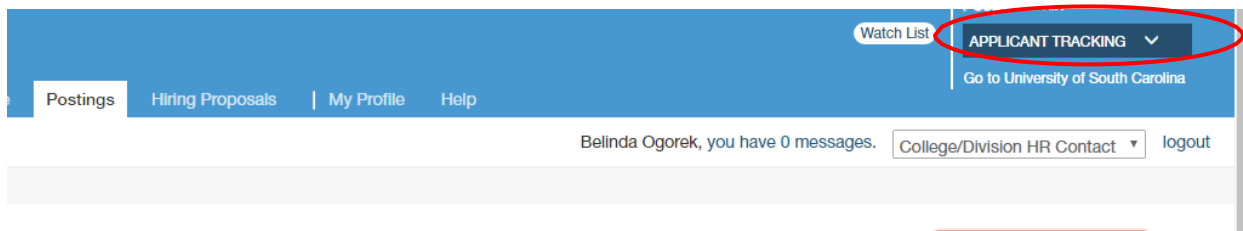# Quick Hire Process for Rehires
## Adjunct Faculty/Temporary Staff/External Duals
## (No PD)

If an adjunct faculty/temporary staff/external dual candidate has already been hired in PeopleAdmin, then you can rehire them through PeopleAdmin. A candidate cannot re-apply to the same posting from the previous appointment; therefore, if an adjunct faculty/temporary staff/external dual employee was initially hired in PeopleAdmin 7.0 (implemented June 27, 2017), a new [quick hire] posting is required. However, for your convenience, you can use the original [quick hire] posting as a template to automatically copy information into the new posting.
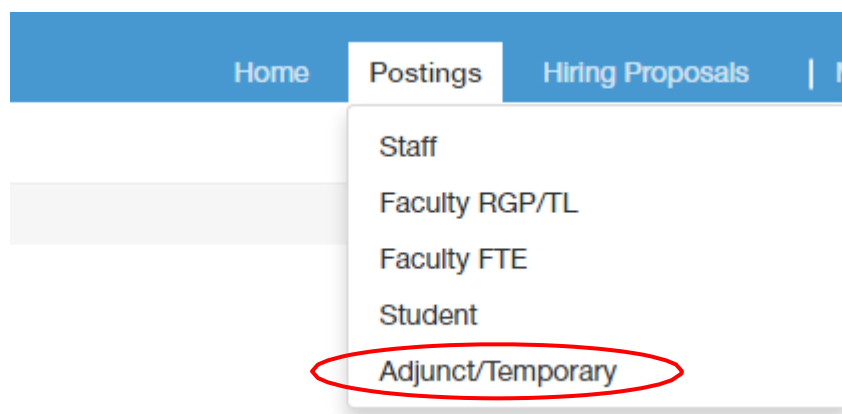
The following user types can initiate actions:
➢ Initiator
➢ Department HR Contact
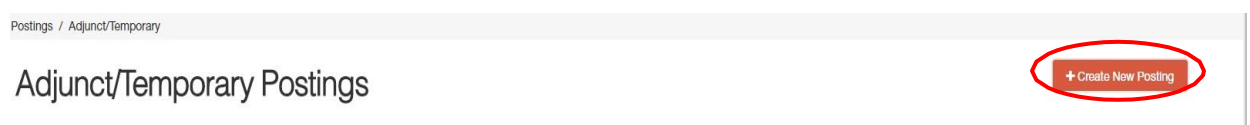➢ College/Division HR Contact

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.

3. A pop up will appear asking, "What would you like to use to create this new posting?" Click "Create from Posting." This will allow you to create the posting from an already existing posting.

**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. You can search for the posting in which you are rehiring the adjunct faculty/temporary staff by entering data in the Search field or by selecting the Classification Title or Internal Title in BLUE.

Adjunct/Temporary Postings

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

Saved Searches ▾ | | Search | More Search Options ▾

Ad hoc Search ✖ | Adjunct Faculty/Temporary S...

Ad hoc Search 292 | Save this search? | Selected records 0 | ✖ Clear selection?

