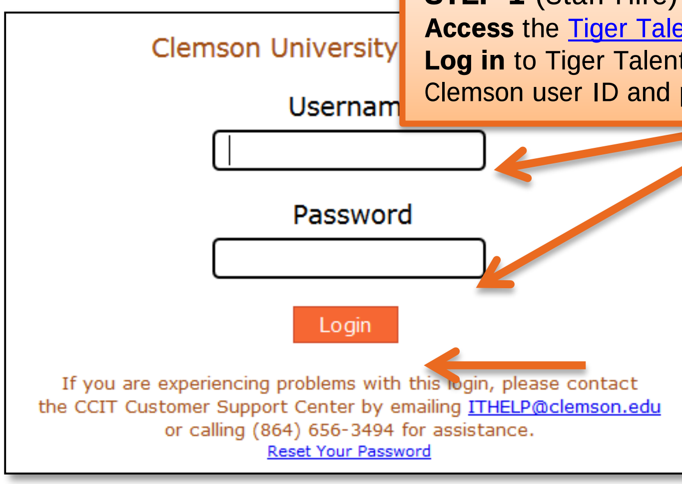
Quick Reference:
Tiger Talent - Request to Recruit

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

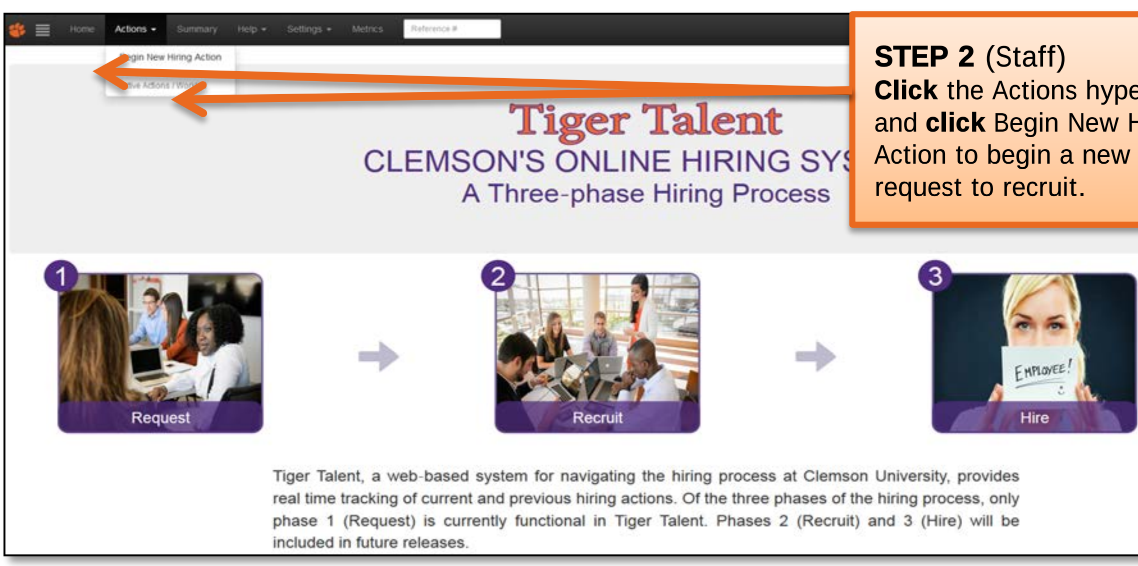
Staff Hire Request

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

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



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

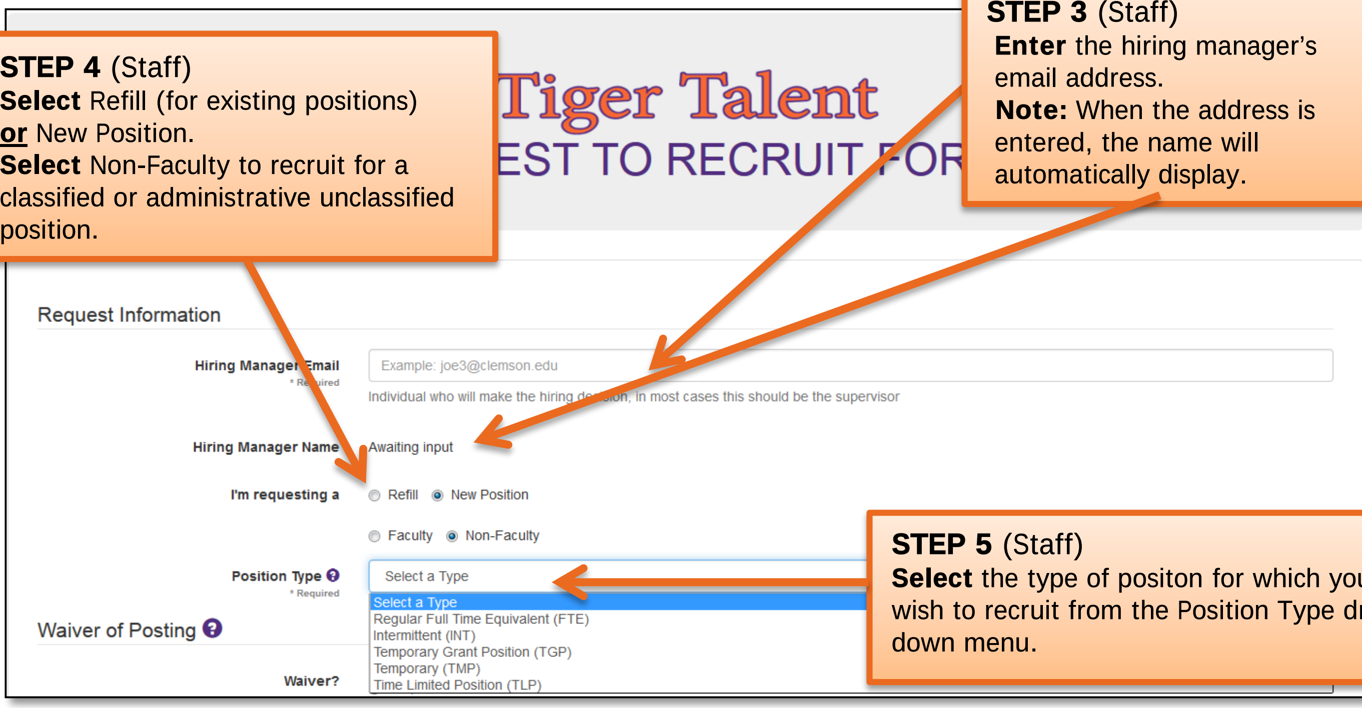


Quick Reference:
Tiger Talent - Request to Recruit

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

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

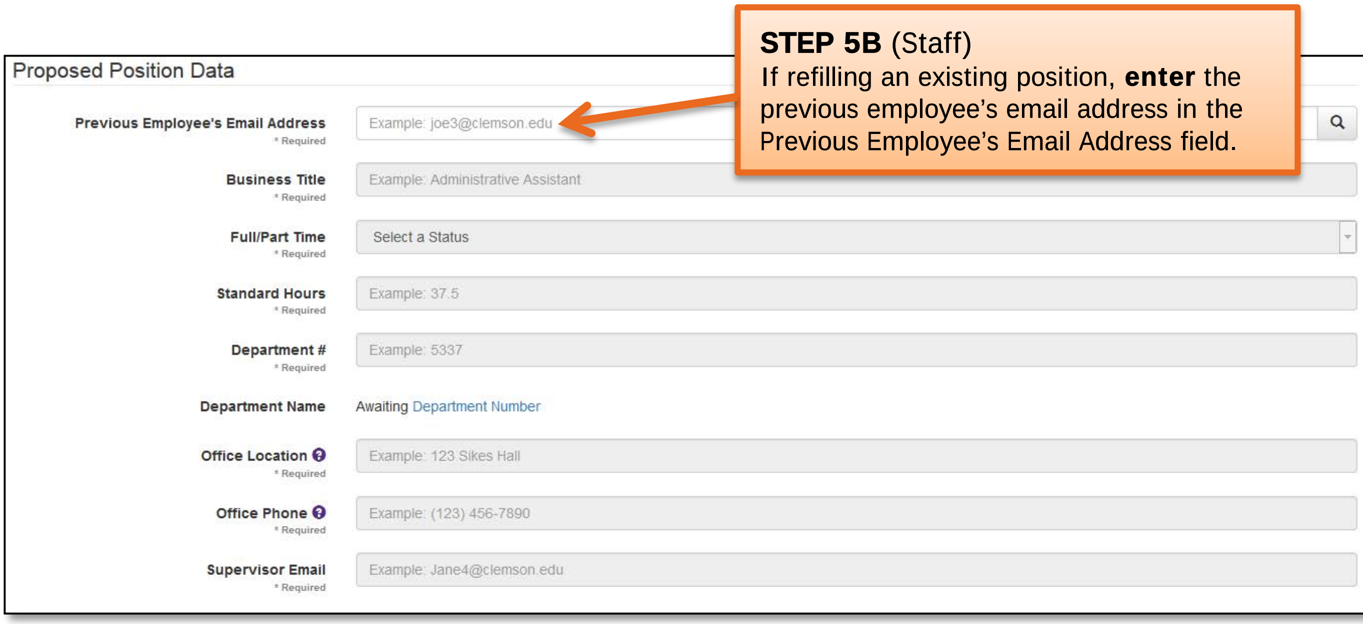


STEP 5 (Staff)
Select the type of positon for which you wish to recruit from the Position Type drop-down menu.

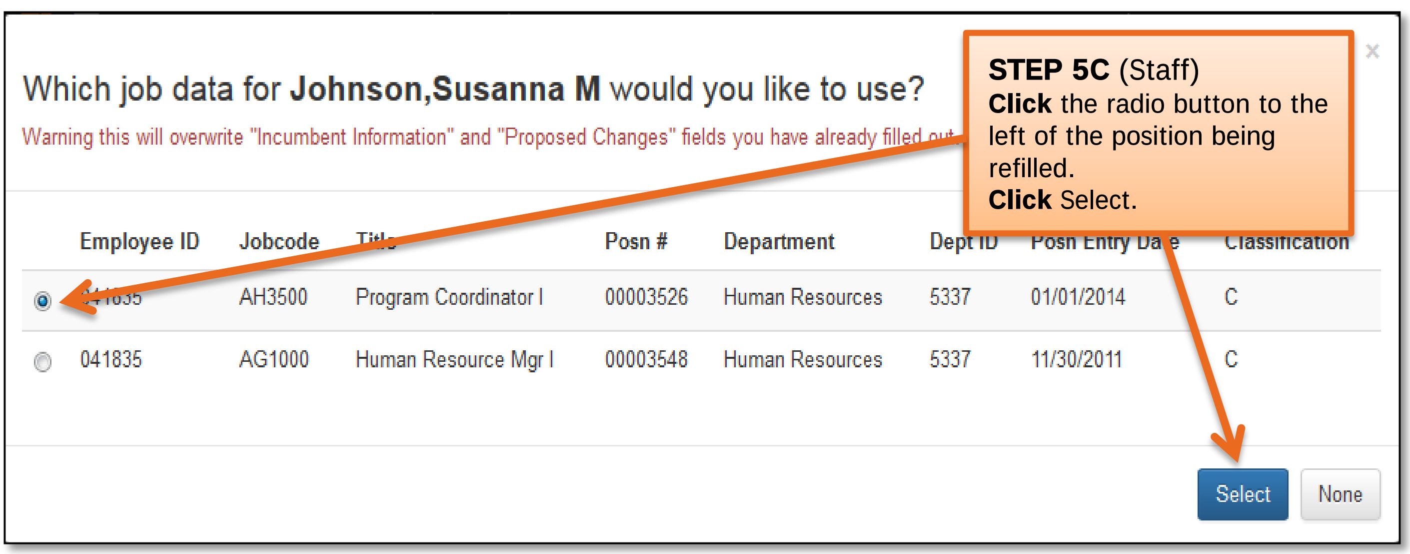
Important Information: There are three hiring options: 1) refill a position with no changes, 2) refill a position with changes or 3) request a new position.

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

CLEMSON HUMAN RESOURCES



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

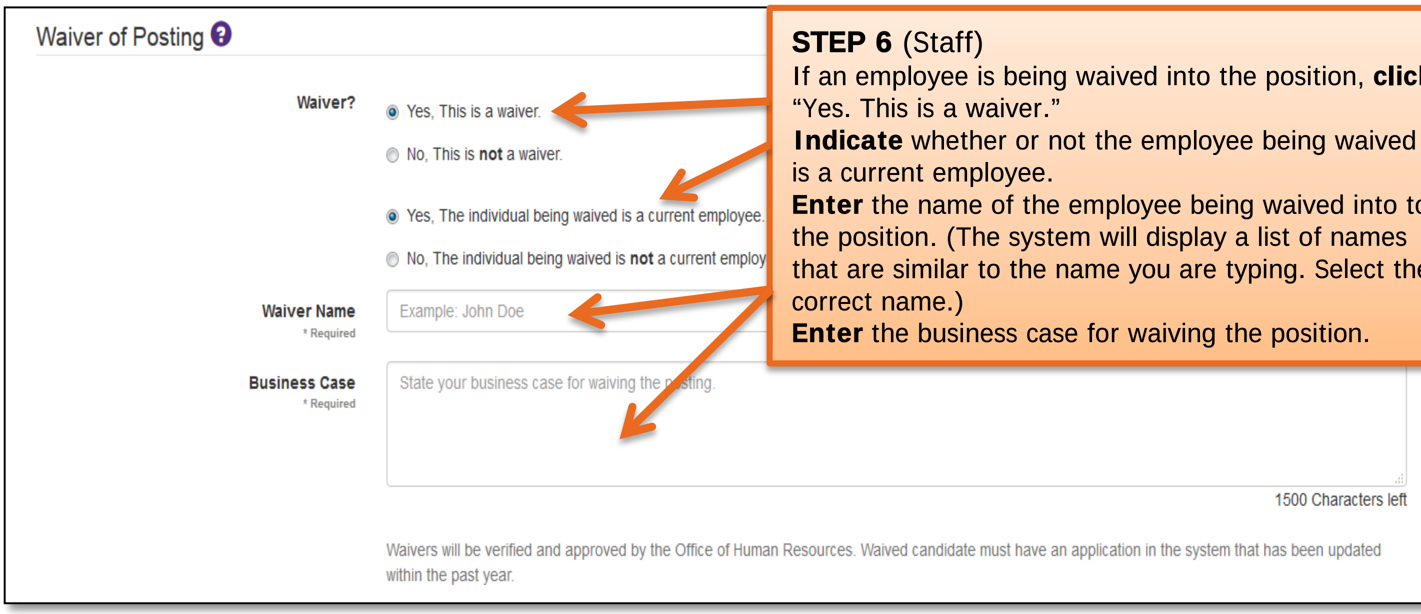


Important Information: The previous employee's position information will display. At this time, please review the position information for accuracy.

Quick Reference:
Tiger Talent - Request to Recruit

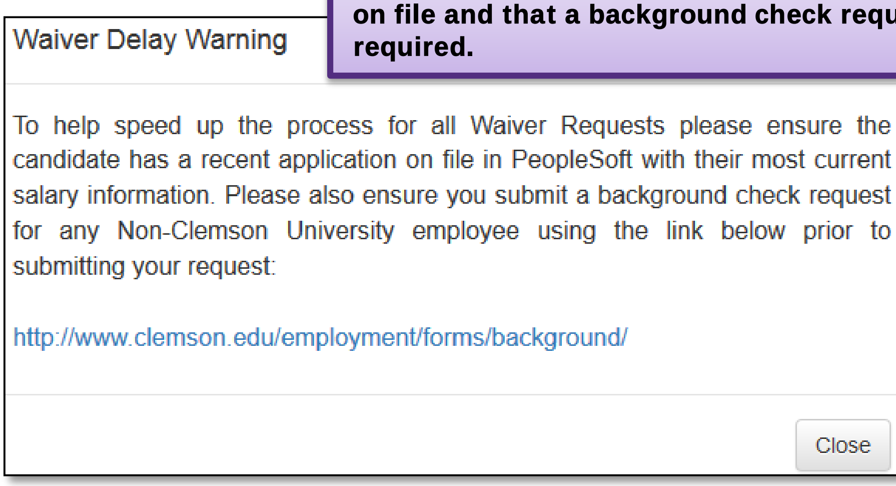
Important Information: Waivers are approved by the Office of Human Resources (OHR) once the request to recruit has been submitted. The Office of Human Resources reviews the business reason for each waiver request to ensure the following:

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



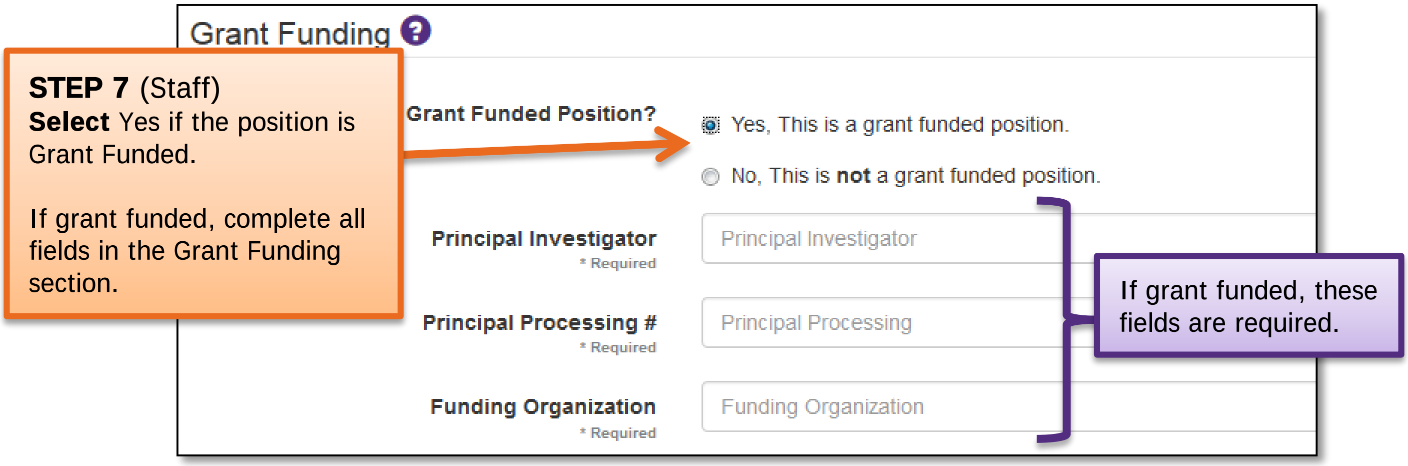
STEP 6 (Staff)
If an employee is being waived into the position, **click** "Yes. This is a waiver."
Indicate whether or not the employee being waived is a current employee.
Enter the name of the employee being waived into to the position. (The system will display a list of names that are similar to the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

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



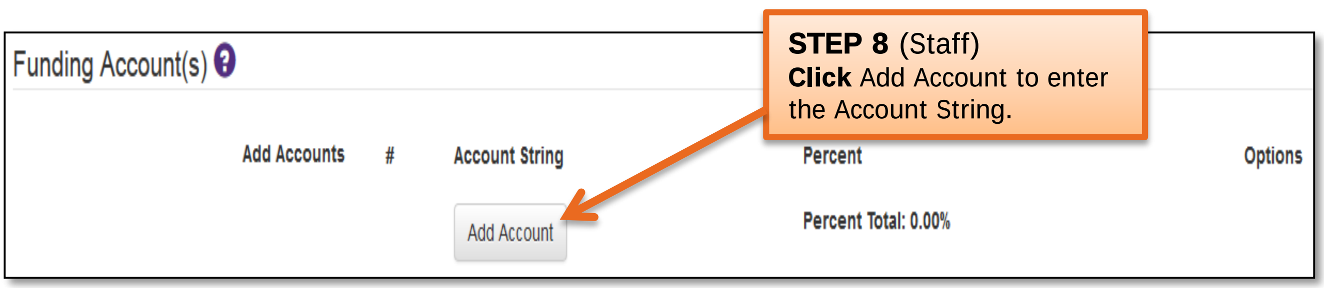
Quick Reference: Tiger Talent - Request to Recruit

CLEMSON HUMAN RESOURCES



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

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



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

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

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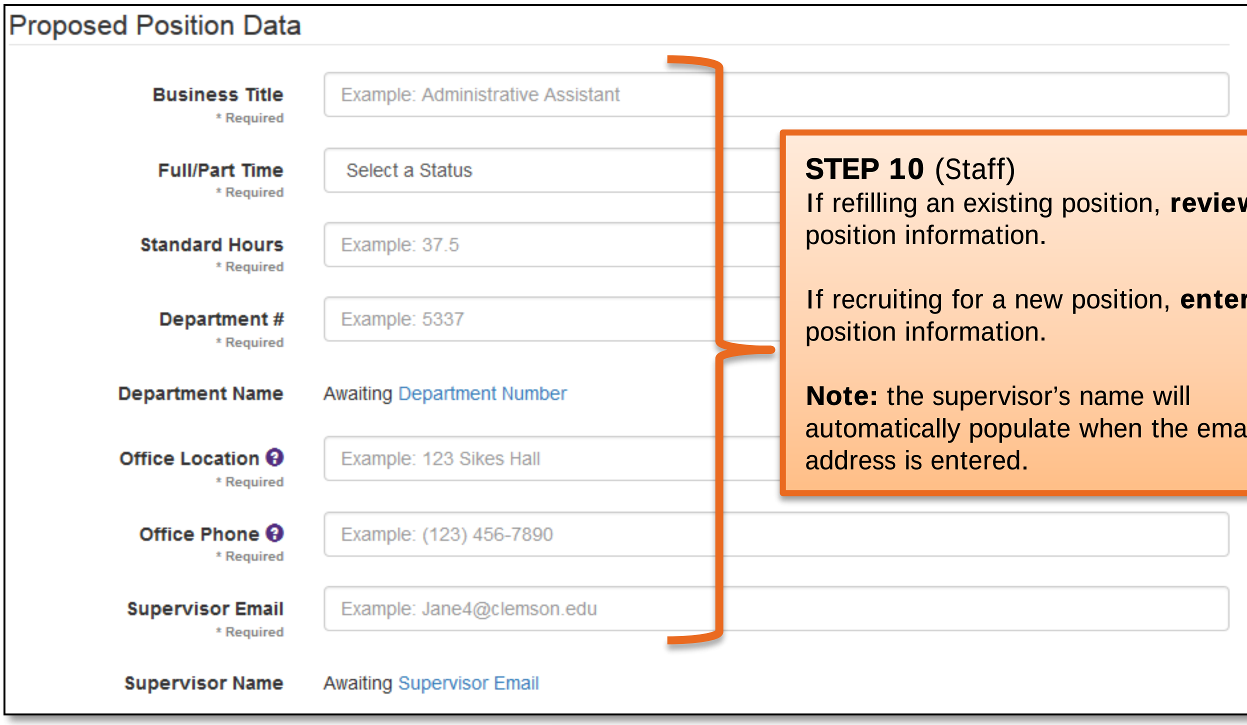
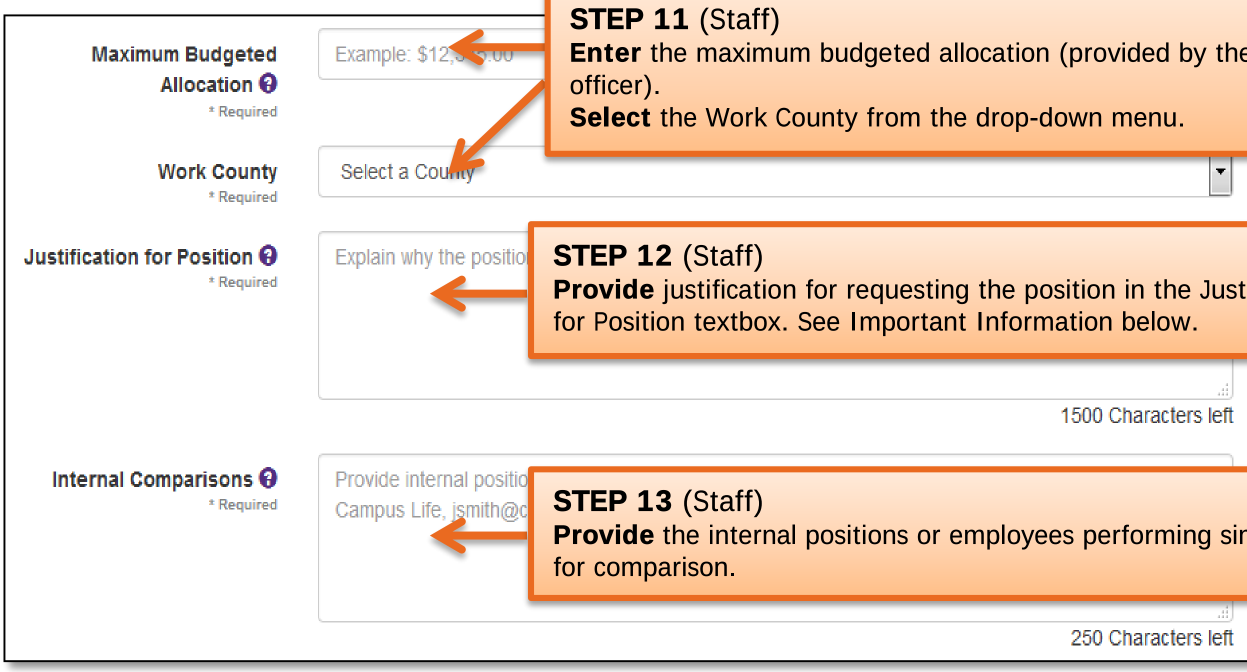
HUMAN RESOURCES



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

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

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



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

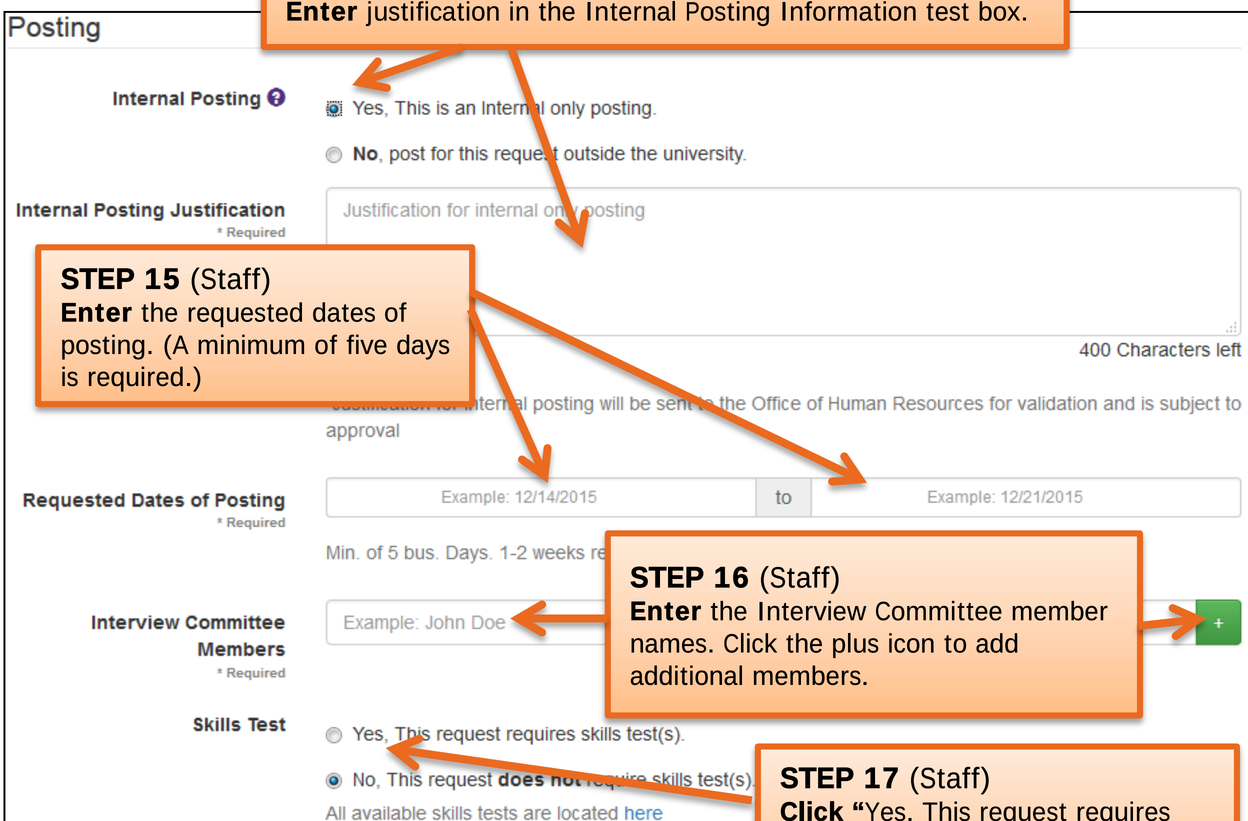
STEP 12 (Staff)
Provide justification for requesting the position in the Justification for Position textbox. See Important Information below.

