Creating a Hiring Proposal & Onboarding Events
Adjunct Faculty/Temporary Staff With or Without PD

The following user types can create a Hiring Proposal:

- Initiator
- Department HR Contact
- College/Division HR Contact

1) Go to the Applicant Tracking Module, using one of the above user types. Click on the Postings tab and choose Adjunct/Temporary.

2) Search for the posting for which you would like to create a Hiring Proposal and click either the Job Code Title or Business Title (Internal Title) of the position to enter the posting.
3) Click on the Applicants tab within the posting.

4) Click on the blue hyperlink of your final applicant’s last name to open the application or on the action button to view the application.

   - The applicant must be in the status of Recommend for Hire for this link to appear. See the Applicant Reviewer job aid for additional information on moving applicants through the workflow.

5) Review the application closely with special attention to the General Information Section as follows:

   **Review Prospective Non-U.S. Citizen section**

   - If an applicant answered No to US Citizen be sure to consult with HR-OIS for guidance. **DO NOT assign onboarding for candidates who answer ‘no’ to being a US Citizen, regardless of sponsorship need.**

   - **Check if the applicant is a current employee.** This will determine the Action Type that is selected on the Hiring Proposal.
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- If yes, the Action Type may be reassignment, promotion, or demotion.

<table>
<thead>
<tr>
<th>Are you presently employed by the University of South Carolina in a non-student employment category?</th>
<th>Yes</th>
</tr>
</thead>
</table>

- If no, and the employment history does not reflect past USC employment, the Action Type is New Hire. If no, and the employment history reflects past USC employment, the Action Type is Rehire.

<table>
<thead>
<tr>
<th>Are you presently employed by the University of South Carolina in a non-student employment category?</th>
<th>No</th>
</tr>
</thead>
</table>

- When reviewing the application, you may find it helpful to generate a Combined Document. The functionality produces a PDF document of the application and documents attached to the application, such as cover letter, resume and recommendation letter.

PDF Documents

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>View</td>
</tr>
<tr>
<td>Combined Document</td>
<td>Generate</td>
</tr>
</tbody>
</table>
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6) Since this position in this example has a position description, choose Start Adjunct/Temp Hiring Proposal (Seated Position Description). If the posting does not have an associated position description, select the Start Adjunct/Temp Hiring Proposal (No Position Description) option.

7) Your position will be listed under the Selected Position Description section.
   • The selection will default to the Position Description (PD) from which this posting was created.

   Selected Position Description

   This Hiring Proposal is currently connected to the following Position Description:

   • PD Hiring Proposal Test
     Select Position Description

   • An applicant CAN be hired into another approved position description (with a different position number), if you are hiring multiple candidates from the same posting. Select the appropriate position description, if different than the associated position description. Select the appropriate position description by clicking in the radial button and then click the Select Position Description button in the lower left-hand corner of the screen.
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8) You will receive a pop-up notification stating that if an employee is already seated in this Position Description, they will be vacated. If this is what you wish to do, select OK. If not, select Cancel.

9) Candidate Information: You will be directed to the Hiring Proposal Screen. Information from the applicant, job posting, and PD will transfer over automatically to the Hiring Proposal. Required information will be marked with an asterisk and the field will be in RED.

10) Scroll down and complete the USC ID field in the Candidate Information Screen. The USC ID can be found in HCM or by reaching out to your assigned Service Team. If no USC ID, enter N/A. Click Save & Continue to proceed.
12) Enter the funding information. Click the Add PeopleSoft Funding Entry button should you need to add additional funding distribution. Click Save & Continue to proceed.

13) Job Offer Information: In the Job Offer Information Screen, complete the following fields shown below. Items with RED asterisks are required.

**Action Type Definitions:** Make sure the correct Action Type is selected.

- **New Hire:** a candidate who has never worked for USC. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.
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- **Rehire (Less than 1 year):** a candidate who previously worked at USC but has had a break in service of less than 1 year. This includes the typical rehire of Adjunct Faculty or Temporary Staff. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.

- **Rehire (Greater than or equal to 1 year):** a candidate who previously worked at USC but has had a break in service more than or equal to 1 year. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.

- **Transfer – Position Type Change:** Use this for an existing USC employee changing position types. Example - A current RGP employee moving to an FTE position should be coded as a transfer.

14) The next section is for Background and Drug Screenings. These questions are required to determine what type of screenings will be conducted for each hire. Education, S.C. Driver's License, Professional License Verification, and Pre-Employment Drug Screening will be selected based on the Position Type and the minimum qualifications. Those who initiate the hiring proposal must list the Department/Fund Number to be charged for the screening services. Funding information will be required. Click Save & Continue to proceed.
15) **Pay Information**: The Pay Information screen houses the Pay Basis, Pay Type, Pay Rate, and Hours per Week. These fields are vital in ensuring accurate compensation. Only temporary employees with an FLSA non-exempt status can have a basis and pay type of hourly. Temporary employees with FLSA exempt status have a basis reflective of the number of months in the appointment period and have a pay type of salary. Regardless of FLSA status, all FTE, RGP and TL employees have a basis reflective of the number of months in the appointment period and have a pay type of salary. Refer to the [Selecting Pay Basis, Pay Group and FLSA Status in PeopleAdmin](#) guide. Ensure all fields are correct. Click Save & Continue to Proceed.

