



Submitting a Recruitment Request through OnBase

Information Needed to submit a recruitment request:

- Position Number
- Job Description
- Position Information/Posting Information
- Supporting Financial Documentation (career positions only)
- Chart of Accounts (COA) for Background Check & Position Fund
- Hiring Manager/Position Supervisor, Division Partner

Expected routing:

1. Requestor
 - Initiates the request via OnBase.
 - Can be any individual with access to the system.
2. Supervisor
 - Manually selected by the requestor.
 - Responsibilities
 - Review the submitted information.
 - Make necessary edits (note: cannot return the request).
3. Division Partner
 - Selected from a predefined list.
 - Can return or make edits directly
 - Must certify funding
 - Must attach supporting Financial Documentation (Career appointments only)
4. Budget & Financial Planning
 - Required step for career positions only.
5. HR Talent Acquisition
 - Final step in the routing process.



Steps to Submitting a Recruitment Request

Recruitment request form: <https://dbsforms.ucmerced.edu/forms/hr-recruitment-request>

1. Enter the Position Number(s).
 - a. This will auto fill the Payroll Title and Title Code.

Section 1: Position Information

Position Number Add

Position No. Remove

Type of Appointment*

Full Time
 Part Time

Work Modality*

Working Title Title Code*

Payroll Title* Bargaining Unit*

2. Select the Type of Appointment.
 - a. If Career/PerDiem/Partial Year, no additional information is needed regarding the appointment type.
 - b. If Contract, enter contract duration.

Type of Appointment* Contract Duration (in months)*

*
 Full Time
 Part Time

- c. If Limited, enter expected duration, business need for the position, and if you're requesting an exception to the 1,000-hour rule.
 - i. If an exception is requested, enter the Justification.

Type of Appointment* Expected Duration of Appointment (in months)*

Business Need for the Position*

Are you requesting an exception to the 1,000 hours?*



3. Select if position is Full-time or Part-time.
 - a. If Part-time, enter % Time.

*

Full Time
 Part Time

% Time *

4. Enter Work Modality.
 - a. If Hybrid, enter expected number of days in office.

Work Modality *	Expected # of Days in Office *
<input style="width: 150px;" type="text" value="Hybrid"/>	<input style="width: 150px;" type="text"/>

- b. If Remote, enter business need for remote work.

Work Modality *

Business Need for Remote Work Modality
(Note: Remote Employees must reside in California.)

*

5. Enter Working Title.
6. Drop down to select Bargaining Unit.
7. Enter Supervisor's **UCMNet ID** and click search.
 - a. Supervisor's information will auto populate.

Note: Exact UCMNet ID is needed. Cannot search by name.

Working Title <small>(will be used as title of recruitment) *</small>	Title Code *		
<input style="width: 100%;" type="text" value="Catering Lead"/>	<input style="width: 100%;" type="text" value="005452"/>		
Payroll Title *	Bargaining Unit *		
<input style="width: 100%;" type="text" value="FOOD SVC WORKER LD"/>	<input style="width: 100%;" type="text" value="AFSCME (EX)"/>		
Supervisor UCMNet ID	<input type="button" value="Search"/>		
<input style="width: 100%;" type="text" value="rmckinney2"/>			
Supervisor	Supervisor Email	Supervisor Title	Department
<input style="width: 100%;" type="text" value="Rosana Mckinney"/>	<input style="width: 100%;" type="text" value="rmckinney2@ucmerced.edu"/>	<input style="width: 100%;" type="text" value="EMPLOYMENT REPR 4"/>	<input style="width: 100%;" type="text" value="HUMAN RESOURCES"/>



- 8. Select if the position is New or a Backfill.
 - a. If the position is a Backfill, select previous type of appointment.
- 9. Select if a Background Check is required.
 - a. If selected Yes, enter COA.
- 10. Select if this position is a Mandatory Report.

