

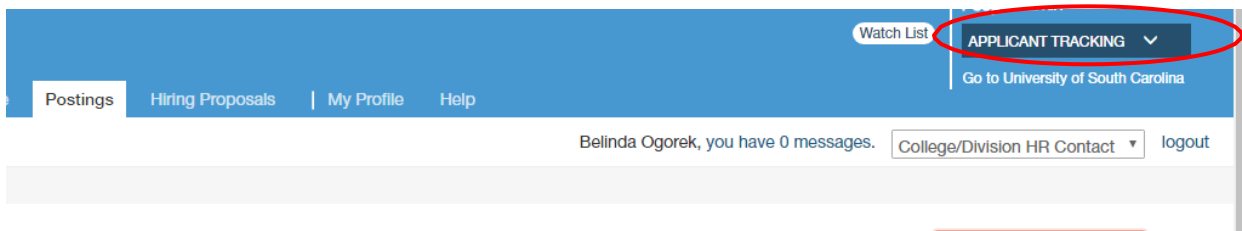
PeopleAdmin Quick Reference Guide

First Time Using Quick Hire Process for Rehires Adjunct Faculty/Temporary Staff/External Duals (No PD)

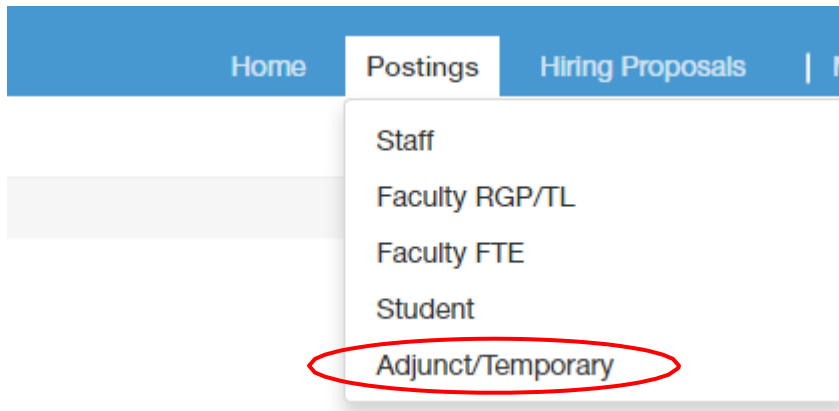
The following user types can initiate actions:

- Initiator
- Department HR Contact
- College/Division HR Contact

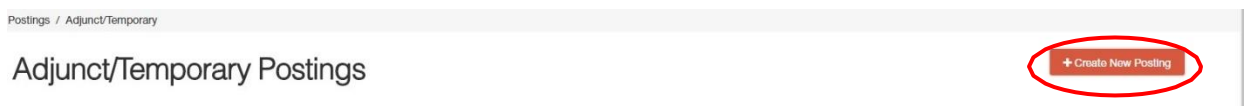
1. Go to the Applicant Tracking Module, using one of the above user types.



1. Click on the Postings tab and choose "Adjunct/Temporary." For *External Duals*, the adjunct/temporary will be chosen.



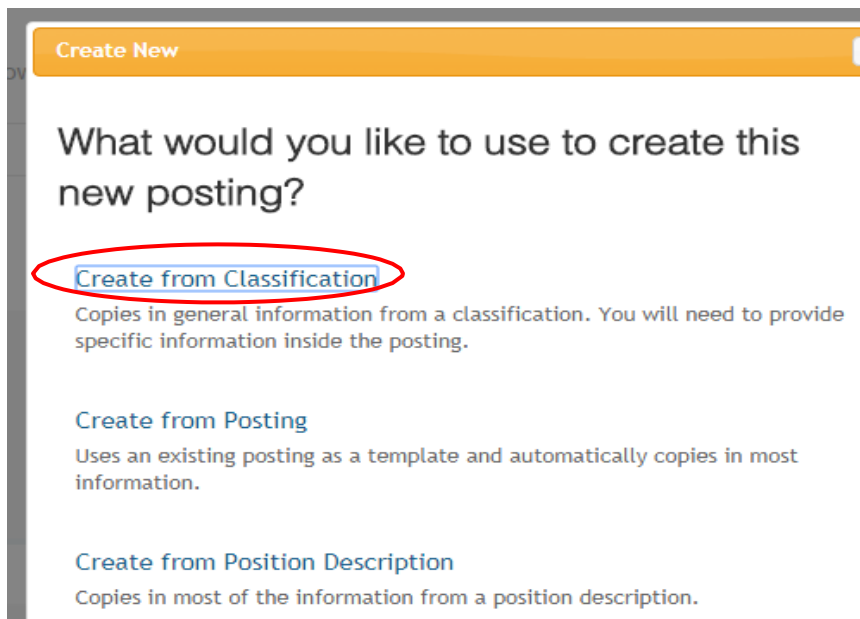
2. Click "Create New Posting" in the upper right-hand corner.



