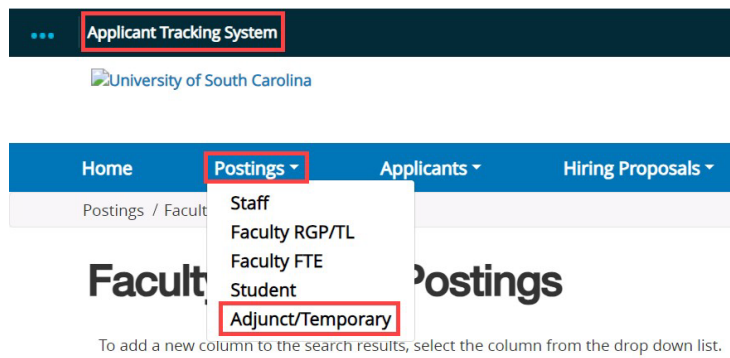


# Creating a Hiring Proposal & Onboarding Events Adjunct Faculty/Temporary Staff With or Without PD

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.

## Adjunct/Temporary Postings

[+ Create New Posting](#)

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

[Saved Searches](#)

Adjunct Faculty/Temporary S. ... ✕

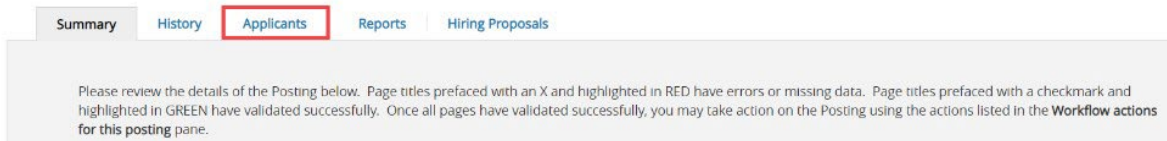
\*Adjunct Faculty/Temporary Staff Postings: 2484 Selected records: 0 Clear selection?

← Previous 1 2 3 4 5 6 7 8 9 ... 749 750 Next →

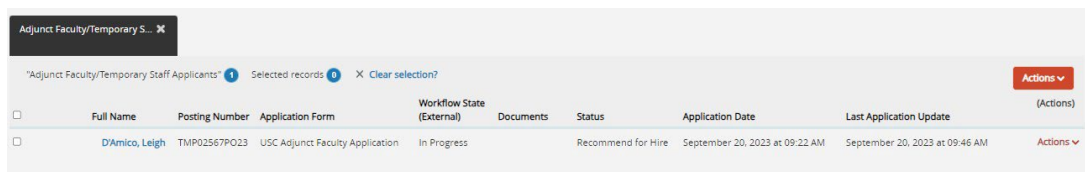
<input type="checkbox"/>	Classification Title	Advertised Title	Active Applications	Posting Number	Department	Workflow State	Job Open Date	Job Close Date	(Actions)
<input type="checkbox"/>	Nurse Practitioner	Part-time, temporary nurse practitioner	0	TMP0001PO17 AIK Counseling Center		Filled	07/03/2017	08/03/2017	Actions
<input type="checkbox"/>	Instructor	History Instructor	0	TMP0002PO17 CAS History		Filled	06/28/2017	07/14/2017	Actions
<input type="checkbox"/>	Instructor	Quantitative & Methodology Instructor - Non-Tenure Track	0	TMP0005PO17 CAS Psychology		Filled	06/29/2017	08/04/2017	Actions
<input type="checkbox"/>	Instructor	Instructor, Art Media Arts	0	TMP0003PO17 CAS School of Visual Art and Design		Filled	06/29/2017	07/10/2017	Actions
<input type="checkbox"/>	Instructor	English Instructor	0	TMP0004PO17 CAS English		Filled	06/29/2017	07/14/2017	Actions
<input type="checkbox"/>	Instructor	Instructor of Spanish (Two Positions)	0	TMP0007PO17 CAS Languages, Literatures, and Cultures		Filled	06/29/2017	07/12/2017	Actions
<input type="checkbox"/>	Instructor	Speech Communication and Rhetoric Instructor	0	TMP0006PO17 CAS English		Filled	06/29/2017	08/01/2017	Actions
<input type="checkbox"/>	Instructor	Instructor of Italian	0	TMP0008PO17 CAS Languages, Literatures, and Cultures		Filled	06/29/2017	07/12/2017	Actions

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

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 screenshot shows a table with the following columns: Full Name, Posting Number, Application Form, Workflow State (External), Documents, Status, Application Date, Last Application Update, and Actions. One row is visible for "D'Amico, Leigh" with a status of "Recommend for Hire".

