Incumbent:	Immediate Supervisor:	
Position Type: TO Position	Does this position Supervise others?: No	
Update of Position Description (SF-3): <small>SF-3s must be updated every five (5) years; when duties have changes significantly; or when filling a supervisory position of the SF-3 is more than one (1) year old.</small>		Does the SF-3 require update? (select) (if yes, please attach)
Coding:		
Cost Center	Reporting Category	%
Reporting Category		%
Salary Object: (select) other:		Part-time hr/week (select) other:
Source of Funds:		
State Funds: %	Federal Funds: %	Other Funds: %
ANNOUNCEMENT TYPE		
Select desired announcement type(s): (check one or more, if applicable)	Probational	Unclassified Regular
	Promotional-DCRT Employees Only	Unclassified Temporary (Wage Student)
	Promotional-All Classified	Do Not Announce
	Classified Temporary (Job Appt. Classified (WAE))	
ANNOUNCEMENT INFORMATION		
List any preferred qualifications above that which is required as part of the minimum qualifications for the job: (Such as programmatic work experience in the relevant field of work; a test score at or above 80; skills in a specific computer program, etc.).		
List any special requirements for the position: (Indicate one or more, if applicable)	Work Schedule:	
	No Overtime (as deemed necessary) No Travel No Driving	
SUBMIT FORM		
Check Form Requirements	Submit Form	

Check Form Requirements

Steps to retrieve a RTF Position Form:

1. Click on the **OnBase** icon located on the ChannelZ website
2. Click on the arrow next to **Document Type Groups** and select **CRT-Shared**
3. In the **Document Types** section click on **CRT- Request to fill Position**
4. Type the appropriate **keyword** value, such as the **HR Position Title** or **HR Position#** or **requestor**, etc. and hit enter or click on the **Binoculars** (Find button)
5. Documents that match your query will display in the **Search Results** window; **highlight** and **double-click** to open the document.

How to add a sticky note to a RTF Position form:

Right-click on the **RTF position form** and select **Notes** and **Add Note**; click on **Sticky Note**, select **OK** and type in the white area of the note

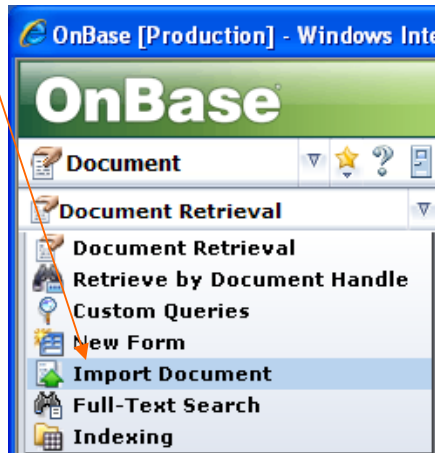
The image shows a screenshot of a 'REQUEST TO FILL (RTF) FORM' from the Office of Lieutenant Governor (OLG), Department of Culture, Recreation and Tourism (DCRT). The form is titled 'REQUEST TO FILL (RTF) FORM' and contains several sections:

- POSITION INFORMATION:** Includes fields for Job Title (TECHNICAL SUPPORT SPECIALIST), Position # (1234567890), Office (Office of Management & Finance), Division/Park/Welcome Center/Museum (Information Services), Request Type (New Position), Date Vacated, Requestor (BHARDY), Previous Incumbent, Immediate Supervisor, and Position Type (TO Position).
- Update of Position Description (SF-3):** Includes a checkbox for 'Does the SF-3 require update?' and a note that SF-3s must be updated every five (5) years.
- Coding:** Includes fields for Cost Center, Reporting Category, and %.
- Salary Object:** Includes fields for Full-time and Part-time salary objects, with a dropdown for 'hr/week'.
- Source of Funds:** Includes fields for State Funds, Federal Funds, and Other Funds, each with a percentage field.
- ANNOUNCEMENT TYPE:** Includes a section for 'Select desired announcement type(s): (check one or more, if applicable)' with several checkboxes, including 'Probational', 'Promotional-CRT Only', 'Promotional-All Classified', 'Classified Temporary', 'Unclassified Regular', 'Unclassified Temporary', and 'Do Not Announce'.

A blue sticky note is attached to the top right corner of the form, containing the text 'Sticky Note'.

Steps to attach a SF-3 related document to a RTF Position form:

1. Click on the **OnBase** icon located on the ChannelZ website
2. Click on the down arrow next to **Document Retrieval** and select **Import Document**



3. Click on **Browse** and navigate to the file you would like to attach and click on **Open**.
4. In the **Document Type Groups** section select **CRT-Shared**, in the **Document Types** section select **CRT-Request to Fill Position SF-3**
5. Enter the required **HR Position#** and **HR Position Title** of the document you are importing



6. Click on the **Import** icon at the bottom of the screen.
7. **Import Succeeded** should appear at the top of the screen.
8. To view the form and related document, click on the down arrow next to **Import Document** and select **Document Retrieval**, then follow the steps below on **How to view a RTF Form and related SF-3 document**.

