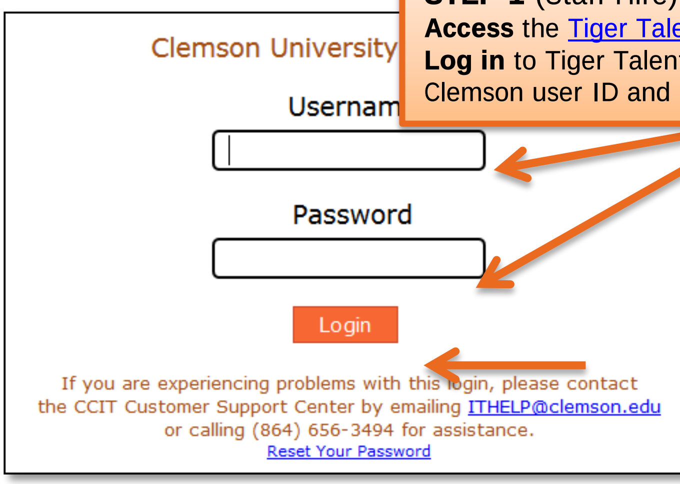
Quick Reference:
Tiger Talent - Request to Recruit

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

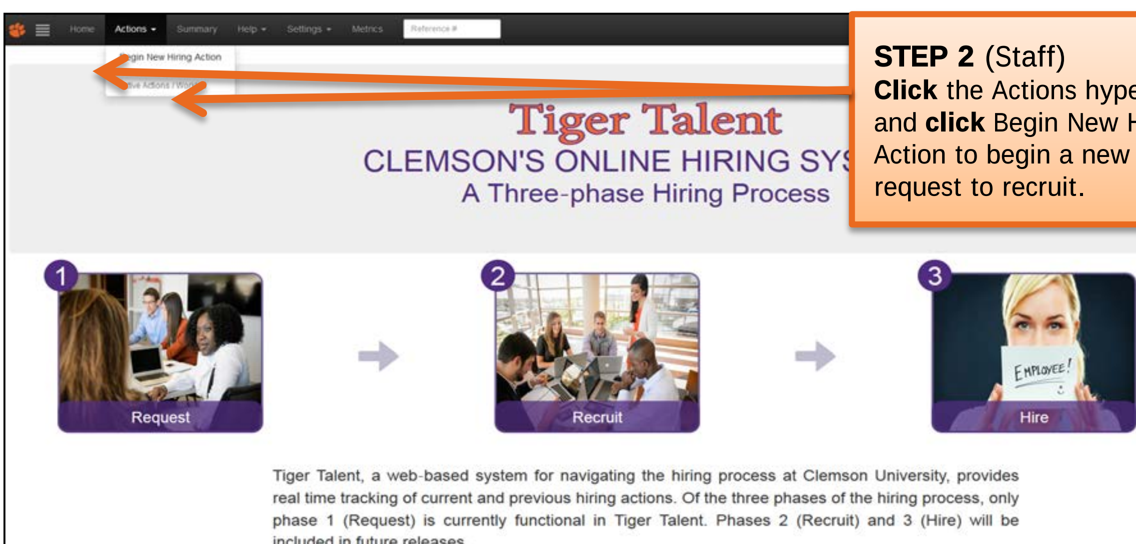
Staff Hire Request

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

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



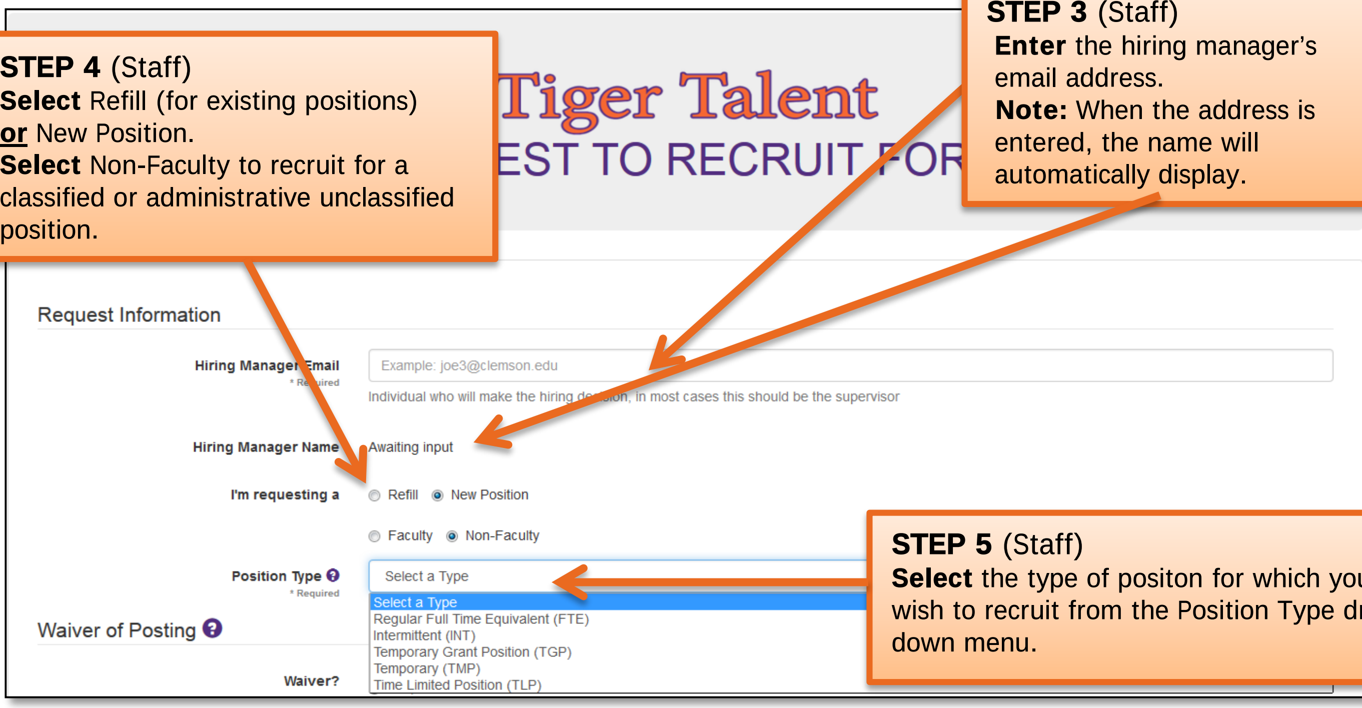
STEP 2 (Staff)
Click the Actions hyperlink and **click** Begin New Hiring Action to begin a new request to recruit.



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



STEP 5 (Staff)
Select the type of positon for which you wish to recruit from the Position Type drop-down 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.

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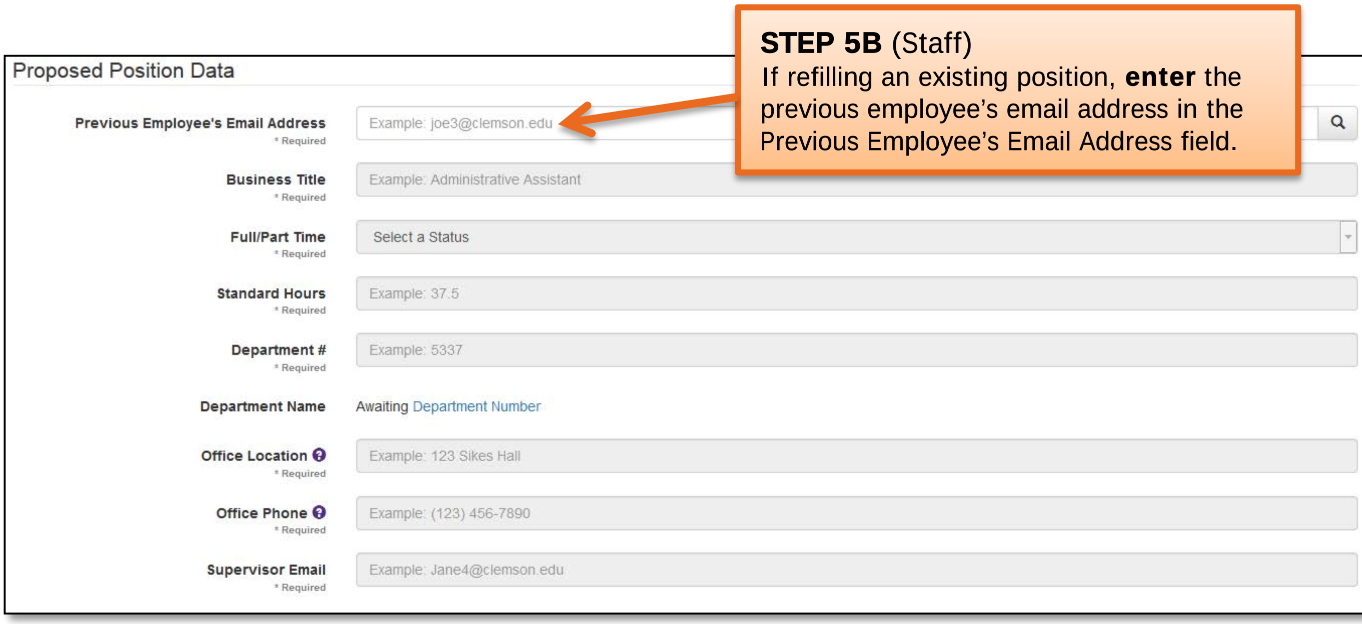
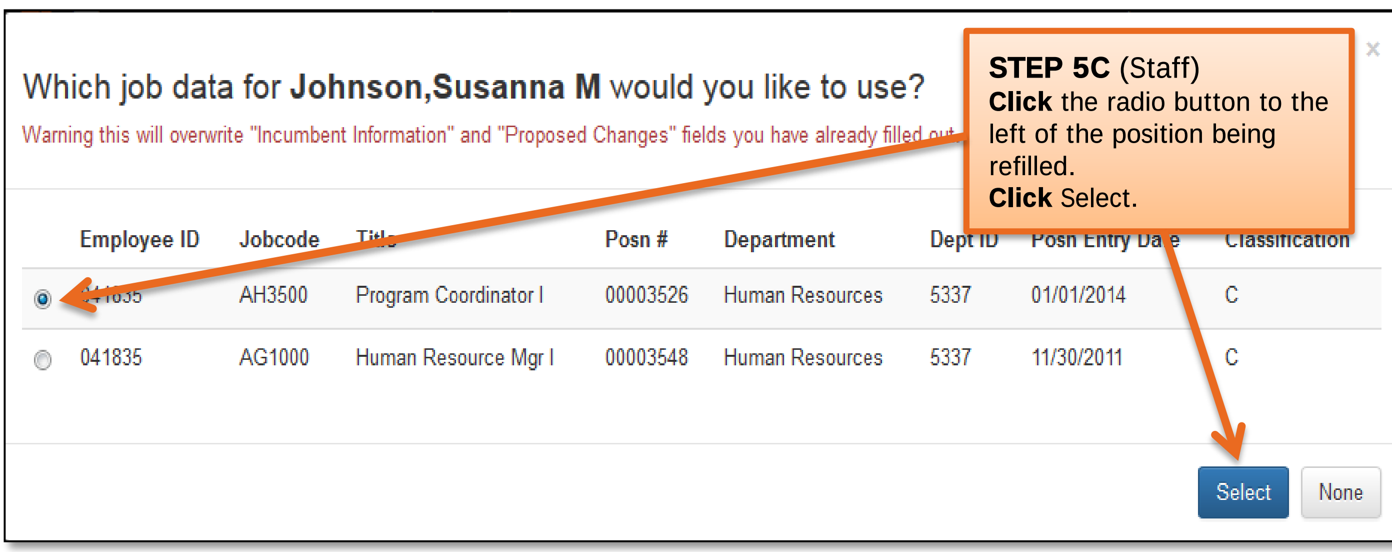


Important Information: When the previous employee's Clemson email address is entered, information on the employee's two most recent positions will display.

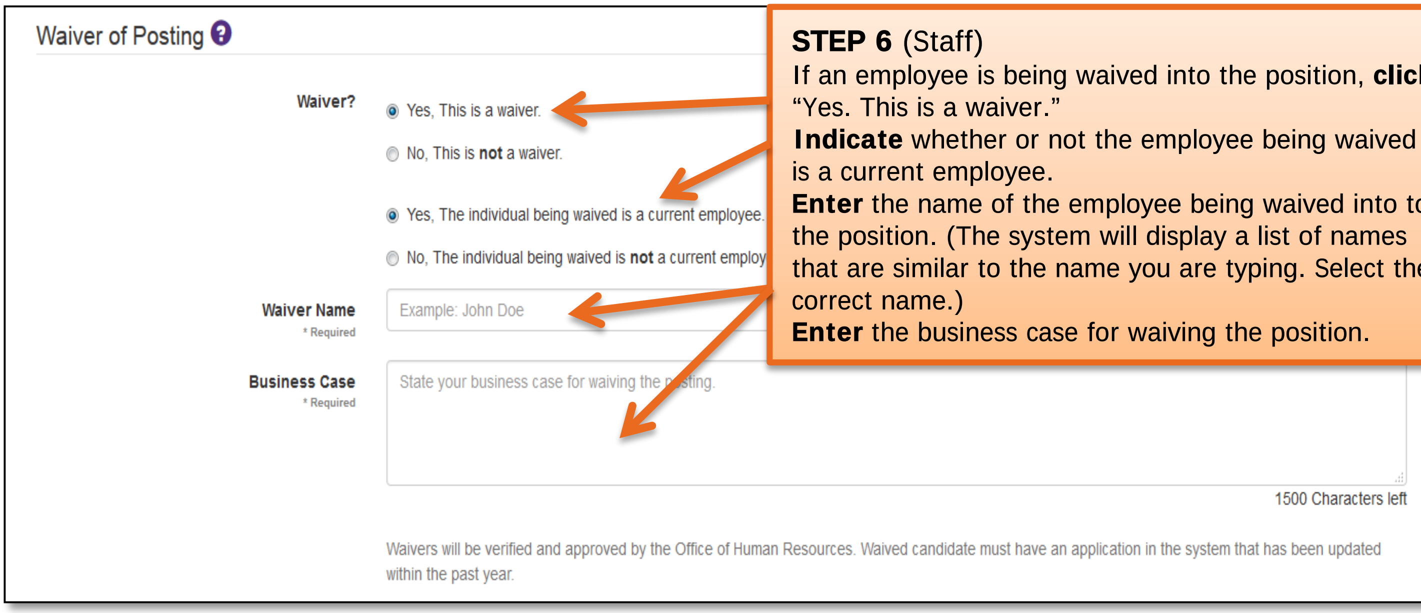


Important Information: The previous employee's position information will display. At this time, please review the position information for accuracy.

Quick Reference:
Tiger Talent - Request to Recruit

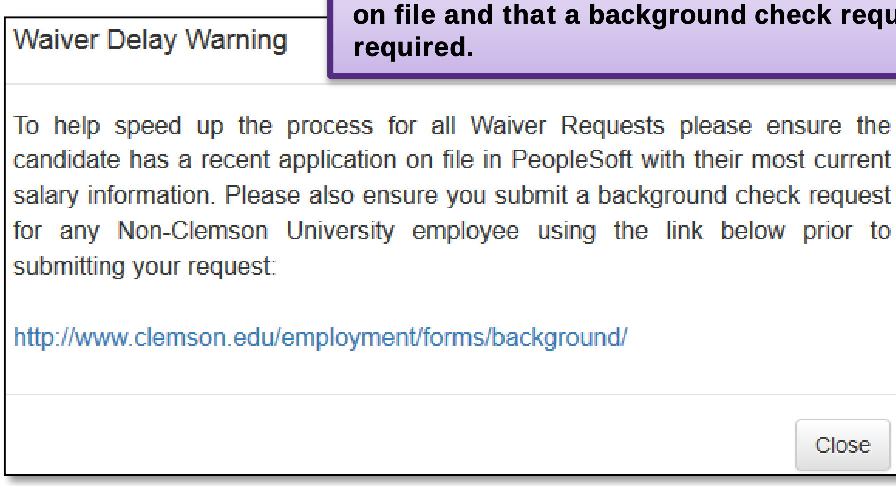
Important Information: Waivers are approved by the Office of Human Resources (OHR) once the request to recruit has been submitted. The Office of Human Resources reviews the business reason for each waiver request to ensure the following:

- 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



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.



Quick Reference:
Tiger Talent - Request to Recruit

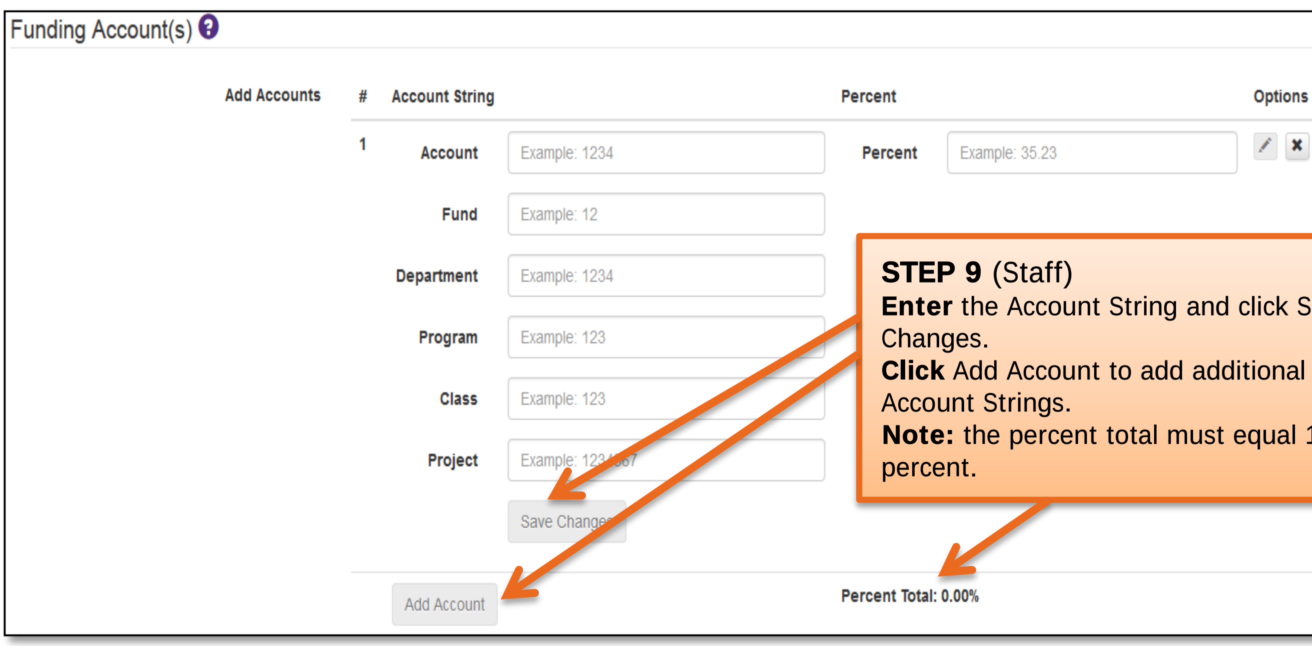
CLEMSON HUMAN RESOURCES

STEP 7 (Staff)
Select Yes if the position is Grant Funded.

If grant funded, complete all fields in the Grant Funding section.

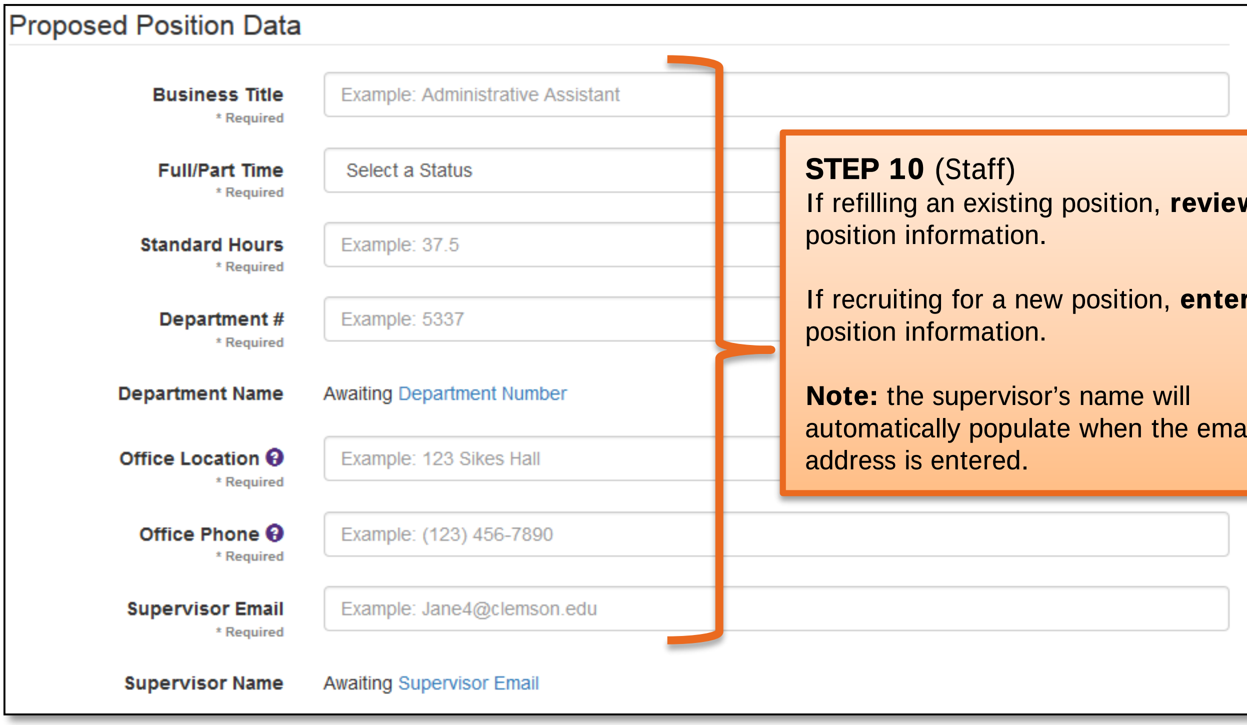
If grant funded, these fields are required.

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



STEP 9 (Staff)
Enter the Account String and click Save Changes.
Click Add Account to add additional Account Strings.
Note: the percent total must equal 100 percent.

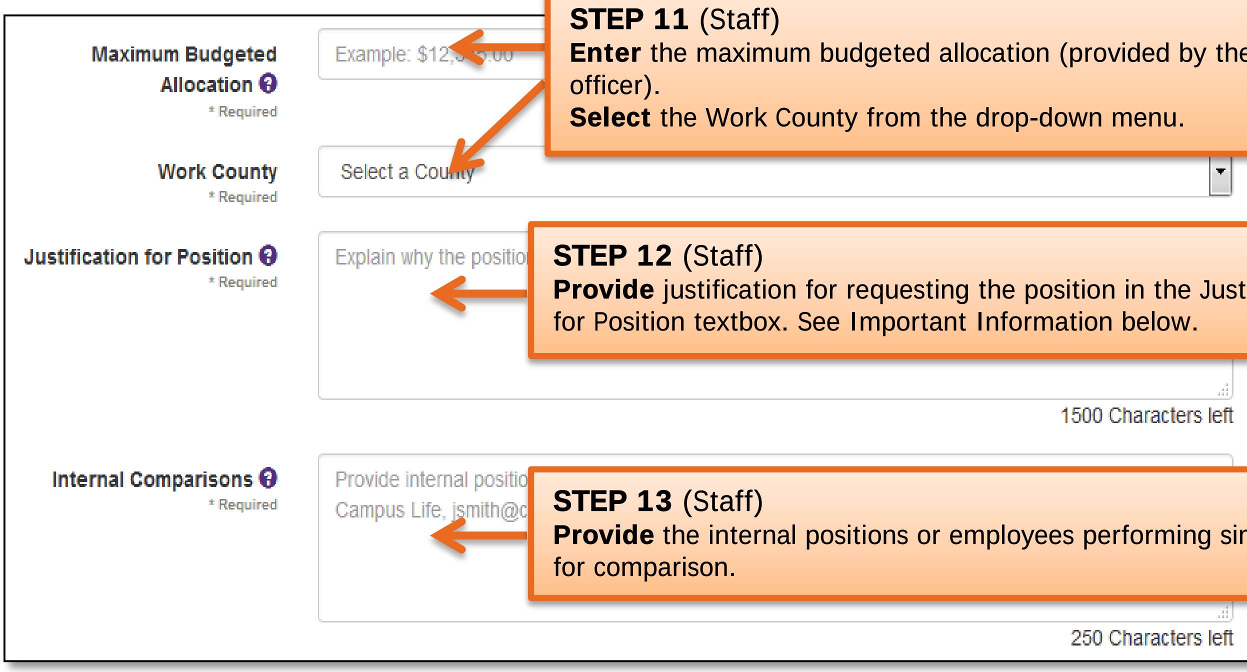
Quick Reference:
Tiger Talent - Request to Recruit



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.



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

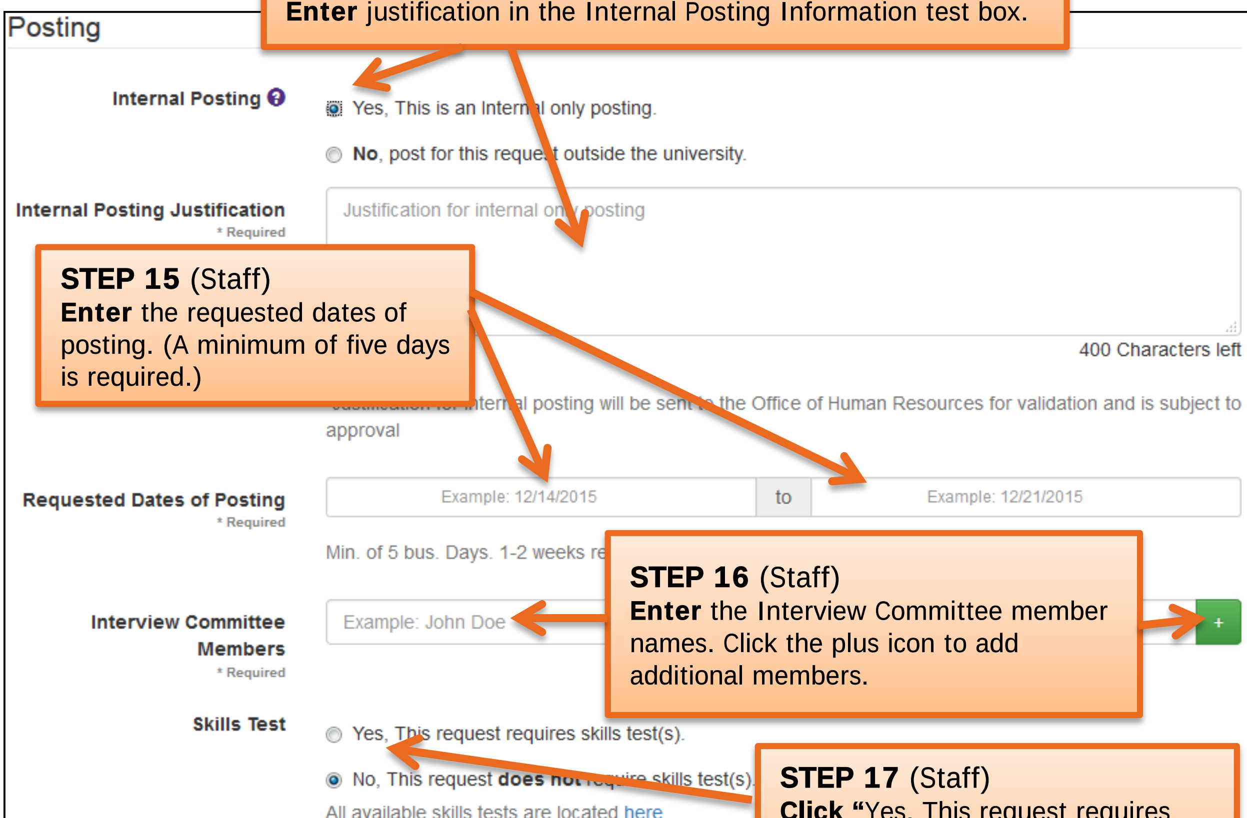
CLEMSON HUMAN RESOURCES

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

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

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

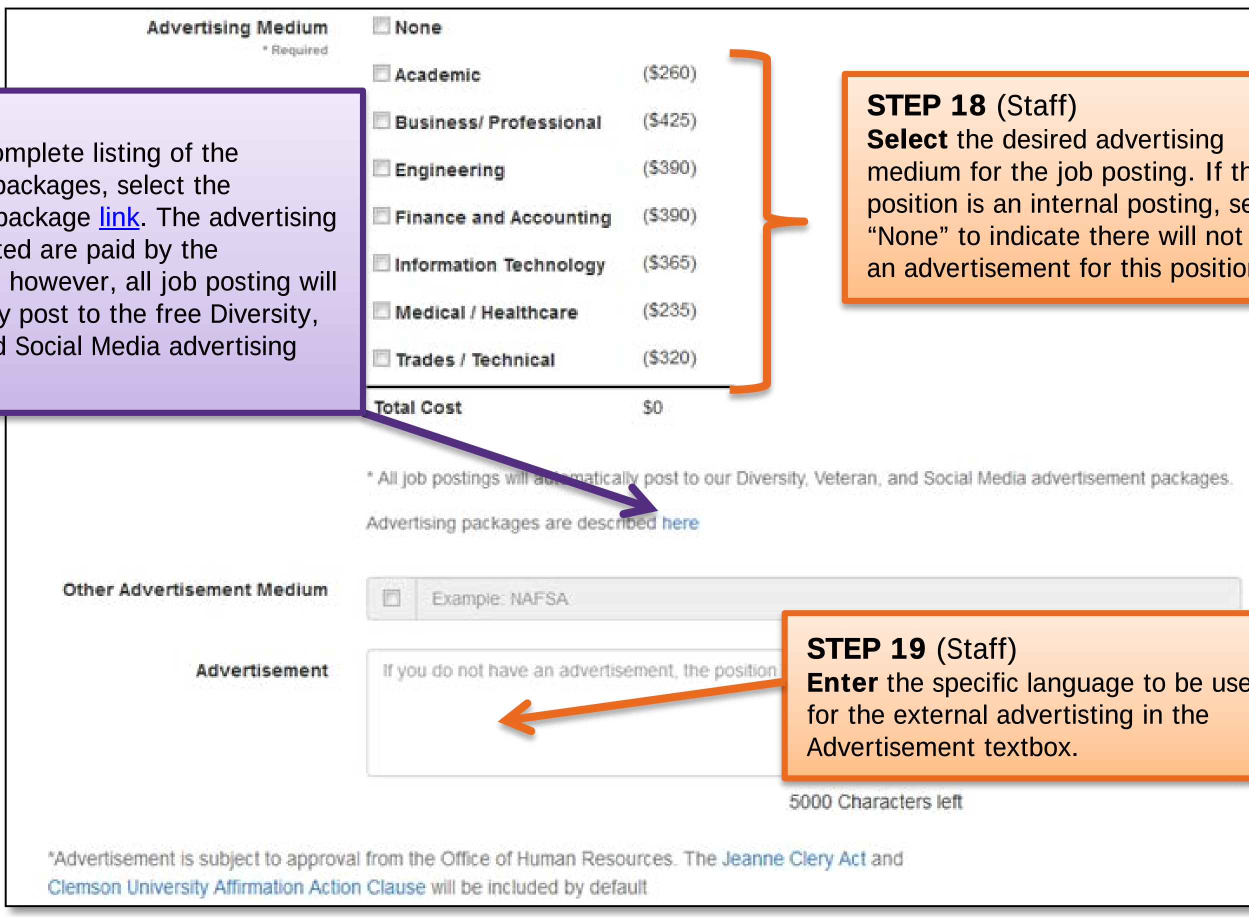
STEP 17 (Staff)
Click “Yes. This request requires skill test(s)” if skills tests are required for the position.



Important Information:
If you select "Other Advertisement Medium," enter the location of the job posting. The Office of Human Resources will contact the hiring manager to confirm the posting.

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

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



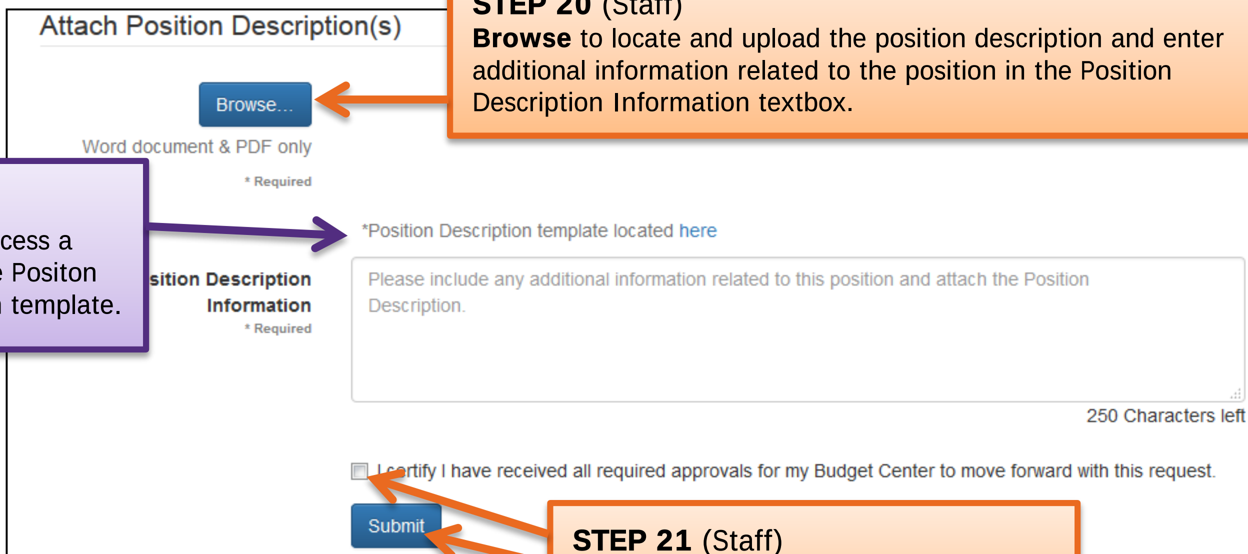
STEP 18 (Staff)
Select the desired advertising medium for the job posting. If the position is an internal posting, select "None" to indicate there will not be an advertisement for this position.

STEP 19 (Staff)
Enter the specific language to be used for the external advertising in the Advertisement textbox.

Quick Reference:
Tiger Talent - Request to Recruit

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.

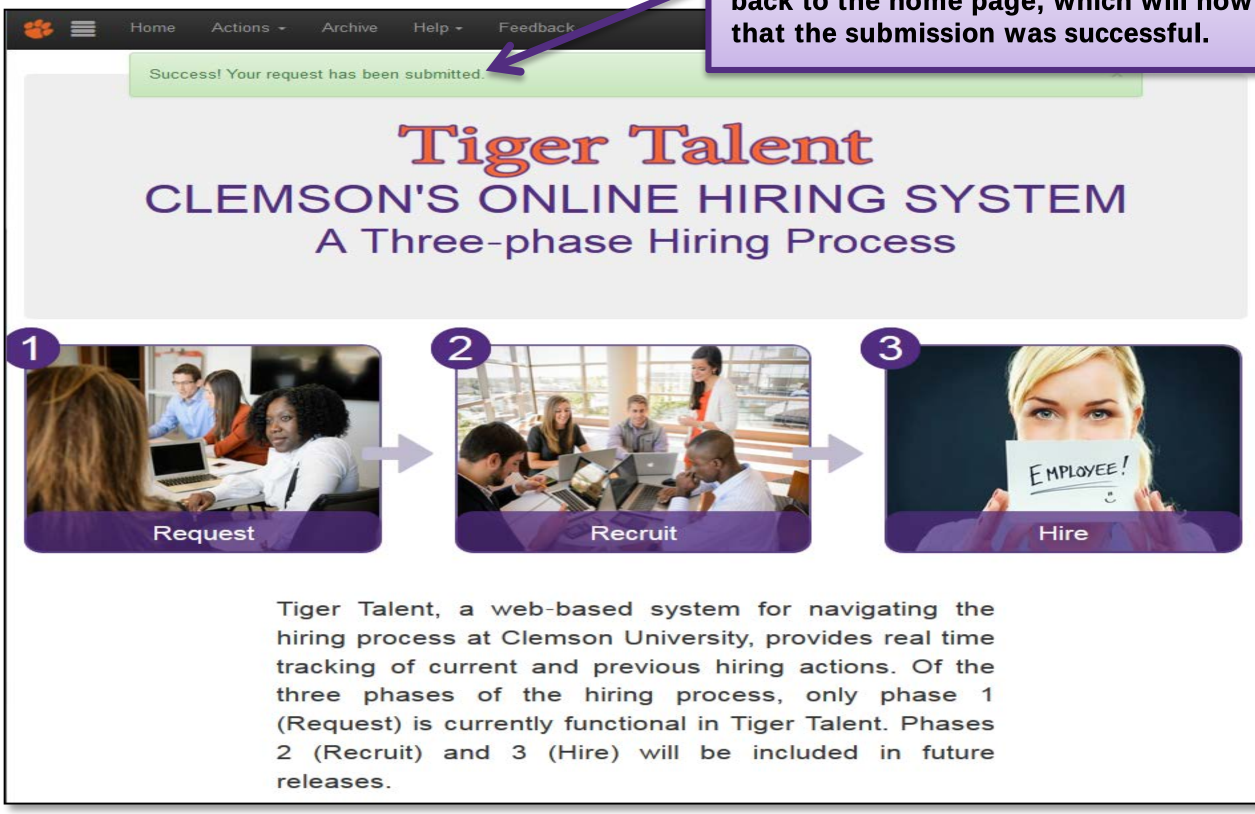
TIP:
You can access a copy of the Positon Description template.



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.

After you submit the necessary information for a request to recruit, you will be taken back to the home page, which will now show that the submission was successful.



Important Information:
From this point, you will receive emails containing information regarding the transaction's progress through the hiring process.

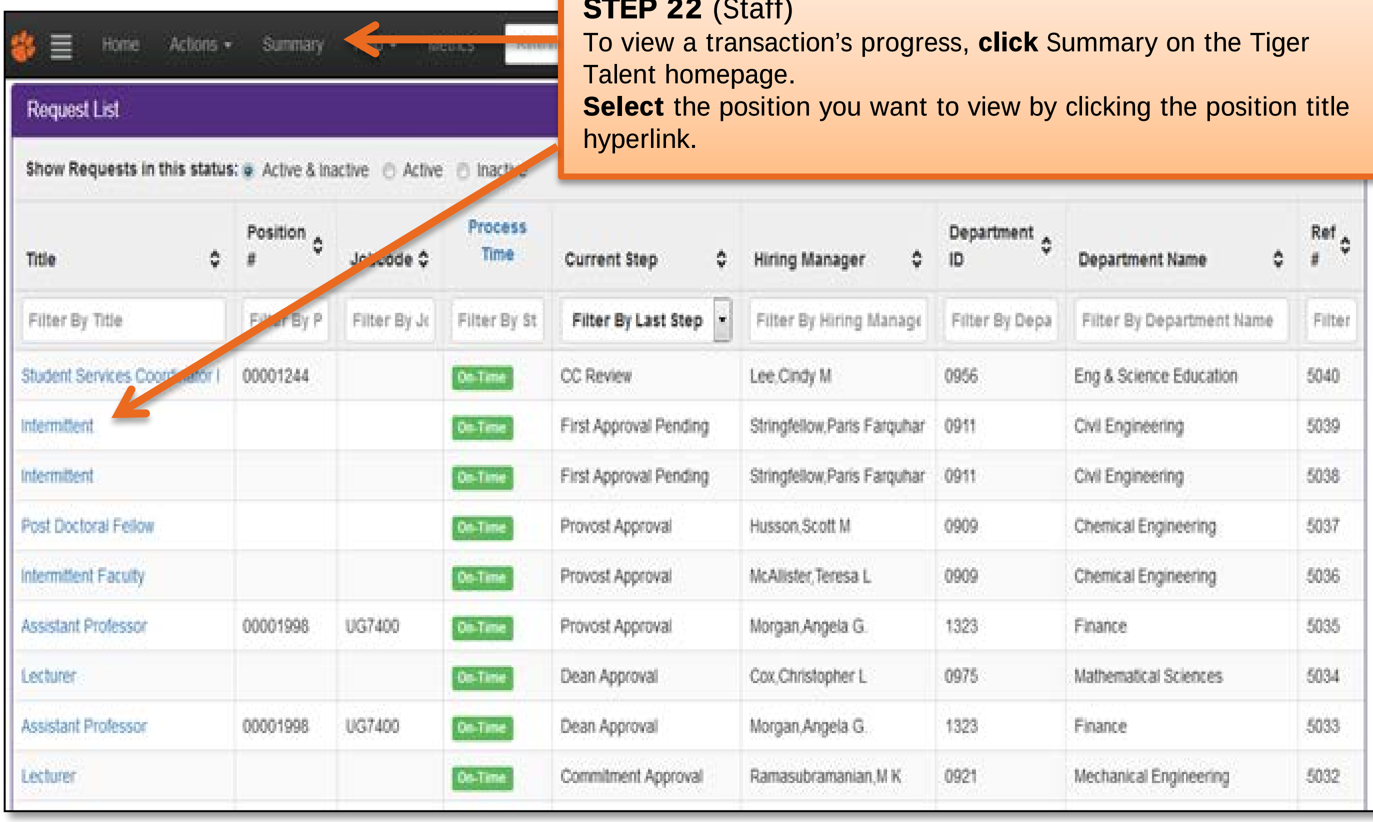
Quick Reference:
Tiger Talent - Request to Recruit

CLEMSON HUMAN RESOURCES

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.



Title	Position #	Jobcode	Process Time	Current Step	Hiring Manager	Department ID	Department Name	Ref #
Filter By Title	Filter By P	Filter By Jo	Filter By St	Filter By Last Step	Filter By Hiring Manager	Filter By Depa	Filter By Department Name	Filter
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	McAlister,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.

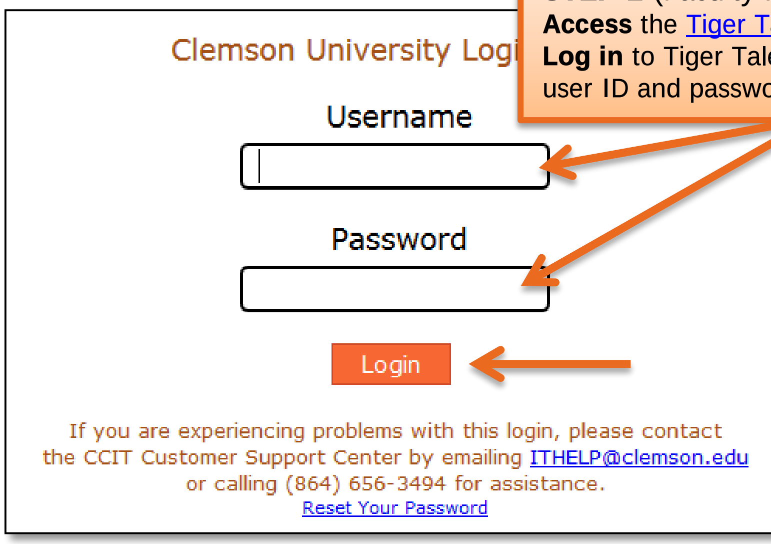
STEP 23 (Staff)
Access the HR partner work list using the link contained in the approval email or by logging in to Tiger Talent.

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

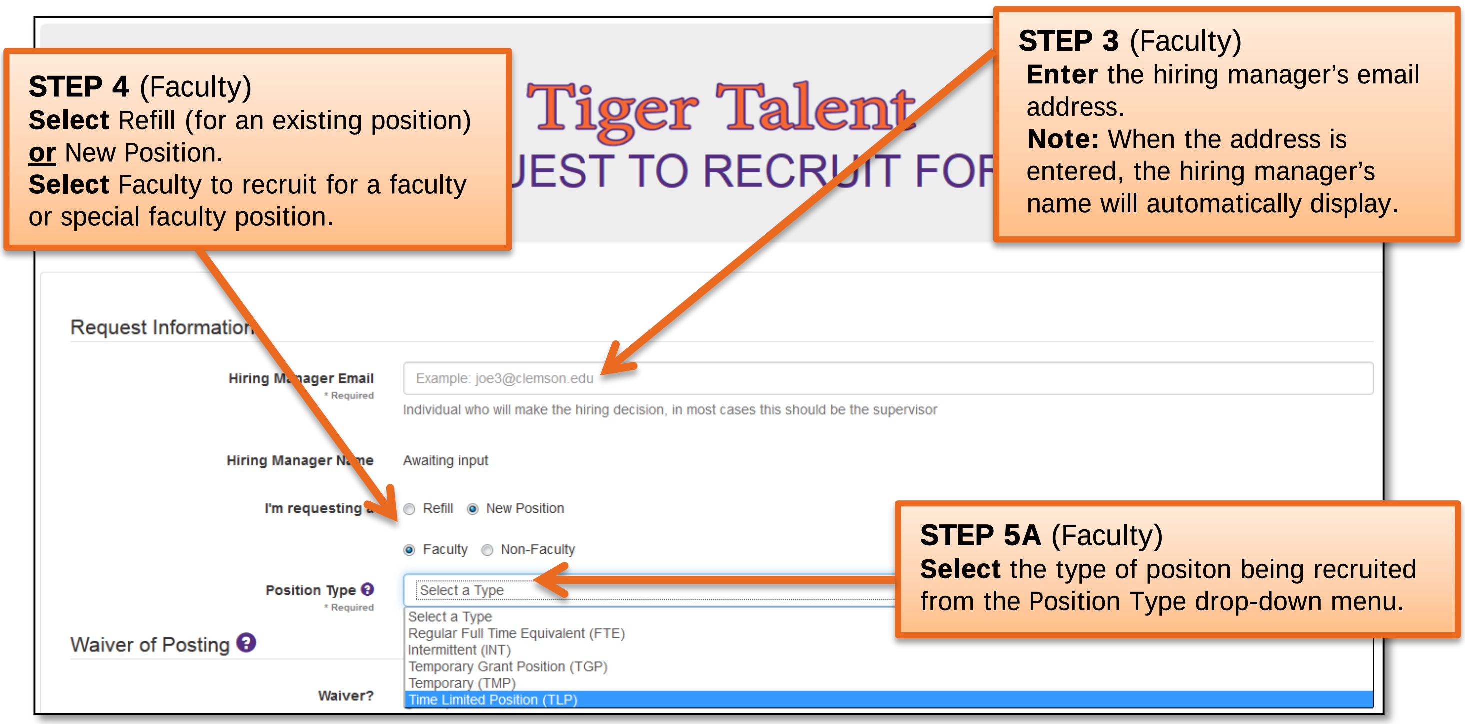
STEP 1 (Faculty Hire)
Access the [Tiger Talent](#) web site.
Log in to Tiger Talent using your Clemson user ID and password.



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

Quick Reference:
Tiger Talent - Request to Recruit

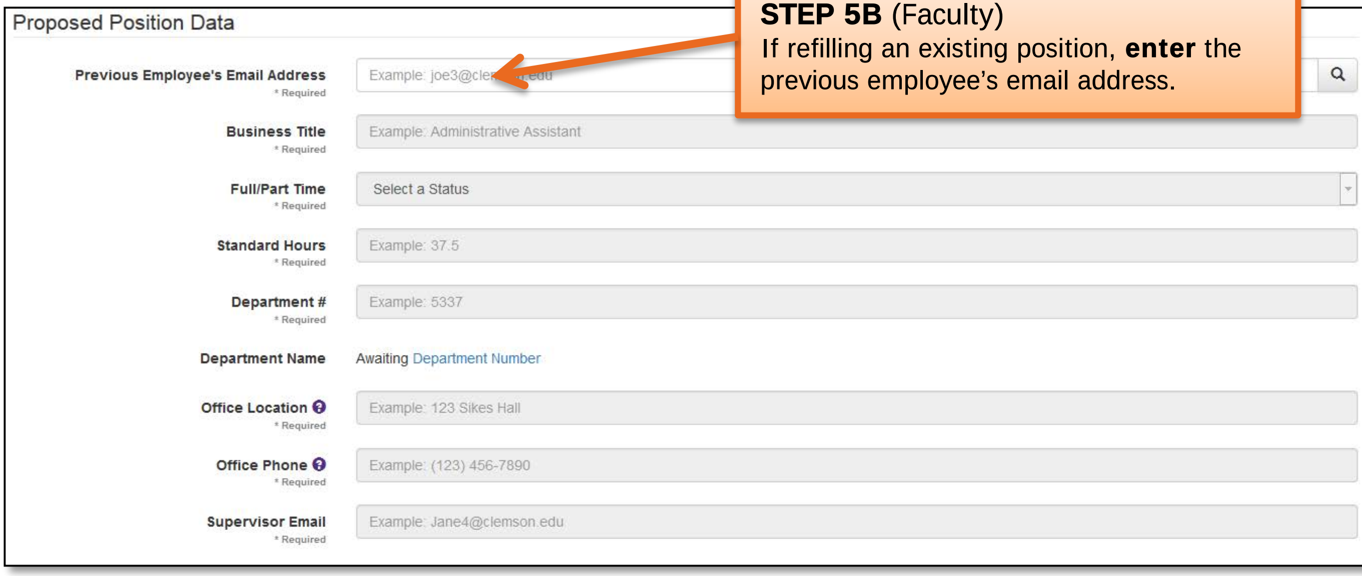
Important Information: It is important to enter the correct hiring manager's email address into the Tiger Talent Request to Recruit because the two levels of approvals required for the transaction are automatically populated based on the hiring manager's supervisor and that supervisors supervisor.



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

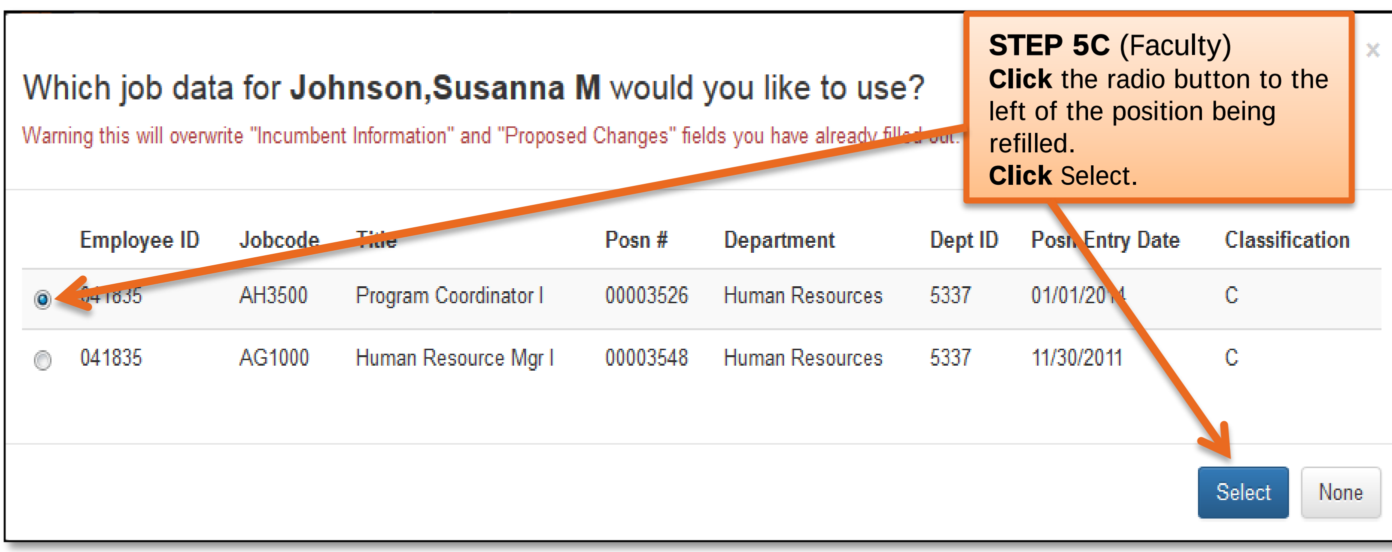
- To request to refill an existing position without making any changes from the previous incumbent's job information, select "No Changes."
- To request to refill an existing position with changes to the position from the previous incumbent's job information, select "With Changes."
- To request an intermittent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

Quick Reference:
Tiger Talent - Request to Recruit



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.



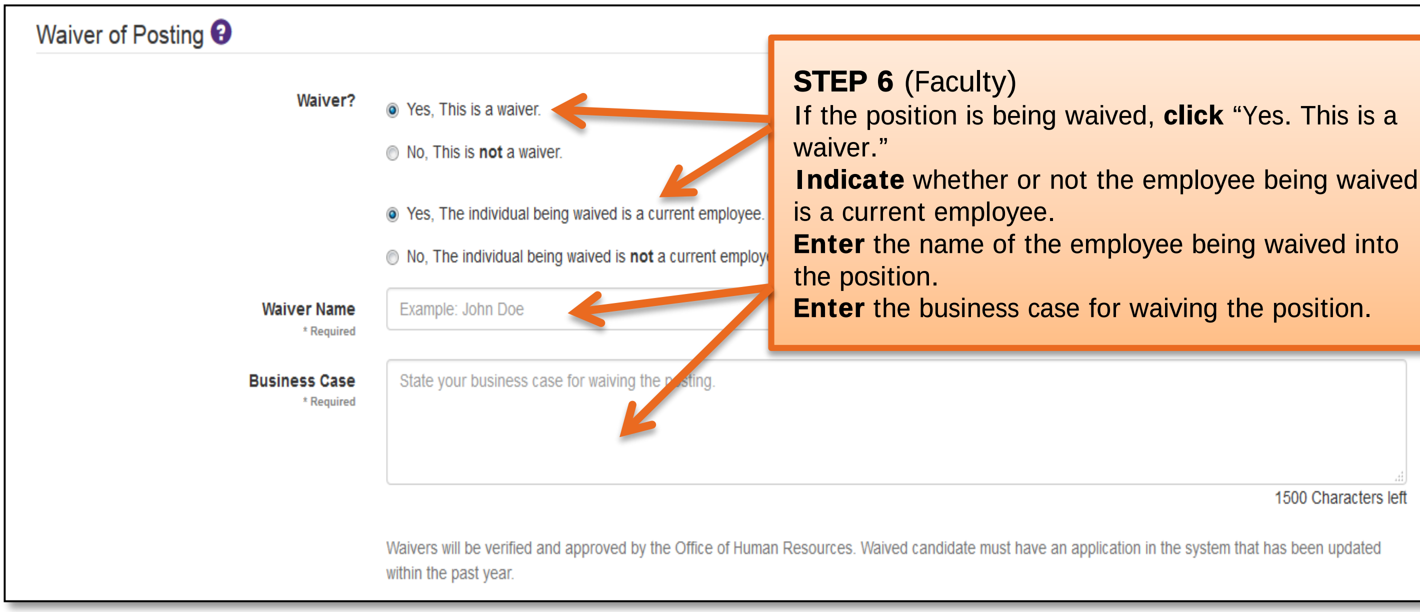
STEP 5C (Faculty)
Click the radio button to the left of the position being refilled.
Click Select.

Important Information: The previous employee's position information will display. It is important to review the position information for accuracy.

Quick Reference:
Tiger Talent - Request to Recruit

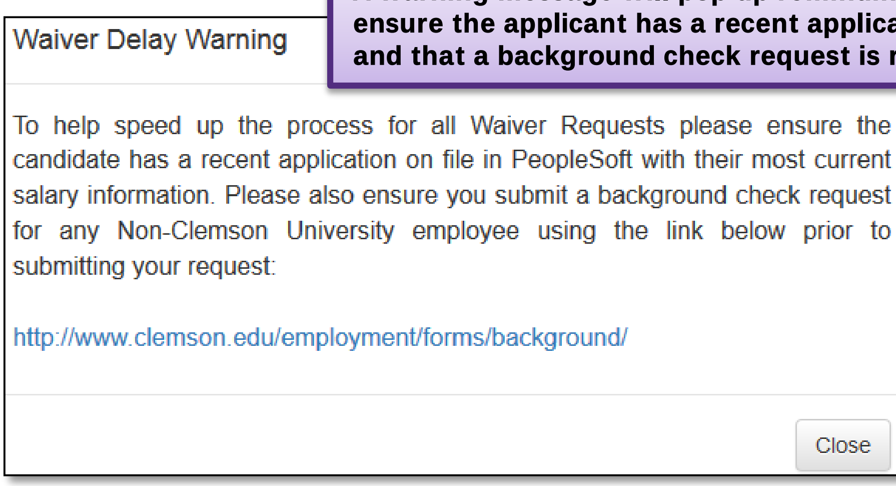
Important Information: Waivers are approved by the Office of Human Resources once the request to recruit has been submitted. OHR reviews the business reason for each request to ensure the following:

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



STEP 6 (Faculty)
If the position is being waived, **click** "Yes. This is a waiver."
Indicate whether or not the employee being waived is a current employee.
Enter the name of the employee being waived into the position.
Enter the business case for waiving the position.

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

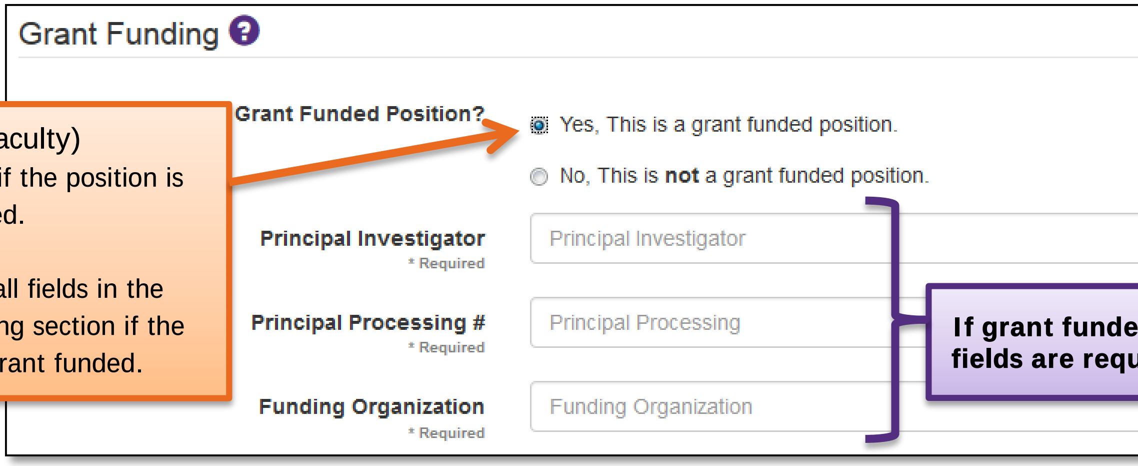


Quick Reference:
Tiger Talent - Request to Recruit

CLEMSON HUMAN RESOURCES

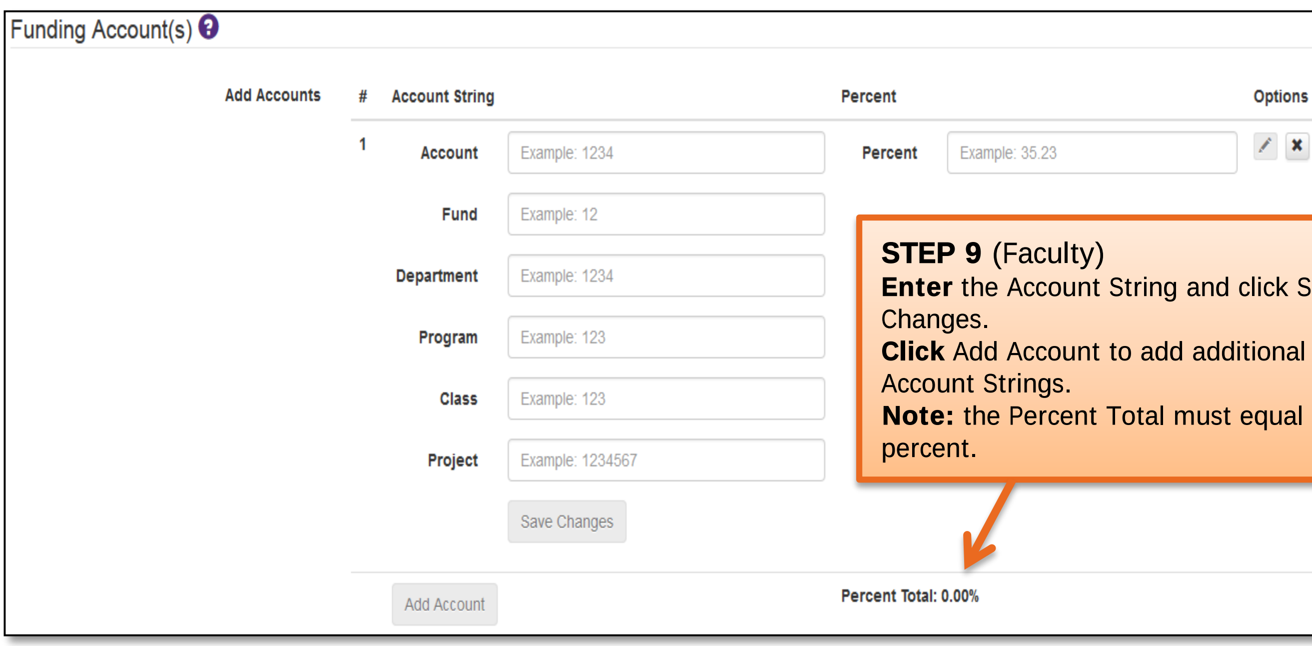
STEP 7 (Faculty)
Select Yes if the position is Grant Funded.

Complete all fields in the Grant Funding section if the position is grant funded.



If grant funded, these fields are required.

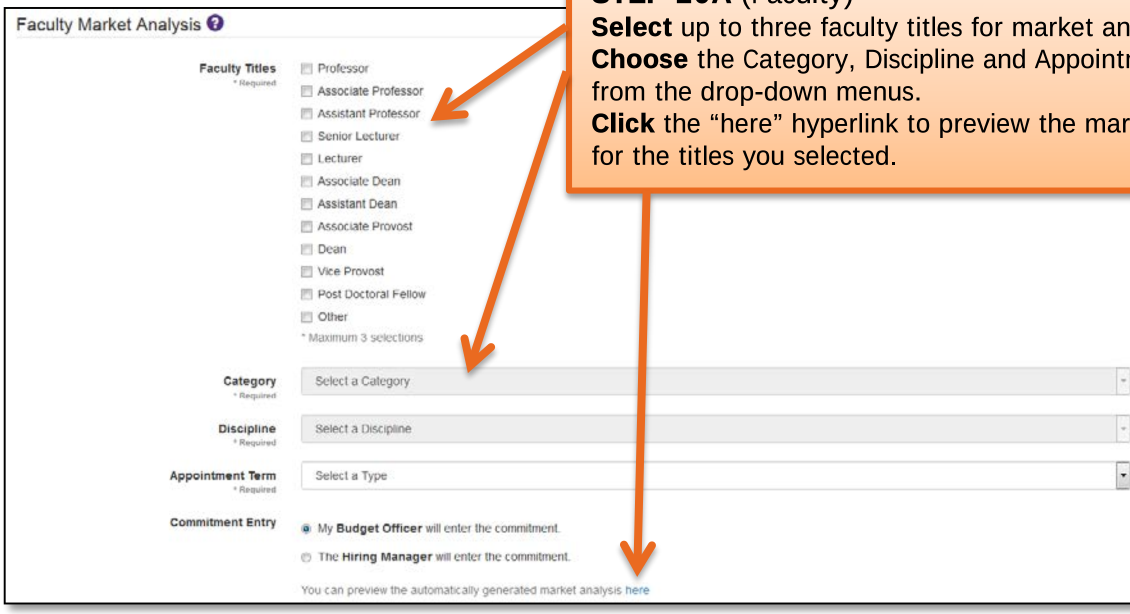
STEP 8 (Faculty)
Click Add Account to enter the Account String.

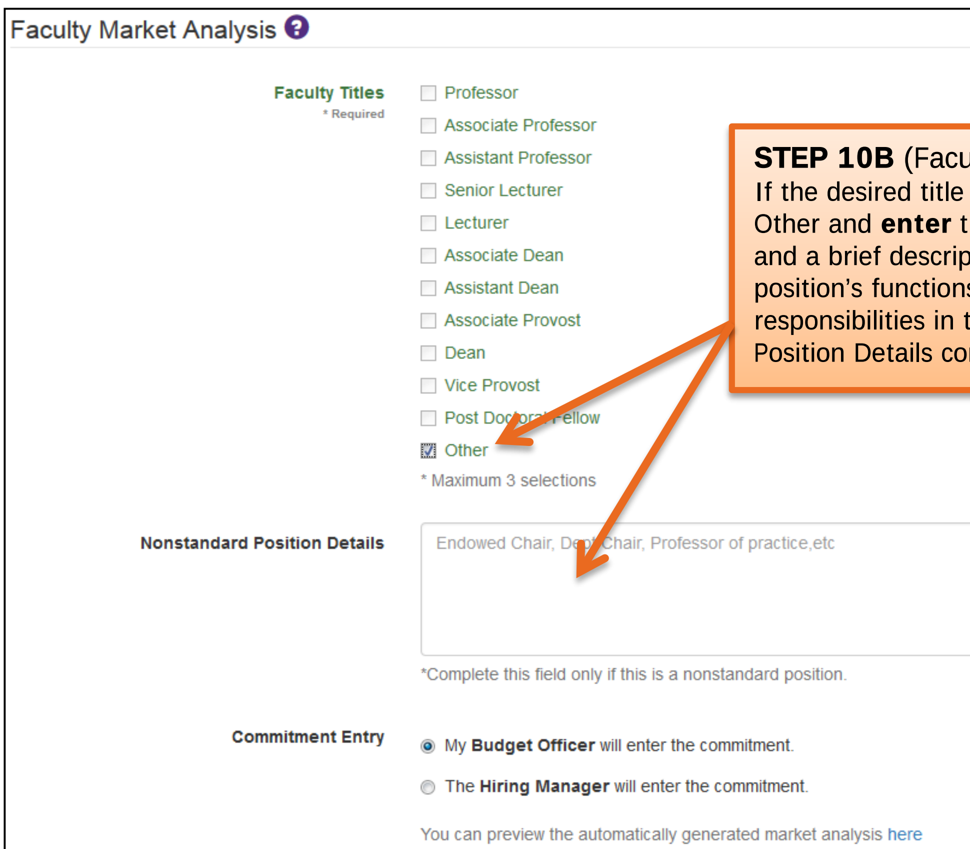


STEP 9 (Faculty)
Enter the Account String and click Save Changes.
Click Add Account to add additional Account Strings.
Note: the Percent Total must equal 100 percent.

Quick Reference:
Tiger Talent - Request to Recruit

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





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.

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

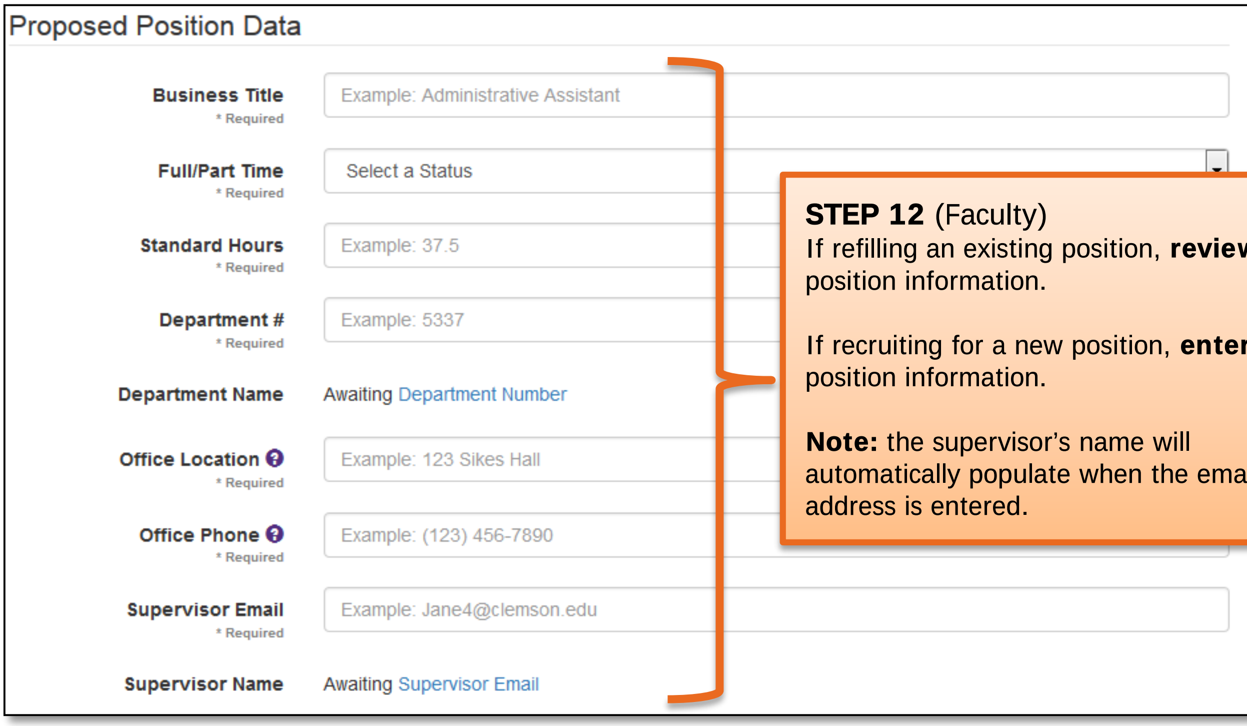
STEP 11 (Faculty)
Choose either the budget officer or hiring manager as who will enter the Commitment Form data. The person indicated will be notified when the Commitment Form is available for completion.

Commitment Entry

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

You can preview the automatically generated market analysis here

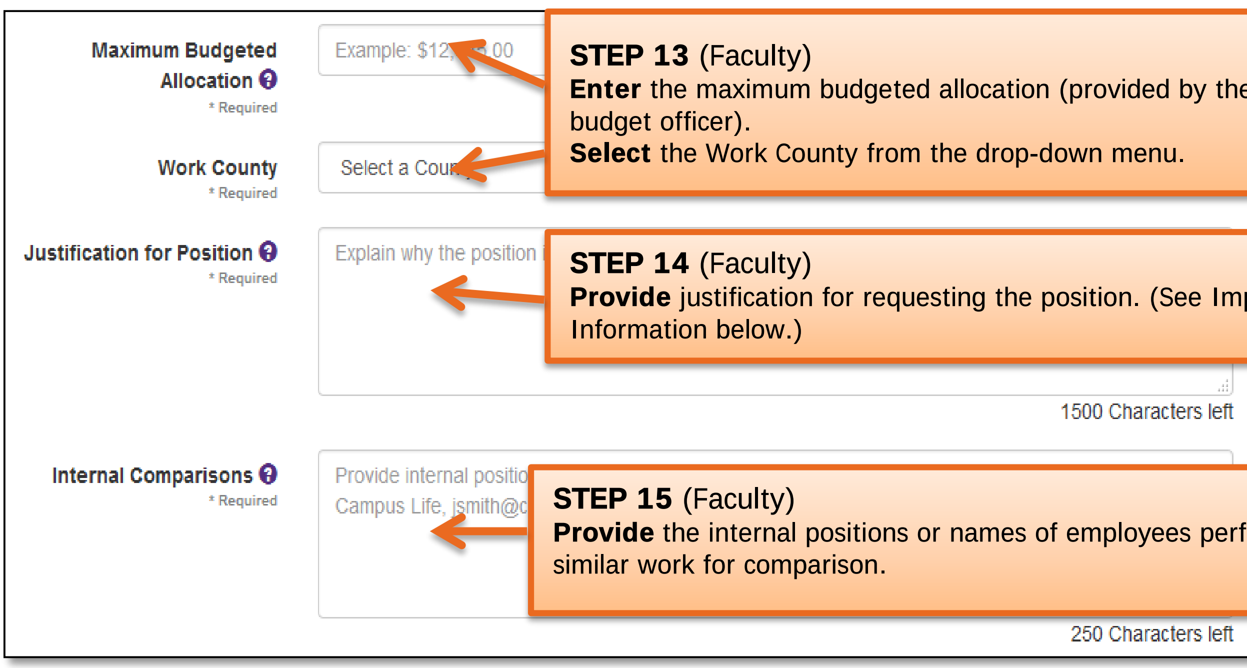
CLEMSON HUMAN RESOURCES



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

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

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



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

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

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

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

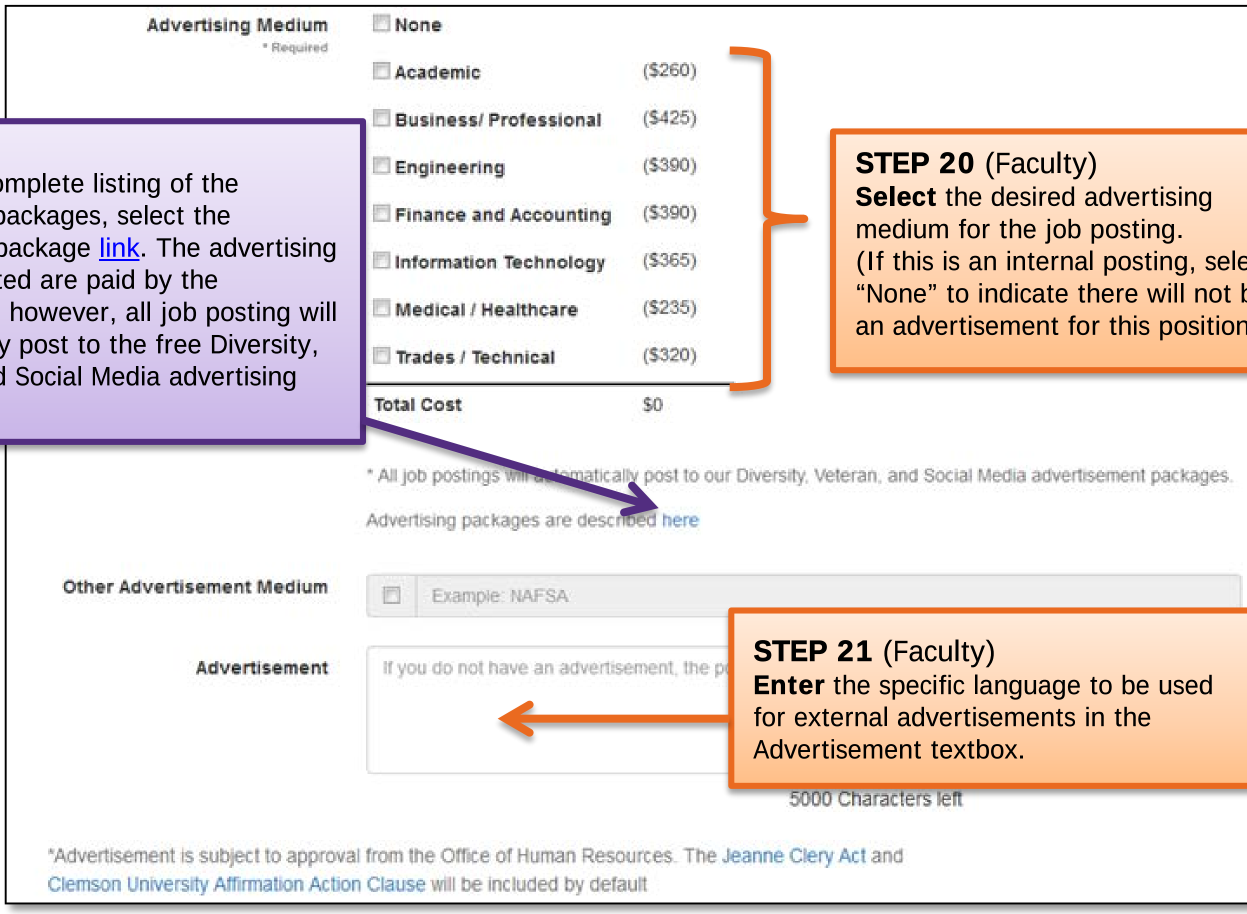
STEP 16 (Faculty)
Click Yes (the system defaults to No) if the position posting is internal only.
Enter a justification for internal only posting in the Internal Posting Information test box.

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

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

STEP 19 (Faculty)
Click Yes if skills tests are required for this position.

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.

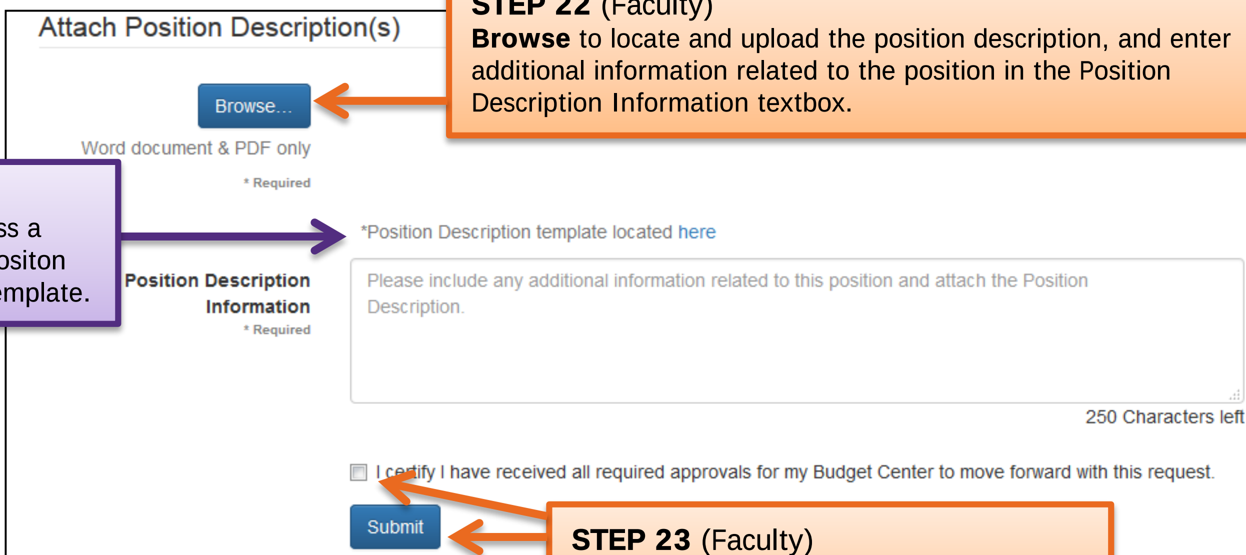
STEP 20 (Faculty)
Select the desired advertising medium for the job posting.
(If this is an internal posting, select "None" to indicate there will not be an advertisement for this position.)

STEP 21 (Faculty)
Enter the specific language to be used for external advertisements in the Advertisement textbox.

Quick Reference:
Tiger Talent - Request to Recruit

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

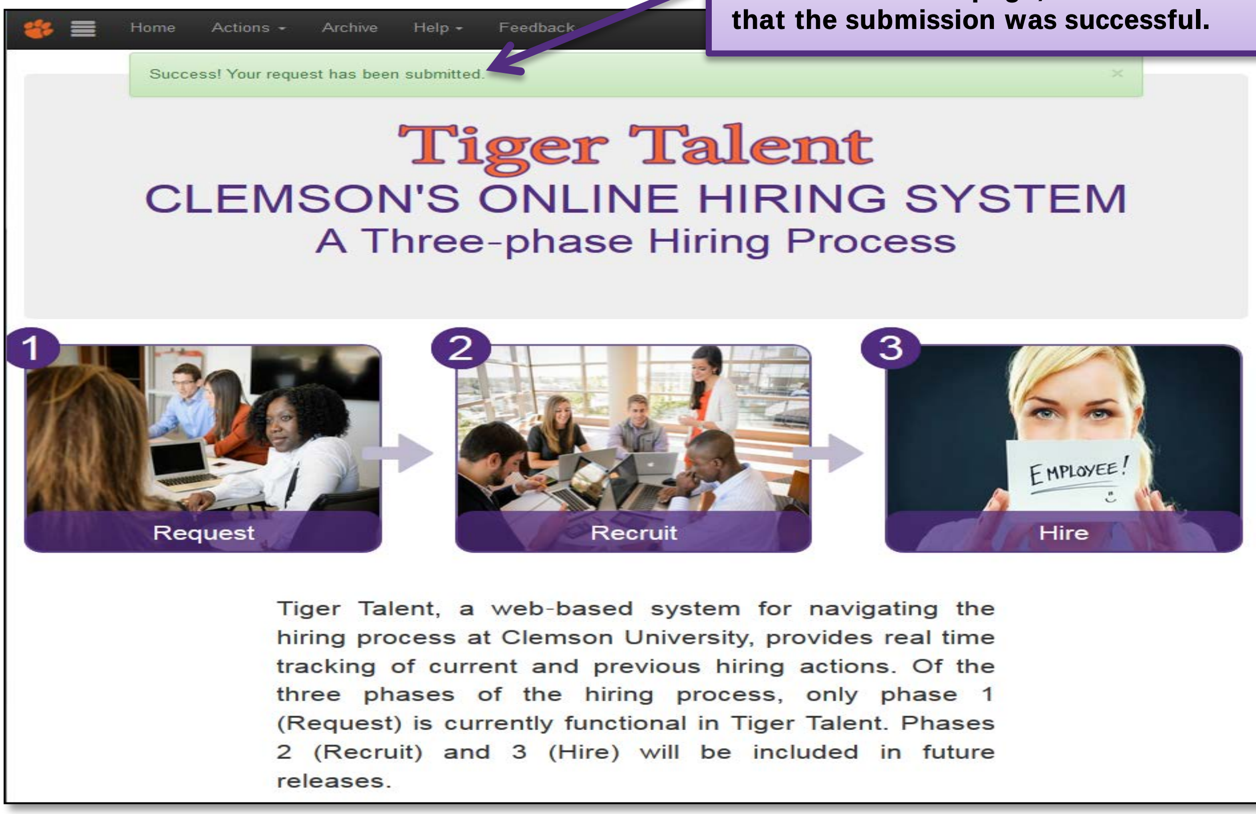
TIP:
You can access a copy of the Positon Description template.



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

Important Information:
The system will validate entered information and will highlight missing or invalid entries. Enter or correct any information in highlighted fields, and click Submit to process the request to recruit.

After you submit the necessary information for a request to recruit, you will be taken back to the home page, which will now show that the submission was successful.

