

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.

Clemson University
Username

Password

Login

If you are experiencing problems with this login, please contact the CCIT Customer Support Center by emailing ITHELP@clemsion.edu or calling (864) 656-3494 for assistance.
[Reset Your Password](#)

The screenshot shows the login interface with an orange callout box containing instructions for Step 1. Arrows point from the callout to the Username and Password fields, and the Login button.

STEP 2 (Staff)
Click the Actions hyperlink and click Begin New Hiring Action to begin a new request to recruit.

Home Actions Summary Help Settings Metrics Reference #

Begin New Hiring Action

Tiger Talent
CLEMSON'S ONLINE HIRING SYSTEM
A Three-phase Hiring Process

1 Request → 2 Recruit → 3 Hire

Tiger Talent, a web-based system for navigating the hiring process at Clemson University, provides real time tracking of current and previous hiring actions. Of the three phases of the hiring process, only phase 1 (Request) is currently functional in Tiger Talent. Phases 2 (Recruit) and 3 (Hire) will be included in future releases.

The screenshot shows the Tiger Talent homepage with an orange callout box containing instructions for Step 2. An arrow points from the callout to the 'Begin New Hiring Action' link in the top navigation bar. Below the callout, a three-phase hiring process diagram is shown with icons for Request, Recruit, and Hire.

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 4 (Staff)
Select Refill (for existing positions)
or New Position.
Select Non-Faculty to recruit for a
classified or administrative unclassified
position.

STEP 3 (Staff)
Enter the hiring manager's
email address.
Note: When the address is
entered, the name will
automatically display.

The screenshot shows the 'Request Information' section of the Tiger Talent Request to Recruit form. The form includes the following fields and options:

- Hiring Manager Email:** A text input field with the example 'joe3@clemsom.edu'. Below it, a note states: 'Individual who will make the hiring decision, in most cases this should be the supervisor'.
- Hiring Manager Name:** A text input field currently showing 'Awaiting input'.
- I'm requesting a:** Radio button options for 'Refill' and 'New Position'. 'New Position' is selected.
- Position Type:** Radio button options for 'Faculty' and 'Non-Faculty'. 'Non-Faculty' is selected.
- Position Type dropdown menu:** A dropdown menu with the following options: 'Regular Full Time Equivalent (FTE)', 'Intermittent (INT)', 'Temporary Grant Position (TGP)', 'Temporary (TMP)', and 'Time Limited Position (TLP)'. The 'Select a Type' option is highlighted.
- Waiver of Posting:** A section with a question mark icon and a 'Waiver?' checkbox.

Three callout boxes with orange borders and arrows point to specific parts of the form:


- STEP 3 (Staff):** Points to the 'Hiring Manager Email' field.
- STEP 4 (Staff):** Points to the 'I'm requesting a' radio buttons.
- STEP 5 (Staff):** Points to the 'Position Type' dropdown menu.

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.

Quick Reference: Tiger Talent - Request to Recruit

Proposed Position Data

Previous Employee's Email Address * Required 

Business Title * Required

Full/Part Time * Required

Standard Hours * Required

Department # * Required

Department Name

Office Location * Required

Office Phone * Required

Supervisor Email * Required



STEP 5B (Staff)
If refilling an existing position, **enter** the previous employee's email address in the Previous Employee's Email Address field.

Important Information: When the previous employee's Clemson email address is entered, information on the employee's two most recent positions will display.

Which job data for Johnson, Susanna M would you like to use?

Warning this will overwrite "Incumbent Information" and "Proposed Changes" fields you have already filled out.

Employee ID	Jobcode	Title	Posn #	Department	Dept ID	Posn Entry Date	Classification
<input checked="" type="radio"/> 041835	AH3500	Program Coordinator I	00003526	Human Resources	5337	01/01/2014	C
<input type="radio"/> 041835	AG1000	Human Resource Mgr I	00003548	Human Resources	5337	11/30/2011	C

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

Important Information: The previous employee's position information will display. At this time, please review the position information for accuracy.

Quick Reference: Tiger Talent - Request to Recruit

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

Waiver of Posting ?

Waiver? Yes, This is a waiver. No, This is **not** a waiver.

Yes, The individual being waived is a current employee. No, The individual being waived is **not** a current employ

Waiver Name * Required

Business Case * Required

1500 Characters left

Waivers will be verified and approved by the Office of Human Resources. Waived candidate must have an application in the system that has been updated within the past year.

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 to 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.

Waiver Delay Warning

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/>

Close

Quick Reference: Tiger Talent - Request to Recruit

Grant Funding ?

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.

Principal Investigator * Required

Principal Processing # * Required

Funding Organization * Required

If grant funded, these fields are required.

Funding Account(s) ?

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

Add Accounts	#	Account String	Percent	Options
Add Account				
			Percent Total: 0.00%	

Funding Account(s) ?

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.

Add Accounts	#	Account String	Percent	Options
1	Account	<input type="text" value="Example: 1234"/>	Percent	<input type="text" value="Example: 35.23"/> <input type="button" value="edit"/> <input type="button" value="x"/>
	Fund	<input type="text" value="Example: 12"/>		
	Department	<input type="text" value="Example: 1234"/>		
	Program	<input type="text" value="Example: 123"/>		
	Class	<input type="text" value="Example: 123"/>		
	Project	<input type="text" value="Example: 123 1237"/>		
Save Changes				
Add Account				
			Percent Total: 0.00%	

Quick Reference: Tiger Talent - Request to Recruit

Proposed Position Data

Business Title * Required

Full/Part Time * Required

Standard Hours * Required

Department # * Required

Department Name Awaiting Department Number

Office Location ? * Required

Office Phone ? * Required

Supervisor Email * Required

Supervisor Name Awaiting Supervisor Email

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.

Maximum Budgeted Allocation ? * Required

Work County * Required

Justification for Position ? * Required

Internal Comparisons ? * Required

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.

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.

Quick Reference: Tiger Talent - Request to Recruit

Posting

Internal Posting Yes, This is an Internal only posting.
 No, post for this request outside the university.

Internal Posting Justification * Required
Justification for internal only posting
400 Characters left

Requested Dates of Posting * Required
Example: 12/14/2015 to Example: 12/21/2015
Min. of 5 bus. Days. 1-2 weeks re

Interview Committee Members * Required
Example: John Doe +

Skills Test
 Yes, This request requires skills test(s).
 No, This request **does not** require skills test(s).
All available skills tests are located [here](#)

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.

Quick Reference: Tiger Talent - Request to Recruit

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.

Advertising Medium	* Required	
<input type="checkbox"/>	None	
<input type="checkbox"/>	Academic	(\$260)
<input type="checkbox"/>	Business/ Professional	(\$425)
<input type="checkbox"/>	Engineering	(\$390)
<input type="checkbox"/>	Finance and Accounting	(\$390)
<input type="checkbox"/>	Information Technology	(\$365)
<input type="checkbox"/>	Medical / Healthcare	(\$235)
<input type="checkbox"/>	Trades / Technical	(\$320)
Total Cost		\$0

* All job postings will automatically post to our Diversity, Veteran, and Social Media advertisement packages.
Advertising packages are described [here](#)

Other Advertisement Medium Example: NAFSA

Advertisement

5000 Characters left

*Advertisement is subject to approval from the Office of Human Resources. The [Jeanne Clery Act](#) and [Clemson University Affirmation Action Clause](#) will be included by default

STEP 19 (Staff)

Enter the specific language to be used for the external advertising in the Advertisement textbox.

Quick Reference: Tiger Talent - Request to Recruit

The screenshot shows a web form for submitting a Request to Recruit. It includes a file upload section for position descriptions, a text area for additional information, and a certification checkbox. Callouts provide instructions for each step.

STEP 20 (Staff)
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 21 (Staff)
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.

Quick Reference: Tiger Talent - 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.

Success! Your request has been submitted.

Tiger Talent

CLEMSON'S ONLINE HIRING SYSTEM

A Three-phase Hiring Process

- 1** Request
- 2** Recruit
- 3** Hire

Tiger Talent, a web-based system for navigating the hiring process at Clemson University, provides real time tracking of current and previous hiring actions. Of the three phases of the hiring process, only phase 1 (Request) is currently functional in Tiger Talent. Phases 2 (Recruit) and 3 (Hire) will be included in future releases.

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

Review Staff 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.

The screenshot shows a 'Request List' table with the following columns: Title, Position #, Job Code, Process Time, Current Step, Hiring Manager, Department ID, Department Name, and Ref #. The table contains several rows of data, including 'Student Services Coordinator', 'Intermittent', 'Post Doctoral Fellow', 'Intermittent Faculty', 'Assistant Professor', and 'Lecturer'. An orange arrow points from the 'Summary' link in the top navigation bar to the 'Request List' table. Another orange arrow points from the 'Intermittent' position title in the first row of the table to the 'STEP 22' callout box.

Title	Position #	Job Code	Process Time	Current Step	Hiring Manager	Department ID	Department Name	Ref #
Student Services Coordinator	00001244		On-Time	CC Review	Lee,Cindy M	0956	Eng & Science Education	5040
Intermittent			On-Time	First Approval Pending	Stringfellow,Paris Farquhar	0911	Civil Engineering	5039
Intermittent			On-Time	First Approval Pending	Stringfellow,Paris Farquhar	0911	Civil Engineering	5038
Post Doctoral Fellow			On-Time	Provost Approval	Husson,Scott M	0909	Chemical Engineering	5037
Intermittent Faculty			On-Time	Provost Approval	McAllister,Teresa L	0909	Chemical Engineering	5036
Assistant Professor	00001998	UG7400	On-Time	Provost Approval	Morgan,Angela G.	1323	Finance	5035
Lecturer			On-Time	Dean Approval	Cox,Christopher L	0975	Mathematical Sciences	5034
Assistant Professor	00001998	UG7400	On-Time	Dean Approval	Morgan,Angela G.	1323	Finance	5033
Lecturer			On-Time	Commitment Approval	Ramasubramanian,M K	0921	Mechanical Engineering	5032

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)*.

Quick Reference: Tiger Talent - Request to Recruit

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	
Type of Hire:	Temporary
Target Openings:	5
Job Duration:	12 Months
Paygroup:	12H
Hiring Manager:	Johnson,Susanna M
Submitted by:	SUSANNJ
Submission Date:	06/03/2015 03:20:23 PM
Reference Number:	15
Business Title:	Benefits Counselor I
Justification for Position:	test
Job Code:	AG5000
Full/Part-time:	Full Time
Department #:	5337
Department Name:	Human Resources
Supervisor's Name:	Johnson,Susanna M
Budgeted Max Salary:	\$35,000.00
Position Description:	NewPositionDescription1.docx
Position Description:	OldPositionDescription1.docx

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 Reminders:
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.

STEP 23 (Staff)

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

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.

Clemson University Login

Username

Password

Login

If you are experiencing problems with this login, please contact the CCIT Customer Support Center by emailing ITHELP@clemson.edu or calling (864) 656-3494 for assistance.
[Reset Your Password](#)

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

Home Actions -

Begin New Hiring Action

Active Actions / Worklist

Tiger Talent

CLEMSON'S ONLINE HIRING SYSTEM
A Three-phase Hiring Process

1 Request → 2 Recruit → 3 Hire

Tiger Talent, a web-based system for navigating the hiring process at Clemson University, provides real time tracking of current and previous hiring actions. Of the three phases of the hiring process, only phase 1 (Request) is currently functional in Tiger Talent. Phases 2 (Recruit) and 3 (Hire) will be included in future releases.

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 supervisors supervisor.

STEP 4 (Faculty)
Select Refill (for an existing position)
or New Position.
Select Faculty to recruit for a faculty
or special faculty position.

STEP 3 (Faculty)
Enter the hiring manager's email
address.
Note: When the address is
entered, the hiring manager's
name will automatically display.

The screenshot shows the 'Request Information' section of the Tiger Talent Request to Recruit form. The form includes the following fields and options:

- Hiring Manager Email** (Required): A text input field containing the example 'joe3@clemsom.edu'. Below it is the text: 'Individual who will make the hiring decision, in most cases this should be the supervisor'.
- Hiring Manager Name**: A text input field with the placeholder 'Awaiting input'.
- I'm requesting**: Radio buttons for 'Refill' and 'New Position'. The 'New Position' option is selected.
- Position Type** (Required): A dropdown menu with the text 'Select a Type'. Below the dropdown is a list of options: 'Regular Full Time Equivalent (FTE)', 'Intermittent (INT)', 'Temporary Grant Position (TGP)', 'Temporary (TMP)', and 'Time Limited Position (TLP)'. The 'Time Limited Position (TLP)' option is highlighted in blue.
- Waiver of Posting** (Required): A dropdown menu with a question mark icon.
- Waiver?**: A text input field.

Three orange callout boxes with arrows point to specific parts of the form:

- STEP 3 (Faculty)** points to the Hiring Manager Email field.
- STEP 4 (Faculty)** points to the 'I'm requesting' radio buttons.
- STEP 5A (Faculty)** points to the Position Type dropdown menu.

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.

Quick Reference: Tiger Talent - Request to Recruit

Proposed Position Data

Previous Employee's Email Address * Required

Business Title * Required

Full/Part Time * Required

Standard Hours * Required

Department # * Required

Department Name

Office Location * Required

Office Phone * Required

Supervisor Email * Required

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

Important Information: When the previous employee's Clemson email address is entered, information on the employee's two most recent positions will display.

Which job data for **Johnson, Susanna M** would you like to use?

Warning this will overwrite "Incumbent Information" and "Proposed Changes" fields you have already filled out.

Employee ID	Jobcode	Title	Posn #	Department	Dept ID	Posn Entry Date	Classification
<input checked="" type="radio"/> 041835	AH3500	Program Coordinator I	00003526	Human Resources	5337	01/01/2011	C
<input type="radio"/> 041835	AG1000	Human Resource Mgr I	00003548	Human Resources	5337	11/30/2011	C

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

Waiver of Posting ?

Waiver? Yes, This is a waiver. No, This is **not** a waiver.

Yes, The individual being waived is a current employee. No, The individual being waived is **not** a current employee.

Waiver Name * Required

Business Case * Required

1500 Characters left

Waivers will be verified and approved by the Office of Human Resources. Waived candidate must have an application in the system that has been updated within the past year.

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.

Waiver Delay Warning

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/>

Close

Quick Reference: Tiger Talent - Request to Recruit

Grant Funding ?

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

Principal Investigator * Required

Principal Processing # * Required

Funding Organization * 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.

If grant funded, these fields are required.

Funding Account(s) ?

Add Accounts	#	Account String	Percent	Options
<input type="button" value="Add Account"/>				
			Percent Total: 0.00%	

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

Funding Account(s) ?

Add Accounts	#	Account String	Percent	Options														
	1	<table style="width: 100%;"> <tr> <td style="width: 10%;">Account</td> <td><input type="text" value="Example: 1234"/></td> </tr> <tr> <td>Fund</td> <td><input type="text" value="Example: 12"/></td> </tr> <tr> <td>Department</td> <td><input type="text" value="Example: 1234"/></td> </tr> <tr> <td>Program</td> <td><input type="text" value="Example: 123"/></td> </tr> <tr> <td>Class</td> <td><input type="text" value="Example: 123"/></td> </tr> <tr> <td>Project</td> <td><input type="text" value="Example: 1234567"/></td> </tr> </table>	Account	<input type="text" value="Example: 1234"/>	Fund	<input type="text" value="Example: 12"/>	Department	<input type="text" value="Example: 1234"/>	Program	<input type="text" value="Example: 123"/>	Class	<input type="text" value="Example: 123"/>	Project	<input type="text" value="Example: 1234567"/>	<table style="width: 100%;"> <tr> <td>Percent</td> <td><input type="text" value="Example: 35.23"/></td> </tr> </table>	Percent	<input type="text" value="Example: 35.23"/>	<input type="button" value="Save Changes"/>
Account	<input type="text" value="Example: 1234"/>																	
Fund	<input type="text" value="Example: 12"/>																	
Department	<input type="text" value="Example: 1234"/>																	
Program	<input type="text" value="Example: 123"/>																	
Class	<input type="text" value="Example: 123"/>																	
Project	<input type="text" value="Example: 1234567"/>																	
Percent	<input type="text" value="Example: 35.23"/>																	
<input type="button" value="Add Account"/>																		
			Percent Total: 0.00%															

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

The screenshot shows the 'Faculty Market Analysis' form. On the left, under 'Faculty Titles * Required', there is a list of checkboxes for various titles: Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer, Associate Dean, Assistant Dean, Associate Provost, Dean, Vice Provost, Post Doctoral Fellow, and Other. Below this is a note: '* Maximum 3 selections'. To the right of this list are three dropdown menus: 'Category * Required', 'Discipline * Required', and 'Appointment Term * Required'. At the bottom, there are radio buttons for 'Commitment Entry': 'My Budget Officer will enter the commitment.' (selected) and 'The Hiring Manager will enter the commitment.'. A blue hyperlink at the bottom reads: 'You can preview the automatically generated market analysis [here](#)'.

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.

This screenshot shows the 'Faculty Market Analysis' form with the 'Other' checkbox selected. The 'Faculty Titles' list is the same as in the previous screenshot, but the 'Other' checkbox is now checked. Below the list is the note '* Maximum 3 selections'. The 'Nonstandard Position Details' section has a text input field containing 'Endowed Chair, Dept Chair, Professor of practice, etc'. Below this field is the note '*Complete this field only if this is a nonstandard position.'. The 'Commitment Entry' section is the same as in the previous screenshot.

STEP 10B (Faculty)
If the desired title is not listed, select Other and enter the requested title and a brief description of the position's functions and/or responsibilities in the Non-Standard Position Details comments box.

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.

Quick Reference: Tiger Talent - Request to Recruit

Example of a Market Analysis report.

12/14/2015 03:50:25 PM External and Internal Summary Bioengineering

The external competitive market range reflects Clemson's Research High Carnegie Classification.
Data sources are: Oklahoma State University Faculty Survey, AACSB, and CUPA.

External Market Data for: Professor

Engineering
Bioengineering And Biomedical Engineering
Professor
9 Month

Competitive Range				
Minimum	25th %tile	Average	75th %tile	Maximum
\$101,898	\$125,621	\$149,343	\$175,471	\$201,599

Salary justification is required for salary offers higher than the average of the competitive range.

Internal Comparisons:

Dept. Name: Bioengineering

Name	Job Title	Base Salary	Suppl.	Total Salary	Faculty Rank Date
Comparison #1	Professor	\$126,466	\$17,647	\$144,113	2008-08-15
Comparison #2	Professor	\$122,232	\$18,513	\$140,745	2015-08-15
Comparison #3	Professor	\$120,664	\$0	\$120,664	2015-08-15
Comparison #4	Professor	\$119,016	\$0	\$119,016	2014-08-15

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.

Commitment Entry

- My **Budget Officer** will enter the commitment.
- The **Hiring Manager** will enter the commitment.

You can preview the automatically generated market analysis [here](#)

Quick Reference: Tiger Talent - Request to Recruit

Proposed Position Data

Business Title * Required

Full/Part Time * Required

Standard Hours * Required

Department # * Required

Department Name Awaiting [Department Number](#)

Office Location ? * Required

Office Phone ? * Required

Supervisor Email * Required

Supervisor Name Awaiting [Supervisor Email](#)

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.

Maximum Budgeted Allocation ? * Required

Work County * Required

Justification for Position ? * Required

Internal Comparisons ? * Required

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, and 2) John Doe is retiring effective January 2015, and this is a position that needs to be refilled.

Quick Reference: Tiger Talent - Request to Recruit

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.

Posting

Internal Posting 

Yes, This is an Internal only posting

No, post for this request outside the university.

Internal Posting Justification
* Required

Justification for internal only posting

400 Characters left


Internal posting will be sent to the Office of Human Resources for validation and is subject to approval

Requested Dates of Posting
* Required

Example: 12/14/2015 to Example: 12/21/2015

Min. of 5 bus. Days. 1-2 weeks re

Interview Committee Members
* Required

Example: John Doe 

Skills Test

Yes, This request requires skills test(s).

No, This request **does not** require skills test(s).

All available skills tests are located [here](#)

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.

Quick Reference: Tiger Talent - Request to Recruit

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 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.)

The screenshot shows a web form for selecting advertising mediums. It includes a table of advertising packages with checkboxes and costs, a section for 'Other Advertisement Medium', and an 'Advertisement' text box. Callouts provide instructions for Step 20 (selecting a medium) and Step 21 (entering specific language for external ads).