	Full Name	Posting Number	Application Form	Workflow State (External)	Documents	Status	Application Date	Last Application Update	Actions
<input type="checkbox"/>	D'Amico, Leigh	TMP02567PO23	USC Adjunct Faculty Application	In Progress		Recommend for Hire	September 20, 2023 at 09:22 AM	September 20, 2023 at 09:46 AM	Actions

- 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



The screenshot shows a form titled "Prospective Non U.S. Citizen" with two questions:

Citizenship/Employee Sponsorship	I am a U.S. Citizen.
What is the expected length of employment or stay at USC?	Permanent

- 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.

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

- 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 letter.

PDF Documents	
Document Type	Actions
Application	<a href="#">View</a>
Combined Document	<a href="#">Generate</a>

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

- 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.

<input type="radio"/>	790003	Assistant Director of Conferences and Events	AH10	Administrative Coordinator I	Housing (70000)	Active	Actions ▾
<input type="radio"/>	790073	Research Associate Professor	UG85	Research Associate Professor	Prevention Research Center (11570)	Active	Actions ▾
<input type="radio"/>	790006	Director of Student-Athlete Development (Football)	UH16	Athletic Administrator	Department of Athletics (60020)	Active	Actions ▾

← Previous | 7 | 2 | 3 | 4 | 5 | 6 | 7 | Next →

Select Position Description

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

- 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.

**sc-training.peopleadmin.com says**

If an employee is currently seated in this Position Description, they will be vacated upon approval of this Hiring Proposal and the new employee will be seated.



- 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.

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

\* USC ID  *If current or prior USC employee, please enter the USC ID. If not, please enter N/A. This field is required.*

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

Highest Education Level  Master's Degree

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

- 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.

PeopleSoft Funding  
Business unit does not show in the fields below as it will always default to USC01. Activity will also not show as it will be defaulted based on whether a Project is populated.

\* Funding Indicator  This field is required.

\* Operating Unit  This field is required.

\* Department  This field is required.

\* Fund  This field is required.

\* Account  This field is required.

\* Class  This field is required.

Project

Project Costing Business Unit

Cost Share

\* Amount  This field is required.

Remove Entry?

**Add PeopleSoft Funding Entry**

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

Hiring Proposal Information

\* Temporary Action Type  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 USC for this purpose. (2) A rehire is a candidate that was previously employed by USC, excluding student employment. (3) A transfer is a current USC employee with benefits being hired into a different position type, ex. current RGP hired into FTE.

Hiring Proposal Number TMP05091HR23

\* Start Date  Please enter in the MM/DD/YYYY format or select from the calendar.

\* End Date  Please enter in the MM/DD/YYYY format or select from the calendar.

\* Employee's Building

\* Supervisor USC ID

Supervisor Position Number  If the supervisor is an FTE, RGP, or TL, enter the position number.

\* Supervisor Full Name  Enter the supervisor's legal (first and last) name

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

Hiring Proposal Information

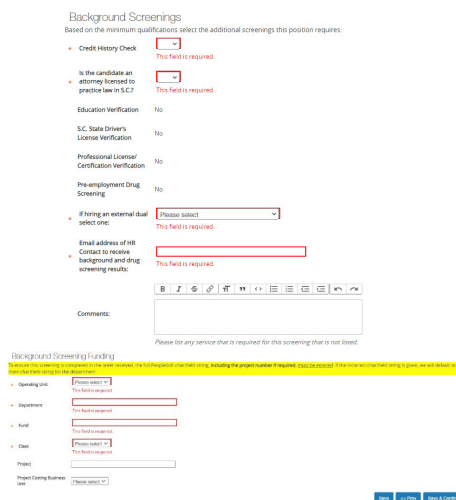
Temporary Action Type  Definitions: (1) A new hire is defined as a candidate who has never worked for the University of South Carolina. If the candidate was a student employee in the past, this does not count as having worked for USC for this purpose. (2) A rehire is a candidate that was previously employed by USC, excluding student employment. (3) A transfer is a current USC employee with benefits being hired into a different position type, ex. current RGP hired into FTE.

- **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.

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

- **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.



**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.
- Education Verification  No
- S.C. State Driver's License Verification  No
- Professional License/Certification Verification  No
- Pre-employment Drug Screening  No
- If hiring an external dual jobline  Please select. This field is required.
- Email address of HR Contact to receive background and drug screening results  This field is required.

Comments:

Please list any service that is required for this screening that is not listed.