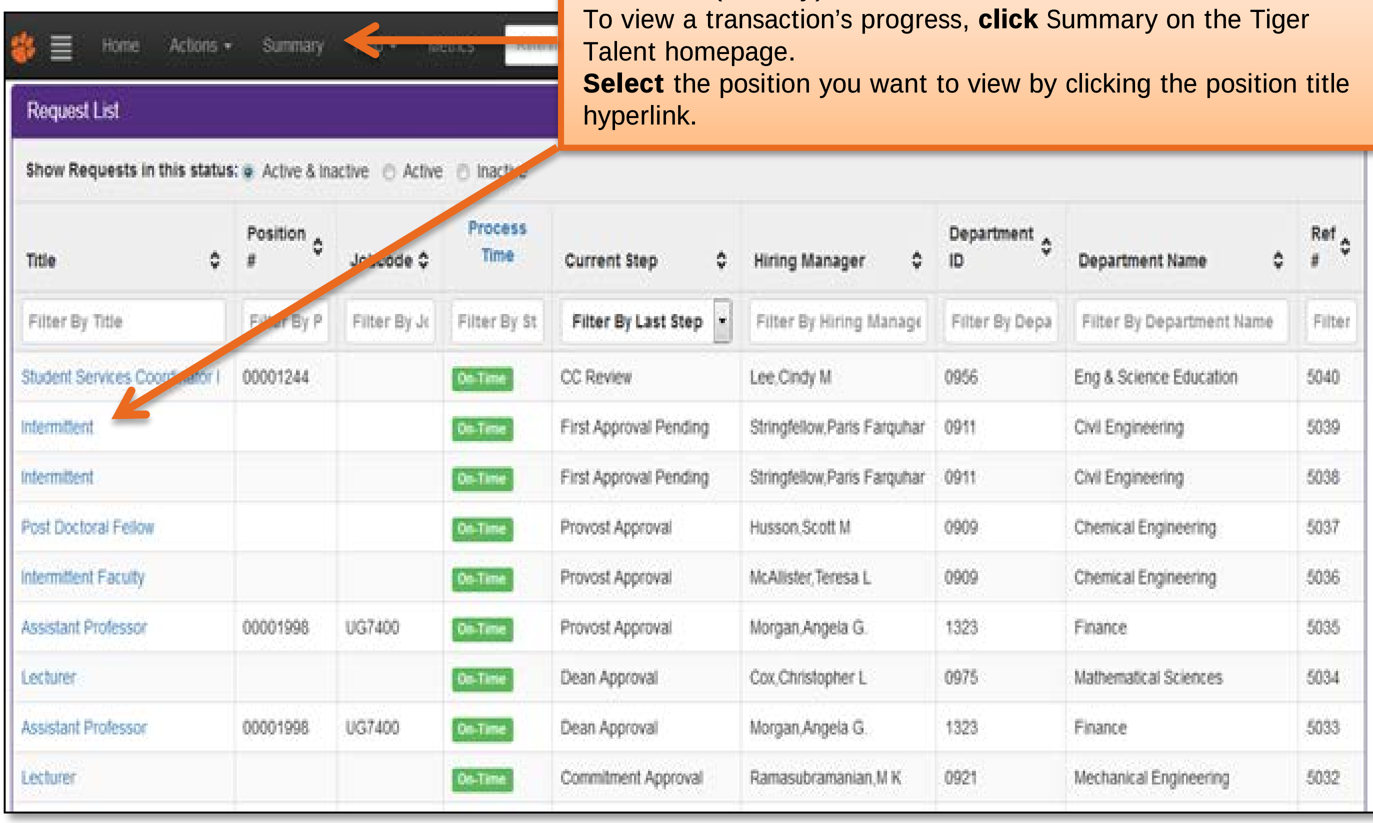


Important Information:
From this point, you will receive emails containing information regarding the transaction's progress through the hiring process.

Quick Reference:
Tiger Talent - Request to Recruit

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

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



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

Quick Reference:
Tiger Talent - Request to Recruit

CLEMSON HUMAN RESOURCES

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

STEP 25 (Faculty)
Access the HR partner work list using the link contained in the approval email or by logging in to Tiger Talent.

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

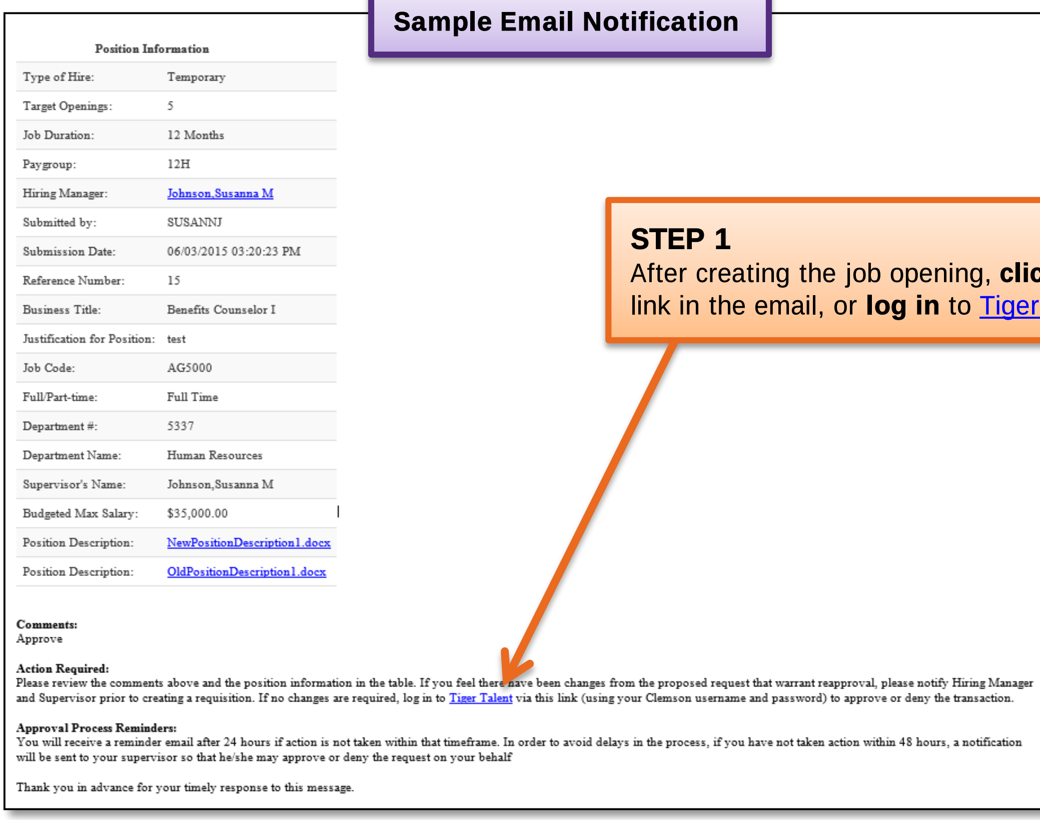
Thank you in advance for your timely response to this message.

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,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

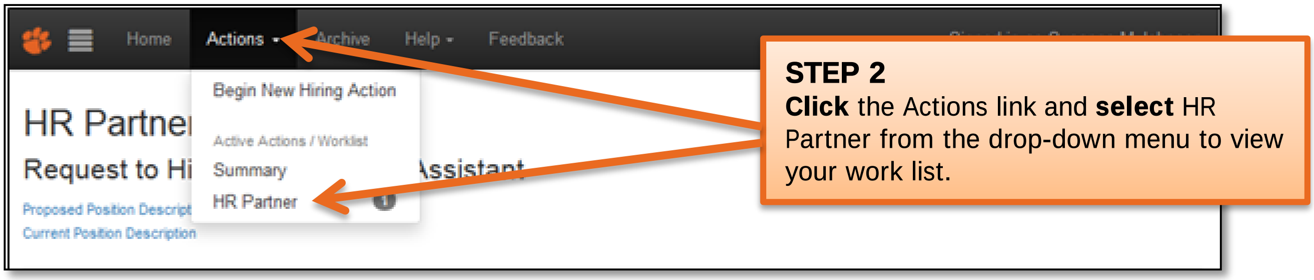
Action Required:
Please review the comments above and the position information in the table. If you feel there have been changes from the proposed request that warrant reapproval, please notify Hiring Manager and Supervisor prior to creating a requisition. If no changes are required, log in to Tiger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

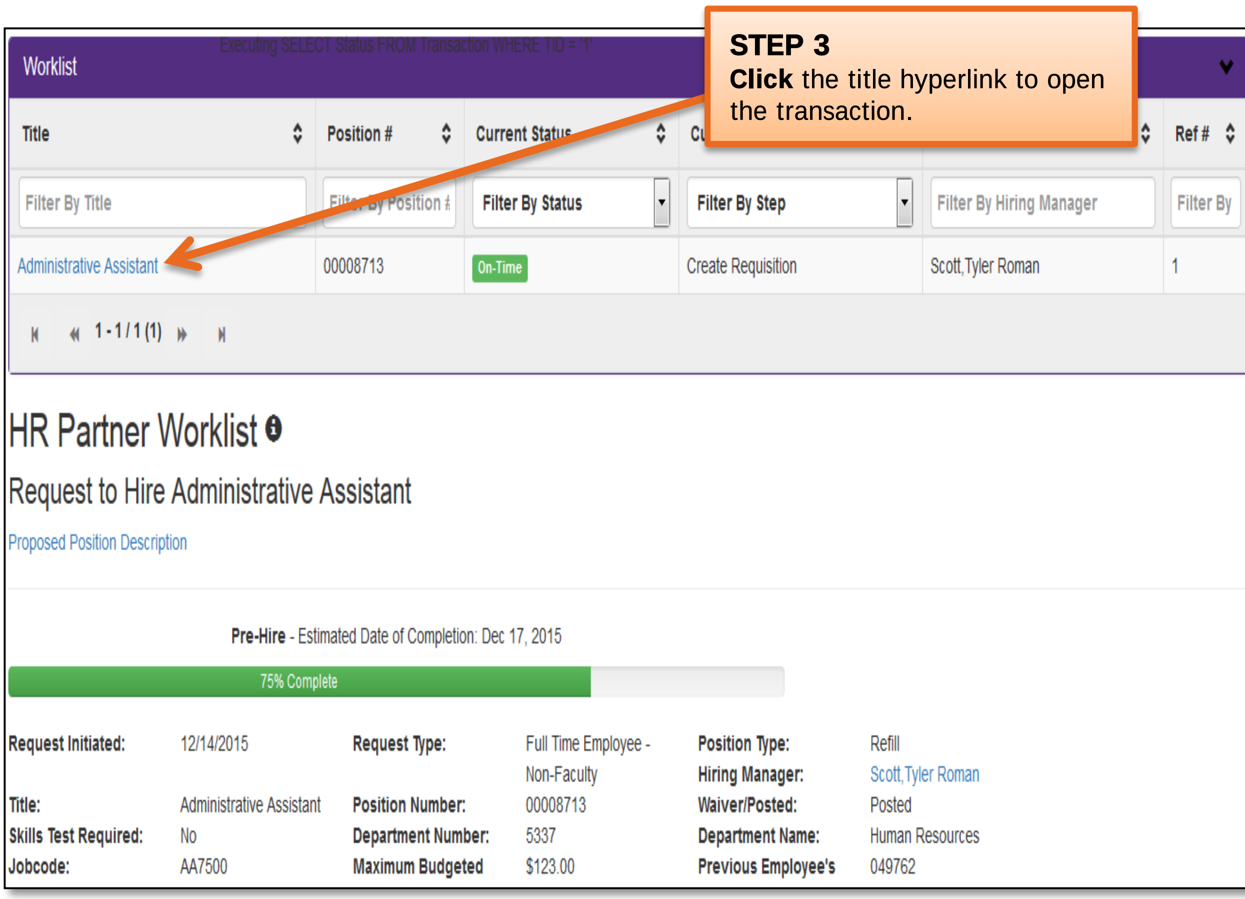
Approval Process Reminders:
You will receive a reminder email after 24 hours if action is not taken within that timeframe. In order to avoid delays in the process, if you have not taken action within 48 hours, a notification will be sent to your supervisor so that he/she may approve or deny the request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

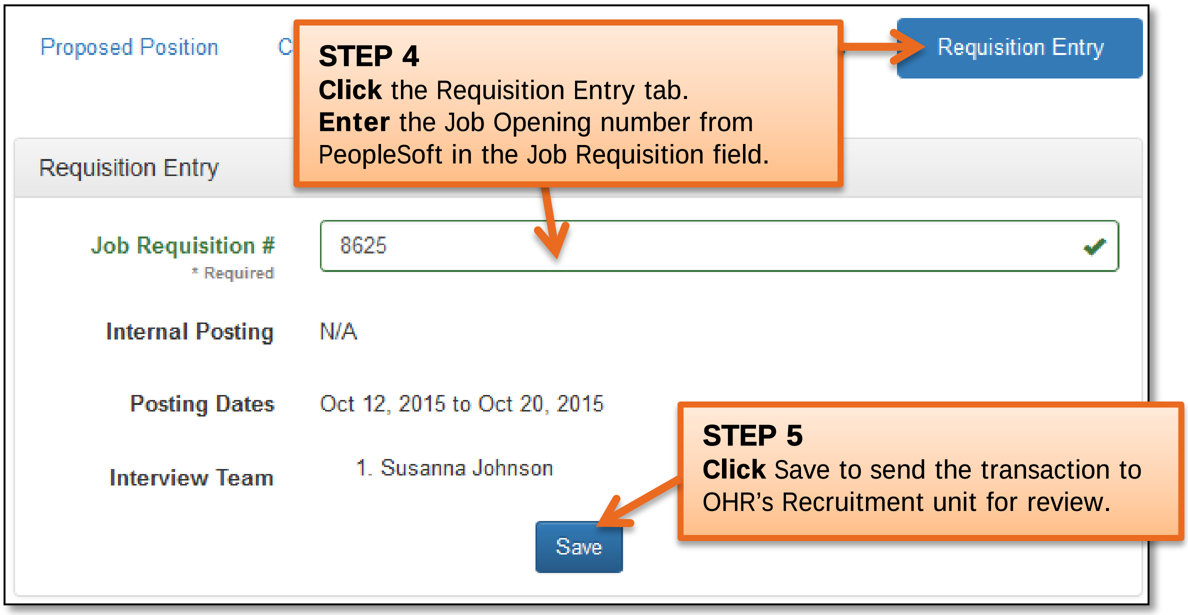
Thank you in advance for your timely response to this message.

STEP 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







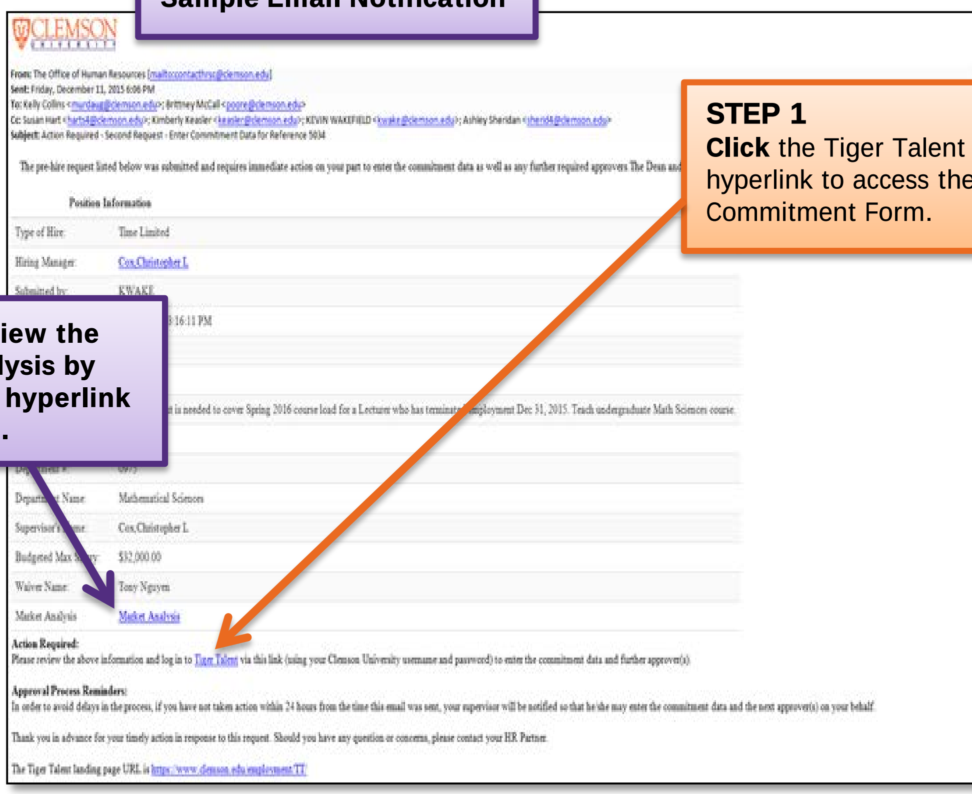
Proposed Position
C
Requisition Entry
STEP 4
Click the Requisition Entry tab.
Enter the Job Opening number from PeopleSoft in the Job Requisition field.
Requisition Entry
Job Requisition #
* Required
8625
Internal Posting
N/A
Posting Dates
Oct 12, 2015 to Oct 20, 2015
Interview Team
1. Susanna Johnson
STEP 5
Click Save to send the transaction to OHR's Recruitment unit for review.
Save

Quick Reference:
Tiger Talent –
Commitment Form Entry

ENTERING COMMITMENT INFORMATION

Important Information: When a request to recruit has been submitted in Tiger Talent, the hiring manager or budget officer receives notification via email to complete the Commitment Form. The link in the email will direct the user to the Tiger Talent page.

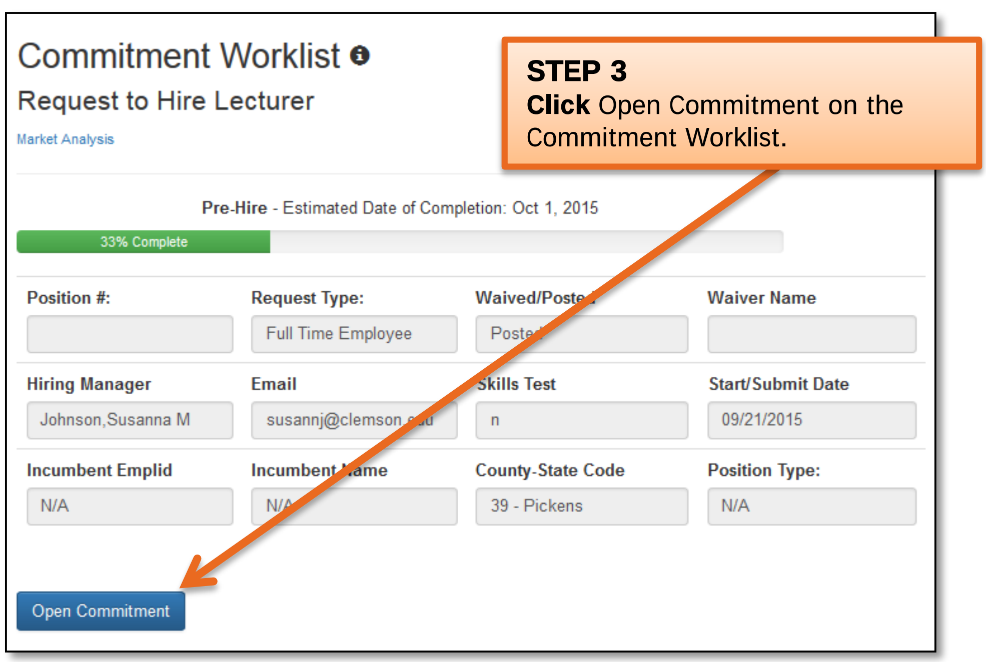
Sample Email Notification



STEP 1
Click the Tiger Talent hyperlink to access the Commitment Form.

You can review the Market Analysis by clicking the hyperlink in the email.

Home
Actions
Begin New
Commitme
Request to H
Market Analysis
Active Actions / Worklist
Commitment
1
Preview Market
STEP 2
Click Actions on the Tiger Talent page.
Click Commitment to access the form.
You can see the number of actions awaiting your attention.



Commitment Worklist
Request to Hire Lecturer
Market Analysis
STEP 3
Click Open Commitment on the Commitment Worklist.
Pre-Hire - Estimated Date of Completion: Oct 1, 2015
33% Complete
Position #:
Request Type:
Full Time Employee
Waiver Name
Hiring Manager
Johnson,Susanna M
Email
Skills Test
n
Start/Submit Date
09/21/2015
Incumbent Emplid
N/A
County-State Code
39 - Pickens
Position Type:
N/A
Open Commitment

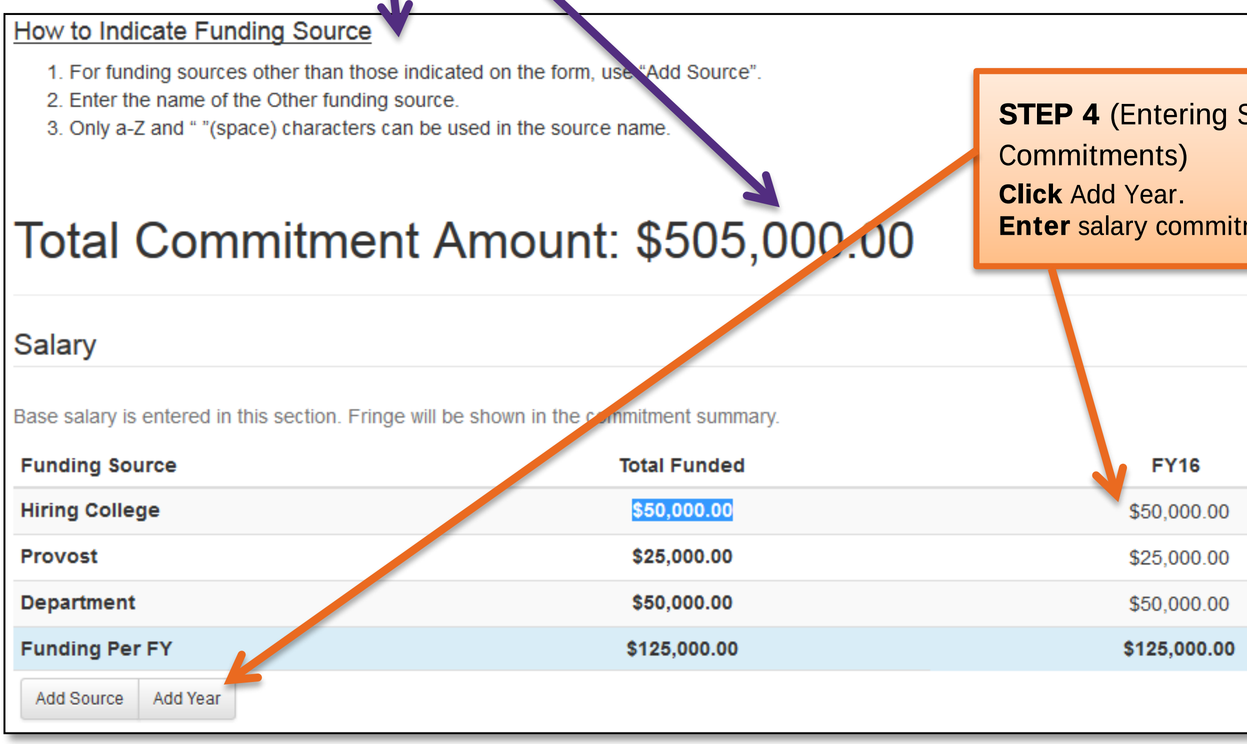
Quick Reference:
Tiger Talent –
Commitment Form Entry

Important Information: For the commitment sections (Salary, Supplements, Summer Pay, Location, Moving Expenses, Start-Up and any additional Funding Sources) the following apply:

- You will need to click Add Year for each additional year that commitments have been made.
- You can add additional funding sources by clicking Add Source. You will need to add the source name to each added funding source.

Instructions for adding additional funding sources are listed on the Commitment Form page.
A running total of the Total Commitment Amount is displayed.

STEP 4 (Entering Salary Commitments)
Click Add Year.
Enter salary commitments.


How to Indicate Funding Source

1. For funding sources other than those indicated on the form, use "Add Source".
2. Enter the name of the Other funding source.
3. Only a-Z and " "(space) characters can be used in the source name.

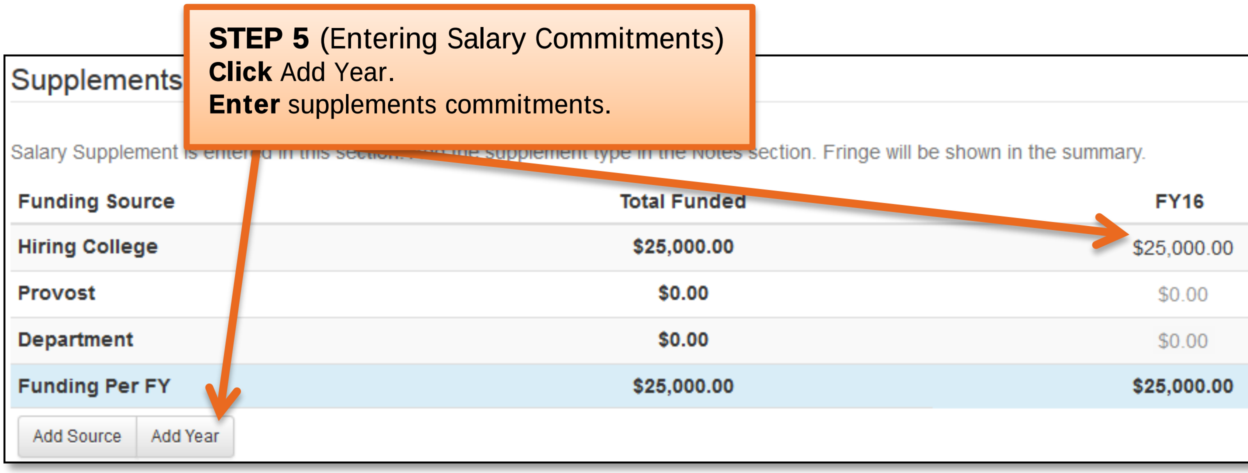
Total Commitment Amount: $505,000.00

Salary

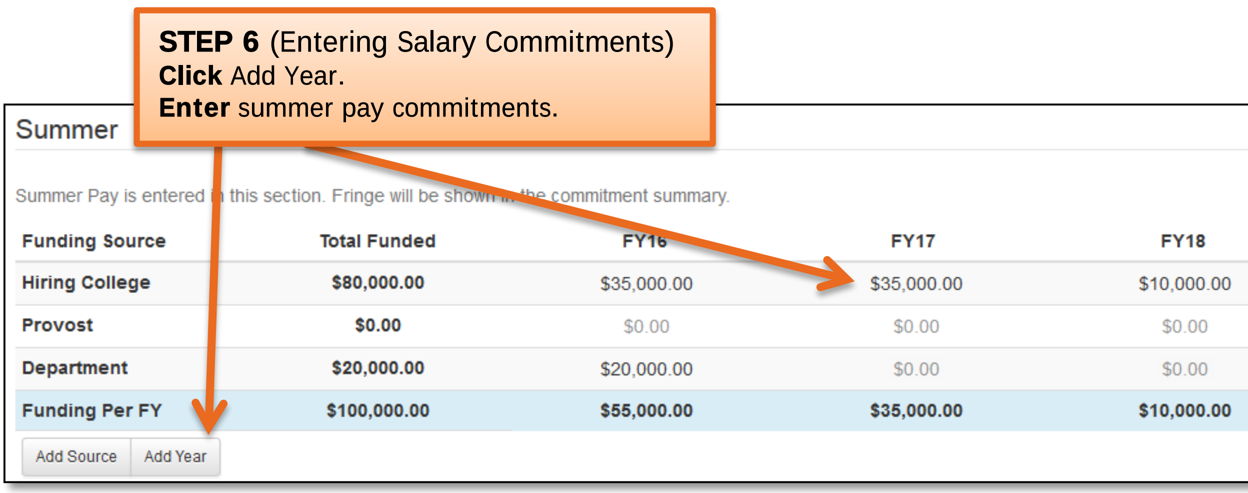
Base salary is entered in this section. Fringe will be shown in the commitment summary.

Funding Source	Total Funded	FY16
Hiring College	$50,000.00	$50,000.00
Provost	$25,000.00	$25,000.00
Department	$50,000.00	$50,000.00
Funding Per FY	$125,000.00	$125,000.00

Add Source Add Year



Funding Source	Total Funded	FY16
Hiring College	$25,000.00	$25,000.00
Provost	$0.00	$0.00
Department	$0.00	$0.00
Funding Per FY	$25,000.00	$25,000.00



Funding Source	Total Funded	FY16	FY17	FY18
Hiring College	$80,000.00	$35,000.00	$35,000.00	$10,000.00
Provost	$0.00	$0.00	$0.00	$0.00
Department	$20,000.00	$20,000.00	$0.00	$0.00
Funding Per FY	$100,000.00	$55,000.00	$35,000.00	$10,000.00

Quick Reference:
Tiger Talent – Commitment Form Entry

STEP 7 (Entering Location Commitments)
Click Add Year.
Enter location commitments.

Location

Funding Source	Total Funded
Hiring College	$0.00
Provost	$0.00
Department	$0.00
Funding Per FY	$0.00

Add Source | Add Year

STEP 8 (Entering Moving Commitments)
Click Add Year.
Enter moving expense commitments.

Moving

Household moving expenses are entered in this section. Lab moving expenses are included in the Start-Up section. Click here to view the Relocation/Moving Expenses policy.

Funding Source	Total Funded	FY16
Hiring College	$0.00	$0.00
Provost	$0.00	$0.00
Department	$5,000.00	$5,000.00
Funding Per FY	$5,000.00	$5,000.00

Add Source | Add Year

STEP 9 (Entering Startup Commitments)
Click Add Year.
Enter startup commitments.

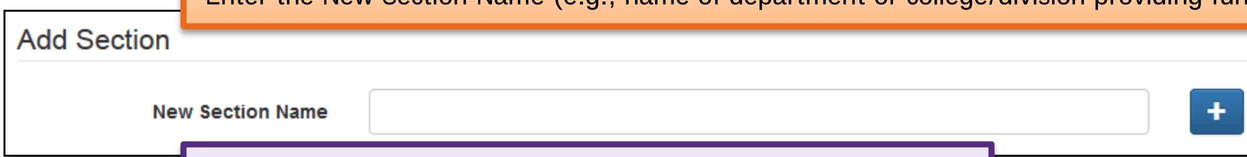
Startup

Start-up generally includes equipment costs, lab moving expenses, graduate student support, research support, and renovation costs for existing space.

Funding Source	Total Funded	FY16	FY17	FY18
Hiring College	$175,000.00	$100,000.00	$50,000.00	$25,000.00
Provost	$75,000.00	$50,000.00	$25,000.00	$0.00
Department	$0.00	$0.00	$0.00	$0.00
Funding Per FY	$250,000.00	$150,000.00	$75,000.00	$25,000.00

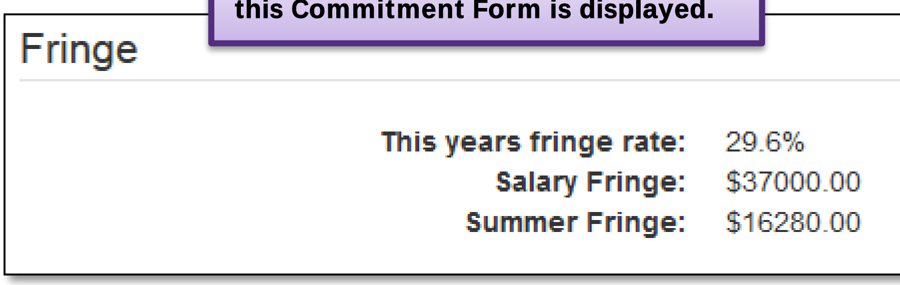
Add Source | Add Year

STEP 10
Click the plus icon to add a new section for an additional funding source.
Enter the New Section Name (e.g., name of department or college/division providing funding).

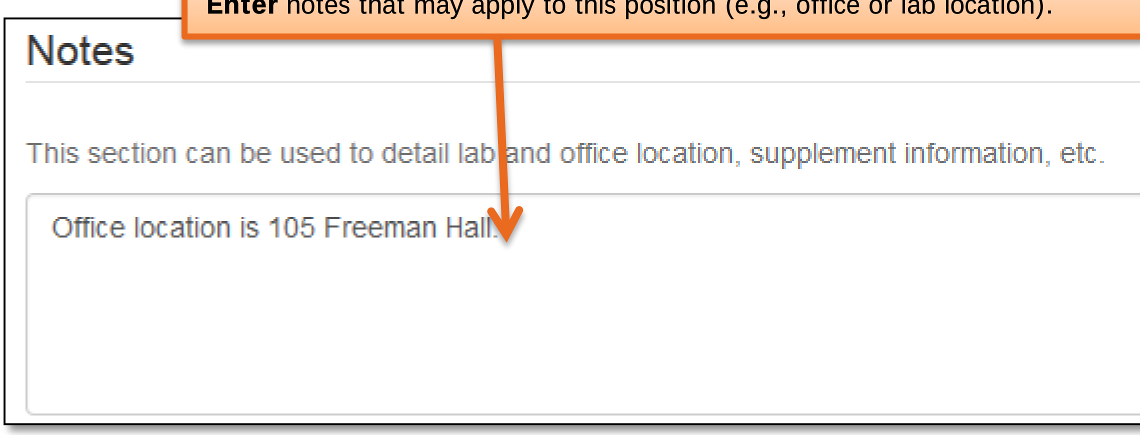


When the new section is added, click Add Year and enter the commitments.

The current Fringe Rate and total for this Commitment Form is displayed.

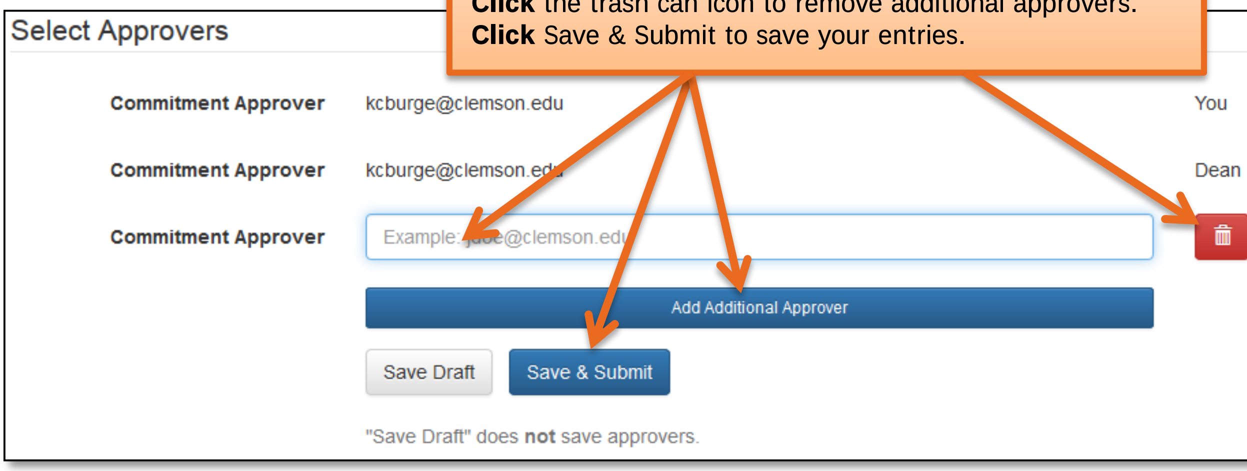


STEP 11
Enter notes that may apply to this position (e.g., office or lab location).

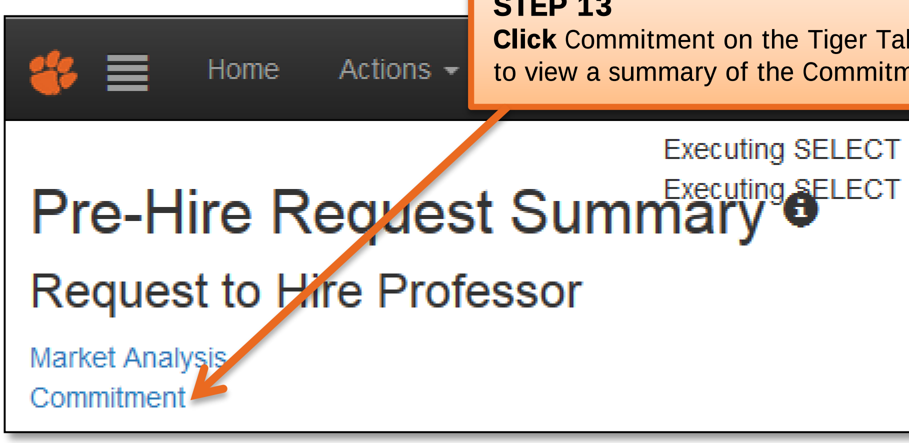


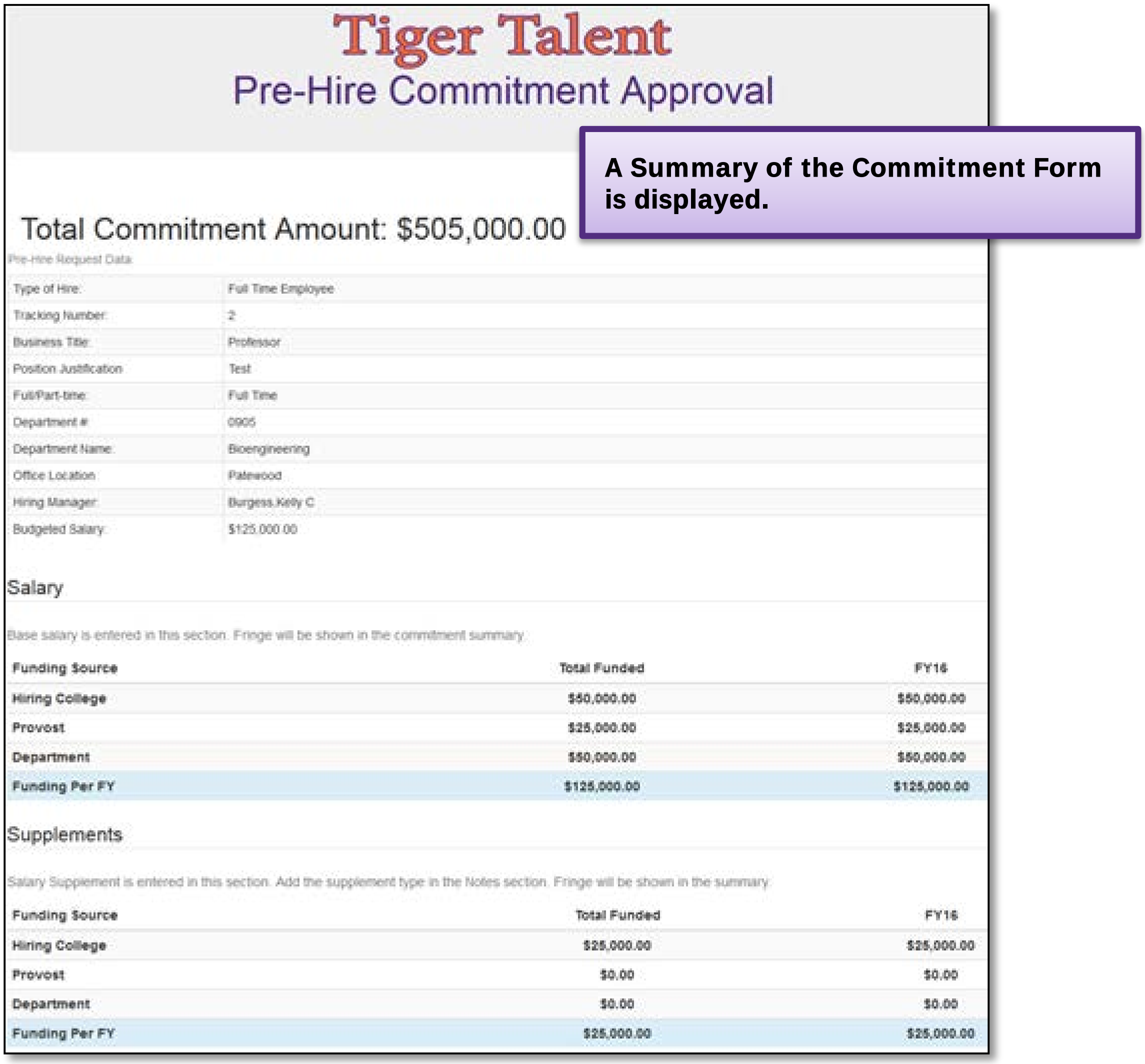
Quick Reference:
Tiger Talent – Commitment Form Entry

STEP 12
Enter the email address of an additional approver.
Click Add Additional Approver to add additional approvers.
Click the trash can icon to remove additional approvers.
Click Save & Submit to save your entries.



STEP 13
Click Commitment on the Tiger Talent home page to view a summary of the Commitment Form.





Tiger Talent
Pre-Hire Commitment Approval

A Summary of the Commitment Form is displayed.

Total Commitment Amount: $505,000.00

Pre-Hire Request Data

Type of Hire:	Full Time Employee
Tracking Number:	2
Business Title:	Professor
Position Justification	Test
Full/Part-time:	Full Time
Department #:	0905
Department Name:	Bioengineering
Office Location:	Patewood
Hiring Manager:	Burgess,Kelly C
Budgeted Salary:	$125,000.00

Salary

Base salary is entered in this section. Fringe will be shown in the commitment summary.

Funding Source	Total Funded	FY16
Hiring College	$50,000.00	$50,000.00
Provost	$25,000.00	$25,000.00
Department	$50,000.00	$50,000.00
Funding Per FY	$125,000.00	$125,000.00

Supplements

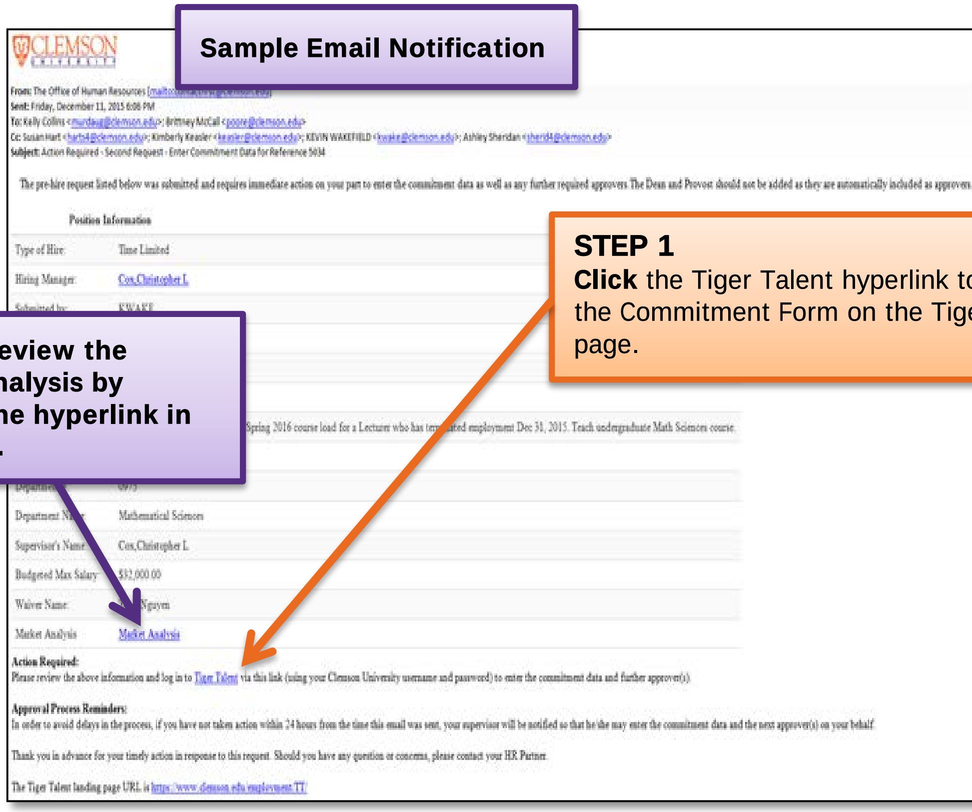
Salary Supplement is entered in this section. Add the supplement type in the Notes section. Fringe will be shown in the summary.

Funding Source	Total Funded	FY16
Hiring College	$25,000.00	$25,000.00
Provost	$0.00	$0.00
Department	$0.00	$0.00
Funding Per FY	$25,000.00	$25,000.00

Approving Commitment Form

Important Information: At this point, notification will be sent via email that the Commitment Form is ready for approval. If the hiring manager completed the Commitment Form, the approval request will be routed to the budget officer, and vice versa. (Whoever completes the Commitment Form is assumed to approve the information in the form without further approval.)

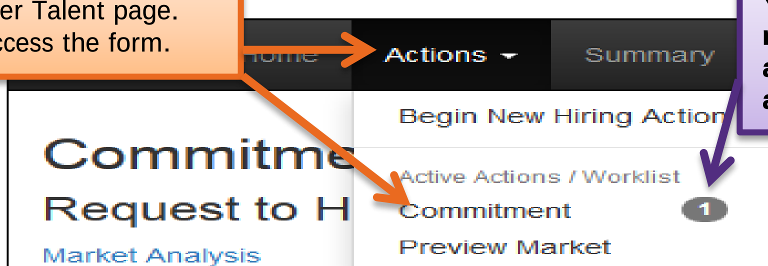
Sample Email Notification



STEP 1
Click the Tiger Talent hyperlink to access the Commitment Form on the Tiger Talent page.

You can review the Market Analysis by clicking the hyperlink in the email.

STEP 2
Click Actions on the Tiger Talent page.
Click Commitment to access the form.



You can see the number of action awaiting your attention.

Quick Reference:

Tiger Talent – Approvals

CLEMSON HUMAN RESOURCES

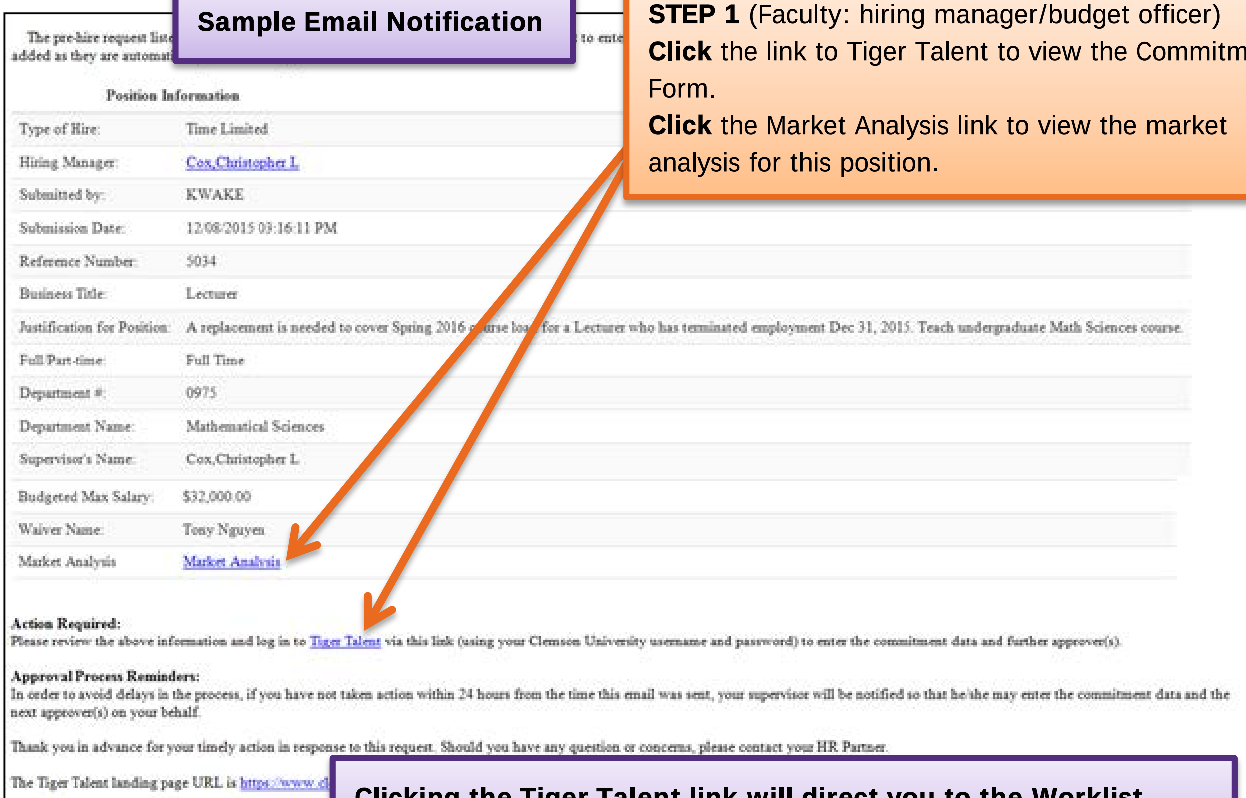
Faculty Tiger Talent Approval Process

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.

Sample Email Notification

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.



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

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.cl...

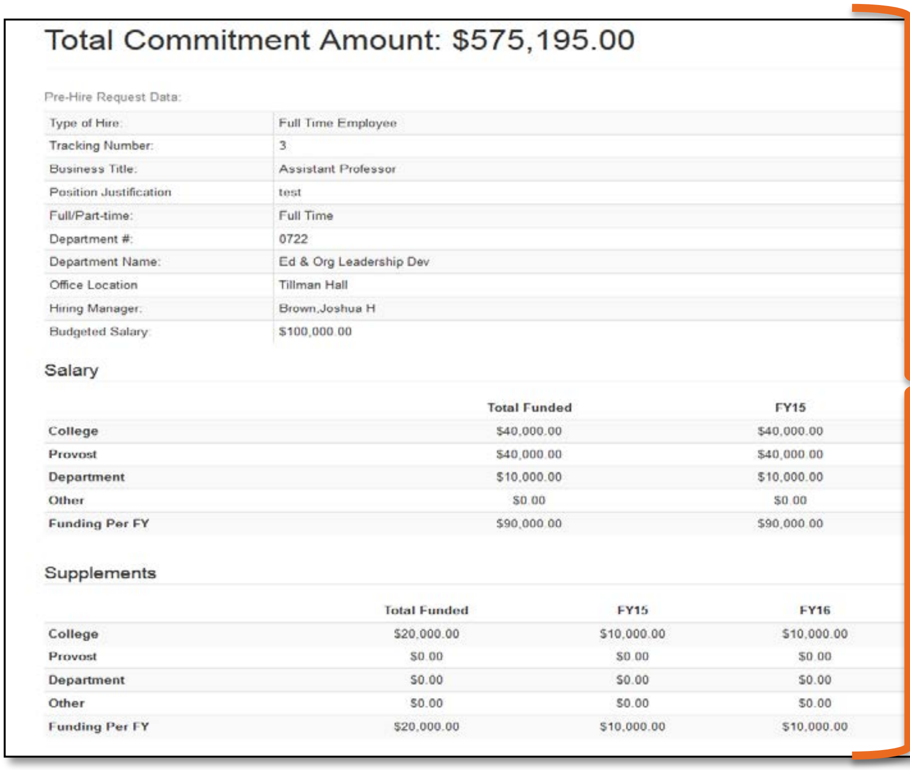
Clicking the Tiger Talent link will direct you to the Worklist displaying the requested position information.

Important Information: The act of completing the Commitment Form is considered approval; thus, if the hiring manager completes the Commitment Form, the budget officer will be notified for Commitment Form approval, and vice versa, before moving on to the remaining approvers.

The request to recruit information displays

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

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



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

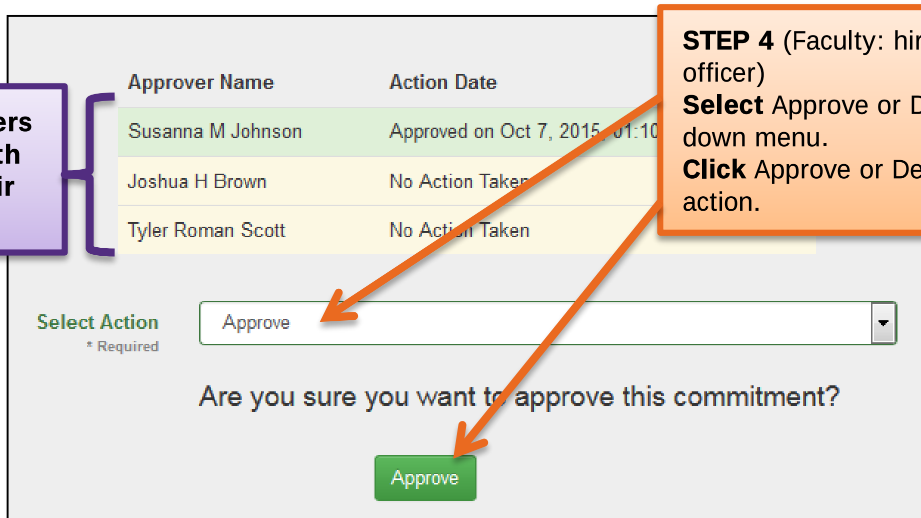
Supplements

	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.



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.

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 ... sition Profes ... ed:

- 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 liste ... to enter the commitment data as well as any further required approvers. The Dean and Provost should not be added as they are automati ...

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

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

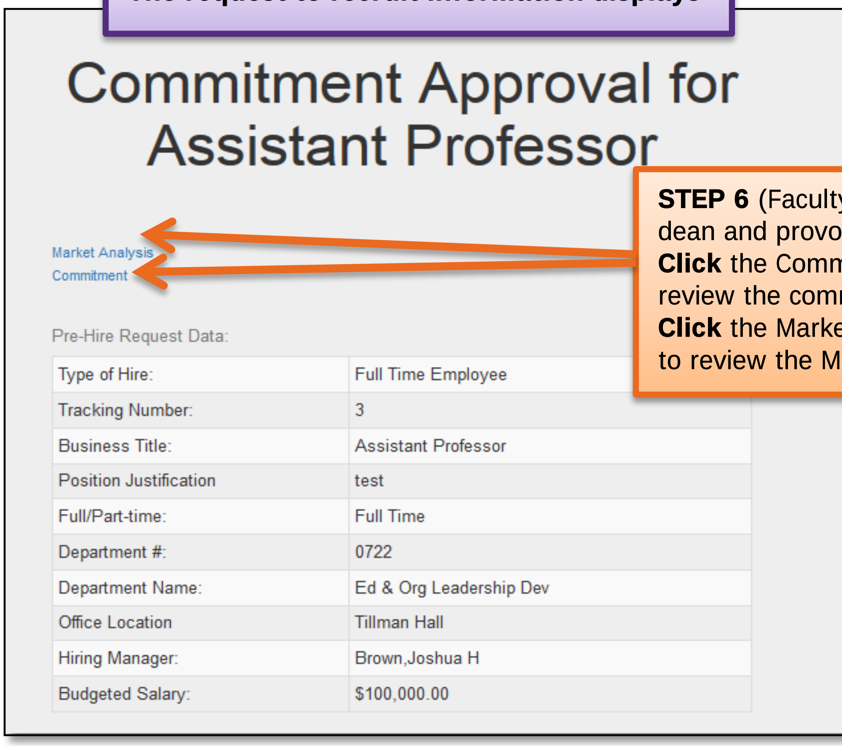
Action Required:
Please review the above information and log in to Tiger Talent via this link (using your Clemson University username and password) to enter the commitment data and further approver(s).

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/

The request to recruit information displays



Commitment Approval for Assistant Professor

Market Analysis
Commitment

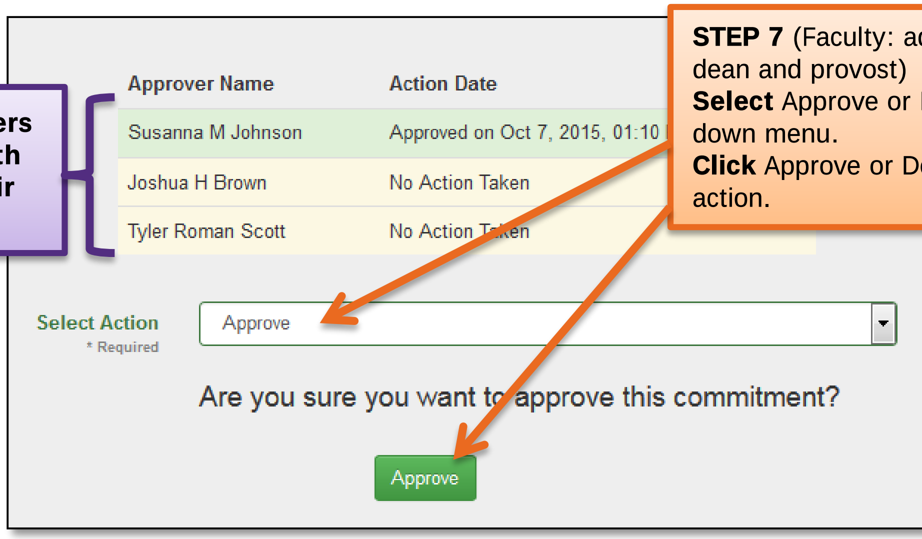
Pre-Hire Request Data:

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.

Previous approvers are displayed with the status of their approval.

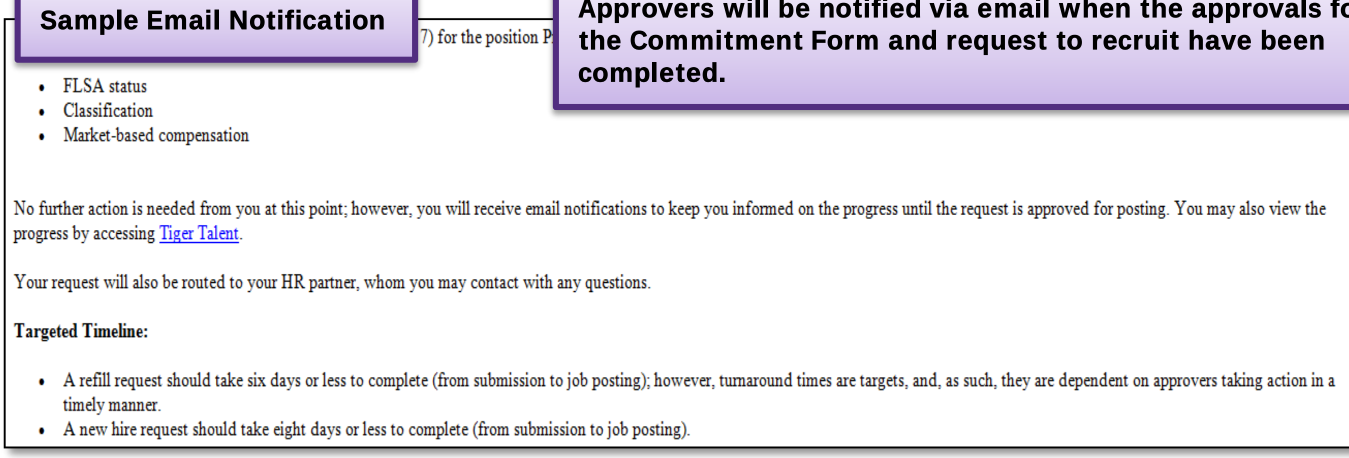


STEP 7 (Faculty: ad hoc approvers, dean and provost)
Select Approve or Deny from the drop-down menu.
Click Approve or Deny to finalize the action.

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

Sample Email Notification

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


7) for the position P

- 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:

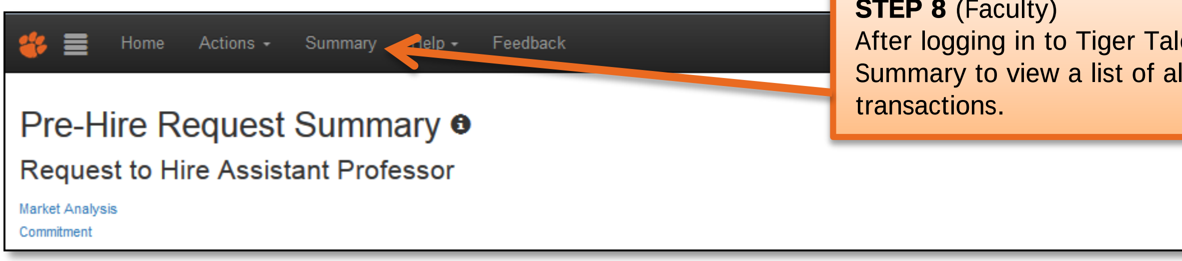
- A refill request should take six days or less to complete (from submission to job posting); however, turnaround times are targets, and, as such, they are dependent on approvers taking action in a timely manner.
- A new hire request should take eight days or less to complete (from submission to job posting).

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

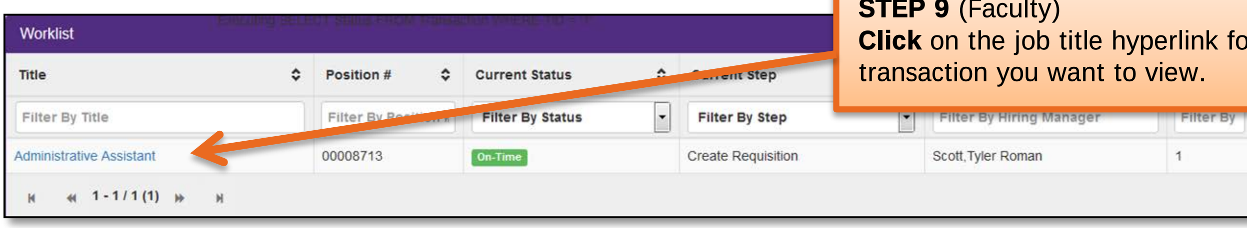
Important Information: Approvers can view transactions at any time by logging in to Tiger Talent. A summary page showing the request to recruit, market analysis, and Commitment Form's progress through the hiring process can be viewed.

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

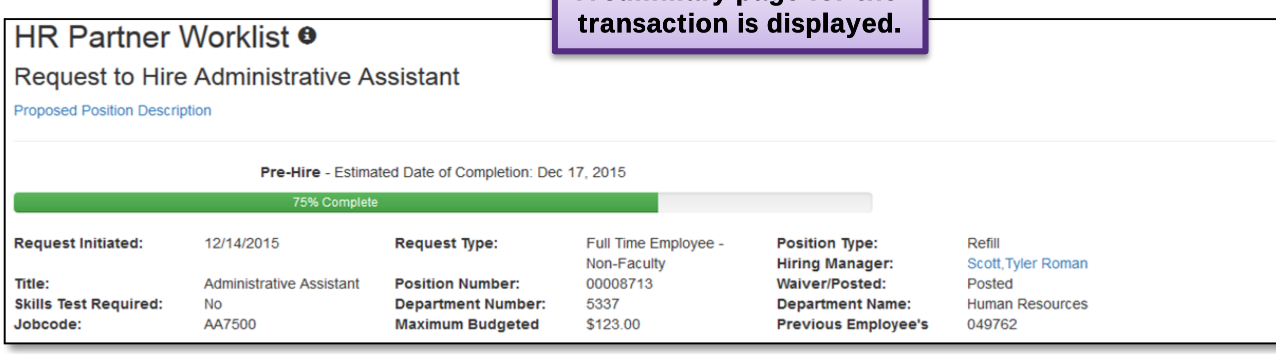
STEP 8 (Faculty)
After logging in to Tiger Talent, **click** on Summary to view a list of all of your transactions.



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



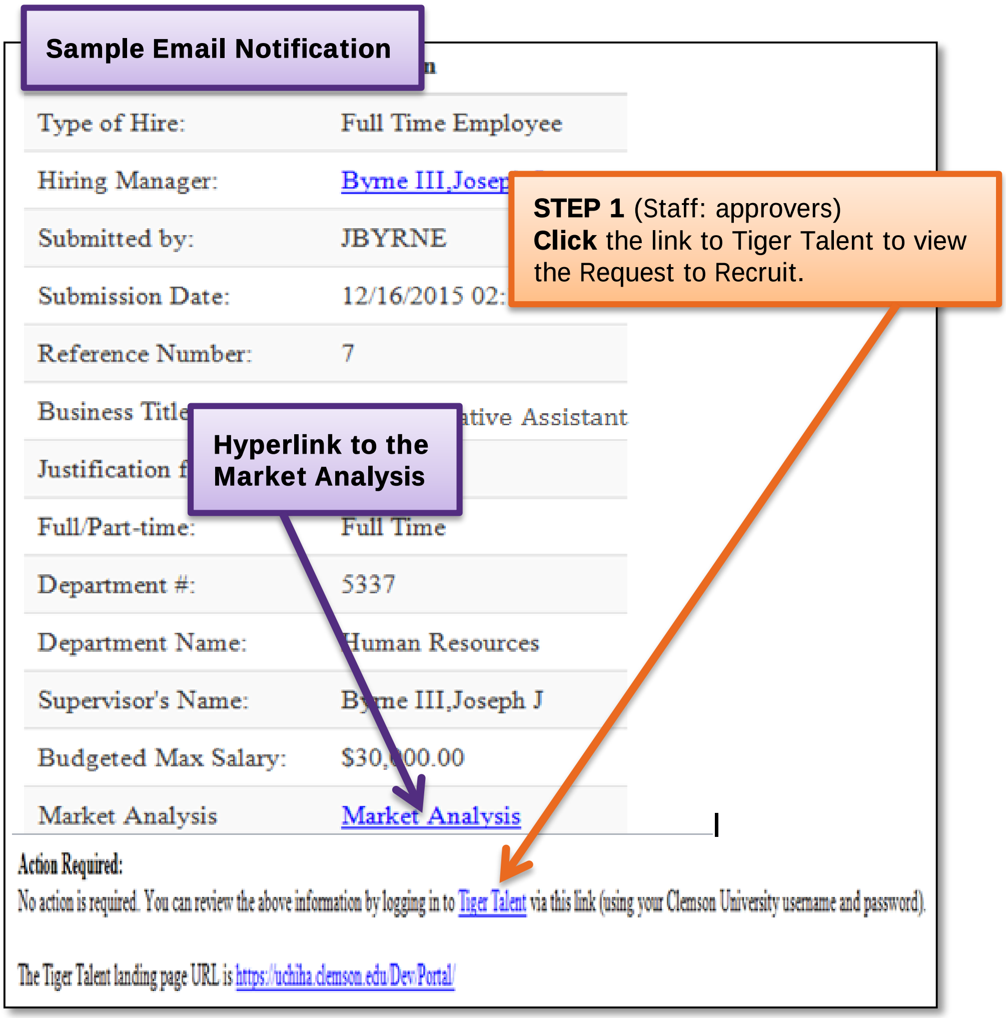
A summary page for the transaction is displayed.



STAFF TIGER TALENT APPROVALS

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

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

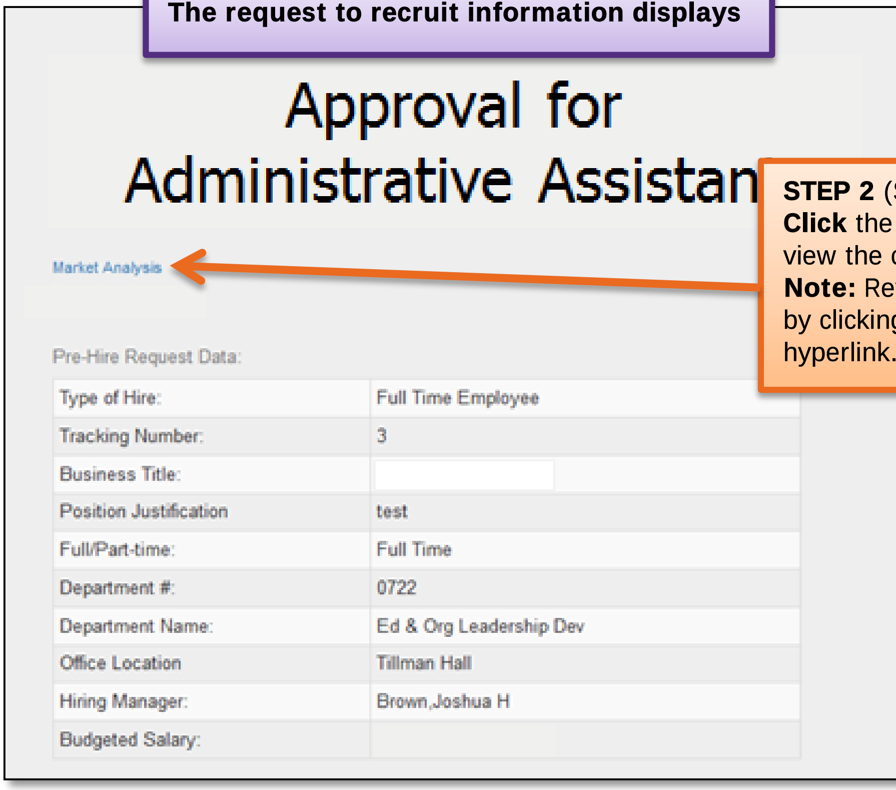


Type of Hire:	Full Time Employee
Hiring Manager:	Byrne III,Josep
Submitted by:	JBYRNE
Submission Date:	12/16/2015 02:
Reference Number:	7
Business Title	ative Assistant
Justification f	
Full/Part-time:	Full Time
Department #:	5337
Department Name:	Human Resources
Supervisor's Name:	Byrne III,Joseph J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

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).

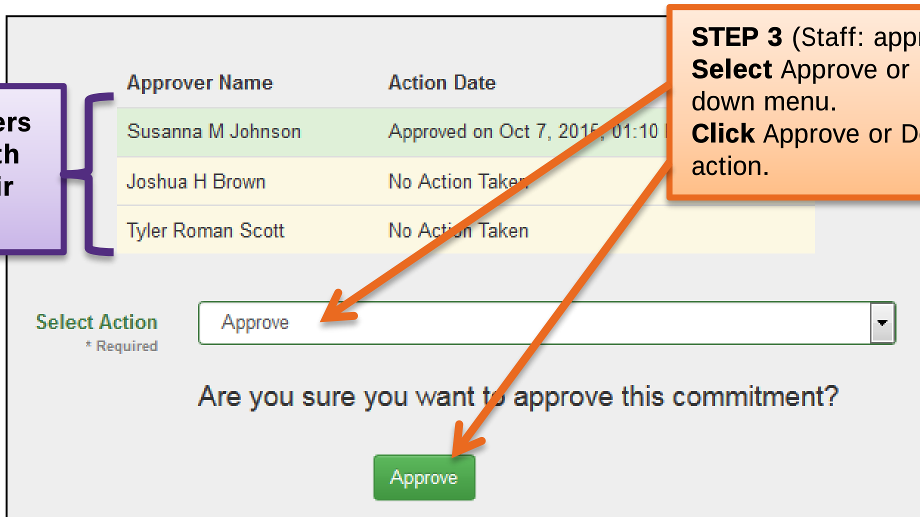
The Tiger Talent landing page URL is https://uchiha.clemson.edu/Dev/Portal/

The request to recruit information displays



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.



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.

CLEMSON HUMAN RESOURCES

Sample Email Notification

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

Th ... r the position

- 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.

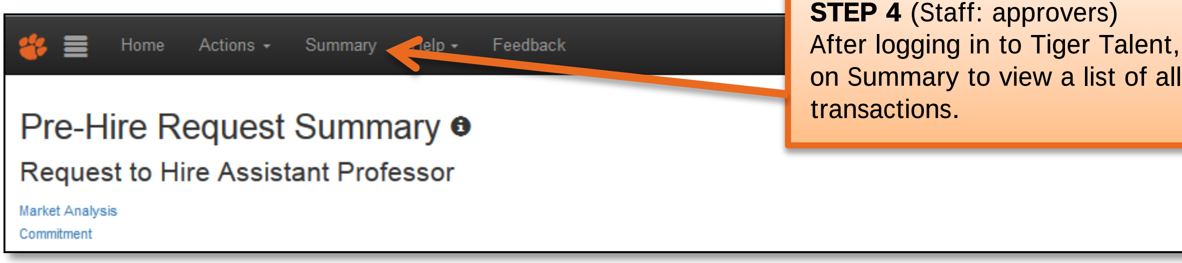
Your request will also be routed to your HR partner, whom you may contact with any questions.

Targeted Timeline:

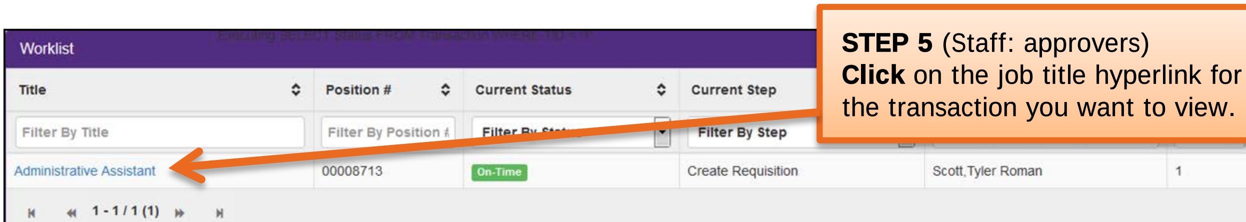
- A refill request should take six days or less to complete (from submission to job posting); however, turnaround times are targets, and, as such, they are dependent on approvers taking action in a timely manner.
- A new hire request should take eight days or less to complete (from submission to job 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.

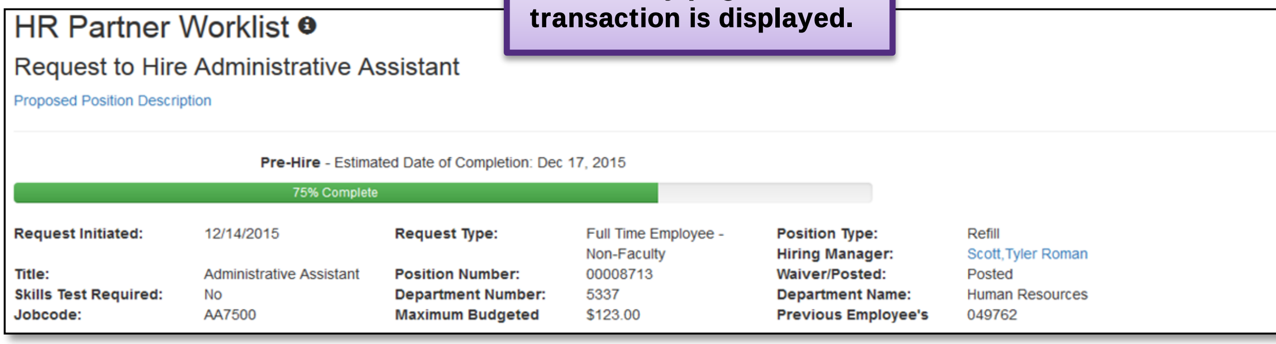


STEP 4 (Staff: approvers)
After logging in to Tiger Talent, **click** on Summary to view a list of all of your transactions.



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

A summary page for the transaction is displayed.



CLEMSON

HUMAN RESOURCES

Accessing Application Materials

Overview:

Because hiring managers and Human Resources (HR) partners require access to application materials before and after the job posting close date, PeopleSoft allows for access throughout the hiring process. This document provides step-by-step instructions for viewing, saving to a file and/or printing application materials in PeopleSoft. Accessing application materials includes:

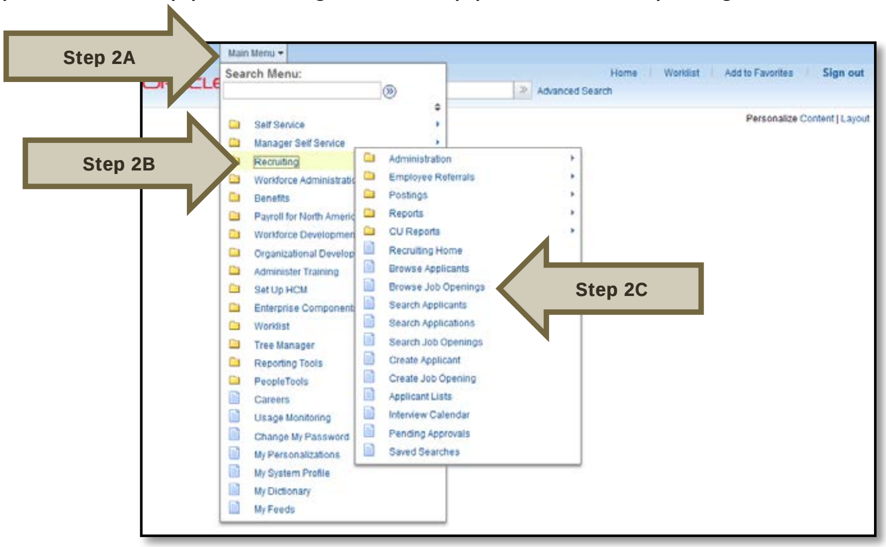
- Searching job openings to access applicant information
- Selecting an applicant's application
- Opening an application
- Printing or saving an application
- Selecting, opening and printing/saving attached applicant documents

View Application Materials

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

Additional Information: You will be directed to the CUBS home page.

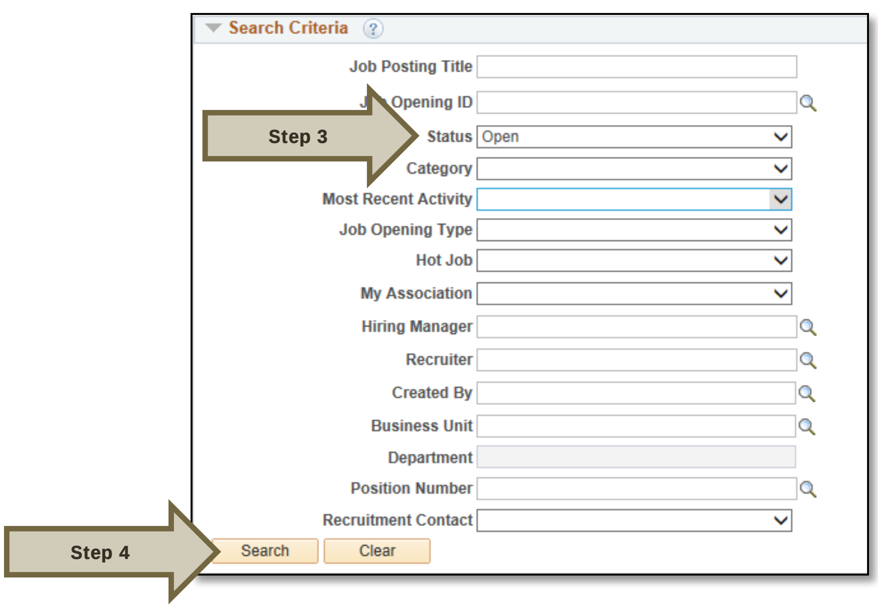
Step 2: Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.



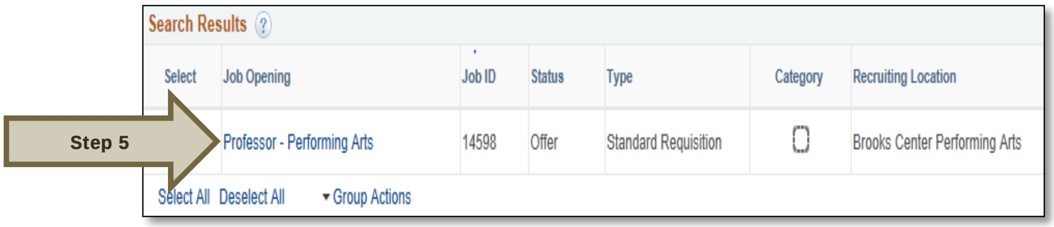
Step 3: Select “Open” in the Status drop-down menu.

Step 4: Click Search to view a list of all open postings.

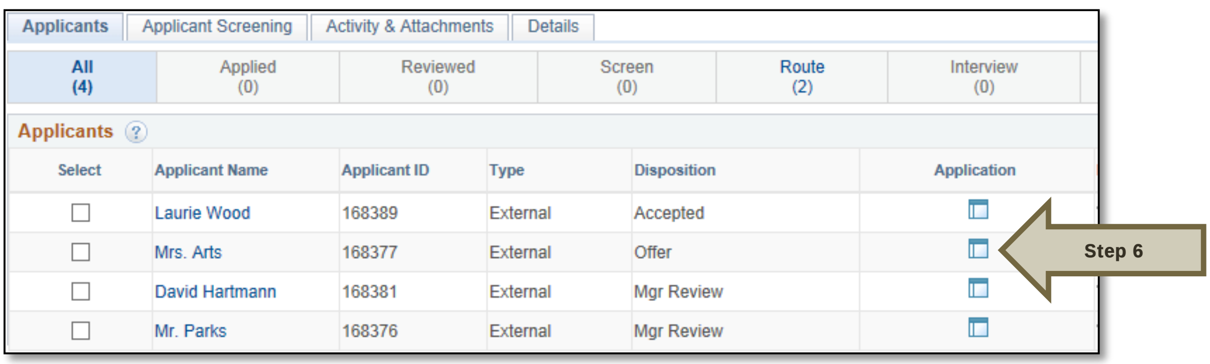
Additional Information: If you have the job opening ID, enter it in Job Opening ID, clear the status field and click Search then click on the job opening name.



Step 5: Select the job opening you wish to view.



Step 6: Select the application icon for the applicant whose materials you wish to view.

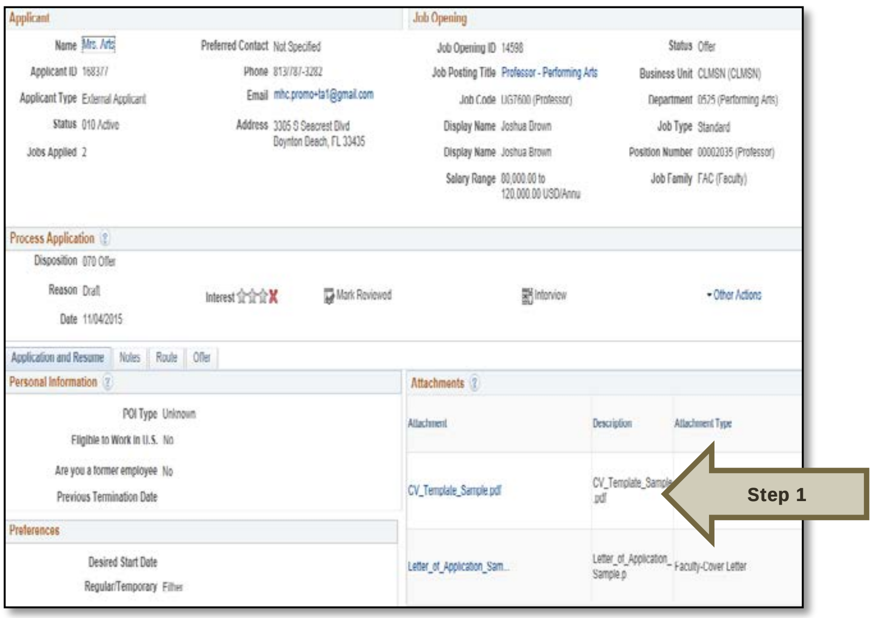


Print or Save Application Materials

At this point, you can print the application and related documents and/or save them in a file or on your desktop.