Advertising Medium	Cost
<input type="checkbox"/> None	
<input type="checkbox"/> Academic	(\$260)
<input type="checkbox"/> Business/ Professional	(\$425)
<input type="checkbox"/> Engineering	(\$390)
<input type="checkbox"/> Finance and Accounting	(\$390)
<input type="checkbox"/> Information Technology	(\$365)
<input type="checkbox"/> Medical / Healthcare	(\$235)
<input type="checkbox"/> Trades / Technical	(\$320)
Total Cost	\$0

* All job postings will automatically post to our Diversity, Veteran, and Social Media advertisement packages.
Advertising packages are described [here](#)

Other Advertisement Medium
 Example: NAFSA

Advertisement
If you do not have an advertisement, the p
5000 Characters left

*Advertisement is subject to approval from the Office of Human Resources. The [Jeanne Clery Act](#) and [Clemson University Affirmation Action Clause](#) will be included by default

STEP 21 (Faculty)

Enter the specific language to be used for external advertisements in the Advertisement textbox.

Quick Reference: Tiger Talent - Request to Recruit

The screenshot shows a web form for submitting a request to recruit. It includes a file upload section for position descriptions, a text area for additional information, and a certification checkbox. Callouts provide instructions for faculty users.

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.

Quick Reference: Tiger Talent - 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.

Success! Your request has been submitted.

Tiger Talent

CLEMSON'S ONLINE HIRING SYSTEM

A Three-phase Hiring Process

- 1** Request
- 2** Recruit
- 3** Hire

Tiger Talent, a web-based system for navigating the hiring process at Clemson University, provides real time tracking of current and previous hiring actions. Of the three phases of the hiring process, only phase 1 (Request) is currently functional in Tiger Talent. Phases 2 (Recruit) and 3 (Hire) will be included in future releases.

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.

Title	Position #	Job Code	Process Time	Current Step	Hiring Manager	Department ID	Department Name	Ref #
Student Services Coordinator I	00001244		On-Time	CC Review	Lee,Cindy M	0956	Eng & Science Education	5040
Intermittent			On-Time	First Approval Pending	Stringfellow,Paris Farquhar	0911	Civil Engineering	5039
Intermittent			On-Time	First Approval Pending	Stringfellow,Paris Farquhar	0911	Civil Engineering	5038
Post Doctoral Fellow			On-Time	Provost Approval	Husson,Scott M	0909	Chemical Engineering	5037
Intermittent Faculty			On-Time	Provost Approval	McAllister,Teresa L	0909	Chemical Engineering	5036
Assistant Professor	00001998	UG7400	On-Time	Provost Approval	Morgan,Angela G.	1323	Finance	5035
Lecturer			On-Time	Dean Approval	Cox,Christopher L	0975	Mathematical Sciences	5034
Assistant Professor	00001998	UG7400	On-Time	Dean Approval	Morgan,Angela G.	1323	Finance	5033
Lecturer			On-Time	Commitment Approval	Ramasubramanian,M K	0921	Mechanical Engineering	5032

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)*.

Quick Reference: Tiger Talent - Request to Recruit

Important Information:

After the job opening is created and a job opening number assigned, the HR partner will receive an email detailing the position information, which will include a link to Tiger Talent. Accessing this link will allow the HR partner to view the Tiger Talent transaction.

Sample Email Notification

Position Information	
Type of Hire:	Temporary
Target Openings:	5
Job Duration:	12 Months
Paygroup:	12H
Hiring Manager:	Johnson,Susanna M
Submitted by:	SUSANNJ
Submission Date:	06/03/2015 03:20:23 PM
Reference Number:	15
Business Title:	Benefits Counselor I
Justification for Position:	test
Job Code:	AG5000
Full/Part-time:	Full Time
Department #:	5337
Department Name:	Human Resources
Supervisor's Name:	Johnson,Susanna M
Budgeted Max Salary:	\$35,000.00
Position Description:	NewPositionDescription1.docx
Position Description:	OldPositionDescription1.docx

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 Reminders:
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.

STEP 25 (Faculty)

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

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

Position Information	
Type of Hire:	Temporary
Target Openings:	5
Job Duration:	12 Months
Paygroup:	12H
Hiring Manager:	Johnson,Suzanna M
Submitted by:	SUSANNJ
Submission Date:	06/03/2015 03:20:23 PM
Reference Number:	15
Business Title:	Benefits Counselor I
Justification for Position:	test
Job Code:	AG5000
Full/Part-time:	Full Time
Department #:	5337
Department Name:	Human Resources
Supervisor's Name:	Johnson,Susanna M
Budgeted Max Salary:	\$35,000.00
Position Description:	NewPositionDescription1.docx
Position Description:	OldPositionDescription1.docx

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 Reminders:
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.

STEP 1
After creating the job opening, **click** the link in the email, or **log in** to [Tiger Talent](#).

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.

Title	Position #	Current Status	Current Step	Hiring Manager	Ref #
Administrative Assistant	00008713	On-Time	Create Requisition	Scott, Tyler Roman	1

HR Partner Worklist ⓘ
Request to Hire Administrative Assistant
Proposed Position Description

Pre-Hire - Estimated Date of Completion: Dec 17, 2015

75% Complete

Request Initiated: 12/14/2015	Request Type: Full Time Employee - Non-Faculty	Position Type: Refill
Title: Administrative Assistant	Position Number: 00008713	Hiring Manager: Scott, Tyler Roman
Skills Test Required: No	Department Number: 5337	Waiver/Posted: Posted
Jobcode: AA7500	Maximum Budgeted: \$123.00	Department Name: Human Resources
		Previous Employee's: 049762

Quick Reference: Tiger Talent - Request to Recruit

The screenshot shows a web form for creating a requisition. At the top, there are two tabs: "Proposed Position" and "Requisition Entry". The "Requisition Entry" tab is selected. Below the tabs, the form contains several fields:

- Job Requisition #** (Required): A text input field containing "8625" with a green checkmark to its right. An orange callout box labeled "STEP 4" points to this field with the text: "Click the Requisition Entry tab. Enter the Job Opening number from PeopleSoft in the Job Requisition field." An arrow from this callout also points to the "Requisition Entry" tab.
- Internal Posting**: A text input field containing "N/A".
- Posting Dates**: A text input field containing "Oct 12, 2015 to Oct 20, 2015".
- Interview Team**: A list containing "1. Susanna Johnson".

At the bottom of the form is a blue "Save" button. An orange callout box labeled "STEP 5" points to this button with the text: "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.

The screenshot shows an email notification with the following content:

Sample Email Notification

The pre-hire request list added as they are automa... to ente...

Position Information

Type of Hire:	Time Limited
Hiring Manager:	Cox, Christopher L.
Submitted by:	KWAKE
Submission Date:	12/08/2015 03:16:11 PM
Reference Number:	5034
Business Title:	Lecturer
Justification for Position:	A replacement is needed to cover Spring 2016 course load for a Lecturer who has terminated employment Dec 31, 2015. Teach undergraduate Math Sciences course.
Full Part-time:	Full Time
Department #:	0975
Department Name:	Mathematical Sciences
Supervisor's Name:	Cox, Christopher L.
Budgeted Max Salary:	\$32,000.00
Waiver Name:	Tony Nguyen
Market Analysis	Market Analysis

Action Required:
Please review the above information and log in to [Tiger Talent](#) via this link (using your Clemson University username and password) to enter the commitment data and further approver(s).

Approval Process Reminders:
In order to avoid delays in the process, if you have not taken action within 24 hours from the time this email was sent, your supervisor will be notified so that he/she may enter the commitment data and the next approver(s) on your behalf.

Thank you in advance for your timely action in response to this request. Should you have any question or concerns, please contact your HR Partner.

The Tiger Talent landing page URL is <https://www.clemson.edu/hr/tiger-talent/>

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.

Clicking the Tiger Talent link will direct you to the Worklist displaying the requested position information.

Quick Reference: Tiger Talent – Approvals

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

Commitment Approval for Assistant Professor

[Market Analysis](#)
[Commitment](#)

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.

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

Important Information: The Commitment Form will open in a second browser window.

Quick Reference: Tiger Talent – Approvals

Total Commitment Amount: \$575,195.00

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

Salary

	Total Funded	FY15
College	\$40,000.00	\$40,000.00
Provost	\$40,000.00	\$40,000.00
Department	\$10,000.00	\$10,000.00
Other	\$0.00	\$0.00
Funding Per FY	\$90,000.00	\$90,000.00

Supplements

	Total Funded	FY15	FY16
College	\$20,000.00	\$10,000.00	\$10,000.00
Provost	\$0.00	\$0.00	\$0.00
Department	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Funding Per FY	\$20,000.00	\$10,000.00	\$10,000.00

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.

Previous approvers are displayed with the status of their approval.

Approver Name	Action Date
Susanna M Johnson	Approved on Oct 7, 2015 01:10
Joshua H Brown	No Action Taken
Tyler Roman Scott	No Action Taken

Select Action * Required:

Are you sure you want to approve this commitment?

STEP 4 (Faculty: hiring manager/budget officer)
Select Approve or Deny from the drop-down menu.
Click Approve or Deny to finalize the action.

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

Quick Reference: Tiger Talent – Approvals

Sample Email Notification

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

Thank you for your request. Position Professor

- 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 will be notified via email when their approval is needed.

Sample Email Notification

The pre-hire request list is added as they are automatically to enter the commitment data as well as any further required approvers. The Dean and Provost should not be

Position Information	
Type of Hire:	Time Limited
Hiring Manager:	Cox, Christopher L.
Submitted by:	KWAKE
Submission Date:	12/08/2015 09:16:11 PM
Reference Number:	5034
Business Title:	Lecturer
Justification for Position:	A replacement is needed to cover Spring 2016 course load for a Lecturer who has terminated employment Dec 31, 2015. Teach undergraduate Math Sciences course.
Full Part-time:	Full Time
Department #:	0975
Department Name:	Mathematical Sciences
Supervisor's Name:	Cox, Christopher L.
Budgeted Max Salary:	\$32,000.00
Waiver Name:	Tony Nguyen
Market Analysis	Market Analysis

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

Action Required:

Please review the above information and log in to [Tiger Talent](#) via this link (using your Clemson University username and password) to enter the commitment data and further approver(s).

Approval Process Reminders:

In order to avoid delays in the process, if you have not taken action within 24 hours from the time this email was sent, your supervisor will be notified so that he/she may enter the commitment data and the next approver(s) on your behalf.

Thank you in advance for your timely action in response to this request. Should you have any question or concerns, please contact your HR Partner.

The Tiger Talent landing page URL is <https://www.clemson.edu/employment/TT/>

Quick Reference: Tiger Talent – Approvals

The request to recruit information displays

Commitment Approval for Assistant Professor

[Market Analysis](#)
[Commitment](#)

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.

Quick Reference: Tiger Talent – Approvals

Previous approvers are displayed with the status of their approval.

Approver Name	Action Date
Susanna M Johnson	Approved on Oct 7, 2015, 01:10
Joshua H Brown	No Action Taken
Tyler Roman Scott	No Action Taken

STEP 7 (Faculty: ad hoc approvers, dean and provost)
Select Approve or Deny from the drop-down menu.
Click Approve or Deny to finalize the action.

Select Action * Required: Approve

Are you sure you want to approve this commitment?

Approve

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

- 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).

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

Clicking the Tiger Talent link will direct you to the Worklist displaying the requested position information.

Quick Reference: Tiger Talent – Approvals

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.

Request Initiated:	12/14/2015	Request Type:	Full Time Employee - Non-Faculty	Position Type:	Refill
Title:	Administrative Assistant	Position Number:	00008713	Hiring Manager:	Scott, Tyler Roman
Skills Test Required:	No	Department Number:	5337	Waiver/Posted:	Posted
Jobcode:	AA7500	Maximum Budgeted	\$123.00	Department Name:	Human Resources
				Previous Employee's	049762

Quick Reference: Tiger Talent – Approvals

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

Type of Hire:	Full Time Employee
Hiring Manager:	Byrne III, Joseph
Submitted by:	JBYRNE
Submission Date:	12/16/2015 02:...
Reference Number:	7
Business Title:	Administrative Assistant
Justification for Hire:	
Full/Part-time:	Full Time
Department #:	5337
Department Name:	Human Resources
Supervisor's Name:	Byrne III, Joseph J
Budgeted Max Salary:	\$30,000.00
Market Analysis:	Market Analysis

STEP 1 (Staff: approvers)
Click the link to Tiger Talent to view the Request to Recruit.

Hyperlink to the Market Analysis

Action Required:
No action is required. You can review the above information by logging in to [Tiger Talent](#) via this link (using your Clemson University username and password).
The Tiger Talent landing page URL is <https://uchina.clemson.edu/Dev/Portal/>

Quick Reference: Tiger Talent – Approvals

The request to recruit information displays

Approval for Administrative Assistant

[Market Analysis](#)

Pre-Hire Request Data:

Type of Hire:	Full Time Employee
Tracking Number:	3
Business Title:	
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:	

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

Previous approvers are displayed with the status of their approval.

Approver Name	Action Date
Susanna M Johnson	Approved on Oct 7, 2015 01:10
Joshua H Brown	No Action Taken
Tyler Roman Scott	No Action Taken

Select Action * Required

Are you sure you want to approve this commitment?

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.

Quick Reference: Tiger Talent – Approvals

Sample Email Notification

The hiring manager will be notified via email when approvals for the 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](#).

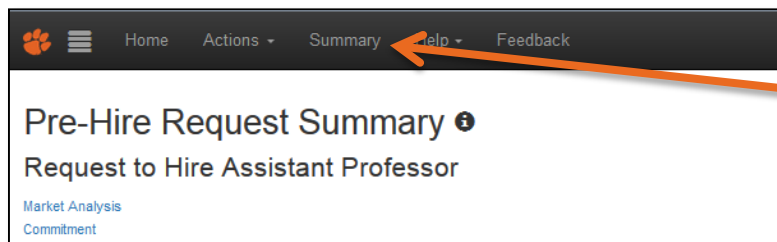
Your request will also be routed to your HR partner, whom you may contact with any questions.

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: 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.

Title	Position #	Current Status	Current Step
Administrative Assistant	00008713	On-Time	Create Requisition

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

Quick Reference: Tiger Talent – Approvals

A summary page for the transaction is displayed.

HR Partner Worklist ⓘ

Request to Hire Administrative Assistant

[Proposed Position Description](#)

Pre-Hire - Estimated Date of Completion: Dec 17, 2015

75% Complete

Request Initiated:	12/14/2015	Request Type:	Full Time Employee - Non-Faculty	Position Type:	Refill
Title:	Administrative Assistant	Position Number:	00008713	Hiring Manager:	Scott Tyler Roman
Skills Test Required:	No	Department Number:	5337	Waiver/Posted:	Posted
Jobcode:	AA7500	Maximum Budgeted	\$123.00	Department Name:	Human Resources
				Previous Employee's	049762



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

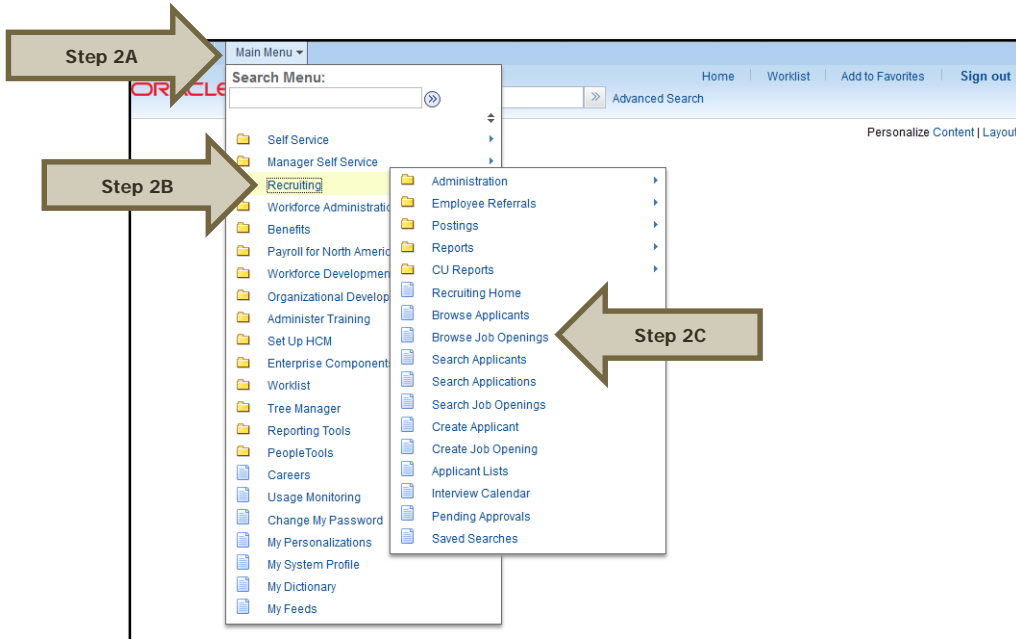
Using the Interview Evaluation form, each member of the interview team gives the hiring manager a complete interview evaluation for each candidate. The hiring manager summarizes the interview evaluations into a single evaluation and either enters the information into PeopleSoft or submits it to the HR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

Enter an Interview Evaluation

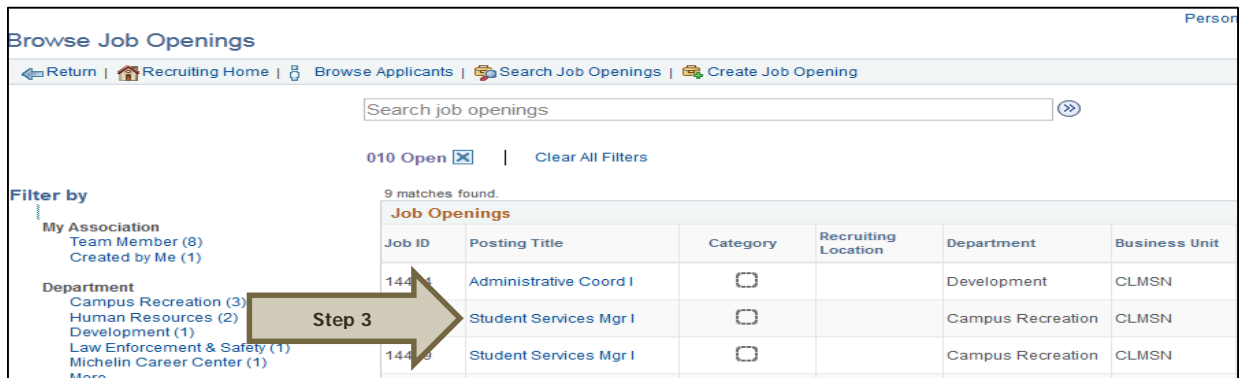
Step 1: Log into PeopleSoft: (A) enter your Clemson user ID, (B) enter your Clemson password and (C) click Sign In.



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.”

The screenshot shows the 'Applicants' tab in the HR system. At the top, there are navigation tabs: Applicants, Applicant Search, Applicant Screening, Activity & Attachments, and Details. Below these are summary statistics for various stages: All (69), Applied (0), Reviewed (0), Screen (0), Route (0), Interview (0), Offer (0), Hire (1), Hold (68), and Reject (0). The main table lists applicants with columns for Select, Applicant Name, Applicant ID, Type, Disposition, Application, Resume, Interest, Mark Reviewed, Route, Interview, and Print. A dropdown menu is open for the 'Other Actions' column, showing options like 'Create Interview Evaluation', 'Prepare Job Offer', 'Edit Application Details', and 'Edit Disposition'. Three callout boxes with arrows point to specific actions: 'Step 4A' points to the 'Other Actions' dropdown, 'Step 4B' points to the 'Recruiting Actions' sub-menu, and 'Step 4C' points to the 'Create Interview Evaluation' option.

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Route	Interview	Print
<input type="checkbox"/>	Virginia Allen	109079	External	Hold			☆☆☆☆				
<input type="checkbox"/>	Blair Basham	99453	External	Hold			☆☆☆☆				
<input type="checkbox"/>	Meagan Brockington	92836	External	Hold			☆☆☆☆				
<input type="checkbox"/>	Chad Campbell	35799	External	Hold			☆☆☆☆				
<input type="checkbox"/>	Randall Conway	112749	External	Hold			☆☆☆☆				
<input type="checkbox"/>	Christopher Corley	108572	External	Hold			☆☆☆☆				

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.

