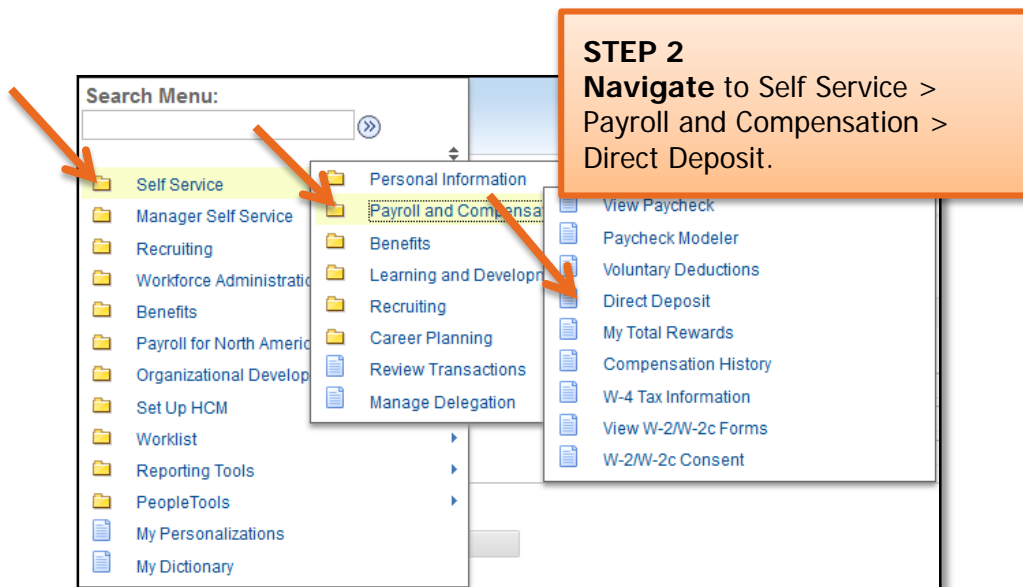
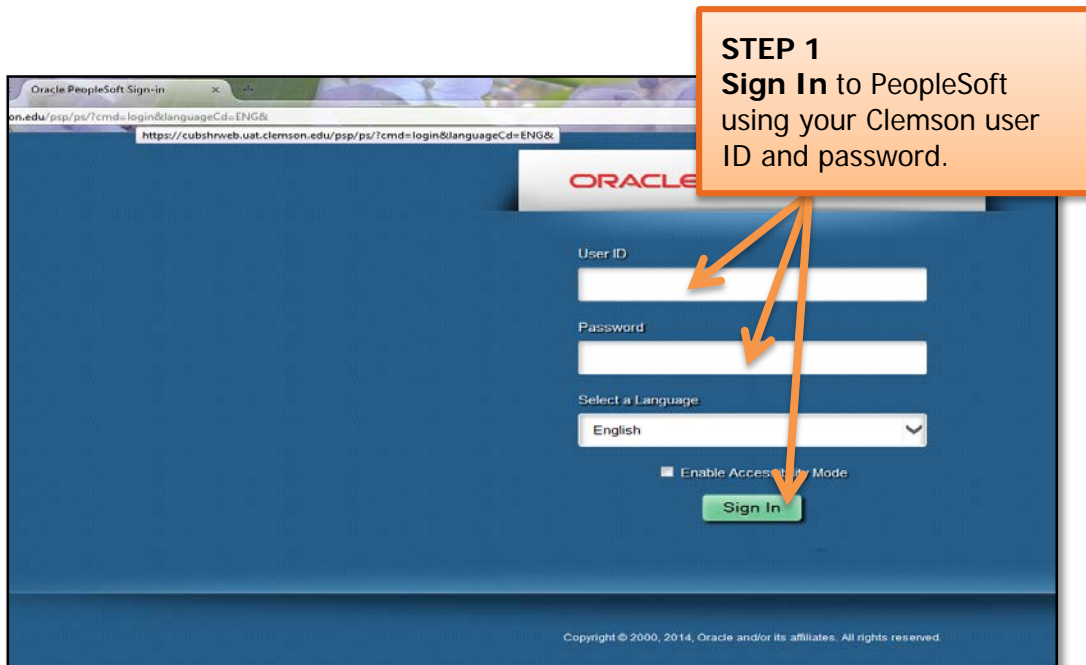


Quick Reference: Direct Deposit



Quick Reference: Direct Deposit

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

STEP 3
Click OK to authorize Direct Deposit setup.

Message

Direct Deposit Authorization (8000,2)

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

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

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

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

OK

Adding a New Account

Direct Deposit Information

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

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

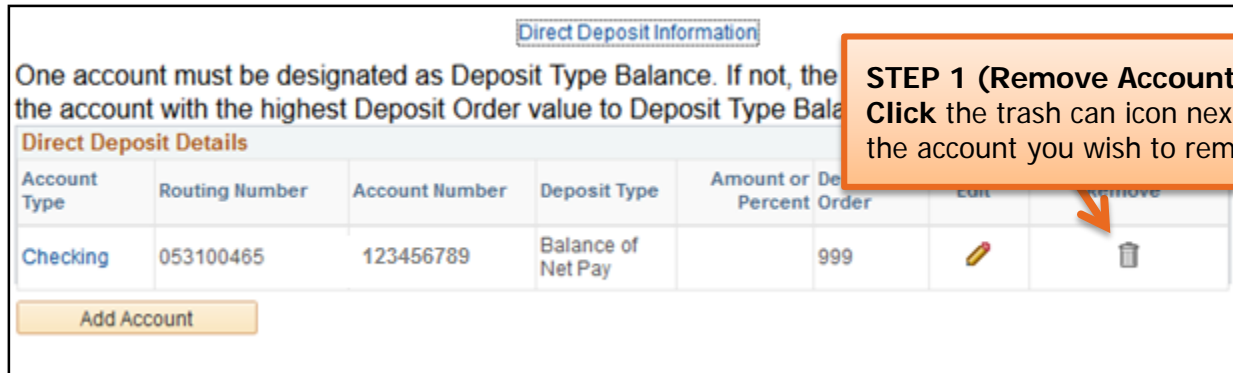
Removing an Account

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		

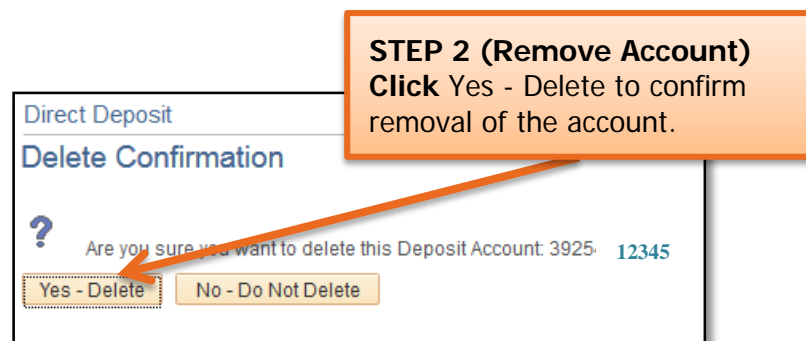


STEP 1 (Remove Account)
Click the trash can icon next to the account you wish to remove.