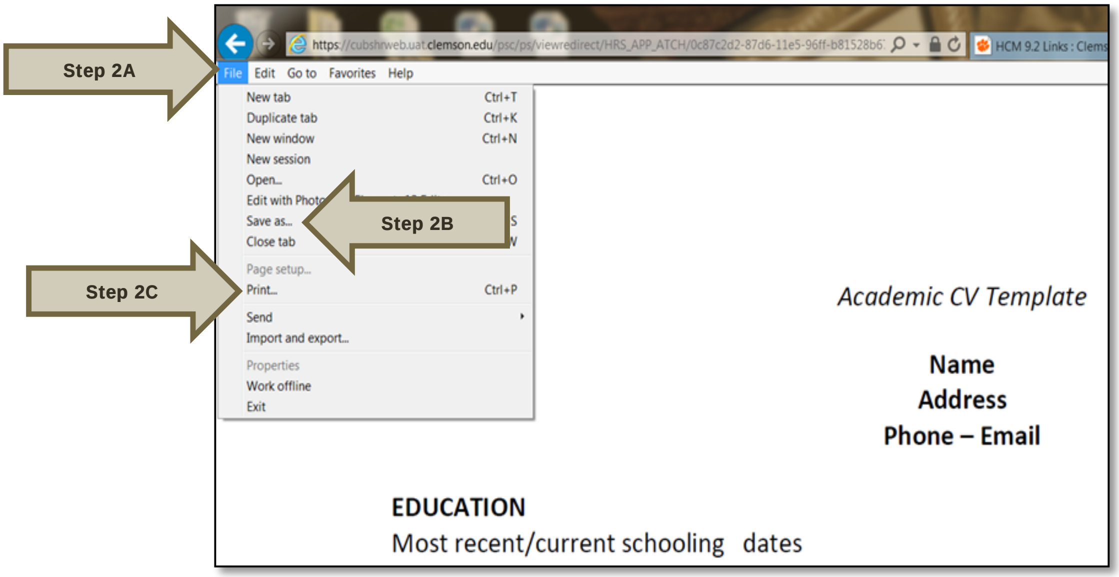
Step 1: To print or save an attached document, select the desired document by clicking on the hyperlink.

Additional Information: You will need to open each attachment separately to print or save.

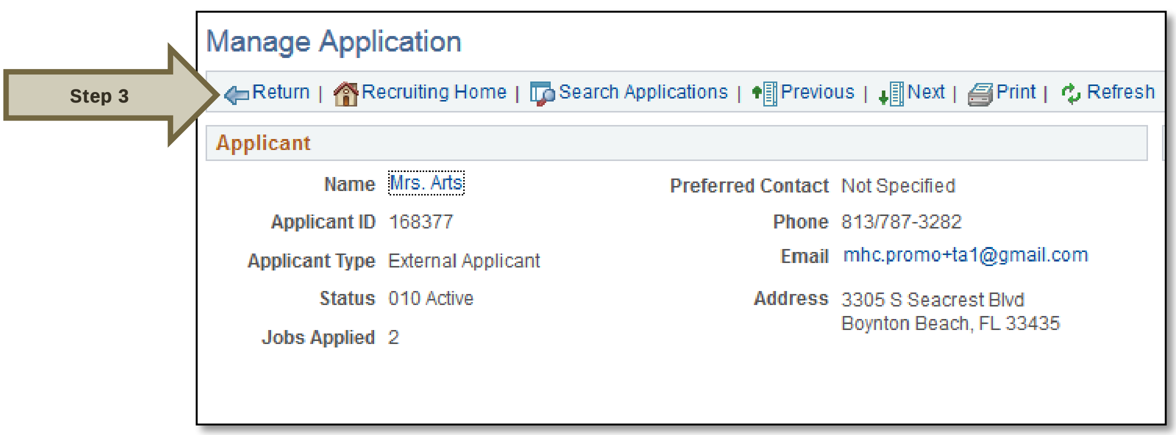


Additional Information: Clicking on the hyperlink will open the document. If the document does not open, you may need to change your browser setting to allow pop ups.

Step 2: When the document uploads, click (A) File, then click (B) "Save as" to save the document to a file or on your desk top or (C) "Print" to print the document. Multiple copies can be printed if necessary.



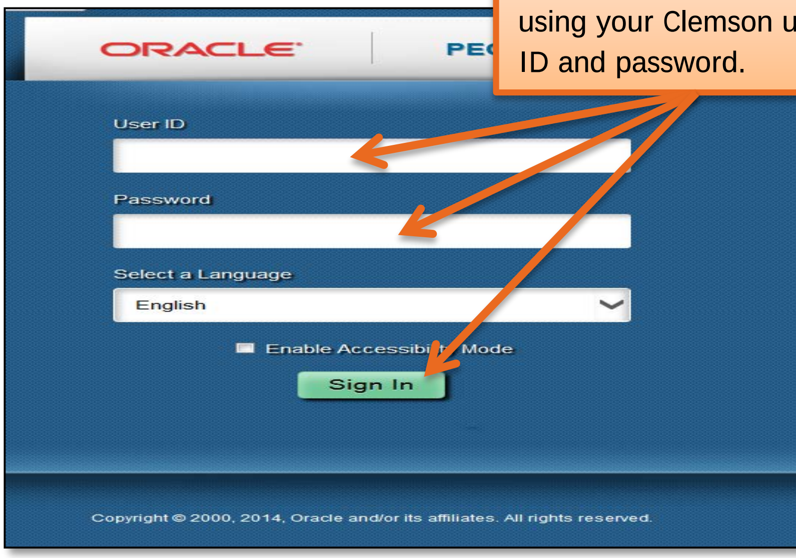
Step 3: To access another applicant's application materials, select Return.



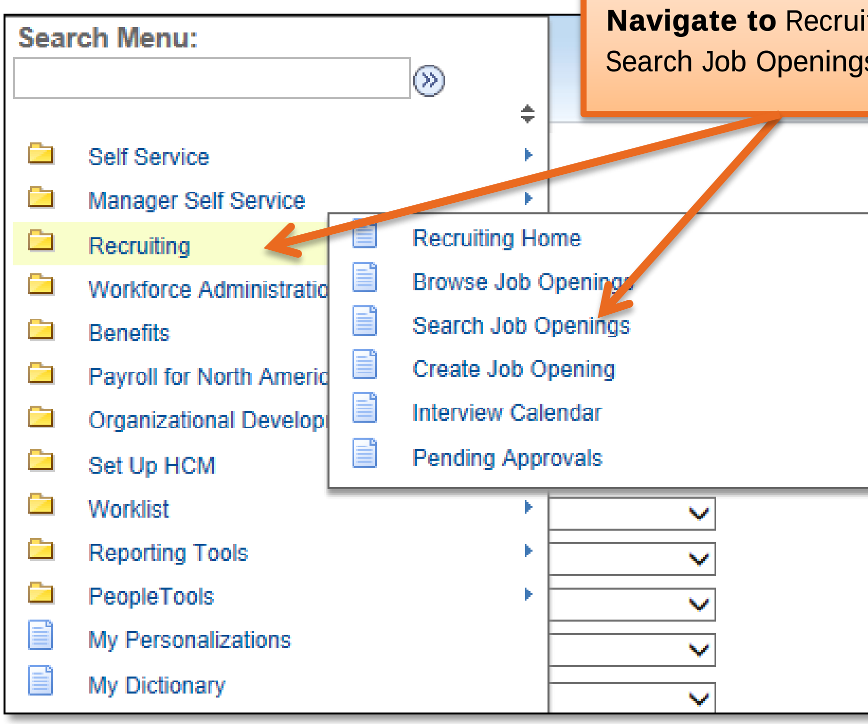
Troubleshooting

POTENTIAL PROBLEM: Application materials not saved on desktop or folder.	**RECOMMENDATION:** You can access the application materials as often as you need, so, if you failed to save something, simply access the documents again. Using the “Save as” option on the file menu, save the documents to your desktop or to a file.
POTENTIAL PROBLEM: Documents not popping up when selected.	**RECOMMENDATION:** To ensure documents pop up when selected, make sure your browser settings are set to enable pop ups.

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



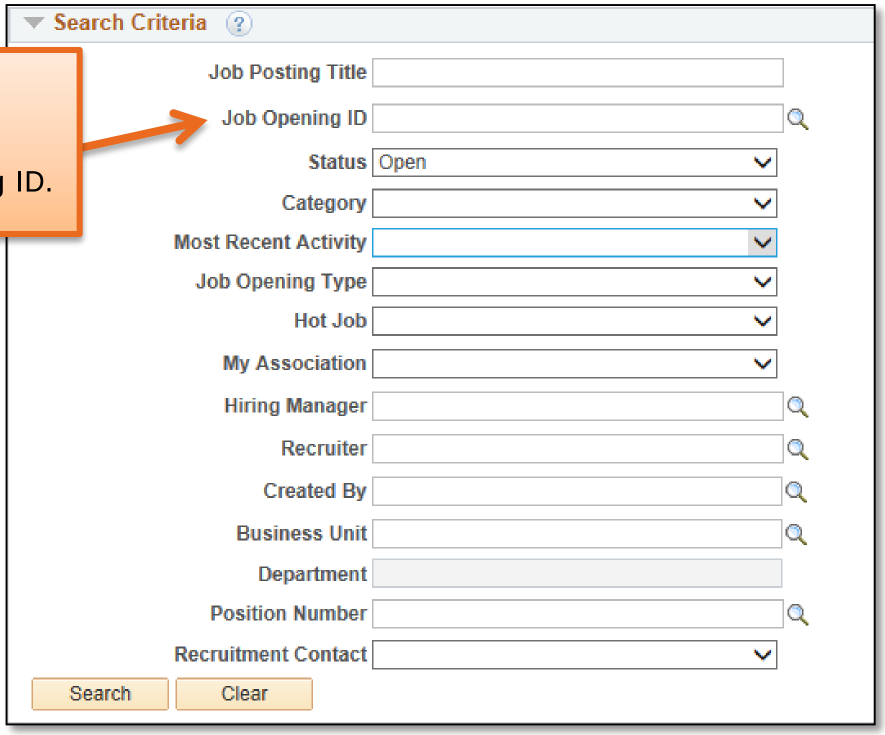
STEP 2
Navigate to Recruiting > Search Job Openings.



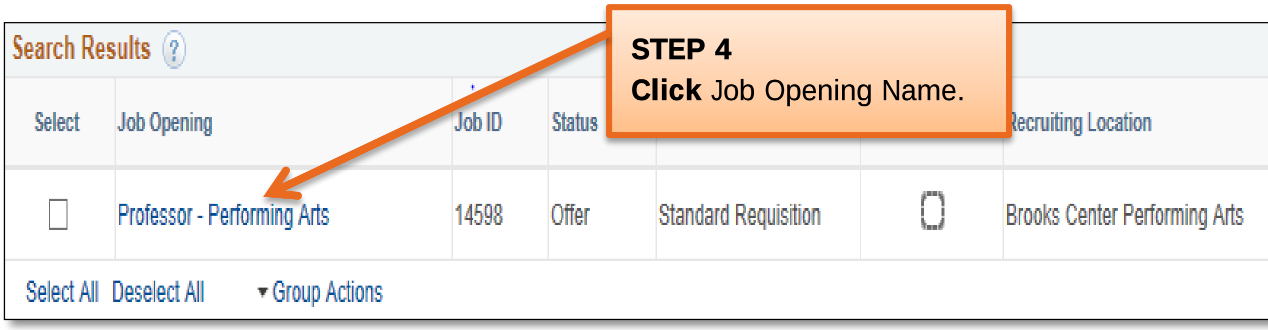
Quick Reference:
Accessing Application Materials

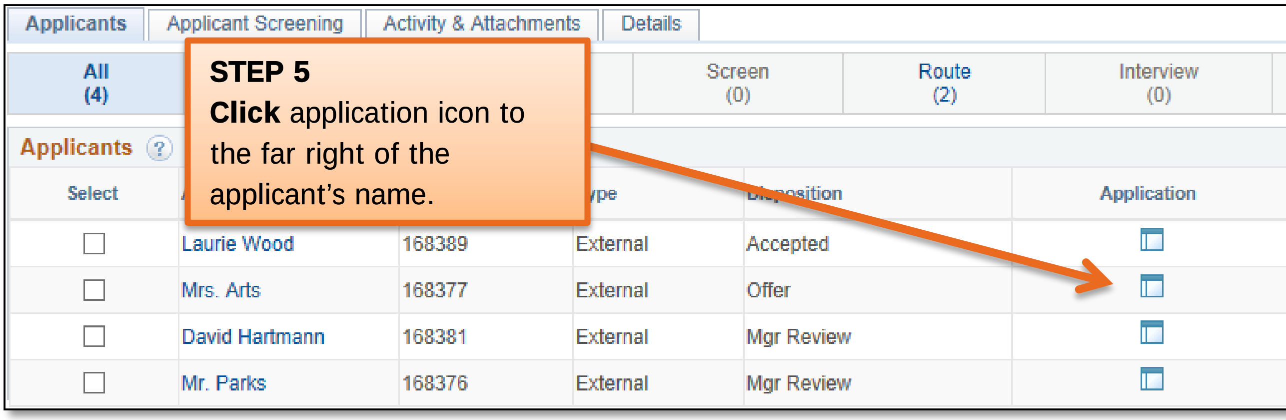
CLEMSON HUMAN RESOURCES

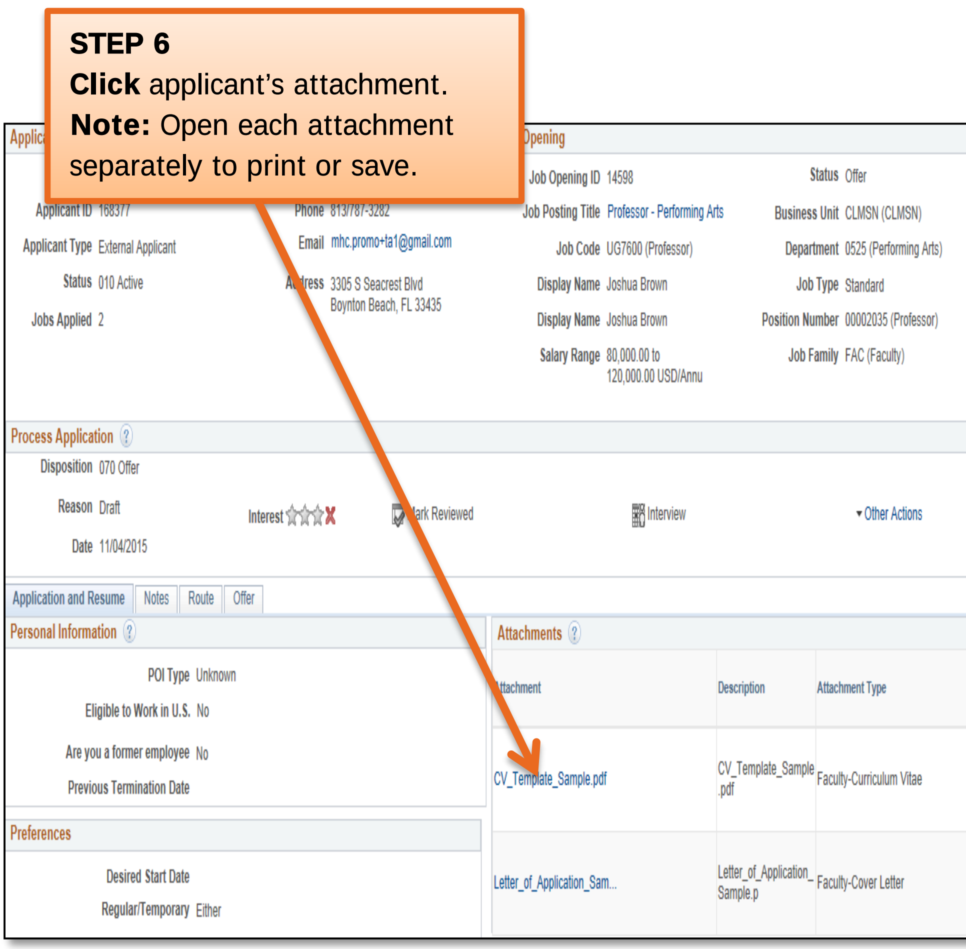
STEP 3
Enter Job Opening number in Job Opening ID.



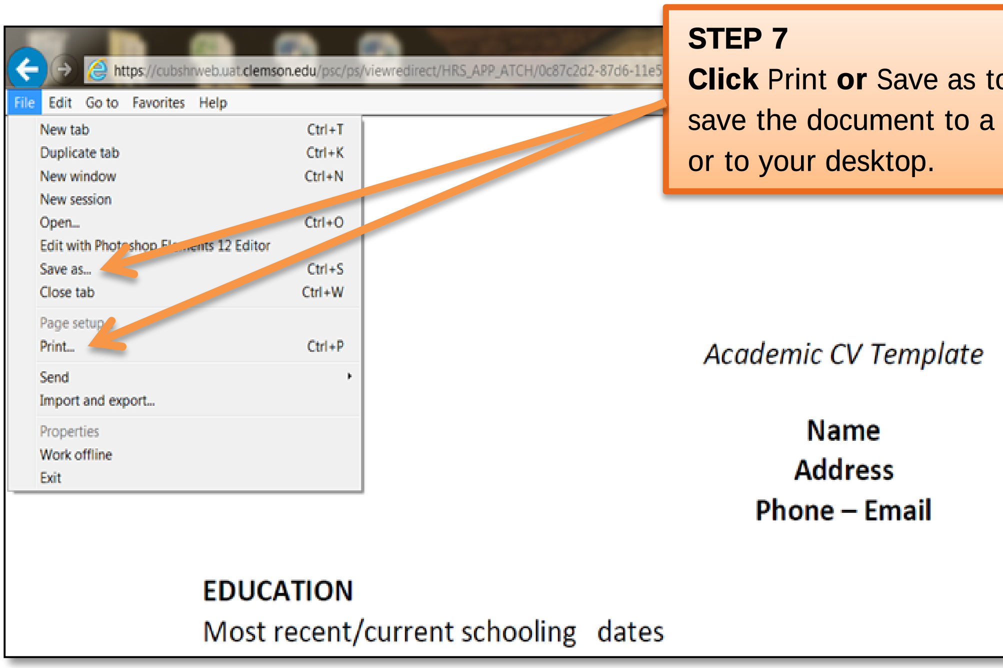
STEP 4
Click Job Opening Name.



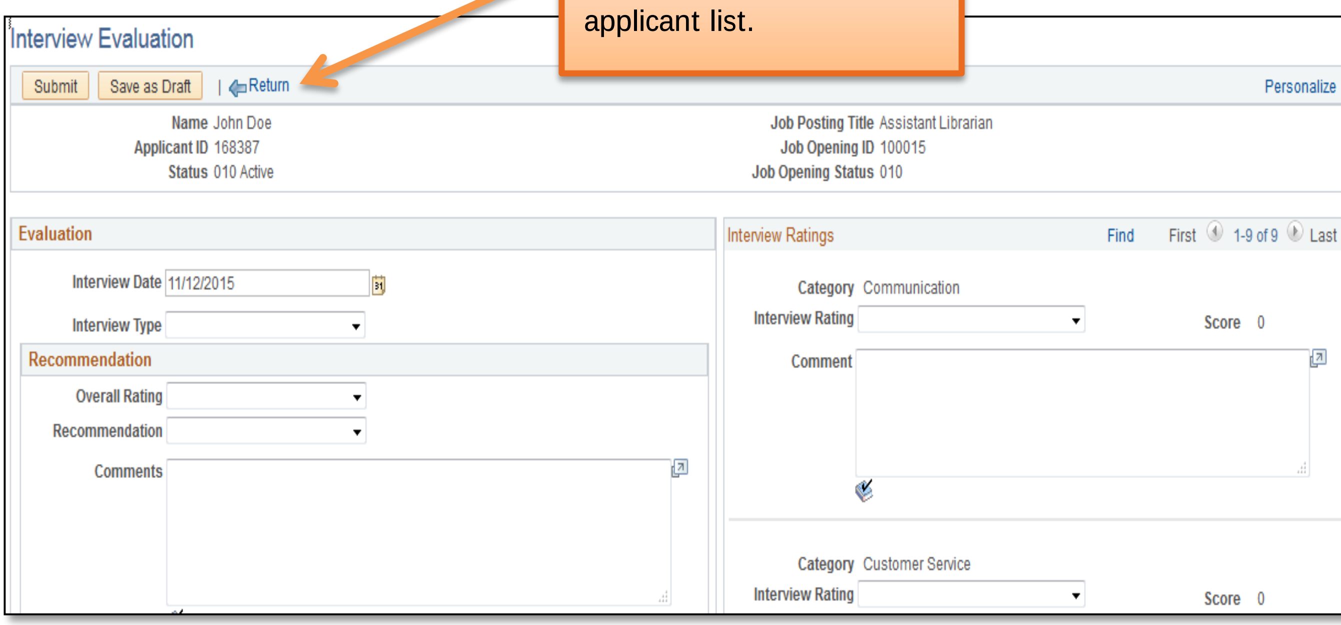

STEP 5
Click application icon to the far right of the applicant's name.


STEP 6
Click applicant's attachment.
Note: Open each attachment separately to print or save.

STEP 7
Click Print **or** Save as to save the document to a file or to your desktop.



STEP 8
Click Return to go back to applicant list.



CLEMSON

HUMAN RESOURCES

Scheduling Interviews

Overview

Scheduling interviews through PeopleSoft is an essential step in the Recruit phase of the hiring process. The system's scheduling function not only ensures timely and efficient communication between job candidates and the search committee members, it also creates an accurate record of the candidate's recruitment experience with Clemson University.

This document outlines the steps taken by the departmental administrative assistant, the hiring manager or the Human Resources (HR) partner to schedule interviews in PeopleSoft (CUBS) for faculty and staff positions.

Access Interview Schedule

Job interviews are scheduled in the Recruitment section of PeopleSoft. By using PeopleSoft, the scheduler 1) creates an accurate record of the candidate's recruitment experience and 2) ensures that interview invitations are communicated to and marked on the schedules of both the candidate and the interviewers. **Scheduling interviews in PeopleSoft also triggers automatic notification of the remainder of the applicant pool that they were not selected as a candidate for the position.** Timely notification enhances the experience of everyone involved in the hiring process.

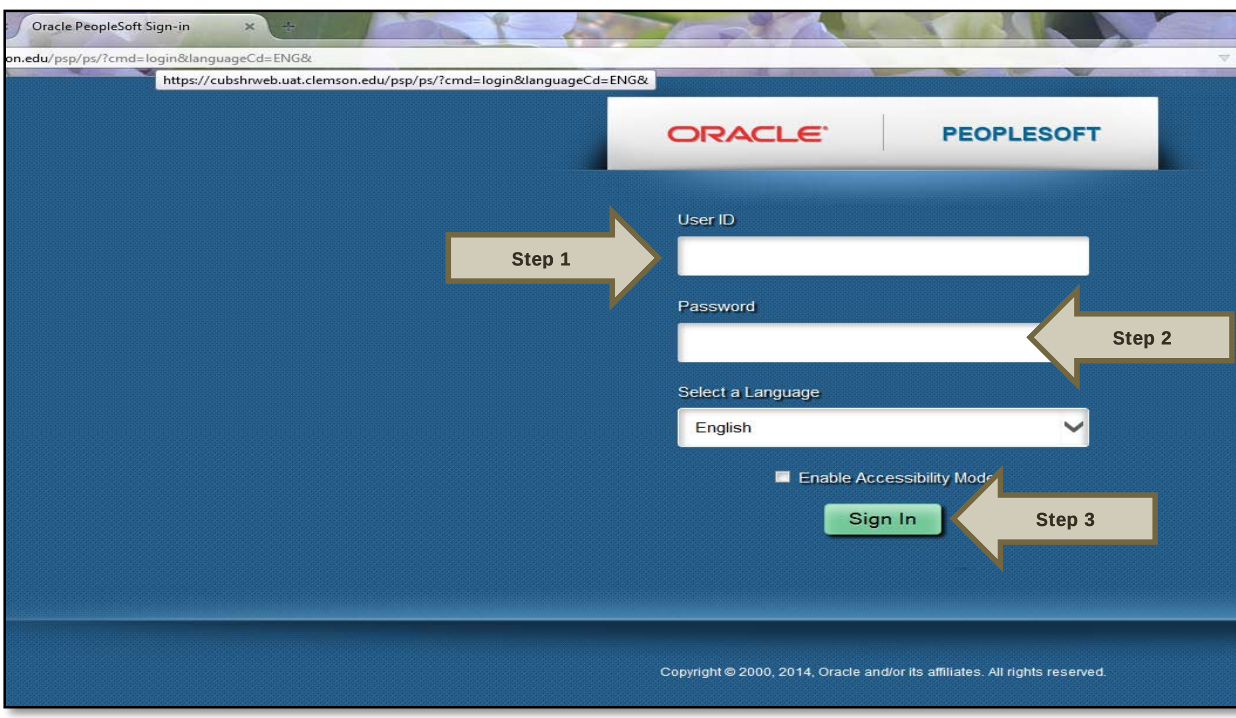
Before interviews can be scheduled in PeopleSoft, the hiring manager should do the following:

- Secure tentative interview dates with selected candidates
- Convey list of candidates chosen for interview and tentative interview dates to the selected scheduler

Once the hiring manager, the departmental administrative assistant or the HR partner has the necessary information, he or she is ready to enter the interview schedules in PeopleSoft.

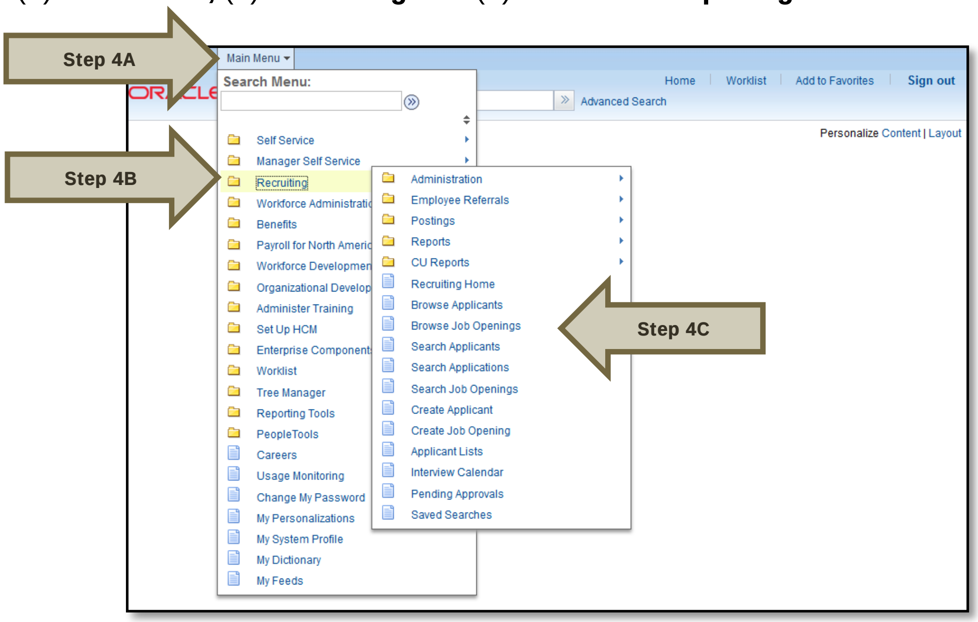
To access an interview schedule in the Recruitment section of PeopleSoft, follow the steps below:

Step 1: Enter your Clemson user ID into PeopleSoft.
Step 2: Enter your Clemson password.
Step 3: Click Sign In.

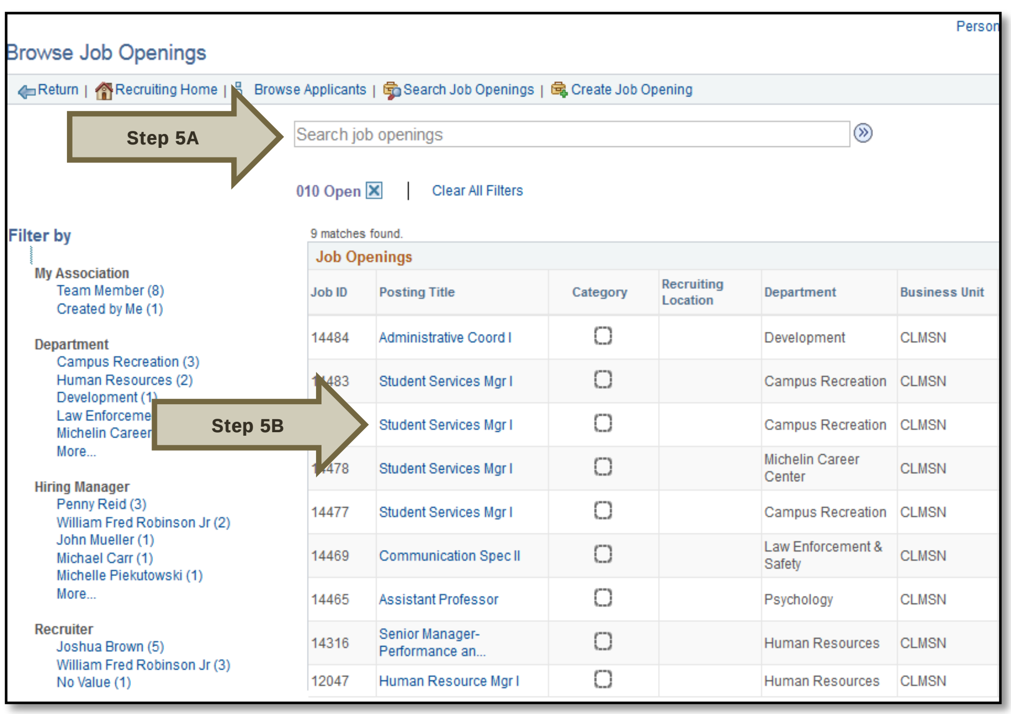


Additional Information: You will be directed to the CUBS home page.

Step 4: Select (A) **Main Menu,** (B) **Recruiting** then (C) **Browse Job Openings**.



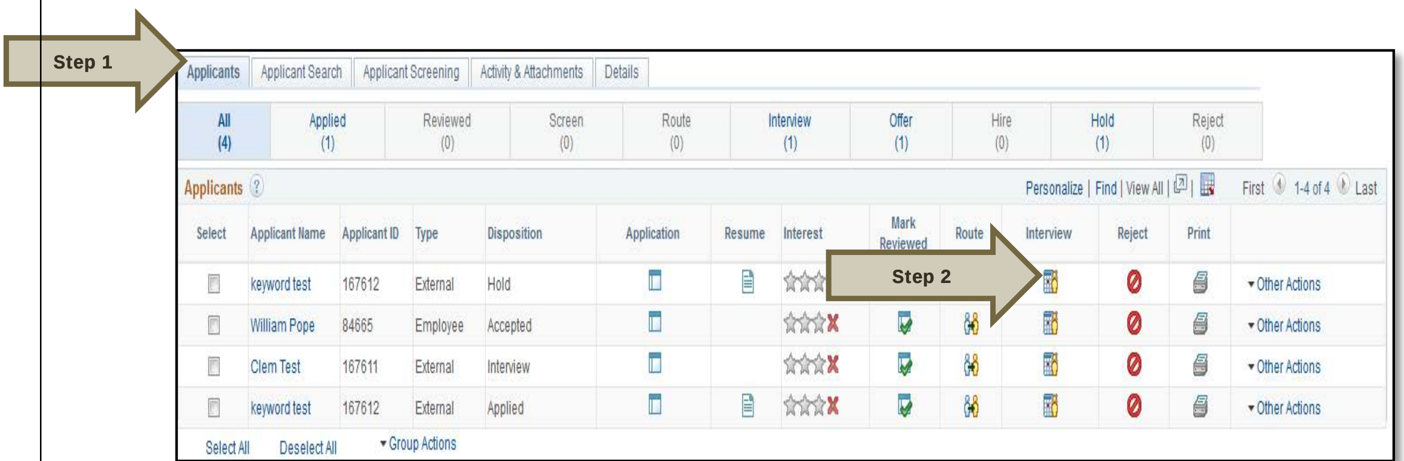
Step 5: (A) Enter the job opening number in the Search job openings box **OR** (B) select the **Posting Title** hyperlink to access the job opening.



Enter Interview Details

The Manage Job Openings page will display. Included on the page are five tabs: Applicants, Applicant Search, Applicant Screening, Activity & Attachments, and Details.

Step 1: Select the **Applicants** tab**.**
Step 2: Select the **Interview icon** for the candidate to be interviewed.



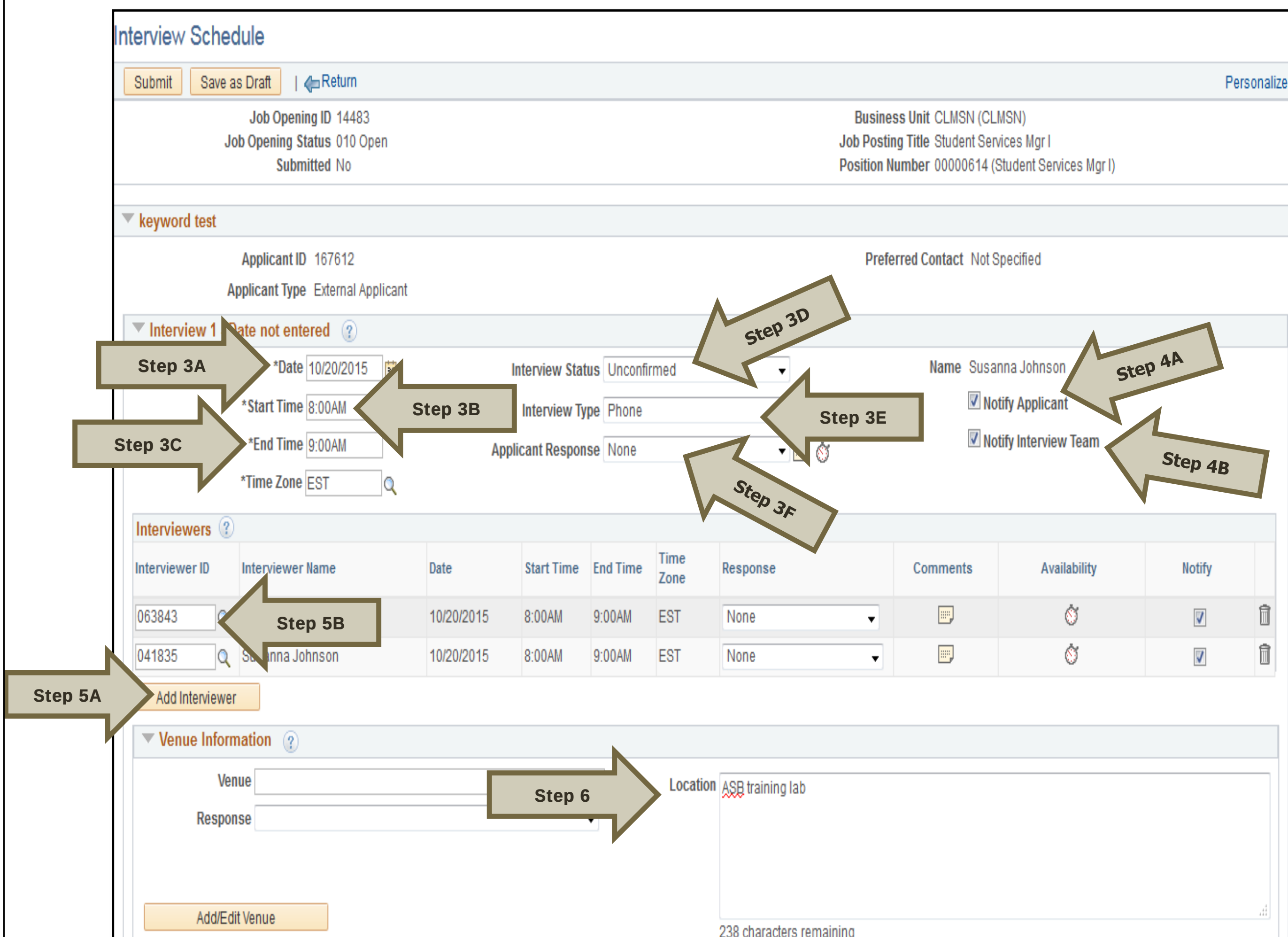
Additional Information: The Interview Schedule page will display; interview details should be entered on this page.

Continued...

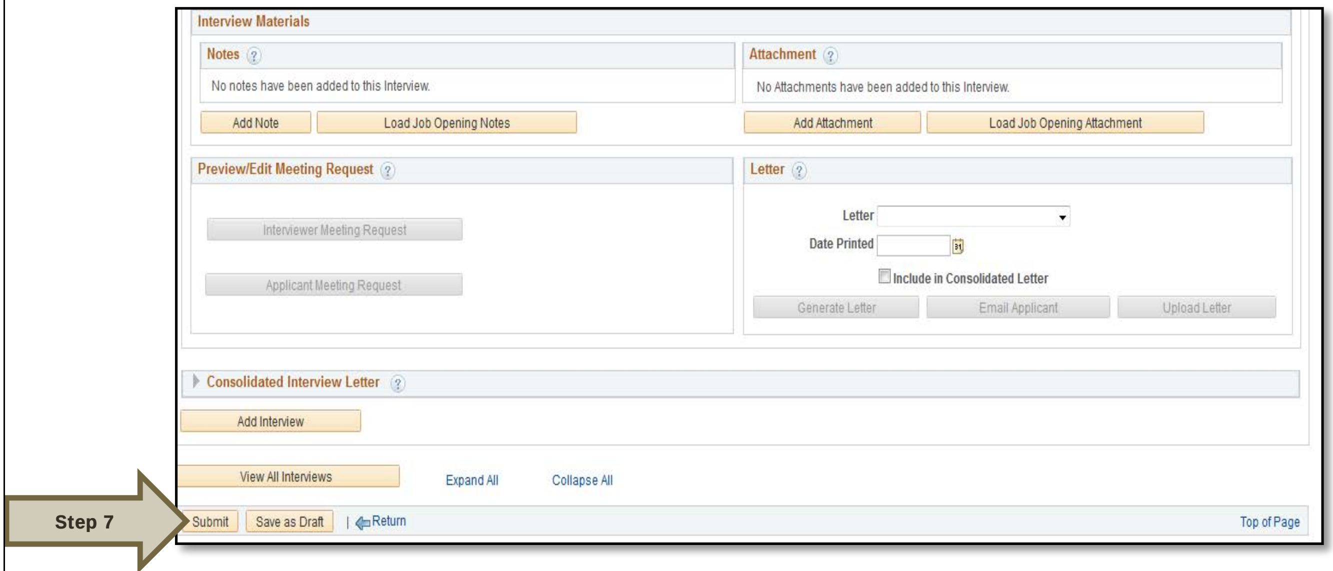
Step 3: Enter the (A) Interview Date, (B) Start Time, (C) End Time, (D) Interview Status, (E) Interview Type, and (F) Applicant Response.
Step 4: Check (A) Notify Applicant and (B) Notify Interview Team. Candidates will be notified via email of each change in status; scheduling interviews will trigger a status change for all applicants.

Additional Information: If entering the schedule after interviews have occurred, do not check either box in Step 4.

Step 5: To add multiple interviewers, (A) select Add Interviewer and (B) enter the interviewer's employee id number.
Step 6: Enter the interview location in the Location box in the Venue Information section. The entered location will populate into an email that notifies the candidate of the interview date, time and place.



Step 7: Select **Submit** to save the schedule. Notification emails will be sent to the candidate and interview committee.



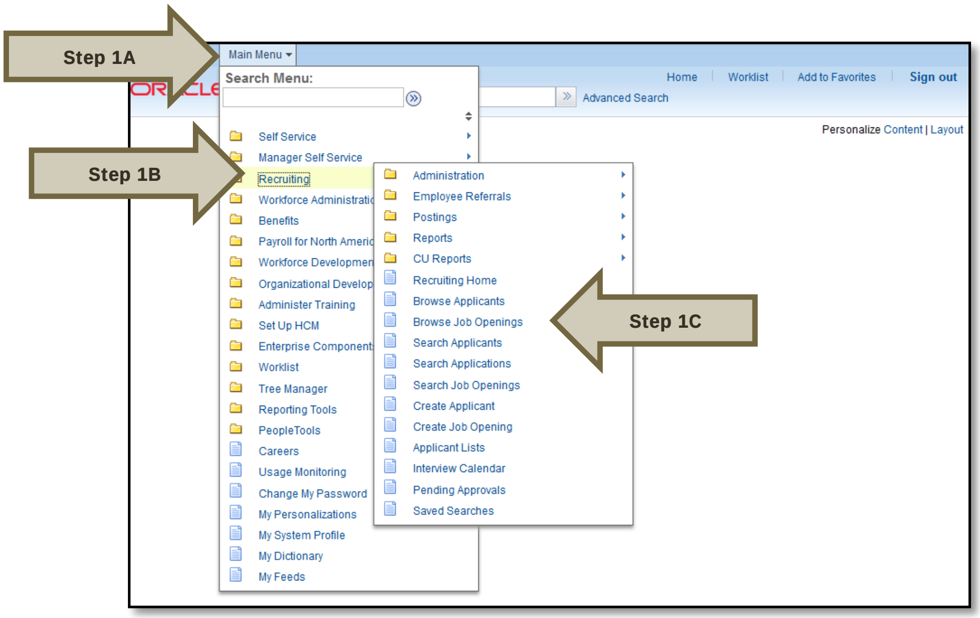
Continued…

Edit Schedules

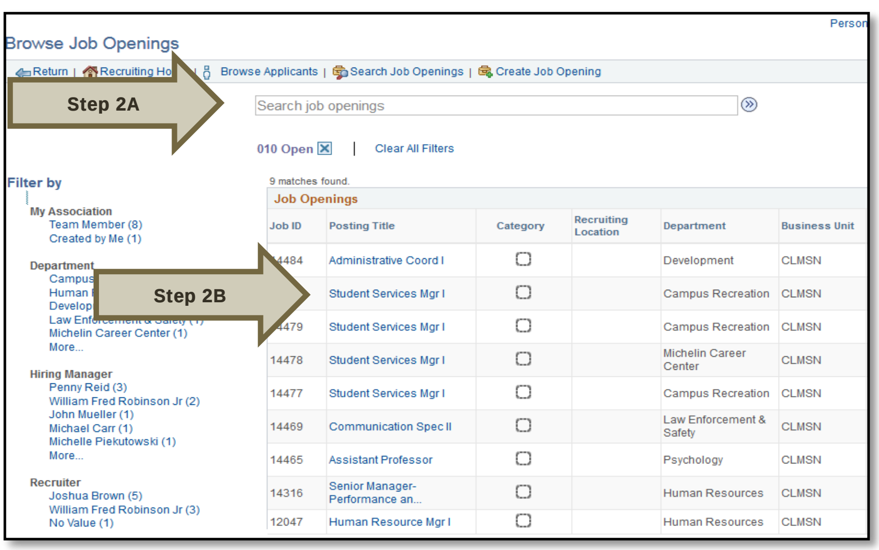
Once the interview schedule is entered into PeopleSoft, the system will automatically notify the candidate and the interview committee via email that an interview has been scheduled. Candidates and interviewers will receive two emails.

The first includes the interview details. The second includes a calendar invitation that, when accepted, will populate most types of email account, including Gmail, Yahoo and Outlook. Interview schedules can to be edited on the Manage Job Openings page by following the steps below:

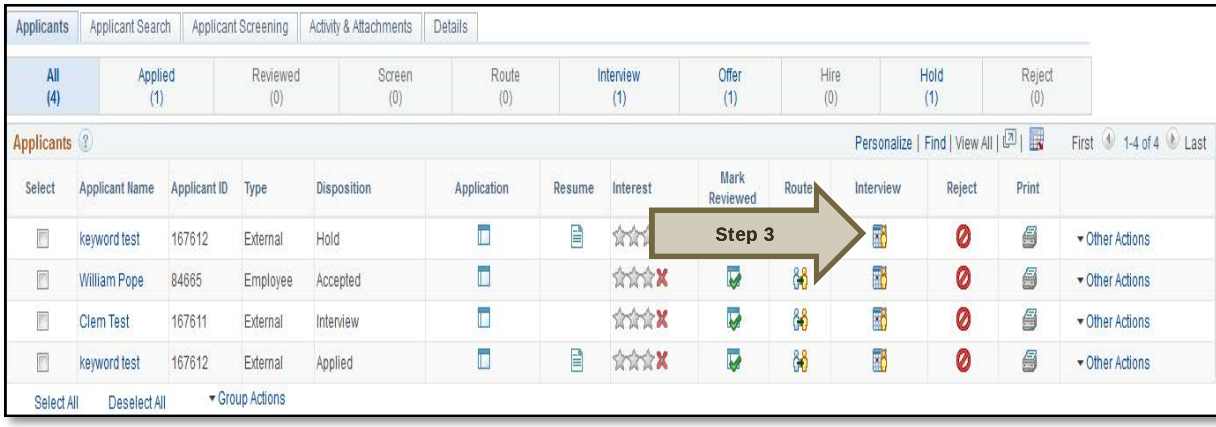
Step 1: Select (A) **Main Menu,** (B) **Recruiting** then (C) **Browse Job Openings** to access the Manage Interview Job Openings page.



Step 2: (A) enter the job opening number in the Search Job openings box **OR** (B) select the **Posting Title** hyperlink to access the job opening.

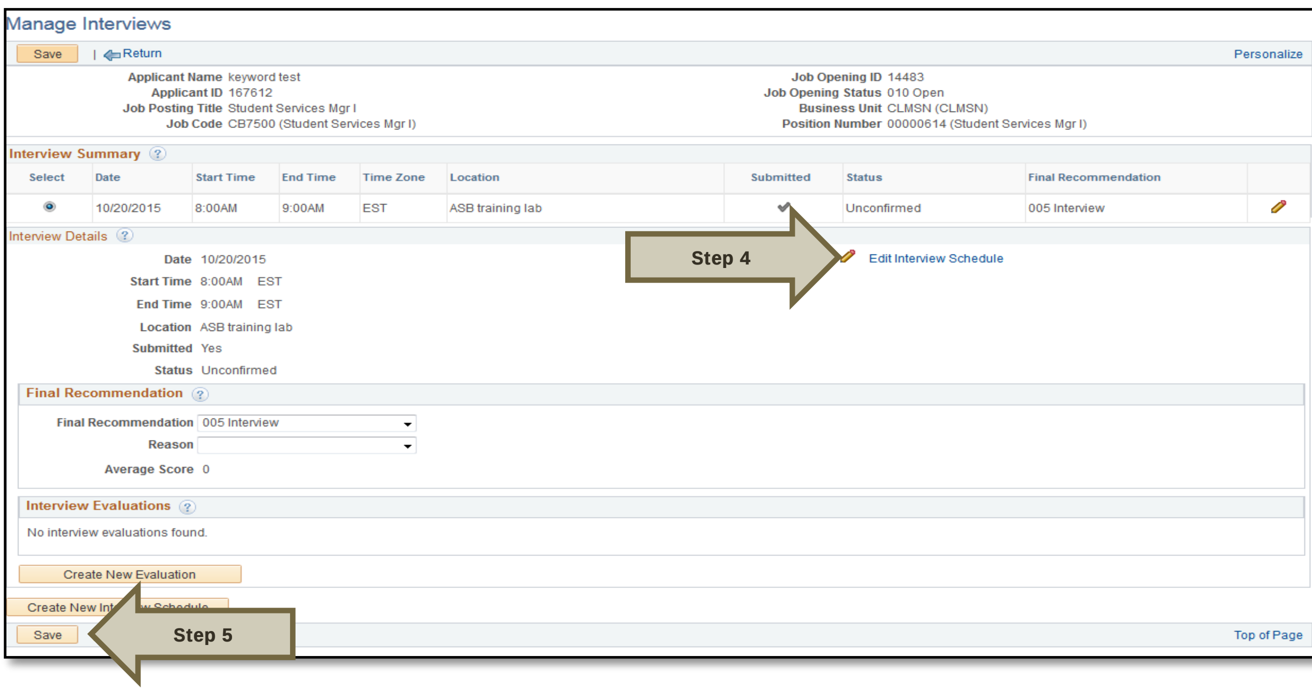


Step 3: Click the **Interview** icon for the desired candidate.



Additional Information: You will be directed to the Manage Interviews page where you can select Edit Interview Schedule.

Step 4: Click the Edit Interview Schedule hyperlink and then edit the date and time as appropriate.
Step 5: Click Save to retain the interview schedule changes.



Potential Problems and Recommendations

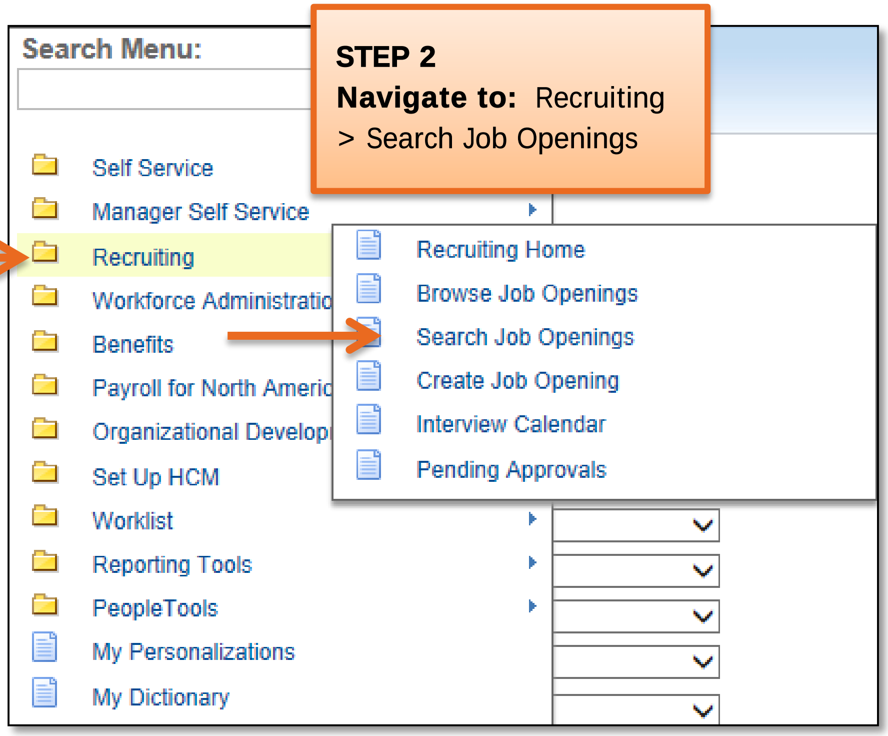
POTENTIAL PROBLEM:	RECOMMENDATION:
Scheduling interviews can be tricky and time consuming if you try to schedule with each participant individually.	Schedule interviews in PeopleSoft, and the system will coordinate schedules, notify participants of interview dates, times and locations as well as changes to the schedule, and update calendars. In addition, when interviews are scheduled, PeopleSoft will automatically notify the remaining applicant pool that they were not selected for the positon.
POTENTIAL PROBLEM: Entering interview schedules after the interviews are conducted will result in the candidate and interview committee being notified of the interview schedule after the fact. Participants will receive emails and calendar updates for past events. After the fact scheduling will also cause a delay in notification of the remaining applicant pool that they were not selected for the position.	**RECOMMENDATION:** Ideally, the interview schedule should be entered before the interviews occur. However, if scheduling is entered into PeopleSoft after the interviews occur, do not check the Notify Applicant and Notify Interview Team boxes in Step 4 of the Enter Interview Details section above. While this will avoid late notification, it will not solve the slow communication with the remaining applicant pool, which could be detrimental to the applicant experience.

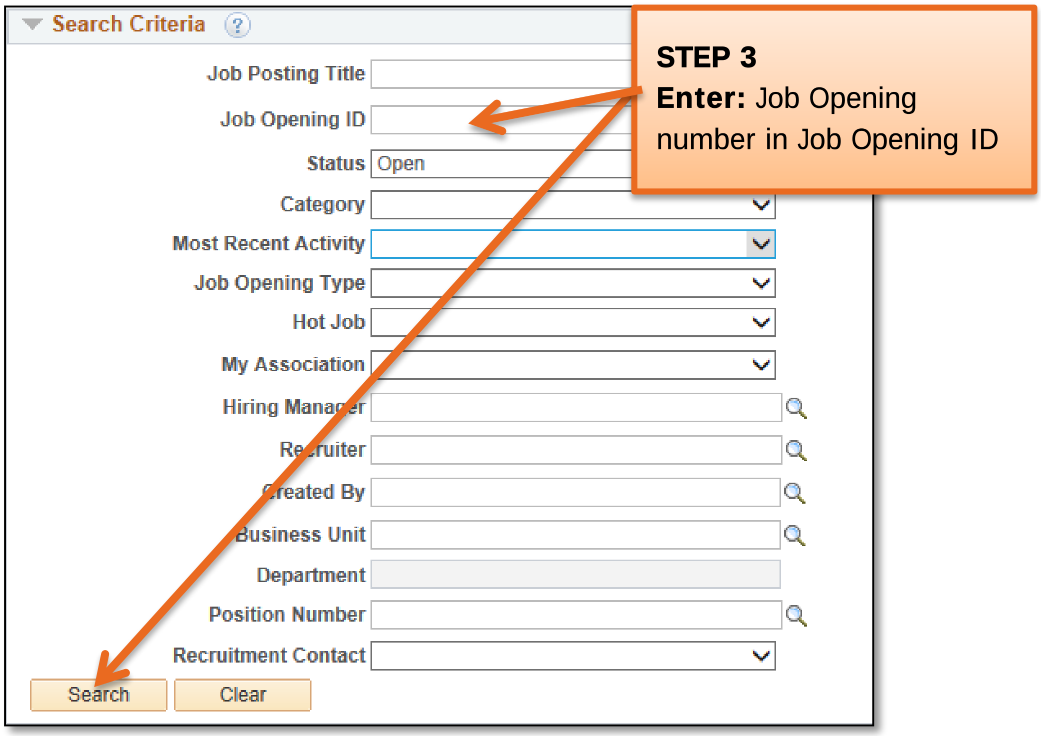
Quick Reference:
Scheduling Interviews

CLEMSON HUMAN RESOURCES

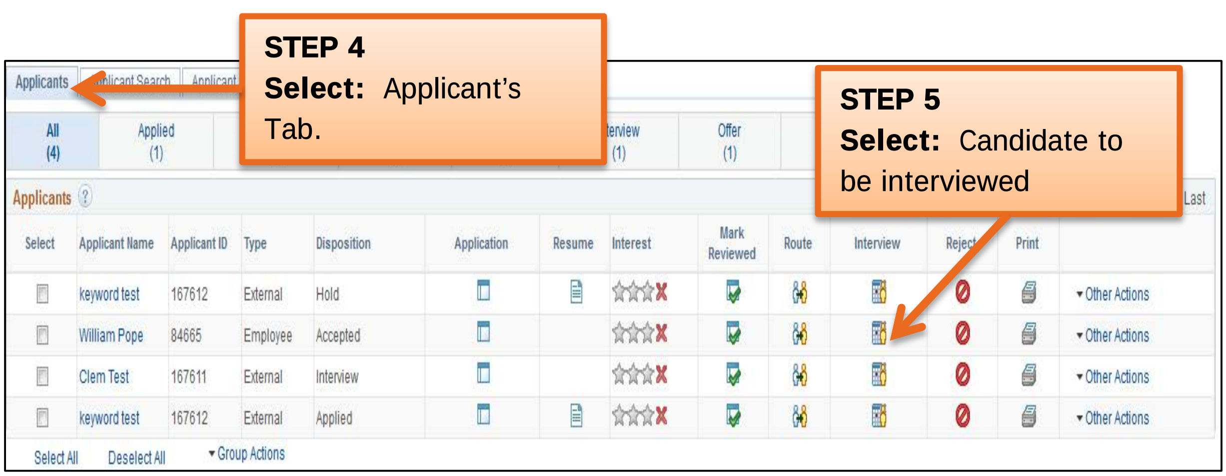
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.

STEP 2
Navigate to: Recruiting > Search Job Openings

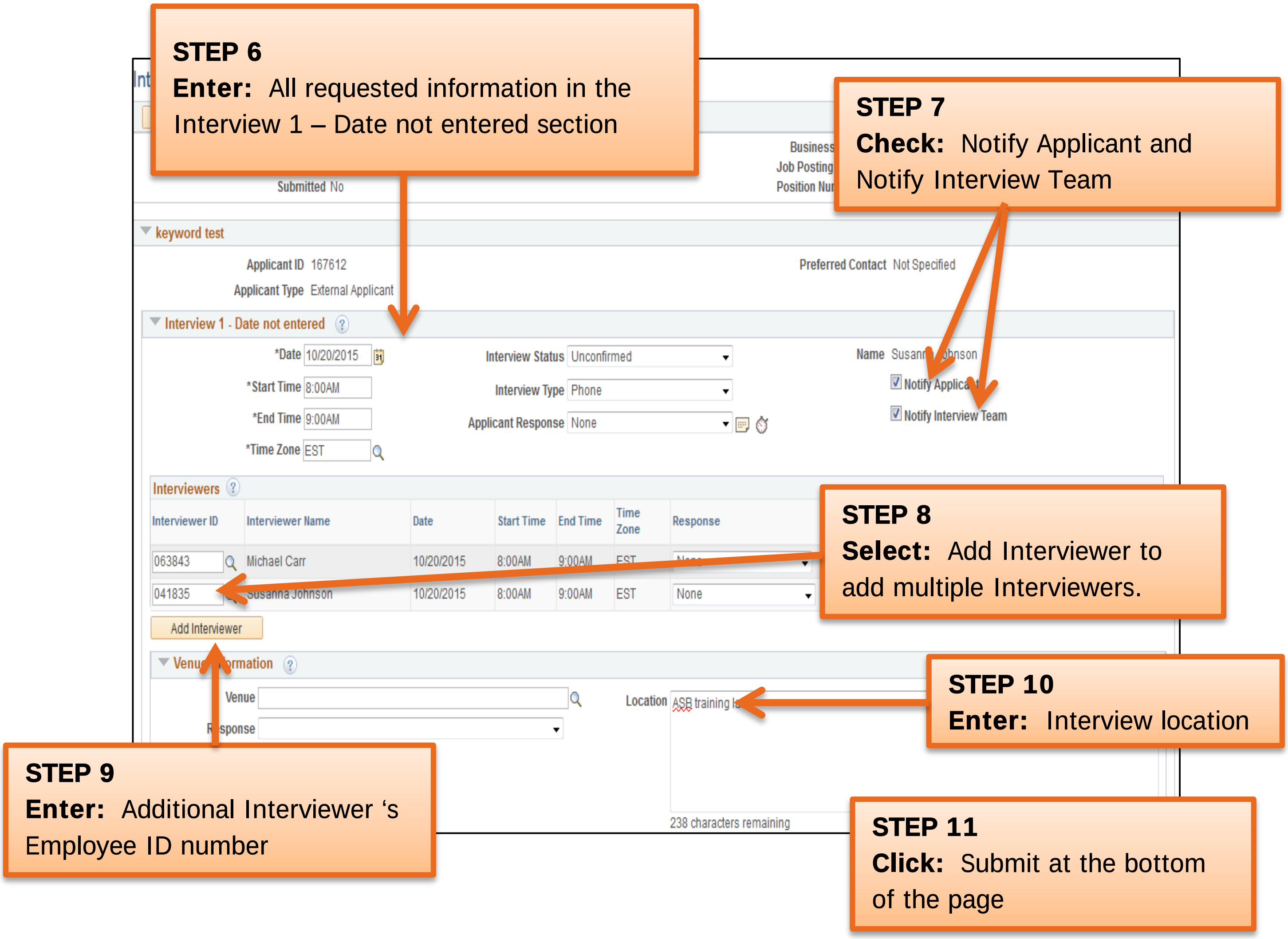




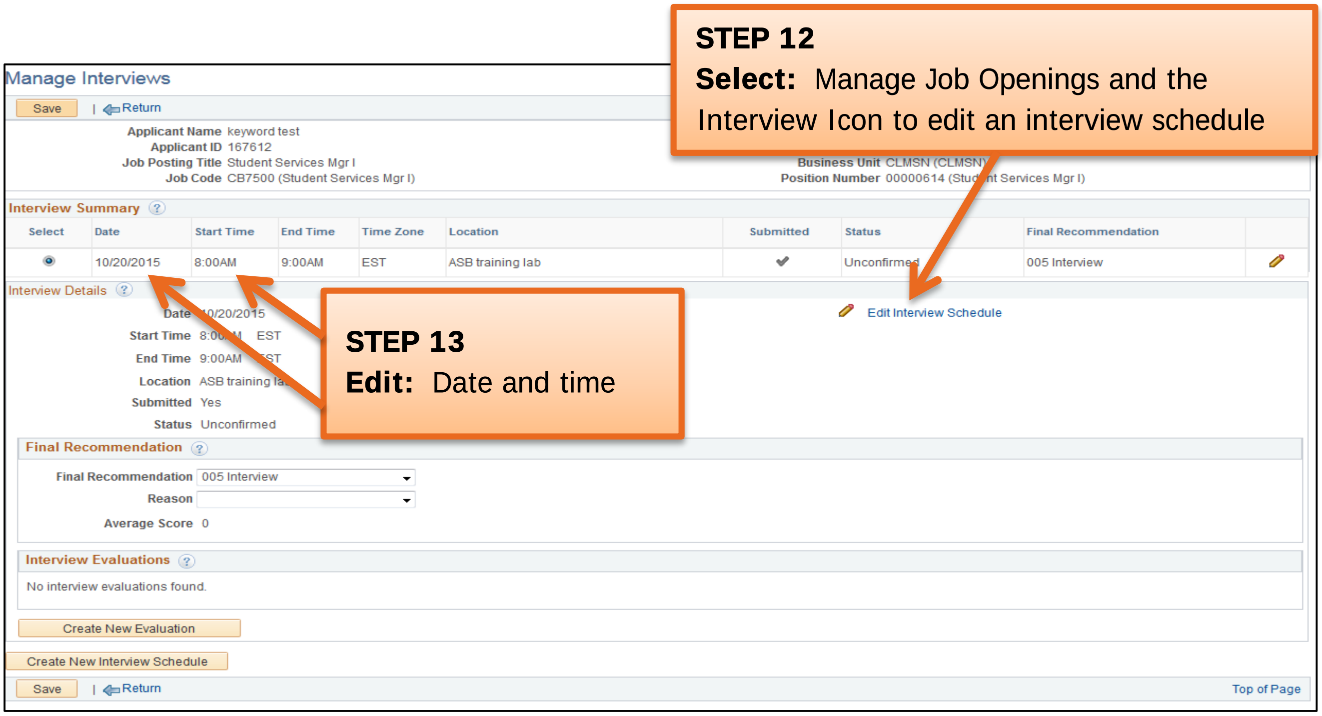
Important Information: Interviews are scheduled in PeopleSoft, after you have confirmed the date, time and location over the telephone, in order to create an accurate reflection of the candidate's experience as well as ensuring that calendar invitations are marked on the candidate's and interviewer's schedules. **Scheduling interviews also triggers an automatic notification to other candidates that they were not selected for this position.** This ensures a timely response that promotes



Quick Reference:
Scheduling Interviews



Important Information: Once the interview schedule is entered into PeopleSoft, the system will automatically notify the interview team and candidate via email that an interview has been scheduled. Candidates and interviewers will receive two emails: one including the interview details and one including a calendar invite that can be accepted and populated into an Outlook calendar.



CLEMSON

HUMAN RESOURCES

Submitting an Interview Evaluation

Overview

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

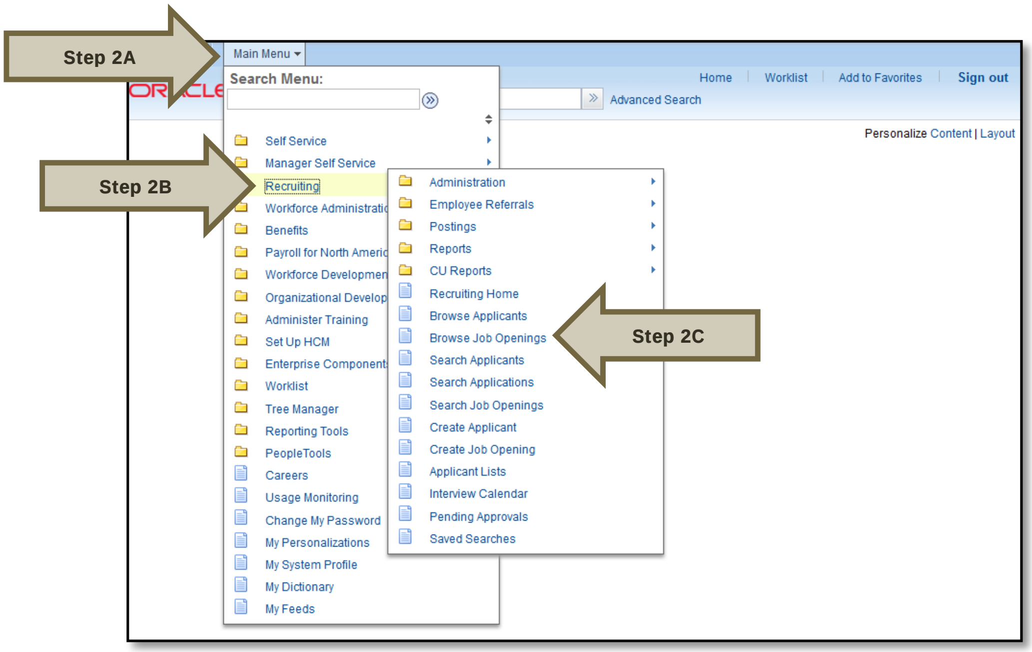
Summarize Interview Evaluation Forms

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

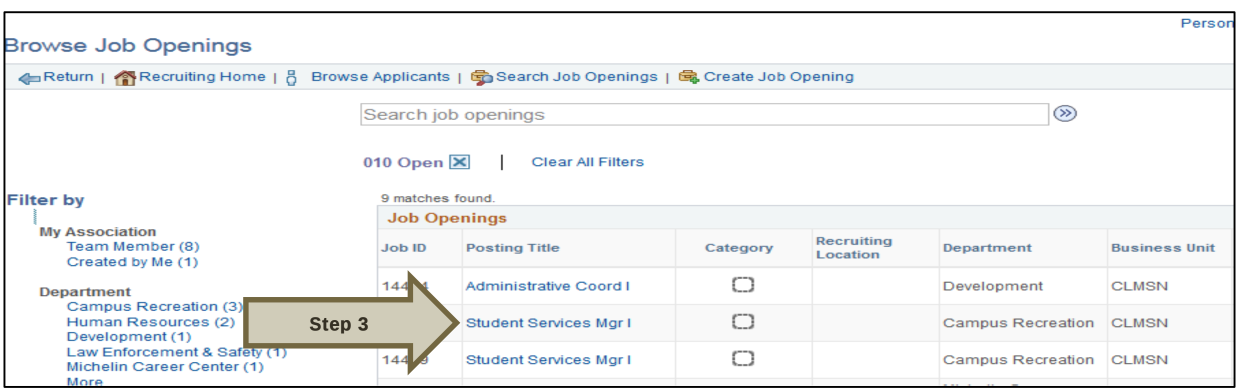
Enter an Interview Evaluation

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

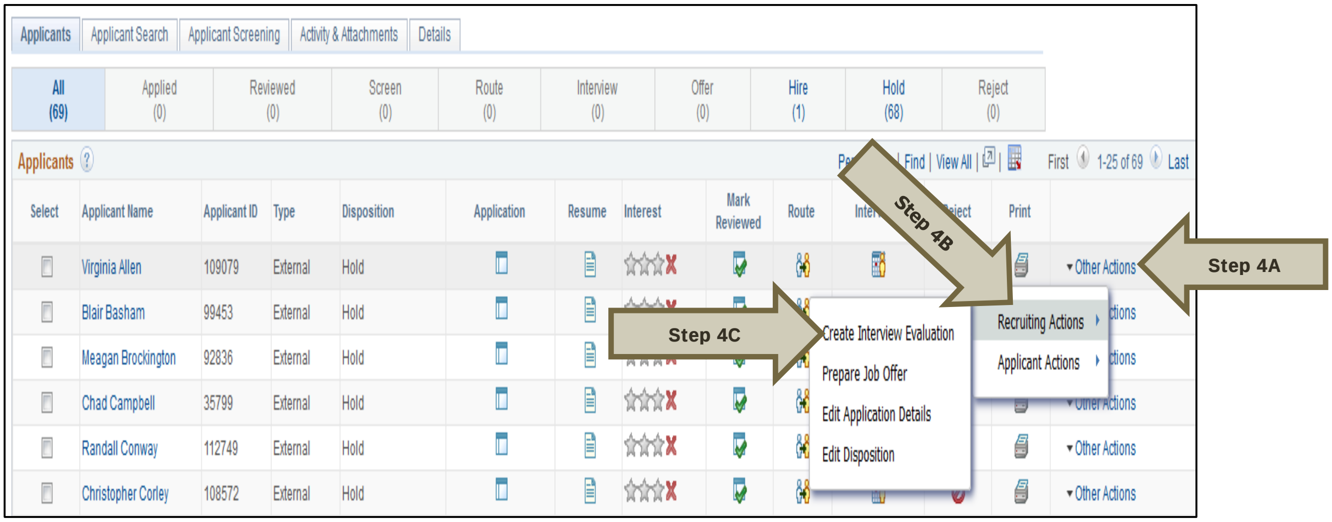
Step 2: Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.



Step 3: Select the posting title to access the job opening.



Step 4: Under the Applicants tab, (A) click Other Actions, (B) then choose "Recruiting Actions" and (C) "Create Interview Evaluation."



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

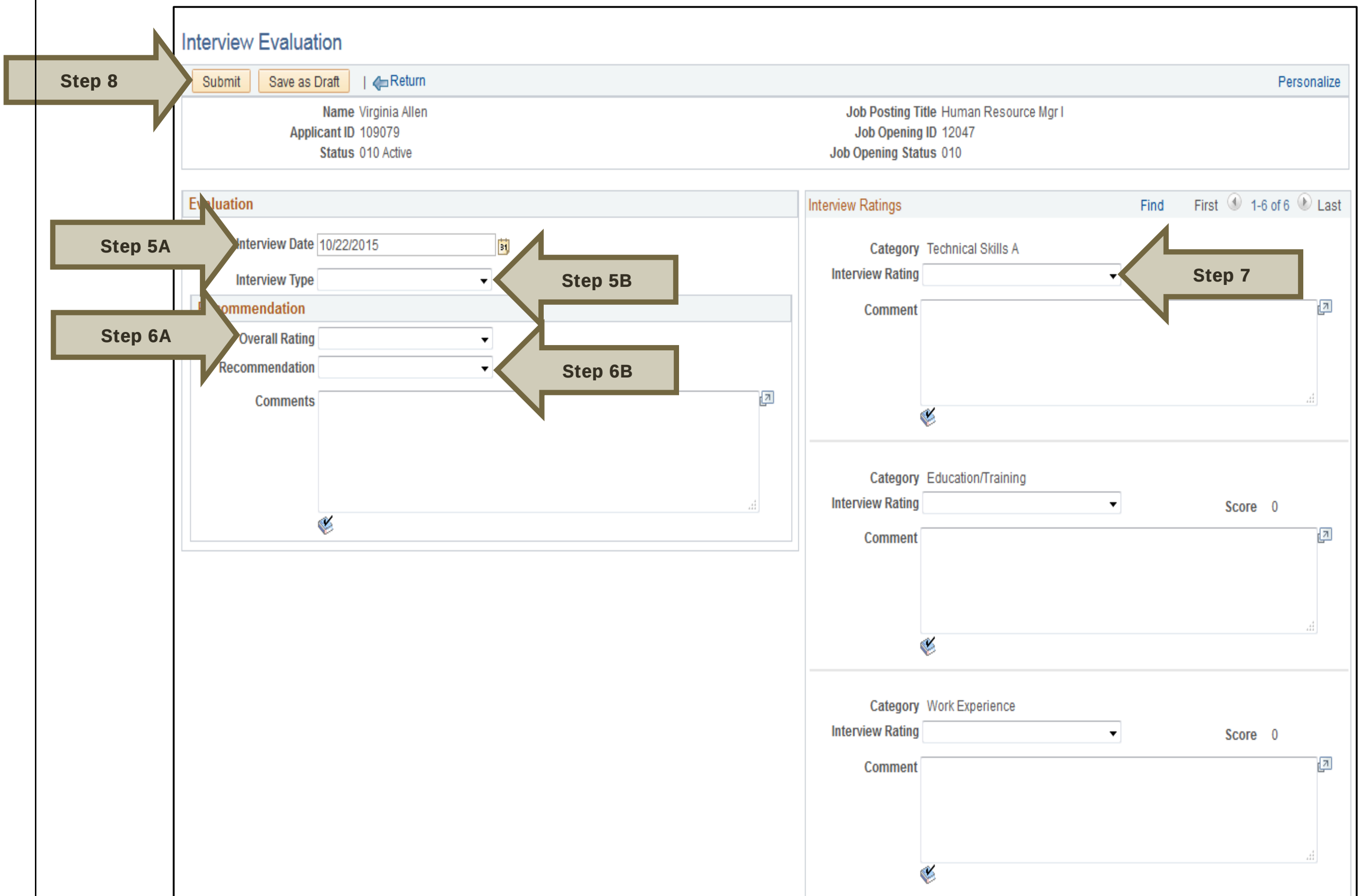
Step 5: Enter (A) the interview date and (B) the interview type.

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

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

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

Step 8: Select Submit to save the interview evaluation.



Troubleshooting

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

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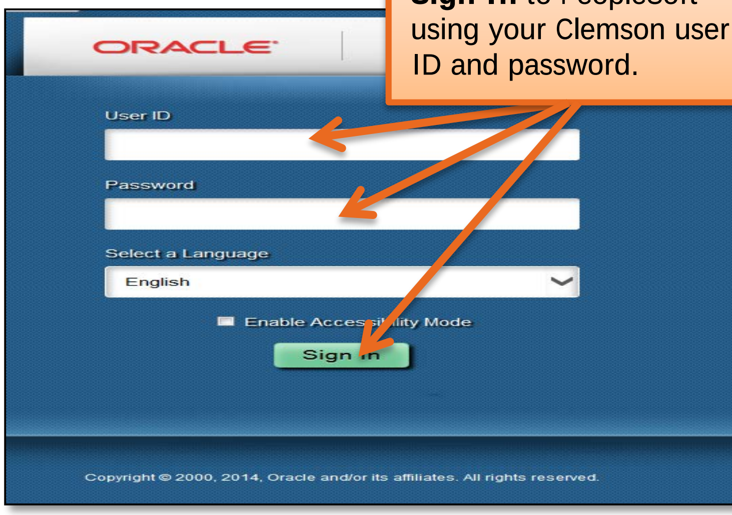
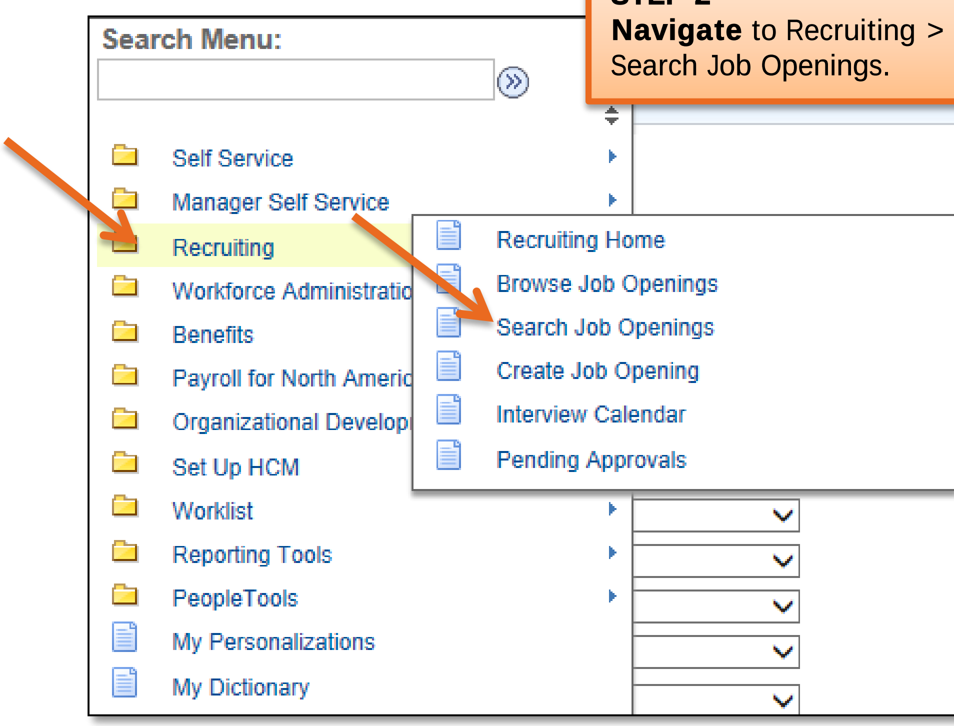
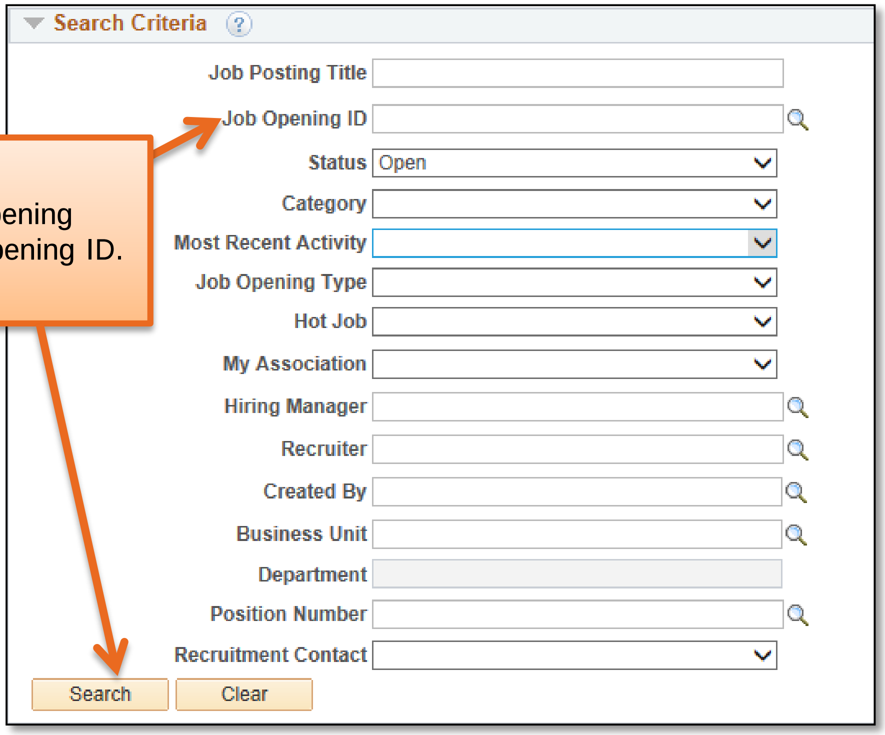
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.



STEP 2
Navigate to Recruiting > Search Job Openings.



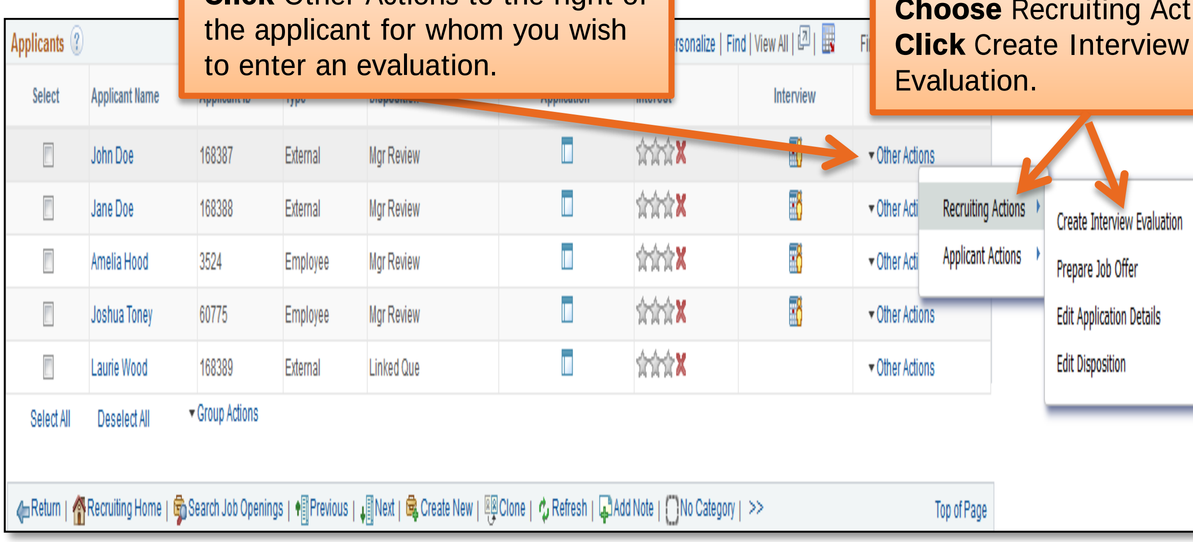


STEP 3
Enter the Job Opening number in Job Opening ID.
Click Search.

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

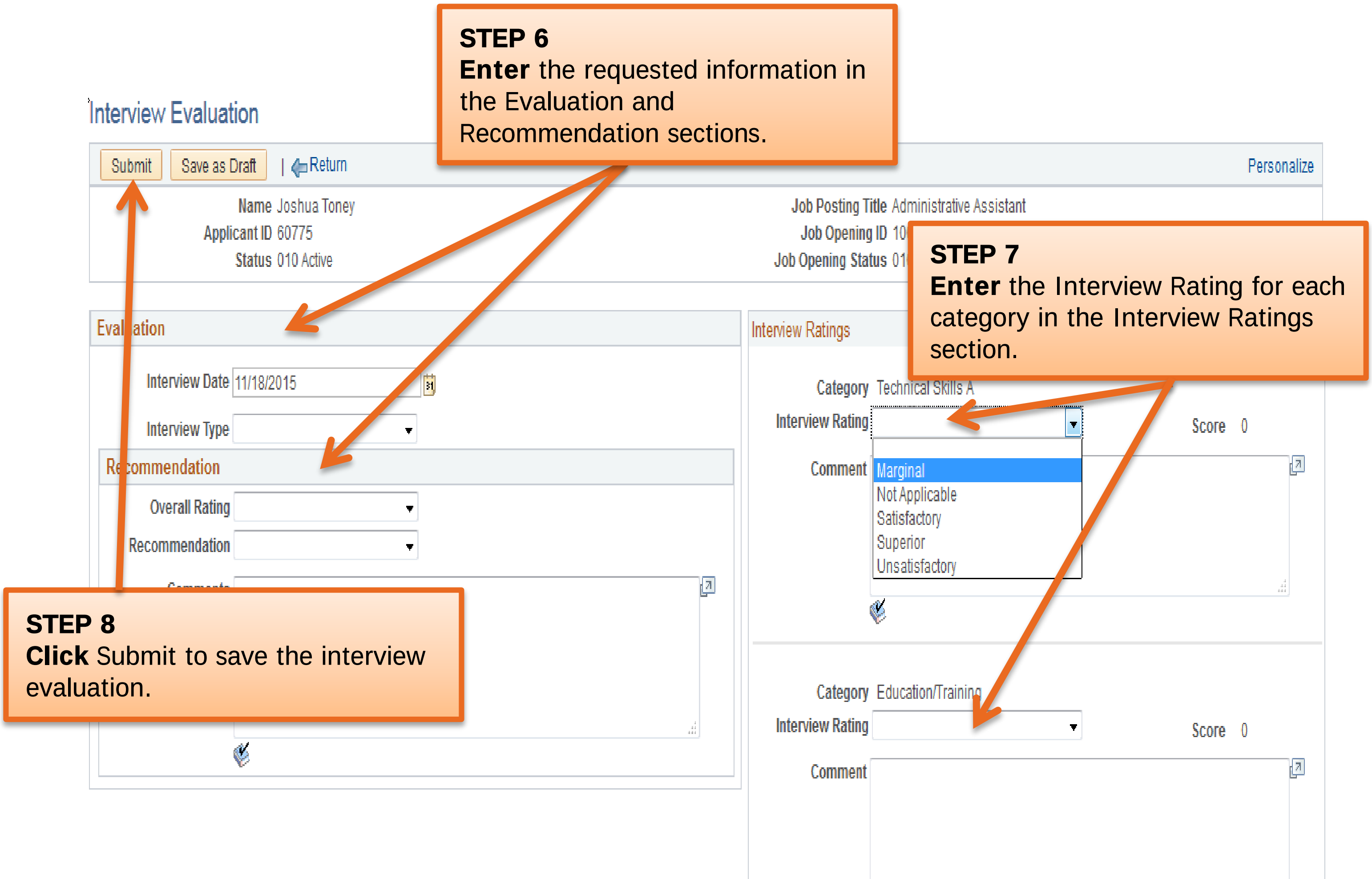
STEP 4
Click Other Actions to the right of the applicant for whom you wish to enter an evaluation.

