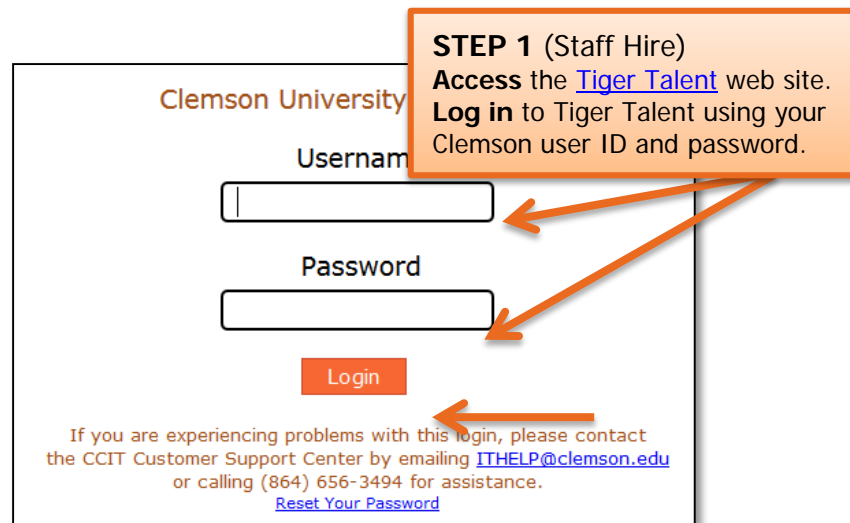


Quick Reference: Tiger Talent - Request to Recruit

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

Staff Hire Request

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



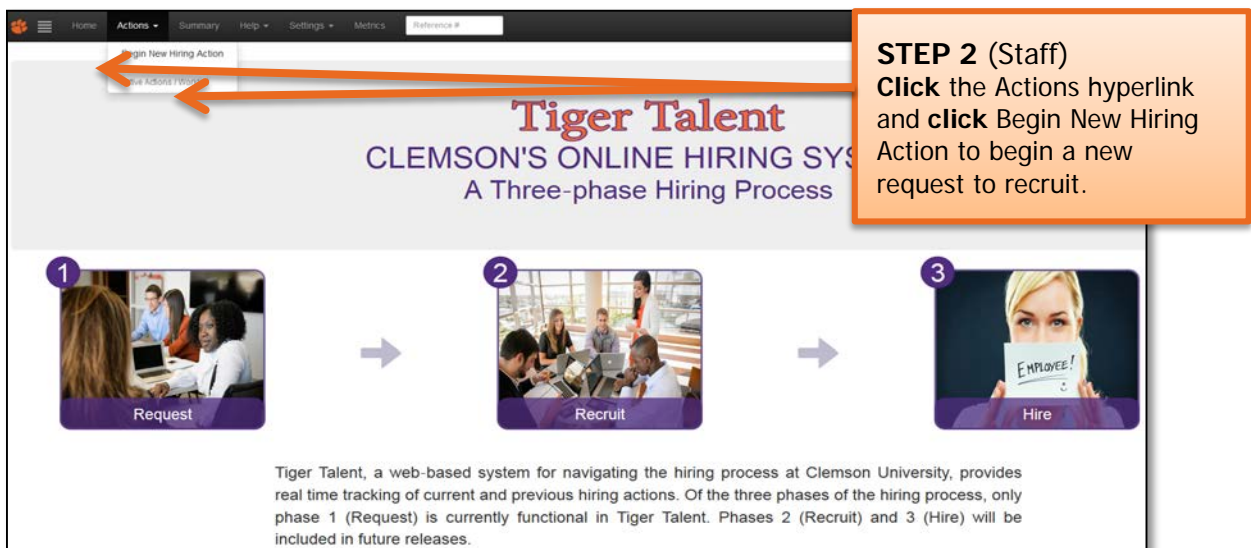
STEP 1 (Staff Hire)
Access the [Tiger Talent](#) web site.
Log in to Tiger Talent using your Clemson user ID and password.

Clemson University
Username

Password

Login

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



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

Home Actions Summary Help Settings Metrics Reference #

Begin New Hiring Action

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

1 Request → 2 Recruit → 3 Hire

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

Quick Reference: Tiger Talent - Request to Recruit

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

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

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

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

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

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


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

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

- If requesting to refill an existing position without any changes from the previous incumbent's job information, select "No Changes."
- If requesting to refill an existing position but also requesting changes to the position from the previous incumbent's job information, select "With Changes."
- Intermittent positions must be requested by selecting "New Position." A request to fill an intermittent position cannot be entered as a refill.

Quick Reference: Tiger Talent - Request to Recruit

Proposed Position Data

Previous Employee's Email Address * Required 

Business Title * Required

Full/Part Time * Required

Standard Hours * Required

Department # * Required

Department Name

Office Location * Required

Office Phone * Required

Supervisor Email * Required



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

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

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

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

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

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

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

Quick Reference: Tiger Talent - Request to Recruit

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

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

Waiver of Posting ?

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

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

Waiver Name * Required

Business Case * Required

1500 Characters left

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

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

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

Waiver Delay Warning

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

<http://www.clemson.edu/employment/forms/background/>

Close

Quick Reference: Tiger Talent - Request to Recruit

Grant Funding ?

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

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

Principal Investigator * Required

Principal Processing # * Required

Funding Organization * Required

If grant funded, these fields are required.

Funding Account(s) ?

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

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

Funding Account(s) ?

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

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

Quick Reference: Tiger Talent - Request to Recruit

Proposed Position Data

Business Title * Required

Full/Part Time * Required

Standard Hours * Required

Department # * Required

Department Name Awaiting Department Number

Office Location ? * Required

Office Phone ? * Required

Supervisor Email * Required

Supervisor Name Awaiting Supervisor Email

STEP 10 (Staff)
If refilling an existing position, **review** the position information.

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

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

Maximum Budgeted Allocation ? * Required

Work County * Required

Justification for Position ? * Required

Internal Comparisons ? * Required

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


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

STEP 13 (Staff)
Provide the internal positions or employees performing similar work for comparison.

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

Quick Reference: Tiger Talent - Request to Recruit

Posting

Internal Posting 

Yes, This is an Internal only posting.

No, post for this request outside the university.

Internal Posting Justification
* Required

Justification for internal only posting

400 Characters left


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

Requested Dates of Posting
* Required

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

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

Interview Committee Members
* Required

Example: John Doe 

Skills Test

Yes, This request requires skills test(s).

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

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

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

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

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

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

Quick Reference: Tiger Talent - Request to Recruit

Important Information:

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

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

TIP:

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

STEP 18 (Staff)

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

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

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

Other Advertisement Medium Example: NAFSA

Advertisement

5000 Characters left

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

STEP 19 (Staff)

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

Quick Reference: Tiger Talent - Request to Recruit

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

STEP 20 (Staff)
Browse to locate and upload the position description and enter additional information related to the position in the Position Description Information textbox.

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

STEP 21 (Staff)
Click the certification acknowledgement and **click** Submit.

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

Quick Reference: Tiger Talent - Request to Recruit

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

Success! Your request has been submitted.

Tiger Talent

CLEMSON'S ONLINE HIRING SYSTEM

A Three-phase Hiring Process

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

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

Important Information:

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

Quick Reference: Tiger Talent - Request to Recruit

Review Staff Request to Recruit

Important Information:

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

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

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

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

Important Information:

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

Quick Reference: Tiger Talent - Request to Recruit

Important Information:

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

Sample Email Notification

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

Comments:
Approve

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

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

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

STEP 23 (Staff)

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

Quick Reference: Tiger Talent - Request to Recruit

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

Faculty Hire Request

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

Clemson University Login

Username

Password

Login

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

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

Home Actions -

Begin New Hiring Action

Active Actions / Worklist

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

1 Request → 2 Recruit → 3 Hire

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

Quick Reference: Tiger Talent - Request to Recruit

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

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

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

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

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

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

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

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

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

Quick Reference: Tiger Talent - Request to Recruit

Proposed Position Data

Previous Employee's Email Address * Required

Business Title * Required

Full/Part Time * Required

Standard Hours * Required

Department # * Required

Department Name Awaiting Department Number

Office Location * Required

Office Phone * Required

Supervisor Email * Required

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

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

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

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

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

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

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

Quick Reference: Tiger Talent - Request to Recruit

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

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

Waiver of Posting ?

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

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

Waiver Name * Required

Business Case * Required

1500 Characters left

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

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

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

Waiver Delay Warning

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

<http://www.clemson.edu/employment/forms/background/>

Close

Quick Reference: Tiger Talent - Request to Recruit

Grant Funding ?

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

Principal Investigator * Required

Principal Processing # * Required

Funding Organization * Required

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

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

If grant funded, these fields are required.

Funding Account(s) ?

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

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

Funding Account(s) ?

Add Accounts	#	Account String	Percent	Options												
	1	<table style="width: 100%;"> <tr> <td style="width: 10%;">Account</td> <td><input type="text" value="Example: 1234"/></td> </tr> <tr> <td>Fund</td> <td><input type="text" value="Example: 12"/></td> </tr> <tr> <td>Department</td> <td><input type="text" value="Example: 1234"/></td> </tr> <tr> <td>Program</td> <td><input type="text" value="Example: 123"/></td> </tr> <tr> <td>Class</td> <td><input type="text" value="Example: 123"/></td> </tr> <tr> <td>Project</td> <td><input type="text" value="Example: 1234567"/></td> </tr> </table> <p style="text-align: center;"><input type="button" value="Save Changes"/></p>	Account	<input type="text" value="Example: 1234"/>	Fund	<input type="text" value="Example: 12"/>	Department	<input type="text" value="Example: 1234"/>	Program	<input type="text" value="Example: 123"/>	Class	<input type="text" value="Example: 123"/>	Project	<input type="text" value="Example: 1234567"/>	Percent <input style="width: 80%;" type="text" value="Example: 35.23"/>	<input type="button" value="✎"/> <input type="button" value="✕"/>
Account	<input type="text" value="Example: 1234"/>															
Fund	<input type="text" value="Example: 12"/>															
Department	<input type="text" value="Example: 1234"/>															
Program	<input type="text" value="Example: 123"/>															
Class	<input type="text" value="Example: 123"/>															
Project	<input type="text" value="Example: 1234567"/>															
<input type="button" value="Add Account"/>			Percent Total: 0.00%													

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

Quick Reference: Tiger Talent - Request to Recruit

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

STEP 10A (Faculty)

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

This screenshot shows the 'Faculty Market Analysis' form with the 'Other' checkbox selected under 'Faculty Titles * Required'. Below the list of titles, there is a text input field for 'Nonstandard Position Details' containing the text 'Endowed Chair, Dept Chair, Professor of practice, etc'. Below this field is a note: '*Complete this field only if this is a nonstandard position.'. At the bottom, the 'Commitment Entry' section shows the 'My Budget Officer will enter the commitment.' radio button 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.

Quick Reference: Tiger Talent - Request to Recruit

Example of a Market Analysis report.

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

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

External Market Data for: Professor

Engineering
Bioengineering And Biomedical Engineering
Professor
9 Month

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

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

Internal Comparisons:

Dept. Name: Bioengineering

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

STEP 11 (Faculty)

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

Commitment Entry

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

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

Quick Reference: Tiger Talent - Request to Recruit

Proposed Position Data

Business Title * Required

Full/Part Time * Required

Standard Hours * Required

Department # * Required

Department Name Awaiting [Department Number](#)

Office Location ? * Required

Office Phone ? * Required

Supervisor Email * Required

Supervisor Name Awaiting [Supervisor Email](#)

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

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

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

Maximum Budgeted Allocation ? * Required

Work County * Required

Justification for Position ? * Required

Internal Comparisons ? * Required

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

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

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

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

Quick Reference: Tiger Talent - Request to Recruit

STEP 16 (Faculty)

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

The screenshot shows the 'Posting' form with the following sections and callouts:

- Internal Posting:** Radio buttons for 'Yes, This is an Internal only posting' (selected) and 'No, post for this request outside the university.' An arrow points from Step 16 to the 'Yes' option.
- Internal Posting Justification:** A text box with a placeholder 'Justification for internal only posting' and a character count '400 Characters left'. An arrow points from Step 16 to this box.
- Requested Dates of Posting:** A date range selector with 'Example: 12/14/2015' and 'Example: 12/21/2015'. An arrow points from Step 17 to this field.
- Interview Committee Members:** A list box with 'Example: John Doe' and a green plus icon. An arrow points from Step 18 to the plus icon.
- Skills Test:** Radio buttons for 'Yes, This request requires skills test(s)' and 'No, This request does not require skills test(s)'. An arrow points from Step 19 to the 'No' option.

STEP 17 (Faculty)

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

STEP 18 (Faculty)

Enter the Interview Committee member names. Click the plus icon to add additional members.

STEP 19 (Faculty)

Click Yes if skills tests are required for this position.

Quick Reference: Tiger Talent - Request to Recruit

Important Information:

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

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

TIP:

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

STEP 20 (Faculty)

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

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

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

Other Advertisement Medium

Example: NAFSA

Advertisement

If you do not have an advertisement, the p

5000 Characters left

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

STEP 21 (Faculty)

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

Quick Reference: Tiger Talent - Request to Recruit

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

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

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

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

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

Quick Reference: Tiger Talent - Request to Recruit

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

The screenshot shows the Tiger Talent web interface. At the top, there is a navigation bar with links for Home, Actions, Archive, Help, and Feedback. A green success message banner reads "Success! Your request has been submitted." Below this, the main heading is "Tiger Talent CLEMSON'S ONLINE HIRING SYSTEM A Three-phase Hiring Process". The process is illustrated with three numbered steps: 1. Request (image of people at a computer), 2. Recruit (image of a group meeting), and 3. Hire (image of a woman holding a sign that says "EMPLOYEE!").

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

Important Information:

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

Quick Reference: Tiger Talent - Request to Recruit

Important Information:

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

STEP 24 (Faculty)

To view a transaction's progress, **click** Summary on the Tiger Talent homepage.

Select the position you want to view by clicking the position title hyperlink.

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

Important Information:

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

Quick Reference: Tiger Talent - Request to Recruit

Important Information:

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

Sample Email Notification

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

Comments:
Approve

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

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

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

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

Quick Reference: Tiger Talent - Request to Recruit

Linking a PeopleSoft Job Opening to Tiger Talent

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

Sample Email Notification

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

Comments:
Approve

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

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

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

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

Quick Reference: Tiger Talent - Request to Recruit

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

STEP 3
Click the title hyperlink to open the transaction.

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

HR Partner Worklist
Request to Hire Administrative Assistant
Proposed Position Description

Pre-Hire - Estimated Date of Completion: Dec 17, 2015
75% Complete

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

Quick Reference: Tiger Talent - Request to Recruit

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

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

At the bottom of the form is a blue "Save" button. An orange callout box labeled "STEP 5" points to this button with the text: "Click Save to send the transaction to OHR's Recruitment unit for review." At the top right of the form, there is another blue button labeled "Requisition Entry", which is also pointed to by the "STEP 4" callout box.

Quick Reference: Tiger Talent – Approvals

FACULTY TIGER TALENT APPROVAL PROCESS

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

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

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.

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

The pre-hire request list is automatically added as they are automatically added to the Tiger Talent system.

Position Information

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

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

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

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

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

Quick Reference: Tiger Talent – Approvals

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

The request to recruit information displays

Commitment Approval for Assistant Professor

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

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

Pre-Hire Request Data:

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

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

Quick Reference: Tiger Talent – Approvals

Total Commitment Amount: \$575,195.00

Pre-Hire Request Data:

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

Salary

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

Supplements

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

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

Previous approvers are displayed with the status of their approval.

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

Select Action * Required

Are you sure you want to approve this commitment?

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

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

Quick Reference: Tiger Talent – Approvals

Sample Email Notification

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

Thank you for your request. Position Professor

- FLSA status
- Classification
- Market-based compensation

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

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

Targeted Timeline:

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

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

Sample Email Notification

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

Position Information	
Type of Hire:	Time Limited
Hiring Manager:	Cox, Christopher L.
Submitted by:	KWAKE
Submission Date:	12/08/2015 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/>

Quick Reference: Tiger Talent – Approvals

The request to recruit information displays

Commitment Approval for Assistant Professor

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

Pre-Hire Request Data:

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

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

Important Information: Clicking the commitment and market analysis hyperlinks will open a summary of the information in a second browser window.

Quick Reference: Tiger Talent – Approvals

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

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.

Select Action * Required:

Are you sure you want to approve this commitment?

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

Sample Email Notification

- FLSA status
- Classification
- Market-based compensation

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

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.

Quick Reference: Tiger Talent – Approvals

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

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

The screenshot shows the top navigation bar of the Tiger Talent system. The 'Summary' link is highlighted with an orange arrow pointing to it from the right. Below the navigation bar, the page title reads 'Pre-Hire Request Summary' followed by 'Request to Hire Assistant Professor'. There are links for 'Market Analysis' and 'Commitment'.

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

The screenshot shows a 'Worklist' table with several columns: Title, Position #, Current Status, Current Step, Filter By Hiring Manager, and Filter By Step. The 'Administrative Assistant' entry is highlighted with an orange arrow pointing to it from the right. The table also includes filter buttons for each column and a pagination control at the bottom showing '1 - 1 / 1 (1)'.

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

A summary page for the transaction is displayed.

The screenshot shows the 'HR Partner Worklist' summary page for a 'Request to Hire Administrative Assistant'. It includes a progress bar indicating '75% Complete' and a 'Pre-Hire - Estimated Date of Completion: Dec 17, 2015'. Below this, there are two columns of key-value pairs:

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

Quick Reference: Tiger Talent – Approvals

STAFF TIGER TALENT APPROVALS

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

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

Sample Email Notification

Type of Hire:	Full Time Employee
Hiring Manager:	Byrne III, Joseph
Submitted by:	JBYRNE
Submission Date:	12/16/2015 02:10:00
Reference Number:	7
Business Title:	Administrative Assistant
Justification for Hire:	
Full/Part-time:	Full Time
Department #:	5337
Department Name:	Human Resources
Supervisor's Name:	Byrne III, Joseph J
Budgeted Max Salary:	\$30,000.00
Market Analysis:	Market Analysis

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

Hyperlink to the Market Analysis

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

Quick Reference: Tiger Talent – Approvals

The request to recruit information displays

Approval for Administrative Assistant

[Market Analysis](#)

Pre-Hire Request Data:

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

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

Previous approvers are displayed with the status of their approval.

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

Select Action * Required

Are you sure you want to approve this commitment?

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

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

Quick Reference: Tiger Talent – Approvals

Sample Email Notification

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

- FLSA status
- Classification
- Market-based compensation

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

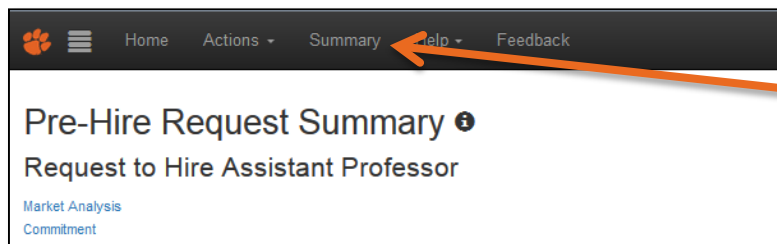
Your request will also be routed to your HR partner, whom you may contact with any questions.

Targeted Timeline:

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

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

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



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

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

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

Quick Reference: Tiger Talent – Approvals

A summary page for the transaction is displayed.

HR Partner Worklist ⓘ

Request to Hire Administrative Assistant

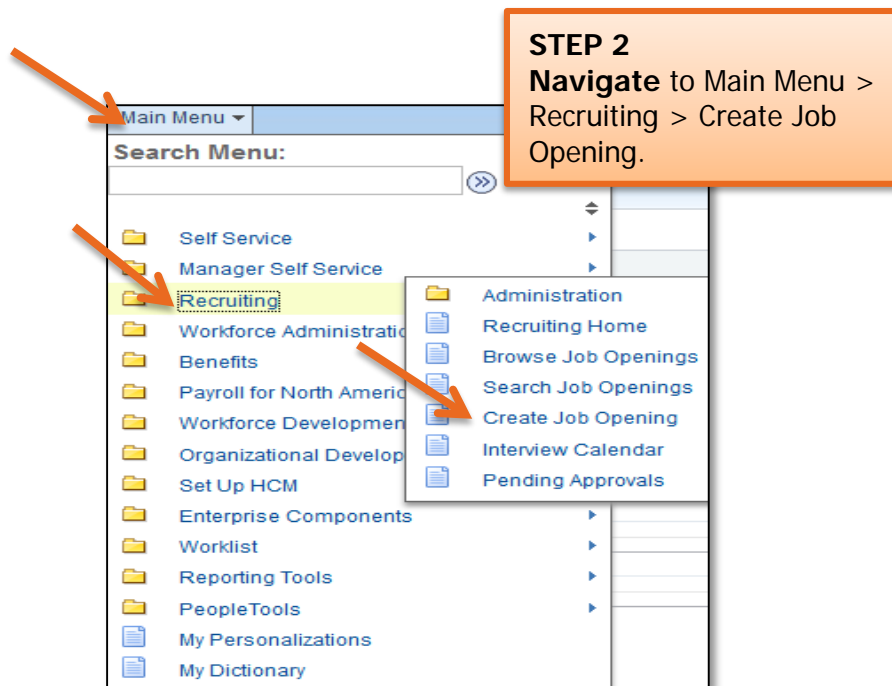
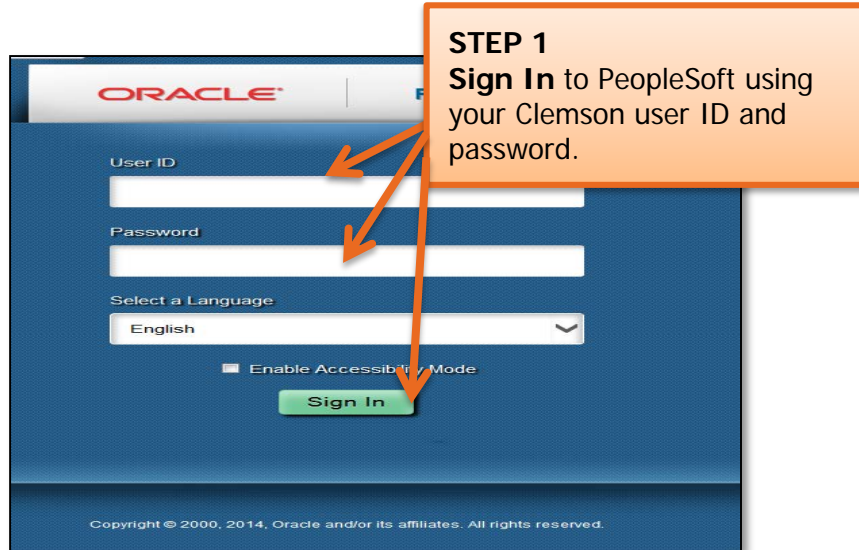
[Proposed Position Description](#)

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

75% Complete

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

Quick Reference: Creating a Job Opening (Requisition)



Quick Reference: Creating a Job Opening (Requisition)

Important Information: "Standard Requisition" defaults into the Job Opening Type field and "CLMSN" defaults into the Business Unit. These fields should not be altered.

The screenshot shows the 'Primary Job Opening Information' form. The 'Job Details' section contains the following fields: Job Opening Type (Standard Requisition), *Business Unit (CLMSN), *Job Family, Department, Position Number, Job Code, *Recruiting Location, and *Job Posting Title. The 'Profile Details' section contains a 'Job Profile' table with columns for Profile ID and View Profile. A 'Continue' button is located at the bottom right. An orange callout box labeled 'STEP 3' provides instructions: 'Choose the appropriate employee type from the Job Family options. Enter the 8-digit position number, including the leading zeros. (This will populate the Job Code and Job Posting Title fields.) Click continue.' Arrows point from the callout box to the Job Family, Position Number, and Continue fields.

STEP 3
Choose the appropriate employee type from the Job Family options.
Enter the 8-digit position number, including the leading zeros. (This will populate the Job Code and Job Posting Title fields.)
Click continue.

Important Information:

- The Job Profile is the position description associated with the position number. PeopleSoft will populate sections of the job opening with the information contained in the job profile. If the job profile is not accurate, please contact your Classification and Compensation analyst.
- Faculty positions do not have job profiles.

Quick Reference: Creating a Job Opening (Requisition)

Important Information: The position information (posting title, job title, position number, business unit and job family) will default in based on the position number entered on the previous page.

You can now "Save as Draft" and go back later to finish, if needed.

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW
Job Posting Title Administrative Coord I
Job Code AH1000 (Administrative Coord I)
Position Number 00000547 (Administrative Coord I)
Primary Recruiting Location 145 (Youth Learning Institute)

Status 005 Draft
Business Unit CLMSN (CLMSN)
Department 0133 (Youth Learning Institute)
Job Family STA (Staff)

Job Details | Requirements | Screening | Interview Team | Posting Info

Opening Information

Job Opening Type Standard Requisition
Created By 005381 Kelly C Burgess
Created 11/30/2015

*Openings to Fill Limited Number of Openings
Target Openings 1
Available Openings 1

Establishment ID 0001 Clemson University
Business Unit CLMSN CLMSN
Position Number 00000547 Administrative Coord I
Company CU Clemson University

Job Code AH1000 Administrative Coord I
Department 0133 Youth Learning Institute
Status Code 005 Draft
Status Reason
Status Date 11/30/2015

Desired Start Date
Date Authorized

Recruitment Contact

STEP 4
Verify that the job opening information displays the correct position information. Verify the position number.

Locations

*Location	Location Description
YL INST	Youth Learning Institute

Add Location

Recruiting Locations

*Recruiting Area	Recruitment Area Description	Primary Rec
145	Youth Learning Institute	

Add Recruiting Location

Employees Being Replaced

*Employee ID	Name
1	

Add Employee

STEP 5
Verify that the recruiting location matches the department's address. (Click the magnifying glass and select the correct address if the location is not correct.) Enter the previous employee's ID number if refilling a position.

Quick Reference: Creating a Job Opening (Requisition)

The screenshot shows the 'Additional Job Specifications' form. The 'Staffing Information' section includes fields for Region (USA), Schedule Type (Full-Time), Regular/Temporary (Regular), Begin Date, End Date, Shift (Not Applicable), Hours (37.50), Work Period (CU Weekly), and Travel Percentage (Never or rarely). The 'Salary Information' section includes Salary Admin Plan (CSP), From Grade (08), From Step, To Grade, To Step, Salary Range From (57,299.000000), Salary Range To (106,012.000000), Pay Frequency (Year), and Currency (US Dollar). A callout box on the right provides instructions for Step 6.

STEP 6
Verify or select the Schedule Type, Regular/Temporary, Hours, Salary Grade and Salary Range (see below).
Enter the Travel Percentage.

Salary Range Information: The salary range for classified positions will be the state band. This should automatically populate into the "Salary Range From" and "Salary Range To" fields. The salary grade and range for unclassified faculty positions should be left blank.

The screenshot shows the 'Tiger Talent Request ID' section. It contains a message: 'There are no items for the Tiger Talent Request ID section. Please add one if required.' Below this is a button labeled 'Add Tiger Talent Request ID'. A callout box on the right provides instructions for Step 7. At the bottom of the form are buttons for 'Save and Submit', 'Save as Draft', and navigation links for 'Recruiting Home', 'Notification', and 'Start Over'. A 'Top of Page' link is also present.

STEP 7
Enter the Tiger Talent Request ID using the Tiger Talent transaction's reference number.

Important Information: If the Tiger Talent request was for multiple positions, one requisition per type of job needs to be entered (e.g., one for house moms, one for grounds workers etc.). Faculty positions should be left blank.

If you are hiring for a classified or administrative unclassified position, click the Requirements tab at the top of the page to continue. If you are hiring for a faculty position, move to **Step 15**. The Requirements and Screening sections are not available for faculty positions.

Quick Reference: Creating a Job Opening (Requisition)

STEP 8
Select the Highest Education Level from the drop-down box (if not already defaulted in).
Enter the required minimum years of work experience.

Additional Job Specifications	
Work Experience & Education	
*Highest Education Level	
G-Bachelor's Level Degree	
Add Work Experience and Education	

Years of Work Experience	
16.0	🗑️

Important Information: If posting for a classified position, the required education level and years of work experience are based on state-specific requirements and are the same for all positions in the same job code. The required education level and minimum years of experience are located on the position description.

STEP 9
Add required certificates by selecting the Add Certifications button. (Licenses and certifications are listed on the position description in Tiger Talent.)

Profile ID	Certifications	
00003520	Professional in HR	🗑️
00003520	Project Mgmt Professional	🗑️
Add Certifications		

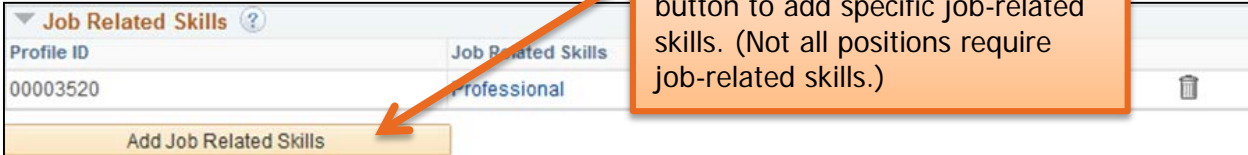
Important Information: Some certifications will be pre-populated from the position profile. If the certifications are not accurate, they should be removed by clicking the trash can icon.

STEP 10
Enter the area of study beside each type of educational degree if the position specifies required educational degrees.

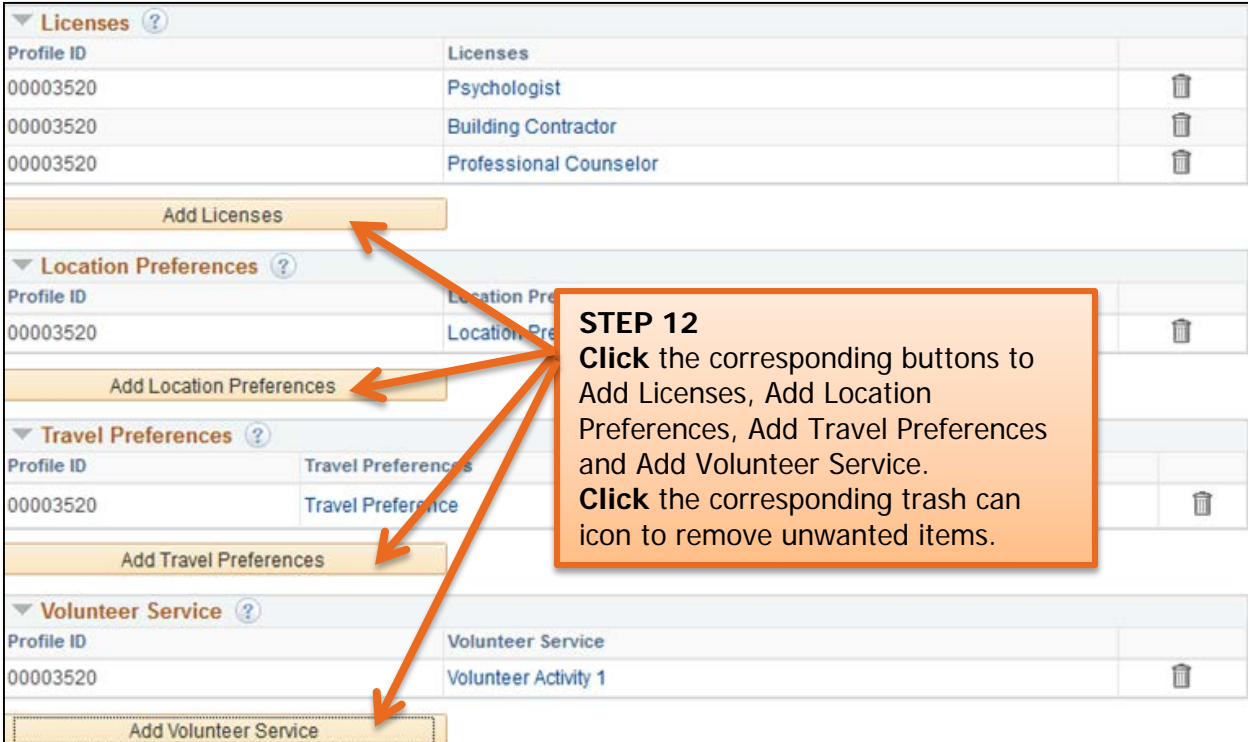
Profile ID	Education Degree	Area of Study (Major)	
00003520	Bachelor's Degree 1		🗑️
00003520	Master's Degree 1		🗑️
00003520	Doctoral / Professional Degree 1		🗑️
Add Education Degree			

Quick Reference: Creating a Job Opening (Requisition)

STEP 11
Click the Add Job Related Skills button to add specific job-related skills. (Not all positions require job-related skills.)



STEP 12
Click the corresponding buttons to Add Licenses, Add Location Preferences, Add Travel Preferences and Add Volunteer Service. Click the corresponding trash can icon to remove unwanted items.



If you are hiring for a classified or administrative unclassified position, click the Screening tab at the top of the page to continue.

Quick Reference: Creating a Job Opening (Requisition)

Important Information: Screening questions are used to identify applicants who meet the minimum requirements as well as those who are legally eligible for employment. Screening questions differ based on job code.

STEP 13A

Verify that the nine standard screening questions are listed. (These questions will feed into the Applicant Screening requirements.)

Click Add Screening Question to add additional screening questions (see 13B).

The screenshot shows the 'Job Opening' interface with the 'Screening' tab selected. The 'Additional Job Specifications' section contains a table of screening questions:

*Question	Question Order	Action
Legally authorized to work?		View Answers
Default Student Loan		View Answers
Previous State Service		View Answers
Termination		Enter Evaluators
Experience		View Answers
Relatives		View Answers
Background Investigation		Enter Evaluators
18 Years of Age		View Answers

Below the table are two buttons: 'Add Screening Question' and 'Load from Question Set'. An orange arrow points from the callout box to the 'Add Screening Question' button.

The 'Applicant Screening' section shows the 'Job Code' as AG5500 (Benefits Counselor II) and 'Max Total Points' as 0. A checkbox for 'Must Pass Previous Levels' is checked. Below this is a table with one screening level:

Sequence	Screening Levels
1	CU Online Screening

At the bottom of the 'Applicant Screening' section is the 'Add Screening Option' button.

Quick Reference: Creating a Job Opening (Requisition)

TIP:

To search for the job code enter 4 digits in the search field (eg. Use AA75 instead of AA7500).

Job Code	Job Title
1094	Accountant/Fiscal Manager I
1095	Accounting/Fiscal Manager II
1027	Acute Care Nurse Practitioner
1205	Administrative Coordinator I
1208	Administrative Coordinator II
1211	Administrative Manager I
1213	Administrative Manager II
1342	Ag Marketing Specialist I
1344	Ag Marketing Specialist II
1345	Ag Marketing Specialist III
1346	Ag Marketing Specialist IV

STEP 13B

Check Screening Question Sets based on the job code or the job title. (Screening question sets are based on state job code requirements.)
Click OK.

Job Opening ID NEW
Job Posting Title Benefits Counselor II
Job Code AG5500 (Benefits Counselor II)
Position Number 00009241 (Benefits Counselor II)
Primary Recruiting Location 157 (Administrative Services Bldg)

Status 005 Draft
Business Unit CLMSN (CLMSN)
Department 5337 (Human Resources)
Job Family STA (Staff)

Additional Job Specifications

*Question	Question Order
Legally authorized to work?	
Default Student Loan	View Answers
Previous State Service	View Answers
Termination	Enter Evaluators
Experience	View Answers
Relatives	View Answers
Background Investigation	Enter Evaluators
18 Years of Age	View Answers

Applicant Screening

Job Code AG5500 Benefits Counselor II
Max Total Points 0 Must Pass Previous Levels

Sequence	Screening Levels
1	CU Online Screening

STEP 14A

Click the CU Online Screening hyperlink.

Quick Reference: Creating a Job Opening (Requisition)

STEP 14B
Indicate which questions are "Required" and which are to be "Use in Screening" by **checking** the corresponding boxes. **Click OK** to save changes. (You will return to the Screening page.)

Screening Type	Item	Edit Details	Use in Screening	Required	Points
General Requirement	RS Location : 186		<input type="checkbox"/>	<input type="checkbox"/>	0
Education & Experience	Education: G-Bachelor's Level Degree, 2 Years of		<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Administrative Coordinator I	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Legally authorized to work?	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Default Student Loan	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Previous State Service	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Experience	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: Relatives	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0
Screening Question	Question: 18 Years of Age	Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0

Total Screening Points

OK Cancel Apply

From the Screening page, click the Interview Team tab at the top of the page to continue.

Quick Reference: Creating a Job Opening (Requisition)

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Not

Job Opening ID NEW
Job Posting Title Benefits Counselor II
Job Code AG5500 (Benefits Counselor II)
Position Number 00009241 (Benefits Counselor II)
Primary Recruiting Location 157 (Administrative Services Bldg)

Job Details | Requirements | Screening | **Interview Team** | Posting Info

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

Add Recruiter | Add Recruiter Team

Hiring Manager ?

No Hiring Managers have been added to this Job Opening

Add Hiring Manager | Add Hiring Manager Team

Interviewers ?

No Interviewers have been added to this Job Opening

Add Interviewer | Add Interviewer Team

Interested Parties ?

No Interested Parties have been added to this Job Opening

Add Interested Party | Add Interested Parties Team

STEP 15A
Click Add Recruiter.
Select "OHR Recruiters" to select a Recruitment Team (see 15B).

Add Team

Select	Team ID	Description
<input type="checkbox"/>	1	OHR Recruiters

OK | Cancel

STEP 15B
Check "OHR Recruiters."
Click OK.

Job Details | Screening | **Interview Team** | Posting Info

Assignments ?

Recruiters ?

*Name			Primary	
William Fred Robinson Jr	012064	<input type="checkbox"/>	<input type="checkbox"/>	
Joshua Brown	033045	<input type="checkbox"/>	<input type="checkbox"/>	
William Pope	043867	<input type="checkbox"/>	<input type="checkbox"/>	
Catherine Porrello	056431	<input type="checkbox"/>	<input type="checkbox"/>	

Add Recruiter | Add Recruiter Team

STEP 15C
Check "Primary" to establish the primary recruiter for the job opening.

Quick Reference: Creating a Job Opening (Requisition)

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW | Status 005 Draft
Job Posting Title Benefits Counselor II | Business Unit CLMSN (CLMSN)
Job Code AG5500 (Benefits Counselor II) | Department 5337 (Human Resources)
Position Number 00009241 (Benefits Counselor II) | Job Family STA (Staff)
Primary Recruiting Location 157 (Administrative Services Bldg)

Job Details | Requirements | Screening | **Interview Team** | Posting Info

Assignments ?

Recruiters ?
No Recruiters have been added to this Job Opening
Add Recruiter | Add Recruiter Team

Hiring Manager ?
No Hiring Managers have been added to this Job Opening
Add Hiring Manager | Add Hiring Manager Team

Interviewers ?
No Interviewers have been added to this Job Opening
Add Interviewer | Add Interviewer Team

Interested Parties ?
No Interested Parties have been added to this Job Opening
Add Interested Party | Add Interested Parties Team

STEP 16A
Click Add Hiring Manager to enter hiring managers.

STEP 16B
Enter the hiring manager's name.
Click Add Hiring Manager to add additional hiring managers. The system will display a list of matches. Select the desired name or click the magnifying glass to choose the hiring manager's name from the drop-down list.
Check "Primary" to establish the primary hiring manager.

Hiring Managers ?

*Name

Add Hiring Manager | Add Hiring Manager Team

Important Information: It is recommended that you list as hiring managers both the HR partner and the departmental administrative assistant handling the search for the position. This will give them access to applicant's resumes, CVs and applications. Designation as a hiring manager also allows them to schedule interviews and enter interview evaluations in PeopleSoft.

Quick Reference: Creating a Job Opening (Requisition)

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW | Status 005 Draft
Job Posting Title Benefits Counselor II | Business Unit CLMSN (CLMSN)
Job Code AG5500 (Benefits Counselor II) | Department 5337 (Human Resources)
Position Number 00009241 (Benefits Counselor II) | Job Family STA (Staff)
Primary Recruiting Location 157 (Administrative Services Bldg)

Job Details | Requirements | Screening | **Interview Team** | Posting Info

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

Add Recruiter

Hiring Manager ?

No Hiring Managers have been added to this Job Opening

Add Hiring Manager | Add Hiring Manager Team

Interviewers ?

No Interviewers have been added to this Job Opening

Add Interviewer | Add Interviewer Team

Interested Parties ?

No Interested Parties have been added to this Job Opening

Add Interested Party | Add Interested Parties Team

STEP 17A
Click Add Interviewer.

STEP 17B

Enter the Interviewer's name. As you are typing, the system will display a list of potential matches. Select the desired name or click the magnifying glass to choose the interviewer's name from the drop-down list.