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3. A pop up will appear asking, "What would you like to use to create this new posting?"
Click "Create from Classification."



Create New

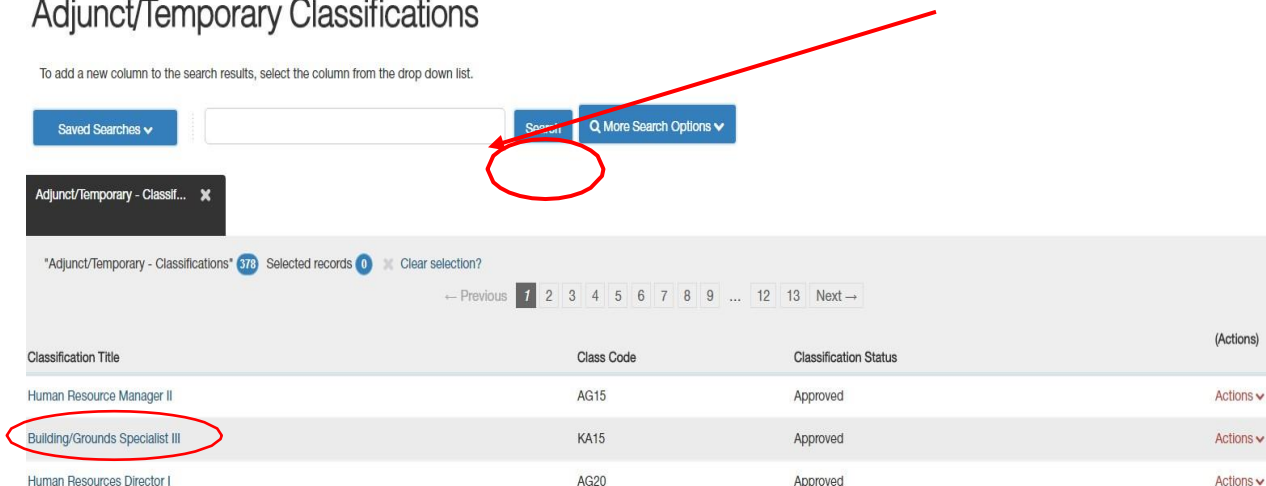
What would you like to use to create this new posting?

Create from Classification
Copies in general information from a classification. You will need to provide specific information inside the posting.

Create from Posting
Uses an existing posting as a template and automatically copies in most information.

Create from Position Description
Copies in most of the information from a position description.

4. Choose the classification title in which you are hiring the adjunct faculty/temporary staff by clicking on the title or entering it in the search field.
Adjunct/Temporary Classifications



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

Saved Searches Search

Adjunct/Temporary - Classif... X

"Adjunct/Temporary - Classifications" 378 Selected records 0 Clear selection?

← Previous 1 2 3 4 5 6 7 8 9 ... 12 13 Next →



| Classification Title | Class Code | Classification Status | (Actions) |
|---------------------------------|------------|-----------------------|-----------|
| Human Resource Manager II | AG15 | Approved | Actions |
| Building/Grounds Specialist III | KA15 | Approved | Actions |
| Human Resources Director I | AG20 | Approved | Actions |

5. Click "Create Posting from this Classification" in the upper right-hand corner.

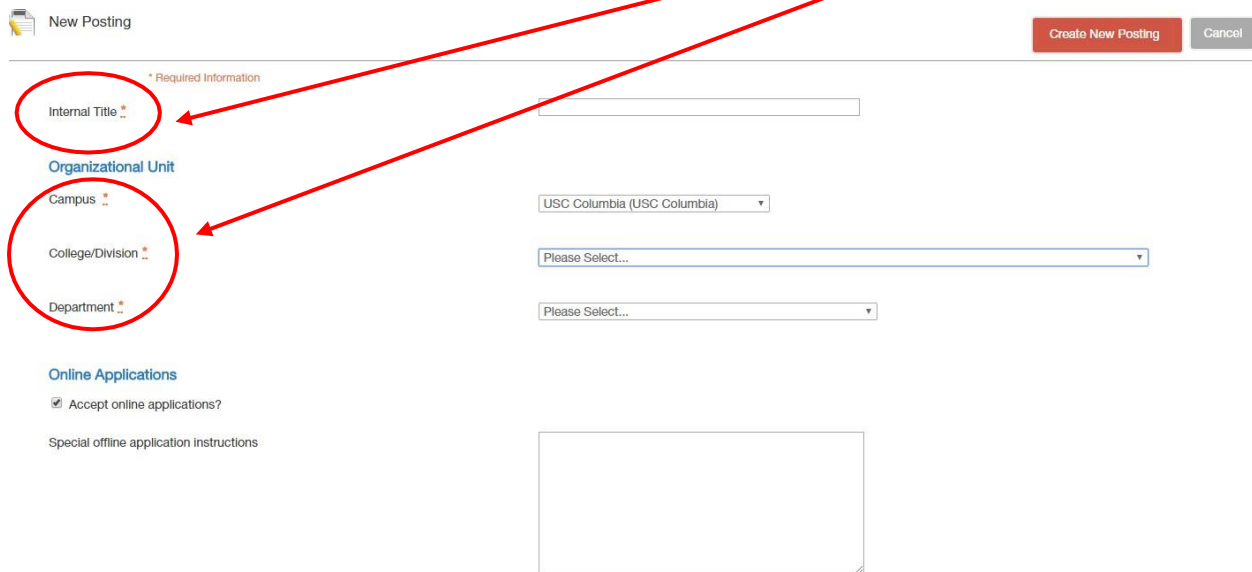
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 Classification: Human Resource Manager II (Adjunct/Temporary)
Current Status: Approved
Position Type: Adjunct/Temporary | Created by: System Account

