

NEW HIRE PROCESS: PART-TIME FACULTY - PAGE 1

My Recruiter/HR Associate: _____ Department #: _____ Location #: _____

Generic Job Openings

Generic job openings (i.e. **PT Faculty – College of Business Administration**) will be posted on the Employment Opportunities Board for each college. Potential applicants should be directed to these generic postings to apply for job openings.

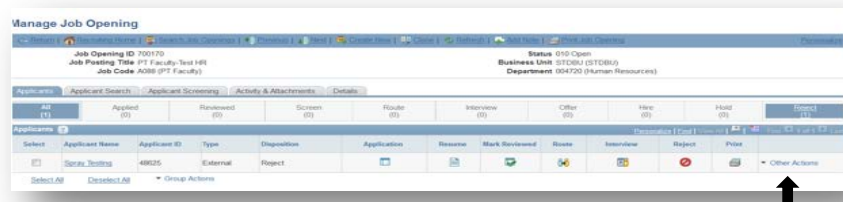
Applicants MUST attach a vitae and unofficial transcripts for highest degree obtained. If the required documents are not attached, the application will be considered incomplete and will not be processed.

Step 1: HPM: Upload the Course, Rank and Rate Form

Refer to University Rule 3359-20-06.1 Part-time faculty appointments
<http://www.uakron.edu/contentAsset/raw-data/1344292/fileAsset> Page 5.

Review the applicant's vitae and transcript. ***Rank MUST be entered. If clarification is needed on type of degree and the coursework assigned, provide information on the Course, Rank and Rate form, it will expedite the process.**

1. Complete the *Course, Rank and Rate form* located on the [HR Forms Directory](#) website.
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.
3. Select the generic job title link (i.e. **PT Faculty – College of Business Administration**). The **Manage Job Opening** page displays.
4. Click the **Other Actions** drop down corresponding with the applicant being processed.



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



7. The Edit Application page displays.
8. Click the **Add Attachment** link (located at the bottom of the Attachments box).

UPG_8.docx	asdfasdf	Other	<input checked="" type="checkbox"/>	08/04/2015 11:30AM	Laura Spray Portal Nov 23	
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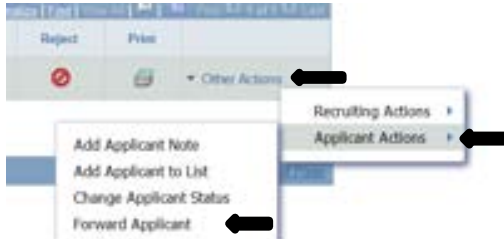
[Add Attachment](#)

9. Click on **Browse** to locate the Course, Rank and Rate Form.
10. Click **Upload**.
11. The Type Code will default to **Attachments by HPM**.
12. Scroll to the bottom of the page and click **Save**.
13. Click **Return** (next to the **Save** button).

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Step 2: Forward the Applicant to OAA

1. Select **Other Actions > Applicant Actions > Forward Applicant**.



2. Enter the following information for the e-mail message:
 - a. To = Email address of OAA Coordinator (currently Laurel Rooks).
 - b. Subject = **Please review**.
 - c. Access = **Public**.
 - d. Message = Text will be automatically generated by the system requesting the Office of Academic Affairs review and approval of the applicant.
3. Click **Send**.
4. A message box will pop up reading: "You have successfully forwarded this applicant".

Step 3: OAA Coordinator: Approve Applicant

The Office of Academic Affairs (OAA) reviews the vitae and transcript and the uploaded Course, Rank and Rate Form for review of credentials, and assigned rate and rank.

If any information is missing or incorrect, the OAA coordinator will not approve the applicant.

If the information is complete, the OAA Coordinator will forward the applicant back to the HPM copying the recruiter (with the approved rank and rate) for processing.

Step 4: HPM: Create Ranked Job Opening

Once an email notification has been received from the OAA Coordinator 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 denied by the OAA Coordinator:

1. Attach the denial email to the applicant. Refer to see steps 6-13 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".