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

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

Quick Reference:
Tiger Talent - Request to Recruit

CLEMSON HUMAN RESOURCES



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

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

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

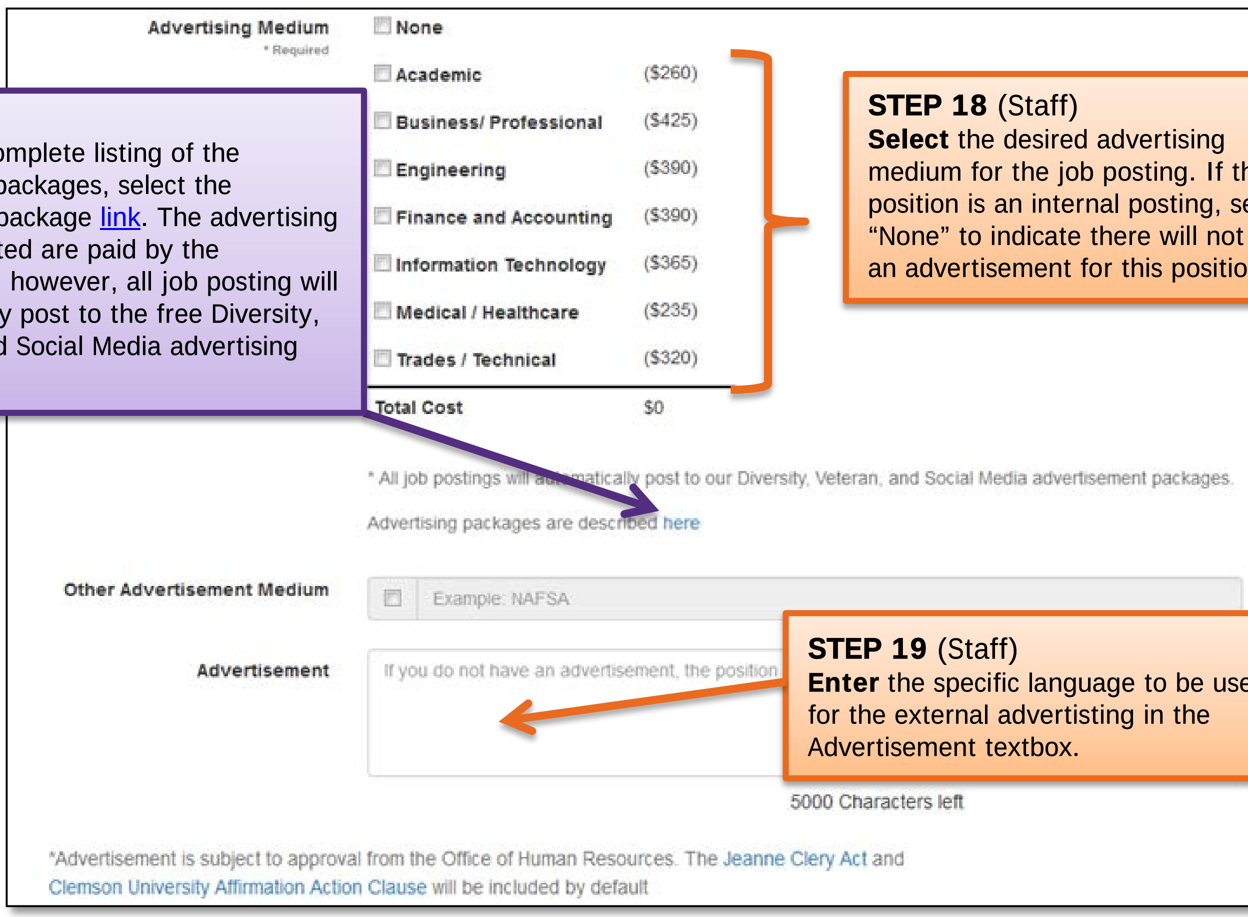
STEP 17 (Staff)
Click "Yes. This request requires skill test(s)" if skills tests are required for the position.

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.

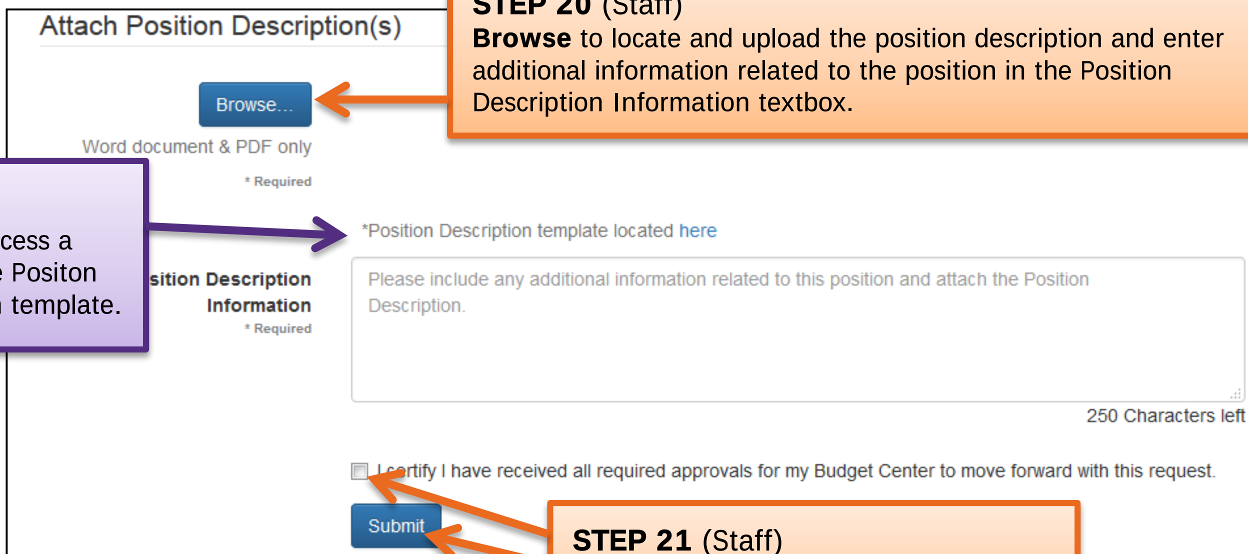
STEP 19 (Staff)
Enter the specific language to be used for the external advertising in the Advertisement textbox.

Quick Reference:
Tiger Talent - Request to Recruit

CLEMSON HUMAN RESOURCES

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

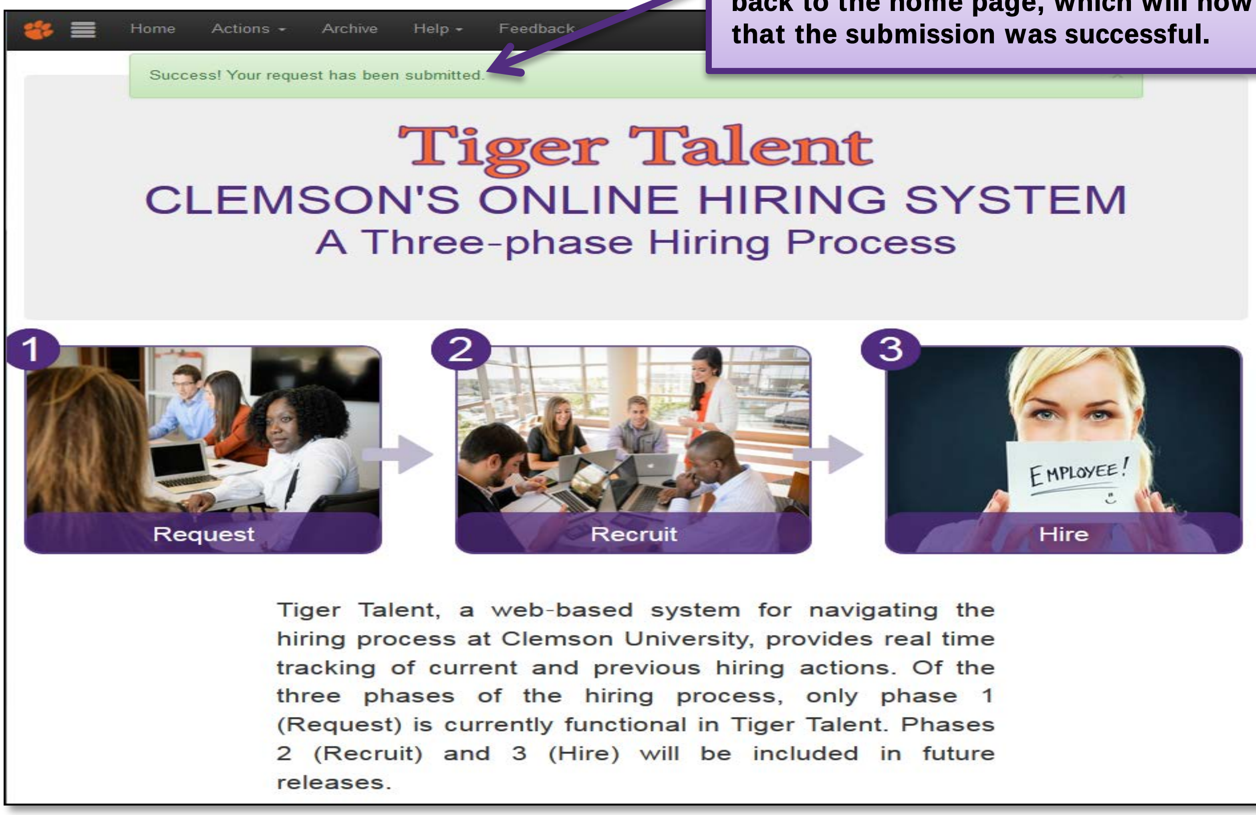
TIP:
You can access a copy of the Positon Description template.



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

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

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



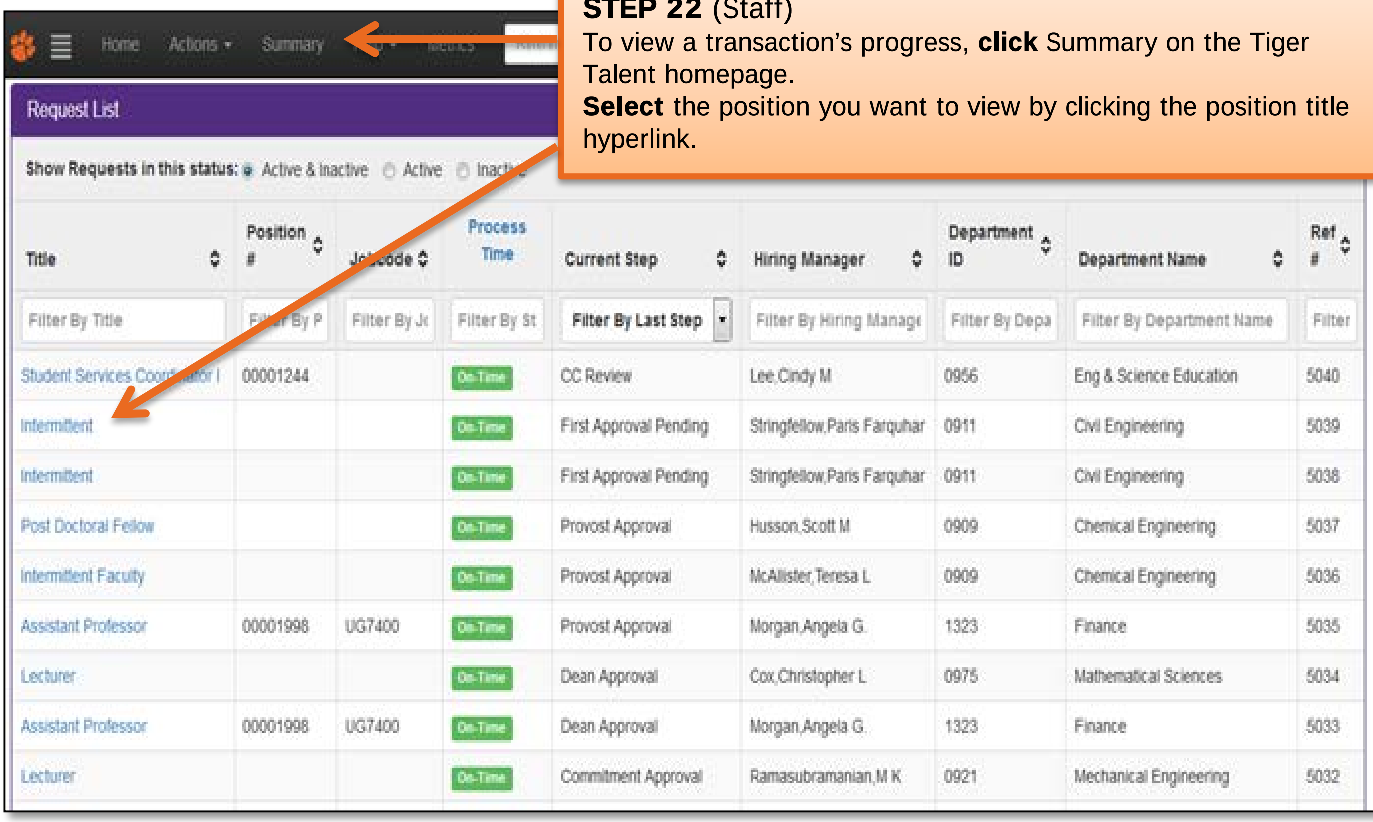
Important Information:
From this point, you will receive emails containing information regarding the transaction's progress through the hiring process.

CLEMSON
HUMAN RESOURCES

Review Staff Request to Recruit

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

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



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

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

Quick Reference:
Tiger Talent - Request to Recruit

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

Sample Email Notification

Position Information

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

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

Comments:
Approve

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

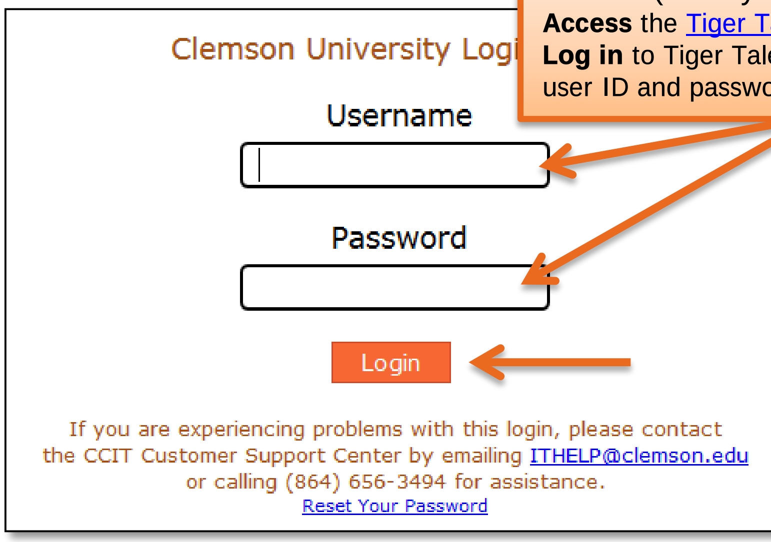
Approval Process Reminders:
You will receive a reminder email after 24 hours if action is not taken within that timeframe. In order to avoid delays in the process, if you have not taken action within 48 hours, a notification will be sent to your supervisor so that he/she may approve or deny the request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

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

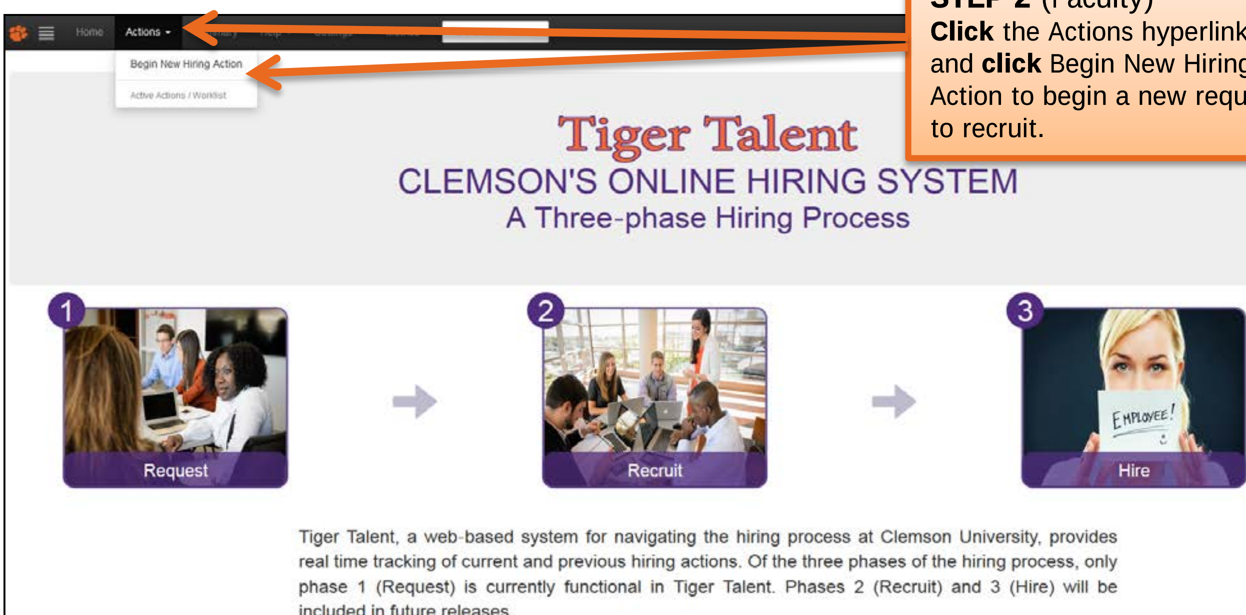
Important Information: The approval process for a faculty Tiger Talent Request to Recruit transaction involves the budget officer, any ad hoc approvers that have been added, the dean, the provost and the Office of Human Resources.

Faculty Hire Request

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



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

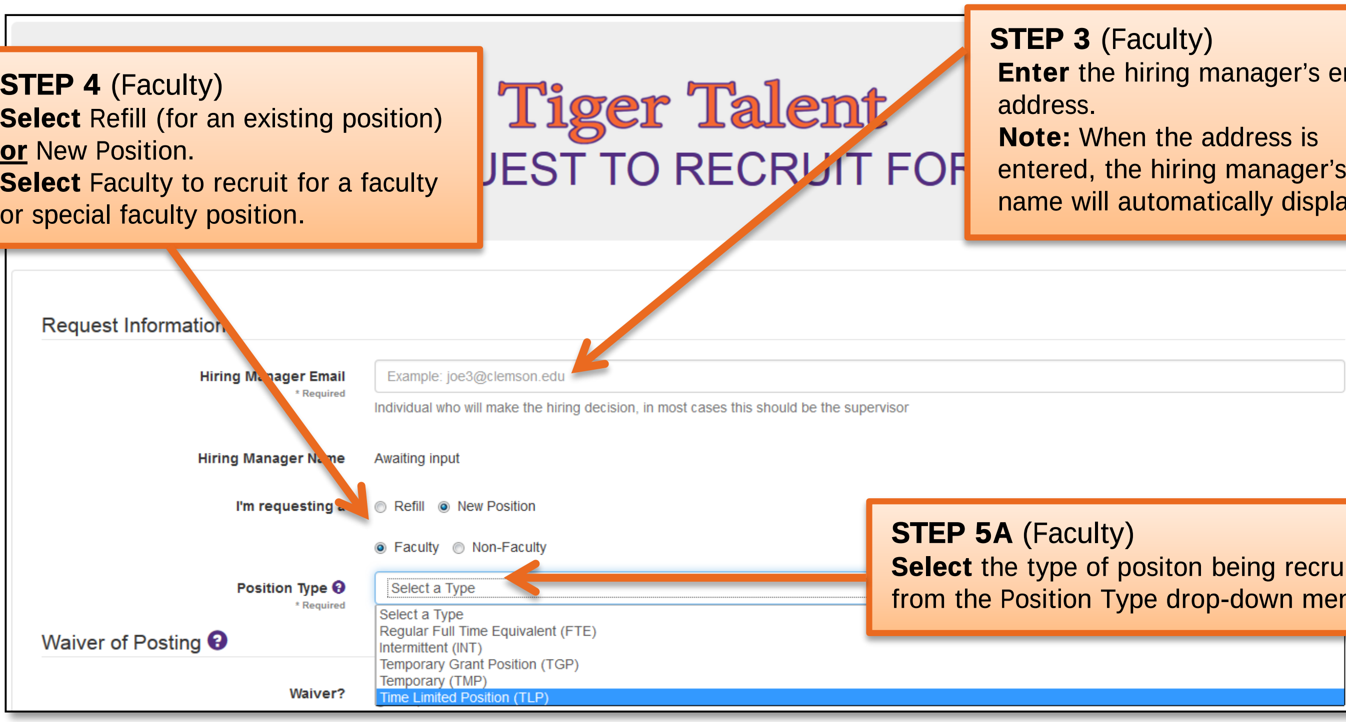


Quick Reference:
Tiger Talent - Request to Recruit

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

STEP 4 (Faculty)
Select Refill (for an existing position) <u>**or**</u> 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.

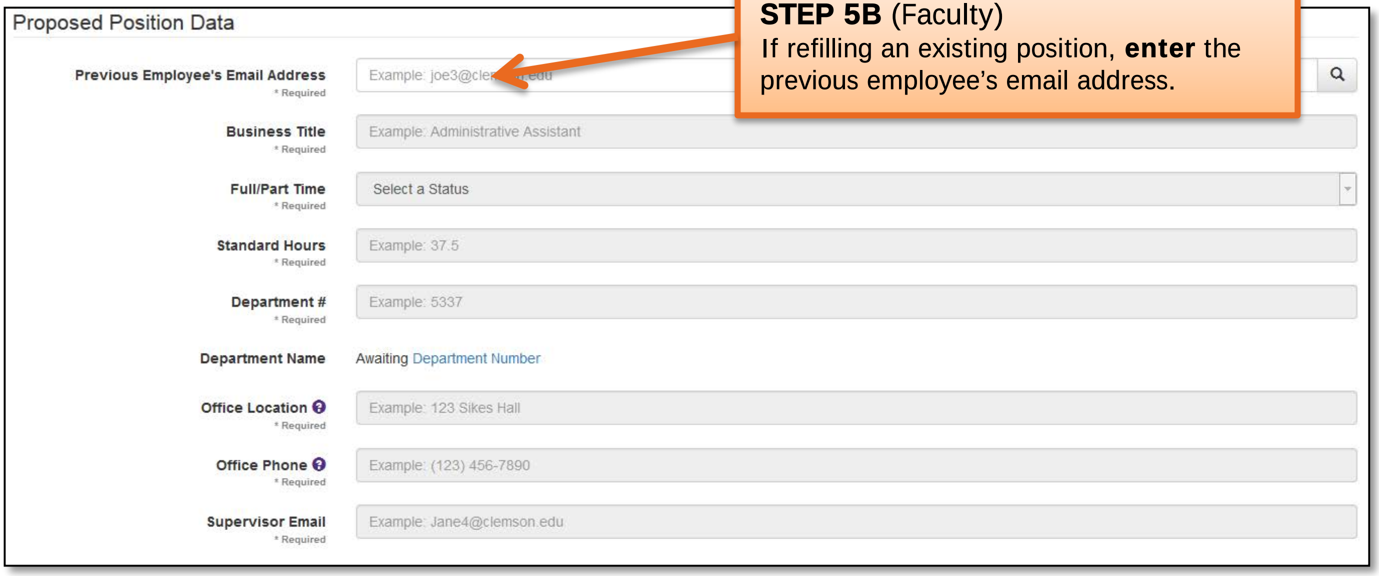


STEP 5A (Faculty)
Select the type of positon being recruited from the Position Type drop-down menu.

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

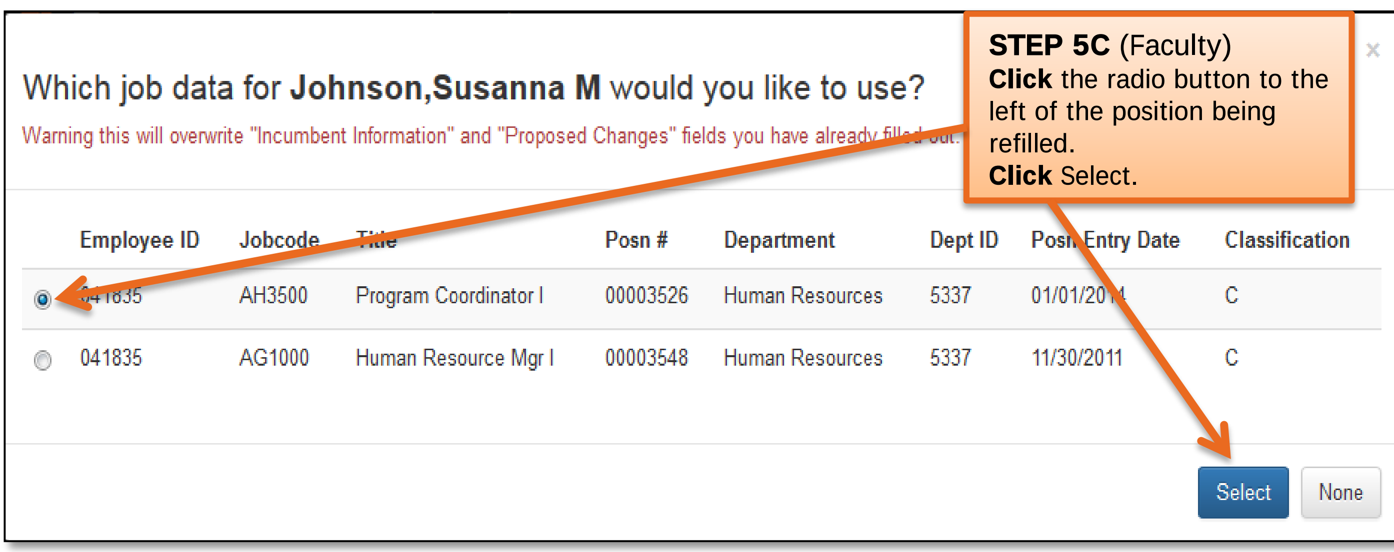
- To request to refill an existing position without making any changes from the previous incumbent's job information, select "No Changes."
- To request to refill an existing position with changes to the position from the previous incumbent's job information, select "With Changes."
- To request an intermittent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

Quick Reference:
Tiger Talent - Request to Recruit



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

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

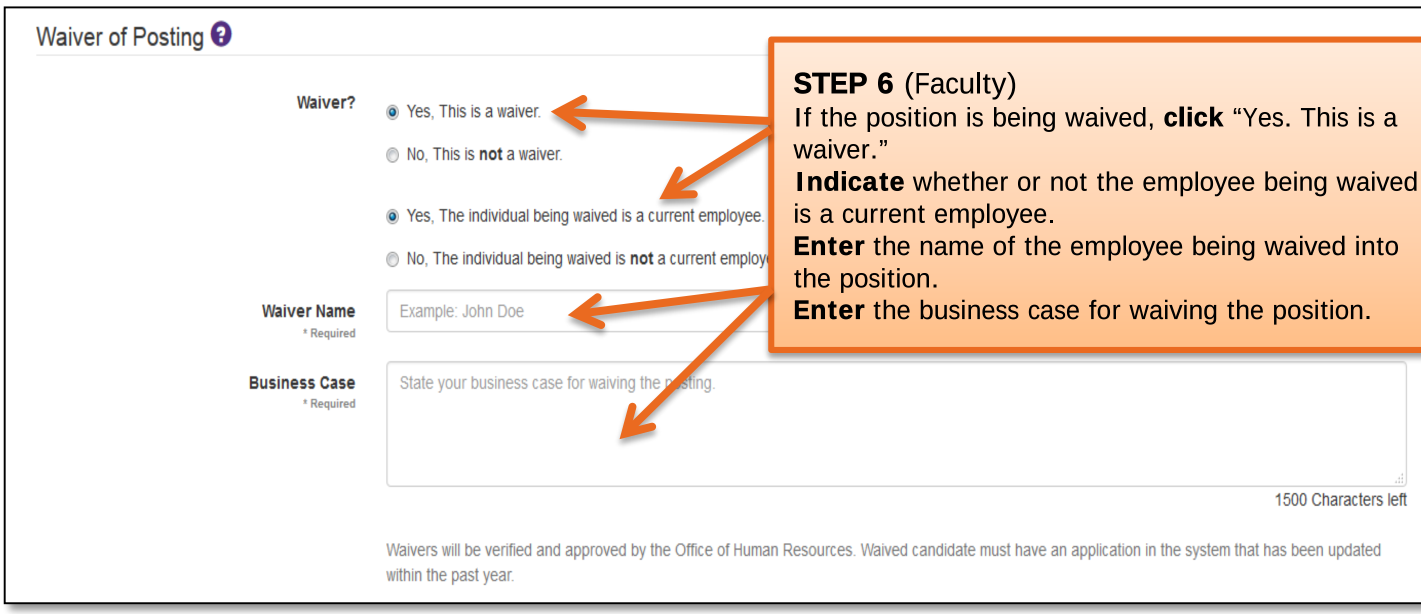


STEP 5C (Faculty)
Click the radio button to the left of the position being refilled.
Click Select.

