Quick Reference:
Tiger Talent - Request to Recruit

**Important Information:** The Request to Recruit can be entered into Tiger Talent by either the hiring manager or the Human Resources (HR) partner.

**Staff Hire Request**

**Important Information:** The approval process for a staff Request to Recruit involves the budget officer and two levels above the hiring manager.

**STEP 1 (Staff Hire)**
Access the Tiger Talent web site. Log in to Tiger Talent using your Clemson user ID and password.

**STEP 2 (Staff)**
Click the Actions hyperlink and click Begin New Hiring Action to begin a new request to recruit.
Important Information: It is important to enter the correct hiring manager’s email address into the Tiger Talent Request to Recruit because the two levels of approvals required for the transaction are automatically populated based on the hiring manager’s supervisor and that supervisor’s supervisor.

**Important Information:** There are three hiring options: 1) refill a position with no changes, 2) refill a position with changes or 3) request a new position.

- If requesting to refill an existing position without any changes from the previous incumbent’s job information, select “No Changes.”
- If requesting to refill an existing position but also requesting changes to the position from the previous incumbent’s job information, select “With Changes.”
- Intermittent positions must be requested by selecting “New Position.” A request to fill an intermittent position cannot be entered as a refill.
Important Information: The previous employee’s position information will display. At this time, please review the position information for accuracy.
Important Information: Waivers are approved by the Office of Human Resources (OHR) once the request to recruit has been submitted. The Office of Human Resources reviews the business reason for each waiver request to ensure the following:

- there are no other qualified internal candidates interested in applying for the position
- this is not an underrepresented job code
- the individual was not waived into her/his current position

STEP 6 (Staff)
If an employee is being waived into the position, click “Yes. This is a waiver.”
Indicate whether or not the employee being waived is a current employee.
Enter the name of the employee being waived into the position. (The system will display a list of names that are similar to the name you are typing. Select the correct name.)
Enter the business case for waiving the position.

A warning message will pop up reminding you to ensure that the applicant has a recent application on file and that a background check request is required.

To help speed up the process for all Waiver Requests please ensure the candidate has a recent application on file in PeopleSoft with their most current salary information. Please also ensure you submit a background check request for any Non-Clemson University employee using the link below prior to submitting your request:

http://www.clemson.edu/employment/forms/background/
**Quick Reference:**
**Tiger Talent - Request to Recruit**

**STEP 7 (Staff)**
Select Yes if the position is Grant Funded.
If grant funded, complete all fields in the Grant Funding section.

- Grant Funded Position?
  - Yes, This is a grant funded position.
  - No, This is not a grant funded position.

If grant funded, these fields are required.

**STEP 8 (Staff)**
Click Add Account to enter the Account String.

**STEP 9 (Staff)**
Enter the Account String and click Save Changes.
Click Add Account to add additional Account Strings.
**Note:** the percent total must equal 100 percent.
### Quick Reference: Tiger Talent - Request to Recruit

#### Proposed Position Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Title</td>
<td>Example: Administrative Assistant</td>
</tr>
<tr>
<td>Full/Part Time</td>
<td>Select a Status</td>
</tr>
<tr>
<td>Standard Hours</td>
<td>Example: 37.5</td>
</tr>
<tr>
<td>Department #</td>
<td>Example: 5337</td>
</tr>
<tr>
<td>Department Name</td>
<td>Assembling Department Number</td>
</tr>
<tr>
<td>Office Location</td>
<td>Example: 123 Sikes Hall</td>
</tr>
<tr>
<td>Office Phone</td>
<td>Example: (123) 456-7890</td>
</tr>
<tr>
<td>Supervisor Email</td>
<td>Example: <a href="mailto:Jane4@clemson.edu">Jane4@clemson.edu</a></td>
</tr>
<tr>
<td>Supervisor Name</td>
<td>Assembling Supervisor Email</td>
</tr>
</tbody>
</table>

#### STEP 10 (Staff)
- If refilling an existing position, **review** the position information.
- If recruiting for a new position, **enter** the position information.
- **Note:** the supervisor’s name will automatically populate when the email address is entered.

#### Important Information:
**Examples for Justification for Position** include: 1) The volume of accounting work has significantly increased due to an increase in the number of related organizations and 2) John Doe is retiring effective January 2015, and this is a position that needs to be refilled.

#### STEP 11 (Staff)
- **Enter** the maximum budgeted allocation (provided by the budget officer).
- **Select** the Work County from the drop-down menu.

#### STEP 12 (Staff)
- **Provide** justification for requesting the position in the Justification for Position textbox. See Important Information below.

#### STEP 13 (Staff)
- **Provide** the internal positions or employees performing similar work for comparison.
Quick Reference:
Tiger Talent -
Request to Recruit

**STEP 14 (Staff)**
If the position posting is internal only, **click “Yes. This is an internal only posting.”**
**Enter** justification in the Internal Posting Information test box.

**STEP 15 (Staff)**
**Enter** the requested dates of posting. (A minimum of five days is required.)

**STEP 16 (Staff)**
**Enter** the Interview Committee member names. Click the plus icon to add additional members.

**STEP 17 (Staff)**
Click “Yes. This request requires skill test(s)” if skills tests are required for the position.
Important Information:
If you select “Other Advertisement Medium,” enter the location of the job posting. The Office of Human Resources will contact the hiring manager to confirm the posting.

Each advertisement is subject to OHR approval and, by default, will include the Jeanne Clery Act and Clemson University Affirmation Action Clause.

TIP:
To view a complete listing of the advertising packages, select the Advertising package link. The advertising mediums listed are paid by the department; however, all job posting will automatically post to the free Diversity, Veteran, and Social Media advertising packages.

STEP 18 (Staff)
Select the desired advertising medium for the job posting. If the position is an internal posting, select “None” to indicate there will not be an advertisement for this position.

STEP 19 (Staff)
Enter the specific language to be used for the external advertising in the Advertisement textbox.
Important Information:
The system will validate entered information and will highlight missing or invalid entries. Enter or correct any information in highlighted fields, and click Submit to process the request to recruit.
Important Information:
From this point, you will receive emails containing information regarding the transaction’s progress through the hiring process.
**Quick Reference:**
**Tiger Talent - Request to Recruit**

---

**Important Information:**
Submitted transactions can be viewed at any time by logging in to Tiger Talent, where hiring managers have access to a summary page that shows the request to recruit, market analysis, and commitment form's progress throughout the hiring process. If a transaction needs to be changed, please contact OHR’s Recruitment unit. Changes to a submitted transaction cannot be made using Tiger Talent.

---

**STEP 22 (Staff)**
To view a transaction’s progress, click Summary on the Tiger Talent homepage. Select the position you want to view by clicking the position title hyperlink.

---

**Important Information:**
Once the Request to Recruit has been submitted and approved, the HR partner will be notified to create a job opening. Click HERE to access the Quick Reference: Creating a Job Opening (Requisition).
Important Information:
After the job opening is created and a job opening number is assigned, the HR partner will receive an email detailing the position information that includes a link to Tiger Talent. Accessing this link will allow the HR partner to view the Tiger Talent transaction.

Sample Email Notification

**Position Information**

<table>
<thead>
<tr>
<th>Type of Hire</th>
<th>Temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Openings</td>
<td>5</td>
</tr>
<tr>
<td>Job Duration</td>
<td>12 Months</td>
</tr>
<tr>
<td>Paygroup</td>
<td>12H</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>Johnson, Susan M</td>
</tr>
<tr>
<td>Submitted by</td>
<td>SUSANN/J</td>
</tr>
<tr>
<td>Submission Date</td>
<td>06/03/2015 01:20:25 PM</td>
</tr>
<tr>
<td>Reference Number</td>
<td>15</td>
</tr>
<tr>
<td>Business Title</td>
<td>Benefits Counselor I</td>
</tr>
<tr>
<td>Justification for Position</td>
<td>test</td>
</tr>
<tr>
<td>Job Code</td>
<td>AG5000</td>
</tr>
<tr>
<td>Full/Part-time</td>
<td>Full Time</td>
</tr>
<tr>
<td>Department #</td>
<td>5537</td>
</tr>
<tr>
<td>Department Name</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Supervisor's Name</td>
<td>Johnson, Susan M</td>
</tr>
<tr>
<td>Budgeted Max Salary</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>Position Description</td>
<td>NewPositionDescription.doc</td>
</tr>
<tr>
<td>Position Description</td>
<td>OldPositionDescription.doc</td>
</tr>
</tbody>
</table>

**Comments:**
Approve

**Action Required:**
Please review the comments above and the position information in the table. If you feel there have been changes from the proposed request that warrant reapproval, please notify Hiring Manager and Supervisor prior to creating a requisition. If no changes are required, log in to Tiger Talent via this link (using your Clemson username and password) to approve or deny the transaction.