Applicants	Applicant Search	Applicant Screening	Activity & Attachments	Details	
All (2)	Applied (0)	Reviewed (0)	Screen (0)	Rate (0)	
Select	Applicant Name	Applicant ID	Type	Disposition	Application
<input type="checkbox"/>	Suzanne Smith	46025	External	Reject	<input type="checkbox"/>
<input type="checkbox"/>	Earl Coates	64404	External	Hold	<input type="checkbox"/>

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Step 4 (cont'd)

If the applicant is approved, but there is **NOT** an immediate need:

1. Change the applicant's disposition to **Hold**:
 - 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 "**Hold**" from dropdown and click **Save**.
 - e. The Manage job opening page will display with the applicant disposition as "Hold".
2. Attach the approval email to the applicant. Refer to see steps 6-13 on Page 1 of this job aid for instructions on how to add an attachment to the applicant.
3. Create contact notes on the applicant to form an approved applicant pool:
 - a. On Manage Job Opening page, click on the applicant name.
 - b. Click **Notes** tab, click **Add Applicant Note** at bottom of page.
 - c. Add a note to the applicant including Department and Rank:
 - **Contact Date:** This will default to **current date**. Correct if necessary.
 - **Contact Method:** This will default to **none**. **DO NOT CHANGE**.
 - **Audience:** This will default to **Public**. **DO NOT CHANGE**.
 - **Subject:** Type in department/discipline that OAA has approved. **DO NOT ABBREVIATE**.
 - **Details:** Type in rank (see example below).
 - Click **Add Note**. Click **Save**.

Author Cathy Moore	Contact Date 07/05/2016
Contact Method None	*Audience Public
*Subject Chemistry	
Details Approved as Senior Lecturer	
Add Note	Cancel

When the department is in need of hiring an applicant from the pool of approved applicants, they will run the Query **UA_DEPT_POOL**. This query will give the name, approved discipline and approved rank that will be used to create the job opening.

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

1. Attach the approval email to the applicant. Refer to see steps 6-13 on Page 1 of this job aid for instructions on how to add an attachment to the applicant.
2. Review the course enrollment. If the enrollment is low, hold the position until there is appropriate enrollment.
 - a. If not offering the course due to low enrollment, follow steps under "If the applicant is approved, but there is not an immediate need" to add the applicant note to the approved applicant.
3. **Create a job opening** with appropriate rank and rate:
 - a. Login to PeopleSoft HCM and navigate to **Recruiting > Create Job Opening**. [\(Screen shot on next page\)](#)
 - b. Enter the following information on the **Primary Job Opening Information** page:
 - **Job Opening Type:** Will default to **Standard Requisition**.
 - **Business Unit:** Will default to **STDBU**.
 - **Department:** Leave blank until following page.
 - **Position Number:** Leave blank.
 - **Job Code:** Enter Job Code to correspond with approved rank (*see below*). When you click tab, **Job Posting** title will populate.
 - **Recruiting Location:** Enter **1002=Akron** or **18=Wayne**.
 - c. Click **Continue**.

Job Codes to choose from:

A062 - Special Lecturer
A085-Associate Lecturer
A084 - Assistant Lecturer
A086 – Senior Lecturer

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Step 4 (cont'd)

Primary Job Opening Information

d. After clicking continue, the Job Opening page will appear.

Enter the following on the **Job Opening** page:

- **Created by:** Will default to **HPM's employee ID**.
- **Created:** Will default to **current date**.
- **Openings to Fill:** Will default to **Limited Number of Openings**.
- **Target Openings:** Will default to **1**.
- **Available Openings:** Will default to **1**.
- **Establishment ID:** Enter correct **ID** (UOA or WAYNE).
- **Business Unit:** Will default to **STDBU**.
- **Position Number:** Leave blank.
- **Company:** Will default to **UOA**.

Job Opening

Job Opening page (cont'd)

Enter the following on the **Job Opening** page:

- **Department:** Enter department ID (should be six digits).
- **Status Reason:** Choose **New Position** from dropdown.
- **Desired Start Date:** Enter start date of semester or first day of instruction (for appointment of less than full semester).
- **Encumbrance Date:** Leave blank.
- **Projected Fill Date:** Leave blank.
- **Date Authorized:** Leave blank.
- **Referral Program ID:** Leave blank.
- **Recruitment Contact:** Leave blank.

Department Talent Dev & Human Resources
 Status Code
 Status Reason
 Status Date

Desired Start Date
 Encumbrance Date
 Projected Fill Date
 Date Authorized

Referral Program ID
 Recruitment Contact

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Step 4 (cont'd)

Job Opening page (cont'd)

e. Enter the following **Location** information:

- **Location ID:** two digit number (no alpha, numbers only).
- **Recruiting Location:** Will default from entry on previous page.
- **Employees being replaced:** Leave blank.