New Position Backfill

Previous Type of Appointment *

Background Check *

Yes No

CAO Chart String for Background Check *

Mandatory Reporter *

Yes No

- 11. Attach the Job Description.
- 12. **Optional:** Attach supporting financial documentation.
(<https://finance.ucmerced.edu/operating-budget/workforce-budget-management>)
 - a. If not attached, Division Partner will be required to attach the document at their step.

Please attach a copy of the Job Description here: (1)

Job Description *

(Pending) [Approved_Custodial_Supervisor_2_PN#40023385_V12_JD.pdf](#) [Remove]

Attach Job Description

Please attach required supporting financial documentation.

Position Financial Supporting Document

Attach Position Financial Supporting Document

- 13. Drop down to select the Posting Duration.
- 14. Select if a Search Firm will be used.

Section 2: Posting Information

Posting Duration *

Will you be using a search firm? *

Yes No



15. Enter Compensation approved Hiring Range and Budgeted Salary Range.
 - a. The value must be numeric. Do not include commas.
16. Select if the position is Split Funded.
 - a. If No, enter Position Fund COA
 - b. If Yes, click Add to enter multiple Position Fund COAs

Section 3: Salary Information

Comp Hiring Range Min *	Comp Hiring Range Max *
53500	92100
Budgeted Salary Range Min *	Budgeted Salary Range Max *
60000	80000

Is Position Split Funded *
 Yes No

Split Fund CoA List Add

Position Fund CoA *	Remove
	Remove

17. Enter the Hiring Manager, Administrator Support, and Committee Chair.
 - a. Enter their UCMNetID and click search to auto populate their information.
- Note:** Exact UCMNet ID is needed. Cannot search by name.

Section 4: Contact Information

Hiring Manager UCMNet ID * Search

Hiring Manager	Email	Title	Department
Jesus Lomeli Castellanos	jlomeli4@ucmerced.edu	Recruiter	HUMAN RESOURCES

Administrator Support UCMNet ID Search
(Contact responsible for submitting final payroll request and background check request) *

Use Group Email for Administrator Support Instead of ID

Administrator Support	Email	Title	Department
Juan Morales	jmorales44@ucmerced.edu	STDT 1	HUMAN RESOURCES

Committee Chair ID Search

Committee Chair	Committee Chair Email	Title	Department
Artemio Contreras	aconteras34@ucmerced.edu	STDT 1	HUMAN RESOURCES



18. Check box for Advertisements.
 - a. If selected, enter Ad Types and Item Details (ex: websites)
 - b. Enter the Contact's UCMNet ID that is responsible for providing the PO.

Section 5: Advertising Information

Advertising is needed?

Advertising Detail Add

Ads Type: Item Detail: Remove

Ads Funding PO UCMNetID Search
Contact responsible for providing the PO *

Ads Fund PO	Ads Fund PO Email	Title	Department
Jesus Lomeli Castellanos	jlomeli4@ucmerced.edu	Recruiter	HUMAN RESOURCES

19. Enter additional comments or special instructions.
 - a. EX: "The department is requesting an internal recruitment."

Section 6: Preparer Comment/Special Instructions

Comment/Special Instructions

20. Use the Drop down to select the VC/Division Partner.

Section 7: Department Approvals

Supervisor UCMNet ID *	Search	Supervisor Approval Signature	Approval Date	Supervisor Email *
rmckinney2		<input type="text"/>	<input type="text"/>	rmckinney2@ucmerced.edu

VC/ Position Partner UCMNet ID *	VC/ Position Partner Approval Signature	Approval Date	VC/ Position Partner Email
rtturner4	<input type="text"/>	<input type="text"/>	rtturner4@ucmerced.edu

21. Click "Submit"
 - a. You will receive an email from ucmjobs confirming that your request has been submitted.



Supervisor Approval

1. Supervisor/Hiring Manager will receive an email with the link to review the recruitment request and make any edits if needed.
 - a. Click “Save” at the bottom of the page, then click “Approve” at the top of the page.