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

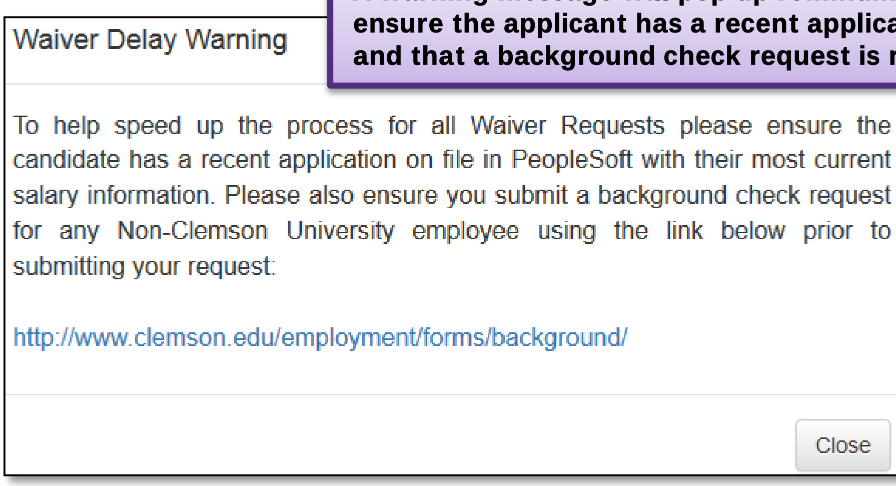
Important Information: Waivers are approved by the Office of Human Resources once the request to recruit has been submitted. OHR reviews the business reason for each request to ensure the following:

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



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

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



Quick Reference:
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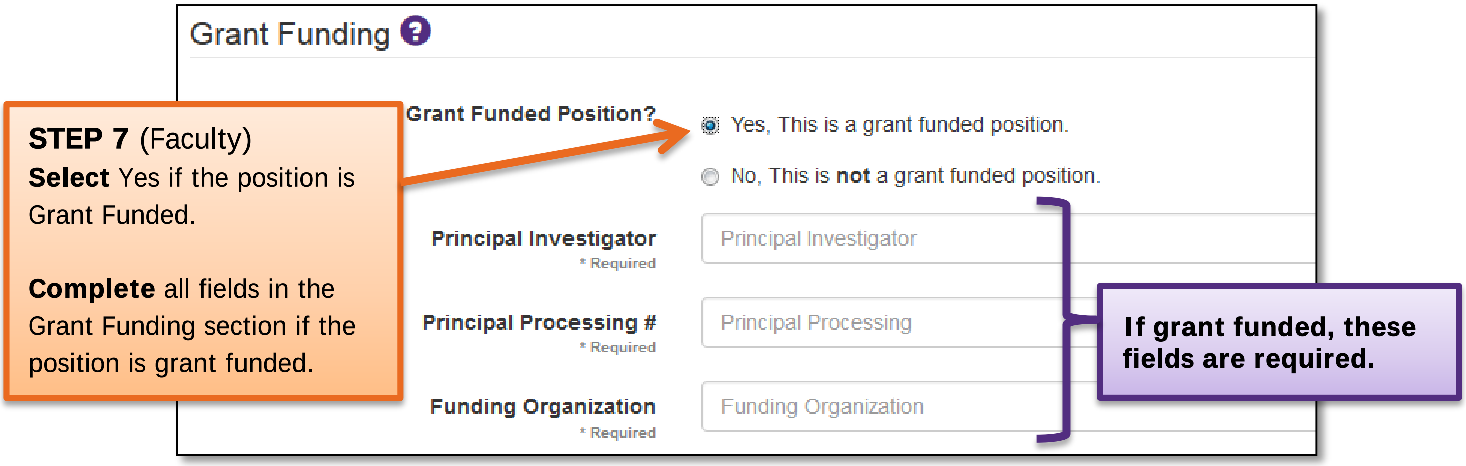
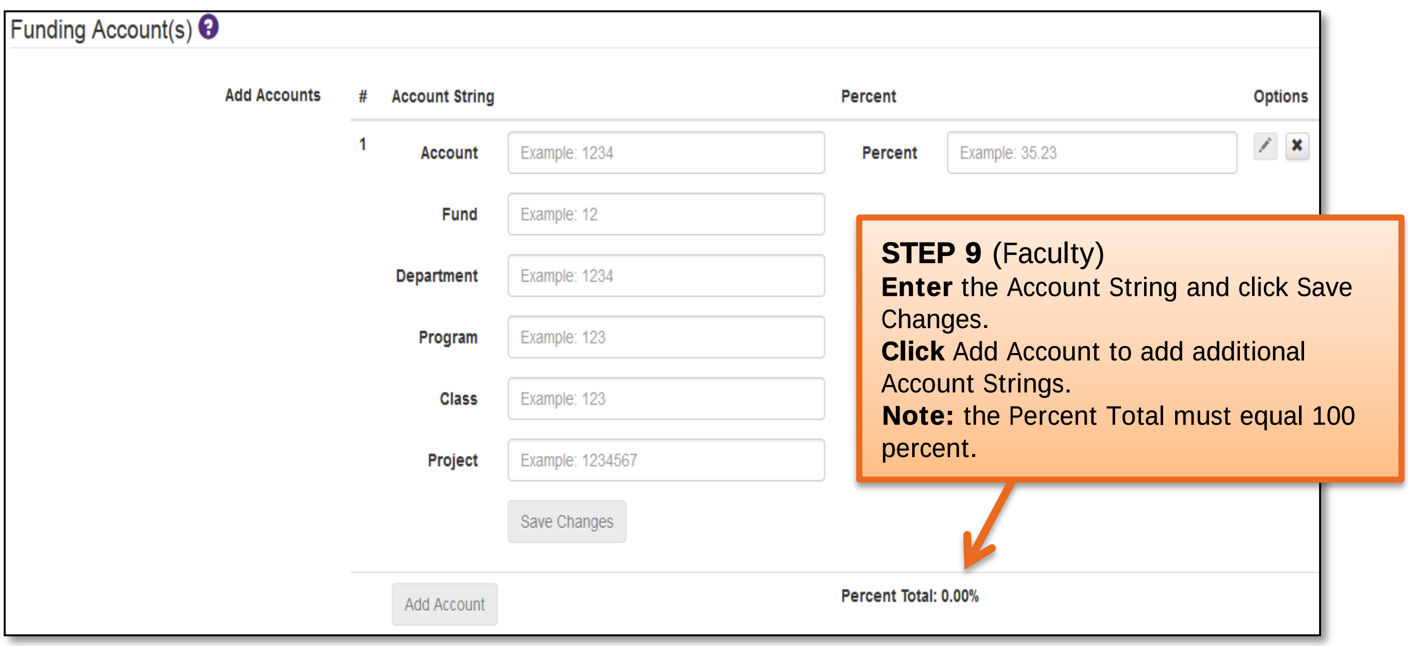
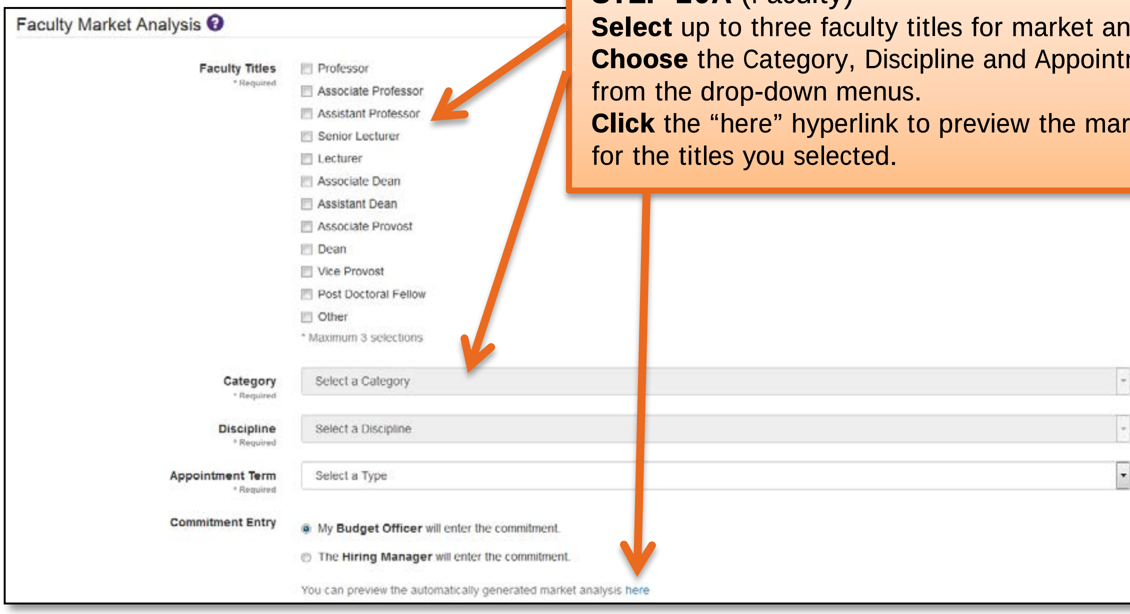
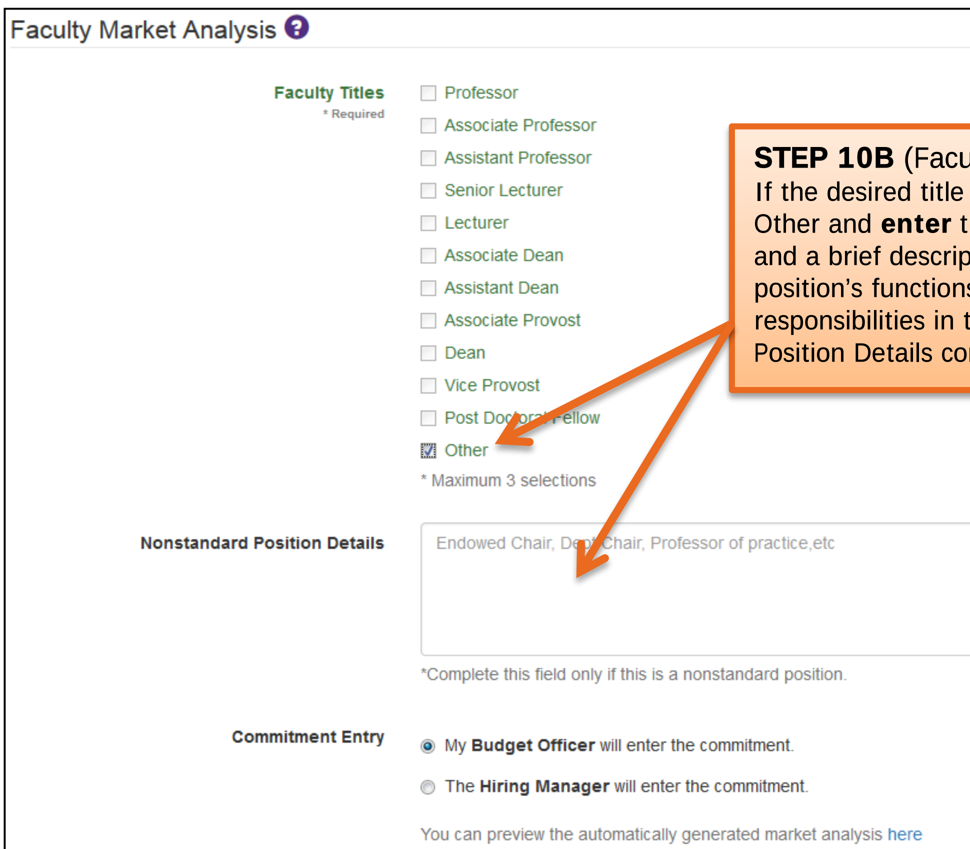




Quick Reference:
Tiger Talent - Request to Recruit



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



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

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

CLEMSON HUMAN RESOURCES

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

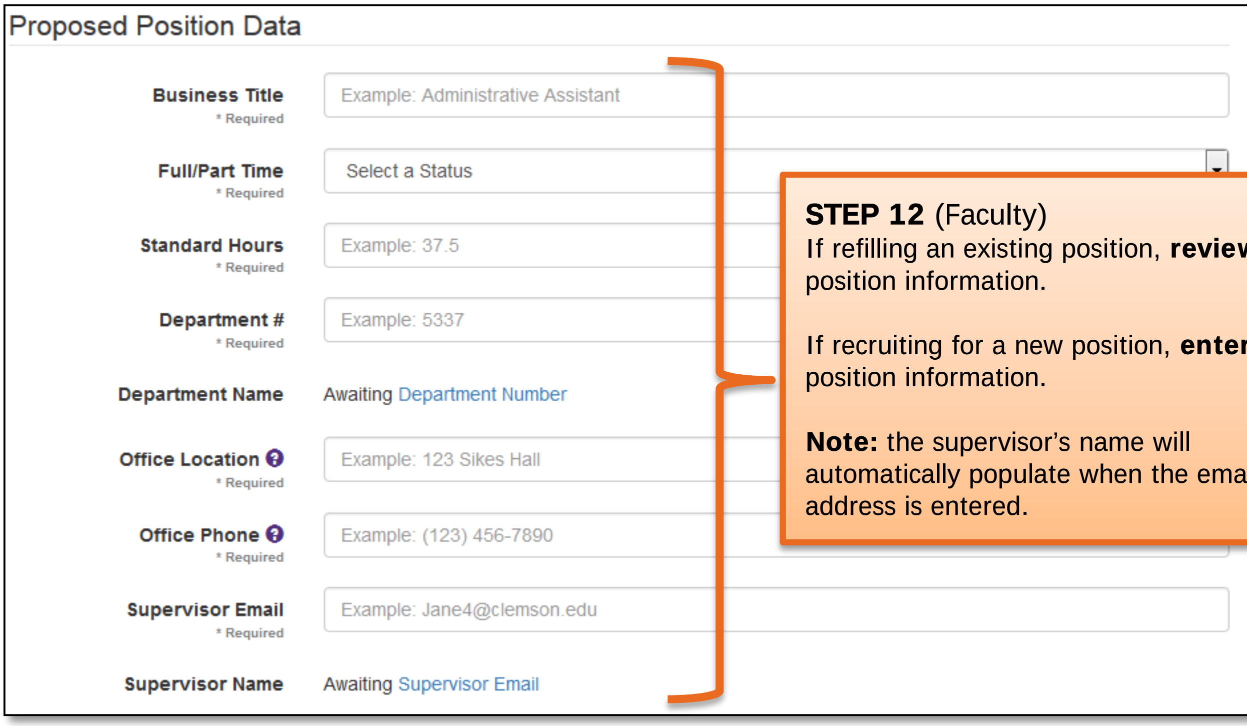
STEP 11 (Faculty)
Choose either the budget officer or hiring manager as who will enter the Commitment Form data. The person indicated will be notified when the Commitment Form is available for completion.

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

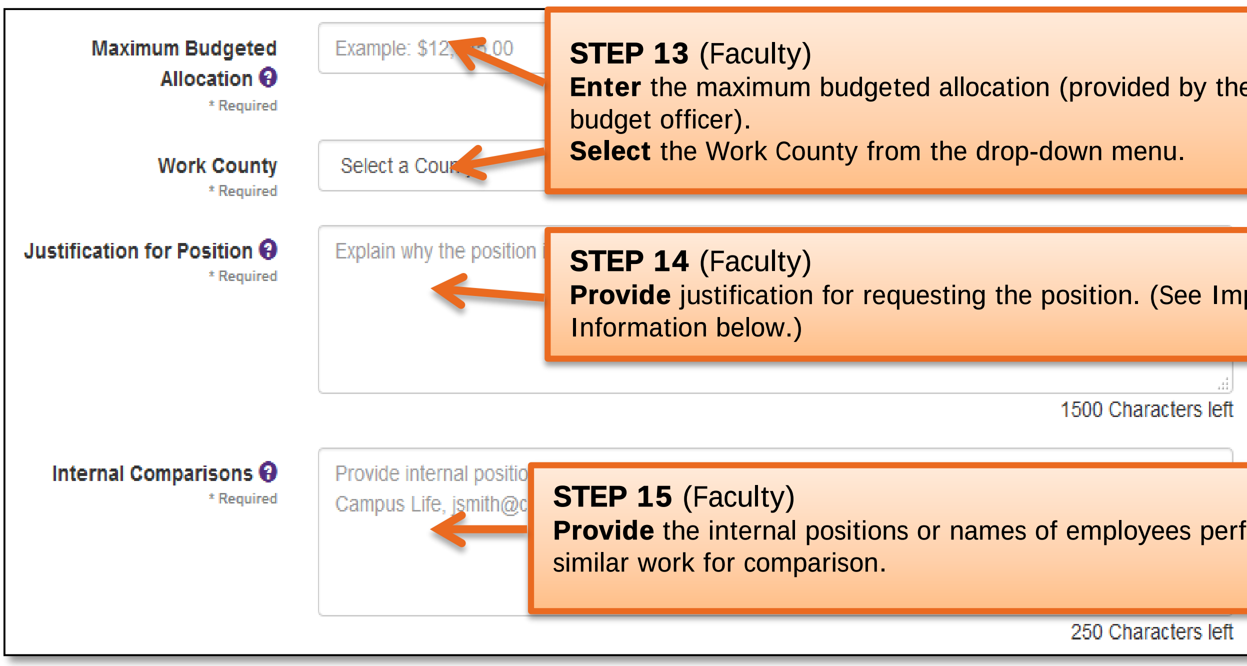
Quick Reference:
Tiger Talent - Request to Recruit



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

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

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

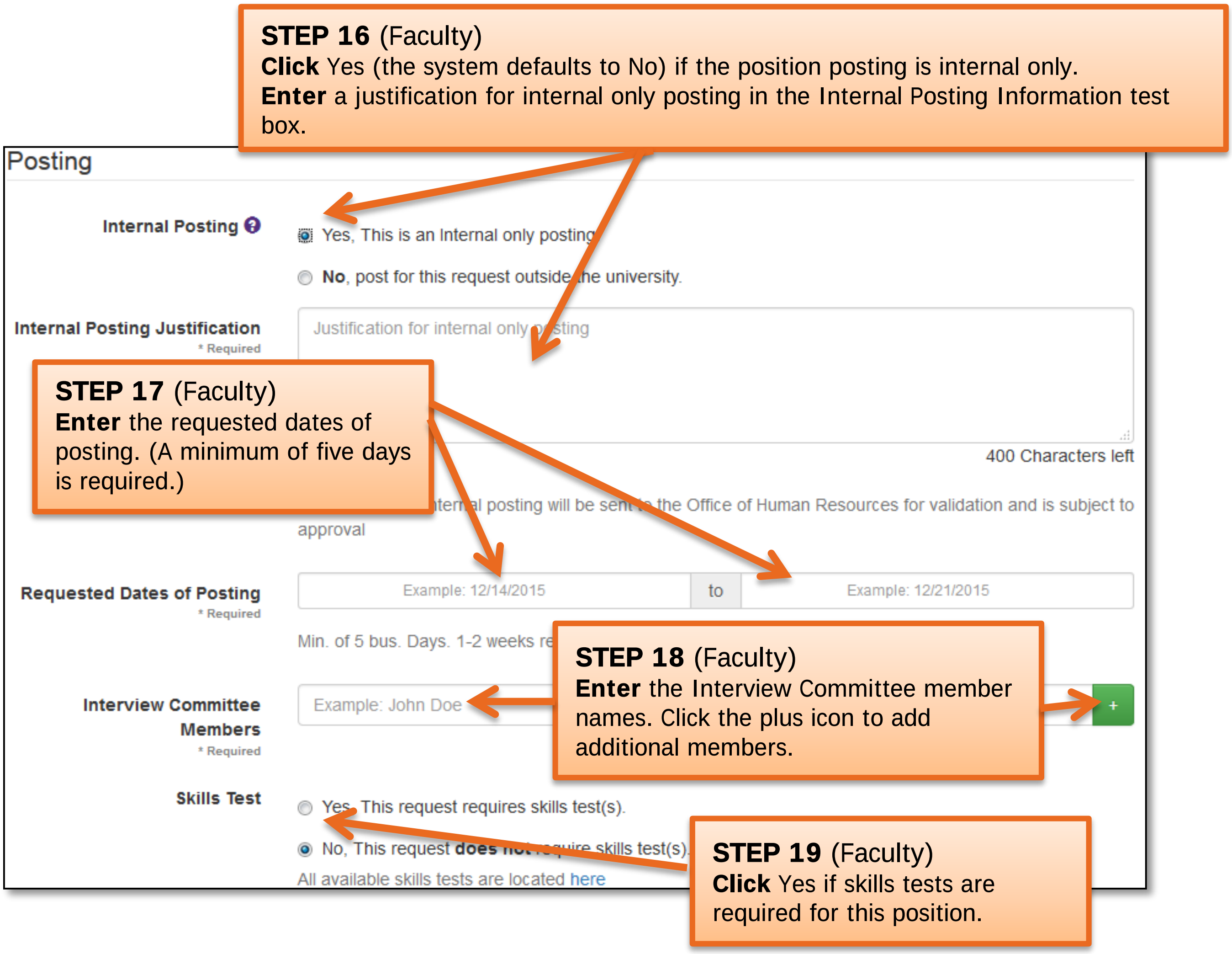


STEP 13 (Faculty)
Enter the maximum budgeted allocation (provided by the budget officer).
Select the Work County from the drop-down menu.

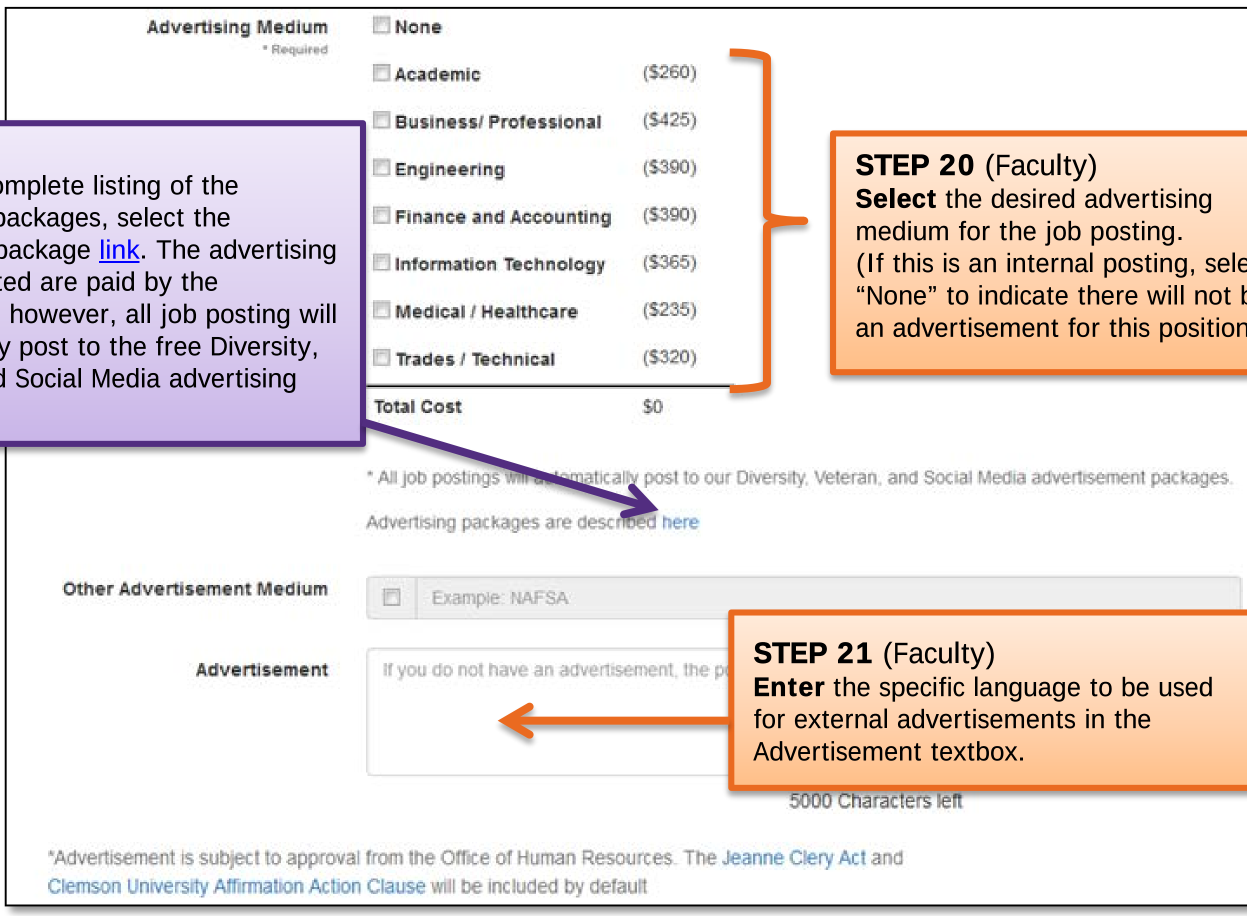
STEP 14 (Faculty)
Provide justification for requesting the position. (See Important Information below.)

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

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


STEP 16 (Faculty)
Click Yes (the system defaults to No) if the position posting is internal only.
Enter a justification for internal only posting in the Internal Posting Information test box.
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
approval
STEP 17 (Faculty)
Enter the requested dates of posting. (A minimum of five days is required.)
Requested Dates of Posting
* Required
Example: 12/14/2015
to
Example: 12/21/2015
STEP 18 (Faculty)
Enter the Interview Committee member names. Click the plus icon to add additional members.
Interview Committee Members
* Required
Example: John Doe
+
Skills Test
Yes, This request requires skills test(s).
All available skills tests are located here
STEP 19 (Faculty)
Click Yes if skills tests are required for this position.

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



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

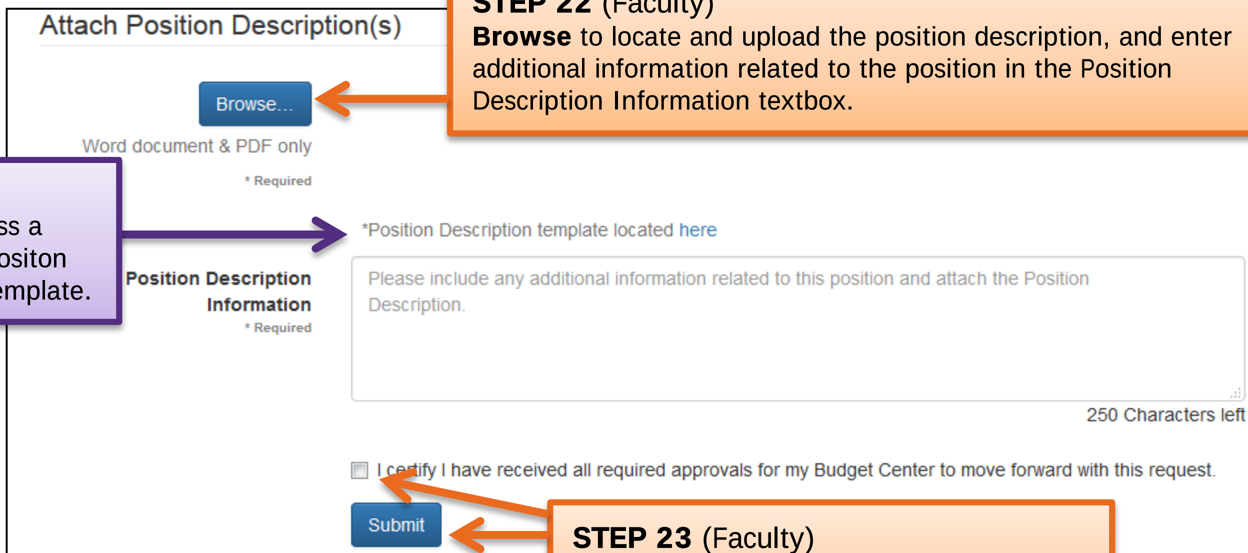
STEP 20 (Faculty)
Select the desired advertising medium for the job posting.
(If this is an internal posting, select "None" to indicate there will not be an advertisement for this position.)