The screenshot shows the 'Interview Evaluation' form. At the top, there are buttons for 'Submit', 'Save as Draft', and 'Return'. Below this, applicant and job information is displayed: Name Virginia Allen, Applicant ID 109079, Status 010 Active, Job Posting Title Human Resource Mgr I, Job Opening ID 12047, and Job Opening Status 010. The form is divided into two main sections: 'Evaluation' and 'Interview Ratings'. The 'Evaluation' section includes fields for 'Interview Date' (10/22/2015), 'Interview Type', 'Overall Rating', 'Recommendation', and 'Comments'. The 'Interview Ratings' section has a search bar and three rating categories: 'Technical Skills A', 'Education/Training', and 'Work Experience'. Each category has an 'Interview Rating' dropdown and a 'Score' field (all showing 0), along with a 'Comment' text area. Callout boxes with arrows point to specific elements: 'Step 8' points to the 'Submit' button; 'Step 5A' points to the 'Interview Date' field; 'Step 5B' points to the 'Interview Type' dropdown; 'Step 6A' points to the 'Overall Rating' dropdown; 'Step 6B' points to the 'Recommendation' dropdown; and 'Step 7' points to the 'Interview Rating' dropdown in the 'Technical Skills A' category.

Troubleshooting

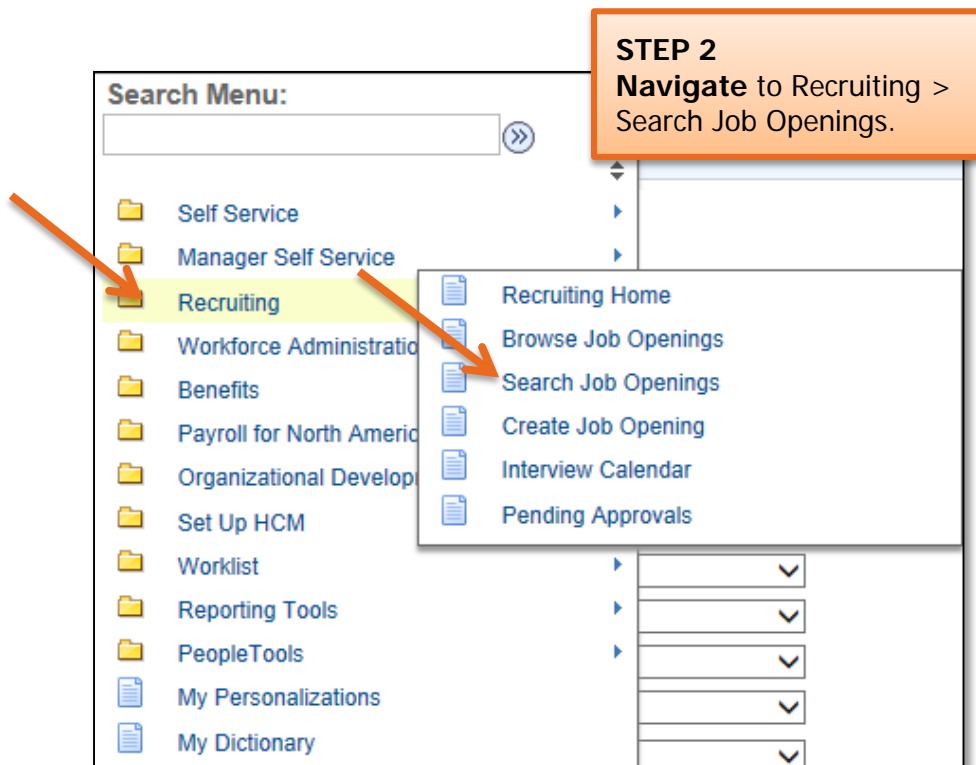
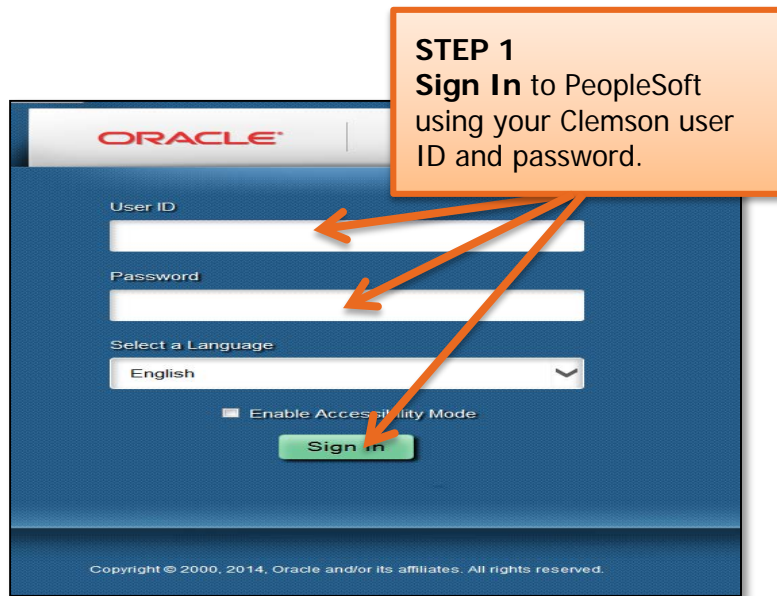
POTENTIAL PROBLEM:

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



Quick Reference: Submitting an Interview Evaluation

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

▼ Search Criteria ?

Job Posting Title

Job Opening ID

Status Open ▼

Category ▼

Most Recent Activity ▼

Job Opening Type ▼

Hot Job ▼

My Association ▼

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact ▼

Search Clear

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.

Select	Applicant Name	Applicant ID	Type	Status	Interview	Other Actions
<input type="checkbox"/>	John Doe	168387	External	Mgr Review	<input type="checkbox"/>	☆☆☆X
<input type="checkbox"/>	Jane Doe	168388	External	Mgr Review	<input type="checkbox"/>	☆☆☆X
<input type="checkbox"/>	Amelia Hood	3524	Employee	Mgr Review	<input type="checkbox"/>	☆☆☆X
<input type="checkbox"/>	Joshua Toney	60775	Employee	Mgr Review	<input type="checkbox"/>	☆☆☆X
<input type="checkbox"/>	Laurie Wood	168389	External	Linked Que	<input type="checkbox"/>	☆☆☆X

Select All Deselect All Group Actions

Return Recruiting Home Search Job Openings Previous Next Create New Clone Refresh Add Note No Category >> Top of Page

Quick Reference: Submitting an 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.

The screenshot shows the 'Interview Evaluation' web form. At the top, there are buttons for 'Submit', 'Save as Draft', and 'Return'. Below these are fields for 'Name Joshua Toney', 'Applicant ID 60775', 'Status 010 Active', 'Job Posting Title Administrative Assistant', 'Job Opening ID 10...', and 'Job Opening Status 01...'. The form is divided into three main sections: 'Evaluation', 'Recommendation', and 'Interview Ratings'. The 'Evaluation' section includes 'Interview Date' (11/18/2015) and 'Interview Type'. The 'Recommendation' section includes 'Overall Rating' and 'Recommendation' dropdowns. The 'Interview Ratings' section shows two categories: 'Technical Skills A' and 'Education/Training'. For 'Technical Skills A', the 'Interview Rating' dropdown is open, showing options: 'Marginal', 'Not Applicable', 'Satisfactory', 'Superior', and 'Unsatisfactory'. The 'Score' for this category is 0. The 'Interview Rating' dropdown for 'Education/Training' is also visible, and its score is 0. Arrows from the text boxes point to the 'Submit' button, the 'Evaluation' and 'Recommendation' sections, the 'Interview Rating' dropdown for 'Technical Skills A', and the 'Interview Rating' dropdown for 'Education/Training'.

Quick Reference: Accepting an Employment Offer

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.

Dear Mr. Wakefield,

Congratulations! We are delighted to extend to you an offer of employment for the position below.

Job Opening ID: 100159 Administrative Assistant

The details of your job offer can be viewed by selecting the link. This job offer will expire on 2015-12-07

DIRECTIONS:

1. Select the below link to access our careers site.
2. Sign In to access your account using your User Name and Password.
3. Select the My Notifications link at the top of the page.
4. In the Notifications list select the 'Job Offer' link.
5. Review the offer details and follow the instructions to accept or reject the job offer.

https://cubshrweb.uat.clemson.edu/psp/ps/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant

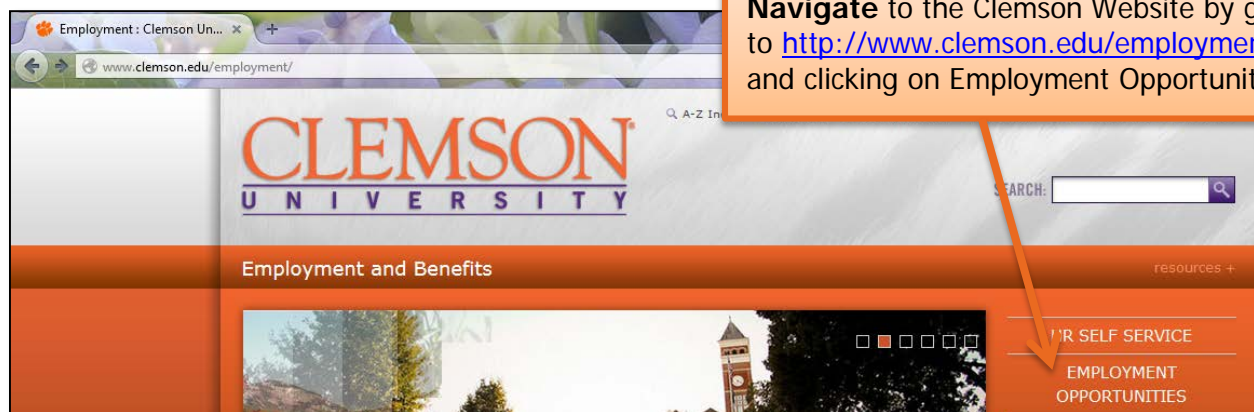
Thank you.

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.

STEP 1A

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

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.

Job Search

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.

Filter by

Keywords Search Tips

Search Reset Search Save Search More Options

Apply Without Selecting a Job ?

262 matches found. Only the first 100 results can be displayed.

Sort By Posted Date

Search Results

Administrative Assistant - 100190
Department: PSA Fiscal Unit | Job Family: Staff | Location: Barre 1st Floor | Job Function: Staff | Posted Date: 12/03/2015

Administrative Assistant - 100191
Department: PSA Fiscal Unit | Job Family: Staff | Location: Barre 1st Floor | Job Function: Staff | Posted Date: 12/03/2015

Administrative Assistant - 100192
Department: PSA Fiscal Unit | Job Family: Staff | Location: Barre 1st Floor | Job Function: Staff | Posted Date: 12/03/2015

Sign In | New User

STEP 3
Click My Notifications on the Careers page.

Main Menu > Careers

Go Tigers! All Search

Job Search | My Notifications 1 | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

Keywords Search Tips

Search Reset Search Save Search More Options

Apply Without Selecting a Job ?

121 matches found. Only the first 100 results can be displayed.

Search Results

Info Tech Systems Architect - 14594
Department: COE Next Gen Computing | Job Family: IT | Location: Fluor Daniel EIB | Job Function: Staff | Posted Date: 11/03/2015

STEP 4
Click View Offer in My Notifications.

My Notifications

Job Offers

View Offer	Job Title	Job ID	Status	Location	Posted Date	Expiration Date
View Offer	Administrative Assistant	14569	New	Jervey Athletic Center	11/02/2015	11/07/2015

Notifications

Subject	Status	Received	Delete
You have a job offer: Administrative Assistant (Job ID 14569)	New	11/02/2015 3:45PM	Delete

Return to Previous Page

Job Search | My Notifications 1 | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

Quick Reference: Accepting an Employment Offer

Job Offer | Job Search | My Notifications **1** | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

We'd like to hire you for the following position:

Posting Title Administrative Assistant
Job Opening ID 14569

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.

If you have any questions, please contact your recruiter for assistance.

Step 1 - Review Offer Information

Type	Details
Document	Offer Letter

Step 2 - Acknowledge Offer

I acknowledge that I have reviewed and understand the job offer details for the position.

Comments

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 3 - Return Completed Documents

No completed documents have been added

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

Return to Previous Page | Job Search | My Notifications **1** | My Activities | My Favorite Jobs | My Saved Searches | My Contact Information

File Attachment

Cover Letter.txt

STEP 9
Click Choose File and select the file you want to upload. Click Upload.

Quick Reference: Accepting an Employment Offer

Important Information: You will be prompted to rename the file (if desired).

Document Description

Description

[View Document](#)

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 3 - Return Completed Documents

File Name	Description	
<input type="checkbox"/> Tenure_Agreement.txt	Cover_Letter.txt	Delete

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.

Quick Reference: Approving an Offer Letter

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.

Prepare Job Offer

Return | Recruiting Home

Posting Title Student Services Mgr I
 Job Opening Status 070 Offer in Progress
 Job Title Student Services Mgr I
 Applicant Name Test J-Byrne

Position Number Student Services Mgr I
 Applicant ID 168341

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 Details ?

Find | View All First 1 of 1 Last

Offer Details | Approvals

Job Opening 14521 Student Services Mgr I
 Position Number 00000614 Student Services Mgr I
 Job Code CB7500 Student Services Mgr I
 Hiring Manager 063843 Michael Carr
 Recruiter 033045 Joshua Brown
 Status 006 Pending Approval
 Reason
 Created By Michael Carr
 Tiger Talent

Business Unit CLMSN
 Offer Date 10/30/2015
 Start Date 11/06/2015
 Offer Expiration Date 11/04/2015
 Applicant Type External Applicant
 Registered Online Yes
 Preferred Contact Not Specified
 Notify Applicant

Save as Draft
 Submit for Approval
 Post
 Unpost
 Add Revised Offer
 Delete Offer
 Edit Offer

Job Offer Components ?

*Component	*Offer Amount	Payment Mode	Currency	Frequency	
Base Salary	40000.00	Cash	USD	Annual	
Relocation	2000.00	Cash	USD	One-Time	

Recommended Salary Range ?

Offer Letter ?

Letter Staff - 30+ Hours Date Printed 10/30/2015

Generate Letter Upload Letter Email Applicant

Comments ?

Find | View All First 1 of 1 Last

Added By
Last Updated By

Attachments ?

Type	Description	Details	Action Required	
Attachment	Offer Letter	2015-10-30-12.04.19.0000001...	<input type="checkbox"/>	

Add Applicant Attachment Add Organizational Attachment

Quick Reference: Approving an Offer Letter

The screenshot shows the 'Offer Details' page with the 'Approvals' tab selected. The main heading is 'CU Offer Approval Process'. Below it, a dropdown menu shows 'Job Offer: Pending'. A flow diagram titled 'Route based on Offer Amount' shows a 'Self Approved' box for Carr, Michael (Hiring Manager) with a green checkmark and timestamp '10/30/15 - 12:08 PM', with an arrow pointing to a 'Pending' box for Thomas, Erin Michael (Budget Approver) with a clock icon. Below the flow diagram is a 'Submit' button, a 'Status' dropdown menu set to 'Select..', and a 'Comments Text' input field. An orange callout box labeled 'STEP 2' contains instructions: '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.' Arrows point from this box to the 'Approvals' tab, the 'Submit' button, and the 'Comments Text' field.

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.

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.

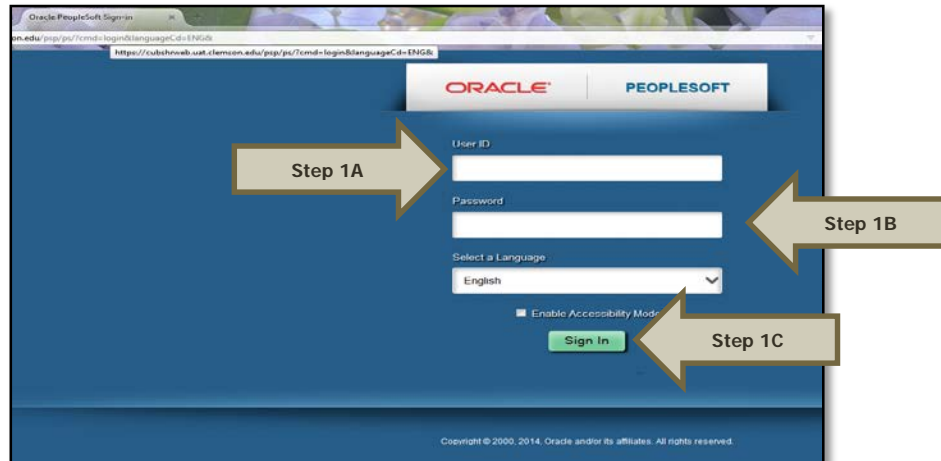
Rehire is the hire type used when the individual being hired into the position has previously worked for Clemson University and a job opening has not been created for the position. See the Rehire section (page 28) for more information. Note: If a job opening has been created, please use Manage Hires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

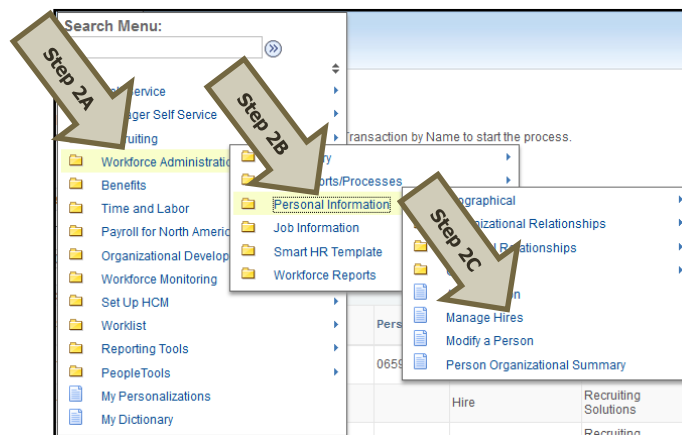
- Add Employment Instance is generally used for student employees who are working multiple part-time jobs across several departments.

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.

Manage Hires
The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

Manage Hires

*Select Transactions Where

*Equals

Hire Transactions

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>			Name			Smart HR Transactions	

Select All Deselect All

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

Manage Hires

*Select Transactions Where

*Equals

Hire Transactions

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	02/07/2012	Requested	DeLeon Gray		Hire	Recruiting Solutions	Vivian L Morris
<input type="checkbox"/>	04/26/2012	Requested	Richard Fobair		e	Recruiting Solutions	Vivian L Morris
<input type="checkbox"/>	09/03/2012	Requested	Ilya Safro		Hire	Recruiting Solutions	Vivian L Morris
<input type="checkbox"/>	06/28/2012	Requested	vincent cacioppo		Hire	Recruiting Solutions	Vivian L Morris

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.

The screenshot shows the 'Job' section of a PeopleSoft form. It contains the following fields and sections:

- Job Section:**
 - Recruiter Name: William Fred Robinson Jr
 - Job Opening ID: 11757
 - Job Opening: Lecturer
 - Position: Lecturer
 - Job Code: Lecturer
 - Business Unit: CLMSN
 - Department: General Engineering
 - Applicant Type: External - Previous Employee
 - *Type of Hire: (Invalid Value)
 - *Desired Start Date: 08/13/2012
 - Empl ID: 031890
 - Employee ID Verified
- Org Instance Section:**
 - Create new Org Instance (5)
 - Use existing Org Instance
- Employment Record Section:**
 - Create New Assignment (5)
 - Use Existing Assignment
- Hire Information Section:**
 - [View Job Offer Letter](#)
 - Hire Comments
- Add Person Section:**
 - Select this button in order to pull the person's personal Recruiting Solutions.
 -

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.

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name Ralph Kramden Find | View All First 1 of 1 Last

*Effective Date 10/16/2015 **Step 11**

*Format Type English

Display Name **Add Name** **Step 12**

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.

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name Find | View All First 1 of 1 Last

*Effective Date 10/16/2015

*Format Type English

Display Name **Add Name**

Biographic Information

Date of Birth _____ **Step 13** Years 0 Months 0

Birth Country USA United States

Birth State _____

Birth Location _____

Biographical History Find | View All First 1 of 1 Last

*Effective Date 10/16/2015

*Gender Unknown **Step 14**

*Highest Education Level A-Not Indicated

*Marital Status Unknown

As of _____

Full-Time Student

National ID Personalize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number Step 15		

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.

