

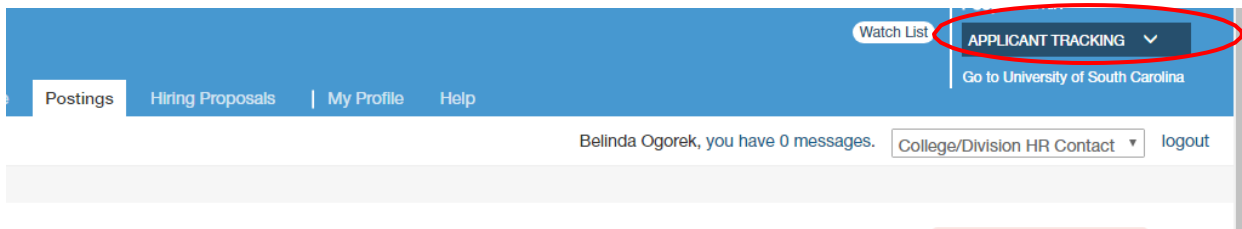
# Quick Hire Process

## Adjunct Faculty/Temporary Staff/External Duals (No PD)

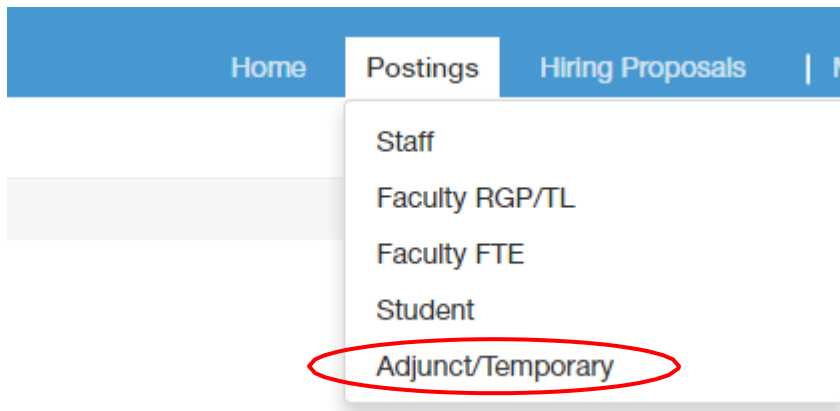
The following user types can initiate actions:

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

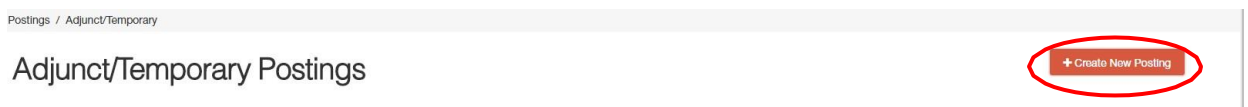
1. Go to the Applicant Tracking Module, using one of the above user types.



2. Click on the Postings tab and choose “Adjunct/Temporary.” For *External Duals*, the adjunct/temporary position will be chosen.

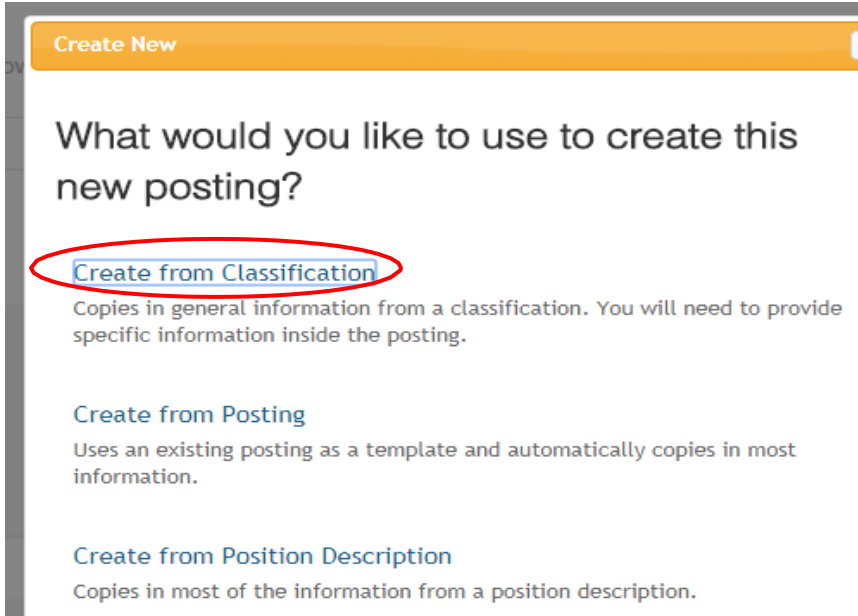


3. Click “Create New Posting” in the upper right-hand corner.



## Quick Hire Process Adjunct Faculty/Temporary Staff/External Duals (No PD)

- A pop up will appear asking, "What would you like to use to create this new posting?" Click "Create from Classification."