**Approval Process Reminder:**
You will receive a reminder email after 24 hours if action is not taken within that timeframe. In order to avoid delays in the process, if you have not taken action within 48 hours, a notification will be sent to your supervisor so that he/she may approve or deny the request on your behalf.

Thank you in advance for your timely response to this message.
Quick Reference:
Tiger Talent -
Request to Recruit

Important Information: The approval process for a faculty Tiger Talent Request to Recruit transaction involves the budget officer, any ad hoc approvers that have been added, the dean, the provost and the Office of Human Resources.

Faculty Hire Request

**STEP 1 (Faculty Hire)**
Access the Tiger Talent web site. Log in to Tiger Talent using your Clemson user ID and password.

**STEP 2 (Faculty)**
Click the Actions hyperlink and click Begin New Hiring Action to begin a new request to recruit.
**Quick Reference:**

**Tiger Talent - Request to Recruit**

---

**Important Information:** It is important to enter the correct hiring manager’s email address into the Tiger Talent Request to Recruit because the two levels of approvals required for the transaction are automatically populated based on the hiring manager’s supervisor and that supervisor’s supervisor.

---

**STEP 3 (Faculty)**

*Enter* the hiring manager’s email address.

*Note:* When the address is entered, the hiring manager’s name will automatically display.

---

**STEP 4 (Faculty)**

*Select* Refill (for an existing position) or New Position. *Select* Faculty to recruit for a faculty or special faculty position.

---

**Important Information:** There are three hiring options: 1) refill a position with no changes, 2) refill a position with changes or 3) request a new position.

- To request to refill an existing position without making any changes from the previous incumbent’s job information, select “No Changes.”
- To request to refill an existing position with changes to the position from the previous incumbent’s job information, select “With Changes.”
- To request an intermittent position, select “New Position.” A request to fill an intermittent position cannot be entered as a refill.

---

**STEP 5A (Faculty)**

*Select* the type of position being recruited from the Position Type drop-down menu.
Important Information: When the previous employee’s Clemson email address is entered, information on the employee’s two most recent positions will display.

**STEP 5B (Faculty)**
If refilling an existing position, **enter** the previous employee’s email address.

**STEP 5C (Faculty)**
Click the radio button to the left of the position being refilled. **Click** Select.

**Important Information:** The previous employee’s position information will display. It is important to review the position information for accuracy.
Quick Reference:
Tiger Talent -
Request to Recruit

**Important Information:** Waivers are approved by the Office of Human Resources once the request to recruit has been submitted. OHR reviews the business reason for each request to ensure the following:

- there are no other qualified internal candidates interested in applying for the position
- this is not an underrepresented job code
- the individual was not waived into her/his current position

---

**STEP 6** (Faculty)
If the position is being waived, **click** “Yes. This is a waiver.”

**Indicate** whether or not the employee being waived is a current employee.

**Enter** the name of the employee being waived into the position.

**Enter** the business case for waiving the position.

---

**A warning message will pop up reminding you to ensure the applicant has a recent application on file and that a background check request is required.**
STEP 7 (Faculty)
Select Yes if the position is Grant Funded.
Complete all fields in the Grant Funding section if the position is grant funded.

STEP 8 (Faculty)
Click Add Account to enter the Account String.
If grant funded, these fields are required.

STEP 9 (Faculty)
Enter the Account String and click Save Changes.
Click Add Account to add additional Account Strings.
Note: the Percent Total must equal 100 percent.
**Quick Reference:**

**Tiger Talent - Request to Recruit**

**STEP 10A (Faculty)**
Select up to three faculty titles for market analysis. Choose the Category, Discipline and Appointment Term from the drop-down menus. Click the “here” hyperlink to preview the market analysis for the titles you selected.

**Important Information:** Examples of titles that may be included in the “Other” category are endowed chair, department chair and postdoctoral student. Nonstandard position details are reviewed by the Office of Human Resources, and a market analysis is provided to the hiring manager via email.
Example of a Market Analysis report.

STEP 11 (Faculty)
Choose either the budget officer or hiring manager as who will enter the Commitment Form data. The person indicated will be notified when the Commitment Form is available for completion.
Quick Reference:
Tiger Talent - Request to Recruit

**STEP 12** (Faculty)
If refilling an existing position, **review** the position information.

If recruiting for a new position, **enter** the position information.

*Note:* the supervisor’s name will automatically populate when the email address is entered.

**STEP 13** (Faculty)
**Enter** the maximum budgeted allocation (provided by the budget officer).
**Select** the Work County from the drop-down menu.

**STEP 14** (Faculty)
**Provide** justification for requesting the position. (See Important Information below.)

**STEP 15** (Faculty)
**Provide** the internal positions or names of employees performing similar work for comparison.

---

### Important Information:
**Examples for Justification for the Position** include:
1. The volume of accounting work has significantly increased due to an increase in the number of related organizations,
2. John Doe is retiring effective January 2015, and this is a position that needs to be refilled.
STEP 16 (Faculty)
Click Yes (the system defaults to No) if the position posting is internal only. Enter a justification for internal only posting in the Internal Posting Information test box.

STEP 17 (Faculty)
Enter the requested dates of posting. (A minimum of five days is required.)

STEP 18 (Faculty)
Enter the Interview Committee member names. Click the plus icon to add additional members.

STEP 19 (Faculty)
Click Yes if skills tests are required for this position.
TIP:
To view a complete listing of the advertising packages, select the Advertising package link. The advertising mediums listed are paid by the department; however, all job posting will automatically post to the free Diversity, Veteran, and Social Media advertising packages.

Important Information:
If you select “Other Advertisement Medium,” enter the location of the job posting. The Office of Human Resources will contact the hiring manager to confirm the posting. Each advertisement is subject to OHR approval and, by default, will include the Jeanne Clery Act and Clemson University Affirmation Action Clause.

STEP 20 (Faculty)
Select the desired advertising medium for the job posting. (If this is an internal posting, select “None” to indicate there will not be an advertisement for this position.)

STEP 21 (Faculty)
Enter the specific language to be used for external advertisements in the Advertisement textbox.
Quick Reference:
Tiger Talent -
Request to Recruit

**STEP 22 (Faculty)**
**Browse** to locate and upload the position description, and enter additional information related to the position in the Position Description Information textbox.

**TIP:**
You can access a copy of the Position Description template.

**STEP 23 (Faculty)**
**Click** the certification acknowledgement and **click** Submit.

**Important Information:**
The system will validate entered information and will highlight missing or invalid entries. Enter or correct any information in highlighted fields, and click Submit to process the request to recruit.
After you submit the necessary information for a request to recruit, you will be taken back to the home page, which will now show that the submission was successful.

Important Information:
From this point, you will receive emails containing information regarding the transaction's progress through the hiring process.
Quick Reference:  
Tiger Talent -  
Request to Recruit

**Important Information:**  
Submitted transactions can be viewed at any time by logging in to [Tiger Talent](#), where hiring managers have access to a summary page that shows the request to recruit, market analysis and Commitment Form's progress through the hiring process. If a transaction needs to be changed, please contact OHR's Recruitment unit. Changes to a submitted transaction cannot be made using Tiger Talent.

**STEP 24 (Faculty)**  
To view a transaction's progress, click **Summary** on the Tiger Talent homepage.  
**Select** the position you want to view by clicking the position title hyperlink.

**Important Information:**  
Once the Request to Recruit has been submitted and approved, the HR partner will be notified to create a job opening. Click [HERE](#) to access the Quick Reference: Creating a Job Opening (Requisition).
STEP 25 (Faculty)

Access the HR partner work list using the link contained in the approval email or by logging in to Tiger Talent.

Sample Email Notification

Position Information

<table>
<thead>
<tr>
<th>Type of Hire:</th>
<th>Temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Openings:</td>
<td>5</td>
</tr>
<tr>
<td>Job Duration:</td>
<td>12 Months</td>
</tr>
<tr>
<td>Paygroup:</td>
<td>1211</td>
</tr>
<tr>
<td>Hiring Manager:</td>
<td>Johnson, Susan M</td>
</tr>
<tr>
<td>Submitted by:</td>
<td>SUHANNU</td>
</tr>
<tr>
<td>Submission Date:</td>
<td>06/03/2015 09:20:23 PM</td>
</tr>
<tr>
<td>Reference Number:</td>
<td>15</td>
</tr>
<tr>
<td>Business Title:</td>
<td>Benefits Counselor I</td>
</tr>
<tr>
<td>Justification for Position:</td>
<td>Text</td>
</tr>
<tr>
<td>Job Code:</td>
<td>AG5000</td>
</tr>
<tr>
<td>Full/Part-time:</td>
<td>Full Time</td>
</tr>
<tr>
<td>Department #:</td>
<td>5337</td>
</tr>
<tr>
<td>Department Name:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Supervisor's Name:</td>
<td>Johnson, Susan M</td>
</tr>
<tr>
<td>Budgeted Min Salary:</td>
<td>$35,000.00</td>
</tr>
</tbody>
</table>

Position Description:

NewPositionDescription1.doc

OldPositionDescription1.doc

Comments:

Action Required:

Please review the comments above and the position information in the table. If you feel there have been changes from the proposed request that warrant resubmission, please notify Hiring Manager and Supervisor prior to creating a requisition. If no changes are required, log in to Tiger Talent via this link (using your Clemson username and password) to approve or deny the transaction.