The screenshot shows the OnBase interface for an HR Recruitment Request. The left sidebar lists various HR processes, with 'HR Recruitment Request' selected. The main content area shows the request details, including the name, supervisor information, and a list of items. At the bottom, there are sections for 'Advertising Information', 'Preparer Comment/Special Instructions', and 'Department Approvals'. The 'Department Approvals' section includes fields for Supervisor UCMNet ID, Supervisor Approval Signature, Approval Date, and Supervisor Email. A 'Save' button is located at the bottom left of the form.

Division Partner Approval

1. Division Partner will receive an email with the link to review the recruitment request and make any edits if needed.
2. The Division Partner will be required to attach supporting financial documentation if it has not already been attached by the requestor. For reference on required documents, please refer to the “OnBase Requests” section at:<https://finance.ucmerced.edu/operating-budget/workforce-budget-management>

NOTE: If the requestor attaches the supporting financial document, it can be found in Section 1 of the recruitment request, located beneath the job description.

The screenshot shows the OnBase interface for an HR Recruitment Request, specifically the 'Division Partner Approval' section. The left sidebar shows 'HR Recruitment Request' selected, with 'Division Partner (1)' highlighted. The main content area shows the request details, including the name, supervisor information, and a list of items. At the bottom, there are sections for 'Please attach a copy of the job Description here (1)' and 'Please attach required supporting financial documentation (1)'. The 'Please attach required supporting financial documentation (1)' section includes a field for Position Financial Supporting Document and an 'Attach Position Financial Supporting Document' button.



NOTE: If the requestor does not attach the supporting financial document, the Division Partner will be required to attach in Section 7 of form.

The screenshot shows the OnBase HR Recruitment Request form. The 'Inbox' section lists three items: 40932628 - Catering Lead (Test) from ARTEMIO CONTRERAS, 41158872 - TEST Head Coach from ARTEMIO CONTRERAS, and 40942648 - TEST Executive Chef from ARTEMIO CONTRERAS. The selected item is 40942648. Below the inbox, the 'Section 7: Department Approvals' section is visible. It contains a 'Please attach required supporting financial documentation.' prompt, a 'Position Financial Supporting Document' field with a 'Conversion Template.docx' attachment, and an 'Attach Position Financial Supporting Document' button. The 'Supervisor Approval' section shows Supervisor UCMNet ID 'Rturner4', Supervisor Approval Signature 'Rubiceli Turner', Approval Date '4/9/2026 6:15:49 PM', and Supervisor Email 'rturner4@ucmerced.edu'. The 'VC/ Position Partner Certification' section has a checked box for 'Funding availability for the requested action is hereby confirmed. I acknowledge that additional central campus funds will not be provided for any funding needed as a result of this request being approved. The department is responsible for securing adequate funding.' Below this are fields for VC/ Position Partner UCMNet ID 'RTURNER4', VC/ Position Partner Approval Signature 'Rubiceli Turner', Approval Date, and VC/ Position Partner Email 'RTURNER4@ucmerced.edu'. A 'Save' button is at the bottom.

- Once the Division Partner has confirmed that the required financial supporting documentation is attached, they should select the “VC/Position Partner Certification” checkbox, click “Save” at the bottom of the page, and then click “Approve” at the top of the page.

B&FP Approval (career appointments only)

- Budget office will receive an email with the link to review the recruitment request and attached supporting financial documentation.

NOTE: Supporting financial documentation can be found in Section 7 if uploaded by the Division Partner, or in Section 1 (under the job description) if provided by the Requestor.

