

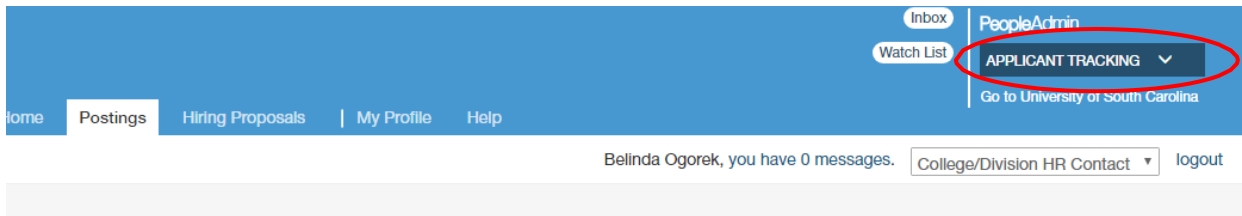
Creating a Hiring Proposal & Onboarding Events Adjunct Faculty/Temporary Staff (With PD)

Primarily used for Exempt Temporary Staff

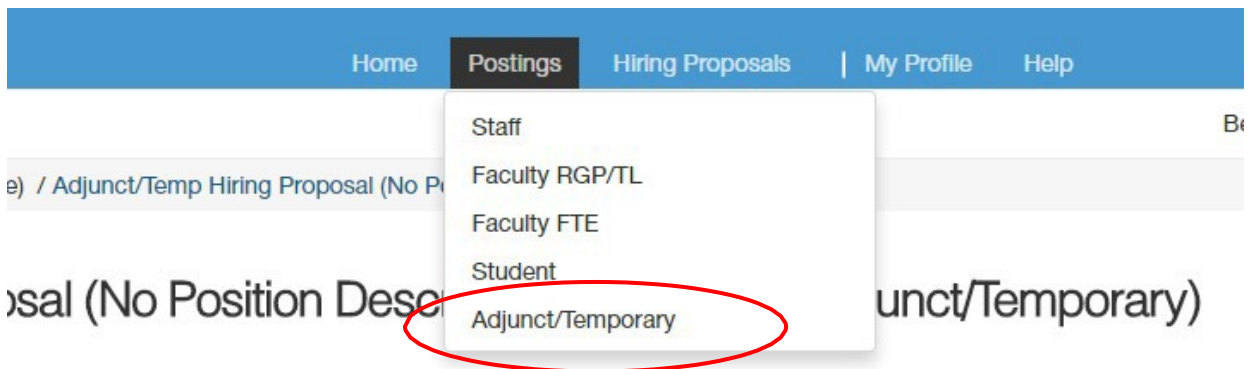
The following user types can create a Hiring Proposal:

- 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 Postings tab and choose “Adjunct/Temporary.”



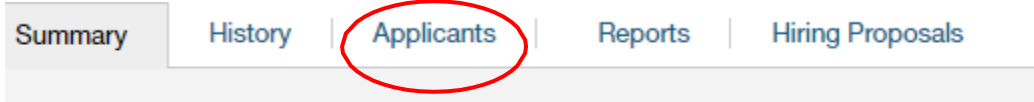
3. Search for the posting in which you would like to create a Hiring Proposal for and click either the Classification Title or Internal Title of the position to enter the posting.

Classification Title	Internal Title	Active Applications	Posting Number
Printing Equipment Operator I	printer	2	TMP00018PO17
Teaching Associate	Adjunct Teaching Associate	1	TMP00017PO17

Creating a Hiring Proposal & Onboarding Events Adjunct Faculty/Temporary Staff (With PD)

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



- 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

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

Creating a Hiring Proposal & Onboarding Events

Adjunct Faculty/Temporary Staff (With PD)

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- ❖ **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

6. 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.

Full Name	Posting Number	Application Form	Workflow State (External)
Rivers BRO, Crystal BRO		USC Temporary Application	Recommend for Hire

- *The applicant must be in the status of "Recommend for Hire" for this link to appear.*

Creating a Hiring Proposal & Onboarding Events

Adjunct Faculty/Temporary Staff (With PD)

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- Click the “Start Adjunct/Temp Hiring Proposal (Seated Position Description)” link on the right at the top of the page.



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



- 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**.

