Quick Hire Process for Rehires
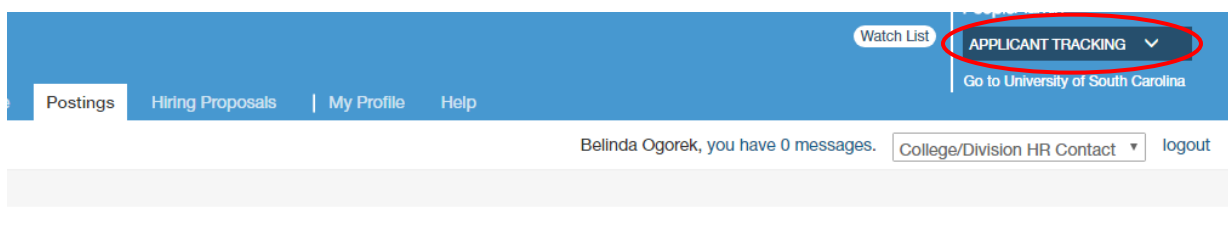## Adjunct Faculty/Temporary Staff (With PD)
Primarily used for Exempt Temporary Staff

If an adjunct faculty/temporary staff 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 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.
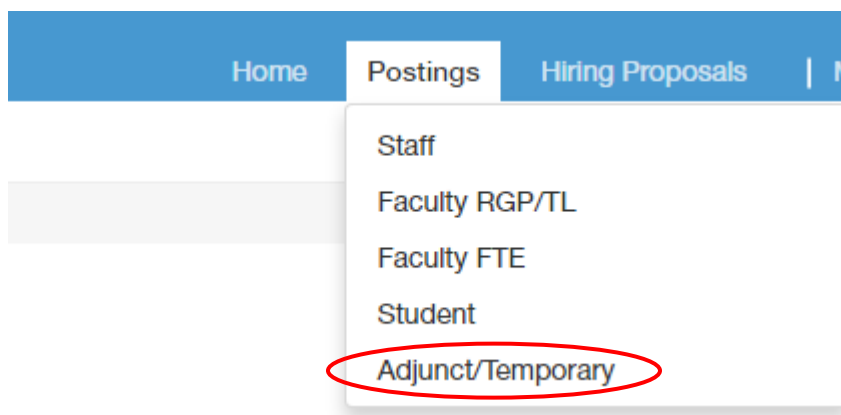
The following user types can create initiate actions:
➢ Initiator
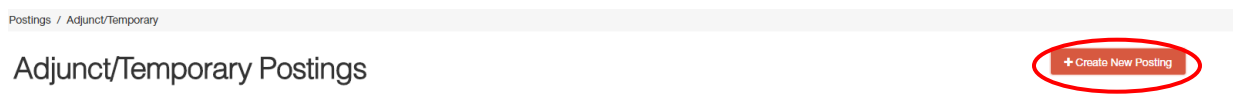➢ Department HR Contact
➢ College/Division HR Contact.

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

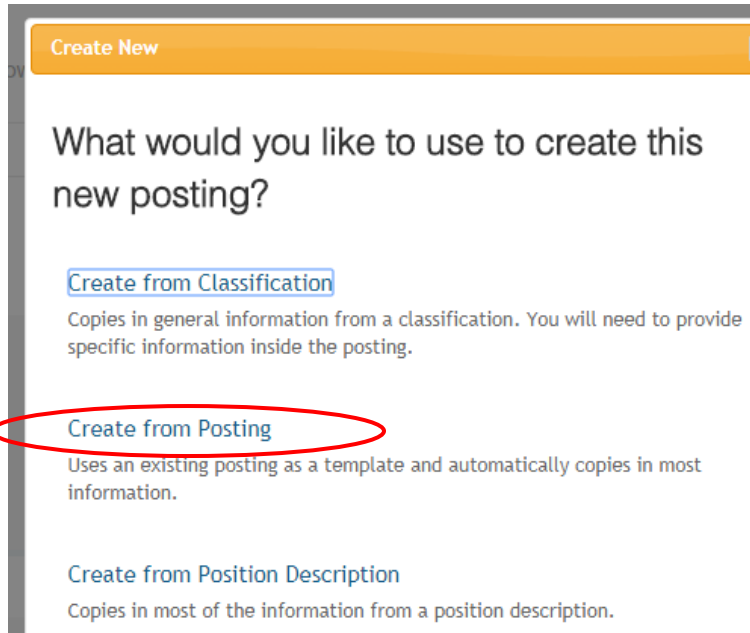2. Click on the Postings tab and choose "Adjunct/Temporary."

