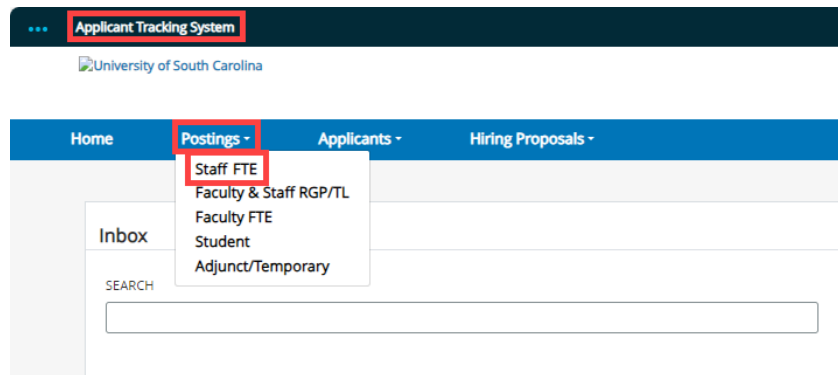# Creating a Hiring Proposal & Onboarding Events Staff FTE

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 Staff FTE.

2) Search for the posting in which you would like to create a Hiring Proposal for and click either the USC Market Title or Internal Title of the position to enter the posting.

Creating a Hiring Proposal & Onboarding Events Staff FTE

3) Click on the Applicants tab within the posting.

📄 **Posting: Disability Services Coordinator (Staff)**
Current Status: Posted

| Position Type: **Staff** | Created by: Tracey Mobley Chavous |
| Department: USC Lancaster - Palmetto College (941000) | Owner: HR Recruitment |

Summary | History | **Applicants** | Reports | Hiring Proposals | Associated Position Description

4) Click on the blue hyperlink of your final applicant's last name to open the application or on the action button to view the application.
Note: 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.
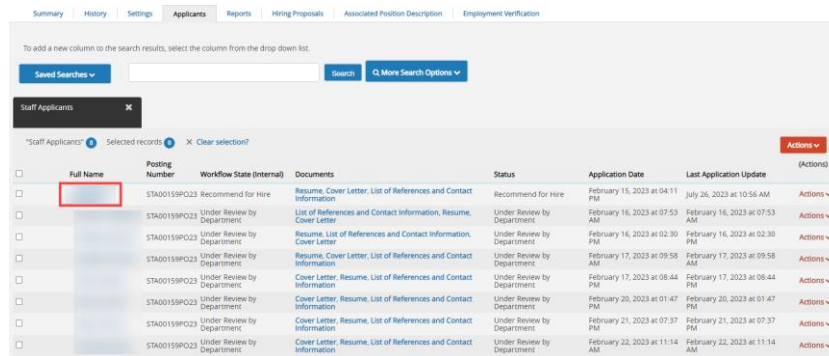
5) Review the application closely with special attention to the **General Information** Section as follows:

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 'no' to being a US Citizen, regardless of response to sponsorship question or visa status.**

Creating a Hiring Proposal & Onboarding Events
Staff FTE

- **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 letter.

PDF Documents

Document Type	Actions
Application	View
Combined Document	Generate

Creating a Hiring Proposal & Onboarding Events
Staff FTE

6) Click the Start PD Hiring Proposal link on the right at the top of the page.

⭐ View Posting Applied To

⭐ Preview Application

➕ Start PD Hiring Proposal

7) 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.

- An applicant CAN be hired into another approved PD (with a different position number), if you are hiring multiple candidates from that posting.

8) Once the appropriate PD is selected, scroll to the bottom, and click the Select Position Description button.

Selected Position Description

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

- Disability Services Coord.

[Select Position Description]

To change the Position Description connected to this Hiring Proposal, please select an alternative Position Description using the Search below.

Position Descriptions

[Saved Searches ⌄]   [   ]   [Search]   [🔍 More Search Options ⌄]

9) <u>Candidate Information</u>: 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.

Revised November 2023

Creating a Hiring Proposal & Onboarding Events
Staff FTE

- 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 Next and move to the Position to be Filled Screen.

10) Position to be Filled: On the Position to be Filled screen, 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.

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

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

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

13) <u>Job Offer Information</u>: In the Job Offer Information Screen, complete all fields shown that are marked with an asterisk.

Notes:

- The benefits will default on the posting and will copy over to the Job Offer Information screen.
- If reporting to a positioned employee (FTE, RGP, or TL) you must list the supervisor position number even though the field is not marked with an asterisk.

Creating a Hiring Proposal & Onboarding Events
Staff 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 in excess of 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.
- **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.
- **Promotion**: the assignment of an employee from one position to a different position having a higher band or, for unclassified positions, having a higher rate of pay.
- **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.

