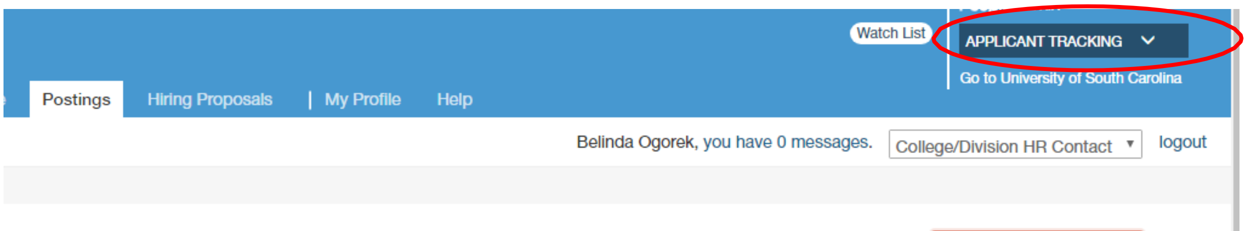
PeopleAdmin Quick Reference Guide

Creating a Hiring Proposal & Onboarding Events
Faculty FTE

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.



2. Click on the Postings tab and choose "Faculty FTE."

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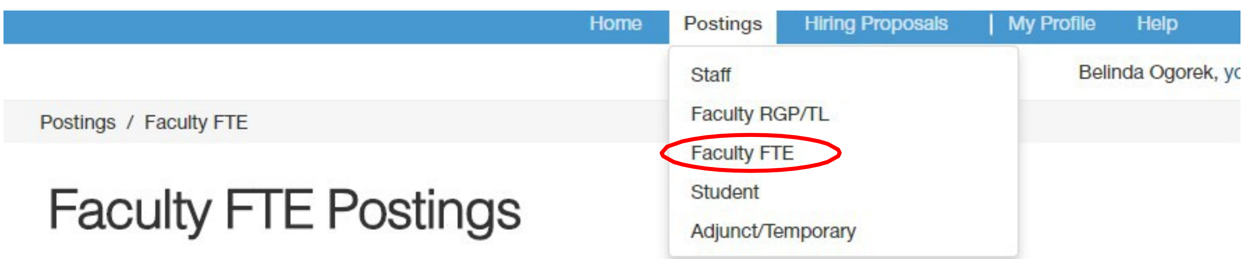
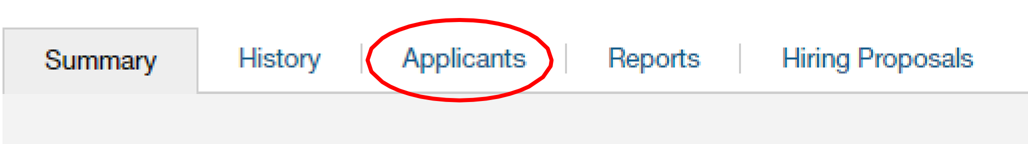


3. Search for the posting in which you would like to create a Hiring Proposal for and click either the Classification Title or Internal Title of the position to enter the Posting.

4. Click on the "Applicants" tab within the posting.



5. 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.*

"Faculty FTE Applicants" 1

Full Name	Posting Number	Workflow State (Internal)
Lake BRO, River BRO	FAC00012PO17	Recommend for Hire

6. Review the application closely with special attention to the **General Information** Section as follows:

❖ **Review Citizenship and Employer Sponsorship**

General Information

Are you a United States citizen?	Yes
Do you now or will you in the future require employer sponsorship to work in the United States?	No

❖ *If an applicant answered Yes to US Citizen and Yes to Employer Sponsorship*, **stop** and email Talent Acquisition at hrtalent@mailbox.sc.edu to reactivate the application before proceeding with the hiring proposal. The applicant will receive an email to modify the general application data. To ensure data integrity, this action must be completed before the hiring proposal is initiated.

❖ *If an applicant answered No to US Citizen and Yes to Employer Sponsorship*, be sure to consult with OIS and reference the International New Hires Guide for additional guidance.

General Information

Are you a United States citizen?	No
Do you now or will you in the future require employer sponsorship to work in the United States?	Yes

- If an applicant answered No to US Citizen and No to Employer Sponsorship, be sure to consult with OIS for guidance.