Click Add Interviewer to add additional interviewers.

Interviewers ?

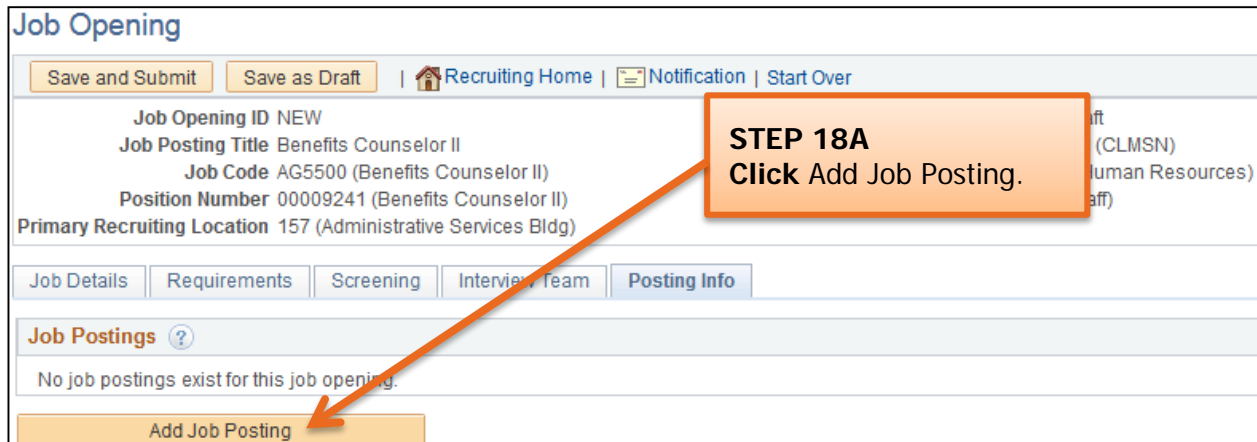
*Name

Add Interviewer | Add Interviewer Team

Important Information: Interviewers can view the applicant's information and have the ability to select the candidates to be interviewed. They do not have access to schedule interviews or enter interview evaluations. If the hiring manager will serve and an interviewer, be sure to add him/her as an interviewer even if you added them as the Primary hiring manager.

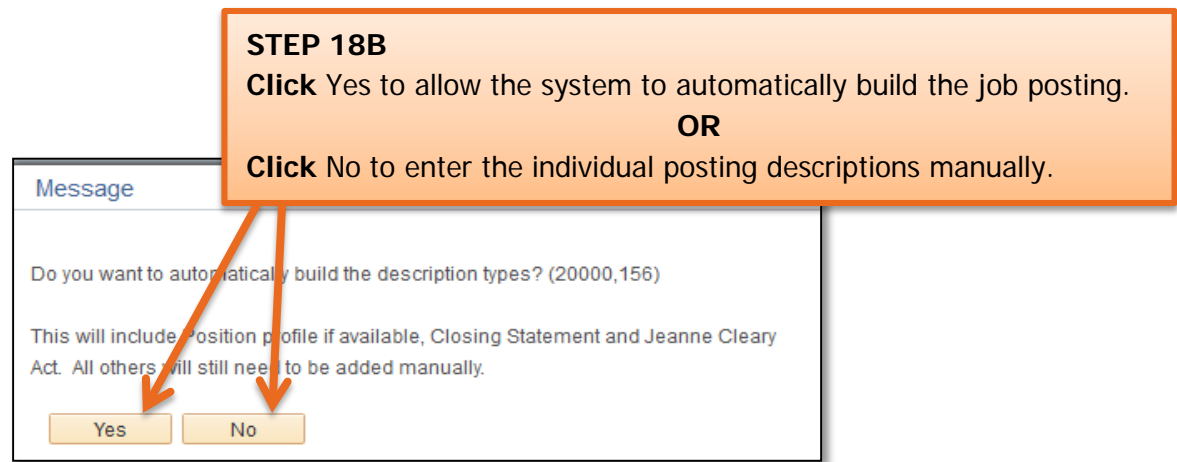
Click the Posting Info tab at the top of the page to continue.

Quick Reference: Creating a Job Opening (Requisition)



STEP 18A
Click Add Job Posting.

A pop-up message will appear asking if you want to use the position profile information to automatically build the posting sections.



STEP 18B
Click Yes to allow the system to automatically build the job posting.
OR
Click No to enter the individual posting descriptions manually.

Important Information: If using the job profile to populate the job opening, the job duties, preferred requirements, minimum requirements, responsibilities, physical requirements, work schedule, Jeanne Clery Act and closing statement will populate. The information populated into these sections should be verified and edited as appropriate. Any required posting descriptions that do not automatically populate will need to be added manually.

You will automatically be directed to the Posting Information page.

Quick Reference: Creating a Job Opening (Requisition)

Posting Description Information: *(Use this guide to ensure that all required posting descriptions have been entered. If you are manually entering the job postings, you can copy and paste from the position description or advertisement into each added posting.)*

Posting Description Types:

- Job Summary - Required for staff and faculty
- Job Duties – Required for staff and faculty
- Minimum Requirements – Required for staff and faculty
- Preferred Requirements – Optional but encouraged for staff and faculty
- Responsibilities (Supervisory, Budgetary, Depth of Knowledge) - Required for staff and optional for faculty
- Physical Requirements - Required for jobs with physical requirements
- Working Conditions - Required for job with Working Conditions
- Work Schedule – Automatically populates when Work Schedule is selected.
- Department Marketing Statement – Optional
- Job Location - Required for staff and faculty to denote on or off-campus location
- Benefits Information – Required for non-standard benefits – Preferred for all
- Additional Comments - Optional
- Application Deadline - Required for staff and faculty
- Closing Statement – Automatically populates when Closing Statement is selected.
- Jeanne Clery Act – Automatically populates when Closing Statement is selected.

Note: The order of the posting descriptions or job descriptions does not matter. The system will automatically place each finalized posting into the proper format.

Quick Reference: Creating a Job Opening (Requisition)

Posting Information

Job Postings ?

*Posting Title Benefits Counselor II

Job Descriptions ?

*Description Type

*Visibility

Format Font Size B I U S

Add Posting Description Delete Posting Description

Job Posting Destinations ?

Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet	Internal Posting	0 - On Approval Date	11/30/2015		
Internet	External Posting	0 - On Approval Date	11/30/2015		

Add Posting Destination

OK Cancel Preview

STEP 19 (Manually adding a posting description)
Select the Description Type from the drop-down box.
Enter the required information (e.g., if you select "Job Duties" as the Description Type, enter the job duties associated with this position into the text box).
Click Add Posting Description to add additional posting descriptions.

Important Information: An application deadline is required on all job openings and must be added manually.

*Description Type APPLICATION DEADLINE:

*Visible Internal and External

Enter the application deadline here. |

Add Posting Description Delete Posting Description

STEP 20
Click the Description Type drop-down box and select "Application Deadline."
Click the Visibility drop-down box and select the type of recruitment you require for the position. Note that internal-only postings require prior approval.
Enter the application deadline information in the text box provided.

- For faculty positions, the application deadline is the "reviewed by" date in the advertisement.
- For classified and unclassified administrative positions, the application deadline is the closing date.

Quick Reference: Creating a Job Opening (Requisition)

Advertising Information: If an advertising package has been requested in Tiger Talent, the position will be posted to the requested sites by OHR's Recruitment unit.

STEP 21

Enter the Remove Date or the Posting Duration to denote the length of time you want the job to be posted. This step is required for both internal and external postings.

Click OK.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet	Internal Posting	0 - On Approval Date	09/09/2015		
Internet	External Posting	0 - On Approval Date	09/09/2015		

Buttons: Add Posting Destination, OK, Cancel, Preview

STEP 22

Click Save and Submit to send the job opening to Recruitment for approval.

Job Opening ID NEW
Job Posting Title Benefits Counselor II
Job Code AG5500 (Benefits Counselor II)
Position Number 00009241 (Benefits Counselor II)
Primary Recruiting Location 157 (Administrative Services Bldg)

Department 5557 (Human Resources)
Job Family STA (Staff)

Buttons: Save and Submit, Save as Draft, Recruiting Home, Notification, Start Over

Job Postings

Postings	Primary Posting Title
Benefits Counselor II	

Buttons: Add Job Posting, Save and Submit, Save as Draft, Recruiting Home, Notification, Start Over, Top of Page

Important Information: Clicking Save and Submit will take you back to the Job Details page.

Quick Reference: Creating a Job Opening (Requisition)

Important Information: The status located in the top right will now display a Job Opening ID number and the status Pending Approval. The Approvals tab allows you to view the status of the job opening throughout the approval process.

The screenshot displays the 'Job Opening' details page in a web application. At the top, there is a navigation bar with buttons for 'Save', 'Recruiting Home', 'Clone', 'Create New', 'Next Job Opening', and 'Print Job Opening'. Below this, the job details are listed: Job Opening ID 100021, Job Posting Title PeopleSoft Guru, Job Code AJ1200 (Information Tech Mgr II), Position Number 00003520 (Director of BS), and Primary Recruiting Location 157 (Administrative Services Bldg). On the right side, the status is '006 Pending Approval', Business Unit is 'CLMSN (CLMSN)', Department is '5337 (Human Resources)', and Job Family is 'IT (IT)'. An orange arrow points to the status text. Below the details is a tabbed interface with 'Approvals' selected and highlighted with a red box. The 'Job Approvals' section shows 'Supervisor/Recruiter Grp Aprv' and 'Job Opening: Pending'. Under 'Route to Supervisor/Recruiter', there is a 'Pending' status and a 'Multiple Approvers Recruiter Group' with a plus sign icon. A 'Comments Text' field is located below. The bottom of the page has the same navigation bar as the top and a 'Top of Page' link on the right.



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

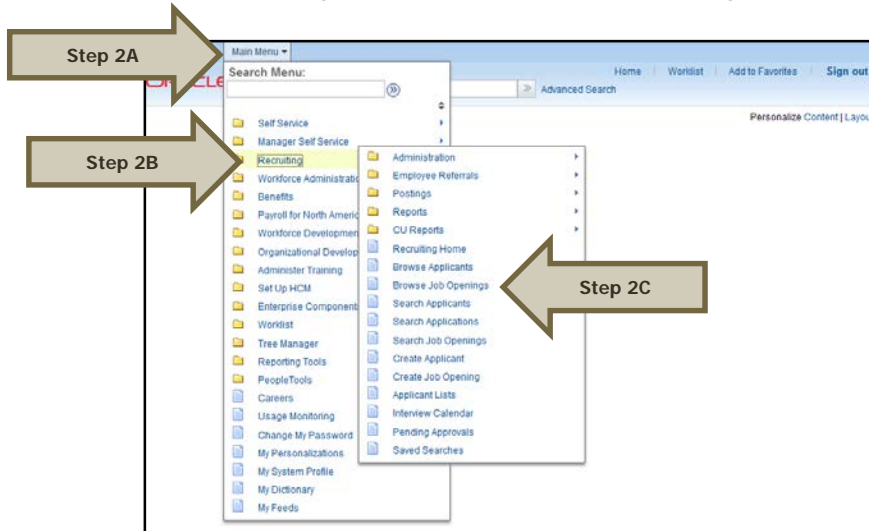
View Application Materials

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.

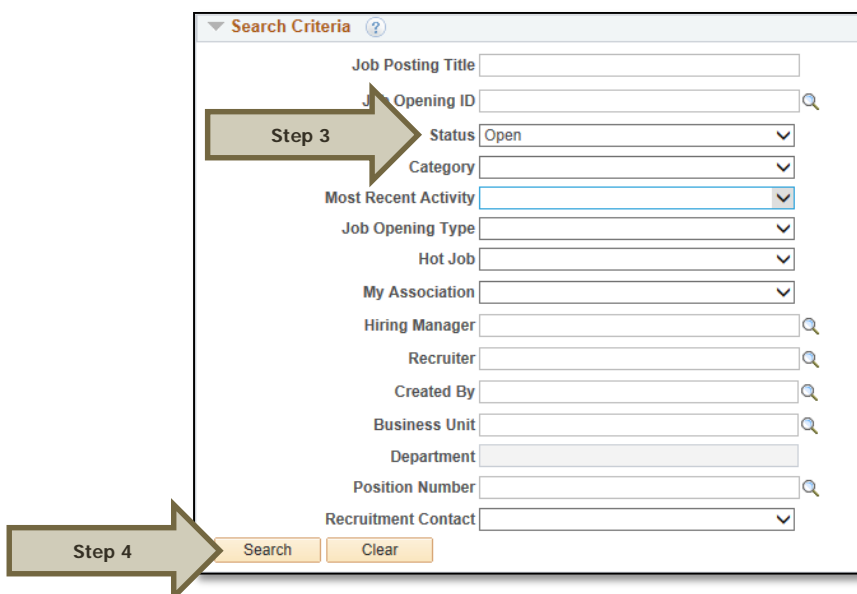
Step 2: Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.



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.


Search Results ?						
Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location
<input type="checkbox"/>	Professor - Performing Arts	14598	Offer	Standard Requisition		Brooks Center Performing Arts

Select All Deselect All Group Actions



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

Applicants	Applicant Screening	Activity & Attachments	Details			
All (4)	Applied (0)	Reviewed (0)	Screen (0)	Route (2)	Interview (0)	
Applicants ?						
Select	Applicant Name	Applicant ID	Type	Disposition	Application	
<input type="checkbox"/>	Laurie Wood	168389	External	Accepted		
<input type="checkbox"/>	Mrs. Arts	168377	External	Offer		
<input type="checkbox"/>	David Hartmann	168381	External	Mgr Review		
<input type="checkbox"/>	Mr. Parks	168376	External	Mgr Review		



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.

Applicant		Job Opening	
Name: Mr. Afc	Preferred Contact: Not Specified	Job Opening ID: 14598	Status: Offer
Applicant ID: 188377	Phone: 813/781-3282	Job Posting Title: Professor - Performing Arts	Business Unit: CLMSN (CLMSN)
Applicant Type: External Applicant	Email: mhc.promo-la1@gmail.com	Job Code: U67600 (Professor)	Department: 0525 (Performing Arts)
Status: 010 Active	Address: 3305 S Seacrest Blvd Dayton Beach, FL 32435	Display Name: Joshua Brown	Job Type: Standard
Jobs Applied: 2		Display Name: Joshua Brown	Position Number: 00002035 (Professor)
		Salary Range: 00,000.00 to 120,000.00 USD/Annu	Job Family: FAC (Faculty)

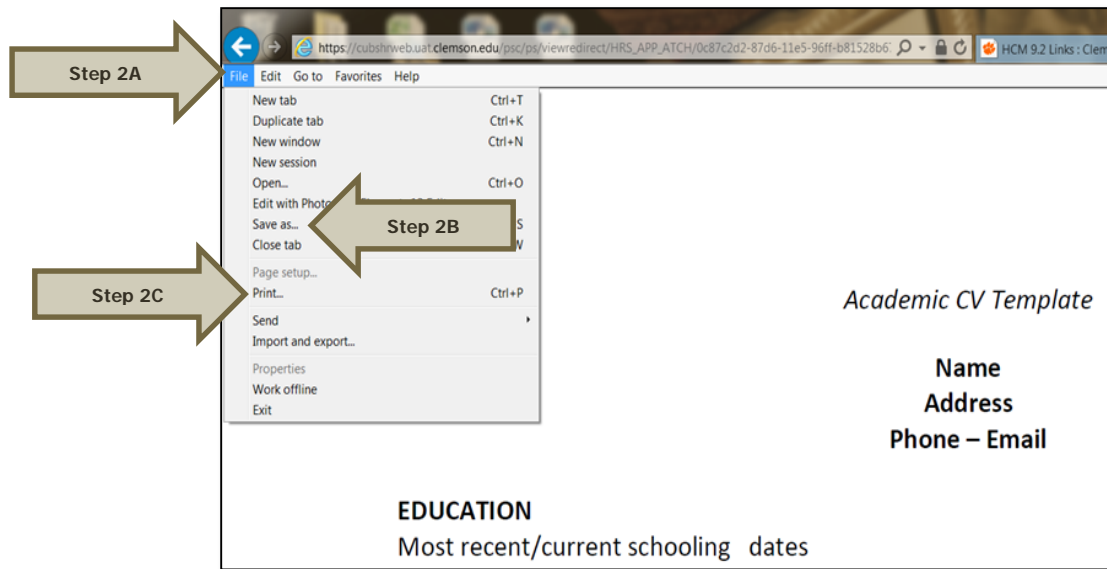
Process Application	
Disposition: 070 Offer	
Reason: Draft	Interest: <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Date: 11/04/2015	<input type="button" value="Mark Reviewed"/> <input type="button" value="Interview"/> <input type="button" value="Other Actions"/>

Application and Resume		Attachments	
Notes	Route	Attachment	Attachment Type
Personal Information POI Type: Unknown Eligible to Work in U.S.: No Are you a former employee: No Previous Termination Date:		CV_Template_Sample.pdf	CV_Template_Sample.pdf
Preferences Desired Start Date: Regular/Temporary: Filter		Letter_of_Application_Sam...	Letter_of_Application_Sample.p - Faculty-Cover Letter

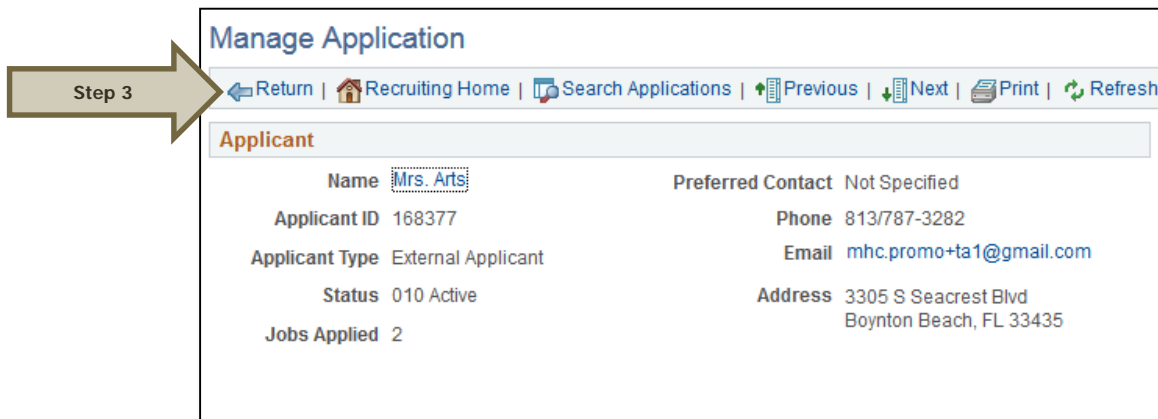
Step 1

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.



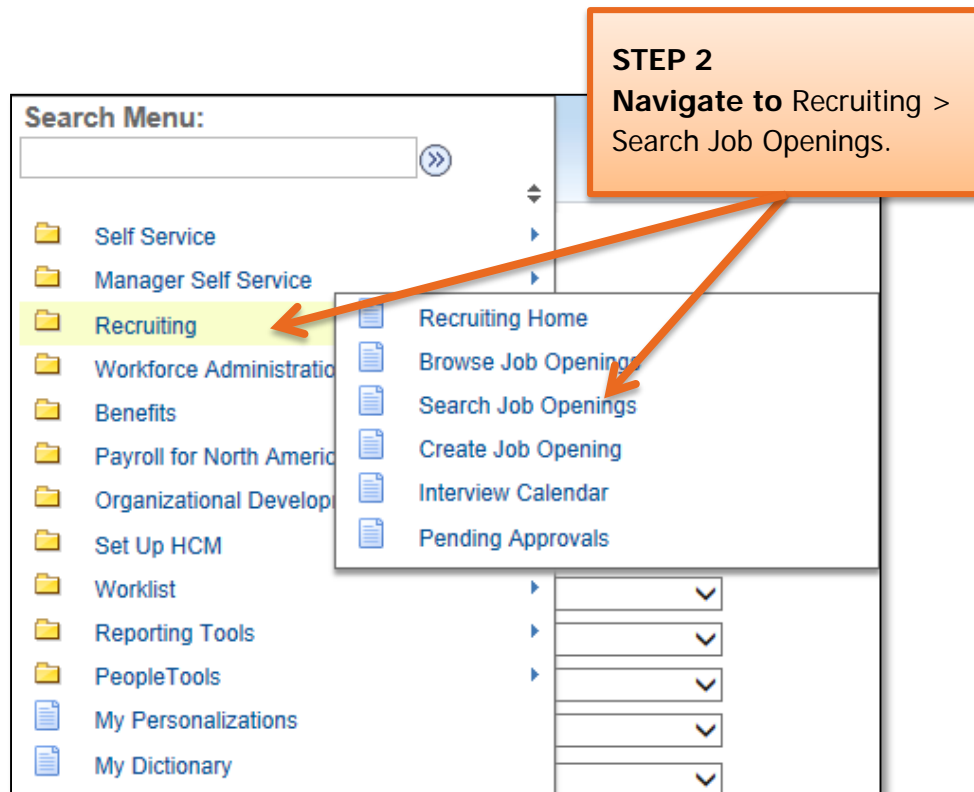
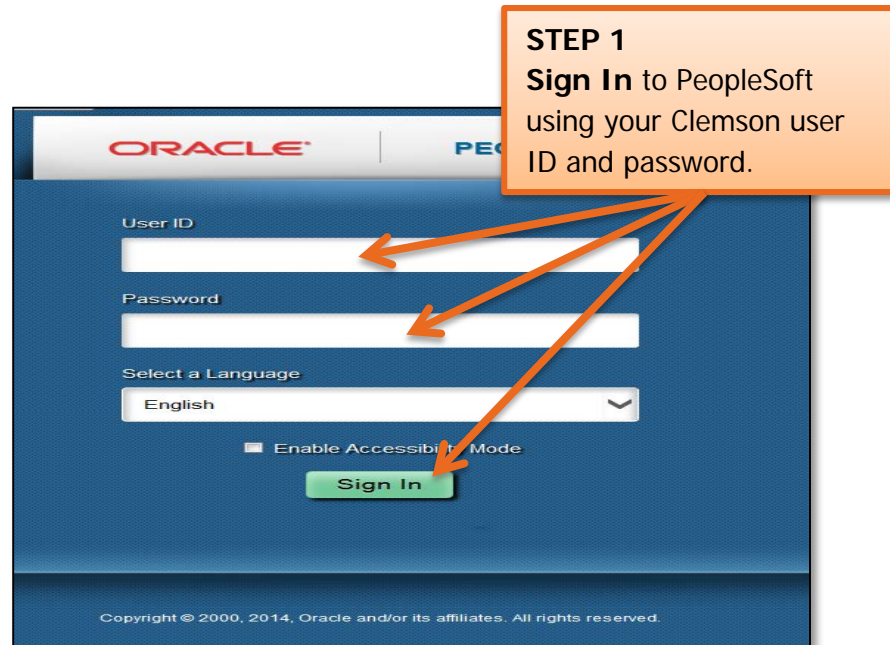
Step 3: To access another applicant's application materials, select Return.



Troubleshooting

<p>POTENTIAL PROBLEM: Application materials not saved on desktop or folder.</p>	<p>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.</p>
<p>POTENTIAL PROBLEM: Documents not popping up when selected.</p>	<p>RECOMMENDATION: To ensure documents pop up when selected, make sure your browser settings are set to enable pop ups.</p>

Quick Reference: Accessing Application Materials



Quick Reference: Accessing Application Materials

STEP 3

Enter Job Opening number in Job Opening ID.

▼ Search Criteria ?

Job Posting Title

Job Opening ID 🔍

Status ▼

Category ▼

Most Recent Activity ▼

Job Opening Type ▼

Hot Job ▼

My Association ▼

Hiring Manager 🔍

Recruiter 🔍

Created By 🔍

Business Unit 🔍

Department

Position Number 🔍

Recruitment Contact ▼

STEP 4

Click Job Opening Name.

Search Results ?

Select	Job Opening	Job ID	Status		Recruiting Location
<input type="checkbox"/>	Professor - Performing Arts	14598	Offer	Standard Requisition	<input type="checkbox"/> Brooks Center Performing Arts

Select All Deselect All ▼ Group Actions

Quick Reference: Accessing Application Materials

Applicants		Applicant Screening		Activity & Attachments		Details	
All (4)	Screen (0)	Route (2)	Interview (0)				
STEP 5 Click application icon to the far right of the applicant's name.							
Select	Name	Applicant ID	Type	Disposition	Application		
<input type="checkbox"/>	Laurie Wood	168389	External	Accepted			
<input type="checkbox"/>	Mrs. Arts	168377	External	Offer			
<input type="checkbox"/>	David Hartmann	168381	External	Mgr Review			
<input type="checkbox"/>	Mr. Parks	168376	External	Mgr Review			

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

Job Opening

Applicant ID: 168377 | Phone: 813/781-3282 | Job Opening ID: 14598 | Status: Offer

Applicant Type: External Applicant | Email: mh.c.promo+lat@gmail.com | Job Posting Title: Professor - Performing Arts | Business Unit: CLMSN (CLMSN)

Status: 010 Active | Address: 3305 S Seacrest Blvd, Boynton Beach, FL 33435 | Job Code: UG7600 (Professor) | Department: 0525 (Performing Arts)

Jobs Applied: 2 | Display Name: Joshua Brown | Job Type: Standard

Salary Range: 80,000.00 to 120,000.00 USD/Annu | Position Number: 00002035 (Professor) | Job Family: FAC (Faculty)

Process Application

Disposition: 070 Offer | Reason: Draft | Interest: ☆☆☆X | Mark Reviewed | Interview | Other Actions

Date: 11/04/2015

Application and Resume | Notes | Route | Offer

Personal Information

POI Type: Unknown

Eligible to Work in U.S.: No

Are you a former employee: No

Previous Termination Date:

Preferences

Desired Start Date:

Regular/Temporary: Either

Attachments

Attachment	Description	Attachment Type
CV_Template_Sample.pdf	CV_Template_Sample.pdf	Faculty-Curriculum Vitae
Letter_of_Application_Sam...	Letter_of_Application_Sample.p	Faculty-Cover Letter

Quick Reference: Accessing Application Materials

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

Academic CV Template

Name
Address
Phone – Email

EDUCATION
Most recent/current schooling dates

STEP 8
Click **Return** to go back to applicant list.

Interview Evaluation

Submit Save as Draft **Return** Personalize

Name John Doe Job Posting Title Assistant Librarian
Applicant ID 168387 Job Opening ID 100015
Status 010 Active Job Opening Status 010

Evaluation

Interview Date 11/12/2015
Interview Type

Recommendation

Overall Rating
Recommendation
Comments

Interview Ratings Find First 1-9 of 9 Last

Category Communication
Interview Rating Score 0
Comment

Category Customer Service
Interview Rating Score 0



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.

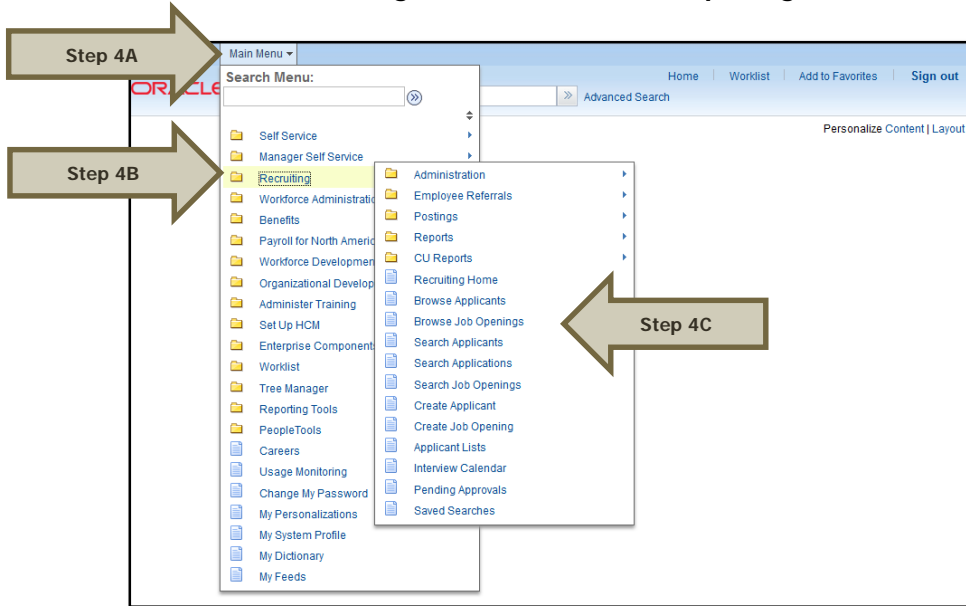
The screenshot shows the Oracle PeopleSoft Sign-in page. The page has a blue background and a white header with the Oracle and PeopleSoft logos. The main content area contains a sign-in form with the following elements:

- User ID:** A text input field with a yellow arrow pointing to it labeled "Step 1".
- Password:** A text input field with a yellow arrow pointing to it labeled "Step 2".
- Select a Language:** A dropdown menu with "English" selected and a downward arrow.
- Enable Accessibility Mode:** A checkbox that is currently unchecked.
- Sign In:** A green button with a yellow arrow pointing to it labeled "Step 3".

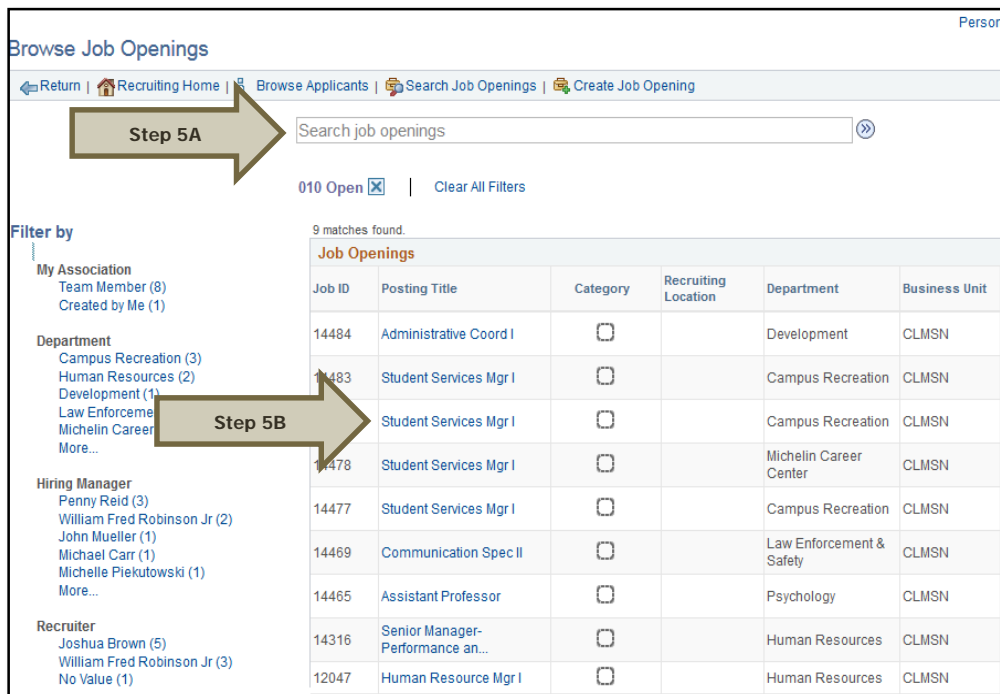
At the bottom of the page, there is a copyright notice: "Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved."

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.

The screenshot shows the 'Applicants' tab selected. The top navigation bar includes 'Applicants', 'Applicant Search', 'Applicant Screening', 'Activity & Attachments', and 'Details'. Below this is a summary bar with counts: All (4), Applied (1), Reviewed (0), Screen (0), Route (0), Interview (1), Offer (1), Hire (0), Hold (1), and Reject (0). The main table lists applicants with columns for Select, Applicant Name, Applicant ID, Type, Disposition, Application, Resume, Interest, Mark Reviewed, Route, Interview, Reject, and Print. The first row, 'keyword test' (ID 167612, External, Hold), has an arrow pointing to its 'Interview' icon. Other rows include 'William Pope' (Employee, Accepted), 'Clem Test' (External, Interview), and another 'keyword test' (External, Applied). At the bottom, there are 'Select All', 'Deselect All', and 'Group Actions' options.

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.

The screenshot shows the 'Interview Schedule' form with the following fields and steps indicated by arrows:

- Step 3A:** *Date (10/20/2015)
- Step 3B:** *Start Time (8:00AM)
- Step 3C:** *End Time (9:00AM)
- Step 3D:** Interview Status (Unconfirmed)
- Step 3E:** Interview Type (Phone)
- Step 3F:** Applicant Response (None)
- Step 4A:** Notify Applicant
- Step 4B:** Notify Interview Team
- Step 5A:** Add Interviewer button
- Step 5B:** Interviewer ID field (041835)
- Step 6:** Location field (ASB training lab)

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response	Comments	Availability	Notify
063843		10/20/2015	8:00AM	9:00AM	EST	None			<input checked="" type="checkbox"/>
041835	Susanna Johnson	10/20/2015	8:00AM	9:00AM	EST	None			<input checked="" type="checkbox"/>

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

Interview Materials

Notes ?
No notes have been added to this Interview.
Add Note Load Job Opening Notes

Attachment ?
No Attachments have been added to this Interview.
Add Attachment Load Job Opening Attachment

Preview/Edit Meeting Request ?
Interviewer Meeting Request
Applicant Meeting Request

Letter ?
Letter [dropdown]
Date Printed [input] [calendar icon]
 Include in Consolidated Letter
Generate Letter Email Applicant Upload Letter

Consolidated Interview Letter ?
Add Interview
View All Interviews Expand All Collapse All

Submit Save as Draft | Return Top of Page

Step 7

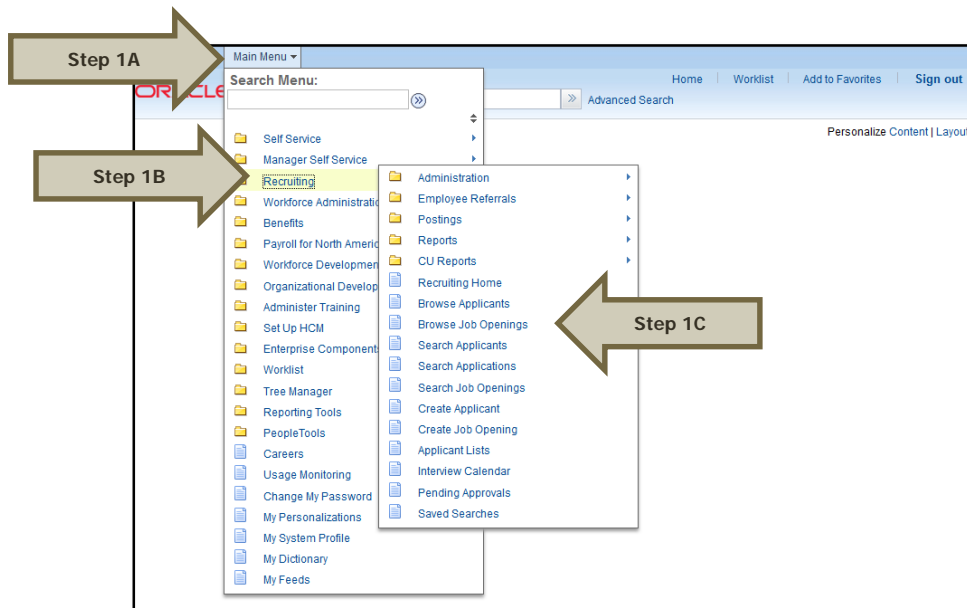
Continued...

Edit Schedules

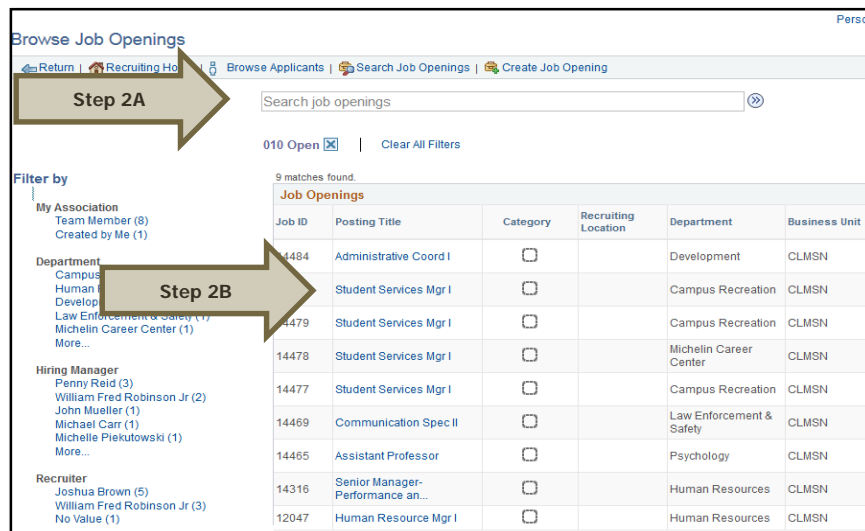
Once the interview schedule is entered into PeopleSoft, the system will automatically notify the candidate and the interview committee via email that an interview has been scheduled. Candidates and interviewers will receive two emails.

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.

Applicants																																																																																	
All (4)	Applied (1)	Reviewed (0)	Screen (0)	Route (0)	Interview (1)	Offer (1)	Hire (0)	Hold (1)	Reject (0)																																																																								
<table border="1"> <thead> <tr> <th>Select</th> <th>Applicant Name</th> <th>Applicant ID</th> <th>Type</th> <th>Disposition</th> <th>Application</th> <th>Resume</th> <th>Interest</th> <th>Mark Reviewed</th> <th>Route</th> <th>Interview</th> <th>Reject</th> <th>Print</th> <th>Other Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>keyword test</td> <td>167612</td> <td>External</td> <td>Hold</td> <td></td> <td></td> <td>☆☆☆☆</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Other Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>William Pope</td> <td>84665</td> <td>Employee</td> <td>Accepted</td> <td></td> <td></td> <td>☆☆☆☆X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Other Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Clem Test</td> <td>167611</td> <td>External</td> <td>Interview</td> <td></td> <td></td> <td>☆☆☆☆X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Other Actions</td> </tr> <tr> <td><input type="checkbox"/></td> <td>keyword test</td> <td>167612</td> <td>External</td> <td>Applied</td> <td></td> <td></td> <td>☆☆☆☆X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Other Actions</td> </tr> </tbody> </table>												Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	Other Actions	<input type="checkbox"/>	keyword test	167612	External	Hold			☆☆☆☆						Other Actions	<input type="checkbox"/>	William Pope	84665	Employee	Accepted			☆☆☆☆X						Other Actions	<input type="checkbox"/>	Clem Test	167611	External	Interview			☆☆☆☆X						Other Actions	<input type="checkbox"/>	keyword test	167612	External	Applied			☆☆☆☆X						Other Actions
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	Other Actions																																																																				
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<input type="checkbox"/>	Clem Test	167611	External	Interview			☆☆☆☆X						Other Actions																																																																				
<input type="checkbox"/>	keyword test	167612	External	Applied			☆☆☆☆X						Other Actions																																																																				

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.

Manage Interviews

Save | Return | Personalize

Applicant Name: keyword test Job Opening ID: 14483
 Applicant ID: 167612 Job Opening Status: 010 Open
 Job Posting Title: Student Services Mgr I Business Unit: CLMSN (CLMSN)
 Job Code: CB7500 (Student Services Mgr I) Position Number: 00000614 (Student Services Mgr I)

Interview Summary

Select	Date	Start Time	End Time	Time Zone	Location	Submitted	Status	Final Recommendation
<input checked="" type="checkbox"/>	10/20/2015	8:00AM	9:00AM	EST	ASB training lab	<input checked="" type="checkbox"/>	Unconfirmed	005 Interview

Interview Details

Date: 10/20/2015
 Start Time: 8:00AM EST
 End Time: 9:00AM EST
 Location: ASB training lab
 Submitted: Yes
 Status: Unconfirmed

Final Recommendation

Final Recommendation: 005 Interview
 Reason:
 Average Score: 0

Interview Evaluations

No interview evaluations found.

Create New Evaluation

Create New Interview Schedule

Save

Potential Problems and Recommendations

POTENTIAL PROBLEM:

Scheduling interviews can be tricky and time consuming if you try to schedule with each participant individually.

RECOMMENDATION:

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 position.