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

Quick Reference:
Tiger Talent -
Request to Recruit

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

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

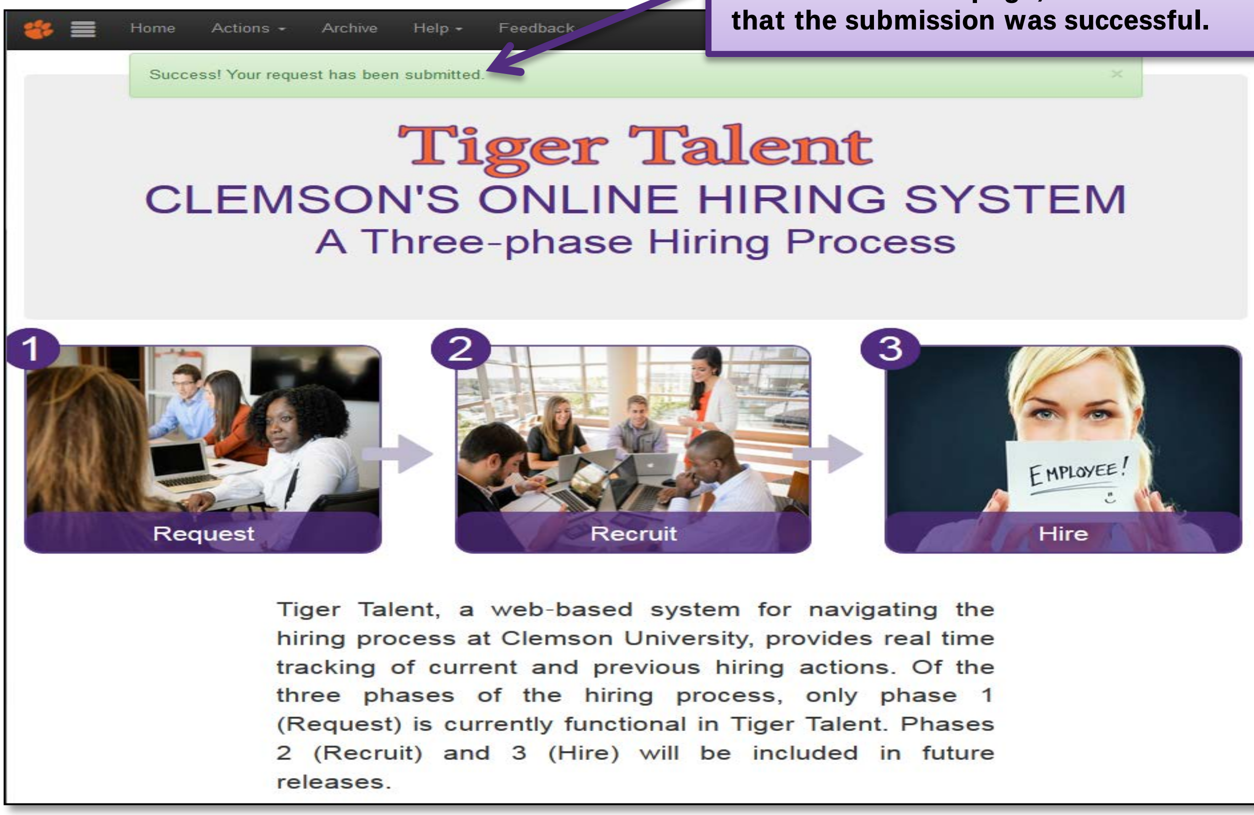


STEP 23 (Faculty)
Click the certification acknowledgement and **click** Submit.

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

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.



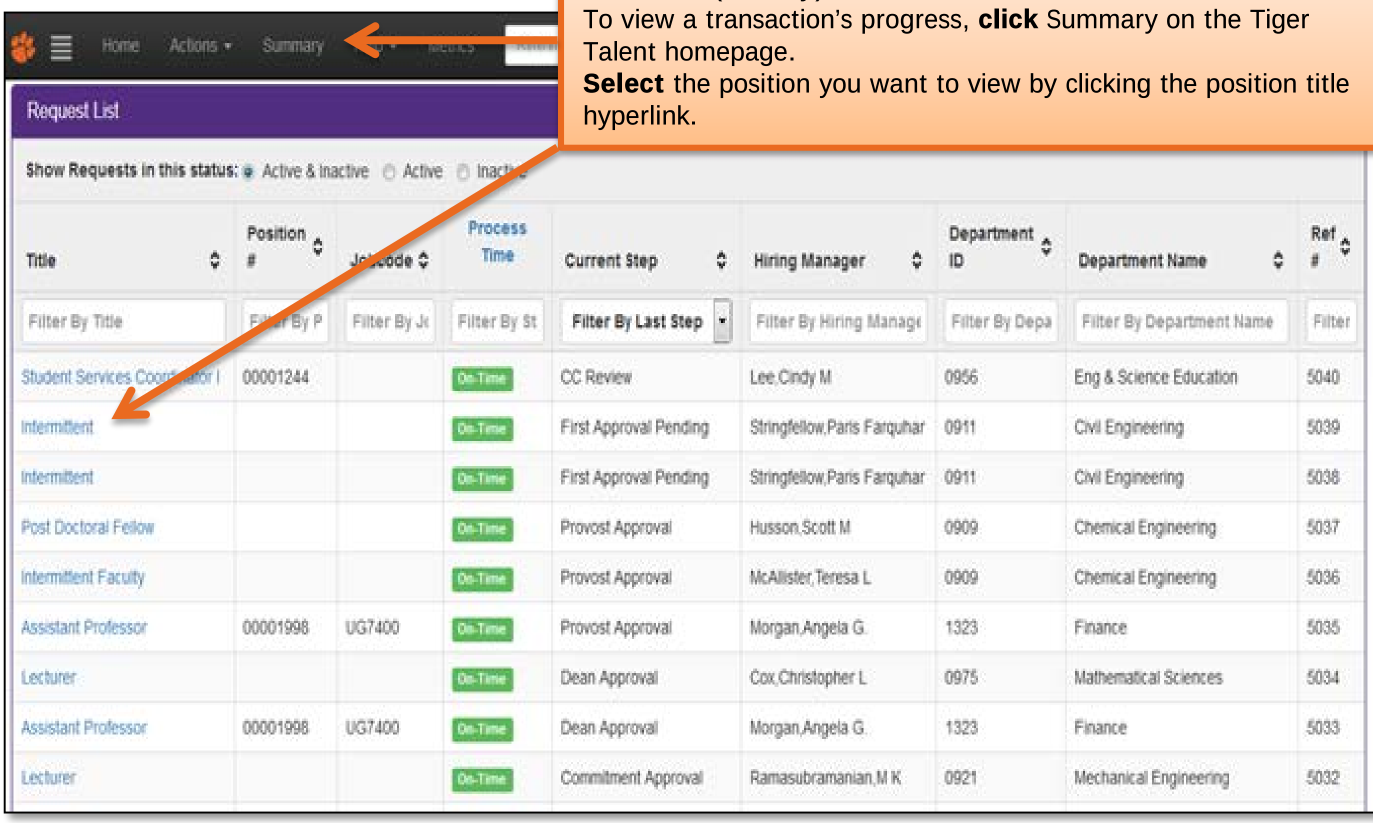
Important Information:
From this point, you will receive emails containing information regarding the transaction's progress through the hiring process.

Quick Reference:
Tiger Talent - Request to Recruit

CLEMSON HUMAN RESOURCES

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

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



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

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

Sample Email Notification

Position Information

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

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

Comments:
Approve

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

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

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

Quick Reference:
Tiger Talent - Request to Recruit

CLEMSON HUMAN RESOURCES

Linking a PeopleSoft Job Opening to Tiger Talent

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

Sample Email Notification

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

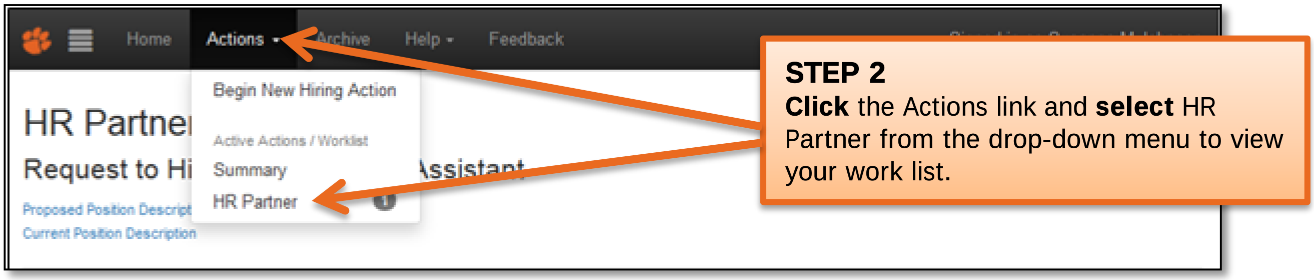
Comments:
Approve

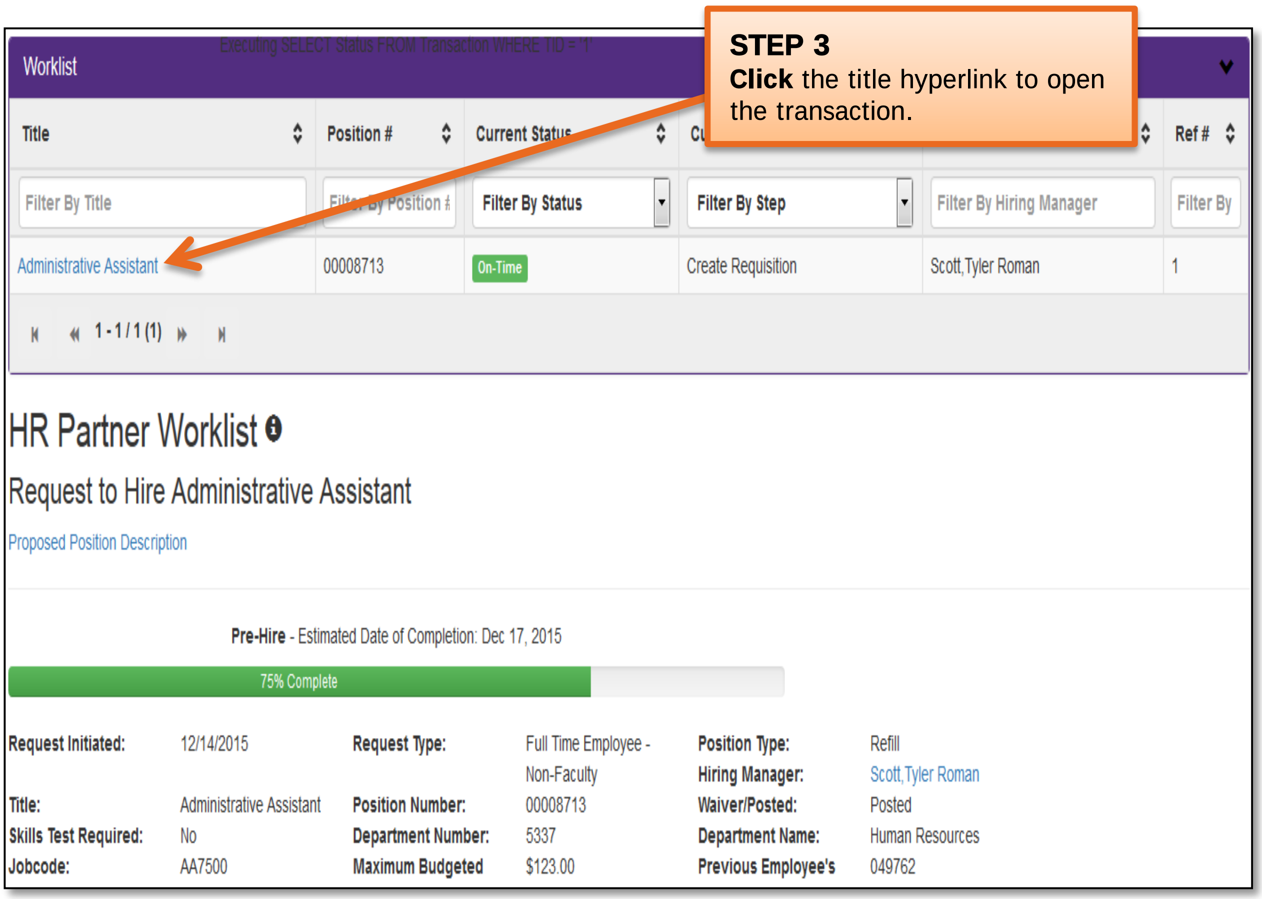
Action Required:
Please review the comments above and the position information in the table. If you feel there have been changes from the proposed request that warrant reapproval, please notify Hiring Manager and Supervisor prior to creating a requisition. If no changes are required, log in to Tiger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

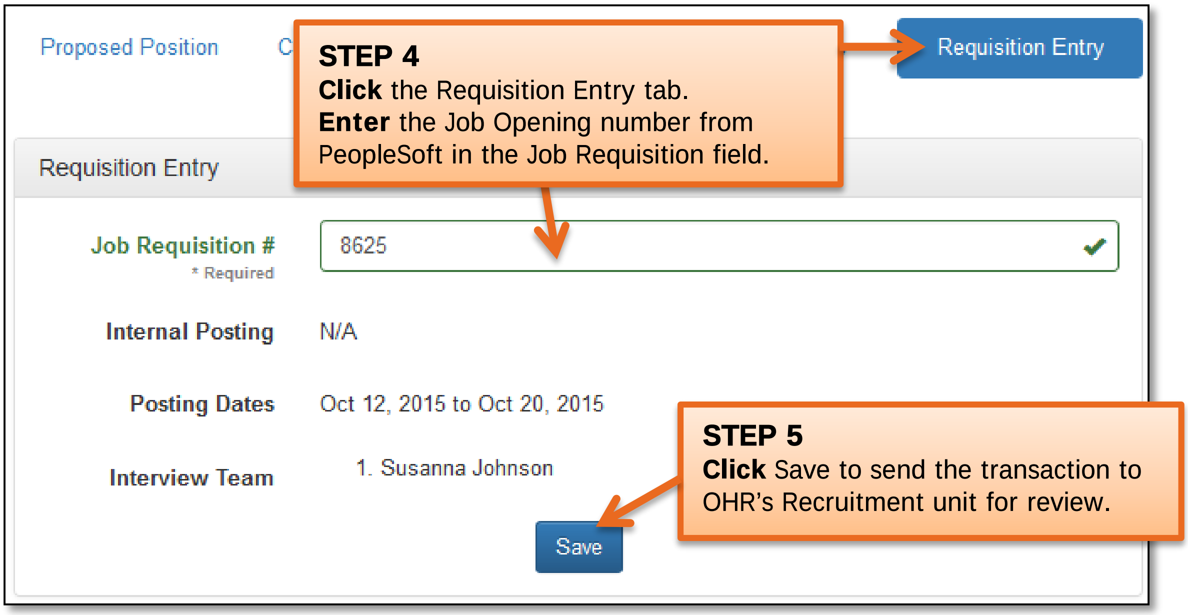
Approval Process Reminders:
You will receive a reminder email after 24 hours if action is not taken within that timeframe. In order to avoid delays in the process, if you have not taken action within 48 hours, a notification will be sent to your supervisor so that he/she may approve or deny the request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

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

STEP 1
After creating the job opening, **click** the link in the email, or **log in** to Tiger Talent.


Home
Actions
Archive
Help
Feedback
Begin New Hiring Action
Active Actions / Worklist
Summary
HR Partner
HR Partner
Request to Hi
Proposed Position Descript
Current Position Description
STEP 2
Click the Actions link and **select** HR Partner from the drop-down menu to view your work list.


Worklist
STEP 3
Click the title hyperlink to open the transaction.
Title
Position #
Current Status
Ref #
Filter By Title
Filter By Status
Filter By Step
Filter By Hiring Manager
Administrative Assistant
00008713
On-Time
Create Requisition
Scott,Tyler Roman
1
1 - 1 / 1 (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
Hiring Manager: Scott,Tyler Roman
Title: Administrative Assistant
Position Number: 00008713
Waiver/Posted: Posted
Skills Test Required: No
Department Number: 5337
Department Name: Human Resources
Jobcode: AA7500
Maximum Budgeted $123.00
Previous Employee's 049762



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

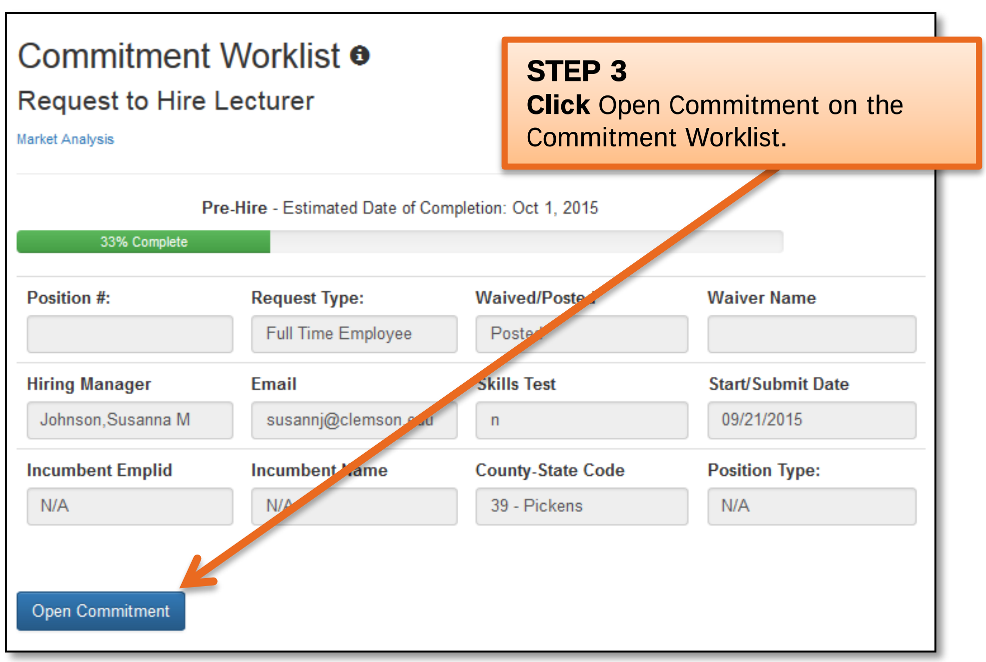
Quick Reference:
Tiger Talent –
Commitment Form Entry

CLEMSON
HUMAN RESOURCES

ENTERING COMMITMENT INFORMATION

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


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


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

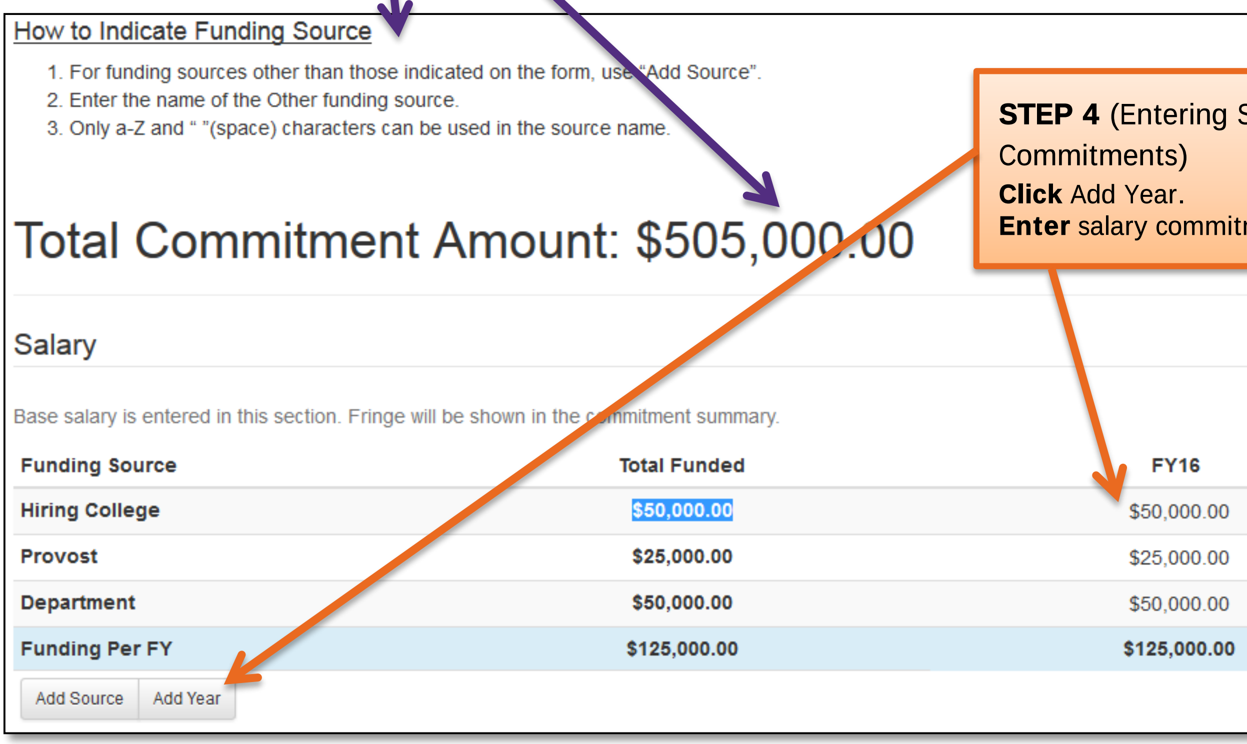
Quick Reference:
Tiger Talent –
Commitment Form Entry

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

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

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

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


How to Indicate Funding Source

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

Total Commitment Amount: $505,000.00

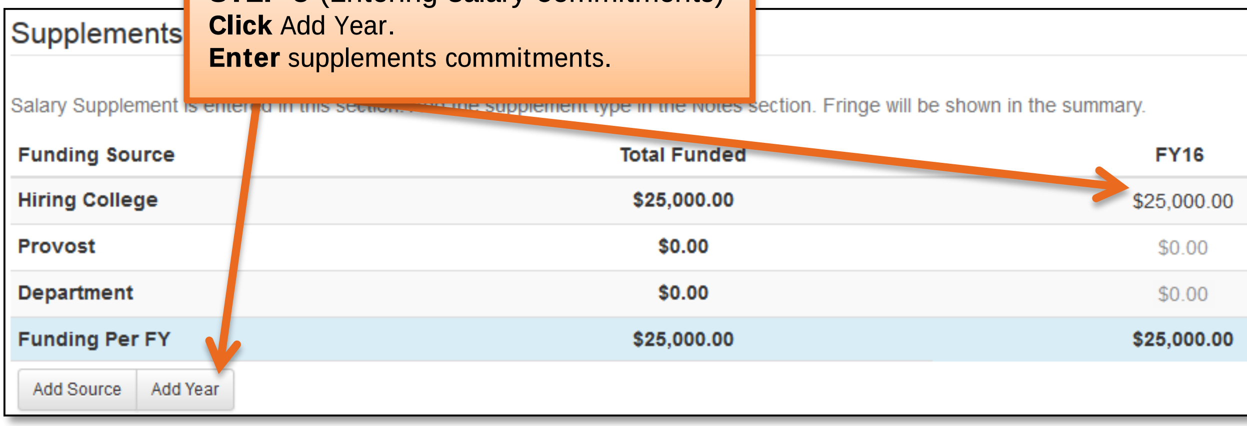
Salary

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

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

Add Source Add Year

STEP 5 (Entering Salary Commitments)
Click Add Year.
Enter supplements commitments.



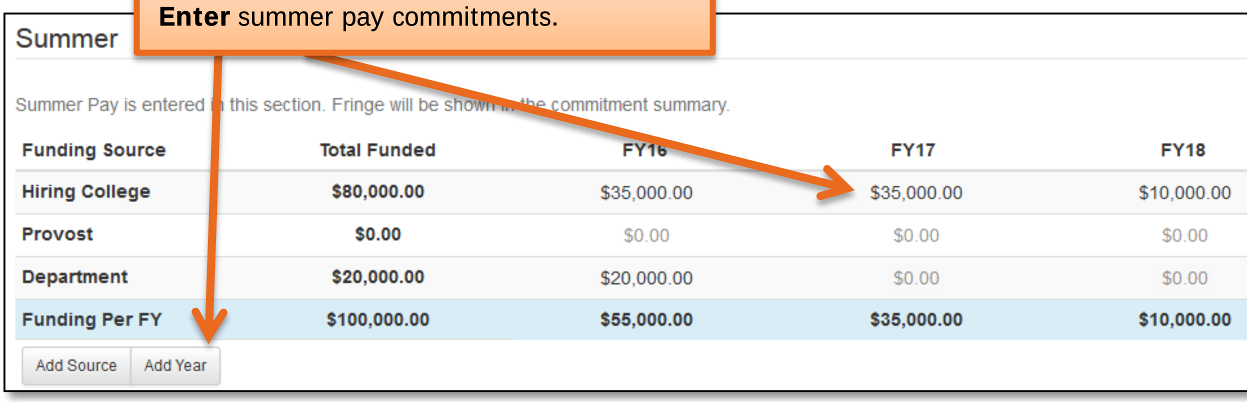
Supplements

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

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

Add Source | Add Year

STEP 6 (Entering Salary Commitments)
Click Add Year.
Enter summer pay commitments.



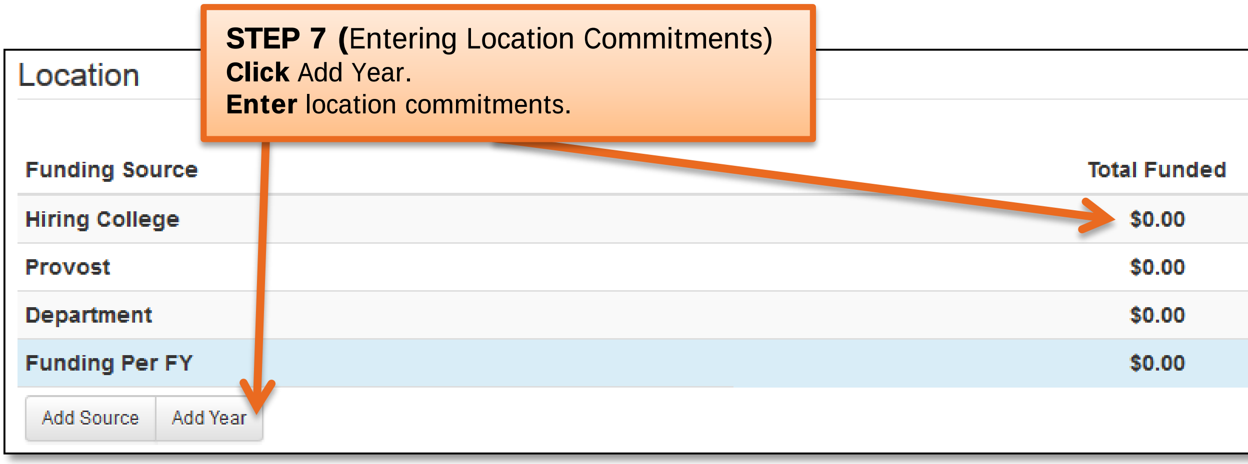
Summer

Summer Pay is entered in this section. Fringe will be shown in the commitment summary.

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

Add Source | Add Year

Quick Reference:
Tiger Talent – Commitment Form Entry

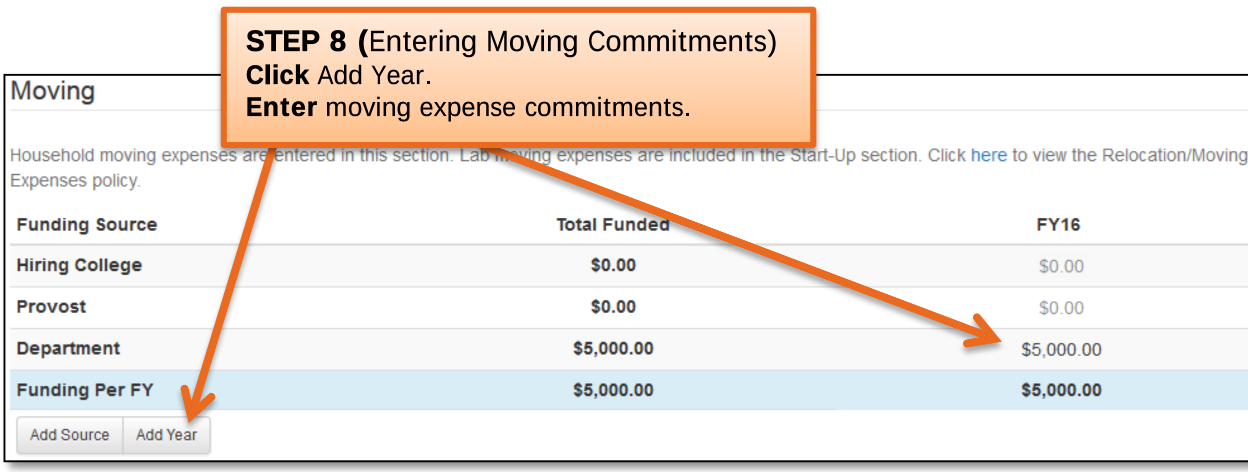


STEP 7 (Entering Location Commitments)
Click Add Year.
Enter location commitments.

