

Quick Hire Process

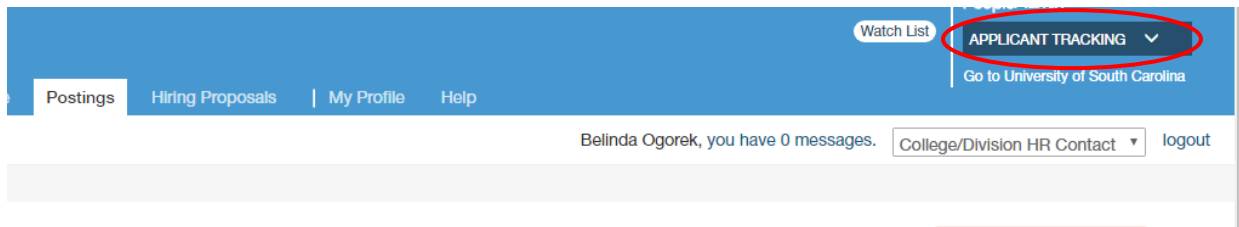
Adjunct Faculty/Temporary Staff (With PD)

Primarily used for Exempt Temporary Staff

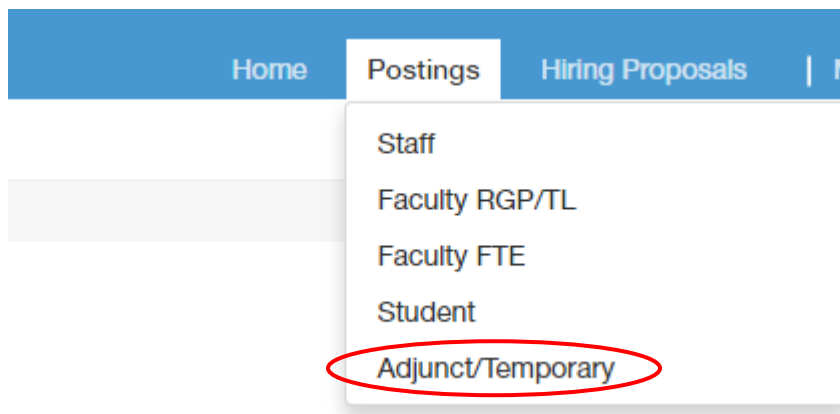
The following user types can create and initiate actions:

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

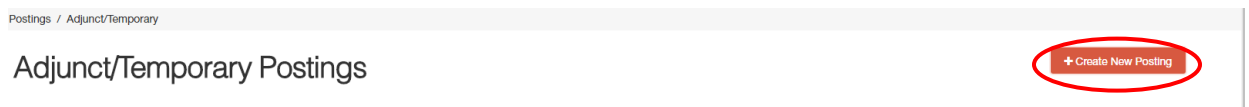
1. Go to the Applicant Tracking Module, using one of the above user types.



2. Click on the Postings tab and choose “Adjunct/Temporary.”



3. Click “Create New Posting” in the upper right-hand corner.

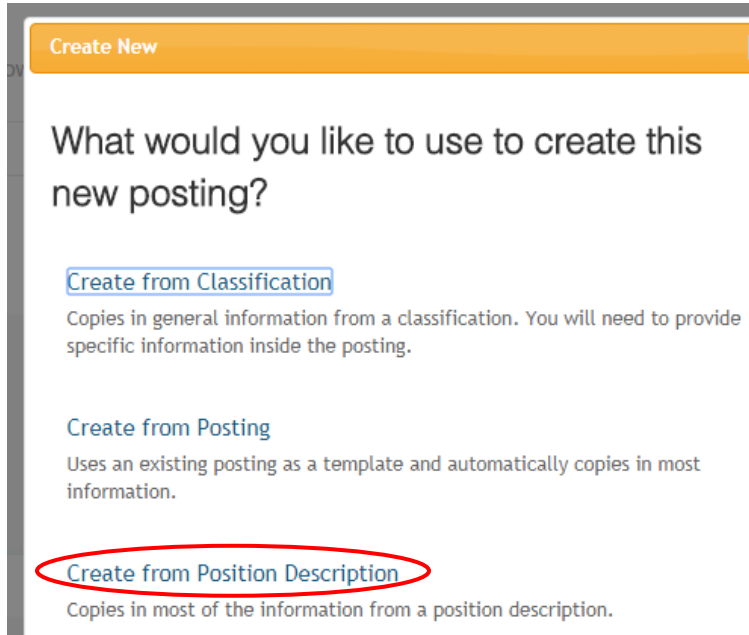


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- A pop up will appear asking, "What would you like to use to create this new posting?" Click on "Create from Position Description."