Direct Deposit

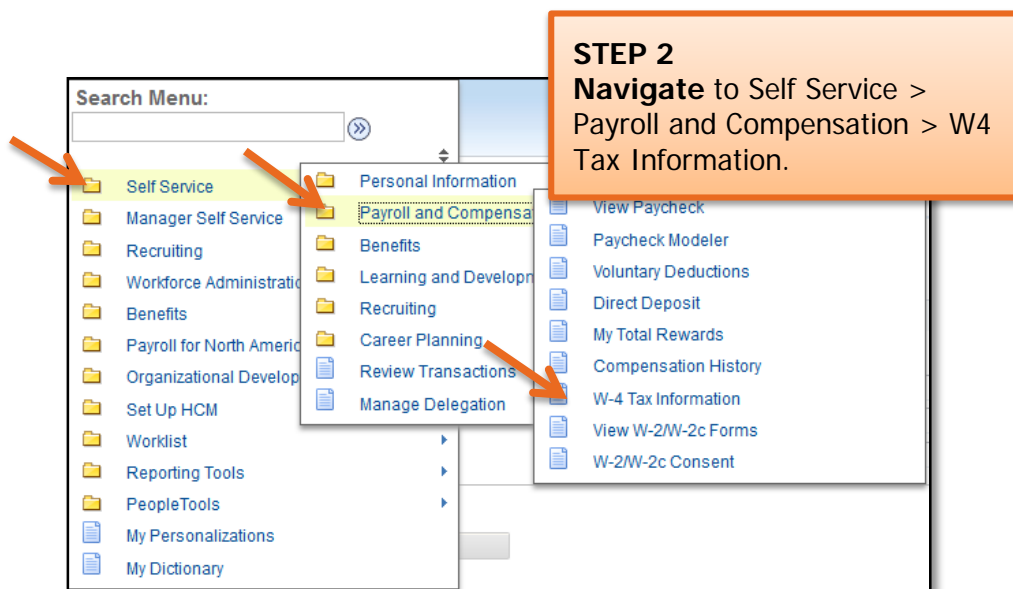
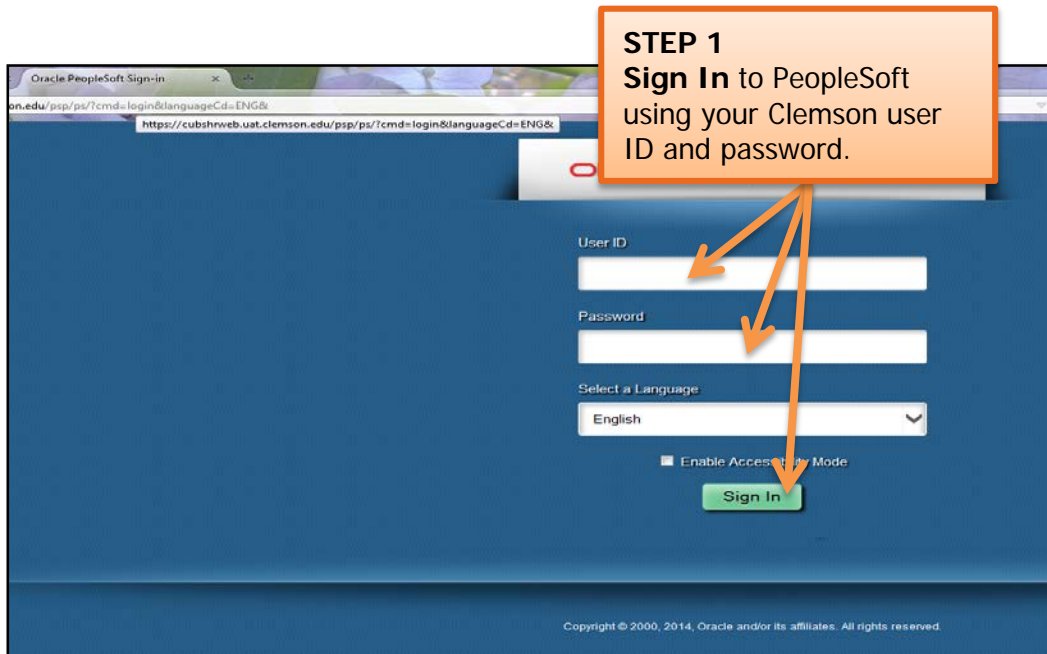
Delete Confirmation

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.

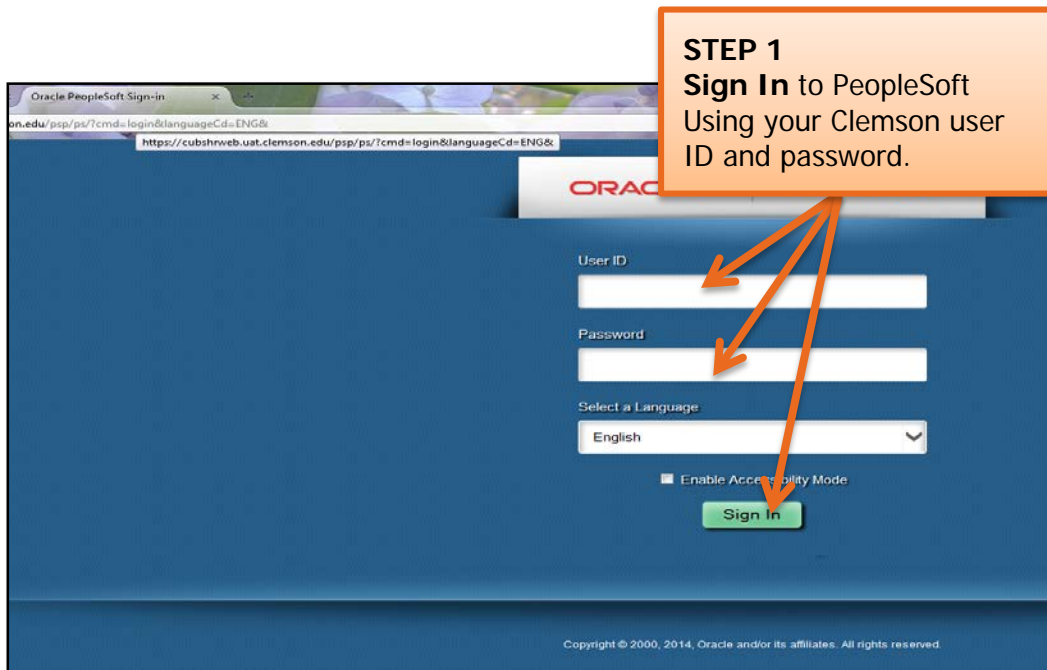
Important Information: You are allowed to make changes to your W-4 once a day. If you attempt to enter changes more than once, the error message below will appear.

Message

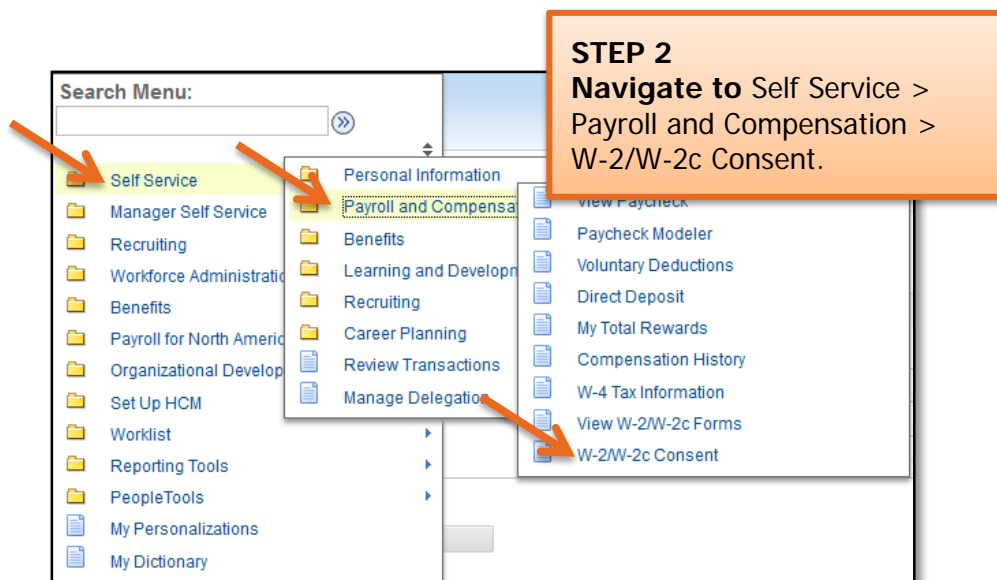
You are only allowed to make W4 changes once per day. If you require assistance, please contact payroll at 656-4884.

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 you

User ID: RKRAMDEN

Password:

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

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

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

Your Current Status: Consent received.