General Information

Are you a United States citizen?	No
Do you now or will you in the future require employer sponsorship to work in the United States?	No

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

Are you presently employed by the University of South Carolina in a non-student employment category?	Yes

  - 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.

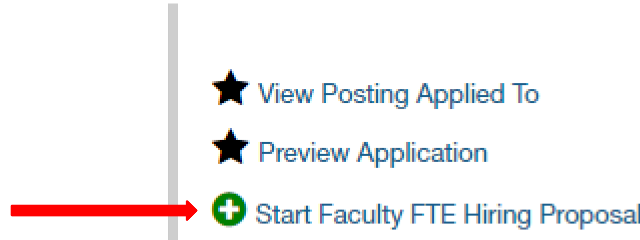
Are you presently employed by the University of South Carolina in a non-student employment category?	No

  - 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 letters.

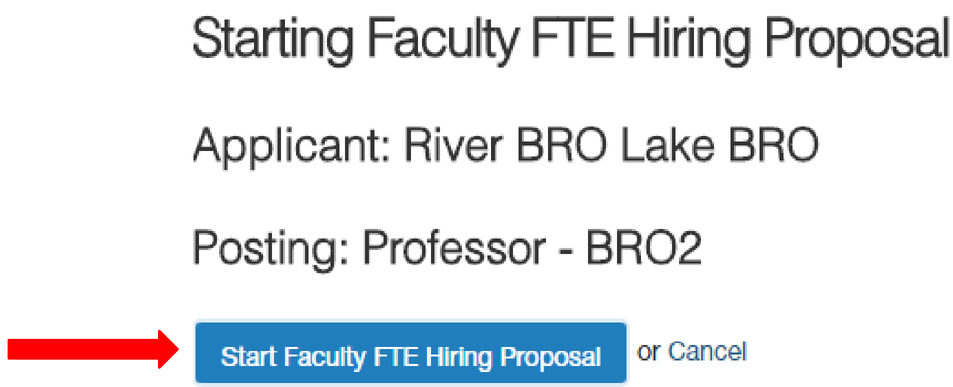
PDF Documents

Document Type	Actions
Application	View
Combined Document	Generate

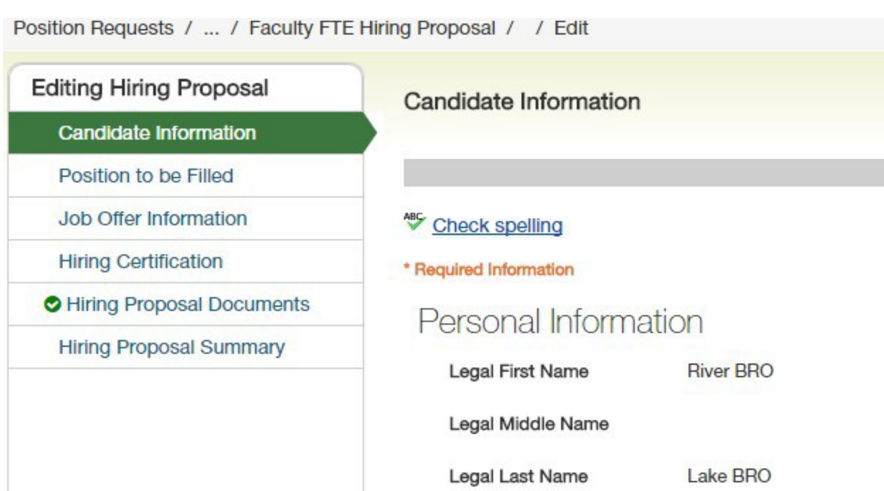
7. Click the "Start Faculty FTE Hiring Proposal" link on the right at the top of thepage.



8. A new screen will appear showing the applicant's name and the posting's internal title. Select the "Start Faculty FTE Hiring Proposal" to enter the Hiring Proposal section or select "Cancel" if this was started in error.



9. You will be directed to the Hiring Proposal Screen. Information from the application and posting 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 through a Data Warehouse report for active employees. *If you do not have access to HR Data Warehouse, you may wish to periodically request a USC ID roster from the College/Division HR Contact.*

* USC ID

This field is required.

If current or prior USC employee, please enter the USC ID. If not, please enter N/A.

11. Click either "Next" at the bottom or top of the Candidate Information Screen to save your data and move to the Position to be Filled Screen.