Approval Process Remeinders:

You will receive a reminder email after 24 hours if action is not taken within that timeframe. In order to avoid delays in the process, if you have not taken action within 48 hours a notification will be sent to your supervisor so that he/she may approve or deny the request on your behalf.

Thank you in advance for your timely response to this message.
Quick Reference:
Tiger Talent - Request to Recruit

Linking a PeopleSoft Job Opening to Tiger Talent

**Important Information:** When a *Tiger Talent* transaction is submitted, the HR partner will receive notification via email from OHR to create a job opening. Click [HERE](#) to access *Quick Reference: Creating a Job Opening (Requisition)*. After the job opening is created, return to the Tiger Talent transaction and enter the job opening number. This will link the Tiger Talent Transaction to its complimentary PeopleSoft transaction, allowing the Tiger Talent information to be viewed during the offer letter process.

**Sample Email Notification**

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Hire:</td>
</tr>
<tr>
<td>Target Openings:</td>
</tr>
<tr>
<td>Job Duration:</td>
</tr>
<tr>
<td>Paygroup:</td>
</tr>
<tr>
<td>Hiring Manager:</td>
</tr>
<tr>
<td>Submitted by:</td>
</tr>
<tr>
<td>Submission Date:</td>
</tr>
<tr>
<td>Reference Number:</td>
</tr>
<tr>
<td>Business Title:</td>
</tr>
<tr>
<td>Notification for Position:</td>
</tr>
<tr>
<td>Job Code:</td>
</tr>
<tr>
<td>Full/Part Time:</td>
</tr>
<tr>
<td>Department #:</td>
</tr>
<tr>
<td>Department Name:</td>
</tr>
<tr>
<td>Supervisor's Name:</td>
</tr>
<tr>
<td>Budgeted Max Salary:</td>
</tr>
<tr>
<td>Position Description:</td>
</tr>
<tr>
<td>Position Description:</td>
</tr>
</tbody>
</table>

**Comments:**
Approve

**Action Required:**
Please review the comments above and the position information in the table. If you find there have been changes from the proposed request that warrant reapproval, please notify Hiring Manager and Supervisor prior to creating a requisition. If no changes are required, log in to *Tiger Talent* via this link (using your Clemson username and password) to approve or deny the transaction.

**Approval Process Reminder:**
You will receive a reminder email after 24 hours if action is not taken within that timeframe. In order to avoid delays in the process, if you have not taken action within 48 hours, a notification will be sent to your supervisor so that he/she may approve or deny the request on your behalf.

Thank you in advance for your timely response to this message.
Quick Reference:  
Tiger Talent - Request to Recruit

STEP 2  
**Click** the Actions link and **select** HR Partner from the drop-down menu to view your work list.

STEP 3  
**Click** the title hyperlink to open the transaction.
Quick Reference:
Tiger Talent -
Request to Recruit

STEP 4
Click the Requisition Entry tab. Enter the Job Opening number from PeopleSoft in the Job Requisition field.

STEP 5
Click Save to send the transaction to OHR’s Recruitment unit for review.
Quick Reference: Tiger Talent - Approvals

**FACULTY TIGER TALENT APPROVAL PROCESS**

**Important Information:** When a request to recruit has been submitted, the hiring manager or budget officer receives notification via email to complete the Commitment Form.

The request to recruit transaction for regular faculty requires the following approvals: hiring manager if budget officer completes the Commitment Form (and vice versa), ad hoc approvers, dean, provost, and then Office of Human Resources. Temporary faculty transactions require the same approvals with the exception of the provost.

---

**STEP 1** (Faculty: hiring manager/budget officer)

**Click** the link to Tiger Talent to view the Commitment Form.

**Click** the Market Analysis link to view the market analysis for this position.

---

**Sample Email Notification**

---

**Clicking the Tiger Talent link will direct you to the Worklist displaying the requested position information.**
Important Information: The act of completing the Commitment Form is considered approval; thus, if the hiring manager completes the Commitment Form, the budget officer will be notified for Commitment Form approval, and vice versa, before moving on to the remaining approvers.

The request to recruit information displays:

**STEP 2** (Faculty: hiring manager/budget officer)
Click the Commitment hyperlink to view the commitment information.
**Note:** You can view the Market Analysis by clicking the Market Analysis hyperlink.

Important Information: The Commitment Form will open in a second browser window.
Quick Reference: Tiger Talent - Approvals

STEP 3 (Faculty: hiring manager/budget officer)
**Review** the funding information for each fiscal year and any included notes.
After review, return to the first browser window to approve or deny the Commitment Form.

---

**Important Information:** “Approve” forwards the Commitment Form to the next approver. “Deny” returns the Commitment Form to the person who created it for revisions.
The hiring manager will be notified via email when approvals for the Commitment Form and request to recruit have been completed.

**Important Information:** Approvers will be notified via email when their approval is needed.

**STEP 5** (Faculty: ad hoc approvers, dean and provost)  
**Click** the link to Tiger Talent to view the Commitment Form.
Quick Reference:
Tiger Talent - Approvals

The request to recruit information displays

Commitment Approval for Assistant Professor

Pre-Hire Request Data:
- Type of Hire: Full Time Employee
- Tracking Number: 3
- Business Title: Assistant Professor
- Position Justification: test
- Full/Part-time: Full Time
- Department #: 0722
- Department Name: Ed & Org Leadership Dev
- Office Location: Tillman Hall
- Hiring Manager: Brown Joshua H
- Budgeted Salary: $100,000.00

STEP 6 (Faculty: ad hoc approvers, dean and provost)
Click the Commitment hyperlink to review the commitment information.
Click the Market Analysis hyperlink to review the Market Analysis.

Important Information: Clicking the commitment and market analysis hyperlinks will open a summary of the information in a second browser window.
Clicking the Tiger Talent link will direct you to the Worklist displaying the requested position information.

Important Information: “Approve” forwards the Commitment Form to the next approver. “Deny” returns the Commitment Form to the person who created it for revisions.

Sample Email Notification

Approvers will be notified via email when the approvals for the Commitment Form and request to recruit have been completed.

- FLSA status
- Classification
- Market-based compensation

No further action is needed from you at this point; however, you will receive email notifications to keep you informed on the progress until the request is approved for posting. You may also view the progress by accessing Tiger Talent.

Your request will also be routed to your HR partner, whom you may contact with any questions.

Targeted Timeline:

- A refill request should take six days or less to complete (from submission to job posting), however, turnaround times are targets, and, as such, they are dependent on approvers taking action in a timely manner.
- A new hire request should take eight days or less to complete (from submission to job posting).
**Important Information:** Approvers can view transactions at any time by logging in to Tiger Talent. A summary page showing the request to recruit, market analysis, and Commitment Form’s progress through the hiring process can be viewed.

**Note:** If changes are needed, please contact OHR’s Recruitment unit. Changes to a submitted transaction cannot be made using Tiger Talent.

**STEP 8 (Faculty)**
After logging in to Tiger Talent, click on Summary to view a list of all of your transactions.

**STEP 9 (Faculty)**
Click on the job title hyperlink for the transaction you want to view.

A summary page for the transaction is displayed.
STAFF TIGER TALENT APPROVALS

**Important Information:** The request to recruit transaction for staff (both regular and temporary) requires approval by the hiring manager, two levels above the hiring manager and the Office of Human Resources.

The request to recruit can be entered by either the hiring manager or the HR partner. If the hiring manager enters the request, approval is assumed. If the HR partner enters the request, the hiring manager will be notified via email that their approval is needed. Once the hiring manager approves the transaction, the request will proceed to the next approvers.

**Sample Email Notification**

<table>
<thead>
<tr>
<th>Type of Hire:</th>
<th>Full Time Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Manager:</td>
<td>Byme III Joseph J</td>
</tr>
<tr>
<td>Submitted by:</td>
<td>JBYRNE</td>
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<tr>
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**STEP 1 (Staff: approvers)**

*Click* the link to Tiger Talent to view the Request to Recruit.