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

Submit

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

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

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

User ID: RKRAMDEN
Password:

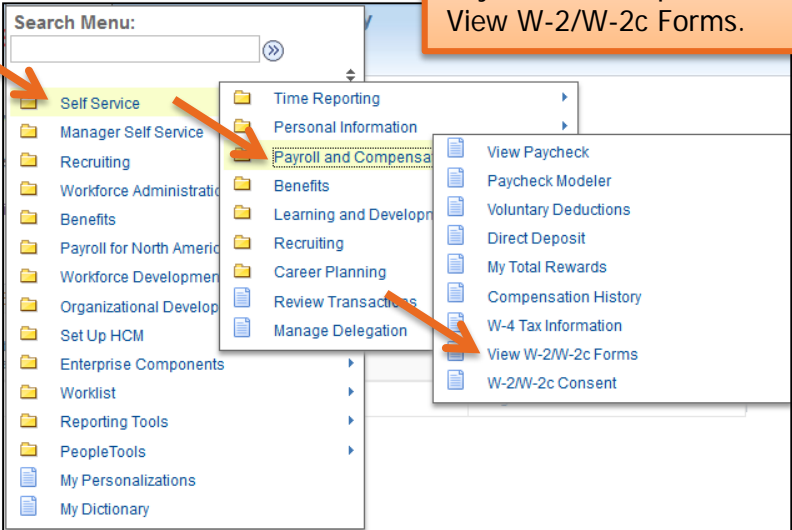
Continue Cancel

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

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

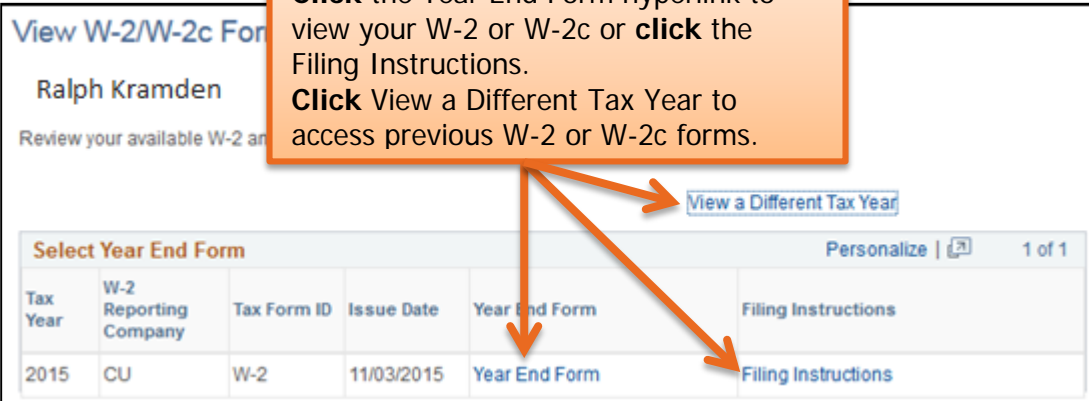
Viewing W-2/W-2c Online

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



The screenshot shows a web application interface with a 'Search Menu:' field at the top. Below it is a list of menu items. 'Self Service' is highlighted in yellow. An arrow points to 'Self Service'. A sub-menu is open under 'Self Service', and 'Payroll and Compensation' is highlighted. An arrow points to 'Payroll and Compensation'. A second sub-menu is open under 'Payroll and Compensation', and 'View W-2/W-2c Forms' is highlighted. An arrow points to 'View W-2/W-2c Forms'.

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

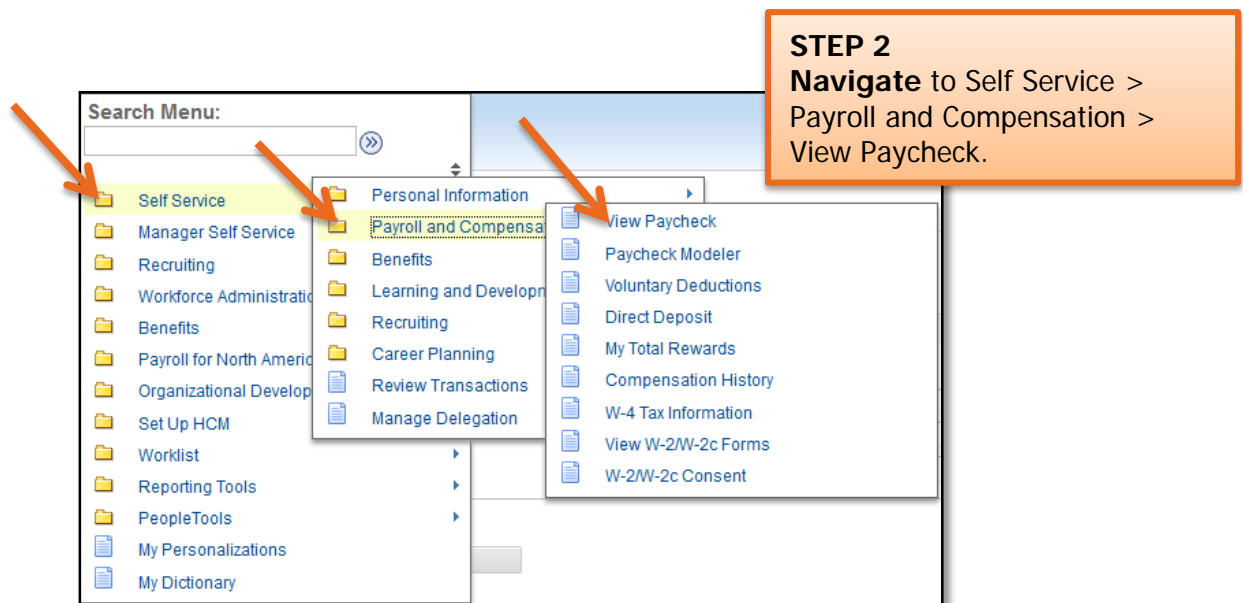
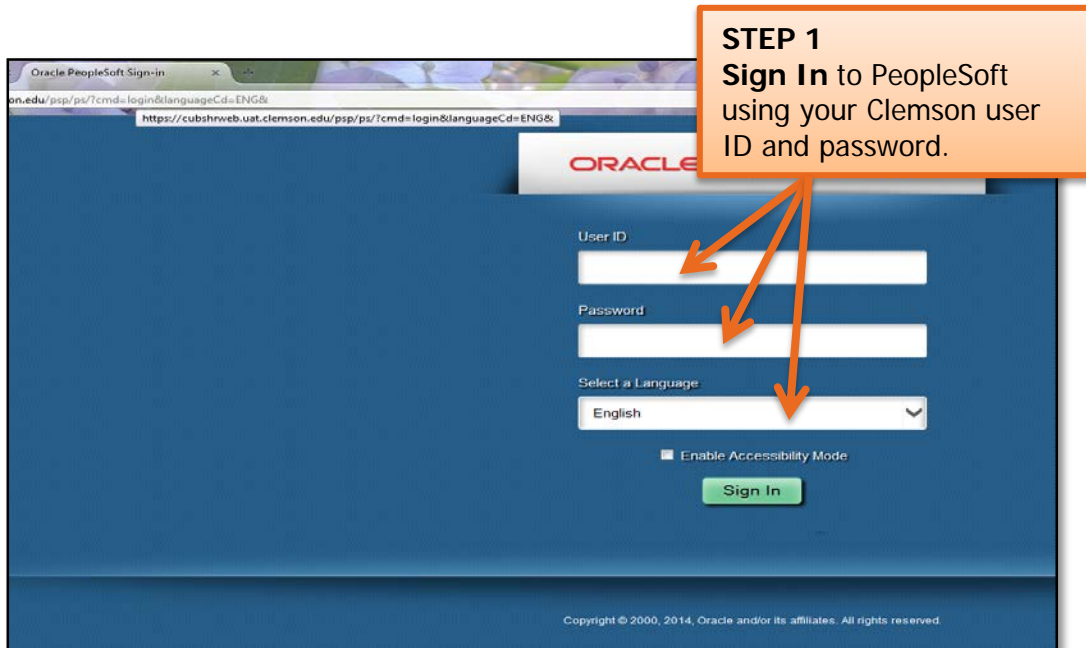


The screenshot shows a page titled 'View W-2/W-2c Forms' for 'Ralph Kramden'. Below the title is a table with the following data:

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

Arrows from the text box point to the 'View a Different Tax Year' link above the table, the 'Year End Form' link in the table, and the 'Filing Instructions' link in the table.