The screenshot displays the 'Contact Information' tab in the PeopleSoft HR system. It features three main sections: 'Current Addresses', 'Phone Information', and 'Email Addresses'. Each section has a 'Personalize | Find | View All' menu and navigation controls. The 'Current Addresses' section contains a table with columns for 'Address Type', 'As Of Date', 'Status', and 'Address'. A 'Step 16' arrow points to the 'Add Address Details' button. The 'Phone Information' section has a '*Phone Type' dropdown, 'Telephone' and 'Extension' input fields, and a 'Preferred' checkbox. A 'Step 17' arrow points to the '*Phone Type' dropdown. The 'Email Addresses' section has an '*Email Type' dropdown and an '*Email Address' input field. A 'Step 18' arrow points to the '*Email Type' dropdown. Below the main interface is a separate 'Edit Address' dialog box with the following fields: 'Country' (United States), 'Address 1', 'Address 2', 'Address 3', 'City', 'State' (with a search icon), 'Postal', and 'County'. 'OK' and 'Cancel' buttons are at the bottom.

Step 19: Click the Regional tab, then enter (A) the ethnic group and (B) the military status, if known.

Person ID NEW

USA

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region USA United States

Ethnic Group

Primary

History Find | View All First 1 of 1 Last

Effective Date Date Entitled to Medicare

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Military Status

Military Discharge Date Edit Discharge Date

Step 20: Click the Organizational Relationships tab, check Employee and click Add Relationship.

Person ID NEW

Choose Org Relationship to Add

Employee

Contingent Worker

Person of Interest

Select Checklist Code

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.

The screenshot shows the 'Work Location' form with the following details:

- Step 21:** Effective Date: 10/26/2015
- Step 22:** *Action: Hire; Reason: (empty); *Job Indicator: Primary Job
- Step 23:** Position Number: (empty)
- Active Sequence: 0
- HR Status: Active
- Payroll Status: Active
- *Job Indicator: Primary Job
- Position Number: (empty)
- Position Entry Date: (empty)
- *Regulatory Region: USA (United States)
- *Company: (empty)
- *Business Unit: CLMSN (CLMSN)
- *Department: (empty)
- Department Entry Date: (empty)
- *Location: (empty)
- Establishment ID: (empty)
- Date Created: 10/26/2015
- Last Start Date: 10/26/2015
- Expected Job End Date: (empty)
- Last Updated By: Kelly C Burgess
- Last Update Date/Time: 10/26/2015 12:33:23PM

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.

The screenshot shows a web application interface for job information. At the top, there's a 'Job Information' tab with a search icon and a 'Find' button. Below the tab, there are several fields: Effective Date (05/16/2015), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Enter Review Rating), Reason (Enter Review Rating), and Job Indicator (Primary Job). A 'Go To Row' button is visible on the right. Below these fields, there are search boxes for Job Code (LA7500), Entry Date (11/16/2014), Supervisor Level, Supervisor ID, and Reports To (00001215). The job title is 'Field Specialist II'. Below the search boxes, there are dropdown menus for Regular/Temporary (Regular), *Full/Part (Full-Time), Empl Class (Classified), and *Classified Ind (Classified). A large arrow labeled 'Step 25' points to the Empl Class dropdown. Below the dropdowns, there's a 'Standard Hours' section with fields for Standard Hours (40.00), FTE (1.000000), and Work Period (CU_W). There's also a checkbox for 'Adds to FTE Actual Count?'. Below the Standard Hours section, there's a 'Contract Number' section. At the bottom, there's a 'USA' section with dropdowns for *FLSA Status (Nonexempt) and *EEO Class (None of the Above), and a text field for Work Day Hours.

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)

The screenshot shows the 'Payroll Information' form. A magnifying glass icon is positioned over the 'Pay Group' dropdown menu, which is currently set to '12L'. An arrow labeled 'Step 26' points to this magnifying glass icon. Other fields visible include 'Effective Date' (05/16/2015), 'Payroll System' (Payroll for North America), 'Employee Type' (S), and 'Tax Location Code' (001).

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.

The screenshot shows the 'Compensation' form. Four arrows point to specific elements: 'Step 27' points to the 'Rate Code' field in the 'Pay Components' table; 'Step 28' points to the 'Comp Rate' field; 'Step 29' points to the '*Frequency' dropdown; and 'Step 30' points to the 'Calculate Compensation' button. The 'Compensation Rate' is set to 0.00 USD and the '*Frequency' is set to Annual.

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

Organizational Instance						
Organizational Instance Rcd	0	Original Start Date	09/05/2015	<input type="checkbox"/> Override		
Last Start Date		First Start Date				
Termination Date		Years	0	Months	1	Days
Org Instance Service Date	09/05/2015	<input type="checkbox"/> Override				

Organizational Assignment Data						
Instance Record						
Last Assignment Start Date	09/05/2015	First Assignment Start	09/05/2015			
Assignment End Date		Months	1	Days		
Home/Host Institution	Home	<input type="checkbox"/> Override				
Company Service Date	09/05/2015	<input type="checkbox"/> Override				
Benefits Service Date	09/05/2015	<input type="checkbox"/> Override				
Seniority Pay Calc	09/05/2015	<input type="checkbox"/> Override				
Probation Date		Last Verification				
Professional Experience Date		Business Title		Assistant Professor		
		Position Phone		864/656-3151		

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

Employment Information	Cu Business Addr
Emily Smail	Employee
Empl ID 060012	Empl Rcd # 1
Business Address	
Address 1:	836 McMillan Rd.
Address 2:	
Address 3:	
City:	Clemson
State:	SC
Postal Code:	29634
County:	39 Pickens
Last Updated By: TABITHH Harvey, Tabitha McCall	
Last Update: 08/03/15 11:56:59AM	

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.

The screenshot shows the 'Earnings Distribution Type' form. At the top, it displays 'Effective Date 09/05/2015', 'Effective Sequence 0', 'HR Status Active', and 'Payroll Status Active'. Below this, there are fields for 'Compensation Rate USD', 'Standard Hours 37.50', and '*Earnings Distribution Type By Percent'. A callout arrow labeled 'Step 34' points to the 'By Percent' dropdown. Below the main form is a 'Job Earnings Distribution' section with a table for 'Earnings Distribution'. The table has columns for '*Earnings Code', 'Compensation Rate', 'Percent of Distribution', and 'Standard Hours'. The 'Percent of Distribution' is set to 100.00. A callout arrow labeled 'Step 35' points to this field. At the bottom of the table, there is an 'Edit Account Code' button, with a callout arrow labeled 'Step 36' pointing to it.

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

The screenshot shows the 'Benefit Status' form. It displays 'Effective Date 09/05/2015', 'Effective Sequence 0', 'HR Status Active', and 'Payroll Status Active'. Below this, there are fields for '*Benefits System Base Benefits' and 'Annual Benefits Base Rate'. A callout arrow labeled 'Step 38A' points to the 'Benefits System' dropdown. Below the main form is a 'Benefits Administration Eligibility' section with a table for 'BAS Group ID' and 'Elig Fld 1' through 'Elig Fld 9'. Below this is a 'Participation' section with fields for '*Effective Date 10/19/2015' and '*Benefit Program'. A callout arrow labeled 'Step 38B' points to the '*Benefit Program' field.

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.

The screenshot shows the 'CU Vault Match Identity Page' with the following details:

- *Empl ID: 000011
- Override button
- First Name: Jason, Middle Initial: M
- Last Name: Berry, Gender: M
- Last 5 of SSN: 62906, Postal Code: 02135
- DOB: 19741224, Email Address: cuhr@clemson.edu
- Buttons: Find, Clear, Create New Identity in Vault

Annotations:

- Step 44:** Points to the 'Find' button.
- Step 45:** Points to the radio button in the table below.
- Step 46:** Points to the 'Create New Identity in Vault' button.

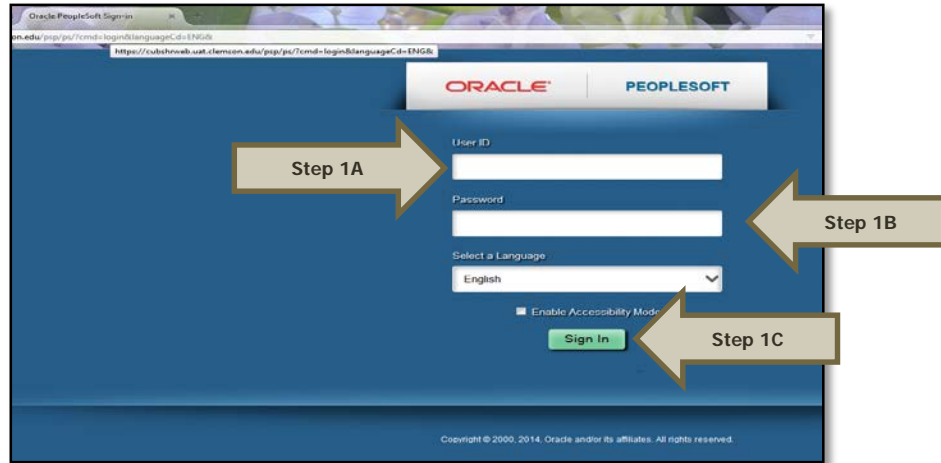
% Match	First Name	Last Name	Middle Initial	Gender	Last 5 of SSN	Date of Birth (yyyymmdd)	Email Address	CU Xid
<input type="radio"/>								

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.

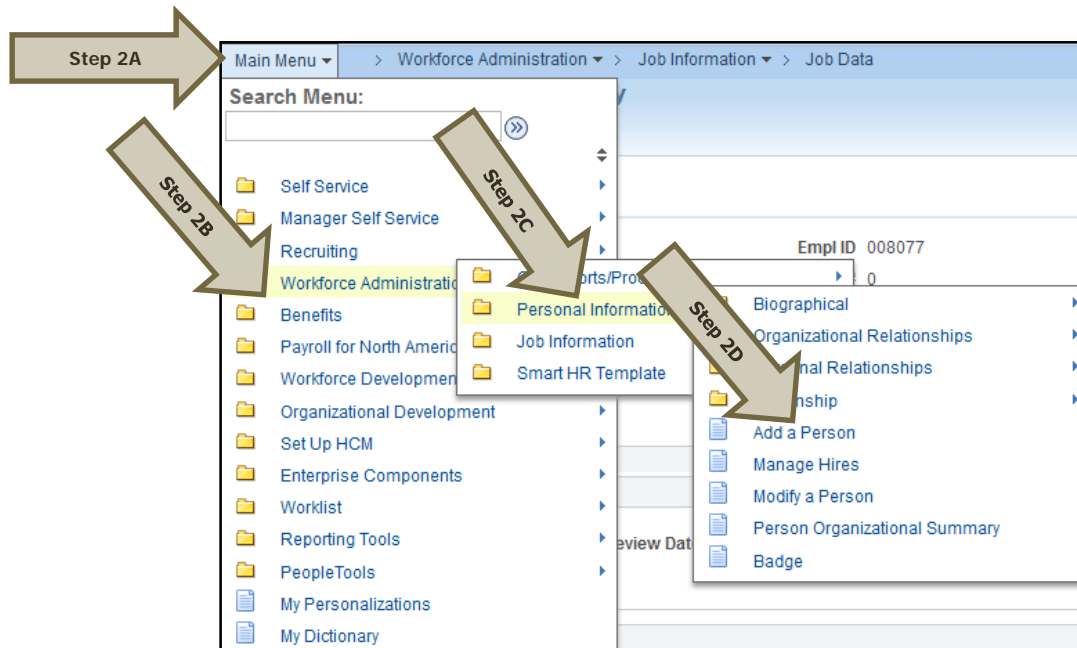
Add a Person

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.

Add a Person

Person ID

[Search for Matching Persons](#)

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.

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name Find | View All First 1 of 1 Last

*Effective Date

*Format Type English

Display Name

Biographic Information

Date of Birth Years 0 Months 0

Birth Country USA United States

Birth State

Birth Location

Biographical History Find | View All First 1 of 1 Last

*Effective Date

*Gender Unknown

*Highest Education Level A-Not Indicated

*Marital Status Unknown As of

Full-Time Student

National ID Personalize | Find | View All First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA <input type="button" value="Q"/>	Social Security Number <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

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.

The screenshot displays the 'Contact Information' tab in the PeopleSoft HR system. It features three main sections: 'Current Addresses', 'Phone Information', and 'Email Addresses'. Each section has a 'Personalize | Find | View All' menu and a 'First 1 of 1 Last' navigation bar. The 'Current Addresses' table has columns for 'Address Type', 'As Of Date', 'Status', and 'Address'. The 'Phone Information' table has columns for '*Phone Type', 'Telephone', 'Extension', and 'Preferred'. The 'Email Addresses' table has columns for '*Email Type' and '*Email Address'. Three arrows labeled 'Step 7', 'Step 8', and 'Step 9' point to the 'Add Address Details' button, the Phone Type dropdown, and the Email Type dropdown, respectively. Below the main interface is an 'Edit Address' dialog box with fields for Country (United States), Address 1, Address 2, Address 3, City, State (with a search icon), Postal, and County. 'OK' and 'Cancel' buttons are at the bottom.

Step 10: Click the Regional tab, and enter (A) the ethnic group and (B) the military status if known.

Person ID NEW

USA

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region USA United States

Ethnic Group

Primary

History Find | View All First 1 of 1 Last

Effective Date Date Entitled to Medicare

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Military Status

Military Discharge Date Edit Discharge Date

Step 11: Click the Organizational Relationship tab, and check Employee then click Add Relationship.

Person ID NEW

Choose Org Relationship to Add

Employee

Contingent Worker

Person of Interest

Select Checklist Code

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.

The screenshot shows the 'Work Location' form with the following details:

- Step 12:** Effective Date: 10/26/2015
- Step 13:** *Action: Hire
- Step 14:** Position Number: [Empty]
- Active Sequence: 0
- HR Status: Active
- Payroll Status: Active
- *Job Indicator: Primary Job
- Position Entry Date: [Empty]
- *Regulatory Region: USA (United States)
- *Company: [Empty]
- *Business Unit: CLMSN (CLMSN)
- *Department: [Empty]
- Department Entry Date: [Empty]
- *Location: [Empty]
- Establishment ID: [Empty]
- Date Created: 10/26/2015
- Last Start Date: 10/26/2015
- Expected Job End Date: [Empty]
- Last Updated By: Kelly C Burgess
- Last Update Date/Time: 10/26/2015 12:33:23PM

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.

Job Information ? Find First 1 of 1 Last

Effective Date 05/16/2015 Go To Row

Effective Sequence 0 Action Enter Review Rating

HR Status Active Reason Enter Review Rating

Payroll Status Active Job Indicator Primary Job

Current

*Job Code Field Specialist II

Entry Date

Supervisor Level

Supervisor ID

Reports To Field Specialist Supv 003888 James T Gilchrist

Regular/Temporary *Full/Part

Empl Class

*Classified Ind

Standard Hours ?

Standard Hours Work Period CU Weekly

FTE

Adds to FTE Actual Count?

Contract Number ?

USA

*FLSA Status Work Day Hours

*EEO Class

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)

The screenshot shows the 'Payroll Information' form. At the top, there are navigation options: 'Find', 'First', '1 of 1', and 'Last'. A 'Go To Row' button is also present. The form contains several fields: 'Effective Date' (05/16/2015), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Action' (Enter Review Rating), 'Reason' (Enter Review Rating), and 'Job Indicator' (Primary Job). Below these is a 'Payroll System' dropdown set to 'Payroll for North America'. A section titled 'Payroll for North America' contains the following fields: 'Pay Group' (12L), 'Employee Type' (S), 'Tax Location Code' (001), 'Holiday Schedule' (CU), and 'FICA Status' (Subject). A magnifying glass icon is next to each input field. A large arrow labeled 'Step 17' points to the 'Pay Group' field.

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.

Compensation

Effective Date 09/05/2015
 Effective Sequence 0
 HR Status Active
 Payroll Status Active

Action Hire
 Reason
 Job Indicator Primary Job

Go To Row

Compensation Rate 0.00 USD *Frequency Annual

Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1	0				

Calculate Compensation

Step 22: Click on the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.

Organizational Instance

Organizational Instance Rcd 0
 Last Start Date
 Termination Date

Original Start Date 09/05/2015
 First Start Date

Org Instance Service Date 09/05/2015
 Years 0 Months 1 Days

Organizational Assignment Data

Instance Record

Last Assignment Start Date	Assignment End Date	Home/Host Institution	Company Service Date	Benefits Service Date	Seniority Pay Calc	Probation Date	Professional Experience Date	Business Title	First Assignment Start	Months	Days	Last Verification	Position Phone
09/05/2015		Home	09/05/2015	09/05/2015	09/05/2015			Assistant Professor	09/05/2015	1	9		864/656-3151

Step 23: Click on the CU Business Addr tab and enter the business address.

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

The screenshot displays the 'Benefit Status' and 'Benefits Program Participation' sections of a web application. The 'Benefit Status' section includes fields for 'Benefit Record Number', 'Effective Date' (09/05/2015), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Action' (Hire), 'Reason', and 'Job Indicator' (Primary Job). Below this is the 'Benefits Administration Eligibility' section with fields for 'BAS Group ID' and nine 'Elig Fld' fields (1-9). The 'Benefits Program Participation' section at the bottom has a 'Step 29A' arrow pointing to the 'Effective Date' field (10/19/2015) and a 'Step 29B' arrow pointing to the 'Benefit Program' dropdown menu.

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.

The screenshot shows the 'CU Vault Match Identity Page' with the following details:

- *Empl ID: 000011
- Override button
- First Name: Jason, Middle Initial: M
- Last Name: Berry, Gender: M
- Last 5 of SSN: 62906, Postal Code: 02135
- DOB: 19741224, Email Address: cuhr@clemson.edu
- Buttons: Find, Clear, Create New Identity in Vault

Callout arrows indicate the following actions:

- Step 34:** Points to the 'Find' button.
- Step 35:** Points to the radio button in the table below.
- Step 36:** Points to the 'Create New Identity in Vault' button.

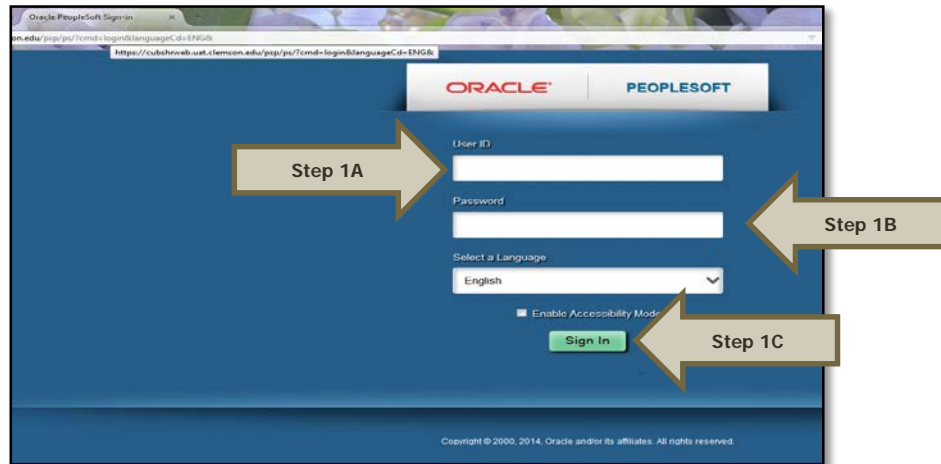
% Match	First Name	Last Name	Middle Initial	Gender	Last 5 of SSN	Date of Birth (yyyymmdd)	Email Address	CU Xid
<input type="radio"/>								

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.

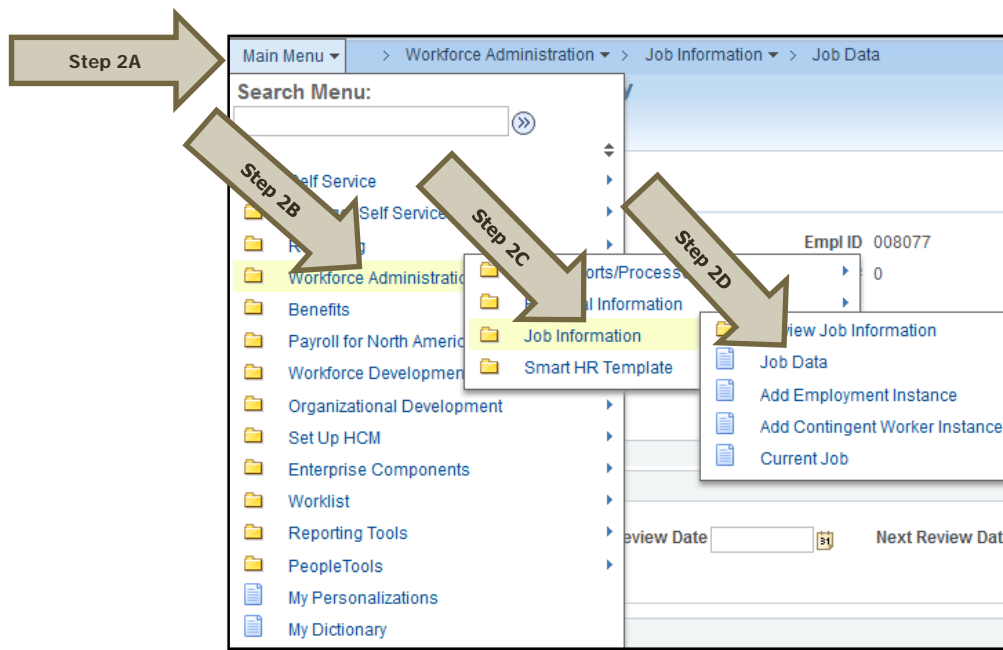
Rehire

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.