**Hyperlink to the Market Analysis**

The Tiger Talent landing page URL is [https://tiger.clemson.edu/DevPortal](https://tiger.clemson.edu/DevPortal)
Quick Reference:
Tiger Talent - Approvals

**STEP 3** (Staff: approvers)
Select Approve or Deny from the drop-down menu.
Click Approve or Deny to finalize the action.

**Important Information:** “Deny” terminates the transaction. If denied, a new Request to Recruit will need to be entered in Tiger Talent to move forward with recruiting for the position.

**STEP 2** (Staff: approvers)
Click the Commitment hyperlink to view the commitment information.
**Note:** Review the Market Analysis by clicking the Market Analysis hyperlink.

The request to recruit information displays

**Previous approvers are displayed with the status of their approval.**
Important Information: Approver can view transactions at any time by logging in to Tiger Talent. A summary page showing the request to recruit, market analysis, and Commitment Form’s progress through the hiring process can be viewed.

Note: If changes are needed, please contact OHR’s Recruitment unit. Changes to a submitted transaction cannot be made using Tiger Talent.

STEP 4 (Staff: approvers)
After logging in to Tiger Talent, click on Summary to view a list of all of your transactions.

STEP 5 (Staff: approvers)
Click on the job title hyperlink for the transaction you want to view.
A summary page for the transaction is displayed.

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Submitting an Interview Evaluation
Overview

Clemson’s hiring process requires that an interview evaluation be submitted via PeopleSoft for every candidate interviewed for a job opening. It is the responsibility of the hiring manager to write the evaluation, which should contain input from all members of the interview committee. The evaluation can be entered into PeopleSoft (CUBS) by either the hiring manager or the Human Resources (HR) partner. This document outlines the steps involved in entering an interview evaluation into PeopleSoft (CUBS) for faculty and staff positions.

Summarize Interview Evaluation Forms

Using the Interview Evaluation form, each member of the interview team gives the hiring manager a complete interview evaluation for each candidate. The hiring manager summarizes the interview evaluations into a single evaluation and either enters the information into PeopleSoft or submits it to the HR partner for entry. The summarized interview evaluation should match the evaluation format available in PeopleSoft.

Enter an Interview Evaluation

Step 1: Log into PeopleSoft: (A) enter your Clemson user ID, (B) enter your Clemson password and (C) click Sign In.
Step 2: Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.

Step 3: Select the posting title to access the job opening.
Step 4: Under the Applicants tab, (A) click Other Actions, (B) then choose “Recruiting Actions” and (C) “Create Interview Evaluation.”

Note: Once on the interview evaluation page, verify the Name, Applicant ID, Job Posting Title and Job Opening ID.

Step 5: Enter (A) the interview date and (B) the interview type.

Step 6: Provide a recommendation by selecting (A) an overall interview rating and (B) a recommendation from the provided options: Make Offer or Not Chosen.

Step 7: Enter an interview rating for each of the following categories: Technical Skills, Education/Training, Work Experience, Organizational Skills, Training, and Communication Skills.

Additional Information: For each category, the applicant is rated by selecting one of the following options: Not Applicable, Unsatisfactory, Marginal, Superior or Satisfactory. Each rating has an accompanying score, ranging from zero to three, that automatically populates in the “Score” field next to the corresponding comment box.
Step 8: Select Submit to save the interview evaluation.

Troubleshooting

**POTENTIAL PROBLEM:** Interview evaluation entered in the wrong applicant's application record.

**RECOMMENDATION:** When you access the interview evaluation page, verify the Name, Applicant ID, Job Posting Title and Job Opening ID.
Quick Reference:
Submitting an Interview Evaluation

**STEP 1**
Sign In to PeopleSoft using your Clemson user ID and password.

**STEP 2**
Navigate to Recruiting > Search Job Openings.
Quick Reference:
Submitting an Interview Evaluation

**STEP 3**
*Enter* the Job Opening number in Job Opening ID. *Click* Search.

**Important Information:** Each member of the interview team submits a completed interview evaluation for each candidate to the hiring manager. The hiring manager summarizes the interview evaluations into a single evaluation and either enters the information into PeopleSoft or submits it to the HR partner for entry. The summarized interview evaluation should match the evaluation format available in PeopleSoft.

**STEP 4**
*Click* Other Actions to the right of the applicant for whom you wish to enter an evaluation.

**STEP 5**
*Choose* Recruiting Actions. *Click* Create Interview Evaluation.
**Important Information:** Be sure to verify the Name, Applicant ID, Job Posting Title, and Job Opening ID.

**STEP 6**
Enter the requested information in the Evaluation and Recommendation sections.

**STEP 7**
Enter the Interview Rating for each category in the Interview Ratings section.

**STEP 8**
Click Submit to save the interview evaluation.
Important Information: If you are selected for a position at Clemson University, you will receive email notification that a job offer is available for your review. The instructions below will assist you in accessing the offer.

STEP 1A
Access your job offer by clicking the hyperlink included in the email notification.

http://cubshweb.atl.clemson.edu/popps/EMPLOYEE-HRMS/o/HRS_HRAM_HRS_APP_SCHJOB_GBL/?Action=I&FOCUS=Applicant

Thank you.

This email was automatically generated. Please do not respond. If you need assistance or have further questions about your job offer, please contact your recruiter directly.

OR

STEP 1B
Navigate to the Clemson Website by going to http://www.clemson.edu/employment/ and clicking on Employment Opportunities.
Quick Reference: Accepting an Employment Offer

STEP 2
Log In using your user ID and password.

STEP 3
Click My Notifications on the Careers page.

STEP 4
Click View Offer in My Notifications.
STEP 5  
Click the Offer Letter hyperlink to review the job offer details. This will open the offer letter as a PDF document.

STEP 6  
Review all other attachments. Documents marked Action Required must be completed and returned to Clemson University in person or by uploading them here.

STEP 7  
Check the acknowledgement stating you have reviewed and understand the job offer.  
Click Accept to accept the job offer OR  
Reject to decline the offer.

STEP 8  
Click Upload documents if you want to submit documents here.

STEP 9  
Click Choose File and select the file you want to upload. Click Upload.
**Important Information:** You will be prompted to rename the file (if desired).

**STEP 10**
If you want to change the file name, **enter** the new file name in the Description text box and **click** OK to upload the document.

**STEP 11**
Select the documents you want to submit to Clemson University and click Send Selected to Recruiter. You can delete documents by **clicking** the corresponding trash can icon.

**Note:**
A confirmation message of your acceptance will display.

Dear Test Attach,

Your application status has been changed to 071 Offer Accepted for Job Opening (100159) Administrative Assistant.

(This message was automatically generated. Please do not respond.)

**Important Information:** If the offer letter does not appear after you hit Print, check that your browser’s pop-up blocker is off.
**Important Information:** Once an offer letter has been created and requires approval, you will be notified via email. Using the link in the email, log into PeopleSoft using your Clemson user ID and password. PeopleSoft will open displaying the Offer Details screen.

**STEP 1**
Review the offer letter by selecting the link under the Attachments section. The letter will open as a Word or PDF document.

![Offer Letter Preview](image)
Quick Reference: Approving an Offer Letter

**STEP 2**
If the offer letter does not need editing, select the Approvals tab to approve. (See instructions below if the letter needs editing.)

Enter any comments (additional information for the applicant).

Click Submit.

---

**Important Information:** The offer letter will continue through the approval process. Once all approvals are received, the division’s HR partner will post the job offer. PeopleSoft will notify the final candidate that an offer has been extended and is available for review.

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**If the offer letter requires changes or edits:**

Edit the letter and email a revised version to your division’s Human Resource (HR) partner. You will be notified when the revised letter is ready for approval.

When the letter is ready for approval, the HR partner will upload the letter to be routed through the approval process.
PeopleSoft:
Hire Transactions
Overview

The process by which a hire is entered into PeopleSoft is dependent on 1) the type of position, 2) whether a job opening was created for the position and 3) the individual's employment history with Clemson University. This document outlines the steps Human Resources (HR) partners perform to enter various types of hire transactions in PeopleSoft.

Determine the Type of Hire

When a new, existing, or returning faculty or staff member accepts a new position at Clemson University, the HR partner must determine what type of hire entry is appropriate for the individual.

Additional Information: The types of hire entries include:

- Manage Hires
- Add a Person
- Rehires
- Add Employment Instance

Please note: Guidance for processing non-paid workers and promotions/demotions and transfers is available in separate documents. For non-paid workers (contingent workers or persons of interest) see the Processing a Non-Paid Worker user guide. For promotions/demotions and transfers is the Promotions/Demotions and Transfers quick reference.