STEP 5
Choose Recruiting Actions.
Click Create Interview Evaluation.



Quick Reference:
Submitting an Interview Evaluation

Important Information: Be sure to verify the Name, Applicant ID, Job Posting Title, and Job Opening ID.



Quick Reference:
Approving an Offer Letter

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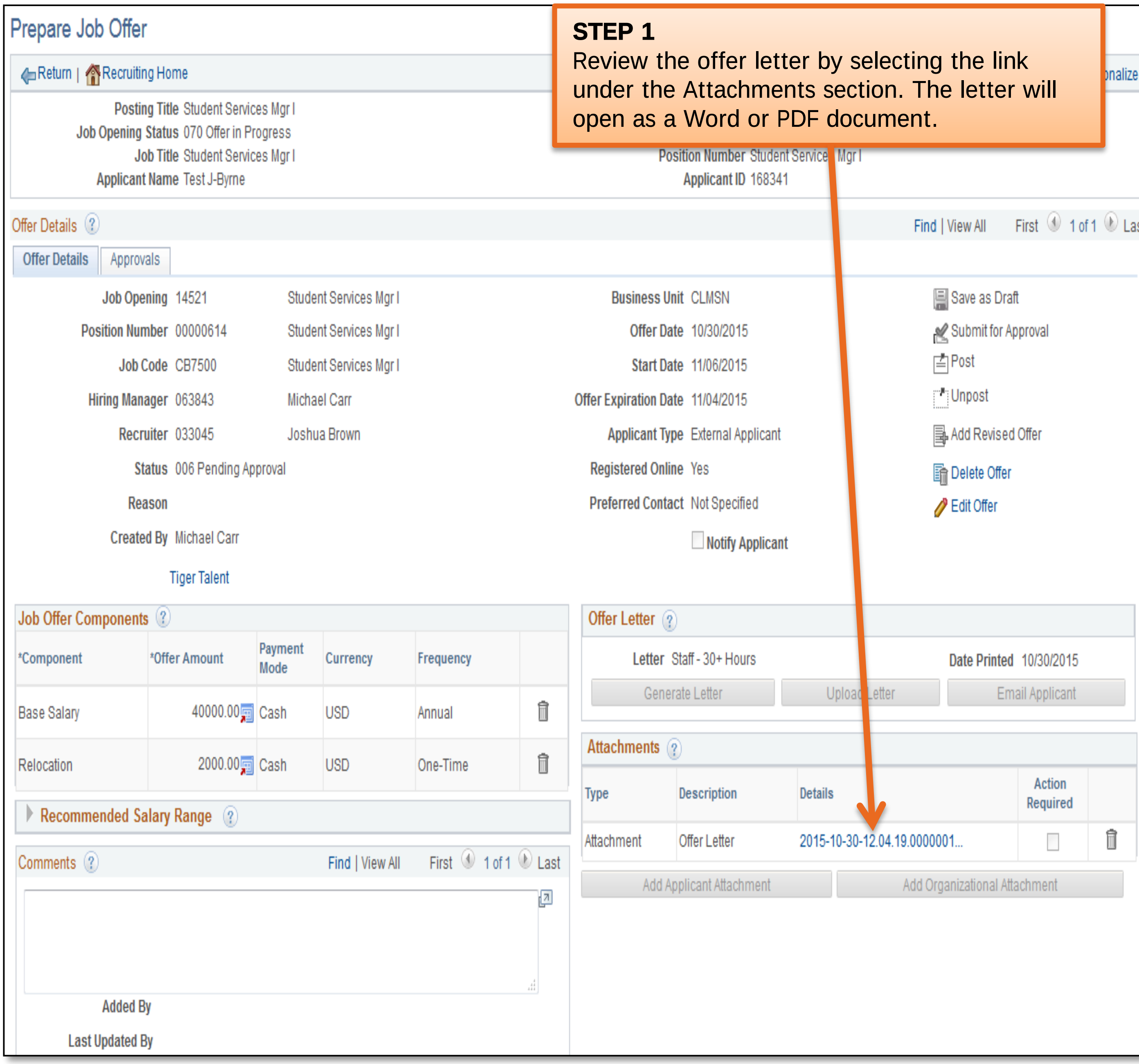
Important Information: Once an offer letter has been created and requires approval, you will be notified via email. Using the link in the email, log into PeopleSoft using your Clemson user ID and password. PeopleSoft will open displaying the Offer Details screen.

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



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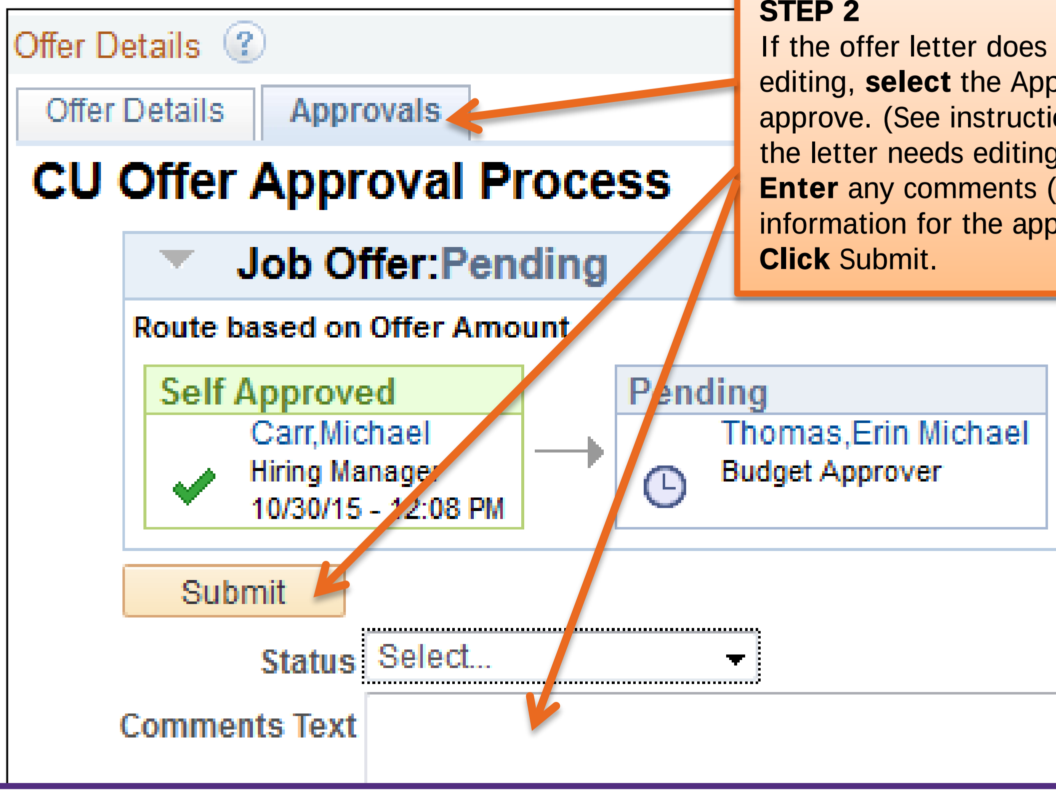

STEP 2
If the offer letter does not need editing, **select** the Approvals tab to approve. (See instructions below if the letter needs editing.)
Enter any comments (additional information for the applicant).
Click Submit.

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

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.

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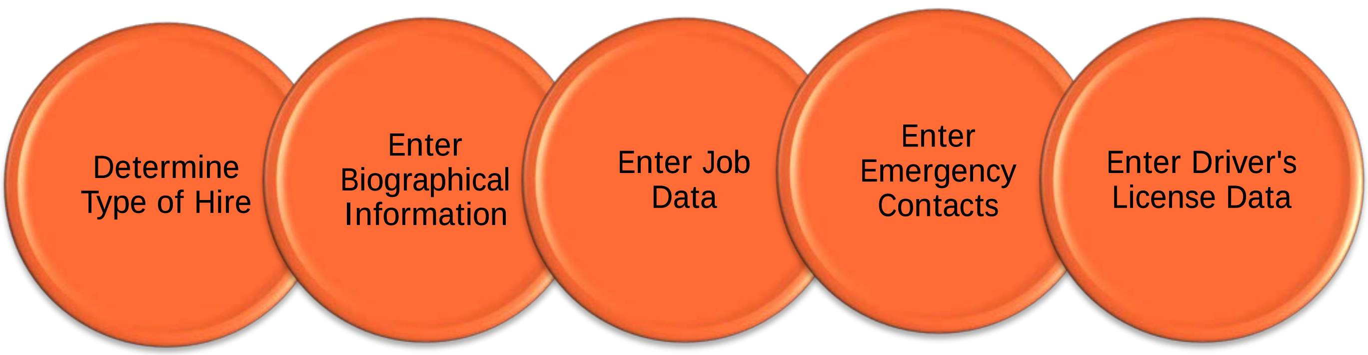
PeopleSoft:

Hire Transactions

Overview

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



Determine the Type of Hire

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

Additional Information: The types of hire entries include:

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

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

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

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

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

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

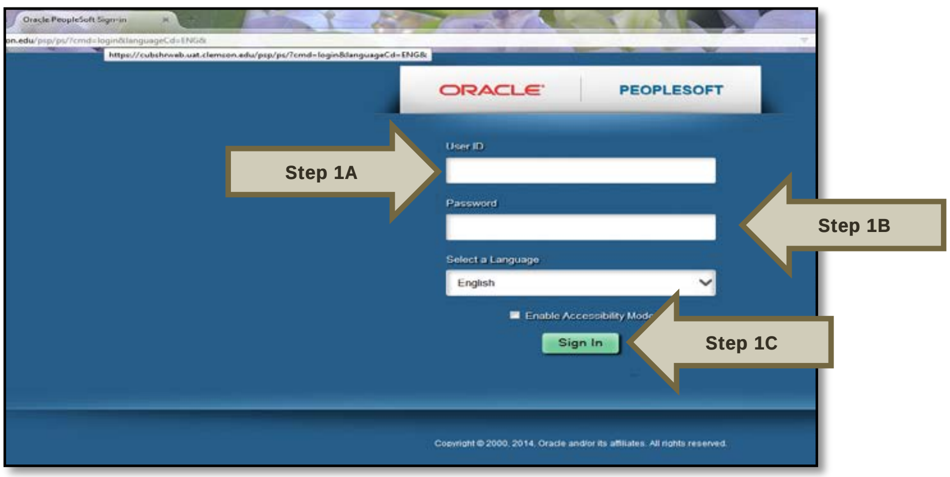
Rehire is the hire type used when the individual being hired into the position has previously worked for Clemson University and a job opening has not been created for the position. See the Rehire section (page 28) for more information. Note: If a job opening has been created, please use Manage Hires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

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

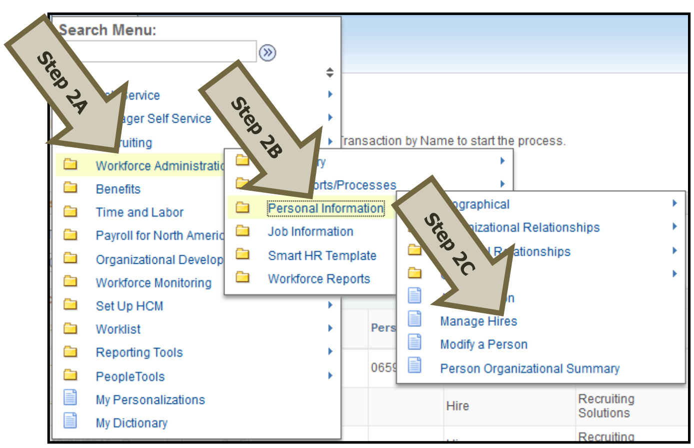
- Add Employment Instance is generally used for student employees who are working multiple part-time jobs across several departments.

Manage Hires

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



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

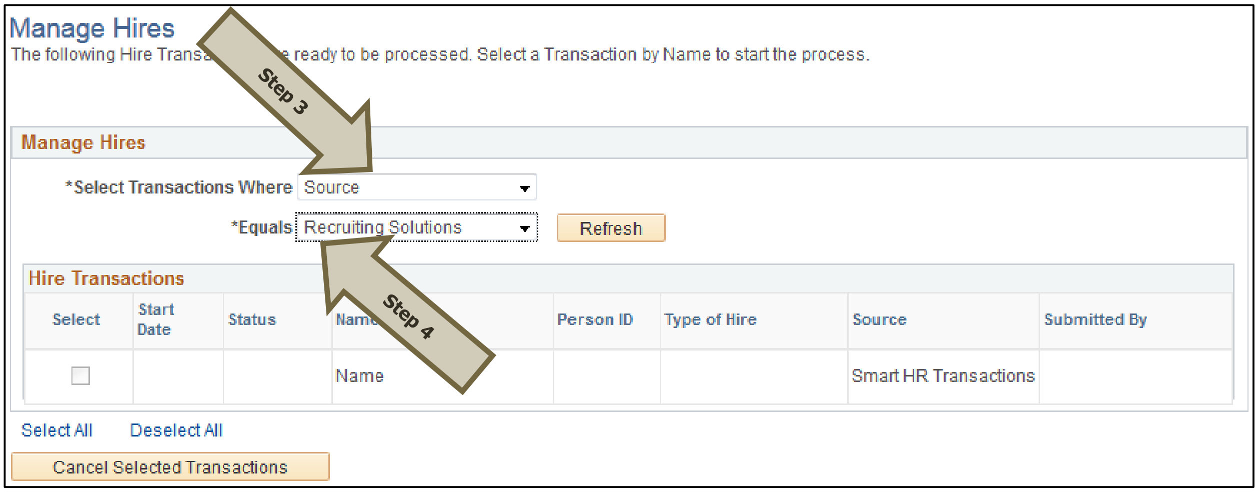


Additional Information: You will be directed to the Manage Hires page.

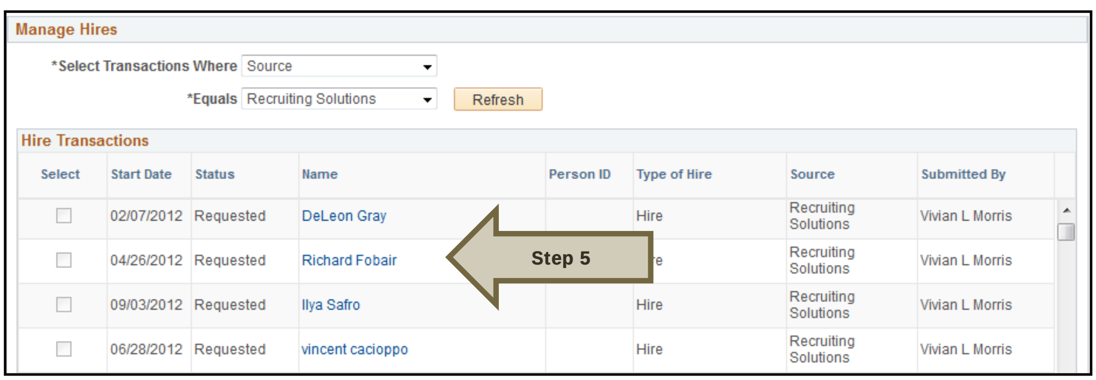
Step 3: Select “Source” from the Select Transactions Where drop-down menu.

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

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



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



Additional Information**:** You will be taken to the Manage Hires Detail page.

Step 6: Under the Job section, review the position information to ensure that you have accessed the correct position.

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

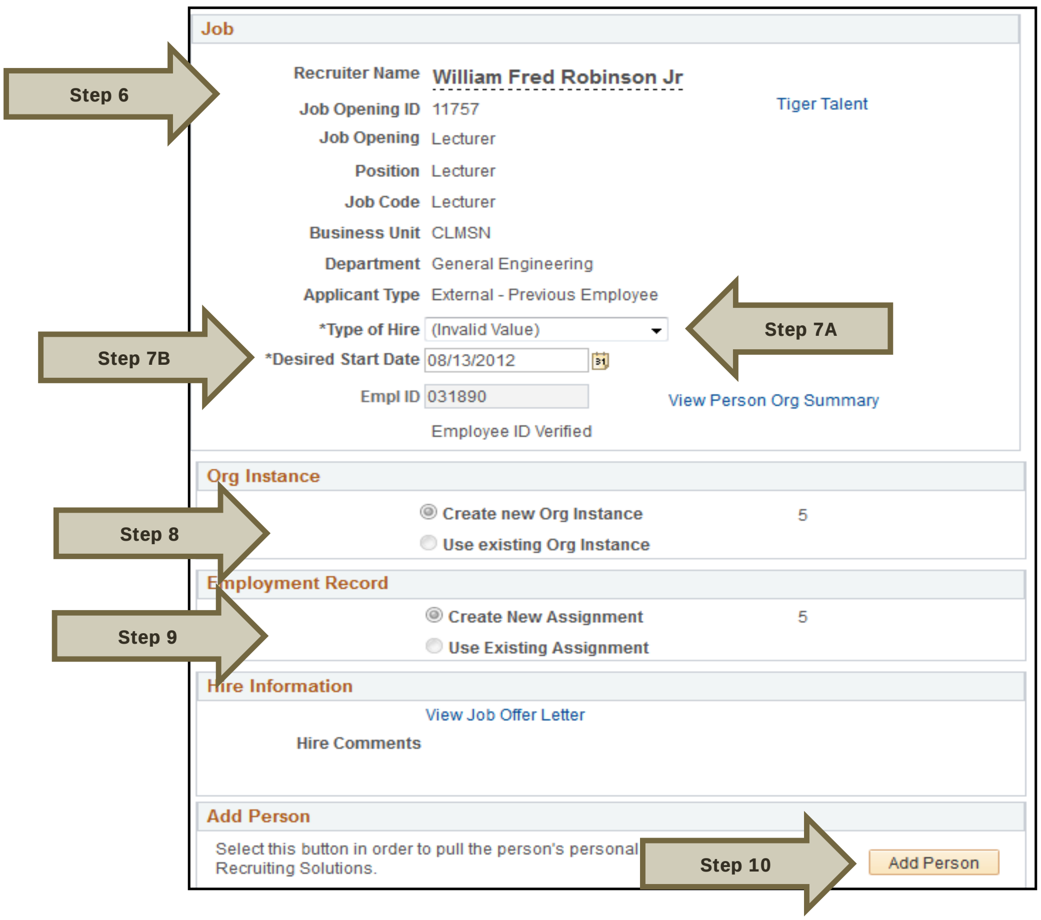
Step 8: If hiring a new employee, select Create new Org Instance in the Org Instance section. If rehiring a previous Clemson employee, select Use existing Org Instance.

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

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

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

Additional Information: If the employee's personal information is on file or was included on their application, the biographical details will automatically populate into the PeopleSoft record. If the employee's personal information is not on file, you will need to enter this information into the PeopleSoft record.



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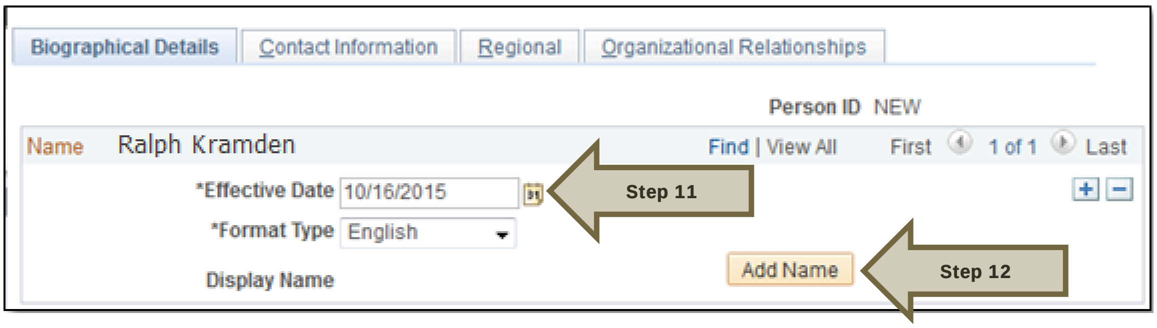
Step 11: Under the Biographical Details tab, enter today's date. **Note:** you will be able to change the effective date to the date of hire in the Job Data section.

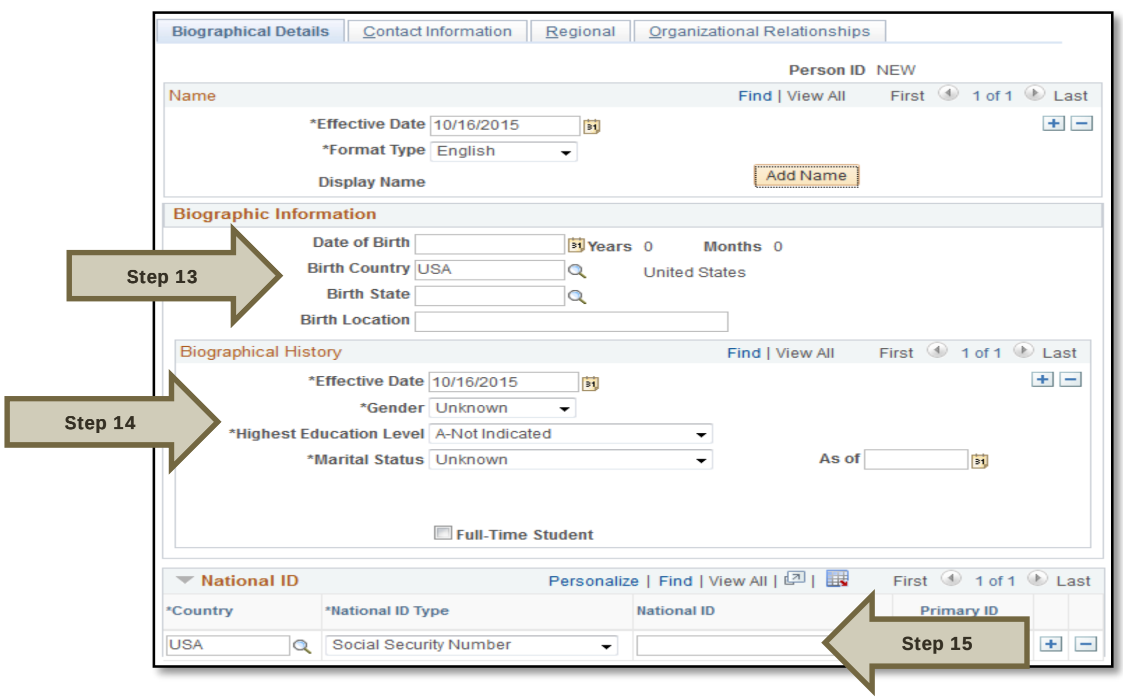
Step 12: The Display Name will show the name listed on the application. If the display name does not match the name on the employee's social security card, you will need to edit the name in PeopleSoft such that they are exactly the same. To edit the name, click Add Name and complete the appropriate fields.



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

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

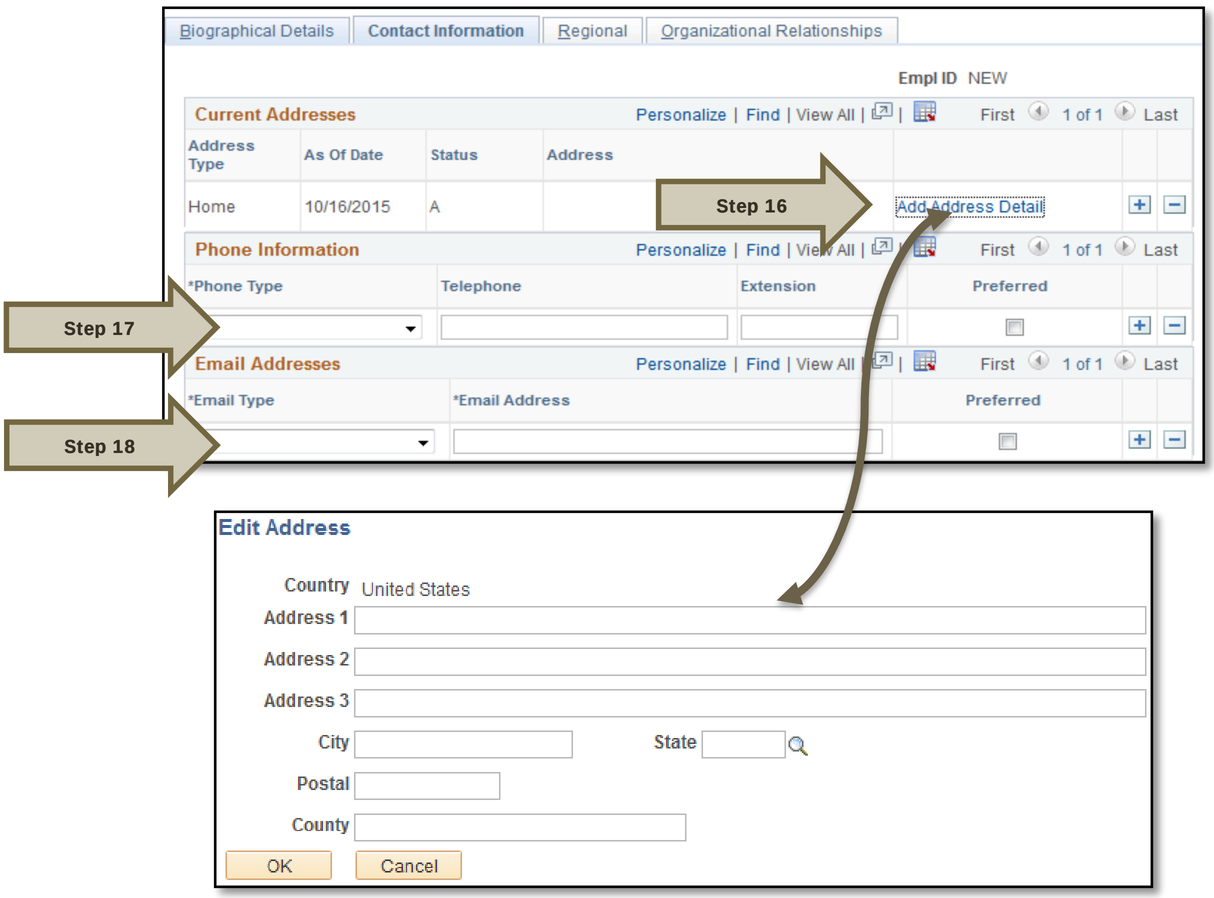
Step 15: In the National ID section, select "Social Security Number" from the National ID Type drop-down menu. Enter the social security number (no dashes) in the National ID field.



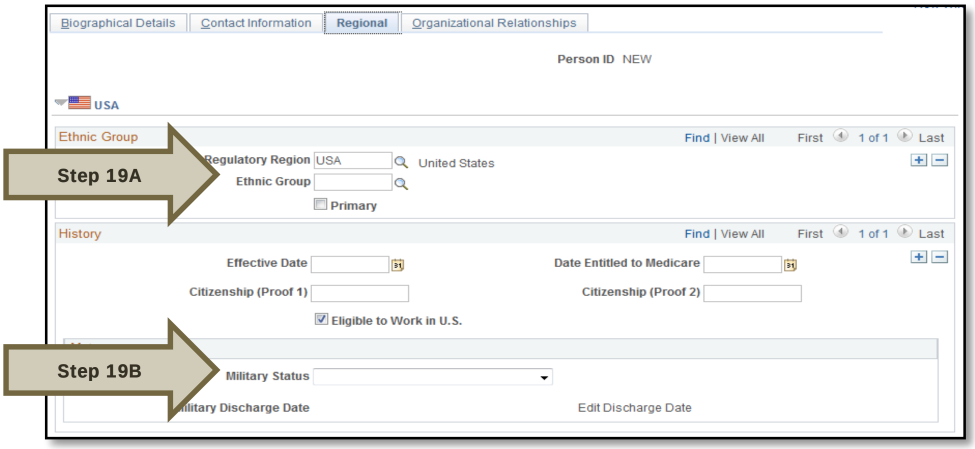
Step 16: Select Add Address Details and then Add Address to enter the employee's address information. Enter all requested address information in the Edit Address section and click OK. At least one home address must be listed.

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

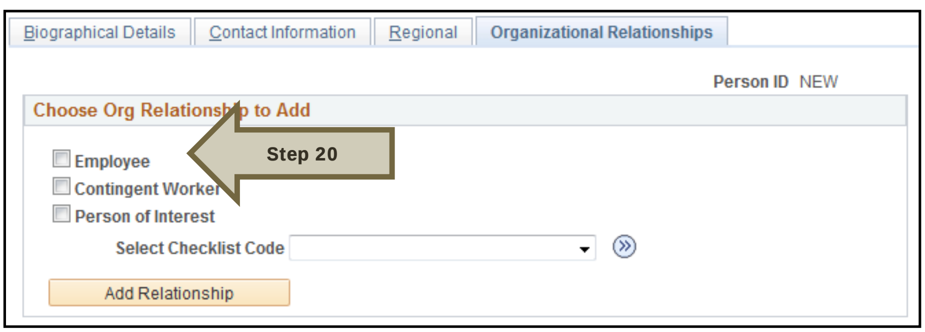
Step 18: Select from the Email Type drop-down menu and enter the email address. Do not check a preferred email address as PeopleSoft will automatically generate a business email address overnight.



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



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



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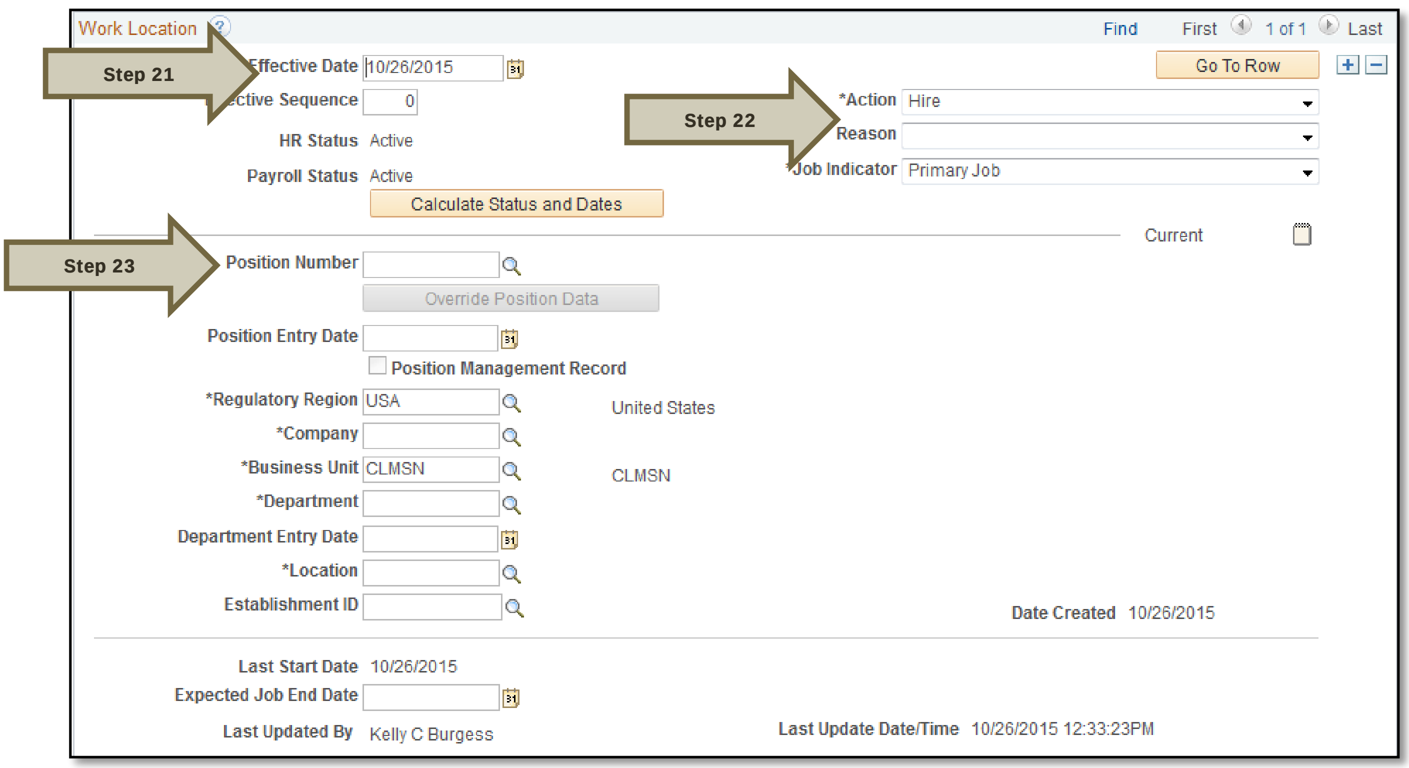
Step 21: Click the Work Location tab and enter the Effective Date (Hire Date) the employee will begin work. If hiring a new employee, this should match the effective date provided in the personal information.

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

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

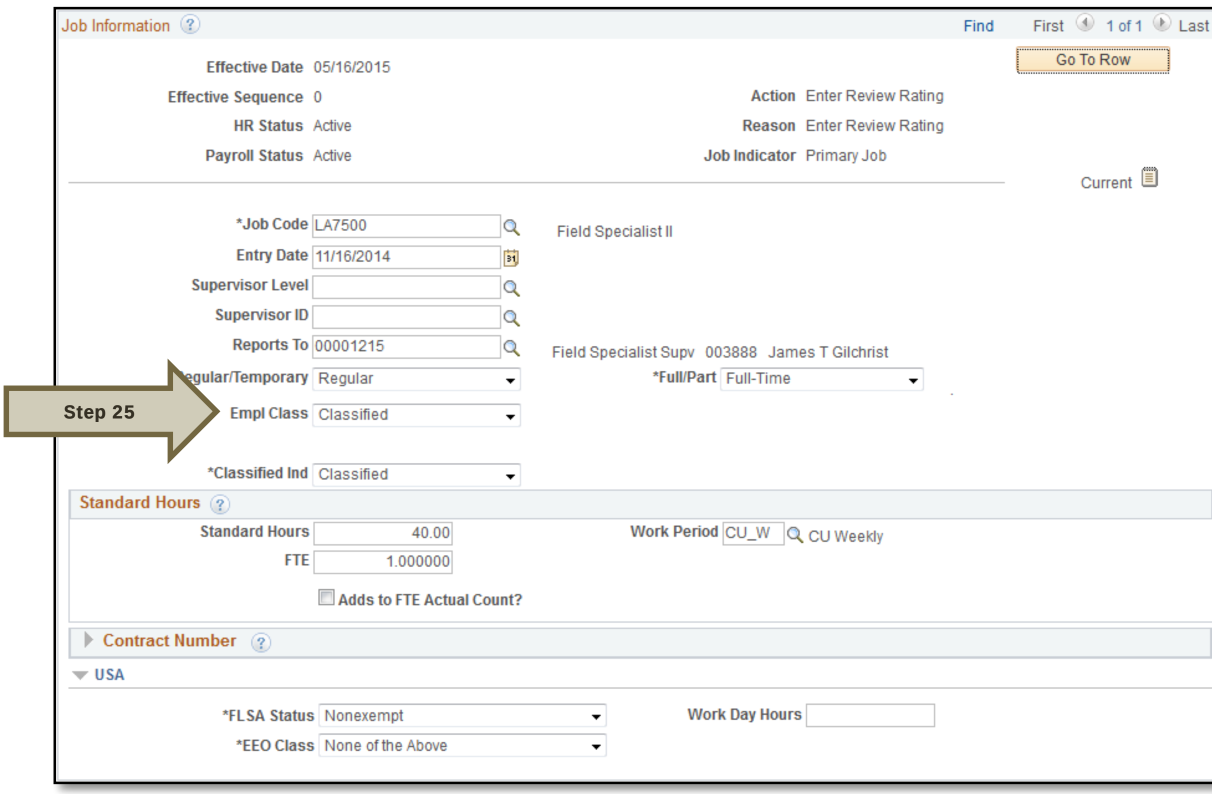
Step 23: Verify the position number.



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

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

Additional Information: Do not change the FLSA or EEO class information.



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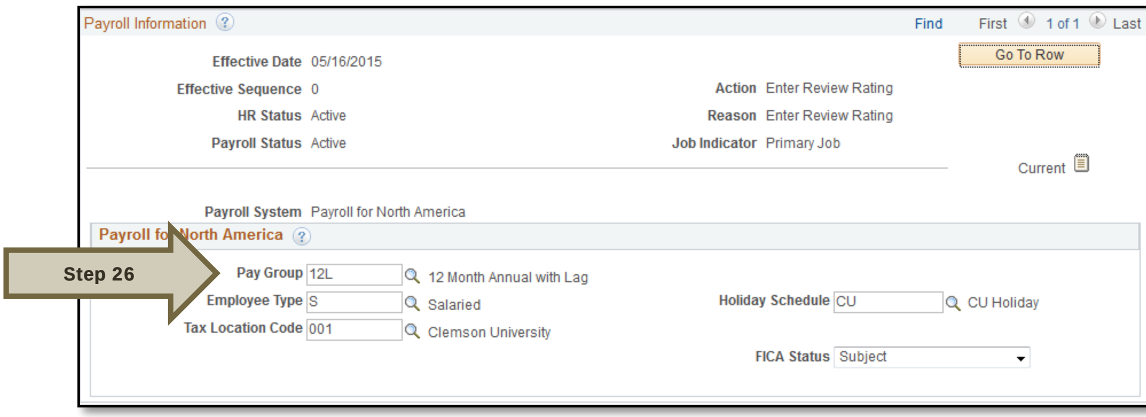
Step 26: Click the Payroll Information tab and choose the applicable Pay Group from the options provided using the magnifying glass.

Pay groups include:

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



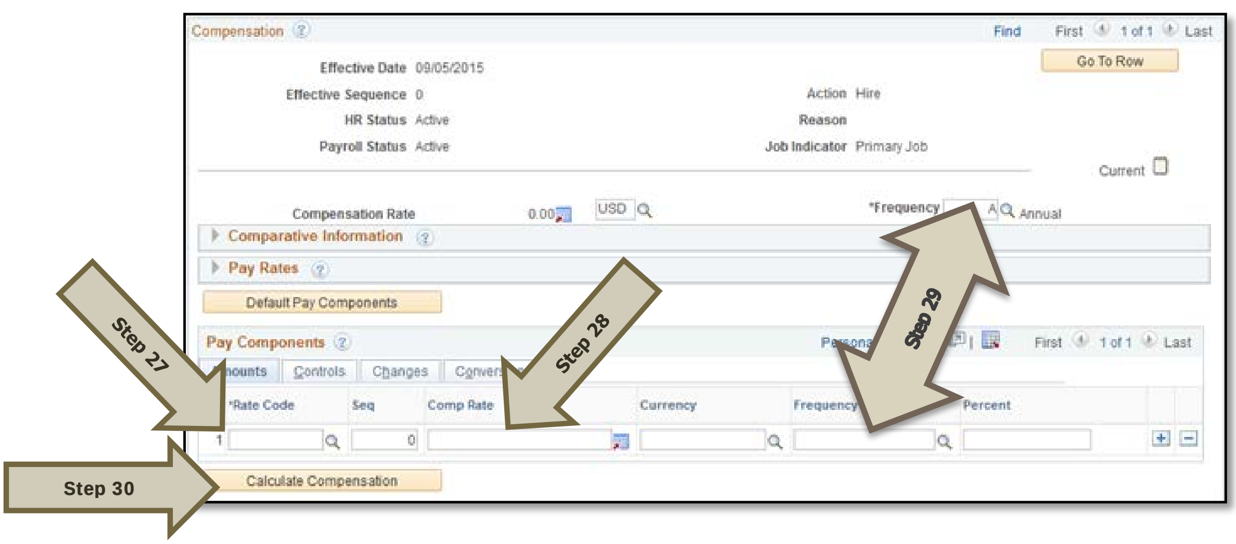
Step 27: Click on the Compensation tab and select the Rate Code.

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

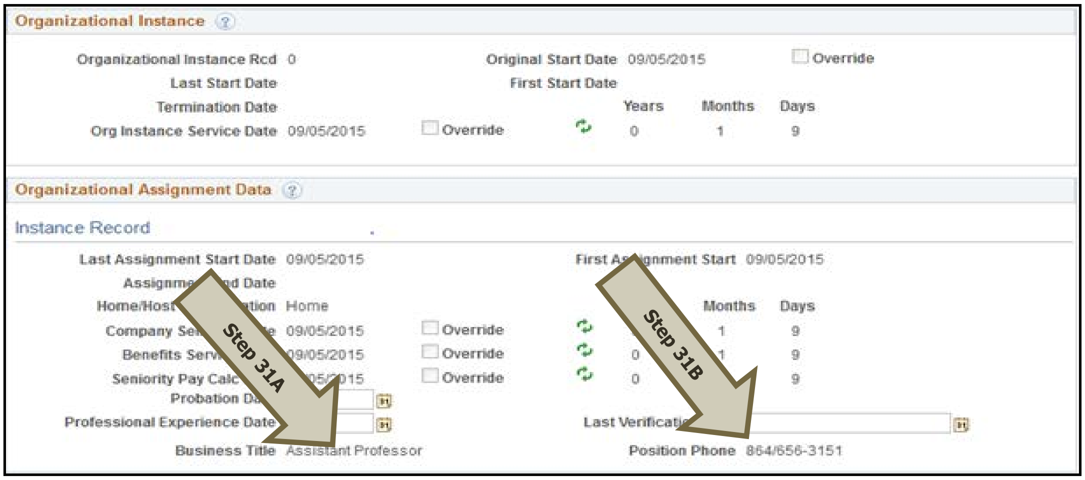
Step 28: Enter the Comp Rate, which is either the employee's annual salary or the hourly rate (if paid by the hour).

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

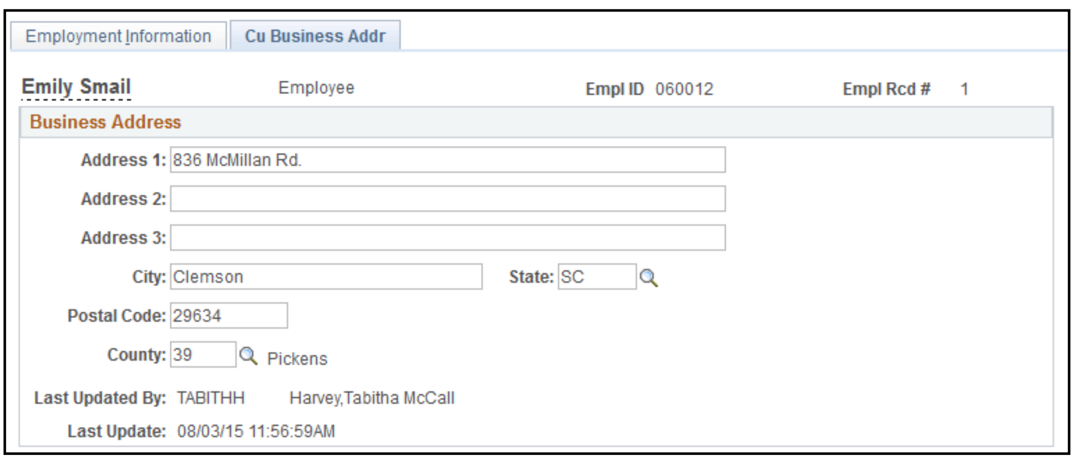
Step 30: Click Calculate Compensation.



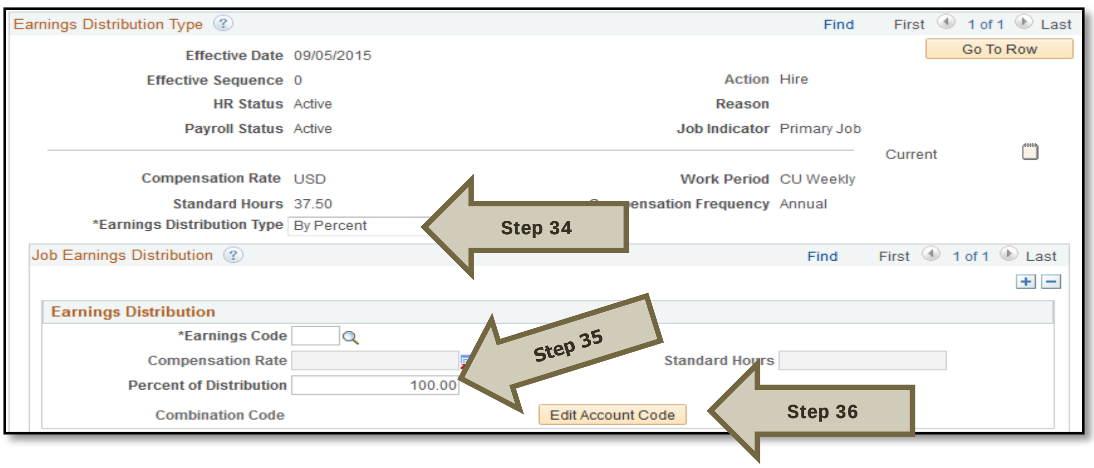
Step 31: Click on the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.



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

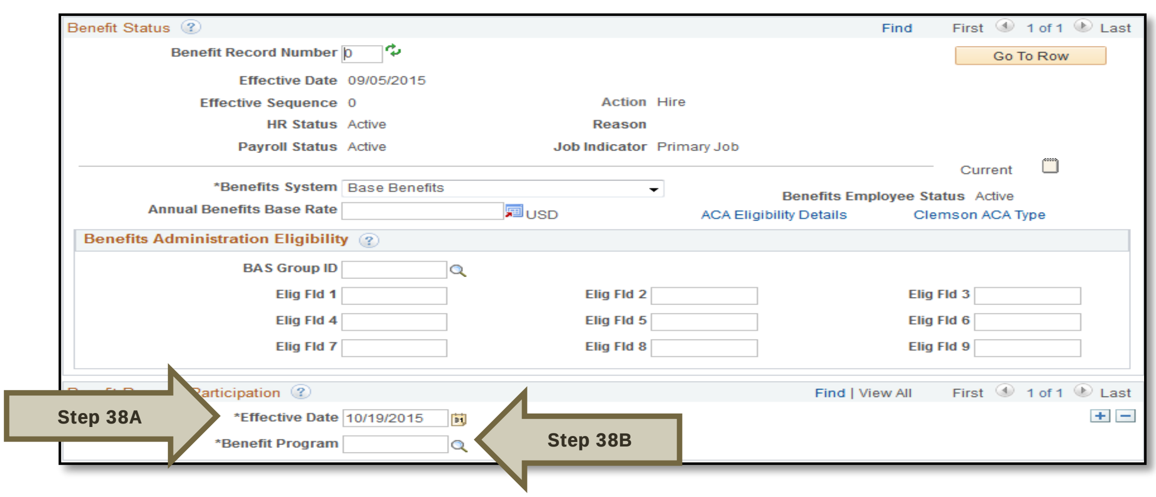


Step 33: Choose the Earnings Distribution tab and enter the account codes.
Step 34: Select either "By Percent" or "By Amount" as the Earnings Distribution Type.
Step 35: Enter the Percent of Distribution or the Amount for each account code.
Step 36: Click Edit Account Code to enter the combination code.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



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

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

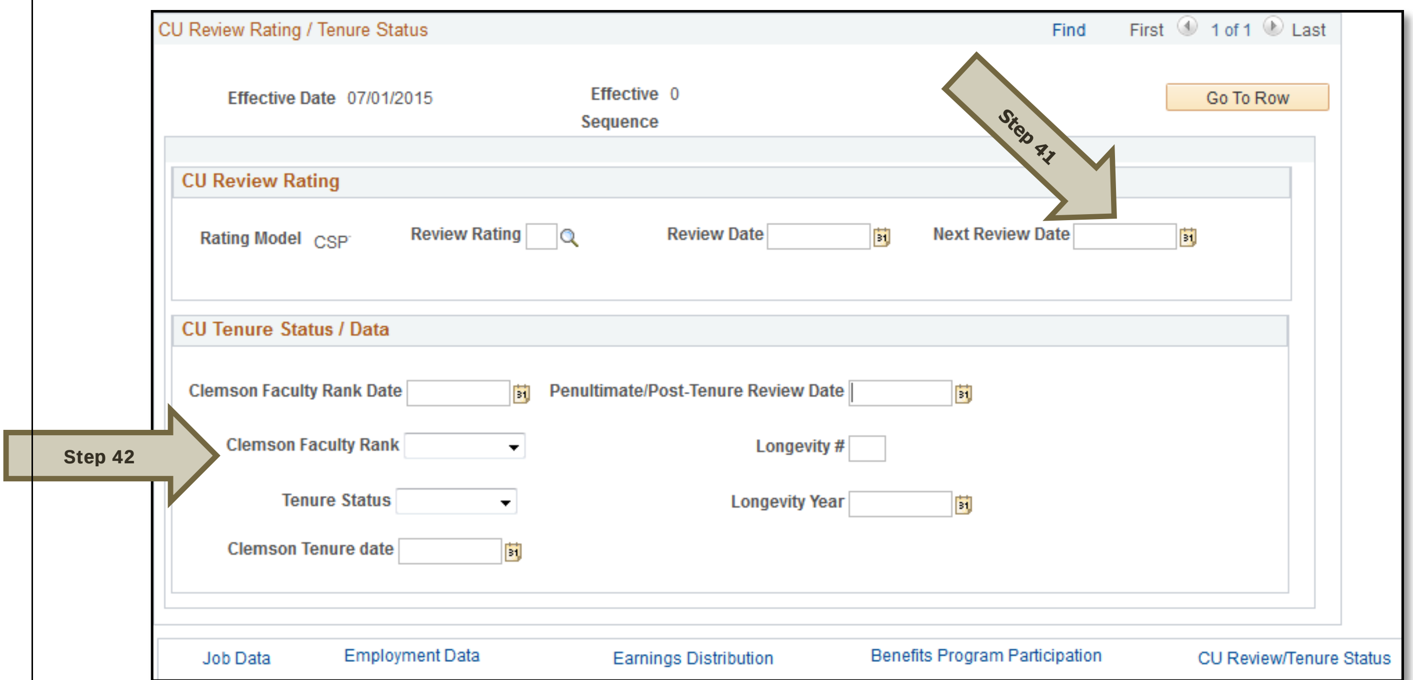


Additional Information: Ensure the effective date in the Benefits Program Participation section matches the effective date in the hire record.

Step 40: Select the CU Review/Tenure Status tab to enter the new employee's next review date or tenure information.

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

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

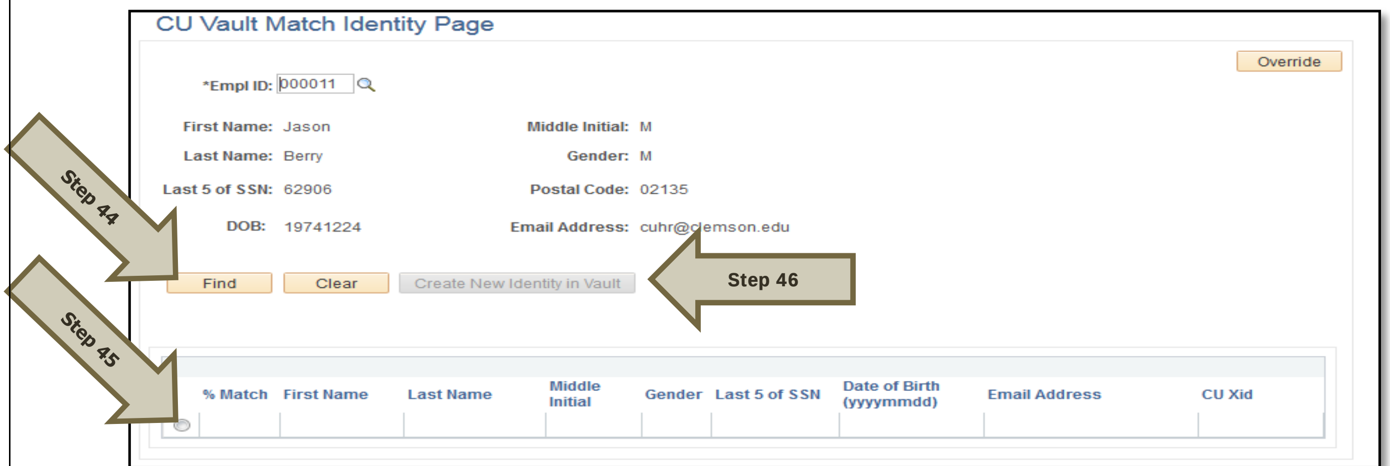


Step 43: Click Ok to be taken to the vault matching page. The employee's ID number and personal information appear on the page.

Step 44: Click Find to determine if a CUID already exists for this employee.

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

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

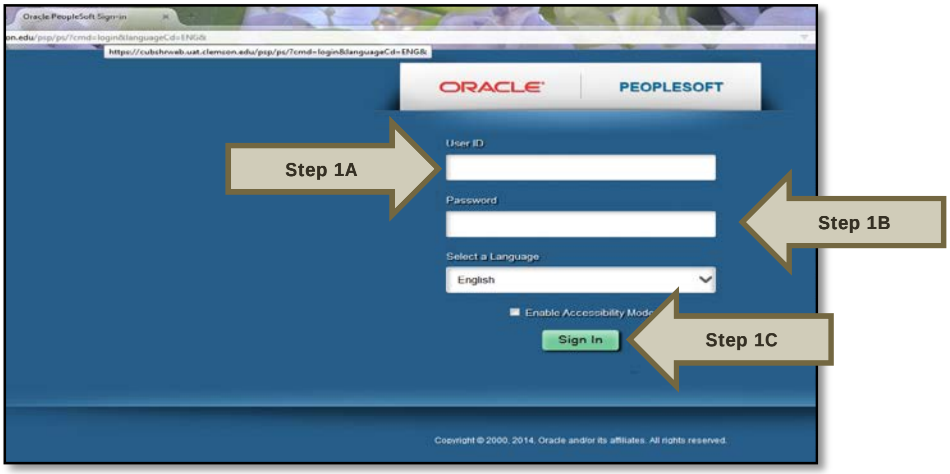


Additional Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the *ACA Override Type* quick reference for instructions.

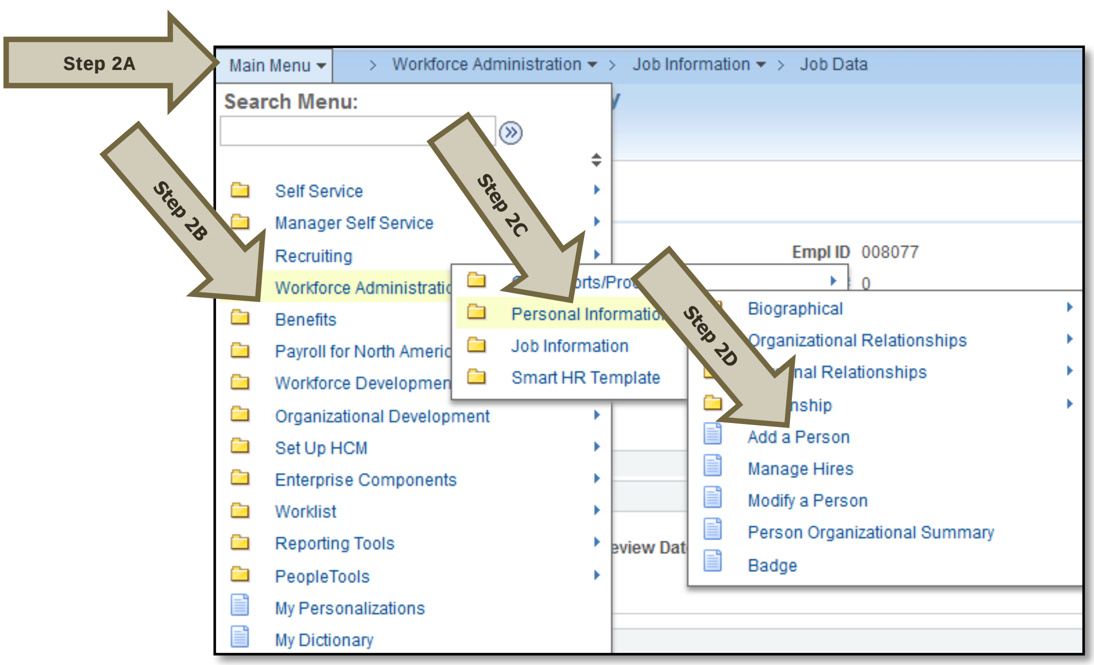
Add a Person

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

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



Step 2: Navigate to (A) Main Menu > (B) Workforce Administration > (C) Personal Information > (D) Add a Person.



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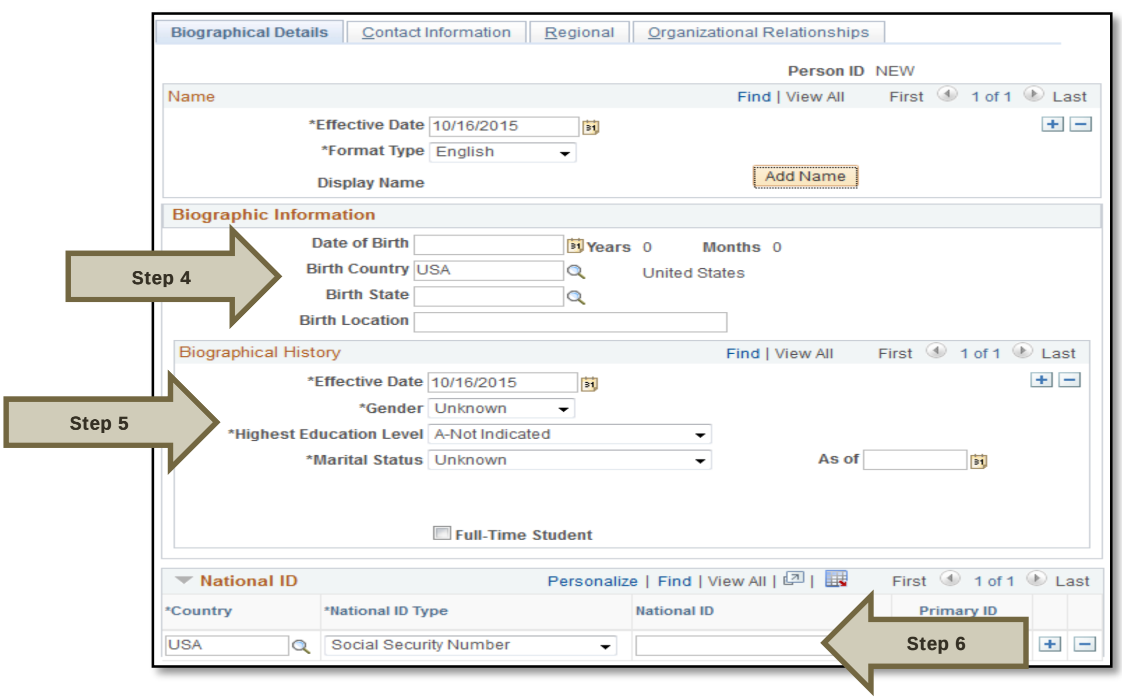
Step 3: Click Add Person to enter the employee's personal information into the PeopleSoft record.

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

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

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

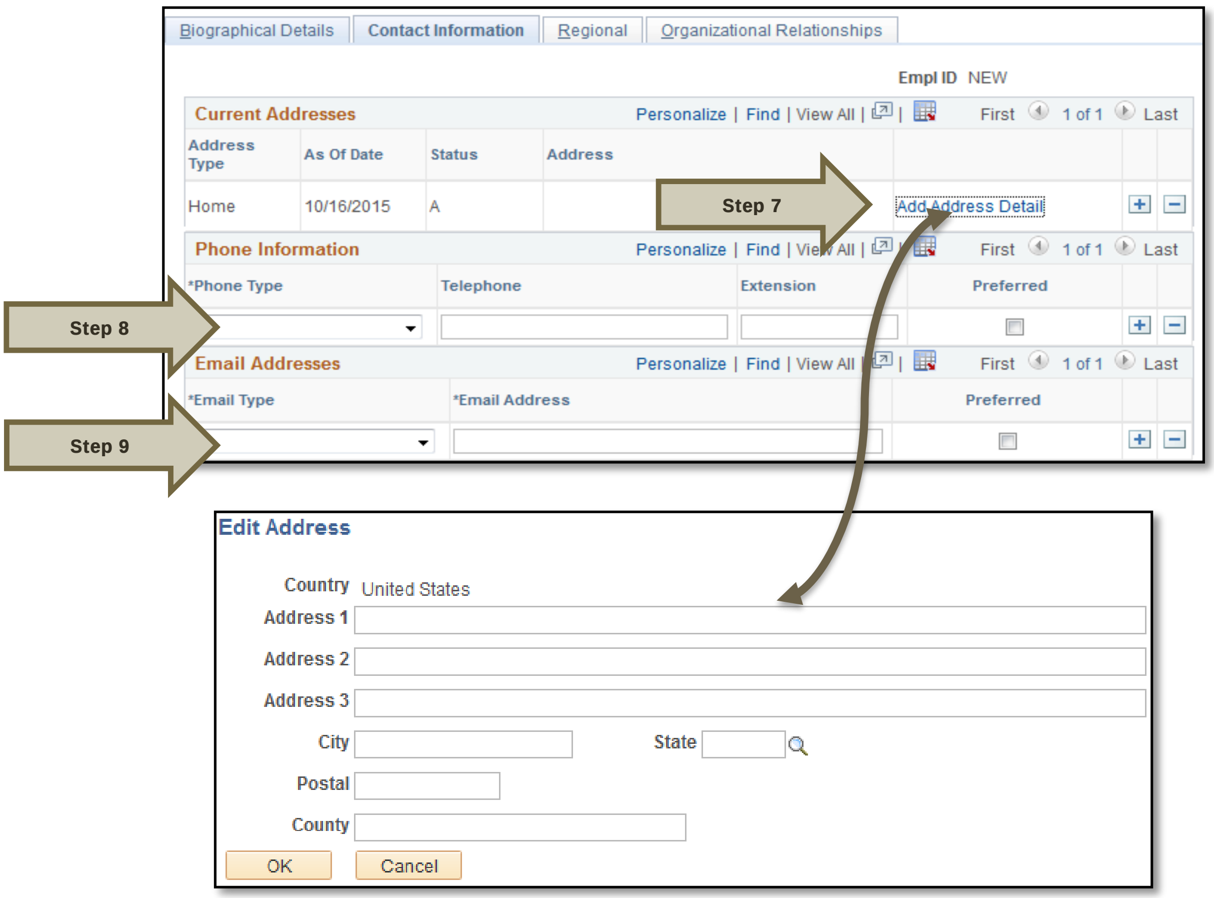
Step 6: Under the National ID section, select "Social Security Number" from the National ID Type drop-down and enter the social security number (no dashes) in the National ID field.



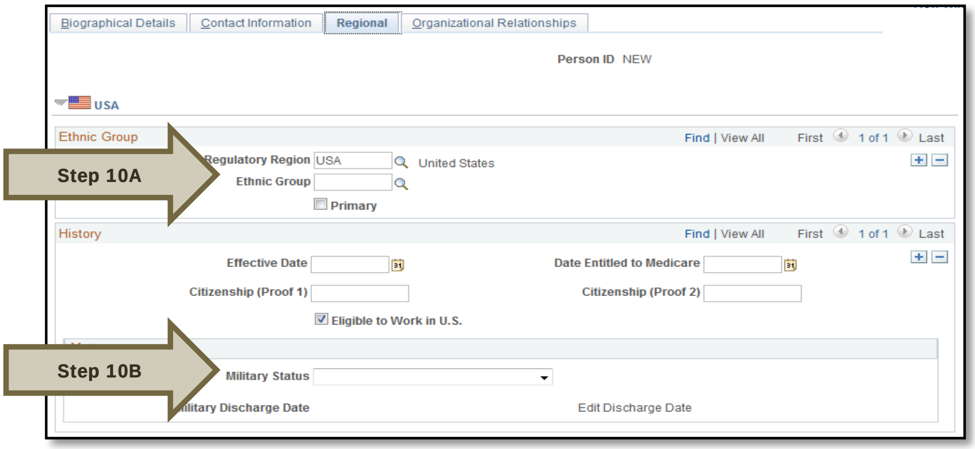
Step 7: Select Add Address Details then Add Address to enter the employee's address information. Enter the address and click OK. At least one home address must be listed.

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

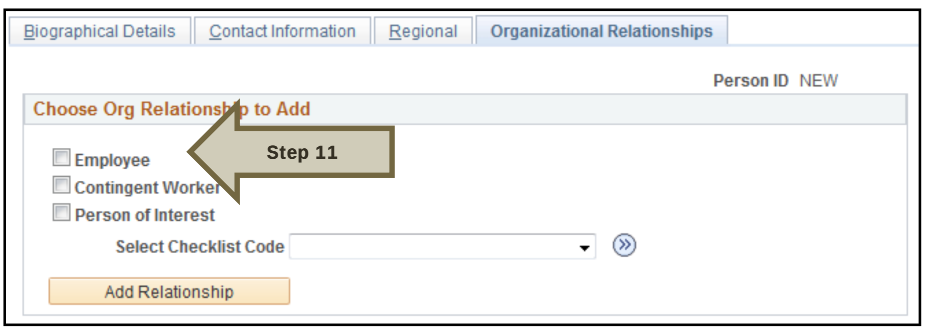
Step 9: Select from the Email Type drop-down menu and enter the email address. Do not check a preferred email address, as PeopleSoft will automatically generate a business email address overnight.



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



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

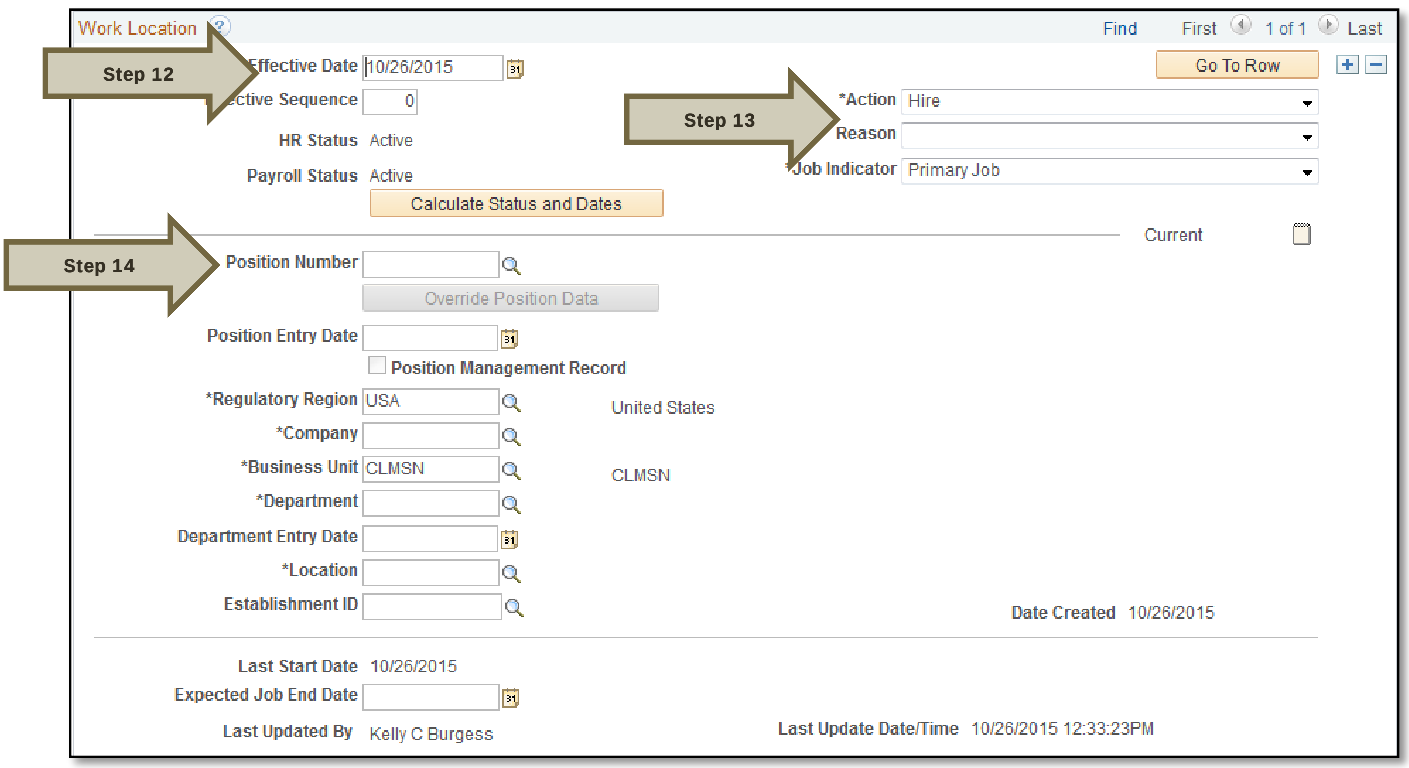


Step 12: Click the Work Location tab and enter the Effective Date (Hire Date) the employee will begin work. If hiring a new employee, this should match the effective date provided in the personal information.

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

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

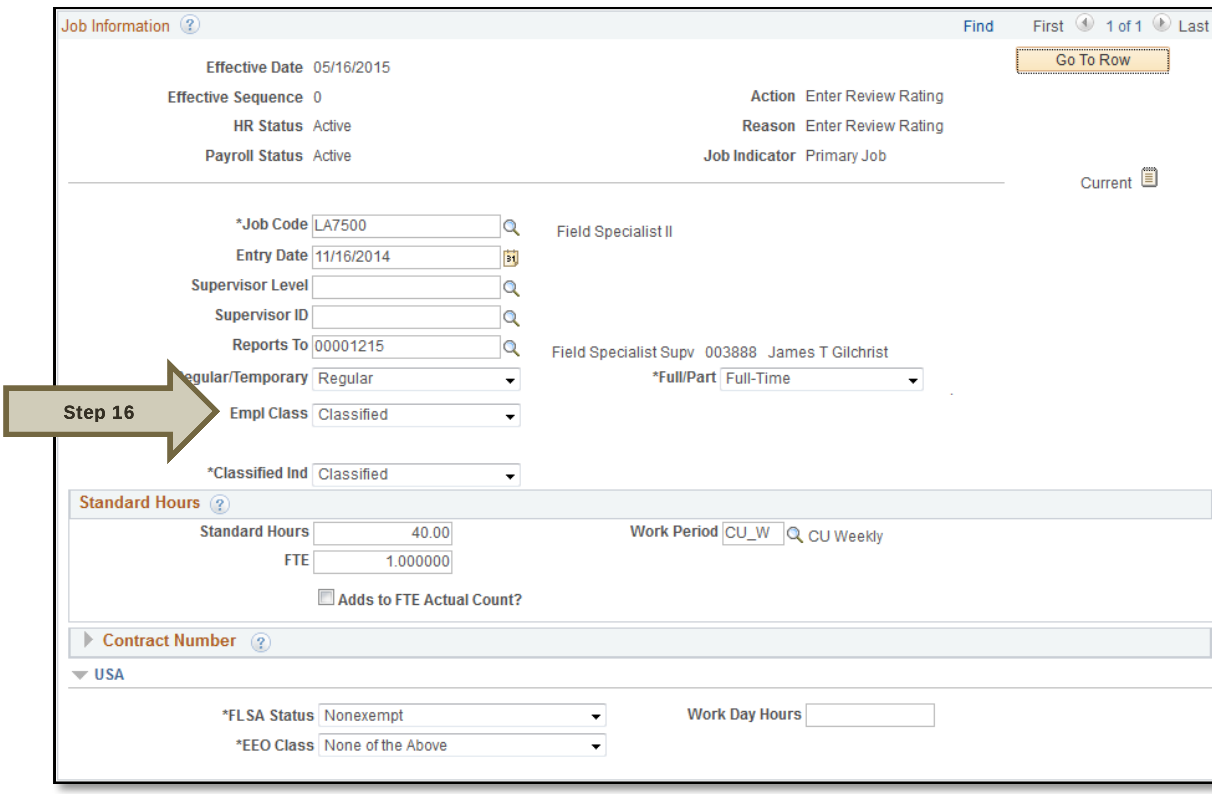
Step 14: Verify the position number.



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

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

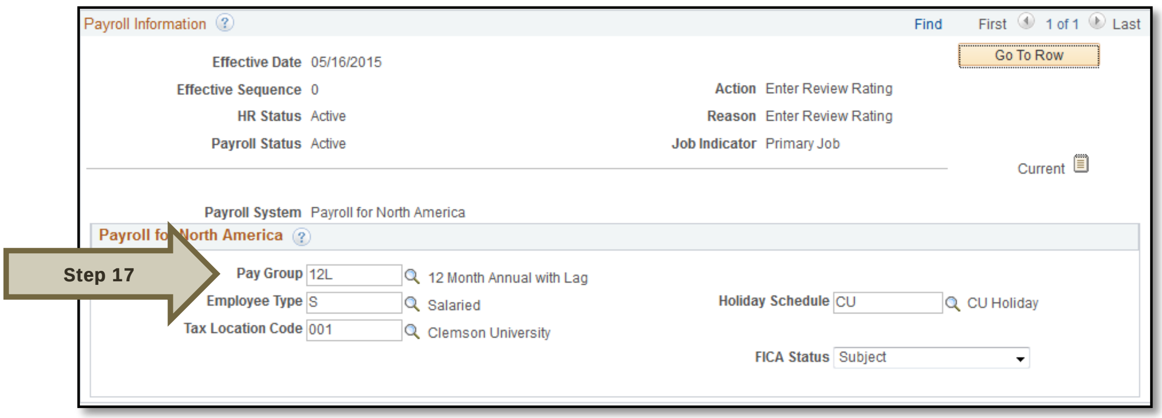
Additional Information: Do not change the FLSA or EEO class information.



Step 17: Click the Payroll Information tab and choose the applicable Pay Group from the options provided using the magnifying glass.

Pay groups include:

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



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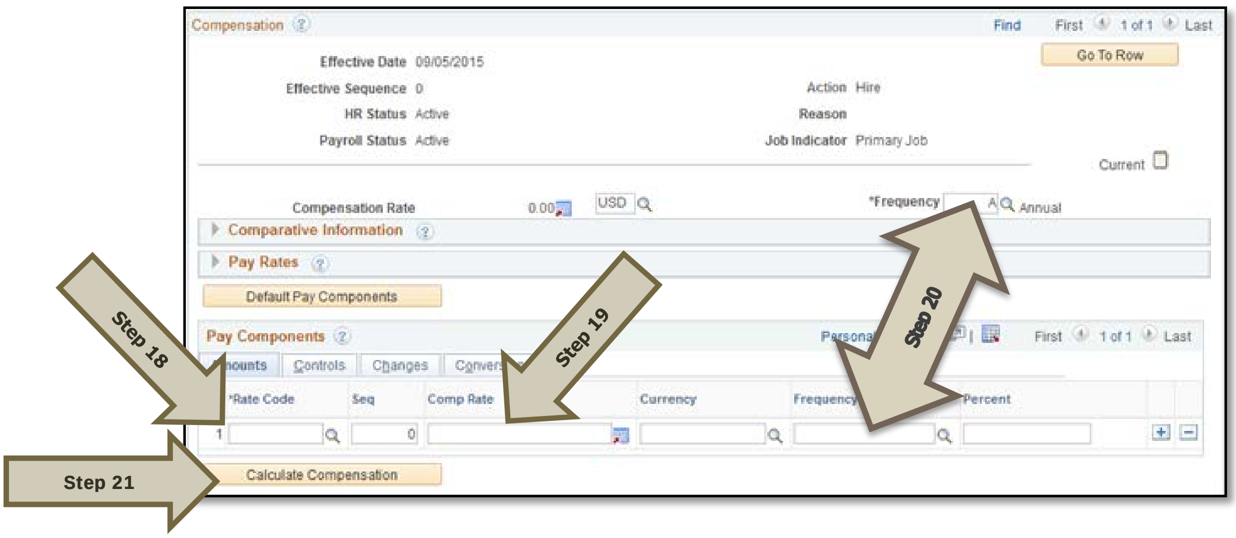
Step 18: Click on the Compensation tab and select the Rate Code.

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

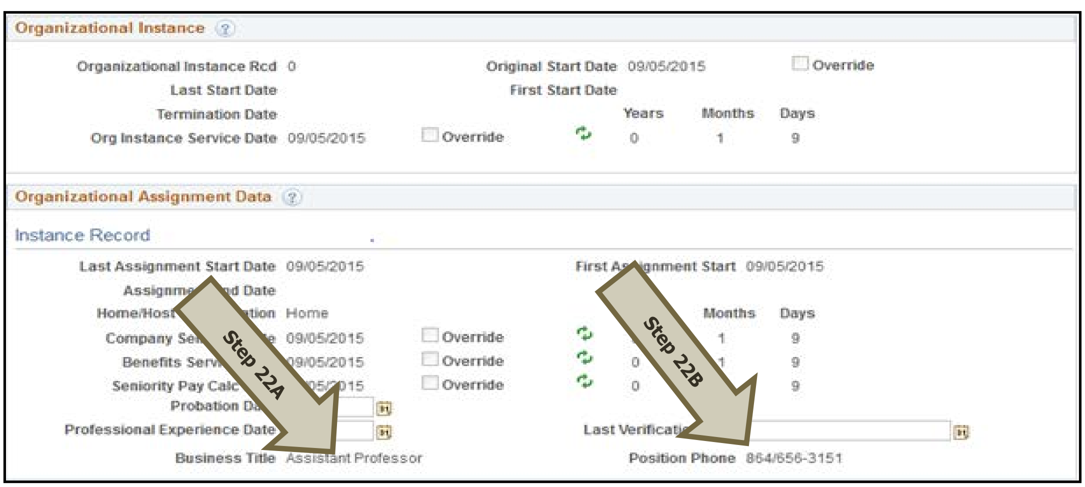
Step 19: Enter the Comp Rate, which is either the employee's annual salary or the hourly rate (if paid by the hour).

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

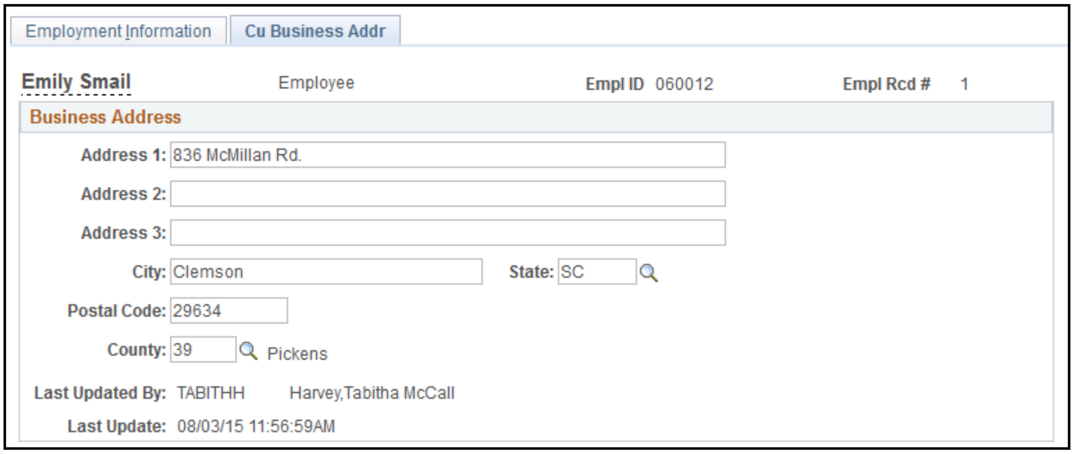
Step 21: Click Calculate Compensation.



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



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



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

Step 25: Select either "By Percent" or **"**By Amount" as the Earnings Distribution Type.

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

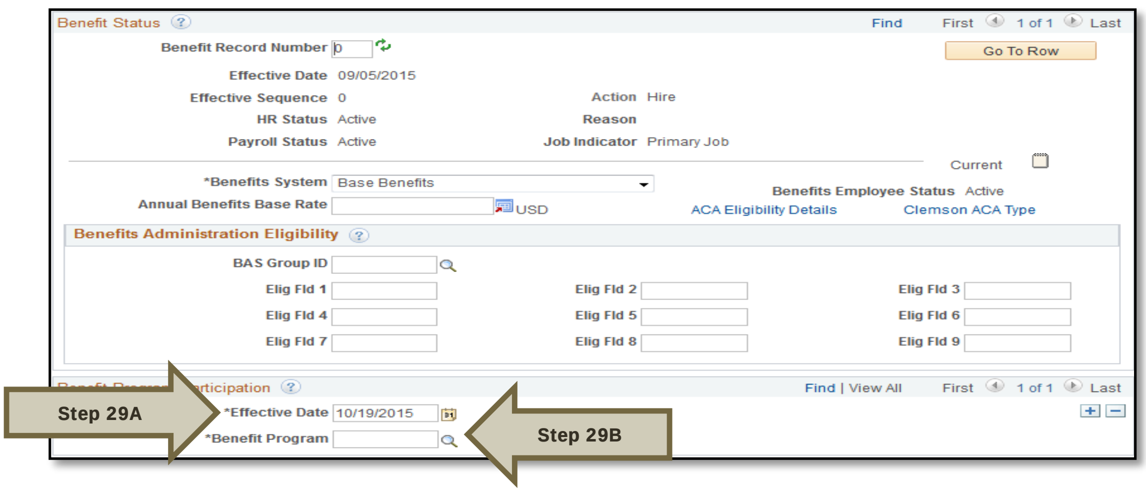
Step 27: Click Edit Account Code to enter the account, fund, department, program code, class field and project grant numbers.