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

UNIVERSITY OF
SOUTH CAROLINA
Human Resources

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

5. Choose the posting by selecting either the "Classification Title" or the "Internal Title" that is in BLUE or enter the data in the search field and select "Search" and then choose the applicable posting.

6. Select "Create Posting from this Posting" in the upper right-hand corner.

7. The following information circled should default based upon the posting chosen. You may edit at this time, if applicable.

New Posting

Create New Posting | Cancel

* Required Information

Internal Title *   PD Hiring Proposal Test

Organizational Unit

Campus *   USC Columbia (USC Columbia) ▼

College/Division *   Division of Human Resources (Division of Human Resources) ▼

Department *   Salary Administration and HR Systems (62012) ▼

Online Applications

☑ Accept online applications?

Special offline application instructions

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

Posting Number
* Classification Title   Training & Development Director I
Internal Title   PD Hiring Proposal Test
* Type of Temporary Position   Temporary Staff ▼
* Campus   Columbia 01 ▼
College/Division   Division of Human Resources
Department   Salary Administration and HR Systems
Class Code   AG40
* Salary $40,000
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   10.4
  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   Human Resources/Legal ▼

Quick Hire Process for Rehires
Adjunct Faculty/Temporary Staff (With PD)
Primarily used for Exempt Temporary Staff

Position Description

* Advertised Job Summary

> z

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

* Qualifications

> x

Posting Detail Information

Number of Vacancies

Desired Start Date   10/31/2017

Proposed End Date

* HR Contact   Select an Option   ▼
This field is required.

* HR Contact Phone Number   7-3111

Applicant Reviewer Access   Select Some Options
Select all individuals authorized to manage the applicant's status.

Initiator Access   Select Some Options

* Job Open Date   10/31/2017

Job Close Date

➢ *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."*

➢ *The Desired Start Date and Job Open Date will need to be modified.*

➢ *The HR Contact field will need to be completed.*

➢ *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."*

➢ *Enter the name(s) of whomever will need access to the position description in the Initiator field.*

10. Click either "Save" or "Next" at the bottom or top of the Posting Details Screen to save your data and route 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 — Please select
- Please select
- Essential
- Non-Essential

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
- No
- Yes

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
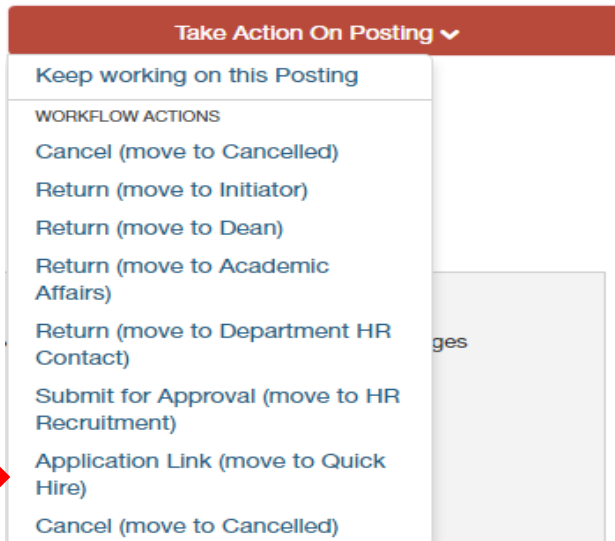- Evaluative Criteria
- Reference Letter
- Summary

15. 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 "Application Link (move to Quick Hire)."