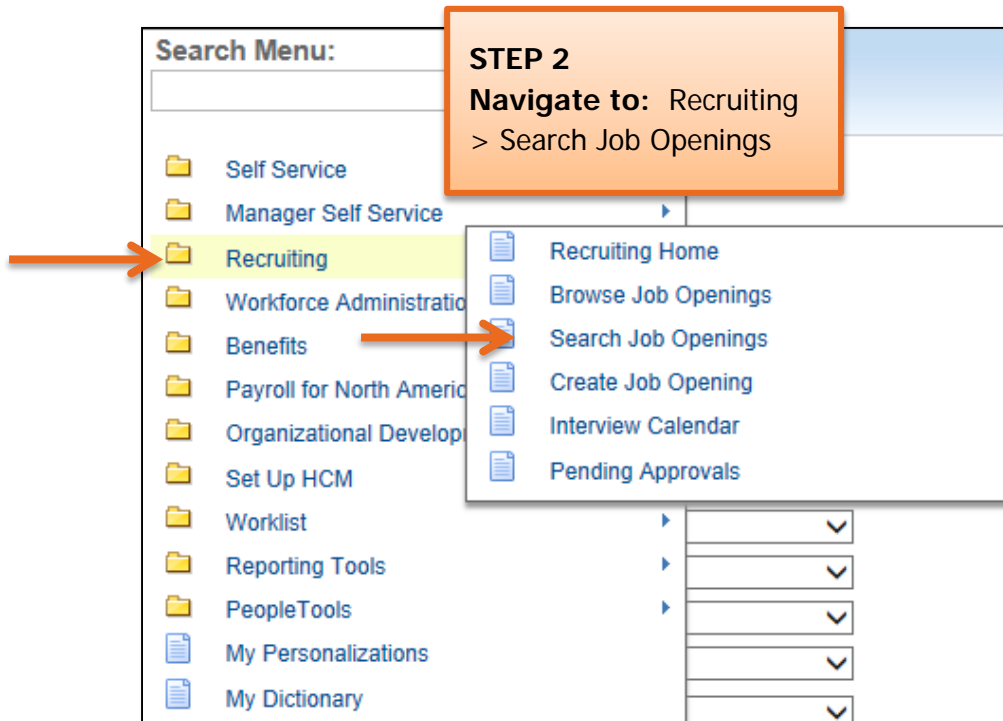
POTENTIAL PROBLEM:

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



Quick Reference: Scheduling Interviews

STEP 3
Enter: Job Opening number in Job Opening ID

Search Criteria

Job Posting Title

Job Opening ID

Status Open

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search Clear

Important Information: 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

STEP 4
Select: Applicant's Tab.

STEP 5
Select: Candidate to be interviewed

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print
<input type="checkbox"/>	keyword test	167612	External	Hold			☆☆☆X					
<input type="checkbox"/>	William Pope	84865	Employee	Accepted			☆☆☆X					
<input type="checkbox"/>	Clem Test	167611	External	Interview			☆☆☆X					
<input type="checkbox"/>	keyword test	167612	External	Applied			☆☆☆X					

Select All Deselect All Group Actions

Quick Reference: Scheduling Interviews

STEP 6

Enter: All requested information in the Interview 1 – Date not entered section

STEP 7

Check: Notify Applicant and Notify Interview Team

Submitted No

Business Job Posting Position Num

keyword test

Applicant ID 167612 Preferred Contact Not Specified

Applicant Type External Applicant

Interview 1 - Date not entered

*Date 10/20/2015 Interview Status Unconfirmed Name Susanna Johnson

*Start Time 8:00AM Interview Type Phone Notify Applicant

*End Time 9:00AM Applicant Response None Notify Interview Team

*Time Zone EST

Interviewers

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Time Zone	Response
063843	Michael Carr	10/20/2015	8:00AM	9:00AM	EST	None
041835	Susanna Johnson	10/20/2015	8:00AM	9:00AM	EST	None

Add Interviewer

Venue Information

Venue Location ASB training

Response

238 characters remaining

STEP 8

Select: Add Interviewer to add multiple Interviewers.

STEP 10

Enter: Interview location

STEP 9

Enter: Additional Interviewer 's Employee ID number

STEP 11

Click: Submit at the bottom of the page

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.

STEP 12
Select: Manage Job Openings and the Interview Icon to edit an interview schedule

STEP 13
Edit: Date and time

The screenshot shows the 'Manage Interviews' page. At the top, there are fields for Applicant Name (keyword test), Applicant ID (167612), Job Posting Title (Student Services Mgr I), and Job Code (CB7500). Below this is an 'Interview Summary' table with columns for Select, Date, Start Time, End Time, Time Zone, Location, Submitted, Status, and Final Recommendation. A single row is visible with the date 10/20/2015, start time 8:00AM, end time 9:00AM, time zone EST, location ASB training lab, submitted status, and unconfirmed status. Below the table is an 'Interview Details' section with fields for Date, Start Time, End Time, Location, Submitted, and Status. An 'Edit Interview Schedule' link is visible next to the details. At the bottom, there is a 'Final Recommendation' section with a dropdown menu set to '005 Interview' and an 'Average Score' of 0. There are also buttons for 'Create New Evaluation' and 'Create New Interview Schedule'.



Submitting an Interview Evaluation

Overview

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

Summarize Interview Evaluation Forms

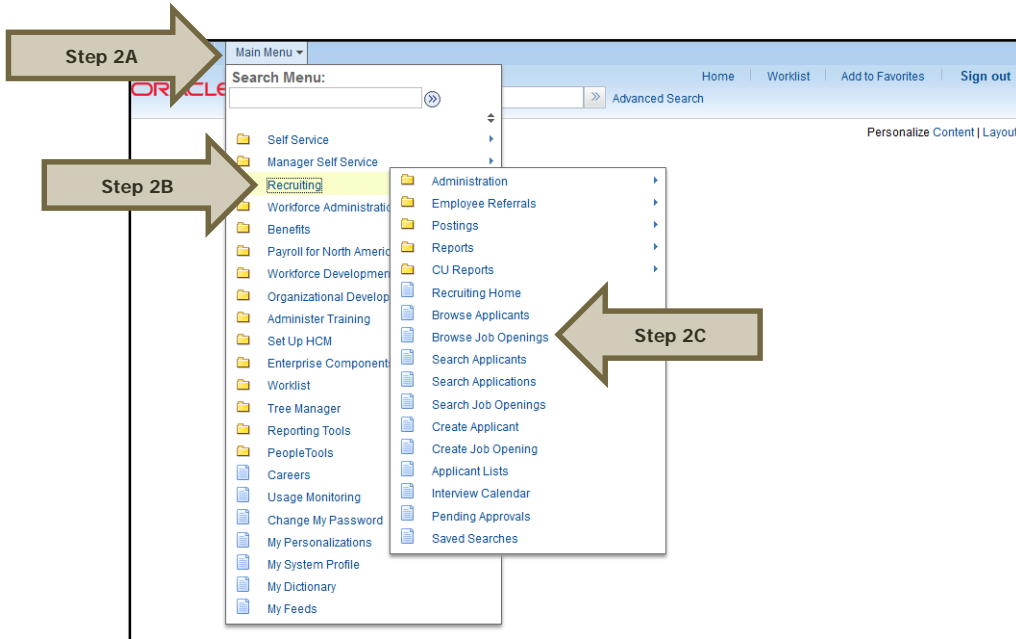
Using the Interview Evaluation form, each member of the interview team gives the hiring manager a complete interview evaluation for each candidate. The hiring manager summarizes the interview evaluations into a single evaluation and either enters the information into PeopleSoft or submits it to the HR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

Enter an Interview Evaluation

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



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



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



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

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

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

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

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

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

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

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

Step 8: Select Submit to save the interview evaluation.

The screenshot shows the 'Interview Evaluation' form. At the top, there are buttons for 'Submit', 'Save as Draft', and 'Return', along with a 'Personalize' link. Below this, applicant and job information is displayed: Name Virginia Allen, Applicant ID 109079, Status 010 Active, Job Posting Title Human Resource Mgr I, Job Opening ID 12047, and Job Opening Status 010.

The form is divided into two main sections: 'Evaluation' and 'Interview Ratings'. The 'Evaluation' section includes fields for 'Interview Date' (10/22/2015), 'Interview Type', 'Overall Rating', 'Recommendation', and 'Comments'. The 'Interview Ratings' section has a search bar and three rating categories: 'Technical Skills A', 'Education/Training', and 'Work Experience'. Each category has an 'Interview Rating' dropdown and a 'Score' field (all currently at 0), along with a 'Comment' text area.

Callout boxes indicate the following steps:

- Step 8:** Points to the 'Submit' button.
- Step 5A:** Points to the 'Interview Date' field.
- Step 5B:** Points to the 'Interview Type' dropdown.
- Step 6A:** Points to the 'Overall Rating' dropdown.
- Step 6B:** Points to the 'Recommendation' dropdown.
- Step 7:** Points to the 'Interview Rating' dropdown for 'Technical Skills A'.

Troubleshooting

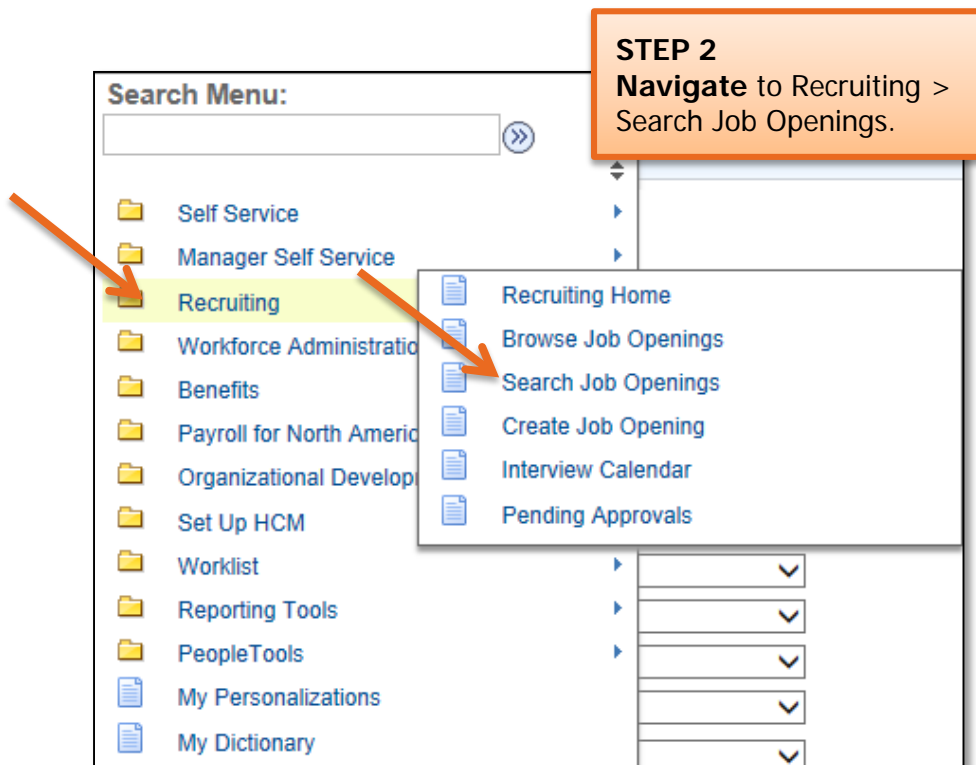
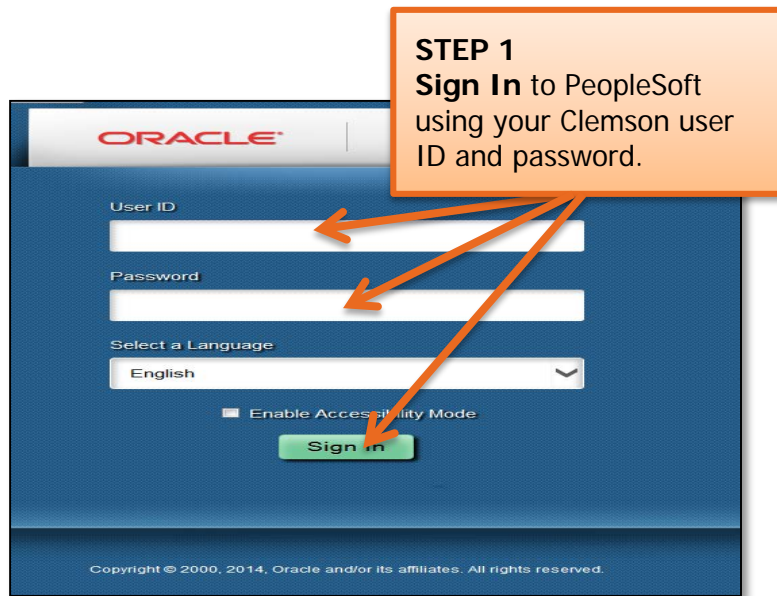
POTENTIAL PROBLEM:

Interview evaluation entered in the wrong applicant's application record.

RECOMMENDATION:

When you access the interview evaluation page, verify the Name, Applicant ID, Job Posting Title and Job Opening ID.

Quick Reference: Submitting an Interview Evaluation



Quick Reference: Submitting an Interview Evaluation

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

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

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

STEP 5
Choose Recruiting Actions. Click Create Interview Evaluation.

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

Quick Reference: Submitting an Interview Evaluation

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

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

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

STEP 8
Click Submit to save the interview evaluation.

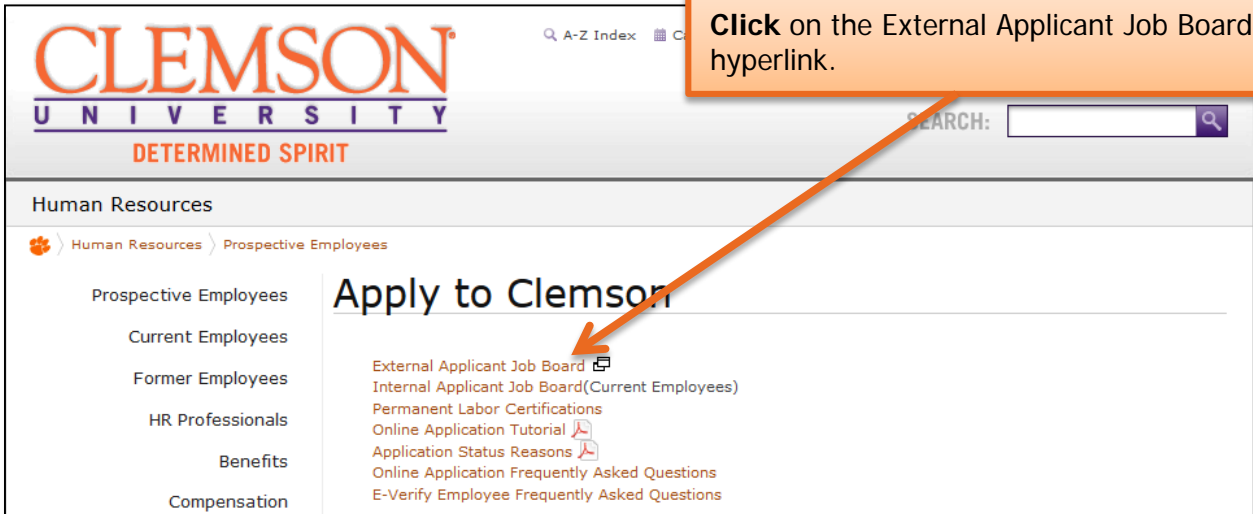
The screenshot shows the 'Interview Evaluation' form. At the top, there are buttons for 'Submit', 'Save as Draft', and 'Return'. Below these are fields for 'Name Joshua Toney', 'Applicant ID 60775', 'Status 010 Active', 'Job Posting Title Administrative Assistant', 'Job Opening ID 10...', and 'Job Opening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

Quick Reference: Applying for a Staff Position

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

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.

The screenshot shows a 'Sign In' form with the following elements: a heading 'Sign In', a message 'You must sign in to continue.', two input fields for '*User Name' and '*Password', a 'Sign In' button, and a link 'Don't have a User Name or Password? Register Now'. There are also links for 'Forgot User Name' and 'Forgot Password'. An orange box with text is overlaid on the right side, and an arrow points from the 'Register Now' link to the text in the box.

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.

The screenshot shows a job search results page. On the left, there are filters for 'Recruiting Location' (REC (15), Lehotsky 261 Forestry (12), SIRRINE HALL (9), RIGGS HALL (7), FLUOR DANIEL EIB (5), More...) and 'Department' (Ag & Environmental Scien..(11), Elec. & Computer Engr. (8), Pee Dee Resrch & Educatio..(8), Biological Sciences (4), Development (4), More...). The main area shows '103 matches found. Only the first 100 results can be displayed.' Below this is a 'Search Results' section with a list of job listings. The second listing, 'Assistant Professor-Business Statistics - 14508', is highlighted in yellow. An orange box with text is overlaid on the right side, and an arrow points from the text in the box to the highlighted job listing.

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

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.)

The screenshot shows a list of job positions with checkboxes and application buttons. The positions are:

- 4-H Extension Agent - Asst (Aiken and Edgefield County) | Department: Aiken | Job Family: Unclassified | Location: Aiken | Posted Date: 08/25/2015
- 4-H Extension Agent - Asst (Dillon and Marlboro County) | Department: Dillon | Job Family: Unclassified | Location: Dillon | Posted Date: 08/25/2015
- 4-H Extension Agent - Asst (Greenwood County) - 1440 | Department: Greenwood | Job Family: Unclassified | Location: Greenwood | Posted Date: 08/25/2015

Buttons at the bottom include "Apply for Selected Jobs", "Apply Without Selecting a Job", and "Refer".

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.

The progress bar shows six steps: Start, Resume, Education and Work Experience, Qualifications, Other, and Review/Submit. The "Start" step is highlighted with an orange square. Below the bar are buttons for "Exit", "Previous", and "Next".

Start - Step 1 of 6

Quick Reference: Applying for a Staff Position

Application Process

Start - Step 1 of 6
Applying for: Director of HR Systems

We do business with the government; we must reach out to hire and provide opportunities for our veterans. To help us measure how well we are doing, you may voluntarily provide information from Self Service, Personal Information, and access the system.

ATTENTION: PLEASE CAREFULLY READ THE FOLLOWING INFORMATION. For Staff/Administrative/Trades positions, you must complete this section, and education level. Keep in mind that a Resume does not take the place of a cover letter. You are required to complete this portion. You can click next to proceed to the application. Be sure that you upload all required documents in the application. Thank you for your interest in Clemson University.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. Uploading a resume will complete many parts of the application, but it will not complete all fields. It is the applicant's responsibility to ensure all information populated from a resume is accurate and complete. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

Agreements

Application Terms & Agreements

All statements made on this application and any accompanying resume/vita are true and correct. I understand that knowingly false statements on this or any other of my application materials or during an interview or discussion during the application process could eliminate me from further consideration for employment or, if employed by Clemson University will be grounds for my dismissal. I understand that, if employed by Clemson University, the nature of my employment will be at will; meaning I can resign at any time and for any reason, and Clemson University may terminate my employment at any time and for any reason.

After submitting your application, you will receive a confirmation email from Clemson University. We encourage you to log in regularly to view the status of your application.

I have read and agree to the above terms and agreements

Exit | Save as Draft | < Previous | Next >

STEP 1

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

Resume - Step 2 of 6
Applying for: Director of HR Systems

Please provide us with your resume using one of the following options:

Resume Options

Attach Resume

Use Existing Resume

Copy & Paste Resume

Please provide us with your cover letter.

Cover Letter

Attach Cover Letter Provide us with your cover letter

Exit | Save as Draft | < Previous | 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.

Quick Reference: Applying for a Staff Position

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.

Quick Reference: Applying for a Staff Position

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.

Quick Reference: Applying for a Staff Position

The screenshot shows a progress bar at the top with three steps: 'Start', 'Resume', and 'Education and Work Experience'. The 'Education and Work Experience' step is highlighted. Below the progress bar, the text reads 'Education and Work Experience - Step 3 of 6' and 'Applying for: Director of HR Systems'. There are three main sections: 'Work Experience', 'Education Degree', and 'Volunteer Service'. Each section contains a message stating 'You have not added any [work experience/education degree/volunteer service] to your application.' and a corresponding 'Add [Work Experience/Education Degree/Volunteer Service]' button. At the bottom right, there are navigation buttons: 'Exit', 'Save as Draft', 'Previous', and 'Next'. An orange callout box points to the 'Add Volunteer Service' button.

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

The screenshot shows the 'Add Volunteer Service' form. It includes the following fields: '*Effective Date' (09/16/2015), '*Volunteer Service', 'Organization', 'Role' (254 characters remaining), and 'Years of Involvement' (254 characters remaining). At the bottom, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'. An orange callout box points to the 'Save and Add Another' button.

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.

Quick Reference: Applying for a Staff Position

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

The screenshot shows the 'Qualifications' section, Step 4 of 6, for the position of Director of HR Systems. It includes four sub-sections: Licenses, Certifications, Language Skills, and Job Related Skills. Each sub-section has a corresponding 'Add' button. An orange callout box on the right provides instructions for Step 4.

STEP 4
Click on the appropriate button to Add Licenses, Add Certifications, Add Language Skills or Add Job Related Skills.
Click Next when finished to continue.

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

The screenshot shows the 'References' section, Step 5 of 6, for the position of Director of HR Systems. It includes a sub-section 'References (Required)' with a message 'You must enter information in this section.' and an 'Add Reference' button. An orange callout box on the right provides instructions for Step 5A, and an arrow points from the callout to the 'Add Reference' button.

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

Quick Reference: Applying for a Staff Position

Other: Questionnaire - Step 5 of 6
Applying for: Student Services Mgr I

Application Questionnaire (Required)

1. Do you have a bachelor's degree and experience in student services?
 Yes
 No
2. Are you legally authorized to work in the United States?
 Yes
 No
3. Are you now, or have you ever been employed by the State of South Carolina?
 Yes
 No
4. Have you entered all of your applicable or related work experience in the employment section of the application? Resumes may be attached, but only employment data entered into the application will be considered for screening purposes.
 Yes
 No
5. Do you have any relatives employed with the State of South Carolina?
 Yes
 No
6. Are you at least 18 years of age?
 Yes
 No

Open Ended Questions (Required)

7. Have you ever been terminated or forced to resign from any job? If yes, please explain. If no, type "No"


Word Count Total Words 0


8. Have you ever been convicted of any unlawful offense, other than a minor traffic violation? If yes, please explain. If no, please type "No" in the box below.

Word Count Total Words 0

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.


References	Employer	Edit
Reference		
Greg Calron		

Exit Save as Draft Previous Submit Application

Quick Reference: Applying for a Staff Position

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.

Application Confirmation

 **Your job application has been successfully submitted.**

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Director of HR Systems	100013	Administrative Services Bldg	09/01/2015	09/16/2015

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#) [View Submitted Application](#)

My Activities [Job Search](#) | [My Notifications](#) | **My Activities** | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Info](#)

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Actions
Human Resources Mgr II	10241	Bldg	Submitted	08/30/2010 6:24PM	08/30/2010	
Training Manager, Office of Human Resources	12770	Administrative Services Bldg	Submitted	09/18/2013 5:02PM	09/18/2013	
Director of HR Systems	100013	Administrative Services Bldg	Submitted	09/16/2015 11:00AM	09/16/2015 11:00AM	Withdraw
Multiple Job Application	Multiple	-	Not Submitted	09/16/2015 11:19AM		Withdraw

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.

Save Search [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#)

Select the checkbox and enter an email address if you want the search results for this saved search to be emailed to you.

My Saved Search

*Name My Search

Notify me when new jobs meet my criteria

*Email Address

[Save Search](#)

* Required Information

[Return to Previous Page](#) [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#)

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.

Quick Reference: Applying for a Staff Position

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.

...minate against any person or group on the basis of age, color, disability, gender, pregnancy, or genetic information. Clemson University is building a culturally diverse faculty and staff pages applications from minorities and women.

JEANNE CLERY ACT:

The Jeanne Clery Disclosure Act requires institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding areas. As a current or prospective Clemson University employee, you have a right to obtain a copy of this information for this institution. For more information regarding our Employment, Campus Safety and Benefits, please visit the Human Resources - Prospective Employees web page shown below:

<http://www.clemson.edu/cao/humanresources/prospective/>

Apply

Email to Friend

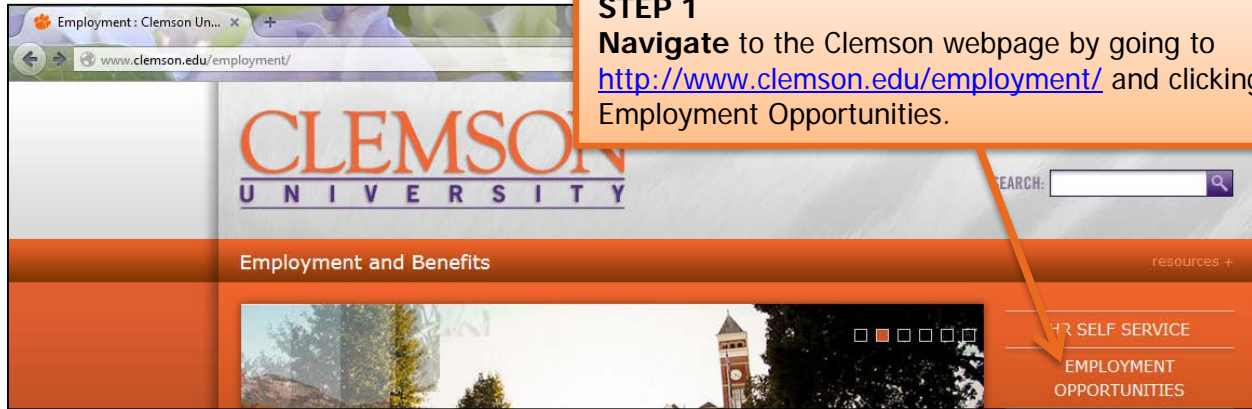
Refer a Friend

[Return to Previous Page](#)

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

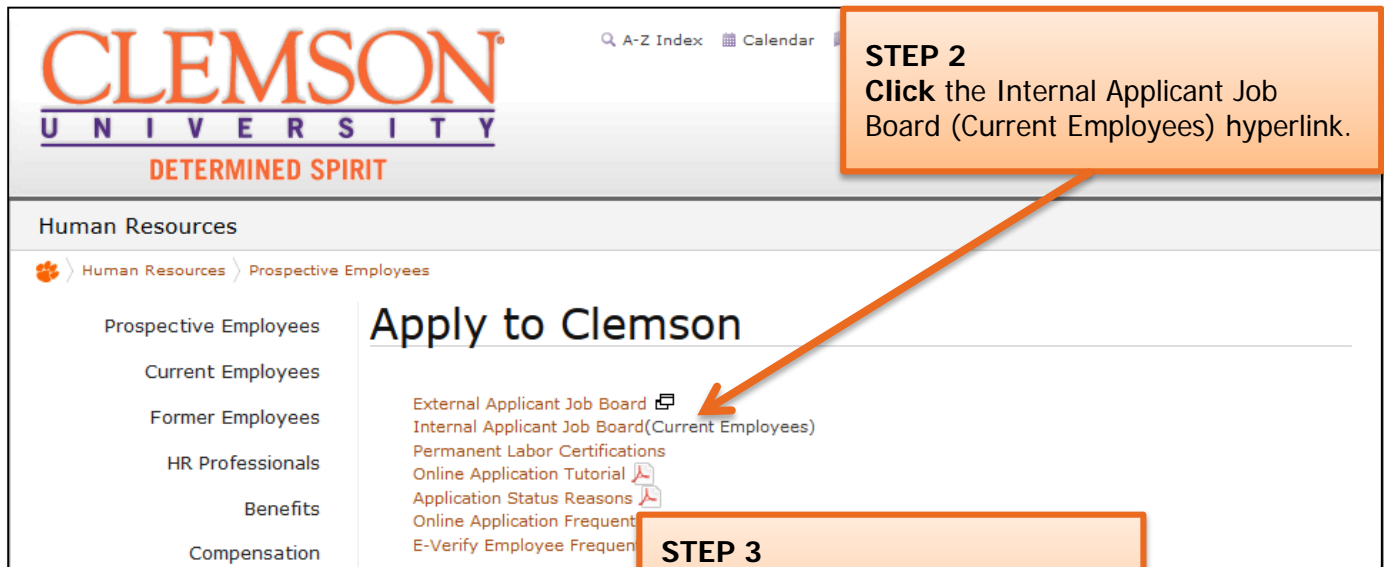
Quick Reference: Applying for a Staff Position

Internal Applicants



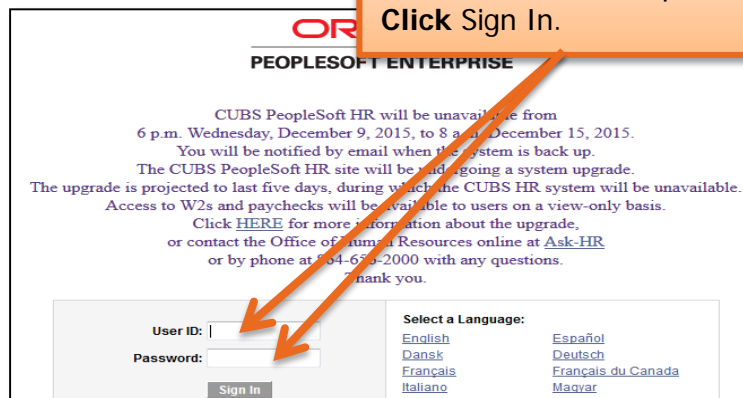
STEP 1

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



STEP 2

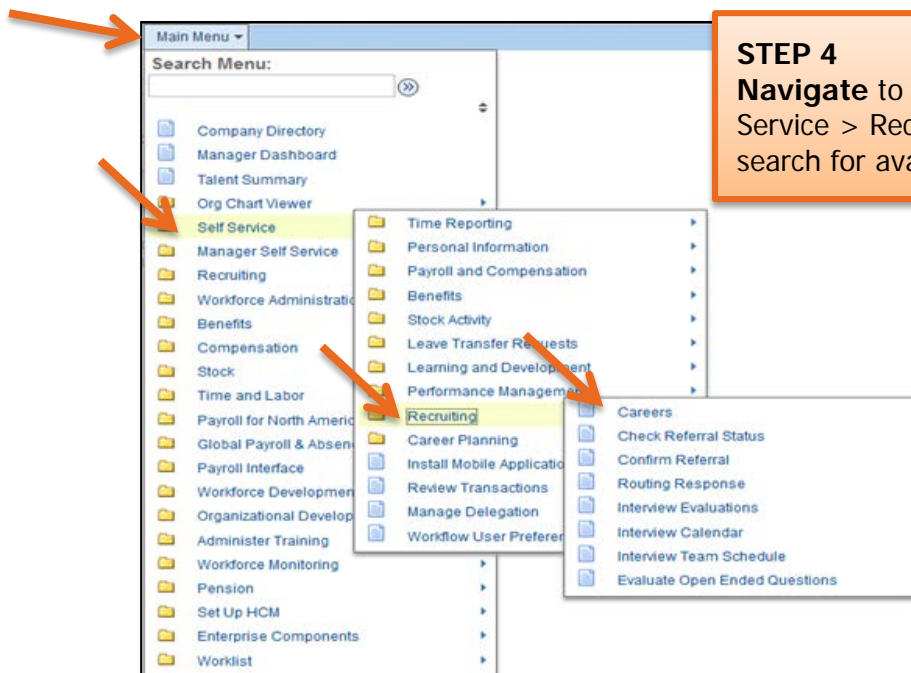
Click the Internal Applicant Job Board (Current Employees) hyperlink.



STEP 3

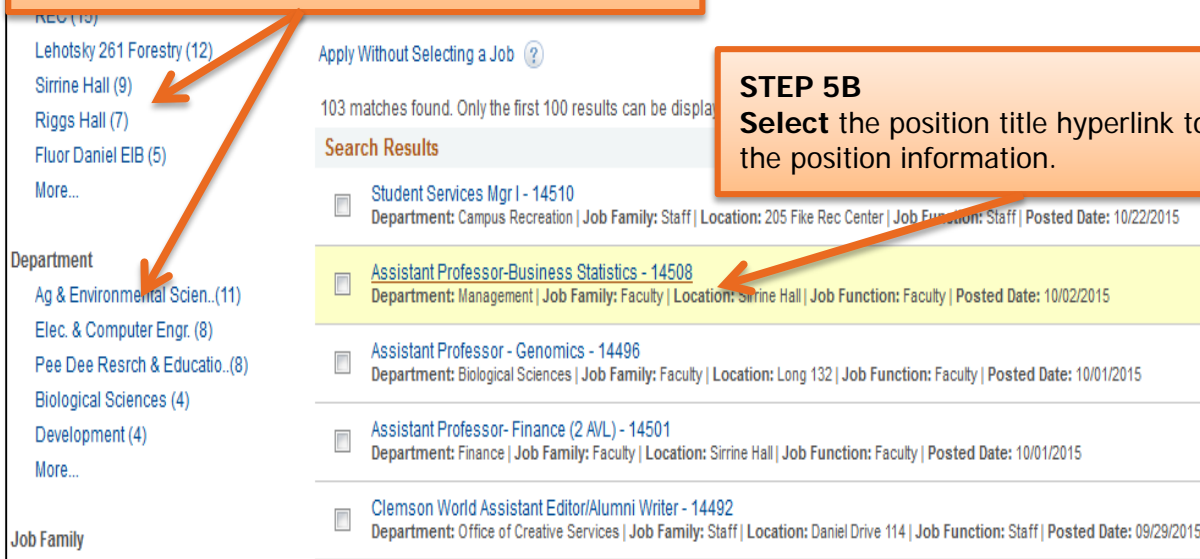
Log In to PeopleSoft using your Clemson user ID and password. **Click Sign In.**

Quick Reference: Applying for a Staff Position



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

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.)

The screenshot shows a list of three job positions, each with a checkbox to its left. The first job is "4-H Extension Agent - Asst (Aiken and Edgefield Counties)" with department Aiken. The second is "4-H Extension Agent - Asst (Dillon and Marlboro Counties)" with department Dillon. The third is "4-H Extension Agent - Asst (Greenwood County) - 14401" with department Greenwood and a posted date of 08/25/2015. Below the list are two buttons: "Apply for Selected Jobs" and "Refer a Friend". At the bottom left, there is a link "Apply Without Selecting a Job" with a question mark icon.

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.

The screenshot shows a horizontal progress bar with six steps: "Start", "Resume", "Education and Work Experience", "Qualifications", "Other", and "Review/Submit". The "Start" step is highlighted with a blue square icon. Below the progress bar, there is a label "Start - Step 1 of 6" and three buttons: "Exit", "Previous", and "Next".

Quick Reference: Applying for a Staff Position

Application Process

Start - Step 1 of 6
Applying for: Director of HR Systems

We do business with the government; we must reach out to hire and protect our veterans. To help us measure how well we are doing, you may voluntarily provide information from Self Service, Personal Information, and access the system.

ATTENTION: PLEASE CAREFULLY READ THE FOLLOWING INFORMATION. For Staff/Administrative/Trades positions, you must complete this section, including your job title and education level. Keep in mind that a Resume does not take the place of a cover letter. You must provide the required information to complete this portion. You can click next to proceed to the application. Be sure that you upload any required documents in the application. Thank you for your interest in Clemson University.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. Uploading a resume will complete many parts of the application, but it will not complete all fields. It is the applicant's responsibility to ensure all information populated from a resume is accurate and complete. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreement on this page carefully. By selecting the agreement checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

Agreements

Application Terms & Agreements

All statements made on this application and any accompanying resume/vita are true and correct. I understand that knowingly false statements on this or any other of my application materials or during an interview or discussion during the application process could eliminate me from further consideration for employment or, if employed by Clemson University will be grounds for my dismissal. I understand that, if employed by Clemson University, the nature of my employment will be at will; meaning I can resign at any time and for any reason, and Clemson University may terminate my employment at any time and for any reason.

After submitting your application, you will receive a confirmation email from Clemson University. We encourage you to log in regularly to view the status of your application.

I have read and agree to the above terms and agreements

Exit Save as Draft Previous Next

STEP 1

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

Resume - Step 2 of 6
Applying for: Director of HR Systems

Please provide us with your resume using one of the following options:

Resume Options

Attach Resume

Use Existing Resume

Copy & Paste Resume

Please provide us with your cover letter.

Cover Letter

Attach Cover Letter Provide us with your cover letter

Exit Save as Draft Previous 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.

Quick Reference: Applying for a Staff Position

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.

Quick Reference: Applying for a Staff Position

The screenshot shows a progress bar at the top with three steps: 'Start', 'Resume', and 'Education and Work Experience'. Below the progress bar, the title is 'Education and Work Experience - Step 3 of 6' and the user is applying for 'Director of HR Systems'. There are three main sections: 'Work Experience', 'Education Degree', and 'Volunteer Service'. Each section has a message stating that no information has been added yet and a corresponding 'Add' button. An orange arrow points from the 'Add Education Degree' button to the next screenshot.

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

The 'Add Education Degree' form contains the following fields: '*Effective Date' (09/16/2015), '*Education Degree' (with a search icon), 'Area of Study (Major)', 'GPA', a 'Graduated' checkbox, and 'School Name' (with a 254 character limit). At the bottom, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'. An orange arrow points from the 'Save' button to the next text block.

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.

Quick Reference: Applying for a Staff Position

The screenshot shows a progress bar at the top with three steps: 'Start', 'Resume', and 'Education and Work Experience'. The 'Education and Work Experience' step is highlighted with a yellow square. Below the progress bar, the page title is 'Education and Work Experience - Step 3 of 6' and the user is applying for 'Director of HR Systems'. There are three main sections: 'Work Experience', 'Education Degree', and 'Volunteer Service'. Each section contains a message stating 'You have not added any [category] to your application.' and a corresponding 'Add [Category]' button. At the bottom right, there are navigation buttons: 'Exit', 'Save as Draft', 'Previous', and 'Next'.

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

The screenshot shows the 'Add Volunteer Service' form. It includes the following fields: '*Effective Date' (09/16/2015), '*Volunteer Service', 'Organization', 'Role' (254 characters remaining), and 'Years of Involvement' (254 characters remaining). At the bottom, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'. The 'Save' button is marked as a required field. Arrows from the text boxes point to the 'Save' and 'Save and Add Another' buttons.

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.

Quick Reference: Applying for a Staff Position

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

STEP 4
Click on the appropriate button to Add Licenses, Add Certifications, Add Language Skills or Add Job Related Skills.
Click Next when finished to continue.

Qualifications - Step 4 of 6
Applying for: Director of HR Systems

Licenses
You have not added any licenses to your application.
Add Licenses

Certifications
You have not added any certifications to your application.
Add Certifications

Language Skills
You have not added any language skills to your application.
Add Language Skills

Job Related Skills
You have not added any job related skills to your application.
Add Job Related Skills

Exit Save as Draft Previous Next

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.


Quick Reference: Applying for a Staff Position


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.

Quick Reference: Applying for a Staff Position


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

References	Employer	Edit
Reference		
Greg Calron		

[Exit](#) | [Save as Draft](#) | [Previous](#) | [Submit Application](#)

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.

Application Confirmation

 **Your job application has been successfully submitted.**

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Director of HR Systems	100013	Administrative Services Bldg	09/01/2015	09/16/2015

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#) [View Submitted Application](#)

Quick Reference: Applying for a Staff Position

My Activities

Job Search | My Notifications | **My Activities** | My Favorite Jobs | My Saved Searches | My Contact Info

Display a

Date Created Date Submitted

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Action
Human Resources High	10241	Bldg	Submitted	08/30/2010 6:24PM	08/30/2010	
Training Manager, Office of Human Resources	12770	Administrative Services Bldg	Submitted	09/18/2013 5:02PM	09/18/2013 8:38AM	Withdraw
Director of HR Systems	100013	Administrative Services Bldg	Submitted	09/16/2015 11:00AM	09/16/2015 11:00AM	Withdraw
Multiple Job Application	Multiple	-	Not Submitted	09/16/2015 11:19AM		Withdraw

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.

Save Search

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

Select the checkbox and enter an email address if you want the search results for this saved search to be emailed to you when they are posted.

My Saved Search

*Name My Search

Notify me when new jobs meet my criteria

*Email Address

Save Search

* Required Information

Return to Previous Page

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

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.

Quick Reference: Applying for a Staff Position

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.

any person or group on the basis of age, color, disability, gender, pregnancy, or national origin. Clemson University is building a culturally diverse faculty and staff with the inclusion of persons from minorities and women.

JEANNE CLERY ACT:

The Jeanne Clery Disclosure Act requires institutions of higher education to disclose campus security information including crime statistics for the campus and surrounding areas. As a current or prospective Clemson University employee, you have a right to obtain a copy of this information for this institution. For more information regarding our Employment, Campus Safety and Benefits, please visit the Human Resources - Prospective Employees web page shown below.

<http://www.clemson.edu/cao/humanresources/prospective/>

Apply

Email to Friend

Refer a Friend

[Return to Previous Page](#)

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)



Offer Letter Process

Overview

This document outlines the steps the Human Resources (HR) partner takes to prepare and post a job offer in PeopleSoft.



Initiate the Background Check Request

When you are notified that the hiring manager has selected a final candidate, the background check request process should begin. This process should run simultaneously with the preparation of the offer.

Submit the background check request, using the TrueScreen website. For detailed information on the background check request process, please see the *Background Check Request for HR Partners* user guide.