Location

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

Add Source Add Year



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

Moving

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

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

Add Source Add Year

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

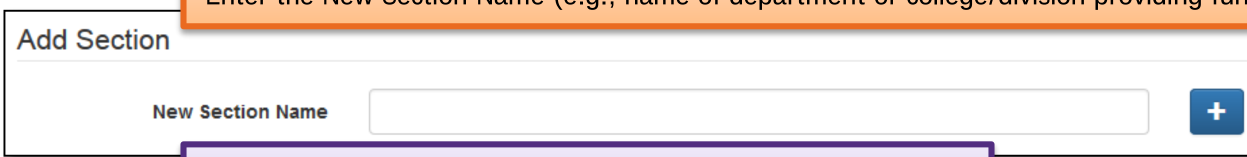
Startup

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

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

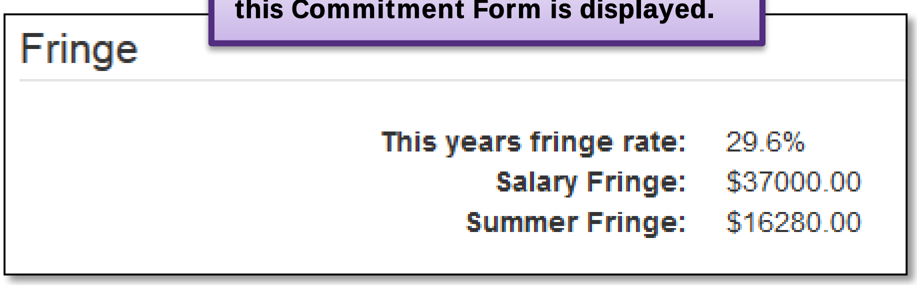
Add Source Add Year

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

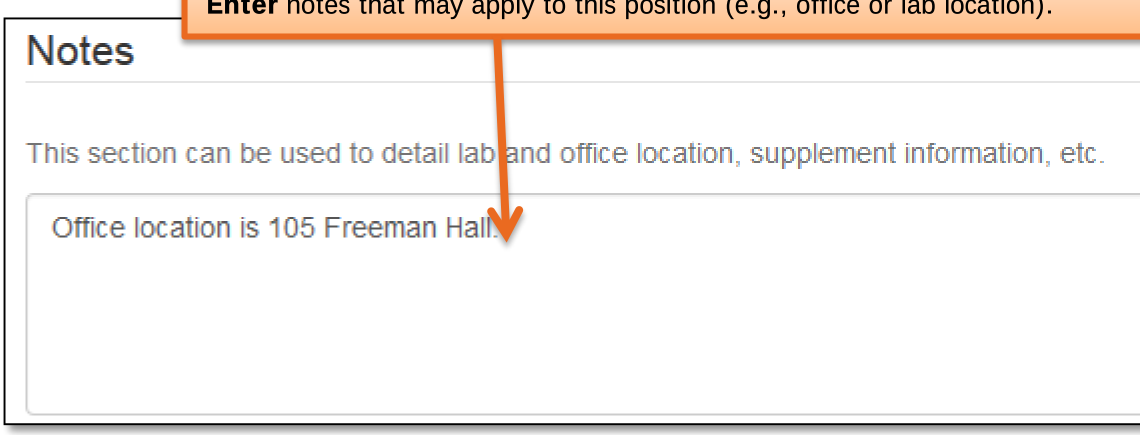


When the new section is added, click Add Year and enter the commitments.

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

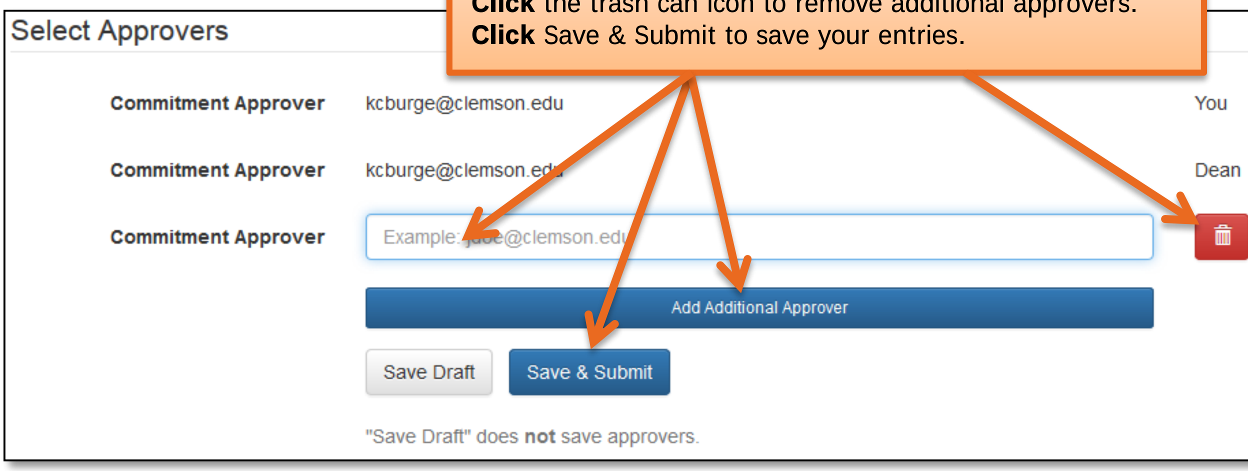


STEP 11
Enter notes that may apply to this position (e.g., office or lab location).

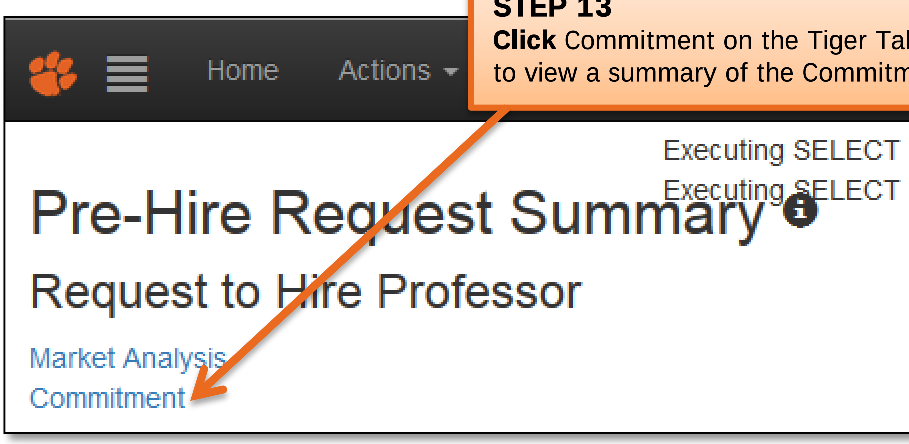


Quick Reference:
Tiger Talent –
Commitment Form Entry

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



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



CLEMSON
HUMAN RESOURCES

Tiger Talent

Pre-Hire Commitment Approval

A Summary of the Commitment Form is displayed.

Total Commitment Amount: $505,000.00

Pre-Hire Request Data

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

Salary

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

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

Supplements

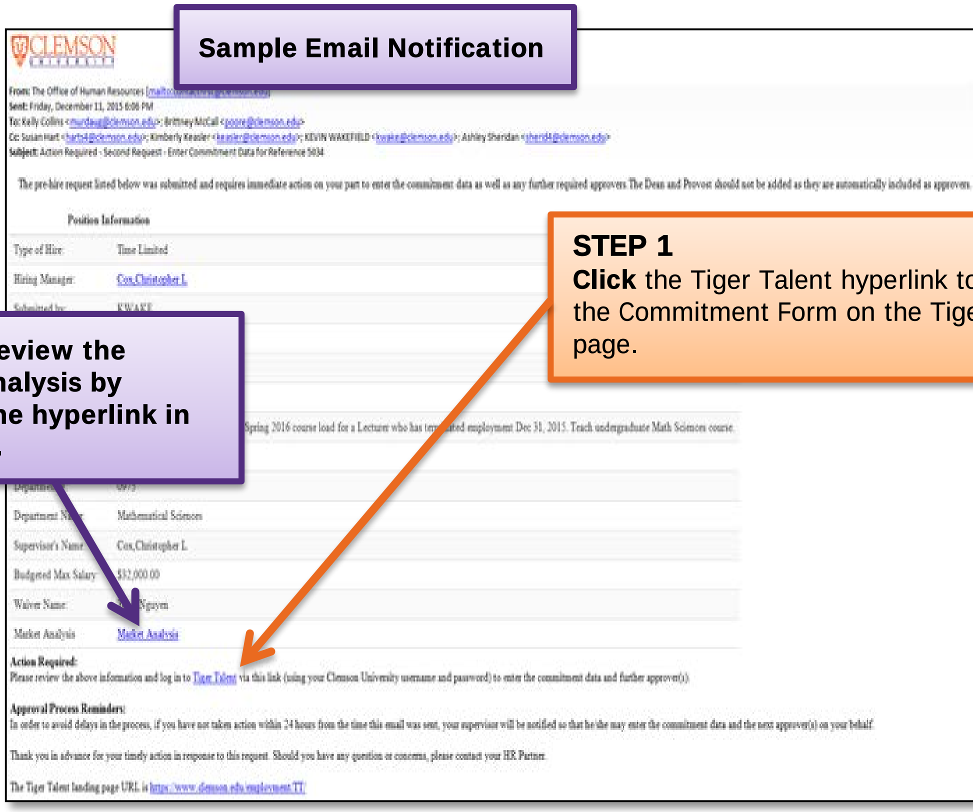
Salary Supplement is entered in this section. Add the supplement type in the Notes section. Fringe will be shown in the summary.

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

APPROVING COMMITMENT FORM

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

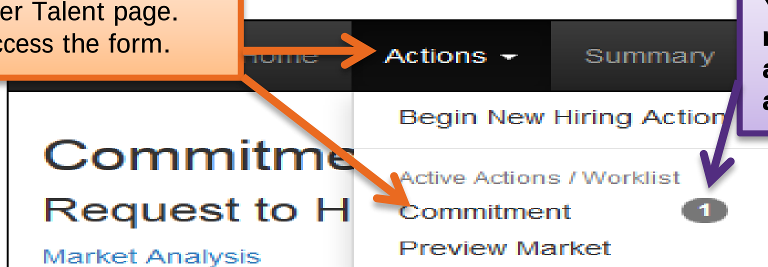
Sample Email Notification



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

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

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



You can see the number of action awaiting your attention.

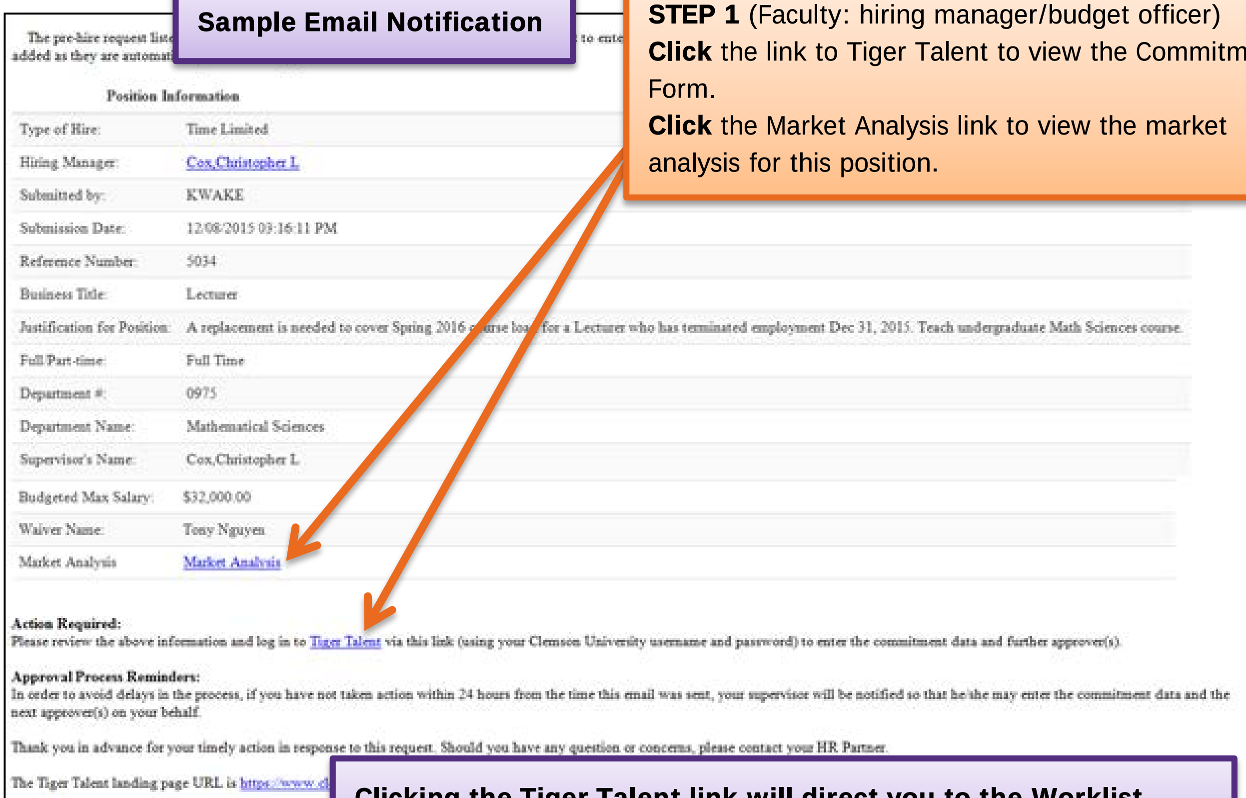
CLEMSON HUMAN RESOURCES

FACULTY TIGER TALENT APPROVAL PROCESS

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

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

Sample Email Notification


The pre-hire request liste … to ente
added as they are automat…

Position Information

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

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

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

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

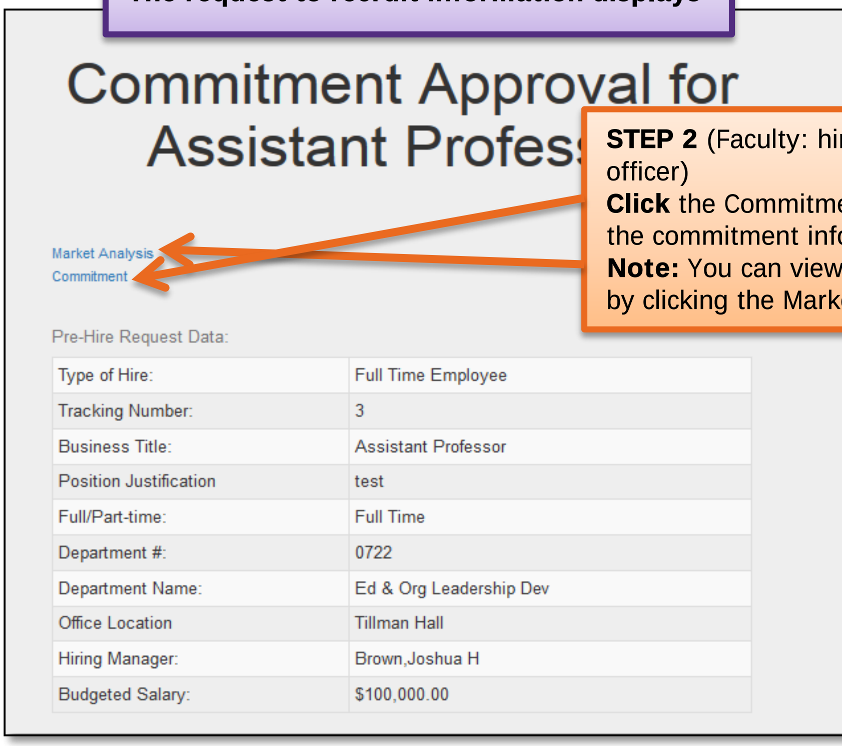
The Tiger Talent landing page URL is https://www.cl…

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.

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 Profes

Market Analysis
Commitment

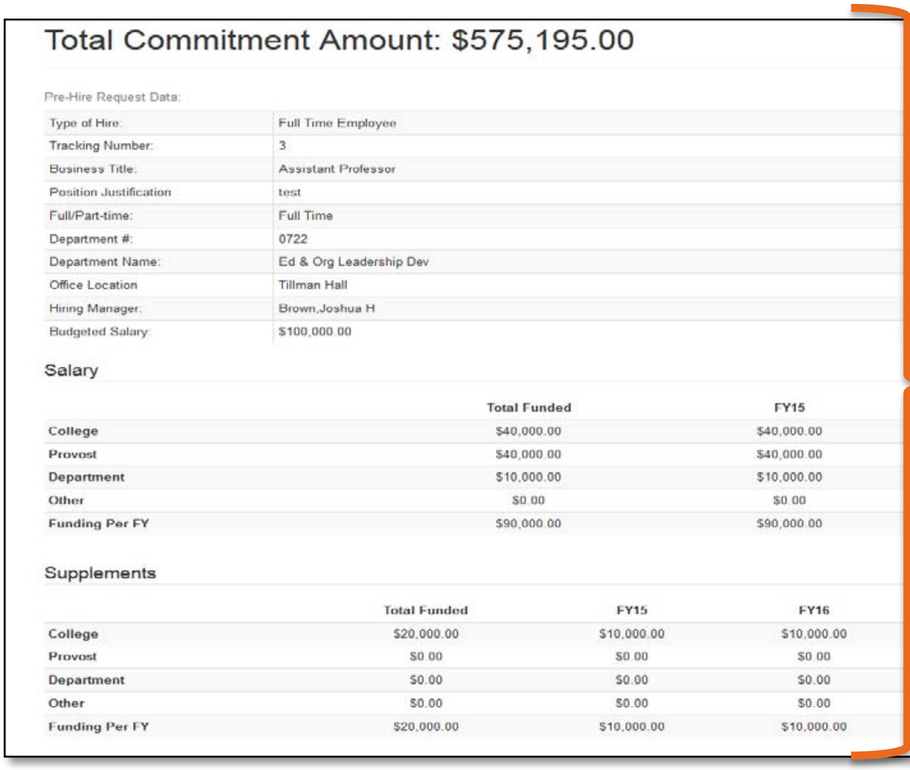
Pre-Hire Request Data:

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

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

Quick Reference:
Tiger Talent – Approvals



Total Commitment Amount: $575,195.00

Pre-Hire Request Data:

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

Salary

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

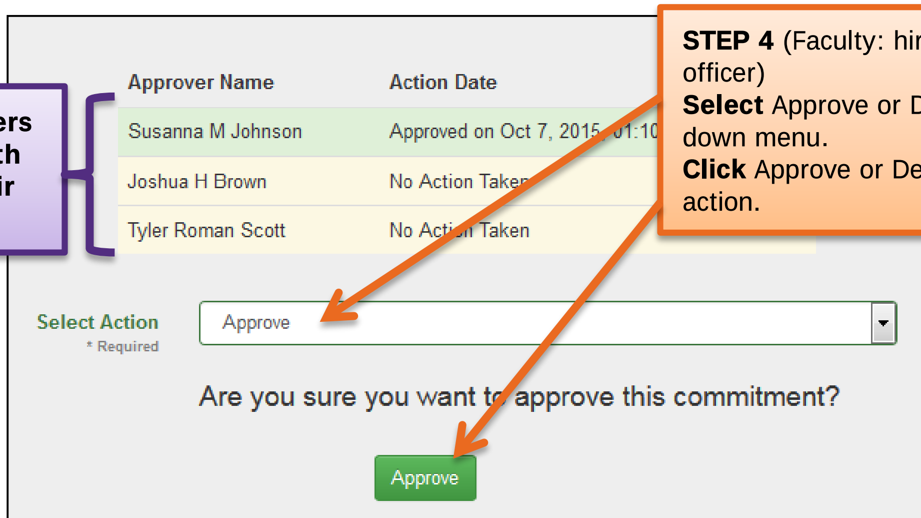
Supplements

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

STEP 3 (Faculty: hiring manager/budget officer) **Review** the funding information for each fiscal year and any included notes.

After review, **return** to the first browser window to approve or deny the Commitment Form.

Previous approvers are displayed with the status of their approval.



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

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

CLEMSON HUMAN RESOURCES

Sample Email Notification

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

Thank you ... sition Profes ... ed:

- FLSA status
- Classification
- Market-based compensation

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

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

Targeted Timeline:

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

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

Sample Email Notification

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

Position Information

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

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

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

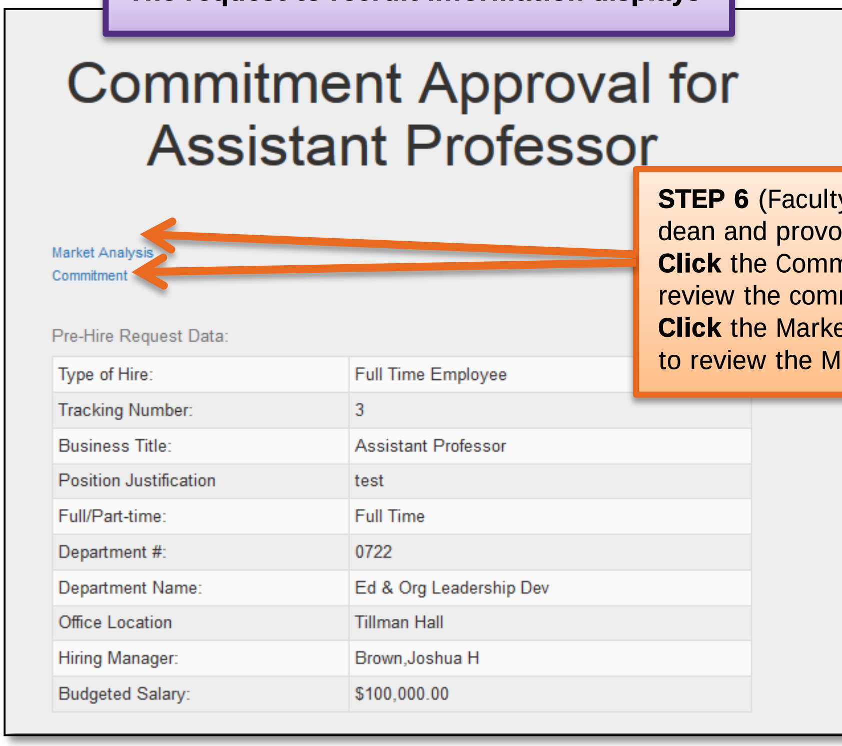
Approval Process Reminders:
In order to avoid delays in the process, if you have not taken action within 24 hours from the time this email was sent, your supervisor will be notified so that he/she may enter the commitment data and the next approver(s) on your behalf.

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

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

CLEMSON HUMAN RESOURCES

The request to recruit information displays



Commitment Approval for Assistant Professor

Market Analysis
Commitment

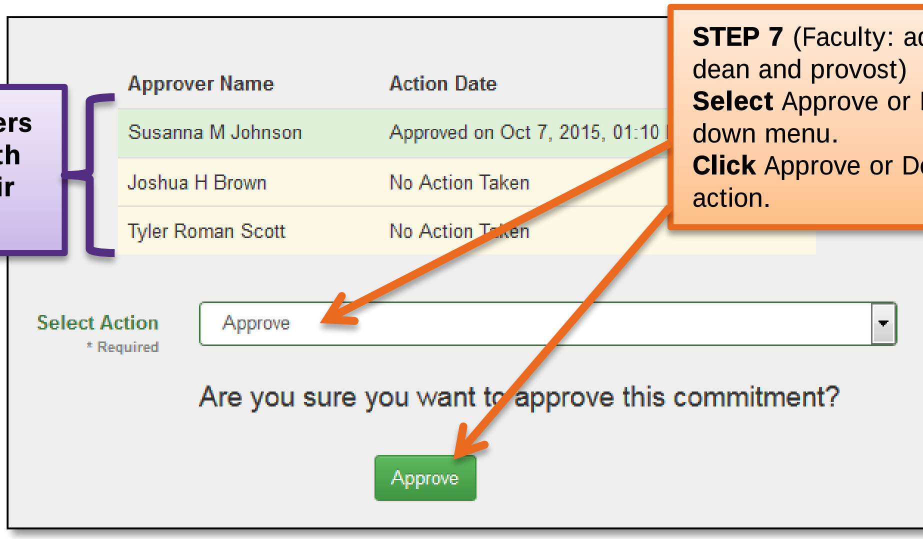
Pre-Hire Request Data:

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

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

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

Previous approvers are displayed with the status of their approval.



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

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

Sample Email Notification

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

7) for the position P

- FLSA status
- Classification
- Market-based compensation

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

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

Targeted Timeline:

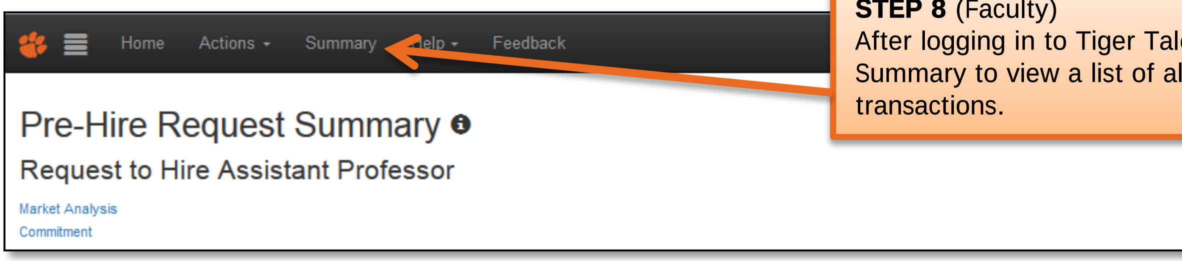
- A refill request should take six days or less to complete (from submission to job posting); however, turnaround times are targets, and, as such, they are dependent on approvers taking action in a timely manner.
- A new hire request should take eight days or less to complete (from submission to job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

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

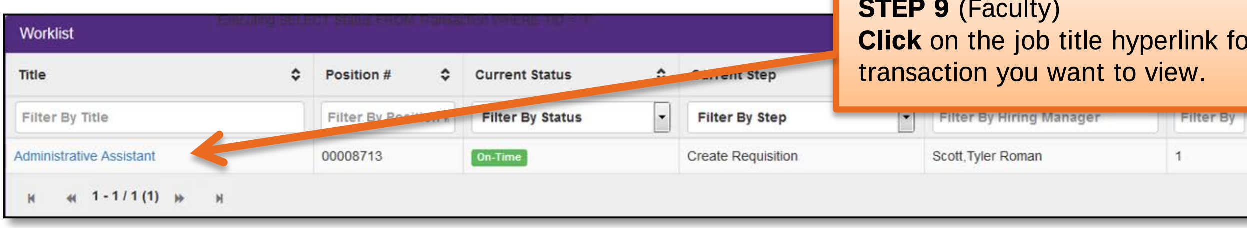
CLEMSON HUMAN RESOURCES

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

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

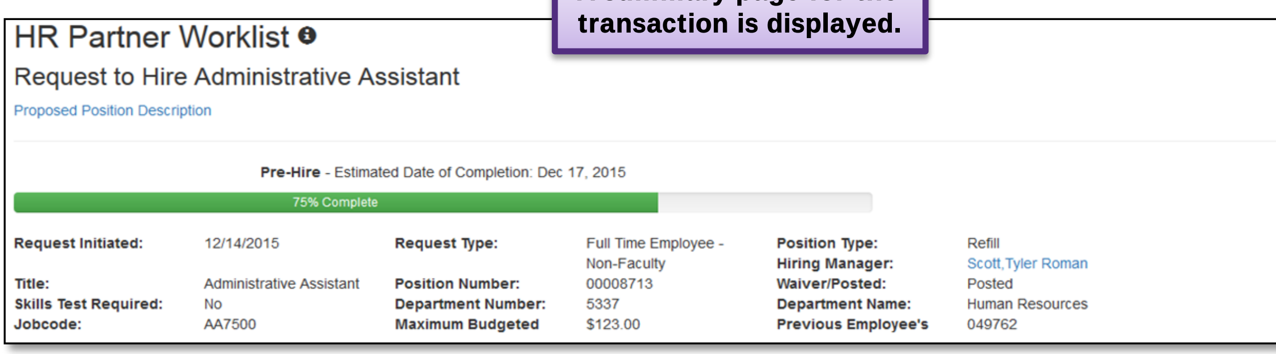


STEP 8 (Faculty)
After logging in to Tiger Talent, **click** on Summary to view a list of all of your transactions.