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

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 this position. *See circled link above.*

18. 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.
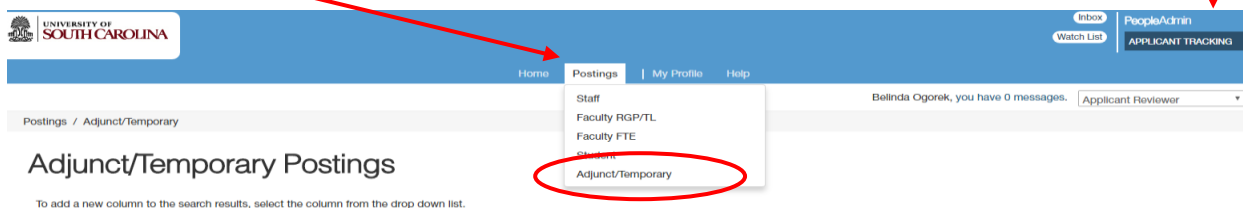
Quick Hire Process for Rehires
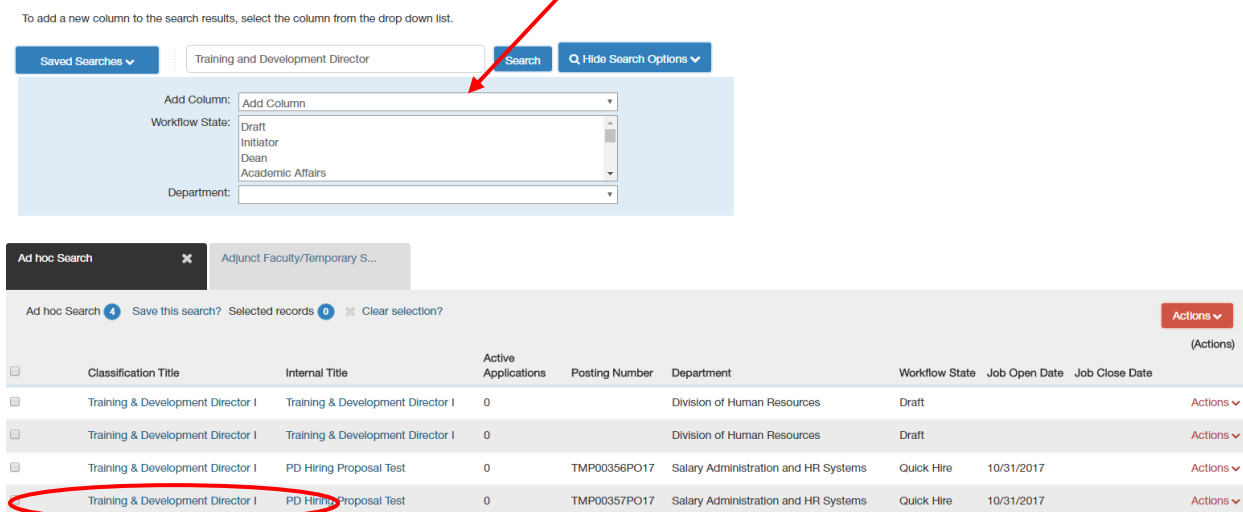## Adjunct Faculty/Temporary Staff (With PD)
Primarily used for Exempt Temporary Staff