Enter the Offer Details

The offer letter process is found in the Recruitment section of PeopleSoft. To access Recruitment, log into PeopleSoft by following the steps below:

Step 1: Enter your Clemson user ID.

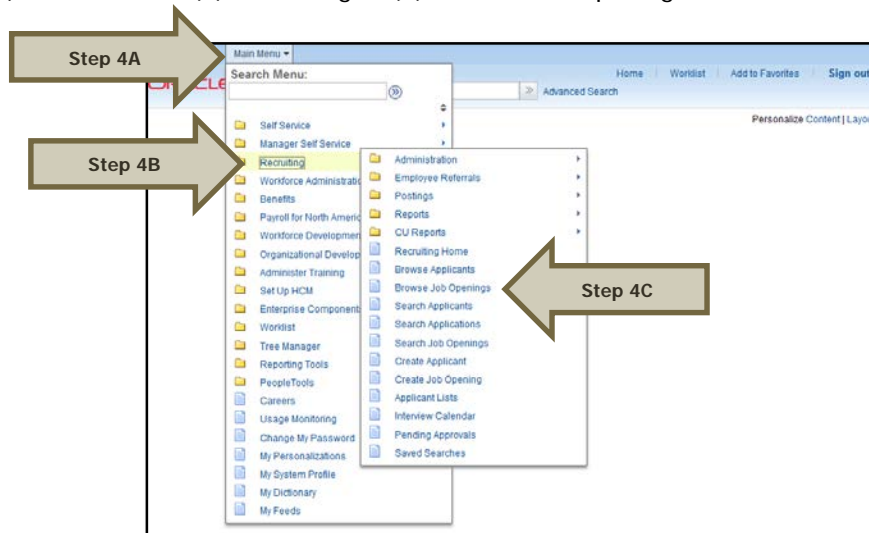
Step 2: Enter your Clemson password.

Step 3: Click Sign In.

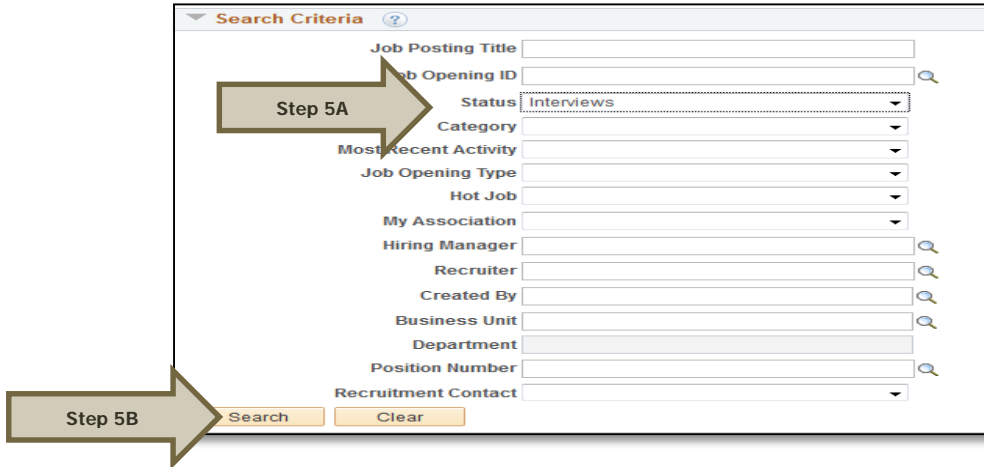


Additional Information: You will be directed to the CUBS home page.

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

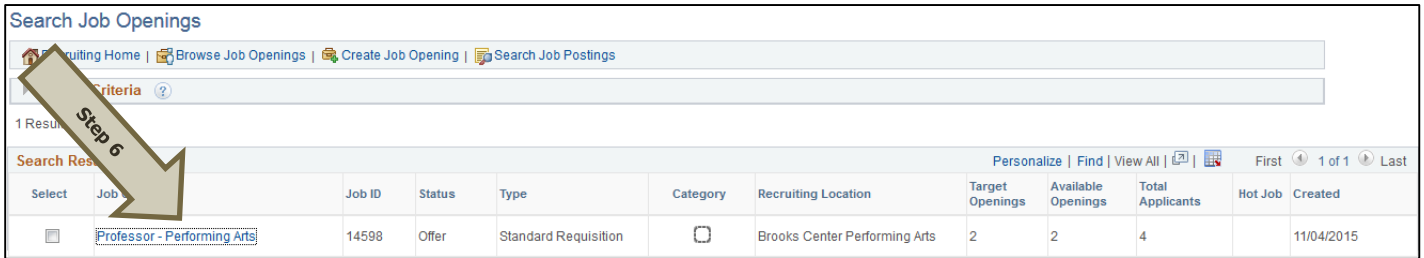


Step 5: (A) Select the appropriate status from the drop-down menu **OR** if you have the job opening ID, enter it in the Job Opening ID field and clear the Status field. (B) Click **Search**. (Candidates usually have a status of either Interview or Offer.)



The screenshot shows a 'Search Criteria' form with various input fields. An arrow labeled 'Step 5A' points to the 'Status' dropdown menu, which is currently set to 'Interviews'. Another arrow labeled 'Step 5B' points to the 'Search' button at the bottom of the form.

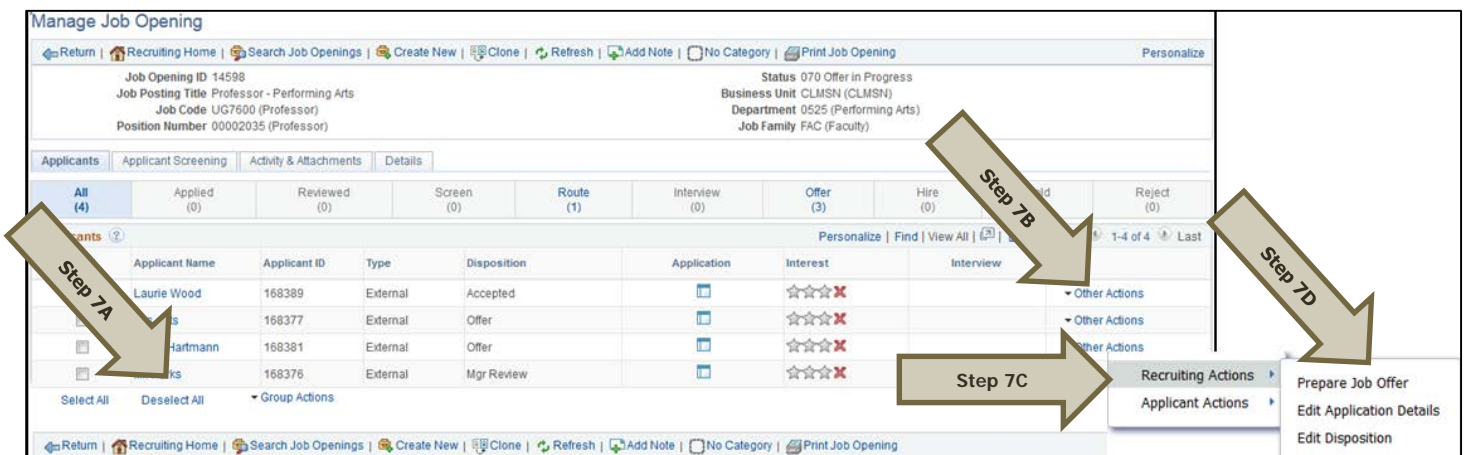
Step 6: Select the job posting title to access the job opening.



The screenshot shows the 'Search Job Openings' results page. A table lists search results. An arrow labeled 'Step 6' points to the job title 'Professor - Performing Arts' in the first row of the table.

Select	Job	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Professor - Performing Arts	14598	Offer	Standard Requisition		Brooks Center Performing Arts	2	2	4		11/04/2015

Step 7: (A) Find the name of the applicant to whom you wish to extend the job offer, and (B) click Other Actions. Select (C) "Recruiting Actions" and then (D) "Prepare Job Offer."



The screenshot shows the 'Manage Job Opening' page for Job Opening ID 14598. It displays a table of applicants. Arrows indicate the following steps: Step 7A points to the applicant name 'Laurie Wood'; Step 7B points to the 'Other Actions' dropdown; Step 7C points to the 'Recruiting Actions' sub-menu; and Step 7D points to the 'Prepare Job Offer' option.

Applicant Name	Applicant ID	Type	Disposition	Application	Interest	Interview	Other Actions
Laurie Wood	168389	External	Accepted	<input type="checkbox"/>	☆☆☆☆	<input type="checkbox"/>	Other Actions
...	168377	External	Offer	<input type="checkbox"/>	☆☆☆☆	<input type="checkbox"/>	Other Actions
...	168381	External	Offer	<input type="checkbox"/>	☆☆☆☆	<input type="checkbox"/>	Other Actions
...	168376	External	Mgr Review	<input type="checkbox"/>	☆☆☆☆	<input type="checkbox"/>	Other Actions

Additional Information: Verify the position information, including the position number and job code. Be sure the hiring manager information is accurate, as this will drive the level one and level two approvals of the offer letter.

Step 8: Under Job Offer Components, select the offer component from the drop-down menu followed by the offer amount and frequency, and enter or select the Start Date and the Offer Expiration Date. Ensure the salary information is within the approved range provided during the Request phase via Tiger Talent.

Additional Information: The offer components can include: Base Salary – Required; Grad Assistants – Optional (Faculty only); Relocation – Optional; H1B Sponsorship – Optional (Faculty only); Startup Money – Optional (Faculty only); Summer Salary – Optional (Faculty only); and Supplemental Pay – Optional (entered as a percent – e.g., 10%).

Step 9: Choose the type of offer letter from the drop-down menu.

Step 10: Click “Save as Draft.”

Additional Information: Saving via “Save as Draft” is required before you can edit the letter and it will safeguard your entries as you work.

Step 11: To edit the offer letter, select Edit Offer.

Step 12: To generate an offer letter for approval, either select the Generate Letter button, which will create a letter using the Clemson templates, or click the Upload Letter button, which will allow you to upload your own custom letter.

Additional Information: Do not enter a date in the Date Printed field. The date automatically populates when a letter is generated. If you accidentally populate this field and save, the Generate Letter button will be disabled. If this happens, clear the Date Printed field and save as draft. This will re-enable the Generate Letter button.

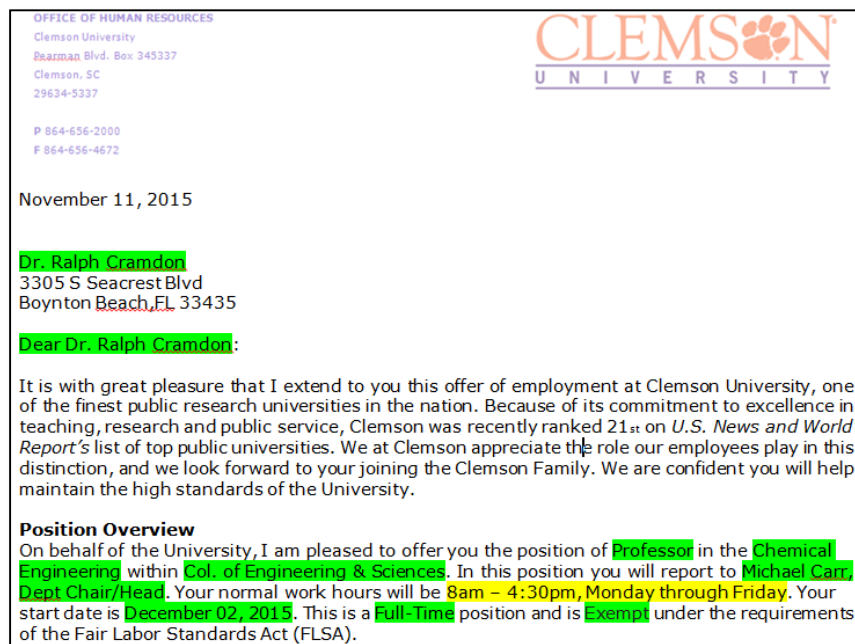
The screenshot shows the 'Prepare Job Offer' interface. At the top, it displays job details: Posting Title (Student Services Mgr I), Job Opening ID (14511), Business Unit (CLMSN), Position Number (Student Services Mgr I), and Applicant Name (Offer 10). Below this is the 'Offer Details' section with fields for Job Opening, Position Number, Job Code, Hiring Manager, Recruiter, Status, and Reason. The 'Job Offer Components' table is visible, showing a 'Base Salary' component with an amount of 55000.00 and a frequency of 'Annual'. A 'Recommended Salary Range' table is also present, with columns for Minimum, Midpoint, and Maximum for Hourly, Daily, Monthly, and Annual rates. The 'Offer Letter' section includes a dropdown menu set to 'Letter - 30+ Hours' and buttons for 'Generate Letter', 'Upload Letter', and 'Email Applicant'. The 'Offer Attachments' section is currently empty. At the bottom, there is a 'Comments' field with the text 'test for Susanna'. Numbered arrows point to various elements: Step 8 points to the 'Base Salary' component; Step 9 points to the 'Offer Letter' dropdown; Step 10 points to the 'Save as Draft' button; Step 11 points to the 'Edit Offer' button; Step 12 points to the 'Generate Letter' button; and Step 15 points to the 'Comments' field.

Step 13: If you chose to generate a letter using Clemson templates, a window should pop up displaying the generated offer letter. Verify the content of the offer letter, including the candidate's name, position title, department, division, supervisor, work hours, start date, full- or part-time status and FLSA status. Also verify the starting salary and the offer expiration date.

Additional Information: If the generated offer letter does not automatically open, you may need to change your browser setting to allow pop-ups. As an alternative, if the generated letter does not pop up, you can click the Offer Letter link in the Offer Attachment section.

Step 14: Make any necessary edits (e.g., enter the full department name, change any ampersands to "and," spell out the supervisor's full title and remove all highlighting).

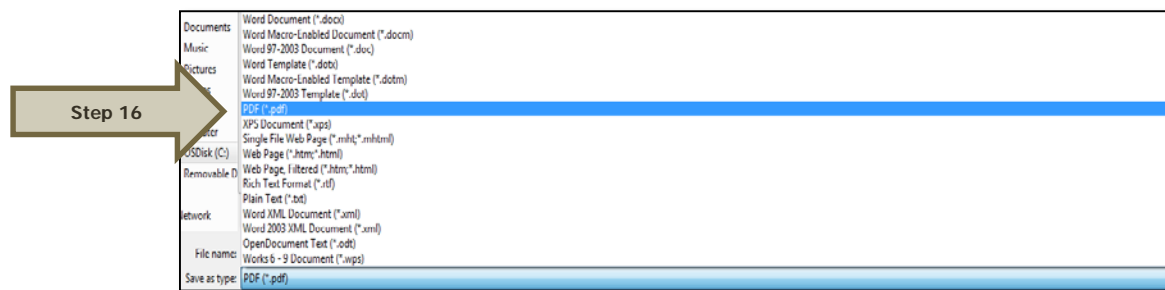
Step 15: Save the letter as a PDF document to your desktop using the following naming convention: candidate's name - offer letter. Once the letter is saved, select the Add Applicant Attachment button in the Offer Attachment section of PeopleSoft to upload the edited letter.



Additional Information: Use the checkbox below to ensure you have not missed any important information.

Offer Letter Checklist	
Item to be Reviewed	✓
All content included?	
All content correct?	
All highlighted sections addressed?	
All plug ins changed from abbreviations to complete words?	
'&' changed to and?	
On letterhead?	
Entire letter completed in same font? Recommended: Verdana 11	
All highlights removed from document?	
Any watermarks (such as 'Draft') you added to document removed?	

Step 16: From Microsoft Word, to save as a PDF, click Save As from the file menu and then in the Save as Type field, choose .PDF, and then click Save.



Step 17: On the Prepare Job Offer page, select Save as Draft and then Edit Offer.

Step 18: Prior to uploading your new letter, delete the original generated letter by clicking the trash can icon.

Step 19: Upload the revised offer letter using the Upload Letter button.

Step 20: Upload any other relevant attachments, such as the approved position description, time limited position acknowledgement, tenure forms, etc., by clicking the Add Applicant Attachment button.

Prepare Job Offer

Return | Recruiting Home Personalize

Posting Title Professor - Performing Arts Job Opening ID 14598
 Job Opening Status 070 Offer in Progress Business Unit CLMSN
 Job Title Professor Position Number Professor
 Applicant Name Mrs. Arts Applicant ID 168377

Offer Details Find | View All First 1 of 1 Last

<p>Job Opening 14598 Professor - Performing Arts</p> <p>Position Number 00002035 Professor</p> <p>Job Code UG7600 Professor</p> <p>Hiring Manager 033045 Joshua Brown</p> <p>Recruiter 033045 Joshua Brown</p> <p>Status 005 Draft</p> <p>Reason </p> <p>Created By Joseph Byrne</p> <p style="text-align: center;">Tiger Talent</p>	<p>Business Unit CLMSN</p> <p>Offer Date 11/04/2015</p> <p>Start Date </p> <p>*Offer Expiration Date 11/09/2015</p> <p>Applicant Type External Applicant</p> <p>Registered Online Yes</p> <p>Preferred Contact Not Specified</p> <p>Notify Applicant <input type="checkbox"/></p>
--	--

Step 17 → Save as Draft

Submit for Approval

Post

Unpost

Add Revised Offer

Delete Offer

Edit Offer

Job Offer Components Find | View All First 1 of 1 Last

*Component	*Offer Amount	Payment Mode	Currency	Frequency
Base Salary	1.00	Cash	USD	Annual

Add Offer Component

Offer Letter Find | View All First 1 of 1 Last

Letter Staff - 28 hours or Date entered 11/05/2015

Generate Letter Upload Letter

Attachments Find | View All First 1 of 1 Last

Description	Details	Req
Offer Letter	2015-11-05-13.26.00.0000001...	

Add Applicant Attachment Add Organizational Attachment

Step 19 → Upload Letter

Step 18 → Add Applicant Attachment

Step 20 → Add Organizational Attachment

Step 21: Select Submit for Approval to send the offer letter to the hiring manager, budget officer, hiring manager’s supervisor and next level supervisor for approval prior to its being sent to Classification and Compensation for a salary review.

Prepare Job Offer

Return | Recruiting Home Personalize

Posting Title Professor - Performing Arts Job Opening ID 14598
 Job Opening Status 070 Offer in Progress Business Unit CLMSN
 Job Title Professor Position Number Professor
 Applicant Name Mrs. Arts Applicant ID 168377

Offer Details Find | View All First 1 of 1 Last

<p>Job Opening 14598 Professor - Performing Arts</p> <p>Position Number 00002035 Professor</p> <p>Job Code UG7600 Professor</p> <p>Hiring Manager 033045 Joshua Brown</p> <p>Recruiter 033045 Joshua Brown</p> <p>Status 005 Draft</p> <p>Reason </p> <p>Created By Joseph Byrne</p> <p style="text-align: center;">Tiger Talent</p>	<p>Business Unit CLMSN</p> <p>Offer Date 11/04/2015</p> <p>Start Date </p> <p>*Offer Expiration Date 11/09/2015</p> <p>Applicant Type External Applicant</p> <p>Registered Online Yes</p> <p>Preferred Contact Not Specified</p> <p>Notify Applicant <input type="checkbox"/></p>
--	--

Step 10 ← Save as Draft

Submit for Approval

Post

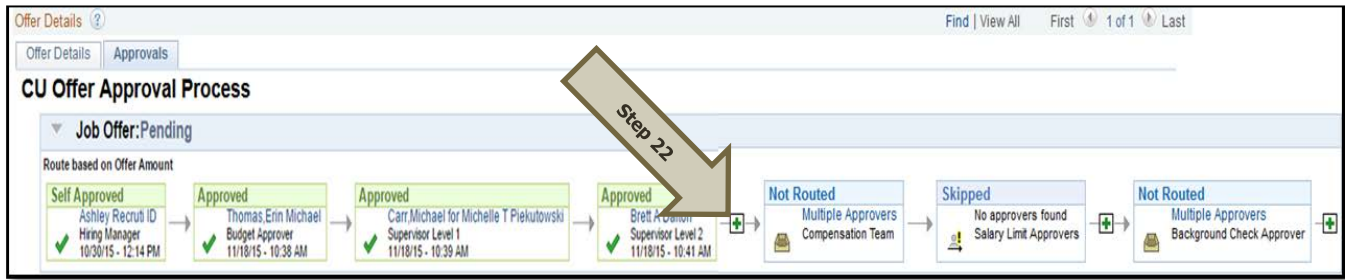
Unpost

Add Revised Offer

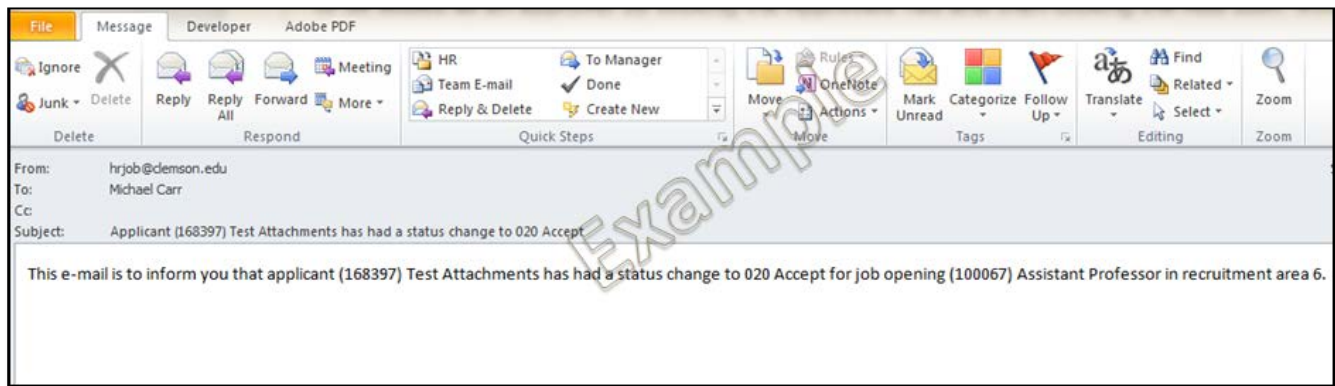
Delete Offer

Edit Offer

Step 22: If hiring for a faculty position, the provost will automatically be added as an approver. You will need to add the search committee chair as an approver by clicking the Approvals Tab and then clicking the plus icon.



Step 23: The HR partner will receive email notifications (see below) as approvals are completed.



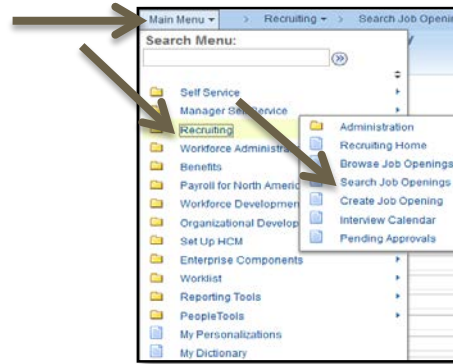
Post the Offer Letter

Once the offer letter has been fully approved, you will receive an email notification that the background check has been cleared and the offer letter can be posted for the applicant to view. To post the offer letter, follow the steps below:

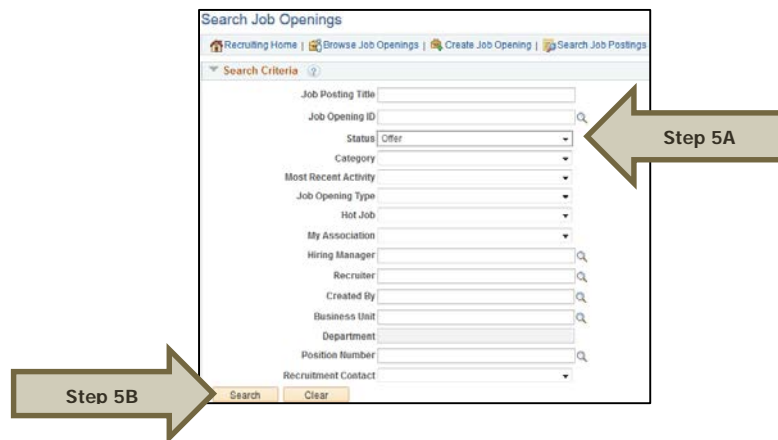
- Step 1:** Enter your Clemson user ID into PeopleSoft.
- Step 2:** Enter your Clemson password.
- Step 3:** Click Sign In.



Step 4: Select Main Menu > Recruiting > Search Job Openings.



Step 5: (A) In the Search Job Openings status field, choose offer. (B) Click Search.



Step 6: Select the position title to open the job opening information.

Search Job Openings

Recruiting Home | Browse Job Openings | Create Job Opening | Search Job Postings

Search Criteria

29 Results Found

Search Results

Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
Administrative Assistant	100114	Offer	Standard Requisition		Barre 1st Floor	1	1	1		11/20/2015
Administrative Assistant	100112	Offer	Standard Requisition		Barre 1st Floor	1	1	2		11/19/2015
Lab Assistant	100111	Offer	Standard Requisition		REC/Pee Dee	1	1	1		11/19/2015
Assoc Academic Program Dir	100110	Offer	Standard Requisition		Sikes 201	1	1	2		11/19/2015

Step 7: Under the applicant's tab, find the name of the applicant who will receive the job offer and select Other Actions. Under Other Actions, select "Recruiting Actions" and then "Prepare Job Offer."

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#) | [Personalize](#)

Job Opening ID 100112 **Status** 070 Offer in Progress
Job Posting Title Administrative Assistant **Business Unit** CLMSN (CLMSN)
Job Code AA7500 (Administrative Assistant) **Department** 0109 (PSA Fiscal Unit)
Position Number 00010165 (Administrative Assistant) **Job Family** STA (Staff)

[Applicants](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (2)	Applied (0)	Reviewed (0)	Screen (1)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (1)	Reject (0)
---------	-------------	--------------	------------	-----------	---------------	-----------	----------	----------	------------

Applicants [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Interview	Other Actions
<input type="checkbox"/>	Joshua Toney	60775	Employee	Hold			☆☆☆X			Other Actions
<input type="checkbox"/>	Test Testerson	168448	External	Screen			☆☆☆X			Other Actions

[Select All](#) [Deselect All](#) [Group Actions](#)

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#) | [Personalize](#)

Top of Page

Step 7

Step 8: To post the job offer via PeopleSoft, (A) check the Notify Applicant box and (B) select Post.

Offer Details [Find](#) | [View All](#) | [First](#)

[Offer Details](#) | [Approvals](#)

Job Opening 14511	Student Services Mgr I	Business Unit CLMSN	
Position Number 00000614	Student Services Mgr I	Offer Date 10/26/2015	
Job Code CB7500	Student Services Mgr I	Start Date	Step 8B
Hiring Manager 063843	Michael Carr	Offer Expiration Date 10/31/2015	
Recruiter 033045	Joshua Brown	Applicant Type External Applicant	
Status 010 Extend		Registered Online Yes	
Reason		Preferred Contact Not Specified	
Created By Joshua Brown		<input checked="" type="checkbox"/> Notify Applicant Step 8A	

Additional Information: In the next step, you will have a final opportunity to review the offer before the offer letter is sent to the candidate.

Step 9: Review the offer details on the Post Online Job Offer page to ensure the position information, the job offer components (including the base salary and the attachments) are accurate. Ensure the approved position description is attached if making an offer for a staff position.

Step 10: If the candidate needs to take action on any of the attachments, check the Action Required box. This notifies the candidate that the attachment must be completed and returned.

Step 11: Verify the descriptions of the attachments, as the descriptions act as the titles the candidate will see.

Step 12: Click Submit to post the offer. You will receive a message confirming that the offer has been posted.

Post Online Job Offer

Review and Submit posting for this online job offer if the information is correct. To make changes, select Cancel to return to the offer page and edit the offer.

Offer Details

Applicant Name Renna Red
 Applicant ID 168384
 Job Opening 100012 Professor - Chemical Engineering
 Position Number 00001516
 Job Code UG7600
 Offer Date 11/11/2015
 Start Date 12/03/2015
 Offer Expiration Date 11/16/2015
 Status 010 Extend
 Reason

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	100000.00	Cash	USD	Annual
Relocation	10000.00	Cash	USD	One-Time
Supplemental Pay	10.00	Cash	USD	Annual

Attachments

Type	Description	Details	Action Required
Attachment	Offer Letter	2015-11-11-16.02.55.0000001...	<input type="checkbox"/>
Attachment	Position Description	Position_Description.txt	<input checked="" type="checkbox"/>

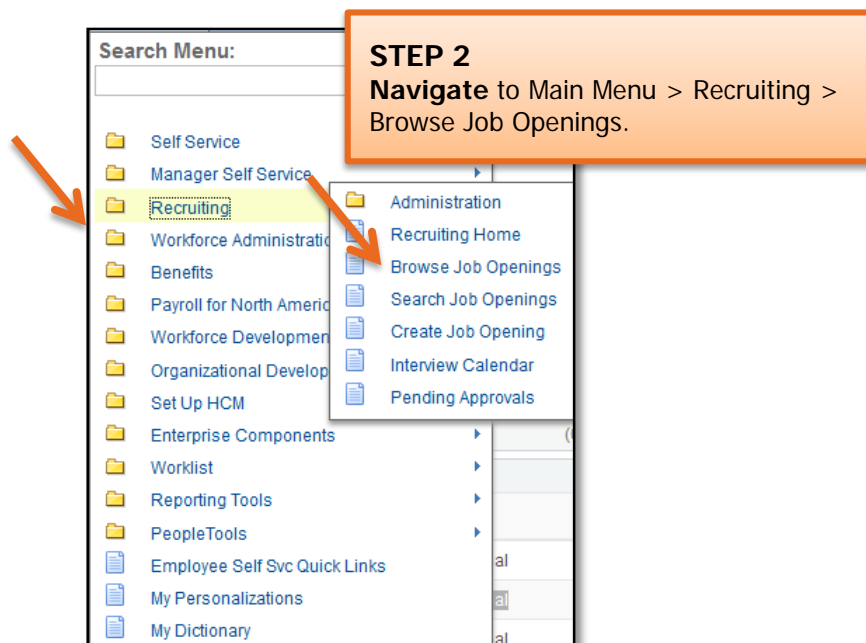


Once the candidate has accepted the offer via PeopleSoft, the hire entry can be completed. Please see the *Hire Transactions* user guide for more information.

Quick Reference: Offer Letter Process

Creating an Offer Letter

Important Information: When you are notified that the hiring manager has selected a final candidate, the background check request process should begin. This process should run simultaneously with the preparation of the offer letter. Submit the background check request, using the TrueScreen website. For detailed information on the background check request process, please see the *Background Check Request for HR Partners* user guide.



Quick Reference: Offer Letter Process

STEP 3

Select the appropriate status from the drop-down menu.

OR

If you have the job opening ID, enter it in the Job Opening ID field and clear the Status field.

Click Search.

Criteria ?

Job Posting Title

Job Opening ID

Status: Interviews

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search Clear

Important Information: Candidates usually have a status of either Interview or Offer.

STEP 4

Select the job posting title to access the job opening.

Search Job Openings

Recruiting Home | Browse Job Openings | Create Job Opening | Search Job Postings

Search Criteria ?

1 Results Found

Search Results ? Personalize | Find | View All | First 1 of 1 Last

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Professor - Performing Arts	14598	Offer	Standard Requisition		Brooks Center Performing Arts	2	2	4		11/04/2015

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening

Job Opening ID 14598 Status 070 Offer in Progress
 Job Posting Title Professor - Performing Arts Business Unit CLMSN (CLMSN)
 Job Code UG7600 (Professor) Department 0525 (Performing Arts)
 Position Number 00002035 (Professor) Job Family FAC (Faculty)

Applicants Applicant Screening Activity & Attachments Details

All (4) Applied (0) Reviewed (0) Screen (0) Route (1) Interview (0) Offer (3) Hire (0) Hold (0)

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Interest	Interview	Other Actions
<input type="checkbox"/>	Laurie Wood	168389	External	Accepted	<input type="checkbox"/>	☆☆☆X		Other Actions
<input type="checkbox"/>	Mrs. Arts	168377	External	Offer	<input type="checkbox"/>	☆☆☆X		Other Actions
<input type="checkbox"/>	David Hartmann	168381	External	Offer	<input type="checkbox"/>	☆☆☆X		Other Actions
<input type="checkbox"/>	Mr. Parks	168376	External	Mgr Review	<input type="checkbox"/>	☆☆☆X	<input type="checkbox"/>	Other Actions

Select All Deselect All Group Actions

Recruiting Actions: Prepare Job Offer
 Applicant Actions: Edit Application Details, Edit Disposition

STEP 5
 Find the name of the applicant to whom you wish to extend the job offer.
 Click Other Actions.
 Select Recruiting Actions and then select Prepare Job Offer.

Quick Reference: Offer Letter Process

Important Information: Verify the position information, including the position number and job code. Be sure the hiring manager information is accurate, as this will drive the level one and level two approvals of the offer letter. Ensure the salary information is within the approved range provided during the Request phase via Tiger Talent.

Saving the transaction via "Save as Draft" is REQUIRED before you can edit the letter. Doing so will safeguard your entries as you work.

STEP 6A
Enter the Start Date and the Offer Expiration Date.

STEP 6B
Click Add Offer Component. Select a desired offer component from the drop-down menu followed by the offer amount and frequency. (Repeat for each desired offer component.)

STEP 6C
Choose the type of offer letter from the drop-down menu. Click "Save as Draft."

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	55000.00	Cash	USD	Annual

Recommended Salary Range			
	Minimum	Midpoint	Maximum
Hourly	18.607212	26.517068	34.426923
Daily	148.860000	212.140000	275.420000
Monthly	3225.250	4596.290	5967.330
Annual	38703.000	55155.500	71608.000

Important Information: The offer component options include: Base Salary – Required; Grad Assistants – Optional (Faculty only); Relocation – Optional; H1B Sponsorship – Optional (Faculty only); Startup Money – Optional (Faculty only); Summer Salary – Optional (Faculty only); and Supplemental Pay – Optional (entered as a percent – e.g., 10%).

To make changes to the offer letter, click the Edit Offer hyperlink.

Offer Details

Job Opening 14598
Position Number 00002035
Job Code UG7600
Hiring Manager 033045
Recruiter 033045
Status 005 Draft
Reason
Created By Kelly C Burgess
Tiger Talent

Professor - Performing Arts
Professor
Professor
Joshua Brown
Joshua Brown

Business Unit CLMSN
Offer Date 11/19/2015
Start Date 12/14/2015
Offer Expiration Date 11/24/2015
Applicant Type External Applicant
Registered Online Yes
Preferred Contact Not Specified
Notify Applicant

View All First 1 of 1 Last
Save as Draft
Submit for Approval
Post
Unpost
Add Revised Offer
Delete Offer
Edit Offer

Quick Reference: Offer Letter Process

STEP 7
Click Generate Letter to generate an offer letter for approval. This will create a letter using the Clemson templates.
OR
Click Upload Letter to upload a custom letter.

*Component	*Offer Amount	Payment Mode	Currency	Frequency
Base Salary	55000.00	Cash	USD	Annual

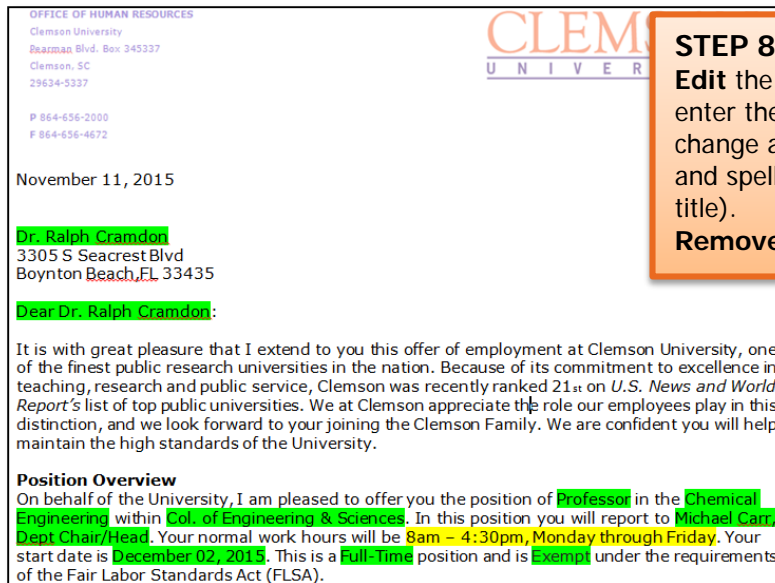
	Minimum	Midpoint	Maximum
Hourly	18.607212	26.517068	34.426923
Daily	148.860000	212.140000	275.420000
Monthly	3225.250	4596.290	5967.330
Annual	38703.000	55155.500	71608.000

Letter	Date Printed
Staff - 30+ H	

Important Information: If you chose to generate a letter using Clemson templates, a window will open displaying the generated offer letter. Verify the content of the offer letter, including the candidate's name, position title, department, division, supervisor, work hours, start date, full- or part-time status and FLSA status. Also verify the starting salary and the offer expiration date.

If the generated offer letter does not automatically open, you may need to change your browser setting to allow pop-ups. As an alternative, if the generated letter does not pop up, you can click the Offer Letter link in the Offer Attachment section.

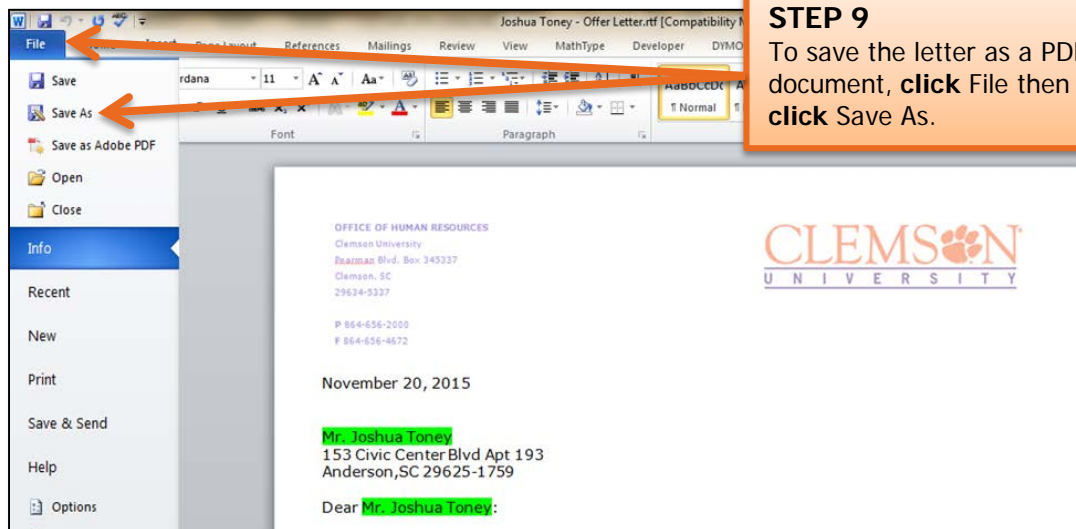
Quick Reference: Offer Letter Process



STEP 8

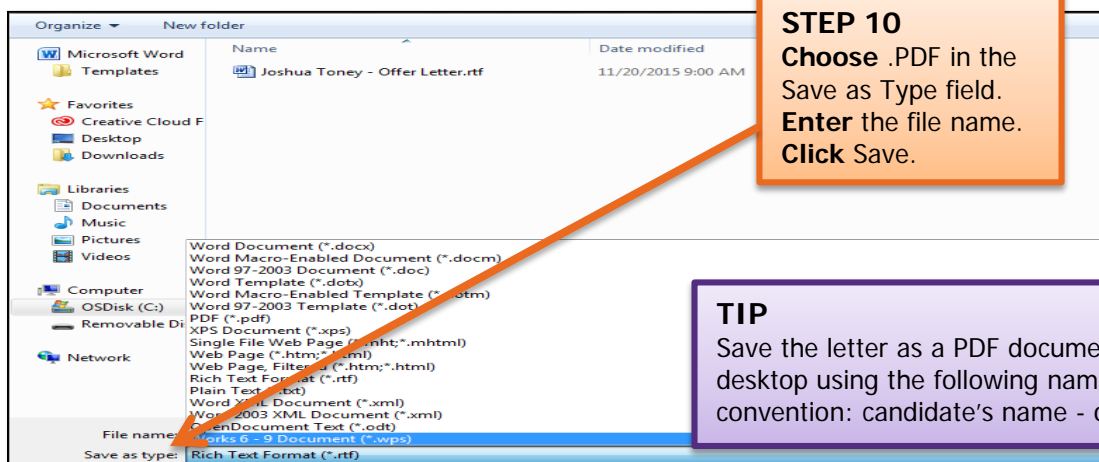
Edit the letter as needed (e.g., enter the full department name, change any ampersands to "and" and spell out the supervisor's full title).

Remove all highlighting.



STEP 9

To save the letter as a PDF document, **click File** then **click Save As**.



STEP 10

Choose .PDF in the Save as Type field.
Enter the file name.
Click Save.

