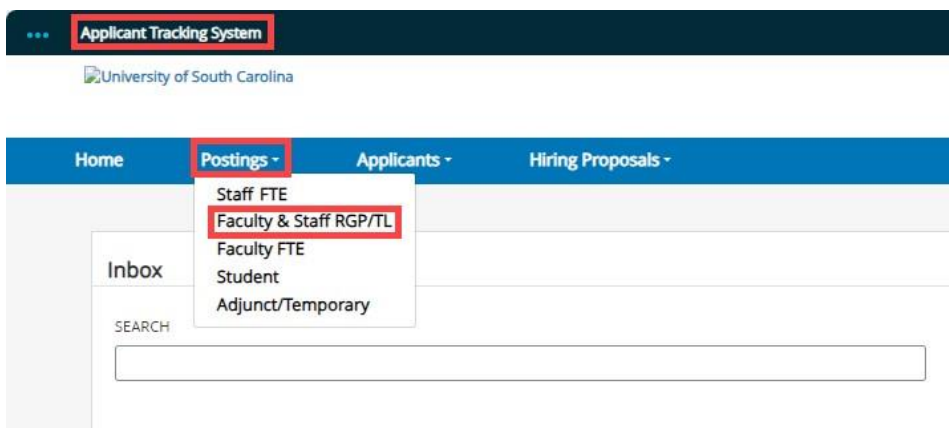


# Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

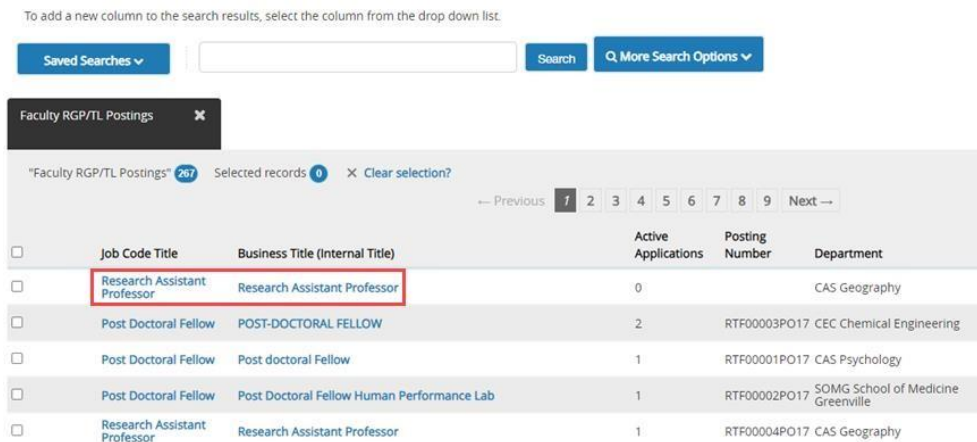
The following user types can create a Hiring Proposal:

- 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 Hiring Proposal tab and choose Faculty & Staff RGP/TL.



- 2) Search for the posting in which you would like to create a Hiring Proposal for and click either the Job Code Title or Business Title (Internal Title) of the position to enter the posting.



## Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

- 3) Click on the Applicants tab within the posting.



**Posting: Research Assistant Professor (Faculty & Staff RGP/TL)**  
Current Status: Posted Faculty


Position Type: Faculty & Staff RGP/TL  
Department: ASPH  
Communication Sciences and Disorders (115600)

Created by: Hanh Adkins  
Owner: HR Recruitment

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description

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

**Note:** The applicant must be in the status of Recommend for Hire to proceed through this process. See the [Applicant Reviewer job aid](#) for additional information on moving applicants through the workflow.

<input type="checkbox"/>		RTF00027PO22 Recommend for Hire	Curriculum Vitae, Cover Letter, List of References and Contact Information	Recommend for Hire	January 10, 2023 at 06:50 AM	July 11, 2023 at 02:25 PM	Actions ▾
<input type="checkbox"/>		RTF00027PO22 Under Review by Department/Committee	Cover Letter, Curriculum Vitae, List of References and Contact Information	Under Review by Department/Committee	January 15, 2023 at 06:52 AM	January 15, 2023 at 06:52 AM	Actions ▾
<input type="checkbox"/>		RTF00027PO22 Under Review by Department/Committee	Cover Letter, Curriculum Vitae, List of References and Contact Information	Under Review by Department/Committee	February 20, 2023 at 01:52 AM	February 20, 2023 at 01:52 AM	Actions ▾

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

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

Prospective Non U.S. Citizen

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, you must 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 response to sponsorship question.**

- **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.

## Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

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.

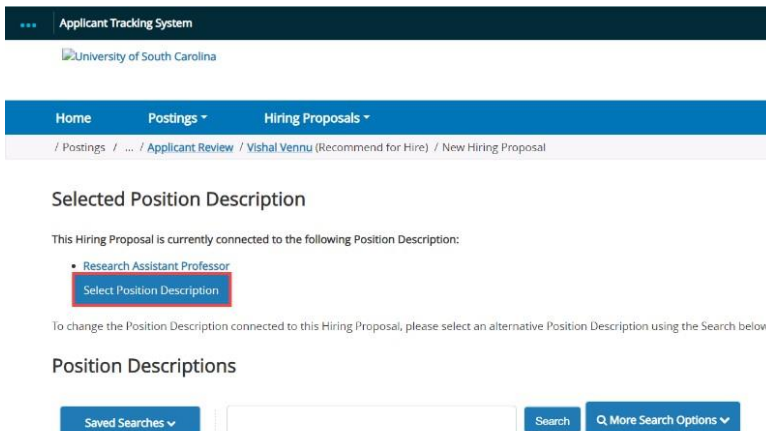
PDF Documents	
Document Type	Actions
Application	View
Combined Document	Generate

- 6) Click either the Start Faculty Hiring Proposal or the Start Staff Hiring Proposal link on the right at the top of the page.



## Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

- 7) Your position will be listed under the Selected Position Description section. To enter the hiring proposal, click Select Position Description.
- The selection will default to the Position Description (PD) from which this posting was created.
  - You can search for the position number in the search field and once you click search it'll appear.



Applicant Tracking System

University of South Carolina

Home Postings Hiring Proposals

/ Postings / ... / Applicant Review / Vishal Vennu (Recommend for Hire) / New Hiring Proposal

### Selected Position Description

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

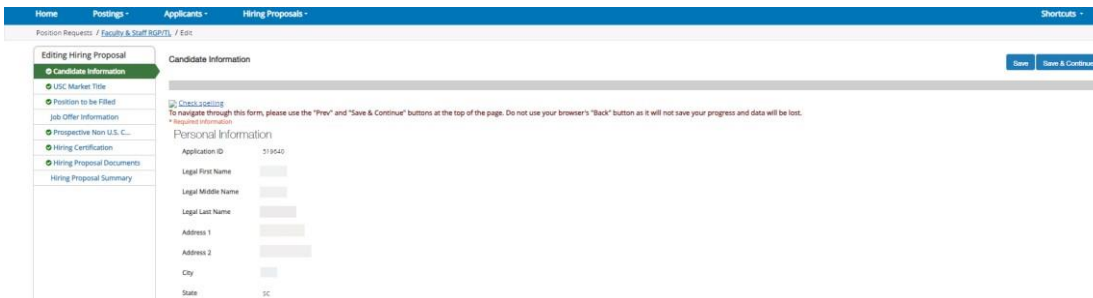
- **Research Assistant Professor**  
Select Position Description

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description using the Search below.

### Position Descriptions

Saved Searches  Search [More Search Options](#)

- 8) Candidate Information: You will then 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**.



Home Postings Applicants Hiring Proposals Shortcuts

Position Request / Equity & Staff RGP/TL / Edit

Editing Hiring Proposal

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

Candidate Information

[Clear](#) [Save & Continue](#)

[Cancel](#)

To navigate through this form, please use the "Prev" and "Save & Continue" buttons at the top of the page. Do not use your browser's "Back" button as it will not save your progress and data will be lost.

