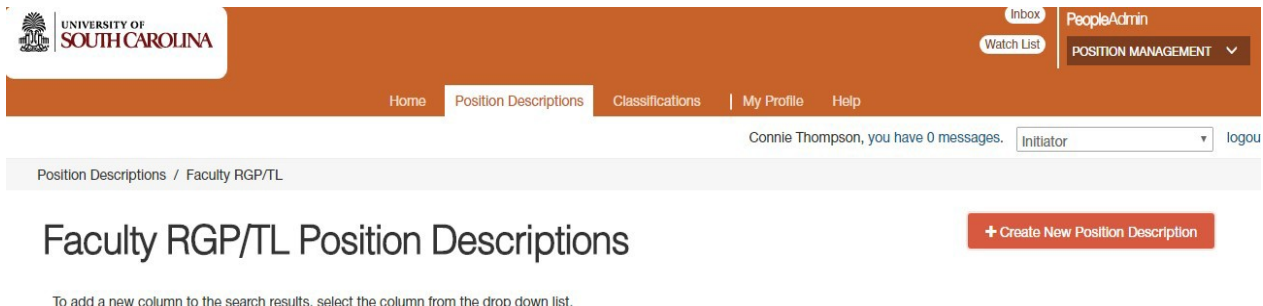


International New Hires

Columbia Campus

If you recruit from a world-wide talent pool for faculty, contact the Office for International Scholars (OIS) for guidance. This guide is intended to supplement other hiring proposal guides, specific to position type.

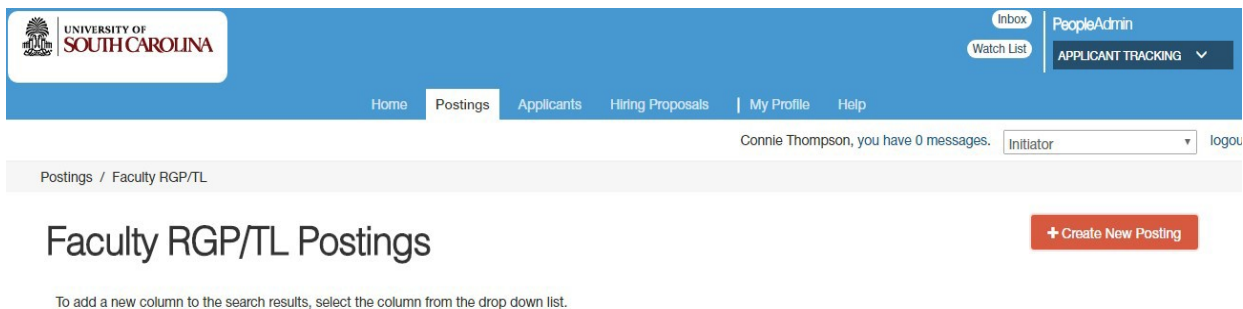
1. For research grant or time-limited (RGP/TL) or exempt temporary staff, create the position description (PD).



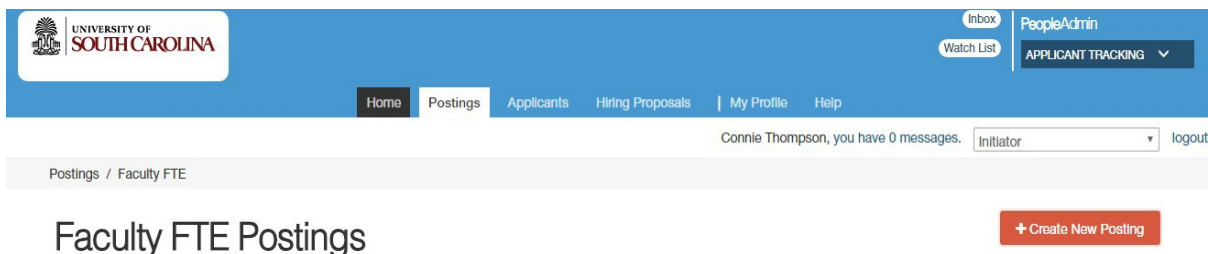
The screenshot shows the PeopleAdmin interface for 'Faculty RGP/TL Position Descriptions'. The top navigation bar is orange and includes 'Home', 'Position Descriptions', 'Classifications', 'My Profile', and 'Help'. A user profile for 'Connie Thompson' is visible with a message count of 0. The main content area has a breadcrumb 'Position Descriptions / Faculty RGP/TL' and a large heading 'Faculty RGP/TL Position Descriptions'. A red button labeled '+ Create New Position Description' is located in the top right corner. Below the heading, there is a note: 'To add a new column to the search results, select the column from the drop down list.'

