

Creating a Hiring Proposal & Onboarding Events Faculty Research Grant/Time Limited

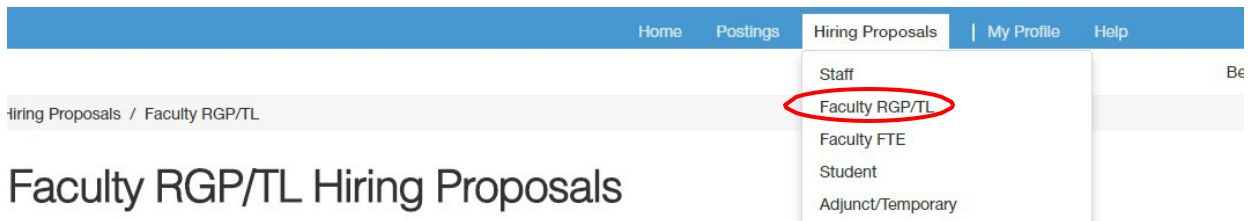
The following user types can create a Hiring Proposal:

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

1. Go to the Applicant Tracking Module, using one of the above user types.



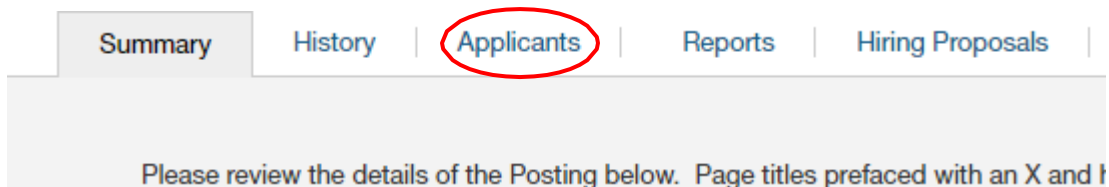
2. Click on the Hiring Proposal tab and choose "Faculty RGP/TL."



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.

Classification Title	Internal Title	Active Applications	Posting Number
Clinical Instructor	Clinical Instructor	0	RTF00010PO1
Clinical Instructor	Clinical Instructor	0	

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



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- 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.*

<input type="checkbox"/>	Full Name	Posting Number	Workflow State (Internal)
<input type="checkbox"/>	Jones - BRO, Sam - BRO	RTF00009PO17	Recommend for Hire
<input type="checkbox"/>	Johnson - BRO, Susan - BRO	RTF00009PO17	Recommend for Hire

- 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

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- ❖ If an applicant answered No to US Citizen and No to Employer Sponsorship, be sure to consult with ISFS 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
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- ❖ 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.

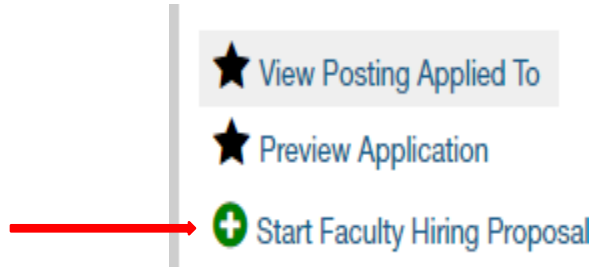
Are you presently employed by the University of South Carolina in a non-student employment category?	No
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- ❖ When reviewing the application, you may find it helpful to generate a Combined Document. The functionality produces a PDF document of the application and documents attached to the application, such as cover letter, resume and recommendation letter.

PDF Documents	
Document Type	Actions
Application	View
Combined Document	Generate

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7. Click the “Start Faculty Hiring Proposal” link on the right at the top of the page.



8. 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.
- ❓ An applicant CAN be hired into another approved PD (with a different position number), if you are hiring multiple candidates from that posting.

9. Once the appropriate PD is selected, scroll to the bottom and click the “Select Position Description” button.



10. 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**.



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11. 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.

12. 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.

13. In the Position to be Filled Screen, choose the correct home department from the home department dropdown field. Make any necessary changes to the funding or add other funding, if necessary. For example, if additional funding is associated with the salary of the Faculty RGP/TL employee, select “Add Funding Information Entry” on the Hiring Proposal. *Please ensure the funding amount matches the salary information on the Job Offer Information Screen.*

Home Department
This field is required.

Funding Information

Dept. Account #

Fund #

Object Code

Amount (\$) *

Remove Entry?