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

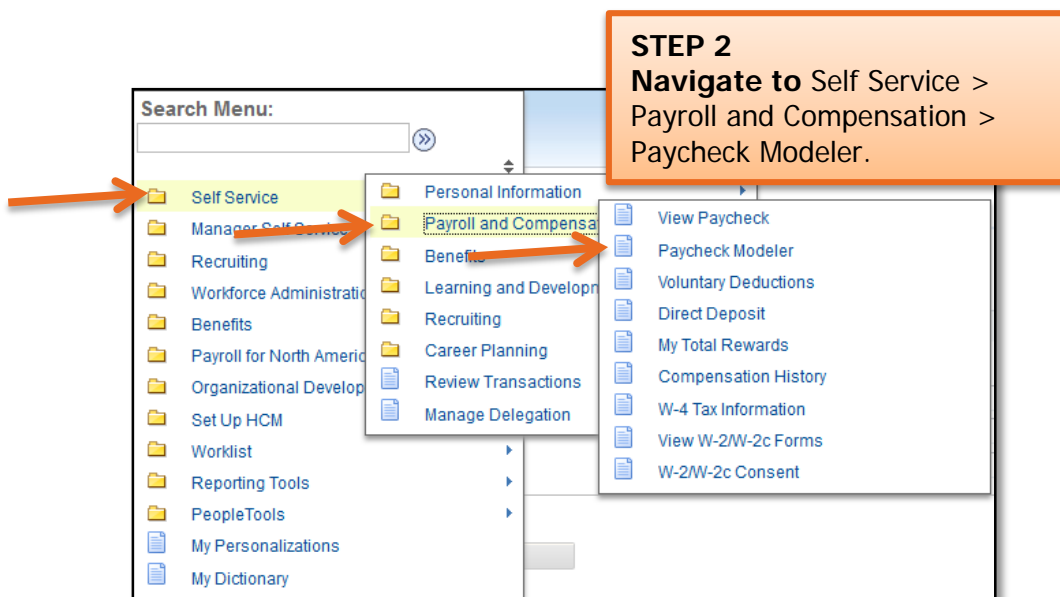
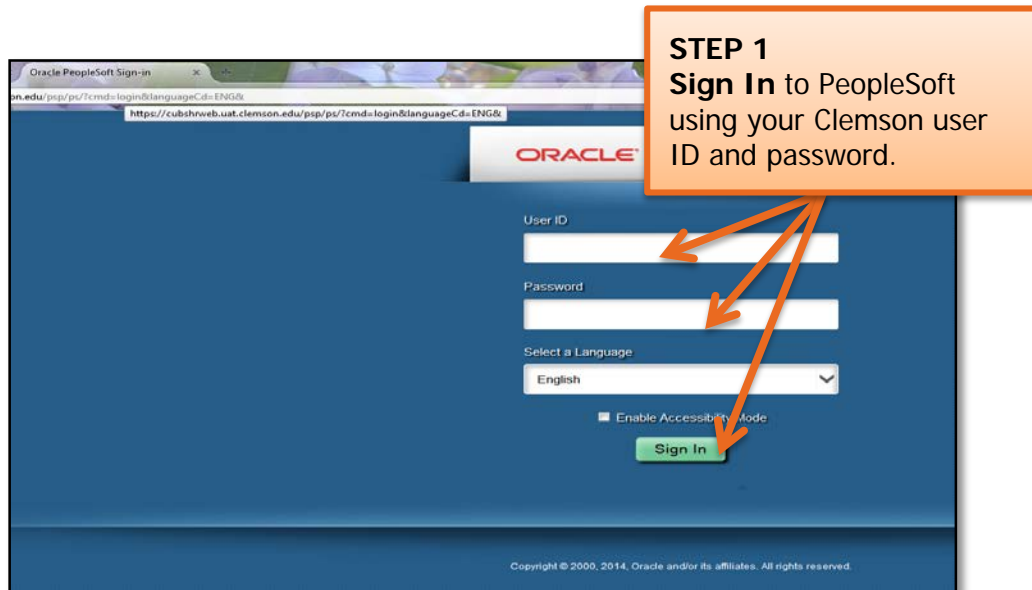
STEP 3
Click the View Paycheck hyperlink for the paycheck you wish to view.

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:	
HOURS AND EARNINGS			TAXES		
Description	Rate	Current Hours	Earnings	YTD Hours	Earnings
Regular			2,138.50	1,552.50	40,631.50
TOTAL:			0.00	2,138.50	1,552.50
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS		
Description	Current	YTD	Description	Current	YTD
State Health Standard Pre Tax	71.93	1,366.67	Supp LTD Plan 1	6.65	140.43
State Vision Plan Pre Tax	3.50	66.50	SC Credit Union	20.00	380.00
Optional Life Pre-Tax	17.76	337.44	Tiger Stripe Deduction	10.00	190.00
Deferred Compensation 401k	25.00	475.00			
South Carolina Retirement Sys	174.50	3,271.04			
Health/Dental Adm. Fee	0.14	2.66			
Pre-tax Parking Fee/50k-70k	5.38	94.72			
TOTAL:			TOTAL:		
	298.21	5,614.03		36.65	710.43
EMPLOYER PAID BENEFITS			*TAXABLE		
Description	Current	YTD	Description	Current	YTD
State Health Standard Pre Tax	264.44	5,040.76	State Health Standard Pre Tax	264.44	5,040.76
State Dental Pre Tax	5.86	111.34	State Dental Pre Tax	5.86	111.34
Basic Life	0.14	2.66	Basic Life	0.14	2.66
Optional Life Pre-Tax*	15.05	285.95	Optional Life Pre-Tax*	15.05	285.95
State Basic LTD	1.61	30.59	State Basic LTD	1.61	30.59
South Carolina Retirement Sys	350.50	6,533.74	South Carolina Retirement Sys	350.50	6,533.74
Work Comp (prof/cler)	19.25	365.75	Work Comp (prof/cler)	19.25	365.75
TOTAL:			TOTAL:		
	539.19	10,261.80		539.19	10,261.80
TOTAL GROSS		FED TAXABLE GROSS	TOTAL TAXES		TOTAL DEDUCTIONS
Current	2,138.50	1,855.34	539.19		334.86
YTD	40,631.50	35,303.42	10,261.80		6,324.46
YEAR-TO-DATE		PAID TIME OFF	SICK LEAVE	NET PAY DISTRIBUTION	
Start Balance	298.7	114.0		Account Type	Account Number
+ Earned	141.5	84.4		Advice #000000002827898	Checking
+ Bought	0.0	0.0			Ends in 7159
- Taken	114.8	41.0			
- Sold	0.0	0.0			
+ Adjustments	0.0	0.0			
End Balance	325.4	157.4		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 None

Tax Status Married

Select your marital tax status.

Withhold at Single Rate

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

Withholding Allowances 0

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

Additional Withholding Amount \$0.00

Enter the additional amount to withhold from your model check.