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

Additional Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.

Step 29: Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program Participation code**.** The program code will dictate the benefits, leave options, and retirement options available to the employees. The Benefits Program Participation options include:

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

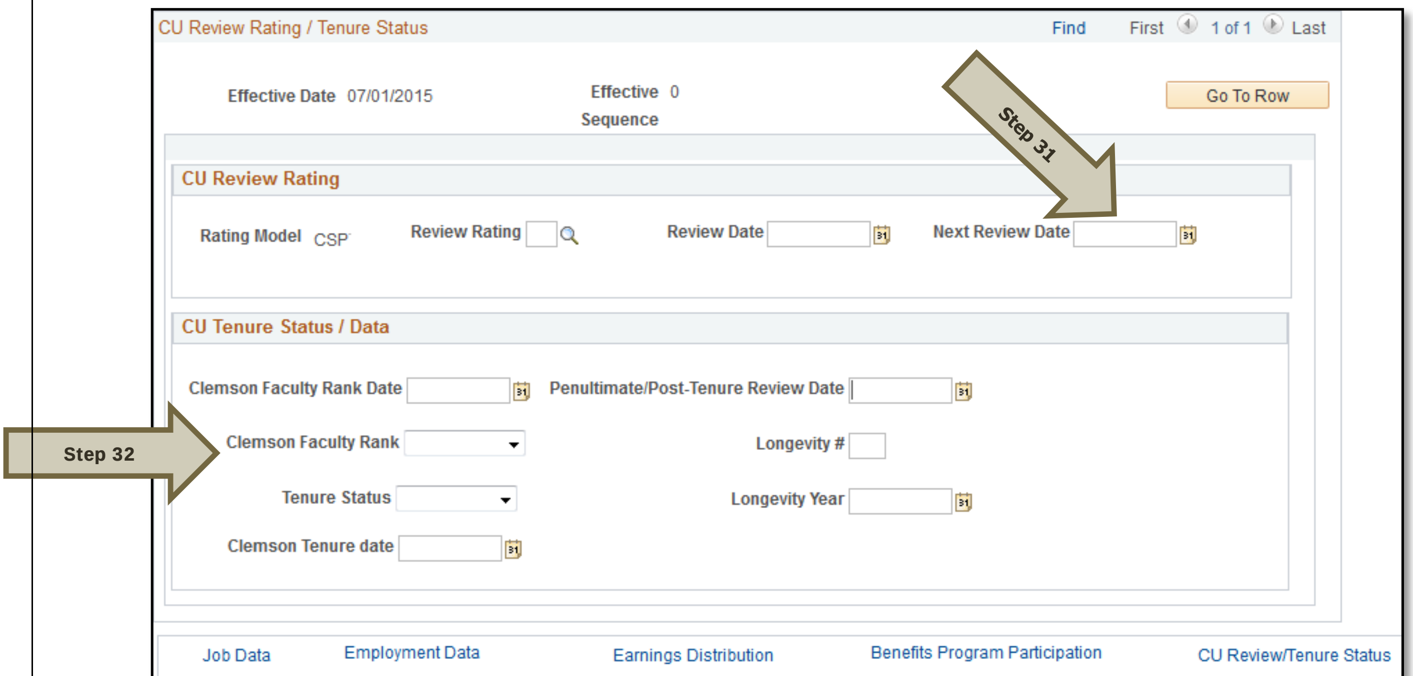


Additional Information: Ensure that the effective date in the Benefit Program Participation section matches the effective date in the hire record.

Step 30: Select the CU Review/Tenure Status tab to enter the new employee's next review date or tenure information.

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

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

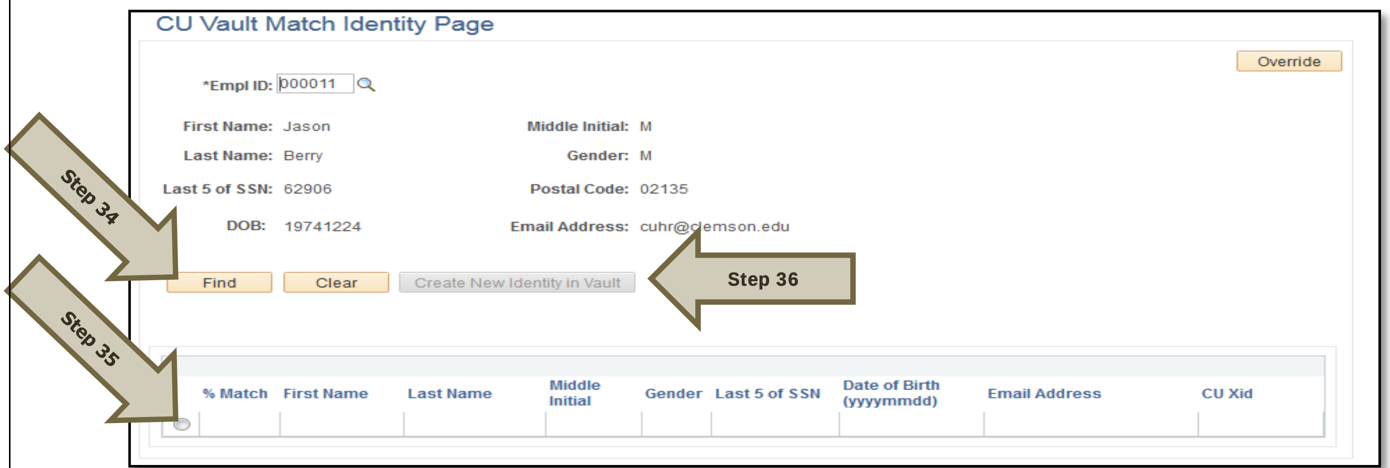


Step 33: Select Ok to be taken to the vault matching page. The employee's ID number and personal information appear on the page.

Step 34: Select Find to determine if a CUID already exists for this employee.

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

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

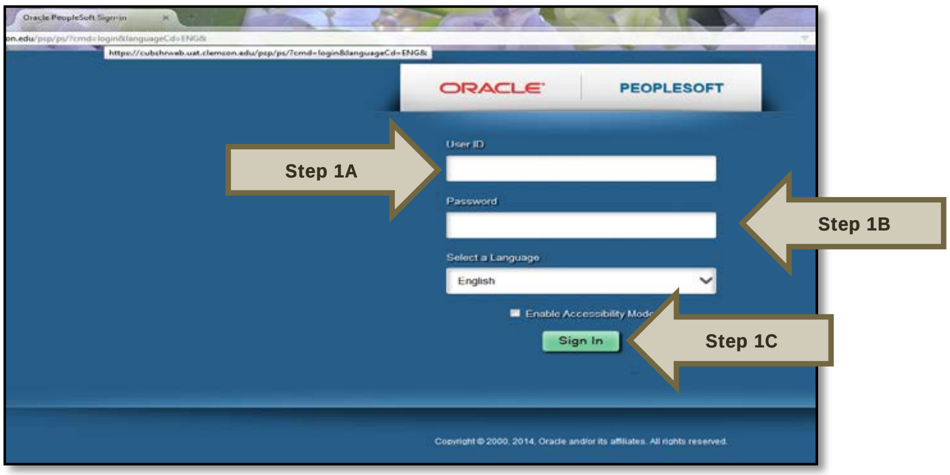


Additional Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the *ACA Override Type* quick reference for instructions.

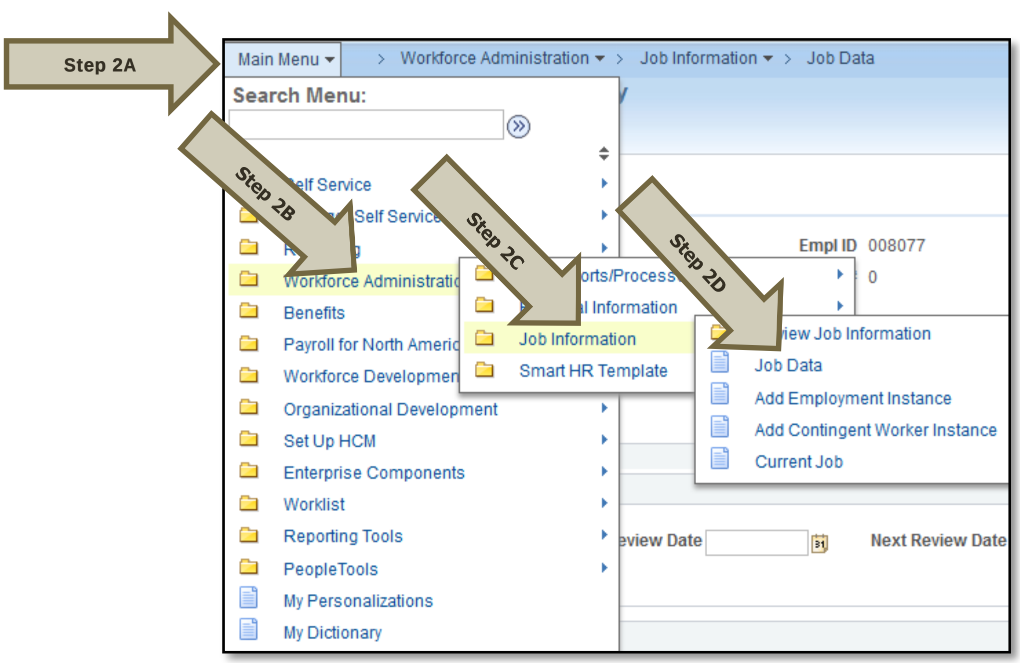
Rehire

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

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



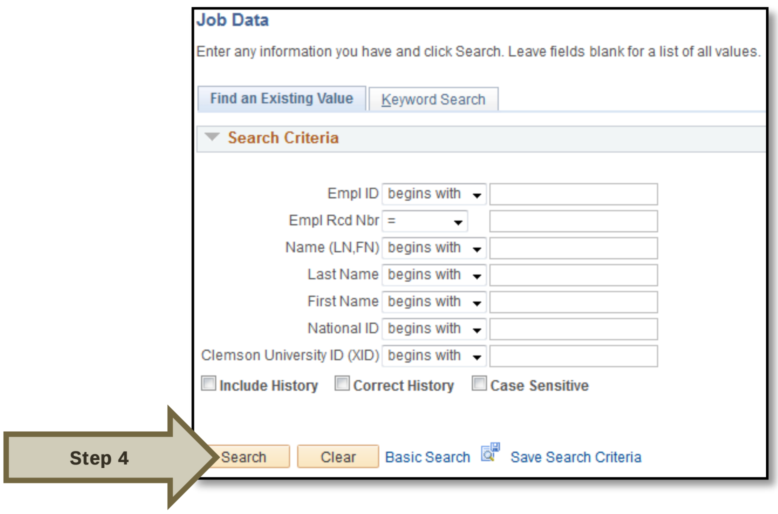
Step 2: Navigate to (A) Main Menu > (B) Workforce Administration > (C) Job Information > (D) Job Data to access the employee's record.



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.



Step 5: Click the plus icon on the Work Location tab to add a new history row.

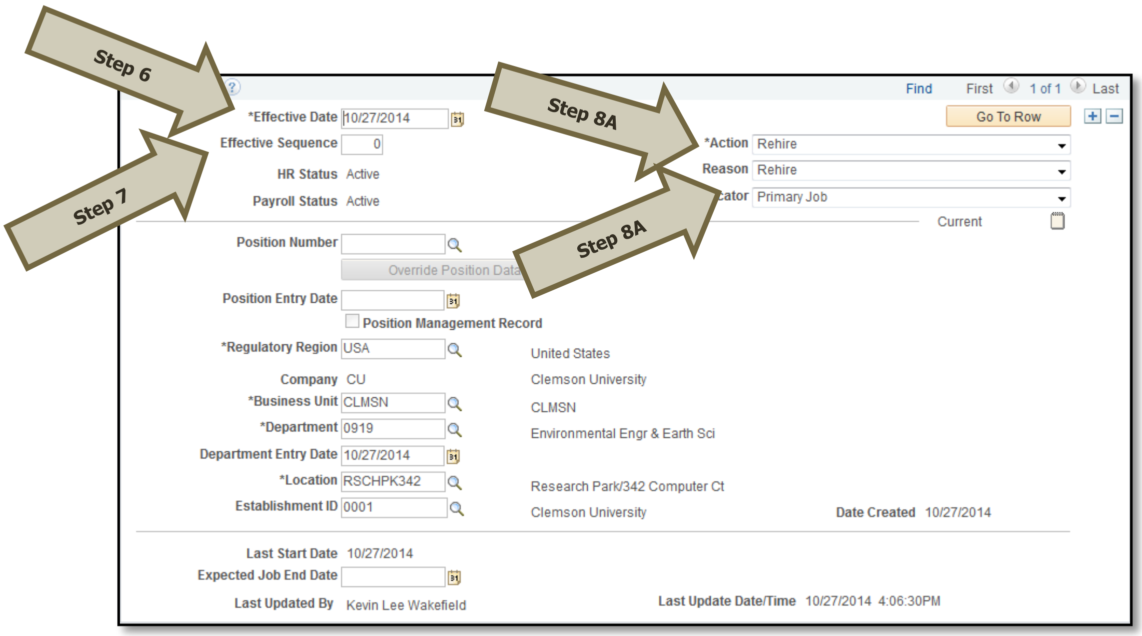
Step 6: Enter the Effective Date (Hire Date).

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

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

Step 9: Verify the position number and title.

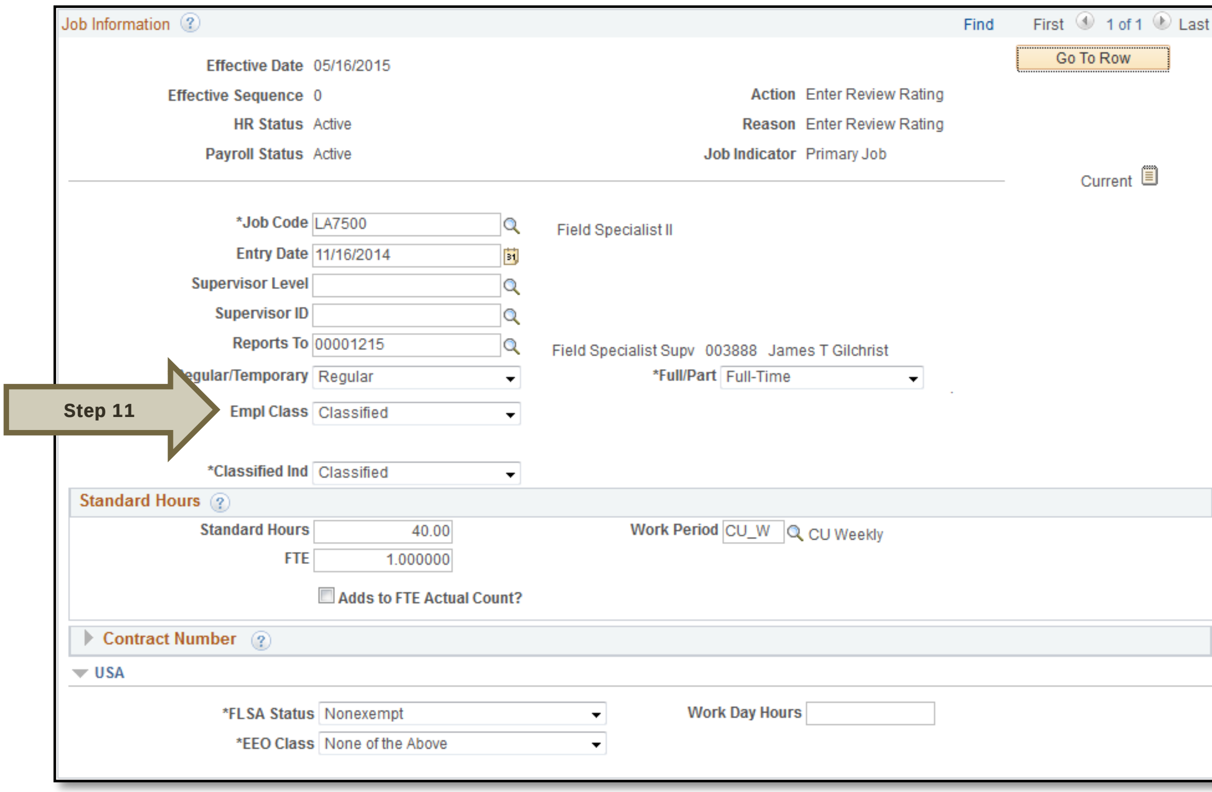
- If hiring into a temporary assignment, temporary grant, or time-limited position, enter the position number.
- If hiring a student or intermittent employee, enter the department number.



Step 10: Click the Job Information tab and verify the information in the Job Code, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields. Verify the supervisor's information.

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

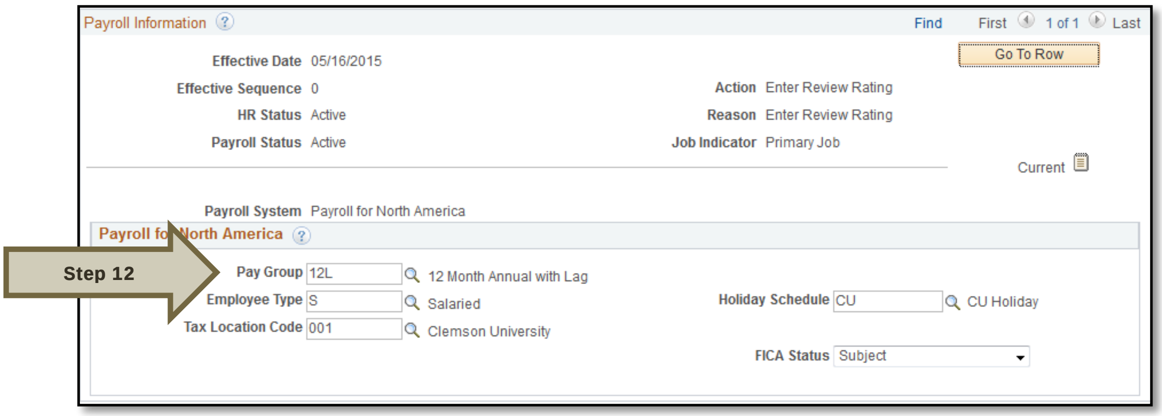
Additional Information: Do not change the FLSA or EEO class information.



Step 12: Click the Payroll Information tab and choose the applicable Pay Group from the list provided.

Pay groups include:

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



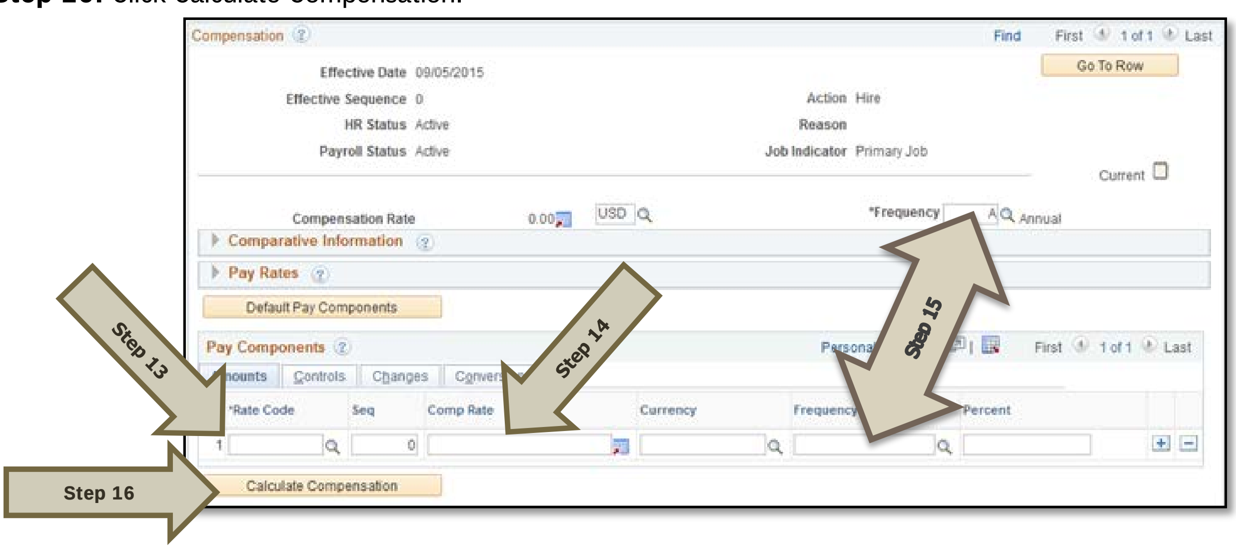
Step 13: Click on the Compensation tab and select the Rate Code.

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

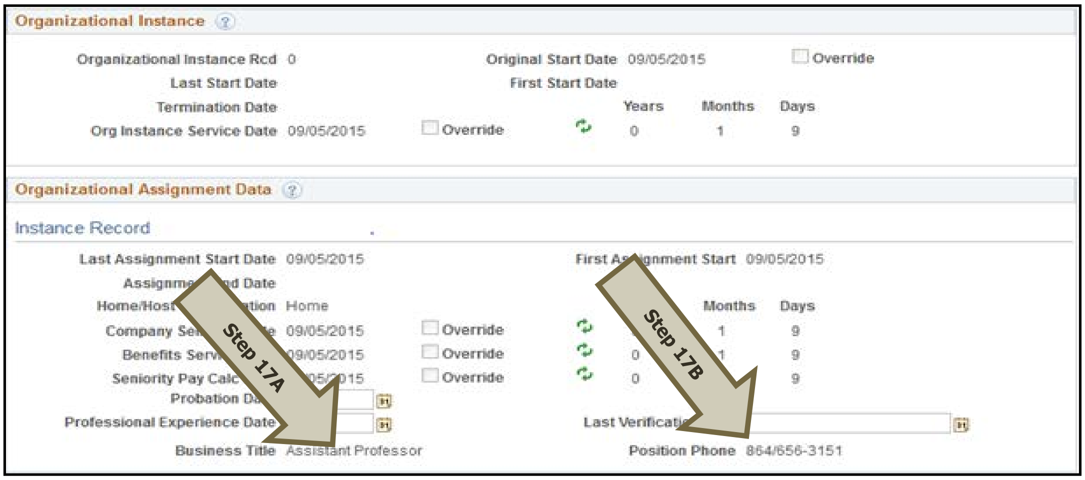
Step 14: Enter the Comp Rate, which is either the employee's annual salary or the hourly rate (if paid by the hour).

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

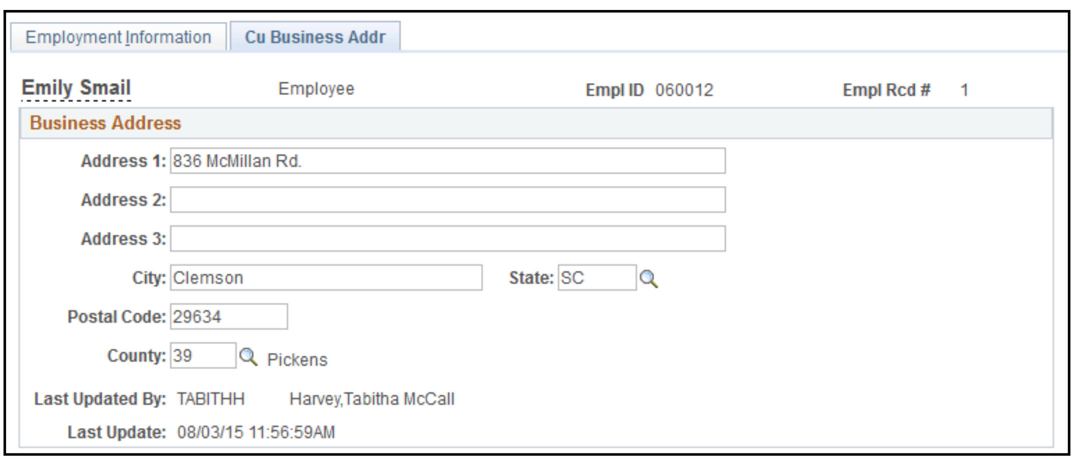
Step 16: Click Calculate Compensation.



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



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



Step 19: Choose the Earnings Distribution tab and enter the account codes.

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

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

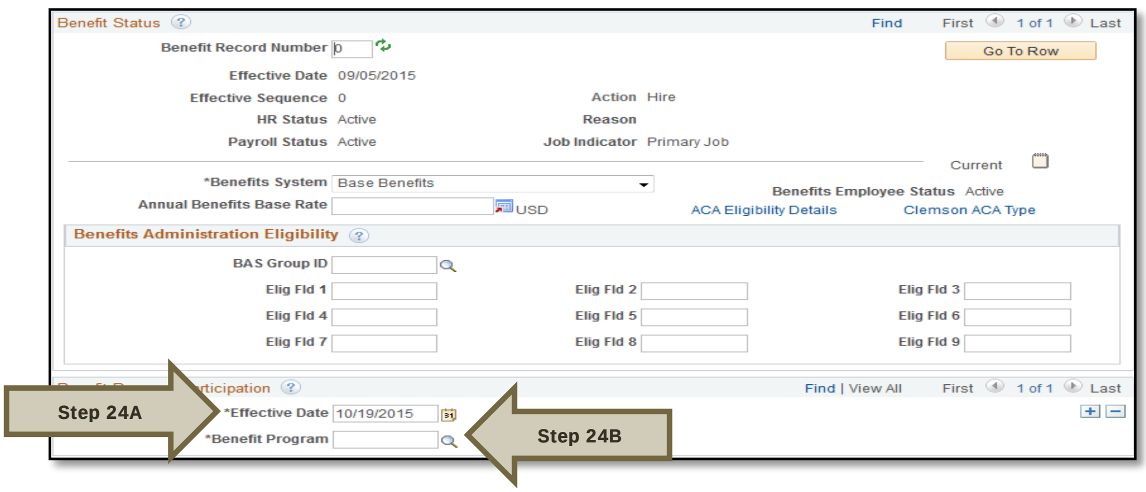
Step 22: Click Edit Account Code to enter the account, fund, department, program code, class field, and project grant numbers.

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

Additional Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.

Step 24: Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program code**.** The program code will dictate the benefits, leave options and retirement options available to the employee. The Benefit Program code options include:

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

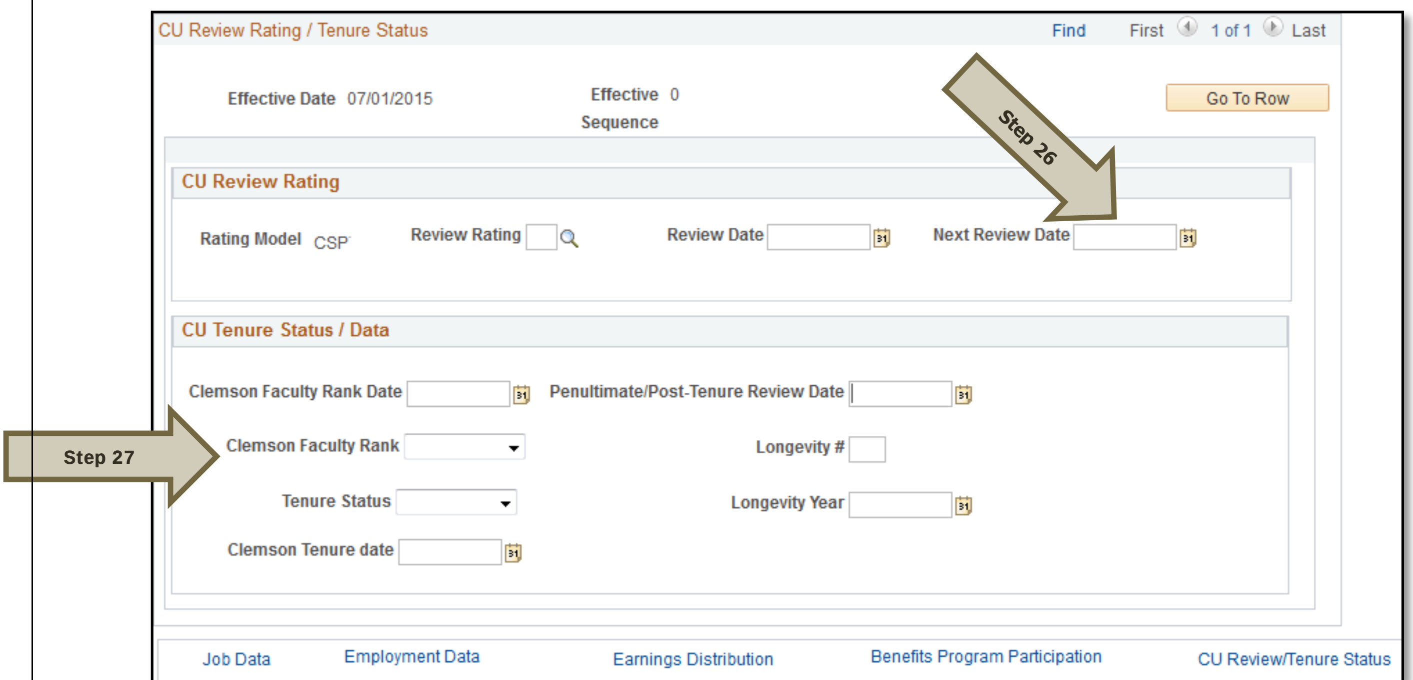


Additional Information: Ensure the effective date in the Benefit Program Participation section matches the effective date in the hire record.

Step 25: Select the CU Review/Tenure Status tab to enter the new employee's next review date or tenure information.

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

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



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

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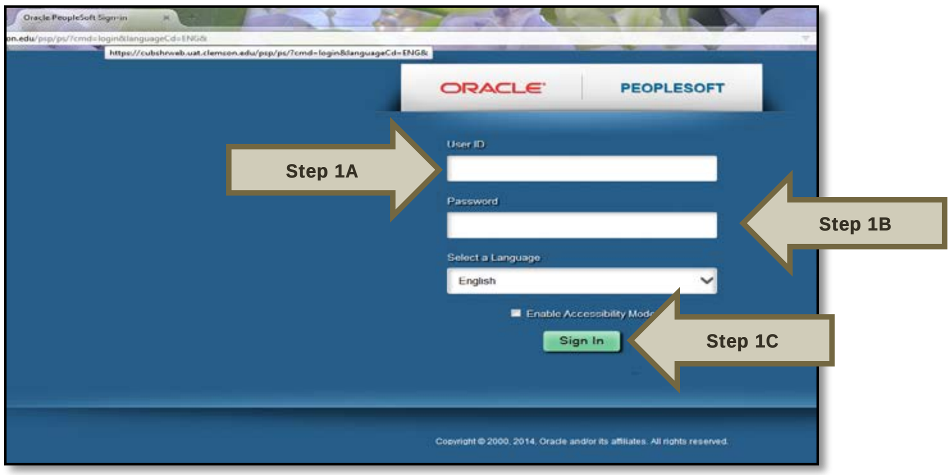
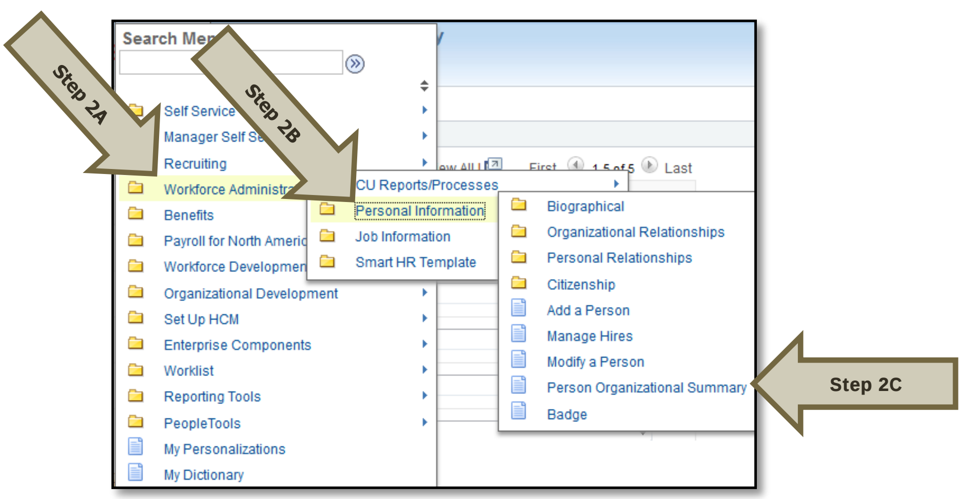
Add Employee Instance (Add Additional Job)

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

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



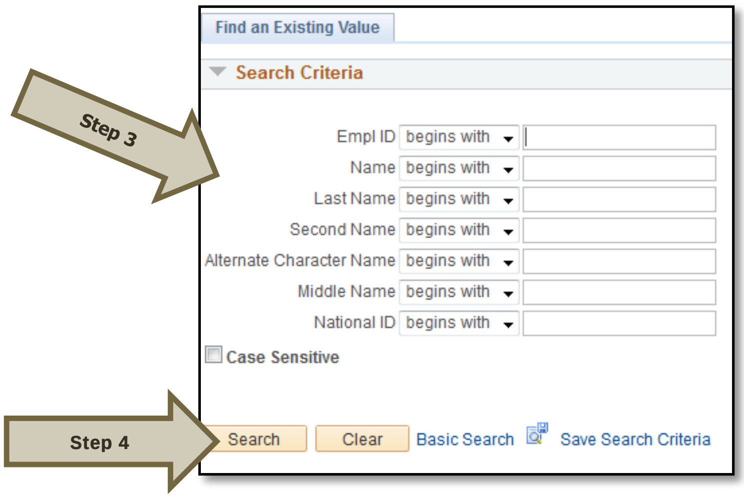
Step 2: Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Person Organizational Summary to determine the next employment record number to use.



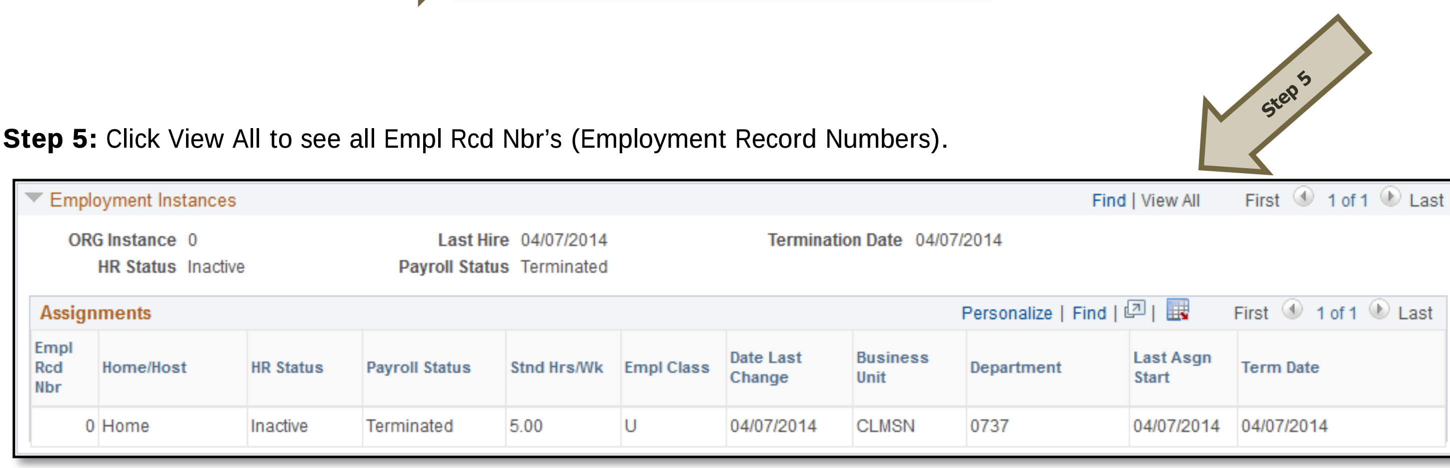
Step 3: In the Search Criteria section, enter the employee's Empl ID, Name or National ID.

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

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



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



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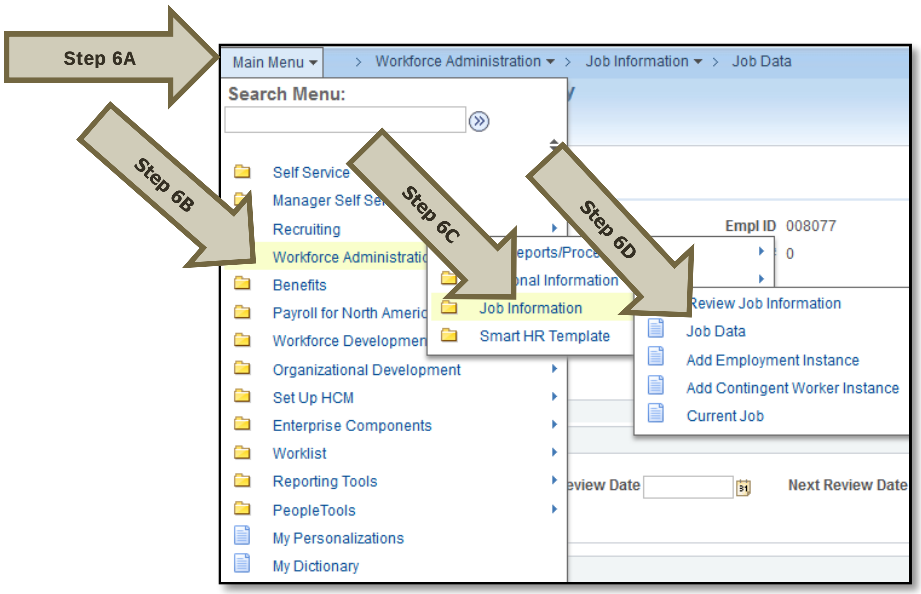
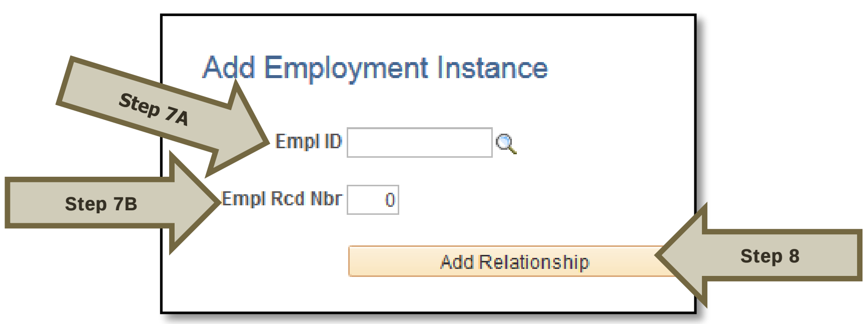
Step 6: Navigate to (A) Main Menu > (B) Workforce Administration > (C) Job Information > (D) Job Data to access the employee's record.



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

Step 8: Click Add Relationship.



Step 9: Click on the Work Location tab to begin entering the position information.

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

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

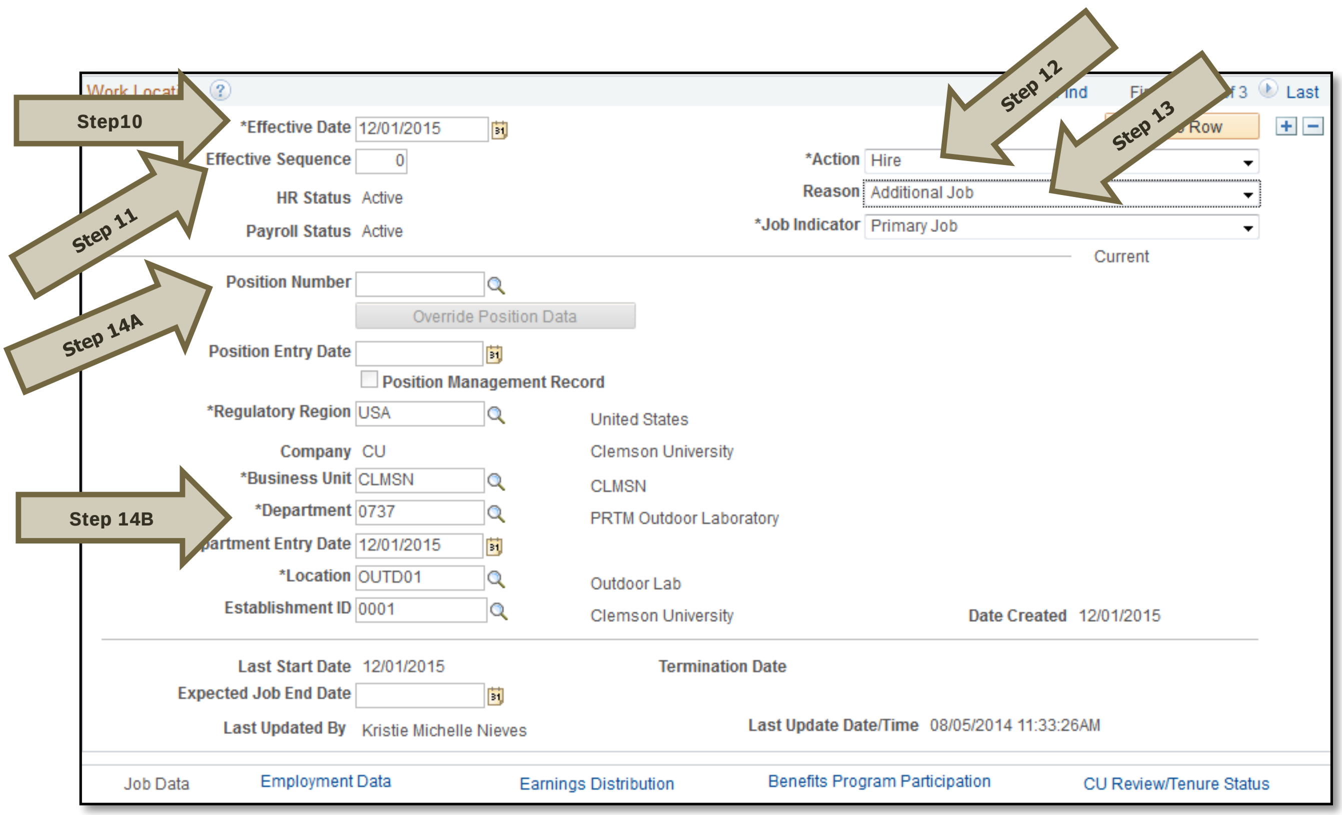
Step 12: Choose Hire from the Action drop-down menu.

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

Step 14: (A) If hiring into a temporary assignment, temporary grant or time-limited position, enter the position number.

OR

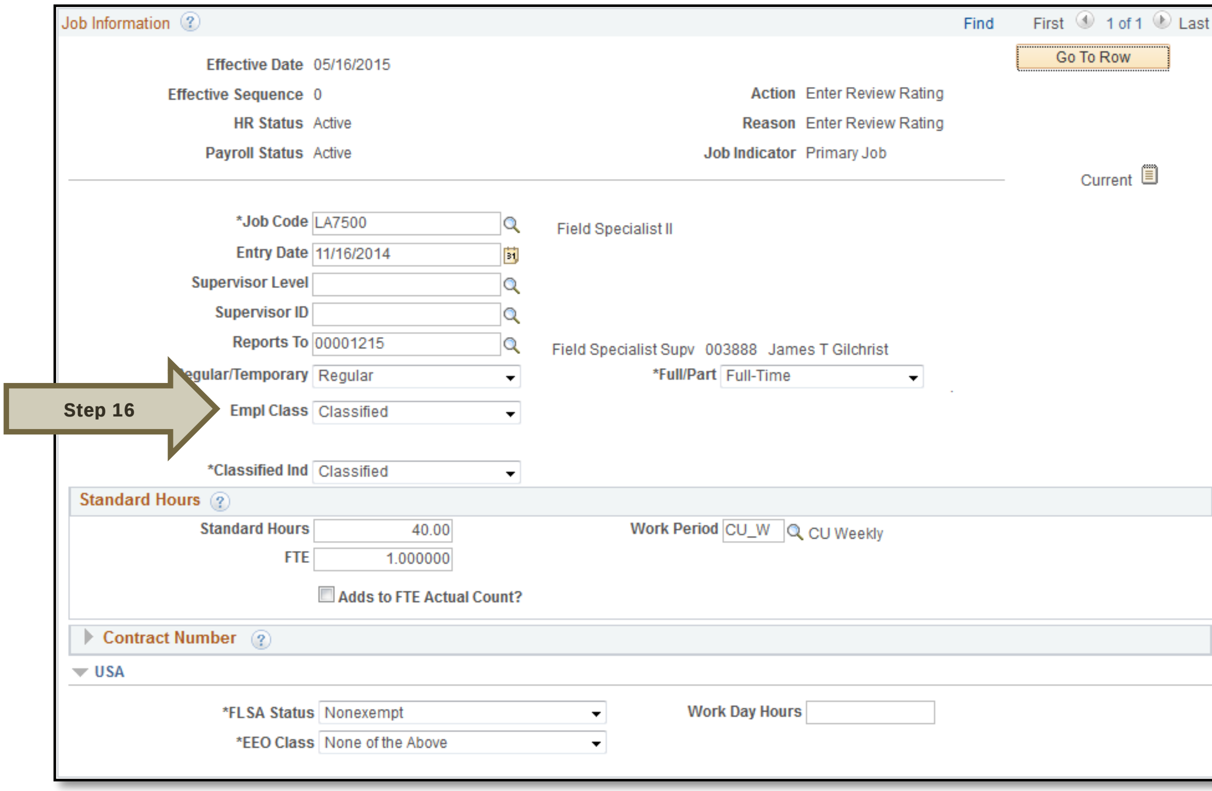
(B) If hiring a student or intermittent employee, enter the department number.



Step 15: Click the Job Information tab and verify the information in the Job Code, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields. Verify the supervisor's information.

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

Additional Information: Do not change the FLSA or EEO class information.



Step 17: Click the Payroll Information tab and choose the applicable Pay Group from those provided.

Pay groups include:

- 12H—applicable for positions paid by the hour
- 12L—applicable for positions paid an annual salary
- FED—applicable for positions designated as federal
- INT—applicable for intermittent positions where the majority of the work time is spent teaching
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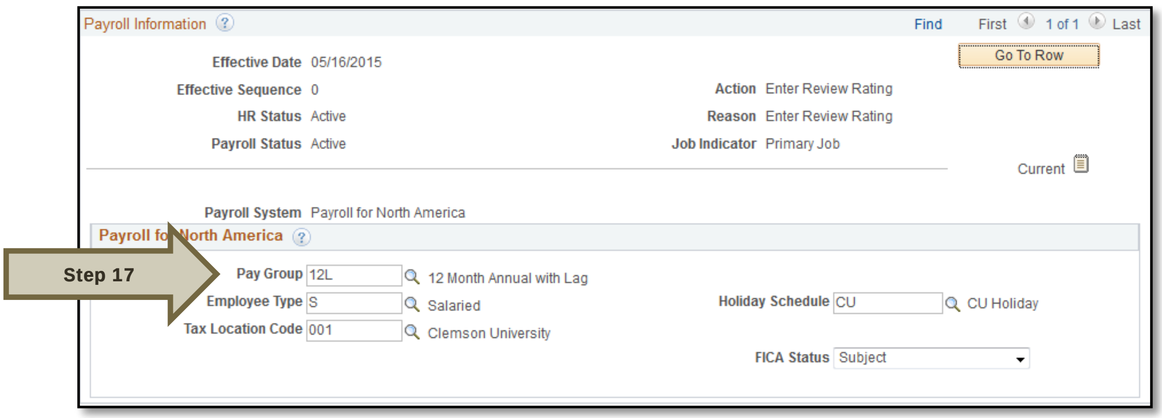


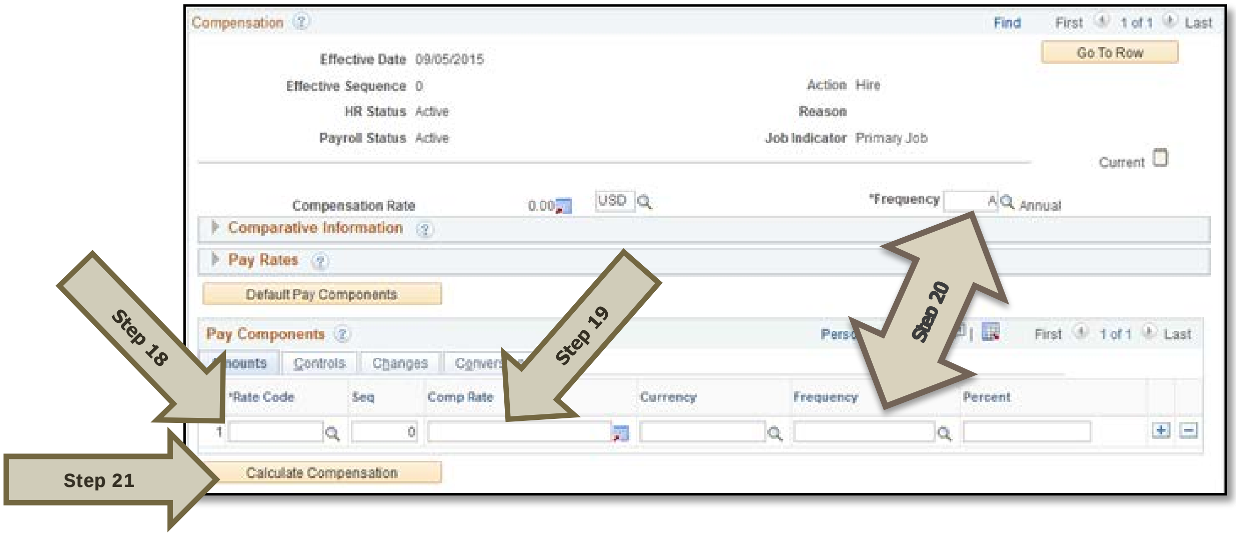
Step 18: Click the Compensation tab and select the Rate Code.

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

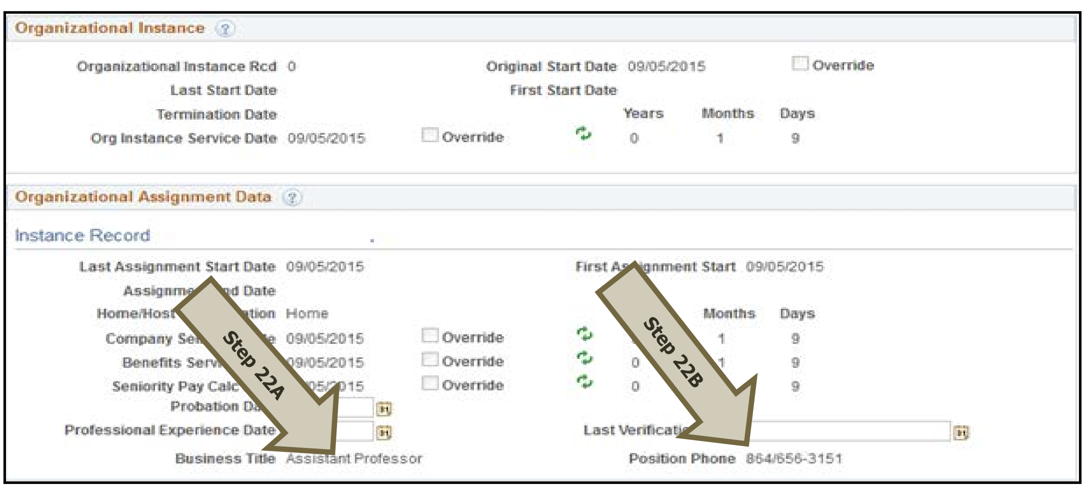
Step 19: Enter the Comp Rate, which is either the employee's annual salary or the hourly rate (if paid by the hour).

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

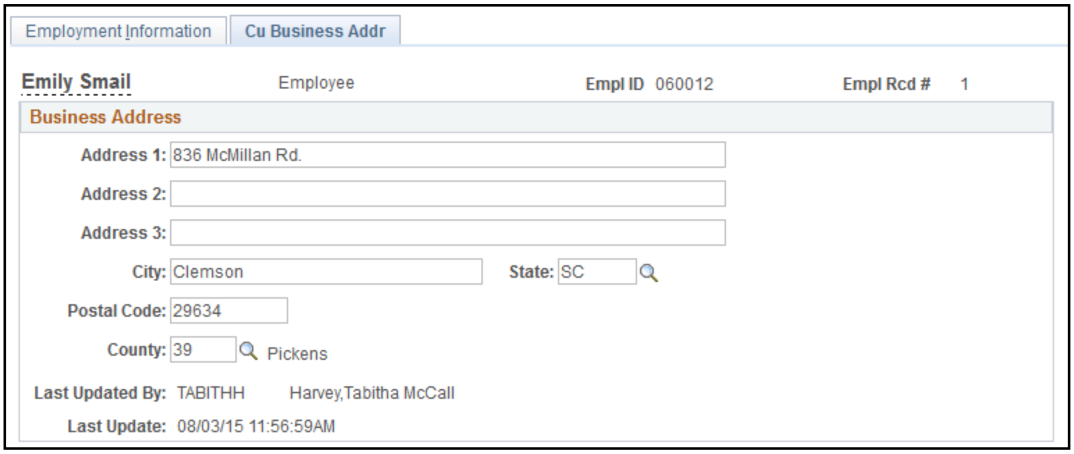
Step 21: Click Calculate Compensation.



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.

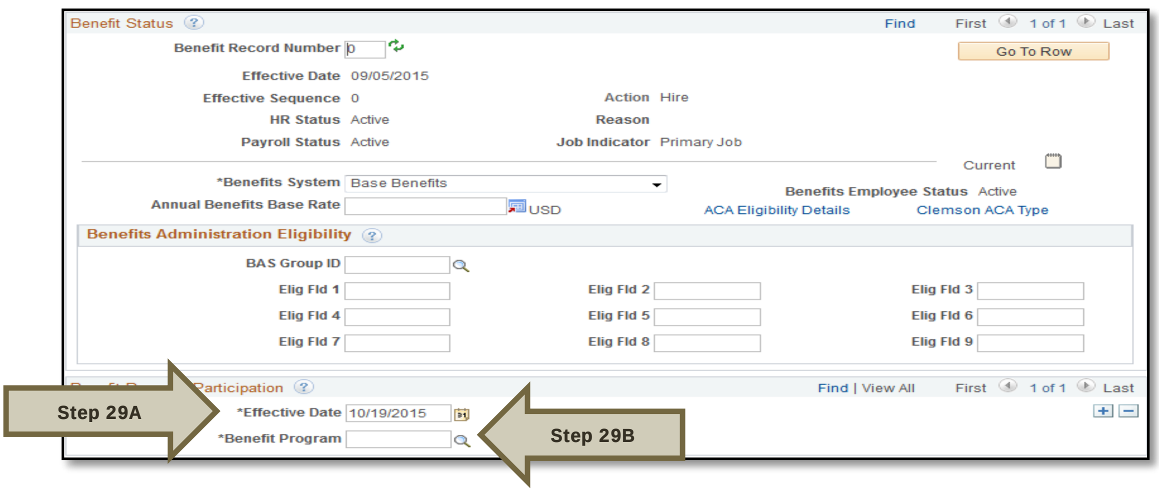
Step 27: Click Edit Account Code to enter the account, fund, department, program code, class field, and project grant numbers.

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

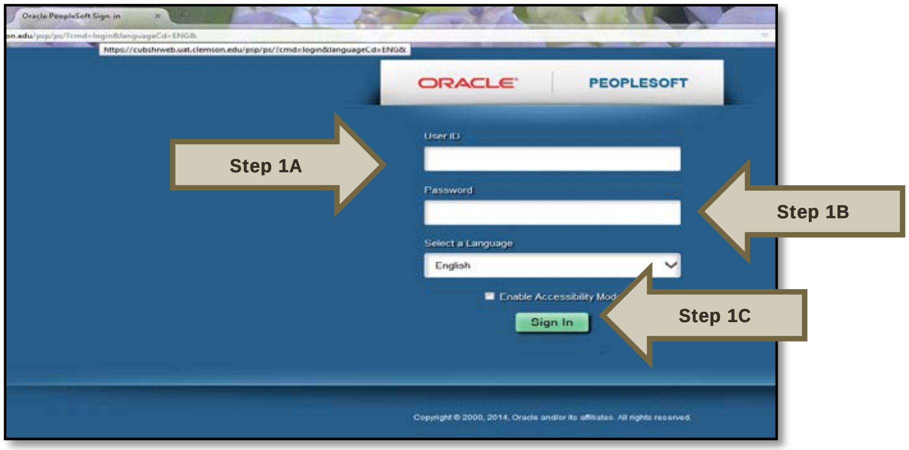


Additional Information: Ensure the effective date in the Benefit Program Participation section matches the effective date in the hire record.

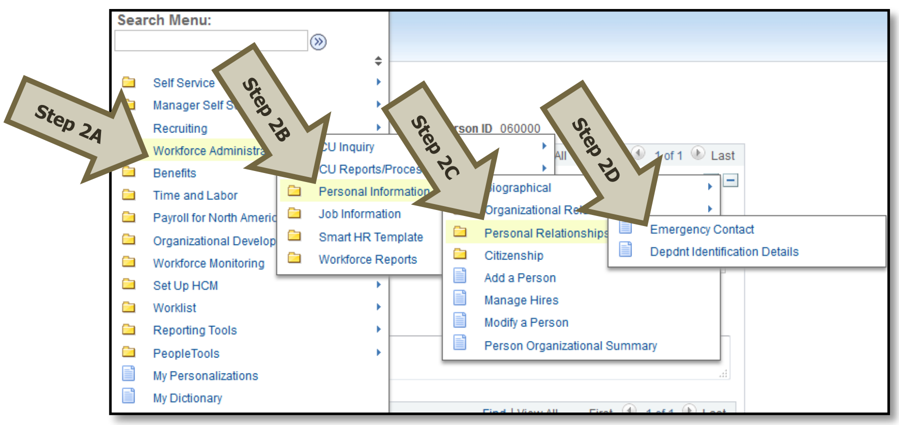
Additional Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the *ACA Override Type* quick reference for instructions.

Add Emergency Contact

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

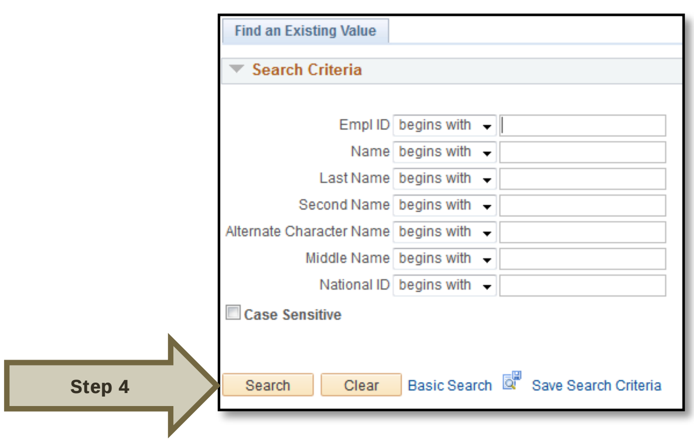


Step 2: Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Personal Relationships > (D) Emergency Contact.



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.

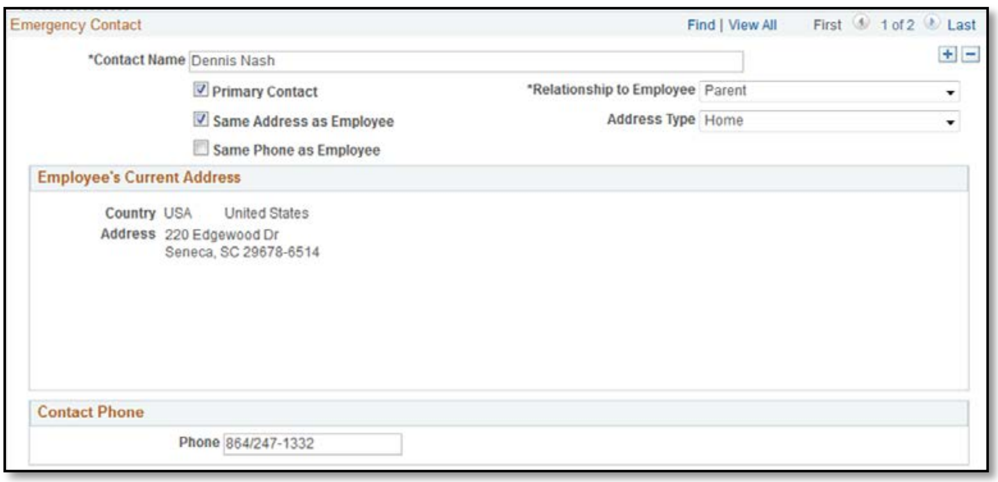
Additional Information: If the emergency contact has the same address or phone number as the employee, check the checkbox. If the address and/or phone number is different from the employee's, type the information into the appropriate area.

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

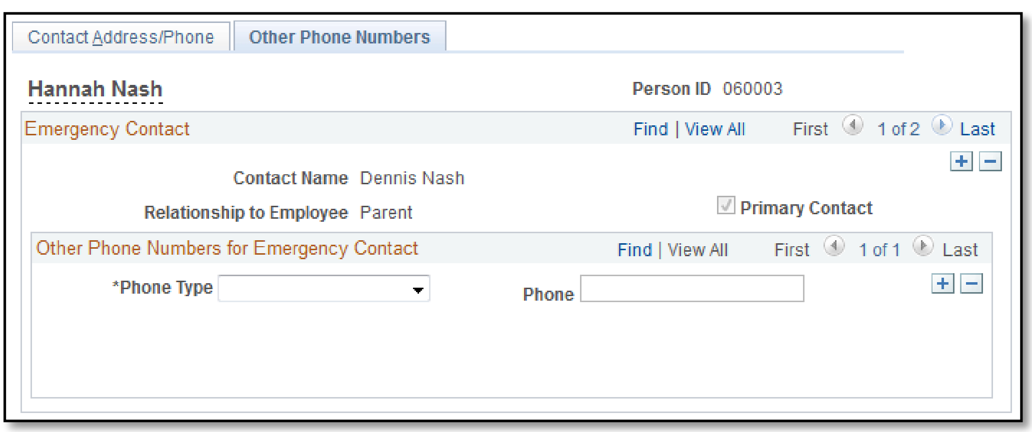
Step 7: Enter the Contact Phone Number.

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.

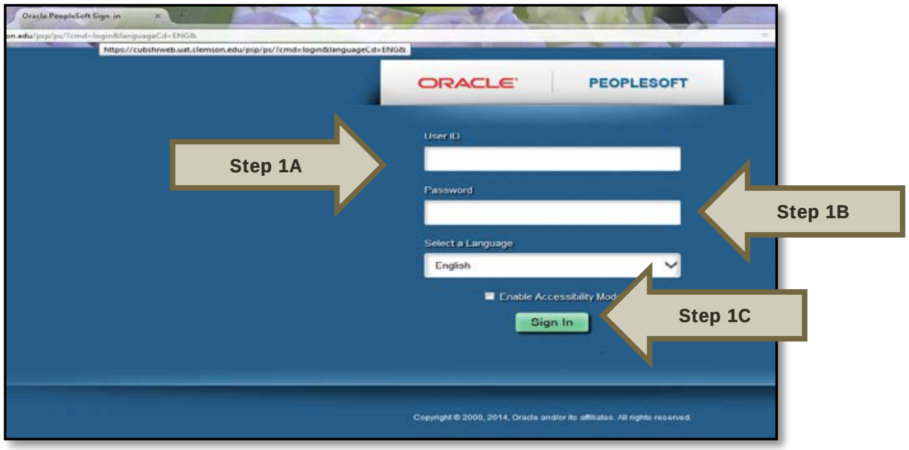


Step 9: Click on Other Phone Numbers to add an additional phone number. Click the plus icon to add more phone numbers in the Other Phone Numbers section.

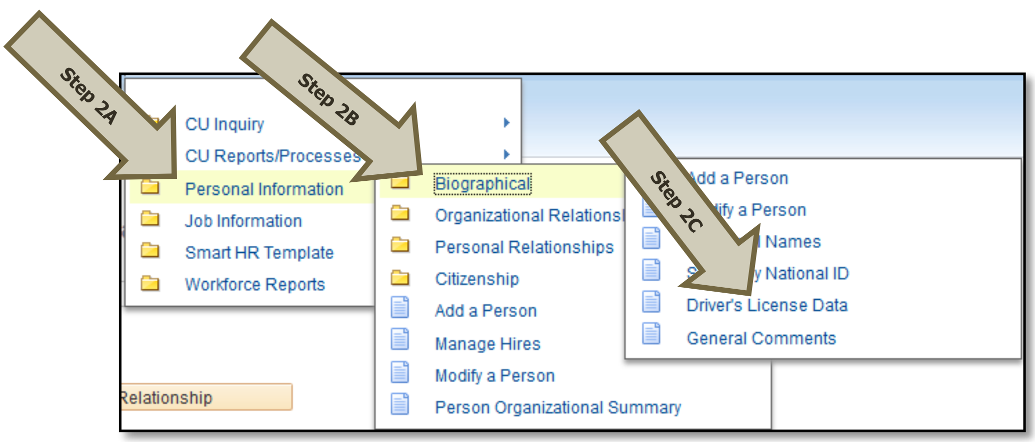


Add Driver's License

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

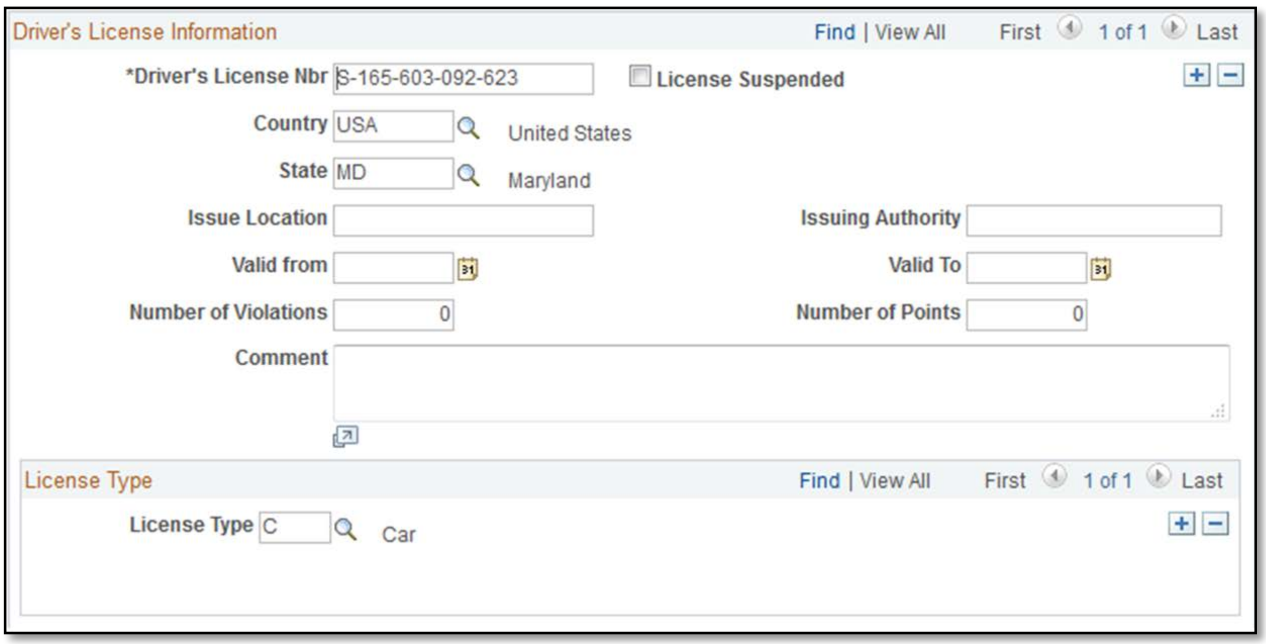


Step 2: Navigate to Main Menu > (A) Personal Information > (B) Biographical > (C) Driver's License Data.



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

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



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

Quick Reference:
Direct Deposit

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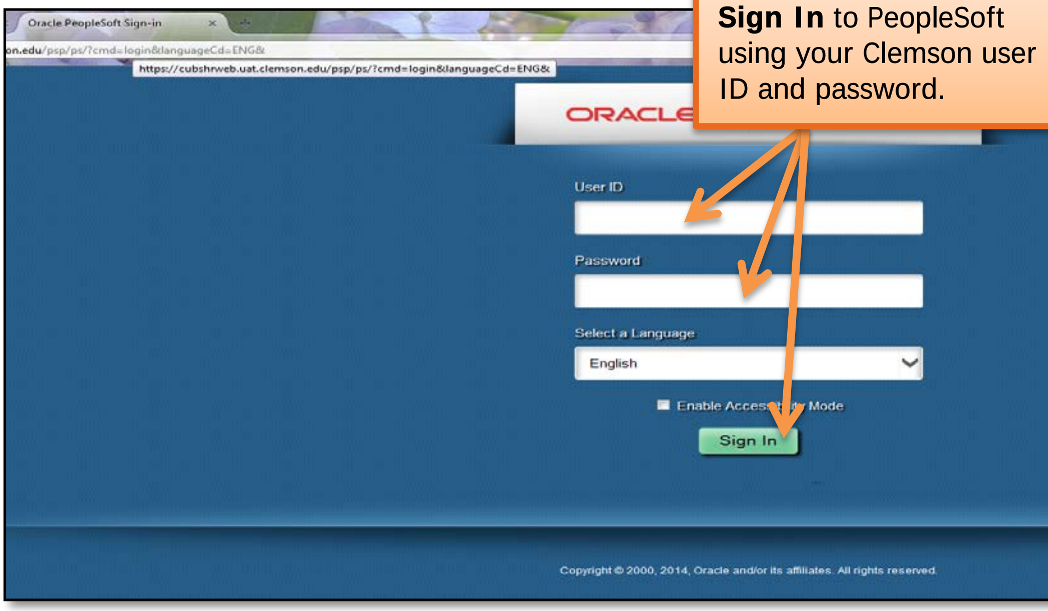
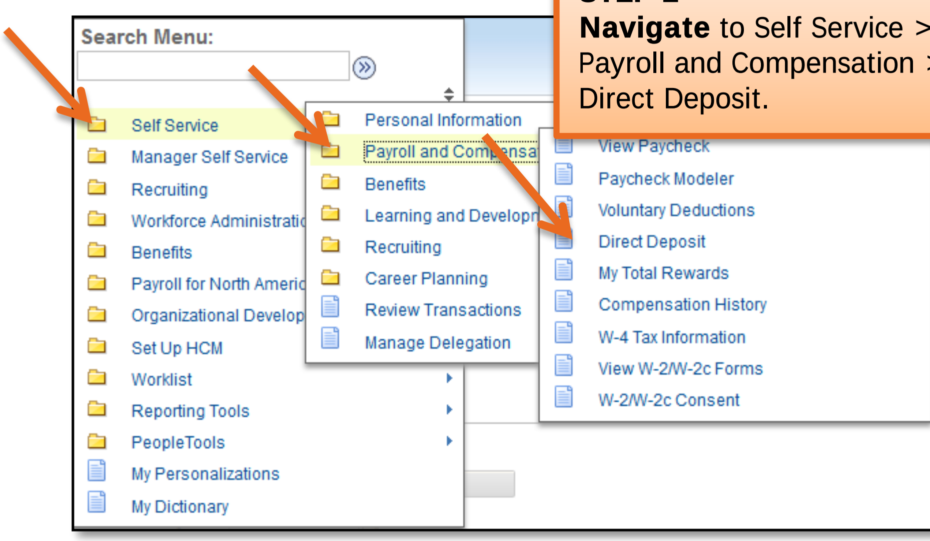
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.

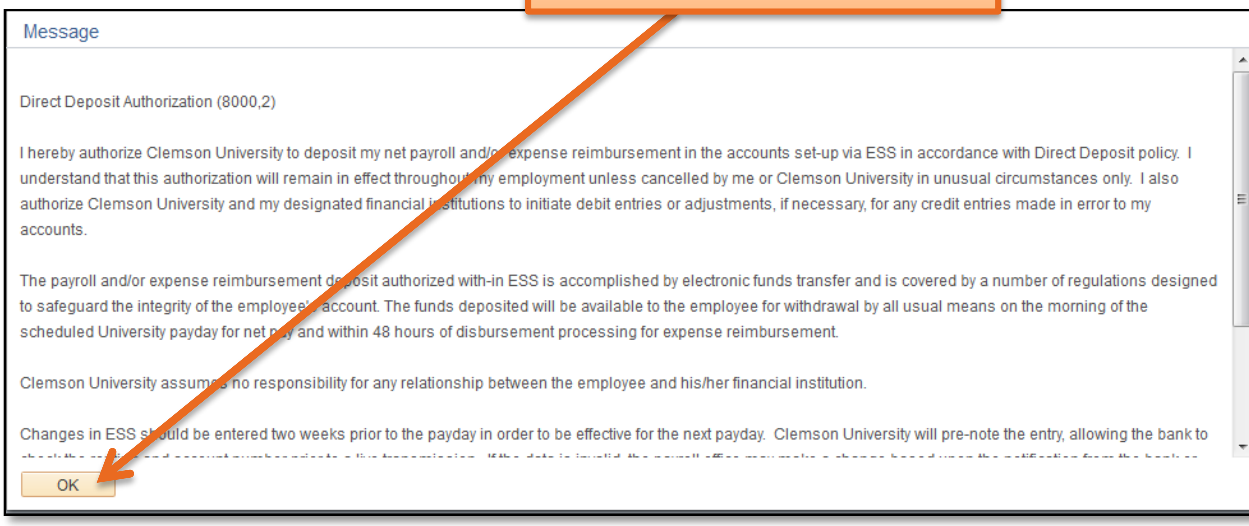


STEP 2
Navigate to Self Service > Payroll and Compensation > Direct Deposit.



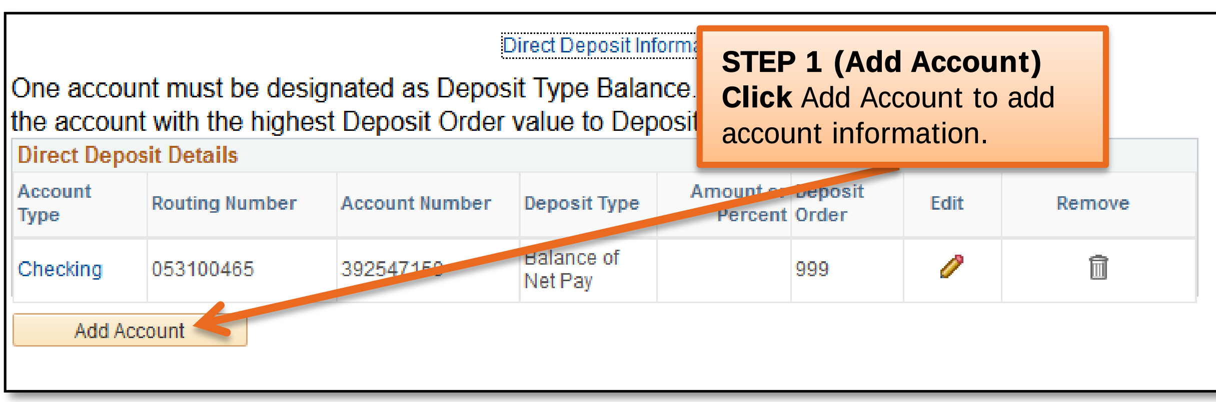
Important Information: When adding or editing account information, be sure to designate one account as your primary account by selecting Deposit Type "Balance of net pay." If you fail to do so, the system will convert the account with the highest Deposit Order value to Deposit Type "Balance of Net Pay."

STEP 3
Click OK to authorize Direct Deposit setup.

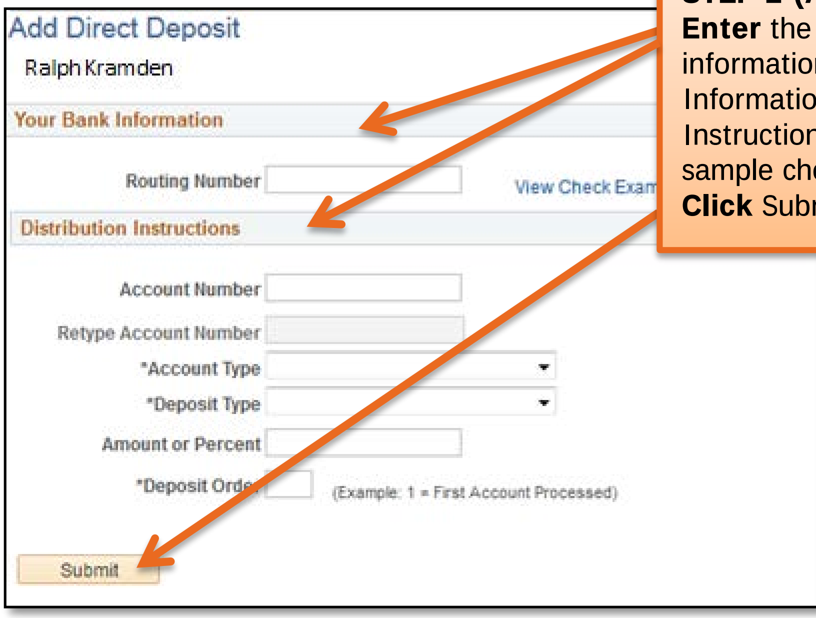


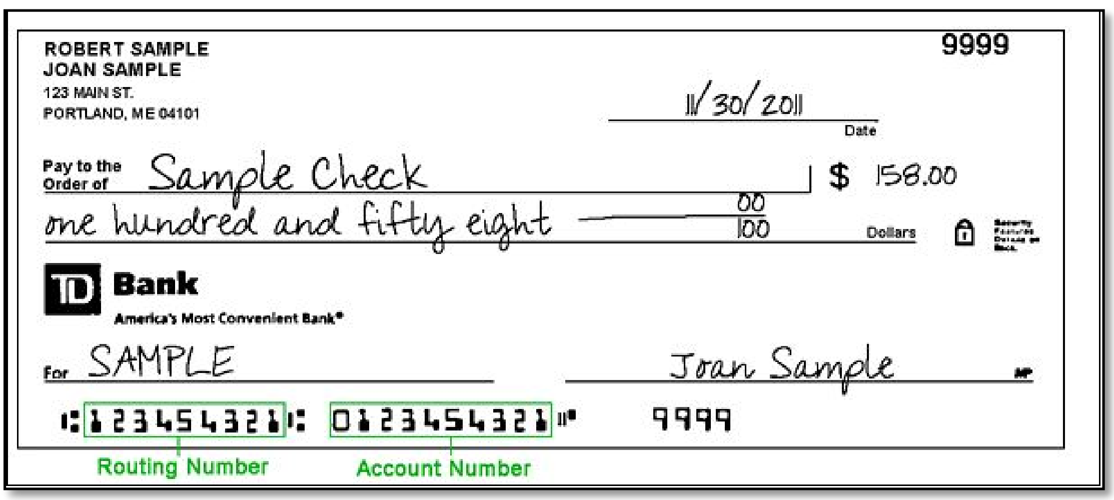
Adding a New Account

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



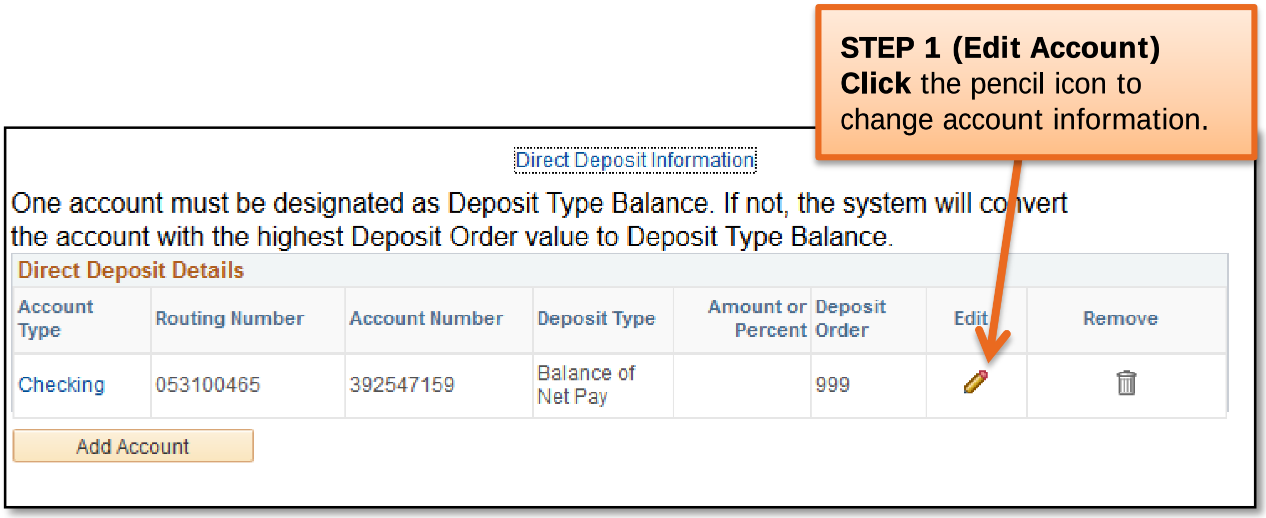
STEP 2 (Add Account)
Enter the requested information in the Your Bank Information and Distribution Instructions sections. (See sample check below.)
Click Submit.