Add Funding Information Entry

14. 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.

15. In the Job Offer Information Screen, complete the following fields shown.

If as the Initiator you do not know the supervisor’s social security number, you may enter N/A 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. 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.

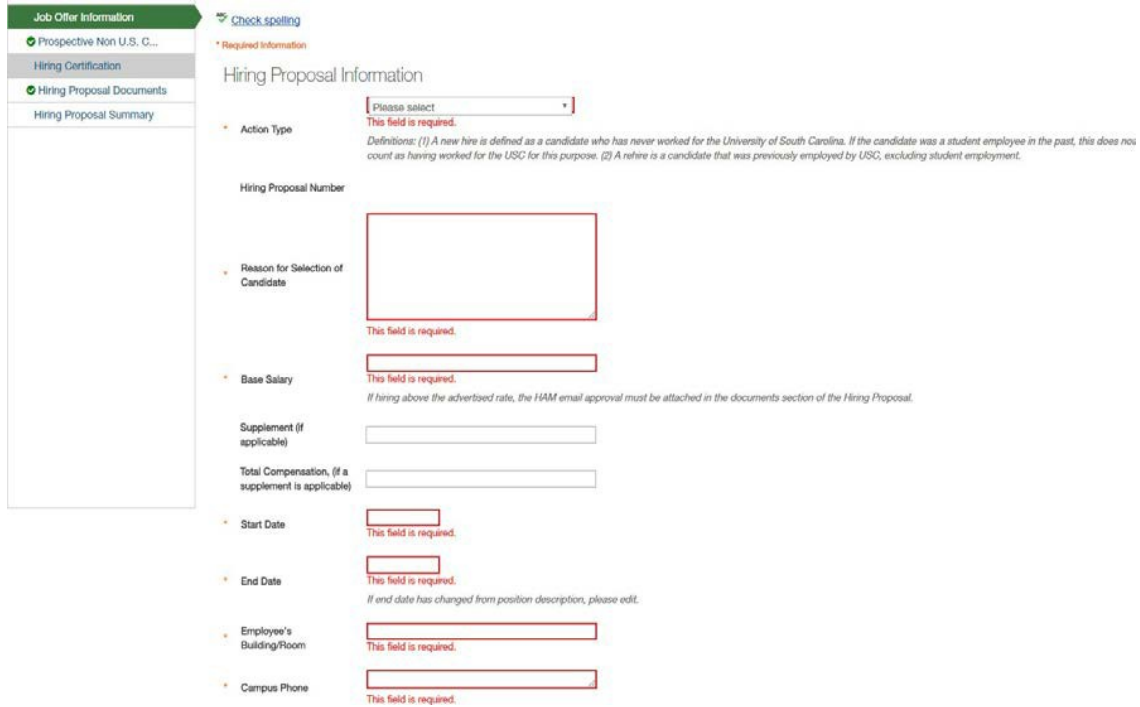
The benefits chosen at the time of the posting creation will default to the Job Information Screen.

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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.
- **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.
- ❑ **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.
- ❑ **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.



Job Offer Information

- Prospective Non U.S. C...
- Hiring Certification**
- Hiring Proposal Documents
- Hiring Proposal Summary

Hiring Proposal Information

Action Type
Please select
This field is required.
Definitions: (1) A new hire is defined as a candidate who has never worked for the University of South Carolina. If the candidate was a student employee in the past, this does not count as having worked for the USC for this purpose. (2) A rehire is a candidate that was previously employed by USC, excluding student employment.

Hiring Proposal Number

Reason for Selection of Candidate
This field is required.

Base Salary
This field is required.
If hiring above the advertised rate, the HAM email approval must be attached in the documents section of the Hiring Proposal.

Supplement (if applicable)

Total Compensation, (if a supplement is applicable)

Start Date
This field is required.

End Date
This field is required.
If end date has changed from position description, please edit.

Employee's Building/Room
This field is required.

Campus Phone
This field is required.

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Supervisor SSN	<input type="text"/>
* Supervisor Full Name	<input type="text"/> <small>This field is required. Enter the supervisor's legal (first and last) name</small>
* Supervisor Class/Slot	<input type="text"/> <small>This field is required.</small>
* Check Distribution	<input type="text"/> <small>This field is required.</small>
* Timecard Distribution	<input type="text"/> <small>This field is required.</small>
South Carolina Retirement	No
State Insurance Programs	Yes
Annual Leave	Yes
Sick Leave	Yes

Save << Prev Next >>

16. Ensure the funding amount(s) and the base salary (or total compensation, if a supplement is included) are equal.

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 in the funding section.