14) Enter the Requested Base Salary. **All staff hiring salaries must be approved by HR Service Team before an offer can be extended – this includes hiring at the minimum advertised rate.** Ensure the funding amount(s) and the base salary (or total compensation, if a supplement is included) are equal.

Salary Information+

* Requested Base Salary	If the requested base salary is above the advertised minimum rate, please upload the HAM Request (HR27) form to the Hiring Proposal Documents section to be reviewed for approval. This field is required.
Approved Hiring Salary	
Temporary Salary Adjustment	
Temporary Salary Adjustment End Date	MM/DD/YYYY — Please enter in the MM/DD/YYYY format or select from the calendar.
Shift Differential	
Market/Geographic Differential Pay	
Grant Salary Adjustment	
Grant Salary Adjustment End Date	MM/DD/YYYY — Please enter in the MM/DD/YYYY format or select from the calendar.
Special Assignment Pay	
Special Assignment Pay End Date	MM/DD/YYYY — Please enter in the MM/DD/YYYY format or select from the calendar.
* Total Compensation	This field is required.

15) The next section is for Background and Drug Screenings. These questions are required to determine what type of screenings will be conducted for each hire. Education, S.C. Driver's License, Professional License Verification, and Pre-employment 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	Yes
Pre-employment Drug Screening	No
* If hiring an external dual select one:	Please select — 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.

Creating a Hiring Proposal & Onboarding Events Staff FTE

16) Those who initiate the hiring proposal must list the Funding string to be charged for the background screening services. Funding information will be required. 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**, <u>must be entered</u>. If the incorrect chartfield string is given, we will default to the main chartfield string for the department.

* Operating Unit   Please select ✔
                    This field is required.
* Department   [   ]
                    This field is required.
* Fund   [   ]
                    This field is required.
* Class   Please select ✔
                    This field is required.
  Project   [   ]
  Project Costing Business Unit   Please select ✔

[Save] [<< Prev] [Save & Continue]

17) <u>Prospective Non- U.S. Citizen</u>: The Prospective Non-U.S. Citizen Screen is to be utilized and completed if an international applicant has been recommended for hire. **If hiring an international, 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.

Prospective Non U.S. Citizen   [Save] [<< Prev] [Save & Continue]

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?   Please select ▾

[Save] [<< Prev] [Save & Continue]

18) 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.

Hiring Certification   [Save] [<< Prev] [Save & Continue]
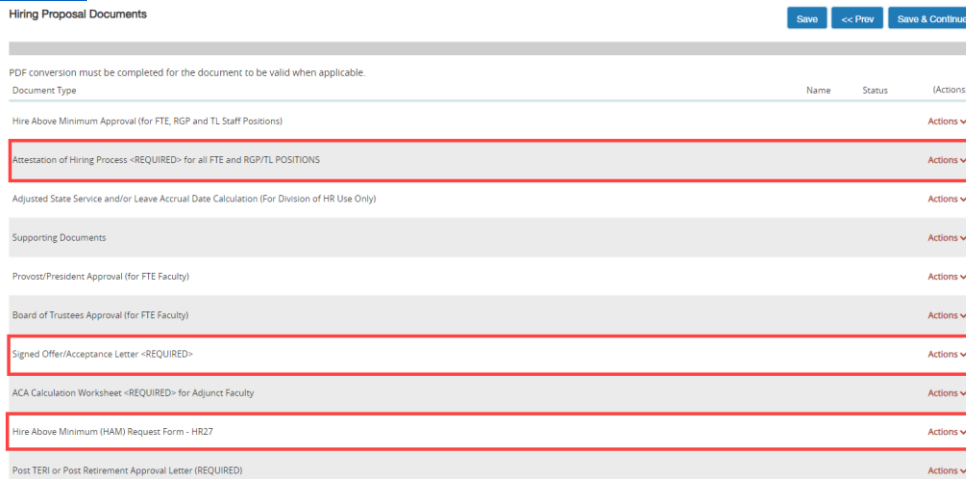
* Required Information

Hiring Certification

* As the hiring official responsible for this position, I certify that the selected candidate meets the minimum qualifications for this position as indicated on the job posting.   [▾]
                    This field is required.

[Save] [<< Prev] [Save & Continue]

Creating a Hiring Proposal & Onboarding Events
Staff FTE

19) <u>Hiring Proposal Documents</u>: In the Hiring Proposal Documents Screen, you can view various documents that can be attached for the staff full-time equivalent (FTE) position type. Reference the <u>Hiring Proposal Documents by Position Type matrix</u>.

Note: The Attestation of Hiring Process and Signed Offer/Acceptance Letter are required for all staff FTE positions. The New Hire Justification form is required for all staff FTE positions on the Columbia campus.

- A Hire Above Minimum (HAM) HR-27 request form is required for all positions with a starting salary above the advertised rate. If the HAM pre-approval is part of your workflow, you may enter in the requested salary amount in this area and edit it as necessary once HR Service Team has approved the salary. Click Save & Continue to proceed.