 Create Posting from this Classification
 Print Preview

6. Enter the required information. Required information will be marked with a **RED** asterisk.



New Posting Create New Posting Cancel

* Required Information

Internal Title *

Organizational Unit

Campus *

College/Division *

Department *

Online Applications

☒ Accept online applications?

Special offline application instructions

7. Choose the correct application form based on whether the Quick Hire is adjunct faculty or temporary staff.

Accepted Application Forms

- ☐ USC Adjunct Faculty Application
- ☐ USC Temporary Application

8. Click “Create New Posting” in the bottom right-hand corner.

Create New Posting Cancel

Note: The URL for your school is *optional and not required for Quick Hires*.

9. Complete the **Posting Summary**. Items with **RED** asterisk are required.

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| | | |
|---|----------------------------|--|
| * | Classification Title | Human Resource Manager II |
| | Internal Title | <input type="text" value="HR Manager - Test"/> |
| * | Type of Temporary Position | <input type="text" value="Please select"/> <small>This field is required.</small> |
| * | Campus | <input type="text" value="Please select"/> <small>This field is required.</small> |
| | College/Division | Division of Human Resources |
| | Department | Salary Administration and HR Systems |
| | Class Code | AG15 |
| * | Salary | <input type="text"/> <small>This field is required.</small> |
| | Location of Vacancy | <input type="text"/> <small>If the work location of the position is outside of the affiliated campus, please specify the city and state of the position. For example, a recruiter in Undergraduate Admissions may be located in Chicago, IL or Jersey City, NJ.</small> |
| * | Work County | <input type="text" value="Please select"/> <small>This field is required.</small> |
| * | Part/Full Time | <input type="text" value="Please select"/> <small>This field is required.</small> |
| * | Hours per week | <input type="text"/> <small>This field is required.</small> <small>The standard hours the employee is expected to work per week. For example, if the employee works 8:30 am - 5:00 pm with one hour for lunch, the hours per week is 37.50.</small> |
| | Work Schedule | <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |
| * | Job Search Category | <input type="text" value="Please select"/> <small>This field is required.</small> |

Complete the **Position Description (PD)** section. The “Advertised Job Summary” and the “Qualifications” sections don’t have to be elaborate in nature. If the PD is for an adjunct faculty, list courses that will be taught. If the PD is for temporary staff, enter a short description of what they will be doing.

Position Description

| | | |
|---|------------------------|---|
| * | Advertised Job Summary | <div style="border: 1px solid red; height: 60px; width: 100%;"></div> <small>This field is required.</small> <small>Please summarize the job purpose and duties for the advertisement of this position.</small> |
| * | Qualifications | <div style="border: 1px solid red; height: 60px; width: 100%;"></div> <small>This field is required.</small> |

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Complete the Posting Detail Information section. Items with **RED** asterisk are required.

Posting Detail Information

| | |
|-----------------------------------|--|
| Number of Vacancies | <input type="text"/> |
| * Desired Start Date | <input type="text"/> <i>This field is required.</i> |
| Proposed End Date | <input type="text"/> |
| * HR Contact | <input type="text" value="Select an Option"/> <i>This field is required.</i> |
| * HR Contact Phone Number | <input type="text"/> <i>This field is required.</i> |
| Applicant Reviewer Access | <input type="text" value="Select Some Options"/> <i>Select all individuals authorized to manage the applicant's status.</i> |
| Initiator Access | <input type="text" value="Select Some Options"/> |
| * Job Open Date | <input type="text"/> <i>This field is required.</i> |
| Job Close Date | <input type="text"/> |
| Open Until Filled | <input type="checkbox"/> |
| Special Instructions to Applicant | <div></div> |

- Enter the actual number of vacancies or the verbiage "multiple vacancies" in the vacancy field, if more than one candidate will be hired from the quick hire. Once all vacancies have been filled, please contact the Office of Talent Acquisition so that the position can be moved to the workflow status of "filled."
- Enter name(s) of whomever will move the applicant to "Recommend for Hire" as an Applicant Reviewer. You will need to enter your own name if you are to move the applicant to "Recommend for Hire."