**Create New**

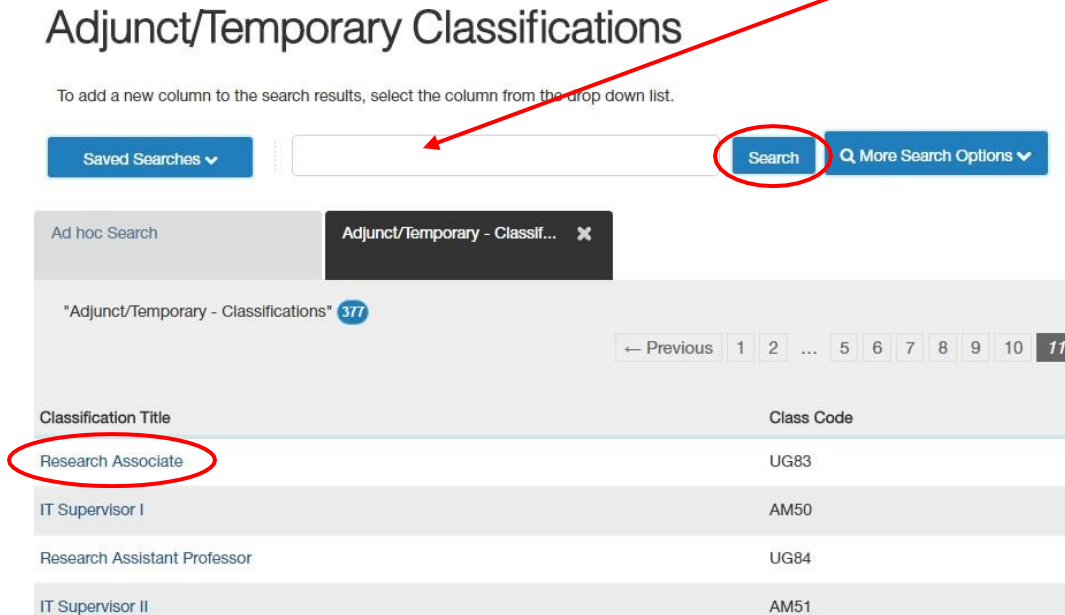
What would you like to use to create this new posting?

**Create from Classification**  
Copies in general information from a classification. You will need to provide specific information inside the posting.

**Create from Posting**  
Uses an existing posting as a template and automatically copies in most information.

**Create from Position Description**  
Copies in most of the information from a position description.

- Choose the classification title in which you are hiring the adjunct faculty/temporary staff by clicking on the classification title or enter the classification title in the search field and click search.



### Adjunct/Temporary Classifications

To add a new column to the search results, select the column from the drop down list.

Saved Searches ▾  Search **Q** More Search Options ▾

Ad hoc Search Adjunct/Temporary - Classif... ✕

"Adjunct/Temporary - Classifications" 377

← Previous 1 2 ... 5 6 7 8 9 10 11

Classification Title	Class Code
Research Associate	UG83
IT Supervisor I	AM50
Research Assistant Professor	UG84
IT Supervisor II	AM51

## Quick Hire Process

### Adjunct Faculty/Temporary Staff/External Duals (No PD)

6. Click “Create Posting from this Classification” in upper right-hand corner.

Classification: Research Associate (Adjunct/Temporary)  
Current Status: Approved



7. Enter the required information. Required information will be marked with an asterisk and the field will be in **RED**.