← Previous 1 2 3 4 5 6 7 8 9 10 Next →

| Classification Title | Internal Title | | Active Applications | Posting Number | Department | Workflow State | Job Open Date | Job Close Date | (Actions) |
|---|---|---|---|---|---|---|---|---|---|
| Academic Program Manager | Sr. Project Manager III | | 1 | TMP00296PO17 | Service Delivery | Quick Hire | 09/07/2017 | | Actions ▾ |

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

Posting: Sr. Project Manager III (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/18995

⊕ Create Posting from this Posting

6.    The previous information that was entered will default into the Posting Information. This can be edited if needed.



7.    Click "Create New Posting" in the bottom right-hand corner.



Note: The URL for your school *is optional and not required for quick hires.*

8.    The Posting Summary will default to what was previously in the posting. Verify that the information, including the salary, is still accurate. If not, edit the fields.

> ➢ *Enter the actual number of vacancies or the verbiage "multiple vacancies" in the Vacancy field <u>if more than one candidate will be hired from the quick hire</u>. 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."*
> ▢ *The Desired Start Date and Job Open Date will need to be modified.*
> ▢ *The HR Contact field will need to be completed.*

Rev. 9/26/18

➢ *Enter the 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."*

Posting Number

\* Classification Title    Academic Program Manager

Internal Title    Sr. Project Manager III

\* Type of Temporary Position    Temporary Staff ▼

\* Campus    Columbia 01 ▼

College/Division    Division of Information Technology

Department    Service Delivery

Class Code    UE07

\* Salary    $50.00

Location of Vacancy    *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.*

\* Work County    Richland 40 ▼

\* Part/Full Time    Full Time ▼

\* Hours per week    40.00
*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.*

Work Schedule

\* Job Search Category    Information Technology ▼

## Position Description

\* Advertised Job Summary    Consultant- Project Manager for the Decommission of the Mainframe project

*Please summarize the job purpose and duties for the advertisement of this position.*

\* Qualifications    Master's degree in related field and 7 years related experience, or bachelor's degree in related field and 9 years related experience.

## Posting Detail Information

| | |
|---|---|
| Number of Vacancies | 1 |
| * Desired Start Date | 10/02/2017 |
| Proposed End Date | |
| * HR Contact | Select an Option ▼ |
| | *This field is required.* |
| * HR Contact Phone Number | 777-3516 |
| Applicant Reviewer Access | Select Some Options |
| | *Select all individuals authorized to manage the applicant's status.* |
| Initiator Access | Select Some Options |
| * Job Open Date | 09/07/2017 |
| Job Close Date | |
| Open Until Filled | ☐ |
| Special Instructions to Applicant | |

9. 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.

Save    Next >>

10. If the position is essential during hazardous weather, select "Essential." If not, select "Non-essential."

Position Attributes

| Hazardous weather category | Please select ▼ |
| | Please select |
| | Essential |
| Safety/Security Sensitive or Requires a CDL | Non-Essential |

11. 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 ▼

No
Yes

12. Click either "Save" or "Next" at the bottom or top of the Position Attributes Screen to save your data.

Save    << Prev    Next >>

13. 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

14. 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 the user needs to continue working, please select "Keep working on this Posting."

**Take Action On Posting ˅**

Keep working on this Posting

WORKFLOW ACTIONS

Cancel (move to Cancelled)

Return (move to Initiator)

Return (move to Dean)

Return (move to Academic Affairs)

Return (move to Department HR Contact)

Submit for Approval (move to HR Recruitment)

Application Link (move to Quick Hire)

Cancel (move to Cancelled)
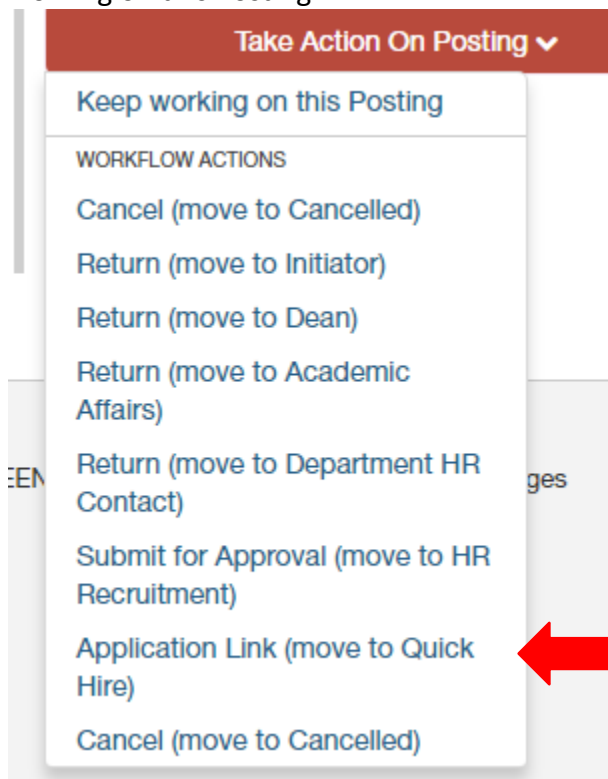
15. Once the posting has been moved to the Quick Hire status, a message will appear at the top of the screen:

### Posting: Sr. Project Manager III (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/19704

16. 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.
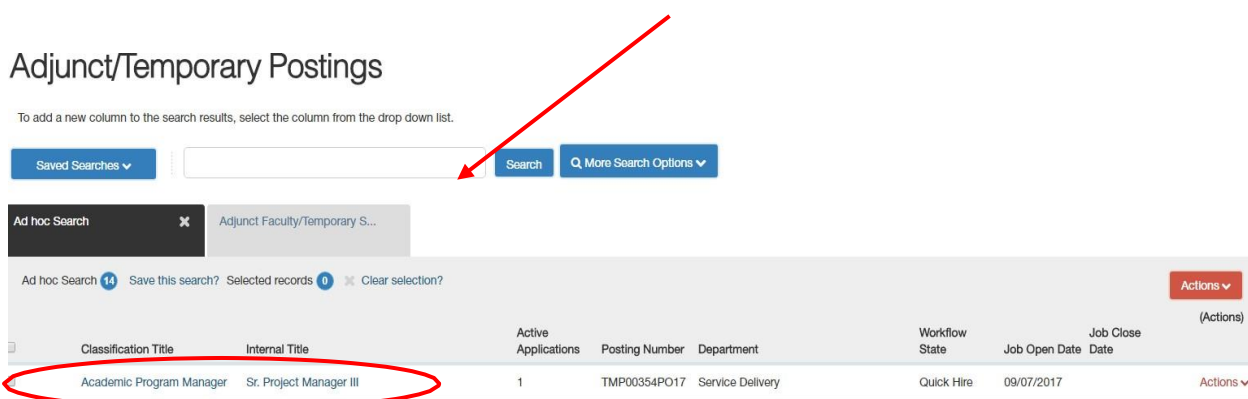    *See circled link above.*

17.  The applicant will click on the link in the email. Since this is a rehire, the applicant will need to select log in to access their account. The applicant will need to review the application, making edits where necessary. Once the application is up to date, the applicant will need to certify and submit the application. The applicant may email you when he/she has completed the application, or you can access the posting in PeopleAdmin to see if he/she has applied.

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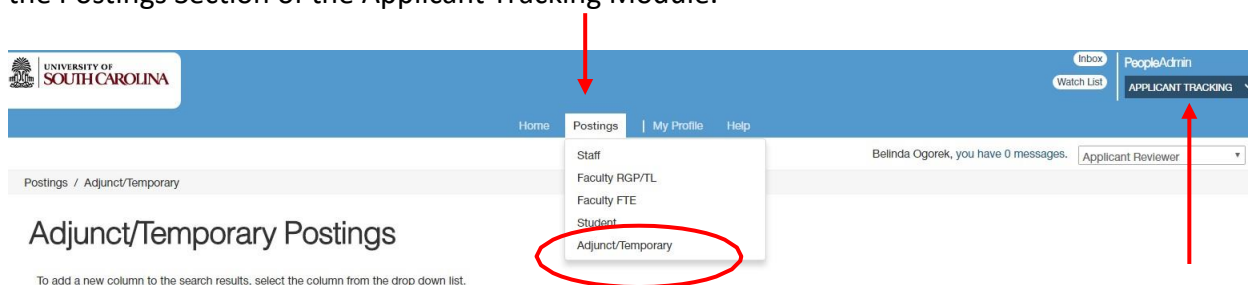