To view a Request to Fill Position form and related SF-3 document:

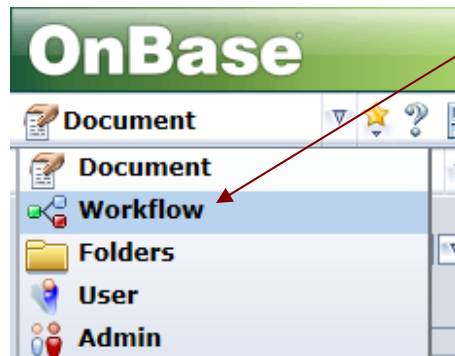
1. In the **Document Type Groups** section select **CRT-Shared**
2. In the **Document Types** section click on **CRT-Request to Fill Position**; Hit Enter or click on the **Binoculars**
3. Right-click on the RTF form and click on **Cross-References**

The screenshot displays the OnBase interface for a Request to Fill Position (RTF) form. The document name is "CRT - Request to Fill Position - 10/2/2013 - TECHNICAL SUPPORT SPECIALIST - 1234567890 - OFFICE OF MANAGEMENT & FINANCE - PENDING". The form is titled "Office of Lieutenant Governor (OLG) Department of Culture, Recreation and Tourism (DCRT) REQUEST TO FILL (RTF) FORM". The "POSITION INFORMATION" section includes "Position #: 1234567890" and "Specialist". The "Request Type" is "New Position". The "Requestor" is "BHARDY". The "Supervisor" is "testing form". The "Update of Position Description (SF-3)" section includes "Does the SF-3 require update?" (select) and "Coding" (Cost Center, Reporting Category, %). The "Salary Object" section includes "Full-time" and "Part-time" options. The "Source of Funds" section includes "State Funds", "Federal Funds", and "Other Funds". The "ANNOUNCEMENT TYPE" section includes "Select desired announcement type(s): (check one or more, if applicable)" with options like "Probational", "Promotional-CRT Only", "Promotional-All Classified", "Classified Temporary", "Unclassified Regular", "Unclassified Temporary", and "Do Not Announce". A context menu is open over the form, with "Cross-References" selected. The left sidebar shows "Document Type Groups" and "Document Types".

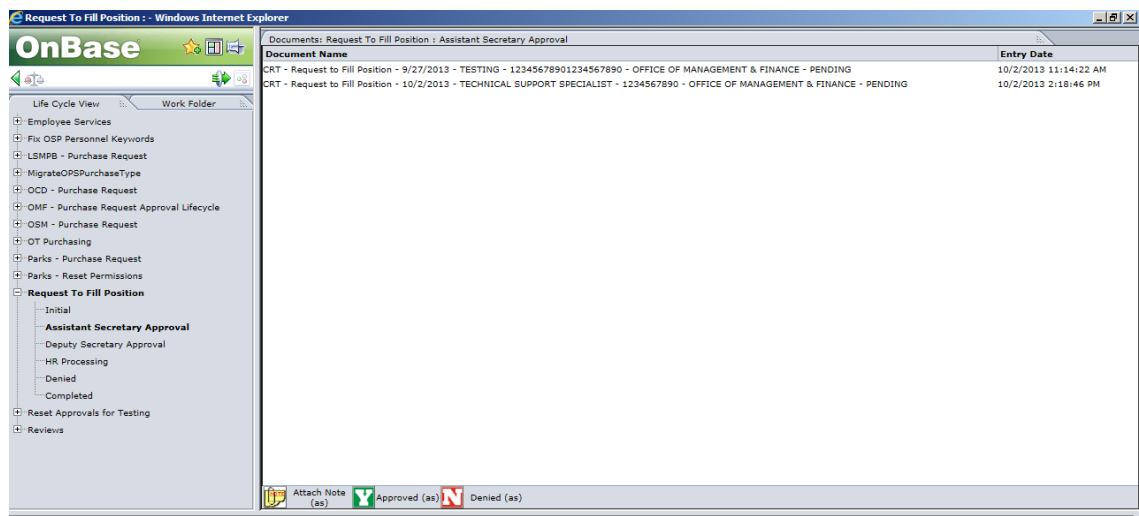
4. A list of SF-3 documents related to the form will appear

Steps to approve, deny or process a RTF Position form

1. Click on the **OnBase** icon located on the ChannelZ website
2. Click on the down arrow next to **Document** and click on **Workflow**



3. In the **Request to Fill Position** section, you will see your role, such as **Assistant Secretary Approval**, **Deputy Secretary Approval** or **HR processing**
4. Double click on the icon that pertains to your role, such as **Approve**, **Deny**, or **Announcement Created**



5. To add a **note** to the document click on **Attach Note**. This will notify the **requestor** that a note has been added to the RTF position form