PeopleAdmin Quick Reference Guide
First Time Using Quick Hire Process for Rehires
Adjunct Faculty/Temporary Staff/External Duals (No PD)

An employee can NOT start work until an internal document has ALL required signatures.

USCA's internal hiring documents are a Faculty Appointment Sheet (FAS) and a Form 12. FAS are used by our academic departments to process all adjunct hires per semester and class overload hires. A Form 12 is used for all other hires. Links to both forms are on our website. https://www.usca.edu/human-resources/forms.dot

Route the internal document for signatures.

HR will send an email to the hiring department with a copy of the signed Form 12 once we receive the completed signed document. Postings from a FAS will not be moved to Quick Hire status until HR has received the completed signed internal document.

All New Hires and Re-hires who have had a year or more break in service must have an I-9 completed in I-9 Advantage. The I-9 must be completed on or before the employee's first date of employment.

If you do not have access to I-9 Advantage contact Amanda Johnson at 3317 or Amanda.Johnson@usca.edu.

Gaining access to I-9 Advantage can take up to one week. Please allow time for access so you can complete the I-9 prior to or on the first date of employment.

Log onto PeopleAdmin

Go to uscjobs.sc.edu/hr

You will click on SSO Authentication

Contact TristanS@usca.edu if you don’t have access.

Use Chrome as your browser:
https://sc.edu/about/offices_and_divisions/human_resources/docs/pa_setting_chrome_as_your_preferred_browser.pdf

Disable your pop ups:
https://sc.edu/about/offices_and_divisions/human_resources/docs/pa_disabling_pop_up_blocker.pdf

Rev. 10/30/2020
1. Under "User Group" on the top, far right of you screen, click on "Initiator" on the drop down box.

2. Click on Postings on the menu bar and choose "Adjunct/Temporary". For External Duals, the adjunct/temporary will be chosen.

3. Click “Create New Posting” in the upper right-hand corner.
4. A pop up will appear asking, “What would you like to use to create this new posting?”

Click “Create from Classification.”

5. Choose the classification title in which you are hiring the adjunct faculty/temporary staff by clicking on the title or entering it in the search field. For adjunct faculty type "Instructor UG70". For temporary staff you will search for a classification that best matches your type of hire.
6. Click “Create Posting from this Classification” in the upper right-hand corner.

7. Enter the required information. Required information will be marked with a RED asterisk.

   Advertised Title: Enter department, term or hire date, and last name.
   Adjunct example: Math SPR20 Smith
   Campus: USC Aiken (USC Aiken)
   College/Division: USC Aiken College/Division Level (USC Aiken College/Division Level-DIV)
   Department: Enter your department. Example: AIK MATH(911061)
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**MOST OF THE INFORMATION THAT COMPLETES THE POSTING WILL COME FROM THE FACULTY APPOINTMENT SHEET (FAS) OR THE FORM 12.**

Note: The URL for your school is optional and not required for Quick Hires.

8. Complete the Posting Summary. Items with RED asterisk are required.

<table>
<thead>
<tr>
<th>Posting Number</th>
<th>Classification Title</th>
<th>Advertised Title</th>
<th>Internal Title</th>
<th>Type of Temporary Position</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Instructor</td>
<td>Math SPR20 Smith</td>
<td></td>
<td>Please select</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>This field is required</td>
<td></td>
</tr>
</tbody>
</table>

College/Division: USC Aiken College/Division Level

Department: AIK Math

Class Code: UG70

Salary: Salary if Adjunct/Hourly if Temp Staff

This field is required.

Location of Vacancy: Enter if Employee is working off campus

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: Please select

This field is required.

Part/Full Time: Please select

This field is required.

Hours per Week: Please select

This field is required.

(HISTORICAL) Hours per Week

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.

**This field must match the ACA form in Proposal**

**Work Schedule**

**Job Search Category**

This is a Quick Hire and will not be advertised. Use the advertised title as the job summary.

**Position Description**

**Advertised job summary**

This field is required.

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

**Most qualified**

This field is required.
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Complete the Posting Detail Information section. Items with RED asterisk are required.

Posting Detail Information

- **Number of Vacancies**

- **Desired Start Date**
  - Hire Start Date
  - **This field is required.**

- **Proposed End Date**
  - Hire End Date
  - **This field is required.**

- **HR Contact**
  - Amanda Johnson
  - **This field is required.**

- **HR Contact Phone Number**
  - 803-641-3317
  - **This field is required.**

- **Applicant Reviewer Access**
  - Your Name, Amanda Johnson, Carla Hayes, Melissa Wilson
  - **This field is required.**

- **Initiator Access**
  - Your Name, Amanda Johnson, Carla Hayes, Melissa Wilson
  - **This field is required.**

- **Job Open Date**
  - Today's Date
  - **This field is required.**

- **Job Close Date**
  - Leave this field blank

- **Open Until Filled**
  - 

- **Special Instructions to Applicant**
9. Click “Save & Continue” at the bottom or top of the Posting Details Screen to save your data and route it to the Position Attributes Screen.