OK Cancel

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

Start Earnings Deductions

Calculate - Step 5 of 6

Job Title: Information Tech Mgr

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

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

Calculate My Modeled Check

Exit Previous Next

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

Quick Reference: Paycheck Modeler

Results Page is displayed

Start Earnings Deductions Taxes Calculate Results

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

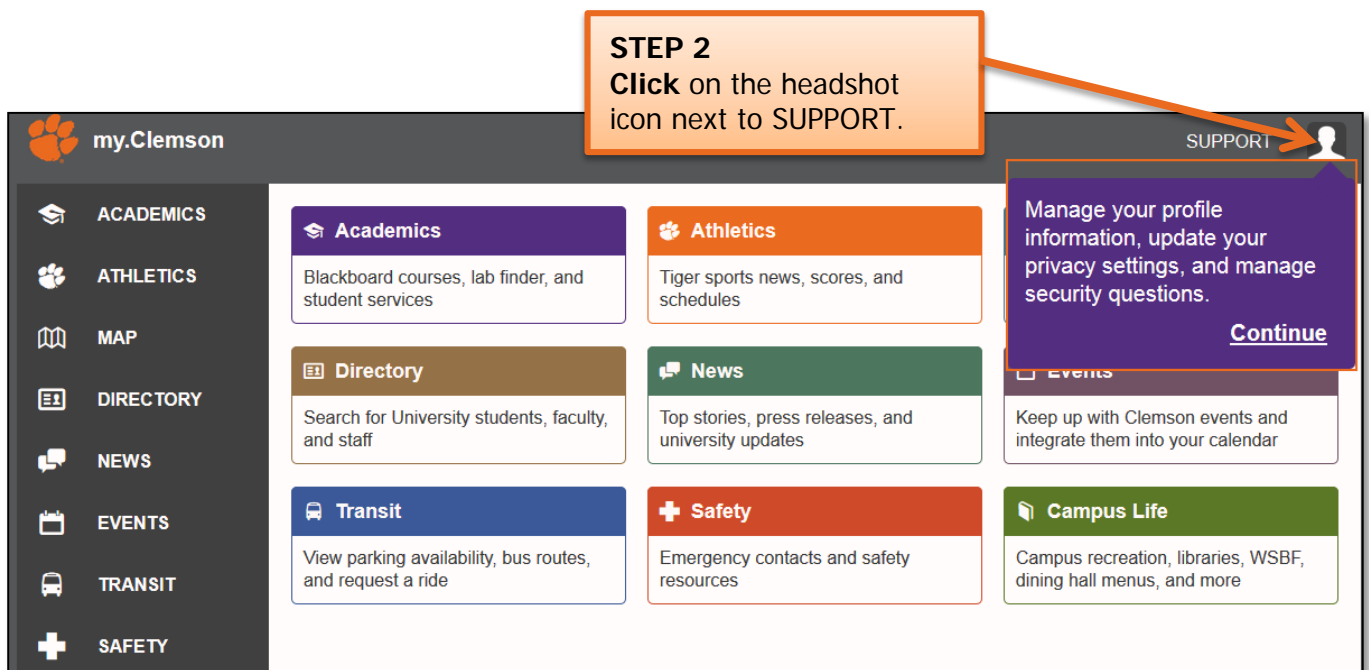
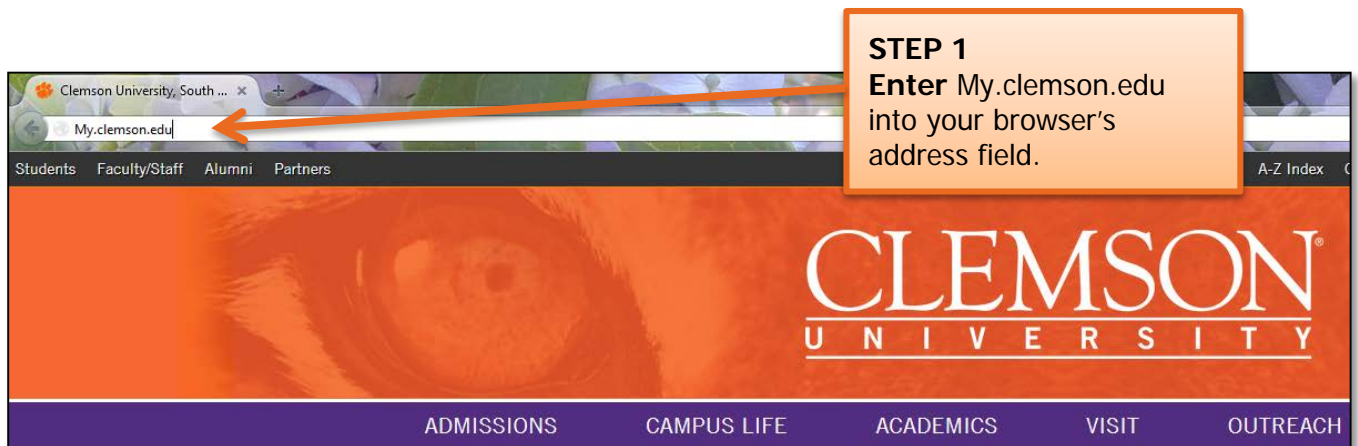
STEP 13
Click Print My Modeled Check to print a copy of your hypothetical check. Click Print My Changes to print the changes you entered into Paycheck Modeler.

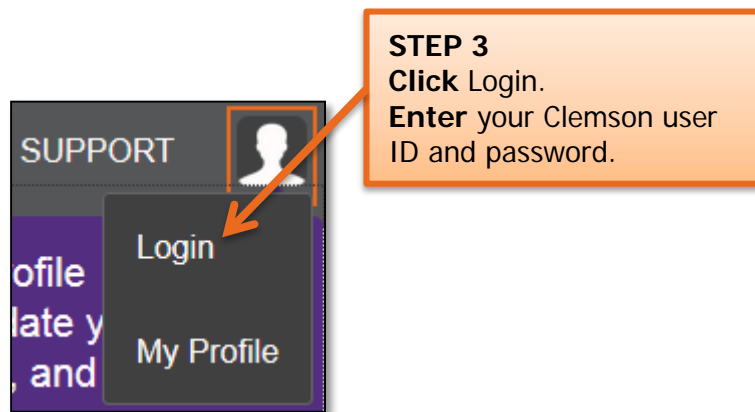
60% Net Pay 18% Before Tax 22% Taxes

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

Exit Previous

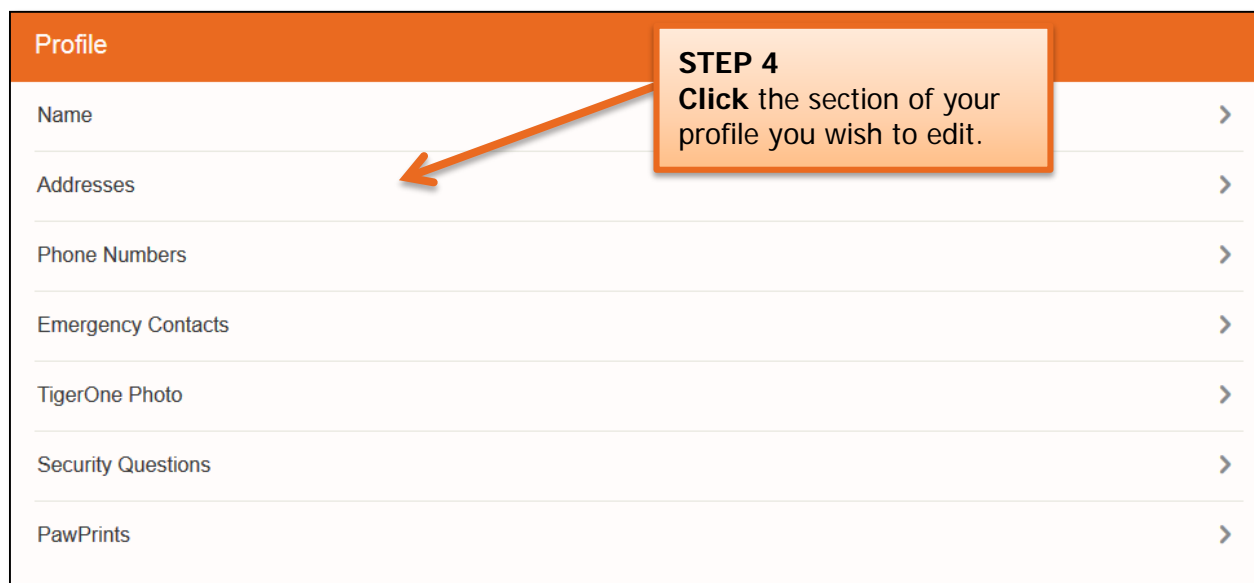
Quick Reference: My.clemson.edu





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).



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

Name Change

Name

How do I change my name?

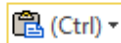
If your name is misspelled in Directory, please send an email to ithelp@clemson.edu with the current spelling and the correct spelling.

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

STEP 1 (Address)

Select Mailing to edit your mailing address. This is the only selection that will update your address in the Payroll system.

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

[EDIT](#)

To update your address for Insurance or Retirement purposes please read the [Change of Address Information Page](#).

STEP 2 (Address)

Select EDIT to make changes to your mailing address.

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

Not Visible
Visible To Everyone
Visible To Clemson Users
Not Visible

SAVE CANCEL

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

Detailed description: This screenshot shows the 'Photo Privacy Settings' page. At the top, there's a header 'Photo Privacy Settings' and a section 'PHOTO' with a placeholder image of a person's silhouette. Below this is a 'VISIBILITY *' dropdown menu. A callout box with an orange border and background points to the dropdown menu, containing the text '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.' The dropdown menu is open, showing four options: 'Not Visible', 'Visible To Everyone', 'Visible To Clemson Users', and 'Not Visible'. At the bottom right, there are two buttons: 'SAVE' and 'CANCEL'. A link to 'TigerOne Online Office' is also visible.

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

ADD NEW SECURITY QUESTION

Alternate Email Address

ATTACH AN EMAIL ADDRESS

Detailed description: This screenshot shows the 'Security Questions' page. At the top, there's a header 'Security Questions'. Below it, there's a paragraph of text: 'This page provides access to your account if you address below allows us to safely send you your receive your new password by SMS.' Another paragraph follows: 'You must set answers to at least three security questions to allow password reset. Answers are not case sensitive.' Below this, there are two sections: 'Security Questions' and 'Alternate Email Address'. The 'Alternate Email Address' section has a paragraph: 'We suggest you use an email account other than your @clemson.edu account.' At the bottom right, there are two buttons: 'ADD NEW SECURITY QUESTION' and 'ATTACH AN EMAIL ADDRESS'. A callout box with an orange border and background points to these two buttons, containing the text 'STEP 1 (Security) Select ADD NEW SECURITY QUESTION or ATTACH AN EMAIL ADDRESS to add an email address different from your @clemson.edu address.'