TIP

Save the letter as a PDF document to your desktop using the following naming convention: candidate's name - offer letter.

Quick Reference: Offer Letter Process

Prepare Job Offer

STEP 11A
Prior to uploading your revised offer letter, **click Save as Draft** then **click Edit Offer**.

STEP 11B
Delete the original generated letter by **clicking** the corresponding trash can icon.

STEP 11C
Click Upload Letter to upload the revised offer letter.

STEP 11D
Click Add Applicant Attachment to add attachments (e.g., position description, time-limited acknowledgement, etc.).

Job Opening ID 14598
Business Unit CLMSN
Position Number Professor
Applicant ID 168377

Offer Date 11/04/2015
Start Date
*Offer Expiration Date 11/09/2015

Applicant Type External Applicant
Registered Online Yes
Preferred Contact Not Specified
Notify Applicant

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

Offer Letter
Letter Staff - 28 hours or less
Date Printed 11/05/2015

Generate Letter
Upload Letter
Email Applicant

Type	Description	Details	Action Required
Attachment	Offer Letter	2015-11-05-13.26.00.0000001...	[Trash Icon]

Add Applicant Attachment
Add Organizational Attachment

Prepare Job Offer

STEP 12
Click the Submit for Approval hyperlink to begin the approval process. (This action sends the offer letter to the hiring manager, budget officer, hiring manager's supervisor and next level supervisor for approval prior to its being sent to Classification and Compensation for a salary review.)

Job Opening ID 14598
Business Unit CLMSN
Position Number Professor
Applicant ID 168377

Offer Date 11/04/2015
Start Date
*Offer Expiration Date 11/09/2015

Applicant Type External Applicant
Registered Online Yes
Preferred Contact Not Specified
Notify Applicant

Submit for Approval
Post
Unpost
Add Revised Offer
Delete Offer
Edit Offer

The HR partner will receive email notifications as approvals are completed.

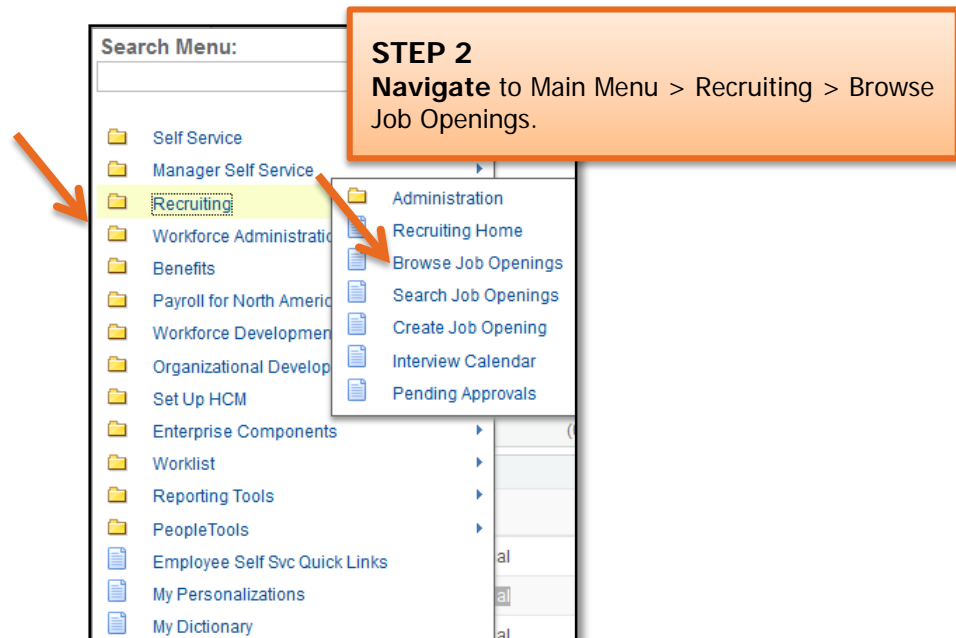
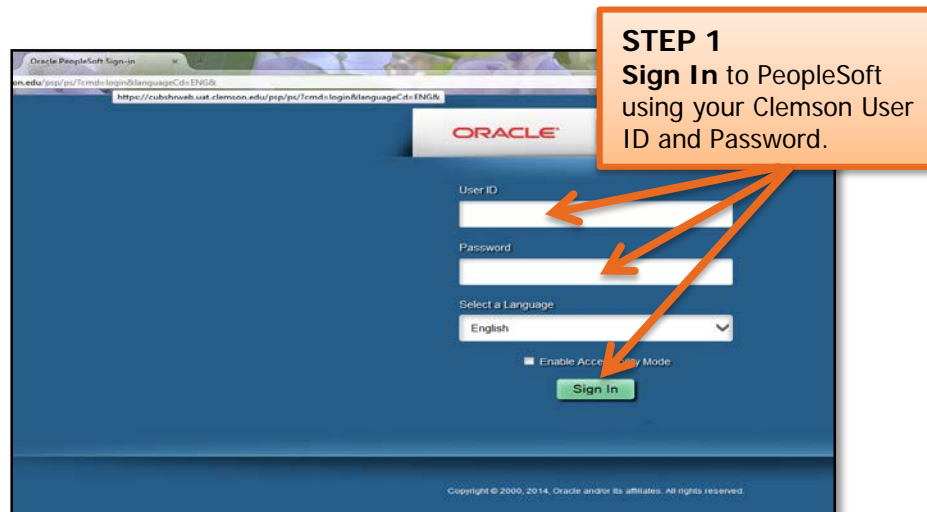
From: hrjob@clemson.edu
To: Michael Carr
Cc:
Subject: Applicant (168397) Test Attachments has had a status change to 020 Accept

This e-mail is to inform you that applicant (168397) Test Attachments has had a status change to 020 Accept for job opening (100067) Assistant Professor in recruitment area 6.

Quick Reference: Offer Letter Process

Posting an Offer Letter

Important Information: Once the offer letter has been fully approved, you will receive email notification that the background check has cleared and the offer letter can be posted for the applicant to view.



Quick Reference: Offer Letter Process

STEP 3

Select the appropriate status from the drop-down menu.

OR

If you have the job opening ID, enter it in the Job Opening ID field and clear the Status field.

Click Search.

Search Criteria

Job Posting Title

Job Opening ID

Status: Interviews

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search Clear

STEP 4

Select the job posting title to access the job opening.

Search Job Openings

Recruiting Home | Browse Job Openings | Create Job Opening | Search Job Postings

Search Criteria

1 Results Found

Search Results

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
<input type="checkbox"/>	Professor - Performing Arts	14598	Offer	Standard Requisition		Brooks Center Performing Arts	2	2	4		11/04/2015

STEP 5

Find the name of the applicant to whom you wish to extend the job offer. Click Other Actions. Select Recruiting Actions and then select Prepare Job Offer.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening

Job Opening ID 14598
Job Posting Title Professor - Performing Arts
Job Code UG7600 (Professor)
Position Number 00002035 (Professor)

Status 070 Offer in Progress
Business Unit CLMSN (CLMSN)
Department 0525 (Performing Arts)
Job Family FAC (Faculty)

Applicants | Applicant Screening | Activity & Attachments | Details

All (4)	Applied (0)	Reviewed (0)	Screen (0)	Route (1)	Interview (0)	Offer (3)	Hire (0)	Hold (0)
<input type="checkbox"/>	Laurie Wood	168389	External	Accepted		☆☆☆X		
<input type="checkbox"/>	Mrs. Arts	168377	External	Offer		☆☆☆X		
<input type="checkbox"/>	David Hartmann	168381	External	Offer		☆☆☆X		
<input type="checkbox"/>	Mr. Parks	168376	External	Mgr Review		☆☆☆X		

Recruiting Actions

- Prepare Job Offer
- Edit Application Details
- Edit Disposition

STEP 6

Check the Notify Applicant box and click Post. (This action will post the offer in PeopleSoft and notify the applicant.)

Offer Details

Offer Details | Approvals

Job Opening 14511
Position Number 00000614
Job Code CB7500
Hiring Manager 063843
Recruiter 033045
Status 010 Extend
Reason
Created By Joshua Brown

Student Se
Student Se
Student Se
Michael Ca
Joshua Bro

Business Unit CLMSN
Date 10/26/2015
Start Date
In Date 10/31/2015
Applicant Type External Applicant
Registered Online Yes
Preferred Contact Not Specified

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

Notify Applicant

Important Information: In the next step, you will have a final opportunity to review before the offer letter is sent to the candidate.

Quick Reference: Offer Letter Process

Important Information: Review the offer details on the Post Online Job Offer page to ensure the position information, the job offer components (including the base salary and the attachments) are accurate. Ensure the approved position description is attached if making an offer for a staff position.

Post Online Job Offer

Review and Submit posting for this online job offer if the information on the offer page and edit the offer.

Offer Details

Applicant Name Renna Red
Applicant ID 168384
Job Opening 100012
Position Number 00001516
Job Code UG7600
Offer Date 11/11/2015
Start Date 12/03/2015
Offer Expiration Date 11/16/2015
Status 010 Extend
Reason

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
Base Salary	100000.00	Cash	USD	Annual
Relocation	10000.00	Cash	USD	One-Time
Supplemental Pay	10.00	Cash	USD	Annual

Attachments

Type	Description	Details	Action Required
Attachment	Offer Letter	2015-11-11-16.02.55.0000001...	<input type="checkbox"/>
Attachment	Position Description	Position_Description.txt	<input checked="" type="checkbox"/>

Submit Cancel

STEP 7
Check the Action Required box for any attachment on which the candidate will need to take action. (This notifies the candidate that the attachment must be completed and returned.)
Verify the descriptions of the attachments. (The descriptions act as the titles the candidate will see.)
Click Submit to post the offer. (You will receive a message confirming that the offer has been posted.)

Important Information: Once the candidate has accepted the offer via PeopleSoft, the hire entry can be completed. Please see the *Hire Transactions* user guide for more information.

Quick Reference: Accepting an Employment Offer

Important Information: If you are selected for a position at Clemson University, you will receive email notification that a job offer is available for your review. The instructions below will assist you in accessing the offer.

Dear Mr. Wakefield,

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

Job Opening ID: 100159 Administrative Assistant

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

DIRECTIONS:

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

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

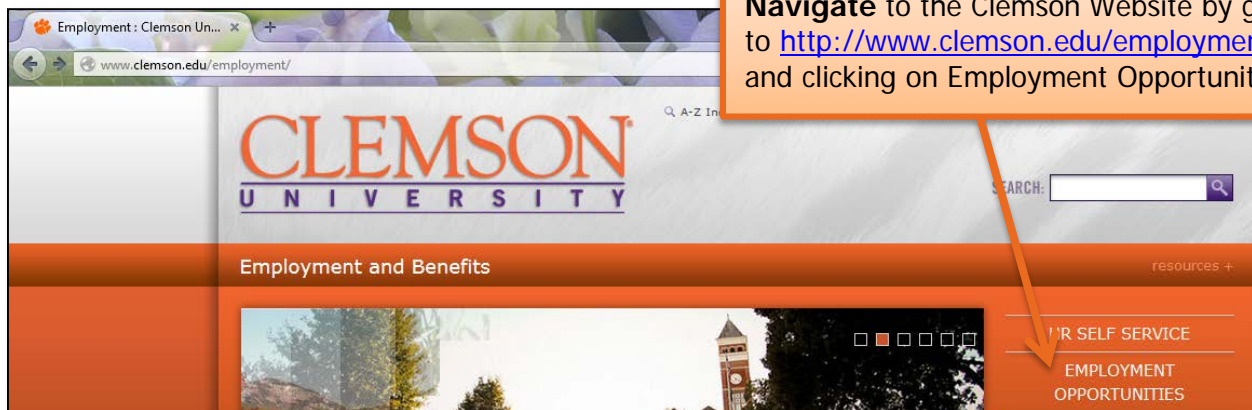
Thank you.

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

STEP 1A

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

OR



STEP 1B

Navigate to the Clemson Website by going to <http://www.clemson.edu/employment/> and clicking on Employment Opportunities.

Quick Reference: Accepting an Employment Offer

STEP 2
Log In using your user ID and password.

Job Search

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

Filter by

Keywords Search Tips

Search Reset Search Save Search More Options

Apply Without Selecting a Job ?

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

Sort By Posted Date

Search Results

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

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

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

Sign In | New User

STEP 3
Click My Notifications on the Careers page.

Main Menu > Careers

Go Tigers! All Search

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

Keywords Search Tips

Search Reset Search Save Search More Options

Apply Without Selecting a Job ?

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

Search Results

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

STEP 4
Click View Offer in My Notifications.

My Notifications

Job Offers

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

Notifications

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

Return to Previous Page

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

Quick Reference: Accepting an Employment Offer

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

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

Posting Title Administrative Assistant
Job Opening ID 14569

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

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

If you have any questions, please contact your recruiter.

Step 1 - Review Offer Information

Type	Details
Document	Offer Letter

Step 2 - Acknowledge Offer

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

Comments

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

Step 3 - Return Completed Documents

No completed documents have been added

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

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

File Attachment

Cover Letter.txt

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

Quick Reference: Accepting an Employment Offer

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

Document Description

Description

[View Document](#)

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

Step 3 - Return Completed Documents

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

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

Note:

A confirmation message of your acceptance will display.

Dear Test Attach,

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

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

Important Information: If the offer letter does not appear after you hit Print, check that your browser's pop-up blocker is off.

Quick Reference: Approving an Offer Letter

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

Prepare Job Offer

Return | Recruiting Home

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

Position Number Student Services Mgr I
 Applicant ID 168341

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

Offer Details ?

Find | View All First 1 of 1 Last

Offer Details | Approvals

Job Opening	14521	Student Services Mgr I	Business Unit	CLMSN
Position Number	00000614	Student Services Mgr I	Offer Date	10/30/2015
Job Code	CB7500	Student Services Mgr I	Start Date	11/06/2015
Hiring Manager	063843	Michael Carr	Offer Expiration Date	11/04/2015
Recruiter	033045	Joshua Brown	Applicant Type	External Applicant
Status	006 Pending Approval		Registered Online	Yes
Reason			Preferred Contact	Not Specified
Created By	Michael Carr		<input type="checkbox"/> Notify Applicant	

Tiger Talent

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

Job Offer Components ?

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

Offer Letter ?

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

Generate Letter Upload Letter Email Applicant

Recommended Salary Range ?

Comments ? Find | View All First 1 of 1 Last

Added By

Last Updated By

Attachments ?

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

Add Applicant Attachment Add Organizational Attachment

Quick Reference: Approving an Offer Letter

The screenshot shows the 'Offer Details' page with the 'Approvals' tab selected. The main heading is 'CU Offer Approval Process'. Below it, a dropdown menu shows 'Job Offer: Pending'. A flow diagram titled 'Route based on Offer Amount' shows a 'Self Approved' box for Carr, Michael (Hiring Manager) with a green checkmark and timestamp '10/30/15 - 12:08 PM', with an arrow pointing to a 'Pending' box for Thomas, Erin Michael (Budget Approver). Below the flow is a 'Submit' button, a 'Status' dropdown menu set to 'Select..', and a 'Comments Text' input field. An orange callout box labeled 'STEP 2' contains instructions: 'If the offer letter does not need editing, **select** the Approvals tab to approve. (See instructions below if the letter needs editing.) **Enter** any comments (additional information for the applicant). **Click** Submit.' Arrows point from this box to the 'Approvals' tab, the 'Submit' button, and the 'Comments Text' field.

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

If the offer letter requires changes or edits:

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

When the letter is ready for approval, the HR partner will upload the letter to be routed through the approval process.



PeopleSoft:

Hire Transactions

Overview

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



Determine the Type of Hire

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

Additional Information: The types of hire entries include:

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

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

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

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

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

- Add a Person is generally used for a student hire or an employee who is being waived into a position. Add a Person can be used to complete a hire entry for the following types of position when the position was not

posted or recruited for: faculty or staff full-time equivalent (FTE), time-limited (TLP), temporary-grant (TGP), temporary or intermittent.

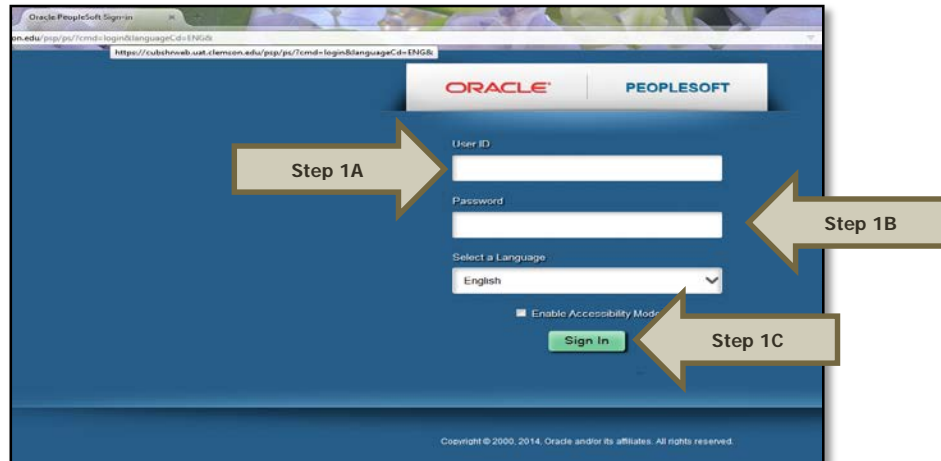
Rehire is the hire type used when the individual being hired into the position has previously worked for Clemson University and a job opening has not been created for the position. See the Rehire section (page 28) for more information. Note: If a job opening has been created, please use Manage Hires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

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

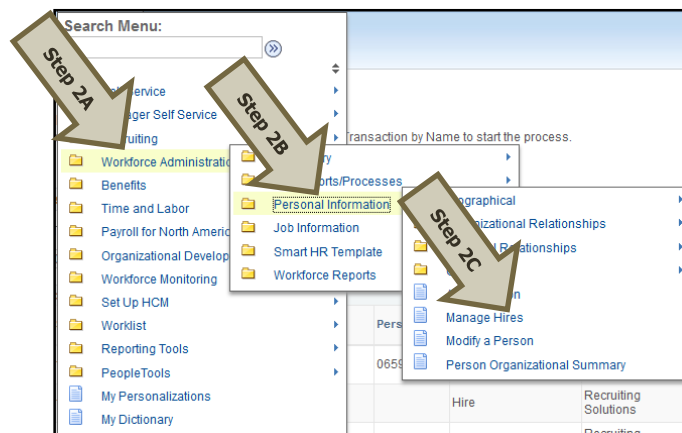
- Add Employment Instance is generally used for student employees who are working multiple part-time jobs across several departments.

Manage Hires

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



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



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

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

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

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

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

Manage Hires

*Select Transactions Where

*Equals

Hire Transactions

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

Select All Deselect All

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

Manage Hires

*Select Transactions Where

*Equals

Hire Transactions

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

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

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

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

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

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

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

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

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

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

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

Callout boxes indicate the following steps:

- Step 6:** Points to the Job section header.
- Step 7B:** Points to the *Desired Start Date field.
- Step 7A:** Points to the *Type of Hire dropdown menu.
- Step 8:** Points to the Org Instance section.
- Step 9:** Points to the Employment Record section.
- Step 10:** Points to the Add Person button.

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

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

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

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

*Effective Date 10/16/2015

*Format Type English

Display Name

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

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

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

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name Find | View All First 1 of 1 Last

*Effective Date 10/16/2015

*Format Type English

Display Name

Biographic Information

Date of Birth Years 0 Months 0

Birth Country USA United States

Birth State

Birth Location

Biographical History Find | View All First 1 of 1 Last

*Effective Date 10/16/2015

*Gender Unknown

*Highest Education Level A-Not Indicated

*Marital Status Unknown

As of

Full-Time Student

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

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

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

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

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

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

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

Person ID NEW

USA

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region USA United States

Ethnic Group

Primary

History Find | View All First 1 of 1 Last

Effective Date Date Entitled to Medicare

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Military Status

Military Discharge Date Edit Discharge Date

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

Person ID NEW

Choose Org Relationship to Add

Employee

Contingent Worker

Person of Interest

Select Checklist Code

Add Relationship

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

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

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

Step 23: Verify the position number.

The screenshot shows a web-based form for entering employee information. The form is titled "Work Location" and includes a search bar at the top right with "Find", "First", "1 of 1", and "Last" options. The form is divided into several sections:

- Step 21:** Points to the "Effective Date" field, which contains "10/26/2015".
- Step 22:** Points to the "*Action" dropdown menu, which is set to "Hire". Below it, the "Reason" dropdown is empty, and the "*Job Indicator" dropdown is set to "Primary Job".
- Step 23:** Points to the "Position Number" field, which is currently empty.

Other visible fields and values include:

- Active Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Calculate Status and Dates (button)
- Position Entry Date: (empty)
- *Regulatory Region: USA (United States)
- *Company: (empty)
- *Business Unit: CLMSN (CLMSN)
- *Department: (empty)
- Department Entry Date: (empty)
- *Location: (empty)
- Establishment ID: (empty)
- Date Created: 10/26/2015
- Last Start Date: 10/26/2015
- Expected Job End Date: (empty)
- Last Updated By: Kelly C Burgess
- Last Update Date/Time: 10/26/2015 12:33:23PM

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

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

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

Job Information Find First 1 of 1 Last

Effective Date 05/16/2015 Go To Row

Effective Sequence 0 Action Enter Review Rating

HR Status Active Reason Enter Review Rating

Payroll Status Active Job Indicator Primary Job

Current

*Job Code LA7500 Field Specialist II

Entry Date 11/16/2014

Supervisor Level Field Specialist Supv 003888 James T Gilchrist

Supervisor ID

Reports To 00001215

Regular/Temporary Regular *Full/Part Full-Time

Step 25 → Empl Class Classified

*Classified Ind Classified

Standard Hours

Standard Hours 40.00 Work Period CU_W CU Weekly

FTE 1.000000

Adds to FTE Actual Count?

Contract Number

USA

*FLSA Status Nonexempt Work Day Hours

*EEO Class None of the Above

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

Pay groups include:

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

The screenshot shows the 'Payroll Information' form. A large arrow labeled 'Step 26' points to the 'Payroll for North America' section. In this section, the 'Pay Group' field is set to '12L' (12 Month Annual with Lag). Other fields include 'Employee Type' (S - Salaried), 'Tax Location Code' (001 - Clemson University), and 'Holiday Schedule' (CU - CU Holiday). The 'FICA Status' is set to 'Subject'. The 'Effective Date' is 05/16/2015 and 'Payroll Status' is Active.

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

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

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

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

Step 30: Click Calculate Compensation.

The screenshot shows the 'Compensation' form. A large arrow labeled 'Step 27' points to the 'Rate Code' field in the 'Pay Components' table, which is currently empty. Another arrow labeled 'Step 28' points to the 'Comp Rate' field, which is set to 0.00. A third arrow labeled 'Step 29' points to the '*Frequency' field, which is set to 'Annual'. A fourth arrow labeled 'Step 30' points to the 'Calculate Compensation' button at the bottom of the form. The 'Effective Date' is 09/05/2015 and 'Payroll Status' is Active.

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

Organizational Instance ⓘ

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

Organizational Assignment Data ⓘ

Instance Record

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

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

Employment Information **Cu Business Addr**

Emily Smail Employee Empl ID 060012 Empl Rcd # 1

Business Address

Address 1: 836 McMillan Rd.

Address 2:

Address 3:

City: Clemson State: SC

Postal Code: 29634

County: 39 Pickens

Last Updated By: TABITHH Harvey, Tabitha McCall

Last Update: 08/03/15 11:56:59AM

Step 33: Choose the Earnings Distribution tab and enter the account codes.

Step 34: Select either "By Percent" or "By Amount" as the Earnings Distribution Type.

Step 35: Enter the Percent of Distribution or the Amount for each account code.

Step 36: Click Edit Account Code to enter the combination code.

Step 37: To add additional account numbers, click the plus icon and enter the account information.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Annotations:

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

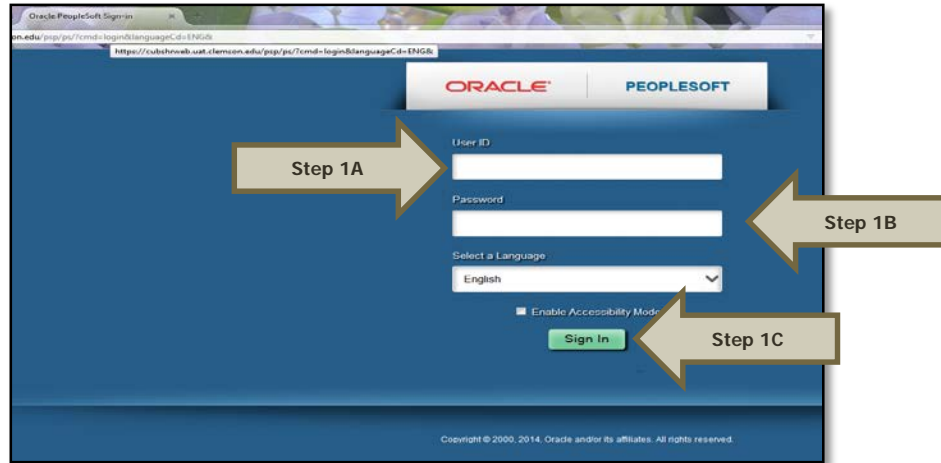
% Match	First Name	Last Name	Middle Initial	Gender	Last 5 of SSN	Date of Birth (yyyymmdd)	Email Address	CU Xid
<input type="radio"/>								

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

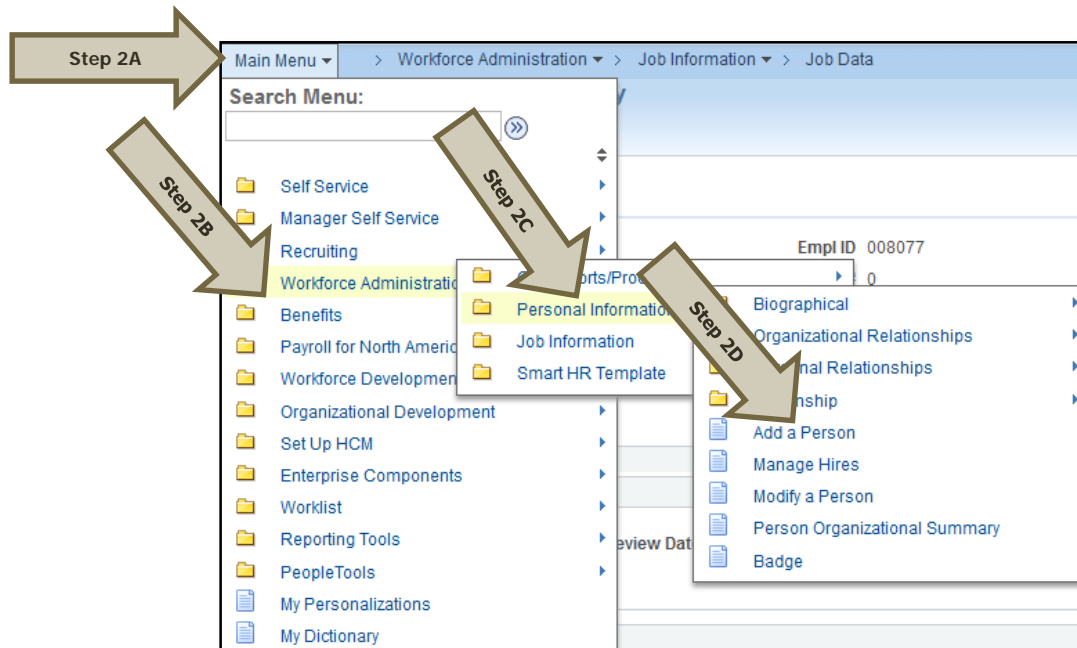
Add a Person

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

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



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



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

Add a Person

Person ID

[Search for Matching Persons](#)

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

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

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

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

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name Find | View All First 1 of 1 Last

*Effective Date

*Format Type English

Display Name

Biographic Information

Date of Birth Years 0 Months 0

Birth Country USA United States

Birth State

Birth Location

Biographical History Find | View All First 1 of 1 Last

*Effective Date

*Gender Unknown

*Highest Education Level A-Not Indicated

*Marital Status Unknown As of

Full-Time Student

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

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

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

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

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

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

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

Person ID NEW

USA

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region USA United States

Ethnic Group

Primary

History Find | View All First 1 of 1 Last

Effective Date Date Entitled to Medicare

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Military Status

Military Discharge Date Edit Discharge Date

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

Person ID NEW

Choose Org Relationship to Add

Employee

Contingent Worker

Person of Interest

Select Checklist Code

Add Relationship

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

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

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

Step 14: Verify the position number.

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

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

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

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

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

Job Information ? Find First 1 of 1 Last

Effective Date 05/16/2015 Go To Row

Effective Sequence 0 Action Enter Review Rating

HR Status Active Reason Enter Review Rating

Payroll Status Active Job Indicator Primary Job

*Job Code LA7500 Field Specialist II

Entry Date 11/16/2014

Supervisor Level Field Specialist Supv 003888 James T Gilchrist

Supervisor ID

Reports To 00001215

Regular/Temporary Regular *Full/Part Full-Time

Empl Class **Classified**

*Classified Ind Classified

Standard Hours ?

Standard Hours 40.00 Work Period CU_W CU Weekly

FTE 1.000000

Adds to FTE Actual Count?

Contract Number ?

USA

*FLSA Status Nonexempt Work Day Hours

*EEO Class None of the Above

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

Pay groups include:

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

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

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

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

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.

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

- CU Review Rating:** Contains fields for "Rating Model" (set to "CSP"), "Review Rating" (with a search icon), "Review Date" (calendar icon), and "Next Review Date" (calendar icon). A callout arrow labeled "Step 31" points to the "Next Review Date" field.
- CU Tenure Status / Data:** Contains fields for "Clemson Faculty Rank Date" (calendar icon), "Penultimate/Post-Tenure Review Date" (calendar icon), "Clemson Faculty Rank" (dropdown menu), "Longevity #" (text input), "Tenure Status" (dropdown menu), "Longevity Year" (calendar icon), and "Clemson Tenure date" (calendar icon). A callout arrow labeled "Step 32" points to the "Clemson Faculty Rank" dropdown.

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

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

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

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

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

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

- *Empl ID: 000011
- First Name: Jason, Middle Initial: M
- Last Name: Berry, Gender: M
- Last 5 of SSN: 62906, Postal Code: 02135
- DOB: 19741224, Email Address: cuhr@clemson.edu

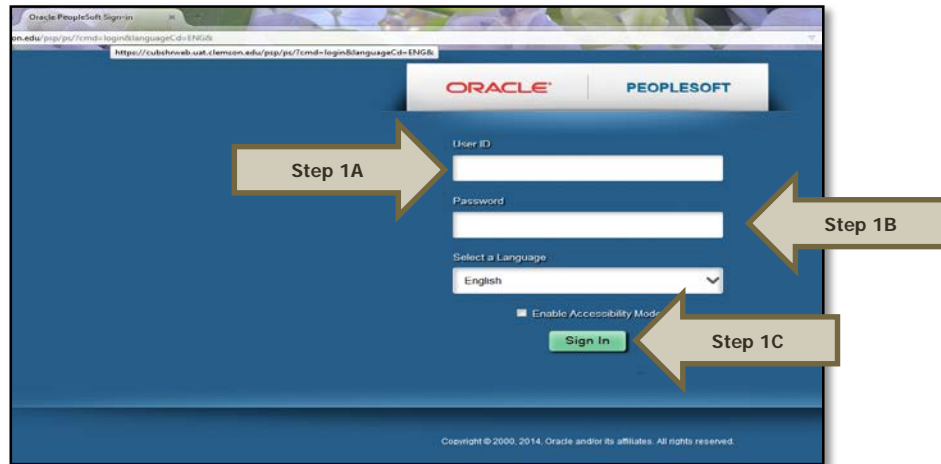
Buttons include 'Find', 'Clear', 'Create New Identity in Vault', and 'Override'. A table below the form has columns for '% Match', 'First Name', 'Last Name', 'Middle Initial', 'Gender', 'Last 5 of SSN', 'Date of Birth (yyyymmdd)', 'Email Address', and 'CU Xid'. Annotations with arrows point to the 'Find' button (Step 34), the table (Step 35), and the 'Create New Identity in Vault' button (Step 36).

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

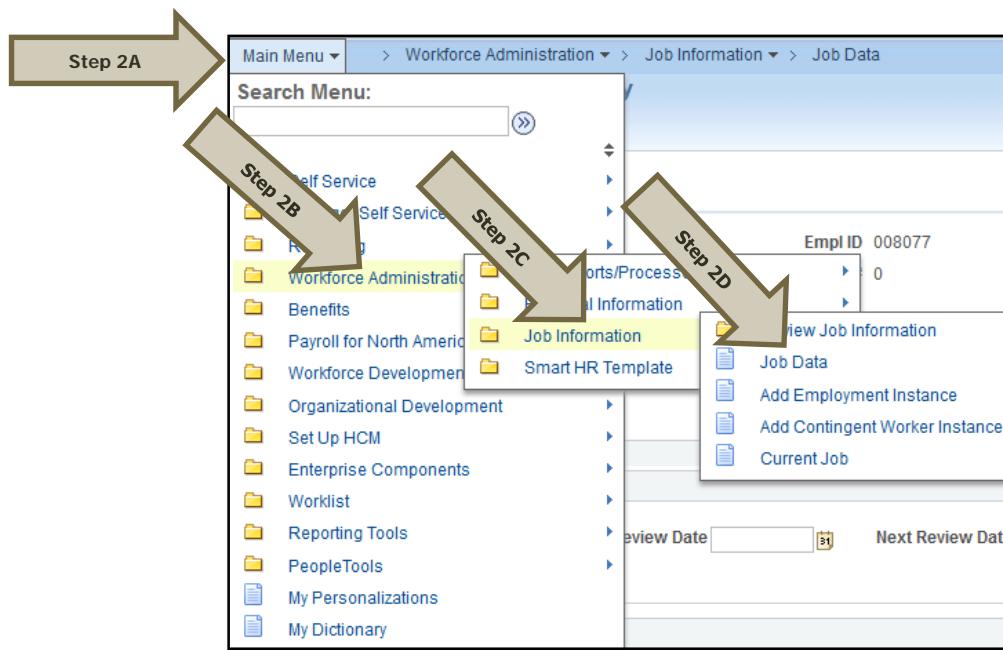
Rehire

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

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



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



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

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

Additional Information: If your search results in more than one record, verify the information on the record you select.

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

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

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

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

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

Step 9: Verify the position number and title.

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

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

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

Arrows in the image point to the following fields:

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

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

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

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

Job Information ?
Find First ◀ 1 of 1 ▶ Last

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

*Job Code <input type="text" value="LA7500"/>	Field Specialist II
Entry Date <input type="text" value="11/16/2014"/>	
Supervisor Level <input type="text"/>	
Supervisor ID <input type="text"/>	
Reports To <input type="text" value="00001215"/>	Field Specialist Supv 003888 James T Gilchrist
Regular/Temporary <input type="text" value="Regular"/>	*Full/Part <input type="text" value="Full-Time"/>
Empl Class <input type="text" value="Classified"/>	
*Classified Ind <input type="text" value="Classified"/>	

Standard Hours ?

Standard Hours <input type="text" value="40.00"/>	Work Period <input type="text" value="CU_W"/> 🔍 CU Weekly
FTE <input type="text" value="1.000000"/>	
<input type="checkbox"/> Adds to FTE Actual Count?	

Contract Number ?

▼ USA

*FLSA Status <input type="text" value="Nonexempt"/>	Work Day Hours <input type="text"/>
*EEO Class <input type="text" value="None of the Above"/>	

Processing a Hire Transaction: Revised 12/09/2015

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

Pay groups include:

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

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

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

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

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

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

Step 16: Click Calculate Compensation.

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

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

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

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

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

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

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

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

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

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

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

The screenshot displays the 'Earnings Distribution Type' configuration page. At the top, it shows 'Effective Date' as 09/05/2015 and 'Effective Sequence' as 0. The 'HR Status' is 'Active' and 'Payroll Status' is 'Active'. The 'Action' is 'Hire' and the 'Job Indicator' is 'Primary Job'. The 'Compensation Rate' is 'USD' and 'Standard Hours' is '37.50'. The 'Earnings Distribution Type' is set to 'By Percent'. Below this, the 'Job Earnings Distribution' section is visible, containing an 'Earnings Distribution' table with fields for '*Earnings Code', 'Compensation Rate', 'Percent of Distribution' (100.00), and 'Standard Hours'. An 'Edit Account Code' button is located at the bottom of the table. Three arrows point to specific elements: 'Step 20' points to the 'Earnings Distribution Type' dropdown, 'Step 21' points to the 'Percent of Distribution' field, and 'Step 22' points to the 'Edit Account Code' button.

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

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

The screenshot displays the 'Benefit Status' and 'Benefits Administration Eligibility' sections of a web application. The 'Benefit Status' section includes fields for 'Benefit Record Number', 'Effective Date' (09/05/2015), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Action' (Hire), 'Reason', and 'Job Indicator' (Primary Job). The 'Benefits Administration Eligibility' section includes a 'BAS Group ID' field and nine 'Elig Fld' fields (1-9). Below this, the 'Participation' section is visible, with an arrow labeled 'Step 24A' pointing to the '*Effective Date' field (10/19/2015) and another arrow labeled 'Step 24B' pointing to the '*Benefit Program' field.

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

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

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

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

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

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

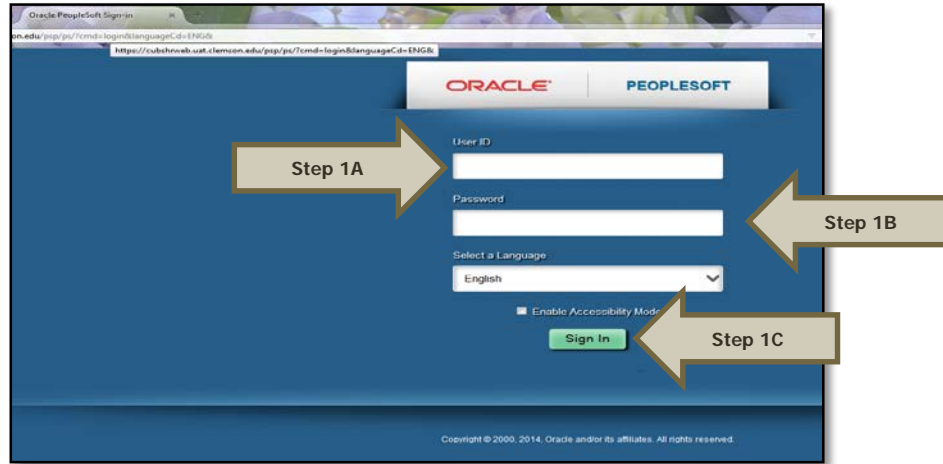
At the bottom of the form, there are navigation tabs: 'Job Data', 'Employment Data', 'Earnings Distribution', 'Benefits Program Participation', and 'CU Review/Tenure Status' (which is currently selected).

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

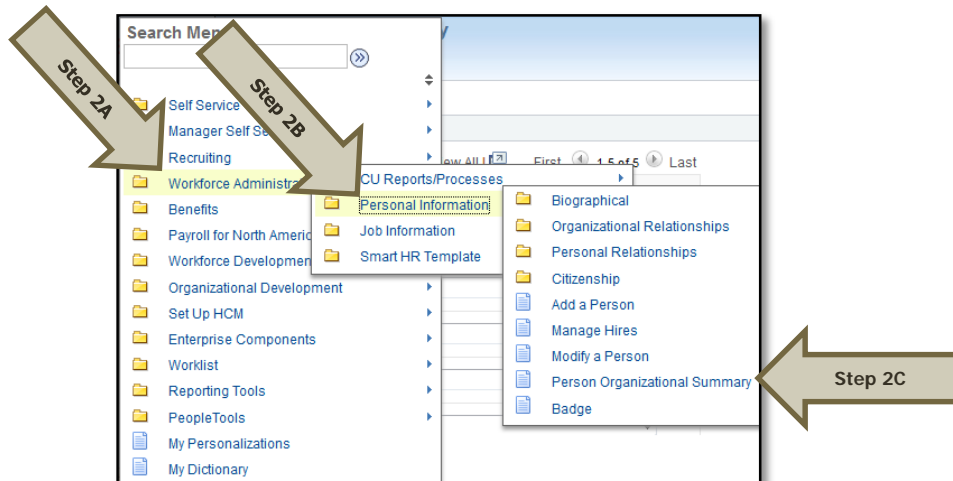
Add Employee Instance (Add Additional Job)

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

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



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



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

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

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

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

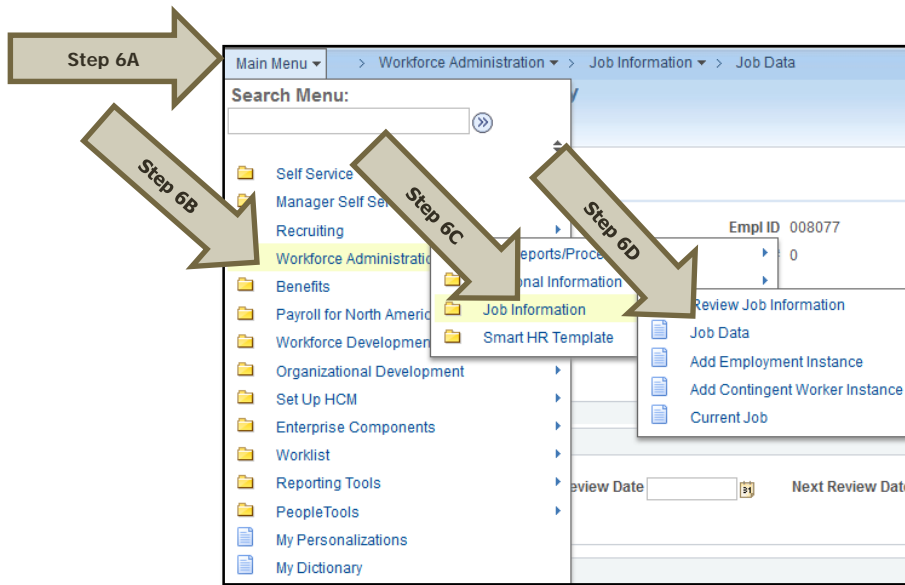
A large arrow labeled "Step 3" points to the search criteria input fields. Another large arrow labeled "Step 4" points to the "Search" button.