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

11. If the position is a safety/security sensitive position or requires a CDL, select “Yes.” If not, select “No.”

12. Click either “Save” or “Save & Continue” at the bottom or top of the Position Attributes Screen to save your data.

13. After saving your data, you may select the Summary tab. Since this is a Quick Hire, the other tabs may be skipped.
14. Send the Posting to College/Division HR contact under Take Action on Posting.

Now the Posting has been sent to Amanda Johnson in HR. She will review the posting for errors. If there are errors she will return the Posting to you. You will receive an email from People Admin with the error posted at the bottom. Make the correction and send it back to College/Division Hr Contact. When the Posting is correct Amanda will transition the Posting to "Quick Hire (move to Quick Hire)". Amanda will send you an email telling you the application link is now ready.

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

Posting: HR Manager - 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/19700

16. Copy and paste the posting link into an email and send it to the applicant so they may access the posting and apply. See circle above.

17. Applicant will click on the link on the email and complete the application for the posting.

It is best for the applicant to use Chrome as their browser:

(https://sc.edu/about/offices_and_divisions/human_resources/docs/setting_chrome_as_your_preferred_browser.pdf) Disable Pop Up Blocker:

(https://sc.edu/about/offices_and_divisions/human_resources/docs/disabling_pop_up_blocker.pdf).

This is a re-hire. The applicant has already created an account in People Admin and should have an application in their file.

You will not be notified by PeopleAdmin when the applicant has applied. 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.
18. Log back in or change role to “Applicant Reviewer.” Only the Applicant Reviewer role can move the applicant to Recommend for Hire. Click on “Adjunct/Temporary” under the Postings Section.

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.
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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”, “Quick Hire (Move to Recommend for Hire)” and then click “Submit.”
To begin the Hiring Proposal, you will be logged in as Initiator.

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

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

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.

Click “Save & Continue” 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. Select the appropriate type of position, basis and FLSA (Fair Labor Standards Act) status of exempt or non-exempt.

- **Type of Temporary Position**: Please select
- **Department**: All Business Services
- **Part/Full Time**: Part Time
- **Basis (Adjunct/Temp)**: Please select
- **FLSA**: Please select

  Hourly temporary positions should select the "Hourly Temporary" value. Positions that are NOT paid by the hour should select either "9 month" or "12 month" basis.

  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.

31. Select the correct location from the work location dropdown field.

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 Indicator**: Base Salary
- **Operating Unit**
- **Department**
- **Fund**
- **Account**
- **Class**
- **Project**
- **Project Costing Business Unit**
- **Cost Share**
- **Amount**
33. Click “Save & Continue” at the bottom or top of the Position to be Filled Screen to save your data and route to the Job Offer Information Screen.

- 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.

Background Screenings. This is a re-hire so a background check was completed when the employee was originally hired at USCA. You will reply to the “Credit History Check” (this is required if the employee will be handling money), "Is the candidate an attorney licensed to practice law in SC", and "If the candidate is a rehire less than a year...." fields.

You will enter N/A in the "Department and Fund Number to be charged" and "Email address of HR Contact..." fields unless you want an additional background check. For example, a hiring department that requires the employee to handle money may want to do an additional background check to include "Credit History Check" if their previous hire did not require it.
34. Click “Save & Continue” 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 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?**

- Please select

**What is the expected length of employment or stay at USC?**

- Please select

- 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 “Save & Continue” at the bottom or top of the Prospective Non U.S. Citizen Screen to save your data and route to the Hiring Proposal Documents Screen.
37. 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.

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.
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.”

To add a document you will click "Upload New". To remove a document you will click "Unassign".
38. 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.

39. At the top right, hover over the “Take Action on Hiring Proposal” button and submit it to College/Division HR Contact. If there are any errors the Proposal will be sent back to you. You will see the error at the bottom of the email you receive from People Admin. It is also posted under the "History" tab on the Proposal. For External Duals, the only required document to attach is the Dual Request Form.

40. USCA HR (College/Division HR Contact) will move the Hiring Proposal through workflow to Offer Accepted/Create Onboarding.

41. USCA HR will review the Hiring Proposal.

   If approved, you will receive an email notification that the Hiring Proposal is at the status of Hire Approved.

   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.