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



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.

The screenshot shows a web form titled "Job Data" with the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two tabs: "Find an Existing Value" and "Keyword Search". A section titled "Search Criteria" contains several search fields, each with a dropdown menu and an input box: "Empl ID begins with", "Empl Rcd Nbr =", "Name (LN, FN) begins with", "Last Name begins with", "First Name begins with", "National ID begins with", and "Clemson University ID (XID) begins with". Below these fields are three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A large arrow labeled "Step 4" points to the "Search" button.

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.

The screenshot shows a HR system form with the following fields and values:

- *Effective Date:** 10/27/2014
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- *Action:** Rehire
- Reason:** Rehire
- Indicator:** Primary Job
- Current:**
- Position Number:** (empty)
- Position Entry Date:** (empty)
- *Regulatory Region:** USA
- Company:** CU
- *Business Unit:** CLMSN
- *Department:** 0919
- Department Entry Date:** 10/27/2014
- *Location:** RSCHPK342
- Establishment ID:** 0001
- Last Start Date:** 10/27/2014
- Expected Job End Date:** (empty)
- Last Updated By:** Kevin Lee Wakefield
- Last Update Date/Time:** 10/27/2014 4:06:30PM

Arrows in the image point to the following fields:

- Step 6:** Points to the *Effective Date field.
- Step 7:** Points to the Effective Sequence field.
- Step 8A:** Points to the *Action, Reason, and Indicator fields.

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.

The screenshot shows the 'Job Information' form with the following details:

- Effective Date: 05/16/2015
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Enter Review Rating
- Reason: Enter Review Rating
- Job Indicator: Primary Job
- Current:

Job Code: LA7500 (Field Specialist II)

Entry Date: 11/16/2014

Supervisor Level: [Empty]

Supervisor ID: [Empty]

Reports To: 00001215 (Field Specialist Supv 003888 James T Gilchrist)

Regular/Temporary: Regular

*Full/Part: Full-Time

Empl Class: **Classified** (Step 11)

*Classified Ind: Classified

Standard Hours: 40.00

FTE: 1.000000

Work Period: CU_W (CU Weekly)

Contract Number: [Empty]

USA

*FLSA Status: Nonexempt

*EEO Class: None of the Above

Work Day Hours: [Empty]

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)

The screenshot shows the 'Payroll Information' form. At the top, there are fields for 'Effective Date' (05/16/2015), 'Effective Sequence' (0), 'HR Status' (Active), and 'Payroll Status' (Active). To the right, there are 'Action' (Enter Review Rating), 'Reason' (Enter Review Rating), and 'Job Indicator' (Primary Job) fields. Below these is a 'Payroll System' dropdown set to 'Payroll for North America'. A large arrow labeled 'Step 12' points to the 'Pay Group' dropdown menu, which is currently set to '12L'. Other dropdowns include 'Employee Type' (S), 'Tax Location Code' (001), 'Holiday Schedule' (CU), and 'FICA Status' (Subject). A 'Go To Row' button is visible in the top right corner.

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.

The screenshot shows the 'Compensation' form. At the top, there are fields for 'Effective Date' (09/05/2015), 'Effective Sequence' (0), 'HR Status' (Active), and 'Payroll Status' (Active). To the right, there are 'Action' (Hire), 'Reason', and 'Job Indicator' (Primary Job) fields. Below these is a 'Compensation Rate' field set to '0.00' and a '*Frequency' dropdown set to 'Annual'. A large arrow labeled 'Step 13' points to the 'Rate Code' dropdown menu in the 'Pay Components' section. Another arrow labeled 'Step 14' points to the 'Comp Rate' field. A third arrow labeled 'Step 15' points to the '*Frequency' dropdown. A fourth arrow labeled 'Step 16' points to the 'Calculate Compensation' button at the bottom. A 'Go To Row' button is visible in the top right corner.

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

Organizational Instance	
Organizational Instance Rcd 0	Original Start Date 09/05/2015 <input type="checkbox"/> Override
Last Start Date	First Start Date
Termination Date	Years Months Days
Org Instance Service Date 09/05/2015 <input type="checkbox"/> Override	0 1 9

Organizational Assignment Data	
Instance Record	
Last Assignment Start Date 09/05/2015	First Assignment Start 09/05/2015
Assignment End Date	Months Days
Home/Host Location Home	1 9
Company Service Date 09/05/2015 <input type="checkbox"/> Override	0 1 9
Benefits Service Date 09/05/2015 <input type="checkbox"/> Override	0 1 9
Seniority Pay Calc Date 09/05/2015 <input type="checkbox"/> Override	0 1 9
Probation Date	Last Verification
Professional Experience Date	
Business Title Assistant Professor	Position Phone 864/656-3151

Step 18: Click on the CU Business Addr tab and enter the business address.

Employment Information	Cu Business Addr
Emily Smail	Employee
Empl ID 060012	Empl Rcd # 1
Business Address	
Address 1: 836 McMillan Rd.	
Address 2:	
Address 3:	
City: Clemson	State: SC
Postal Code: 29634	
County: 39 Pickens	
Last Updated By: TABITHH Harvey, Tabitha McCall	
Last Update: 08/03/15 11:56:59AM	

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.

The screenshot displays the 'Earnings Distribution Type' configuration page. At the top, it shows 'Effective Date' as 09/05/2015 and 'Effective Sequence' as 0. Below this, there are fields for 'HR Status' (Active) and 'Payroll Status' (Active). A 'Go To Row' button is visible in the top right. The 'Earnings Distribution Type' is set to 'By Percent'. A large arrow labeled 'Step 20' points to this dropdown menu. Below the main configuration, there is a 'Job Earnings Distribution' section with a table. The table has columns for '*Earnings Code', 'Compensation Rate', 'Percent of Distribution', and 'Standard Hours'. The 'Percent of Distribution' is currently set to 100.00. A large arrow labeled 'Step 21' points to this field. At the bottom of the table, there is an 'Edit Account Code' button, with a large arrow labeled 'Step 22' pointing to it.

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

The screenshot displays the 'Benefit Status' page in a web application. At the top, there is a search bar for 'Benefit Record Number' and a 'Go To Row' button. Below this, several fields are populated: 'Effective Date' (09/05/2015), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Action' (Hire), 'Reason', and 'Job Indicator' (Primary Job). A 'Current' button is also visible. The 'Benefits System' is set to 'Base Benefits' and 'Benefits Employee Status' is 'Active'. The 'Annual Benefits Base Rate' is shown with a currency selector set to 'USD'. Below this is the 'Benefits Administration Eligibility' section, which contains a 'BAS Group ID' field and nine 'Elig Fld' (Eligibility Field) input boxes. At the bottom of the screenshot, a 'Participation' section is visible, containing an '*Effective Date' field (set to 10/19/2015) and a '*Benefit Program' field. Two arrows point to these fields: a right-pointing arrow labeled 'Step 24A' points to the 'Effective Date' field, and a left-pointing arrow labeled 'Step 24B' points to the 'Benefit Program' field.

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.

The screenshot shows the 'CU Review Rating / Tenure Status' form. At the top, it displays 'Effective Date 07/01/2015' and 'Effective 0 Sequence'. A 'Go To Row' button is visible. The form is divided into two main sections:

- CU Review Rating:** This section contains fields for 'Rating Model' (set to 'CSP'), 'Review Rating' (with a search icon), 'Review Date' (calendar icon), and 'Next Review Date' (calendar icon). A callout arrow labeled 'Step 26' points to the 'Next Review Date' field.
- CU Tenure Status / Data:** This section contains fields for 'Clemson Faculty Rank Date' (calendar icon), 'Penultimate/Post-Tenure Review Date' (calendar icon), 'Clemson Faculty Rank' (dropdown menu), 'Longevity #' (text input), 'Tenure Status' (dropdown menu), 'Longevity Year' (calendar icon), and 'Clemson Tenure date' (calendar icon). A callout arrow labeled 'Step 27' points to the 'Clemson Faculty Rank' dropdown menu.

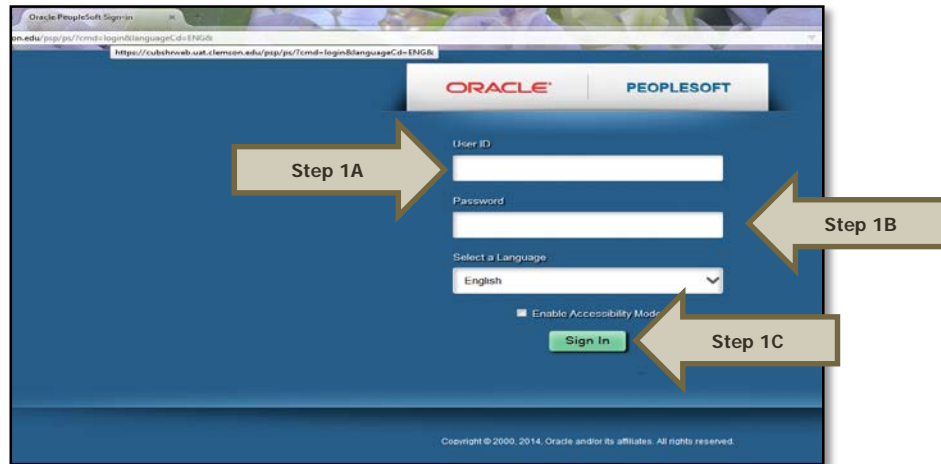
At the bottom of the form, there are navigation tabs: 'Job Data', 'Employment Data', 'Earnings Distribution', 'Benefits Program Participation', and 'CU Review/Tenure Status'.

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.

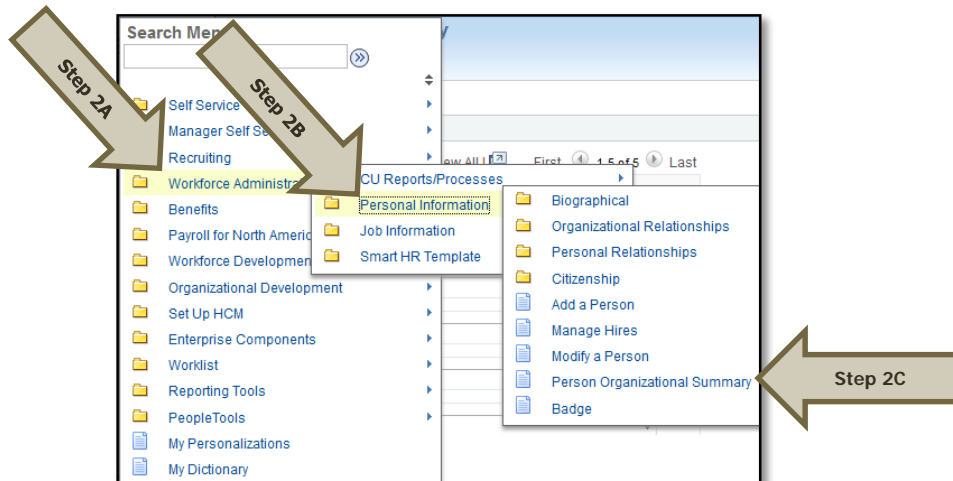
Add Employee Instance (Add Additional Job)

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.

The screenshot shows a search interface titled "Find an Existing Value". Under the "Search Criteria" section, there are several input fields, each with a "begins with" dropdown menu: Empl ID, Name, Last Name, Second Name, Alternate Character Name, Middle Name, and National ID. Below these fields is a "Case Sensitive" checkbox. At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Step 3 points to the search criteria input fields.

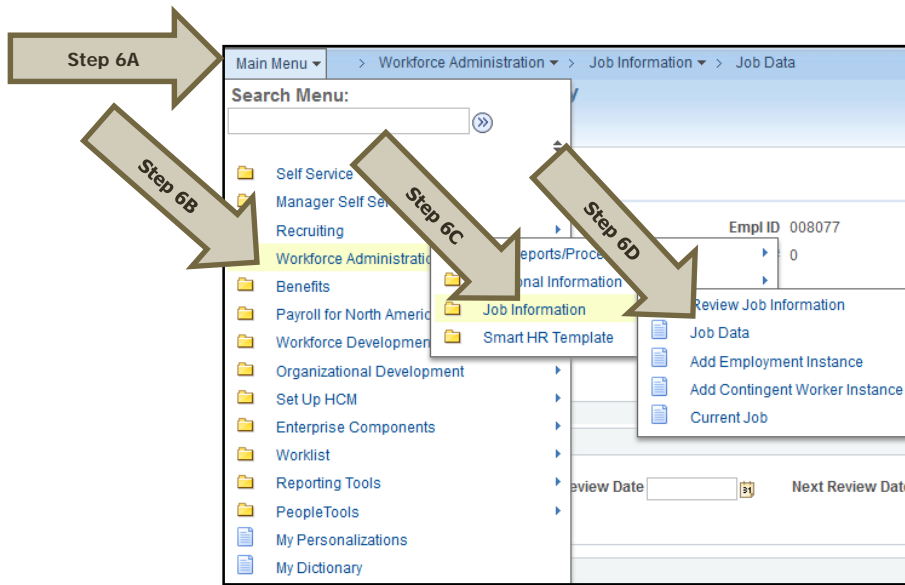
Step 4 points to the "Search" button.

Step 5: Click View All to see all Empl Rcd Nbr's (Employment Record Numbers).

The screenshot shows the "Employment Instances" section with details for ORG Instance 0, HR Status Inactive, Last Hire 04/07/2014, and Termination Date 04/07/2014. Below this is the "Assignments" table, which is currently displaying 1 of 1 record. An arrow labeled "Step 5" points to the "View All" link in the top right corner of the Assignments table.

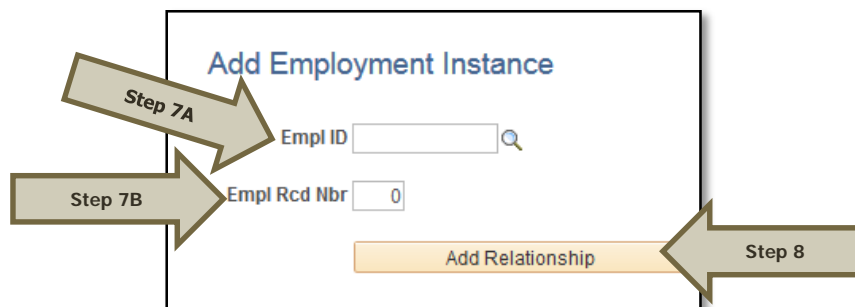
Employment Instances										
ORG Instance 0		Last Hire 04/07/2014		Termination Date 04/07/2014						
HR Status Inactive		Payroll Status Terminated								
Assignments										
Empl Rcd Nbr	Home/Host	HR Status	Payroll Status	Std Hrs/Wk	Empl Class	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
0	Home	Inactive	Terminated	5.00	U	04/07/2014	CLMSN	0737	04/07/2014	04/07/2014

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.

The screenshot shows a web-based form for entering position information. The form is divided into several sections. The top section contains fields for *Effective Date (12/01/2015), Effective Sequence (0), HR Status (Active), and Payroll Status (Active). To the right, there are dropdown menus for *Action (Hire), Reason (Additional Job), and *Job Indicator (Primary Job). Below this is a section for Position Number, Position Entry Date, and a checkbox for Position Management Record. The next section contains *Regulatory Region (USA), Company (CU), *Business Unit (CLMSN), *Department (0737), Department Entry Date (12/01/2015), *Location (OUTD01), and Establishment ID (0001). The bottom section includes Last Start Date (12/01/2015), Termination Date, Expected Job End Date, Last Updated By (Kristie Michelle Nieves), and Last Update Date/Time (08/05/2014 11:33:26AM). At the bottom of the form, there are tabs for Job Data, Employment Data, Earnings Distribution, Benefits Program Participation, and CU Review/Tenure Status. Arrows from the steps point to the following fields: Step 10 to Effective Date, Step 11 to Effective Sequence, Step 12 to Action, Step 13 to Reason, Step 14A to Position Number, and Step 14B to Department.

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.

The screenshot shows the 'Job Information' form with the following fields and values:

- Effective Date: 05/16/2015
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Enter Review Rating
- Reason: Enter Review Rating
- Job Indicator: Primary Job
- Current:
- *Job Code: LA7500 (Field Specialist II)
- Entry Date: 11/16/2014
- Supervisor Level: [Empty]
- Supervisor ID: [Empty]
- Reports To: 00001215 (Field Specialist Supv 003888 James T Gilchrist)
- Regular/Temporary: Regular
- *Full/Part: Full-Time
- Empl Class: Classified (highlighted by Step 16 callout)
- *Classified Ind: Classified
- Standard Hours: 40.00
- FTE: 1.000000
- Work Period: CU_W (CU Weekly)
- Contract Number: [Empty]
- USA:
- *FLSA Status: Nonexempt
- *EEO Class: None of the Above
- Work Day Hours: [Empty]

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)

Payroll Information ? Find First 1 of 1 Last

Effective Date 05/16/2015 Go To Row

Effective Sequence 0 Action Enter Review Rating

HR Status Active Reason Enter Review Rating

Payroll Status Active Job Indicator Primary Job

Current

Payroll System Payroll for North America

Payroll for North America ?

Step 17 → Pay Group 12L ? 12 Month Annual with Lag

Employee Type S ? Salaried

Tax Location Code 001 ? Clemson University

Holiday Schedule CU ? CU Holiday

FICA Status Subject ?

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.

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

The screenshot shows the 'Benefit Status' section with the following details:

- Benefit Record Number: []
- Effective Date: 09/05/2015
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Hire
- Reason: []
- Job Indicator: Primary Job
- *Benefits System: Base Benefits
- Annual Benefits Base Rate: [] USD
- Benefits Employee Status: Active
- ACA Eligibility Details: []
- Clemson ACA Type: []

The 'Participation' section at the bottom shows:

- *Effective Date: 10/19/2015
- *Benefit Program: []

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

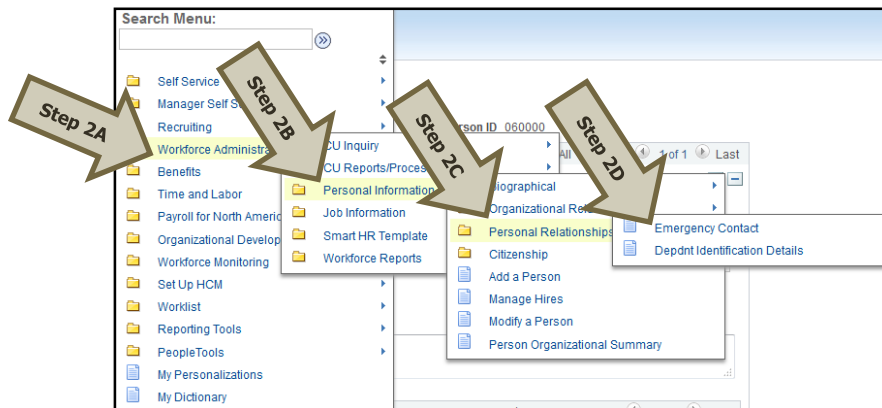
Additional Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the *ACA Override Type* quick reference for instructions.

Add Emergency Contact

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

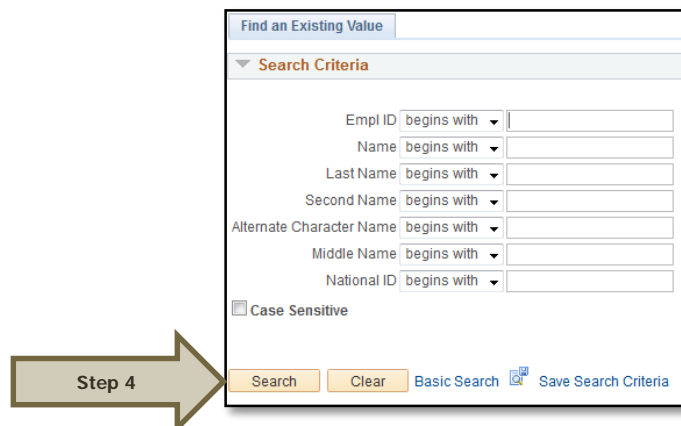


Step 2: Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Personal Relationships > (D) Emergency Contact.