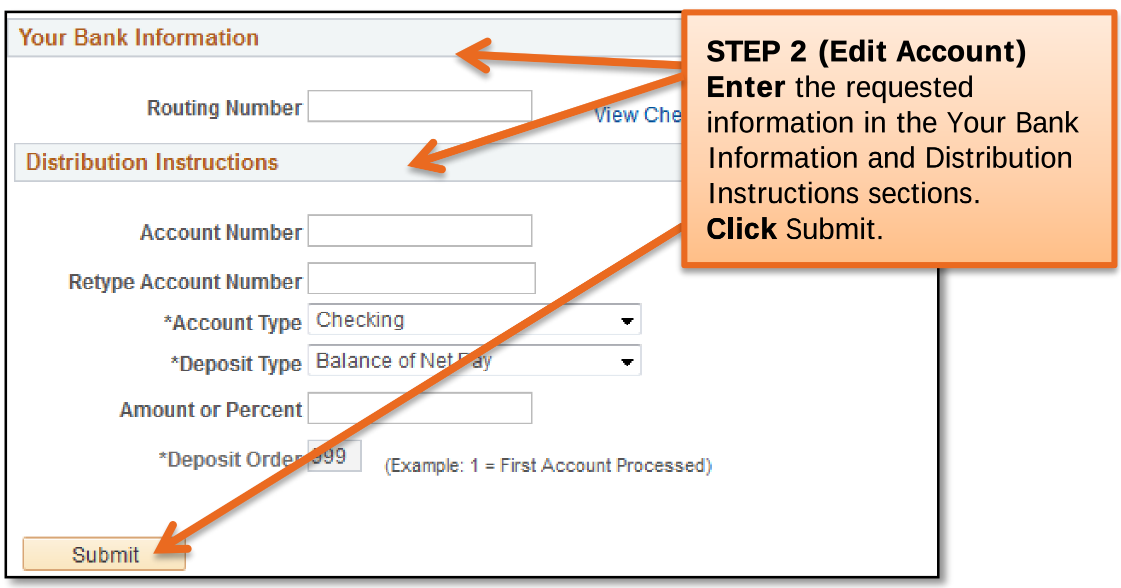




CLEMSON HUMAN RESOURCES

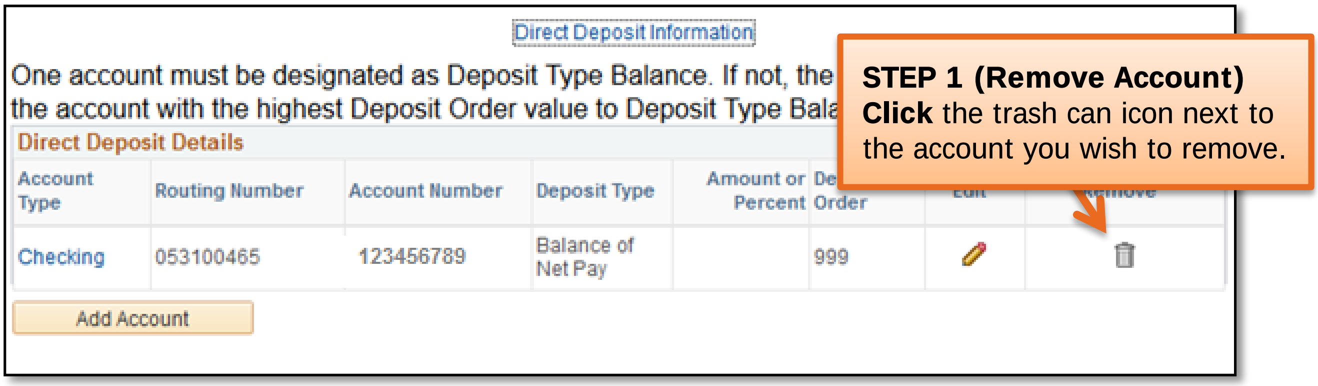
Editing an Account

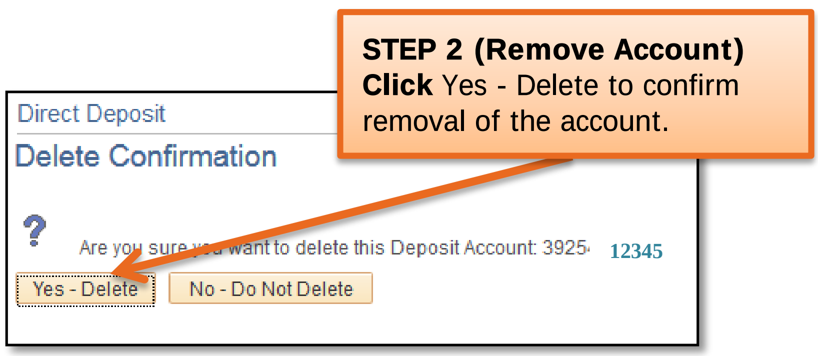




CLEMSON
HUMAN RESOURCES

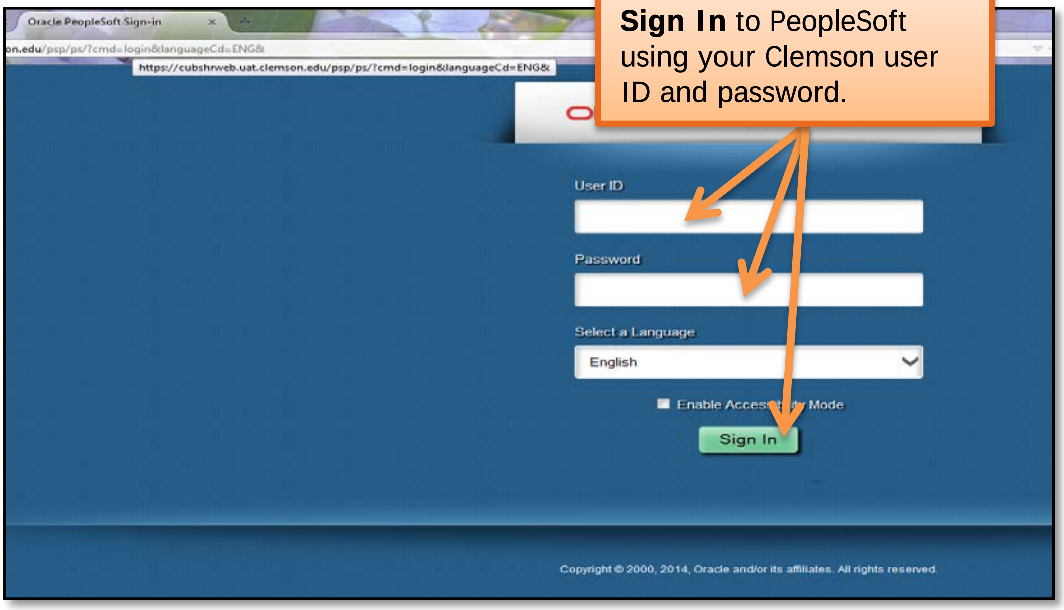
Removing an Account



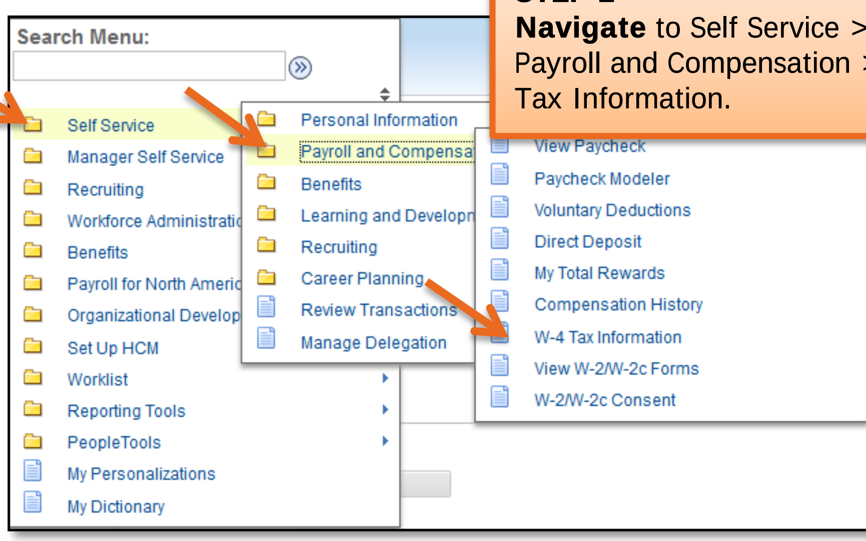


Quick Reference:
Updating W-4 Tax Information

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



STEP 2
Navigate to Self Service > Payroll and Compensation > W4 Tax Information.



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

Important Information: Your W-4 defaults to Marital Status: Single and Allowances: 0 when you are hired at Clemson University.

STEP 3
Verify your 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 0

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

STEP 4
Enter the total number of allowances you are claiming.
Enter any additional amount 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.

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

Exemption

I claim exemption from withholding for the year 2015 and I certify that I meet the following conditions for exemption

ast year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
his year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

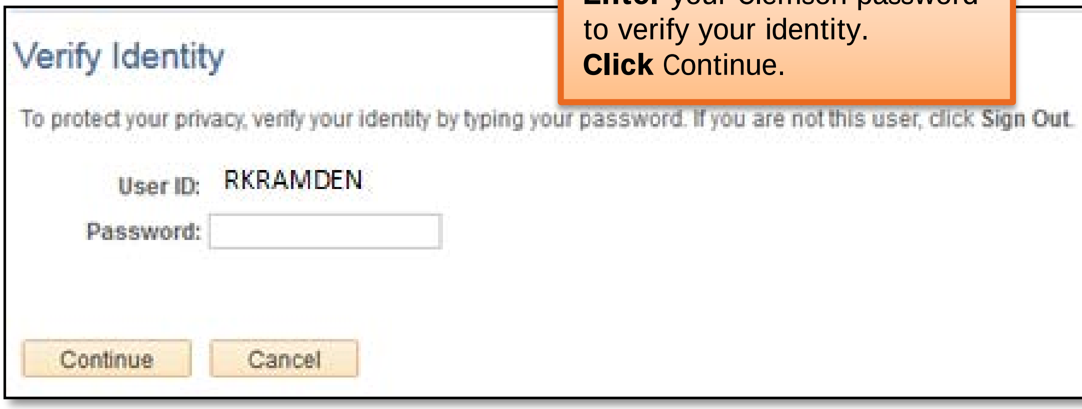
k this box if you meet both conditions to claim exempt status.

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.

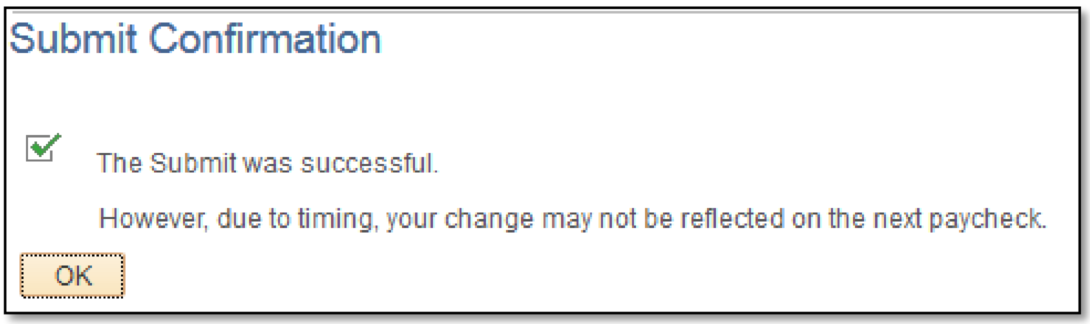
Submit

STEP 6
Click Submit to save your entries.

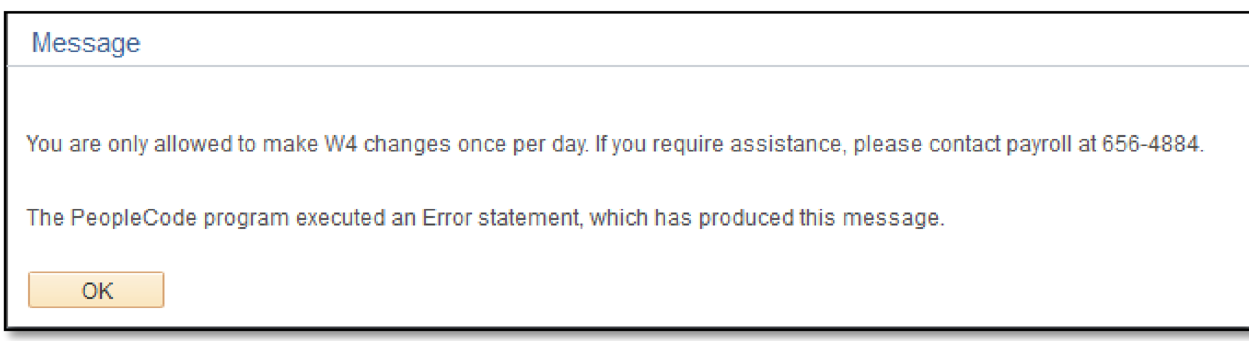
STEP 7
Enter your Clemson password to verify your identity.
Click Continue.



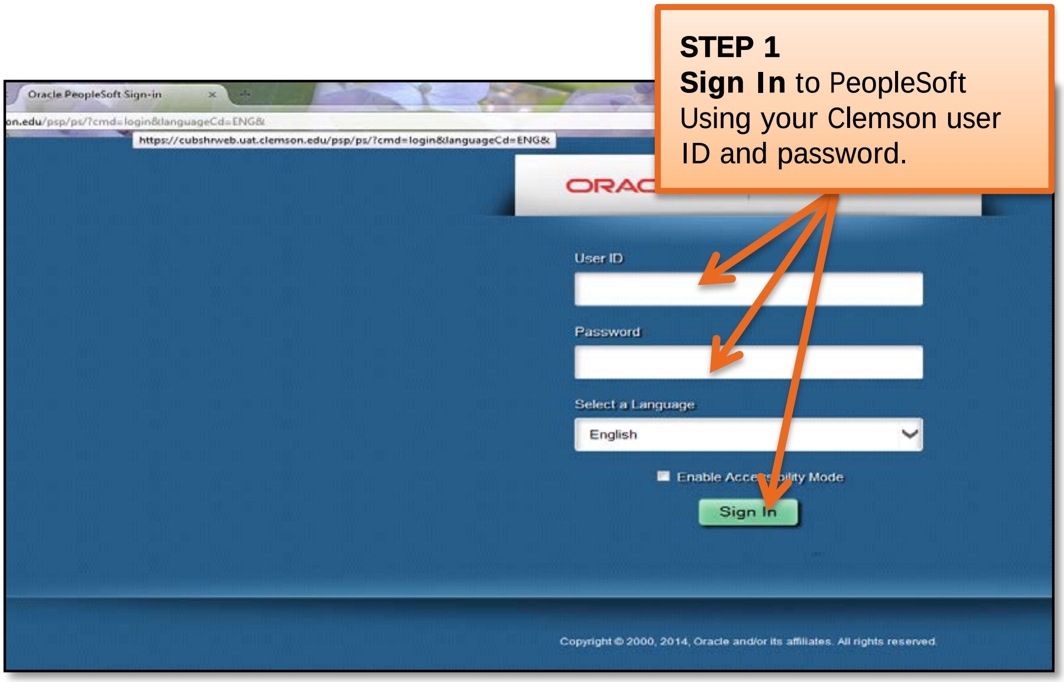
You will receive a confirmation notification (see below).



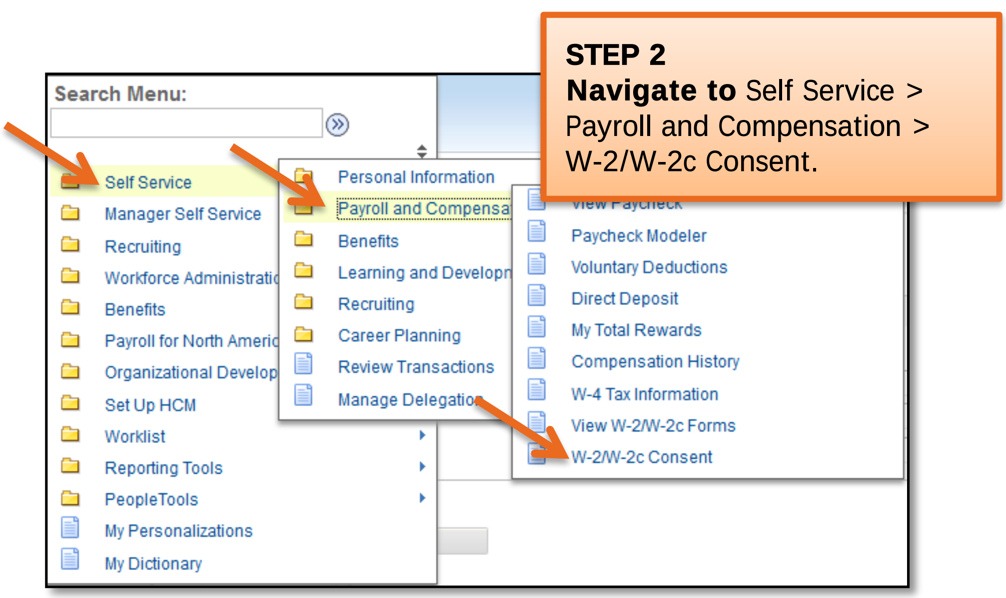
Important Information: You are allowed to make changes to your W-4 once a day. If you attempt to enter changes more than once, the error message below will appear.



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

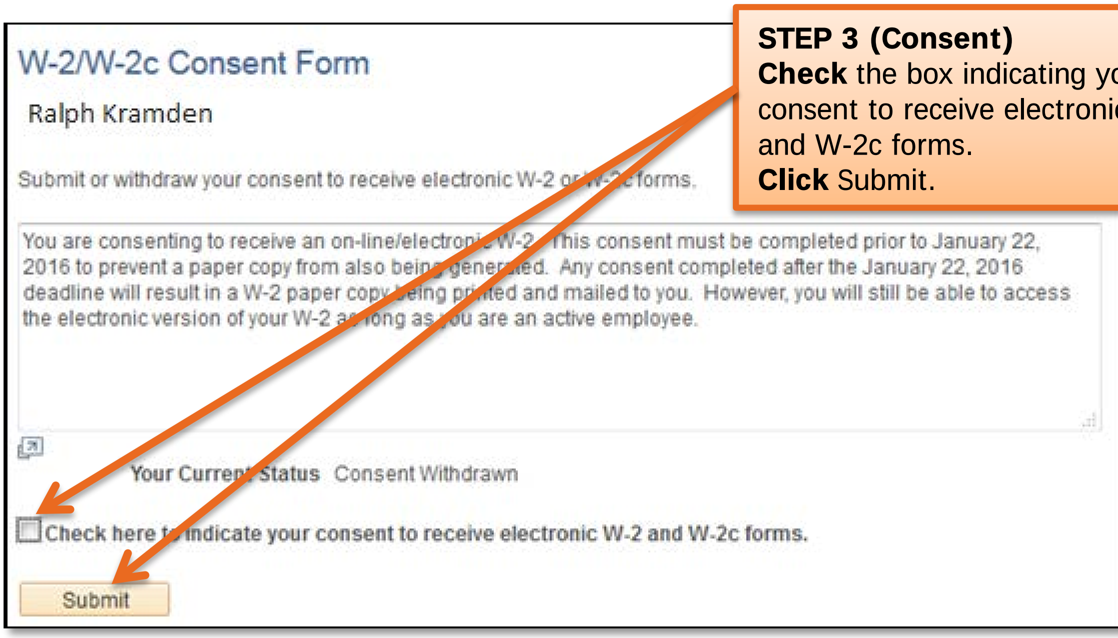


W-2/W-2c Consent/Consent Withdrawal



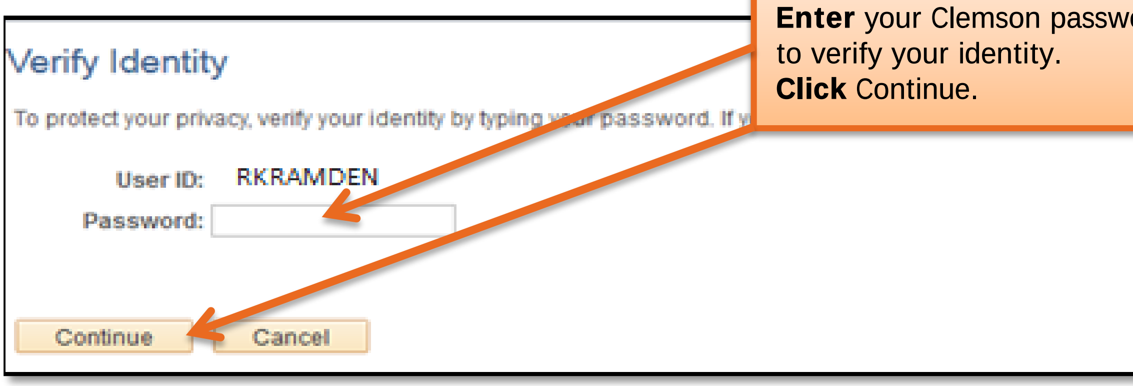
W-2 and W-2c Online Consent and View

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



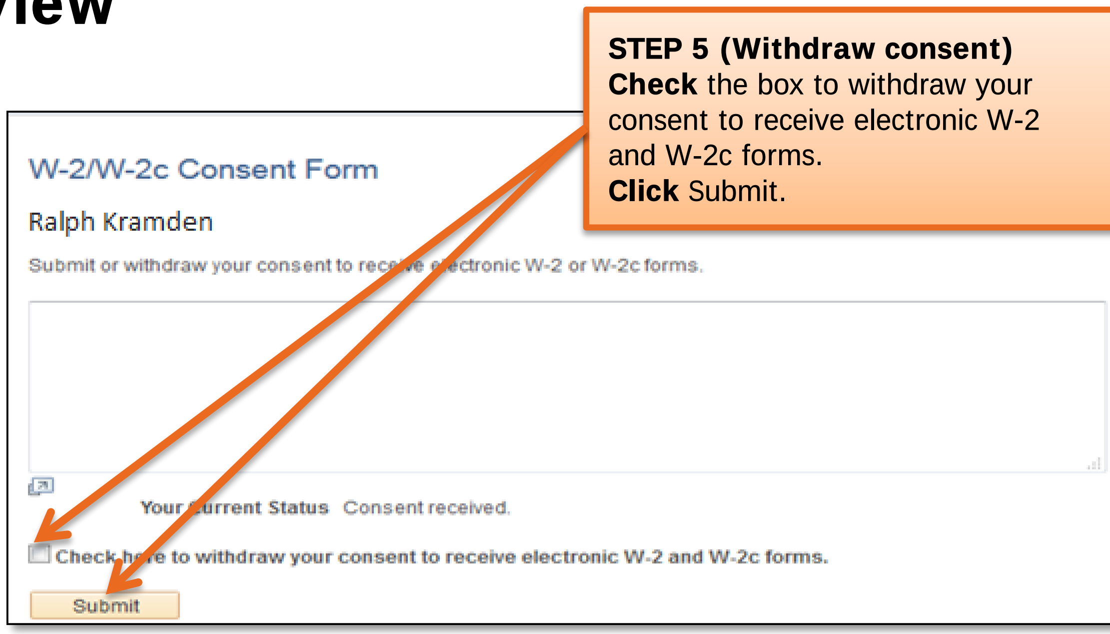
You will be asked to enter your Clemson Password to verify your identity.

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

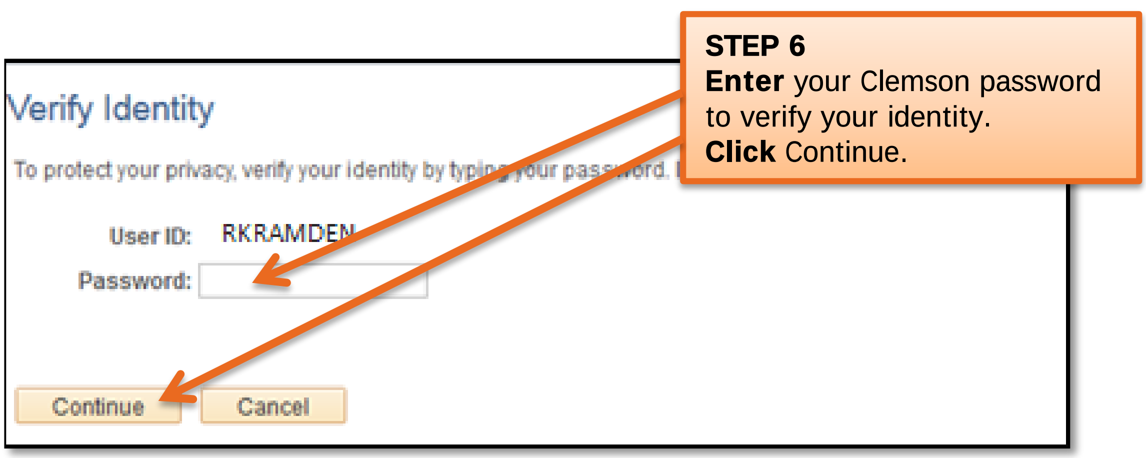


Quick Reference:

W-2 and W-2c Online Consent and View

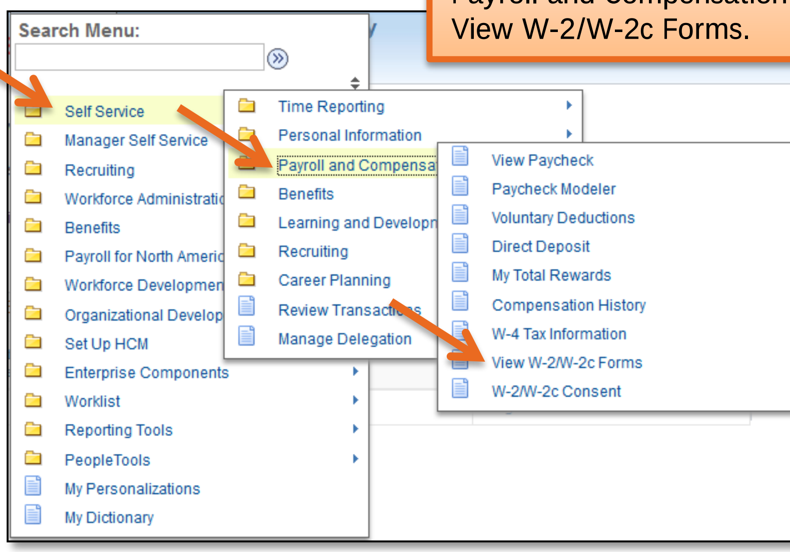


You will be asked to enter your Clemson Password to verify your identity.

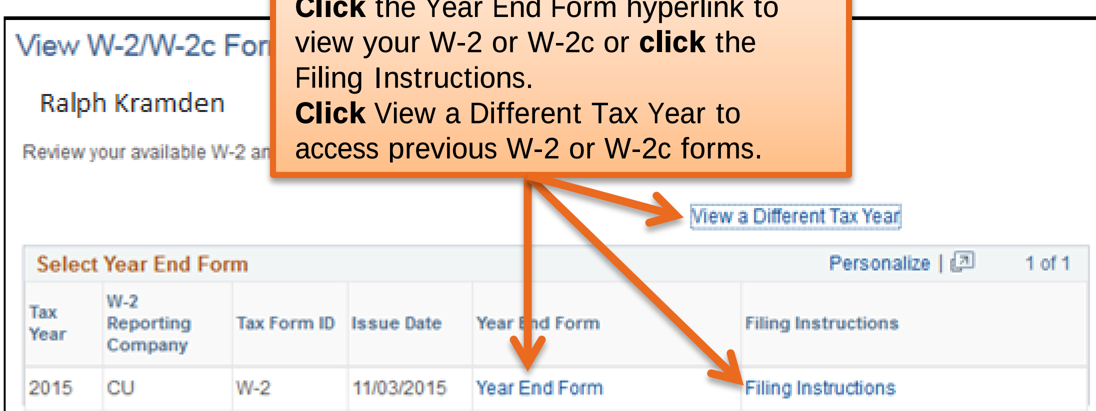


Viewing W-2/W-2c Online

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



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



Quick Reference:
View Paycheck

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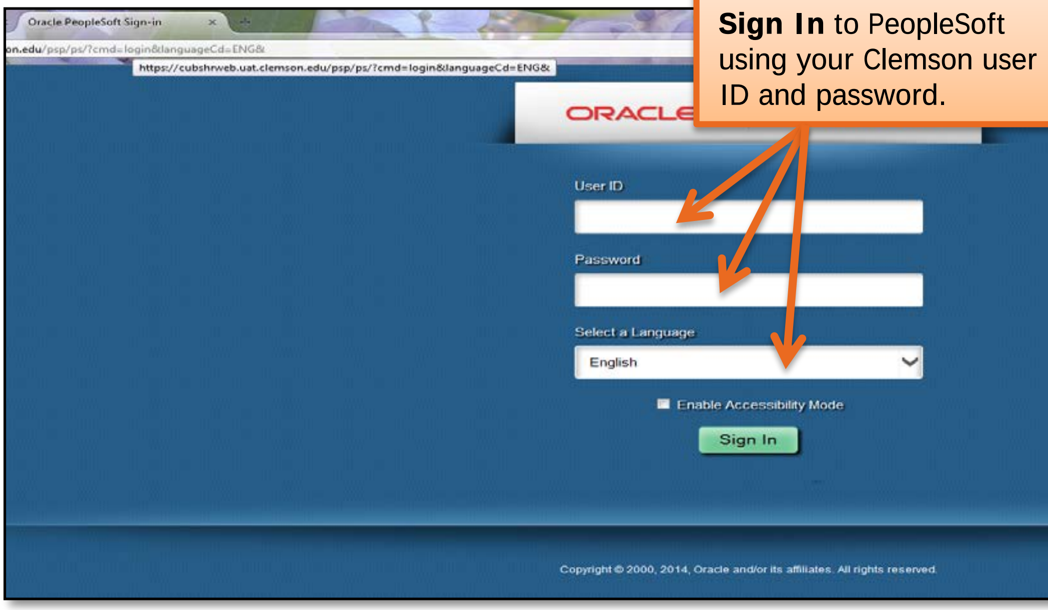
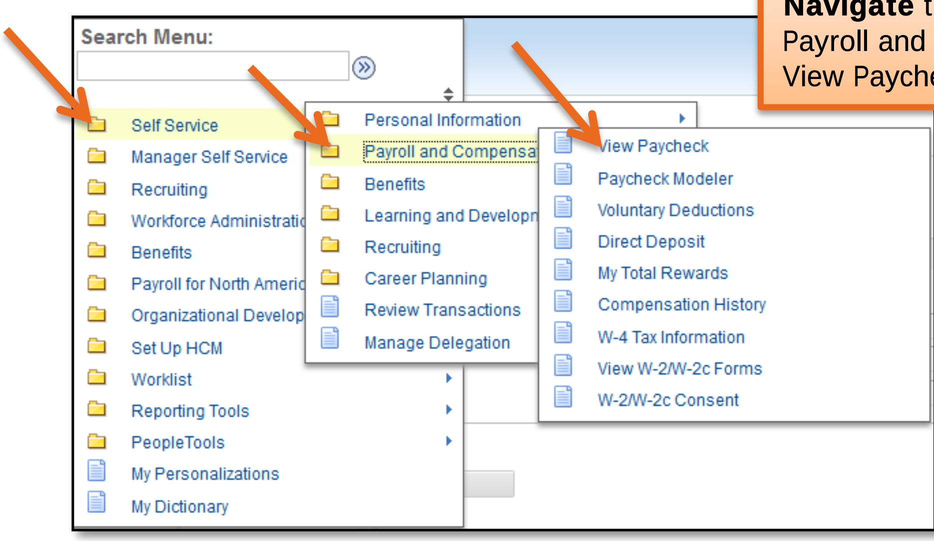


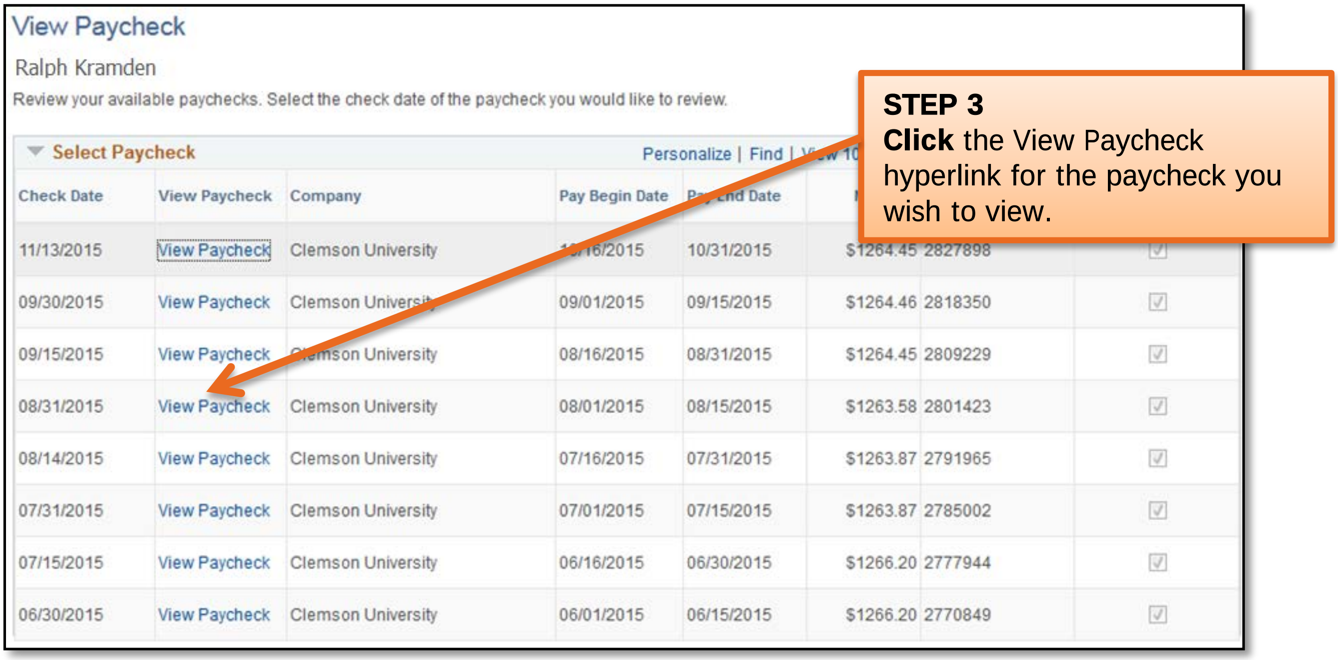
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.



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

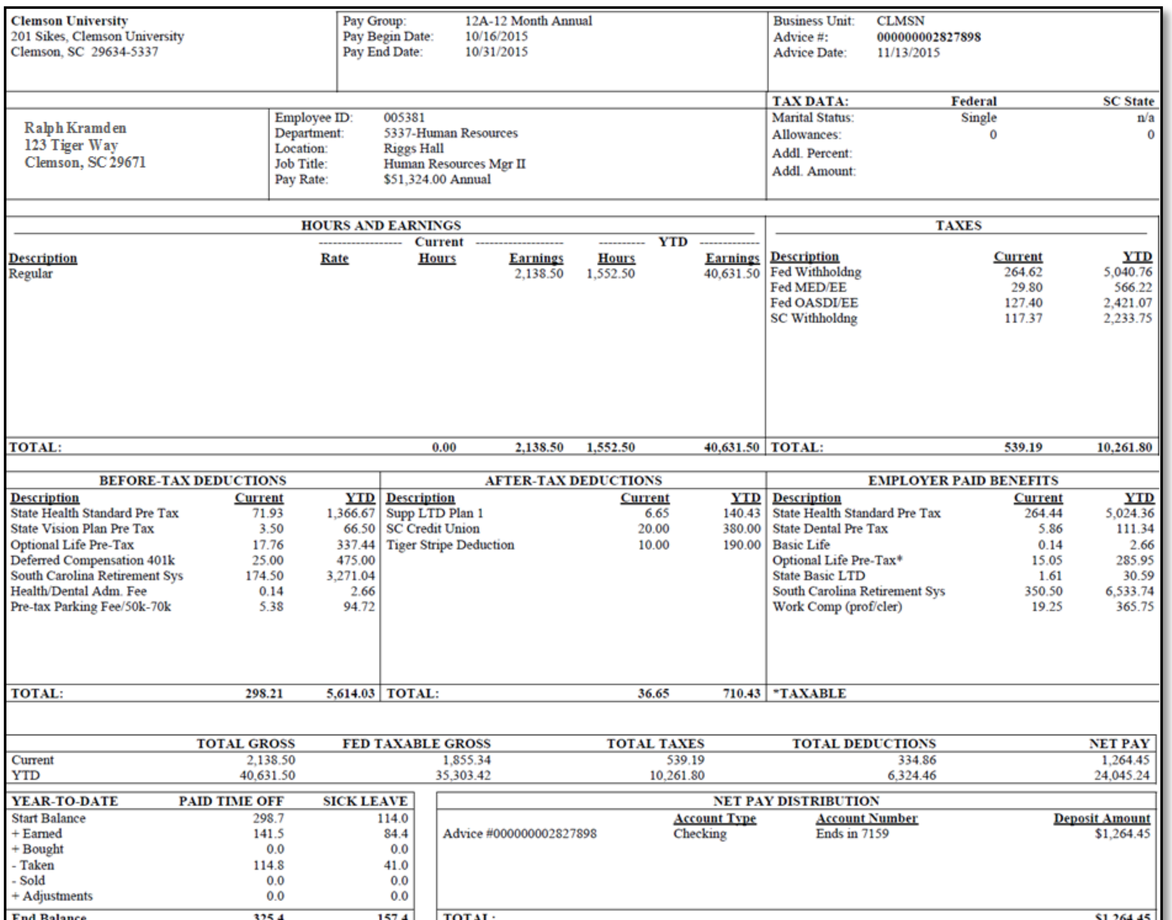
Quick Reference:
View Paycheck

CLEMSON HUMAN RESOURCES



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

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:	Federal	SC State
Marital Status:	Single	n/a
Allowances:	0	0
Addl. Percent:		
Addl. Amount:		

HOURS AND EARNINGS

Description	Rate (Current)	Hours (Current)	Earnings (Current)	Hours (YTD)	Earnings (YTD)
Regular			2,138.50	1,552.50	40,631.50
TOTAL:		0.00	2,138.50	1,552.50	40,631.50

TAXES

Description	Current	YTD
Fed Withholdng	264.62	5,040.76
Fed MED/EE	29.80	566.22
Fed OASDI/EE	127.40	2,421.07
SC Withholdng	117.37	2,233.75
TOTAL:	539.19	10,261.80

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
State Health Standard Pre Tax	71.93	1,366.67
State Vision Plan Pre Tax	3.50	66.50
Optional Life Pre-Tax	17.76	337.44
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:	298.21	5,614.03

AFTER-TAX DEDUCTIONS

Description	Current	YTD
Supp LTD Plan 1	6.65	140.43
SC Credit Union	20.00	380.00
Tiger Stripe Deduction	10.00	190.00
TOTAL:	36.65	710.43

EMPLOYER PAID BENEFITS

Description	Current	YTD
State Health Standard Pre Tax	264.44	5,024.36
State Dental Pre Tax	5.86	111.34
Basic Life	0.14	2.66
Optional Life Pre-Tax*	15.05	285.95
State Basic LTD	1.61	30.59
South Carolina Retirement Sys	350.50	6,533.74
Work Comp (prof/cler)	19.25	365.75
*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,138.50	1,855.34	539.19	334.86	1,264.45
YTD	40,631.50	35,303.42	10,261.80	6,324.46	24,045.24

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
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

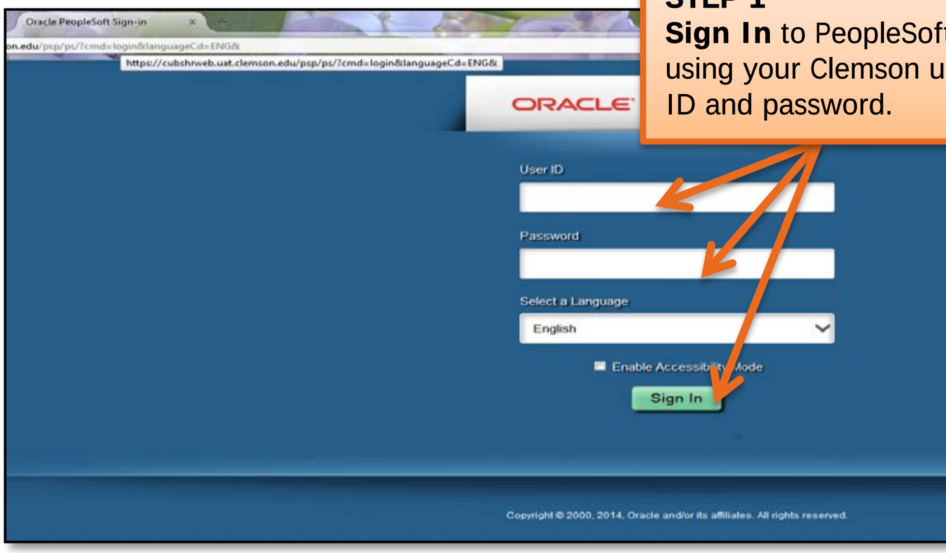
NET PAY DISTRIBUTION

	Account Type	Account Number	Deposit Amount
Advice #000000002827898	Checking	Ends in 7159	$1,264.45
TOTAL:			$1,264.45

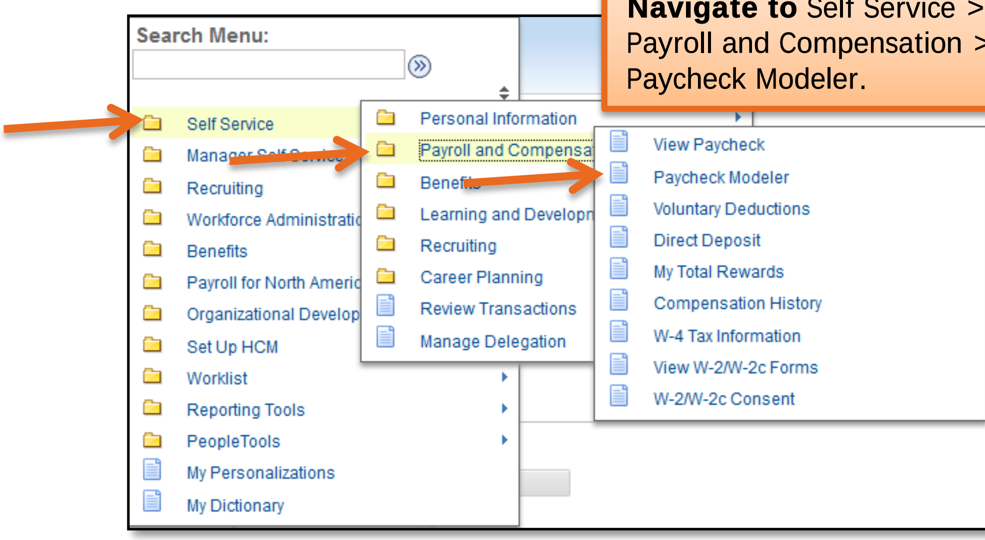
Quick Reference:
Paycheck Modeler

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.

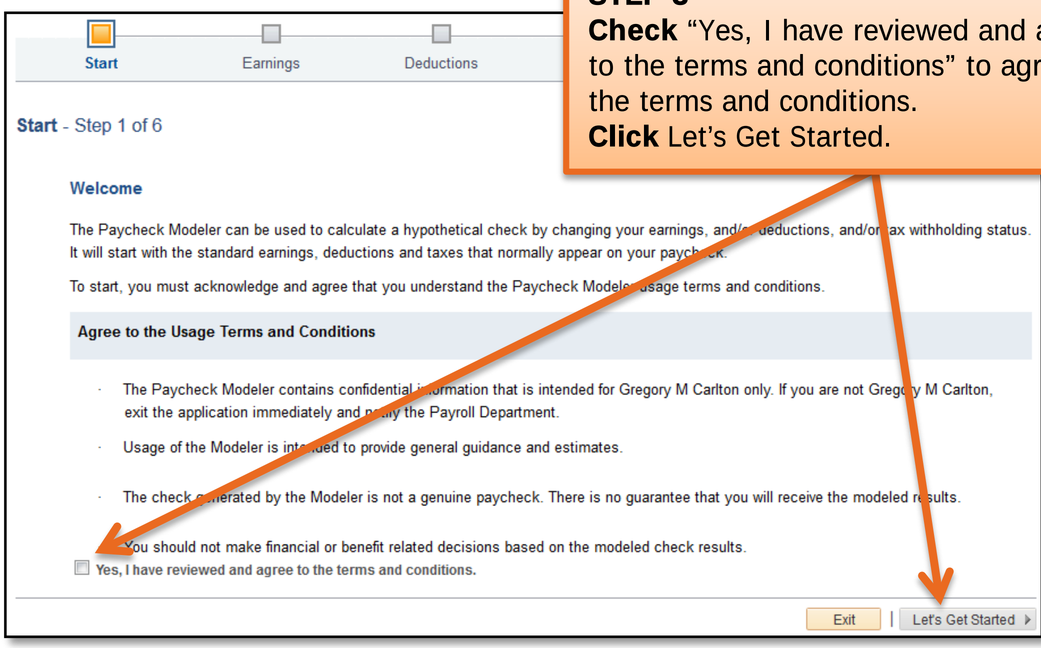
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.



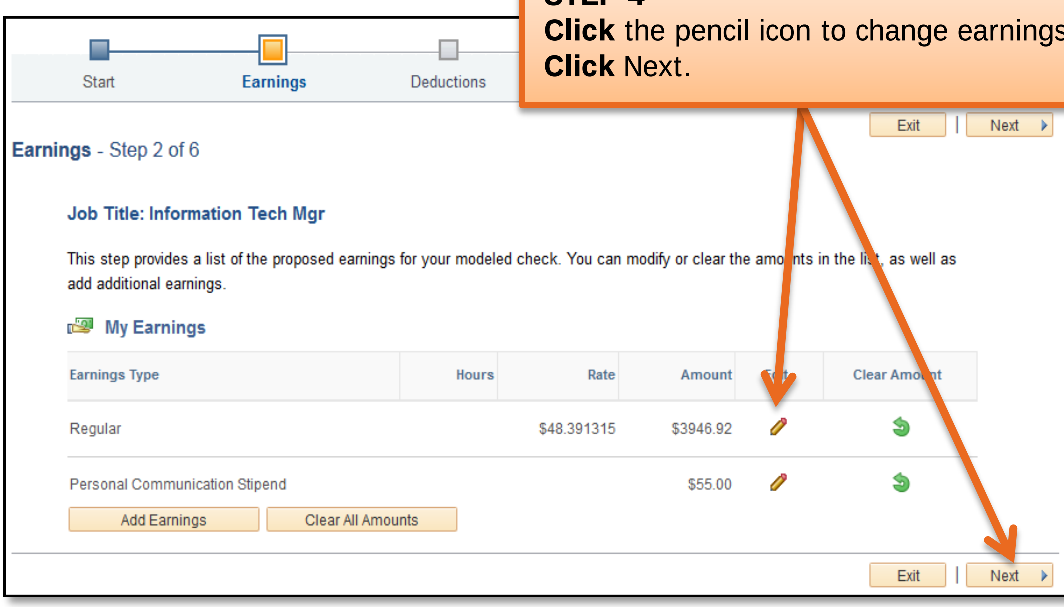
STEP 2
Navigate to Self Service > Payroll and Compensation > Paycheck Modeler.

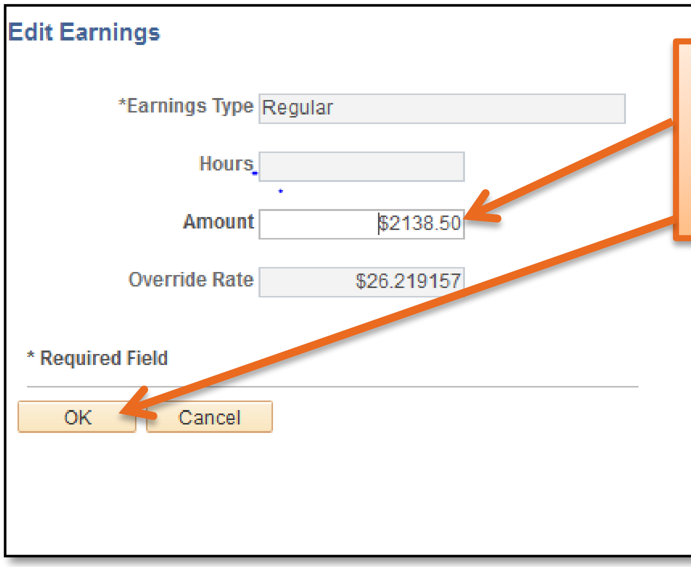


STEP 3
Check “Yes, I have reviewed and agree to the terms and conditions” to agree to the terms and conditions.
Click Let’s Get Started.



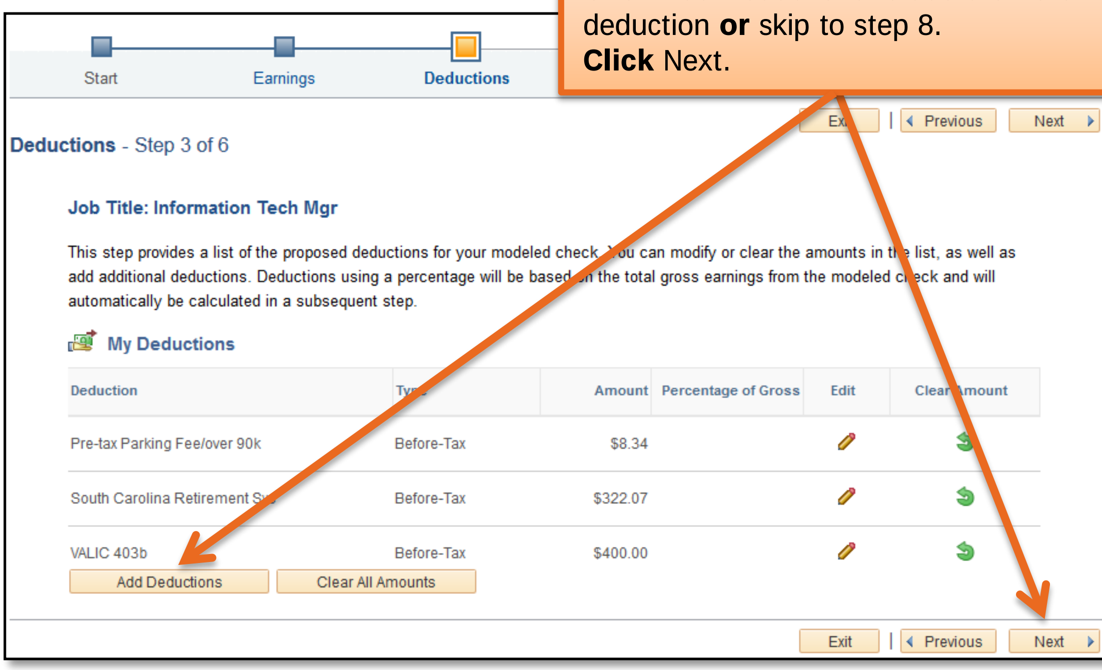
STEP 4
Click the pencil icon to change earnings.
Click Next.



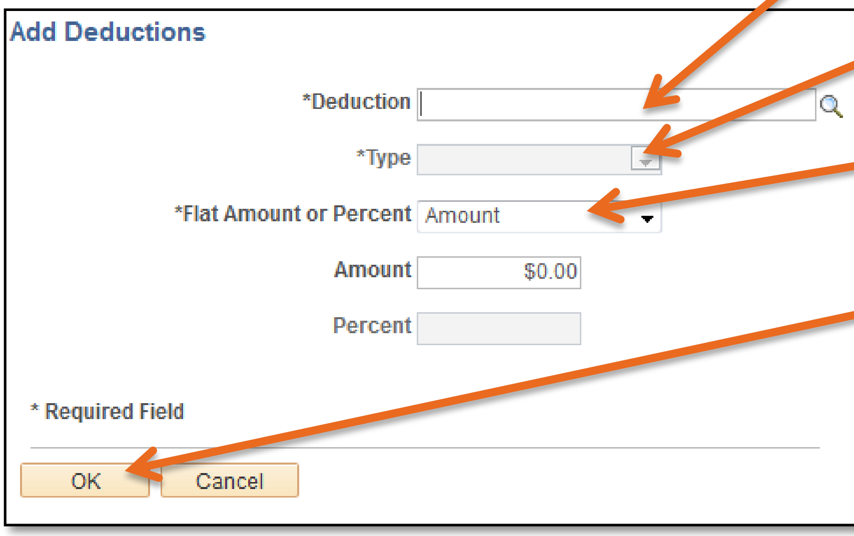


STEP 5
Enter the new, semi-monthly salary amount.
Click OK.

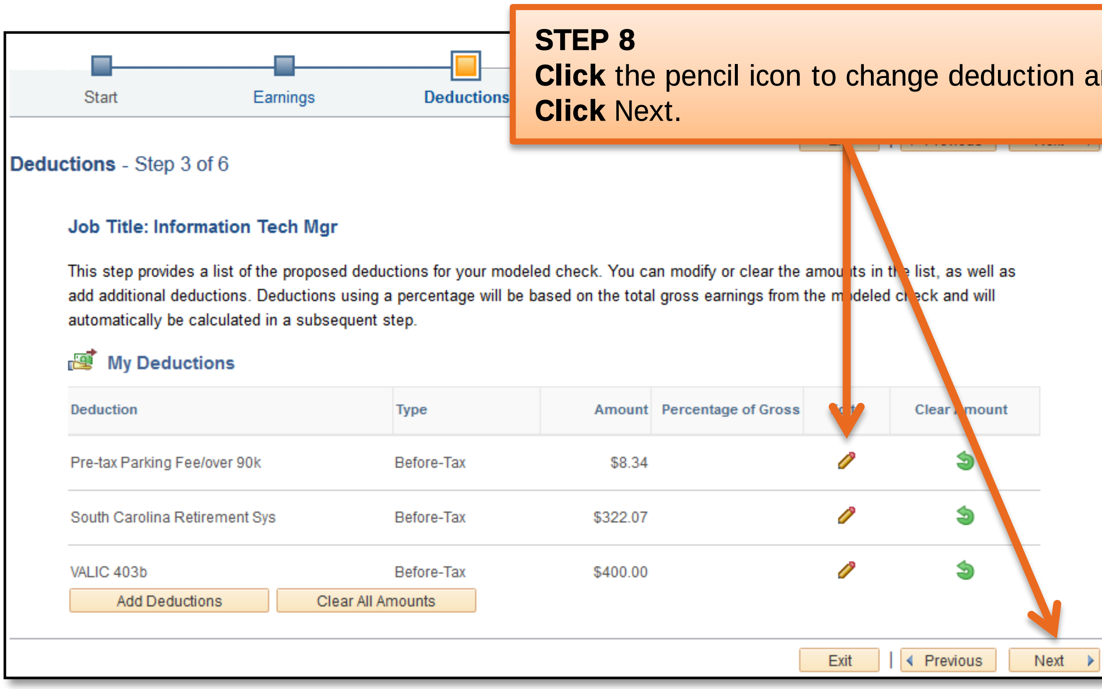
STEP 6
Click Add Deductions to add a different type of deduction **or** skip to step 8.
Click Next.

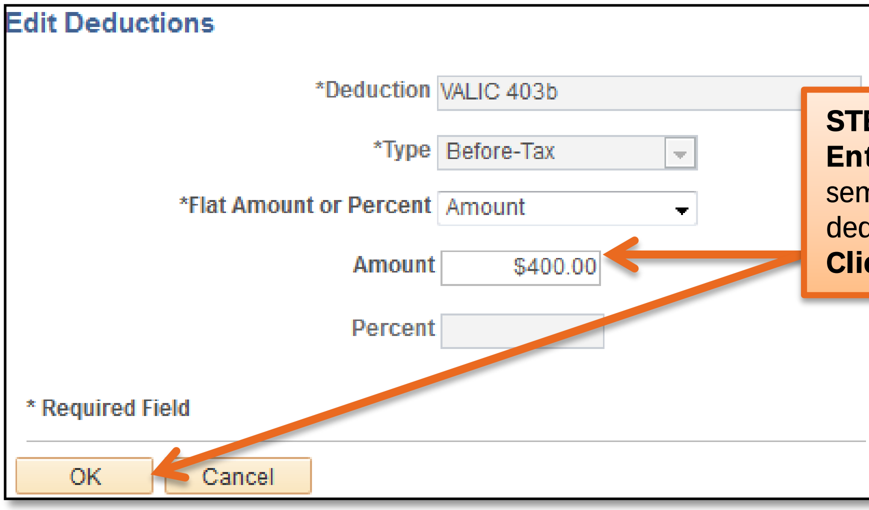


STEP 7
Select the desired Deduction from the menu by clicking the hourglass.
Select Type of deduction (pre-tax or after-tax).
Select Flat Amount or Percent
Enter corresponding field.
Click OK.

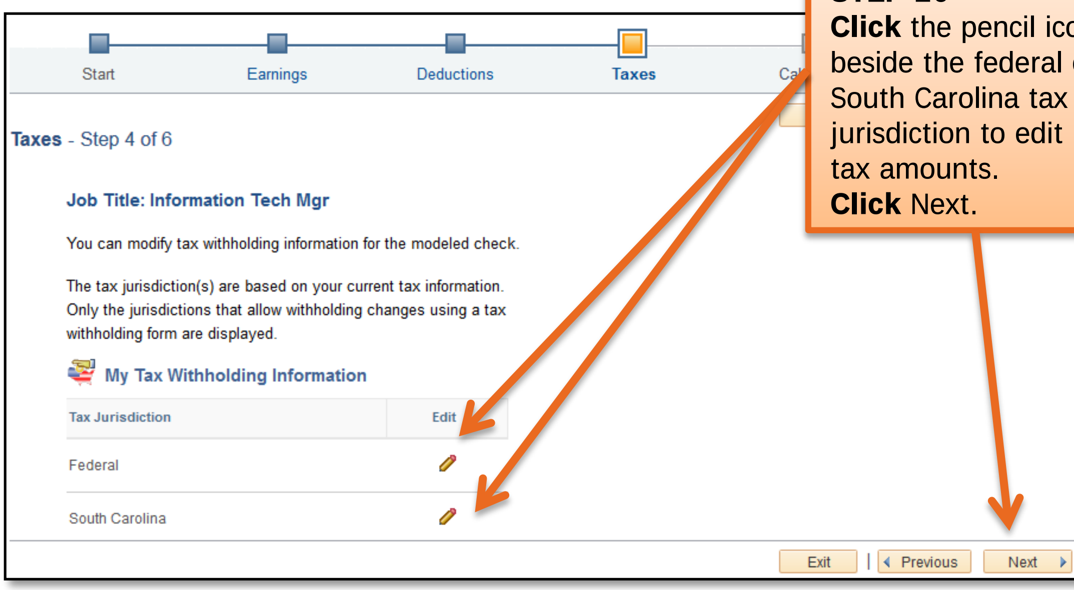


STEP 8
Click the pencil icon to change deduction amount.
Click Next.



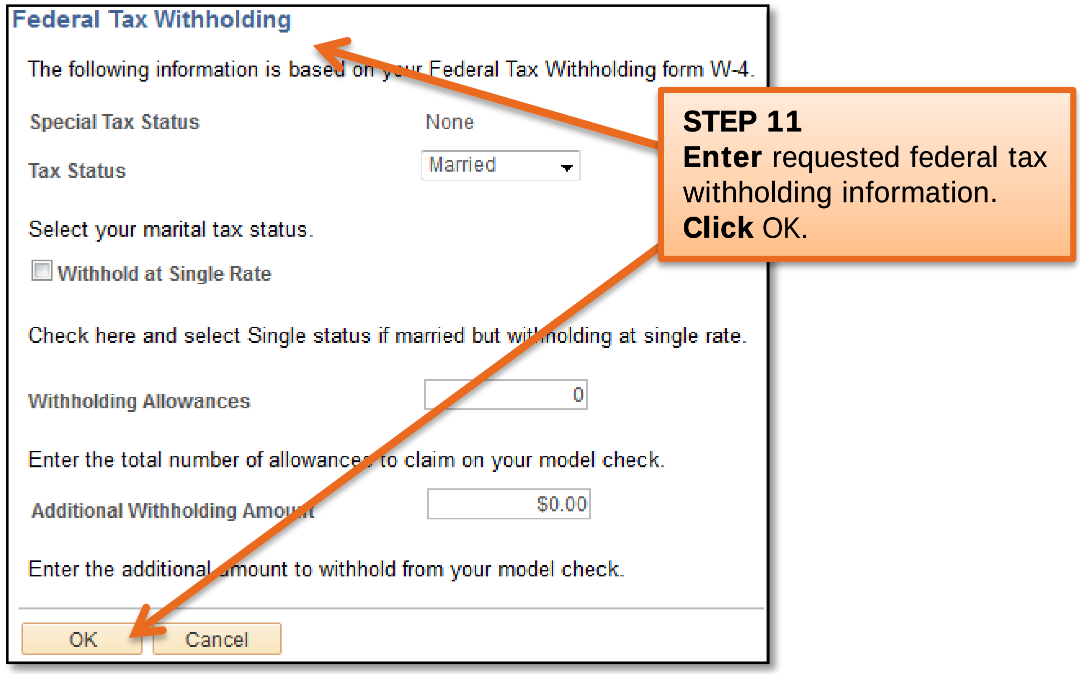


STEP 9
Enter the new, semi-monthly deduction amount.
Click OK.

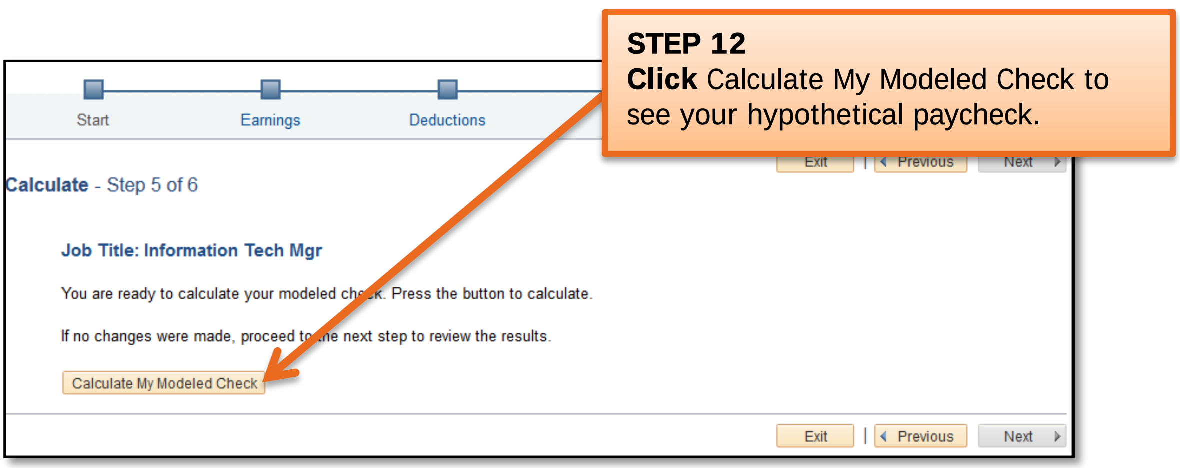


STEP 10
Click the pencil icon beside the federal or South Carolina tax jurisdiction to edit tax amounts.
Click Next.

CLEMSON HUMAN RESOURCES

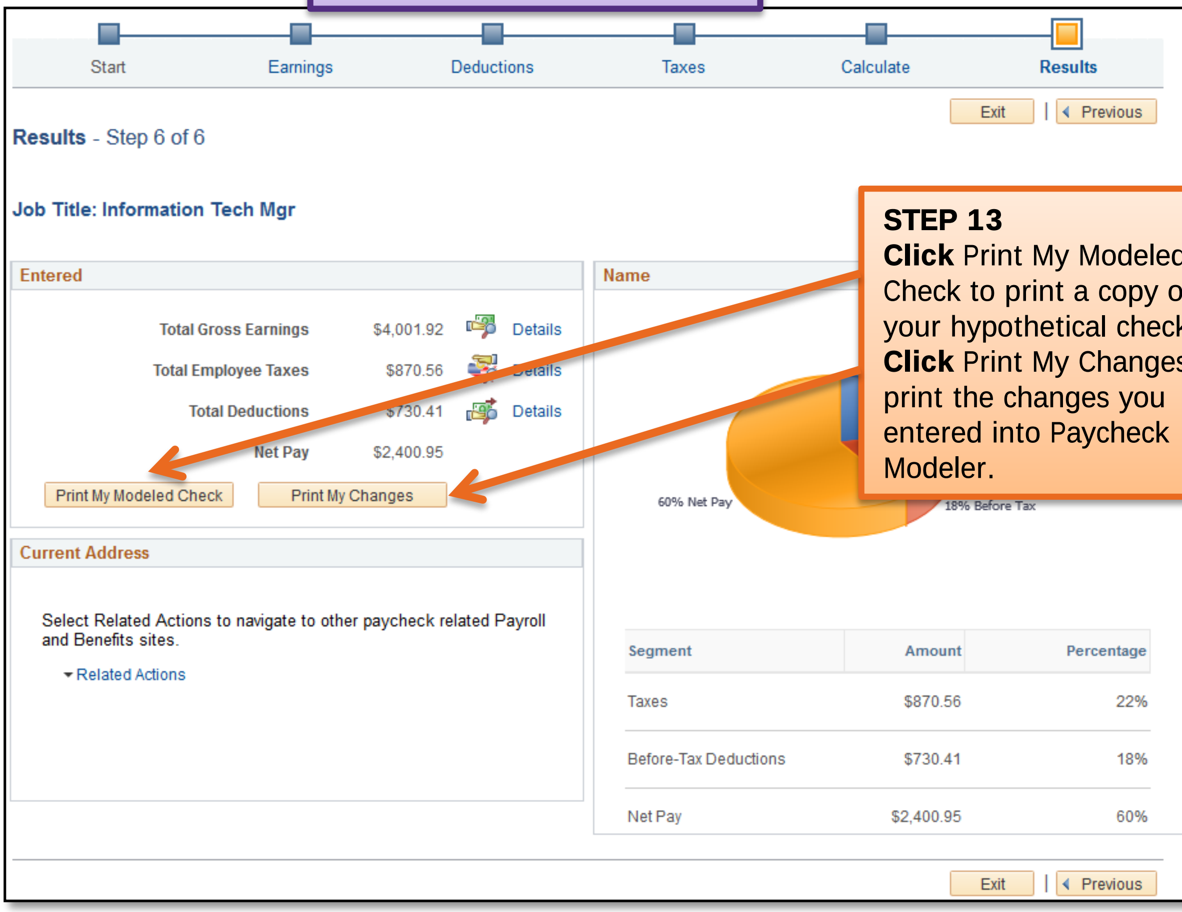


STEP 11
Enter requested federal tax withholding information.
Click OK.



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

Results Page is displayed

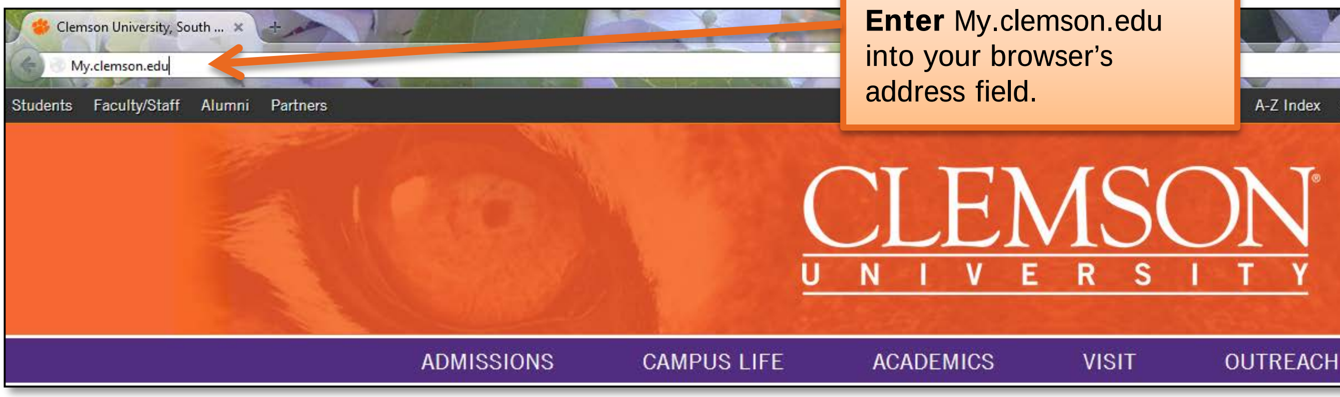


STEP 13
Click Print My Modeled Check to print a copy of your hypothetical check. **Click** Print My Changes to print the changes you entered into Paycheck Modeler.

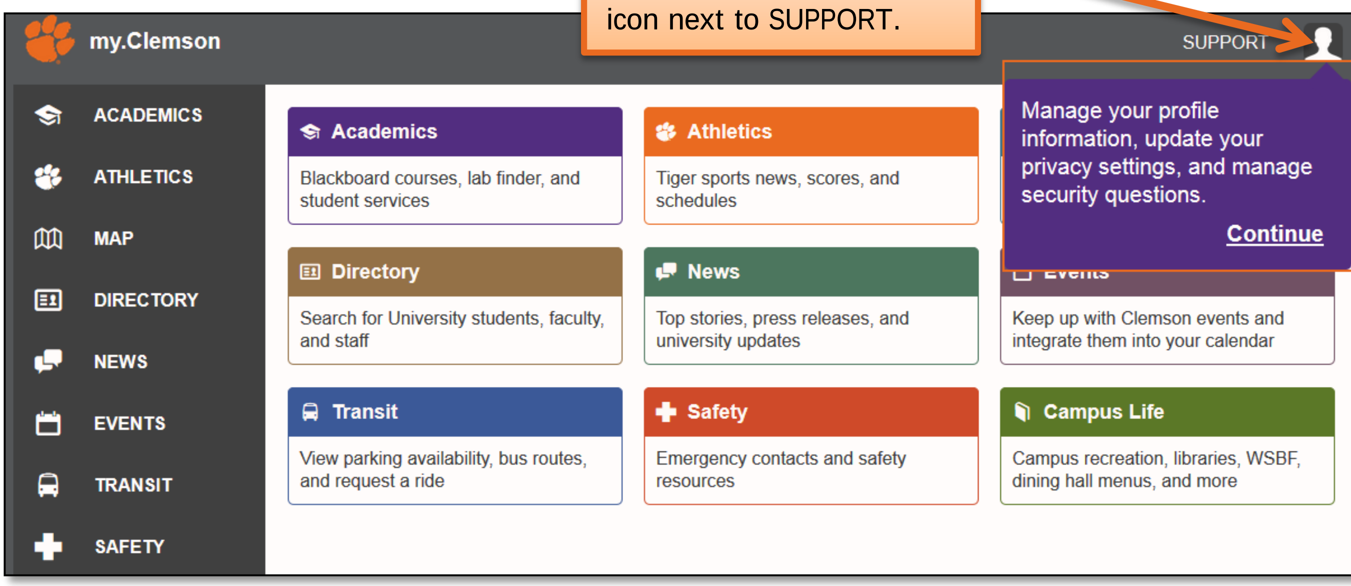
My.clemson.edu

CLEMSON HUMAN RESOURCES

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

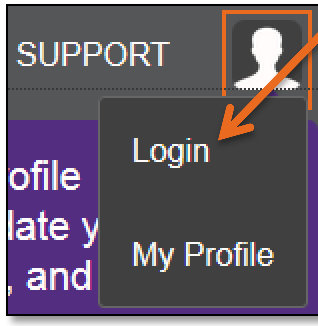


STEP 2
Click on the headshot icon next to SUPPORT.



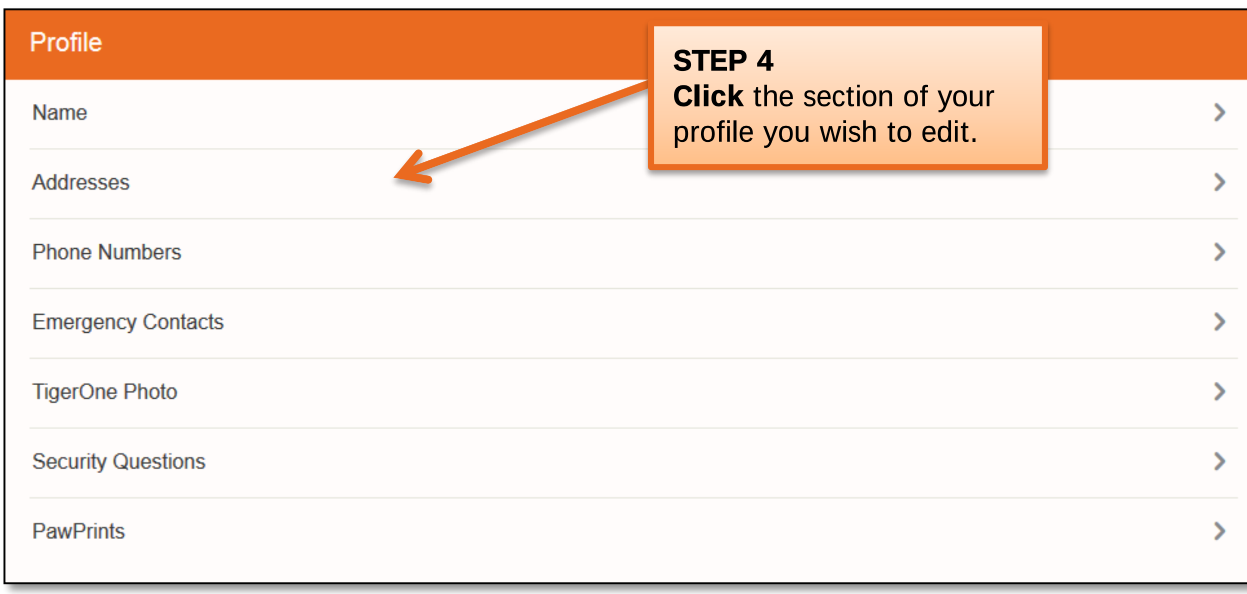
Quick Reference:
My.clemson.edu

CLEMSON
HUMAN RESOURCES



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

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



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

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:

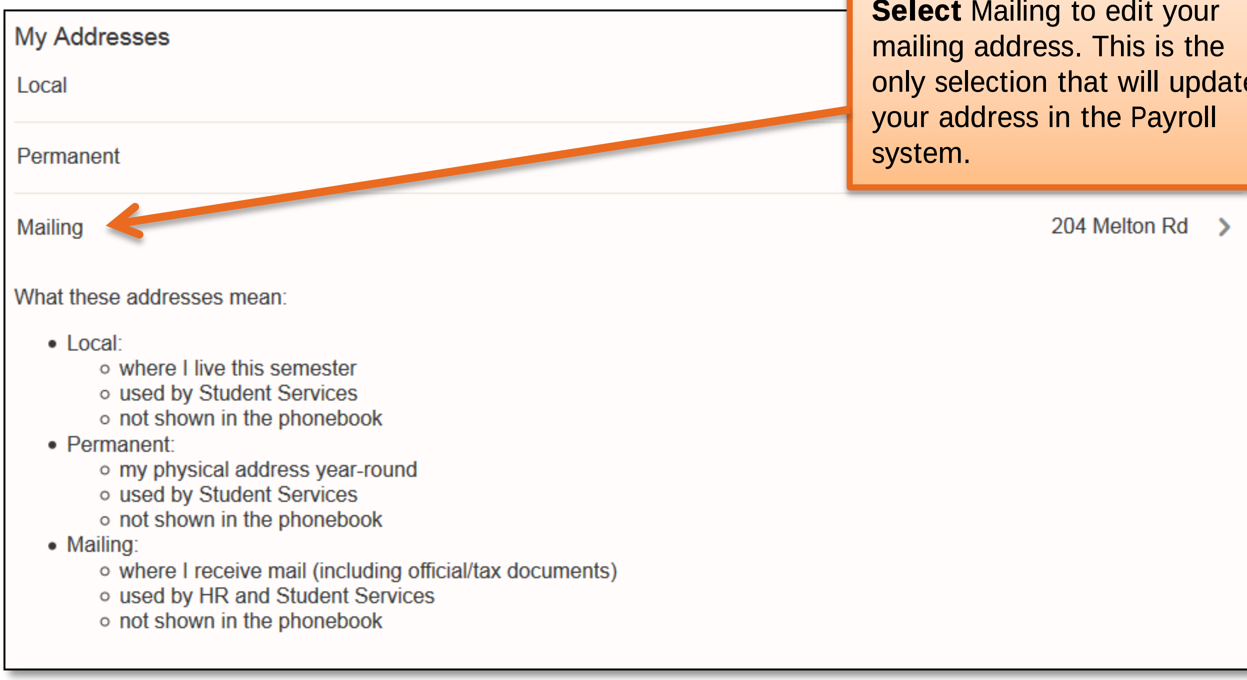
Bring your new Social Security card to the Human Resources Office, located at the Administrative Service Building.

(Ctrl)

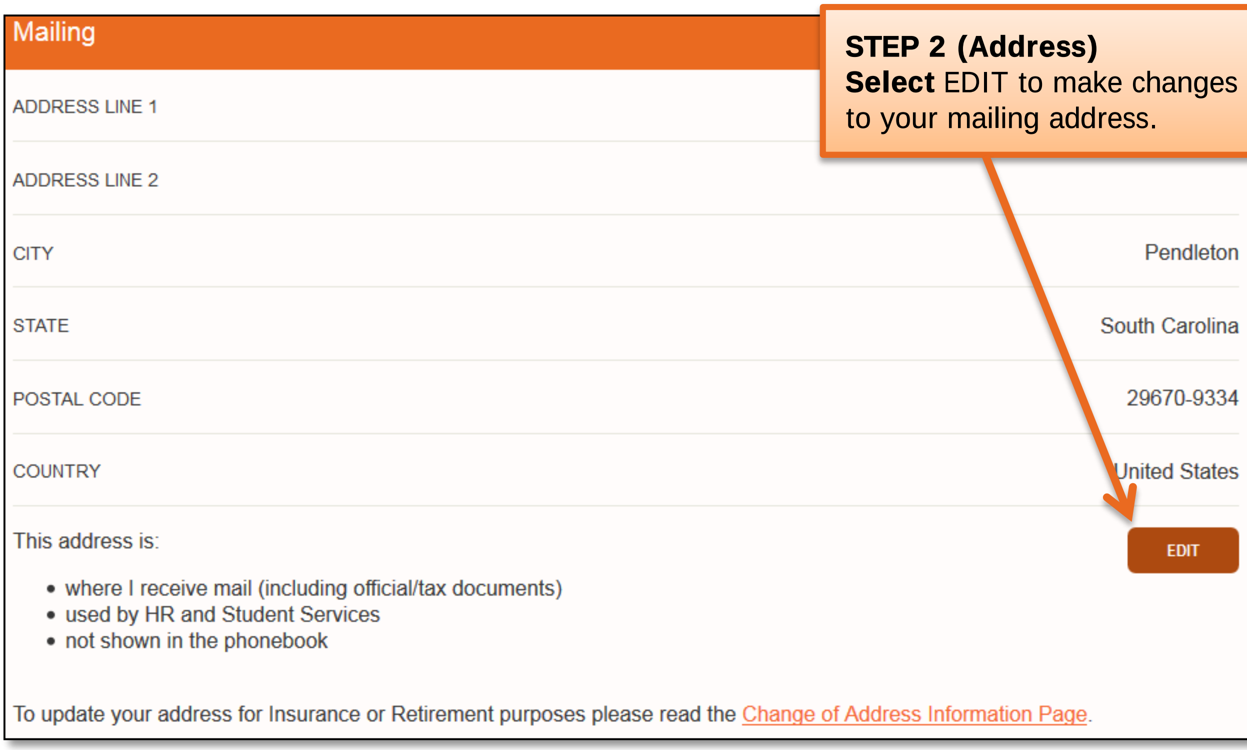
CLEMSON HUMAN RESOURCES

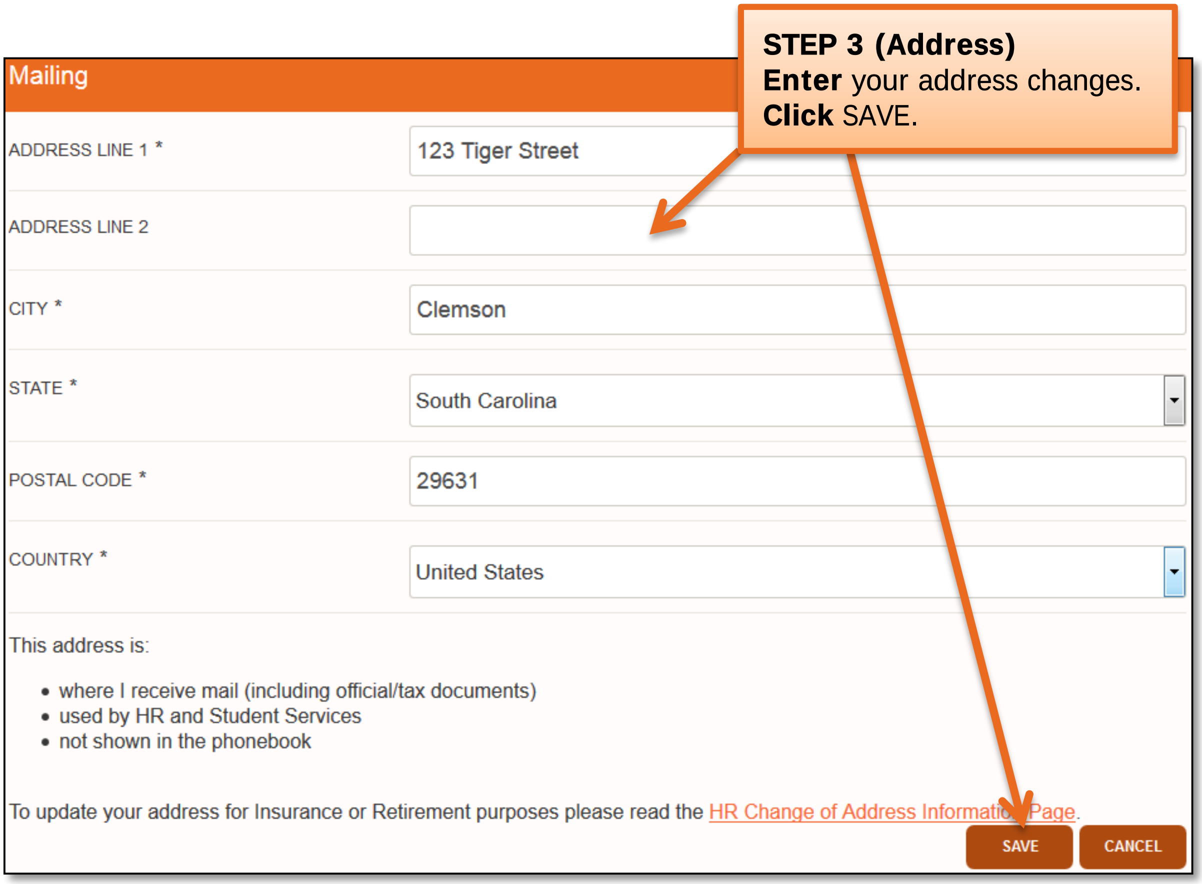
Mailing Address Change

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

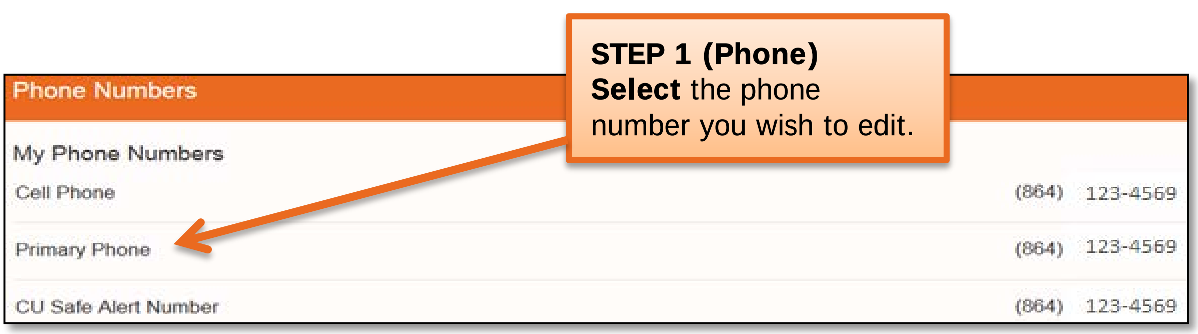


STEP 2 (Address)
Select EDIT to make changes to your mailing address.

