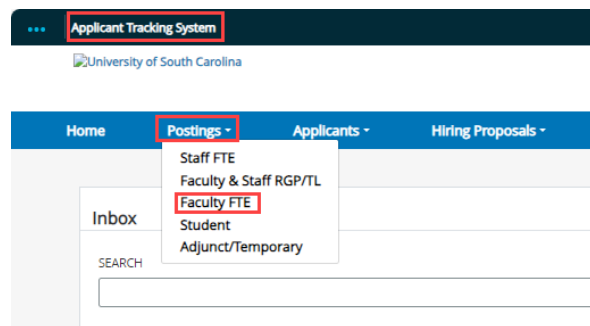


## Creating a Hiring Proposal & Onboarding Events Faculty FTE

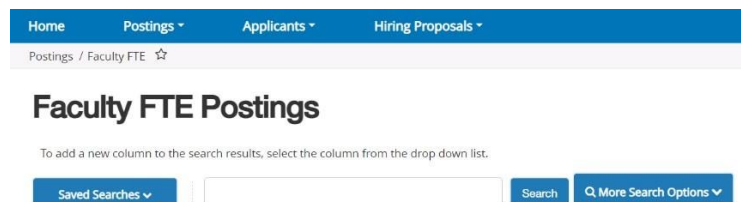
The following user types can create a Hiring Proposal:

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

- 1) Make sure you are in the Applicant Tracking Module and log in as the appropriate user type to create the posting. Select the Postings drop-down menu and select Faculty FTE.



- 2) Search for the posting for which you would like to create a Hiring Proposal.

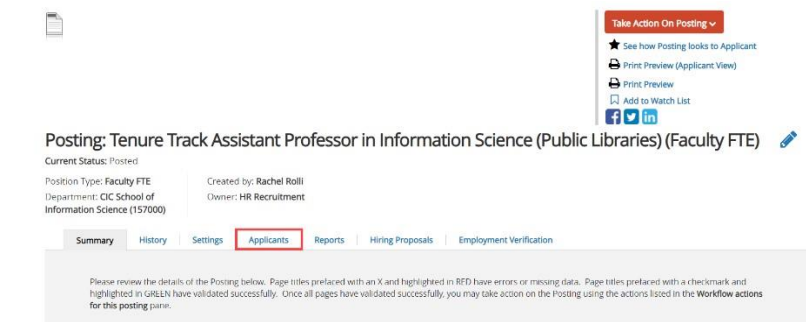


- 3) Click either the Job Code Title or Advertised Title of the position to enter the Posting.

Classification Title	Advertised Title	Active Applications	Posting Number	Department	Workflow State	Job Open Date	Job Close Date	(Actions)
Assistant Professor	Assistant Professor of Computer Science	56	FAC00237PO22	UPS Div of Math and Computer Sci.	Posted	10/11/2022		Actions
Professor	Professor and SmartState Chair in Polymer Nanocomposites/Polymer	8	FAC00233PO22	CAS Chemistry and Biochemistry	Posted	10/17/2022		Actions
Assistant Professor	Assistant/Associate Professor	5	FAC00247PO22	ASPH Environmental Health Sciences	Closed	10/28/2022	12/08/2022	Actions
Assistant Professor	Tenure Track Assistant Professor in Information Science (Public Libraries)	13	FAC00234PO22	CIC School of Information Science	Posted	10/12/2022		Actions
Assistant Professor	Assistant Professor of Art Education	26	FAC00240PO22	UPS Division of Fine Arts and Comm. Stud.	Posted	10/17/2022		Actions
Assistant Professor	Tenure Track Assistant Professor in Information Science (Data Science)	47	FAC00249PO22	CIC School of Information Science	Posted	10/17/2022		Actions
Professor	Professor/SmartState Endowed Chair	4	FAC00243PO22	CAS Mathematics	Posted	10/19/2022		Actions

## Creating a Hiring Proposal & Onboarding Events Faculty FTE

4) Click on the Applicants tab within the posting.



5) Click on the blue hyperlink of your final applicant's name to open the application or on the action button to view the application.

- The applicant must be in the status of Recommend for Hire to proceed through this process. See the [Applicant Reviewer job aid](#) for additional information on moving applicants through the workflow.