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10. Click either “Next” at the bottom or top of the Posting Details Screen to save your data and route it to the Position Attributes Screen.



11. If the position is essential during hazardous weather, select “Essential”. If not, select “Non-essential.”

Position Attributes

| | |
|---|--|
| Hazardous weather category | <div style="border: 1px solid black; padding: 2px;"> Please select ▼ Please select Essential Non-Essential </div> |
| Safety/Security Sensitive or Requires a CDL | |

12. If the position is a safety/security sensitive position or requires a CDL, select “Yes.” If not, select “No.”

| | |
|---|--|
| Safety/Security Sensitive or Requires a CDL | <div style="border: 1px solid black; padding: 2px;"> ▼ No Yes </div> |
|---|--|

13. Click either “Save” or “Next” at the bottom or top of the Position Attributes Screen to save your data.



14. After saving your data, you may select the Summary tab. Since this is a Quick Hire, the other tabs may be skipped.

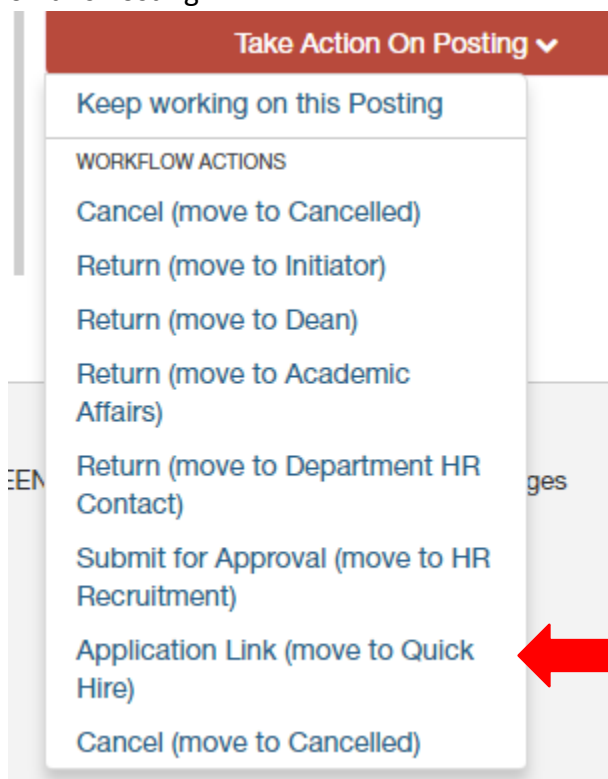
Editing Posting

| |
|---------------------------|
| Posting Details |
| Position Attributes |
| Supplemental Questions |
| Applicant Documents |
| Guest User |
| Internal Posting Docum... |
| Search Committee |
| Evaluative Criteria |
| Reference Letter |
| Summary |

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15. If the user is the Initiator, please follow your internal business process for further routing and submit the posting for approval. The College/Division HR Contact or the Department HR Contact can take action on the posting and submit it to "Application Link (move to Quick Hire)." If user needs to continue working, please select "Keep working on this Posting."



16. Once the posting has been moved to the Quick Hire status, a message will appear at the top of the screen:

Posting: HR Manager - Test (Adjunct/Temporary)

Current Status: Quick Hire

This posting is not available to applicants via search results but may be accessed directly at <http://sc-sb.peopleadmin.com/postings/19700>

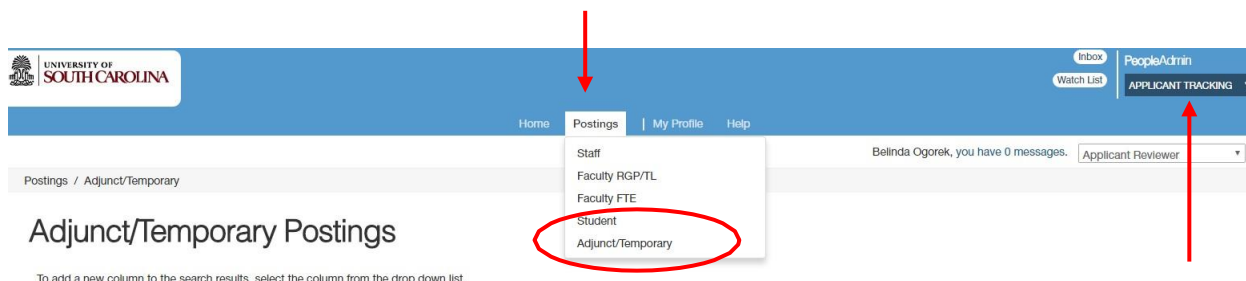
17. Copy and paste the internal posting link into an email and send it to the applicant so they may access the posting and apply. This position is not posted externally for all to see. Only applicants who are sent the internal link can apply to the position.
See circled link above.
18. Applicant will click on the link in the email and complete the application for the posting.