\* Required Information

### Personal Information

Application ID: 219540

Legal First Name:

Legal Middle Name:

Legal Last Name:

Address 1:

Address 2:

City:

State:

## Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

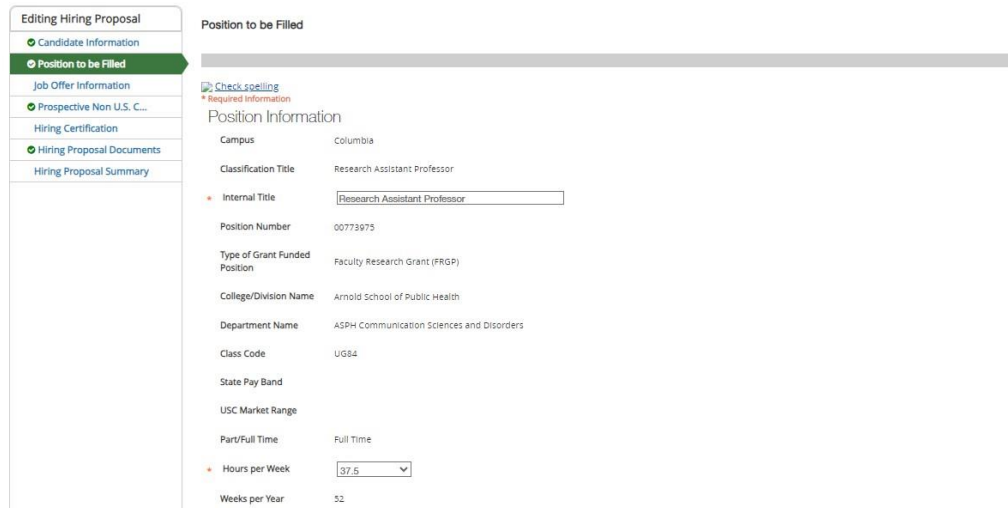
- 9) Scroll down and complete the USC ID field in the Candidate Information Screen. The USC ID can be found in HCM or by reaching out to your assigned Service Team. If no USC ID, enter N/A. Click Save & Continue to proceed.

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

\* USC ID  *Please refer to the questions above, which are sourced from the application for your convenience. If yes, the USC ID must be entered. If no, please enter N/A. This field is required.*

Highest Education Level  Doctorate

- 10) Position to be Filled: Most of the information will automatically populate from the position description. Complete all fields marked with an asterisk in the Position Information section. Click Save & Continue to proceed.  
**Note:** If more than one fund # associated with the salary of this hire, select Add PeopleSoft Funding Entry.



## PeopleAdmin Quick Reference Guide

# Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

PeopleSoft Funding

Business Unit does not show in the fields below as it will always default to USC01. Activity does not show in the fields below as it will be defaulted based on the Project.

\* Funding Indicator:

\* Operating Unit:

\* Department:

\* Fund:

\* Account:

\* Class:

Project:

Project Costing Business Unit:

Cost Share:

\* Amount:

Remove Entry?

Add PeopleSoft Funding Entry

- 11) **Job Offer Information:** In the Job Offer Information Screen, complete all fields marked with an asterisk. **End Dates are required for all RGP/TL positions. If hiring a non-U.S. citizen, please contact HR OIS before selecting an end date to confirm that it does not exceed the candidate’s work authorization validity period.**

Hiring Proposal Information

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.  
 NOTE: some of them only have the first part of the text, so it might be best to just replace what is currently there.

Hiring Proposal Number:

Reason for Selection of Candidate:

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 First Name:

Supervisor Last Name:

Supervisor USC ID:

Supervisor Position Number:

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

## Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

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

Hiring Proposal Information

Please select

\* 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.' NOTE: some of them only have the first part of the text, so it might be best to just replace what is currently there.*  
**This field is required.**

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



## Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

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

### Salary Information

Base Salary	<input type="text"/>	<small>This field is required.</small>
Special Assignment Pay	<input type="text"/>	
Special Assignment Pay End Date	<input type="text" value="MM/DD/YYYY"/>	<small>Please enter in the MM/DD/YYYY format or select from the calendar.</small>
Variable Pay	<input type="text"/>	
Variable Pay End Date	<input type="text" value="MM/DD/YYYY"/>	<small>Please enter in the MM/DD/YYYY format or select from the calendar.</small>
Grant Salary Adjustment	<input type="text"/>	
Grant Salary Adjustment End Date	<input type="text" value="MM/DD/YYYY"/>	<small>Please enter in the MM/DD/YYYY format or select from the calendar.</small>
Temporary Salary Adjustment	<input type="text"/>	
Temporary Salary Adjustment End Date	<input type="text" value="MM/DD/YYYY"/>	<small>Please enter in the MM/DD/YYYY format or select from the calendar.</small>
Total Compensation	<input type="text"/>	



## Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

- 13) 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. Click Save & Continue to proceed.

