



MEMORANDUM

CHANGE IN PROCEDURE: EFFECTIVE IMMEDIATELY

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: September 27, 2018

RE: External Dual Actions to be Processed in PeopleAdmin

Effective immediately, **external dual hires** (employees in FTE positions at another state agency who accept temporary, part-time employment with USC) will be processed in PeopleAdmin using the quick hire process.

Three new actions have been added to the hiring proposal for external duals:

- External Dual – New Hire
- External Dual – Rehire Greater Than or Equal to a Year
- External Dual – Rehire Less Than a Year

Please review the reference guides under the heading Quick Hire and Rehire Process on our [PeopleAdmin webpage](#).

The following procedures will need to be completed in PeopleAdmin for external dual hires:

- The **revised** external [Dual Employment Request form](#), completed by both USC and the home agency (other state agency), will need to be attached in the documents tab-of the hiring proposal under “Dual Request Approval”.

- The I-9 will need to be generated and initiated through I9 Advantage by those representatives in the college/division or campus who have access to I9 Advantage.
- If the external dual is a new hire or rehire greater than a year, the college/division or campus HR Contact will need to assign onboarding to include the Critical New Hire Checklist and the newly created Retirement Checklist.

The [New Hire and Rehire – Greater Than 1 Year Checklist/Matrix](#) and [Rehire – Less Than 1 Year & Other Actions Checklist/Matrix](#) **have been updated to include external dual hires.**

Thank you for updating your internal procedures to accommodate this change in process. By incorporating **external dual** hires in PeopleAdmin, most USC hire actions will now originate through one system as we continue to prepare for PeopleSoft HCM implementation.

If you have any questions, please contact Kris Mayer at 777-5949.