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.

- Choose the position description by clicking on the "Internal Title" in which you are hiring the adjunct faculty/temporary staff.

Adjunct/Temporary Position Descriptions

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

Saved Searches ▾ Search [More Search Options ▾](#)

Adjunct/Temporary - Positio... ✕

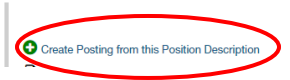
Adjunct/Temporary - Position Descriptions 7

Internal Title	Position Number	Employee Last Name	Employee First Name	Class Code	Classification Title	Department
Temp Internal Title	791234			Class Code	Temporary Classification Title	Division of Development
Temp Internal Title #2	790132			Class Code	Temporary Classification Title	Housing and Residential Services

PeopleAdmin Quick Reference Guide
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6. Click “Create Posting from this Position Description” in the upper right-hand corner.

Position Description: Temp Internal Title #2 (Adjunct/Temporary)
 Current Status: Active



7. The following information after the red arrow should default based upon the position description chosen.

* Required Information

Internal Title *	➔	Temp Internal Title #2
Organizational Unit		
Campus *		USC Columbia
College/Division *	➔	Division of Student Affairs and Academic Support ▼
Department *	➔	Housing and Residential Services ▼

8. Choose “USC Temporary Application”.

Accepted Application Forms

USC Adjunct Faculty Application
 ➔ USC Temporary Application

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

10. Complete the Posting Details Screen.

Classification Title	Public Information Director I
Internal Title	<input type="text" value="temp"/>
Type of Temporary Position	<input type="text" value="Please select"/> <i>This field is required.</i>
Campus	<input type="text" value="Please select"/> <i>This field is required.</i>
College/Division	Arnold School of Public Health
Department	Arnold School of Public Health
Class Code	BC30
Salary	<input type="text"/> <i>This field is required.</i>
Location of Vacancy	<input type="text"/> <i>If the position is located in a geographic area outside of the affiliated campus, please specify the city and state of the vacancy. For example, Georgetown, SC is the location of the vacancy for the Baruch Institute.</i>
Work County	<input type="text" value="Please select"/>
Part/Full Time	<input type="text" value="Please select"/>
Hours per week	<input type="text"/> <i>This field is required.</i> <i>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.</i>
Work Schedule	<input type="text"/>
Job Search Category	<input type="text" value="Please select"/> <i>This field is required.</i>

Position Description

- **Advertised Job Summary**

This field is required.
Please summarize the job purpose and duties for the advertisement of this position.
- **Qualifications**

This field is required.

Posting Detail Information

- **Number of Vacancies**
- **Desired Start Date**

This field is required.
- **Proposed End Date**
- **HR Contact**

This field is required.
- **HR Contact Phone Number**

This field is required.
- **Applicant Reviewer Access**

Select all individuals authorized to manage the applicant's status.
- **Job Open Date**

This field is required.

➤ 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.”

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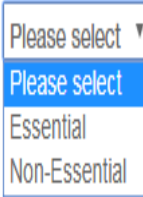
➤ Enter the name(s) of whomever will move the applicant to “Recommend for Hire” as an Applicant Reviewer.

11. Click either “Next” at the bottom or top of the Posting Details Screen to save your data and route to the Position Attributes Screen.
12. If the position is essential during hazardous weather, select “Essential”. If not, select “Non-essential.”