16) **Prospective Non-U.S. Citizen**: The Prospective Non-U.S. Citizen Screen is to be utilized and completed if an international applicant has been recommended for hire. **If hiring a non-U.S. citizen, regardless of sponsorship need, you must work in conjunction with the HR Office of International Services (HR OIS).** If not an international hire, skip this tab completely. Click Save & Continue at the bottom of the screen to proceed to the next page.
17) **Hiring Proposal Documents**: In the Hiring Proposal Documents Screen, you can view various documents that can be attached for the temporary position type. Reference the [Hiring Proposal Documents by Position Type matrix](#).

**Note**: The Offer/Acceptance Letter can be found in the Reports Tab of the Hiring Proposal Summary. Choose the correct Offer/Acceptance Letter. Refer to the [Offer Letter Template Descriptions resource](#) to ensure you are utilizing the correct template.

Click on the desired template to have it generate in your internet browser window. Copy and paste the contents of the template into a word document and edit all portions of the template with [ brackets ]. Be sure to print the offer on departmental letterhead or utilize electronic letterhead.

- The [ACA Calculation Worksheet](#) can be found in the HR Toolbox under PeopleAdmin.
- Documents can be attached by choosing the correlating Actions link and choosing Upload New. Documents can be removed by choosing Unassign.
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17) Hiring Proposal Summary: At the top right, hover over the Take Action on Hiring Proposal button and submit it to the appropriate approver based on your internal business process.

18) Once the Hiring Proposal is transitioned to Offer Accepted/Create Onboarding, this will transition the Hiring Proposal to HR Operations. Note: If the verbal offer is not accepted, you will select Offer Declined, or if the Hiring Proposal is canceled, select Cancel.

19) HR Operations will review the Hiring Proposal.
   • If approved, you will receive an email notification that the Hiring Proposal is at the status of Hire Pending Validation.
   • If returned for edits, you will receive an email notification with comments to take action on the Hiring Proposal. Comments may also be viewed in the History tab of the Hiring Proposal. The College/Division HR Contact will need to transition the Hiring Proposal to Offer Accepted/Create Onboarding for HR Operations to review the edits.
   • If hiring with an established position description, the candidate will automatically be seated in the respective position when the Hiring Proposal is approved.

20) Create the Onboarding Event for New Hires and Rehires (Greater than or equal to 1 year). For rehires (Less than 1 Year) no onboarding is required. All non-U.S. citizen hires regardless of visa status must have the onboarding checklists assigned by the Office of International Services (HR OIS) so that they may assist the candidate with completion of the assigned tasks. The campuses will assign international checklists to their new hires.
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- The First Name, Last Name, and Personal Email will populate from the hiring proposal.
- Personal email address is a unique identifier between Applicant Tracking and Onboarding. It is important that you do not edit this data element.
- Select the employee’s supervisor from the dropdown.
- In the Checklists field, click Select the Staff Pre-Hire Tasks OR Faculty Pre-Hire Tasks as applicable based on the type of temporary position you are hiring. This task list contains critical information to hire the employee into the HR and Payroll system and all employees’ tasks must be completed so the employee can be hired prior to their arrival at USC. Remember to never assign International Pre-Hire Tasks to non-U.S. citizens, regardless of status.
- Enter Due Date: Generally, we recommend the due date be the same as the employee’s hire date.

21) **For new hires and rehires (greater than 1 year) a new I-9 is required.** Log into I-9 Advantage, select Section 1 email and send a request to the new employee to complete Section 1 of their I-9. If you have an opportunity to complete Section 2 of the I-9 prior to the employee’s effective date of hire, we encourage you to do so; otherwise, please ensure Section 2 is completed within 3 days of the hire date. Please contact HR OIS before initiating an I-9 for a non-U.S. citizen; in the vast majority of cases, HR OIS prefers to initiate this step at the appropriate time due to the variability of arrivals and work permit validity dates.
PeopleAdmin Quick Reference Guide

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Remember, new hires and rehires greater than 1 year must complete the Critical New Hire Onboarding Tasks within the Pre-Hire tasks to facilitate entry in the HR/Payroll System. Refer to Managing Onboarding Checklists & Viewing Employee Files.

PeopleAdmin approval is step one of the process. The hire must be validated in HCM before the employee will appear with an active or future dated hire in the system.