19.  Choose the applicable posting that you are completing the Quick Hire for Rehire. The Applicant Reviewer may choose to search by the Posting Number, or by choosing the Classification or Internal Tile that is shown in BLUE.
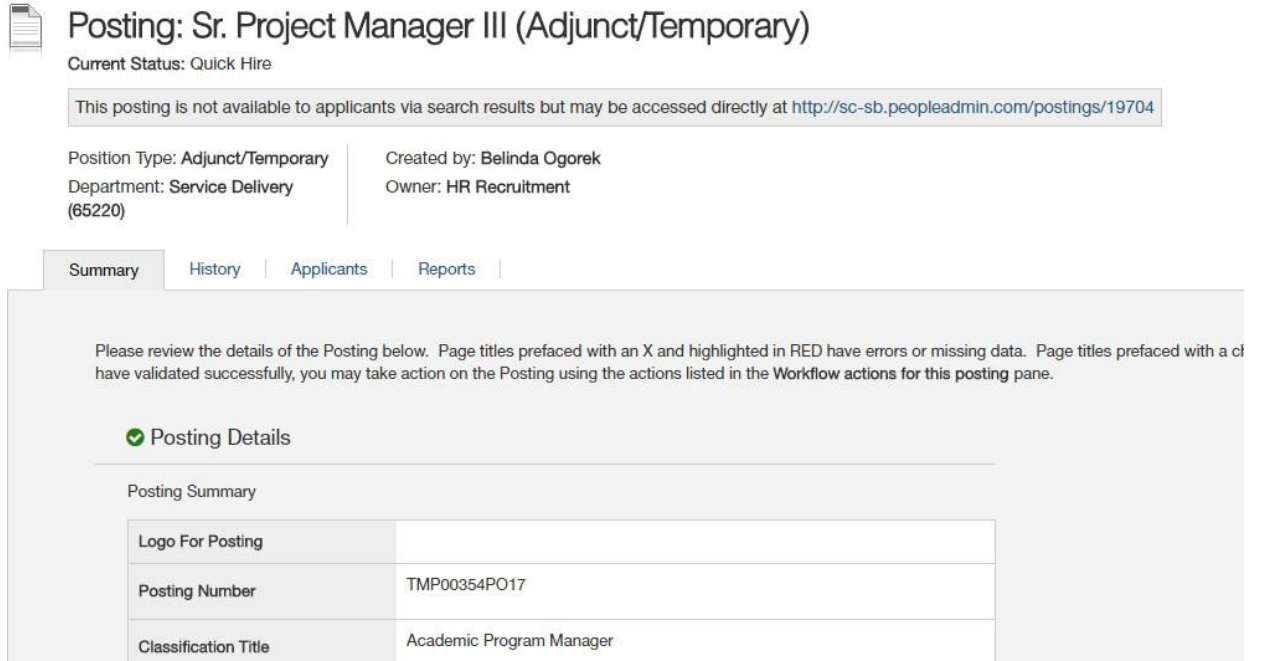
# Quick Hire Process for Rehires
### Adjunct Faculty/Temporary Staff/External Duals
### (No PD)

20.    A new screen will appear showing the posting.



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



22.    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.

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



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

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

25. To begin the Hiring Proposal, the user must be logged in as either the:
    - ⬚ Initiator
    - ⬚ Department HR Contact
    - ⬚ College Division

26. Since this position does not have a position description, choose "Start Adjunct/Temp Hiring Proposal (No Position Description)."



27. A new screen will appear. Select "Start Adjunct/Temp Hiring Proposal (No Position Description)."



28. 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.



29. 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.

30. 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 it is a hourly position, then select non-exempt.*

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

* Home Department

| Please select ▾ |

32. 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 #    | 62010 | *

Fund #    | | *

Object Code    | 51410 - Temporary Non-Student ▾ | *

Amount ($)    | | *
*If hourly rate, enter hourly rate amount.*

☐ Remove Entry?

**Add Funding Information Entry**

33. 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.

**Save**   **<< Prev**   **Next >>**

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

- 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 | Please select ▾ <br> This field is required. <br> *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.* |
| Hiring Proposal Number | |
| * Start Date | This field is required. |
| * End Date | This field is required. |
| * Salary or Hourly Rate | This field is required. <br> *If hourly rate, enter rate per hour, e.g., $10.00/hr.* |
| * Hours Per Week | This field is required. |
| * Hours Per Year | This field is required. <br> *Complete the Adjunct Faculty-Temporary Staff ACA Hours Calculator form to enter data into this field.* |
| * Employee's Building/Room | This field is required. |
| * Campus Phone | This field is required. |
| Supervisor SSN | |
| * Supervisor Full Name | This field is required. <br> *Enter the supervisor's legal (first and last) name* |
| * Supervisor Class/Slot | This field is required. |
| * Check Distribution | This field is required. |
| * Timecard Distribution | This field is required. |
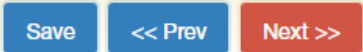
> ➢ *If as the Initiator you do not know the supervisor's social security number, you may enter N/A in the supervisor's social security number field. The College/Division HR Contact will be expected to enter the supervisor's social security number at the time of his/her review. If not entered when submitted 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.*

34. 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.