19. 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.
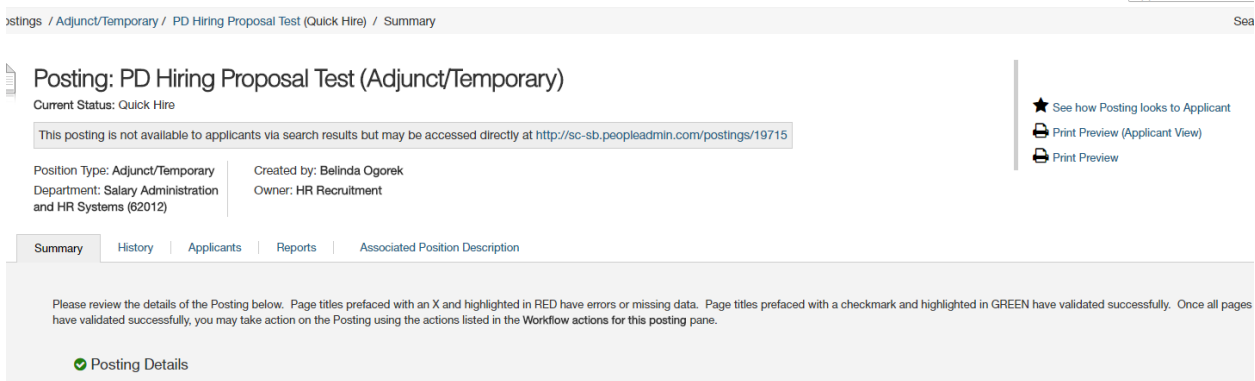

20. Choose the applicable posting that you are completing the Quick Hire for Rehire. The Applicant Reviewer may choose to search by the Posting Number, or by choosing the Classification or Internal Tile that is shown in BLUE.

21. A new screen will appear showing the posting.

22. The Applicant Review will select the Applicants Tab.

Posting: PD Hiring Proposal 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/19715

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

Created by: Belinda Ogorek
Owner: HR Recruitment

Summary | History | Applicants | Reports | Associated Position Description

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	Status	Application Date	Last Application Update
☐	Brady, Tom	TMP00357PO17	USC Temporary Application	Under Review by Department		Under Review by Department	October 31, 2017 at 12:27 PM	October 31, 2017 at 12:27 PM

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

Take Action On Job Application ⌄

★ View Posting Applied To
★ Preview 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

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

✔ Personal Information

Contact Information

Legal First Name	Tom
Middle Name	
Legal Last Name	Brady

25. As the Applicant Reviewer, you will choose "Take Action On Job Application", "Quick Hire (Move to Recommend for Hire)", and click "Submit."
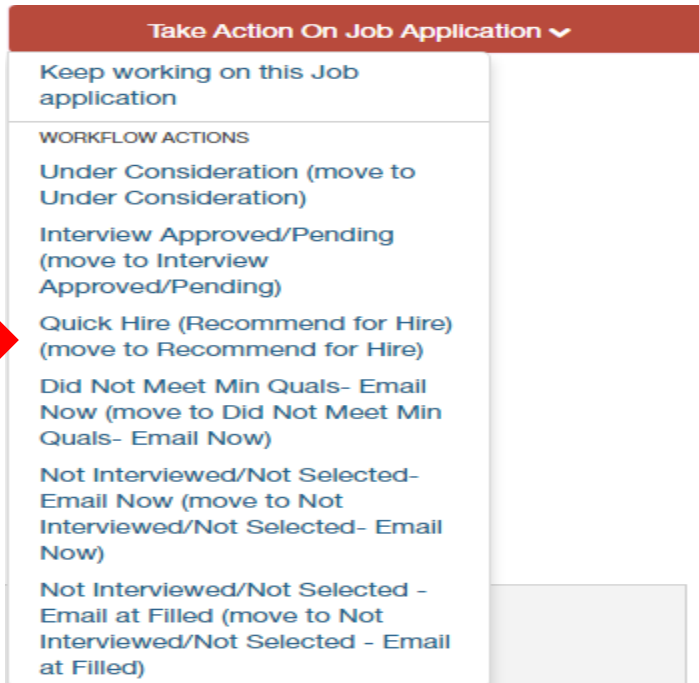
26. To begin the Hiring Proposal, the user must be logged in as either the
    ➢ Initiator
    ➢ Department HR Contact
    ➢ College Division

27. Since this position does have a position description, choose "Start Adjunct/Temp Hiring Proposal (Seated Position Description)."