Locations ?			
*Location	Location Description	Primary Location	
31	Office of Talent Dev & HR	<input checked="" type="checkbox"/>	
Add Location			
Recruiting Locations ?			
*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings
1002	Akron Campus	<input checked="" type="checkbox"/>	1
Add Recruiting Location			
Employees Being Replaced			
*Employee ID	Name		
1			

Job Opening page (cont'd)

f. Enter the following Staffing information:

- **Region:** Will default to **USA**.
- **Schedule Type:** Choose **Part-Time** from dropdown.
- **Regular/Temporary:** Will default to **Temporary**.
- **Begin Date:** Enter first day of semester or first day of instruction.
- **End Date:** Enter last day of semester/session or last day of instruction.
- **Shift:** Leave blank.
- **Hours:** Change hours to match hours on *Rate & Rank form*.
- **Work Period:** Will default to **Weekly**.
- **Travel Percentage:** Will default to **Never or rarely**.

Region	USA
Schedule Type	Part-Time
Regular/Temporary	Temporary
Begin Date	08/29/2016
End Date	12/18/2016
Shift	
Hours	10.00
Work Period	Weekly
Travel Percentage	Never or rarely

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Step 4 (cont'd) Job Opening (cont'd)

- **Salary Admin Plan:** Will default to **PTF**.
- **From Grade:** Will default depending on title (see below).
- **From Step:** Leave blank.
- **To Grade:** Leave blank.
- **To Step:** Leave blank.

Salary Information

Salary Admin Plan Part-time Teaching Faculty

From Grade Associate Lecturer

From Step

To Grade

To Step

The **From Grade** will default depending on the title used:

A084 Assistant Lecturer Grade: **L1** A086 Senior Lecturer Grade: **L3**
 A085 Associate Lecturer Grade: **L2** A062 Special Lecturer Grade: **SPL**

- **Salary Range from:** Enter salary amount PER LOAD HOUR.
- **Salary Range to:** Should be the same as previous amount.
- **Pay Frequency:** Choose **month** from dropdown.
- **Currency:** Will default to **US dollar**.
- Click on **Save As Draft**.

Salary Range From (Default From Job Code)

Salary Range To (Default From Job Code)

Pay Frequency

Currency

[Save and Submit](#) [Save as Draft](#) [Recruiting Home](#) [Notification](#) [Start Over](#) [Top of Page](#)

[Job Details](#) [Hiring Team](#) [Job Postings](#) [Qualifications](#) [Screening](#)

g. Click on **Hiring Team** tab.

Add Team

Select	Team ID	Description
<input type="checkbox"/>	1001	Recruiter Team
<input type="checkbox"/>	1003	Interested Parties

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 ***do not know*** who the assigned recruiter is, contact Human Resources ext. 8399.)

- **Hiring Manager:** Add yourself as Hiring Manager by name or employee ID.
- **Interviewer:** Leave blank.
- **Interested Party:** Add **Interested Parties Team-1003**.
- **Screening Team:** Leave blank.
- Click **Save as Draft**. Click on the **Job Posting** Tab.

Assignments ?

Recruiters ?

Name	Recruiter ID	Primary
Jacquelyn Rowan	2019509	<input type="checkbox"/>
Dayonna Taylor	2800538	<input type="checkbox"/>

Hiring Managers ?

Name	Manager ID	Primary
Danica Houle	2105491	<input checked="" type="checkbox"/>

Interviewers ?

No Interviewers have been added to this Job Opening

Interested Parties ?

Name	Empl ID
Rex Ramsier	14738
Laurel Rooks	2730238

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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**.

Posting Information

- 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 # #####-5750.
- **Advertising Account Code(s):** Leave blank.
- **Salary and Benefit Account Code(s):** Enter the account code and appropriate GL pay type. (See page 8 for GL pay code). If multiple accounts, click on the + sign.
- Click **Save**. Click **Return to Job Opening**.

Enter advertisement locations below along with the suggested ad copy. List separately networking activities among professional colleagues (direct contact, professional meetings, listservs, etc.). It is recommended that you consult with the EEO/AA Office/Employment Services prior to selecting your advertising outlets.