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.

The screenshot shows the 'Emergency Contact' form for a new employee. The form includes the following fields and options:

- *Contact Name:** Dennis Nash
- Primary Contact**
- Same Address as Employee**
- Same Phone as Employee**
- *Relationship to Employee:** Parent
- Address Type:** Home
- Employee's Current Address:**
 - Country: USA United States
 - Address: 220 Edgewood Dr, Seneca, SC 29678-6514
- Contact Phone:** Phone 864/247-1332

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.

The screenshot shows the 'Emergency Contact' form for an existing employee, Hannah Nash (Person ID 060003). The form includes the following fields and options:

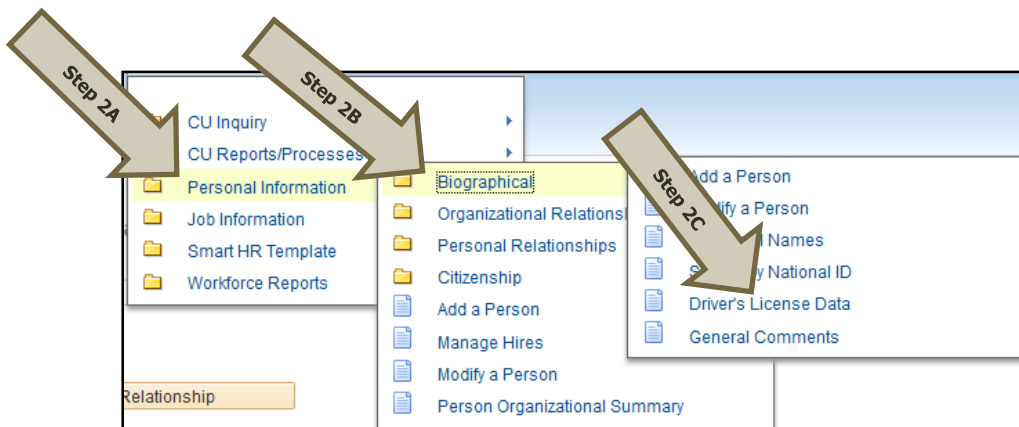
- Contact Name:** Dennis Nash
- Primary Contact**
- Relationship to Employee:** Parent
- Other Phone Numbers for Emergency Contact:**
 - *Phone Type: [Dropdown]
 - Phone: [Text Box]

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.



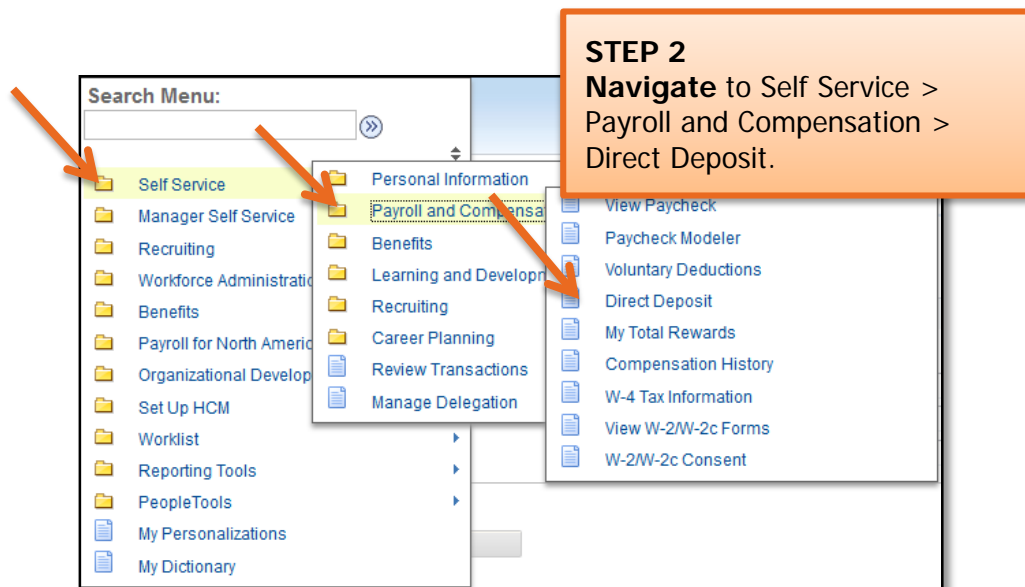
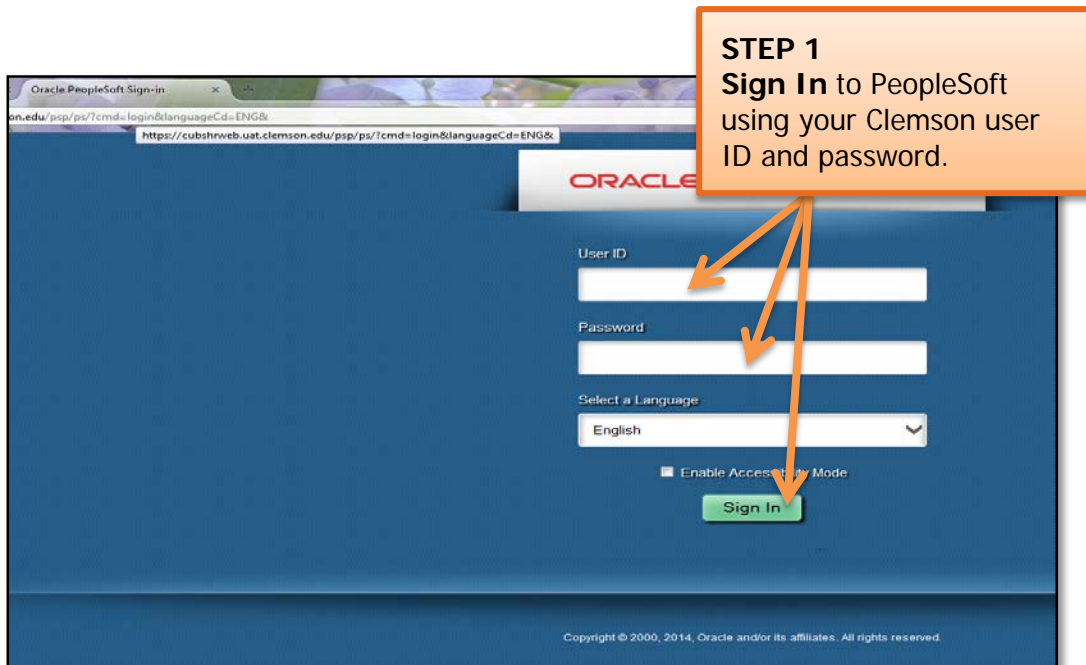
Step 3: To add the driver's license information for a new employee, type the driver's license number, select the issuing country and state from the available options and select the license type from the available options. Click Save to save the record.

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.

The image shows two stacked forms in a software application. The top form is titled "Driver's License Information" and contains the following fields: "Driver's License Nbr" with the value "S-165-603-092-623", a "License Suspended" checkbox, "Country" set to "USA" (United States), "State" set to "MD" (Maryland), "Issue Location", "Issuing Authority", "Valid from" and "Valid To" date pickers, "Number of Violations" set to "0", "Number of Points" set to "0", and a "Comment" text area. The bottom form is titled "License Type" and contains a "License Type" dropdown menu set to "C" (Car). Both forms have navigation buttons for "Find", "View All", "First", "1 of 1", and "Last".

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



Quick Reference: 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.

Message

Direct Deposit Authorization (8000,2)

I hereby authorize Clemson University to deposit my net payroll and/or expense reimbursement in the accounts set-up via ESS in accordance with Direct Deposit policy. I understand that this authorization will remain in effect throughout my employment unless cancelled by me or Clemson University in unusual circumstances only. I also authorize Clemson University and my designated financial institutions to initiate debit entries or adjustments, if necessary, for any credit entries made in error to my accounts.

The payroll and/or expense reimbursement deposit authorized with-in ESS is accomplished by electronic funds transfer and is covered by a number of regulations designed to safeguard the integrity of the employee's account. The funds deposited will be available to the employee for withdrawal by all usual means on the morning of the scheduled University payday for net pay and within 48 hours of disbursement processing for expense reimbursement.

Clemson University assumes no responsibility for any relationship between the employee and his/her financial institution.

Changes in ESS should be entered two weeks prior to the payday in order to be effective for the next payday. Clemson University will pre-note the entry, allowing the bank to

OK

Adding a New Account

Direct Deposit Information

One account must be designated as Deposit Type Balance of Net Pay. The account with the highest Deposit Order value to Deposit Type Balance of Net Pay.

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

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	053100465	392547150	Balance of Net Pay		999		

Add Account

Quick Reference: Direct Deposit

Add Direct Deposit
Ralph Kramden

Your Bank Information

Routing Number [View Check Exam](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

STEP 2 (Add Account)

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

ROBERT SAMPLE
JOAN SAMPLE
123 MAIN ST.
PORTLAND, ME 04101

9999

11/30/2011
Date

Pay to the Order of Sample Check \$ 158.00

one hundred and fifty eight 00/100 Dollars

TD Bank
America's Most Convenient Bank®

For SAMPLE Joan Sample

0123454321 0123454321 9999

Routing Number Account Number

Editing an Account

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

[Direct Deposit Information](#)

One account must be designated as Deposit Type Balance. If not, the system will convert the account with the highest Deposit Order value to Deposit Type Balance.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	053100465	392547159	Balance of Net Pay		999		

[Add Account](#)

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

Your Bank Information

Routing Number

[View Check](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

[Submit](#)

Quick Reference: Direct Deposit

Removing an Account

Direct Deposit Information

One account must be designated as Deposit Type Balance. If not, the the account with the highest Deposit Order value to Deposit Type Balance

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or De Percent Order	Edit	Remove
Checking	053100465	123456789	Balance of Net Pay	999		

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

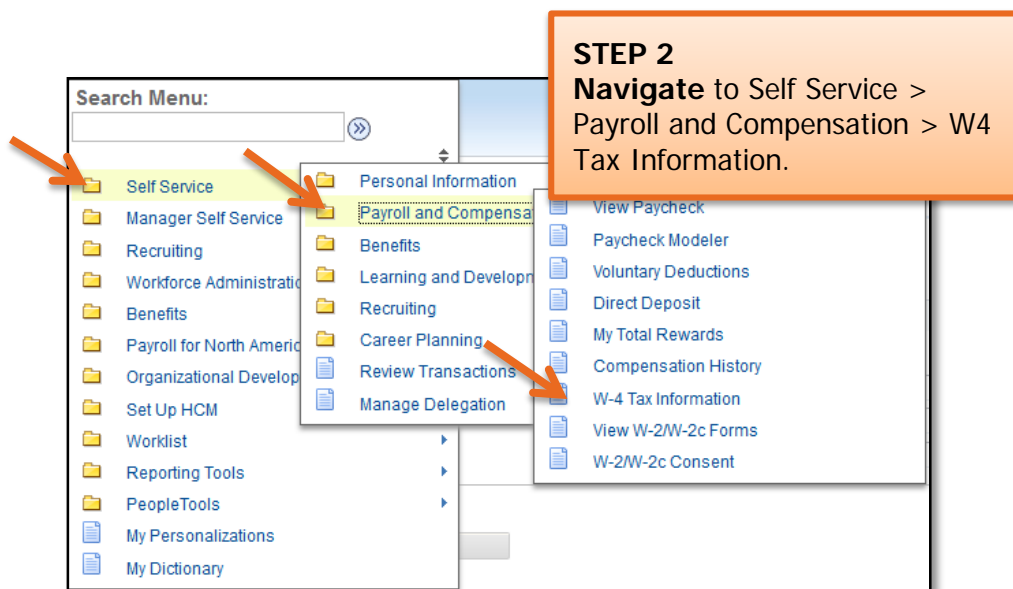
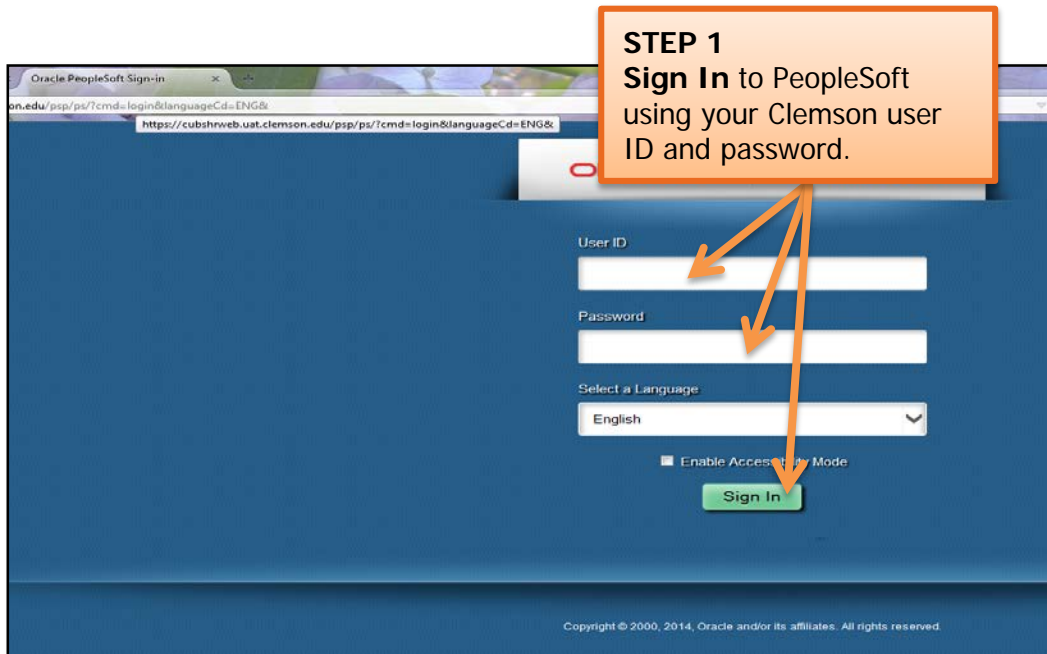
Direct Deposit

Delete Confirmation

Are you sure you want to delete this Deposit Account: 3925- 12345

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.

Quick Reference: Updating W-4 Tax Information

STEP 3
Verify your person information that has automatically populated in the form.

W-4 Tax Information

Ralph Kramden
Clemson University

Social Security Number 123-45-6789

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

123 Tiger Way
Clemson, SC 29670

W-4 Tax Data

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Marital Status Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Exemption

I claim exemption from withholding for the year and I certify that I meet the following conditions for exemption

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.

This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

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.

Quick Reference: Updating W-4 Tax Information

STEP 7

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

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: RKRAMDEN

Password:

You will receive a confirmation notification (see below).

Submit Confirmation

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

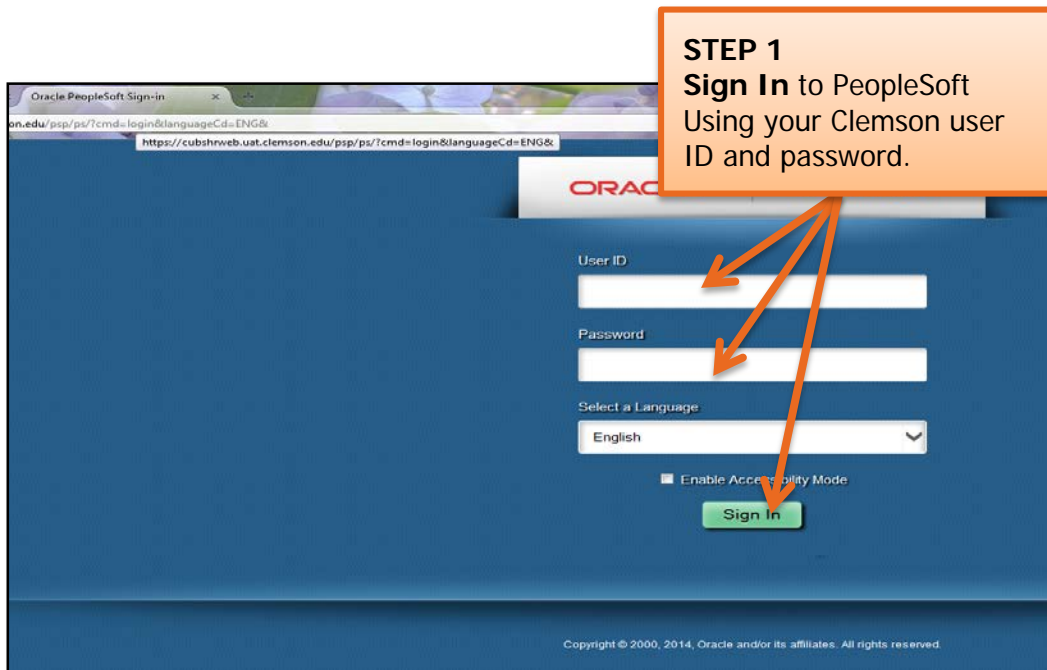
Important Information: You are allowed to make changes to your W-4 once a day. If you attempt to enter changes more than once, the error message below will appear.

Message

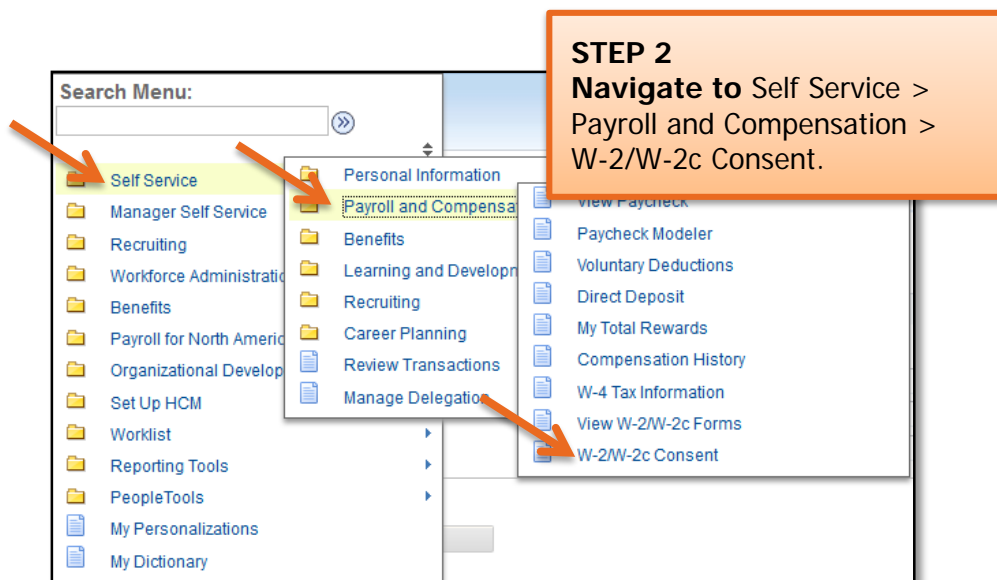
You are only allowed to make W4 changes once per day. If you require assistance, please contact payroll at 656-4884.

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

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



W-2/W-2c Consent/Consent Withdrawal



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

W-2/W-2c Consent Form
Ralph Kramden

Submit or withdraw your consent to receive electronic W-2 and W-2c forms.

You are consenting to receive an on-line/electronic W-2. This consent must be completed prior to January 22, 2016 to prevent a paper copy from also being generated. Any consent completed after the January 22, 2016 deadline will result in a W-2 paper copy being printed and mailed to you. However, you will still be able to access the electronic version of your W-2 as long as you are an active employee.

Your Current Status: Consent Withdrawn

Check here to indicate your consent to receive electronic W-2 and W-2c forms.

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

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

Verify Identity

To protect your privacy, verify your identity by typing your password. If you

User ID: RKRAMDEN

Password:

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

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

W-2/W-2c Consent Form
Ralph Kramden
Submit or withdraw your consent to receive electronic W-2 or W-2c forms.

Your Current Status: Consent received.

Check here to withdraw your consent to receive electronic W-2 and W-2c forms.

Submit

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

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

Verify Identity
To protect your privacy, verify your identity by typing your password.