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

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

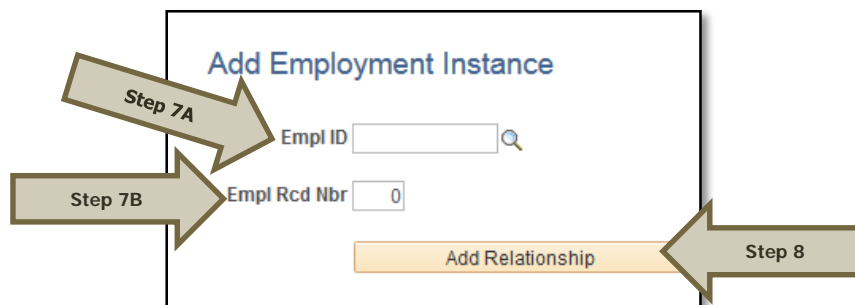
Employment Instances										
ORG Instance 0		Last Hire 04/07/2014			Termination Date 04/07/2014					
HR Status Inactive		Payroll Status Terminated								
Assignments										
Empl Rcd Nbr	Home/Host	HR Status	Payroll Status	Std Hrs/Wk	Empl Class	Date Last Change	Business Unit	Department	Last Asgn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

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



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

Step 8: Click Add Relationship.



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

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

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

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

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

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

OR

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

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

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

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

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

The screenshot shows the 'Job Information' tab of a web application. At the top right, there are navigation options: 'Find', 'First', '1 of 1', and 'Last'. A 'Go To Row' button is also present. The main form area contains several fields and sections:

- Effective Date:** 05/16/2015
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- Action:** Enter Review Rating
- Reason:** Enter Review Rating
- Job Indicator:** Primary Job
- Current:** (with a clipboard icon)
- *Job Code:** LA7500 (Field Specialist II)
- Entry Date:** 11/16/2014
- Supervisor Level:** (empty)
- Supervisor ID:** (empty)
- Reports To:** 00001215 (Field Specialist Supv 003888 James T Gilchrist)
- Regular/Temporary:** Regular
- *Full/Part:** Full-Time
- Empl Class:** Classified (highlighted by a brown arrow labeled 'Step 16')
- *Classified Ind:** Classified
- Standard Hours:** 40.00
- FTE:** 1.000000
- Work Period:** CU_W (CU Weekly)
- Adds to FTE Actual Count?:** (checkbox, unchecked)
- Contract Number:** (collapse icon, question mark)
- USA:** (collapse icon)
- *FLSA Status:** Nonexempt
- *EEO Class:** None of the Above
- Work Day Hours:** (empty)

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

Pay groups include:

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

Payroll Information ? Find First 1 of 1 Last

Effective Date 05/16/2015 Go To Row

Effective Sequence 0 Action Enter Review Rating

HR Status Active Reason Enter Review Rating

Payroll Status Active Job Indicator Primary Job

Current

Payroll System Payroll for North America

Payroll for North America ?

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

Employee Type S ? Salaried

Tax Location Code 001 ? Clemson University

Holiday Schedule CU ? CU Holiday

FICA Status Subject ?

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

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

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

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

Step 21: Click Calculate Compensation.

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

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

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

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

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

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

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

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

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

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

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

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

The 'Benefits Administration Eligibility' section includes:

- BAS Group ID: []
- Elig Fld 1: []
- Elig Fld 2: []
- Elig Fld 3: []
- Elig Fld 4: []
- Elig Fld 5: []
- Elig Fld 6: []
- Elig Fld 7: []
- Elig Fld 8: []
- Elig Fld 9: []

The 'Participation' section at the bottom shows:

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

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

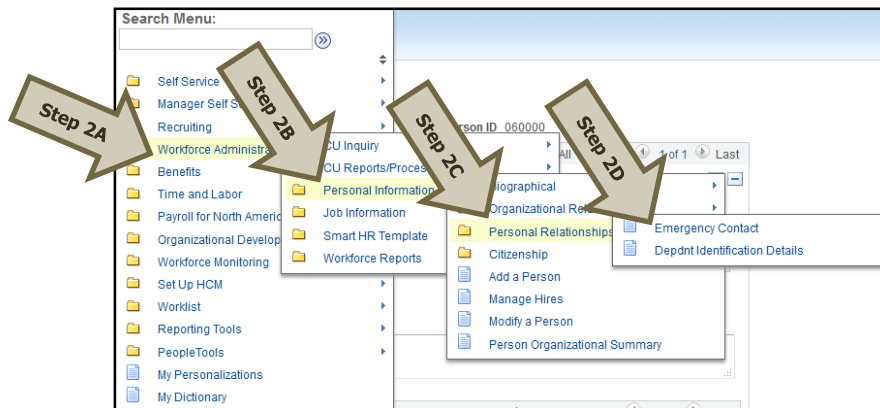
Additional Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the *ACA Override Type* quick reference for instructions.

Add Emergency Contact

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

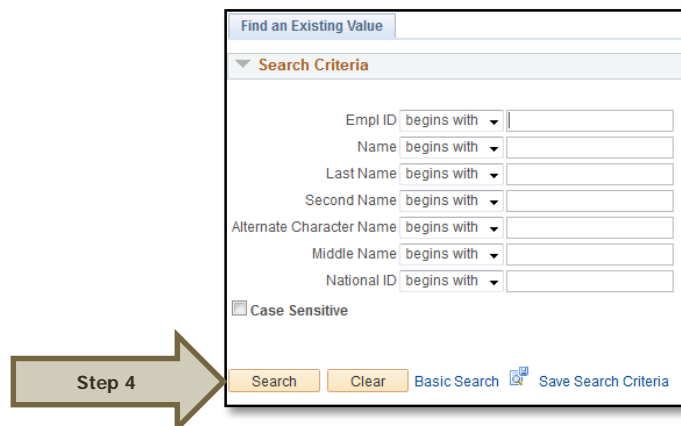


Step 2: Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Personal Relationships > (D) Emergency Contact.



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

Step 4: Click Search to see the employee's emergency contact record.



Step 5: If you are entering emergency contact information for a new employee, enter the Contact Name and address.

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

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

Step 7: Enter the Contact Phone Number.

Step 8: Click Save to save the entry.

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

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

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

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

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

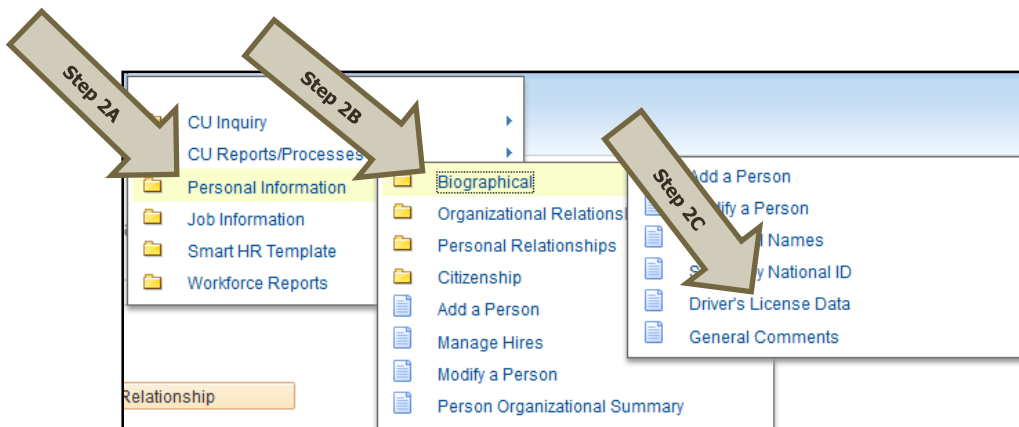
- Contact Name:** Dennis Nash
- Primary Contact**
- Relationship to Employee:** Parent
- Other Phone Numbers for Emergency Contact:**
 - *Phone Type: [Dropdown]
 - Phone: [Text Field]

Add Driver's License

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



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



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

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

The screenshot displays two forms from a software application. The top form, titled "Driver's License Information", includes fields for "Driver's License Nbr" (S-165-603-092-623), "License Suspended" (checkbox), "Country" (USA), "State" (MD), "Issue Location", "Issuing Authority", "Valid from", "Valid To", "Number of Violations" (0), "Number of Points" (0), and a "Comment" field. The bottom form, titled "License Type", includes a "License Type" field (C) and a "Car" option. Both forms have navigation controls like "Find | View All", "First", "1 of 1", and "Last".

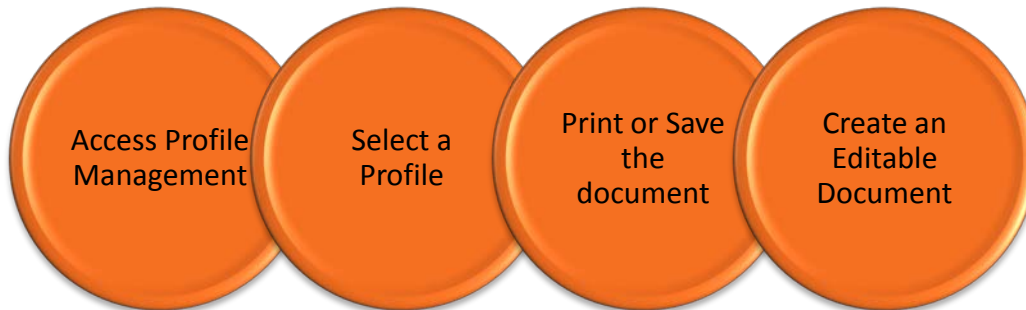
Congratulations on your new hire. Entry of a hire into PeopleSoft will notify the Onboarding manager to start the onboarding process for your new employee.



**Classification and
Compensation:
Profile Management**

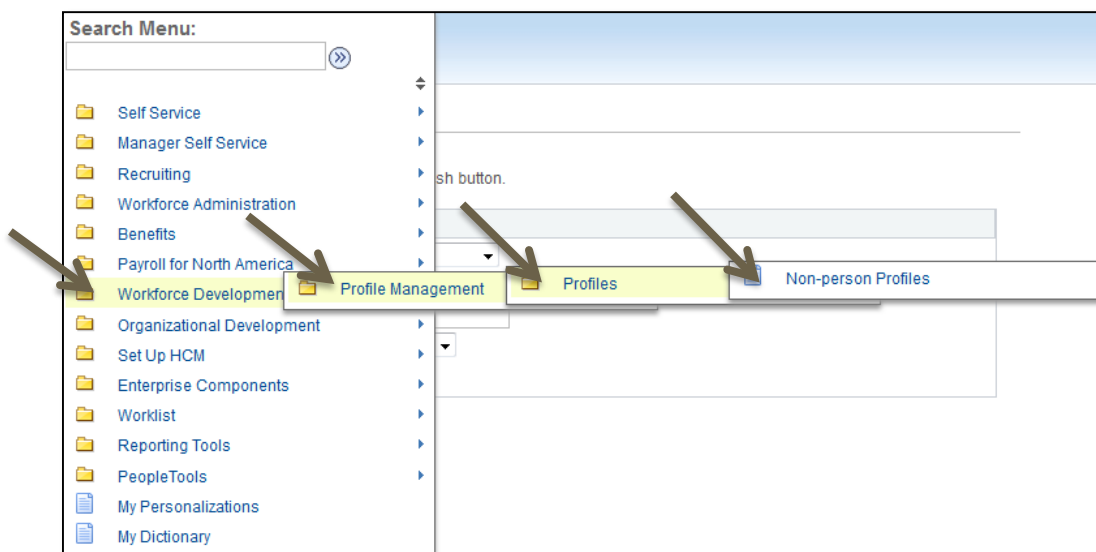
Overview

Profile Management is an application of PeopleSoft where approved position descriptions are housed. This document details instructions for accessing a position description (PD) and creating an editable version that will allow you to make changes.



Access Profile Management

Step 1: Log into PeopleSoft and select Main Menu, Workforce Administration, Profile Management, Profiles and Non-person Profiles.



Select a Profile

Step 1: Enter the Profile ID (position number) into the Profile ID box under Basic Search Criteria.

Step 2: Click Search to access the profile.

Non-person Profiles

Select a Profile

To view a Profile, enter your search criteria and select the "Search" push button.

Basic Search Criteria

Type

→ Profile ID

Profile Name

Status

Legacy Profile ID

→ [Advanced Search](#)

[+ Add a Profile](#)

Step 3: To view the Non-person Profile, select the position title of the profile you want to view.

Profile Search Results				Personalize Find View All
Profile ID	Profile Type	Profile Name		First 1-9 of 9 Last
00001250	Position Profile	Human Resources Mgr II-AAH	Active	
00001251	Position Profile	Accnt/Fiscal Analyst II	Active	
00001252	Position Profile	Accnt/Fiscal Analyst III	Active	
00001253	Position Profile	Administrative Assistant	Active	
00001255	Position Profile	Student Services Mgr I	Active	
00001256	Position Profile	Administrative Assistant	Active	
00001257	Position Profile	Administrative Coord I- AAH	Active	
00001258	Position Profile	Accnt/Fiscal Analyst II	Active	
00001259	Position Profile	→ Info Resource Consult II	Active	

Select All Deselect All




Print or Save the Document

Step 1: Click Print to display the position description. Once the PD is displayed, you can print and/or save the document.


Non-person Profile

Profile ID 00000060
 Profile Type POSITION Position Profile
 Profile Status Active
 Description Administrative Assistant

Short Description

Profile Actions [Select Action]   

Job Summary | Job Duties | Requirements | Responsibilities | Physical/Working Conditions | Competencies

Job Summary Personalize | Find | View All |  First 1 of 1 Last

ID	Job Summary	Job Summary
SUMMARY_010	Job Summary	Serves as the first point of contact for customer service for the Extension Service Center. Provides business and personnel support for staff at the county location. Greets and assists customers. Forwards financial information, deposits and other fiscal documents to the appropriate Budget Center. Performs other duties as assigned.

[+ Add New Job Summary](#)

Tiger Talent Request ID

There are currently no Tiger Talent Request ID for this profile. Please add one if required.

Profile Identities

[+ Add Profile Identity](#)

[Save](#)

Step 2: To print or save the PD, click File, then select Print to print the document or "Save as" to save the document to a file.

File Edit Go to Favorites Help

- New tab Ctrl+T
- Duplicate tab Ctrl+K
- New window Ctrl+N
- New session
- Open... Ctrl+O
- Edit with Photoshop Elements 12 Editor
- Save as... Ctrl+S
- Close tab Ctrl+W
- Page setup...
- Print... Ctrl+P
- Send
- Import and export...
- Properties
- Work offline
- Exit

CLEMSON
UNIVERSITY

Position Number: 00001259

Current Position Information

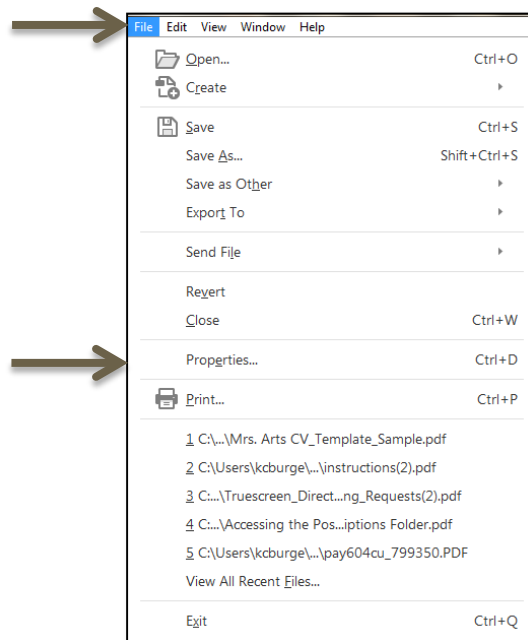
Create an Editable Document

Step 1: Right click on the document and select "Open with."

Step 2: Choose Adobe Acrobat Pro or Acrobat DC to open the document.

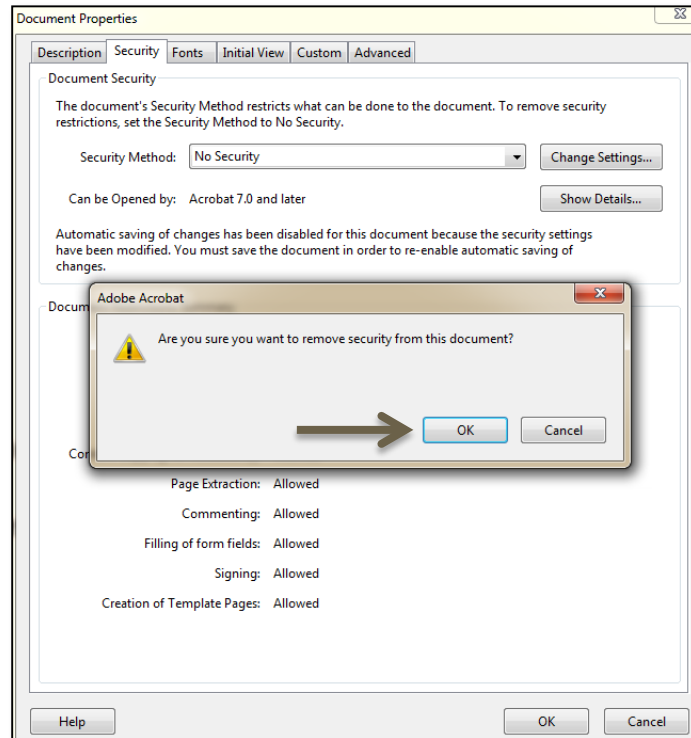


Step 3: Once the document opens, click File then select "Properties" from the drop down box. This will allow you to change the security and create an editable document.



Step 4: Change the Security Method to “No Security” and click “OK.” When the warning box appears, click “OK.”

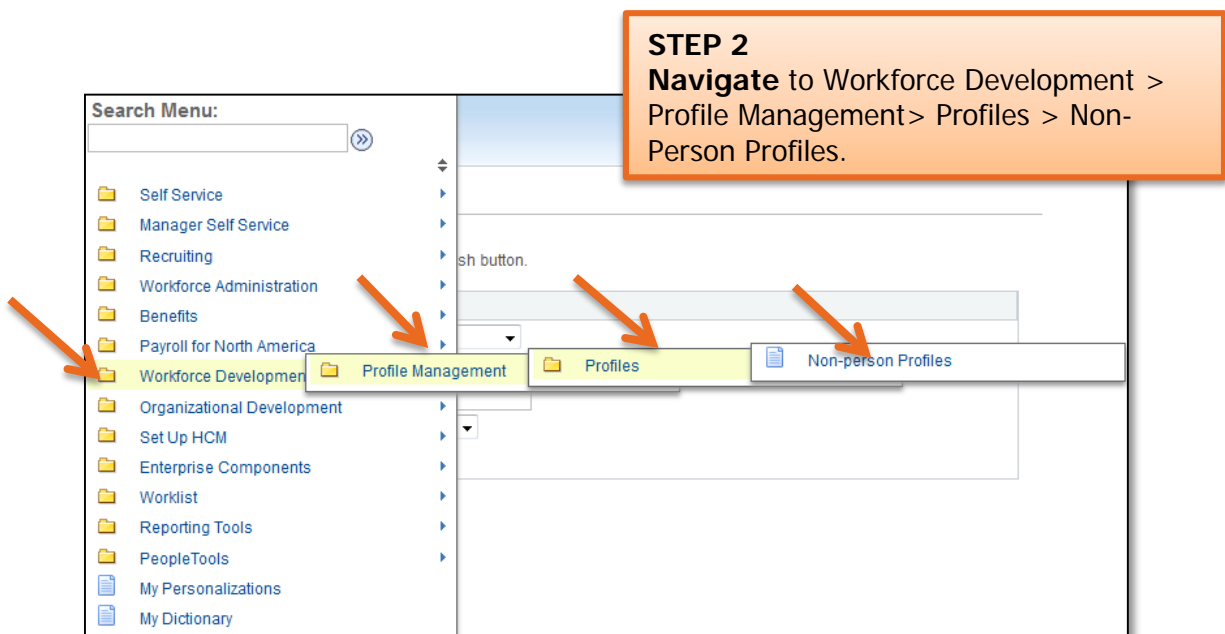
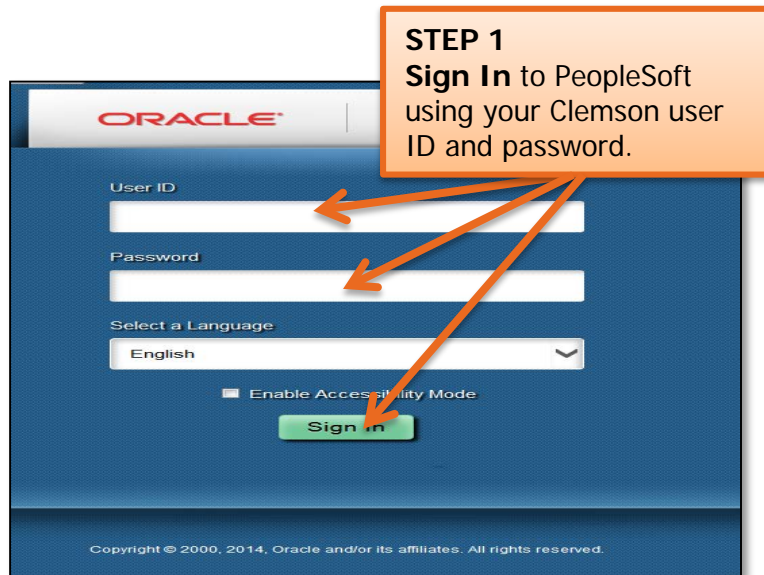
Additional Information: The document is now editable.



Next steps: To update the PD version currently in Profile Management, you will need to obtain the required approvals then process your edited PD through the documented Classification and Compensation procedure.

Quick Reference: Profile Management

Retrieving Position Descriptions



Quick Reference: Profile Management

STEP 3
Enter the Profile ID (position number), including the leading zeros (e.g., 00001259).

STEP 4
Click Search to locate the position description (PD).

The screenshot shows a web interface for selecting a profile. At the top, it says 'Non-person Profiles' and 'Select a Profile'. Below that, it says 'To view a Profile, enter your search criteria'. The 'Basic Search Criteria' section includes a 'Type' dropdown menu set to 'Position Profile', a 'Profile ID' text input field with a magnifying glass icon, a 'Profile Name' text input field, a 'Status' dropdown menu, and a 'Legacy Profile ID' text input field. At the bottom of the search criteria section are 'Search' and 'Clear' buttons, and a link for 'Advanced Search'. Below the search criteria is a '+ Add a Profile' button.

STEP 5
Select the position title next to the appropriate Profile ID (position number).

The screenshot shows a table of search results. The table has columns for 'Profile ID', 'Profile Type', 'Profile Name', and 'Legacy Profile ID'. The 'Profile Name' column contains blue hyperlinks. An arrow points from the callout box to the 'Administrative Assistant' link in the fourth row.

Profile ID	Profile Type	Profile Name	Legacy Profile ID
00001250	Position Profile	Human Resources Mgr II-AAH	Active
00001251	Position Profile	Accnt/Fiscal Analyst II	Active
00001252	Position Profile	Accnt/Fiscal Analyst II	Active
00001253	Position Profile	Administrative Assistant	Active
00001255	Position Profile	Student Services Mgr I	Active
00001256	Position Profile	Administrative Assistant	Active
00001257	Position Profile	Administrative Coord I- AAH	Active
00001258	Position Profile	Accnt/Fiscal Analyst II	Active
00001259	Position Profile	Info Resource Consult II	Active

Select All Deselect All

Quick Reference: Profile Management

STEP 6
Click Print to display the PD.

Non-person Profile

Profile ID 00000060
Profile Type POSITION Position Profile
Profile Status Active
Description Administrative Assistant
Short Description

Print Comments Profile Actions [Select Action]

Job Summary Job Duties Requirements Responsibilities Physical/Working Conditions Competencies

Job Summary Personalize Find View All First 1 of 1 Last

ID	Job Summary	Job Summary
SUMMARY_010	Job Summary	Serves as the first point of contact for customer service for the Extension Service Center. Provides business and personnel support for staff at the county location. Greets and assists customers. Forwards financial information, deposits and other fiscal documents to the appropriate Budget Center. Performs other duties as assigned.

+ Add New Job Summary

Tiger Talent Request ID

There are currently no Tiger Talent Request ID for this profile. Please add one if required.

Profile Identities

+ Add Profile Identity

Save

Important Information: If the position description does not appear after you hit Print, you may need to turn off your browser pop-up blocker.

STEP 7
Select File then "Save as" from the drop-down box to save the PD as a file or to your desktop.

File Edit Ctrl+M Favorites Help

- New tab Ctrl+T
- Duplicate tab Ctrl+K
- New window Ctrl+N
- New session
- Open... Ctrl+O
- Edit with Photoshop Elements Editor
- Save as... Ctrl+S
- Close tab Ctrl+W
- Page setup... Ctrl+P
- Print...
- Send
- Import and export...
- Properties
- Work offline
- Exit

CLEMSON
UNIVERSITY

Position Number: 00001259

Current Position Information

Creating Editable Position Descriptions

STEP 1

Right Click on the PD and choose "Open with."



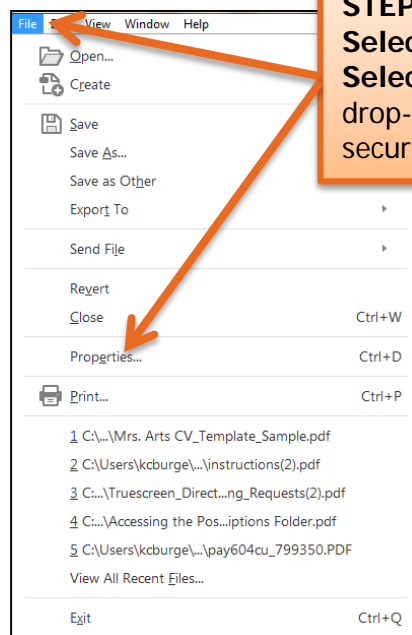
STEP 2

Choose Adobe Acrobat Pro or Adobe Acrobat DC to open the PD.

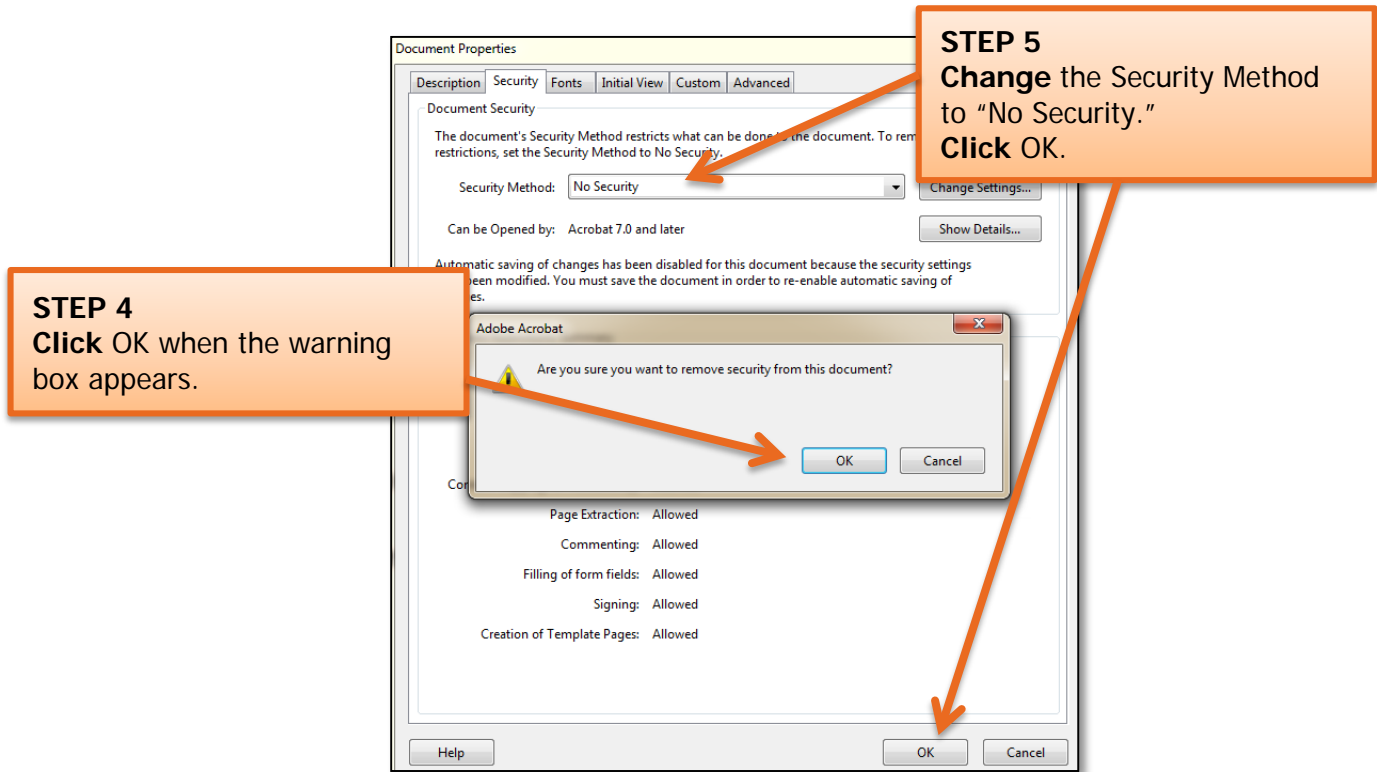
The PD will open when you click Adobe Acrobat Pro or Adobe Acrobat DC.

STEP 3

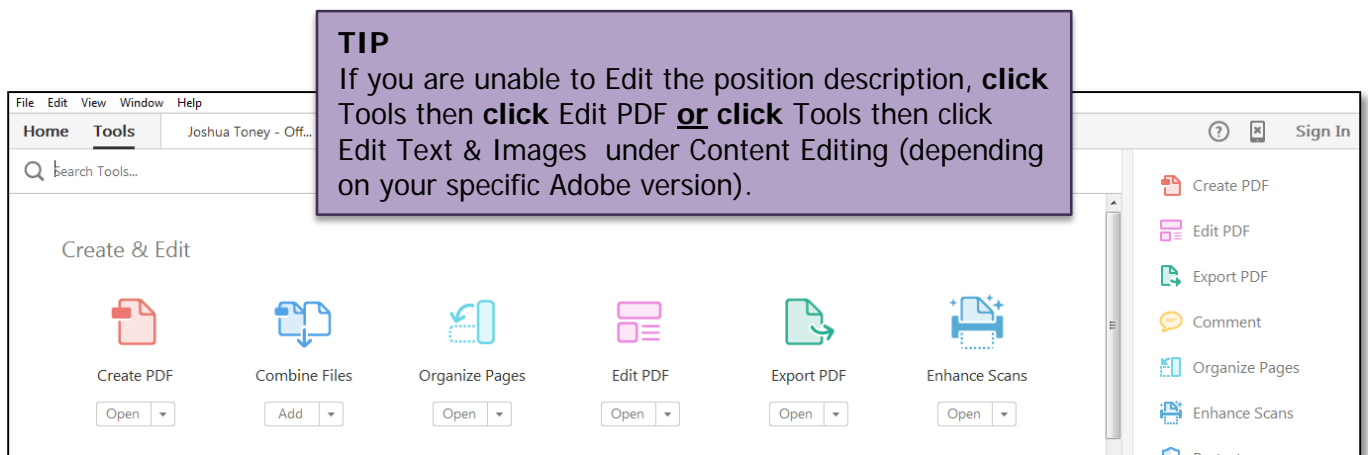
Select File.
Select "Properties" from the drop-down box to change the security.



Quick Reference: Profile Management

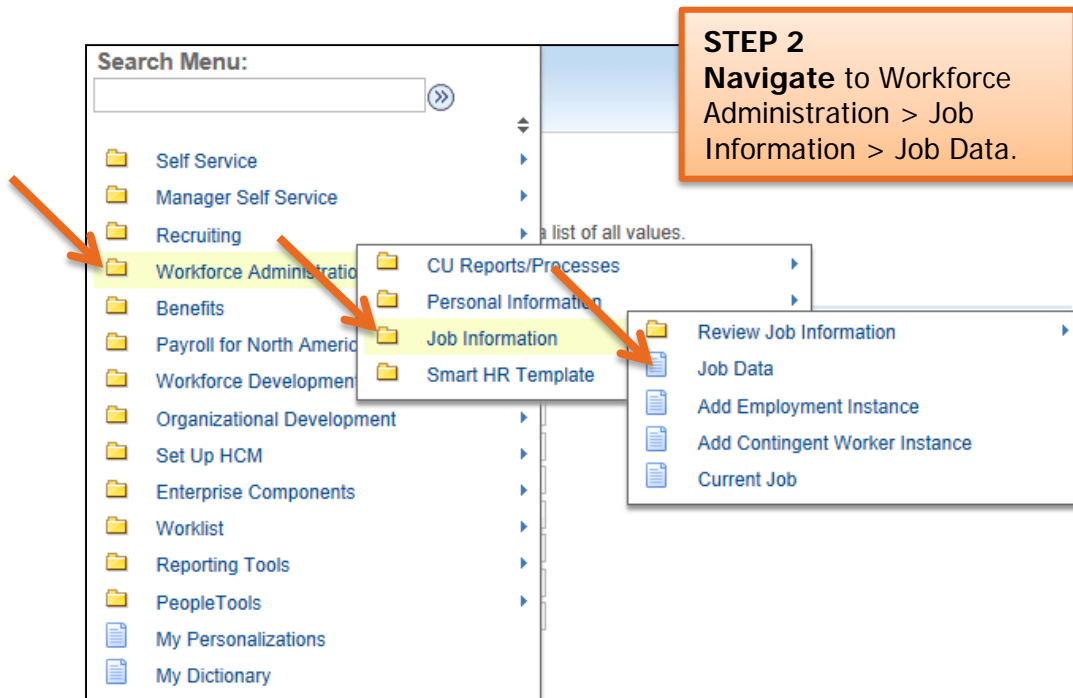
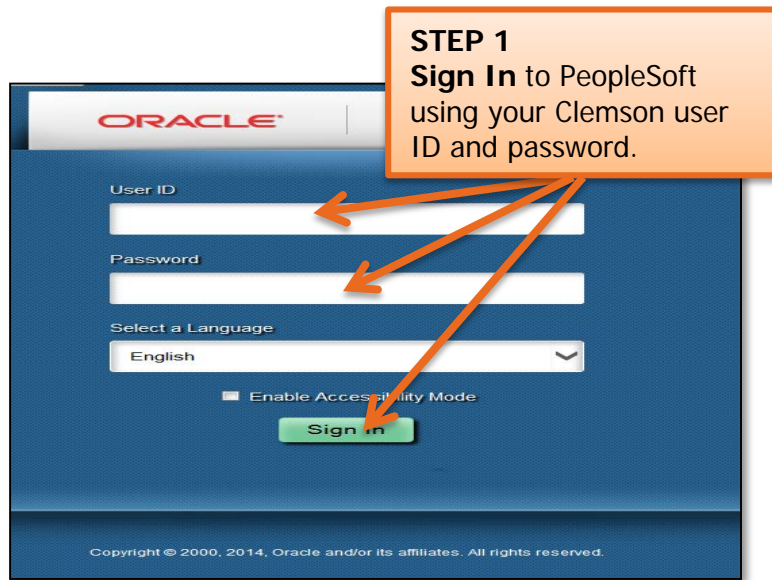


The PD is now editable.



Next steps: To update the PD version currently in Profile Management, you will need to obtain the required approvals then process your edited PD through the documented Classification and Compensation procedure.

Quick Reference: Documenting Tenure or Review



Quick Reference: Documenting Tenure or Review

STEP 3
Click the plus icon to add a row.
Enter the effective date.

STEP 4
Select the appropriate Action and Reason codes from the drop-down boxes. (See Action/Reason information below.)

STEP 5
Select the CU Review/Tenure Status link to enter the review rating or the tenure information.

The screenshot shows the 'Work Location' interface. At the top, there is a 'Find' section with 'First', '1 of 1', and 'Last' buttons. Below this is a 'Go To Row' button with plus and minus icons. The main form contains several fields: '*Effective Date' (03/01/2015), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), '*Action' (Enter Review Rating), 'Reason' (Enter Review Rating), and '*Job Indicator' (Primary Job). Below these are fields for 'Business Unit' (CLMSN), 'Department' (5906), 'Department Entry Date' (03/12/2004), 'Location' (FMO01), 'Establishment ID' (0001), 'Last Start Date', 'Expected Job End Date', and 'Last Updated By' (Teresa A Blanding). At the bottom, there is a navigation bar with links for 'Job Data', 'Employment Data', 'Earnings Distribution', 'Benefits Program Participation', and 'CU Review/Tenure Status'. The 'CU Review/Tenure Status' link is highlighted with an arrow from the 'STEP 5' callout.

Action/Reason Information:

To enter a review rating during the Universal Review period, choose **Action:** Enter Review Rating **and Reason:** Enter Review Rating.

To enter a late review, choose **Action:** Enter Review Rating **and Reason:** Enter Late Review Rating.

To enter a Tenure Status Change, choose **Action:** Data Change **and Reason:** Tenure Change.

To enter a Penultimate/Post-Tenure Review Date Change, choose **Action:** Data Change **and Reason:** Enter Review.

To enter a correction to the Faculty Rank, choose **Action:** Data Change **and Reason:** Tenure Change.

(NOTE: Faculty Rank Promotion must be processed through Classification and Compensation.)

Quick Reference: Documenting Tenure or Review

STEP 6A

Review Rating:

Enter or select the requested information in the CU Review Rating Section.
Click SAVE.