12. In the Position to be Filled Screen, select the correct home department from the Home Department dropdown field. Make any necessary changes to the funding or add other funding, if necessary.

* Home Department — Please select

This field is required.

13. Select "Add Funding Information (Hiring Proposal) Entry".

Funding Information (Hiring Proposal)

At least one entry is required.

Add Funding Information (Hiring Proposal) Entry

14. Enter the department account # and fund #. Select the correct object code from the drop down. Enter the amount associated with the fund #.

At least one entry is required.

Dept. Account #	12100 *
Fund #	a000 *
Object Code	51310 - FTE Faculty *
Amount ($)	$50,000 *

Remove Entry?

Add Funding Information (Hiring Proposal) Entry

- If more than one fund # associated with the salary of the faculty FTE, select "Add Funding Information (Hiring Proposal) Entry."

15. Click either “Next” at the bottom or top of the Position to be Filled Screen to save your data and move to the Job Offer Information Screen.

16. In the Job Offer Information Screen, complete the following fields shown, if applicable.

    Tips: If as the Initiator you do not know the supervisor’s social security number, you may enter unknown in the supervisor’s social security number field. The College/Division HR Contact will be expected to enter the supervisor’s social security number at the time of his/her review.

    Ensure the funding amounts and base salary (or total compensation, if supplement) are equal.

    Additionally, if the Initiator or Department HR Contact is not aware of the check distribution or timecard distribution number, then each College/Division may need to create a job aid to assist in completing these fields.

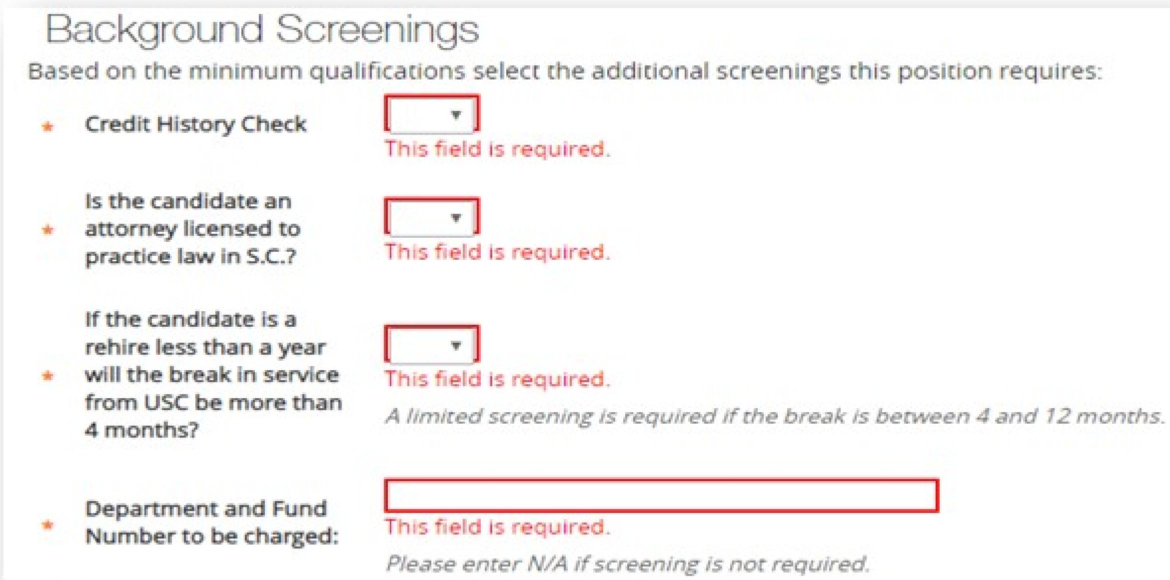
    Action Type Definitions: Please make sure the correct Action Type is selected.

    - **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.
    - **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 in excess of 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.
    - **Promotion** – the assignment of an employee from one position to a different position having a higher band or, for unclassified positions, having a higher rate of pay.
    - **Demotion:** the assignment of an employee from one position to a different position having a lower band or, for employees in unclassified positions, assignment of a lower rate of pay to the employee except when the employee’s job duties also are decreased for nonpunitive reasons.
    - **Reassignment:** the movement of an employee from one position to another position having the same band, or the movement of a position that does not require reclassification.