The screenshot shows the OnBase HR Recruitment Request form, specifically Section 8: Budget & Financial Planning Approval. The 'Inbox' section shows one item: 40932628 - TEST from ARTEMIO CONTRERAS, HUMAN RESOURCES TEST, 4/21/2026. The 'Section 7: Department Approvals' section is partially visible, showing the 'Please attach required supporting financial documentation.' prompt and the 'Position Financial Supporting Document' field with a '40932628 - TEST from ARTEMIO CONTRERAS' attachment. The 'Supervisor Approval' section shows Supervisor UCMNet ID 'Rturner4', Supervisor Approval Signature 'Rubiceli Turner', Approval Date '4/22/2026 5:10:51 PM', and Supervisor Email 'rturner4@ucmerced.edu'. The 'VC/ Position Partner Certification' section has a checked box for 'Funding availability for the requested action is hereby confirmed. I acknowledge that additional central campus funds will not be provided for any funding needed as a result of this request being approved. The department is responsible for securing adequate funding.' Below this are fields for VC/ Position Partner UCMNet ID 'RTURNER4', VC/ Position Partner Approval Signature 'Rubiceli Turner', Approval Date, and VC/ Position Partner Email 'RTURNER4@ucmerced.edu'. The 'Section 8: Budget & Financial Planning Approval' section contains a 'B&FP Comment' field, a 'B&FP Certification' checkbox (checked) with the text 'Approval is contingent on unit providing the additional funding needed for this request from their own available salary base, if needed. No additional funding will be provided from central campus budget.', and fields for 'B&FP Signature' and 'Date'. A 'Save' button is at the bottom.



2. Budget office will review the supporting financial documentation, select the “B&FP Certification” checkbox, click “Save” at the bottom of the page, and then click “Approve” at the top of the page.
 - a. Budget office can “Reject to Supervisor for Resubmission” if attached financial documents need correction.

HR Talent Acquisition

1. UCMjobs will receive the approved Recruitment Request and will assign to Recruiter for posting.

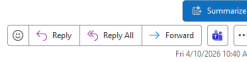


Email Notifications

Recruitment Request Submission Confirmation Email

Your Recruitment Request has been submitted TEST SFSW - 40932628 – HUMAN RESOURCES

 ucmjobs@ucmerced.edu
To Artemio Contreras



Fri 4/10/2025 10:40 AM

Dear ARTEMIO CONTRERAS,

Thank you for submitting your recruitment request. We're currently reviewing it to ensure all necessary details are included.

Detail Information for this request:

Position ID: 40932628
Department: HUMAN RESOURCES
Job Title: TEST SFSW
Job Code: 005452

If all required information is complete and accurate, we'll route your request to department leadership and, where applicable, to the budget office for review and approval. You'll receive confirmation once the request has been approved.

If we find discrepancies or incomplete information, we'll notify you with further instructions.

In the meantime, feel free to reach out with any questions at ucmjobs@ucmerced.edu.

Please do not forward this email since it contains sensitive information.

Thank you,
Talent Acquisition Team
ucmjobs@ucmerced.edu
<https://hr.ucmerced.edu>

Recruitment Request Review Email (Supervisor/Division Partner)

Action Required: Review Recruitment Request for TEST Executive Chef - 40...





 ucmjobs@ucmerced.edu <ucmjobs@uc...

Yesterday at 3:41 PM

To:  Rubiceli Turner

Dear Rturner4,

A request for Recruitment has been submitted for your review and approval. Please use the link below to access the form and record your decision confirming the availability of funds for this position.

<https://ucmerced.hylandcloud.com/203idp/Workflow/WFLogin.aspx?LifeCycleID=180&QueueID=524>

If you have questions regarding this notification, please e-mail ucmjobs@ucmerced.edu.

Please do not forward this email since it contains sensitive information.