Empl ID 000001
Empl Rcd # 1

Effective Date 11/12/2015 Effective U Sequence

Find First 1 of 1 Last Go To Row

CU Review Rating

Rating Model CSP Review Rating Review Date Next Review Date

CU Tenure Status / Data

Clemson Faculty Rank Date Penultimate Last Tenure Review Date

Clemson Faculty Rank Longevity #

Tenure Status Longevity Year

Clemson Tenure date

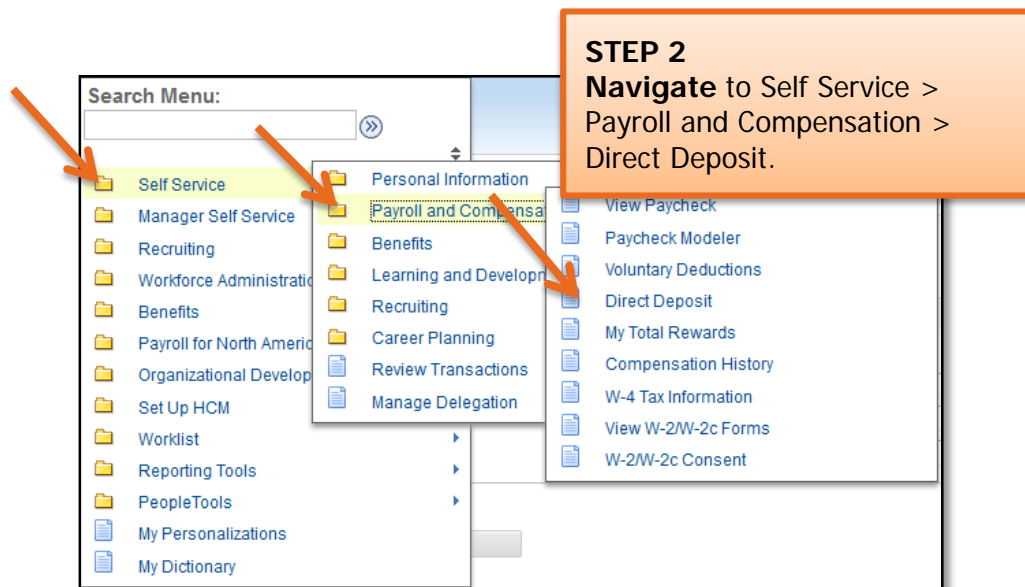
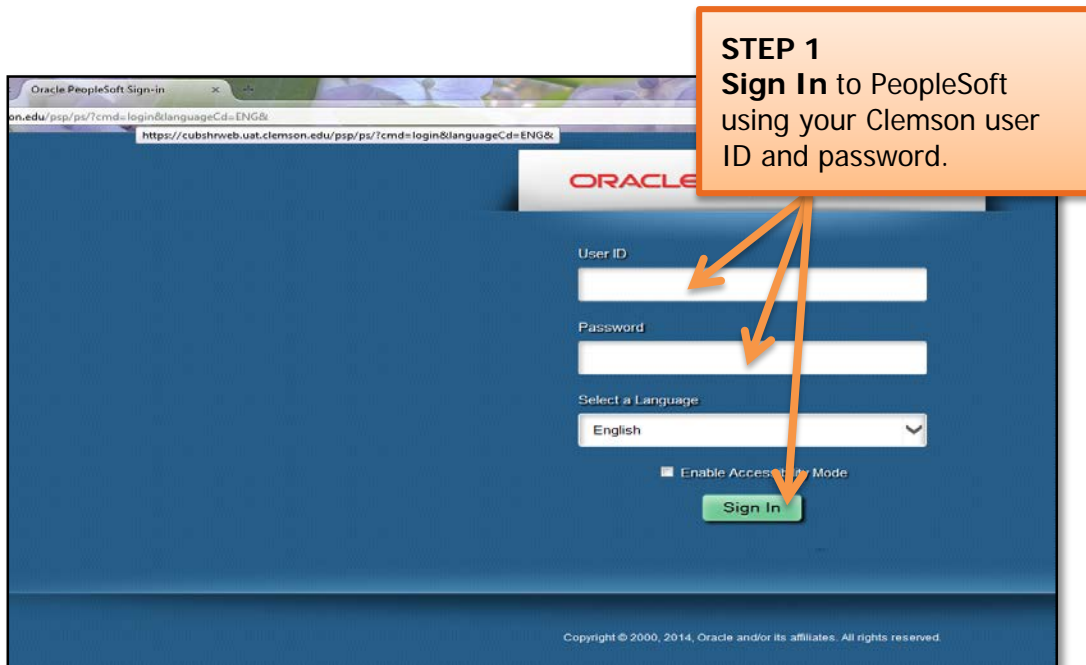
Job Data Employment Data Earnings Distribution Benefits Program Participation CU Review/Tenure Status

STEP 6B

Tenure Information:

Enter or select the requested information in the CU Tenure Status / Date section.
Click SAVE.

Quick Reference: Direct Deposit



Quick Reference: Direct Deposit

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

STEP 3
Click OK to authorize Direct Deposit setup.

Message

Direct Deposit Authorization (8000,2)

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

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

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

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

OK

Adding a New Account

Direct Deposit Information

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

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

Direct Deposit Details

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

Add Account

Quick Reference: Direct Deposit

Add Direct Deposit
Ralph Kramden

Your Bank Information

Routing Number [View Check Exam](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

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

STEP 2 (Add Account)

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

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

9999

11/30/2011
Date

Pay to the Order of Sample Check \$ 158.00

one hundred and fifty eight 00/100 Dollars

TD Bank
America's Most Convenient Bank®

For SAMPLE Joan Sample

0123454321 0123454321 9999

Routing Number Account Number

Editing an Account

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

[Direct Deposit Information](#)

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

Direct Deposit Details

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

[Add Account](#)

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

Your Bank Information

Routing Number

[View Che](#)

Distribution Instructions

Account Number

Retype Account Number

*Account Type

*Deposit Type

Amount or Percent

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

[Submit](#)

Quick Reference: Direct Deposit

Removing an Account

Direct Deposit Information

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

Direct Deposit Details

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

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

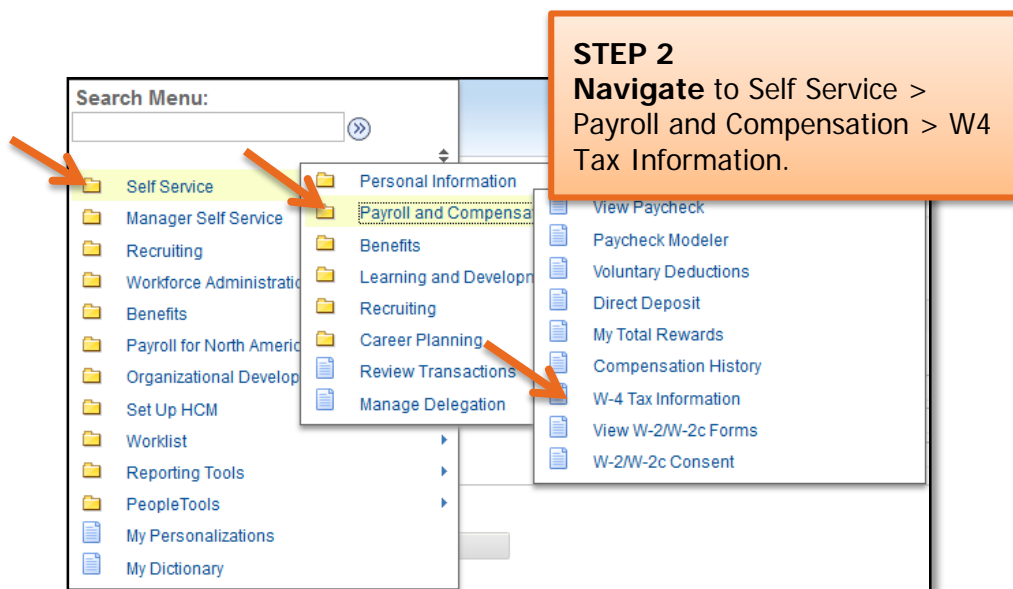
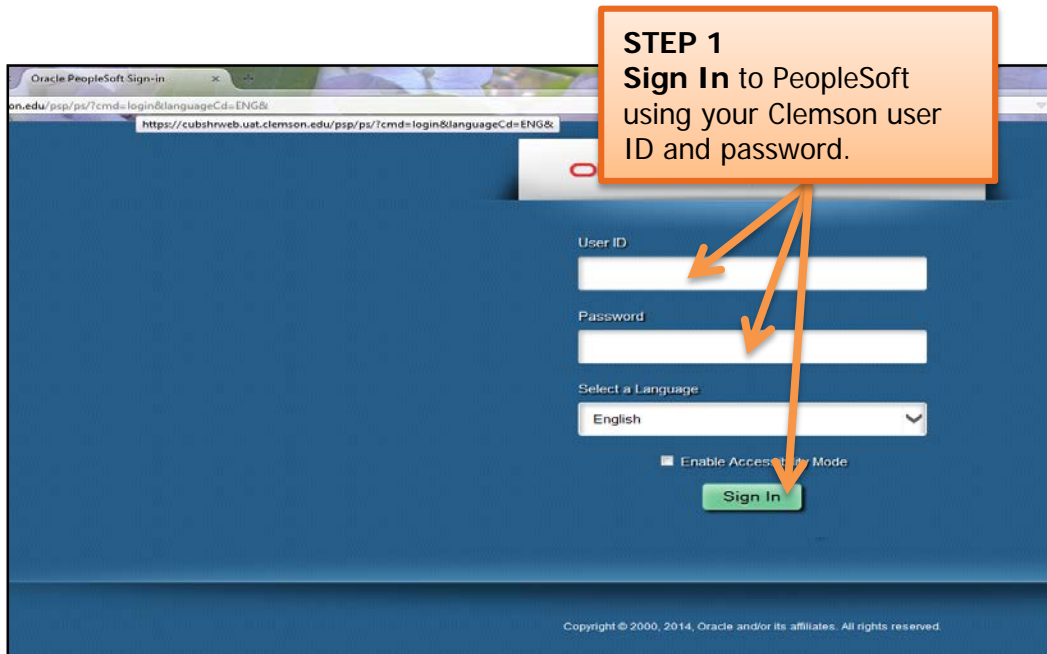
Direct Deposit

Delete Confirmation

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

STEP 2 (Remove Account)
Click Yes - Delete to confirm removal of the account.

Quick Reference: Updating W-4 Tax Information



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

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

Quick Reference: Updating W-4 Tax Information

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

W-4 Tax Information

Ralph Kramden
Clemson University

Social Security Number 123-45-6789

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

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

Home Address

123 Tiger Way
Clemson, SC 29670

W-4 Tax Data

Enter total number of Allowances you are claiming

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

Indicate Marital Status Single Married

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

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

Exemption

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

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

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

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

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

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

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

STEP 6
Click Submit to save your entries.

Quick Reference: Updating W-4 Tax Information

STEP 7

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

Verify Identity

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

User ID: RKRAMDEN

Password:

You will receive a confirmation notification (see below).

Submit Confirmation

The Submit was successful.

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

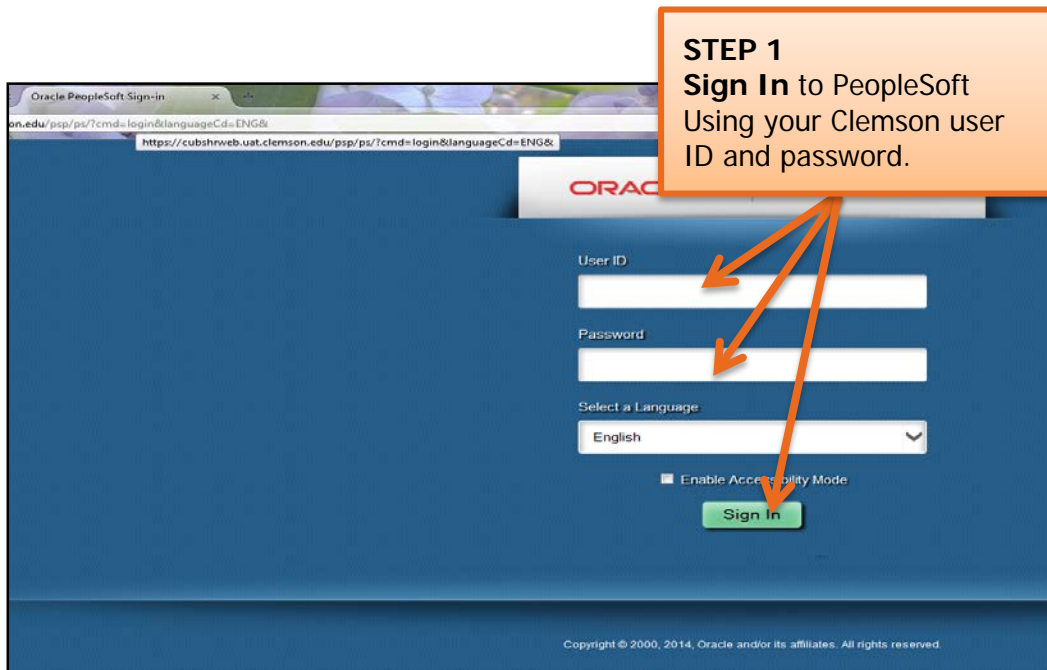
Important Information: You are allowed to make changes to your W-4 once a day. If you attempt to enter changes more than once, the error message below will appear.

Message

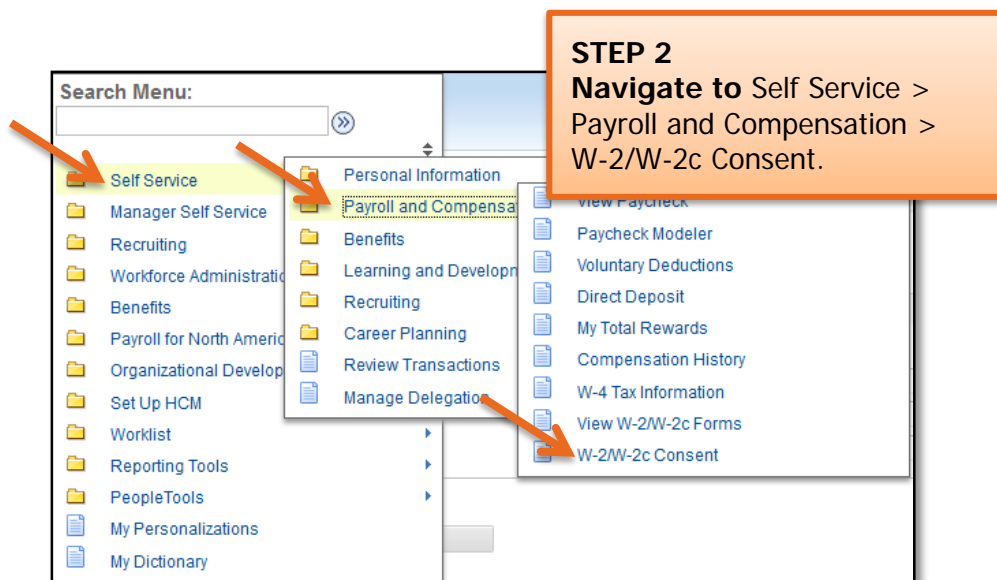
You are only allowed to make W4 changes once per day. If you require assistance, please contact payroll at 656-4884.

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

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



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



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

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

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

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

Your Current Status: Consent Withdrawn

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

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

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

Verify Identity

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

User ID: RKRAMDEN

Password:

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

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

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

Your Current Status: Consent received.

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

Submit

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

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

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

User ID: RKRAMDEN
Password:

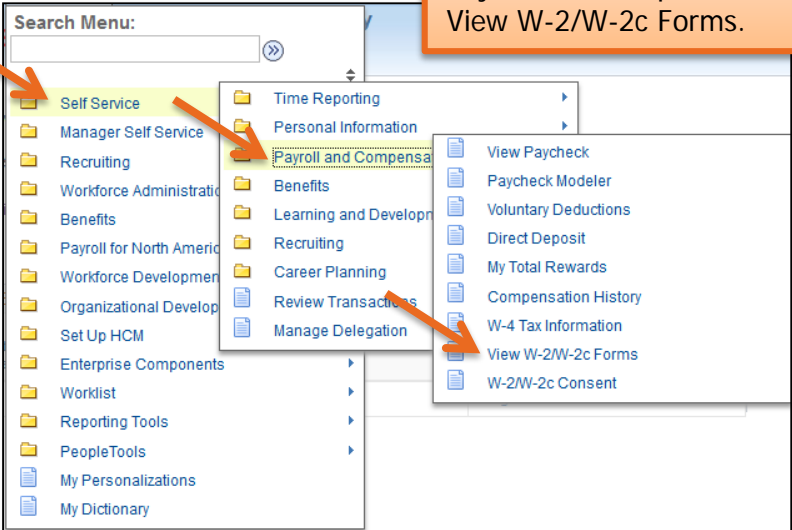
Continue Cancel

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

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

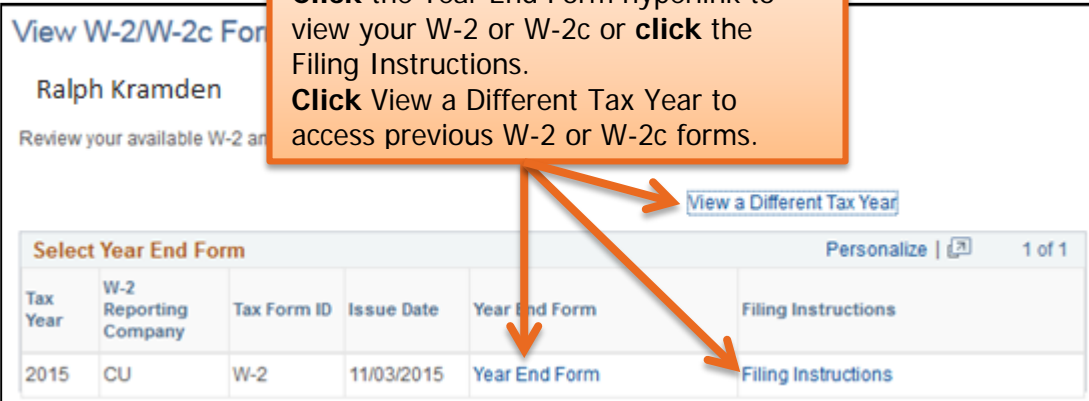
Viewing W-2/W-2c Online

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



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

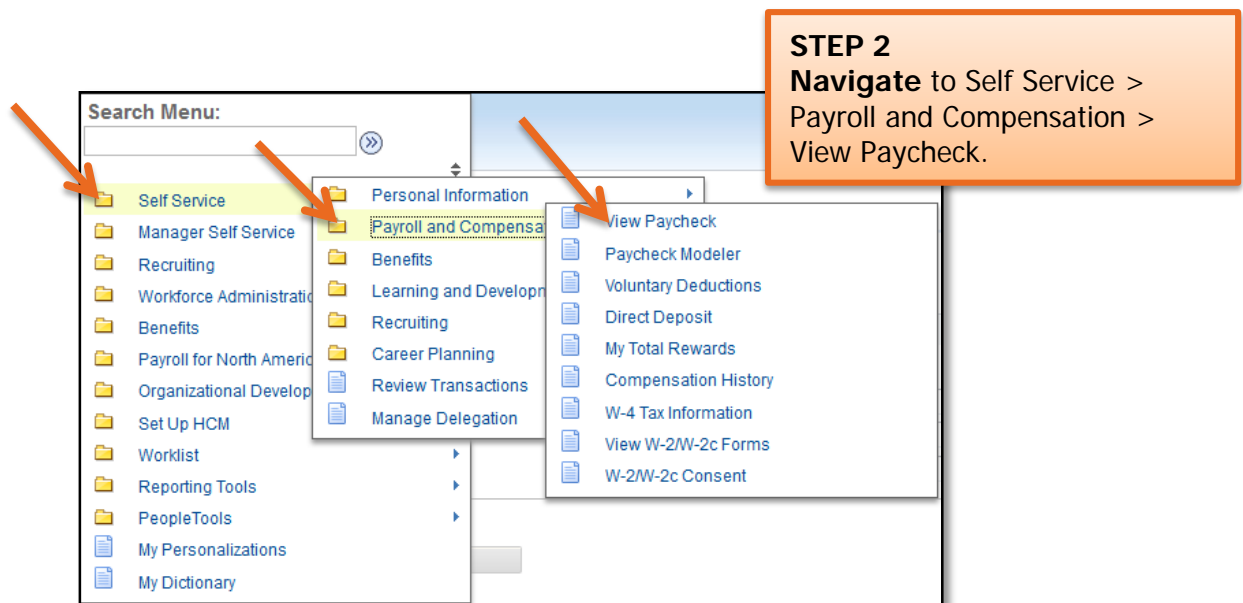
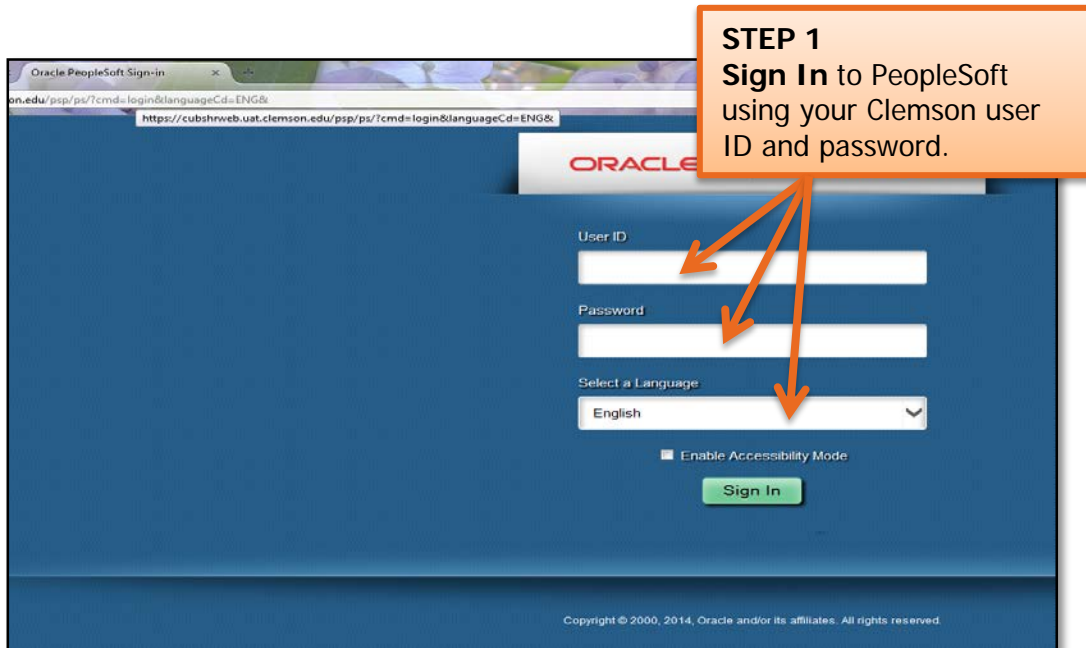
STEP 2
Click the Year End Form hyperlink to view your W-2 or W-2c or click the Filing Instructions.
Click View a Different Tax Year to access previous W-2 or W-2c forms.



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

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

Quick Reference: View Paycheck



Quick Reference: View Paycheck

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

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

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Check Number
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

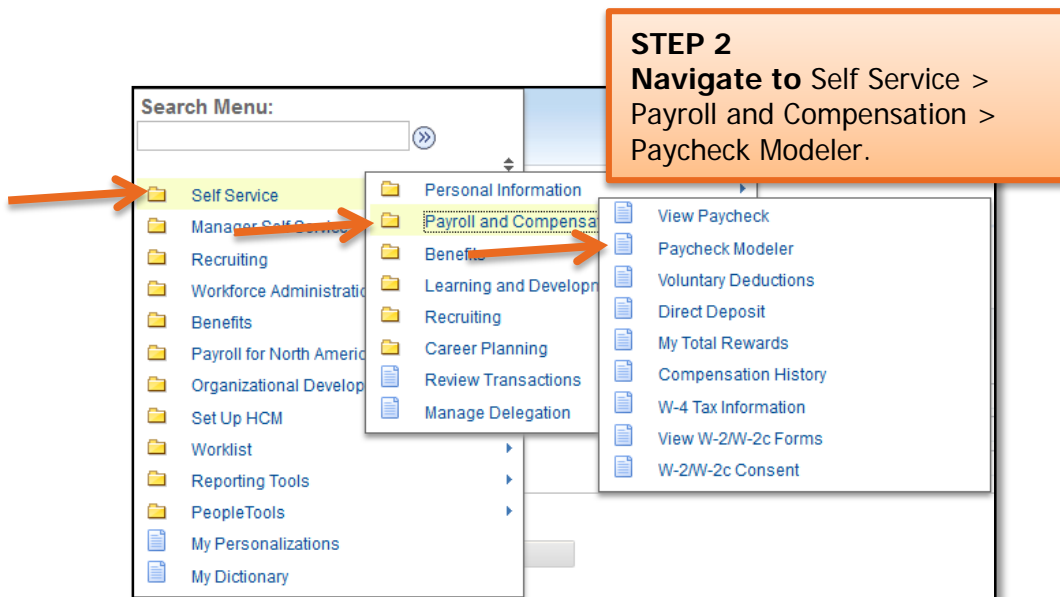
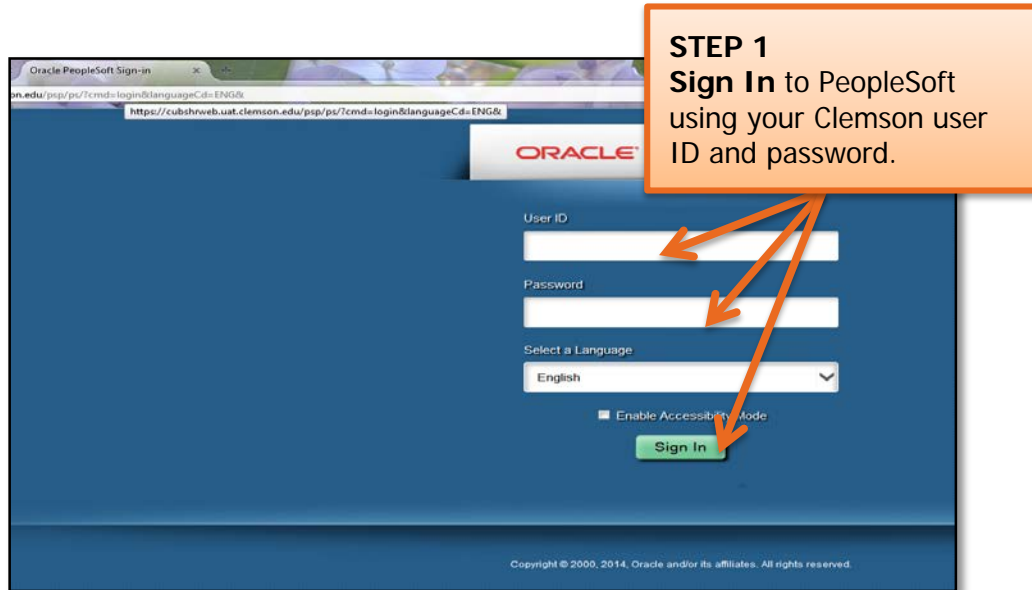
STEP 3
Click the View Paycheck hyperlink for the paycheck you wish to view.

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

Clemson University 201 Sikes, Clemson University Clemson, SC 29634-5337		Pay Group: 12A-12 Month Annual Pay Begin Date: 10/16/2015 Pay End Date: 10/31/2015		Business Unit: CLMSN Advice #: 000000002827898 Advice Date: 11/13/2015	
Ralph Kramden 123 Tiger Way Clemson, SC 29671		Employee ID: 005381 Department: 5337-Human Resources Location: Riggs Hall Job Title: Human Resources Mgr II Pay Rate: \$51,324.00 Annual		TAX DATA: Marital Status: Single Allowances: 0 Addl. Percent: Addl. Amount:	
				Federal: n/a SC State: 0	
HOURS AND EARNINGS					
Description	Rate	Current Hours	Earnings	YTD Hours	Earnings
Regular			2,138.50	1,552.50	40,631.50
TOTAL:		0.00	2,138.50	1,552.50	40,631.50
TAXES					
Description	Current	YTD			
Fed Withholding	264.62	5,040.76			
Fed MED/EE	29.80	566.22			
Fed OASDI/EE	127.40	2,421.07			
SC Withholding	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			
TOTAL:		1,027.35	19,380.31		
TOTAL GROSS					
Description	Current	YTD			
TOTAL GROSS	2,138.50	1,855.34			
TOTAL TAXES	539.19	10,261.80			
TOTAL DEDUCTIONS	334.86	6,324.46			
NET PAY	1,264.45	24,045.24			
NET PAY DISTRIBUTION					
Account Type	Account Number	Deposit Amount			
Checking	Ends in 7159	\$1,264.45			
TOTAL:		\$1,264.45			

Quick Reference: Paycheck Modeler

Overview: If you are considering applying for a new position or changing your deductions or your federal tax withholdings, Paycheck Modeler can calculate a hypothetical check based on changes you enter. Paycheck Modeler starts with your current information and allows you to manipulate your earnings, deductions and/or tax withholding status.



Quick Reference: Paycheck Modeler

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

Start - Step 1 of 6

Welcome

The Paycheck Modeler can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status. It will start with the standard earnings, deductions and taxes that normally appear on your paycheck.

To start, you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions.

Agree to the Usage Terms and Conditions

- The Paycheck Modeler contains confidential information that is intended for Gregory M Carlton only. If you are not Gregory M Carlton, exit the application immediately and notify the Payroll Department.
- Usage of the Modeler is intended to provide general guidance and estimates.
- The check generated by the Modeler is not a genuine paycheck. There is no guarantee that you will receive the modeled results.

You should not make financial or benefit related decisions based on the modeled check results.

Yes, I have reviewed and agree to the terms and conditions.

Exit | Let's Get Started >

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

Earnings - Step 2 of 6

Job Title: Information Tech Mgr

This step provides a list of the proposed earnings for your modeled check. You can modify or clear the amounts in the list, as well as add additional earnings.

My Earnings

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

Add Earnings | Clear All Amounts

Exit | Next >

Quick Reference: Paycheck Modeler

Edit Earnings

*Earnings Type

Hours

Amount

Override Rate

* Required Field

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

Start Earnings **Deductions**

Deductions - Step 3 of 6

Job Title: Information Tech Mgr

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

My Deductions

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

Exit | Previous Next

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

Quick Reference: Paycheck Modeler

Add Deductions

*Deduction

*Type

*Flat Amount or Percent

Amount

Percent

* Required Field

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

Deductions - Step 3 of 6

Job Title: Information Tech Mgr

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

My Deductions

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

|

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

Quick Reference: Paycheck Modeler

Edit Deductions

*Deduction VALIC 403b

*Type Before-Tax

*Flat Amount or Percent Amount

Amount \$400.00

Percent

* Required Field

OK Cancel

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

Start Earnings Deductions Taxes

Taxes - Step 4 of 6

Job Title: Information Tech Mgr

You can modify tax withholding information for the modeled check.

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

My Tax Withholding Information

Tax Jurisdiction	Edit
Federal	
South Carolina	

Exit Previous Next

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

Quick Reference: Paycheck Modeler

Federal Tax Withholding

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

Special Tax Status

Tax Status

Select your marital tax status.

Withhold at Single Rate

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

Withholding Allowances

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

Additional Withholding Amount

Enter the additional amount to withhold from your model check.

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

Start Earnings Deductions

Calculate - Step 5 of 6

Job Title: Information Tech Mgr

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

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

Exit Previous Next

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

Quick Reference: Paycheck Modeler

Results Page is displayed

Start Earnings Deductions Taxes Calculate Results

Results - Step 6 of 6

Job Title: Information Tech Mgr

Entered

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

Print My Modeled Check Print My Changes

Current Address

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

▼ Related Actions

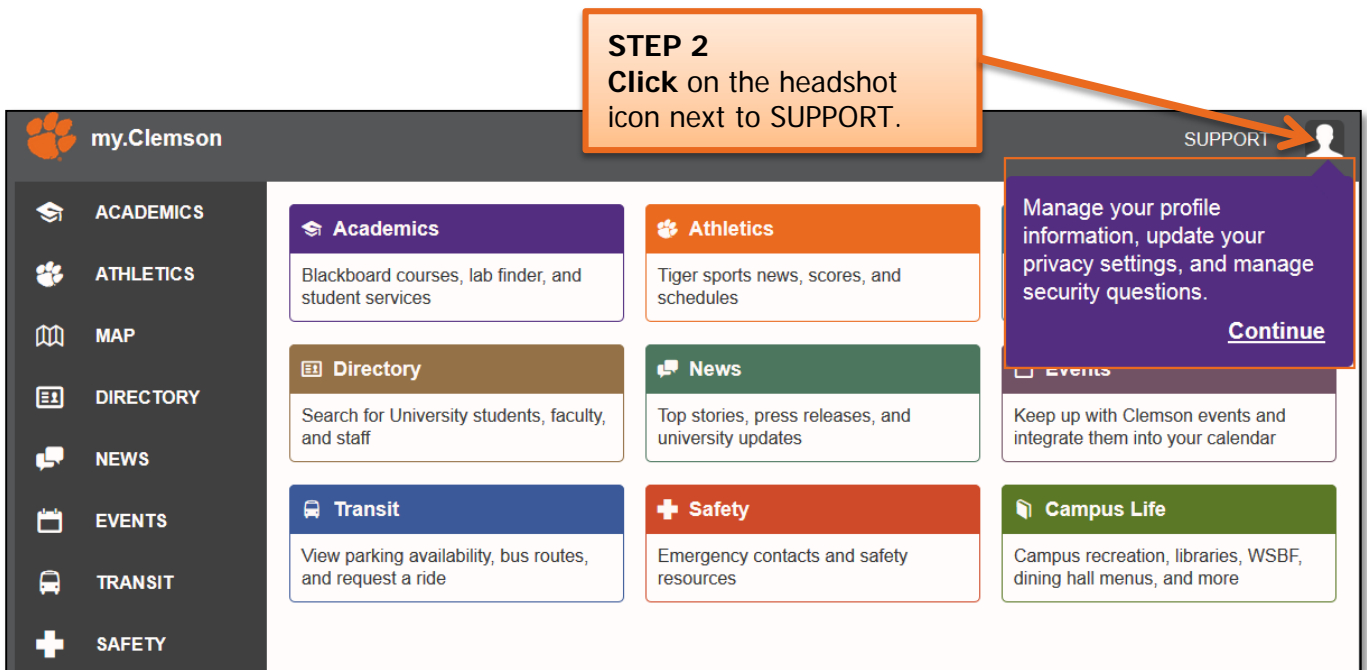
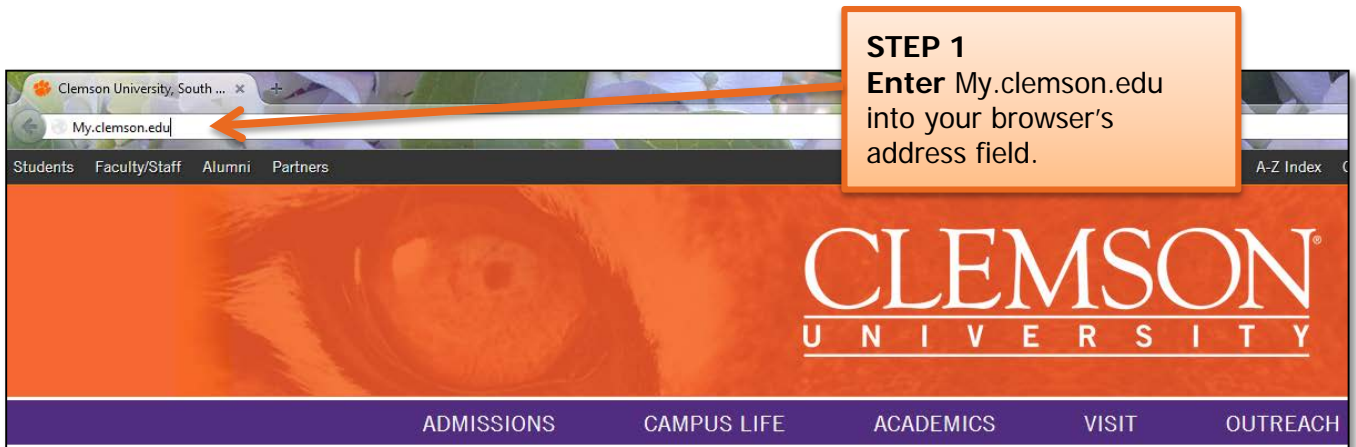
STEP 13
Click Print My Modeled Check to print a copy of your hypothetical check. Click Print My Changes to print the changes you entered into Paycheck Modeler.

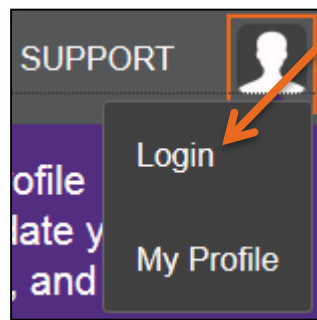
60% Net Pay 18% Before Tax 22% Taxes

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

Exit Previous

Quick Reference: My.clemson.edu





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

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

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

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

Name Change

Name

How do I change my name?

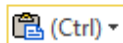
If your name is misspelled in Directory, please send an email to ithelp@clemson.edu with the current spelling and the correct spelling.

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

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

Human Resources:

Bring your new Social Security card to the Human Resources Office, located at the [Administrative Service Building](#).



Mailing Address Change

My Addresses

Local

Permanent

Mailing 204 Melton Rd >

What these addresses mean:

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

Mailing

ADDRESS LINE 1

ADDRESS LINE 2

CITY Pendleton

STATE South Carolina

POSTAL CODE 29670-9334

COUNTRY United States

This address is:

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

To update your address for Insurance or Retirement purposes please read the [Change of Address Information Page](#).

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

Mailing

ADDRESS LINE 1 * 123 Tiger Street

ADDRESS LINE 2

CITY * Clemson

STATE * South Carolina

POSTAL CODE * 29631

COUNTRY * United States

This address is:

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

To update your address for Insurance or Retirement purposes please read the [HR Change of Address Information Page](#).

SAVE CANCEL

Phone Number Change

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

Phone Numbers

My Phone Numbers

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

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

PHONE NUMBER * 8643751462

This phone number:

- used by Student Services
- not shown in the phonebook

SAVE CANCEL

Emergency Contact Change

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

Emergency Contacts

Emergency Contacts	
Alice Kramden	Spouse >
Trixie Norton	Sibling >

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

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

SAVE DELETE CANCEL

TigerOne Photo Visibility

STEP 1 (TigerOne)
Select the level of visibility you desire for your TigerOne photo from the drop-down menu.
Click SAVE to retain your changes.

Photo Privacy Settings

PHOTO

PHOTO

VISIBILITY *

Not Visible
Visible To Everyone
Visible To Clemson Users
Not Visible

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

SAVE CANCEL

Security Questions

STEP 1 (Security)
Select ADD NEW SECURITY QUESTION or ATTACH AN EMAIL ADDRESS to add an email address different from your @clemson.edu address.

Security Questions

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

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

Security Questions

Alternate Email Address

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

ADD NEW SECURITY QUESTION

ATTACH AN EMAIL ADDRESS

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

Security Question

QUESTION *

ANSWER *

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

Email Address

EMAIL ADDRESS *

my.Clemson

ACADEMICS

ATHLETICS

Academics
Blackboard courses, lab finder, and student services

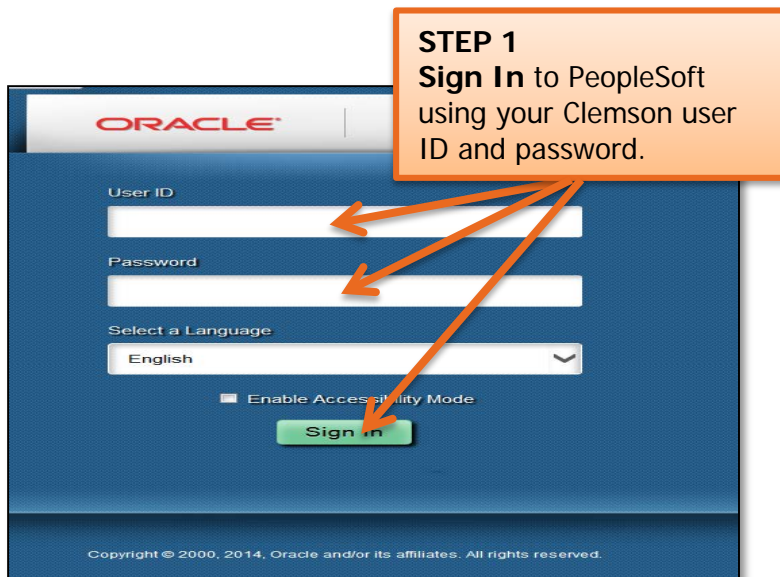
Athletics
Tiger sports news, scores, and schedules

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

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

Quick Reference: Personalizing Home Page And Setting Up Favorites

Personalizing Home Page



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



Quick Reference: Personalizing Home Page And Setting Up Favorites

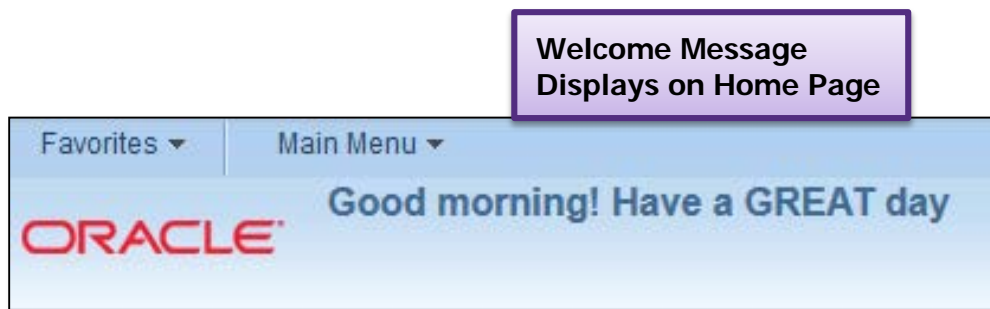
STEP 3 (Content)
Enter a welcome message, which will display on your home page.
Click SAVE.