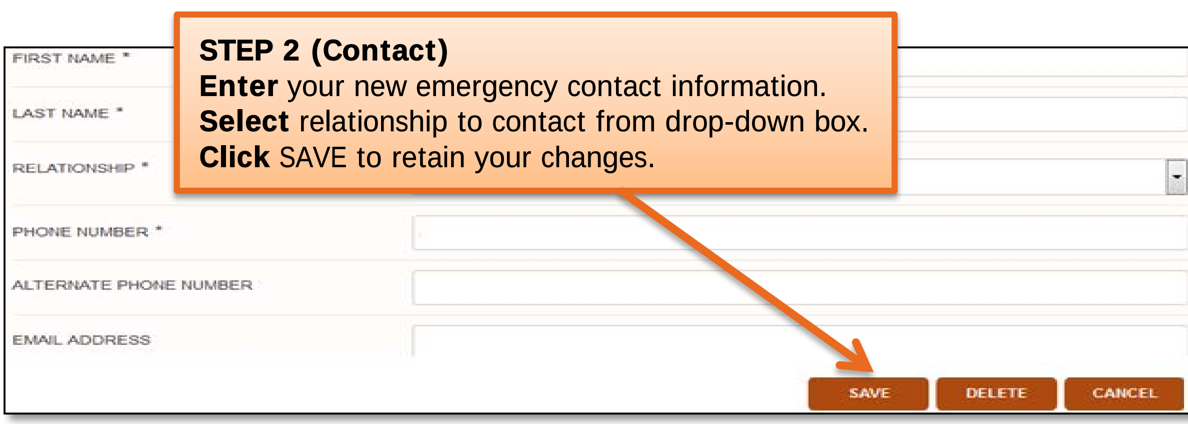




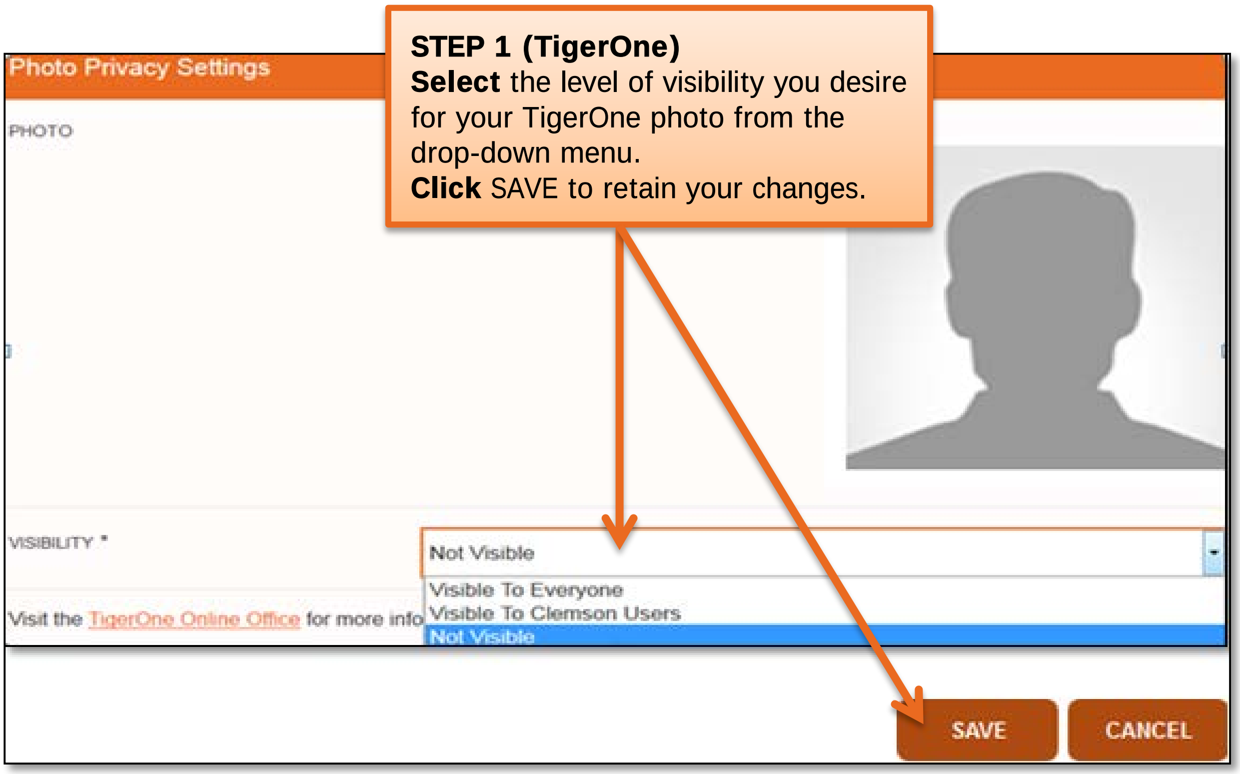
Phone Number Change



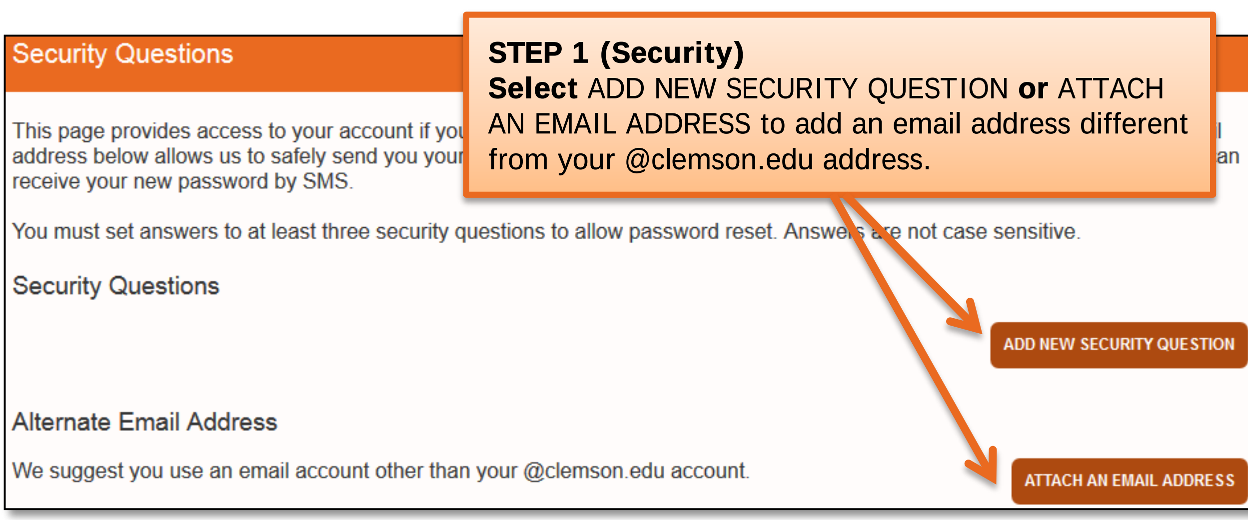
Emergency Contact Change



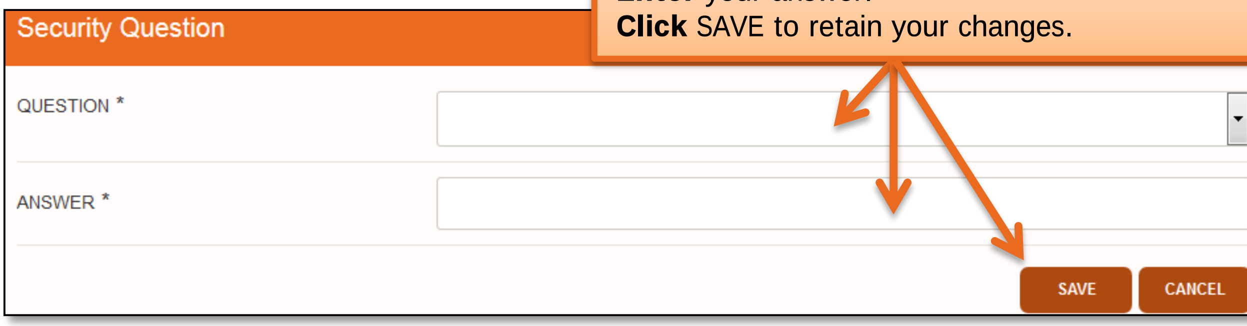
TigerOne Photo Visibility



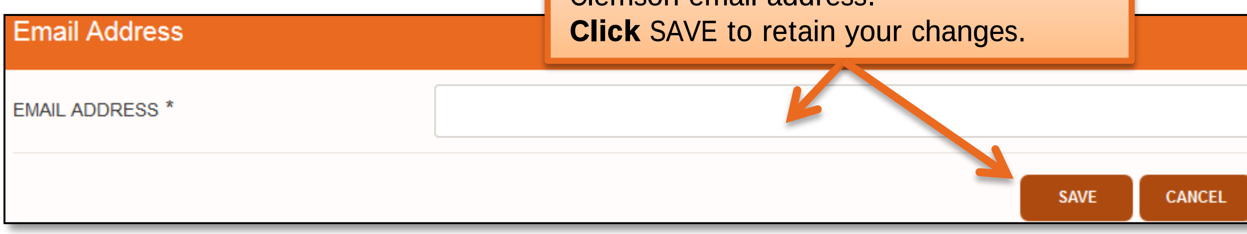
Security Questions



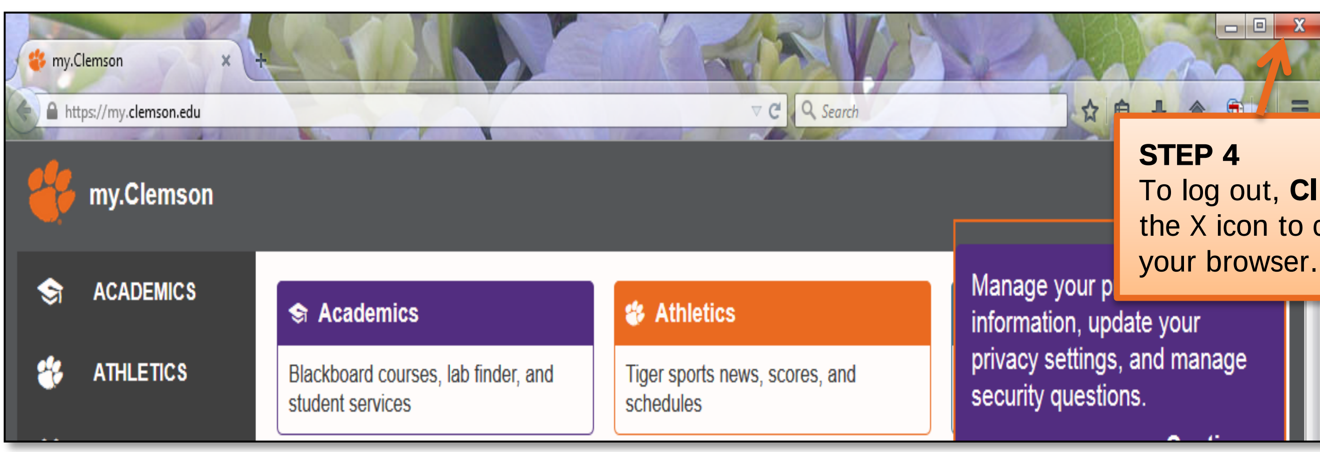
STEP 2 (Security)
Choose a Question from the drop-down menu.
Enter your answer.
Click SAVE to retain your changes.



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



STEP 4
To log out, **Click** the X icon to close your browser.

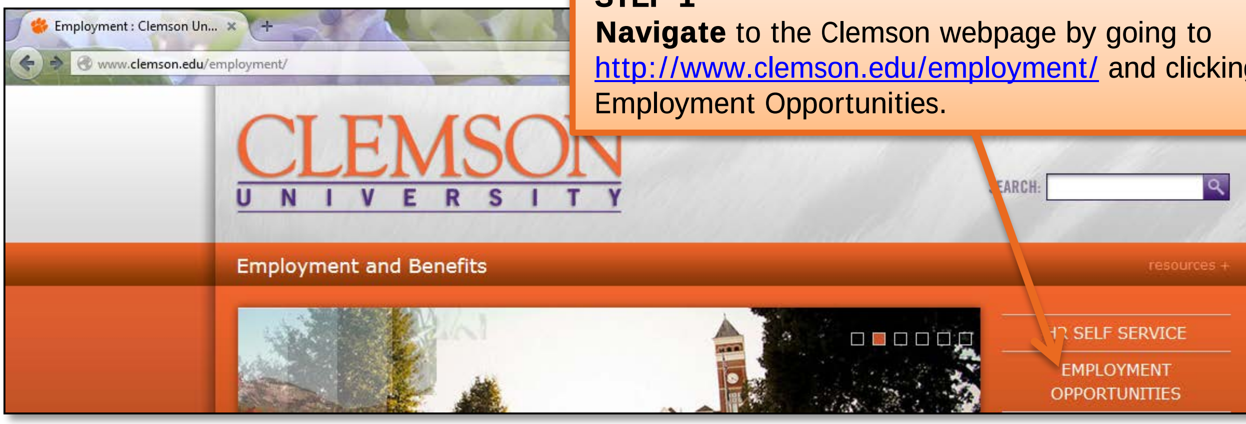


Quick Reference:
Applying for a Staff Position

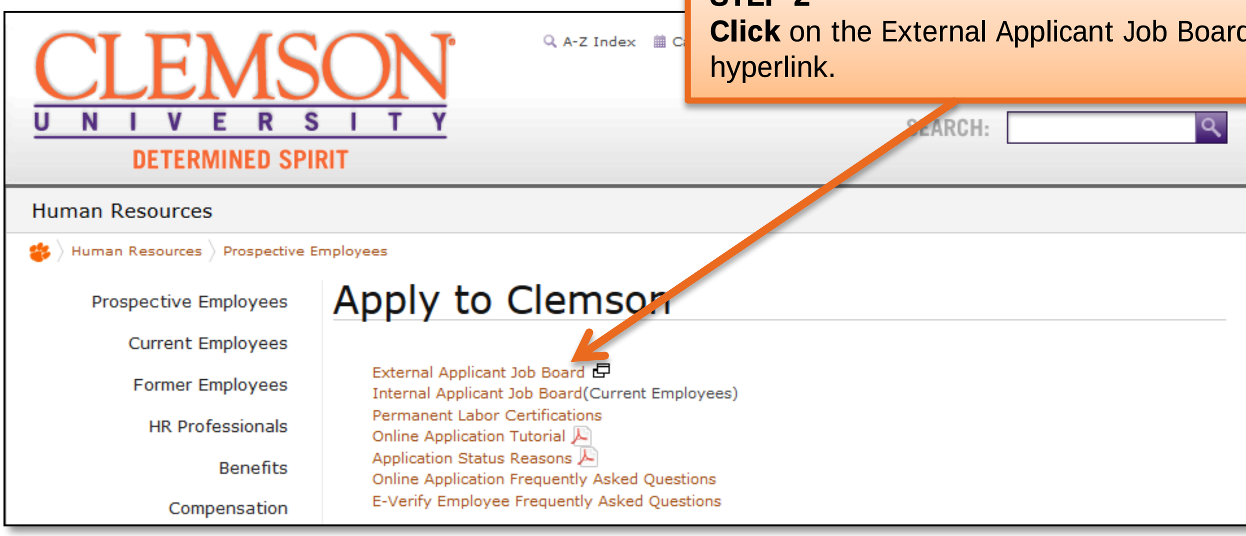
CLEMSON HUMAN RESOURCES

External Applicants (Internal Applicants skip to page 12.)

STEP 1
Navigate to the Clemson webpage by going to http://www.clemson.edu/employment/ and clicking on Employment Opportunities.

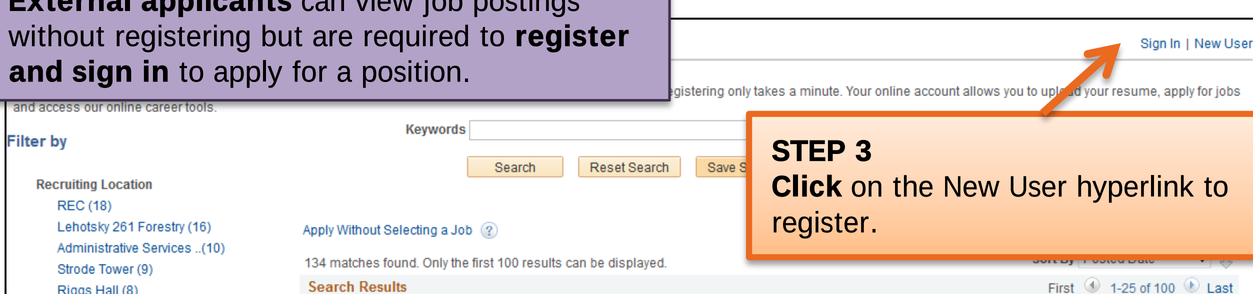


STEP 2
Click on the External Applicant Job Board hyperlink.



External applicants can view job postings without registering but are required to **register and sign in** to apply for a position.

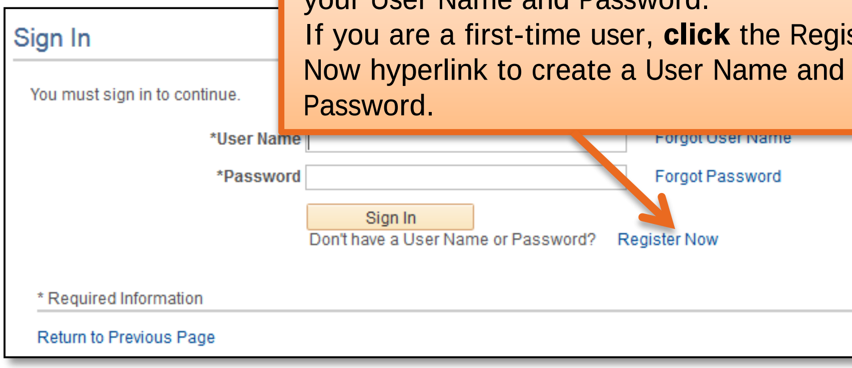
STEP 3
Click on the New User hyperlink to register.



Quick Reference:
Applying for a Staff Position

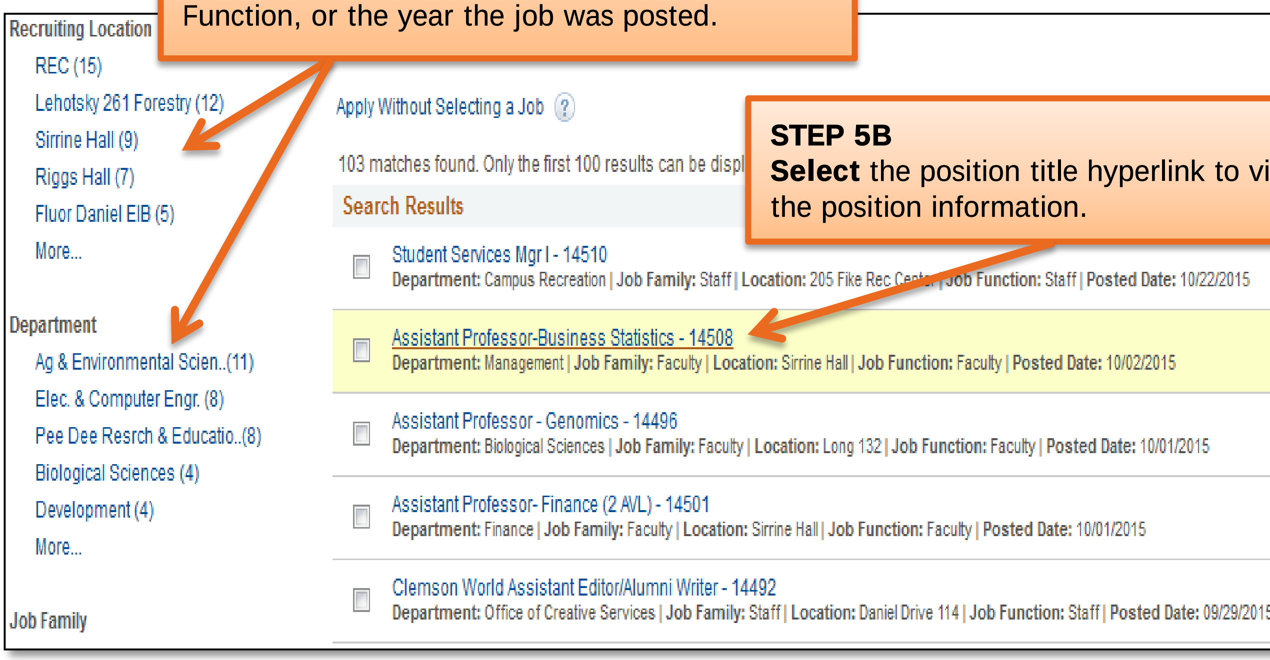
CLEMSON HUMAN RESOURCES

STEP 4
If you are a registered applicant, **sign in** using your User Name and Password.
If you are a first-time user, **click** the Register Now hyperlink to create a User Name and Password.



Important Information: New users must complete the profile page, including acknowledging the terms of service, then click Register. You will be returned to the Job Search Page.

STEP 5A
Search for jobs by scrolling through the job list **OR** look for a particular job/area by filtering by Recruiting Location, Department, Job Family, Job Function, or the year the job was posted.



STEP 5B
Select the position title hyperlink to view the position information.

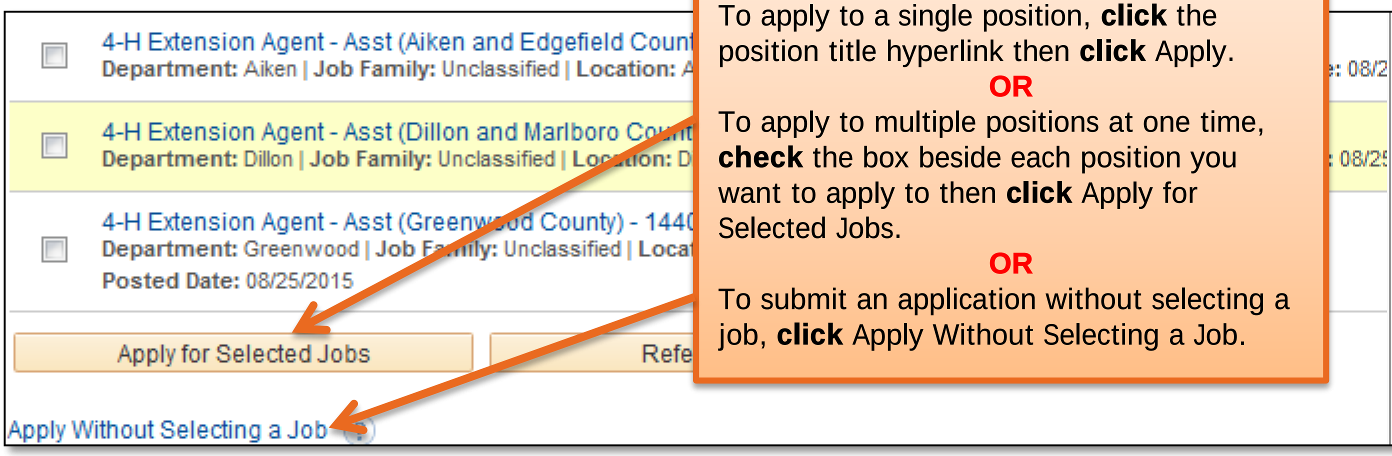
Important Information: Position information includes job duties as well as the education and experience and the skills and competencies required for the position.

Applying for a Staff Position

Important Information:

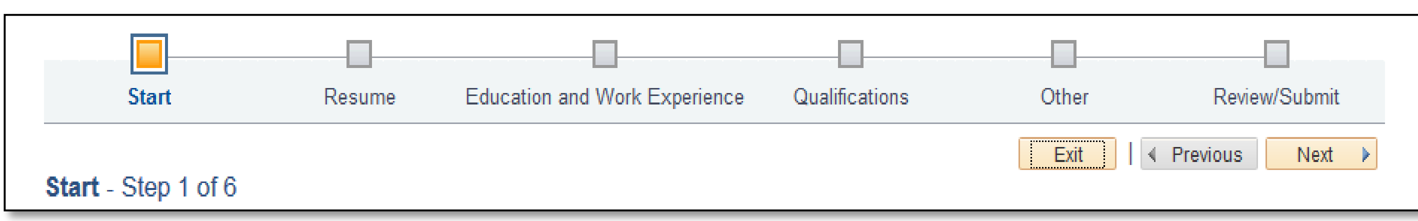
Prior to applying for a position, gather the following information:

- Educational background
- References
- Employment background
- An electronic PDF or Word version of any documents you would like to attach (resume, cover letter, vitae, writing samples, etc.)



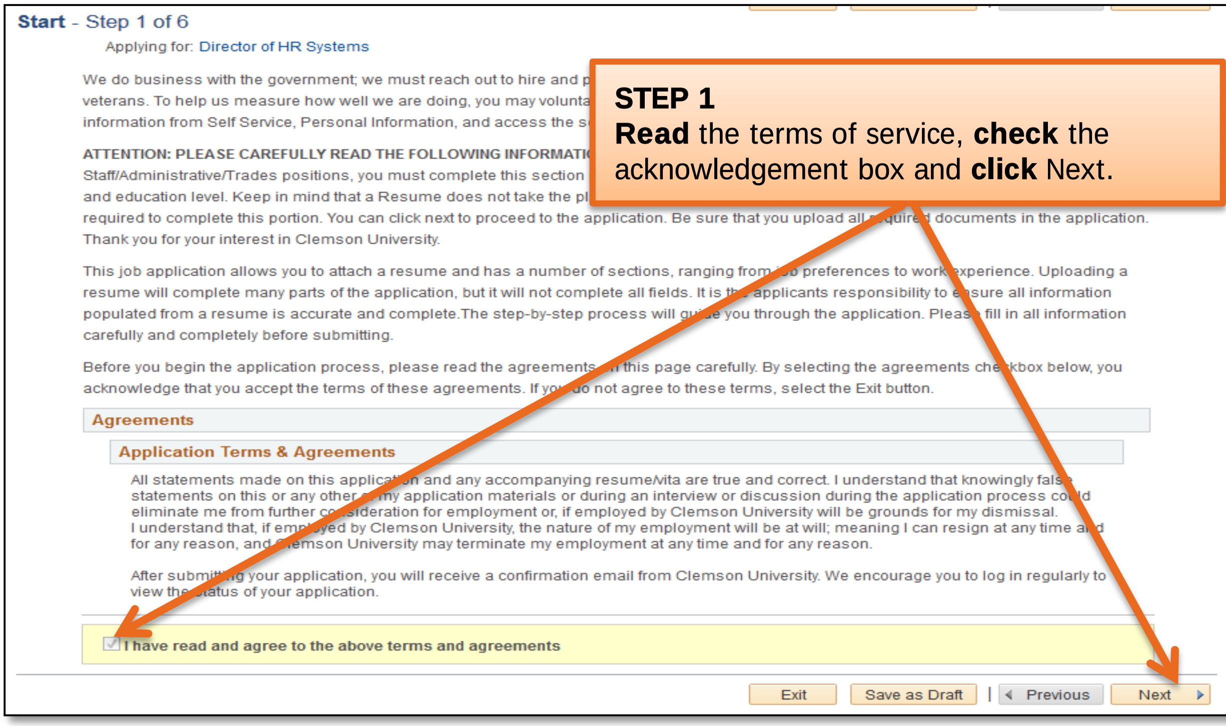
STEP 6
To apply to a single position, **click** the position title hyperlink then **click** Apply.
OR
To apply to multiple positions at one time, **check** the box beside each position you want to apply to then **click** Apply for Selected Jobs.
OR
To submit an application without selecting a job, **click** Apply Without Selecting a Job.

Important Information: There are six steps in the staff application process. Your progress is displayed at the top of each screen. If you save the application as a draft, you can exit and return as needed.



Quick Reference:
Applying for a Staff Position

Application Process



STEP 1
Read the terms of service, **check** the acknowledgement box and **click** Next.

STEP 2 (Options for attaching your resume/cover letter)
Click Attach Resume then **select** the file you wish to upload.

OR

Click Use Existing Resume to use a resume you have previously uploaded. **Click** the radio button of the resume you wish to use when prompted to do so.

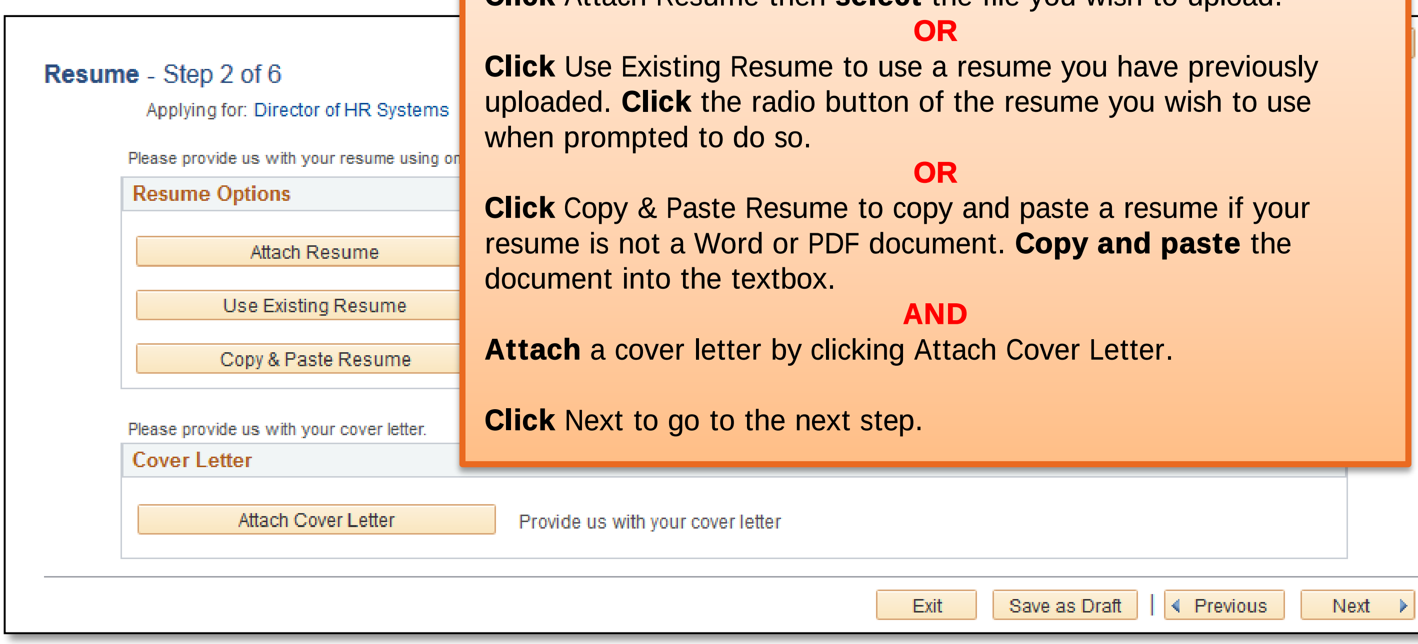
OR

Click Copy & Paste Resume to copy and paste a resume if your resume is not a Word or PDF document. **Copy and paste** the document into the textbox.

AND

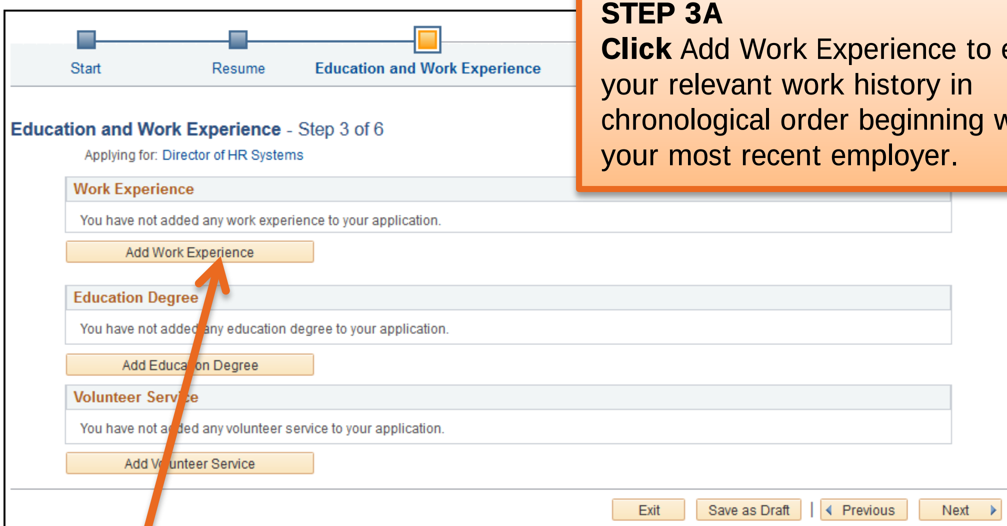
Attach a cover letter by clicking Attach Cover Letter.

Click Next to go to the next step.

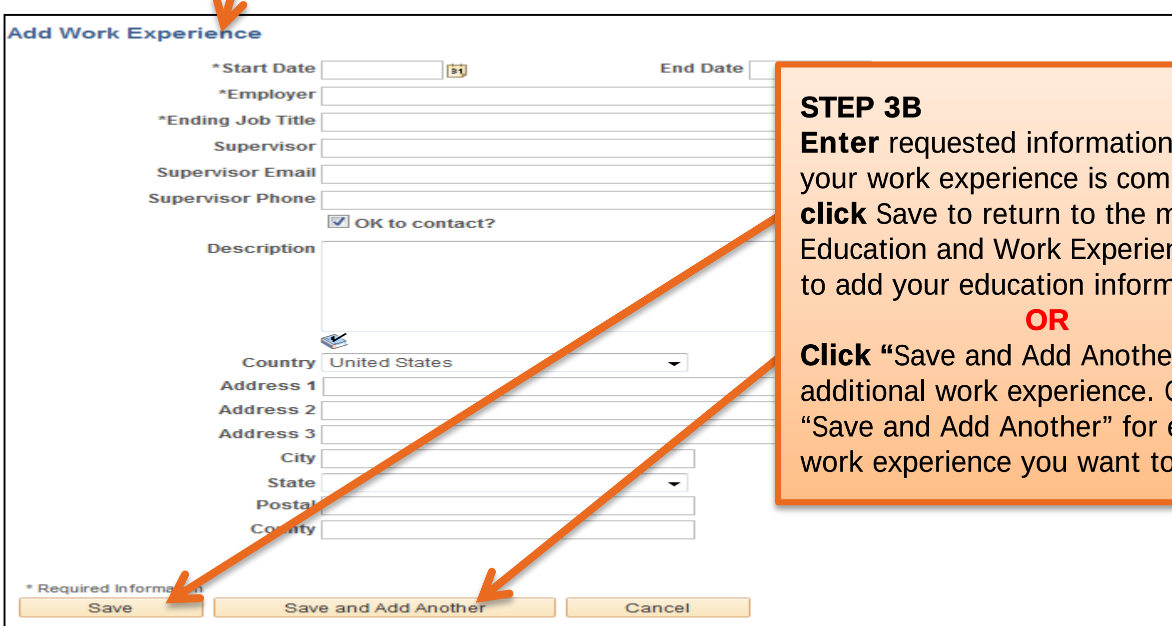


CLEMSON HUMAN RESOURCES

Important Information: Entering your education and work experience is required to be considered for Clemson University positions. Providing a resume alone is insufficient. Even if you attach a resume, you must complete all sections of the application. Please be sure to follow the entire application process.

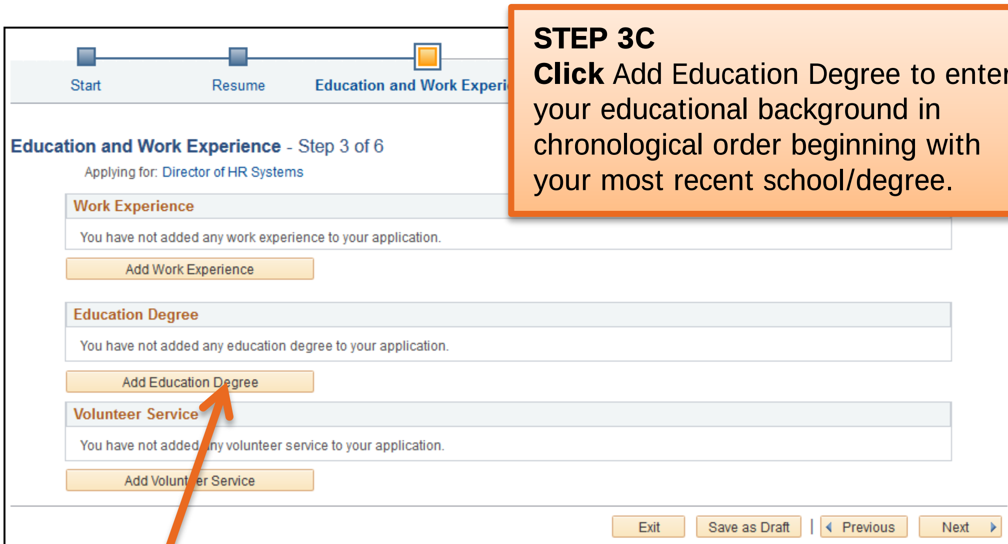


STEP 3A
Click Add Work Experience to enter your relevant work history in chronological order beginning with your most recent employer.

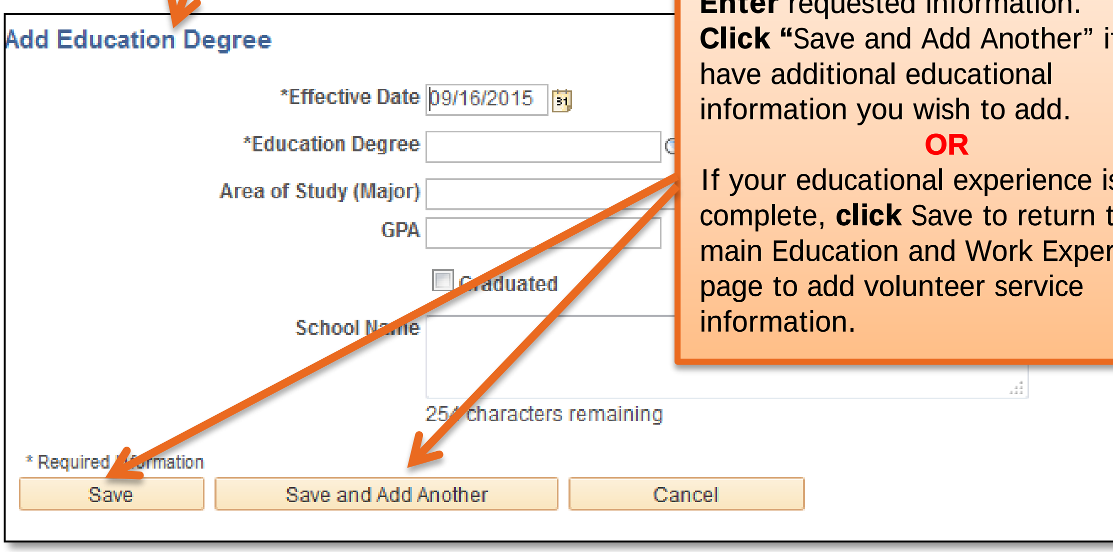


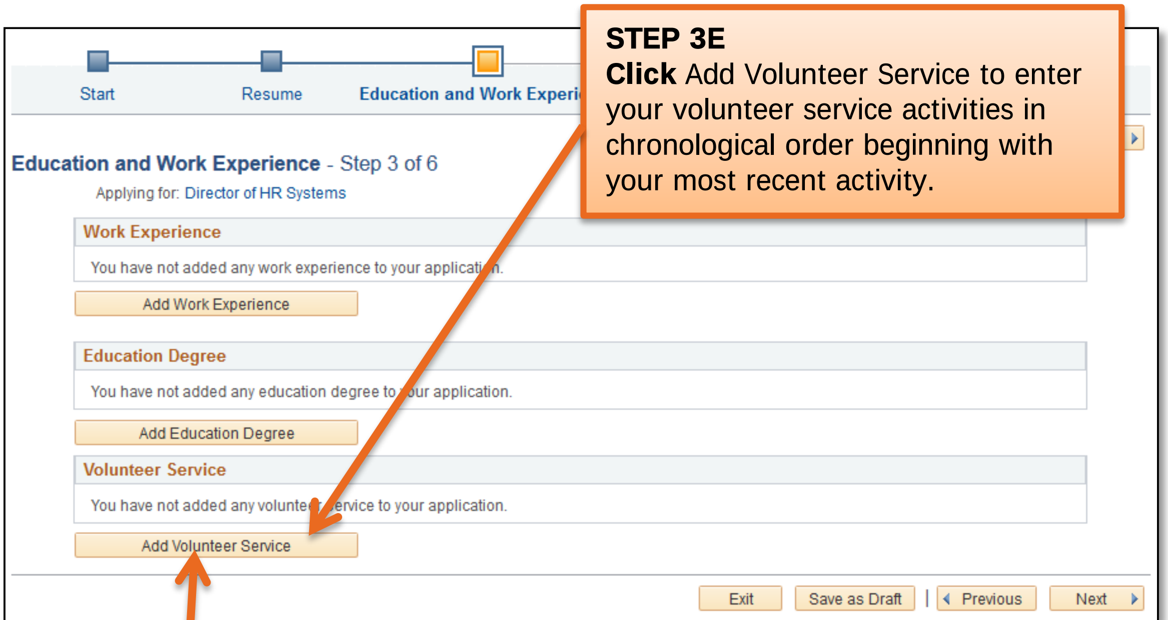
STEP 3B
Enter requested information, and, if your work experience is complete, **click** Save to return to the main Education and Work Experience page to add your education information.
OR
Click "Save and Add Another" to add additional work experience. Click "Save and Add Another" for each work experience you want to add.

STEP 3C
Click Add Education Degree to enter your educational background in chronological order beginning with your most recent school/degree.

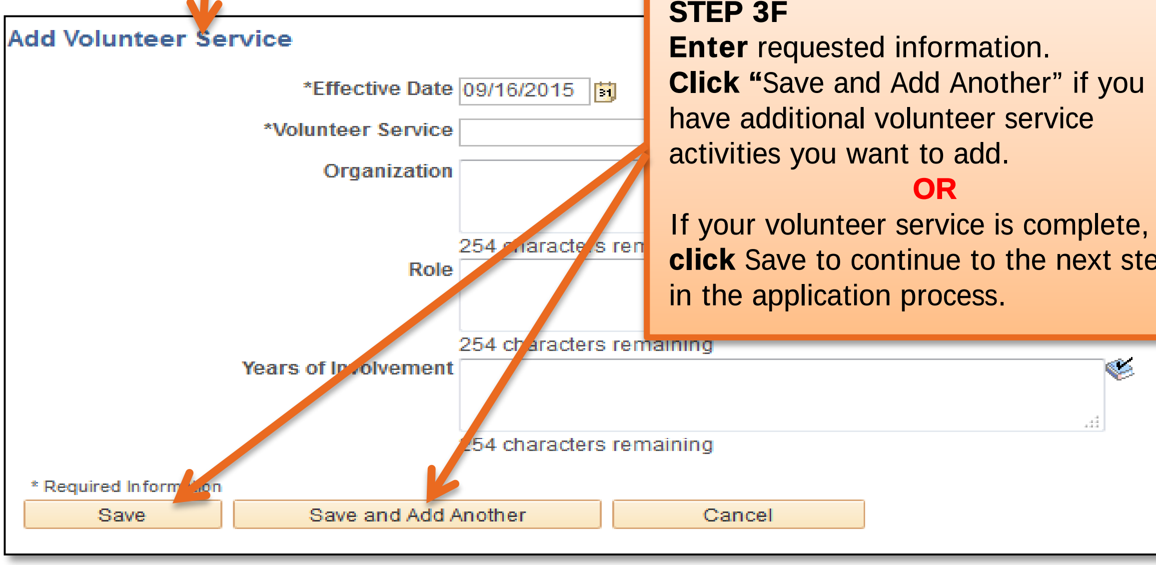


STEP 3D
Enter requested information.
Click "Save and Add Another" if you have additional educational information you wish to add.
OR
If your educational experience is complete, **click** Save to return to the main Education and Work Experience page to add volunteer service information.





STEP 3E
Click Add Volunteer Service to enter your volunteer service activities in chronological order beginning with your most recent activity.

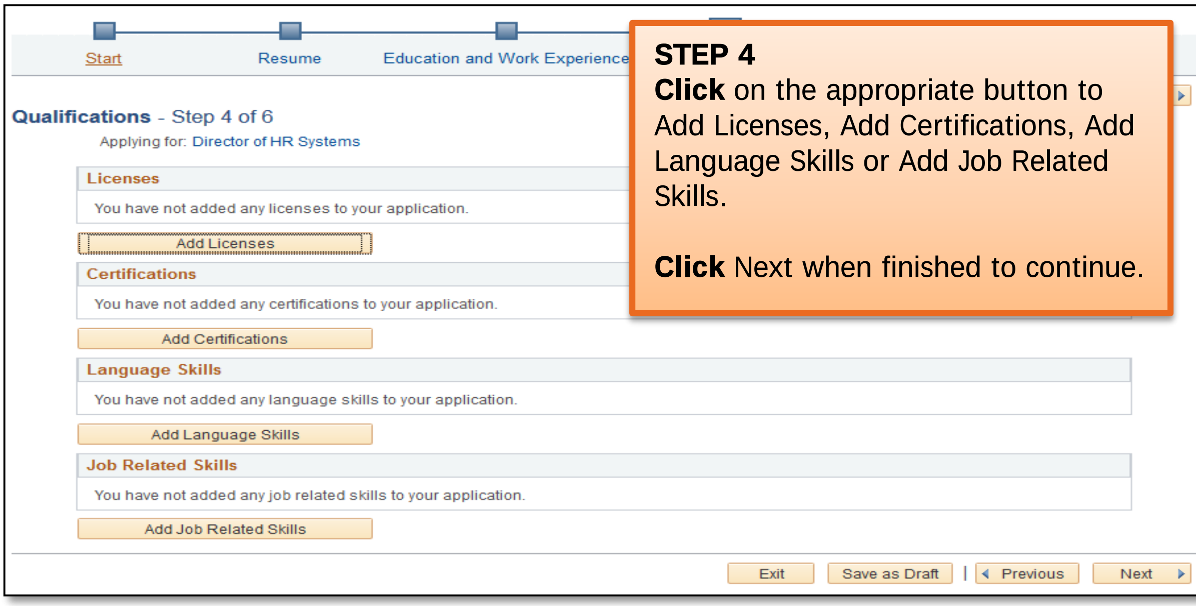


STEP 3F
Enter requested information.
Click "Save and Add Another" if you have additional volunteer service activities you want to add.

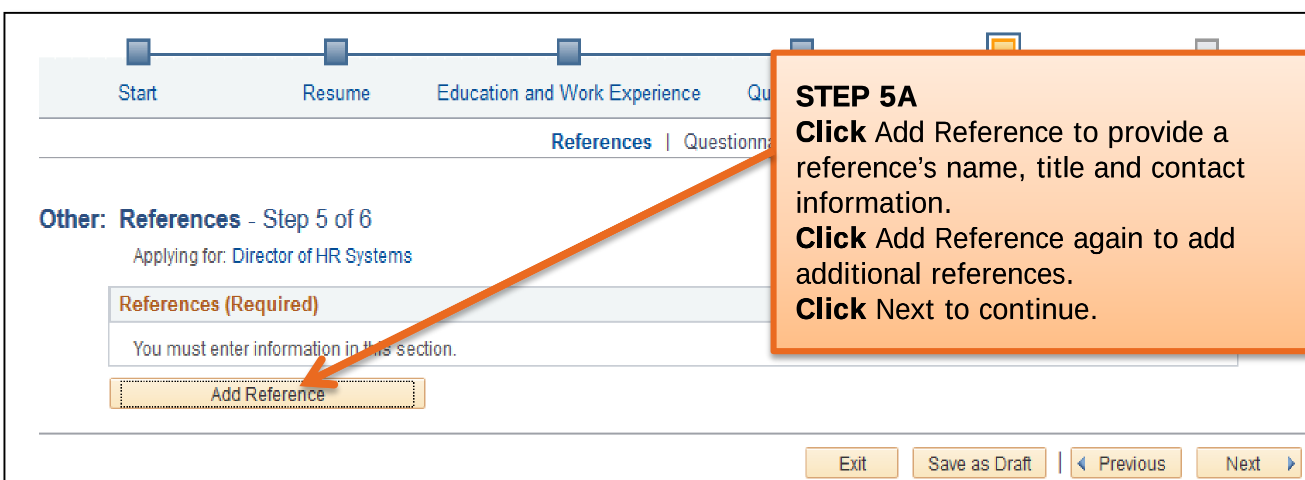
OR

If your volunteer service is complete, **click** Save to continue to the next step in the application process.

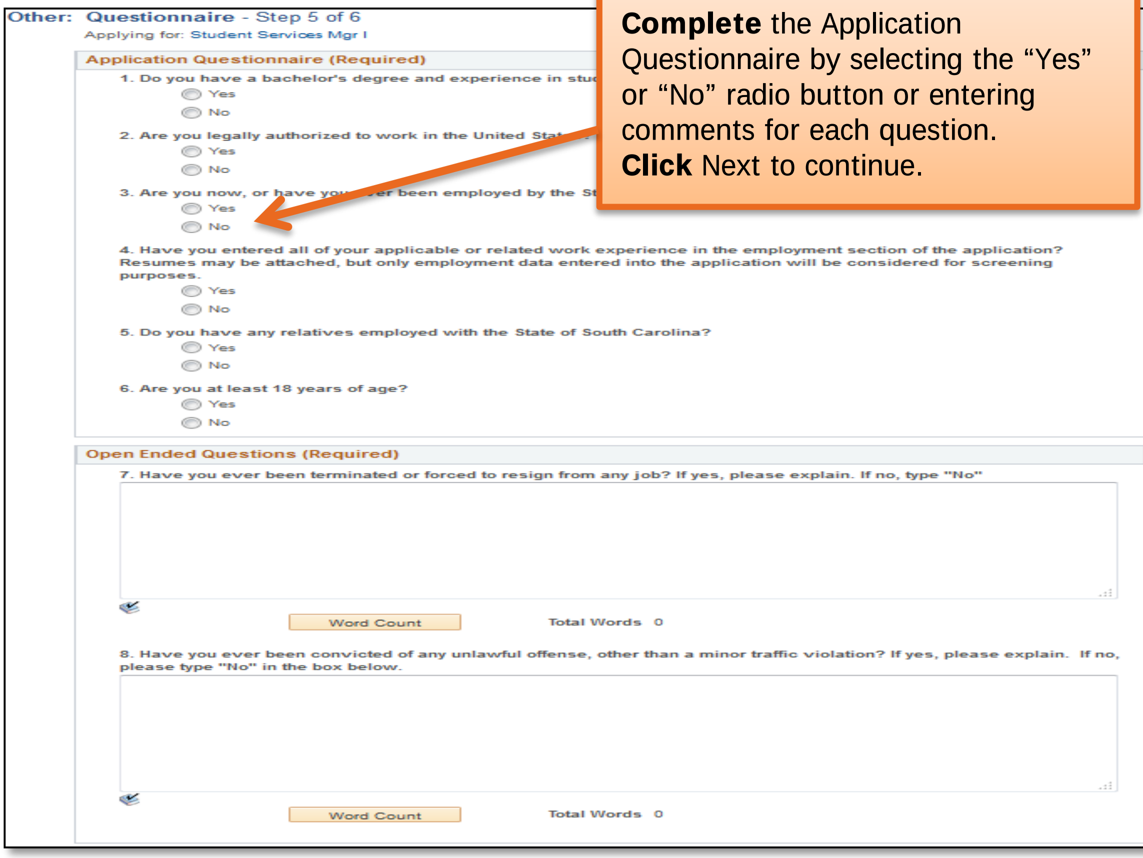
Important Information: If a license or certification is required for the position, be sure to include it in your application. Instructions are below.



Important Information: Add at least three references who are familiar with your work. References should include at least two managers or supervisors.

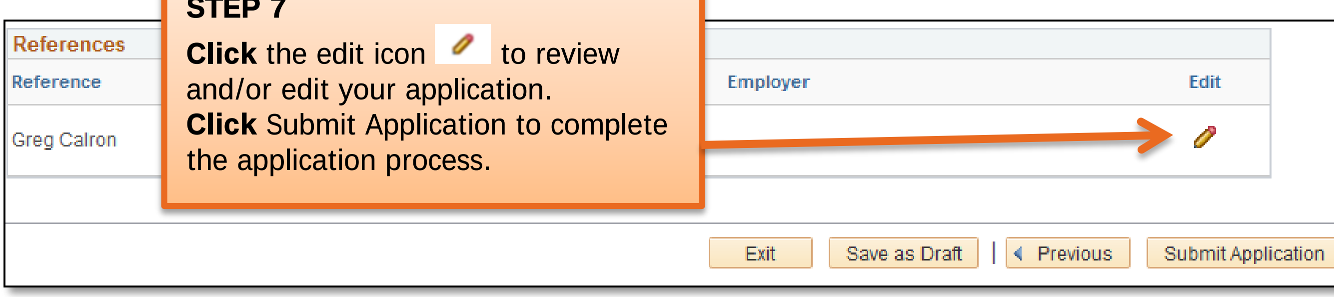


STEP 5B
Complete the Application Questionnaire by selecting the "Yes" or "No" radio button or entering comments for each question.
Click Next to continue.



STEP 6 At this point in the application process you will be given the opportunity to voluntarily share information regarding disability, veteran status and diversity status. Provision of this information is voluntary. The information is used to assist Clemson University in complying with federal and state requirements, including Equal Employment Opportunity record keeping.

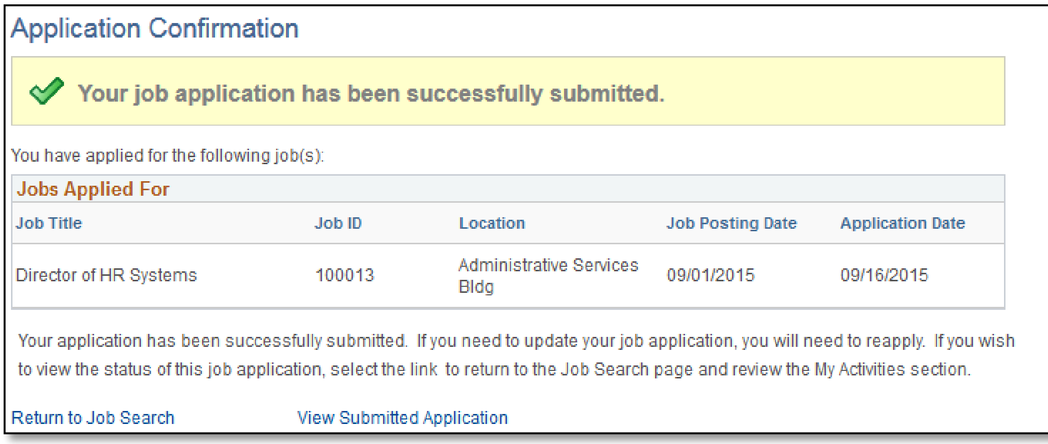
STEP 7
Click the edit icon to review and/or edit your application.
Click Submit Application to complete the application process.

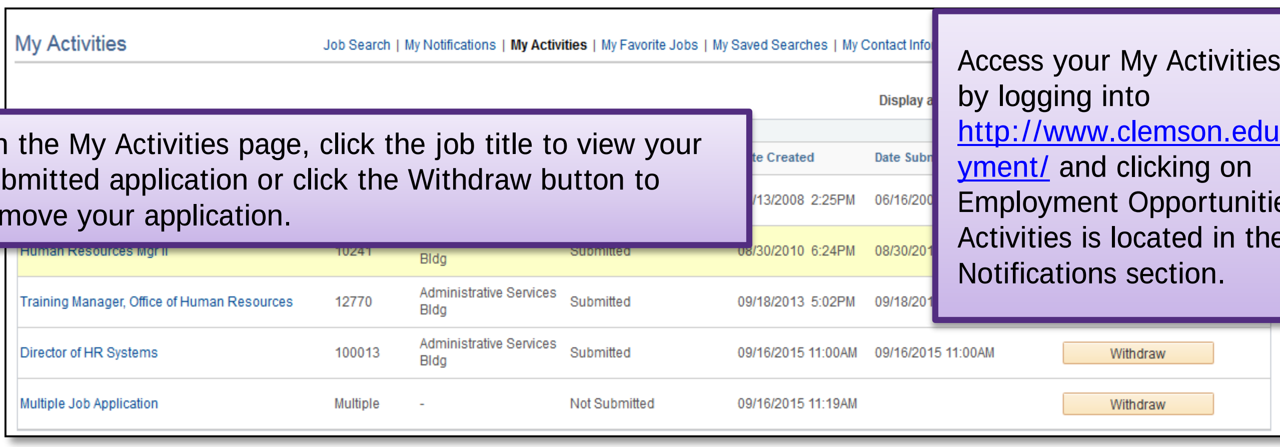


Applying for a Staff Position

CLEMSON HUMAN RESOURCES

Important Information: Once the application has been successfully submitted, you will be taken to a confirmation page. If you want to view or apply for additional jobs, click the Return to Job Search hyperlink at the bottom of the Confirmation page.



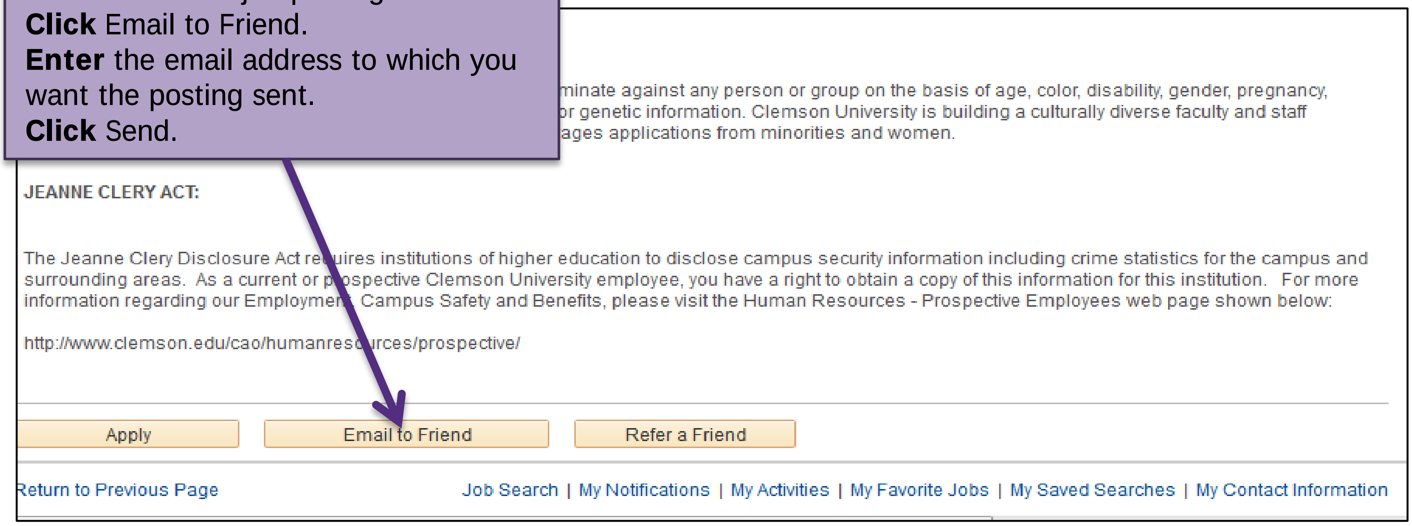


On the My Activities page, click the job title to view your submitted application or click the Withdraw button to remove your application.

Access your My Activities page by logging into http://www.clemson.edu/employment/ and clicking on Employment Opportunities. My Activities is located in the My Notifications section.

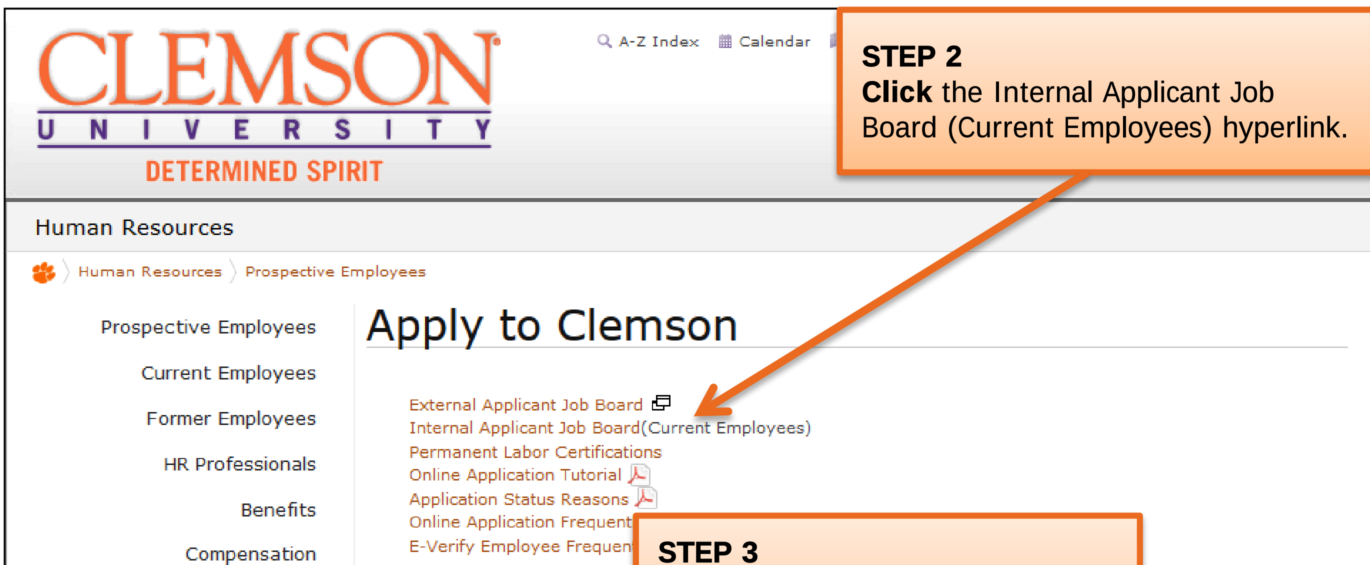
TIP
You can request that new positions matching specific job titles be emailed to you when they are posted.
Enter a job title in the Name My Search field.
Check "Notify me when new jobs meet my criteria."
Enter your email address.
Click Save Search.

TIP
You can email a job posting to a friend.
Click Email to Friend.
Enter the email address to which you want the posting sent.
Click Send.

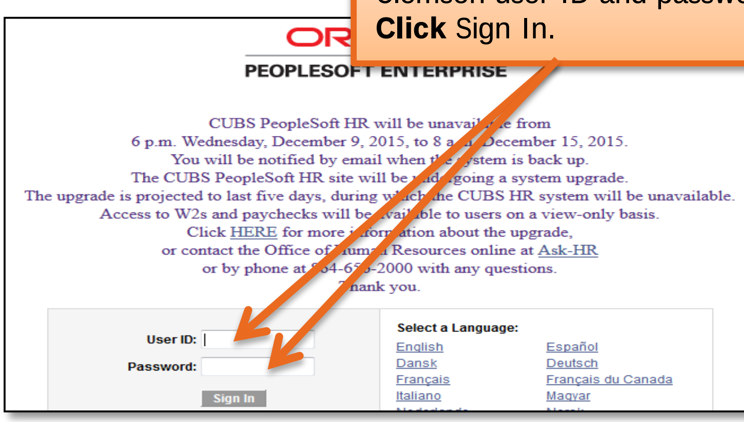


STEP 1
Navigate to the Clemson webpage by going to http://www.clemson.edu/employment/ and clicking on Employment Opportunities.

STEP 2
Click the Internal Applicant Job Board (Current Employees) hyperlink.



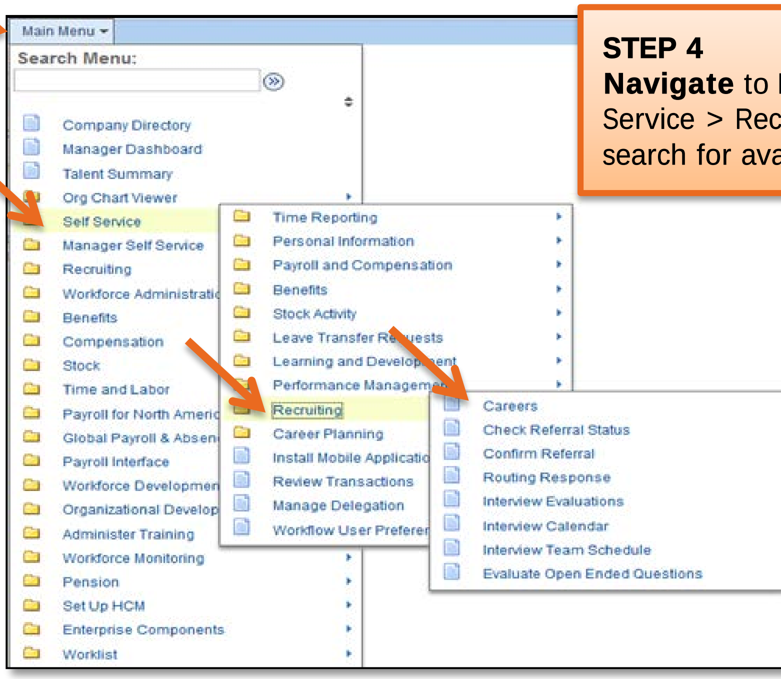
STEP 3
Log In to PeopleSoft using your Clemson user ID and password.
Click Sign In.



Quick Reference:
Applying for a Staff Position

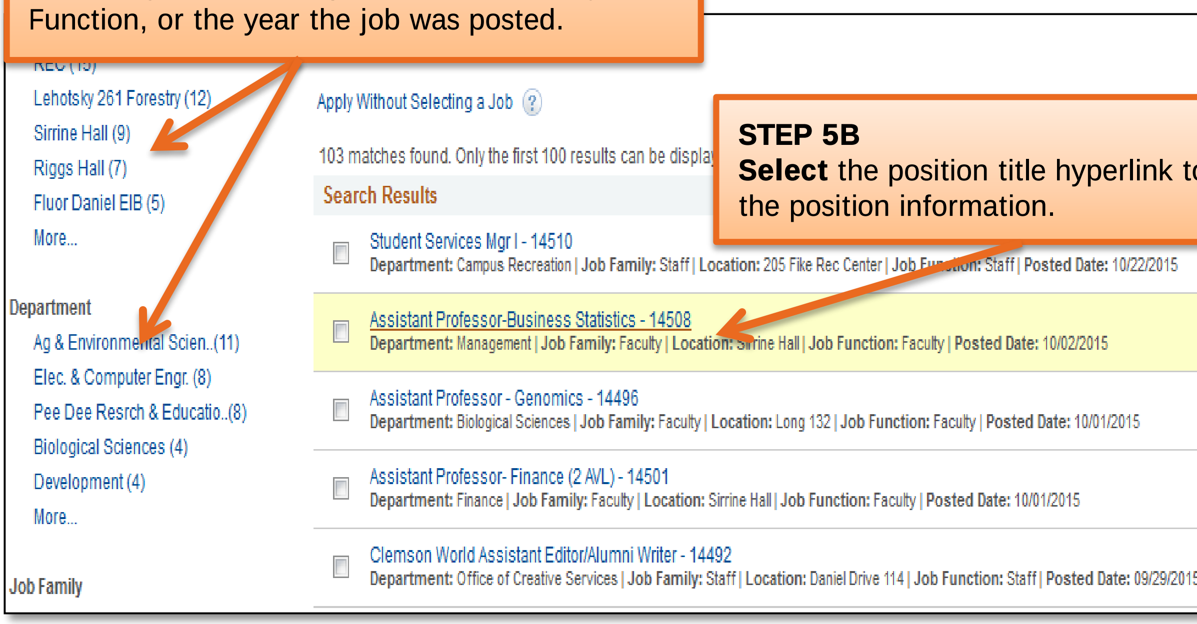
CLEMSON
HUMAN RESOURCES

STEP 4
Navigate to Main Menu > Self Service > Recruiting > Careers to search for available positions.



STEP 5A
Search for jobs by scrolling through the job list **OR** look for a particular job/area by filtering by Recruiting Location, Department, Job Family, Job Function, or the year the job was posted.

STEP 5B
Select the position title hyperlink to view the position information.



Important Information: Position information includes job duties as well as the education and experience and the skills and competencies required for the position.

Quick Reference:
Applying for a Staff Position

CLEMSON HUMAN RESOURCES

Important Information:

Prior to applying for the position, gather the following information:

- Educational Background
- References
- Employment Background
- An electronic PDF or Word version of any document you wish to attach (resume, cover letter, vitae, writing samples etc.)

STEP 6

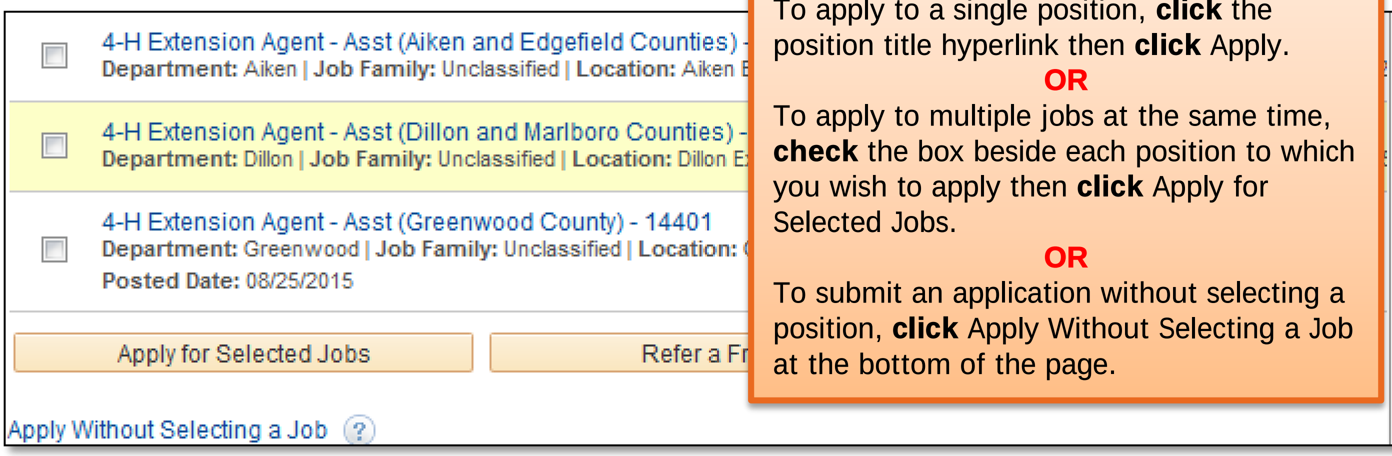
To apply to a single position, **click** the position title hyperlink then **click** Apply.

OR

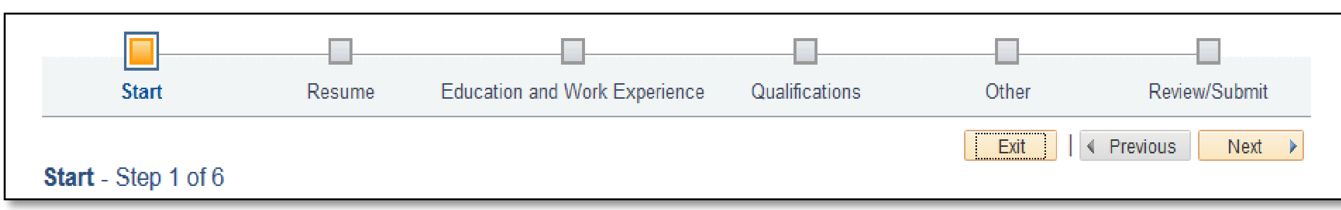
To apply to multiple jobs at the same time, **check** the box beside each position to which you wish to apply then **click** Apply for Selected Jobs.

OR

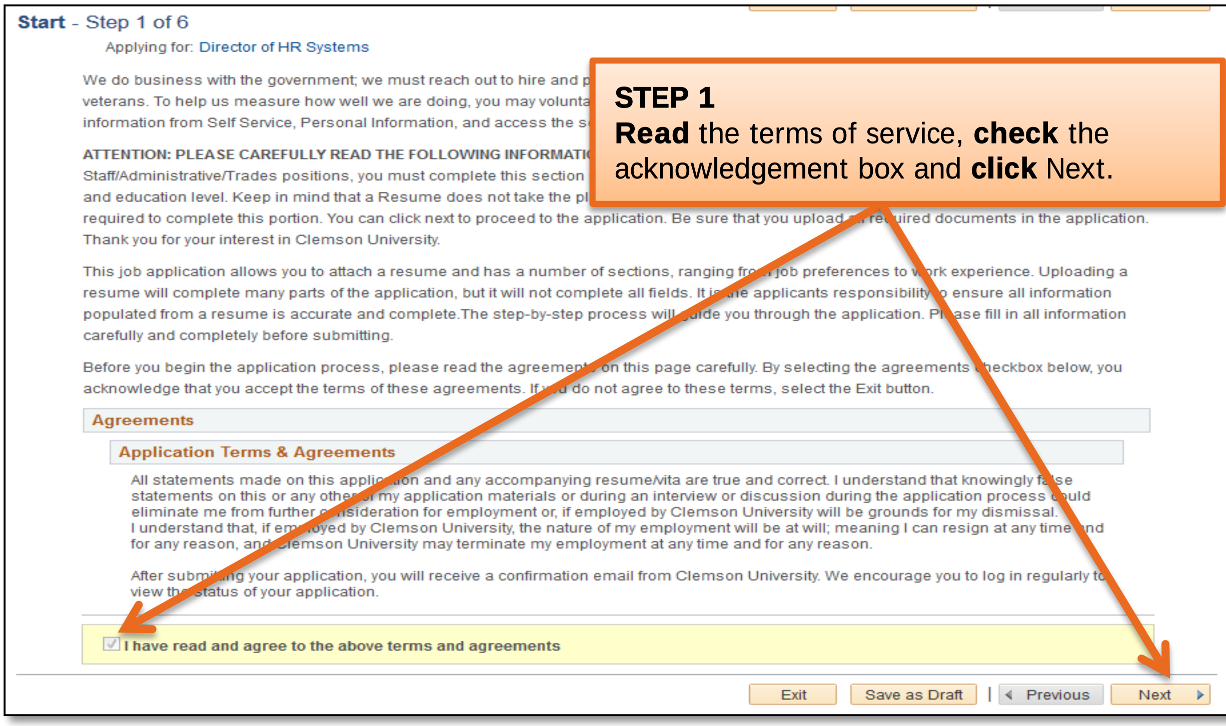
To submit an application without selecting a position, **click** Apply Without Selecting a Job at the bottom of the page.



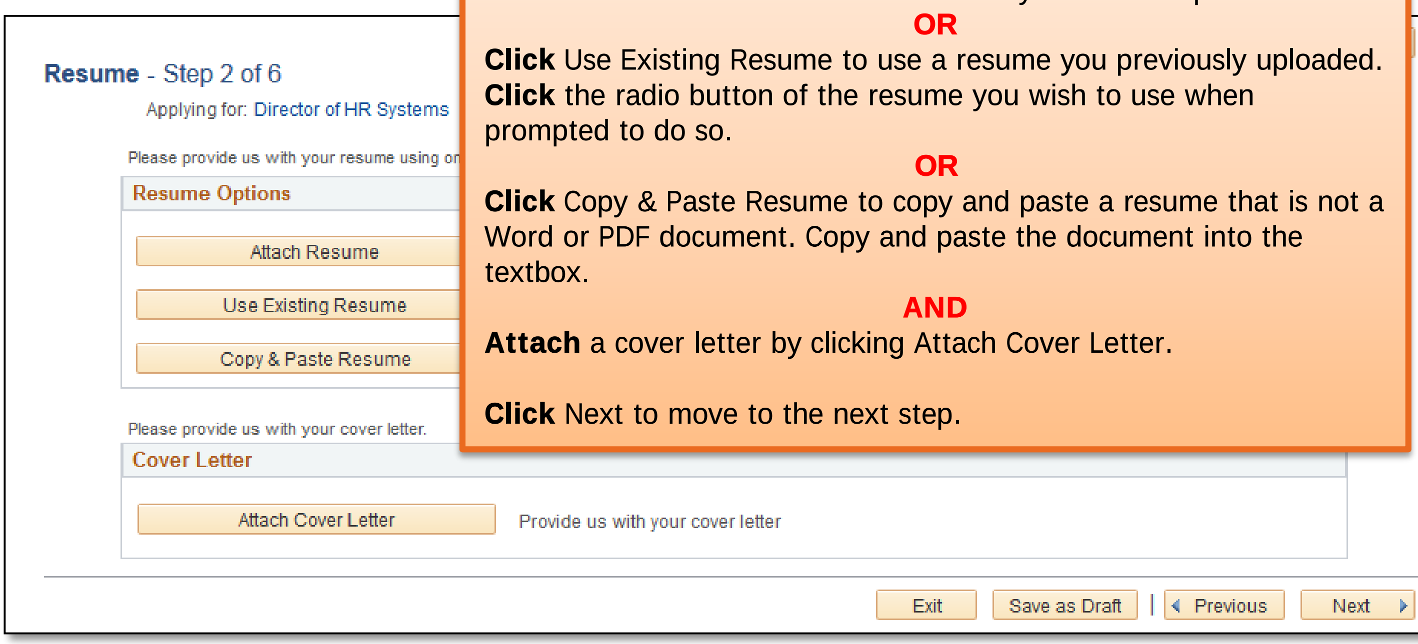
Important Information: There are six steps in the staff application process. Your progress is displayed at the top of each screen. You can exit the application at any time.



Application Process



STEP 1
Read the terms of service, **check** the acknowledgement box and **click** Next.



STEP 2 (options for attaching your resume/cover letter)
Click Attach Resume and **select** the file you wish to upload.

OR

Click Use Existing Resume to use a resume you previously uploaded. **Click** the radio button of the resume you wish to use when prompted to do so.

OR

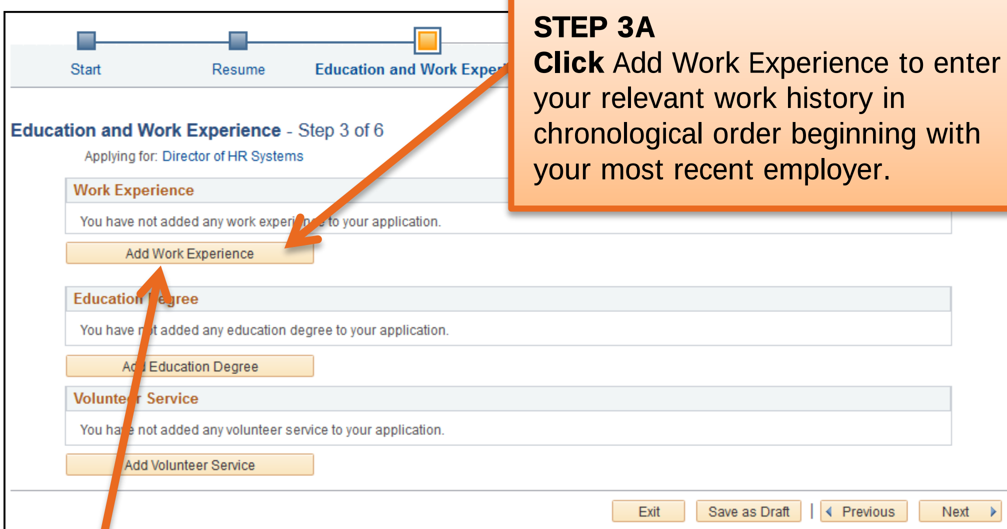
Click Copy & Paste Resume to copy and paste a resume that is not a Word or PDF document. Copy and paste the document into the textbox.

AND

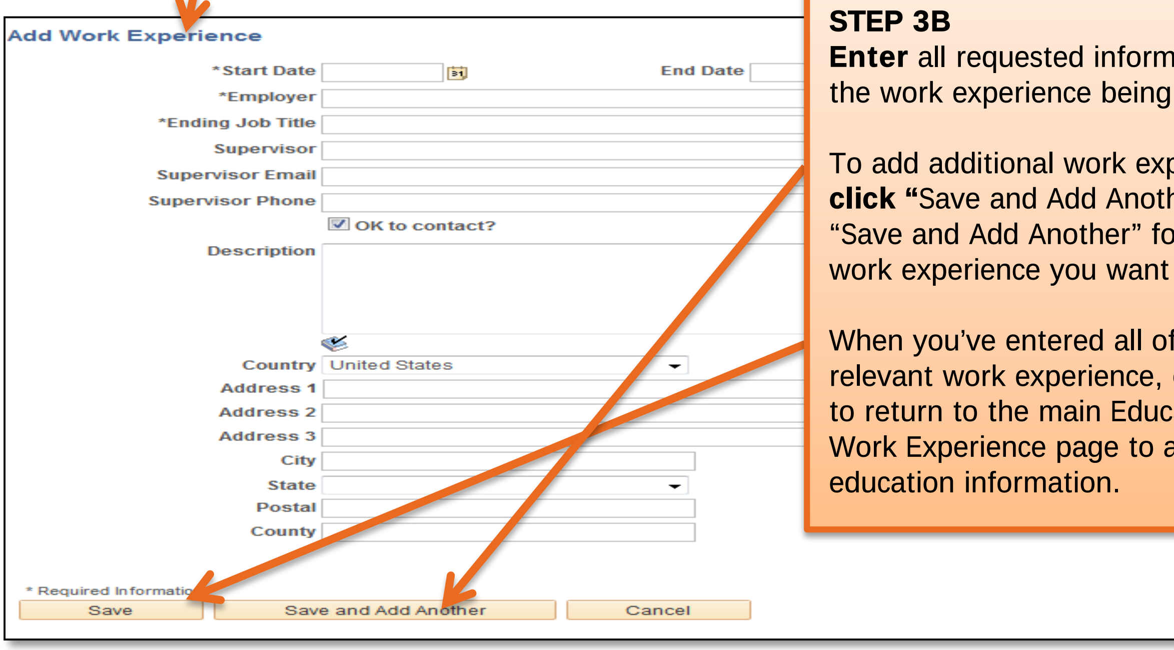
Attach a cover letter by clicking Attach Cover Letter.

Click Next to move to the next step.

Important Information: In order to be considered for a position at Clemson University, you are required to enter your education and work experience in the provided sections of the application. Attaching a resume without completing all sections of the application is insufficient. Please be sure to follow the entire application process.



