



UNIVERSITY OF

SOUTH CAROLINA

Human Resources

PeopleAdmin Quick Reference Guide

International New Hires

Other System Campuses

If you recruit from a world-wide talent pool for faculty, contact the International Support for Faculty and Staff Office (ISFS) 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 the University of South Carolina logo, 'Home', 'Position Descriptions', 'Classifications', 'My Profile', and 'Help'. On the right, there are links for 'Inbox', 'Watch List', and 'PeopleAdmin' with a dropdown menu for 'POSITION MANAGEMENT'. Below the navigation bar, a message notification says 'Connie Thompson, you have 0 messages.' and there is a search box with 'Initiator' and a 'logout' link. The main content area has the title 'Faculty RGP/TL Position Descriptions' and a red button '+ Create New Position Description'. Below the title, a note reads: 'To add a new column to the search results, select the column from the drop down list.'

2. Consult with ISFS for guidance on the position description (PD) before submitting it in PeopleAdmin for Classification and Compensation's (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 the University of South Carolina logo, 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. On the right, there are links for 'Inbox', 'Watch List', and 'PeopleAdmin' with a dropdown menu for 'APPLICANT TRACKING'. Below the navigation bar, a message notification says 'Connie Thompson, you have 0 messages.' and there is a search box with 'Initiator' and a 'logout' link. The main content area has the title 'Faculty RGP/TL Postings' and a red button '+ Create New Posting'. Below the title, a note reads: '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 the University of South Carolina logo, 'Home', 'Postings', 'Applicants', 'Hiring Proposals', 'My Profile', and 'Help'. On the right, there are links for 'Inbox', 'Watch List', and 'PeopleAdmin' with a dropdown menu for 'APPLICANT TRACKING'. Below the navigation bar, a message notification says 'Connie Thompson, you have 0 messages.' and there is a search box with 'Initiator' and a 'logout' link. The main content area has the title 'Faculty FTE Postings' and a red button '+ Create New Posting'.

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

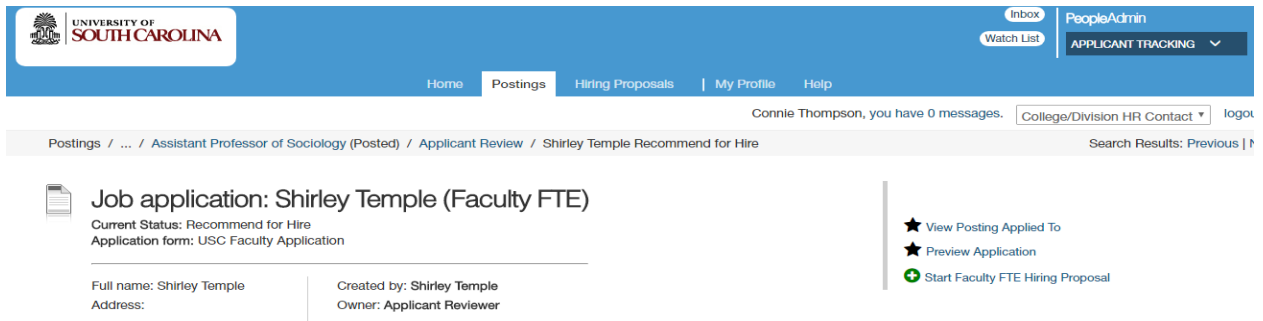
a)

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 ISFS during the visit to perform the following:
- Review Visa status and history
 - Identify barriers, if any
 - Discuss immigration processes
6. ISFS will consult with the hiring department.
7. Once the candidate is selected and moved to recommend for hire, start the Hiring Proposal.



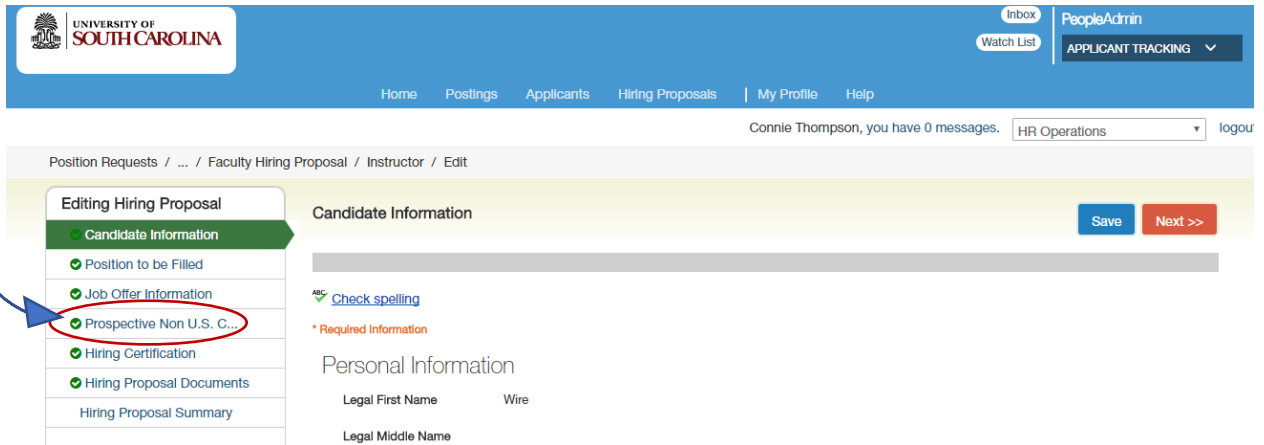
The screenshot shows the PeopleAdmin interface. At the top, there is a navigation bar with 'Home', 'Postings', 'Hiring Proposals', 'My Profile', and 'Help'. Below this, a breadcrumb trail reads: 'Postings / ... / Assistant Professor of Sociology (Posted) / Applicant Review / Shirley Temple Recommend for Hire'. The main content area displays the job application details for 'Shirley Temple (Faculty FTE)'. The 'Current Status' is 'Recommend for Hire' and the 'Application form' is 'USC Faculty Application'. On the right side, there are three action buttons: 'View Posting Applied To', 'Preview Application', and 'Start Faculty FTE Hiring Proposal' (highlighted with a green plus icon). The bottom of the page shows the user's name 'Connie Thompson, you have 0 messages.' and a search bar.