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

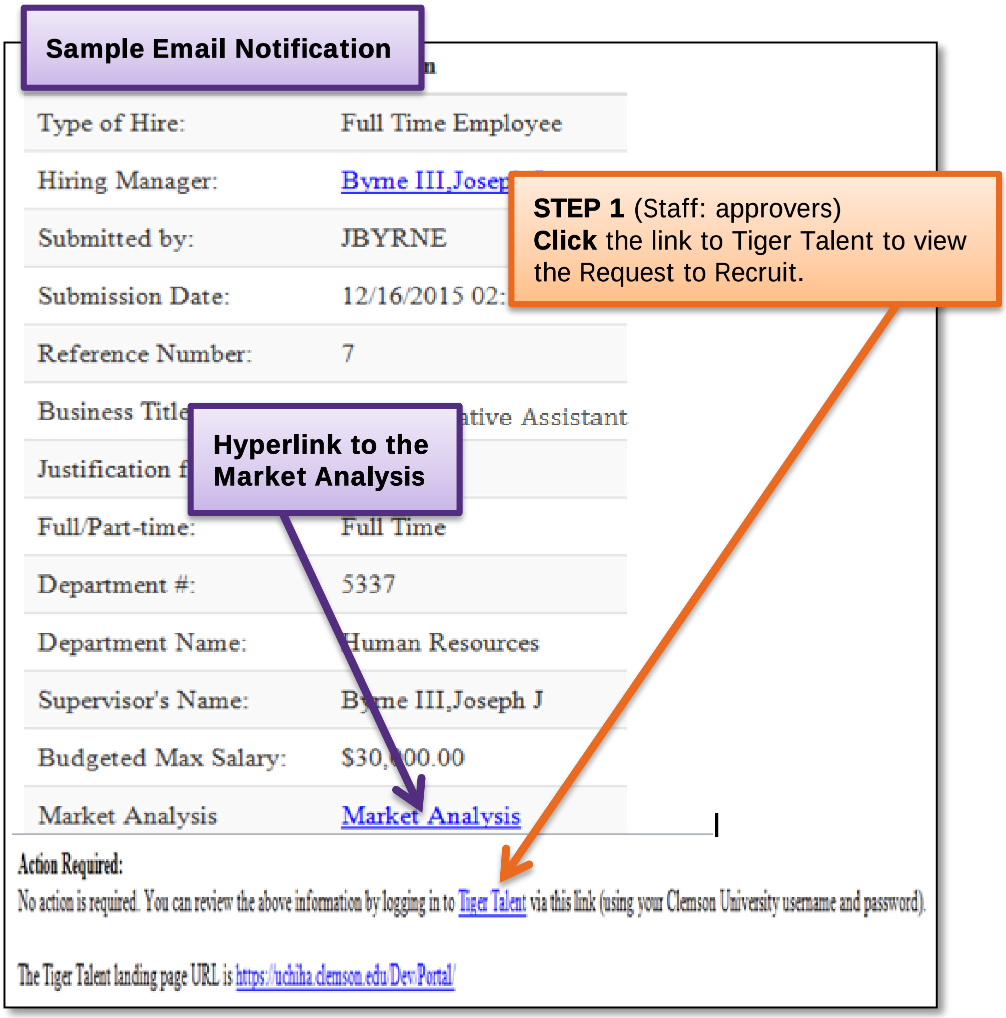
A summary page for the transaction is displayed.



STAFF TIGER TALENT APPROVALS

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

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

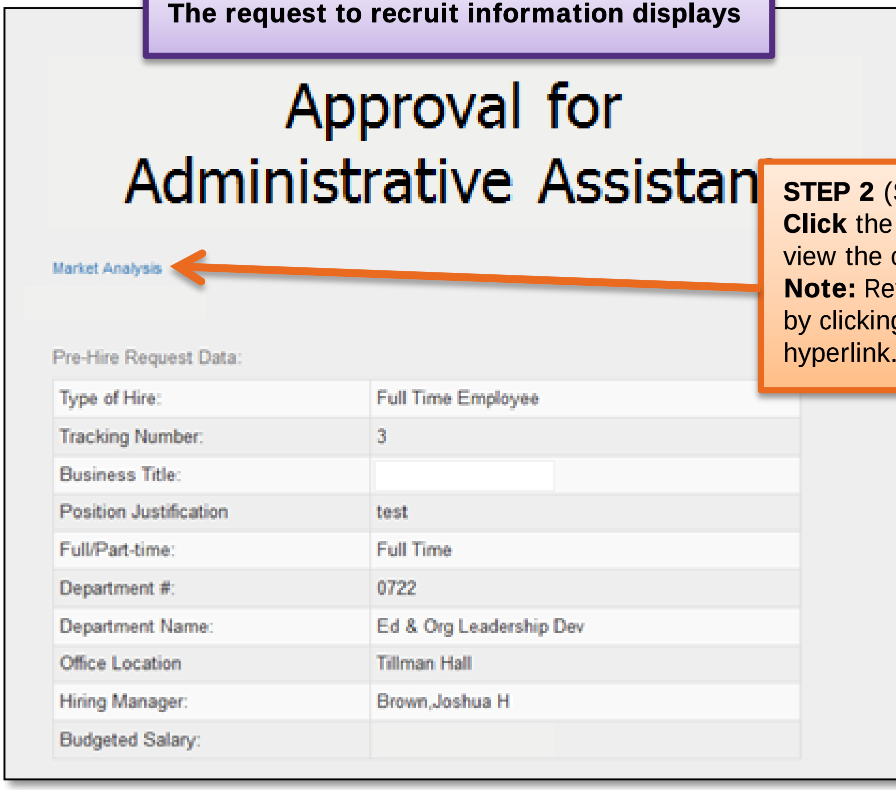


Type of Hire:	Full Time Employee
Hiring Manager:	Byrne III,Josep
Submitted by:	JBYRNE
Submission Date:	12/16/2015 02:
Reference Number:	7
Business Title	ative Assistant
Justification f	
Full/Part-time:	Full Time
Department #:	5337
Department Name:	Human Resources
Supervisor's Name:	Byrne III,Joseph J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

Action Required:
No action is required. You can review the above information by logging in to Tiger Talent via this link (using your Clemson University username and password).

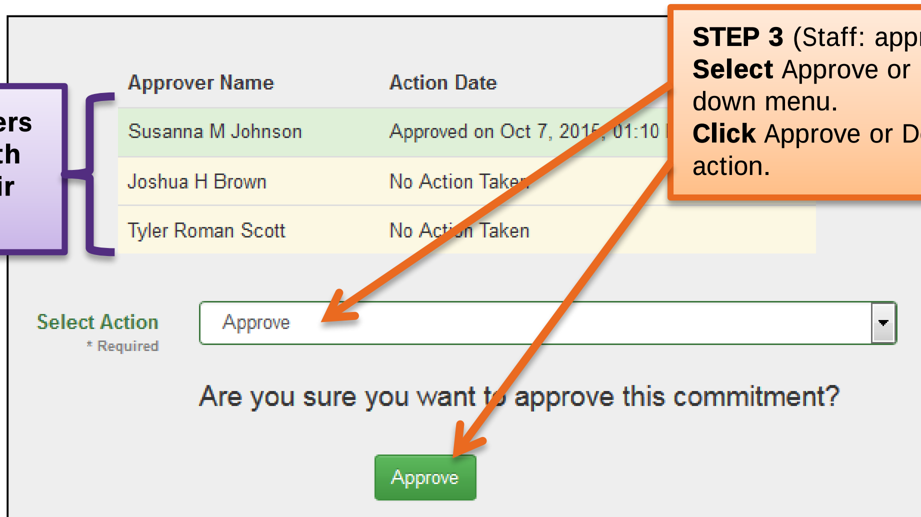
The Tiger Talent landing page URL is https://uchiha.clemson.edu/DevPortal/

The request to recruit information displays



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

Previous approvers are displayed with the status of their approval.



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

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

Quick Reference:
Tiger Talent – Approvals

CLEMSON
HUMAN RESOURCES

Sample Email Notification

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

Th r the position

- FLSA status
- Classification
- Market-based compensation

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

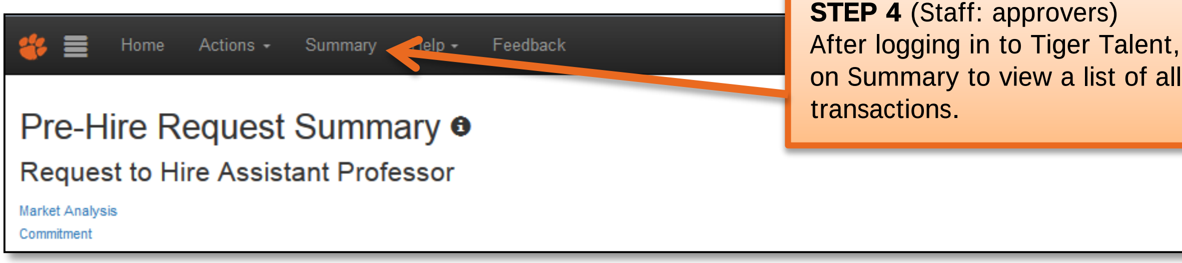
Your request will also be routed to your HR partner, whom you may contact with any questions.

Targeted Timeline:

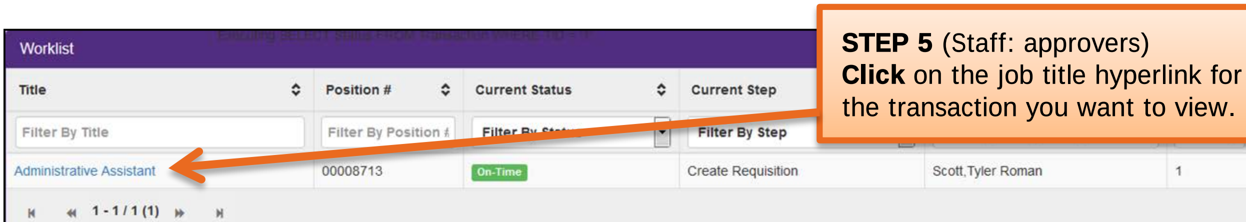
- A refill request should take six days or less to complete (from submission to job posting); however, turnaround times are targets, and, as such, they are dependent on approvers taking action in a timely manner.
- A new hire request should take eight days or less to complete (from submission to job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

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

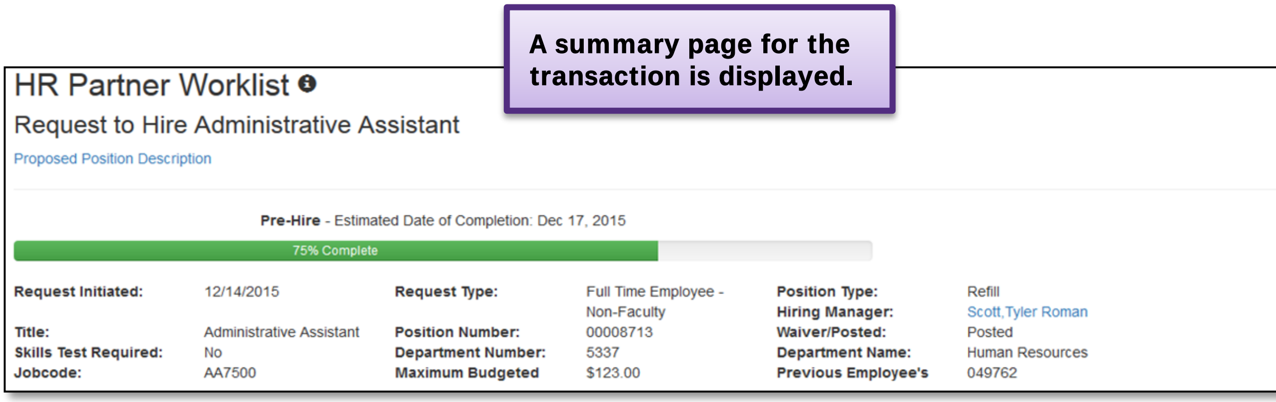
Note: If changes are needed, please contact OHR's Recruitment unit. Changes to a submitted transaction cannot be made using Tiger Talent.



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

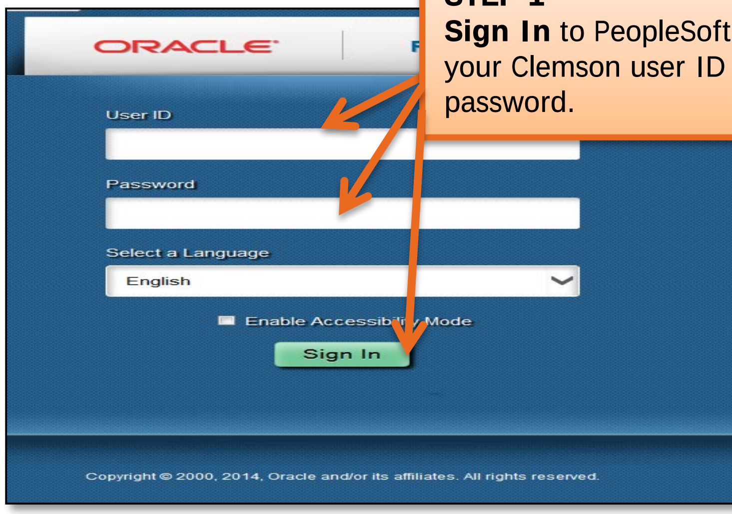


STEP 5 (Staff: approvers)
Click on the job title hyperlink for the transaction you want to view.

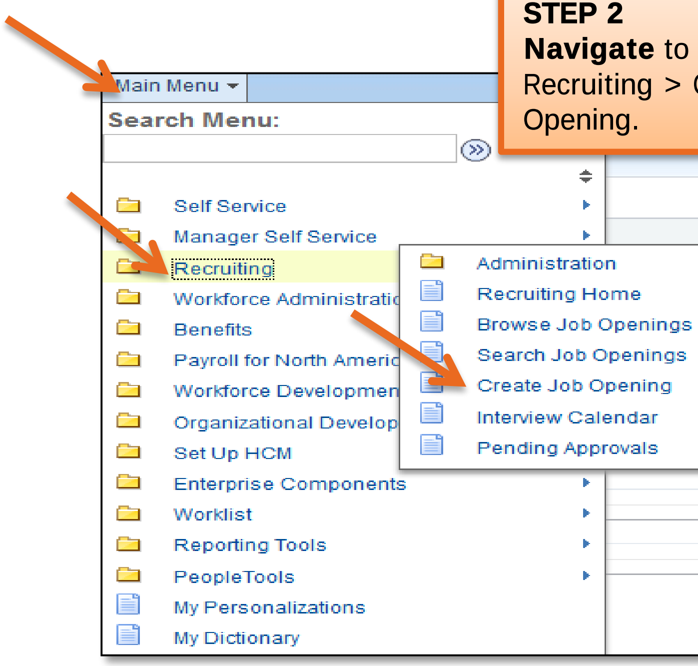

A summary page for the transaction is displayed.
HR Partner Worklist
Request to Hire Administrative Assistant
Proposed Position Description
Pre-Hire - Estimated Date of Completion: Dec 17, 2015
75% Complete
Request Initiated: 12/14/2015
Request Type: Full Time Employee - Non-Faculty
Position Type: Refill
Hiring Manager: Scott,Tyler Roman
Title: Administrative Assistant
Position Number: 00008713
Waiver/Posted: Posted
Skills Test Required: No
Department Number: 5337
Department Name: Human Resources
Jobcode: AA7500
Maximum Budgeted $123.00
Previous Employee's 049762

Quick Reference:
Creating a Job Opening (Requisition)

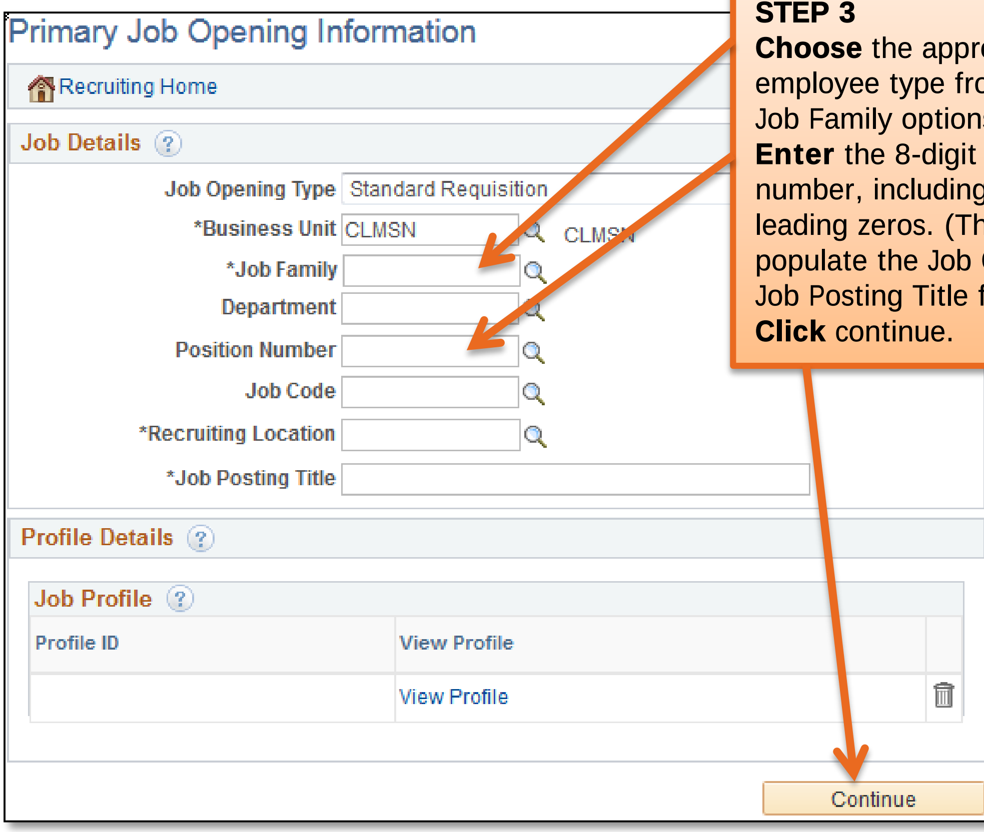
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.



STEP 2
Navigate to Main Menu > Recruiting > Create Job Opening.



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



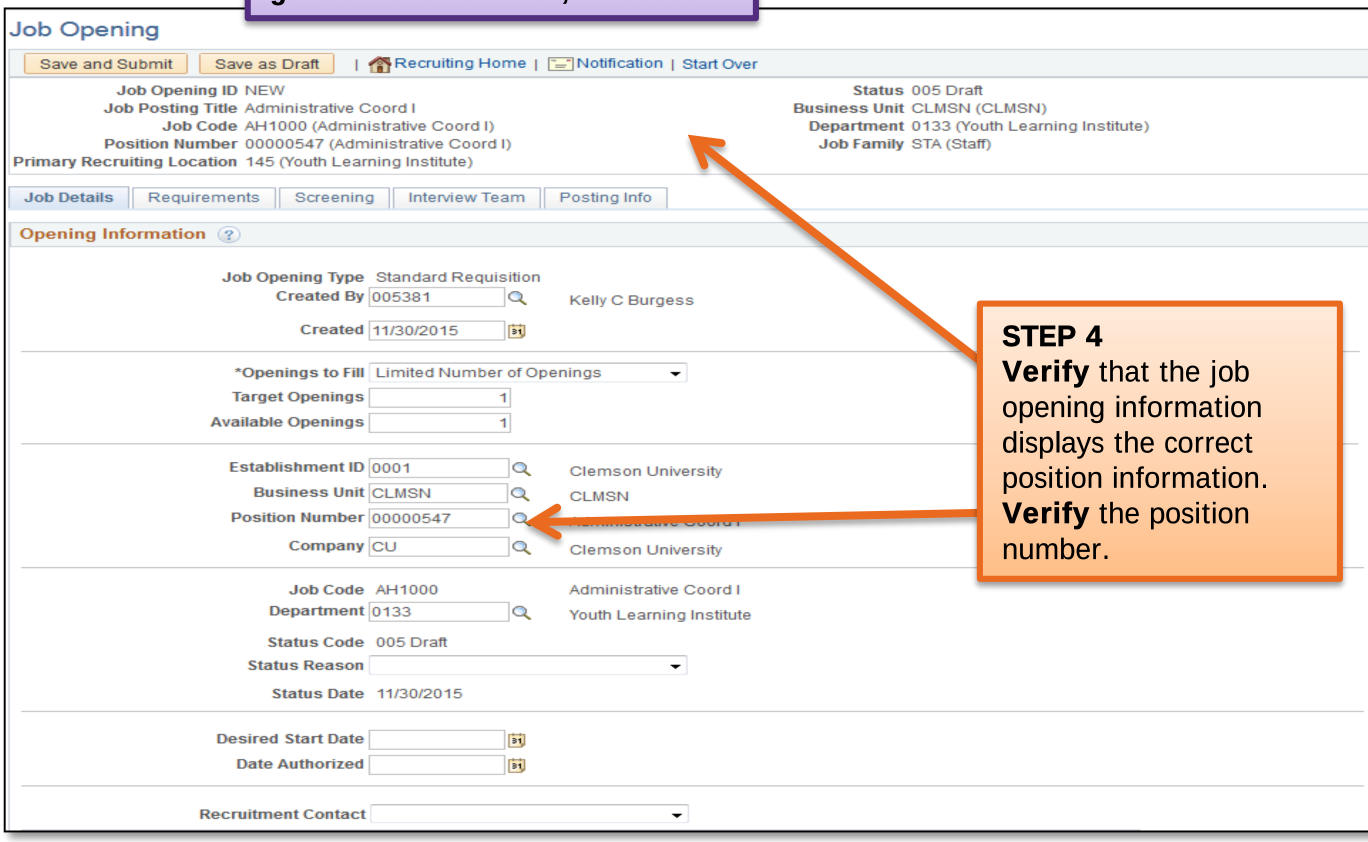
STEP 3
Choose the appropriate employee type from the Job Family options.
Enter the 8-digit position number, including the leading zeros. (This will populate the Job Code and Job Posting Title fields.)
Click continue.

Important Information:

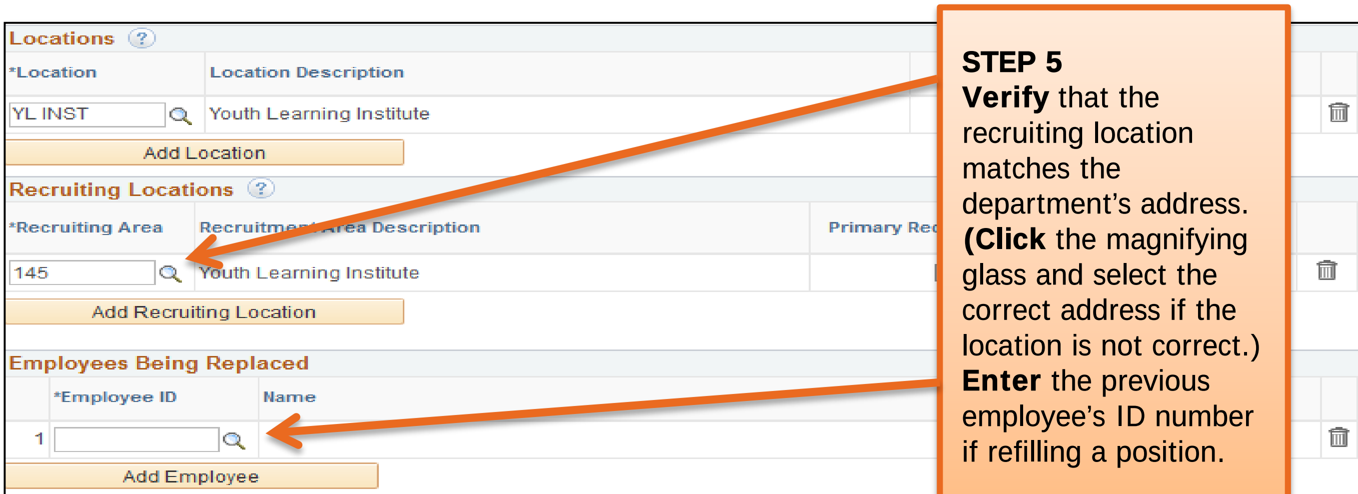
- The Job Profile is the position description associated with the position number. PeopleSoft will populate sections of the job opening with the information contained in the job profile. If the job profile is not accurate, please contact your Classification and Compensation analyst.
- Faculty positions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

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.



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



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.

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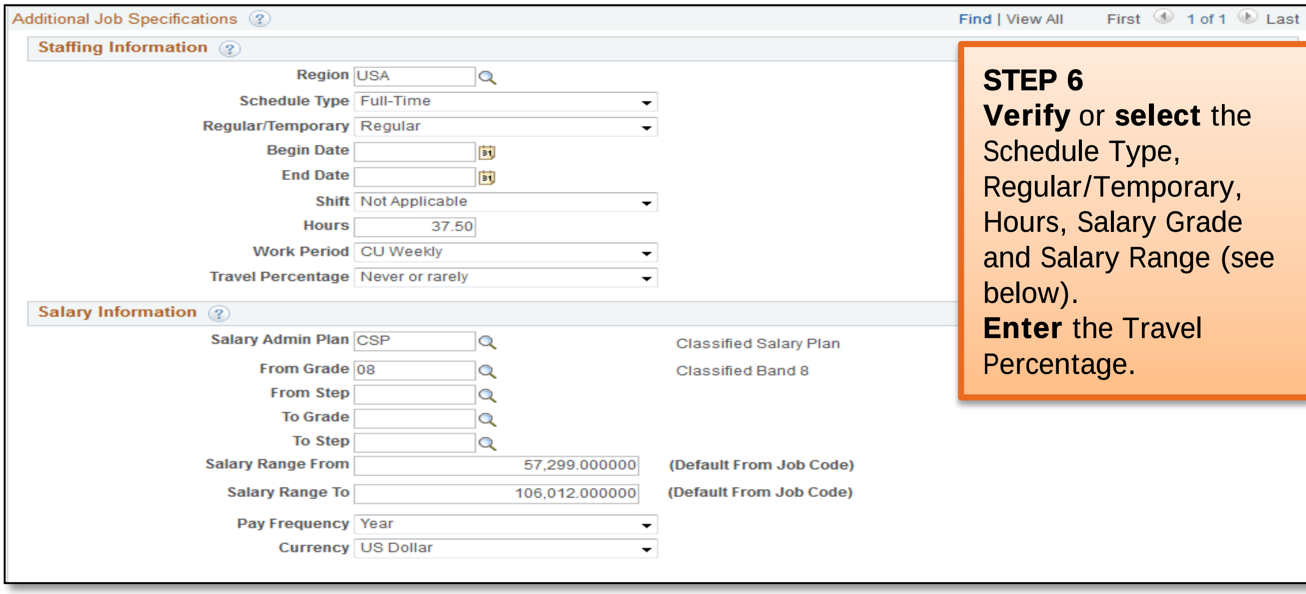
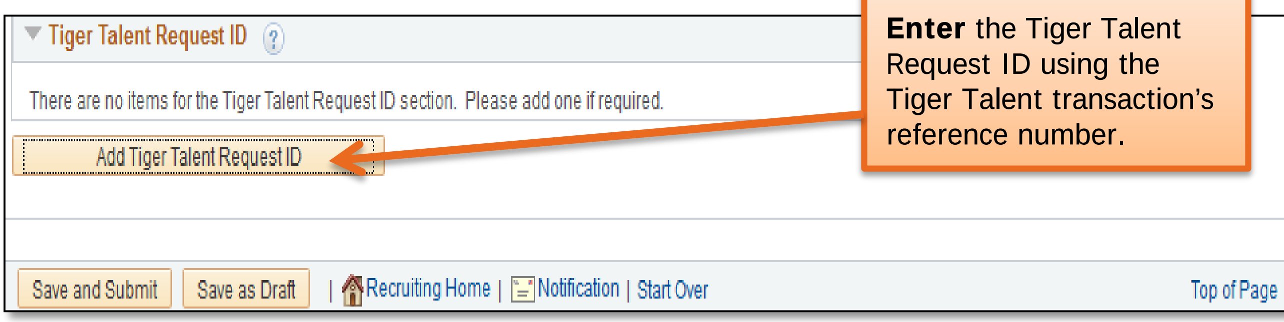


STEP 6
Verify or **select** the Schedule Type, Regular/Temporary, Hours, Salary Grade and Salary Range (see below).
Enter the Travel Percentage.

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.

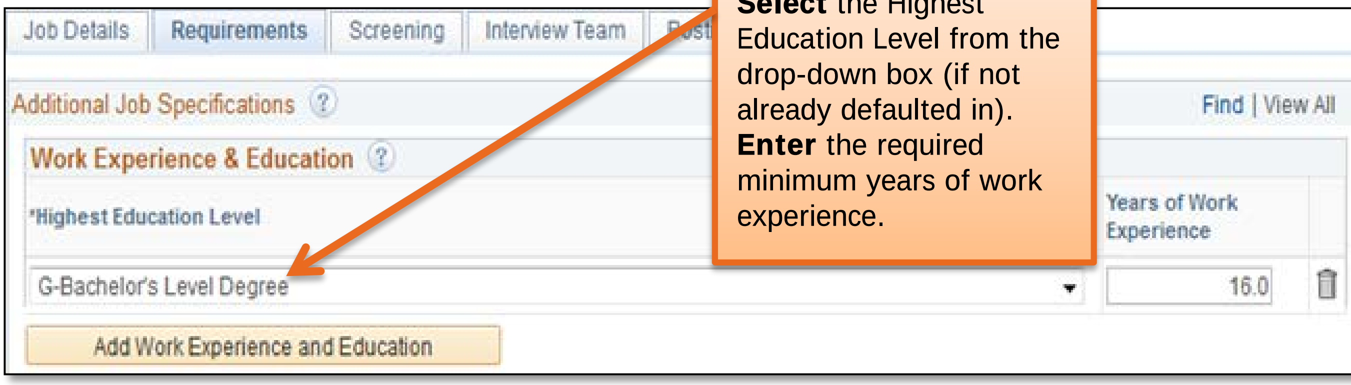


STEP 7
Enter the Tiger Talent Request ID using the Tiger Talent transaction's reference number.