Manage Hire is the hire type used when a job opening has been created for the position. See the Manage Hires section (page 3) for more information.

- Job openings are generally created for the following position types when the position will be posted and recruited for: faculty or staff full-time equivalent (FTE), time-limited (TLP), temporary-grant (TGP), temporary or intermittent.

Add a Person is the hire type used when a position is not posted and a job opening has not been created. See the Add a Person section (page 16) for more information.

- Add a Person is generally used for a student hire or an employee who is being waived into a position. Add a Person can be used to complete a hire entry for the following types of position when the position was not
posted or recruited for: faculty or staff full-time equivalent (FTE), time-limited (TLP), temporary-grant (TGP),
temporary or intermittent.

**Rehire** is the hire type used when the individual being hired into the position has previously worked for Clemson
University and a job opening has not been created for the position. See the Rehire section (page 28) for more
information. Note: If a job opening has been created, please use Manage Hires to process this hire transaction.

**Add Employment Instance** is the hire type used to add an additional job for an employee who is already employed by
Clemson University. See the Add Employee Instance section (page 37) for more information.

- Add Employment Instance is generally used for student employees who are working multiple part-time jobs
  across several departments.

**Manage Hires**

**Step 1:** To hire a faculty or staff member through Manage Hires, log in to PeopleSoft using your (A) Clemson user ID and
(B) password, then click (C) Sign In.

**Step 2:** Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Manage Hires.

**Additional Information:** You will be directed to the Manage Hires page.
**Step 3:** Select “Source” from the Select Transactions Where drop-down menu.

**Step 4:** Select “Recruiting Solutions” from the Equals drop-down menu and click Refresh.

**Additional Information:** A list of candidates ready to be hired will appear in the Hire Transactions section.

**Step 5:** Click the hyperlink for the name of the candidate to be hired.

**Additional Information:** You will be taken to the Manage Hires Detail page.
**Step 6:** Under the Job section, review the position information to ensure that you have accessed the correct position.

**Step 7:** (A) Select “Hire” from the Type of Hire drop-down menu and (B) enter the effective date the employee will begin work in the Desired Start Date text box. (If rehiring a previous employee, enter their Clemson Employee ID number in the Empl ID text box.)

**Step 8:** If hiring a new employee, select Create new Org Instance in the Org Instance section. If rehiring a previous Clemson employee, select Use existing Org Instance.

**Step 9:** If hiring a new employee (no work history with Clemson University), select Create New Assignment to create a new position record. If rehiring a previous Clemson employee, select Use Existing Assignment.

**Additional Information:** The offer letter details, as well as any specific comments related to the candidate, will be included in the Hire Information section.

**Step 10:** Click Add Person to have the employee’s personal information defaulted into the PeopleSoft record.

**Additional Information:** If the employee’s personal information is on file or was included on their application, the biographical details will automatically populate into the PeopleSoft record. If the employee’s personal information is not on file, you will need to enter this information into the PeopleSoft record.
Step 11: Under the Biographical Details tab, enter today’s date. **Note:** you will be able to change the effective date to the date of hire in the Job Data section.

Step 12: The Display Name will show the name listed on the application. If the display name does not match the name on the employee’s social security card, you will need to edit the name in PeopleSoft such that they are exactly the same. To edit the name, click Add Name and complete the appropriate fields.

Step 13: In the Biographic Information section, enter all requested information.

Step 14: In the Biographical History section, select the Gender, Highest Education Level and Marital Status.

Step 15: In the National ID section, select “Social Security Number” from the National ID Type drop-down menu. Enter the social security number (no dashes) in the National ID field.
**Step 16:** Select Add Address Details and then Add Address to enter the employee’s address information. Enter all requested address information in the Edit Address section and click OK. At least one home address must be listed.

**Step 17:** Select from the Phone Type drop-down menu and enter the telephone number. At least one number must be checked as preferred.

**Step 18:** Select from the Email Type drop-down menu and enter the email address. Do not check a preferred email address as PeopleSoft will automatically generate a business email address overnight.
**Step 19:** Click the Regional tab, then enter (A) the ethnic group and (B) the military status, if known.

**Step 20:** Click the Organizational Relationships tab, check Employee and click Add Relationship.
**Step 21:** Click the Work Location tab and enter the Effective Date (Hire Date) the employee will begin work. If hiring a new employee, this should match the effective date provided in the personal information.

**Step 22:** Verify/select the Action and Reason from the Action and Reason drop-down menus.

- If hiring a new employee (no work history with Clemson University):
  - Action = Hire
  - Reason = New Hire, Temporary Assignment, Temporary Grant or Time-limited (based on the type of position being hired into)
- If hiring a previous Clemson employee
  - Action = Rehire
  - Reason = Rehire
- If hiring a current employee into a different position:
  - Please refer to the Promotion/Demotion and Transfer user guide for instructions.

**Step 23:** Verify the position number.
**Step 24:** Click the Job Information tab. Verify that the Job Code, Reports To, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields are correctly populated. Verify the listed supervisor.

**Step 25:** Choose the appropriate employee class from the Empl Class drop-down menu.

**Additional Information:** Do not change the FLSA or EEO class information.
Step 26: Click the Payroll Information tab and choose the applicable Pay Group from the options provided using the magnifying glass.

Pay groups include:

- 12H—applicable for positions being paid by the hour
- 12L—applicable for positions being paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set up as 9-month (i.e., faculty)

Step 27: Click on the Compensation tab and select the Rate Code.

- NAANNL is used to establish an annual base salary rate.
- NAHRLY is used to establish an hourly base salary rate.

Step 28: Enter the Comp Rate, which is either the employee’s annual salary or the hourly rate (if paid by the hour).

Step 29: Ensure the Frequency is the same in the Compensation section and the Pay Components section.

Step 30: Click Calculate Compensation.
**Step 31:** Click on the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.

![Organizational Instance and Assignment Data](image)

**Step 32:** Click on the CU Business Addr tab and enter the business address.

![Employment Information](image)
Step 33: Choose the Earnings Distribution tab and enter the account codes.
Step 34: Select either “By Percent” or “By Amount” as the Earnings Distribution Type.
Step 35: Enter the Percent of Distribution or the Amount for each account code.
Step 36: Click Edit Account Code to enter the combination code.
Step 37: To add additional account numbers, click the plus icon and enter the account information.
Additional Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.

Step 38: Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program Participation code. The program code will dictate the benefits, leave options and retirement options available to the employee. The Benefit Program options include:

- 9MO for 9-Month faculty members
- GRD for any graduate students
- GST for faculty and staff on a grant
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefit
- STA for employees in an FTE position
- TLR for employees in a time-limited position
- TMP for employees in a temporary or intermittent position

Additional Information: Ensure the effective date in the Benefits Program Participation section matches the effective date in the hire record.
**Step 40:** Select the CU Review/Tenure Status tab to enter the new employee’s next review date or tenure information.

**Step 41:** If you are hiring a staff member into an FTE position (classified or administrative unclassified) enter the “Next Review Date.” This date should be one year from the date of hire if this is a new staff member.

**Step 42:** If you are hiring a tenure-track faculty member, update the faculty tenure status by entering the Clemson Faculty Rank Date and Clemson Faculty Rank. Choose the appropriate tenure status and penultimate/post-tenure review date. If the faculty member already has tenure established, enter the Clemson Tenure Date.

**Step 43:** Click Ok to be taken to the vault matching page. The employee’s ID number and personal information appear on the page.
**Step 44:** Click Find to determine if a CUID already exists for this employee.

**Step 45:** If a match is found, verify the birthdate and social security number to ensure the found CUID belongs to this individual. If so, click the radio button and click OK to link the employee ID and Clemson ID number.

**Step 46:** If no matches are found, click Create New Identity in Vault.

**Additional Information:** If it is necessary to enter an ACA Override Type for this employee, please refer to the ACA Override Type quick reference for instructions.
Add a Person

Add a Person is the hire type used for the following position types when they are not posted: regular classified, faculty, administrative, unclassified, temporary, time-limited, and temporary positions. Add a person is also used for student hires (both undergraduate and graduate), intermittent hires, and non-paid workers (contingent and person of interest).

**Step 1:** To access Add a Person to hire a faculty or staff member, log in to PeopleSoft using your (A) Clemson user ID and (B) password, then click (C) Sign In.

**Step 2:** Navigate to (A) Main Menu > (B) Workforce Administration > (C) Personal Information > (D) Add a Person.
Step 3: Click Add Person to enter the employee’s personal information into the PeopleSoft record.

Additional Information: You will be directed to the Biographical Details page.

Step 4: Under Biographic Information, enter all requested information.