2. Consult with OIS for guidance on the position description (PD) before submitting it in PeopleAdmin for Classification and Compensation (Class & Comp) approval.

3. Create the posting in PeopleAdmin.



The screenshot shows the PeopleAdmin interface for 'Faculty RGP/TL Postings'. The top navigation bar is blue and includes 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. A user profile for 'Connie Thompson' is visible with a message count of 0. The main content area has a breadcrumb 'Postings / Faculty RGP/TL' and a large heading 'Faculty RGP/TL Postings'. A red button labeled '+ Create New Posting' is located in the top right corner. Below the heading, there is a note: 'To add a new column to the search results, select the column from the drop down list.'



The screenshot shows the PeopleAdmin interface for 'Faculty FTE Postings'. The top navigation bar is blue and includes 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. A user profile for 'Connie Thompson' is visible with a message count of 0. The main content area has a breadcrumb 'Postings / Faculty FTE' and a large heading 'Faculty FTE Postings'. A red button labeled '+ Create New Posting' is located in the top right corner.

International New Hires

Columbia Campus

4. If an international applicant is identified in the applicant pool, contact OIS for further guidance. Below are examples of scenarios in which you will need to contact OIS.

a)

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

b)

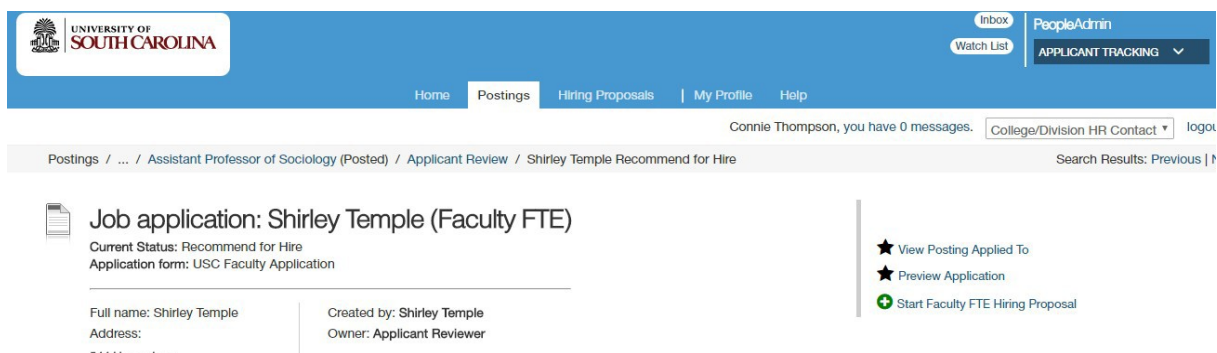
General Information	
Are you a United States citizen?	No
Do you now or will you in the future require employer sponsorship to work in the United States?	No

5. For faculty full-time equivalent (FTE) candidates who are invited for an on campus interview, coordinate a meeting with OIS during the visit to perform the following:

- Review Visa status and history
- Identify barriers, if any
- Discuss immigration processes

6. OIS will consult with the hiring department.

7. Once the candidate is selected and moved to recommend for hire, start the HiringProposal.



The screenshot shows the PeopleAdmin interface for a job application. The header includes the University of South Carolina logo and navigation links like Home, Postings, Hiring Proposals, My Profile, and Help. The main content area displays the job application details for Shirley Temple (Faculty FTE), including the current status (Recommend for Hire) and application form (USC Faculty Application). On the right side, there are three action buttons: 'View Posting Applied To', 'Preview Application', and 'Start Faculty FTE Hiring Proposal'.