Editing Hiring Proposal	
Candidate Information	Candidate Information
Position to be Filled	
Job Offer Information	
Prospective Non U.S. C...	
✓ Hiring Proposal Documents	ABC Check spelling * Required Information
Hiring Proposal Summary	Personal Information Legal First Name Crystal BRO Legal Middle Name

Creating a Hiring Proposal & Onboarding Events

Adjunct Faculty/Temporary Staff (With PD)

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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 i*

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

12. 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.

13. 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.

Creating a Hiring Proposal & Onboarding Events Adjunct Faculty/Temporary Staff (With PD)

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

FLSA

This field is required.

Practicing physicians, practicing attorneys and teachers (adjunct faculty) are considered exempt and do not require a position description. Other exempt temporaries will require a position description. Temporary employees paid by the hour are non-exempt.

- *Practicing physicians, practicing attorneys and teachers (adjunct faculty) are considered exempt and do not require a position description.*
- *If hourly position, then select non-exempt.*

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

* Home Department

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

* Home Department

This field is required.

Funding Information

Dept. Account #

Fund #

Object Code

Amount (\$)

Remove Entry?

[Add Funding Information Entry](#)

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

Creating a Hiring Proposal & Onboarding Events

Adjunct Faculty/Temporary Staff (With PD)

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

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.

Hiring Proposal Information

Temporary Action Type Please select
This field is required. Please select
Please select
New Hire
Rehire (Less than 1 Year)
Rehire (Greater than or equal to 1 Year)

Hiring Proposal Number

Start Date This field is required.

End Date This field is required.

Salary or Hourly Rate This field is required.
If hourly rate, enter rate per hour, e.g., \$10.00/hr.

Hours Per Week This field is required.

Hours Per Year This field is required.
Complete the Adjunct Faculty-Temporary Staff ACA Hours Calculator form to enter data into this field.

Employee's Building/Room This field is required.

Campus Phone This field is required.

Supervisor SSN This field is required.

Supervisor Full Name This field is required.
Enter the supervisor's legal (first and last) name

Supervisor Class/Slot This field is required.

Check Distribution This field is required.

Timecard Distribution This field is required.

- *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 not entered when submitted to HR Operations, the Hiring Proposal will be returned to the College/Division HR Contact.*
- *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. If not entered when submitted to HR Operations, the Hiring Proposal will be returned to the College/Division HR Contact.*


Creating a Hiring Proposal & Onboarding Events Adjunct Faculty/Temporary Staff (With PD)

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19. Click either “Next” at the bottom or top of the Job Offer Information Screen to save your data and move to the Hiring Certification Screen.

20. 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 or temporary post-doctoral fellow**. If rehiring an international, you are to continue to work in conjunction with the Office for International Scholars. Please select whether the appointment at the time of hire will have access to USC Insurance, if this is applicable.

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

21. 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 Proposal Documents Screen.

Creating a Hiring Proposal & Onboarding Events Adjunct Faculty/Temporary Staff (With PD)

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22. 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>

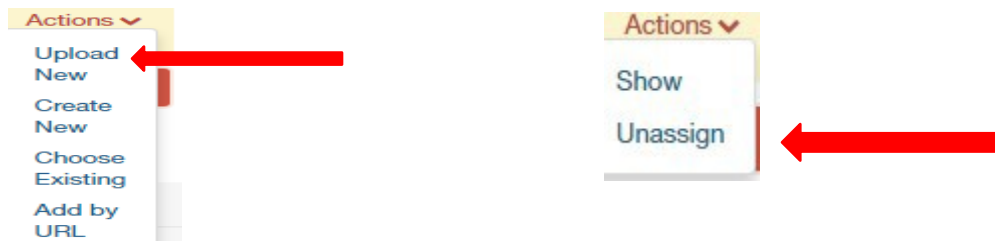
ACA Calculation Worksheet <REQUIRED> for Adjunct Faculty and Temporary Staff

- The Offer/Acceptance Letter can be found in the Reports Tab of the Hiring Proposal Summary. Choose the correct Offer/Acceptance Letter.

Summary | History | **Reports**

- Adjunct Faculty/Temp Hiring Document
- Offer of Temporary Employment - Hourly Pay
- Offer of Temporary Employment - Salary Pay
- ISFS Proposal (formerly IS-1)
- Seated PD Adjunct/Temp Hiring Document
- State of SC Post-Retirement Offer Letter - Temporary Salaried
- State of SC Post-Retirement Offer Letter - Temporary Hourly
- Rehire Offer of Temporary Employment - Hourly Pay
- Rehire Offer of Temporary Employment - Salary Pay

- The [ACA Calculation Worksheet](#) can be found in the HR Toolbox under PeopleAdmin Upgrade.
- Documents can be attached by choosing the correlating Actions link and choosing "Upload New." Documents can be removed by choosing "Unassign."