28.   A new screen will appear. Your position will be listed under the Selected Position Description section.

> ➢ The selection will default to the Position Description (PD) from which this posting was created.

Selected Position Description

This Hiring Proposal is currently connected to the following Position Description:

• PD Hiring Proposal Test

Select Position Description

> ➢ An applicant CAN be hired into another approved PD (with a different position number), if you are hiring multiple candidates from the posting. Select the appropriate position description, if different than the associated position description. Select the appropriate position description by clicking in the radio button and then "Select Position Description" in the lower left hand corner of the screen.
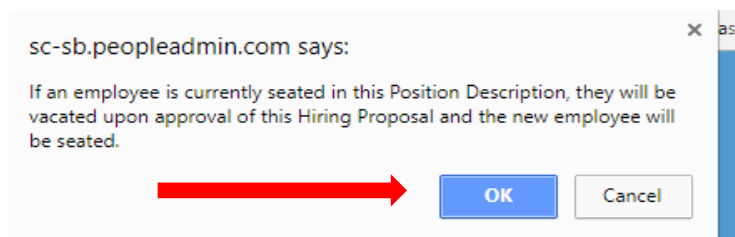
○	790003	Assistant Director of Conferences and Events	AH10	Administrative Coordinator I	Housing (70000)	Active	Actions ⌄
○	790073	Research Associate Professor	UG85	Research Associate Professor	Prevention Research Center (11570)	Active	Actions ⌄
○	790006	Director of Student-Athlete Development (Football)	UH16	Athletic Administrator	Department of Athletics (60020)	Active	Actions ⌄

← Previous 1 2 3 4 5 6 7 Next →

Select Position Description

29.   A message will appear. There can only be one person in a position. Select "OK."

sc-sb.peopleadmin.com says: ✕   ase

If an employee is currently seated in this Position Description, they will be vacated upon approval of this Hiring Proposal and the new employee will be seated.

OK   Cancel

30.   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.

31. 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 >>]

32. In the Position to be Filled Screen, data will be transferred over from the posting and the position. Verify the data and make the necessary edits as needed. Select the correct home department from the home department dropdown field.

Position Information

Campus	Columbia 01
Position Number	791000
Classification Title	Training & Development Director I
Internal Title	PD Hiring Proposal Test
Type of Temporary Position	Temporary Staff
College/Division Name	Division of Human Resources
Department Name	Salary Administration and HR Systems
Class Code	AG40
Part/Full Time	Part Time
FLSA	Exempt *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.*
Work County	Richland 40
Location of Vacancy	
Home Department	Please select This field is required.

33. The funding information will transfer over. Make any necessary edits. Click the "Add Funding Information Entry" button should you need to add additional funding.

Funding Information

Dept. Account #	62010 *
Fund #	A000 *
Object Code	51410 - Temporary Non-Student *
Amount ($)	20,000 * *If hourly rate, enter hourly rate amount.*
☐ Remove Entry?	

[Add Funding Information Entry]

34. 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 >>

35. In the Job Offer Information Screen, complete the following fields shown. Items with RED asterisks are required. *Definitions have been added to clarify the difference between new hires and rehires. For the Action Type, since this is a Rehire, you will select Rehire (Less than 1 Year) or Rehire (Greater than or Equal to 1 Year) based on the employee's length of separation from USC.*

Hiring Proposal Information

* Action Type	Please select ▼
	This field is required.
	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.
	For Research Grant or Time-Limited positions, please enter the end date of the position.
* Salary or Hourly Rate	
	This field is required.
	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.
	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.
	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 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.*

36. 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.

37. 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?	[▾] This field is required.
If no, will department purchase alternate coverage for appointee?	[▾]
What is the expected length of employment or stay at USC?	Please select ▾

   ➢ If the applicant is not an international faculty, please select "No" for the required question.
   ➢ If the applicant is a temporary staff, please select "No" for the required question.