PeopleAdmin Quick Reference Guide
International New Hires
Columbia Campus

8. 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

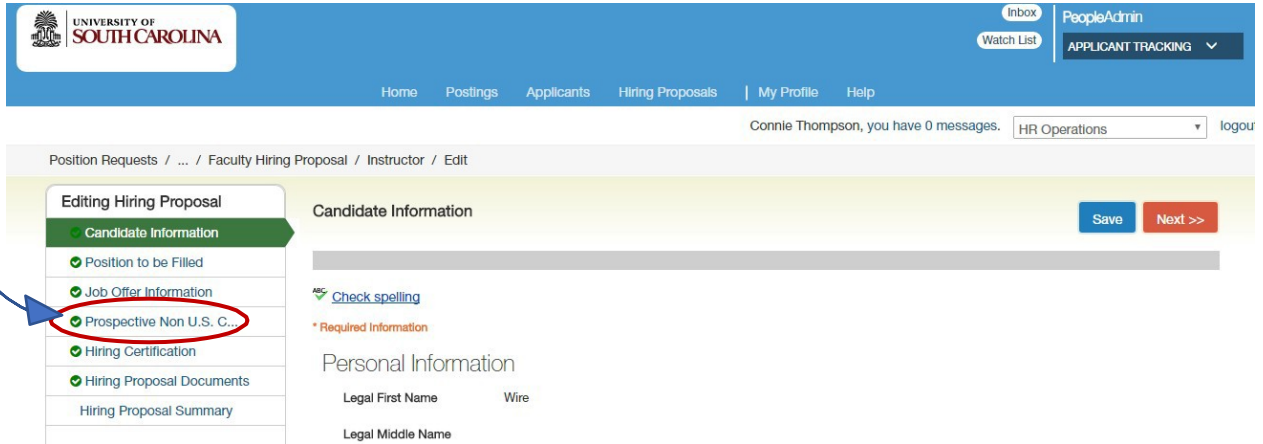
Based on the minimum qualifications select the additional screenings this position requires:

- ★ 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.

International New Hires

Columbia Campus

Note: The Prospective Non-U.S. Citizen tab is collecting information to generate the IS-1 report automatically.



UNIVERSITY OF SOUTH CAROLINA

Inbox PeopleAdmin
Watch List APPLICANT TRACKING

Home Postings Applicants Hiring Proposals | My Profile Help

Connie Thompson, you have 0 messages. HR Operations logou

Position Requests / ... / Faculty Hiring Proposal / Instructor / Edit

Editing Hiring Proposal

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

Candidate Information

Check spelling

* Required Information

Personal Information

Legal First Name Wire

Legal Middle Name

Save Next >>

- After all tabs have been completed and saved, go to the Reports tab, generate a draft offer letter with the international contingency paragraph, and email it to OIS for review and approval.



Faculty FTE / ... / Faculty FTE Hiring Proposal / Summary / Reports

Faculty FTE Hiring Proposal: Heather Bubbles (Faculty FTE)

Current Status: Approved to Make Offer- College/Division HR Contact

Position Type: Faculty FTE
Department: Office of the Registrar
Applicant: Heather Bubbles
Posting: Visiting Faculty - Biology

