Electronic PAPE Tip Sheet

Using Dart

Note, you must have ECOS authorization to use DART, Submitter or Approver authorization to submit a PAPE to Academic Human Resources.

- Access the PAPE through DART*:
  https://hrnet.uihr.uillinois.edu/dart

Enter your Net ID and password.

- On the PAPE Login enter your SSN, the campus/college/department code for the vacancy and select the payroll campus of the position.

- Complete the PAPE form.

  - Title of Position – Indicate the requested title. In parentheses after the title, indicate the functional unit and the contact person’s name, phone and e-mail. This will assist in the approval notification process. You may also indicate here that the PAPE is reflecting a major change or is for a new position. You may also share any additional information required by your college, such as funding source or duration.

  - Another option is to utilize the Description of the position for any additional information required by your college, such as funding source or duration.

  - Note that the Supplemental Form is no longer being used.

- Forward for review as required by your college or submit to AHR. Use care in keying the e-mail when forwarding for review. You will receive an e-mail from DART* indicating your PAPE has been forwarded. When the PAPE is submitted to AHR, the person submitting receives an e-mail confirmation from DART.

- When PAPE has been approved by AHR, an e-mail from Newt, the AHR web application, will go to the person who submitted the PAPE to AHR. This may be forwarded to the initiator of the PAPE so that the search approval process may begin.

*Department Accessible Region for Transactions