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The applicant may email you when they have completed the application or you can access the posting in PeopleAdmin to see if he/she has applied.

19. Log back in or change role to "Applicant Reviewer." Only the Applicant Reviewer role can move the applicant to Recommend for Hire. Click on "Adjunct/Temporary" under the Postings Section of the Applicant Tracking Module.



20. Choose the applicable posting that you are completing the Quick Hire for Rehire. The Applicant Reviewer may choose to search by the Posting Number or by choosing the Classification or Internal Title that is shown in **BLUE**.

Adjunct/Temporary Postings

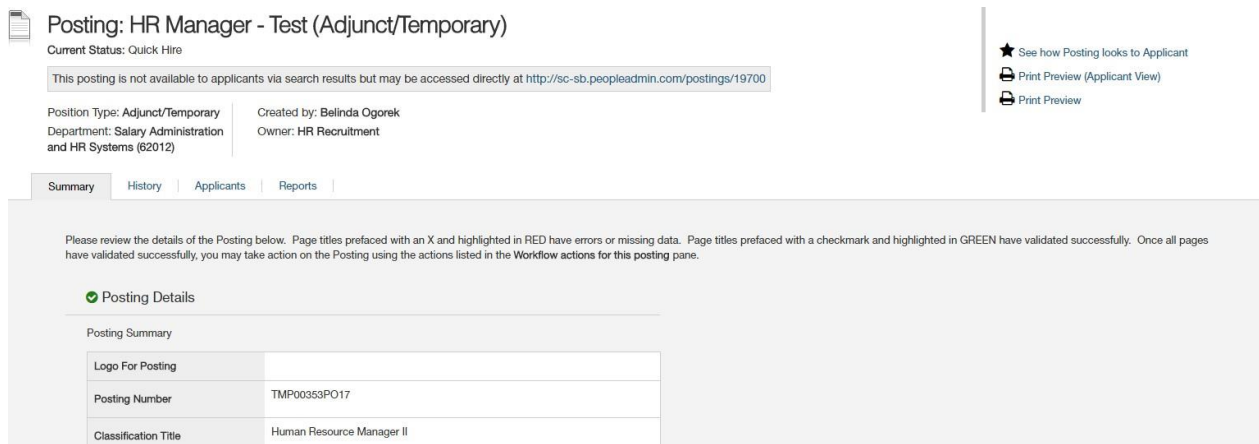
To add a new column to the search results, select the column from the drop down list.

| <input type="checkbox"/> | Classification Title | Internal Title | Active Applications | Posting Number | Department | Workflow State | Job Open Date | Job Close Date |
|--------------------------|---------------------------|--|---------------------|----------------|--------------------------------------|----------------|---------------|----------------|
| <input type="checkbox"/> | Instructor | Instructor of Suzuki | 0 | TMP00347PO17 | School of Music | Quick Hire | 06/27/2017 | |
| <input type="checkbox"/> | Administrative Assistant | Rehire Test | 0 | TMP00348PO17 | Salary Administration and HR Systems | Quick Hire | 10/10/0017 | |
| <input type="checkbox"/> | Nurse Practitioner | Part-time, temporary nurse practitioner | 0 | | USC Aiken Counseling Center | Draft | 07/03/2017 | 08/03/2017 |
| <input type="checkbox"/> | Human Resource Manager II | Rehire Test | 0 | TMP00349PO17 | Salary Administration and HR Systems | Quick Hire | 10/11/2017 | |
| <input type="checkbox"/> | Instructor | Speech Communication and Rhetoric Instructor | 0 | | English | Draft | 06/29/2017 | 08/01/2017 |
| <input type="checkbox"/> | Administrative Assistant | Rehire Test | 0 | TMP00350PO17 | Salary Administration and HR Systems | Quick Hire | 10/10/0017 | |
| <input type="checkbox"/> | Post Doctoral Fellow | Post-Doctoral Fellow | 0 | TMP00351PO17 | Chemistry and Biochemistry | Quick Hire | 07/28/2017 | |
| <input type="checkbox"/> | Administrative Assistant | Rehire Test | 0 | | Salary Administration and HR Systems | Draft | 10/10/0017 | |
| <input type="checkbox"/> | Administrative Assistant | Rehire Test | 0 | | Salary Administration and HR Systems | Draft | 10/10/0017 | |
| <input type="checkbox"/> | Human Resource Manager II | Test Quick hire | 0 | TMP00352PO17 | Arnold School of Public Health | Quick Hire | 10/23/2017 | |
| <input type="checkbox"/> | Registered Nurse I | Registered Nurse | 0 | | Health Services | Draft | 09/08/2017 | |
| <input type="checkbox"/> | Human Resource Manager II | HR Manager - Test | 1 | TMP00353PO17 | Salary Administration and HR Systems | Quick Hire | 10/30/2017 | |