Full Name	Posting Number	Workflow State (Internal)	Documents	Status	Application Date	Last Application Update	Actions
	FAC00234PO22	Under Review by Department/Committee	Curriculum Vitae, List of References and Contact Information, Teaching Statement, Other Supporting Documents, Cover Letter	Under Review by Department/Committee	October 19, 2022 at 05:01 PM	October 19, 2022 at 05:01 PM	Actions
	FAC00234PO22	Recommend for Hire	Cover Letter, Curriculum Vitae, List of References and Contact Information, Teaching Statement	Recommend for Hire	October 20, 2022 at 05:07 PM	December 16, 2022 at 03:47 PM	Actions
	FAC00234PO22	Under Review by Department/Committee	Cover Letter, Teaching Statement, Curriculum Vitae, List of References and Contact Information, Teaching Portfolio	Under Review by Department/Committee	November 02, 2022 at 04:33 PM	November 02, 2022 at 04:34 PM	Actions
	FAC00234PO22	Under Review by Department/Committee	List of References and Contact Information, Cover Letter, Curriculum Vitae, Teaching Statement	Under Review by Department/Committee	November 08, 2022 at 06:38 PM	November 08, 2022 at 06:38 PM	Actions

6) Review the application closely with special attention to the **General Information** Section as follows:

### Review Prospective Non-U.S. Citizen section.

Prospective Non U.S. Citizen	
Citizenship/Employee Sponsorship	I am a U.S. Citizen.
What is the expected length of employment or stay at USC?	Permanent

- If an applicant answered No to US Citizen be sure to consult with HR-OIS for guidance. **DO NOT assign onboarding for candidates who answer**

## Creating a Hiring Proposal & Onboarding Events Faculty FTE

**‘no’ to being a US Citizen, regardless of their response to the sponsorship question.**

- **Check if the applicant is a current employee.** This will determine the Action Type that is selected on the Hiring Proposal.
- If yes, the Action Type may be transfer, reassignment, promotion, or demotion.

Are you presently employed by the University of South Carolina in a non-student employment category?	Yes
--	-----

- If no, and the employment history does not reflect past USC employment, the Action Type is New Hire. If no, and the employment history reflects past USC employment, the Action Type is Rehire.

Are you presently employed by the University of South Carolina in a non-student employment category?	No
--	----

- When reviewing the application, you may find it helpful to generate a Combined Document. The functionality produces a PDF document of the application and documents attached to the application, such as cover letter, resume and recommendation letters.

PDF Documents	
Document Type	Actions
Application	View
Combined Document	Generate

7) Click the Start Faculty FTE Hiring Proposal link on the right at the top of the page.



## Creating a Hiring Proposal & Onboarding Events Faculty FTE

- 8) A new screen will appear showing the applicant's name and the posting's internal title. Select the Start Faculty FTE Hiring Proposal to enter the Hiring Proposal section or select Cancel if this was started in error.

### Starting Faculty FTE Hiring Proposal

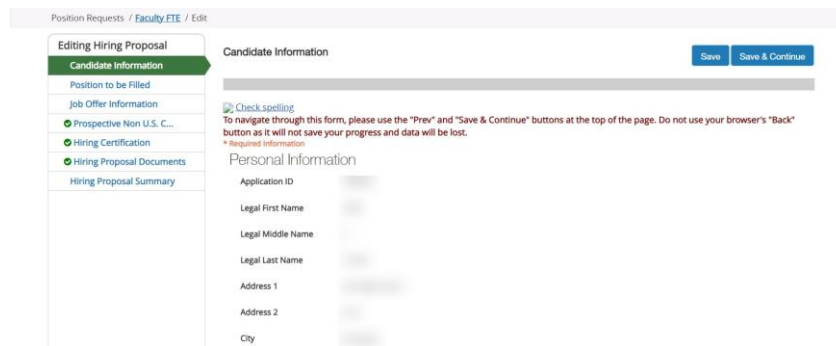
Applicant: [REDACTED]

Posting: Tenure Track Assistant Professor in Information Science (Public Libraries)

Warning: This Applicant already has a Hiring Proposal in process.

Start Faculty FTE Hiring Proposal or Cancel

- 9) Candidate Information: You will be directed to the Hiring Proposal Screen. Information from the application and posting will transfer over automatically to the Hiring Proposal. Required information will be marked with an asterisk and the field will be in **RED**.



Position Requests / Faculty FTE / Edit

Editing Hiring Proposal

Candidate Information Save Save & Continue

Position to be Filled

Job Offer Information

Prospective Non U.S. C...