Step 5: Under the Biographical History section, select the Gender, Highest Education Level and Marital Status.

Step 6: Under the National ID section, select “Social Security Number” from the National ID Type drop-down and enter the social security number (no dashes) in the National ID field.
**Step 7:** Select Add Address Details then Add Address to enter the employee’s address information. Enter the address and click OK. At least one home address must be listed.

**Step 8:** Select from the Phone Type drop-down menu and enter the telephone number. At least one number must be checked as preferred.

**Step 9:** Select from the Email Type drop-down menu and enter the email address. Do not check a preferred email address, as PeopleSoft will automatically generate a business email address overnight.
**Step 10:** Click the Regional tab, and enter (A) the ethnic group and (B) the military status if known.

**Step 11:** Click the Organizational Relationship tab, and check Employee then click Add Relationship.
**Step 12:** Click the Work Location tab and enter the Effective Date (Hire Date) the employee will begin work. If hiring a new employee, this should match the effective date provided in the personal information.

**Step 13:** Verify/select the Action and Reason from the Action and Reason drop-down menus.

- If hiring a new employee (no work history with Clemson University):
  - Action = Hire
  - Reason = New Hire, Temporary Assignment, Temporary Grant or Time-limited (based on the type of position being hired into)

- If hiring a previous Clemson employee
  - Action = Rehire
  - Reason = Rehire

- If hiring a current employee into a different position:
  - Please refer to the Promotion/Demotion and Transfer user guide for instructions.

**Step 14:** Verify the position number.
Step 15: Click the Job Information tab. Verify that the Job Code, Reports To, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields are correctly populated. Verify the listed supervisor.

Step 16: Choose the appropriate employee class from the Empl Class drop-down menu.

Additional Information: Do not change the FLSA or EEO class information.
Step 17: Click the Payroll Information tab and choose the applicable Pay Group from the options provided using the magnifying glass.

Pay groups include:

- 12H—applicable for positions being paid by the hour
- 12L—applicable for positions being paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set up as 9-month (i.e., faculty)
**Step 18:** Click on the Compensation tab and select the Rate Code.

- NAANNL is used to establish an annual base salary rate.
- NAHRLY is used to establish an hourly base salary rate.

**Step 19:** Enter the Comp Rate, which is either the employee’s annual salary or the hourly rate (if paid by the hour).

**Step 20:** Ensure the Frequency is the same in the Compensation section and the Pay Components section.

**Step 21:** Click Calculate Compensation.

**Step 22:** Click on the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.
Step 23: Click on the CU Business Addr tab and enter the business address.

![Business Address Image]

Step 24: Choose the Earnings Distribution tab and enter the account codes.

Step 25: Select either “By Percent” or “By Amount” as the Earnings Distribution Type.

Step 26: Enter the Percent of Distribution or the Amount for each account code.

Step 27: Click Edit Account Code to enter the account, fund, department, program code, class field and project grant numbers.

Step 28: To add additional account numbers, click the plus icon and enter the account information.

Additional Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.
**Step 29:** Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program Participation code. The program code will dictate the benefits, leave options, and retirement options available to the employees. The Benefits Program Participation options include:

- 9MO for 9-Month faculty members
- GRD for any graduate students
- GST for faculty and staff on a grant
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefit
- STA for employees in an FTE position
- TLR for employees in a time-limited position
- TMP for employees in a temporary or intermittent position

**Additional Information:** Ensure that the effective date in the Benefit Program Participation section matches the effective date in the hire record.
**Step 30:** Select the CU Review/Tenure Status tab to enter the new employee’s next review date or tenure information.

**Step 31:** If you are hiring a staff member into an FTE position (classified or administrative unclassified) enter the Next Review Date. This date should be one year from the date of hire if this is a new staff member.

**Step 32:** If you are hiring a tenure-track faculty member, update the faculty tenure status by entering the Clemson Faculty Rank Date and Clemson Faculty Rank. Choose the appropriate tenure status and penultimate/post-tenure review date. If the faculty member already has tenure established, enter the Clemson Tenure Date.

**Step 33:** Select Ok to be taken to the vault matching page. The employee’s ID number and personal information appear on the page.
Step 34: Select Find to determine if a CUID already exists for this employee.

Step 35: If a match is located, verify the birthdate and social security number to ensure the found CUID belongs to this individual. If so, click the radio button and click OK to link the employee ID and Clemson ID number.

Step 36: If no matches are found, select Create New Identity in Vault.

Additional Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the ACA Override Type quick reference for instructions.
**Rehire**

Rehire is used to hire a faculty, staff or student who had previously been employed by Clemson University, when no job opening has been created for the position.

**Step 1:** To access Rehire to hire a faculty or staff member, log in to PeopleSoft using your (A) Clemson user ID and (B) password, then click (C) Sign In.

![Sign In Screen](image)

**Step 2:** Navigate to (A) Main Menu > (B) Workforce Administration > (C) Job Information > (D) Job Data to access the employee’s record.

![Job Data Screen](image)
Step 3: In the Search Criteria section, enter the employee’s Empl ID, Name, National ID or Clemson University XID number.

Step 4: Click Search to see the employee’s job record.

Additional Information: If your search results in more than one record, verify the information on the record you select.
**Step 5:** Click the plus icon on the Work Location tab to add a new history row.

**Step 6:** Enter the Effective Date (Hire Date).

**Step 7:** If the hire date is the same as the previous termination date, change the effective sequence to one number about the previous row.

**Step 8:** Choose (A) Rehire as the Action and (B) Rehire as the Reason from the drop-down menus.

**Step 9:** Verify the position number and title.

- If hiring into a temporary assignment, temporary grant, or time-limited position, enter the position number.
- If hiring a student or intermittent employee, enter the department number.
**Step 10:** Click the Job Information tab and verify the information in the Job Code, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields. Verify the supervisor’s information.

**Step 11:** Choose the appropriate Employee Class from the drop-down menu.

**Additional Information:** Do not change the FLSA or EEO class information.
Step 12: Click the Payroll Information tab and choose the applicable Pay Group from the list provided.

Pay groups include:

- 12H—applicable for positions being paid by the hour
- 12L—applicable for positions being paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set up as 9-month (i.e., faculty)

Step 13: Click on the Compensation tab and select the Rate Code.

- NAANNL is used to establish an annual base salary rate.
- NAHRLY is used to establish an hourly base salary rate.

Step 14: Enter the Comp Rate, which is either the employee’s annual salary or the hourly rate (if paid by the hour).

Step 15: Ensure the Frequency is the same in the Compensation section and the Pay Components section.

Step 16: Click Calculate Compensation.
**Step 17:** Click the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.

**Step 18:** Click on the CU Business Addr tab and enter the business address.
Step 19: Choose the Earnings Distribution tab and enter the account codes.

Step 20: Select either “By Percent” or “By Amount” as the Earnings Distribution Type.

Step 21: Enter the Percent of Distribution or the Amount for each account code.

Step 22: Click Edit Account Code to enter the account, fund, department, program code, class field, and project grant numbers.

Step 23: To add additional account numbers, click the plus icon and enter the account information.

Additional Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.
**Step 24:** Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program code. The program code will dictate the benefits, leave options and retirement options available to the employee. The Benefit Program code options include:

- 9MO for 9-month faculty members
- GRD for any graduate students
- GST for faculty and staff on a grant
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefit
- STA for employees in an FTE position
- TLR for employees in a time-limited position
- TMP for employees in a temporary or intermittent position

**Additional Information:** Ensure the effective date in the Benefit Program Participation section matches the effective date in the hire record.
Step 25: Select the CU Review/Tenure Status tab to enter the new employee’s next review date or tenure information.

Step 26: If you are hiring a staff member into an FTE position (classified or administrative unclassified) enter the Next Review Date. This date should be one year from the date of hire if this is a new staff member.

Step 27: If you are hiring a tenure-track faculty member, update the faculty tenure status by entering the Clemson Faculty Rank Date and Clemson Faculty Rank. Choose the appropriate tenure status and penultimate/post-tenure review date. If the faculty member already has tenure established, enter the Clemson Tenure Date.

Additional Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the ACA Override Type quick reference for instructions.
Add Employee Instance (Add Additional Job)

Add Employee Instance is the hire type used when hiring an existing employee into an additional job. This is mainly used for students.

**Step 1:** To access Add employee Instance, log in to PeopleSoft by entering your (A) Clemson user ID and (B) password, then click (C) Sign In.

**Step 2:** Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Person Organizational Summary to determine the next employment record number to use.
Step 3: In the Search Criteria section, enter the employee’s Empl ID, Name or National ID.

Step 4: Click Search to see the employee’s job history.

Additional Information: If your search results in more than one record, verify the information to be sure you select the correct record.