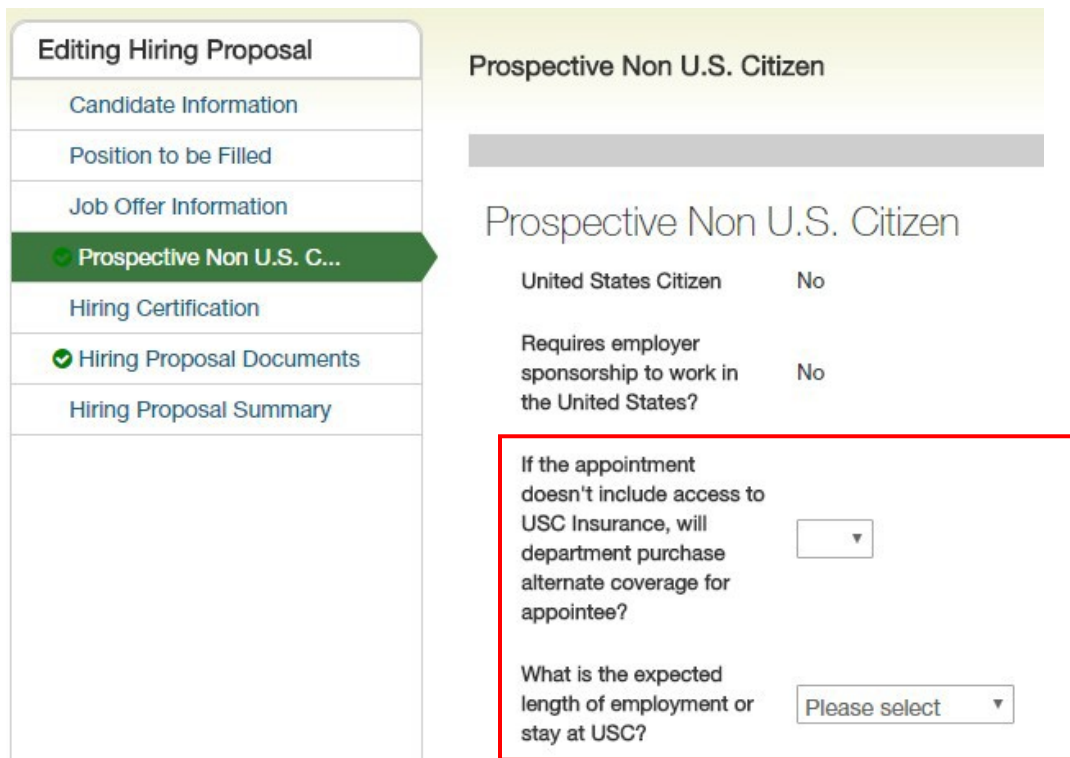
Background Screenings

Based on the minimum qualifications select the additional screenings this position requires:

- * Credit History Check
This field is required.
- * Is the candidate an attorney licensed to practice law in S.C.?
This field is required.
- * If the candidate is a rehire less than a year will the break in service from USC be more than 4 months?
This field is required.
A limited screening is required if the break is between 4 and 12 months.
- * Department and Fund Number to be charged:
This field is required.
Please enter N/A if screening is not required.

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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 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.



Editing Hiring Proposal

- Candidate Information
- Position to be Filled
- Job Offer Information
- Prospective Non U.S. C...**
- Hiring Certification
- Hiring Proposal Documents
- Hiring Proposal Summary