Position Attributes

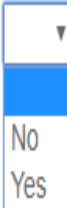
Hazardous weather category

Safety/Security Sensitive or Requires a CDL



13. 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



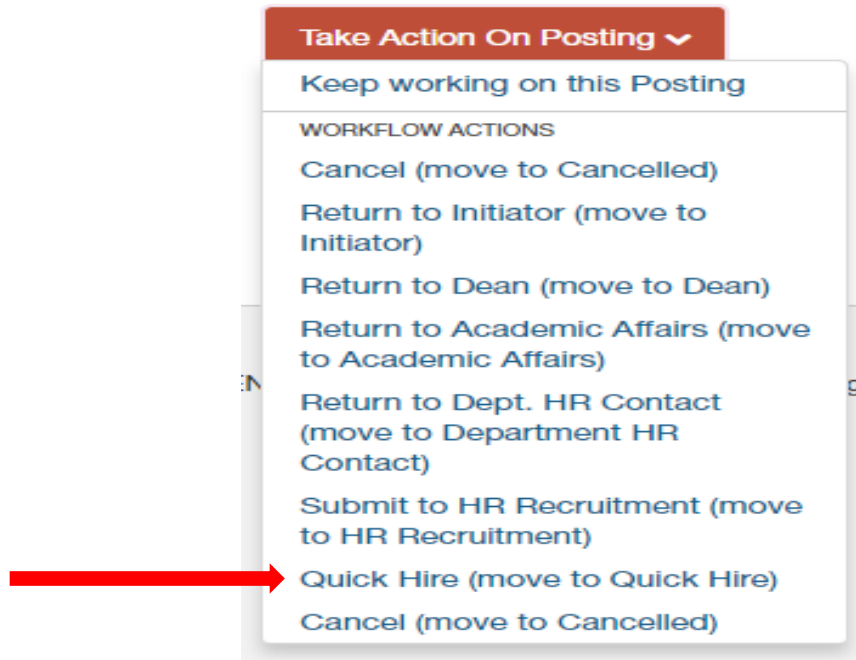
14. Click either “Next” at the bottom or top of the Position Attributes Screen to save your data.
15. After saving your data, you may select the Summary tab. Since this is a quick hire, the other tabs may be skipped.

Quick Hire Process

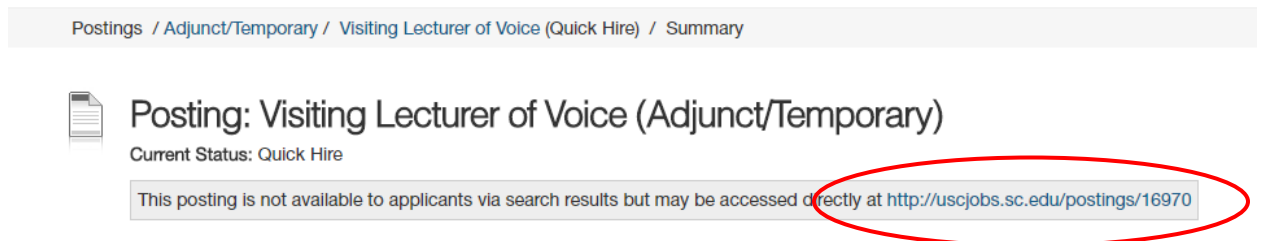
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16. If the user is the Initiator in creating the quick hire posting, please follow your internal business process for routing further and submit for approval. The College/Division HR Contact or the Department HR Contact can take action on the posting and submit the posting to “Quick Hire (move to Quick Hire).”



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



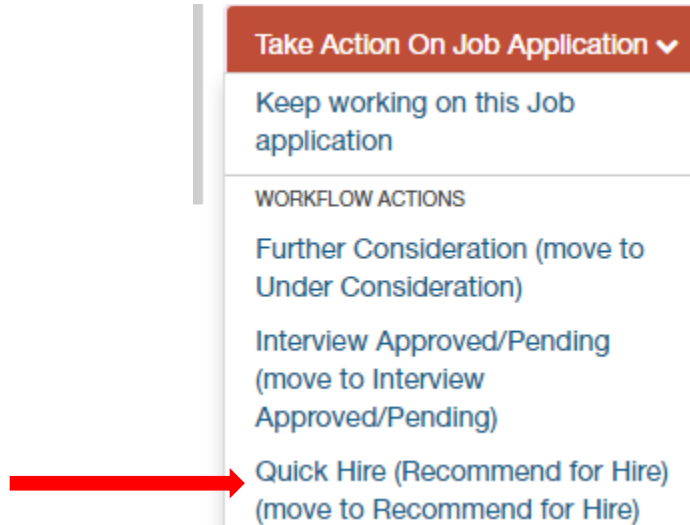
18. Copy and paste the posting link into an email and send it to the applicant so he/she may access the posting and apply. See circled link above.
19. The applicant will click on the link in the email and complete the application for the posting. The applicant may email you when they have completed the application, or you can access the posting in PeopleAdmin to see if he/she has applied.

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20. Log back in or change the role to Applicant Reviewer and move the applicant directly to “Quick Hire (Recommend for Hire).”



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



22. Your position will be listed under the Selected Position Description Section.
 - a. The selection will default to the position description (PD) from which this posting was created.
 - b. An applicant CAN be hired into another approved PD (with a different position number), if you are hiring multiple candidates from that posting.
23. Once the appropriate PD is selected, scroll to the bottom and click the “Select Position Description” button.