\* Required Information

Internal Title \*

**Organizational Unit**

Campus \* USC Columbia

College/Division \*

Department \*

8. Choose the correct application form based on whether the quick hire is adjunct faculty or temporary staff.

#### Accepted Application Forms

- USC Adjunct Faculty Application
- USC Temporary Application

9. Click “Create New Posting” in bottom right-hand corner.

# Quick Hire Process

## Adjunct Faculty/Temporary Staff/External Duals (No PD)

### 10. Complete the Posting Details Screen.

Classification Title	Public Information Director I
Internal Title	<input type="text" value="temp"/>
Type of Temporary Position	<input type="text" value="Please select"/> <small>This field is required.</small>
Campus	<input type="text" value="Please select"/> <small>This field is required.</small>
College/Division	Arnold School of Public Health
Department	Arnold School of Public Health
Class Code	BC30
Salary	<input type="text"/> <small>This field is required.</small>
Location of Vacancy	<input type="text"/> <small>If the position is located in a geographic area outside of the affiliated campus, please specify the city and state of the vacancy. For example, Georgetown, SC is the location of the vacancy for the Baruch Institute.</small>
Work County	<input type="text" value="Please select"/>
Part/Full Time	<input type="text" value="Please select"/>
Hours per week	<input type="text"/> <small>This field is required.</small> <small>The standard hours the employee is expected to work per week. For example, if the employee works 8:30 am - 5:00 pm with one hour for lunch, the hours per week is 37.50.</small>
Work Schedule	<input type="text"/>
Job Search Category	<input type="text" value="Please select"/> <small>This field is required.</small>

#### Position Description

- Advertised Job Summary

This field is required.  
Please summarize the job purpose and duties for the advertisement of this position.
- Qualifications

This field is required.

#### Posting Detail Information

- Number of Vacancies
- Desired Start Date

  
This field is required.
- Proposed End Date
- HR Contact

  
This field is required.
- HR Contact Phone Number

  
This field is required.
- Applicant Reviewer Access

  
Select all individuals authorized to manage the applicant's status.
- Job Open Date

  
This field is required.

➤ Enter the actual number of vacancies or the verbiage “multiple vacancies” in the vacancy field (if more than one candidate will be hired from the quick hire.) Once all vacancies have been filled, please contact the Office of Talent Acquisition so that the position can be moved to the workflow status of “filled.”

## Quick Hire Process

### Adjunct Faculty/Temporary Staff/External Duals (No PD)

➤ Enter name(s) of whomever will move the applicant to “Recommend for Hire” as an Applicant Reviewer.

11. Click either “Next” at the bottom or top of the Posting Details Screen to save your data and route to the Position Attributes Screen.
12. If the position is essential during hazardous weather, select “Essential”. If not, select “Non-essential.”

#### Position Attributes

Hazardous weather category	<div style="border: 1px solid #ccc; padding: 2px;"> Please select ▼  Please select  Essential  Non-Essential </div>
Safety/Security Sensitive or Requires a CDL	

13. If the position is a safety/security sensitive position or requires a CDL, select “Yes.” If not, select “No.”

Safety/Security Sensitive or Requires a CDL	<div style="border: 1px solid #ccc; padding: 2px;"> ▼  No  Yes </div>
---	---

14. Click either “Next” at the bottom or top of the Position Attributes Screen to save your data.
15. After saving your data, you may select the Summary tab. Since this is a quick hire, the other tabs may be skipped.

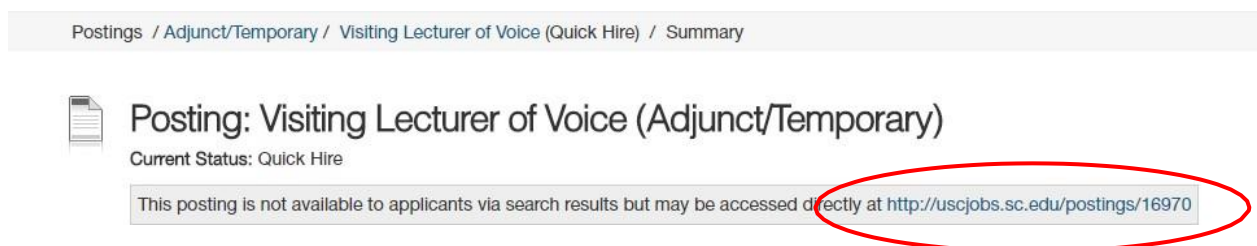
## Quick Hire Process

### Adjunct Faculty/Temporary Staff/External Duals (No PD)

16. If the user is the Initiator, please follow your internal business process for further routing and submit for approval. The College/Division HR Contact or the Department HR Contact can take action on the posting and submit the posting to “Quick Hire (move to Quick Hire).”