Prospective Non U.S. Citizen

United States Citizen No

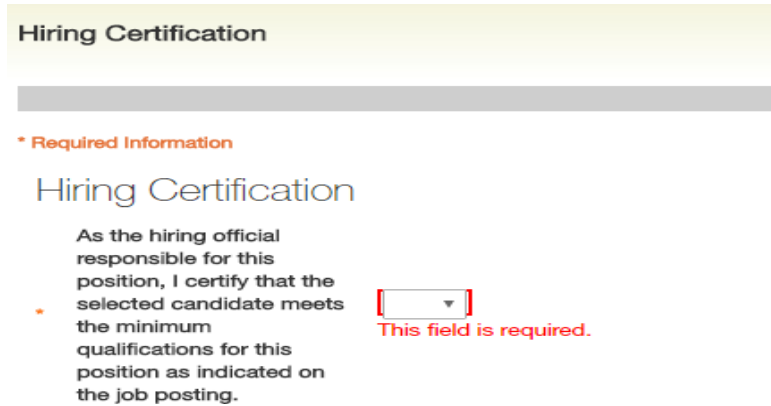
Requires employer sponsorship to work in the United States? No

If the appointment doesn't include access to USC Insurance, will department purchase alternate coverage for appointee?

What is the expected length of employment or stay at USC?

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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.



Hiring Certification

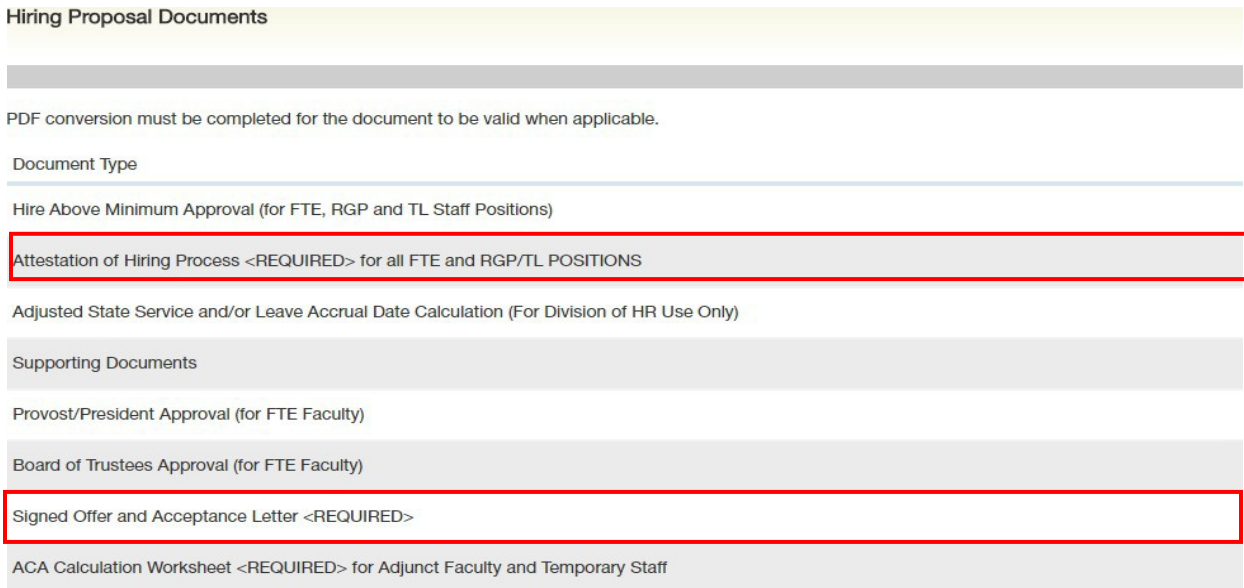
* Required Information

Hiring Certification

As the hiring official responsible for this position, I certify that the selected candidate meets the minimum qualifications for this position as indicated on the job posting.

This field is required.

22. Click either “Next” at the bottom or top of the Hiring Certification Screen to save your data and move to the Hiring Proposal Documents Screen.
23. In the Hiring Proposal Documents Screen, you may attach various documents that are applicable to the faculty RGP/TL position type. *The Attestation of Hiring Process and Signed Offer/Acceptance Letter is required for RGP and TL positions.*



Hiring Proposal Documents

PDF conversion must be completed for the document to be valid when applicable.