**Background Screening Funding**

- Funding unit  Please select. This field is required.
- Department  This field is required.
- Fund  This field is required.
- Class  Please select. This field is required.
- Project
- Project Control System Code  Please select. This field is required.

Save Save & Continue

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

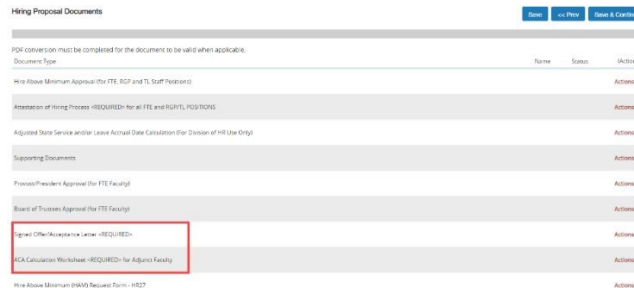
15) Pay Information: The Pay Information screen houses the Pay Basis, Pay Type, Pay Rate, and Hours per Week. These fields are vital in ensuring accurate compensation. Only temporary employees with an FLSA non-exempt status can have a basis and pay type of hourly. Temporary employees with FLSA exempt 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.



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

- 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](#).



Document Type	Name	Status	Actions
Hire Above Minimum Approval (for FTE, RCP and TS Staff Positions)			Actions
Attestation of Hiring Process (REQUIRED for all FTE and RCP/TS POSITIONS)			Actions
Adjusted State Service and/or Leave Accrual Date Calculation (for Division of HR Use Only)			Actions
Supporting Documents			Actions
Provost/President Approval (for FTE Faculty)			Actions
Board of Trustees Approval (for FTE Faculty)			Actions
Offer/Acceptance Letter (REQUIRED)			Actions
ACA Calculation Worksheet (REQUIRED for Adjunct Faculty)			Actions
Hire Above Minimum (RCP/TS Request Form) - (REQ)			Actions

**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.

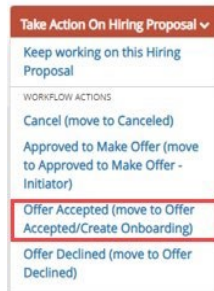


Summary	History	Settings	Reports	Employment Verification
Hiring/Other Action Report for Adjunct Faculty/Temp Staff	(Lag) New or First Time Hire - Adjunct Temp Offer Letter - Hourly Pay	OIS Proposal (formerly IS-1)	Seated PD Adjunct/Temp Hiring Document	State of SC Post-Retirement Offer Letter - New or First Time Temporary Hourly
(Lag) Rehire Offer of Temporary Employment - Hourly Pay	Rehire Report for Adjunct Faculty/Temporary Staff	Seated PD Re-hire Adjunct Faculty/Temp Staff Hiring Document	(Lag) Offer of Temporary Employment - Salary Pay	(Lag) State of SC Post-Retirement Offer Letter - Temporary Salaried
(Lag) Rehire Offer of Temporary Employment - Salary Pay				

- 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.

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

- 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.

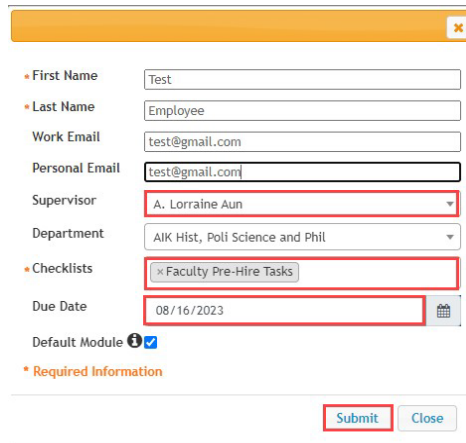
- 20) **Create the Onboarding Event for New Hires and Rehires (Greater than or equal to 1 year)**. For rehires (Less than 1 Year) no onboarding is required. **All non- U.S. citizen hires regardless of visa status must have the onboarding checklists assigned by the Office of International Services (HR OIS)** so that they may assist the candidate with completion of the assigned tasks. The campuses will assign international checklists to their new hires.

 Print Preview

 Create Onboarding Event

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

- 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.



First Name: Test

Last Name: Employee

Work Email: test@gmail.com

Personal Email: test@gmail.com

Supervisor: A. Lorraine Aun

Department: AIK Hist, Poli Science and Phil

Checklists: Faculty Pre-Hire Tasks

Due Date: 08/16/2023

Default Module: [checked]

Required Information

Submit Close

- 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.

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



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.