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21. A new screen will appear showing the posting.



Posting: HR Manager - Test (Adjunct/Temporary)
Current Status: Quick Hire

This posting is not available to applicants via search results but may be accessed directly at <http://sc-sb.peopleadmin.com/postings/19700>

Position Type: Adjunct/Temporary
Department: Salary Administration and HR Systems (62012)

Created by: Belinda Ogorek
Owner: HR Recruitment

★ See how Posting looks to Applicant
🖨️ Print Preview (Applicant View)
🖨️ Print Preview

Summary | History | Applicants | Reports

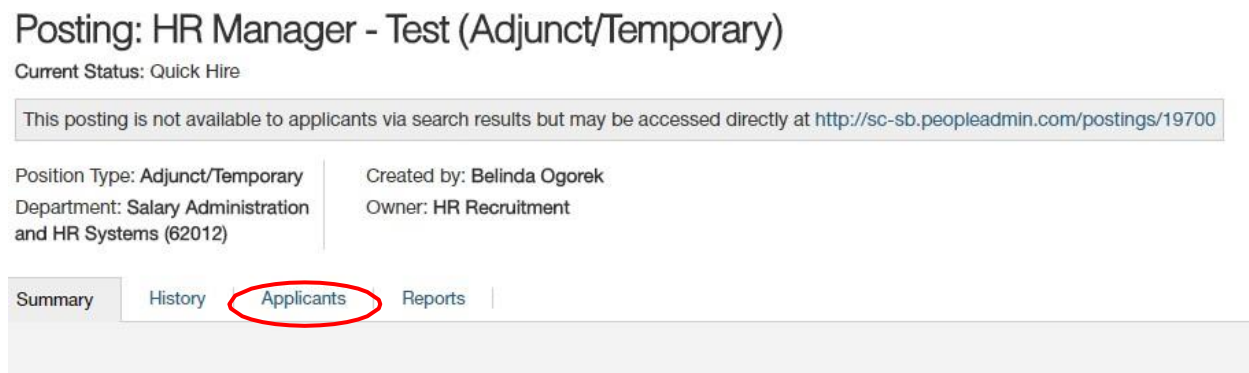
Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the Workflow actions for this posting pane.

✔ Posting Details

Posting Summary

| | |
|----------------------|---------------------------|
| Logo For Posting | |
| Posting Number | TMP00353PO17 |
| Classification Title | Human Resource Manager II |

22. The Applicant Reviewer will click on the Applicants tab.



Posting: HR Manager - Test (Adjunct/Temporary)
Current Status: Quick Hire

This posting is not available to applicants via search results but may be accessed directly at <http://sc-sb.peopleadmin.com/postings/19700>

Position Type: Adjunct/Temporary
Department: Salary Administration and HR Systems (62012)

Created by: Belinda Ogorek
Owner: HR Recruitment

Summary | History | **Applicants** | Reports

23. A list of the applicant(s) will appear. Choose the applicant's name in **BLUE** that you wish to hire for the Quick Hire - Rehire.

| Full Name | Posting Number | Application Form | Workflow State (External) | Documents |
|-------------------|----------------|---------------------------|----------------------------|-----------|
| Brady, Tom | TMP00353PO17 | USC Temporary Application | Under Review by Department | |

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24. The job application for the person you are rehiring will appear.

Job application: Tom Brady (Adjunct/Temporary)
Current Status: Under Review by Department
Application form: USC Temporary Application

Full name: Tom Brady
Address:
123 NFL Lane
Lexington, SC 29072
Username: Test
Email: ogorek@zed.zed
Phone (Primary):
Phone (Secondary):
Position Type: Adjunct/Temporary
Department: Salary Administration
and HR Systems (62012)

Created by: Tom Brady
Owner: Applicant Reviewer

Take Action On Job Application ▼
★ View Posting Applied To
★ Preview Application

Summary | Recommendations (0 of 0) | History | Reports

Personal Information

Contact Information

Legal First Name Tom

Middle Name

25. As the Applicant Reviewer, you will choose “Take Action On Job Application”, “Quick Hire (Move to Recommend for Hire)” and then click “Submit.”