Hiring Proposal Information

Field	Input
Action Type	Please select
Hiring Proposal Number	
* Reason for Selection of Candidate	This field is required.
* Base Salary	This field is required.
Supplement (if applicable)	
Total Compensation, (if a supplement is applicable)	
* Start Date	This field is required.
Tenure Track Start Date (If applicable)	
Date Tenured Received (If applicable)	
Tenured Department Number(If applicable)	
* Voting Rights	This field is required.
End Date (If applicable)	
* Employee's Building/Room	This field is required.
* Campus Phone	This field is required.
Supervisor SSN	
* Supervisor Class/Slot	This field is required.
* Check Distribution	This field is required.
* Timecard Distribution	This field is required.

17. 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. Minimum qualifications is unable to be altered by departments. Those who initiate the hiring proposal must list the Department/Fund Number to be charged for the screening services. The only screenings not required are for candidates with a break in service less than 4 months being hired into the same position. Funding information will be required, but if a re-hire has a break less than 4 months enter N/A is the funding section.



18. Click either "Next" at the bottom or top of the Job Offer Information Screen to save your data and move to the Prospective Non U.S. Citizen Screen.

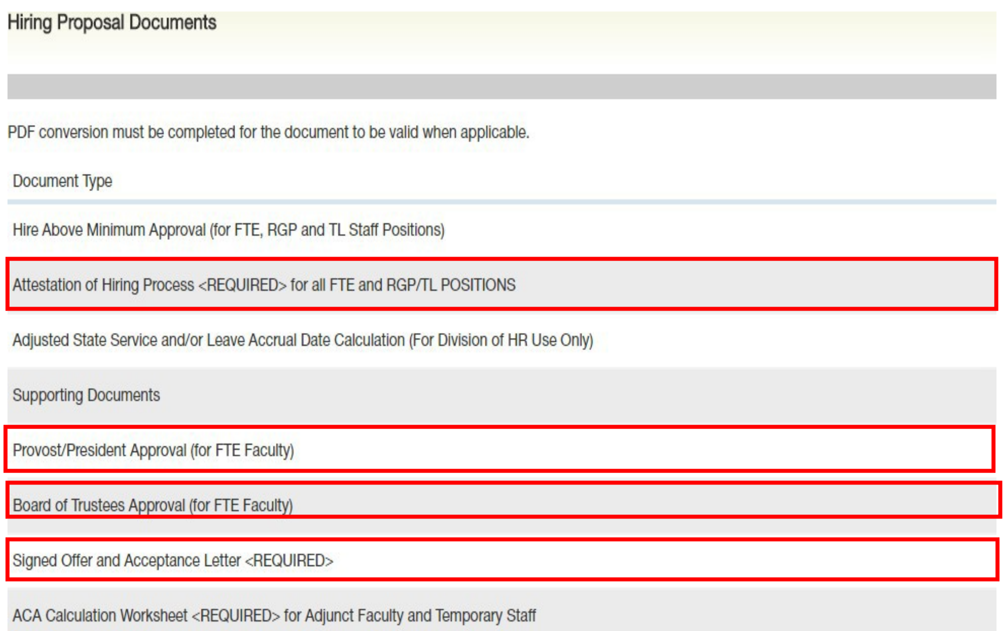
19. The Prospective Non U.S. Citizen Screen is to be utilized and completed, if an international applicant has been recommended for hire. If hiring an international, you are to work in conjunction with the International Support for Faculty and Staff Office. If not an international hire, skip this tab completely.

20. Click either “Next” at the bottom or top of the Prospective Non U.S. Citizen Screen to save your data and move to the Hiring Certification Screen.

21. In the Hiring Certification Screen, click “Yes” or “No” from the dropdown to certify the candidate meets the minimum qualifications for the position.

22. Click either “Next” at the bottom or top of the Hiring Certification Screen to save your data and route to the Hiring Proposal Documents Screen.

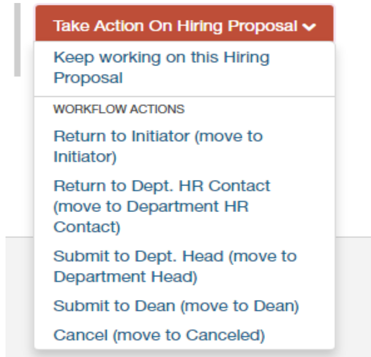
23. In the Hiring Proposal Documents Screen, you may attach various documents thatare applicable to the faculty FTE position type.