Personalize Home Page

Personalize Content:

Tab Name

Welcome Message



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

HCM Portal Pack	PeopleSoft Applications	Recruiting Solutions
<input type="checkbox"/> Employee Leave Summary	<input type="checkbox"/> Menu	<input type="checkbox"/> Quick Links
<input type="checkbox"/> Manager Leave Summary	<input type="checkbox"/> Activity Guide - In Progress	<input checked="" type="checkbox"/> My Alerts
<input type="checkbox"/> Recruiting Solutions (Classic)	<input type="checkbox"/> Menu - Classic	<input type="checkbox"/> My Job Openings
<input checked="" type="checkbox"/> My Job Openings (Classic)	<input type="checkbox"/> Top Menu Features Description	<input type="checkbox"/> My Applicant Lists
<input checked="" type="checkbox"/> Search Job Openings (Classic)	<input type="checkbox"/> My Reports	<input type="checkbox"/> Today's Interviews
<input type="checkbox"/> Search Applications (Classic)	<input type="checkbox"/> Main Menu	<input type="checkbox"/> Time to Fill
<input type="checkbox"/> Recent Job Openings (Classic)		<input checked="" type="checkbox"/> Browse Job Openings
<input type="checkbox"/> Quick Search (Classic)		

Save Cancel

Notify

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

Quick Reference: Personalizing Home Page And Setting Up Favorites

STEP 5 (Layout)

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

Personalize Home Page

Personalize Content:

Tab Name

Welcome Message

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

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

STEP 6 (Layout)

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

Personalize Home Page

Personalize Layout: My Page

Tab Name

Basic Layout: 2 columns 3 columns

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

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

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

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

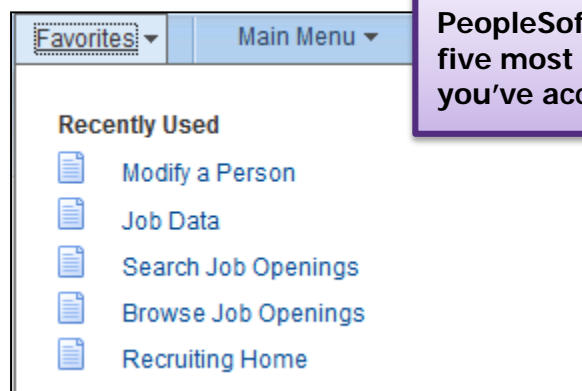
Delete Pagelet

STEP 7 (Layout)

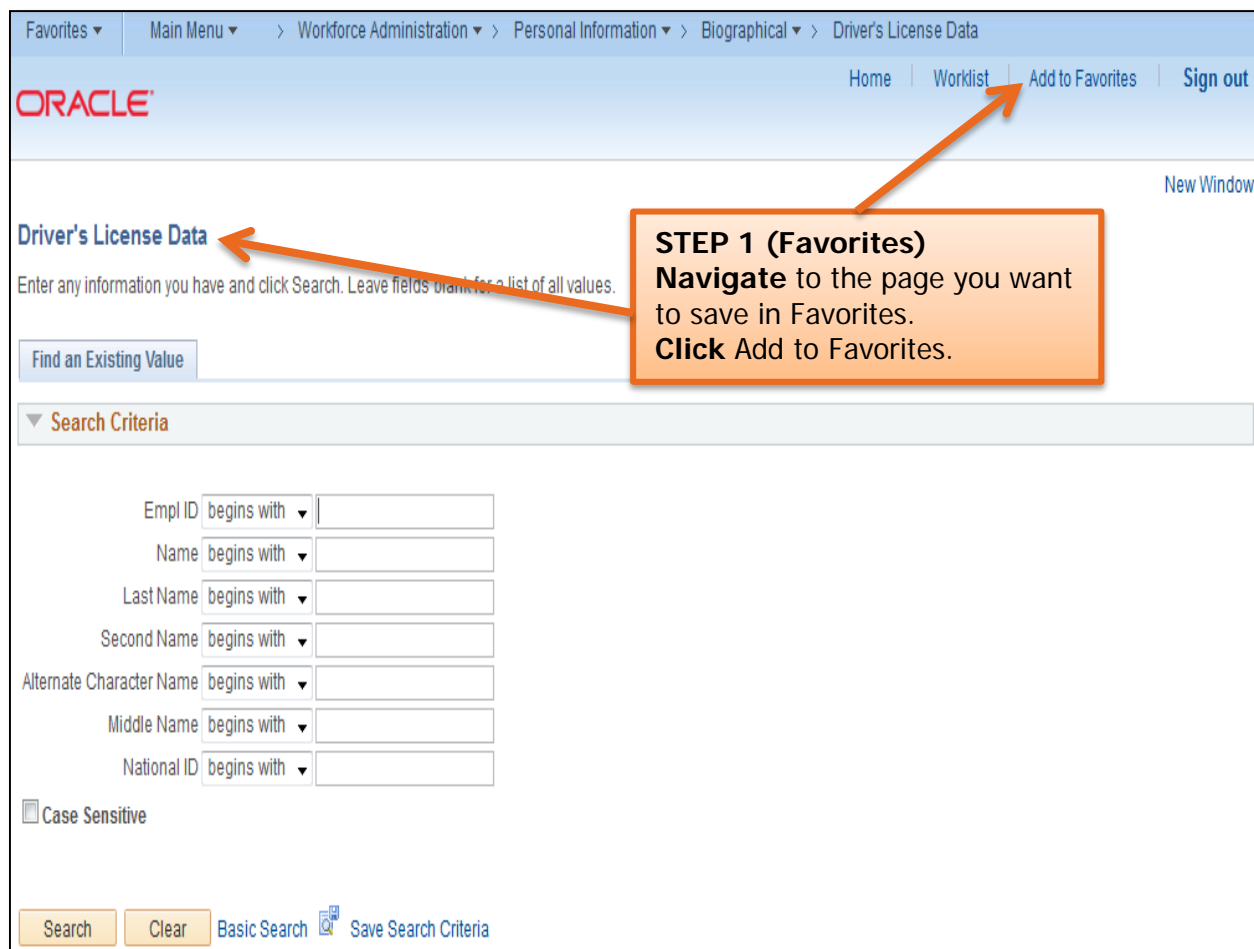
Click SAVE to retain your personalized layout.

Quick Reference: Personalizing Home Page And Setting Up Favorites

Setting up Favorites



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



Quick Reference: Personalizing Home Page And Setting Up Favorites

STEP 2 (Favorites)

Click OK to save the page in Favorites.

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description

Confirmation message will show

The favorite has been saved.

STEP 3 (Favorites)

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

Favorites Main Menu

Recently Used

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

My Favorites

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

Quick Reference: Personalizing Home Page And Setting Up Favorites

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

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

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

Select the minus button to delete a favorite.

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

Quick Reference: Payroll Data Entry (Paylines)

CU Payroll Data Entry (Hourly Employees)

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 Payroll Data Entry.

STEP 3
To locate an individual, **enter** the Empl ID or Last Name.
To locate all employees in your security access area, **enter** the Pay Group.
To locate all employees in a specific department, **enter** the Department number.
Click Search.

Quick Reference: Payroll Data Entry (Paylines)

Important Information: If you are entering hours for a new hourly employee, verify all information that populates into the CU Pay Data Entry page.

STEP 4
Enter hours worked by employee for the current 12-month lag pay period into the Reg Hrs field.
Refer to the Pay Run Calendar for pay dates for 12-month lag employees:
<http://www.clemson.edu/employment/payroll/>

STEP 5
Select from the options the Earnings Code (LTS) for hours worked by employee for previous pay period.
Enter the hours in the Other Hours field.

Quick Reference: Payroll Data Entry (Paylines)

CU Payroll Data Entry (Salaried Employees)

ORACLE PEOPLESFT

User ID
Password
Select a Language
English

Enable Accessibility Mode

Sign In

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STEP 1

Sign In using your Clemson user ID and password.

Search Menu:

- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HCM
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- My Personalizations
- My Dictionary

Empl ID 000001
Empl Rcd # 1

CU Payroll Processing

- CU Pay Data Entry for Managers
- CU PaySheet Report
- CU Payroll Data Entry
- CU Recurring Pay
- CU Special Pay

STEP 2

Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > Cu Payroll Data Entry.

Search Criteria

Company begins with
Pay Group begins with
Department begins with
Name begins with
Empl ID begins with
Empl Rcd Nbr =
Pay Period End Date =
Off Cycle? begins with
Page Nbr =
Line Nbr =

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

STEP 3

To locate an individual, **enter** the Empl ID or Last Name.

To locate all employees in your security access area, **enter** the Pay Group.

To locate all employees in a specific department, **enter** the Department number.

Click Search.

Quick Reference: Payroll Data Entry (Paylines)

Important Information: If you are entering hours for a new salaried employee, verify all information that populates into the CU Pay Data Entry page.

The screenshot displays the CU Pay Data Entry interface. It features two main sections: 'Regular Earnings' and 'Other Earnings'. The 'Regular Earnings' section includes a table with columns for 'Reg Hrs', 'Reg Salary', 'Hourly Rate', and 'Combination Code'. The first row shows 'Reg Salary' as 2,059.38 and 'Combination Code' as 50011509011011301500000. The second row shows 'Reg Salary' as 500.00 and 'Combination Code' as 52141509711011301500000. Each row has an 'OK to Pay' checkbox and an 'Edit Code' button. The 'Other Earnings' section below each row has a table with columns for '*Earnings Code', 'Other Hours', and 'Amount'. The interface also includes navigation controls like 'Find | View 1', 'First', '1-2 of 2', and 'Last'.

STEP 4
Verify Reg Salary amounts and
Combination Code for each row.

Note: Reducing Pay

You cannot delete a Regular Earnings row. If you need to reduce pay for an employee, do the following:

- Uncheck the OK to Pay box – this will prevent the full amount of that Reg Salary line from being paid.
- Reduce the amount being paid on a Reg Salary line by entering the negative dollar amount that will correct the amount to be paid to the employee in the Amount box under Other Earnings.

Quick Reference: Payroll Data Entry (Paylines)

CU Payroll Data Entry for Managers

ORACLE PEOPLESOFT

User ID

Password

Select a Language
English

Enable Accessibility Mode

Sign In

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STEP 1

Sign In using your Clemson user ID and password.

Search Menu:

- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HCM
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
- My Personalizations
- My Dictionary

Employee Pay Data USA

Payroll Processing USA

CU Payroll Processing

Periodic Payroll Events USA

Find First 1 of 1

CU Pay Data Entry for Managers

CU PaySheet Report

CU Payroll Data Entry

CU Recurring Pay

CU Special Pay

STEP 2

Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > Cu Payroll Data Entry for Managers.

Search Criteria

Company begins with

Pay Group begins with

Department begins with

Name begins with

Empl ID begins with

Empl Rcd Nbr =

Pay Period End Date =

Off Cycle? begins with

Page Nbr =

Line Nbr =

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

STEP 3

To locate an individual, **enter** the Empl ID or Last Name.

To locate all employees in your security access area, **enter** the Pay Group.

To locate all employees in a department, **enter** the Department number.

Click Search.

Quick Reference: Payroll Data Entry (Paylines)

Important Information: Dual Employment payments can only be entered via CU Payroll Data Entry for Managers. All other Payroll Data Entry actions can be entered via CU Payroll Data Entry.

The Dual Employment form must be approved by the department chair, director, dean, vice president (if required), or designee, for both the requesting (secondary) agency/department and the employing (home) agency/department and forwarded to OHR for final approval.

STEP 4

Click View All and scroll to the last Regular Earnings Row.
In the last Regular Earnings section, **insert** a new row by clicking the plus icon.

The screenshot displays the 'Regular Earnings' section of the CU Payroll Data Entry system. At the top right of this section, there is a plus icon (+) inside a red box, which is highlighted by an orange arrow from the callout box. Below this icon, there is a table with the following data:

Reg Hrs	Reg Salary	Hourly Rate	Combination Code:
<input type="text"/>	2,059.38	25.249042	50011509011011301500000

Below the table, there is an 'Edit Code' button. Underneath, there is an 'Other Earnings' section with a table:

*Earnings Code	Other Hours	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom of the interface, there are several navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, and Include History.

Quick Reference: Payroll Data Entry (Paylines)

The screenshot displays a payroll data entry interface with two main sections: "Regular Earnings" and "Other Earnings".

Regular Earnings Section:

- Checkmark: OK to Pay
- Fields: Reg Hrs, Reg Salary (2,059.38), Hourly Rate (25.249042), Combination Code (50011509011011301500000)
- Button: Edit Code

Other Earnings Section (Top):

- Fields: *Earnings Code, Other Hours, Amount

Other Earnings Section (Bottom):

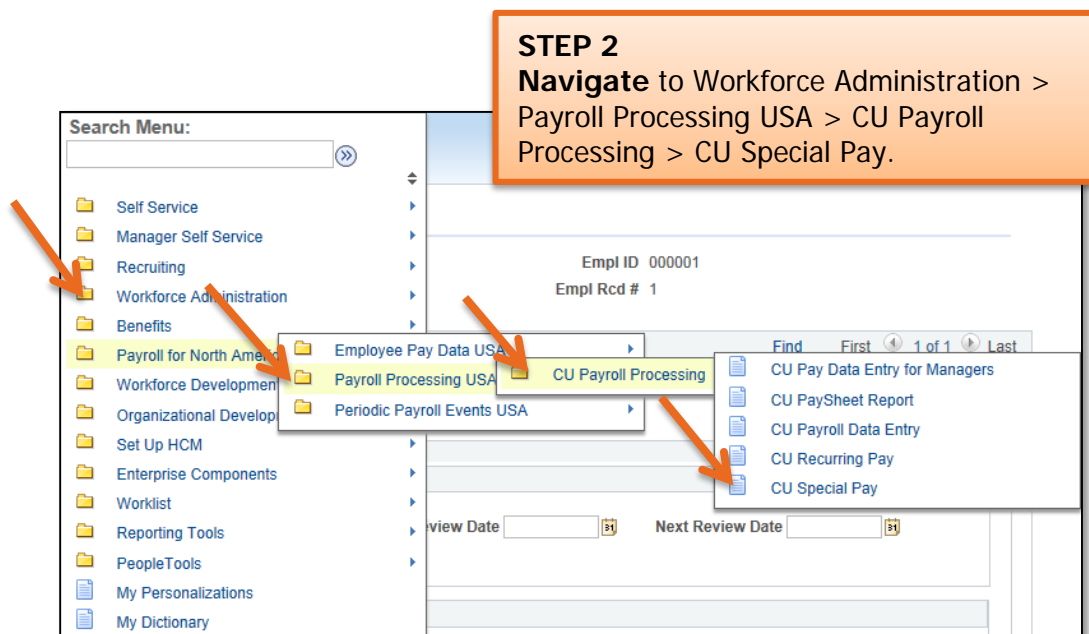
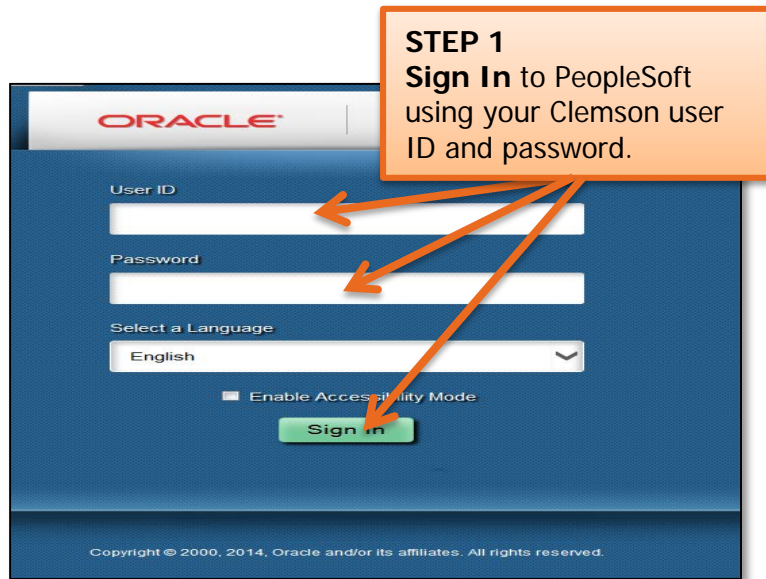
- Checkmark: OK to Pay
- Fields: Reg Hrs, Reg Salary, Hourly Rate (25.249042), Combination Code (50041509711011301500000)
- Button: Edit Code
- Fields: *Earnings Code (DE), Other Hours, Amount (750.00)

STEP 5 Callout Box:

STEP 5
In the Other Earnings section of the new row, **select** the Earnings Code (DE) from the options.
Enter the dollar amount in the Amount field.
Click Edit Code and **enter** Combination Code.
Click Save to retain your entry.

Navigation Bar: Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, Include History

Quick Reference: Special Pay



Quick Reference: Special Pay

Search Criteria

Empl ID begins with

Empl Rcd Nbr =

Name begins with

Last Name begins with

Department begins with

Social Security # begins with

Clemson University ID begins with

Include History Correct History Case Sensitive

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.

Special Pay Information

Empl Class U

*Check Date:

Special Pay Type

Award Special Event Summer Pay

Bonus Intermittent Pay Special Work on Project

Comp Payout Missed Pay Summer Grad Assistant

Difference in Pay Summer School Other

Last Date: Begin Date: End Date: Earnings Code:

Worked:

Hours to Pay: Hourly Rate: Amount Due:

Comment:

Distribution Information

	*Account	*Fund Code	*DeptID	*Program Code	*Class Field	*Project/Grant	Amount	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Total Amount:

Entered By: Kelly C Burgess

Buttons: Save, Return to Search, Previous in List

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: Recurring Pay

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 Recurring Pay.

STEP 3
Select Empl ID or Last Name from the "Search by" drop-down menu.
Enter the ID number or last name in the "begins with" field.
Click Search.

Quick Reference: Recurring Pay

Personal Communication Stipend

Important Information: Before proceeding with assigning a recurring pay for a cell phone allowance, attain permissions using the Personal Communication Stipend form (see Forms in the reference section). This form must be approved by the appropriate dean, director, vice president, or designee, and forwarded to departmental human resources for processing. Employees whose duties and responsibilities require them to carry a cell phone are eligible for a communication allowance.

The screenshot shows the 'CU Recurring Pay' form for employee Chrissy Snow (Empl ID 037850). The form includes sections for 'Additional Pay', 'Effective Date', 'Payment Details', and 'Combination Code'. The 'Earnings Code' is set to 'PCS' (Personal Communication Stipend). The 'Effective Date' is 01/31/2014 and the 'End Date' is 12/31/2014. The 'Earnings' amount is \$80.00. The 'Combination Code' is 52141509014061301500000. There is an 'Edit Account Code' button next to the combination code field.

STEP 4A
Select the appropriate Earnings Code. (Click the magnifying glass icon for options.)
Enter the Effective Date.
Enter the End Date
Enter the Earnings (dollar amount).
Click Edit Account Code to enter the Combination Code.

The 'Account Codes' dialog box contains the following fields: Account, Fund Code, Department, Program Code, Class Field, and Project/Grant. Each field has a magnifying glass icon to its right. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

STEP 4B
Select for all fields. (Click the magnifying glass icon for options.)
Click OK.

Clicking OK will return you to the previous page.
Click Save on the CU Recurring page to retain your entry.

Quick Reference: Recurring Pay

Summer Pay/Summer School

Important Information: Summer Pay and Summer School payments can be processed via Recurring Pay, but please refer to the *Faculty Manual* for guidance on determining pay amounts.

Note:
Click the plus icon in the Effective Date section to add additional rows. *Each row must have a sequential "Addl Seq #."*

Reminder:

- The account code for Summer Pay is 5053.
- The account code for Summer School is 5054.

STEP 1A
Select the appropriate Earnings Code from the options.
Enter the Effective Date.
Enter the End Date.
Enter the Earnings (dollar amount).
Enter the Goal Amount (if needed).
Click Edit Account Code to enter the Combination Code.

Clicking OK will return you to the previous page. Click Save on the CU Recurring page to retain your entry.

Account Codes

Account:

Fund Code:

Department:

Program Code:

Class Field:

Project/Grant:

OK Cancel

STEP 1B
Select for all fields. (Click the magnifying glass icon for options.)
Click OK.

Quick Reference: Recurring Pay

Regular Earnings

Important Information: Regular Earnings can be used in Recurring Pay to pay intermittent employees. This feature can be used to pay intermittent employees instead of entering the payments in CU Payroll Data Entry.

CU Recurring Pay

Oliver Douglas Employee Empl ID 048950

Additional Pay Regular Earnings - Special Pay

*Earnings Code: RE4

Effective Date: 08/16/2015

End Date: 12/31/2015

*Addl Seq #: 1

Earnings: \$1,066.67 Hours: Hourly rate: Goal Amount: \$9,600.00 Goal Balance: \$3,200.01

Sep Check Nbr: OK to Pay

Applies to Pay Periods: First Second Third Fourth Fifth

Compensation Rate/Frequency: / Hourly

Standard Hours: 27.00

Employee Type: Hourly

Combination Code

Combination Code: 51571407221161301401145 Edit Account Code

Save Return to Search Notify Update Display Include History Correct History

STEP 1A
Select the appropriate Earnings Code from the options.
Enter the Effective Date.
Enter the End Date.
Enter the Earnings (dollar amount).
Enter the Goal Amount.
Click Edit Account Code to enter the Combination Code.

Clicking OK will return you to the previous page. Click Save on the CU Recurring page to retain your entry.

Account Codes

Account: Fund Code: Department: Program Code: Class Field: Project/Grant:

OK Cancel

STEP 1B
Select for all fields. (Click the magnifying glass icon for options.)
Click OK.

Quick Reference: Recurring Pay

Dual Employment

Important Information: Dual Employment is employment and compensation in excess of the approved rate of pay for an employee's primary duties for services of any nature, regardless of whether the employment/compensation is with the home agency or a secondary agency. Additional compensation is allowed only if the services rendered are clearly not part of the employee's regular job. A signed and approved Dual Employment form must be submitted to OHR for final approval (see Forms in the Reference Section). Dual Employment payments cannot be entered in PeopleSoft until approved.

CU Recurring Pay

Arnold Ziffel Employee Empl ID 008109

Additional Pay

*Earnings Code: DE2 Dual Employment - 2

Effective Date

Effective Date: 08/16/2015

Payment Details

*Addl Seq #: 1 End Date: 12/31/2015

Earnings: \$633.34 Hours: Hourly Rate:

Goal Amount: \$5,700.00 Goal Balance: \$1,900.02

Sep Check Nbr:

Applies to Pay Periods: First Second Third Fourth Fifth OK to Pay

Compensation Rate/Frequency: \$67,310.000000/ Annual

Standard Hours: 37.50

Employee Type: Salaried

Combination Code

Combination Code: 50541451341011301401145 Edit Account Code

Save Return to Search Notify Update Display Include History Correct History

STEP 1A
Select the appropriate Earnings Code. (Click the magnifying glass icon for options.)
Enter the Effective Date.
Enter the End Date.
Enter the Earnings (dollar amount).
Enter the Goal Amount (dollar amount).
Click Edit Account Code to enter the Combination Code.

Clicking OK will return you to the previous page. Click Save on the CU Recurring page to retain your entry.

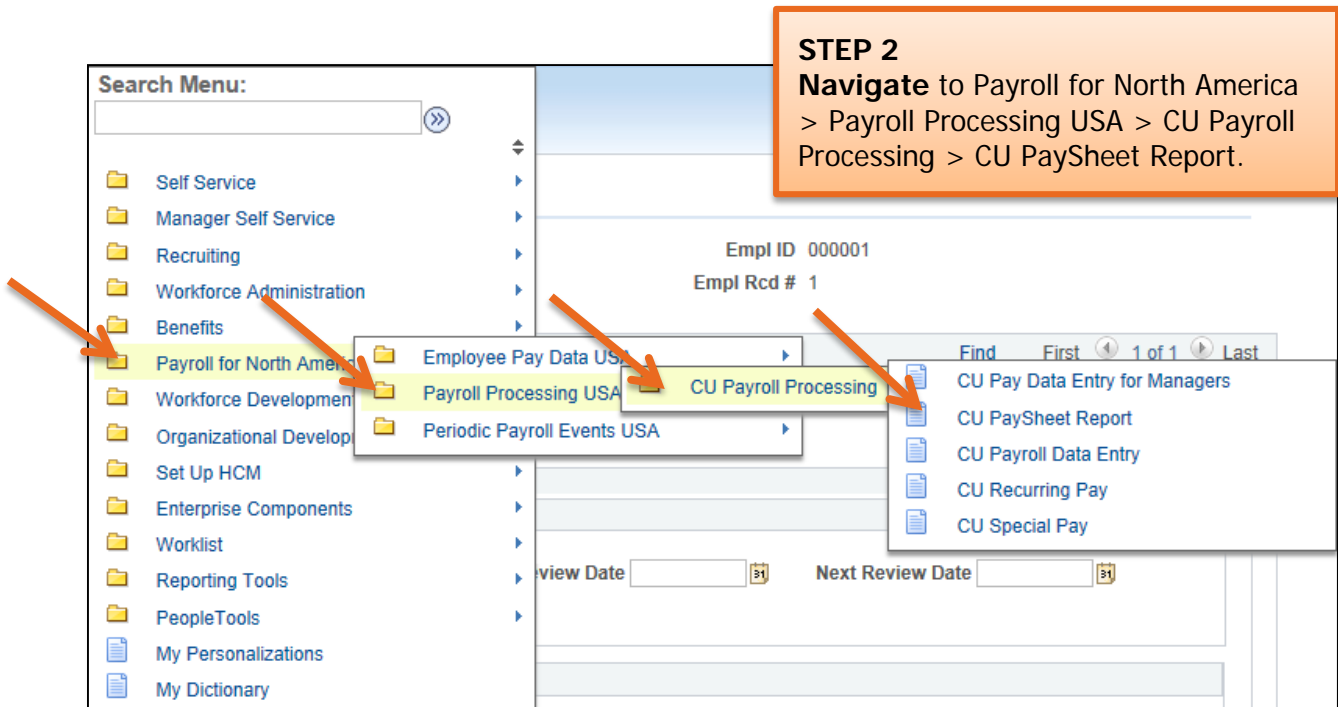
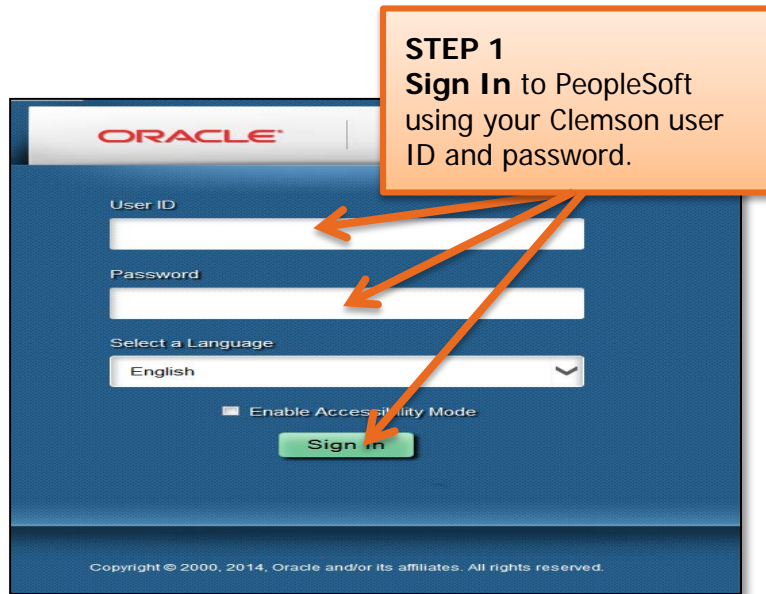
Account Codes

Account: Fund Code: Department: Program Code: Class Field: Project/Grant:

OK Cancel

STEP 1B
Select for all fields. (Click the magnifying glass icon for options.)
Click OK.

Quick Reference: PaySheet Report



Quick Reference: 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.

The screenshot shows the 'CU PaySheet Report' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field labeled 'Run Control ID'. At the bottom left of the form is an 'Add' button. At the bottom center, there are two links: 'Find an Existing Value' and 'Add a New Value'. Orange arrows point from the 'Add a New Value' button to the 'Run Control ID' field, and from the 'Run Control ID' field to the 'Add' button.

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.

The screenshot shows the search criteria section of the 'CU PaySheet Report' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a dropdown menu labeled 'Search Criteria'. Underneath, there is a 'Search by:' field with the text 'Run Control ID begins with' followed by a text input field. Below this is a checkbox labeled 'Case Sensitive'. At the bottom left, there is a 'Search' button and a link for 'Advanced Search'. At the bottom center, there are two links: 'Find an Existing Value' and 'Add a New Value'. Orange arrows point from the 'Search' button to the 'Run Control ID begins with' input field, and from the 'Run Control ID begins with' input field to the 'Search' button.

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

Quick Reference: PaySheet Report

STEP 5
Enter your Report Request Parameters. (See parameter information below.)
Click Run.

Cu Runctl Paysh Rp

Run Control ID kcb

Report Manager Process Monitor

Run

Report Request Parameters

Department:

Pay Group:

OK to Pay: Y / N or leave blank

Only want updated records

Save Return to Search Notify Add

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.

Quick Reference: PaySheet Report

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

Process Scheduler Request

User ID KCBURGE Control ID kcb

Server Name PSUNX Run Date 11/12/2015

Recurrence Recurrence Run Time 2:51:50PM

Time Zone Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PaySheet report	PAY604CU	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Spec/Oth Erns PaySheet Only	PAY612CU	SQR Report	Web	PDF	Distribution

OK Cancel

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 List | **Server List**

View Process Request For

User ID KCBURGE 1 Days Refresh

Server Server to

Run Status Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	799350		SQR Report	PAY604CU	KCBURGE	11/12/2015 2:51:50PM EST	Success	Posted	Details

Quick Reference: PaySheet Report

Process Detail

Process	
Instance Name	Type SQR Report
Run Status	Description PaySheet report
	Creation Status Posted

Run

Run Control ID	kcb	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX	<input type="radio"/> Cancel Request
Recurrence		<input checked="" type="checkbox"/> Delete Request
		<input type="radio"/> Restart Request

Date/Time

Date/Time		Actions	
Request Created On	11/12/2015 2:53:03PM EST	Parameters	Transfer
Run Anytime After	11/12/2015 2:51:50PM EST	Message Log	
Began Process At	11/12/2015 2:53:12PM EST	Batch Timings	
Ended Process At	11/12/2015 2:53:40PM EST	View Log/Trace	

OK Cancel

STEP 8
Click View Log/Trace to generate the PDF PaySheet Report. See next page for View Log/Trace screen shot.

Quick Reference: PaySheet Report

View Log/Trace

Report

Report ID	520273	Process Instance	79	Page Log
Name	PAY604CU	Process Type	SQR Report	

Run Status: Success

PaySheet report

Distribution Details

Distribution Node	WinNode	Expiration Date	11/19/2015
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File List

Name	File Size (bytes)	Datetime Created
SQR_PAY604CU_799350.log	1,811	11/12/2015 2:53:40.683842PM EST
pay604cu_799350.PDF	27,963	11/12/2015 2:53:40.683842PM EST
pay604cu_799350.out	437	11/12/2015 2:53:40.683842PM EST

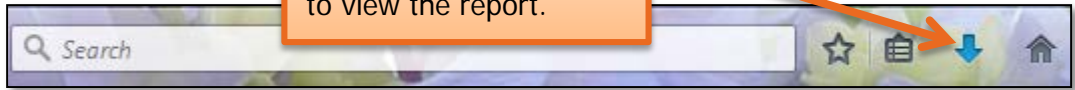
Distribute To

Distribution ID Type	*Distribution ID
User	KCBURGE

[Return](#)

STEP 9
Click the PDF link to upload the report.

STEP 10
Click the blue down arrow in your menu bar to view the report.



Quick Reference: PaySheet Report

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.

CLEMSON UNIVERSITY BUSINESS SYSTEMS
Pay Sheet Entries
As Of 09/05/2014

Page No. 1
Run Date: 09/05/2014
Run Time: 14:21:01

Emp Id	Rcd#	Dept	Paygrp	Pay Period	Rt	Hrly Rt	Pay End dt	Account Code	OK to Pay	Source	Earn cd	Hours	Amount
763	0	0303	12A	1,695.50		20.79	31-AUG-2014	5001-15-0303-406-130-1500376	Yes	Reg Load	RBG	0.00	1,695.50
107	0	0303	12A	2,077.08		25.47	31-AUG-2014	5001-15-0303-406-130-1500376	Yes	Reg Load	RBG	0.00	2,077.08
618	0	0303	12A	2,452.00		30.06	31-AUG-2014	5001-15-0303-406-130-1500376	Yes	Reg Load	RBG	0.00	2,452.00
871	0	0303	12A	4,622.21		56.67	31-AUG-2014	5051-15-0303-406-130-1500000	Yes	Reg Load	RBG	0.00	4,622.21
146	0	0303	12A	1,625.21		19.93	31-AUG-2014	5001-15-0303-406-130-1500376	Yes	Reg Load	RBG	0.00	1,625.21
Pay Group Totals											RBG	0.00	12,472.00
607	0	0303	12H	2,035.80		46.80	31-AUG-2014	5157-15-0303-101-130-1500008	Yes	Reg Load	RBG	40.00	0.00
								5157-16-7127-901-155-1600071	No				
									Yes	Dept	RE2	0.00	650.00
407	1	0303	12H	252.84		7.75	31-AUG-2014	5150-15-0303-406-130-1500000	Yes	Reg Load	RBG	11.00	0.00
167	0	0303	12H	337.13		7.75	31-AUG-2014	5150-15-0303-406-130-1500000	No				

General Questions

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 my security access change?

No. Security will remain unchanged after the upgrade.

I do data entry or run reports for payroll as part of their job. Will I need training to handle the changes after the upgrade?

Yes. Training sessions will be held in November and December for those who conduct data entry or run reports for payroll. **Special Notes for those doing data entry:** 1) While basic functionality will not change, navigation within the system will change. 2) When the system is down for the upgrade (Dec. 10 through Dec. 14), you will not be able to access CU Payroll Data Entry, CU Special Pay, Recurring Pay, the Pay sheet Report, and the Pay Sheet for Department Use Query. The system is scheduled to be back up on December 14, in time for you to process your payroll for the December 31st payday. Please anticipate an email from the payroll administrator when the system is back up and ready for use.

Is there a period of time during which I should avoid entering transactions in the system? When is that?

Yes. You will be unable to complete any transactions during the upgrade. There will be **view only** access to PeopleSoft 9.0 until PeopleSoft 9.2 goes live. If necessary, you can enter your transaction retroactively after PeopleSoft 9.2 goes LIVE to establish effective dates between December 10th and December 14th.

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

I keep hearing about the request phase. What exactly is that?

The request phase was formerly known as the pre-hire phase. It is the first phase of the hiring process and includes the following actions: assessing the need for the position, submitting the request to recruit form, and acquiring required approvals.

Where do I find the cost and what is included in each of the advertising packages in Tiger Talent?

If you click the question mark, you can access the entire *Recruitment Advertising Guide* and explore both pricing and what is included in each advertising package.

Can vice presidents and others access Tiger Talent too?

Yes. Vice presidents and others have access to worklists, so they can view requests.

What if I need help when I am inside Tiger Talent?

Training documents and FAQs are located under the help tab if you need help.

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.

Approvals Questions

Who will approve transactions in Tiger Talent, and will I have the ability to add approvers?

Staff Hires: For each request to recruit, there will be two levels of approval in your division. These will be 1) the hiring manager's supervisor and 2) that supervisor's supervisor.

Approvers cannot be added to Tiger Talent for any staff hire, so it is important that the hiring manager of record establish defaulted approvers (hiring manager's supervisor and supervisor's supervisor) who represent the true levels of authority listed on the area's organizational chart.

Faculty Hires: For each request to recruit, there will be two automatic levels of approvals. These will be the hiring manager and the business manager. Additionally, the submitter can add as many as five ad hoc approvers when the request to recruit is created. Thus, a total of seven approvers is possible. **Note:** The overall speed to post a position is slowed with each additional approver.

Why are there only two approvers now?

Tiger Talent was created collaboratively by the Office of Human Resources, a pilot group and the Lean Office to improve one of the University's most critical processes - the hiring process. Major improvements were a 75.5 percent reduction in lead time for requests to hire and a 71.4 percent increase in requests to hire processed without any interruptions in the process. Reducing the number of approvers was a key to these improvements. Also, a lean analysis revealed that two levels of approvals 1) was consistent with the industry standard, and, 2) pinpointed the area where the true accountability resides.

When establishing the two levels of approvers, how important is listing the correct hiring manager?

Listing the correct hiring manager is **very important**. Based on a properly listed hiring manager, the system automatically pulls information on authority levels from organizational charts and populates the request with the hiring manager's supervisor and the supervisor of the supervisor. Therefore, these two positions are listed as approvers automatically. Consequently, if the hiring manager is not the supervisor of the requested new hire, the system will populate the request with the wrong approvers.

Recruitment Questions

Will queries I am used to using still be available after the PeopleSoft 9.2 upgrade?

All queries run in the past 18 months can still be accessed after the PeopleSoft 9.2 upgrade. The **Query Manager** feature will function just as it did before the upgrade.

Will I be able to view previous job requisitions after the upgrade to PeopleSoft 9.2?

Yes. After the upgrade to PeopleSoft 9.2, you will be able to access previous searches, postings, etc.

How should I contact an applicant to set up an interview schedule?

Applicants should be contacted by phone or email to schedule an interview prior to scheduling in PeopleSoft, which should be done only to confirm agreed upon times and locations for scheduled interviews.

Am I obligated to interview someone if SkillSurvey returns a bad review from one or more of the references?

If the bad review is in reference to a strong candidate, you are encouraged, but not obligated, to interview the candidate and ask specific questions related to that reference, offering an opportunity to explain.

What messages can applicants expect during the application process?

An applicant can expect the following communications during the application process:

- Confirmation that the application was received (submitted)
- Notification that the application was forwarded to the manager for review, if applicable
- Notification that the applicant has been selected/scheduled for interview, if applicable
- Notification that the candidate has a job offer pending, if applicable
 - Confirmation of the candidate's acceptance/rejection of the job offer, if applicable
- Notification, after the position is filled, that the candidate was not selected for the job, if applicable

What communications does an applicant receive during the interview process?

Applicants chosen for interviews are notified of their scheduled interview appointment and will be sent an electronic meeting invitation that can be loaded to a calendar.

If we choose to interview a candidate who has applied for other Clemson University positions with the same job title and a SkillSurvey has already been completed for the person, do we need to request another survey?

Candidates need to be informed of the need to have references completed. If a candidate's references are relatively new and for the same job, they may be used again. Candidates may choose to update their references or choose different references based on the job for which they are applying. If a candidate would like to use the same SkillSurvey reference set, the candidate should convey that information to the hiring manager.

Hiring Questions

Can offer letters be created, approved and accepted right inside PeopleSoft 9.2?

Yes. All of these processes are built in to the system and are ready to use. PeopleSoft 9.2 has system-generated offer letters for every type of employee hired at Clemson University. HR partners will be instrumental in preparing offer letters. Standardizing the work has the advantage of reducing time and providing an institutional quality check.

Can an offer letter be created on a college's/department's letterhead?

Yes. The system-generated offer letter can be downloaded, printed on your letterhead, and then uploaded into PeopleSoft 9.2 so that the candidate can accept the offer via the system.

After the upgrade to PeopleSoft 9.2, how do I enter a transaction that has an effective date *prior* to the upgrade?

This situation is rare, so please work with your HR partner and database expert; they will provide guidance based on the specific situation.

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.

Will the new version of PeopleSoft allow the use of screening questions to help qualify candidates?

The same basic screening questions are asked for all candidates applying through PeopleSoft. The hiring department can add additional screening questions specific to the job. To add screening questions, please work with your HR partner.

Who can complete the interview evaluations for candidates in PeopleSoft, and how is an evaluation completed?

Only one interview evaluation in PeopleSoft is required for each candidate interviewed. It is requested that the hiring manager or HR partner complete the interview evaluation.

Are hiring managers required to use SkillSurvey for reference checks?

Clemson University requires a reference check on every candidate being offered a job except those being hired into intermittent positions. (Reference checks for intermittent employees are recommended, but not required.) While SkillSurvey is strongly encouraged, it is not required at this time.

What is the process in PeopleSoft 9.2 if you are hiring from an underutilized group?

Users will experience no change in the process of hiring from an underutilized group between the old and new version of PeopleSoft.

When should I begin the background check process?

Begin the background check process once you have made the decision to offer a position to an external candidate. A background check must be initiated before an employment offer

can be made to a candidate. Offers made prior to the satisfactory completion of the background check are required to be "contingent upon a successful background check."

Can I print an offer letter on my department's letterhead?

Yes. The offer letter generated in PeopleSoft can be copied and pasted to an official Clemson University college/division letterhead.

If I am rehiring a previous Clemson employee, will the individual need to complete a new I-9 form?

When rehiring a previous Clemson employee, a new I-9 is required if there is a break in employment. If the employee is terminated and rehired the next business day, a new I-9 is not required.

What is included in the background check?

All Clemson University background checks include county, state and federal criminal history searches along with sex offender registry check. A default student loan check (credit check) is completed for all employees per the South Carolina state law requirement. A motor vehicle record check and education degree search may be completed on a candidate if required for the job.

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](#).