Hiring Certification

Hiring Proposal Documents

Hiring Proposal Summary

[Check spelling](#)

To navigate through this form, please use the "Prev" and "Save & Continue" buttons at the top of the page. Do not use your browser's "Back" button as it will not save your progress and data will be lost.

\* Required information

Personal Information

Application ID

Legal First Name

Legal Middle Name

Legal Last Name

Address 1

Address 2

City

- 10) Scroll down and complete the USC ID field in the Candidate Information Screen. The USC ID can be found in HCM or by reaching out to your assigned Service Team. If no USC ID, enter N/A. Click Save & Continue to proceed.

Are you presently employed by the University of South Carolina in a non-student employment category? No

\* USC ID   
*If current or prior USC employee, please enter the USC ID. If not, please enter N/A. This field is required.*

(HISTORICAL) USC ID *If current or prior USC employee, please enter the USC ID. If not, please enter N/A.*

Highest Education Level Master's Degree

Save Save & Continue

## Creating a Hiring Proposal & Onboarding Events Faculty FTE

11) Position to be Filled: In the Position to be Filled Screen, select the correct Official Hiring Title from the drop-down menu. **This must be accurate as this is the job code/title that feeds into HCM.**

Position Information

Campus	Columbia
Classification Title	Assistant Professor
Advertised Title	Tenure Track Assistant Professor in Information Science (Public Libraries)
Internal Title	Assistant Professor
* Official Hiring Title	<input type="text" value="Please select"/> <i>Please select the appropriate title from the dropdown.</i> <i>This field is required.</i>
Position Number	

12) Select the Work/Tax Location Code from the drop-down menu. This is important as it will be the employee's tax location in HCM so be sure to enter the state where the work is being performed.

Basis	9 months
FLSA	Exempt
Work County	Richland
* Work Location/Tax Location Code	<input type="text" value="Please select"/> <i>Please select the state where the employee will be physically working.</i> <i>This field is required.</i>

13) Click the Add PeopleSoft Funding Entry to add funding information.

PeopleSoft Funding

Business unit does not show in the fields below as it will always default to USC01. Activity will also not show as it will be defaulted based on whether a Project is populated.

[Add PeopleSoft Funding Entry](#)

Source of Funding

State Funding %	100.00 <i>If no State Funding, indicate 0.00</i>
Federal Funding %	0.00 <i>If no Federal Funding, indicate 0.00</i>
Other Funding %	0.00 <i>If no Other Funding, indicate 0.00</i>

## Creating a Hiring Proposal & Onboarding Events Faculty FTE

14) Complete all fields that are marked with an asterisk. When done, click the Add PeopleSoft Funding Entry and then click Save & Continue to proceed.

### PeopleSoft Funding

Business unit does not show in the fields below as it will always default to USC01. Activity will also not show as it will be defaulted based on whether a Project is populated.

\* Funding Indicator

\* Operating Unit

\* Department

\* Fund

\* Account

\* Class

Project

Project Costing Business Unit

Cost Share

\* Amount

Remove Entry?

Add PeopleSoft Funding Entry

- If more than one fund # associated with the salary of the faculty FTE, select Add PeopleSoft Funding Entry.

**Job Offer Information:** In the Job Offer Information Screen, complete all of the fields shown that are marked with an asterisk.

### Hiring Proposal Information

\* Temporary Action Type   
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 USC for this purpose. (2) A rehire is a candidate that was previously employed by USC, excluding student employment. (3) A transfer is a current USC employee with benefits being hired into a different position type, ex. current RGP hired into FTE.

Hiring Proposal Number

\* Start Date   
Please enter in the MM/DD/YYYY format or select from the calendar.

End Date   
Please enter in the MM/DD/YYYY format or select from the calendar.

\* Employee's Building

\* Supervisor USC ID

Supervisor Position Number   
If the supervisor is an FTE, RGP, or TL, enter the position number.

