PeopleAdmin Quick Reference Guide
Creating a Hiring Proposal & Onboarding Events
Staff – FTE/Research Grant/Time-Limited

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.

![Application Tracking Module](image1)

2. Click on the Postings tab and choose “Staff.”

![Postings Tab](image2)

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.

![Posting Search](image3)

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4. Click on the Applicants tab within the posting.

5. 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 applicant must be in the status of “Recommend for Hire” for this link to appear.**

6. Review the application closely with special attention to the General Information Section as follows:

- **Review Citizenship and Employer Sponsorship**

  - 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 ISFS and reference the International New Hires Guide for additional guidance.

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a United States citizen?</td>
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<tr>
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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 |

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.

7. Click the Start PD Hiring Proposal link on the right at the top of the page.

8. 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.

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

10. 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.
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 the College/Division HR Contact.

12. Click Next at either the bottom or top of the Candidate Information Screen to save your data and move to the Position to be Filled Screen.

13. In the Position to be Filled Screen, choose the correct home department from the home department dropdown field. Make any necessary changes to the funding or add other funding, if necessary. Please ensure the funding amount matches the salary information on the Job Offer Information Screen and Hire Above Minimum Request Form (HAM), if applicable. If the HAM pre-approval is part of your workflow, you may enter in the requested salary amount in this area and edit it as necessary once HR Class & Comp has approved the salary.

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

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

Tips: If as the Initiator you do not know the supervisor’s social security number, you may enter unknown 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.

The benefits chosen at the posting will copy over to the Job Offer Information screen.

If the HAM pre-approval is part of your workflow, you may enter in the requested salary amount in this area and edit it as necessary once HR Class & Comp has approved the salary.
**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.

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

17. 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 is the funding section.

18. Click Next at either the bottom or top of the Job Offer Information Screen to save your data and move to the Prospective Non U.S. Citizen Screen.

19. The Prospective Non U.S. Citizen Screen is to be utilized and completed, if an international applicant has been recommended for hire. If hiring an international, you are to work in conjunction with the International Support for Faculty and Staff Office. If not an international hire, skip this tab completely.
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Please select the expected length of employment or stay at USC, if applicable. Otherwise, skip this section.

20. Click Next at the bottom or top of the Prospective Non U.S. Citizen Screen to save your data and route it to the Hiring Certification Screen.

21. In the Hiring Certification Screen, click Yes or No from the dropdown to certify the candidate meets the minimum qualifications for the position.

22. Click Next at either the bottom or top of the Hiring Certification Screen to save your data and move it to the Hiring Proposal Documents Screen.
23. In the Hiring Proposal Documents Screen, you may attach various documents that are applicable to the staff full-time equivalent (FTE), research grant (RGP), or time-limited (TL) position type. The Attestation of Hiring Process and Signed Offer/Acceptance Letter is required for staff FTE, RGP and TL positions. A Hire Above Minimum (HAM) HR-27 form is required for all classified positions with a starting salary above the advertised rate. If the HAM pre-approval is part of your workflow, you may enter in the requested salary amount in this area and edit it as necessary once HR Class & Comp has approved the salary.

24. Click Next at either the bottom or top of the Hiring Proposal Documents Screen to save your data and route it to the Hiring Proposal Summary Screen.

25. At the top right, click the Take Action on Hiring Proposal button and select HAM Pre-Approval (move it to HR Class & Comp), if applicable.

   - If your internal business process does not require a HAM Pre-Approval, you will Take Action on Hiring Proposal and select Submit for Approval (move to Department Head, Dean, AVP, or Vice President), based on your internal approval process for staff hires. 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.

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26. Move the Hiring Proposal through your internal workflow. *Remember - Hiring Proposals must have at least two levels of approvers and must not be the same person.*

27. Route the Hiring Proposal to HR Class & Comp for approval of the base salary.

- For hires above the advertised minimum rate, please do not communicate the offer to the candidate until HR Class & Comp has approved it, as the amount may change.

28. Once approved, HR Class & Comp will route the Hiring Proposal to Approved to Make Offer, and the user group that created the Hiring Proposal (either College/Division HR Contact, Department HR Contact, or Initiator).

29. 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 offer is not accepted, you will select Offer Declined. If the Hiring Proposal is canceled, select Cancel.*
30. **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.

- 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.**

- 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** 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 and all employee tasks must
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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 on the employee’s first day of employment.

- Select the appropriate position specific checklist (e.g. Staff FTE New Hire Tasks, or RGP TL New Hire Tasks), as well as location specific (e.g. Columbia Campus New Hire Tasks), and insurance benefits, if RGP or TL and 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.

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.

31. 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.

32. The candidate is seated automatically in the respective position once the Hiring Proposal is approved.