Actions ▾

- Upload New
- Create New
- Choose Existing
- Add by URL

Actions ▾

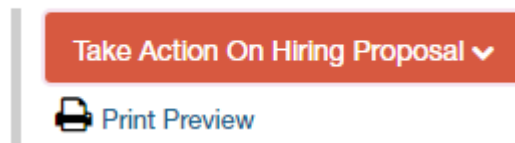
- Show
- Unassign

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23. 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.

24. 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.



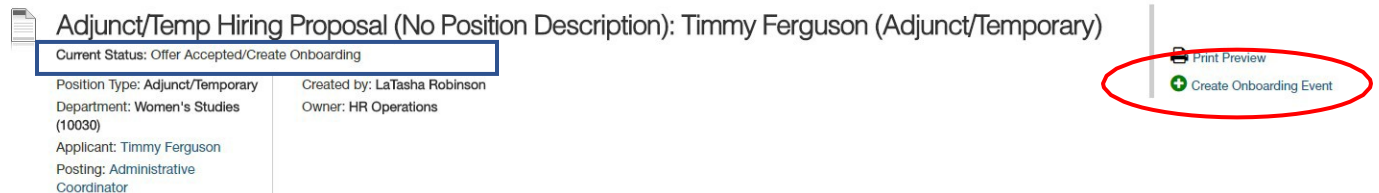
25. Move the Hiring Proposal through workflow to Offer Accepted/Create Onboarding*. This will transition the Hiring Proposal to HR Operations.

*If the verbal offer is not accepted, you will select “Offer Declined,” or if the Hiring Proposal is canceled, select “Cancel.”

26. 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.

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



The screenshot shows a summary page for an "Adjunct/Temp Hiring Proposal (No Position Description): Timmy Ferguson (Adjunct/Temporary)". The current status is "Offer Accepted/Create Onboarding". Details include: Position Type: Adjunct/Temporary, Department: Women's Studies (10030), Applicant: Timmy Ferguson, Posting: Administrative Coordinator, Created by: LaTasha Robinson, and Owner: HR Operations. On the right side, there are two buttons: "Print Preview" and "Create Onboarding Event", with the latter circled in red.

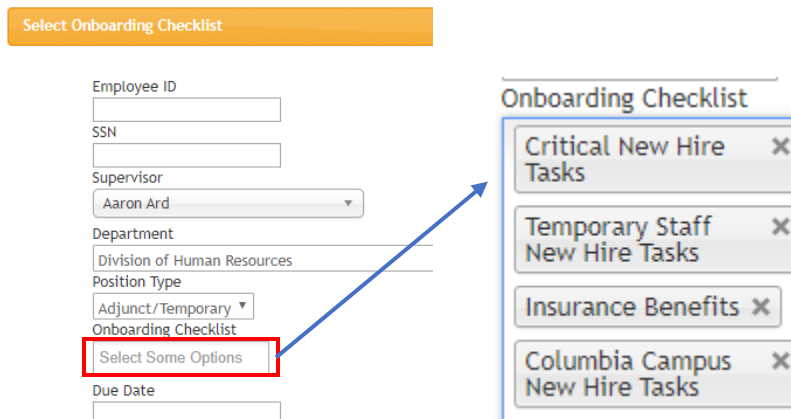
❖ The First Name, Last Name, Personal Email, Street Address and Zip will populate from the hiring proposal.

➤ *Personal email address is a unique identifier between Applicant Tracking and Onboarding. It is important that you do not edit this data element.*

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- ❖ 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 and select all applicable checklists.



Select Onboarding Checklist

Employee ID

SSN

Supervisor
 Aaron Ard

Department
 Division of Human Resources

Position Type
 Adjunct/Temporary

Onboarding Checklist
 Select Some Options

Due Date

Onboarding Checklist

- Critical New Hire Tasks
- Temporary Staff New Hire Tasks
- Insurance Benefits
- Columbia Campus New Hire Tasks

- 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. 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 timely.
- Select the appropriate position specific checklist (Temporary Staff or Adjunct Faculty New Hire Tasks), as well as location specific (e.g. Columbia Campus New Hire Tasks), and insurance benefits, if 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



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

27. HR Operations will review the Hiring Proposal.

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

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