\* Supervisor Full Name   
Enter the supervisor's legal (first and last) name

## Creating a Hiring Proposal & Onboarding Events Faculty FTE

**Action Type Definitions:** Please make sure the correct Action Type is selected.

Hiring Proposal Information

Please select

\* Action Type

*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 USC for this purpose. (2) A rehire is a candidate that was previously employed by USC, excluding student employment. (3) A transfer is a current USC employee with benefits being hired into a different position type, ex. current RGP hired into FTE.*

*This field is required.*

- **New Hire:** a candidate who has never worked for USC. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.
- **Rehire (Less than 1 year):** a candidate who previously worked at USC but has had a break in service of less than 1 year. This includes the typical rehire of Adjunct Faculty or Temporary Staff. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.
- **Rehire (Greater than or equal to 1 year):** a candidate who previously worked at USC but has had a break in service more than or equal to 1 year. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.
- **Promotion** – the assignment of an employee from one position to a different position having a higher title or, for unclassified positions, having a higher rate of pay.
- **Demotion:** the assignment of an employee from one position to a different position having a lower band or, for employees in unclassified positions, assignment of a lower rate of pay to the employee except when the employee’s job duties also are decreased for nonpunitive reasons.
- **Reassignment:** the movement of an employee from one position to another position having the same band, or the movement of a position that does not require reclassification.
- **Transfer – Position Type Change:** Use this for an existing USC employee changing position types. Example - A current RGP employee moving to an FTE position should be coded as a transfer.

## Creating a Hiring Proposal & Onboarding Events Faculty FTE

15) The next sections are for Background and Drug Screenings and Background Screening Funding. These questions, some of which pull from the job posting, are required to determine what type of screenings will be conducted for each hire. Education, S.C. Driver's License, Professional License Verification, and PreEmployment Drug Screening will be selected based on the Position Type and the minimum qualifications. Click Save & Continue to proceed.

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.
- Education Verification Yes
- S.C. State Driver's License Verification No
- Professional License/ Certification Verification No
- Pre-employment Drug Screening No
- \* If hiring an external dual select one:  This field is required.
- \* Email address of HR Contact to receive background and drug screening results:  This field is required.

Comments:

*Please list any service that is required for this screening that is not listed.*

16) Those who initiate the hiring proposal must list the Funding string to be charged for the background screening services. Click Save & Continue to proceed.

Background Screening Funding

To ensure this screening is completed in the order received, the full PeopleSoft chartfield string, including the project number if required, must be entered. If the incorrect chartfield string is given, we will default to the main chartfield string for the department.

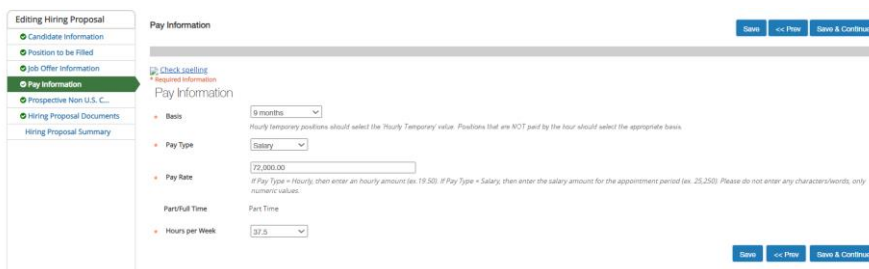
- \* Operating Unit  This field is required.
- \* Department  This field is required.
- \* Fund  This field is required.
- \* Class  This field is required.
- Project
- Project Costing Business Unit

Save << Prev Save & Continue



## Creating a Hiring Proposal & Onboarding Events Faculty FTE

- 17) Pay Information: The Pay Information screen houses the Pay Basis, Pay Type, Pay Rate, and Hours per Week. These fields are vital in ensuring accurate compensation. All FTE, RGP and TL employees have a basis reflective of the number of months in the appointment period and have a pay type of salary. Refer to the [Selecting Pay Basis, Pay Group and FLSA Status in PeopleAdmin](#) guide. Ensure all fields are correct. Click Save & Continue to Proceed.



- 18) Prospective Non- U.S. Citizen: The Prospective Non-U.S. Citizen Screen is to be utilized and completed if an international applicant has been recommended for hire. **If hiring a non- U.S. citizen, regardless of visa status or sponsorship need, you must work in conjunction with the HR Office of International Services (HR OIS).** If not an international hire, skip this tab completely. Click Save & Continue to proceed.



- 19) Hiring Certification: In the Hiring Certification Screen, click Yes or No from the dropdown to certify the candidate meets the minimum qualifications for the position. Click Save & Continue to proceed.



## Creating a Hiring Proposal & Onboarding Events Faculty FTE

20) Hiring Proposal Documents: In the Hiring Proposal Documents Screen, you can view various documents that can be attached for the faculty FTE position type. Reference the [Hiring Proposal Documents by Position Type matrix](#).

PDF conversion must be completed for the document to be valid when applicable.