35. 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 you are rehiring an international, you are to continue to work in conjunction with the International Support for Faculty and Staff Office.
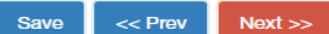
    Please select whether the appointment at the time of hire will have access to USC Insurance, if this is applicable.



> ➢ 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.

36. 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.

☑ 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.

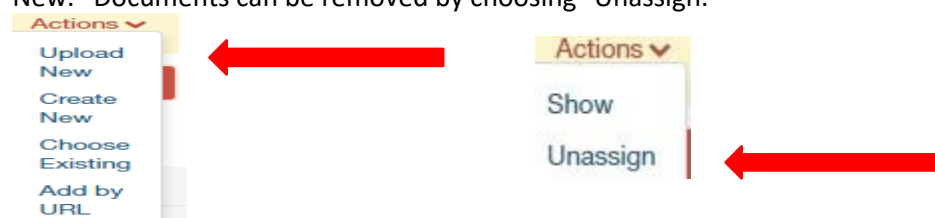| Document Type | Name | Status | (Actions) |
|---|---|---|---|
| Hire Above Minimum Approval (for FTE, RGP and TL Staff Positions) | | | Actions ⌄ |
| Attestation of Hiring Process <REQUIRED> for all FTE and RGP/TL POSITIONS | | | Actions ⌄ |
| Adjusted State Service and/or Leave Accrual Date Calculation (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** |
|---|---|---|

- 📁 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."
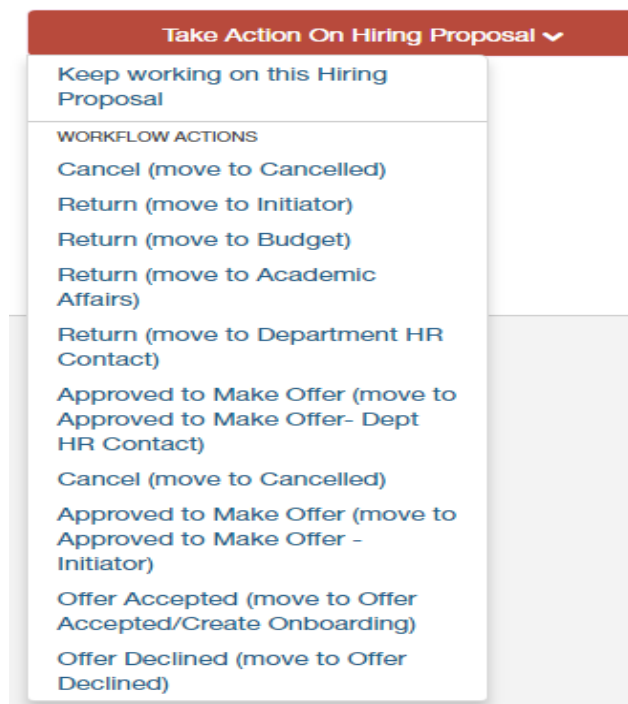
| Actions ⌄ |
|---|
| Upload New |
| Create New |
| Choose Existing |
| Add by URL |

| Actions ⌄ |
|---|
| Show |
| Unassign |

37. 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.

    Save   << Prev   Next >>

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 ⌄**

    Keep working on this Hiring Proposal

    WORKFLOW ACTIONS

    Cancel (move to Cancelled)

    Return (move to Initiator)

    Return (move to Budget)

    Return (move to Academic Affairs)

    Return (move to Department HR Contact)

    Approved to Make Offer (move to Approved to Make Offer- Dept HR Contact)

    Cancel (move to Cancelled)

    Approved to Make Offer (move to Approved to Make Offer – Initiator)

    Offer Accepted (move to Offer Accepted/Create Onboarding)

    Offer Declined (move to Offer Declined)

39. 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."*

40. 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