17. Once the posting has been moved to Quick Hire, a message will appear at the top of the screen:

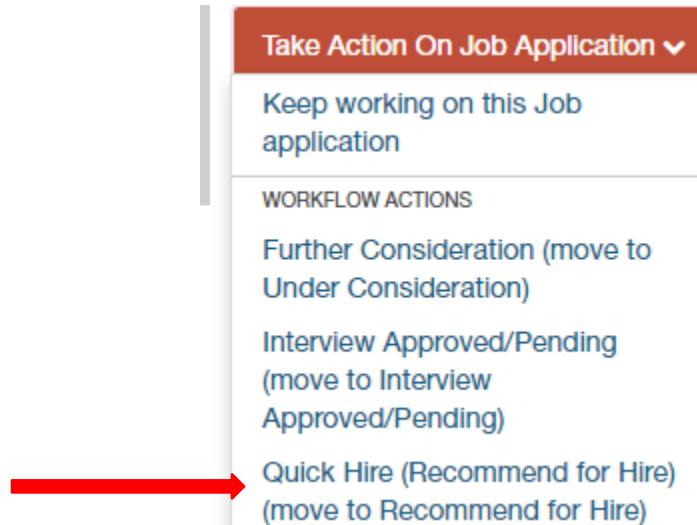


18. Copy and paste the posting link into an email and send it to the applicant so they may access the posting and apply. See circled link above.
19. Applicant will click on the link in the email and complete the application for the posting. The applicant may email you when they have completed the application or you can access the posting in PeopleAdmin to see if he/she has applied.

## Quick Hire Process

### Adjunct Faculty/Temporary Staff/External Duals (No PD)

20. Log back in or change role to Applicant Reviewer and move the applicant directly to “Quick Hire (Recommend for Hire).”



21. Click the “Start Adjunct/Temp Hiring Proposal (No Position Description)” link on the right at the top of the page.

 [Start Adjunct/Temp Hiring Proposal \(No Position Description\)](#)

22. A new screen will appear showing the applicant’s name and the posting’s internal title. Select the “Start Adjunct/Temp Hiring Proposal (No Position Description)” to enter the Hiring Proposal section or select “Cancel”, if this was started in error.

### Starting Adjunct/Temp Hiring Proposal (No Position Description)

Applicant: Crystal BRO Rivers BRO

Posting: Admin Asst - bRO 62017

Warning: This Applicant already has a Hiring Proposal in process.

[Start Adjunct/Temp Hiring Proposal \(No Position Description\)](#) or Cancel

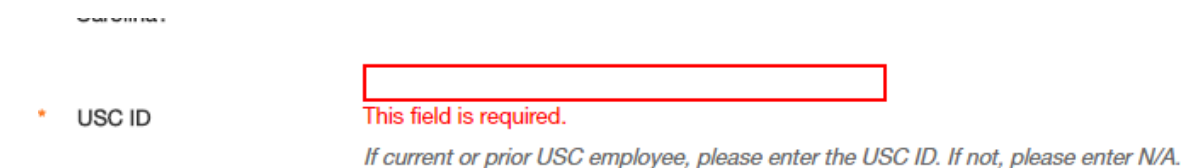
## Quick Hire Process

### Adjunct Faculty/Temporary Staff/External Duals (No PD)

23. You will be directed to the Hiring Proposal Screen. Information from the application and job posting will transfer to the Hiring Proposal. Required information will be marked with an asterisk and the field will be in **RED**.