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.

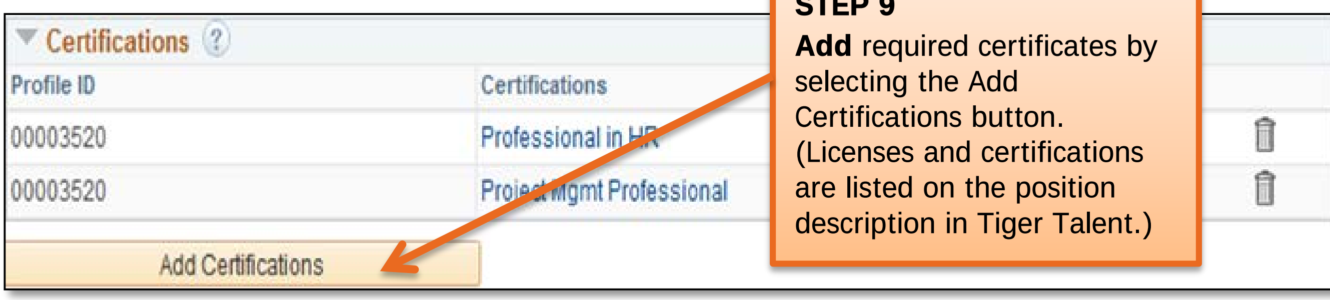
If you are hiring for a classified or administrative unclassified position, click the Requirements tab at the top of the page to continue. If you are hiring for a faculty position, move to **Step 15**. The Requirements and Screening sections are not available for faculty positions.

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.



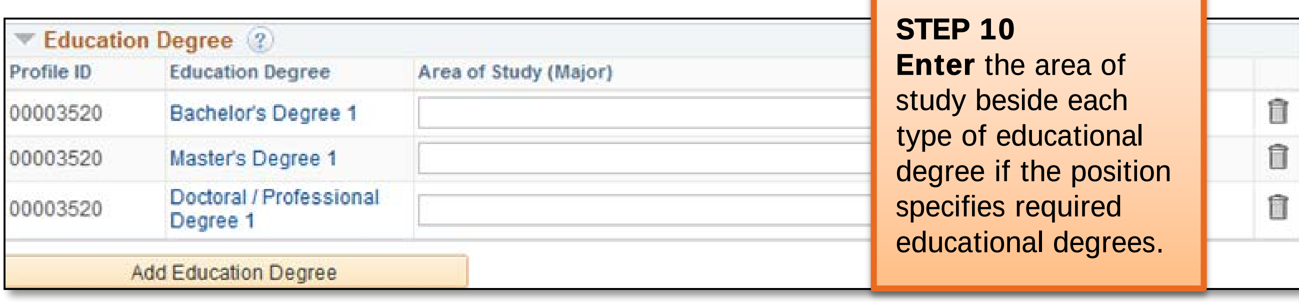
Important Information: If posting for a classified position, the required education level and years of work experience are based on state-specific requirements and are the same for all positions in the same job code. The required education level and minimum years of experience are located on the position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

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

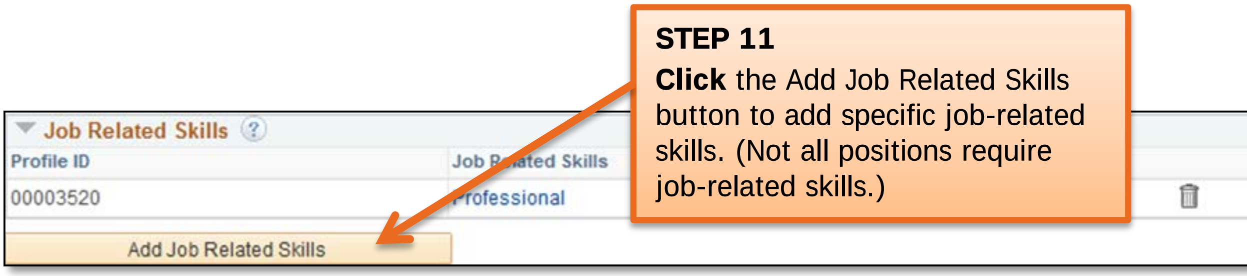


Important Information: Some certifications will be pre-populated from the position profile. If the certifications are not accurate, they should be removed by clicking the trash can icon.

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



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.

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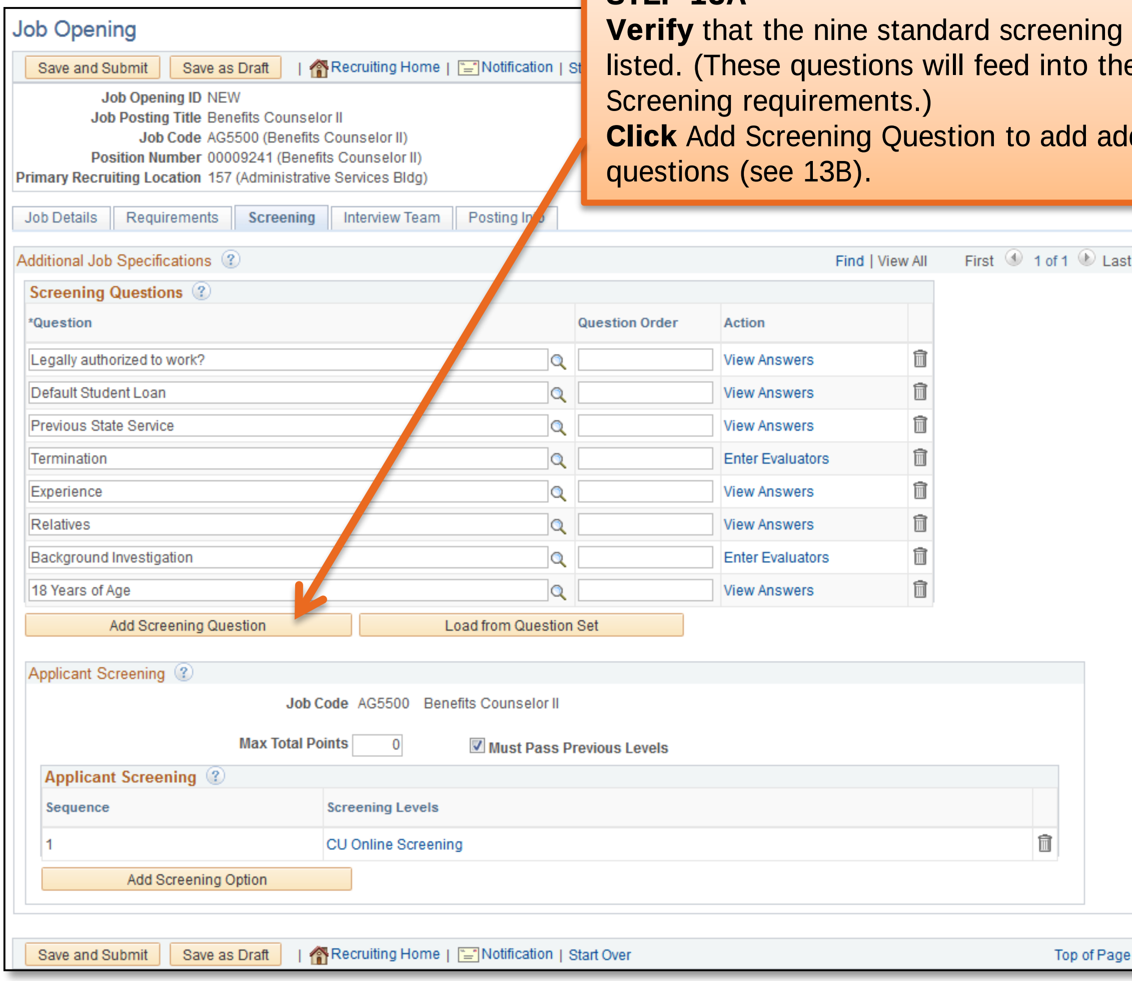
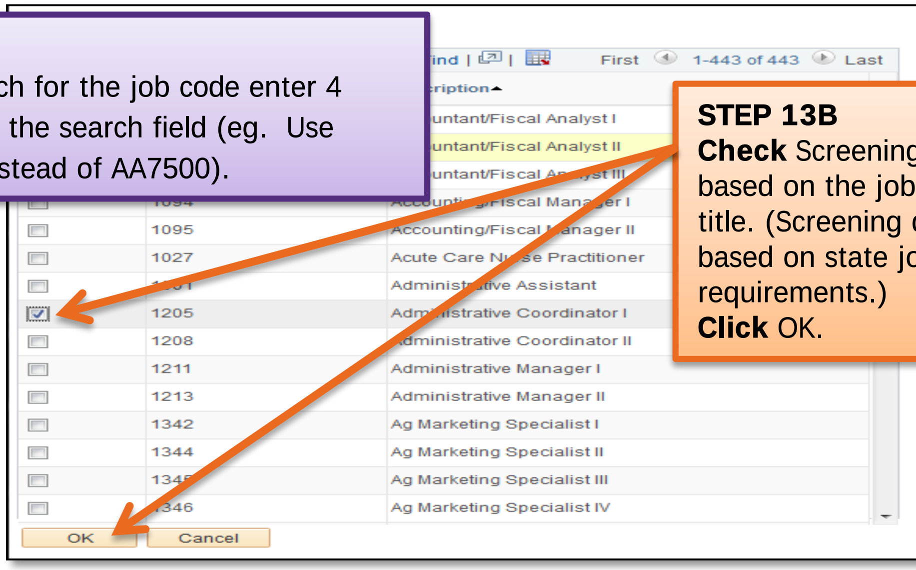
Important Information: Screening questions are used to identify applicants who meet the minimum requirements as well as those who are legally eligible for employment. Screening questions differ based on job code.

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).



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



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.

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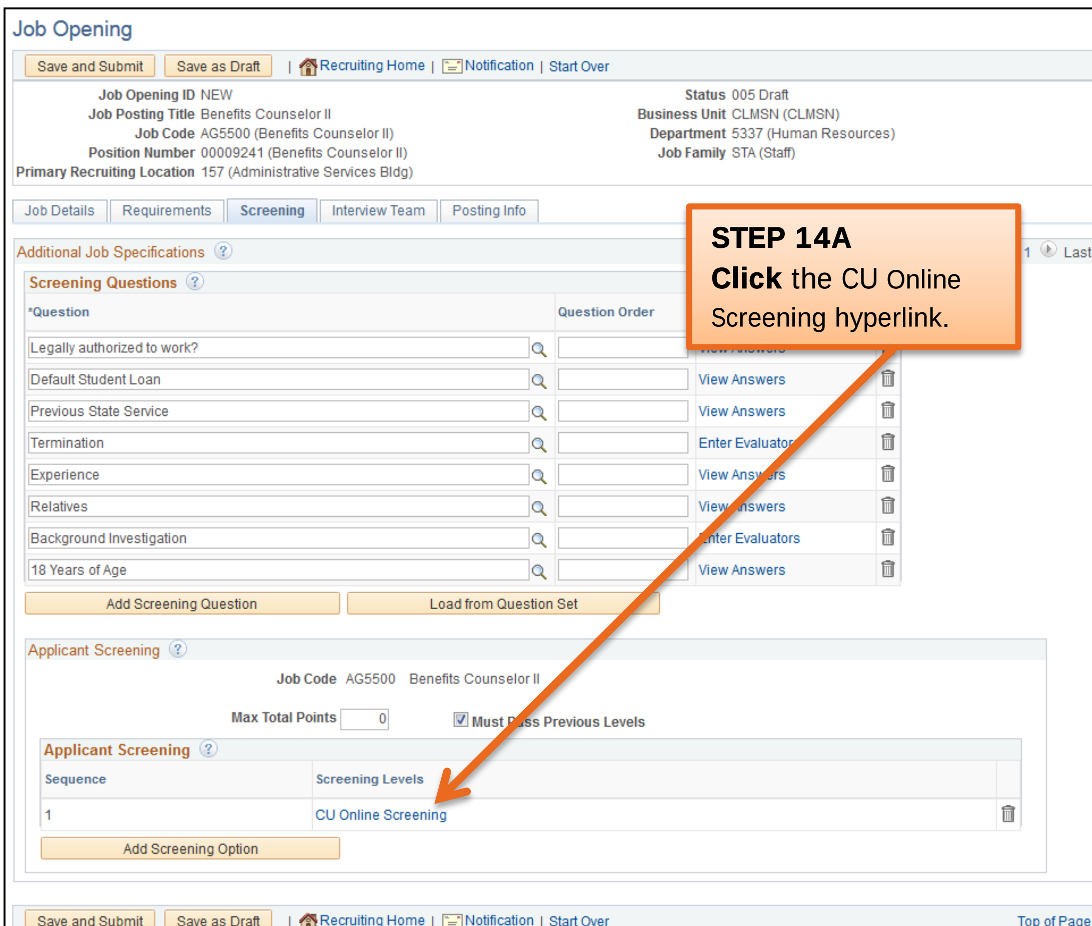
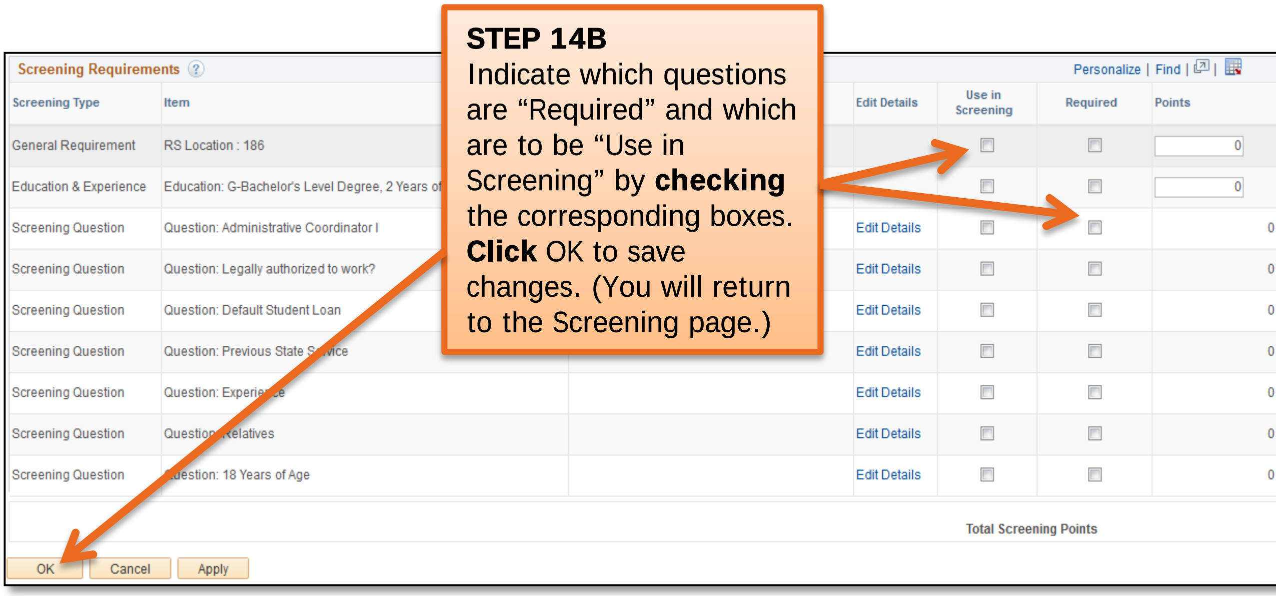
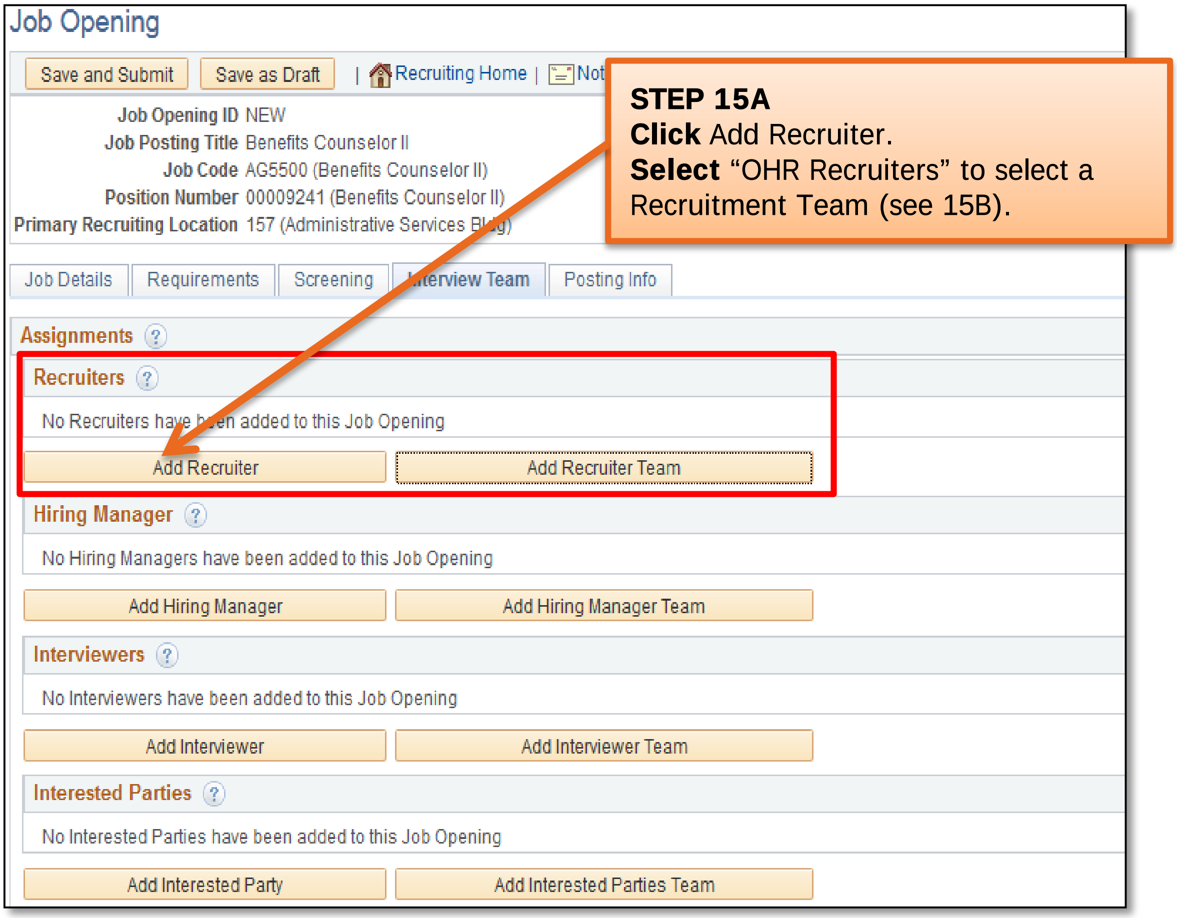


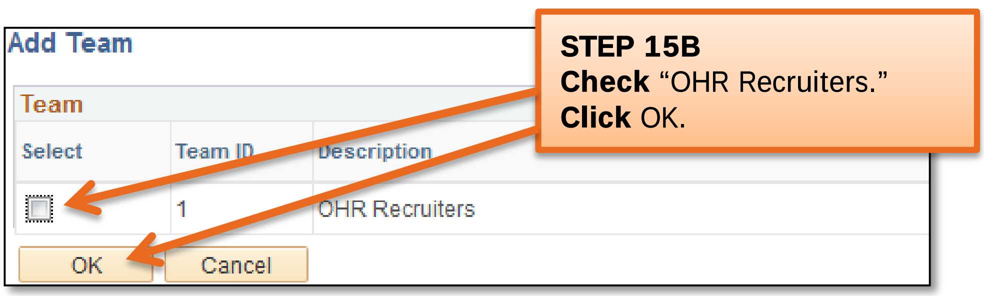
STEP 14A
Click the CU Online Screening hyperlink.



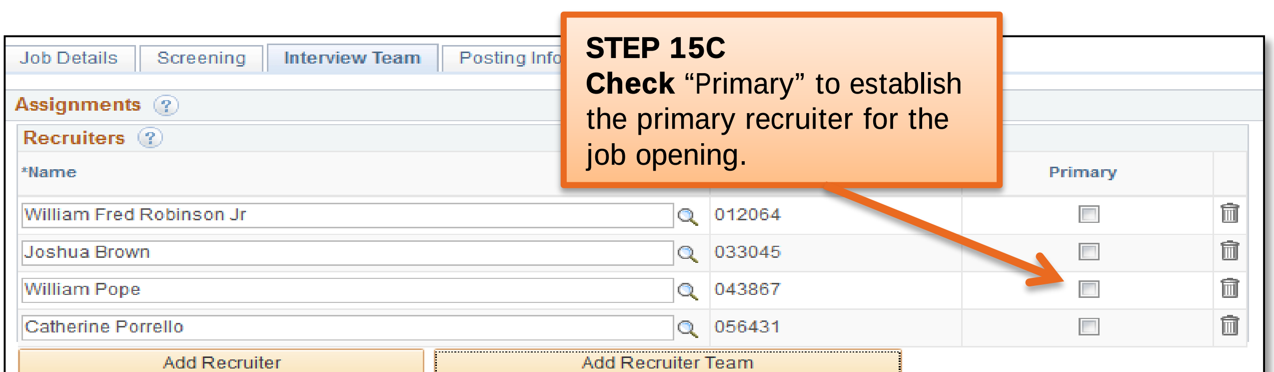
From the Screening page, click the Interview Team tab at the top of the page to continue.



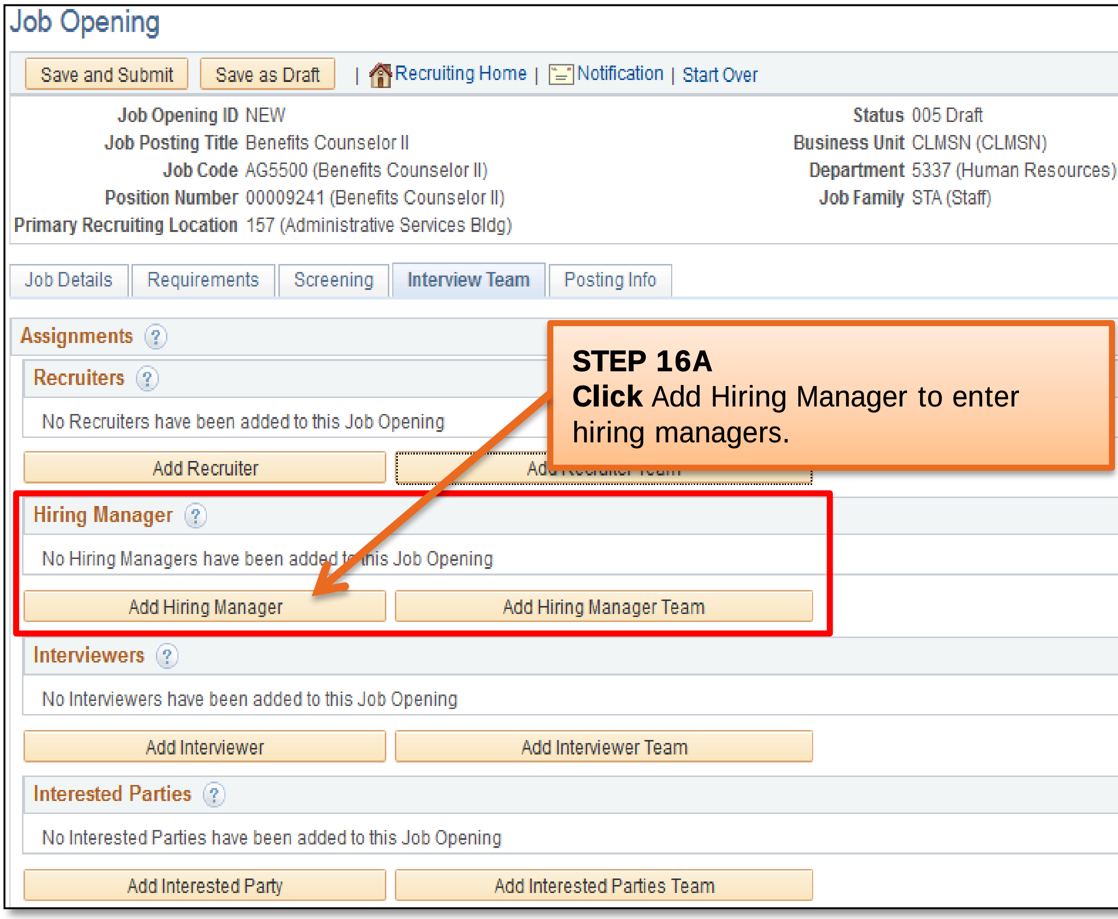
STEP 15A
Click Add Recruiter.
Select "OHR Recruiters" to select a Recruitment Team (see 15B).



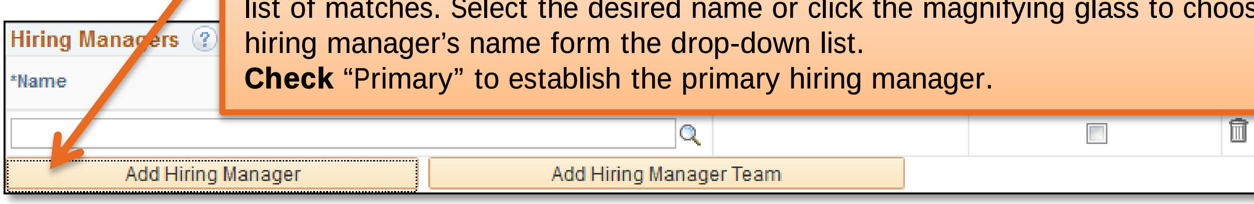
STEP 15B
Check "OHR Recruiters."
Click OK.



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

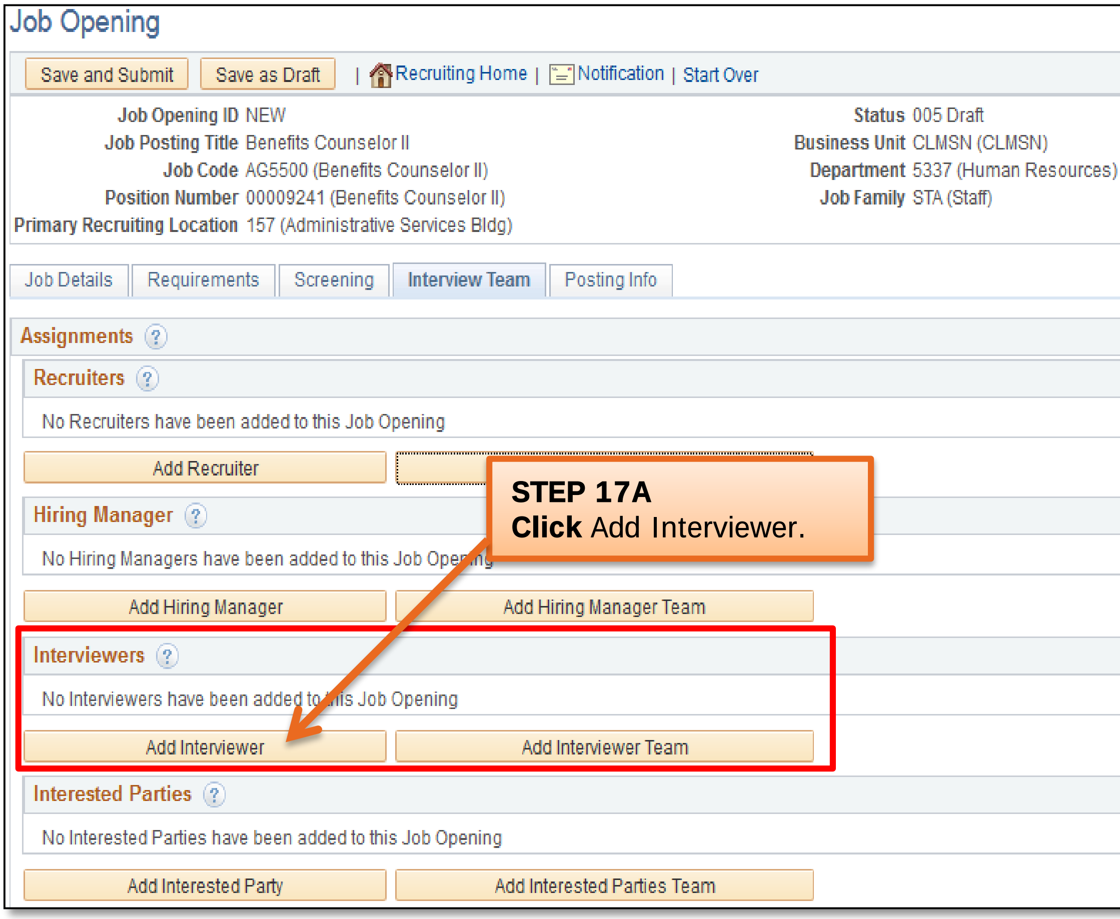


STEP 16A
Click Add Hiring Manager to enter hiring managers.



