NEW HIRE PROCESS: PART-TIME FACULTY - PAGE 1

Generic Job Openings

Generic job openings (i.e. **PT Faculty – College of Business** A d (4)9991-0.6( )38 4 ((e)6.9 (s6(7.7 9)13)0swd999)10no-0.6 (s)30.695 (7 (s)38005 5 (TJ

1. Complete the **Course, Rank** and **Rate form** located on the Part-Time Faculty Hiring Forms webpage under the Part-Time Faculty Hire Process Tab.
2. Login to PeopleSoft HCM and navigate to **Recruiting** > **Search Job Openings** Click **Search** to return all job openings or enter the job opening ID corresponding to your academic unit for PT Faculty hires.
                    processed.

5. Select **Recruiting Actions > Edit Application** Details.

6. The Edit Application page displays.
7. Click the Add AttachmeB Tft 0 Tc 0 Tw 3.456.8 Td ( )Tj -0.00 g

Step 4 HPM: Create Ranked Job Opening

Once an email notification has been received from the OAA Manager indicating the applicant has been approved/denied at the proposed rank and rate, one of the below actions can be taken:

If the applicant is approved and there IS an immediate need:

1. Attach the approval email to the applicant's application. Refer to steps 5-

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NEW HIRE PROCESS: PART-

Hiring Team Tab (cont'd)

Enter the following information:

Recruiter: Add Recruiter Team 1002 PT Faculty Recruiting Team

and mark your "assigned" recruiter as primary. (If you <u>do not know</u> who the assigned recruiter is, contact Human Resources at ext. 8399 or 8402)

Hiring Manager: Add yours oTd(10)11 C4 (i)-g:ed yrimite fo-12..4 ( ) Tf0.002

Assignments
Recruiters

*Name		Recruiter ID	Primary	
Jacquelyn Rowan	🔍	2019509	☐	🗑
Dayonna Taylor	🔍			

Add Recruiter	Add Recruiter Team

Hiring Managers

*Name		Manager ID	Primary	
Danica Houle	🔍	2105491	☑	🗑

Add Hiring Manager	Add Hiring Manager Team

Interviewers
No Interviewers have been added to this job opening

Add Interviewer	Add Interviewer Team

Interested Parties

*Name		Empl ID	
Rex Ramsier	🔍	14738	🗑
Laurel Rooks	🔍	2730238	

Add Team

Team			
Select	Team ID	Description	
☐	1001	Recruiter Team	
☐	1000	Interested Parties	

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Step 4 (cont'd)

Job Posting tab

> Click **Add Job Posting.**
>
> The Posting Title will populate.
>
> Description Type: Click drop down, select **Comments.**
>
> Visibility: Click drop down, select **Internal Only.**
>
> Template: Click drop down, select **PT Faculty** ***Important – Be sure to enter the name of the applicant and the generic job # the applicant applied to.
>
> Job Posting Destinations: Leave blank.
>
> Click **Ok.**
>
> Click **Save as Draft.**

h. Click **Advertising** link (far right of screen). Enter the following information:

> Advertising Activities Box: Leave blank.

Advertising Link (cont'd)

Account Codes

> Background check Account Code(s): Enter the account number ######-5750.
>
> Advertising Account Code(s): leave blank.
>
> Salary and Benefit Account Code(s): Enter the account code and appropriate GL pay type. (See page 7 for GL pay code). If multiple accounts, click on the + sign.
>
> Click **Save.** Click **Return to Job Opening.**

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NEW HIRE PROCESS: PART-TIME FACULTY - PAGE 7

Step 4 (cont'd)

Advertising link (cont'd)

Combination Code/GL Pay Types:

Salary and Benefit Account Codes(s) line

Combination Code—Enter the account code the employee will be paid from and the percentage of distribution. If there are multiple account codes, click the + button to add additional codes and percentages. To view multiple account codes, click the View All link.

> For full fall and spring semester teaching assignments, enter a dash after the account code followed by the four-digit code of 5031 (i.e. 201540-5031).
>
> For full fall and spring semester noncredit assignments, enter a dash after the account code followed by the four-digit code of 5032 (i.e. 201540-5032).
>
> For any full summer session teaching assignments, enter a dash after the account code followed by the four-digit code of 5042 (i.e. 201540-5042).

After entering the information, click Save. Then click Return to Job Opening.

Click on **Save and Submit**

The status will change from 005 Draft to 006 Pending Approval. ****Make note of Job Opening ID**.

Step 5 HR: Job Opening Approval

After submitting, the job will route through the approval path. The recruiter will review opening information & verify all attachments have been added. If information or attachments are missing, recruiter will deny.

Once approved, the recruiter will link the applicant to the job. The applicant disposition will read as "Linked".

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Step 10: HR: Upload Signed Offer Letter & Enter Eligibility & Identity

HR uploads the employee's signed offer letter...

Step 11: HR: Pepare for Hire

HR Associate completes the **Prepare for Hire**, including the **Verify Employee ID** to determine if there is an existing relationship with the employee and UA.

Step 12: HR: Enter Hire Cmments

HR e...

If the applicant is denied by the OAA Manager:

1. Attach the denial email to the applicant. Refer to steps 5-12 on Page 1 of this job aid for instructions on how to add an attachment to the applicant.
2. Change the applicant's disposition to **Reject**
   a. Login to PeopleSoft HCM and navigate to **Recruiting** > **Search Job Openings.**
   b. Enter the job number, click on the job title.
   c. Choose the **Other Actions** > **Recruiting Actions > Edit Disposition** dropdown for the applicant being processed.
   d. Choose disposition of "**Reject**" from dropdown and click **Save**.
   e. The Manage job opening page will display with the applicant disposition as "Reject".