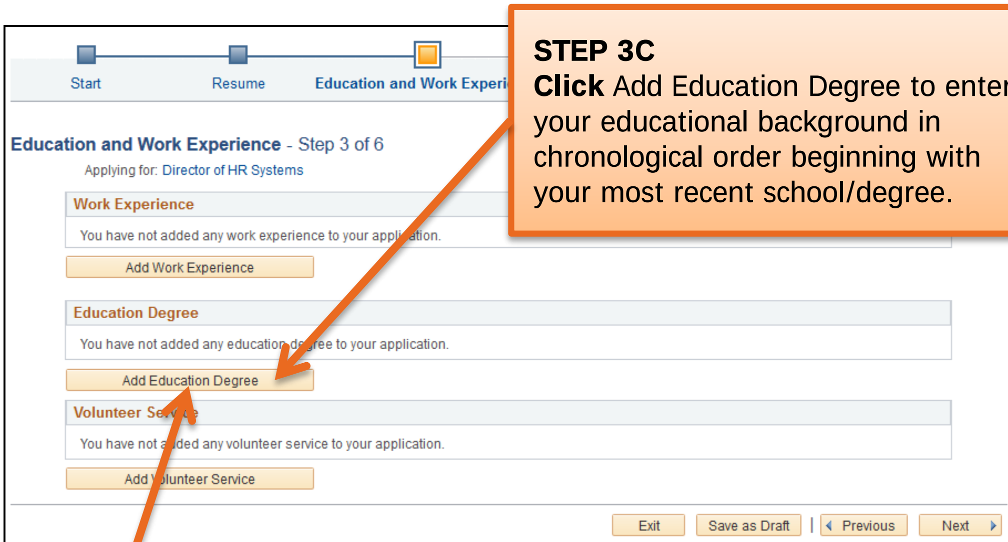
STEP 3A
Click Add Work Experience to enter your relevant work history in chronological order beginning with your most recent employer.



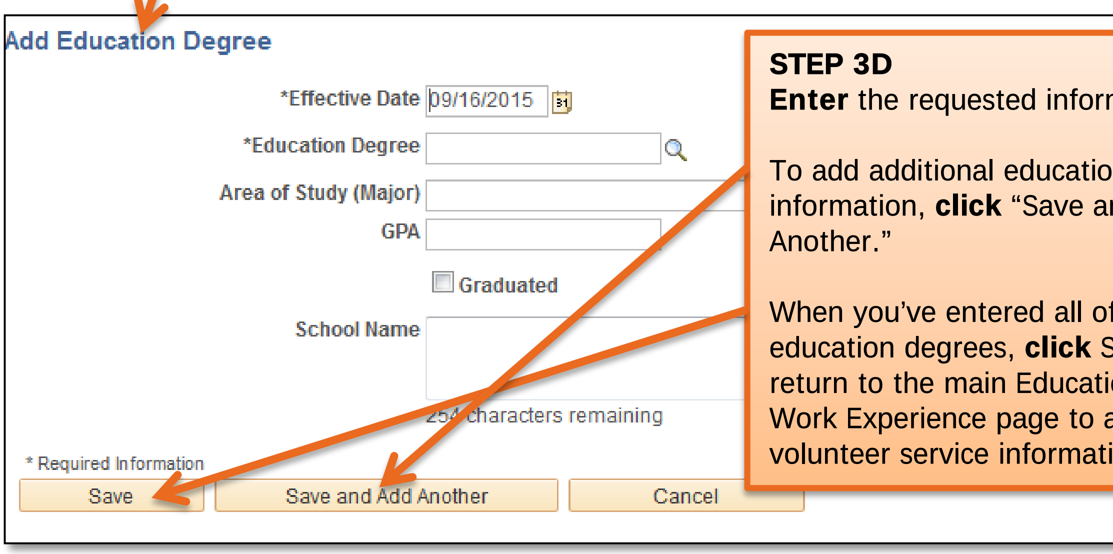
STEP 3B
Enter all requested information for the work experience being described.

To add additional work experience, **click "**Save and Add Another." Click "Save and Add Another" for each work experience you want to add.

When you've entered all of your relevant work experience, **click** Save to return to the main Education and Work Experience page to add your education information.



STEP 3C
Click Add Education Degree to enter your educational background in chronological order beginning with your most recent school/degree.

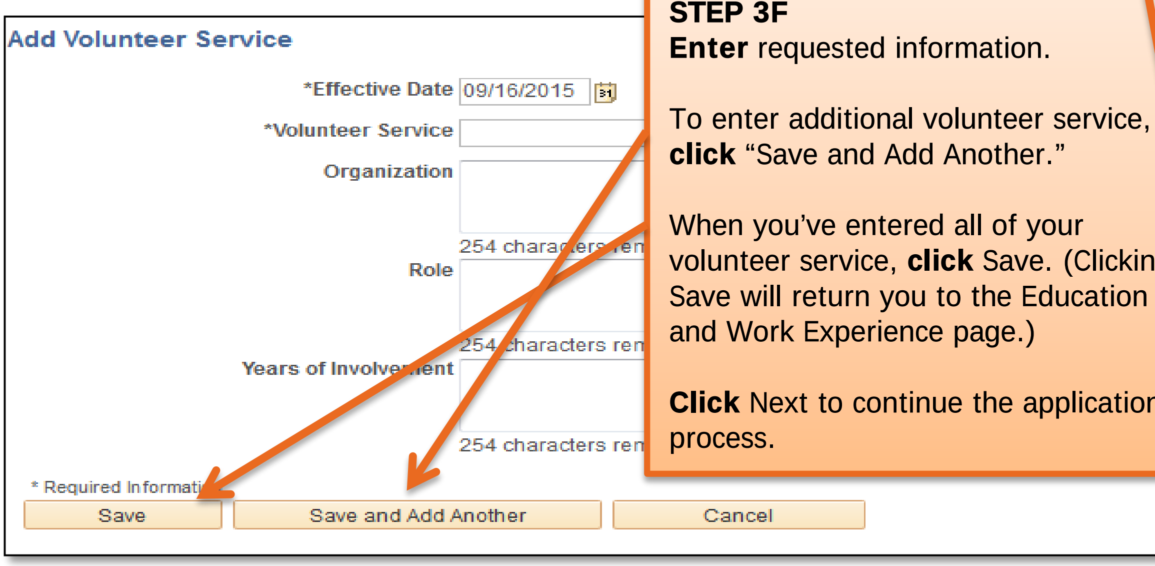


STEP 3D
Enter the requested information.

To add additional educational information, **click** "Save and Add Another."

When you've entered all of your education degrees, **click** Save to return to the main Education and Work Experience page to add volunteer service information.

STEP 3E
Click Add Volunteer Service to enter your volunteer service activities in chronological order beginning with your most recent activity.



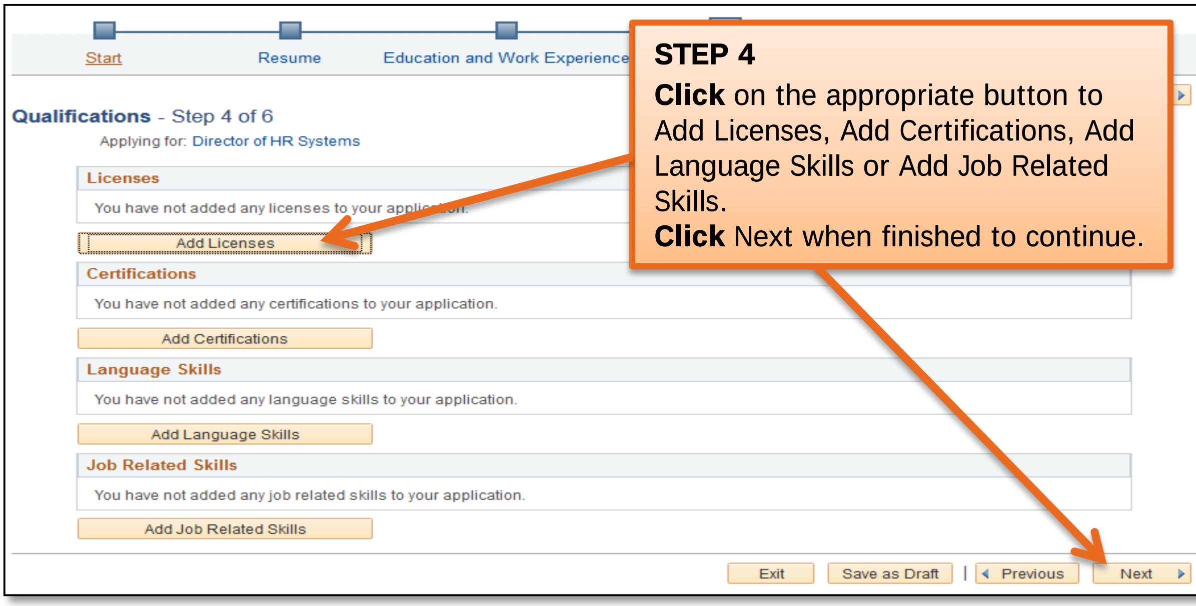
STEP 3F
Enter requested information.

To enter additional volunteer service, **click** “Save and Add Another.”

When you’ve entered all of your volunteer service, **click** Save. (Clicking Save will return you to the Education and Work Experience page.)

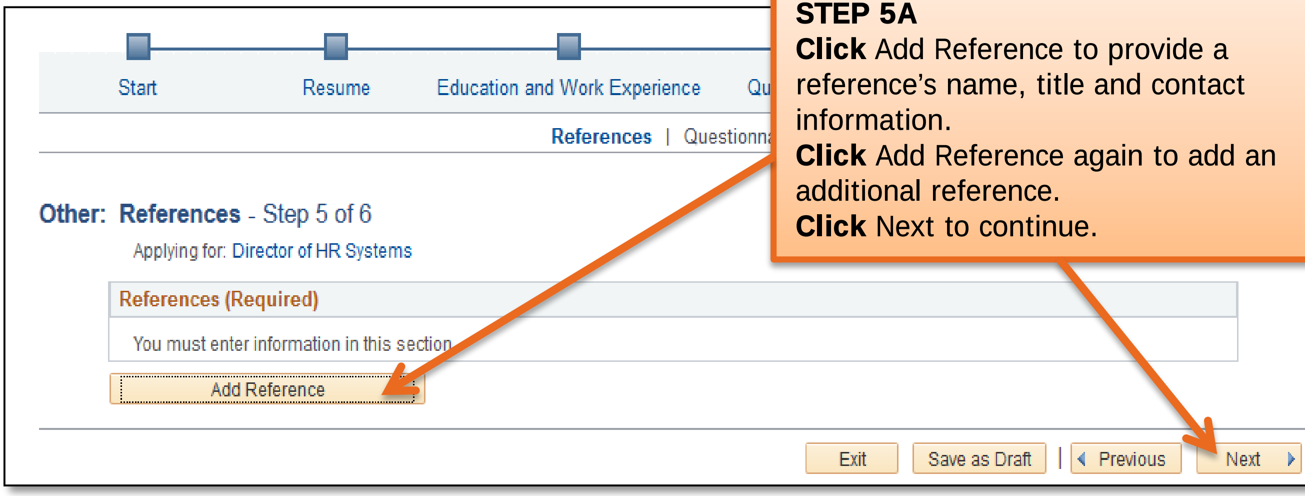
Click Next to continue the application process.

Important Information: If a license or certification is required for the position, be sure to add it using the instructions below.

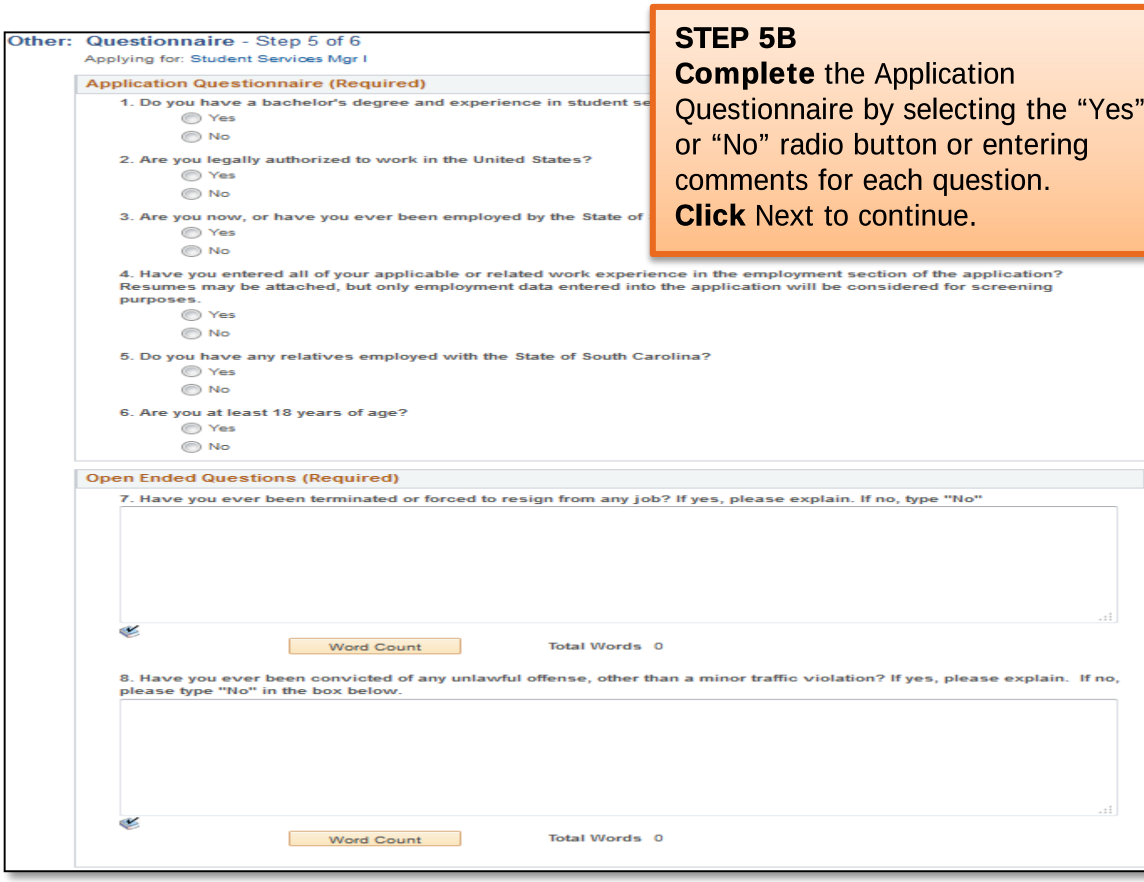


Important Information: Add at least three references who are familiar with your work and answer several employment related questions. References should include at least two managers or supervisors.

CLEMSON HUMAN RESOURCES



STEP 5A
Click Add Reference to provide a reference's name, title and contact information.
Click Add Reference again to add an additional reference.
Click Next to continue.

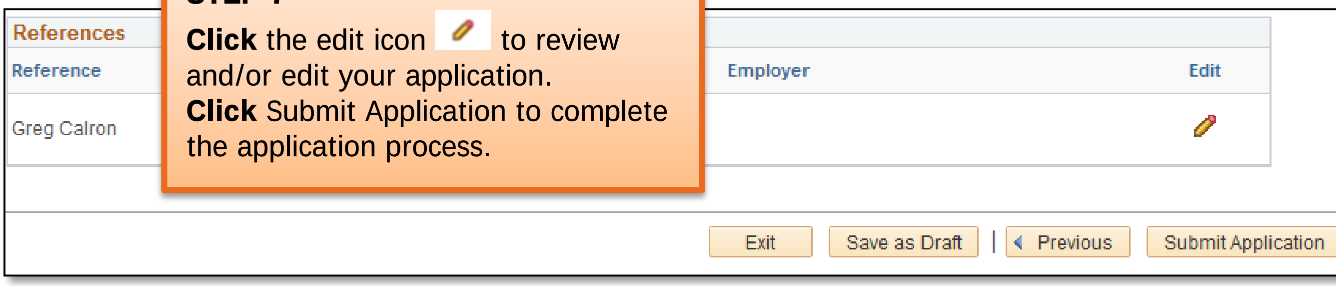


STEP 5B
Complete the Application Questionnaire by selecting the "Yes" or "No" radio button or entering comments for each question.
Click Next to continue.

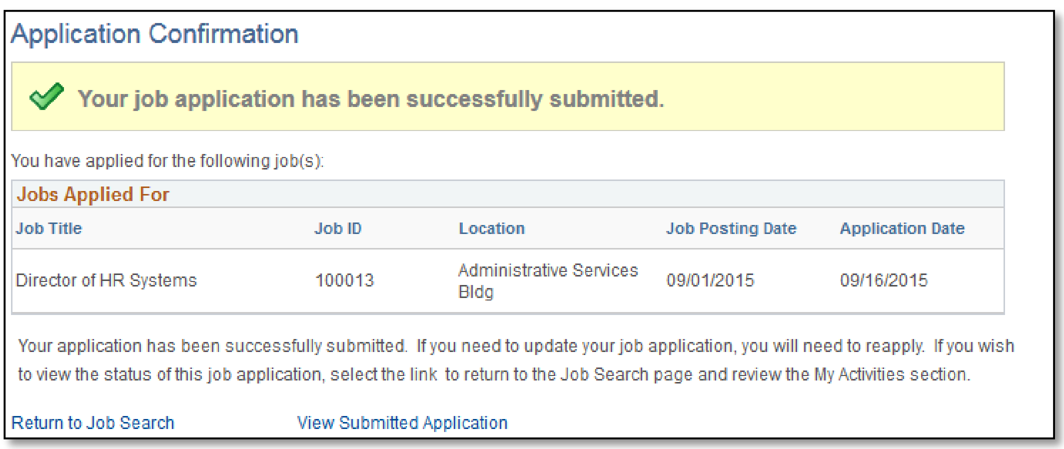
Important Information: At this point in the application process you will be given the opportunity to voluntarily share information regarding disability, veteran status and diversity status. Provision of this information is voluntary; it assists Clemson University in complying with federal and state requirements, including Equal Employment Opportunity record keeping.

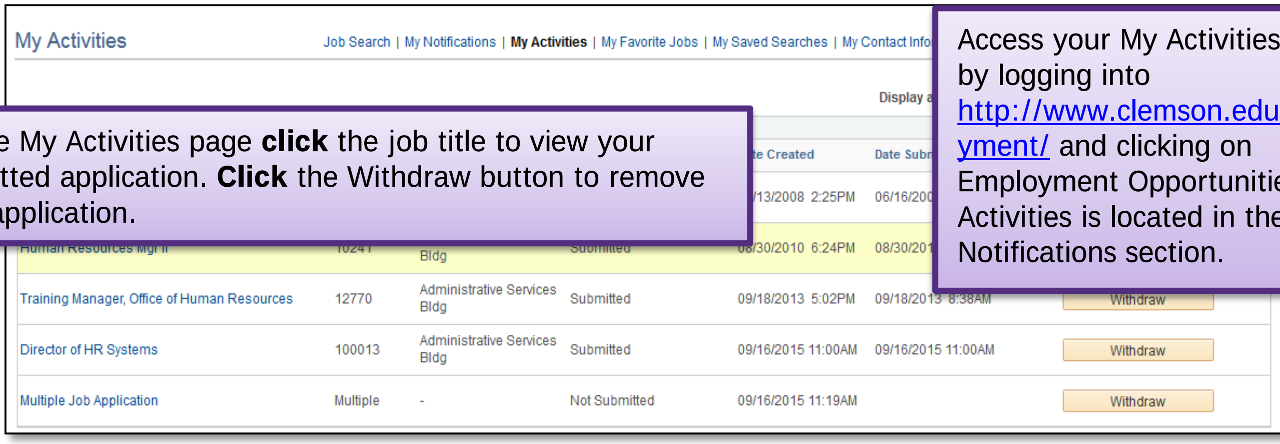
STEP 7

Click the edit icon to review and/or edit your application.
Click Submit Application to complete the application process.



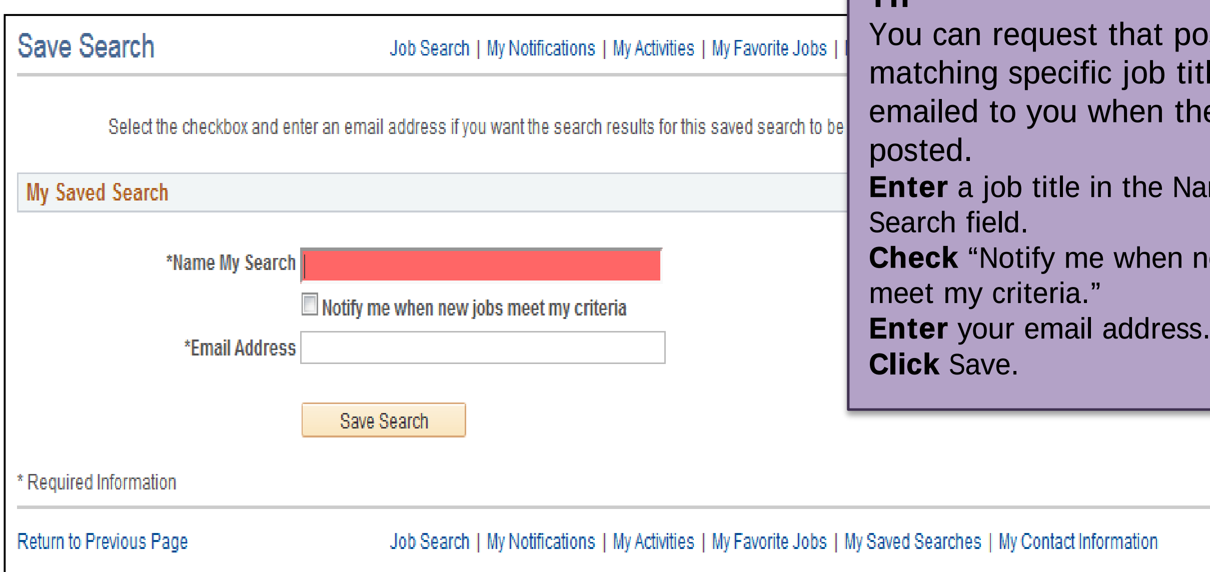
Important Information: Once your application has been successfully submitted, you will be taken to a confirmation page. If you wish to view or apply for additional jobs, click the Return to Job Search hyperlink at the bottom of the Application Confirmation page.





On the My Activities page **click** the job title to view your submitted application. **Click** the Withdraw button to remove your application.

Access your My Activities page by logging into http://www.clemson.edu/employment/ and clicking on Employment Opportunities. My Activities is located in the My Notifications section.



TIP

You can request that positions matching specific job titles be emailed to you when they are posted.

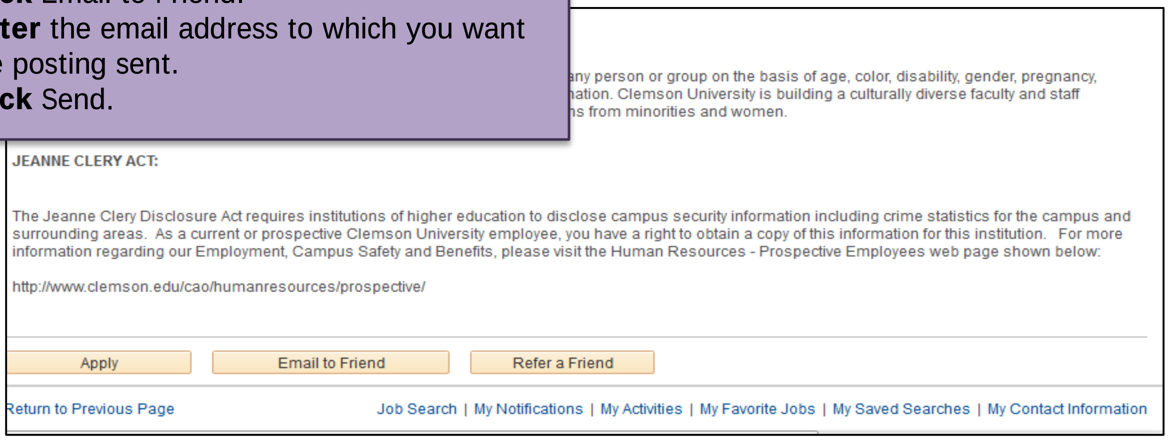
Enter a job title in the Name My Search field.

Check “Notify me when new jobs meet my criteria.”

Enter your email address.

Click Save.

TIP
You can email a job posting to a friend.
Click Email to Friend.
Enter the email address to which you want the posting sent.
Click Send.



Quick Reference:
Personalizing Home Page And Setting Up Favorites

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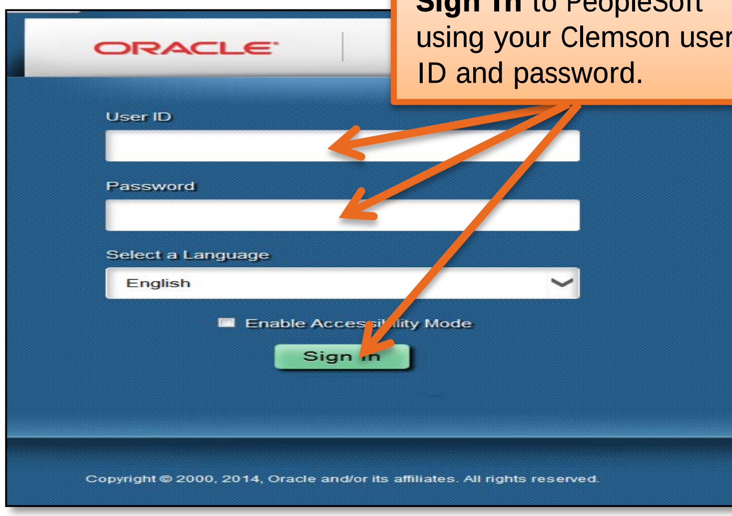
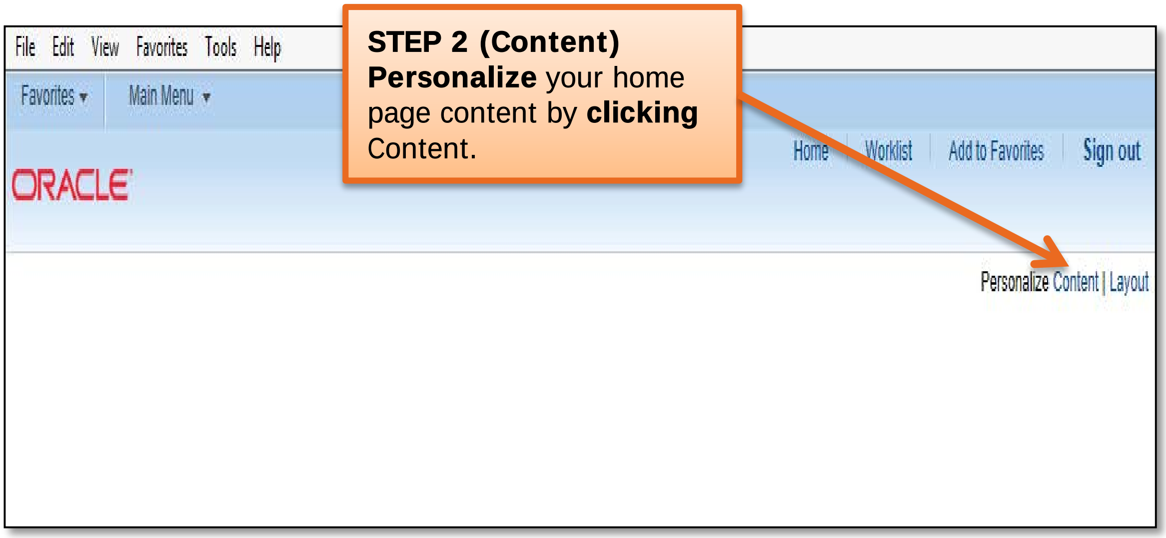
Personalizing Home Page

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



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

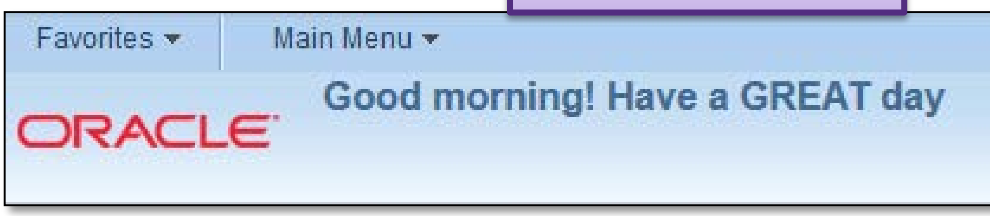
STEP 2 (Content)
Personalize your home page content by **clicking** Content.



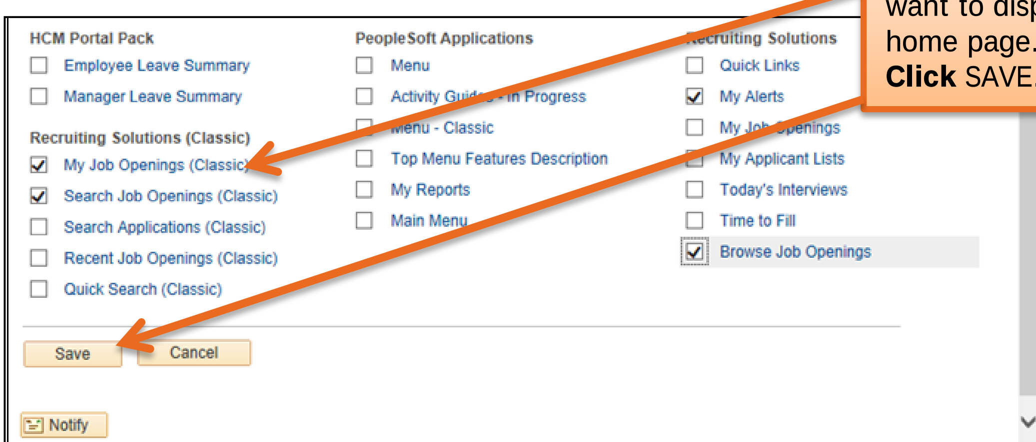
Quick Reference:
Personalizing Home Page And Setting Up Favorites

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

Welcome Message Displays on Home Page



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



Important Information: To avoid confusion on your home page, we recommend choosing only the pagelets that are applicable to you.

Quick Reference:
Personalizing Home Page And Setting Up Favorites

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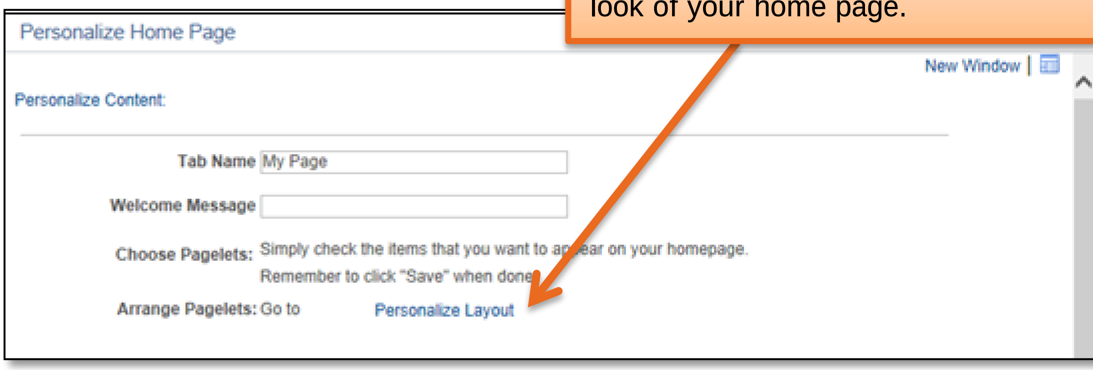
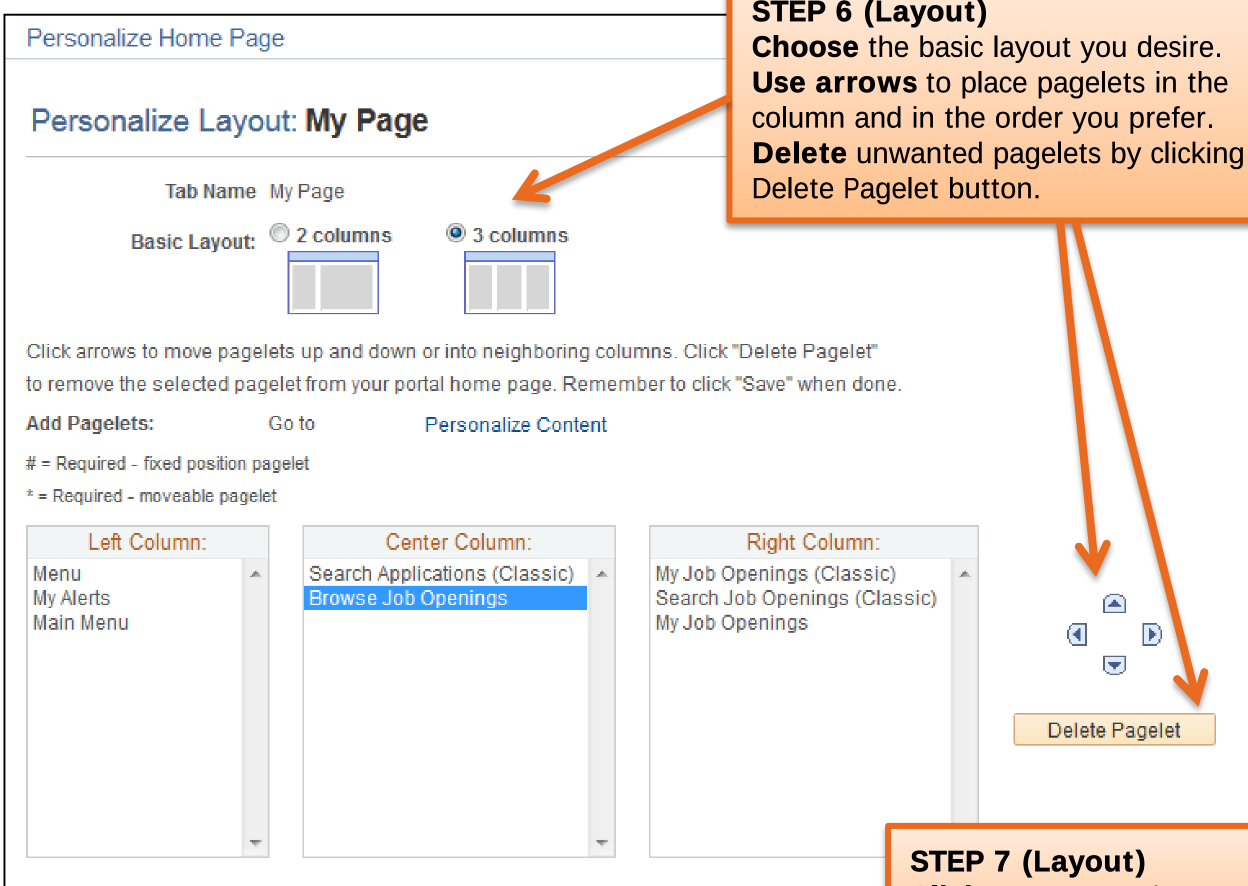
STEP 5 (Layout)
Click Personalize Layout to edit the look of your home page.



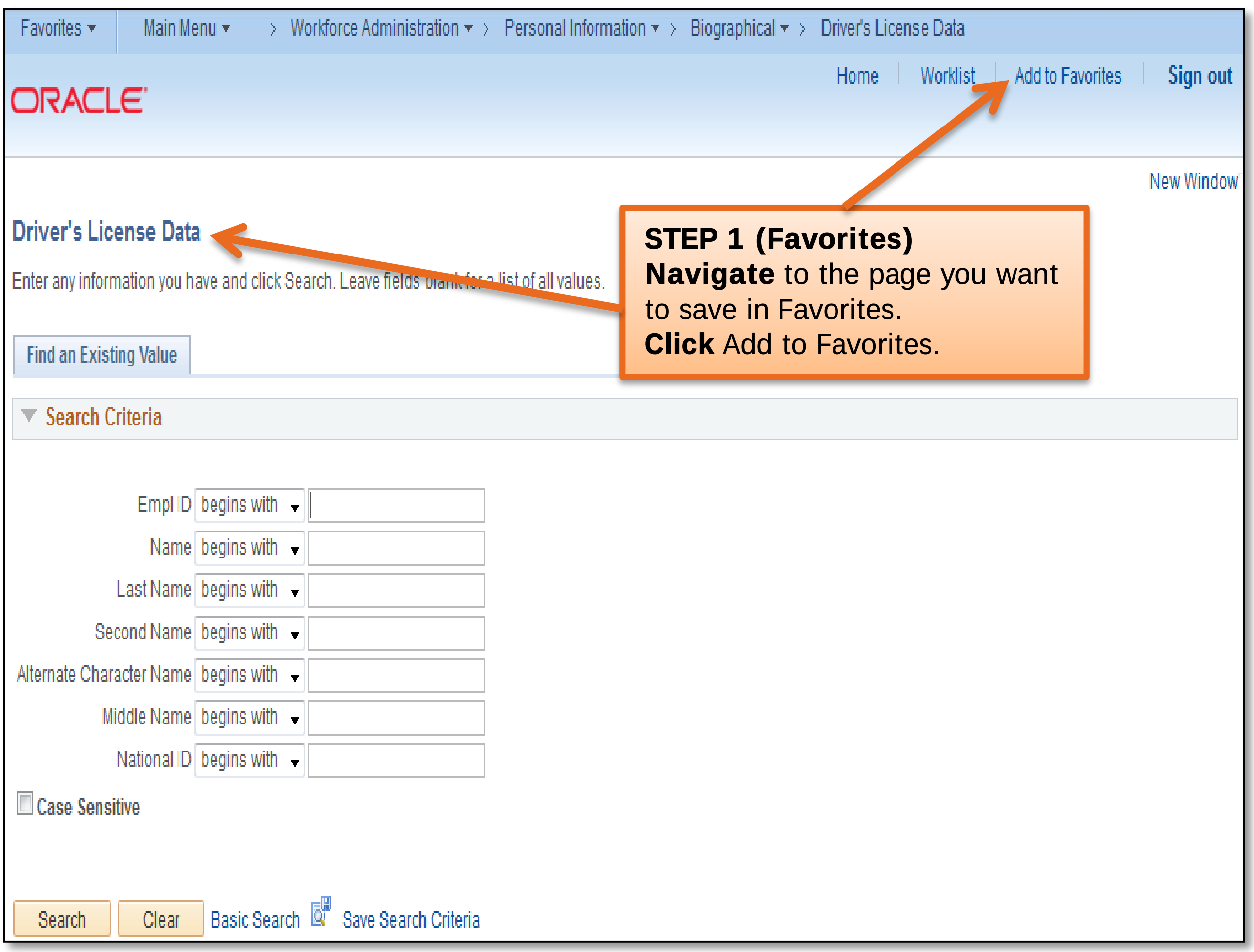
STEP 6 (Layout)
Choose the basic layout you desire.
Use arrows to place pagelets in the column and in the order you prefer.
Delete unwanted pagelets by clicking the Delete Pagelet button.



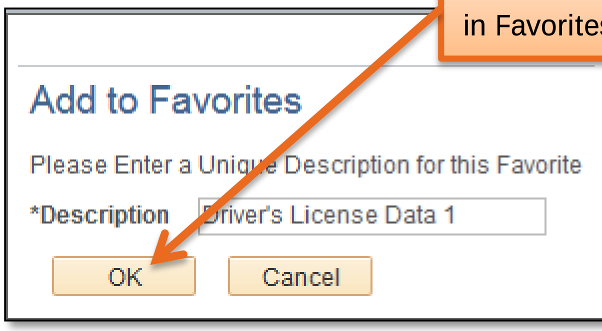
STEP 7 (Layout)
Click SAVE to retain your personalized layout.

Quick Reference: Personalizing Home Page And Setting Up Favorites

Setting up Favorites

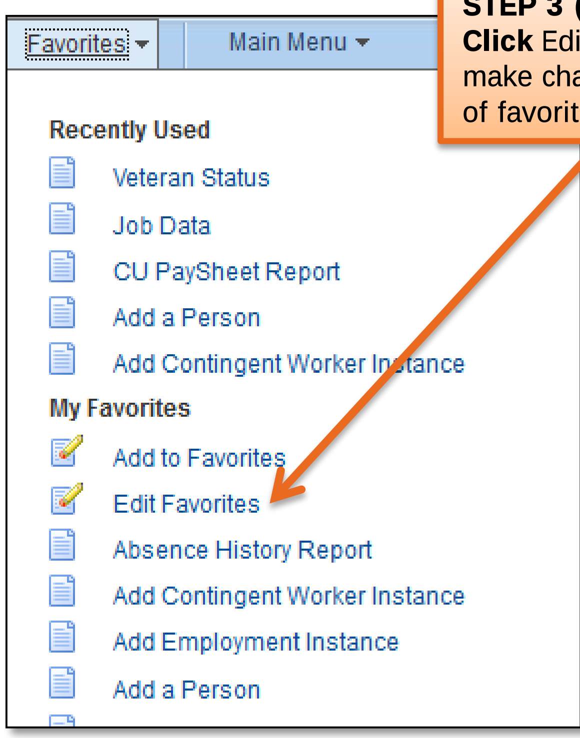


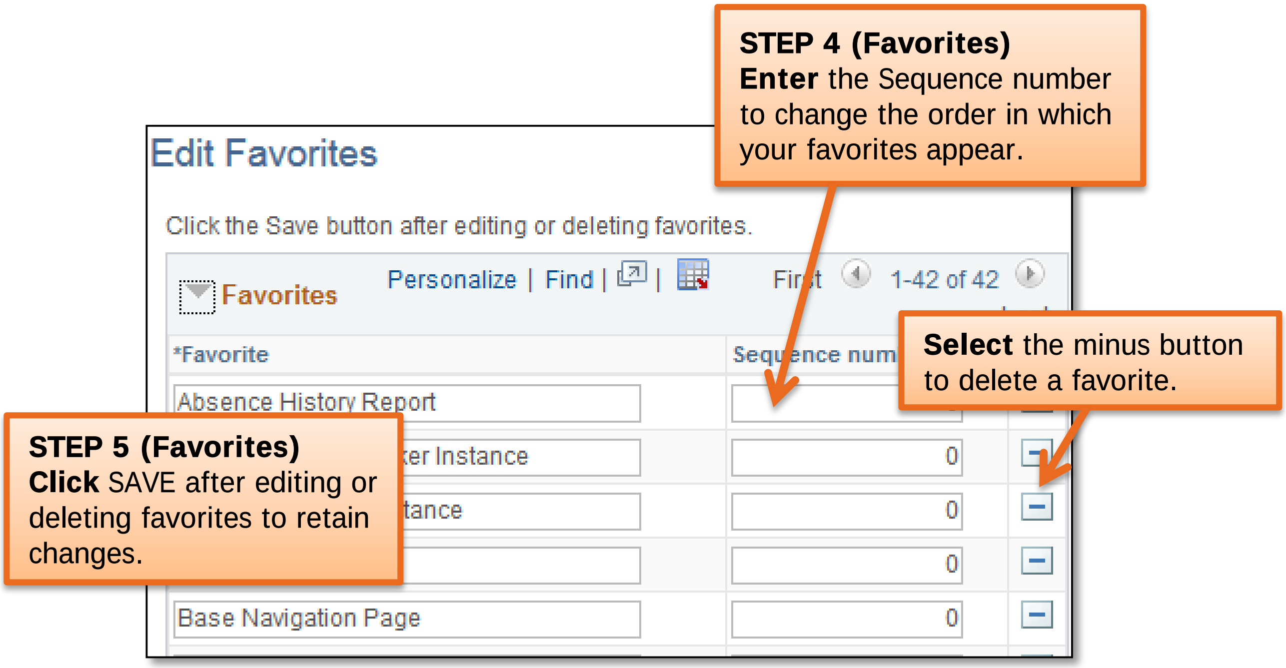
STEP 2 (Favorites)
Click OK to save the page in Favorites.



Confirmation message will show

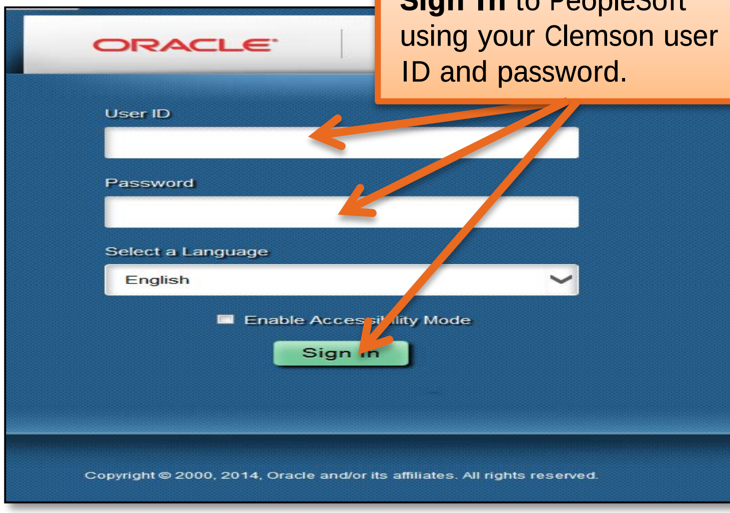
STEP 3 (Favorites)
Click Edit Favorites to make changes to your list of favorites.



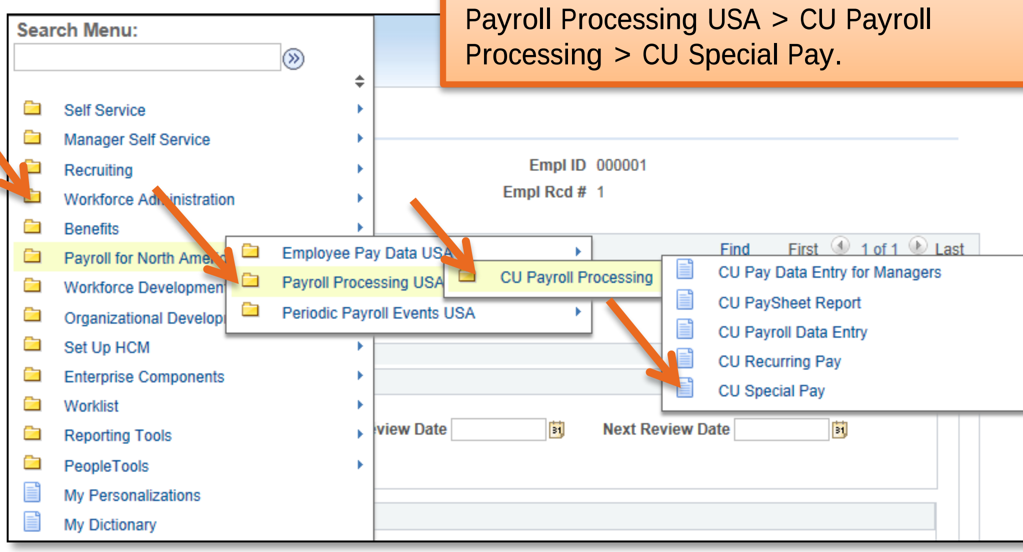

STEP 4 (Favorites)
Enter the Sequence number to change the order in which your favorites appear.
Edit Favorites
Click the Save button after editing or deleting favorites.
Favorites
Personalize | Find |
First
1-42 of 42
*Favorite
Sequence num
Absence History Report
Select the minus button to delete a favorite.
STEP 5 (Favorites)
Click SAVE after editing or deleting favorites to retain changes.
Base Navigation Page

Quick Reference:
Special Pay

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

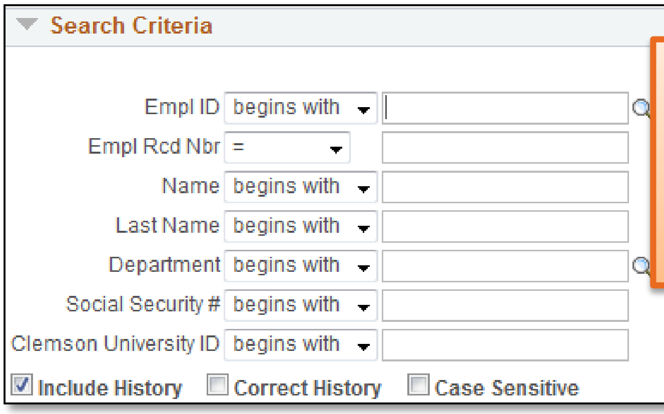


STEP 2
Navigate to Workforce Administration > Payroll Processing USA > CU Payroll Processing > CU Special Pay.



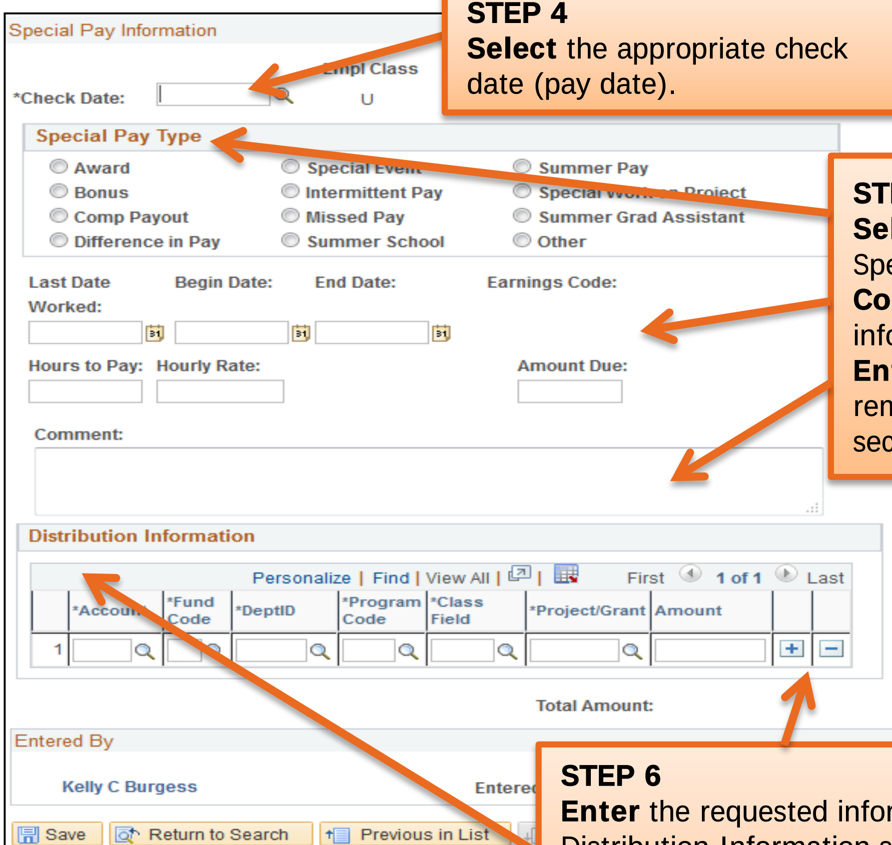
Quick Reference:
Special Pay

CLEMSON
HUMAN RESOURCES



STEP 3
Enter one of the following to retrieve the employee record: Empl ID, Name, Social Security #, or Clemson University ID.

Important Information: If your search results in more than one record for the employee, be sure you select the correct record before creating a special pay. The correct record will have the current employee record number, department number and position number.



STEP 4
Select the appropriate check date (pay date).

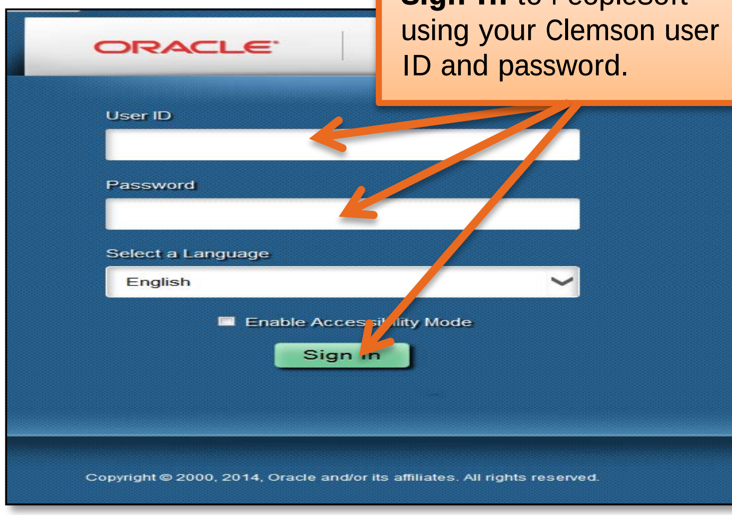
STEP 5
Select the appropriate Special Pay Type.
Complete the required information.
Enter any clarifying remarks in the comments section.

STEP 6
Enter the requested information in the Distribution Information section.
Click the plus icon to add additional Distribution rows.
Click the minus icon to remove unwanted Distribution rows.

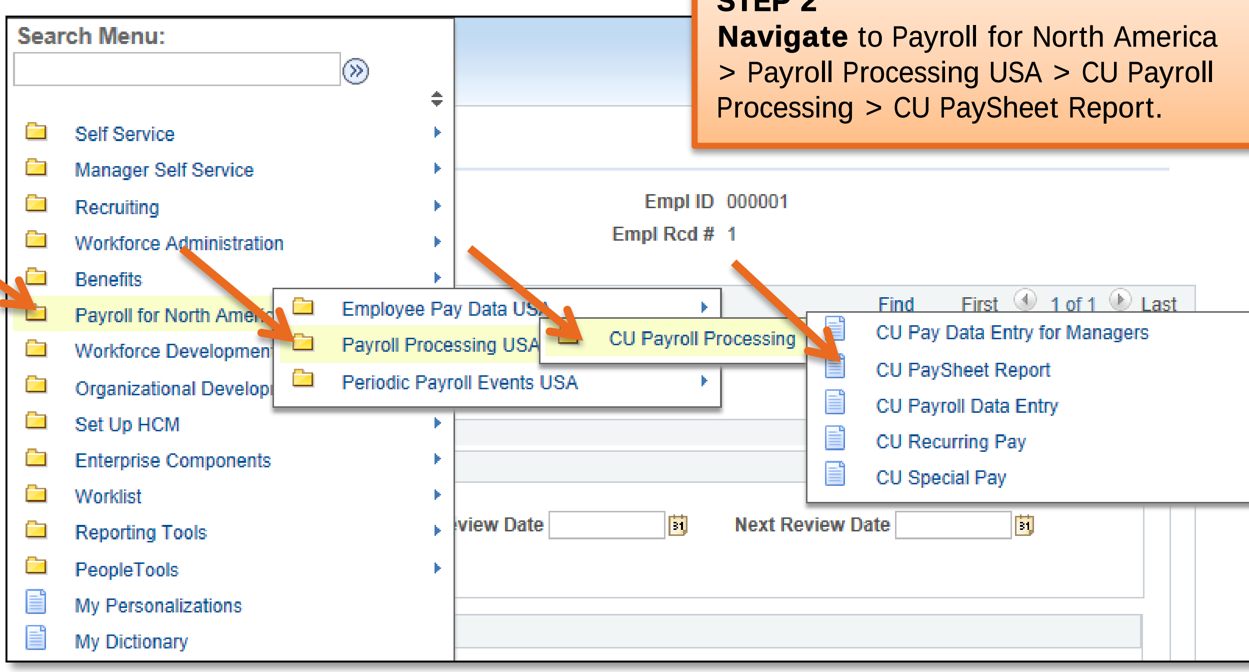
Important Information: The Distributions amounts must equal the Amount Due.

Quick Reference:
PaySheet Report

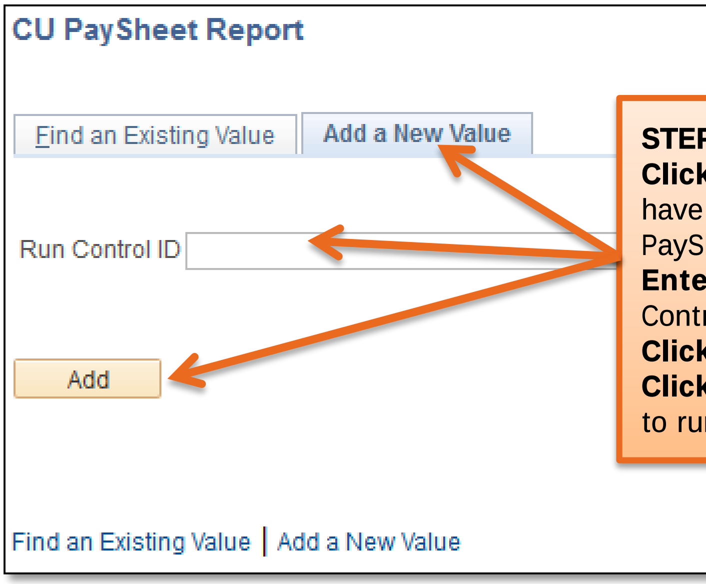
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.



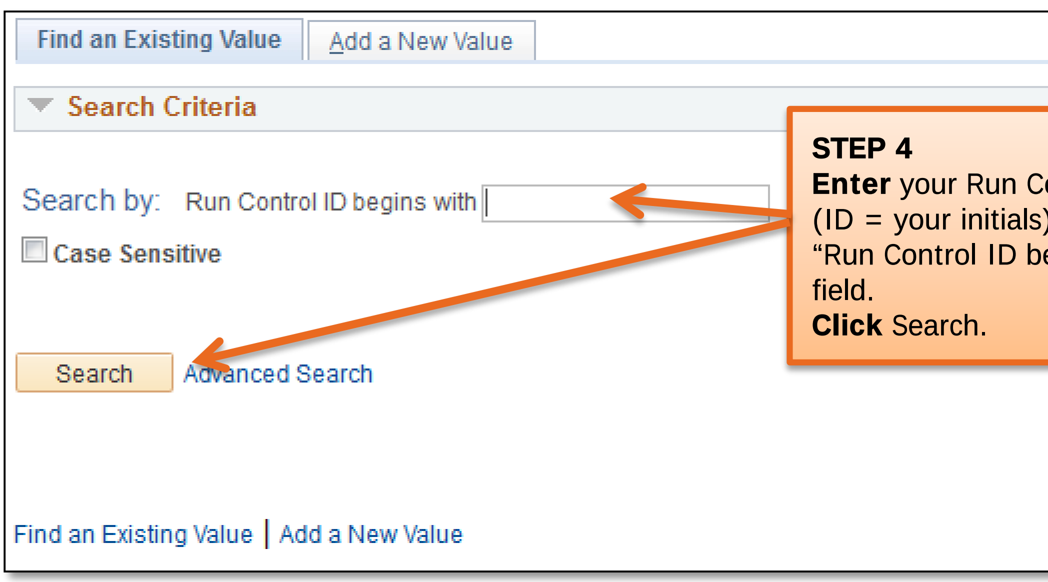
STEP 2
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > CU PaySheet Report.



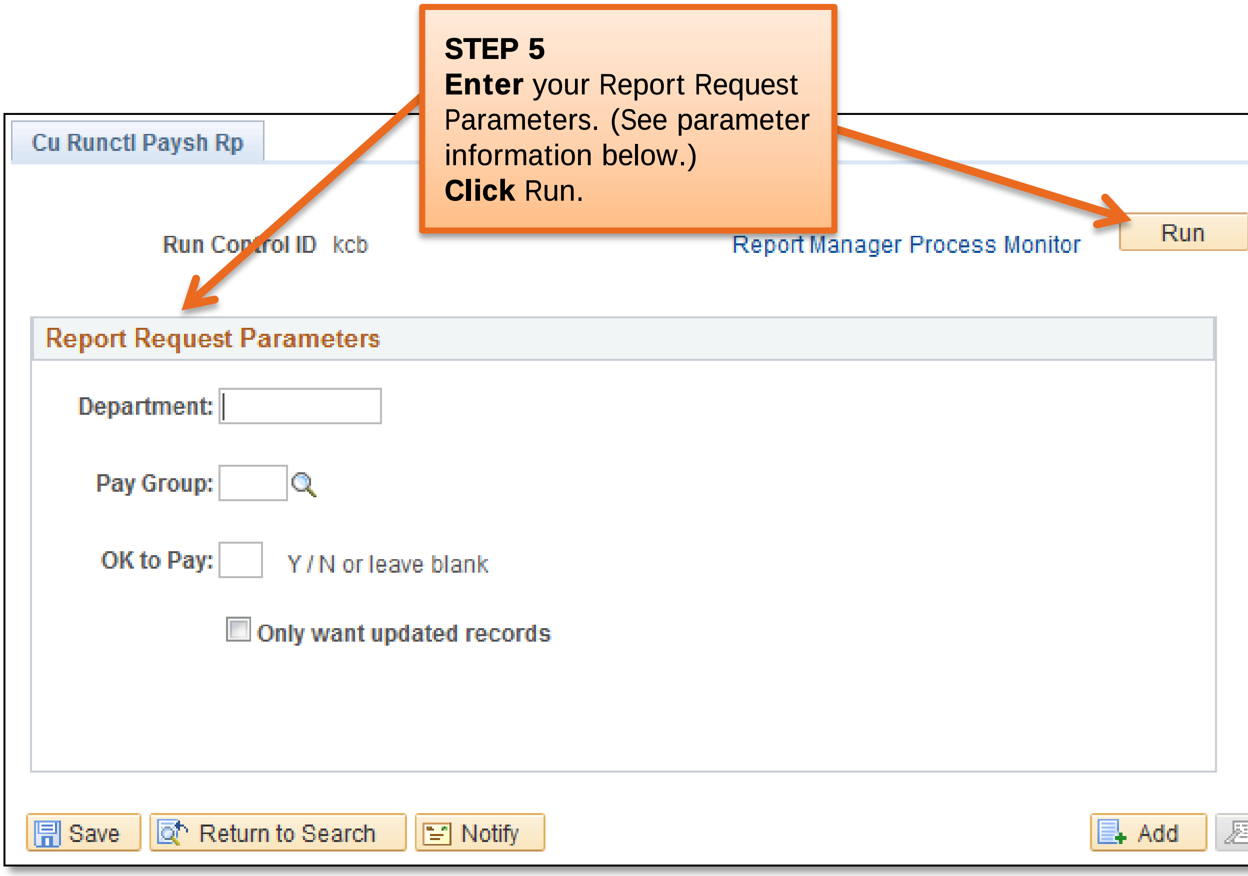
Important Information: If you do not have a Run Control ID, you will need to add one. Step 3 walks new users through adding a Run Control ID. Once added, your initials will serve as your ID. Users with existing IDs skip to step 4.



STEP 3 (For New Users)
Click Add a New Value if you have never created a PaySheet Report.
Enter your initials in Run Control ID.
Click Add.
Click Find an Existing Value to run a PaySheet Report.

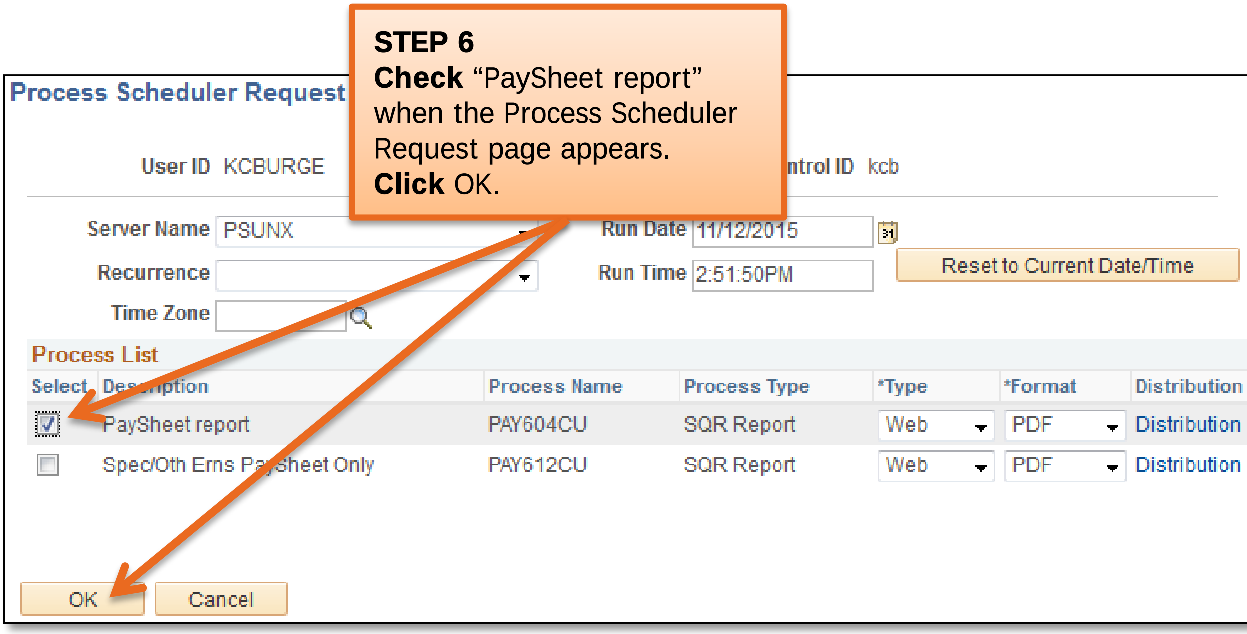


STEP 4
Enter your Run Control ID (ID = your initials) in the "Run Control ID begins with" field.
Click Search.

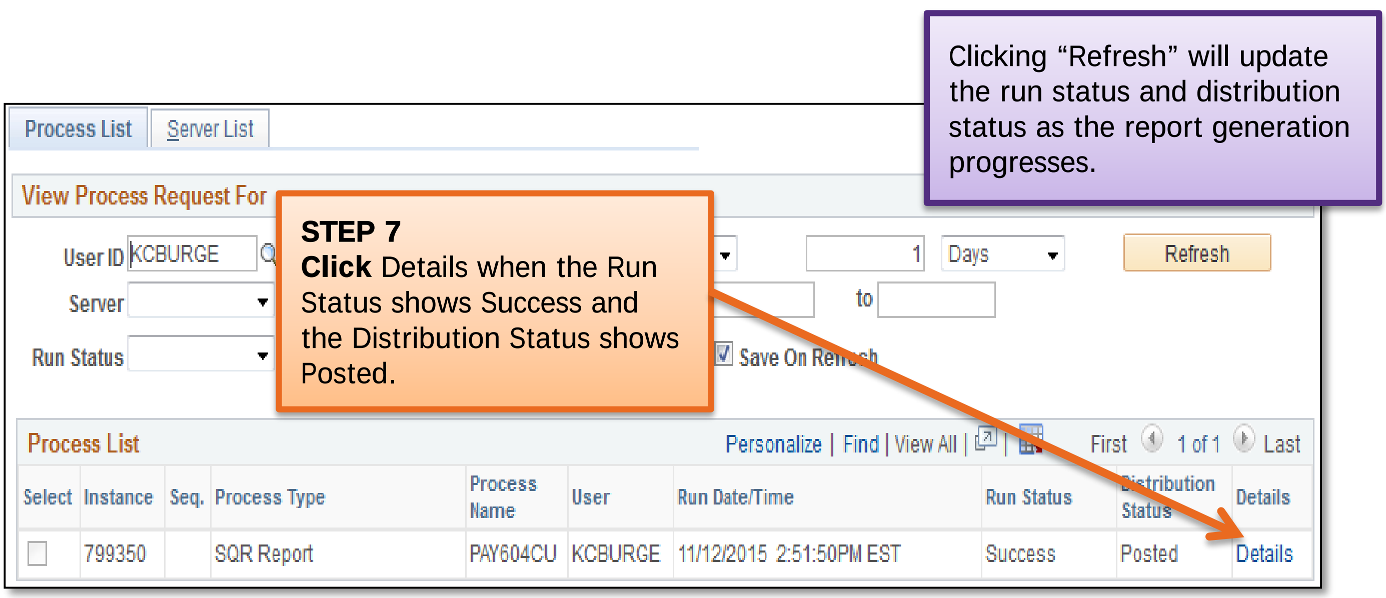


Parameter Information: You can enter some or all of the Report Request Parameters. Each additional parameter will further refine the report.

- If you leave all of the fields blank, the PaySheet Report will show all of the employees in the departments for which you have security access.
- Entering a department number will limit the PaySheet Report to employees in that department.
- Entering a Pay Group will limit the Paysheet Report to employees in that specific pay group.
- Entering "Y" in the OK to Pay box will limit the Paysheet Report to employees who are designated OK to Pay in Payroll Data Entry.
- Clicking "Only want updated records" will limit the Paysheet Report to employees you've updated in Payroll Data Entry.

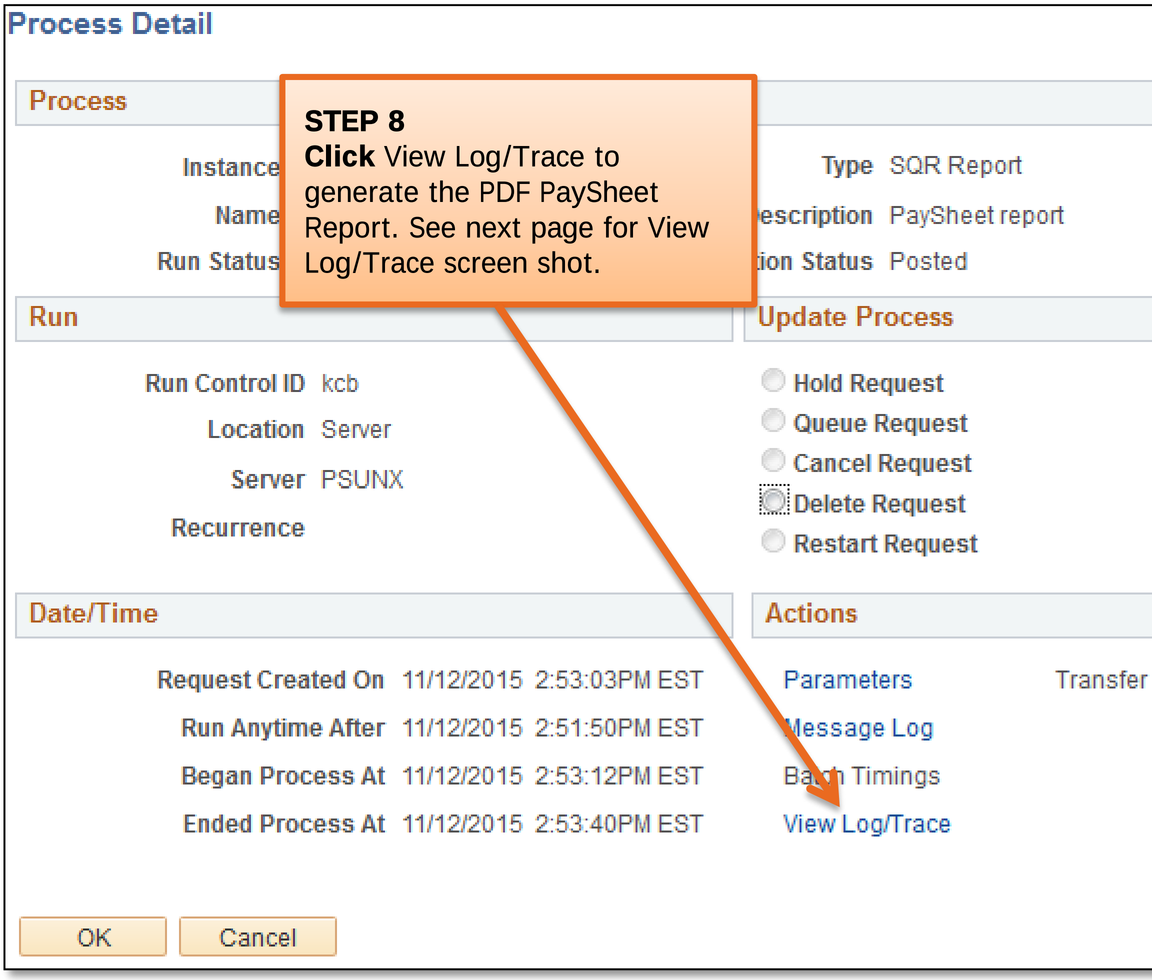


STEP 6
Check "PaySheet report" when the Process Scheduler Request page appears.
Click OK.

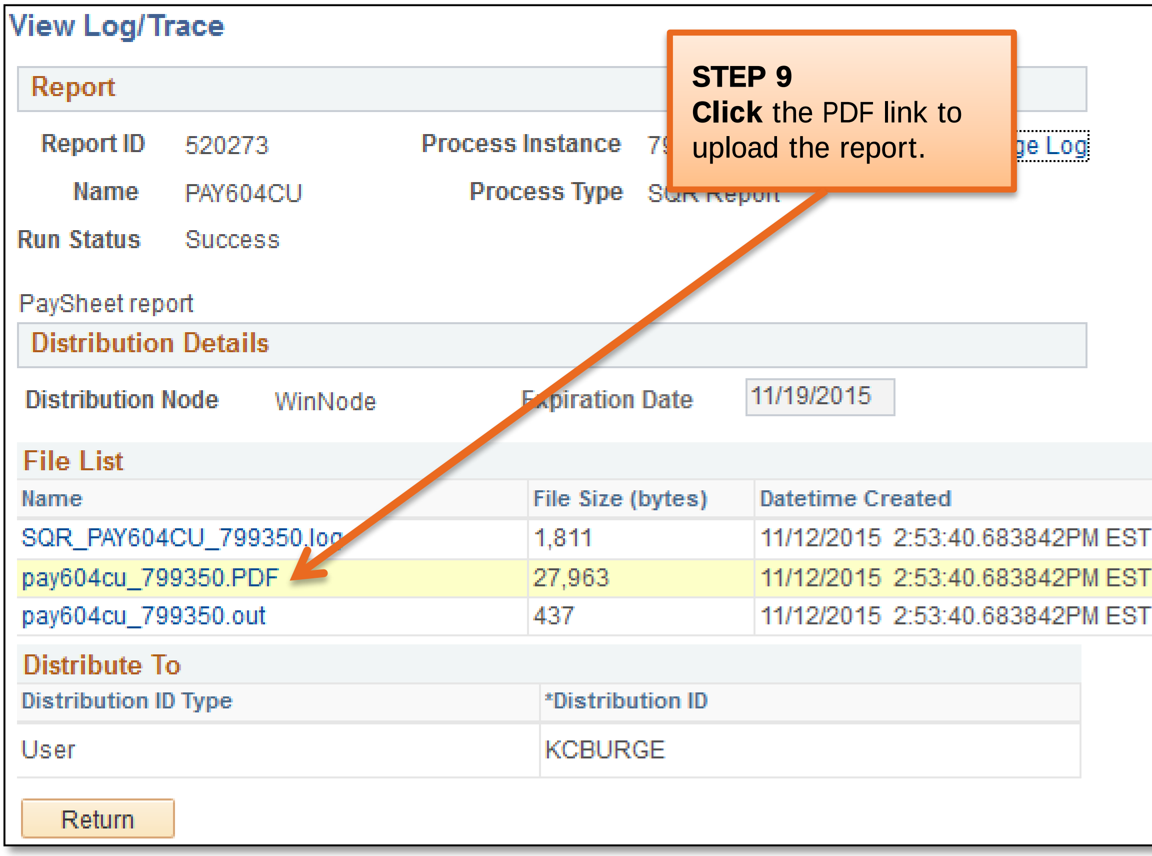


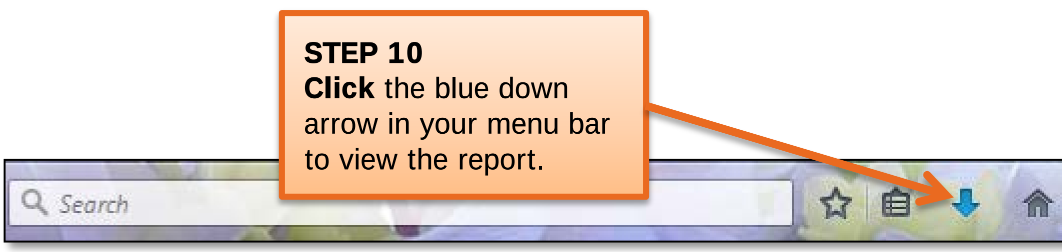
Clicking "Refresh" will update the run status and distribution status as the report generation progresses.

STEP 7
Click Details when the Run Status shows Success and the Distribution Status shows Posted.


Process Detail
Process
Instance
Name
Run Status
STEP 8
Click View Log/Trace to generate the PDF PaySheet Report. See next page for View Log/Trace screen shot.
Type SQR Report
escription PaySheet report
ion Status Posted
Run
Run Control ID kcb
Location Server
Server PSUNX
Recurrence
Update Process
Hold Request
Queue Request
Cancel Request
Delete Request
Restart Request
Date/Time
Request Created On 11/12/2015 2:53:03PM EST
Run Anytime After 11/12/2015 2:51:50PM EST
Began Process At 11/12/2015 2:53:12PM EST
Ended Process At 11/12/2015 2:53:40PM EST
Actions
Parameters
Transfer
Message Log
Batch Timings
View Log/Trace
OK
Cancel

CLEMSON HUMAN RESOURCES





CLEMSON
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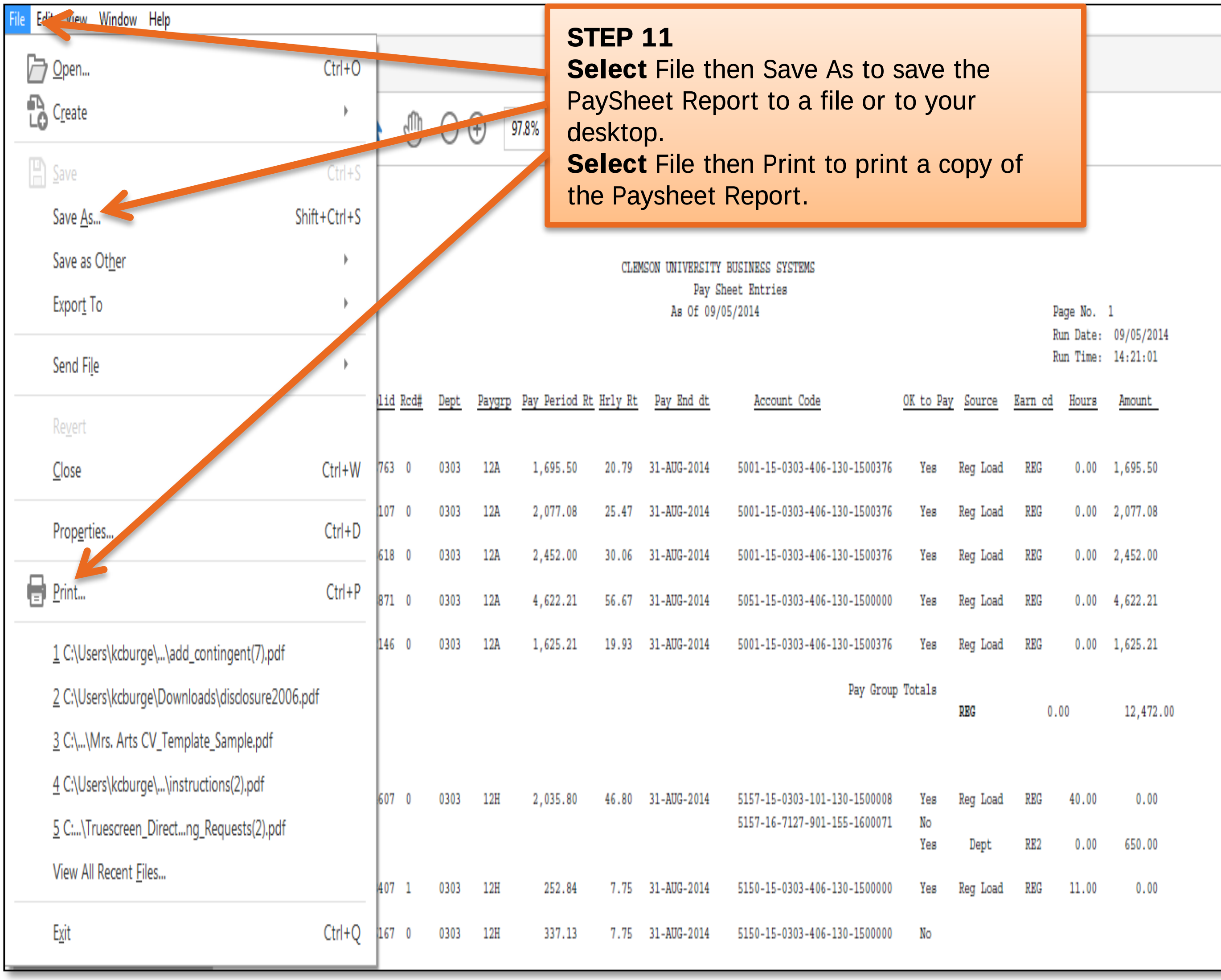
STEP 11
Select File then Save As to save the PaySheet Report to a file or to your desktop.
Select File then Print to print a copy of the Paysheet Report.



General Question

Why is the University upgrading to PeopleSoft 9.2 and adopting a new hiring system called Tiger Talent?

The University is upgrading both its hiring process and CUBS-HR to better align with the University's strategic 2020 goals.

CUBS-HR is being upgraded to the most current version of PeopleSoft so the University will be able to provide the following:

- Advanced information security
- Additional functionality, including paycheck modeling, employee profiles and a user-friendly experience for applicants
- Advanced support for continuous improvement efforts, including system updates to critical areas such as payroll taxes
- A reduction of downtime for servicing the system

Hiring process changes were in response to the needs of hiring managers and OHR liaisons. Prior to the upgrade, the hiring process was not well-defined, lacked visibility and was overly drawn out. Tiger Talent addresses these concerns. During the pilot phase of Tiger Talent, pilot groups realized a 75.5 percent reduction in lead times for requests to hire and a 71.4 percent increase in requests to hire processed without any interruptions in the process.

Will I be able to view my position description in PeopleSoft?

Please see your HR partner for a copy of the position description. PeopleSoft does not provide for viewing position descriptions.

What does ACA stand for?

ACA stands for the Affordable Care Act.

Will my queries be available in the new PeopleSoft system?

If you ran a PeopleSoft query in the past 12 months, that query will be moved to your upgraded version of PeopleSoft.

Tiger Talent Questions

How will I know the status of the transaction in Tiger Talent?

You will be able to see all transactions for your area in Tiger Talent. Log in to Tiger Talent and click **View Summary**.

Is a compensation market analysis done for every position that is recruited?

Yes. A market analysis is required for all positions requested via Tiger Talent.

Can I enter the maximum budgeted amount instead of the top of the state pay band when I create a new hire request?

Yes. You can enter the maximum budgeted amount.

Hiring Questions

Will the process for tracking ACA override types change?

Yes. HR partners will now enter override types directly into the ACA field in CUBS. Consequently, the process of creating spreadsheets and delivering them to others in OHR will be discontinued.

Will monthly spreadsheets still be sent for ACA types?

No. The last spreadsheet for ACA types will be sent to the Benefits team by January 5, 2016.

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.