38. 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.
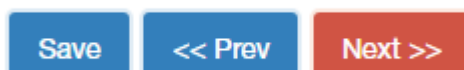
39. In the Hiring Proposal Documents Screen, you may attach various documents that are applicable to the adjunct faculty/temporary staff position type.

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 Offer/Acceptance Letter can be found in the Reports Tab of the Hiring Proposal Summary. Choose the correct Offer/Acceptance Letter.

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."
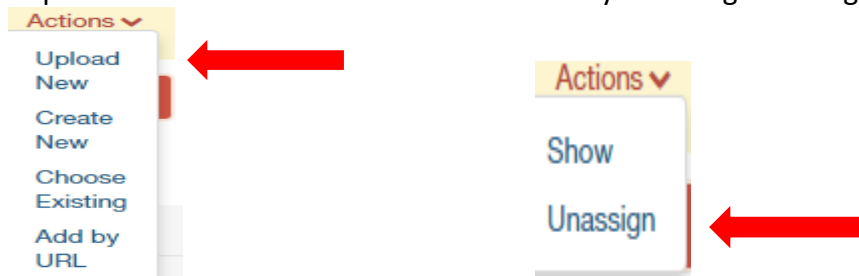
40. Click either next at the bottom or top of the Hiring Proposal Documents Screen to save your data and route it to the Hiring Proposal Summary Screen.
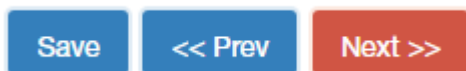
41. At the top right, hover over the "Take Action on Hiring Proposal" button and submit it to the appropriate approver based on your internal business process.
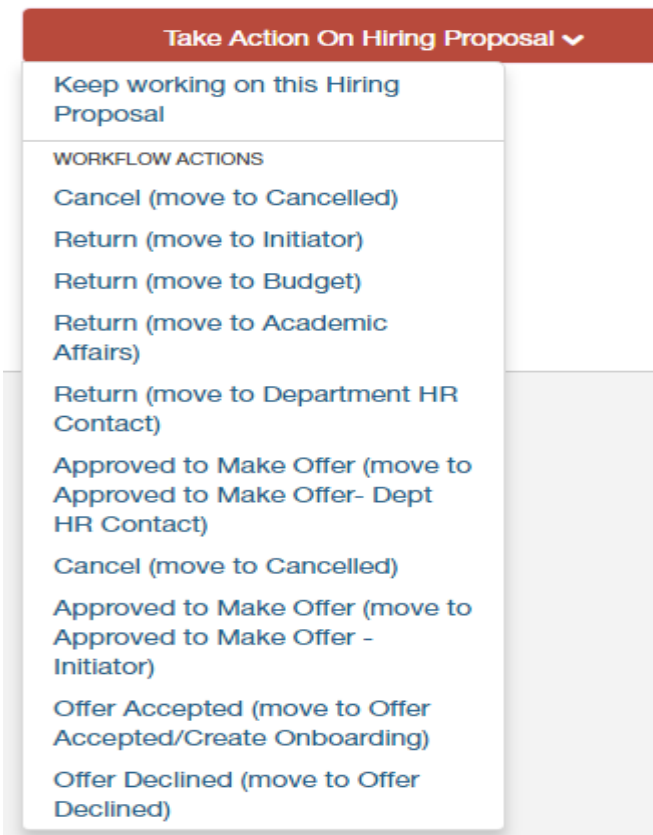
42. Once the Hiring Proposal is transitioned to "Offer Accepted/Create Onboarding," this will transition the Hiring Proposal to HR Operations.

     *If the verbal offer is not accepted, you will select "Offer Declined," or if the Hiring Proposal is canceled, select "Cancel."

43. 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 one year**. HR Operations will be responsible for any onboarding for rehires less than one 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.

44. The candidate will automatically be seated in the respective position upon the Hiring Proposal being approved.