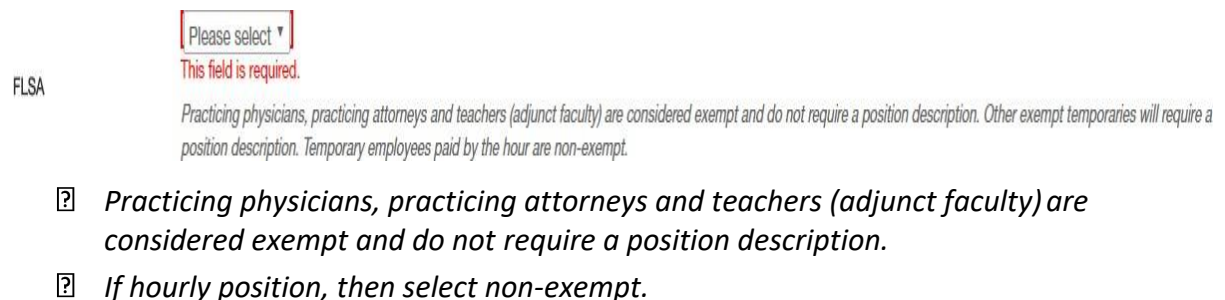


24. Scroll down and complete the USC ID field in the Candidate Information Screen. The USC ID can be found through a Data Warehouse report for active employees.



25. Click either “Next” at the bottom or top of the Candidate Information Screen to save your data and route to the Position to be Filled Screen.

26. In the Position to be Filled Screen, select the appropriate Fair Labor Standards Act (FLSA) status of exempt or non-exempt.





## Quick Hire Process

### Adjunct Faculty/Temporary Staff/External Duals (No PD)

27. Select the correct home department from the home department dropdown field.

\* Home Department

28. Enter the required funding information. Click the “Add Funding Information Entry” button should you need to add additional funding.

### Funding Information

At least one entry required.

Dept. Account #	<input type="text" value="65000"/>	*
Fund #	<input type="text"/>	* This field is required.
Object Code	<input type="text" value="Please select"/>	* This field is required.
Amount (\$)	<input type="text"/>	* This field is required.

*If hourly rate, enter hourly rate amount.*

Remove Entry?

**Add Funding Information Entry**

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

## Quick Hire Process

### Adjunct Faculty/Temporary Staff/External Duals (No PD)

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

#### Hiring Proposal Information

Hiring Proposal Number

• Start Date	<input type="text"/>
• End Date	<input type="text"/>
• Salary or Hourly Rate	<input type="text"/>
• Hours Per Week	<input type="text"/>
• Hours Per Year	<input type="text"/>
<i>Complete the Adjunct Faculty-Temporary Staff ACA Hours Calculator form to enter data into this field.</i>	
• Employee's Building/Room	<input type="text"/>
• Campus Phone	<input type="text"/>
Supervisor SSN	<input type="text"/>
• Supervisor Class/Slot	<input type="text"/>
• Check Distribution	<input type="text"/>
• Timecard Distribution	<input type="text"/>

*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.*

31. Click either "Next" at the bottom or top of the Job Offer Information Screen to save your data and route it to the Prospective Non U.S. Citizen Screen.
32. The Prospective Non U.S. Citizen Screen is to be utilized and completed ONLY if an international applicant has been recommended for hire as an **adjunct faculty**. If hiring an international, you are to work in conjunction with the International Support for Faculty and Staff Office.

## Quick Hire Process Adjunct Faculty/Temporary Staff/External Duals (No PD)

Please select whether the appointment at the time of hire will have access to USC insurance.

### Prospective Non U.S. Citizen (For Adjunct Faculty Only)

United States Citizen	Yes
Requires employer sponsorship to work in the United States	No
* Does this appointment include access to USC Insurance?	<input type="text" value="No"/> 
If no, will department purchase alternate coverage for appointee?	<input type="text"/>
What is the expected length of employment or stay at USC?	<input type="text" value="Please select"/>

- If the employee is not an international faculty, please select “No” for the required question.
- If the employee is a temporary staff, please select “No” for the required question.

33. Click either “Next” at the bottom or top of the Prospective Non U.S. Citizen Screen to save your data and route it to the Hiring Proposal Documents Screen.

34. In the Hiring Proposal Documents Screen, you may attach various documents that are applicable to the **adjunct faculty/temporary staff** position type.

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)

---

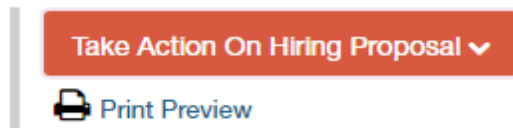
**Signed Offer and Acceptance Letter <REQUIRED>**

---

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

## Quick Hire Process Adjunct Faculty/Temporary Staff/External Duals (No PD)

- ? The [ACA Calculation Worksheet](#) can be found in the HR Toolbox under PeopleAdmin Upgrade.
  - ? For **External Duals**, the only required document to attach is the Dual Request Form. **External Duals do not require offer letter since external dual signs the Dual Employment Request Form**
35. 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.
36. 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. For External Duals, the only required document to attached is the Dual Request Form.