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

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

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

Quick Reference: 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.

The screenshot shows the top of the Clemson University website. The navigation bar includes "Employment and Benefits" and "resources +". A search bar is visible on the right. A callout box with an orange border and arrow points to the "EMPLOYMENT OPPORTUNITIES" link in the navigation bar.

STEP 2
Click on the External Applicant Job Board hyperlink.

The screenshot shows the "Apply to Clemson" page. A sidebar on the left lists various HR categories. The main content area lists several links, including "External Applicant Job Board". A callout box with an orange border and arrow points to this link.

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.

The screenshot shows a job search results page. A sidebar on the left filters by "Recruiting Location" with options like REC (18), Lehotsky 261 Forestry (16), etc. The main area shows "134 matches found. Only the first 100 results can be displayed." A callout box with an orange border and arrow points to the "New User" link in the top right corner.

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 top right, and an orange 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 top right, and an orange arrow points from the highlighted job listing to the text in the box.

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 for selection. Below the list are two buttons: "Apply for Selected Jobs" and "Apply Without Selecting a Job". An orange callout box titled "STEP 6" provides instructions on how to use these buttons.

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 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, and education level. Keep in mind that a Resume does not take the place of the information 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 current step is 'Education and Work Experience - Step 3 of 6'. Below the progress bar, there are three sections: 'Work Experience', 'Education Degree', and 'Volunteer Service'. Each section has a message stating 'You have not added any [category] to your application.' and a corresponding 'Add [Category]' button. 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 fields for: '*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 message stating that no items have been added and a corresponding 'Add' button. At the bottom right, there are navigation buttons: Exit, Save as Draft, Previous, and Next.

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 features a 'References (Required)' section with a message indicating that information must be entered. Below this is an 'Add Reference' button. An orange arrow points from the 'Add Reference' button to the 'STEP 5A' callout box. At the bottom right, there are navigation buttons: Exit, Save as Draft, Previous, and Next.

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

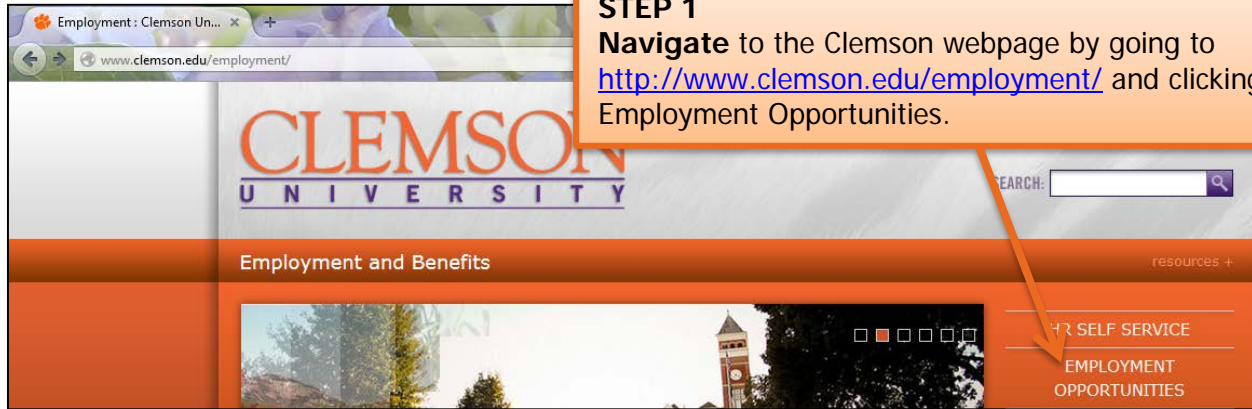
Refer a Friend

[Return to Previous Page](#)

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

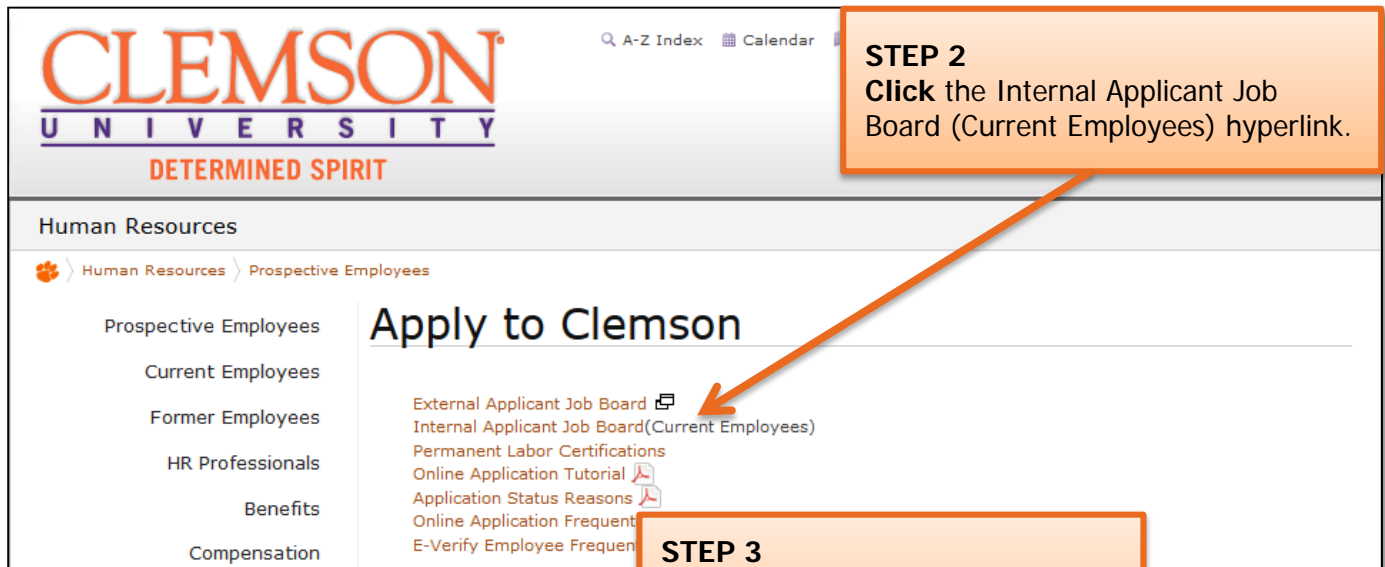
Quick Reference: Applying for a Staff Position