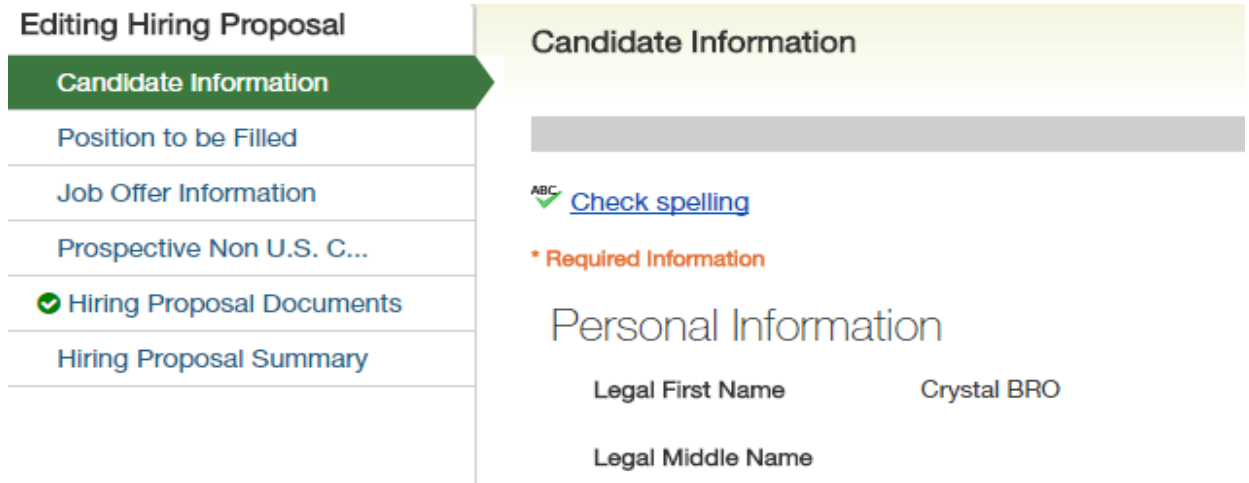
Select Position Description

24. 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**.

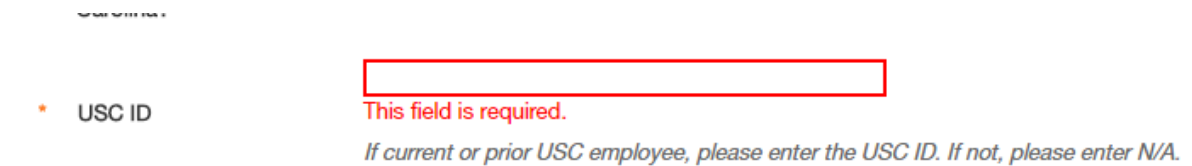
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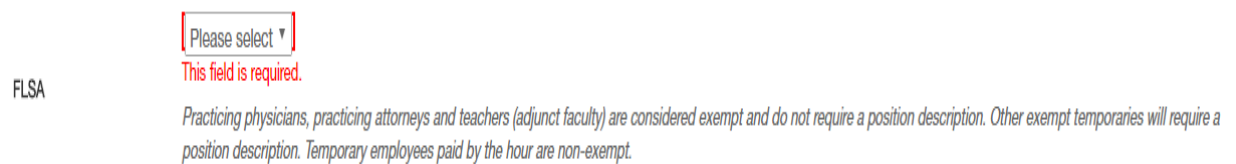
Primarily used for Exempt Temporary Staff



25. 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.



26. 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.
27. In the Position to be Filled Screen, select the appropriate Fair Labor Standards Act (FLSA) status of exempt or 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.*

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



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29. 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

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

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

Hiring Proposal Information

Hiring Proposal Number

• Start Date

• End Date

• Salary or Hourly Rate

• Hours Per Week

• Hours Per Year

Complete the Adjunct Faculty-Temporary Staff ACA Hours Calculator form to enter data into this field.

• Employee's Building/Room

• Campus Phone

Supervisor SSN

• Supervisor Class/Slot

• Check Distribution

• Timecard Distribution

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 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.

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

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33. The Prospective Non U.S. Citizen Screen is to be utilized and completed, if an international applicant has been recommended for hire as an **adjunct faculty**. If hiring an international, you are 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.