Document Type

Hire Above Minimum Approval (for FTE, RGP and TL Staff Positions)

Attestation of Hiring Process <REQUIRED> for all FTE and RGP/TL POSITIONS

Adjusted State Service and/or Leave Accrual Date Calculation (For Division of HR Use Only)

Supporting Documents

Provost/President Approval (for FTE Faculty)

Board of Trustees Approval (for FTE Faculty)

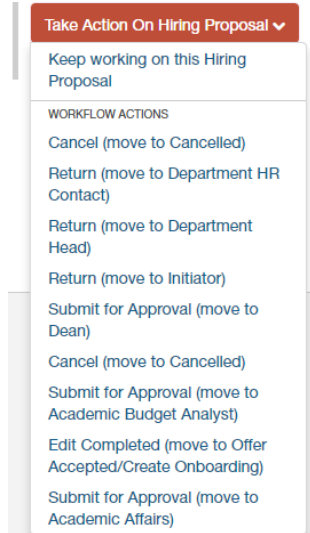
Signed Offer and Acceptance Letter <REQUIRED>

ACA Calculation Worksheet <REQUIRED> for Adjunct Faculty and Temporary Staff

24. Click either next at the bottom or top of the Hiring Proposal Documents Screen to save your data and move to the Hiring Proposal Summary Screen.

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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. It may be helpful to enter information, such as requested review or next steps, in the Comments box before moving it to the approver. The comments will appear in the History tab as well as the email notification. *Remember, Hiring Proposals must have at least two levels of approvers and must not be the same person.*



26. When the offer has been made and accepted, upload the Signed Offer and Acceptance Letter to the Hiring Proposal Documents, 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 ISFS will assign the necessary checklists. **All international new hires at the Columbia campus will have the onboarding checklists assigned by the International Support for Faculty and Staff (ISFS)** 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.

Faculty RGP/TL / ... / Syed Ali Naqi Jaffary (Hired) / Faculty Hiring Proposal / Summary

Faculty Hiring Proposal: Syed Ali Naqi Jaffary (Faculty RGP/TL)

Current Status: Offer Accepted/Create Onboarding

Position Type: Faculty RGP/TL
Department: Biological Sciences
(13010)

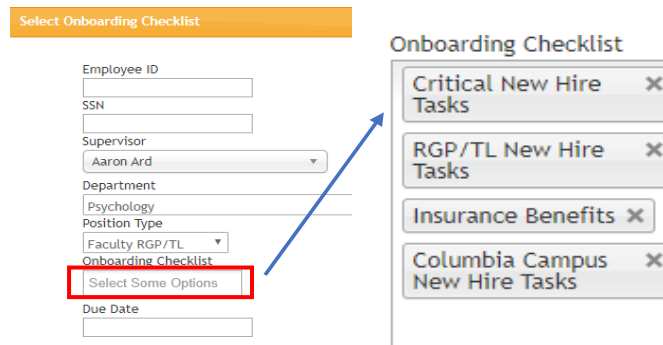
Applicant: Syed Ali Naqi Jaffary
Posting: Postdoctoral Fellow

Created by: Charlene Martin
Owner: HR Operations

Print Preview
Create Onboarding Event

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- 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.
- 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. This is very important, as the supervisor will be assigned a PD acknowledgement task.
- In the Onboarding Checklist field, click **Select Some Options** from the dropdown of checklists and assign all applicable checklists.



The screenshot shows two parts of the interface. On the left is the 'Select Onboarding Checklist' form with fields for Employee ID, SSN, Supervisor (dropdown with 'Aaron Ard' selected), Department (Psychology), Position Type (Faculty RGP/TL), Onboarding Checklist (dropdown with 'Select Some Options' selected and highlighted with a red box), and Due Date. On the right is a panel titled 'Onboarding Checklist' containing four checklist items: 'Critical New Hire Tasks', 'RGP/TL New Hire Tasks', 'Insurance Benefits', and 'Columbia Campus New Hire Tasks'. A blue arrow points from the 'Select Some Options' dropdown to the checklist panel.

- ❓ 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 (RGP/TL New Hire Tasks), as well as location specific (e.g. Columbia Campus New Hire Tasks), and insurance benefits, if RGP or TL and 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.

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Dashboard



Company Information

Company University of South Carolina

Location Academic and Student Affairs

- new form I-9
- section 1 email
- convert historical
- remote hire

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

28. 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 Approved.
- If rejected, you will receive an email notification with specific comments to take action on the Hiring Proposal. In addition to the email notification, the History tab will show Performed "Edit Requested" with the comments.
- Make the edits and select "Edit Completed" to return it to Offer Accepted/Create Onboarding. Do not create onboarding again, as the employee will receive duplicate checklists.

29. The candidate will automatically be seated in the respective position upon the Hiring Proposal being approved.