Internal Applicants



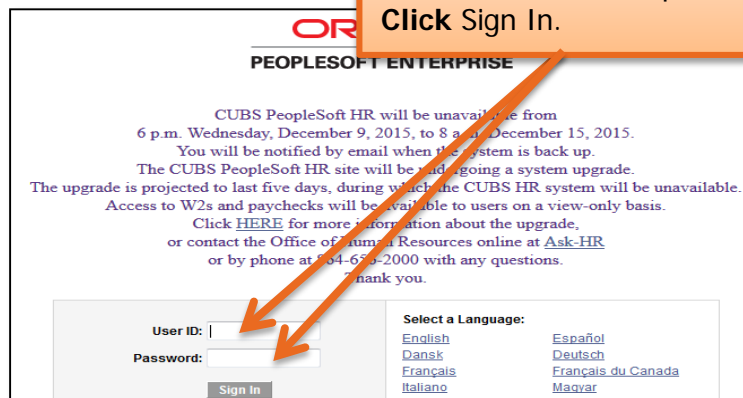
STEP 1

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



STEP 2

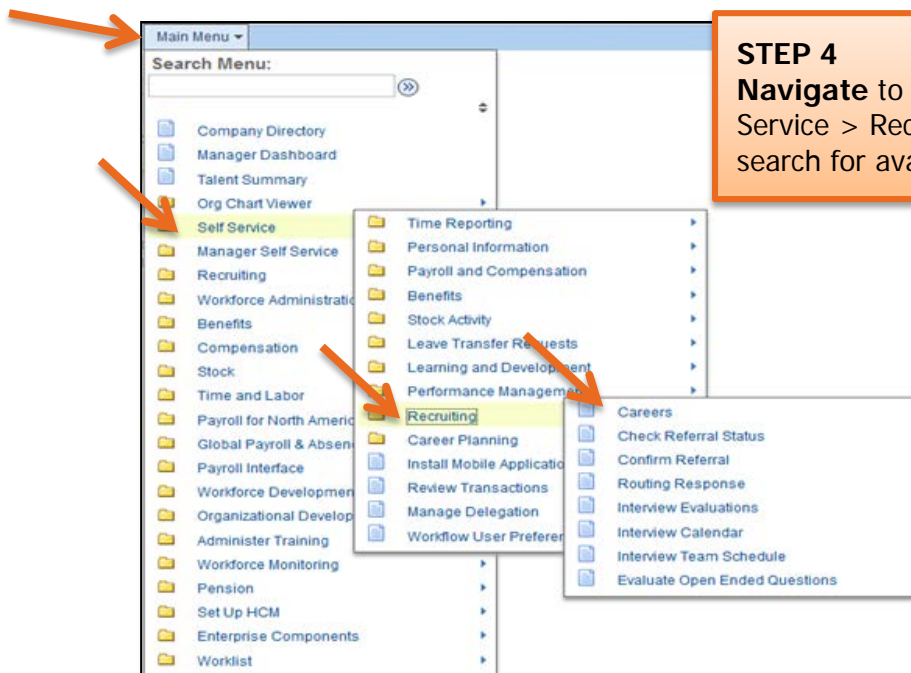
Click the Internal Applicant Job Board (Current Employees) hyperlink.



STEP 3

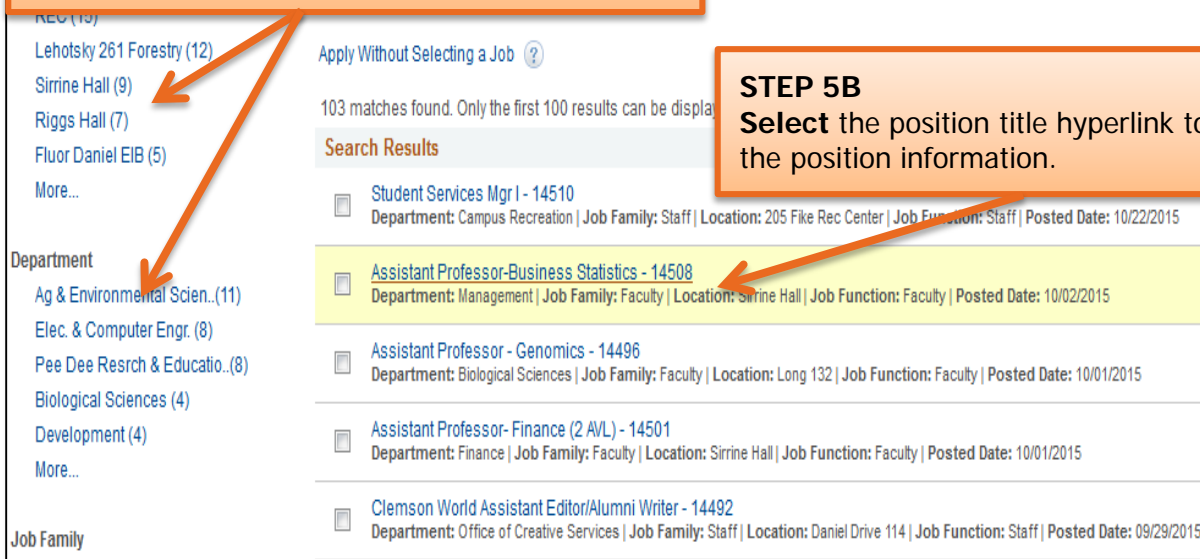
Log In to PeopleSoft using your Clemson user ID and password.
Click Sign In.

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.)

[4-H Extension Agent - Asst \(Aiken and Edgefield Counties\)](#)
Department: Aiken | Job Family: Unclassified | Location: Aiken E

[4-H Extension Agent - Asst \(Dillon and Marlboro Counties\)](#)
Department: Dillon | Job Family: Unclassified | Location: Dillon E

[4-H Extension Agent - Asst \(Greenwood County\) - 14401](#)
Department: Greenwood | Job Family: Unclassified | Location: Greenwood
Posted Date: 08/25/2015

[Apply for Selected Jobs](#) [Refer a Friend](#)

[Apply Without Selecting a Job](#) [?](#)

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.

Start Resume Education and Work Experience Qualifications Other Review/Submit

[Exit](#) | [Previous](#) [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 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 information required 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

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

STEP 3D
Enter the requested information.

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

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

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

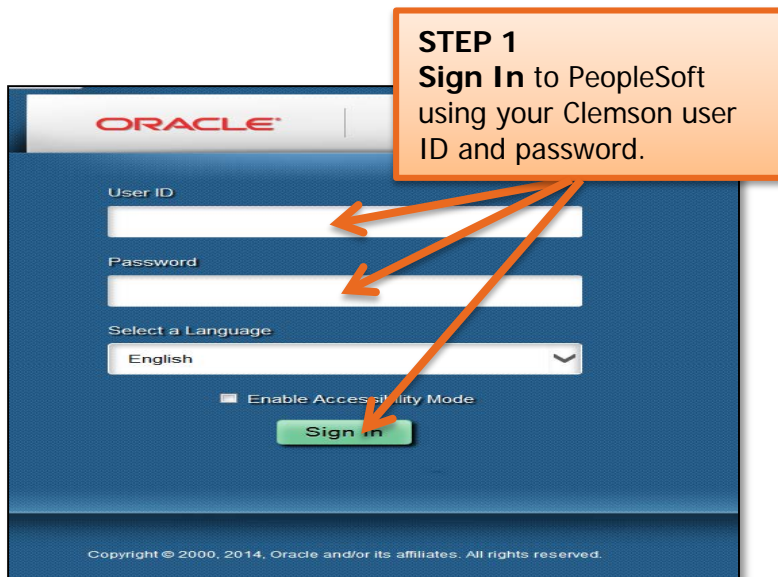
Refer a Friend

[Return to Previous Page](#)

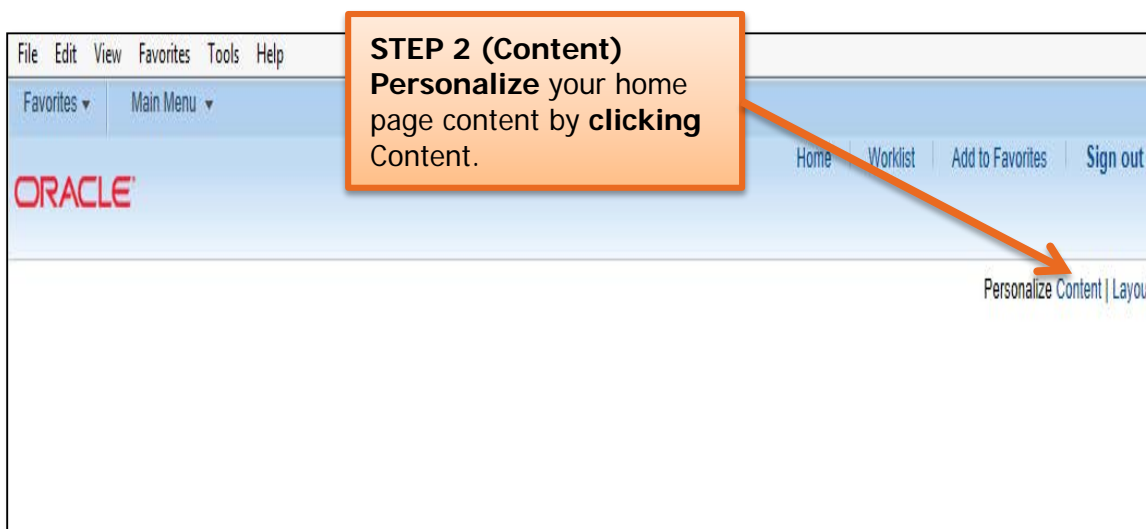
[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Information](#)

Quick Reference: Personalizing Home Page And Setting Up Favorites

Personalizing Home Page



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



Quick Reference: Personalizing Home Page And Setting Up Favorites

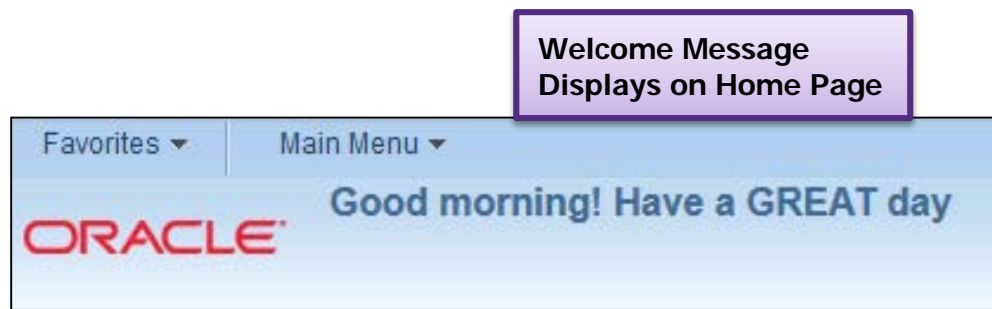
STEP 3 (Content)
Enter a welcome message, which will display on your home page.
Click SAVE.