- ? *Hiring Proposals must have at least two levels of approvers and must not be the same person.*
37. Move the Hiring Proposal through 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.”
38. Once the applicant has been successfully transitioned, **Create the Onboarding Event.**

Adjunct/Temporary / ... / Willie Legette (Recommend for Hire) / Adjunct/Temp Hiring Proposal (No Position Description) / Summary

Adjunct/Temp Hiring Proposal (No Position Description): Willie Legette (Adjunct/Temporary)

Current Status: Offer Accepted/Create Onboarding

Position Type: Adjunct/Temporary	Created by: Vicki Lewter
Department: On Your Time Initiatives (10008)	Owner: HR Operations
Applicant: Willie Legette	
Posting: Instructor	

Print Preview  
Create Onboarding Event

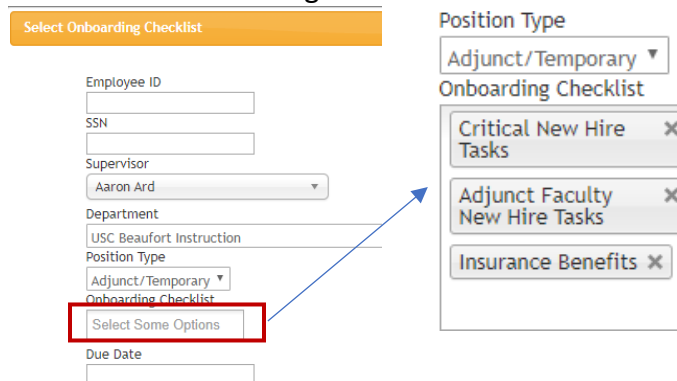
- Verify the candidate’s information and enter any additional information, such as SSN, that you may have available now.
- Employee ID = USC ID. A current or former employee of USC has an opportunity to enter this information on their application. If that happens, it will populate; otherwise, the field will be blank. 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 one.
- Personal email address is a unique identifier between Applicant Tracking and Onboarding. It will auto-populate from the application in the “Select

## Quick Hire Process

### Adjunct Faculty/Temporary Staff/External Duals (No PD)

Onboarding Checklist” box. It is important that you do not edit this data element.

- Update the employee’s supervisor by selecting the supervisor’s name 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. The information also includes a list of all tasks that must be completed before the employee can be hired prior to their arrival at USC. If you have an opportunity to complete Section 2 of the I-9 prior to the employee’s effective date of hire, we encourage to do so; otherwise, please ensure Section 2 is completed on the employee’s first day of employment.
  - Select the appropriate position specific checklist (e.g. Temporary Staff New Hire Tasks), as well as location specific (e.g. Columbia Campus New Hire Tasks, if applicable), or Insurance Benefits, if RGP or TL and applicable. Refer to the [Onboarding Checklists Matrix](#), if you are uncertain which checklists to assign.
  - For External Duals, the Critical New Hire Checklist and Retirement Checklist should be assigned.
  - Enter Due Date: Generally, we recommend (3) three days from the date the checklists are assigned.



The screenshot shows a form titled "Select Onboarding Checklist". The form includes fields for Employee ID, SSN, Supervisor (set to Aaron Ard), Department (USC Beaufort Instruction), Position Type (Adjunct/Temporary), Onboarding Checklist (highlighted with a red box), and Due Date. A blue arrow points from the "Select Some Options" button in the Onboarding Checklist dropdown to a separate window showing the expanded list of checklists: "Critical New Hire Tasks", "Adjunct Faculty New Hire Tasks", and "Insurance Benefits".

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.

#### 39. HR Operations will review the Hiring Proposal.

- a. If approved, you will receive an email notification that the Hiring Proposal is at the status of Hire Approved.



Human Resources

*PeopleAdmin Quick Reference Guide*

## **Quick Hire Process**

### **Adjunct Faculty/Temporary Staff/External Duals (No PD)**

- b. If rejected, you will receive an email notification with comments to take action on the Hiring Proposal. Take action and return it to Offer Accepted/Create Onboarding. It may seem redundant but it has to be moved through the workflow again to HR Operations. Do not create onboarding again, as the employee will receive duplicate checklists.