User ID: RKRAMDEN
Password:

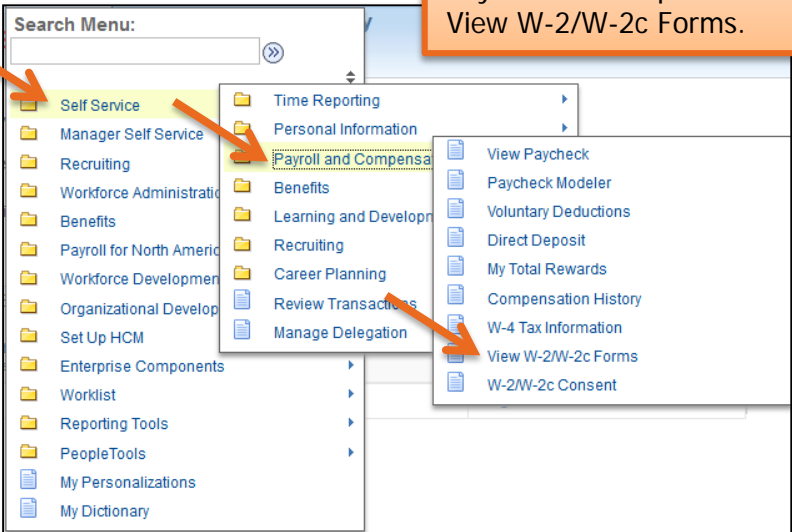
Continue Cancel

STEP 6
Enter your Clemson password to verify your identity.
Click Continue.

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

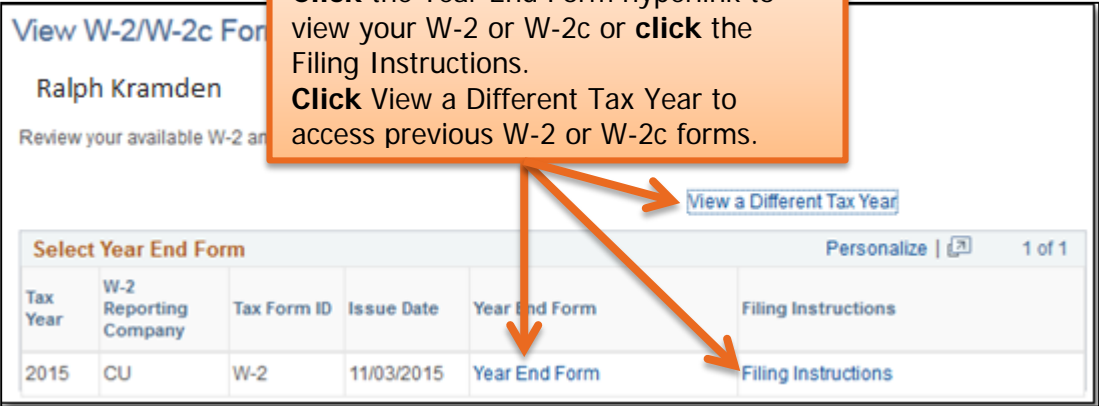
Viewing W-2/W-2c Online

STEP 1 (View)
Navigate to Self Service > Payroll and Compensation > View W-2/W-2c Forms.



The screenshot shows a web application interface with a search menu at the top. A list of menu items is displayed on the left, including 'Self Service', 'Manager Self Service', 'Recruiting', 'Workforce Administration', 'Benefits', 'Payroll for North America', 'Workforce Development', 'Organizational Development', 'Set Up HCM', 'Enterprise Components', 'Worklist', 'Reporting Tools', 'PeopleTools', 'My Personalizations', and 'My Dictionary'. The 'Self Service' item is highlighted. A sub-menu is open for 'Payroll and Compensation', showing options like 'View Paycheck', 'Paycheck Modeler', 'Voluntary Deductions', 'Direct Deposit', 'My Total Rewards', 'Compensation History', 'W-4 Tax Information', 'View W-2/W-2c Forms', and 'W-2/W-2c Consent'. Red arrows point from the 'Self Service' menu item to the 'Payroll and Compensation' sub-menu, and from the 'Payroll and Compensation' sub-menu to the 'View W-2/W-2c Forms' option.

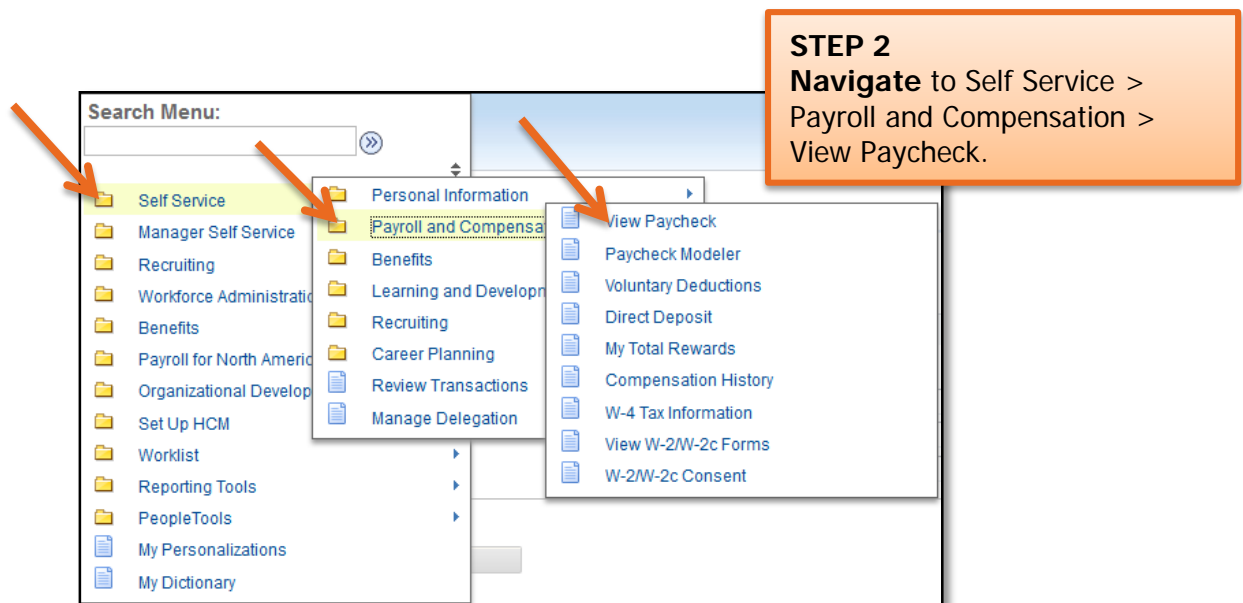
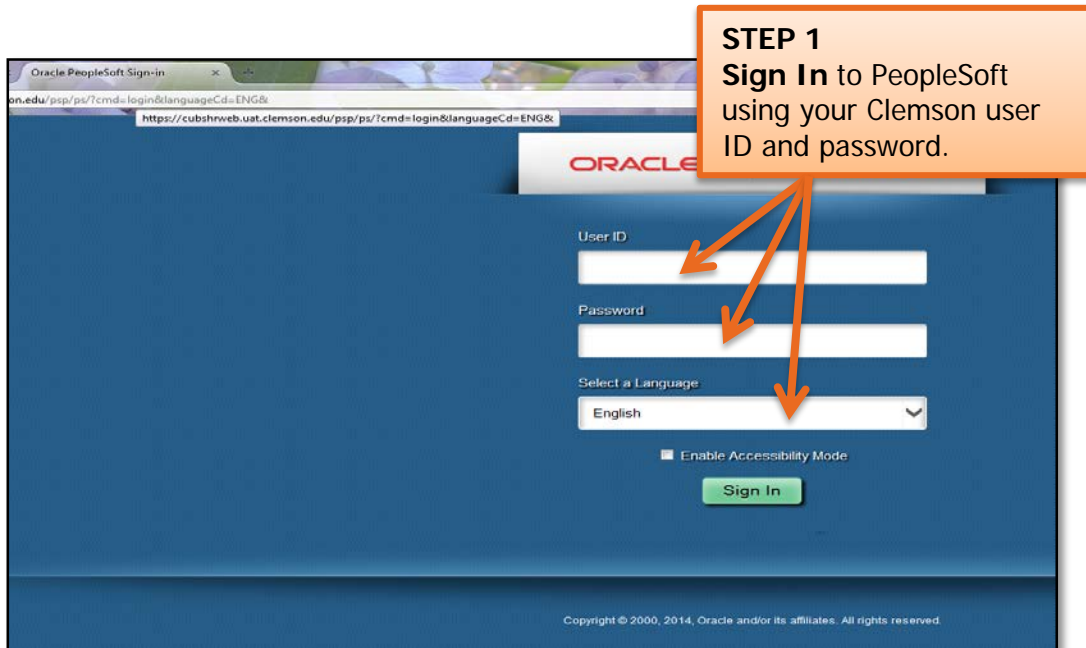
STEP 2
Click the Year End Form hyperlink to view your W-2 or W-2c or click the Filing Instructions.
Click View a Different Tax Year to access previous W-2 or W-2c forms.



The screenshot shows the 'View W-2/W-2c Forms' page for user 'Ralph Kramden'. It includes a table titled 'Select Year End Form' with columns for 'Tax Year', 'W-2 Reporting Company', 'Tax Form ID', 'Issue Date', 'Year End Form', and 'Filing Instructions'. A row is shown for the year 2015, reporting company CU, with a W-2 form issued on 11/03/2015. The 'Year End Form' and 'Filing Instructions' links are highlighted with red arrows. A 'View a Different Tax Year' link is also visible above the table.

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2015	CU	W-2	11/03/2015	Year End Form	Filing Instructions

Quick Reference: View Paycheck



Quick Reference: View Paycheck

View Paycheck
Ralph Kramden
Review your available paychecks. Select the check date of the paycheck you would like to review.

▼ **Select Paycheck** Personalize | Find | View 10

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Check Number	Check Type
11/13/2015	View Paycheck	Clemson University	10/16/2015	10/31/2015	\$1264.45	2827898	Check
09/30/2015	View Paycheck	Clemson University	09/01/2015	09/15/2015	\$1264.46	2818350	Check
09/15/2015	View Paycheck	Clemson University	08/16/2015	08/31/2015	\$1264.45	2809229	Check
08/31/2015	View Paycheck	Clemson University	08/01/2015	08/15/2015	\$1263.58	2801423	Check
08/14/2015	View Paycheck	Clemson University	07/16/2015	07/31/2015	\$1263.87	2791965	Check
07/31/2015	View Paycheck	Clemson University	07/01/2015	07/15/2015	\$1263.87	2785002	Check
07/15/2015	View Paycheck	Clemson University	06/16/2015	06/30/2015	\$1266.20	2777944	Check
06/30/2015	View Paycheck	Clemson University	06/01/2015	06/15/2015	\$1266.20	2770849	Check

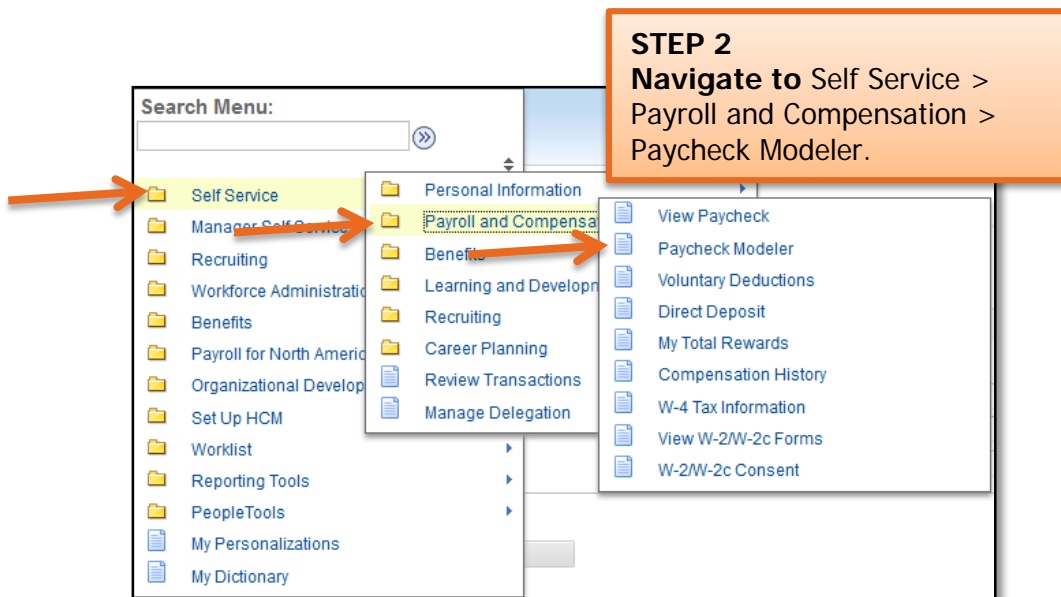
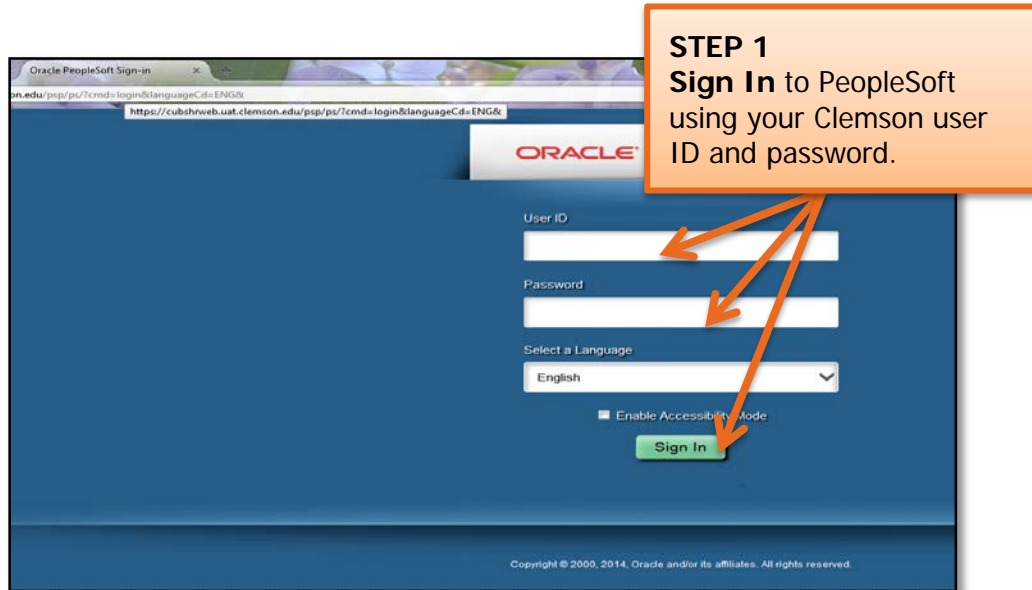
STEP 3
Click the View Paycheck hyperlink for the paycheck you wish to view.

A copy of your paycheck stub will display. (Enable pop ups if you don't see it.)

Clemson University 201 Sikes, Clemson University Clemson, SC 29634-5337		Pay Group: 12A-12 Month Annual Pay Begin Date: 10/16/2015 Pay End Date: 10/31/2015		Business Unit: CLMSN Advice #: 000000002827898 Advice Date: 11/13/2015	
Ralph Kramden 123 Tiger Way Clemson, SC 29671		Employee ID: 005381 Department: 5337-Human Resources Location: Riggs Hall Job Title: Human Resources Mgr II Pay Rate: \$51,324.00 Annual		TAX DATA: Marital Status: Single Allowances: 0 Addl. Percent: Addl. Amount:	
HOURS AND EARNINGS			TAXES		
Description	Rate	Current Hours	Earnings	YTD Hours	Earnings
Regular			2,138.50	1,552.50	40,631.50
TOTAL:			0.00	2,138.50	1,552.50
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS		
Description	Current	YTD	Description	Current	YTD
State Health Standard Pre Tax	71.93	1,366.67	Supp LTD Plan 1	6.65	140.43
State Vision Plan Pre Tax	3.50	66.50	SC Credit Union	20.00	380.00
Optional Life Pre-Tax	17.76	337.44	Tiger Stripe Deduction	10.00	190.00
Deferred Compensation 401k	25.00	475.00			
South Carolina Retirement Sys	174.50	3,271.04			
Health/Dental Adm. Fee	0.14	2.66			
Pre-tax Parking Fee/50k-70k	5.38	94.72			
TOTAL:			TOTAL:		
298.21			36.65		
5,614.03			710.43		
			*TAXABLE		
TOTAL GROSS		FED TAXABLE GROSS	TOTAL TAXES		TOTAL DEDUCTIONS
Current	2,138.50	1,855.34	539.19		334.86
YTD	40,631.50	35,303.42	10,261.80		6,324.46
YEAR-TO-DATE		PAID TIME OFF	SICK LEAVE	NET PAY DISTRIBUTION	
Start Balance	298.7	114.0			
+ Earned	141.5	84.4			
+ Bought	0.0	0.0			
- Taken	114.8	41.0			
- Sold	0.0	0.0			
+ Adjustments	0.0	0.0			
End Balance	325.4	157.4			
		Account Type	Account Number	Deposit Amount	
		Advice #000000002827898	Checking	Ends in 7159	\$1,264.45
		TOTAL:	\$1,264.45		

Quick Reference: Paycheck Modeler

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.



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.

Earnings Type	Hours	Rate	Amount	Edit	Clear Amount
Regular		\$48.391315	\$3946.92		
Personal Communication Stipend			\$55.00		

Quick Reference: Paycheck Modeler

Edit Earnings

*Earnings Type

Hours

Amount

Override Rate

* Required Field

STEP 5
Enter the new, semi-monthly salary amount.
Click OK.

Start Earnings **Deductions**

Deductions - Step 3 of 6

Job Title: Information Tech Mgr

This step provides a list of the proposed deductions for your modeled check. You can modify or clear the amounts in the list, as well as add additional deductions. Deductions using a percentage will be based on the total gross earnings from the modeled check and will automatically be calculated in a subsequent step.

My Deductions

Deduction	Type	Amount	Percentage of Gross	Edit	Clear Amount
Pre-tax Parking Fee/over 90k	Before-Tax	\$8.34			
South Carolina Retirement S	Before-Tax	\$322.07			
VALIC 403b	Before-Tax	\$400.00			

Exit | < Previous Next >

STEP 6
Click Add Deductions to add a different type of deduction or skip to step 8.
Click Next.

Quick Reference: Paycheck Modeler

Add Deductions

*Deduction

*Type

*Flat Amount or Percent

Amount

Percent

* Required Field

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.

Deductions - Step 3 of 6

Job Title: Information Tech Mgr

This step provides a list of the proposed deductions for your modeled check. You can modify or clear the amounts in the list, as well as add additional deductions. Deductions using a percentage will be based on the total gross earnings from the modeled check and will automatically be calculated in a subsequent step.

My Deductions

Deduction	Type	Amount	Percentage of Gross		Clear Amount
Pre-tax Parking Fee/over 90k	Before-Tax	\$8.34			
South Carolina Retirement Sys	Before-Tax	\$322.07			
VALIC 403b	Before-Tax	\$400.00			

|

STEP 8
Click the pencil icon to change deduction amount.
Click Next.

Quick Reference: Paycheck Modeler

Edit Deductions

*Deduction VALIC 403b

*Type Before-Tax

*Flat Amount or Percent Amount

Amount \$400.00

Percent

* Required Field

OK Cancel

STEP 9
Enter the new, semi-monthly deduction amount. Click OK.

Start Earnings Deductions Taxes

Taxes - Step 4 of 6

Job Title: Information Tech Mgr

You can modify tax withholding information for the modeled check.

The tax jurisdiction(s) are based on your current tax information. Only the jurisdictions that allow withholding changes using a tax withholding form are displayed.

My Tax Withholding Information

Tax Jurisdiction	Edit
Federal	
South Carolina	

Exit Previous Next

STEP 10
Click the pencil icon beside the federal or South Carolina tax jurisdiction to edit tax amounts. Click Next.

Quick Reference: Paycheck Modeler

Federal Tax Withholding

The following information is based on your Federal Tax Withholding form W-4.

Special Tax Status None

Tax Status Married

Select your marital tax status.

Withhold at Single Rate

Check here and select Single status if married but withholding at single rate.

Withholding Allowances 0

Enter the total number of allowances to claim on your model check.

Additional Withholding Amount \$0.00

Enter the additional amount to withhold from your model check.

OK Cancel

STEP 11
Enter requested federal tax withholding information.
Click OK.

Start Earnings Deductions

Calculate - Step 5 of 6

Job Title: Information Tech Mgr

You are ready to calculate your modeled check. Press the button to calculate.