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 RG/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
NCA Calculation Worksheet - (REQUIRED - for Adjunct Faculty)			Actions
Hire Above Minimum (NAMS) Request Form - (REQ)			Actions
Post-ETM or Post-Retirement Approval Letter - (REQUIRED)			Actions
State Service Verification (HR Use Only)			Actions
Dual Request Approval (External Duals Only)			Actions
New Hire Justification Form - (REQUIRED - (GUP FTE, RGP, and TL Only)			Actions

- Provost approval is required, if hired at rank of Clinical Professor or Research Professor.
- President approval is required for hire at the rank of Professor.
- Board of Trustees approval is required for hire with tenure (only applicable for Associate Professor and Professor ranks).

**Note:** The Offer/Acceptance Letter can be found in the Reports Tab of the Hiring Proposal Summary. Choose the correct Offer/Acceptance Letter. Refer to the [Offer Letter Template Descriptions resource](#) to ensure you are utilizing the correct template.

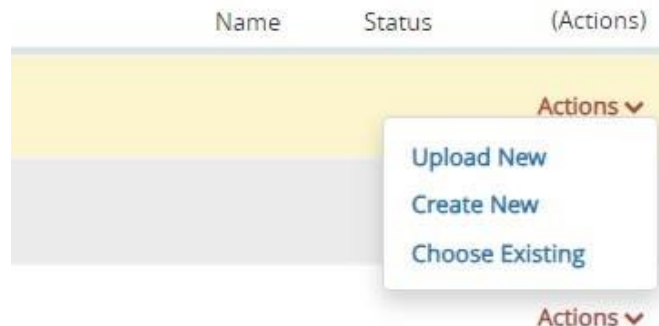
Summary | History | Settings | **Reports** | Employment Verification

- Hiring/Other Action Report for Adjunct Faculty/Temp Staff
- (Lag) New or First Time Hire - Adjunct Temp Offer Letter - Hourly Pay
- OIS Proposal (formerly IS-1)
- Seated PD Adjunct/Temp Hiring Document
- State of SC Post-Retirement Offer Letter - New or First Time Temporary Hourly
- (Lag) Rehire Offer of Temporary Employment - Hourly Pay
- Rehire Report for Adjunct Faculty/Temporary Staff
- Seated PD Re-hire Adjunct Faculty/Temp Staff Hiring Document
- (Lag) Offer of Temporary Employment - Salary Pay
- (Lag) State of SC Post-Retirement Offer Letter - Temporary Salaried
- (Lag) Rehire Offer of Temporary Employment - Salary Pay

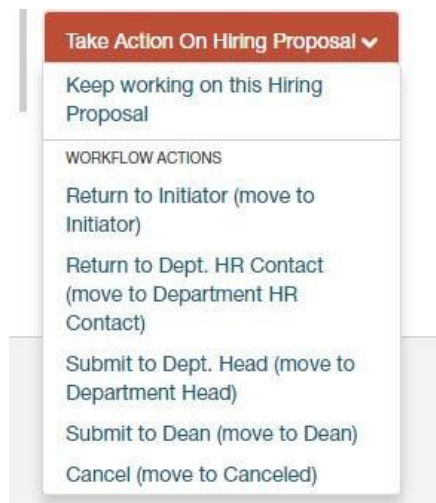
- Click on the desired template to have it generate in your internet browser window. Copy and paste the contents of the template into a word document and edit all portions of the template with [ brackets ]. Be sure to print the offer on departmental letterhead or utilize electronic letterhead.
- Documents can be attached by choosing the correlating Actions link and choosing Upload New. Documents can be removed by choosing Unassign.

## Creating a Hiring Proposal & Onboarding Events Faculty FTE

21) To attach a document to the Hiring Proposal, click the Actions drop-down menu and select the applicable choice. Click Save & Continue at the bottom of the screen to proceed to the next page.



22) Hiring Proposal Summary: 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.

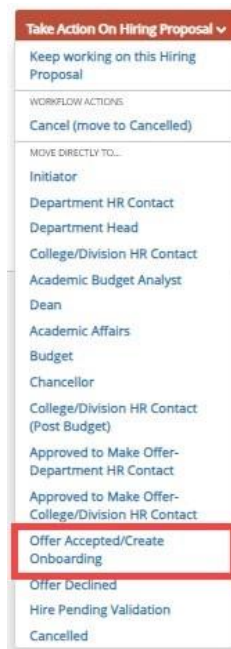


- Hiring Proposals must have at least two levels of approvers and they must not be the same person.
- All faculty FTE hires on the Columbia campus must be approved through the Provost's Office (workflow state of Academic Affairs).