Personalize Home Page

Personalize Content:

Tab Name

Welcome Message



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

HCM Portal Pack

- Employee Leave Summary
- Manager Leave Summary

Recruiting Solutions (Classic)

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

PeopleSoft Applications

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

Recruiting Solutions

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

Save Cancel

Notify

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

Quick Reference: Personalizing Home Page And Setting Up Favorites

STEP 5 (Layout)

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

Personalize Home Page

Personalize Content:

Tab Name

Welcome Message

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

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

STEP 6 (Layout)

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

Personalize Home Page

Personalize Layout: My Page

Tab Name

Basic Layout: 2 columns 3 columns

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

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

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

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

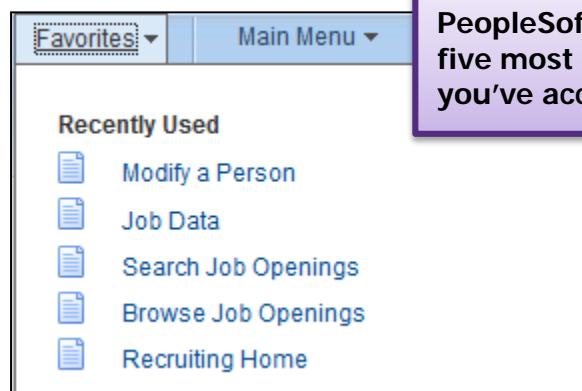
Delete Pagelet

STEP 7 (Layout)

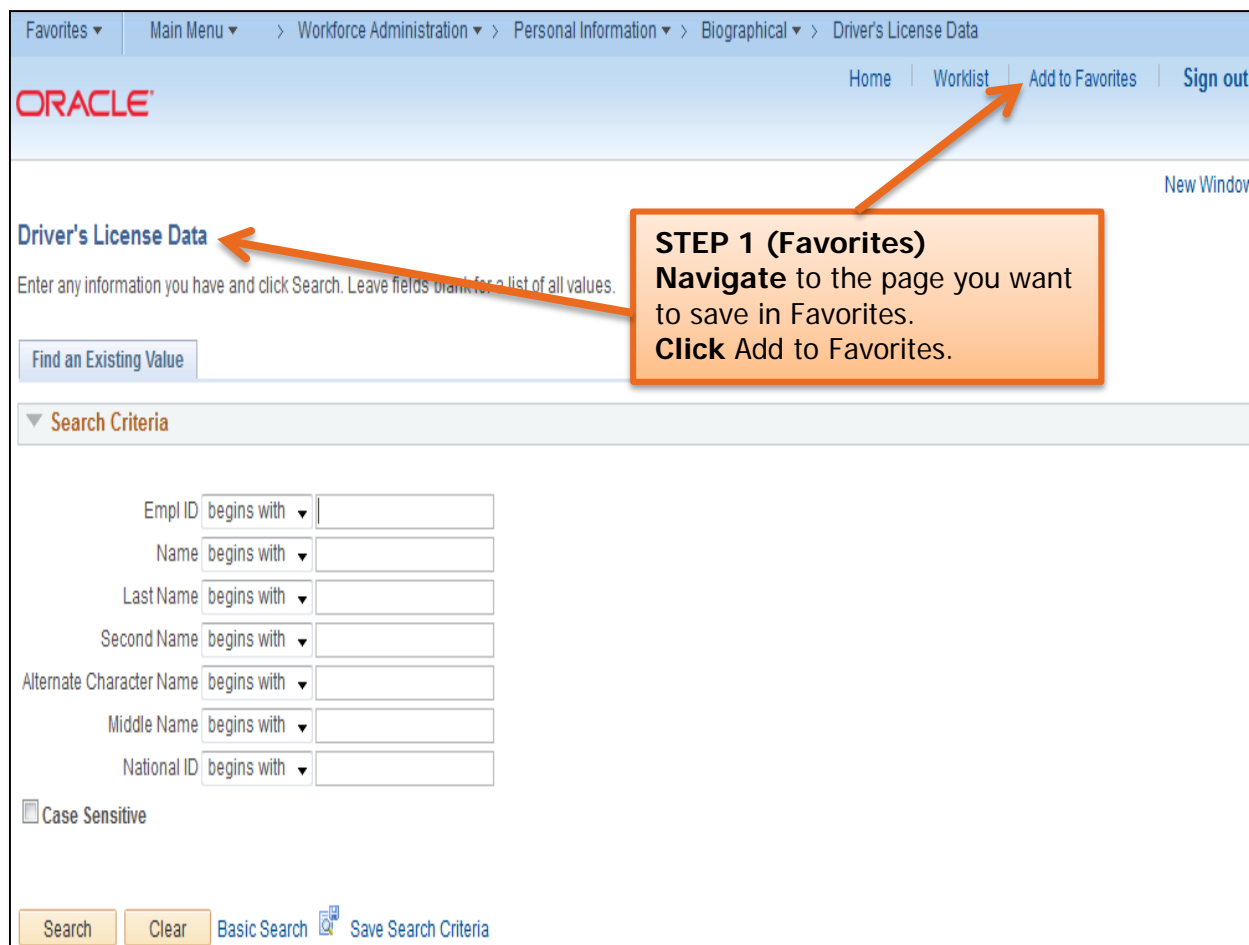
Click SAVE to retain your personalized layout.

Quick Reference: Personalizing Home Page And Setting Up Favorites

Setting up Favorites



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



STEP 1 (Favorites)
Navigate to the page you want to save in Favorites.
Click Add to Favorites.

Quick Reference: Personalizing Home Page And Setting Up Favorites

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

Add to Favorites

Please Enter a Unique Description for this Favorite

*Description

**Confirmation
message will show**

The favorite has been saved.

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

Favorites Main Menu

Recently Used

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

My Favorites

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

Quick Reference: Personalizing Home Page And Setting Up Favorites

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

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	-

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.

What self-service links might I need after the upgrade to PeopleSoft 9.2?

Links for After the Upgrade:

[Direct Deposit](#)

[W-4](#)

[W-2](#)

[View Paycheck](#)

Are there new features that will allow me to make changes to my benefits through CUBS?

After the upgrade, changes to your benefits (including plan or level changes, adding or removing dependents, updating contributions, etc.) will be processed through a Clemson University benefits counselor. You can set up a phone or face-to-face counseling session with a benefits counselor on line. To do so, click [HERE](#), click **Benefits Inquiries and Changes**, and follow the online prompts to make your appointment.

Will I still be able to use the Employee Self Service feature to change my W-4 (paycheck tax information) or make changes to my direct deposit information?

Yes, except during the transition, the system will be down for a brief period, and you will have **view only** access to **Self Service**. You will be unable to make changes to your W-4 or

direct deposit information. The system is scheduled to be down from December 10th through December 14th. If you need to make a change for the December 31st payday, you will need to enter your change by Tuesday, December 8, 2015.

Will I still be able to view my paystub, W-2 and other self-service information on line?

Yes. While PeopleSoft is down during the upgrading process, you will be directed to a **view only** module where you can access your paystubs. Once the upgrade is complete, users will notice a slight difference in appearance when accessing the employee **Self Service** feature, but basic functionality will remain unchanged.

How do I use the paycheck modeling feature in PeopleSoft 9.2?

Click [HERE](#) to gain access to a quick video that provides information on how you can use the paycheck modeling feature to research how tax and benefits changes would impact your paycheck. Also, be sure to review the quick reference guide, *Paycheck Modeler*. The University will provide an online presentation at a later date.

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.

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](#).