Created by: System Account
Owner: College/Division HR Contact

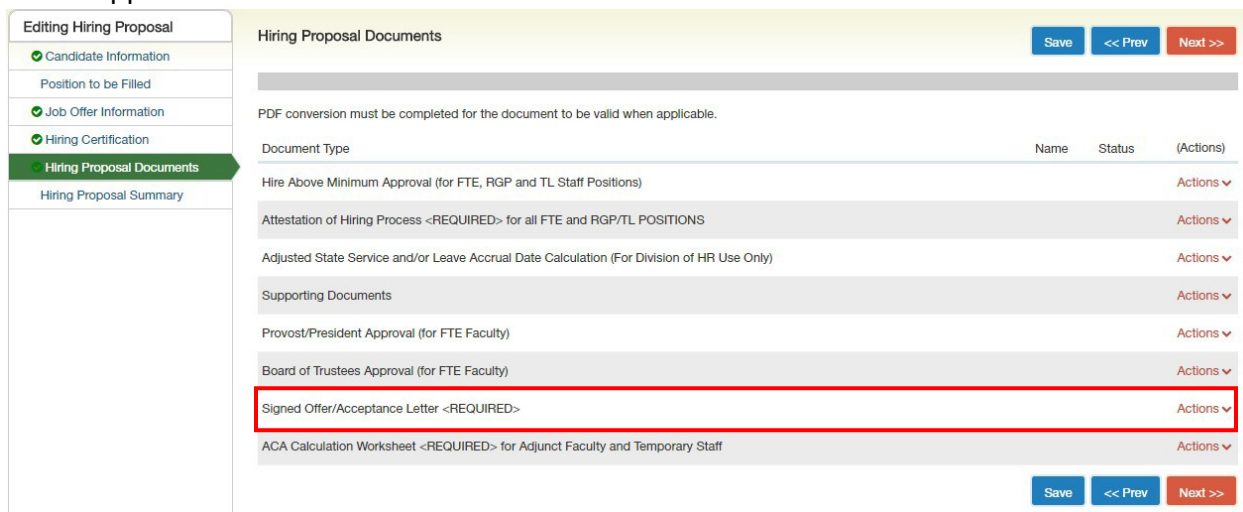
Summary | History | Reports

- Hiring/Other Action Report for Faculty FTE
- ISFS Proposal (formerly IS-1)
- Offer Letter Template - Non-Tenure Track Faculty Appointment
- Offer Letter Template - Tenured/Tenure Track Faculty Appointment
- Offer Letter Template - Non US Citizen Non-Tenure Track Faculty Appointment
- Offer Letter Template - Non US Citizen Tenured/Tenure Track Faculty Appointment
- Rehire Report for Faculty FTE

- OIS will review, suggest revisions as needed, and return the edited offer letter to the hiring department via email with additional instructions.
- Produce the final offer letter, obtain signature(s) in accordance with college/department guidelines, and deliver (U.S.P.S. mail, email, etc.) to the prospective employee for signature acceptance.

PeopleAdmin Quick Reference Guide
International New Hires
Columbia Campus

12. 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 HiringProposal to HR Operations. Once approved, you will be notified that the Hiring Proposal is at the status of Hire Approved.



Document Type	Name	Status	(Actions)
PDF conversion must be completed for the document to be valid when applicable.			
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 <REQUIRED>			Actions ▾
ACA Calculation Worksheet <REQUIRED> for Adjunct Faculty and Temporary Staff			Actions ▾

*** All international new hires at the Columbia campus will have the onboarding checklists assigned by OIS so that they may assist the candidate with completion of the assigned tasks. The other campuses will continue to assign International checklists to their new hires.**

OIS Office Only Instructions – USC Columbia New Hires

1. Click **Create Onboarding Event**.

Faculty FTE / ... / William Franklin (Recommend for Hire) / Faculty FTE Hiring Proposal / Summary

Faculty FTE Hiring Proposal: William Franklin (Faculty FTE)

Current Status: Hire Approved

Position Type: Faculty FTE

Department: Biological Sciences
(13010)

Applicant: William Franklin

Posting: Instructor

Created by: Charlene Martin

Owner: HR Operations

Print Preview

Create Onboarding Event

2. Complete the Select Onboarding Checklist:

- ❖ 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 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 one.)**
- ❖ Select the employee’s supervisor from the dropdown.
- ❖ **Change the department to OIS Onboarding** – this is important for workflow purposes
- ❖ In the Onboarding Checklist field, click Select Some Options from the drop down of checklists.

Select Onboarding Checklist ✕

Employee ID

SSN

Supervisor

Department

Position Type

Onboarding Checklist
 Columbia International Critical Checklist
 Faculty FTE New Hire Tasks

Due Date

International New Hires

Columbia Campus

- Select Columbia International Critical Checklist. This information contains critical information to hire the employee into the HR and Payroll system.
- Select the appropriate position specific checklist (e.g. Faculty FTE New Hire Tasks, or RGP/TL New Hire Tasks). 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.

Dashboard



- new form I-9
- section 1 email
- convert historical
- remote hire



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](#).

3. View the IS-1 report and signed offer/acceptance letter from the Hiring Proposal to finalize and approve the IS-1.
 - For RGP, TL and adjunct faculty: If a Visa processing delay occurs that impacts the hire date, ISFS will email the college/department with the amended USC hire date.
 - For FTE faculty: If an amended USC hire date is necessary, email the signed amended offer/acceptance letter to saladmin@mailbox.sc.edu.
4. OIS will meet with the international employee to facilitate the new hire onboarding tasks, including a face-to-face meeting with the USC Benefits Office.