Step 5: Click View All to see all Empl Rcd Nbr’s (Employment Record Numbers).
**Step 6:** Navigate to (A) Main Menu > (B) Workforce Administration > (C) Job Information > (D) Job Data to access the employee's record.

**Step 7:** Enter (A) the employee’s Empl ID and (B) the next Empl Rcd Nbr.

**Step 8:** Click Add Relationship.
**Step 9:** Click on the Work Location tab to begin entering the position information.

**Step 10:** Click the plus icon to add a new row and enter the Effective Date (Hire Date).

**Step 11:** If the hire date is the same as the previous termination date, change the effective sequence to one number about the previous row.

**Step 12:** Choose Hire from the Action drop-down menu.

**Step 13:** Choose Additional Job from the Reason drop-down menu.

**Step 14:**

- **(A)** If hiring into a temporary assignment, temporary grant or time-limited position, enter the position number.

  OR

- **(B)** If hiring a student or intermittent employee, enter the department number.
**Step 15:** Click the Job Information tab and verify the information in the Job Code, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields. Verify the supervisor’s information.

**Step 16:** Choose the appropriate employee class from the Empl Class drop-down menu.

**Additional Information:** Do not change the FLSA or EEO class information.
Step 17: Click the Payroll Information tab and choose the applicable Pay Group from those provided.

Pay groups include:

- 12H—applicable for positions paid by the hour
- 12L—applicable for positions paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
- 9MA—applicable for positions set up as 9-month (i.e., faculty)
Step 18: Click the Compensation tab and select the Rate Code.

- NAANNL is used to establish an annual base salary rate.
- NAHRLY is used to establish an hourly base salary rate.

Step 19: Enter the Comp Rate, which is either the employee’s annual salary or the hourly rate (if paid by the hour).

Step 20: Ensure the Frequency is the same in the Compensation section and the Pay Components section.

Step 21: Click Calculate Compensation.

Step 22: Click the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.
Step 23: Click on the CU Business Addr tab and enter the business address.

![Business Address Image]

Step 24: Choose the Earnings Distribution tab and enter the account codes.

Step 25: Select either “By Percent” or “By Amount” as the Earnings Distribution Type.

Step 26: Enter the Percent of Distribution or the Amount for each account code.

Step 27: Click Edit Account Code to enter the account, fund, department, program code, class field, and project grant numbers.

Step 28: To add additional account numbers, click the plus icon and enter the account information.

Additional Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.
Step 29: Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program code. The program code will dictate the benefits, leave options and retirement options available to the employee. The Benefits Program code options include:

- 9MO for 9-month faculty members
- GRD for any graduate students
- GST for faculty and staff on a grant
- NEL for undergraduate students, adjunct employees or others who are not eligible for any type of benefit
- STA for employees in an FTE position
- TLR for employees in a time-limited position
- TMP for employees in a temporary or intermittent position

Additional Information: Ensure the effective date in the Benefit Program Participation section matches the effective date in the hire record.

Additional Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the ACA Override Type quick reference for instructions.
Add Emergency Contact

**Step 1:** To add emergency contact information, log in to PeopleSoft using your Clemson user ID and password.

**Step 2:** Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Personal Relationships > (D) Emergency Contact.

**Step 3:** In the Search Criteria section, enter the employee’s Empl ID, Name or National ID.

**Step 4:** Click Search to see the employee’s emergency contact record.
**Step 5:** If you are entering emergency contact information for a new employee, enter the Contact Name and address.

*Additional Information:* If the emergency contact has the same address or phone number as the employee, check the checkbox. If the address and/or phone number is different from the employee’s, type the information into the appropriate area.

**Step 6:** Check the Primary Contact checkbox for the primary emergency contact. At least one primary contact is required.

**Step 7:** Enter the Contact Phone Number.

**Step 8:** Click Save to save the entry.

*Additional Information:* If you are adding emergency contact information for an existing employee, click the plus icon to add a new row then follow steps 6 through 8 above.

![Emergency Contact Form](image1)

**Step 9:** Click on Other Phone Numbers to add an additional phone number. Click the plus icon to add more phone numbers in the Other Phone Numbers section.

![Other Phone Numbers](image2)
Add Driver’s License

Step 1: To add driver’s license information, log in to PeopleSoft using your (A) Clemson user ID and (B) password, then click (C) Sign In.

Step 2: Navigate to Main Menu > (A) Personal Information > (B) Biographical > (C) Driver’s License Data.
**Step 3:** To add the driver’s license information for a new employee, type the driver’s license number, select the issuing country and state from the available options and select the license type from the available options. Click Save to save the record.

**Additional Information:** To add the driver’s license information for an existing employee, click the plus icon to add a new row and follow step 3 above.

Congratulations on your new hire. Entry of a hire into PeopleSoft will notify the Onboarding manager to start the onboarding process for your new employee.
Quick Reference:
Direct Deposit

**STEP 1**
**Sign In** to PeopleSoft using your Clemson user ID and password.

**STEP 2**
**Navigate** to Self Service > Payroll and Compensation > Direct Deposit.
**Important Information:** When adding or editing account information, be sure to designate one account as your primary account by selecting Deposit Type “Balance of net pay.” If you fail to do so, the system will convert the account with the highest Deposit Order value to Deposit Type “Balance of Net Pay.”

**STEP 3**
Click OK to authorize Direct Deposit setup.

---

**Adding a New Account**

**STEP 1 (Add Account)**
Click Add Account to add account information.
STEP 2 (Add Account)

Enter the requested information in the Your Bank Information and Distribution Instructions sections. (See sample check below.)

Click Submit.

Sample Check:

ROBERT SAMPLE
123 MAIN ST
PORTLAND, ME 04101

1/30/2011

Pay to the Order of: Sample Check $158.00
one hundred and fifty eight 00

TD Bank
America’s Most Convenient Bank

for SAMPLE

Joan Sample

Routing Number: 023454321
Account Number: 9999
**Editing an Account**

**STEP 1 (Edit Account)**
Click the pencil icon to change account information.

**STEP 2 (Edit Account)**
Enter the requested information in the Your Bank Information and Distribution Instructions sections. Click Submit.
Removing an Account

STEP 1 (Remove Account)
Click the trash can icon next to the account you wish to remove.

STEP 2 (Remove Account)
Click Yes - Delete to confirm removal of the account.
Quick Reference:
Updating W-4 Tax Information

You will be directed to the W-4 Tax Information page.

**Important Information:** Your W-4 defaults to Marital Status: Single and Allowances: 0 when you are hired at Clemson University.
STEP 3
Verify your personal information that has automatically populated in the form.

STEP 4
Enter the total number of allowances you are claiming. Enter any additional amount you want withheld from each paycheck.

STEP 5
Select your marital status. Check the related boxes that apply to you.

STEP 6
Click Submit to save your entries.
STEP 7
Enter your Clemson password to verify your identity. Click Continue.

You will receive a confirmation notification (see below).

Important Information: You are allowed to make changes to your W-4 once a day. If you attempt to enter changes more than once, the error message below will appear.

Message
You are only allowed to make W4 changes once per day. If you require assistance, please contact payroll at 656-4884.

The PeopleCode program executed an Error statement, which has produced this message.

OK
Quick Reference: W-2 and W-2c Online Consent and View

STEP 1
Sign In to PeopleSoft Using your Clemson user ID and password.

STEP 2
Navigate to Self Service > Payroll and Compensation > W-2/W-2c Consent.
Quick Reference: W-2 and W-2c Online Consent and View

STEP 3 (Consent)
Check the box indicating your consent to receive electronic W-2 and W-2c forms. Click Submit.

STEP 4
Enter your Clemson password to verify your identity. Click Continue.

You will be asked to enter your Clemson Password to verify your identity.
Quick Reference: W-2 and W-2c Online Consent and View

You will be asked to enter your Clemson Password to verify your identity.

STEP 5 (Withdraw consent) Check the box to withdraw your consent to receive electronic W-2 and W-2c forms. Click Submit.

STEP 6 Enter your Clemson password to verify your identity. Click Continue.
Quick Reference: W-2 and W-2c Online Consent and View

Viewing W-2/W-2c Online

**STEP 1 (View)**

Navigate to Self Service > Payroll and Compensation > View W-2/W-2c Forms.

**STEP 2**

Click the Year End Form hyperlink to view your W-2 or W-2c or click the Filing Instructions. Click View a Different Tax Year to access previous W-2 or W-2c forms.
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.

STEP 2
Navigate to Self Service > Payroll and Compensation > View Paycheck.
Quick Reference: View Paycheck

STEP 3
Click the View Paycheck hyperlink for the paycheck you wish to view.