Advertising Activities

Background Check Account Code(s)

Combination Code #####-5750 *Percent of Distribution 100.000

Advertising Account Code(s)

Combination Code *Percent of Distribution 100.000

[RETURN TO JOB OPENING](#)

Save

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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 non-credit 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).

Salary and Benefit Account Code(s)

Find | View All | First | 1 of 1 | Last

Combination Code: #####-5031

*Percent of Distribution: 100.000

[RETURN TO JOB OPENING](#)

Save

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

Click on **Save and Submit**.

Job Opening

Save and Submit | Save as Draft | Delete | Recruiting Home | Search Job Opening | Notification | Print Job Opening

Job Opening ID 9347 | Status 005 Draft

Job Posting Title Associate Lecturer | Business Unit STDBU (STDBU)

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

Step 5: HR: Job Opening Approval

Job Opening

Save | Recruiting Home | Clone | Create New | Print Job Opening

Job Opening ID 9347 | Status 006 Pending Approval

Job Posting Title Associate Lecturer | Business Unit STDBU (STDBU)

Job Code A085 (Associate Lecturer) | Department 004250 (A&S Dean's Office)

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.

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (3)	Applied (1)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)		
Applicants							
Select	Applicant Name	Applicant ID	Title	Disposition	Application	System	Mark Done
<input type="checkbox"/>	Polisky Teacher	64339	External	Linked	<input type="checkbox"/>		<input type="checkbox"/>

Select All | Deselect All | Group Actions

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

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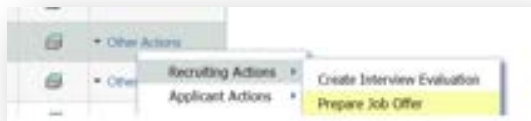
Step 6: HPM: Enter Job Offer

Once an email notification has been received from Human Resources indicating the applicant has been electronically linked to the ranked position, the job offer can be entered.

1. Review the course enrollment. (If the enrollment is low, hold the position and do not proceed).

Entering the offer:

2. Login to PeopleSoft HCM and select **Recruiting > Search Job Openings**.
3. Enter the Job Opening ID number, click **search**, click on job title.
4. Select **Other Actions > Recruiting Actions > Prepare Job Offer**.



5. The **Prepare Job Offer** page loads. Enter the following information in the Job Offer Components:
 - a. Component = **Load Hour**.
 - b. Currency = defaults to **USD**.
 - c. Offer Amount = Enter offer amount per load hour.
 - d. Frequency = **Monthly**.

*Component	*Offer Amount	Payment Mode	Currency	Frequency
Load Hour	800.00	Cash	USD	Monthly

Add Offer Component

6. Click the **Submit for Approval** link.



Step 7: Dean and OAA: Approve Job Offer

Upon approval, email notification will be sent to the HPM stating the offer has been approved.

Step 8: HPM: Provide Human Resources with Offer Letter

1. Receive email notification that the offer has been approved.
2. Generate offer letter using the part-time faculty template (located on the HR forms [website](#) under “**Part-Time Faculty Offer Letter**”). The standard template **MUST** be used. Email the completed offer letter to your assigned primary recruiter.

Step 9: HR: Provide New Hire with Welcome Email

1. Human Resources schedules an appointment with the candidate to secure the candidate’s signature of acceptance and complete the hiring forms and a background check. Human Resources sends a welcome email to the candidate detailing the appointment time and the link to the hiring forms that can be completed prior to their appointment.
2. Human Resources obtains the employee’s social security number and date of birth to complete the hire.

NEW HIRE PROCESS: PART-TIME FACULTY - PAGE 10**Step 10: HR: Upload Signed Offer Letter & Enter Eligibility & Identity**

HR Associate uploads the employee's signed offer letter on the **Manage Job Openings** page in **Activity & Attachments**. The employee's information is entered on the **Eligibility & Identity** link.

Step 11: HR: Prepare 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 Comments

HR Associate enters the **Hire Comments** and confirms the load hours assigned to the employee do not exceed the semester or summer load limit requirements.

Step 13: HR: Submit Request to Finalize Hire**Step 14: HR: Finalize the New Hire**

The HR Associate completes the employee's hire through the **Manage Hires** process. HR forwards the paperwork to the Payroll department and enters the academic activity for the courses assigned to the employee.