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.
34. Click either “Next” at the bottom or top of the Prospective Non U.S. Citizen Screen to save your data and route it to the Hiring Proposal Documents Screen.
35. Click either “Next” at the bottom or top of the Hiring Certification Screen to save your data and route it to the Hiring Proposal Documents Screen.
36. In the Hiring Proposal Documents Screen, you may attach various documents that are applicable to the adjunct faculty/temporary staff position type.

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Human Resources

Primarily used for Exempt Temporary Staff

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 [ACA Calculation Worksheet](#) can be found in the HR Toolbox under PeopleAdmin Upgrade.

37. 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.
38. 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.



Take Action On Hiring Proposal ▼



Print Preview

39. 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.”

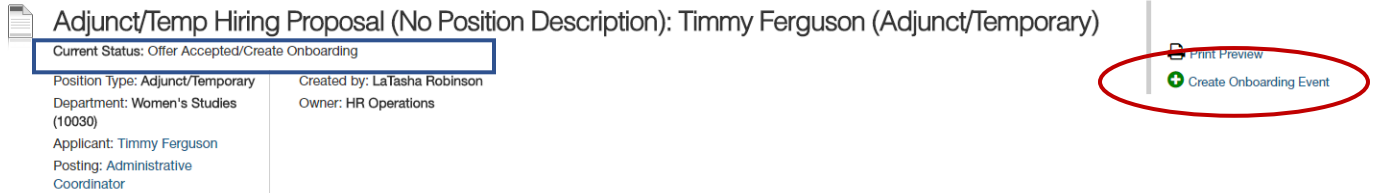
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40. Once the applicant has been successfully transitioned, **Create the Onboarding Event.**

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



Adjunct/Temp Hiring Proposal (No Position Description): Timmy Ferguson (Adjunct/Temporary)

Current Status: Offer Accepted/Create Onboarding

Position Type: Adjunct/Temporary	Created by: LaTasha Robinson
Department: Women's Studies (10030)	Owner: HR Operations
Applicant: Timmy Ferguson	
Posting: Administrative Coordinator	

Print Preview
+ Create Onboarding Event

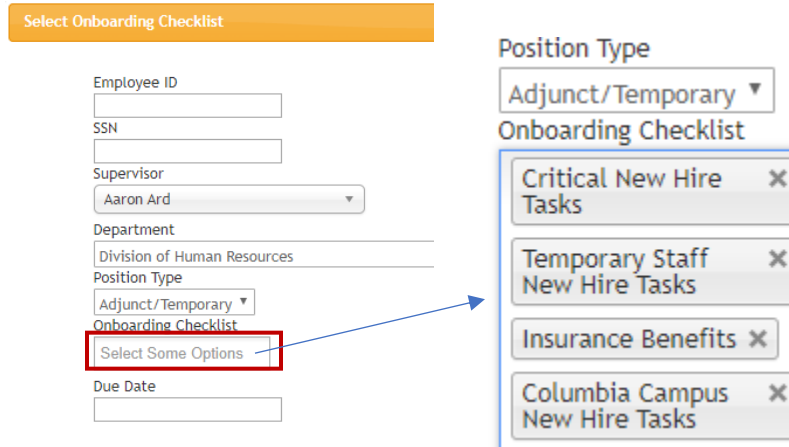
- Verify the candidate’s information and enter any additional information, such as SSN, that you may have available now.
- Employee ID = USC ID. A current or former employee of USC has an opportunity to enter this information on their application. If that happens, it will populate; otherwise, the field will be blank. 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.
- Personal email address is a unique identifier between Applicant Tracking and Onboarding. It will auto-populate from the application in the “Select Onboarding Checklist” box. It is important that you do not edit this data element.
- Update the employee’s supervisor by selecting the supervisor’s name from the dropdown.
- 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. The information also includes a list of all employee tasks that 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 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. Temporary Staff New Hire Tasks), as well as location specific (e.g. Columbia Campus New Hire Tasks, if applicable), or Insurance Benefits, if RGP or TL and applicable. Refer to the [Onboarding Checklists Matrix](#), if you are

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uncertain which checklists to assign.

- Enter Due Date: Generally, we recommend (3) three days from the date the checklists are assigned.



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

Position Type
 Adjunct/Temporary

Onboarding Checklist

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

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.

- 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. Take action and return it to Offer Accepted/Create Onboarding. It may seem redundant but it has to be moved through the workflow again to HR Operations. Do not create onboarding again, as the employee will receive duplicate checklists.
- The candidate will automatically be seated in the respective position upon the Hiring Proposal being approved.