Thank you,

Talent Acquisition Team
ucmjobs@ucmerced.edu
<https://hr.ucmerced.edu>



Recruitment Request Revision Requirement Email

Action Required: Revise Recruitment Request for TEST Executive Chef - 4... Summarize

ucmjobs@ucmerced.edu <ucmjobs@ucme... Today at 11:25 AM
To: Rubicelli Turner

Dear Rturner4,
Thank you for your recent recruitment submission. After reviewing your request, we found that revisions are necessary before we can proceed.
Please review the following comments requiring your attention:
[needs correction]
At this time, the recruitment process cannot be initiated until we have received all completed information. We kindly request that you make the necessary revisions to your request using the link below:
<https://ucmerced.hylandcloud.com/203idp/Workflow/WFLogin.aspx?LifeCycleID=180&QueueID=524>
Once the revisions have been reviewed for accuracy and completeness, your request will be routed to department leadership and, where applicable, to the budget office for review and approval.
If you have any questions or need further clarification, feel free to reach out at ucmjobs@ucmerced.edu.
Thank you for your prompt attention and partnership in this process.
Please do not forward this email since it contains sensitive information.
Thank you,
Talent Acquisition Team
ucmjobs@ucmerced.edu

Recruitment Request Rejection Email

Your Recruitment Request is Rejected TEST Executive Chef - 40942648 – HUMAN RESOURCES

ucmjobs@ucmerced.edu
To Artemio Contreras

Reply Reply All Forward

Dear ARTEMIO CONTRERAS,
We appreciate your recent submission for Recruitment, and I regret to inform you that your request is rejected.
Please take note of the following points that require your attention:
cancel test
We kindly request that you address these concerns and make the necessary revisions to your request by submitting a new form.
If you have any questions or need clarification on the required revisions, feel free to reach out to us at ucmjobs@ucmerced.edu. We are here to assist you in the process.
Please do not forward this email since it contains sensitive information.
Thank you for your prompt attention to this matter. We look forward to receiving your new request at your earliest convenience.
Best regards,
Human Resources
University of California, Merced
<https://hr.ucmerced.edu>



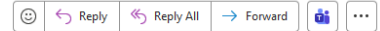
Recruitment Request Approval Email

UNIVERSITY OF CALIFORNIA MERCED
Talent Acquisition Management
<https://jobs.ucmerced.edu/>
209.228.8247

Approved: Recruitment Request TEST1 - 40932628 – HUMAN RESOURCES



ucmjobs@ucmerced.edu
To Artemio Contreras
Cc Rubiceli Turner



Summarize

Fri 4/24/2026 12:53 PM

Dear ARTEMIO CONTRERAS,

We're pleased to confirm that all necessary approvals from your department leadership have been received, including budget approval where applicable. We are now ready to initiate the recruitment process.

Your recruitment request will be routed to and assigned to your designated Recruiter. You can expect an email notification within three business days, along with a request to schedule an intake meeting to review the job posting with the Hiring Manager.

[To help you prepare for the intake meeting, here are a few tips:](#)

- Identify key qualifications: prioritize any essential qualifications or skills that are must haves versus nice-to-haves.
- Consider your ideal candidate profile: think about the experience, skills, and qualities that make an ideal candidate for the role and team.
- Plan for advertising needs: consider any specialized job boards or networks that may help attract a diverse pool of qualified applicants.
- Think about search committee members: if a search committee is needed, consider diverse members who would bring valuable perspective to the hiring process.

During the intake meeting, your assigned Recruiter will work with the Hiring Manager (or designee) to:

- Clarify and prioritize minimum and preferred qualifications.
- Discuss and recommend an advertising strategy.
- Establish a recruitment timeline/plan.
- Confirm level of support needed.
- Identify search committee.

Taking these steps will help us move forward smoothly and efficiently. If you have any questions or need additional information, please do not hesitate to contact us at ucmjobs@ucmerced.edu or visit <https://hr.ucmerced.edu/talent-acquisition/employment-guides/how-hire-staff>. We are here to assist.

Thank you for your partnership in this process.

Please do not forward this email since it contains sensitive information.

Thank you,

Talent Acquisition Team

ucmjobs@ucmerced.edu
<https://hr.ucmerced.edu>