If no changes were made, proceed to the next step to review the results.

Calculate My Modeled Check

Exit Previous Next

STEP 12
Click Calculate My Modeled Check to see your hypothetical paycheck.

Quick Reference: Paycheck Modeler

Results Page is displayed

Start Earnings Deductions Taxes Calculate **Results**

Exit | Previous

Results - Step 6 of 6

Job Title: Information Tech Mgr

Entered

Total Gross Earnings	\$4,001.92	Details
Total Employee Taxes	\$870.56	Details
Total Deductions	\$730.41	Details
Net Pay	\$2,400.95	

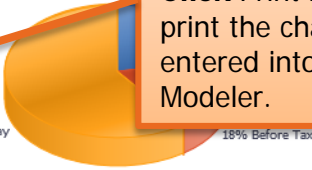
Print My Modeled Check **Print My Changes**

Current Address

Select Related Actions to navigate to other paycheck related Payroll and Benefits sites.

▼ Related Actions

Name



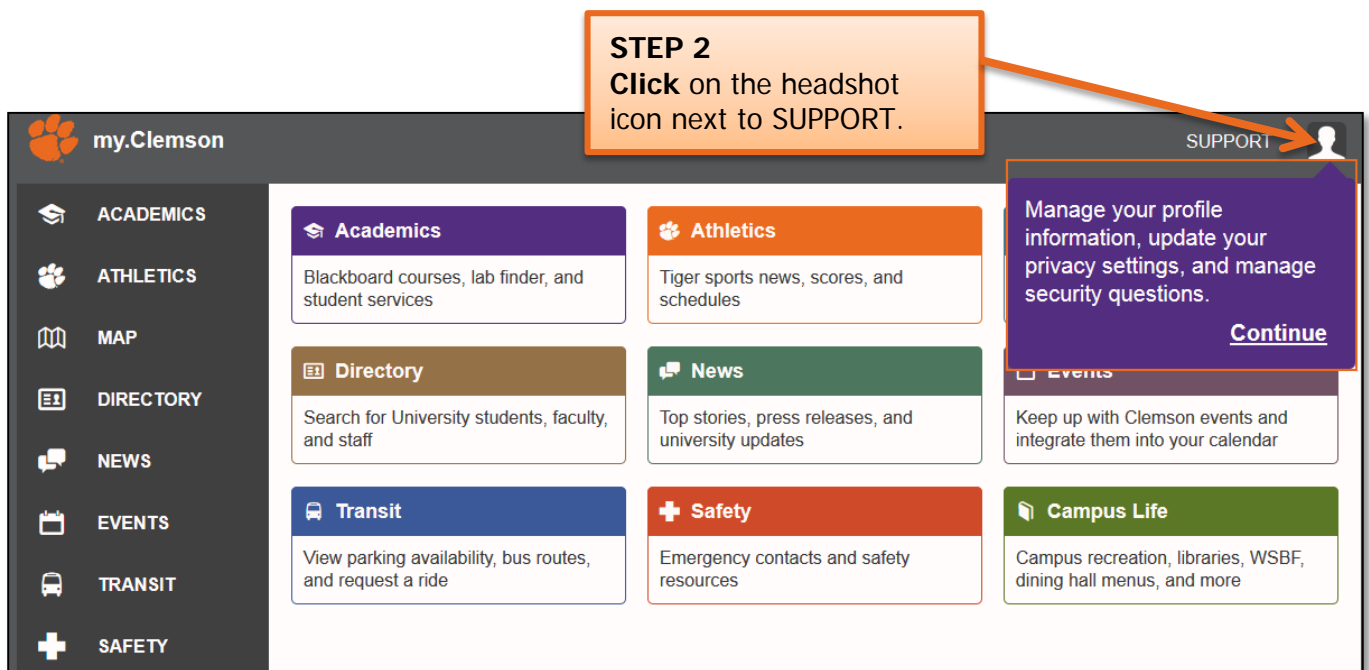
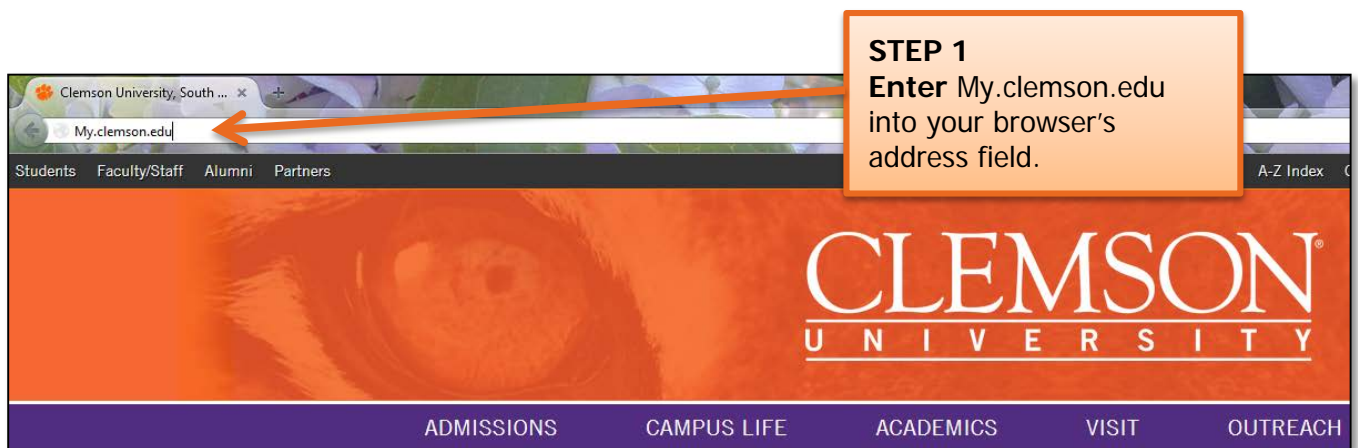
Segment	Amount	Percentage
Taxes	\$870.56	22%
Before-Tax Deductions	\$730.41	18%
Net Pay	\$2,400.95	60%

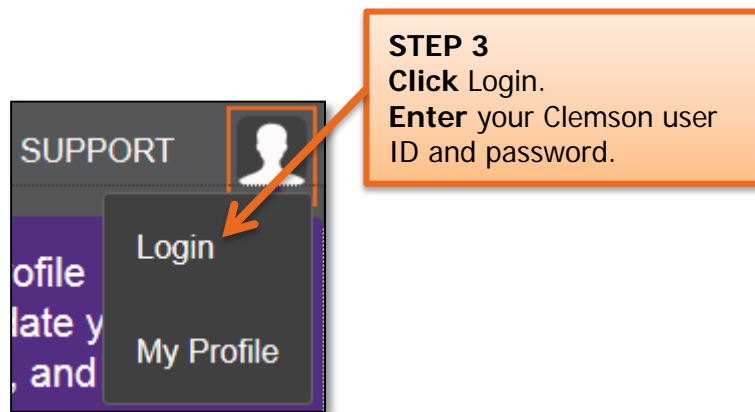
Exit | Previous

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 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).

A screenshot of a profile page. The page has an orange header with the word "Profile" on the left. Below the header is a list of profile sections, each with a right-pointing chevron icon. An orange arrow points from a text box to the "Name" section.

Profile	
Name	>
Addresses	>
Phone Numbers	>
Emergency Contacts	>
TigerOne Photo	>
Security Questions	>
PawPrints	>

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

Name Change

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

My Addresses

Local

Permanent

Mailing 204 Melton Rd >

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

ADDRESS LINE 1

ADDRESS LINE 2

CITY Pendleton

STATE South Carolina

POSTAL CODE 29670-9334

COUNTRY United States

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](#).

STEP 3 (Address)
Enter your address changes.
Click SAVE.

Mailing

ADDRESS LINE 1 * 123 Tiger Street

ADDRESS LINE 2

CITY * Clemson

STATE * South Carolina

POSTAL CODE * 29631

COUNTRY * United States

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 [HR Change of Address Information Page](#).

SAVE CANCEL

Phone Number Change

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

Phone Numbers

My Phone Numbers

Cell Phone	(864) 123-4569
Primary Phone	(864) 123-4569
CU Safe Alert Number	(864) 123-4569

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

PHONE NUMBER * 8643751462

This phone number:

- used by Student Services
- not shown in the phonebook

SAVE CANCEL

Emergency Contact Change

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

Emergency Contacts

Emergency Contacts	
Alice Kramden	Spouse >
Trixie Norton	Sibling >

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

FIRST NAME *
LAST NAME *
RELATIONSHIP *
PHONE NUMBER *
ALTERNATE PHONE NUMBER
EMAIL ADDRESS

SAVE DELETE CANCEL

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.

Photo Privacy Settings

PHOTO

PHOTO

VISIBILITY *

Not Visible
Visible To Everyone
Visible To Clemson Users
Not Visible

Visit the [TigerOne Online Office](#) for more info

SAVE CANCEL

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.

Security Questions

This page provides access to your account if you address below allows us to safely send you your receive your new password by SMS.

You must set answers to at least three security questions to allow password reset. Answers are not case sensitive.

Security Questions

Alternate Email Address

We suggest you use an email account other than your @clemson.edu account.

ADD NEW SECURITY QUESTION

ATTACH AN EMAIL ADDRESS

STEP 2 (Security)
Choose a Question from the drop-down menu.
Enter your answer.
Click SAVE to retain your changes.

Security Question

QUESTION *

ANSWER *

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

Email Address

EMAIL ADDRESS *

my.Clemson

ACADEMICS

ATHLETICS

Academics
Blackboard courses, lab finder, and student services

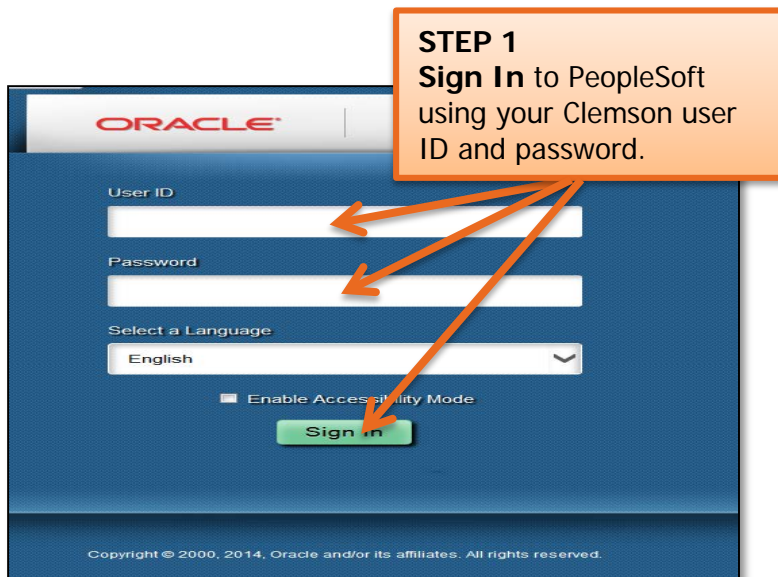
Athletics
Tiger sports news, scores, and schedules

Manage your privacy information, update your privacy settings, and manage security questions.

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



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.



Quick Reference: Personalizing Home Page And Setting Up Favorites

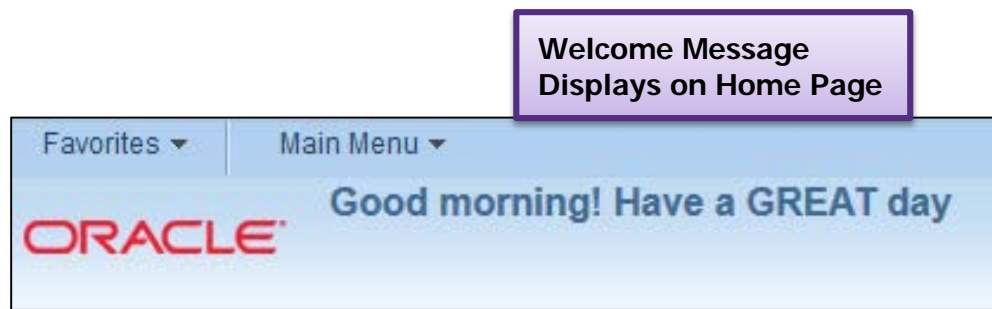
STEP 3 (Content)
Enter a welcome message, which will display on your home page.
Click SAVE.

Personalize Home Page

Personalize Content:

Tab Name

Welcome Message



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

HCM Portal Pack

- Employee Leave Summary
- Manager Leave Summary

Recruiting Solutions (Classic)

- My Job Openings (Classic)
- Search Job Openings (Classic)
- Search Applications (Classic)
- Recent Job Openings (Classic)
- Quick Search (Classic)

PeopleSoft Applications

- Menu
- Activity Guide - In Progress
- Menu - Classic
- Top Menu Features Description
- My Reports
- Main Menu

Recruiting Solutions

- Quick Links
- My Alerts
- My Job Openings
- My Applicant Lists
- Today's Interviews
- Time to Fill
- Browse Job Openings

Save Cancel

Notify

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.

Personalize Home Page

Personalize Content:

Tab Name

Welcome Message

Choose Pagelets: Simply check the items that you want to appear on your homepage.
Remember to click "Save" when done.

Arrange Pagelets: Go to [Personalize Layout](#)

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.

Personalize Home Page

Personalize Layout: My Page

Tab Name

Basic Layout: 2 columns 3 columns

Click arrows to move pagelets up and down or into neighboring columns. Click "Delete Pagelet" to remove the selected pagelet from your portal home page. Remember to click "Save" when done.

Add Pagelets: Go to [Personalize Content](#)

= Required - fixed position pagelet
* = Required - moveable pagelet

Left Column:	Center Column:	Right Column:
Menu My Alerts Main Menu	Search Applications (Classic) Browse Job Openings	My Job Openings (Classic) Search Job Openings (Classic) My Job Openings

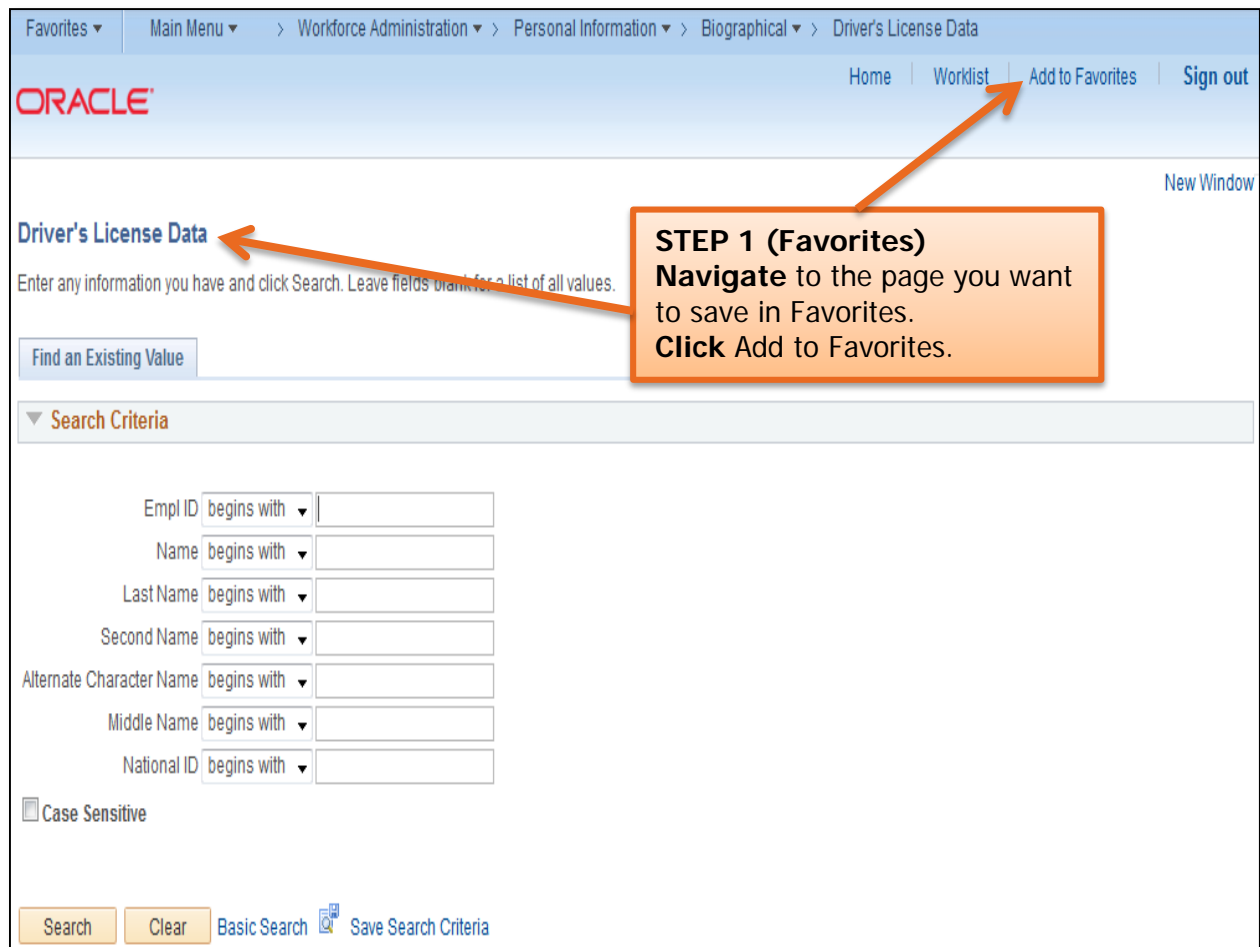
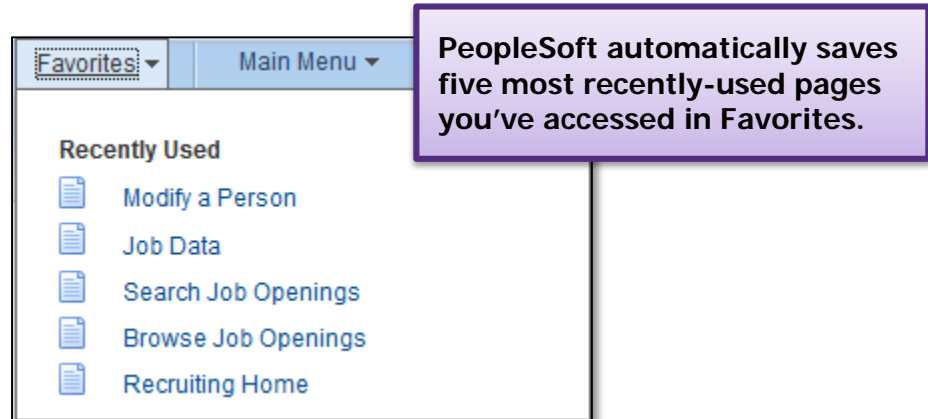
Delete Pagelet

STEP 7 (Layout)

Click SAVE to retain your personalized layout.

Quick Reference: Personalizing Home Page And Setting Up Favorites

Setting up Favorites



Quick Reference: Personalizing Home Page And Setting Up Favorites

STEP 2 (Favorites)

Click OK to save the page in Favorites.

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description

Confirmation message will show

The favorite has been saved.

STEP 3 (Favorites)

Click Edit Favorites to make changes to your list of favorites.

Favorites Main Menu

Recently Used

- Veteran Status
- Job Data
- CU PaySheet Report
- Add a Person
- Add Contingent Worker Instance

My Favorites

- Add to Favorites
- Edit Favorites
- Absence History Report
- Add Contingent Worker Instance
- Add Employment Instance
- Add a Person

Quick Reference: Personalizing Home Page And Setting Up Favorites

The screenshot shows the 'Edit Favorites' interface. At the top, it says 'Click the Save button after editing or deleting favorites.' Below this is a toolbar with 'Personalize | Find | [grid icon] | [calendar icon]' and a pagination control 'First 1-42 of 42'. The main area is a table with columns for '*Favorite', 'Sequence num', and a minus button. The table contains several rows, including 'Absence History Report', 'er Instance', 'tance', and 'Base Navigation Page'. Three callout boxes provide instructions: 'STEP 4 (Favorites) Enter the Sequence number to change the order in which your favorites appear.' points to the 'Sequence num' column; 'STEP 5 (Favorites) Click SAVE after editing or deleting favorites to retain changes.' points to the bottom of the table; and 'Select the minus button to delete a favorite.' points to the minus button in the third row.

*Favorite	Sequence num	
Absence History Report		
er Instance	0	-
tance	0	-
	0	-
Base Navigation Page	0	-

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.

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](#).