- *Provost approval is required, if hired at rank of professor.*
- *President and Board of Trustees approval is required for hire with tenure or professor, tenure track.*

24. Click either “Next” at the bottom or top of the Hiring Proposal Documents Screen to save your data and route to the Hiring Proposal Summary Screen.

25. 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.



- *Hiring Proposals must have at least two levels of approvers and they must not be the same person.*
- *All faculty FTE hires must be approved through the Provost's Office for the Columbia campus.*

26. When the offer has been made and accepted, upload the Signed Offer and Acceptance Letter, then move the Hiring Proposal through the workflow to Offer Accepted/Create Onboarding*. This will transition the Hiring Proposal to HR Operations.

   *If the verbal offer is not accepted, you will select "Offer Declined," or if the Hiring Proposal is canceled, select "Cancel."

27. **Create the Onboarding Event for New Hires and Rehires (Greater than or Equal to 1 Year).** For rehires (Less than 1 Year) and other actions, such as promotion, HR Operations or OIS will assign the necessary checklists. **All international new hires at the Columbia campus will have the onboarding checklists assigned by the Office for International Scholars (OIS)** so that they may assist the candidate with completion of the assigned tasks. The campuses will continue to assign International checklists to their new hires.

- The First Name, Last Name, Personal Email, Street Address and Zip 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.

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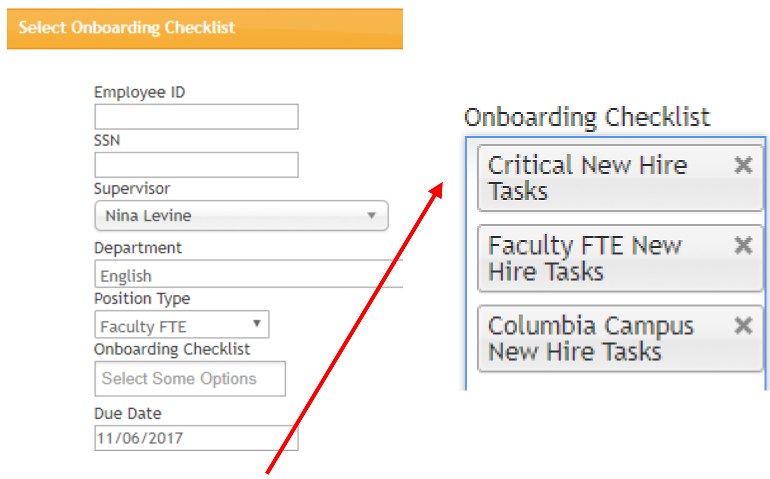
- Employee ID = USC ID. A current employee or former employee of USC has an opportunity to enter this information on their application. If it is on their application, please be sure to add it to the Employee ID field. This is a unique identifier between Applicant Tracking and Onboarding. Do not enter N/A or any other value, except the USC ID, if the employee has a USC ID.
- Select the employee's supervisor from the dropdown.
- In the Onboarding Checklist field, click Select Some Options from the dropdown of checklists.



- Select Critical New Hire Checklist. This information contains critical information to hire the employee into the HR and Payroll system and all employee tasks must be completed before the employee can be hired prior to their arrival at USC.
- Select the appropriate position specific checklist (e.g. Faculty FTE New Hire Tasks), as well as location specific (e.g. Columbia Campus New Hire Tasks), if applicable. Refer to the [Onboarding Checklists Matrix](), if you are uncertain which checklists to assign.
- Enter Due Date: Generally, we recommend the due date be the same as the employee's hire date.
- Log into I-9 Advantage, select Section 1 email and send a request to the new hire 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.

*Remember, the candidate **<u>must complete</u>** the Critical New Hire Onboarding Tasks to facilitate entry in the HR/Payroll System. Refer to [Managing Onboarding Checklists & Viewing Employee Files.]()*

28. HR Operations will review the Hiring Proposal.

    i. If approved, you will receive an email notification that the Hiring Proposal isat the status of Hire Approved.

    ii. If rejected, you will receive an email notification with specific comments totake action on the Hiring Proposal. In addition to the email notification, the History tab will show Performed “Edit Requested” with the comments.

    iii. Make the edits and select “Edit Completed” to return it to OfferAccepted/Create Onboarding. <u>Do not create onboarding again, as the employee will receive duplicate checklists.</u>