A copy of your paycheck stub will display. (Enable pop ups if you don’t see it.)
Overview: If you are considering applying for a new position or changing your deductions or your federal tax withholdings, Paycheck Modeler can calculate a hypothetical check based on changes you enter. Paycheck Modeler starts with your current information and allows you to manipulate your earnings, deductions and/or tax withholding status.

STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.

STEP 2
Navigate to Self Service > Payroll and Compensation > Paycheck Modeler.
Quick Reference: Paycheck Modeler

**STEP 3**
Check “Yes, I have reviewed and agree to the terms and conditions” to agree to the terms and conditions. **Click** Let’s Get Started.

**STEP 4**
Click the pencil icon to change earnings. **Click** Next.
STEP 5
Enter the new, semi-monthly salary amount. Click OK.

STEP 6
Click Add Deductions to add a different type of deduction or skip to step 8. Click Next.
STEP 7
Select the desired Deduction from the menu by clicking the hourglass. Select Type of deduction (pre-tax or after-tax). Select Flat Amount or Percent Enter corresponding field. Click OK.

STEP 8
Click the pencil icon to change deduction amount. Click Next.
STEP 9
Enter the new, semi-monthly deduction amount. **Click OK.**

STEP 10
Click the pencil icon beside the federal or South Carolina tax jurisdiction to edit tax amounts. **Click Next.**
**STEP 11**
Enter requested federal tax withholding information. **Click** OK.

**STEP 12**
**Click** Calculate My Modeled Check to see your hypothetical paycheck.
STEP 13
Click **Print My Modeled Check** to print a copy of your hypothetical check. **Click** **Print My Changes** to print the changes you entered into Paycheck Modeler.
Quick Reference: My.clemson.edu

**STEP 1**
Enter My.clemson.edu into your browser's address field.

**STEP 2**
Click on the headshot icon next to SUPPORT.
Quick Reference: My.clemson.edu

**STEP 3**
Click Login. Enter your Clemson user ID and password.

**Important Information:** Your Clemson user ID is the part of your Clemson email address prior to @clemson.edu (e.g., tiger@clemson.edu – tiger is the Clemson user ID).

**STEP 4**
Click the section of your profile you wish to edit.

<table>
<thead>
<tr>
<th>Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>Addresses</strong></td>
</tr>
<tr>
<td><strong>Phone Numbers</strong></td>
</tr>
<tr>
<td><strong>Emergency Contacts</strong></td>
</tr>
<tr>
<td><strong>TigerOne Photo</strong></td>
</tr>
<tr>
<td><strong>Security Questions</strong></td>
</tr>
<tr>
<td><strong>PawPrints</strong></td>
</tr>
</tbody>
</table>
Name

How do I change my name?

If your name is misspelled in Directory, please send an email to ithelp@clemson.edu with the current spelling and the correct spelling.

You cannot change your legal name or SSN records through my.Clemson. If you change your legal name at any point (e.g. through marriage or divorce), you must follow the steps below to update your records through Clemson University.

If you are an employee or have ever been employed as a grad assistant or student worker, change your name and SSN through Human Resources. If you are a student and have never worked for the university, change your name and SSN through Registration Services.

Human Resources:

Bring your new Social Security card to the Human Resources Office, located at the Administrative Service Building.
**Mailing Address Change**

**STEP 1 (Address)**
Select Mailing to edit your mailing address. This is the only selection that will update your address in the Payroll system.

**STEP 2 (Address)**
Select EDIT to make changes to your mailing address.

---

**What these addresses mean:**

- **Local:**
  - where I live this semester
  - used by Student Services
  - not shown in the phonebook
- **Permanent:**
  - my physical address year-round
  - used by Student Services
  - not shown in the phonebook
- **Mailing:**
  - where I receive mail (including official/tax documents)
  - used by HR and Student Services
  - not shown in the phonebook

---

**Mailing**

<table>
<thead>
<tr>
<th>ADDRESS LINE 1</th>
<th>Pendleton</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS LINE 2</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td></td>
</tr>
<tr>
<td>STATE</td>
<td>South Carolina</td>
</tr>
<tr>
<td>POSTAL CODE</td>
<td>29670-9334</td>
</tr>
<tr>
<td>COUNTRY</td>
<td>United States</td>
</tr>
</tbody>
</table>

This address is:
- where I receive mail (including official/tax documents)
- used by HR and Student Services
- not shown in the phonebook

To update your address for insurance or Retirement purposes please read the Change of Address Information Page.
### Phone Number Change

<table>
<thead>
<tr>
<th>Phone Numbers</th>
<th>My Phone Numbers</th>
<th>Cell Phone</th>
<th>(864) 123-4569</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Phone</td>
<td></td>
<td>(864) 123-4569</td>
<td></td>
</tr>
<tr>
<td>CU Safe Alert Number</td>
<td></td>
<td>(964) 123-4569</td>
<td></td>
</tr>
</tbody>
</table>

**STEP 1 (Phone)**
Select the phone number you wish to edit.

**STEP 3 (Address)**
Enter your address changes. Click SAVE.
**Emergency Contact Change**

**STEP 1 (Contact)**
Select the emergency contact you wish to edit.

**STEP 2 (Contact)**
Enter your new emergency contact information. Select relationship to contact from drop-down box. Click SAVE to retain your changes.

**STEP 2 (Phone)**
Enter your new phone number. Click SAVE to retain your changes.
**TigerOne Photo Visibility**

STEP 1 (TigerOne)

Select the level of visibility you desire for your TigerOne photo from the drop-down menu. Click SAVE to retain your changes.

**Security Questions**

STEP 1 (Security)

Select ADD NEW SECURITY QUESTION or ATTACH AN EMAIL ADDRESS to add an email address different from your @clemson.edu address.
STEP 2 (Security)
Choose a Question from the drop-down menu.
Enter your answer.
Click SAVE to retain your changes.

STEP 3 (Security)
Enter an email address other than your Clemson email address.
Click SAVE to retain your changes.

STEP 4
To log out, Click the X icon to close your browser.
Quick Reference:
Personalizing Home Page
And Setting Up Favorites

Personalizing Home Page

**STEP 1**
**Sign In** to PeopleSoft using your Clemson user ID and password.

**Important Information**: When you log into the new PeopleSoft, the home page is blank. You can personalize your home page with pagelets (viewable subsections of your homepage) that lead you to locations you use often. You also have the option to set up favorites. You can use one or both of these features, or you can leave the home page blank and navigate via the Main Menu link.

**STEP 2 (Content)**
**Personalize** your home page content by **clicking** Content.
Quick Reference: Personalizing Home Page And Setting Up Favorites

STEP 3 (Content)
Enter a welcome message, which will display on your home page. Click SAVE.

Welcome Message Displays on Home Page

STEP 4 (Content)
Check the pagelets you want to display on your home page. Click SAVE.

Important Information: To avoid confusion on your home page, we recommend choosing only the pagelets that are applicable to you.
Quick Reference: Personalizing Home Page And Setting Up Favorites

**STEP 5 (Layout)**

**Click** Personalize Layout to edit the look of your home page.

**STEP 6 (Layout)**

**Choose** the basic layout you desire. **Use arrows** to place pagelets in the column and in the order you prefer. **Delete** unwanted pagelets by clicking the Delete Pagelet button.

**STEP 7 (Layout)**

**Click** SAVE to retain your personalized layout.
Setting up Favorites

PeopleSoft automatically saves five most recently-used pages you’ve accessed in Favorites.

**STEP 1 (Favorites)**

**Navigate** to the page you want to save in Favorites. **Click** Add to Favorites.
Quick Reference:
Personalizing Home Page
And Setting Up Favorites

**STEP 2 (Favorites)**
Click OK to save the page in Favorites.

Confirmation message will show

**STEP 3 (Favorites)**
Click Edit Favorites to make changes to your list of favorites.
### Quick Reference:
*Personalizing Home Page And Setting Up Favorites*

#### STEP 4 (Favorites)
*Enter* the Sequence number to change the order in which your favorites appear.

#### STEP 5 (Favorites)
*Click* SAVE after editing or deleting favorites to retain changes.

---

<table>
<thead>
<tr>
<th>Favorite</th>
<th>Sequence number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence History Report</td>
<td></td>
</tr>
<tr>
<td>Other Instance</td>
<td>0</td>
</tr>
<tr>
<td>Etc</td>
<td>0</td>
</tr>
<tr>
<td>Base Navigation Page</td>
<td>0</td>
</tr>
</tbody>
</table>

*Select* the minus button to delete a favorite.
Resources

Policies and Procedures:
Clemson University Policies and Procedures Manual

Related Forms:
HR Professionals Webpage

Systems:
PeopleSoft/CUBS

Please send requests for additional information to Ask-HR.