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



- 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 ISFS for review and approval.

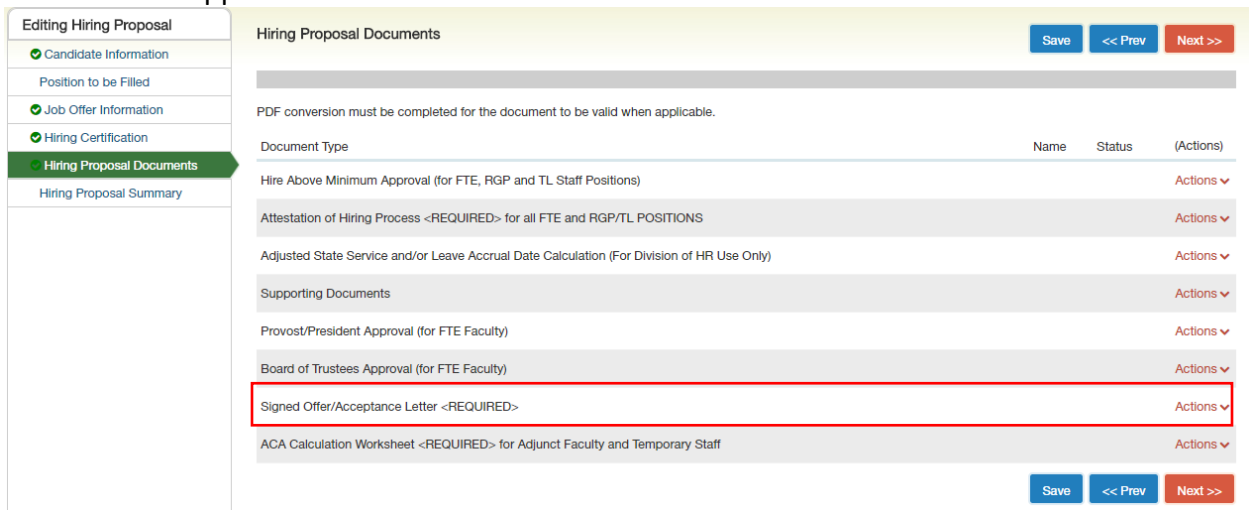


- ISFS will review, suggest revisions as needed, and return the edited offer letter to the hiring department via email with additional instructions.

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- 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.
- 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. Once approved, you will be notified that the Hiring Proposal is at the status of Hire Approved.



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 <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 ISFS 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.

- At that time, return to the individual's Hiring Proposal, and click **Create Onboarding Event**.

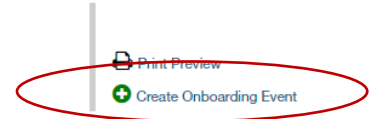
Faculty FTE / ... / William Franklin (Recommend for Hire) / Faculty FTE Hiring Proposal / Summary

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

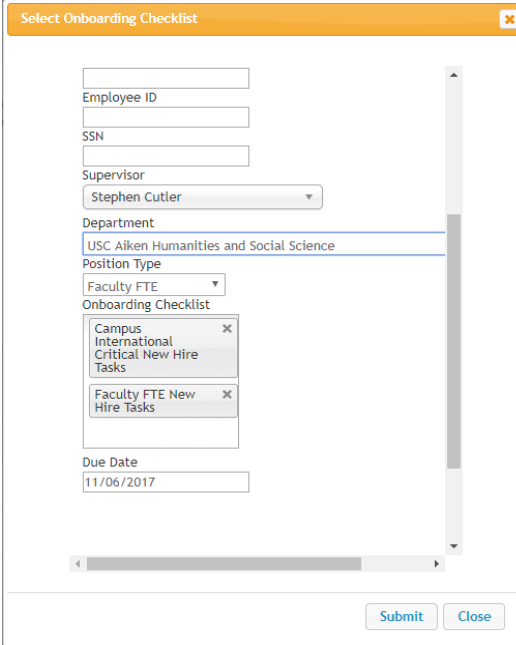


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13. Complete the Select Onboarding Checklist:

- ❖ 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 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 one.)**
- ❖ Select the employee's supervisor from the dropdown.
- ❖ In the Onboarding Checklist field, click Select Some Options from the dropdown of checklists.



- Select Campus International Critical New Hire Checklist. This information contains critical information to hire the employee into the HR and Payroll system. 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 (e.g. Faculty FTE New Hire Tasks, or RGP/TL New Hire Tasks) and insurance benefits checklist, if RGP or TL, adjunct faculty or temporary staff and applicable. Refer to the [Onboarding Checklists Matrix](#), if you are uncertain which checklists to assign.



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- Enter due date: Generally, we recommend the due date be the same as the employee's hire date.
- Click Submit.

*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](#).*

14. ISFS will 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.