## Creating a Hiring Proposal & Onboarding Events Faculty FTE

23) To move the Hiring Proposal through the workflow, change hiring proposal action to Offer Accepted/Create Onboarding\*. This will transition the Hiring Proposal to HR Operations.

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



24) **Create the Onboarding Event for New Hires and Rehires (greater than or equal to 1 year).** For rehires (Less than 1 Year) and other actions, such as promotion no onboarding is required. **All non-U.S. citizens will have the onboarding checklists assigned by the HR Office of International Services (HR OIS)** so that they may assist the candidate with completion of the assigned tasks. The campuses will assign international checklists to their new hires.



Print Preview

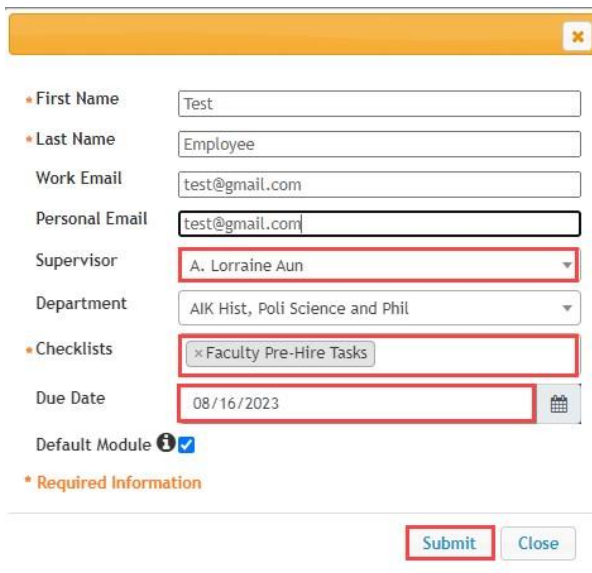


Create Onboarding Event

- The First Name, Last Name, and Personal Email 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.

## Creating a Hiring Proposal & Onboarding Events Faculty FTE

- Select the employee's supervisor from the dropdown.
- In the Checklists field, click **Select the Faculty Pre-Hire Tasks** Option from the drop down of checklists. This task list contains critical information to hire the employee into the HR and Payroll system and all employees' tasks must be completed so the employee can be hired prior to their arrival at USC. Remember to not assign International Faculty Pre-Hire Tasks (Columbia campus).
- Enter Due Date: Generally, we recommend the due date be the same as the employee's hire date.



25) **For new hires and rehires greater than 1 year a new I-9 is required.** Log into I9 Advantage, select Section 1 email and send a request to the new employee 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. If hiring a non-U.S. citizen, HR OIS prefers to initiate the I-9 in the vast majority of cases due to variable arrival and work permit validity dates.

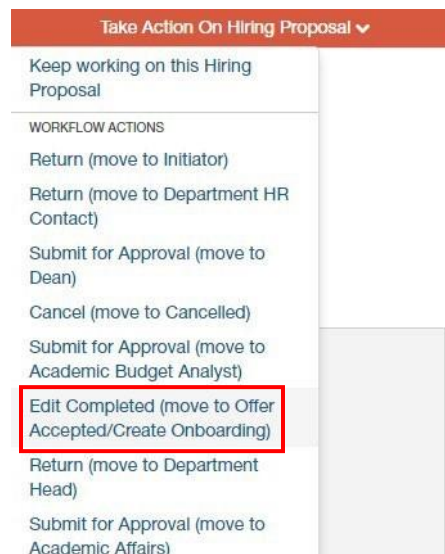


Remember, the candidate **must complete** the Critical New Hire Onboarding Tasks to facilitate entry in the HR/Payroll System. Refer to [Managing Onboarding Checklists & Viewing Employee Files](#).

## Creating a Hiring Proposal & Onboarding Events Faculty FTE

26)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 Pending Validation.
- If rejected, you will receive an email notification with specific comments to take action on the Hiring Proposal. In addition to the email notification, the History tab will show Performed Edit Requested with the comments.
- Make the edits and select Edit Completed to return it to Offer Accepted/Create Onboarding. Do not create onboarding again, as the employee will receive duplicate checklists.



Remember, PeopleAdmin approval is step one of the process. The hire must be validated in HCM before the employee will appear with an active or future dated hire in the system.