Take Action On Job Application ▼

Keep working on this Job application

WORKFLOW ACTIONS

Under Consideration (move to Under Consideration)

Interview Approved/Pending (move to Interview Approved/Pending)

Quick Hire (Recommend for Hire) (move to Recommend for Hire)

Did Not Meet Min Quals- Email Now (move to Did Not Meet Min Quals- Email Now)

Not Interviewed/Not Selected- Email Now (move to Not Interviewed/Not Selected- Email Now)

Not Interviewed/Not Selected - Email at Filled (move to Not Interviewed/Not Selected - Email at Filled)

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26. To begin the Hiring Proposal, the user must be logged in as either the:
- ☐ Initiator
 - ☐ Department HR Contact
 - ☐ College/Division
27. Since this position does not have a position description (PD), choose “Start Adjunct/Temp Hiring Proposal (No Position Description).”



28. A new screen will appear. Select “Start Adjunct/Temp Hiring Proposal (No Position Description).”

Starting Adjunct/Temp Hiring Proposal (No Position Description)

Applicant: Tom Brady

Posting: HR Manager - Test

Start Adjunct/Temp Hiring Proposal (No Position Description) or Cancel

29. The Hiring Proposal will appear. Scroll down and complete the USC ID field in the Candidate Information Screen. Since this is a Rehire, you should already know the USCID.

* USC ID

This field is required.

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

30. Click either “Next” at the bottom or top of the Candidate Information Screen to save your data and route it to the Position to be Filled Screen.

Save **Next >>**

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

FLSA Please select ▼
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 the position is hourly, then select non-exempt.*

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

* Home Department Please select ▼

33. Enter the required funding information. Click the “Add Funding Information Entry” button should you need to add additional funding. Items with **RED** asterisks are required.

Funding Information

At least one entry required.

| | | |
|-----------------|--|---|
| Dept. Account # | <input type="text" value="62010"/> | * |
| Fund # | <input type="text"/> | * |
| Object Code | 51410 - Temporary Non-Student ▼ | * |
| Amount (\$) | <input type="text"/> | * |

If hourly rate, enter hourly rate amount.

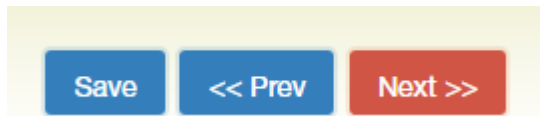
☐ Remove Entry?

Add Funding Information Entry

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34. 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.



- In the Job Offer Information Screen, complete the following fields shown. Items with **RED** asterisks are required. Since this is a rehire action, you will select either Rehire (Less than 1 Year) or Rehire (Greater than or Equal to 1 Year) based on the employee’s length of separation from USC. . For External Dual, you will either choose External Dual – New Hire, External Dual – Rehire Greater Than or Equal to a Year, or External Dual – Rehire Less Than a Year .*Definitions have been added to clarify the difference between new hires and rehires.*

Hiring Proposal Information

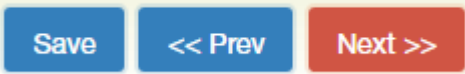
| | |
|----------------------------|--|
| * Action Type | <div style="border: 1px solid #ccc; padding: 2px;">Please select</div> <div style="color: red; font-size: small;">This field is required.</div> <div style="font-size: x-small;">Definitions: (1) A new hire is defined as a candidate who has never 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 the USC for this purpose. (2) A rehire is a candidate that was previously employed by USC, excluding student employment.</div> |
| Hiring Proposal Number | |
| * Start Date | <div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div> <div style="color: red; font-size: small;">This field is required.</div> |
| * End Date | <div style="border: 1px solid #ccc; width: 100px; height: 20px;"></div> <div style="color: red; font-size: small;">This field is required.</div> |
| * Salary or Hourly Rate | <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="color: red; font-size: small;">This field is required.</div> <div style="font-size: x-small;">If hourly rate, enter rate per hour, e.g., \$10.00/hr.</div> |
| * Hours Per Week | <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="color: red; font-size: small;">This field is required.</div> |
| * Hours Per Year | <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="color: red; font-size: small;">This field is required.</div> <div style="font-size: x-small;">Complete the Adjunct Faculty-Temporary Staff ACA Hours Calculator form to enter data into this field.</div> |
| * Employee's Building/Room | <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="color: red; font-size: small;">This field is required.</div> |
| * Campus Phone | <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="color: red; font-size: small;">This field is required.</div> |
| Supervisor SSN | <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> |
| * Supervisor Full Name | <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="color: red; font-size: small;">This field is required.</div> <div style="font-size: x-small;">Enter the supervisor's legal (first and last) name</div> |
| * Supervisor Class/Slot | <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="color: red; font-size: small;">This field is required.</div> |
| * Check Distribution | <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="color: red; font-size: small;">This field is required.</div> |
| * Timecard Distribution | <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> <div style="color: red; font-size: small;">This field is required.</div> |

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

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35. Click either “Next” at the bottom or top of the Job Offer Information Screen to save your data and route it to the Prospective Non U.S. Citizen Screen.