Total Compensation

### 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 Yes
- S.C. State Driver's License Verification No
- Professional License/Certification Verification No
- Pre-employment Drug Screening No
- \* If hiring an external dual select one:   
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

To ensure this screening is completed in the order received, the full PeopleSoft chartfield string including the project number if required, must be entered. If the incorrect chartfield string is given, we will default to the main chartfield string for the department.

- \* Operating Unit   
This field is required.
- \* Department   
This field is required.
- \* Fund   
This field is required.
- Project
- Project Costing Business Unit
- \* Class   
This field is required.

## Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

- 14) 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 visa status, you are to work in conjunction with the HR Office of International Services (HR OIS).** If not an international hire, skip this tab completely. Click Save & Continue to proceed.

Prospective Non U.S. Citizen Save << Prev Save & Continue

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Prospective Non U.S. Citizen

Citizenship/Employee Sponsorship  I am not a U.S. Citizen, and I may now or in the future need sponsorship for employment visa status (for example, H-1B or other).

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?

Save << Prev Save & Continue

- 15) Hiring Certification: In the Hiring Certification Screen, click Yes or No from the dropdown to certify the candidate meets the minimum qualifications for the position. Click Save & Continue to proceed.

Hiring Certification Save << Prev Save & Continue

---

\* 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.

Save << Prev Save & Continue

## Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL









- 16) Hiring Proposal Documents: In the Hiring Proposal Documents Screen, you may attach various documents that are applicable to the Faculty & Staff RGP/TL position type. The Attestation of Hiring Process and Signed Offer/Acceptance Letter is required for RGP and TL positions. Reference the [Hiring Proposal Documents by Position Type matrix](#). Click Save & Continue to proceed.

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

Document Type	Name	Status	Actions
Hire Above Minimum Approval (for FTE, RGP and TL Staff Positions)			Actions
Attestation of Hiring Process - (REQUIRED) for all FTE and RGP/TL POSITIONS			Actions
Adjusted State Service and/or Leave Accrual Data 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
Signed Offer/Acceptance Letter - (REQUIRED)			Actions
ACA Calculation Worksheet - (REQUIRED) for Adjunct Faculty			Actions
Hire Above Minimum (HAB) Request Form - (REQ)			Actions
Post TDR or Post Retirement Approval Letter (REQUIRED)			Actions
State Service Verification (HR Use Only)			Actions
Dual Request Approval (External Duos Only)			Actions
New Hire Justification Form - (REQUIRED) - Staff FTE, RGP, and TL Only			Actions

- 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**

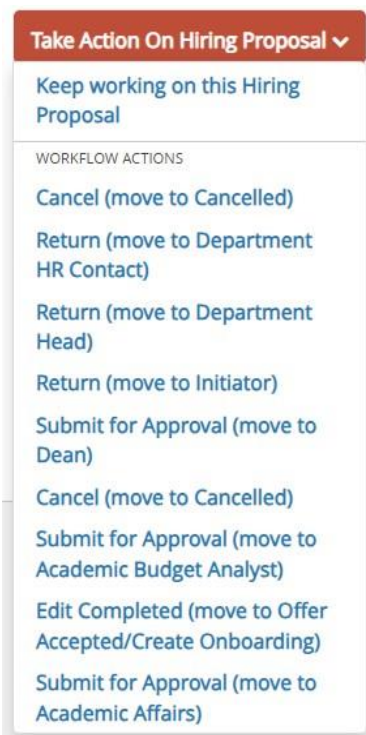
 Hiring/Other Action Report for Faculty RGP/TL
 OIS Proposal (formerly IS-1)
 Rehire Report for Faculty RGP/TL
 (Lag) Offer of Research Grant/Time Limited Employment
 (Lag) State of SC Post-Retirement Offer Letter - New or First Time Faculty RGP/TL
 NEW - STAFF RGP/TL - Offer of Research Grant/Time Limited Employment for Reassignment, Promotion, or Demotion in the Same Position Type Only
 NEW - STAFF RGP/TL - (Lag) Offer of Research Grant/Time Limited Employment - Staff
 NEW - STAFF RGP/TL - (Lag) State of SC Post-Retirement Offer Letter - RGP/TL Staff