- 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 <u>Offer Letter Template Descriptions resource</u> to ensure you are utilizing the correct template.

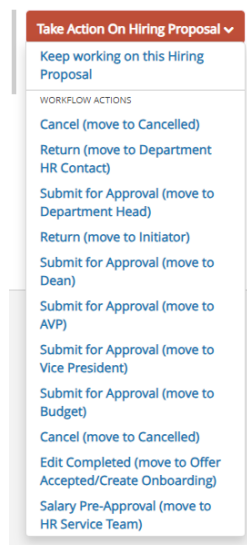# Creating a Hiring Proposal & Onboarding Events Staff FTE

- 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.

20) <u>Hiring Proposal Summary</u>: To attach a document to the Hiring Proposal, click the Actions drop-down menu and select the applicable choice. Click Save & Continue to proceed.

| Name	Status	(Actions)
		Actions ∨
		Upload New
		Create New
		Choose Existing
		Actions ∨
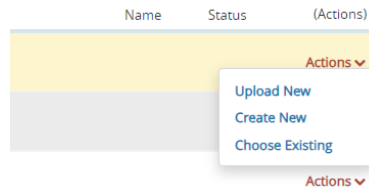
21) At the top right, click the Take Action on Hiring Proposal button and select Salary Pre- Approval (move it to HR Service Team), if applicable.

- If your internal business process does not require a Salary Pre-Approval, you will Take Action on Hiring Proposal and select Submit for Approval (move to Department Head, Dean, AVP, <u>or</u> Vice President), based on your internal approval process for staff hires. It may be helpful to enter information, such as requested review or next steps, in the Comments box before moving it to the approver. The comments will appear in the History tab as well as the email notification.

Take Action On Hiring Proposal ∨

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Cancel (move to Cancelled)

Return (move to Department HR Contact)

Submit for Approval (move to Department Head)

Return (move to Initiator)

Submit for Approval (move to Dean)

Submit for Approval (move to AVP)

Submit for Approval (move to Vice President)

Submit for Approval (move to Budget)

Cancel (move to Cancelled)

Edit Completed (move to Offer Accepted/Create Onboarding)

Salary Pre-Approval (move to HR Service Team)

Creating a Hiring Proposal & Onboarding Events Staff FTE

22) Move the Hiring Proposal through your internal workflow. Remember - Hiring Proposals must have at least two levels of approvers and must not be the same person.

23) Route the Hiring Proposal to HR Service Team for approval of the base salary.
   - **Do not communicate the salary offer to the candidate until HR Service Team has approved it, as the amount may change.**

24) Once approved, HR Service Team will route the Hiring Proposal to Approved to Make Offer, and the user group that created the Hiring Proposal (either College/Division HR Contact, Department HR Contact, or Initiator).

25) 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.
   - *If the offer is not accepted, you will select Offer Declined. If the Hiring Proposal is canceled, select Cancel.
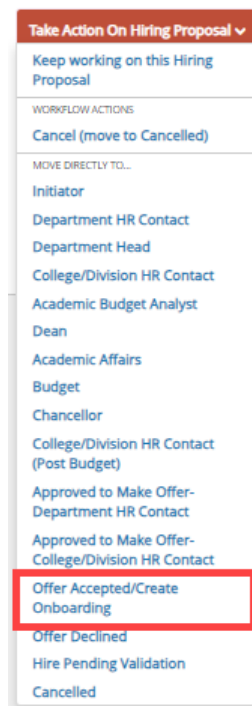
Creating a Hiring Proposal & Onboarding Events
Staff FTE

26) **Create the Onboarding Event for New Hires and Rehires (Greater than or Equal to 1Year).** For rehires (Less than 1 Year) and other actions, such as promotion no onboarding is required. **HR OIS will assign onboarding checklists to all non-U.S. citizen hires, regardless of sponsorship need or visa status.**

- 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.
- Select the employee's supervisor from the dropdown.
- In the Checklists field, click Select the Staff 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 before the employee can be hired prior to their arrival at USC. Remember HR OIS must assign tasks if the individual is a non-U.S. citizen, regardless of status/sponsorship need.
- Enter Due Date: Generally, we recommend the due date be the same as the employee's hire date.

# Creating a Hiring Proposal & Onboarding Events
Staff FTE

27) **For new hires and rehires greater than 1 year a new I-9 is required**. Log into I-9 Advantage, select Section 1 email and send a request to the new hire 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 the variability of 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.

28) 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 returned for edits, 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.
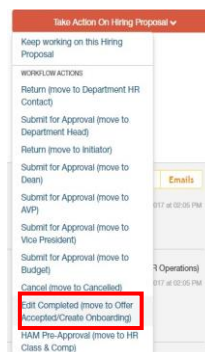
29) The candidate is seated automatically in the respective position description once the Hiring Proposal is approved.

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.