36. 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 International Support for Faculty and Staff Office. Please select whether the appointment at the time of hire will have access to USC Insurance, if this is applicable.

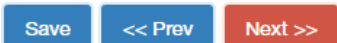
* Required Information

Prospective Non U.S. Citizen

| | |
|---|---|
| United States Citizen | Yes |
| Requires employer sponsorship to work in the United States | No |
| * Does this appointment include access to USC Insurance? | <div style="border: 1px solid red; padding: 2px;">▼</div> This field is required. |
| If no, will department purchase alternate coverage for appointee? | <div style="border: 1px solid gray; padding: 2px;">▼</div> |
| What is the expected length of employment or stay at USC? | <div style="border: 1px solid gray; padding: 2px;">Please select ▼</div> |

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

37. Click either “Next” at the bottom or top of the Prospective Non U.S. Citizen Screen to save your data and route to the Hiring Proposal Documents Screen.



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- ❓ In the Hiring Proposal Documents Screen, the only required documents to be attached are the Signed Offer/Acceptance Letter and the ACA Calculation Worksheet. *Only one attachment can be made to each document type. If you are uploading multiple documents, these will have to be saved together as one batch.* For **External Duals**, the only required document to attach is the Dual Request Form.

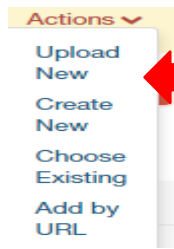
| Document Type | Name | Status | (Actions) |
|--|------|--------|-----------|
| Hire Above Minimum Approval (for FTE, RGP and TL Staff Positions) | | | Actions ▼ |
| Attestation of Hiring Process <REQUIRED> for all FTE and RGP/TL POSITIONS | | | Actions ▼ |
| Adjusted State Service and/or Leave Accrual 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 ▼ |
| Signed Offer/Acceptance Letter | | | Actions ▼ |
| ACA Calculation Worksheet <REQUIRED> for Adjunct Faculty and Temporary Staff | | | Actions ▼ |
| Hire Above Minimum (HAM) Request Form - HR27 | | | Actions ▼ |

- ❓ The Offer/Acceptance Letter can be found in the Reports Tab of the Hiring Proposal Summary. Choose the correct Offer/Acceptance Letter. . **External Duals do not require offer letter since external dual signs the Dual Employment Request Form**

| Summary | History | Reports |
|---|---------|---------|
| <ul style="list-style-type: none"> 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."

First Time Using Quick Hire Process for Rehires Adjunct Faculty/Temporary Staff/External Duals (No PD)



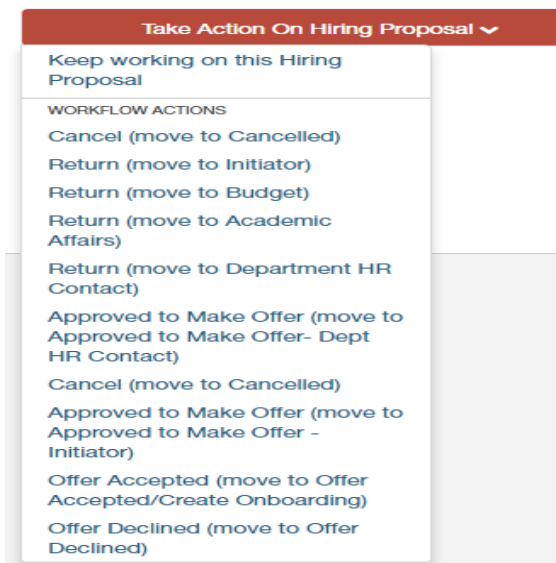
PeopleAdmin Quick Reference Guide

First Time Using Quick Hire Process for Rehires Adjunct Faculty/Temporary Staff/External Duals (No PD)

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



39. 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.



40. Once the Hiring Proposal is transitioned to “Offer Accepted (move 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.”*

41. 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 rejected, 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.
- ❓ Once the applicant has been successfully transitioned, **no Onboarding will be created if the separation from USC has been less than a year. HR Operations will be responsible for any onboarding for rehires less than a year.**
- If the separation has been greater than one year, the rehire is treated like a new hire for purposes of Onboarding. Please refer to the [Quick Reference Guide – New Hire Greater than One Year Matrix](#) for more information.