- 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.
- 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 Faculty or Staff RGP/TL

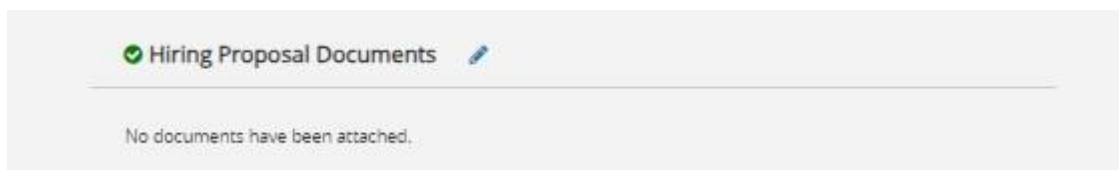
- 17) Hiring Proposal Summary: At the top right, hover over the Take Action on Hiring Proposal button and submit it to the appropriate approver based on your internal business process. It may be helpful to enter information, such as requested review or next steps, in the Comments box before moving it to the approver. The comments will appear in the History tab as well as the email notification.

**Note:** Hiring Proposals must have at least two levels of approvers and must not be the same person.



- 18) 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.

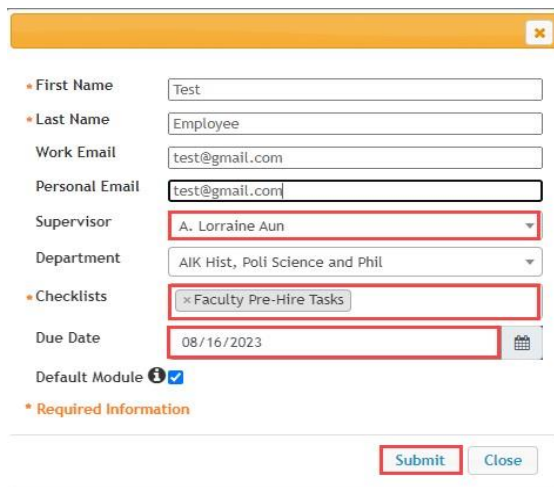


## Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

- 19) **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 HR OIS will assign the necessary checklists. **All HR OIS must assign onboarding checklists for non-U.S. new hires regardless of visa status or campus. will have the onboarding checklists assigned by the International.**



- 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 Faculty Pre-Hire Tasks** as applicable based on the type of temporary position you are hiring for. This task list contains critical information to hire the employee into the HR and Payroll system and all employees' tasks must be completed before the employee can be hired prior to their arrival at USC. Remember to never assign International Pre-Hire Tasks (Columbia campus).
- Enter Due Date: Generally, we recommend the due date be the same as the employee's hire date.



The image shows a web form with the following fields and values:

- 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

At the bottom of the form, there are 'Submit' and 'Close' buttons. A red box highlights the 'Submit' button. A legend at the bottom indicates that fields with an asterisk (\*) are required information.

## Creating a Hiring Proposal & Onboarding Events Faculty or Staff RGP/TL

- 20) **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 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. \* If hiring a non-U.S. citizen, regardless of the visa status, HR OIS prefers to initiate the I-9 in the vast majority of circumstances due to variability of arrival and work permit validity dates. Please contact HR OIS in advance re: initiating an I-9 for a non-U.S. citizen.



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.

- 21) 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 returned for edits, 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.
- 22) The candidate will automatically be seated in the respective position description upon the Hiring Proposal being approved.

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.