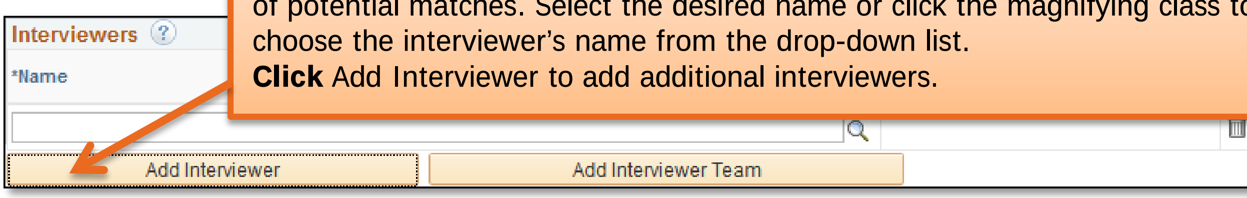
STEP 16B
Enter the hiring manager's name.
Click Add Hiring Manager to add additional hiring managers. The system will display a list of matches. Select the desired name or click the magnifying glass to choose the hiring manager's name form the drop-down list.
Check "Primary" to establish the primary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

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.



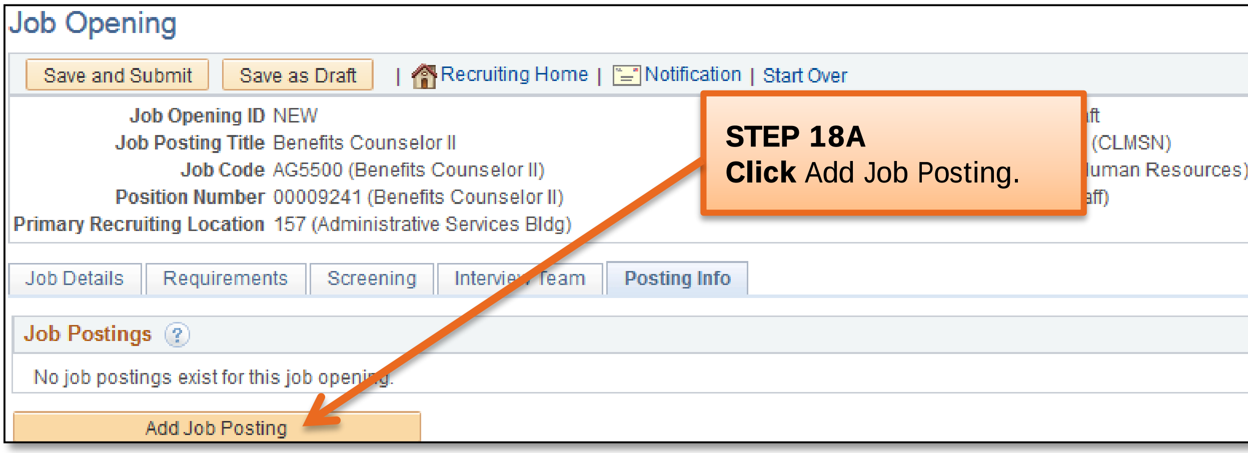
STEP 17A
Click Add Interviewer.

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 class to choose the interviewer's name from the drop-down list.
Click Add Interviewer to add additional interviewers.



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.

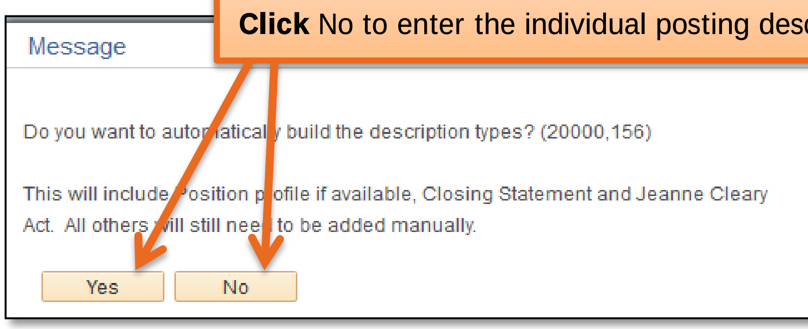
Click the Posting Info tab at the top of the page to continue.



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.

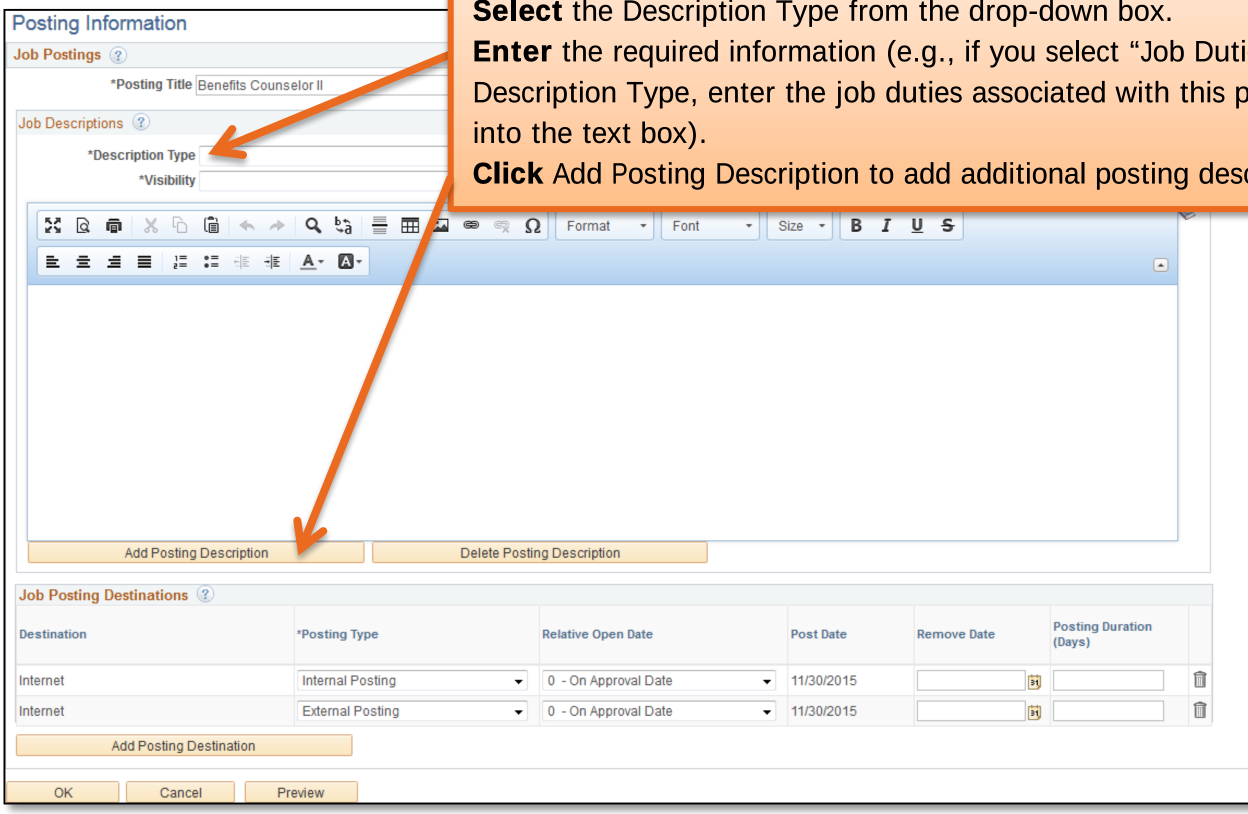
Posting Description Information: (*Use this guide to ensure that all required posting descriptions have been entered. If you are manually entering the job postings, you can copy and paste from the position description or advertisement into each added posting.*)

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.

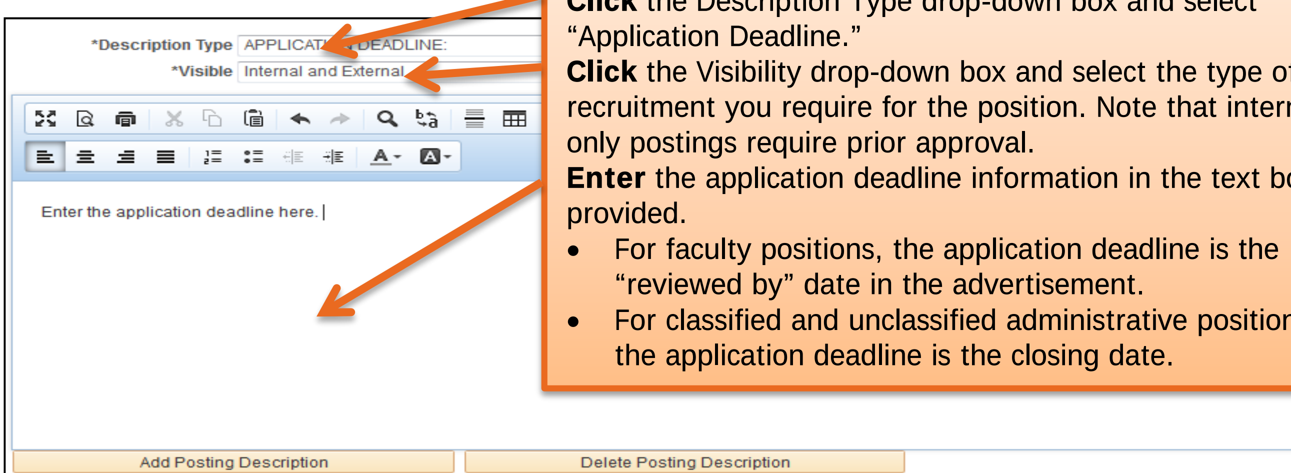
STEP 19 (Manually adding a posting description)
Select the Description Type from the drop-down box.
Enter the required information (e.g., if you select "Job Duties" as the Description Type, enter the job duties associated with this position into the text box).
Click Add Posting Description to add additional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



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

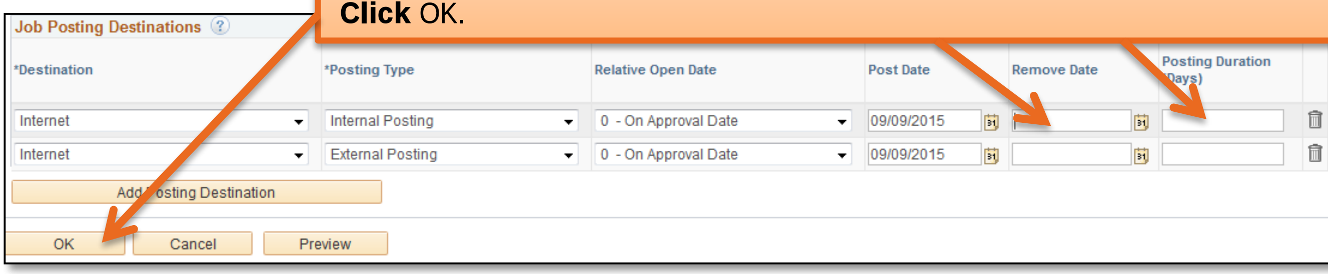
STEP 20
Click the Description Type drop-down box and select "Application Deadline."
Click the Visibility drop-down box and select the type of recruitment you require for the position. Note that internal-only postings require prior approval.
Enter the application deadline information in the text box provided.

- 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.

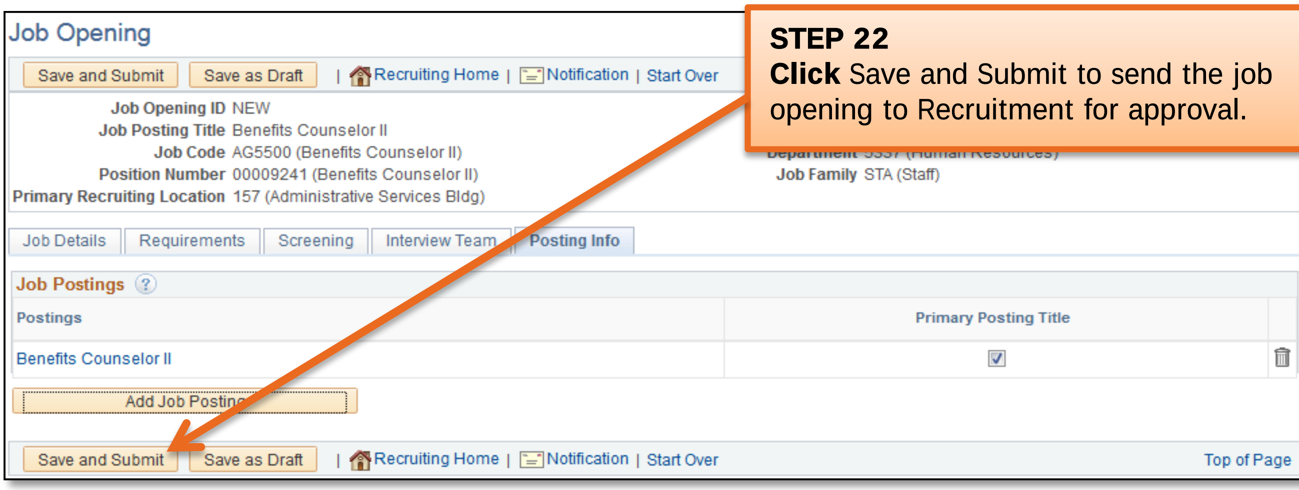


Advertising Information: If an advertising package has been requested in Tiger Talent, the position will be posted to the requested sites by OHR's Recruitment unit.

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.

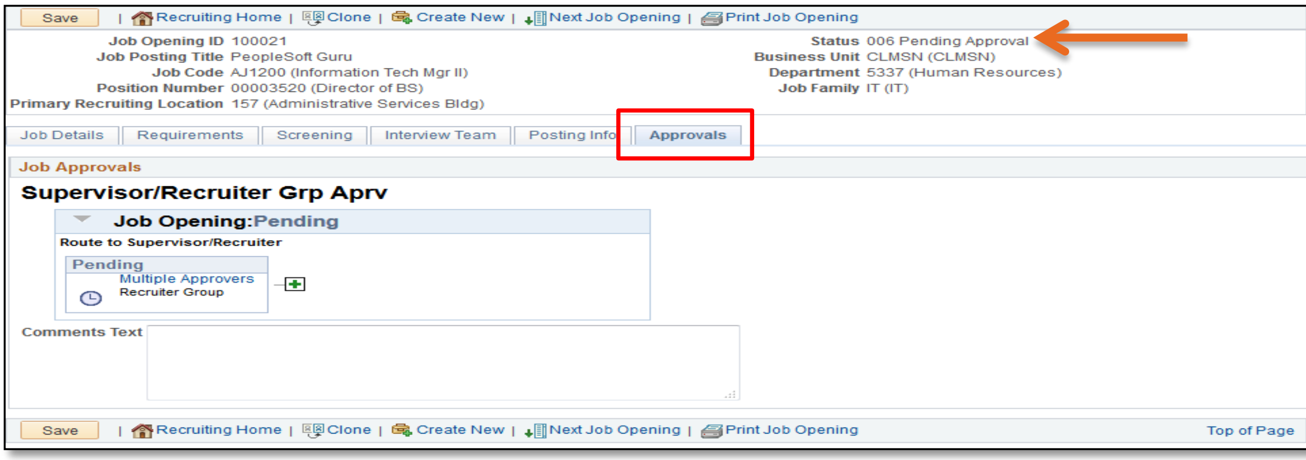


STEP 22
Click Save and Submit to send the job opening to Recruitment for approval.



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

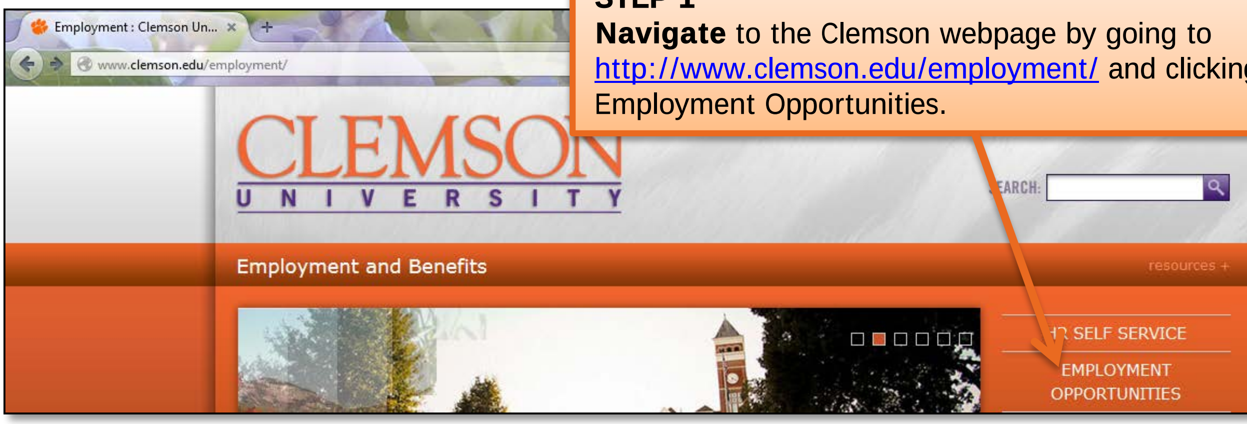
Important Information: The status located in the top right will now display a Job Opening ID number and the status Pending Approval. The Approvals tab allows you to view the status of the job opening throughout the approval process.



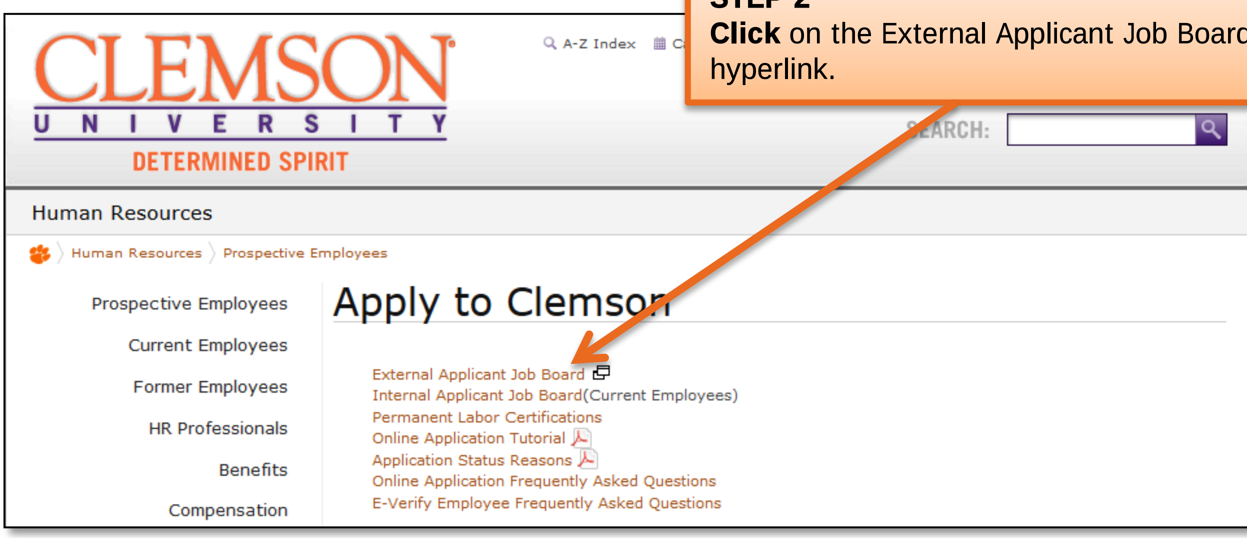
Quick Reference:
Applying for a Staff Position

External Applicants *(Internal Applicants skip to page 12.)*

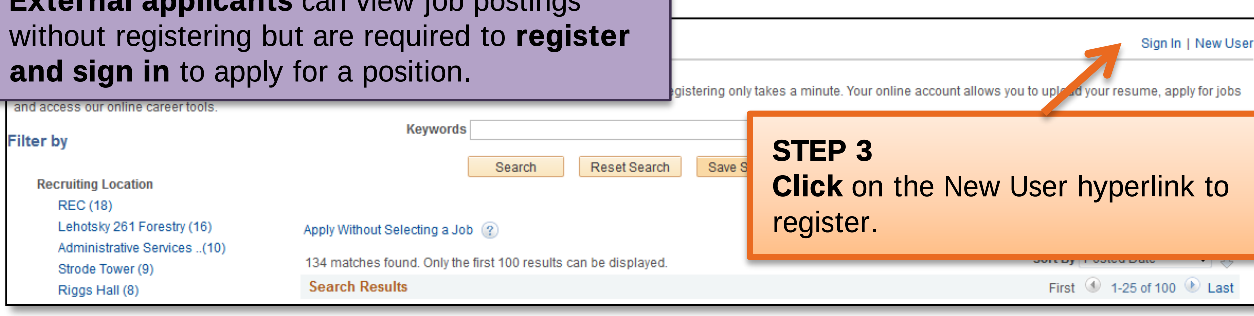
STEP 1
Navigate to the Clemson webpage by going to http://www.clemson.edu/employment/ and clicking on Employment Opportunities.



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.

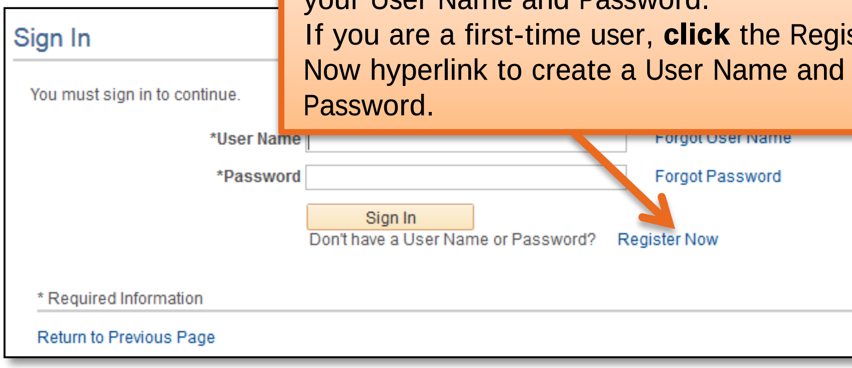


STEP 3
Click on the New User hyperlink to register.

Quick Reference:
Applying for a Staff Position

CLEMSON
HUMAN RESOURCES

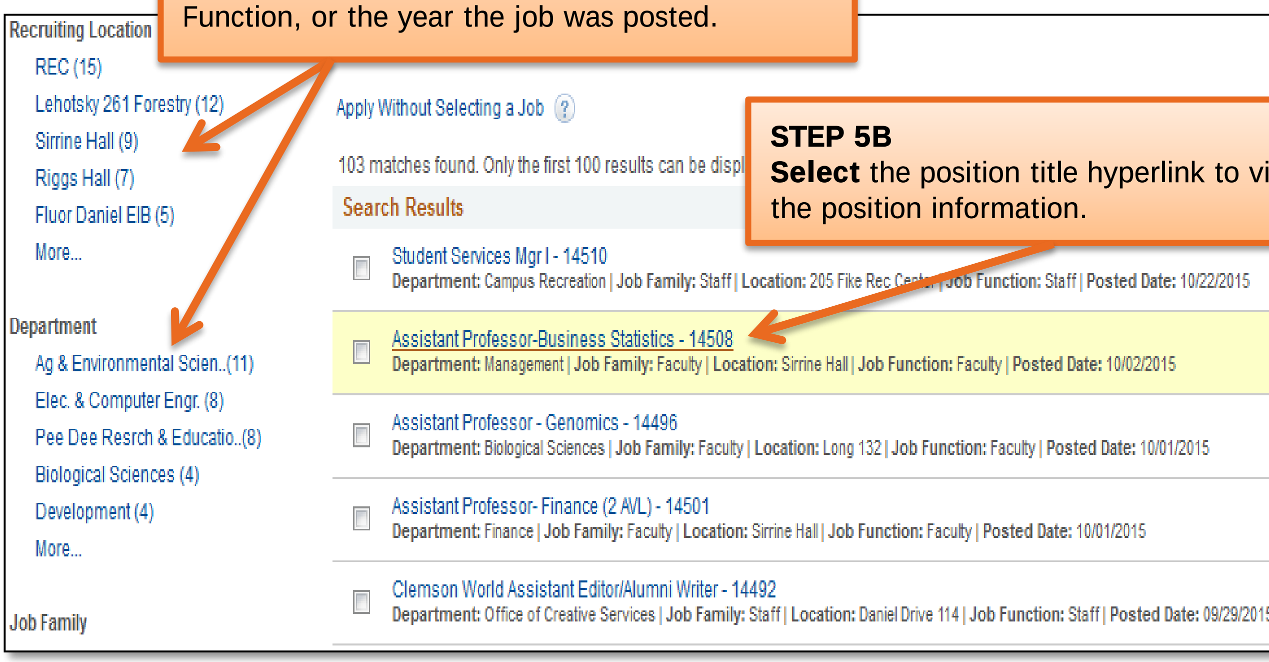
STEP 4
If you are a registered applicant, **sign in** using your User Name and Password.
If you are a first-time user, **click** the Register Now hyperlink to create a User Name and Password.



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

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

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



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

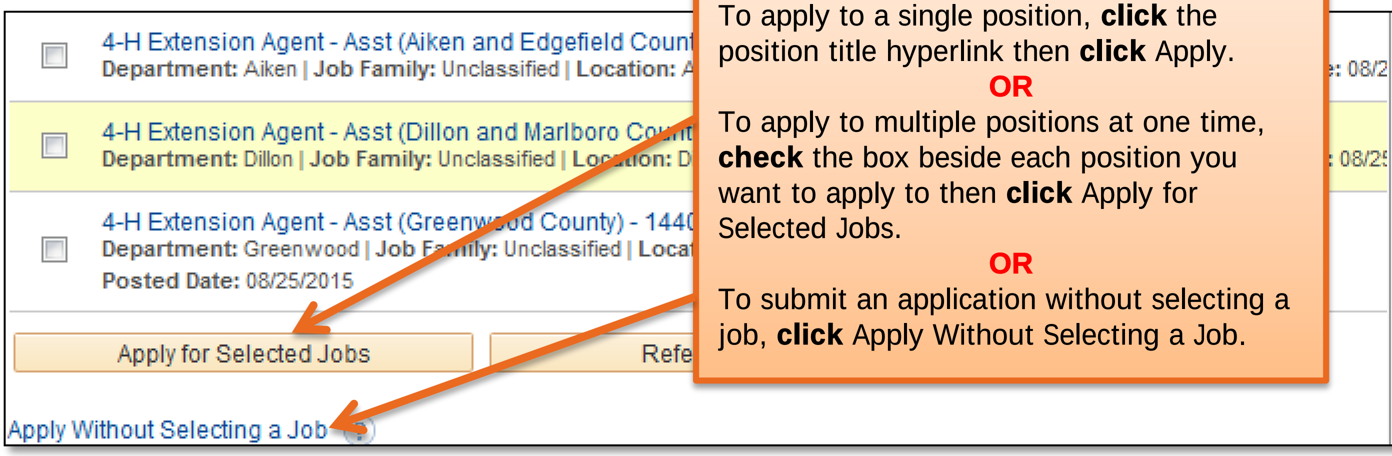
Quick Reference:
Applying for a Staff Position

CLEMSON
HUMAN RESOURCES

Important Information:

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

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



STEP 6
To apply to a single position, **click** the position title hyperlink then **click** Apply.

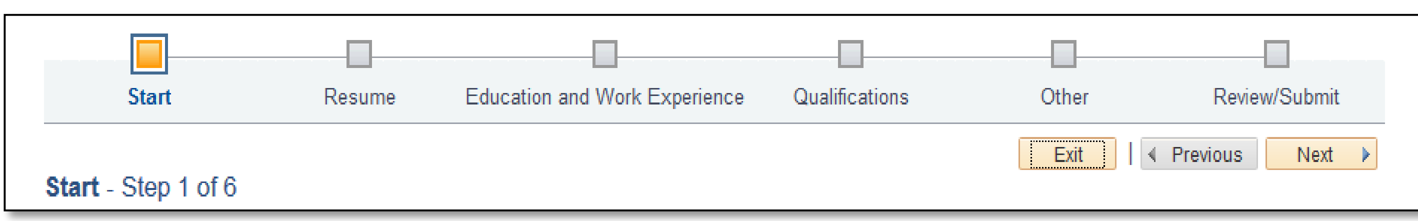
OR

To apply to multiple positions at one time, **check** the box beside each position you want to apply to then **click** Apply for Selected Jobs.

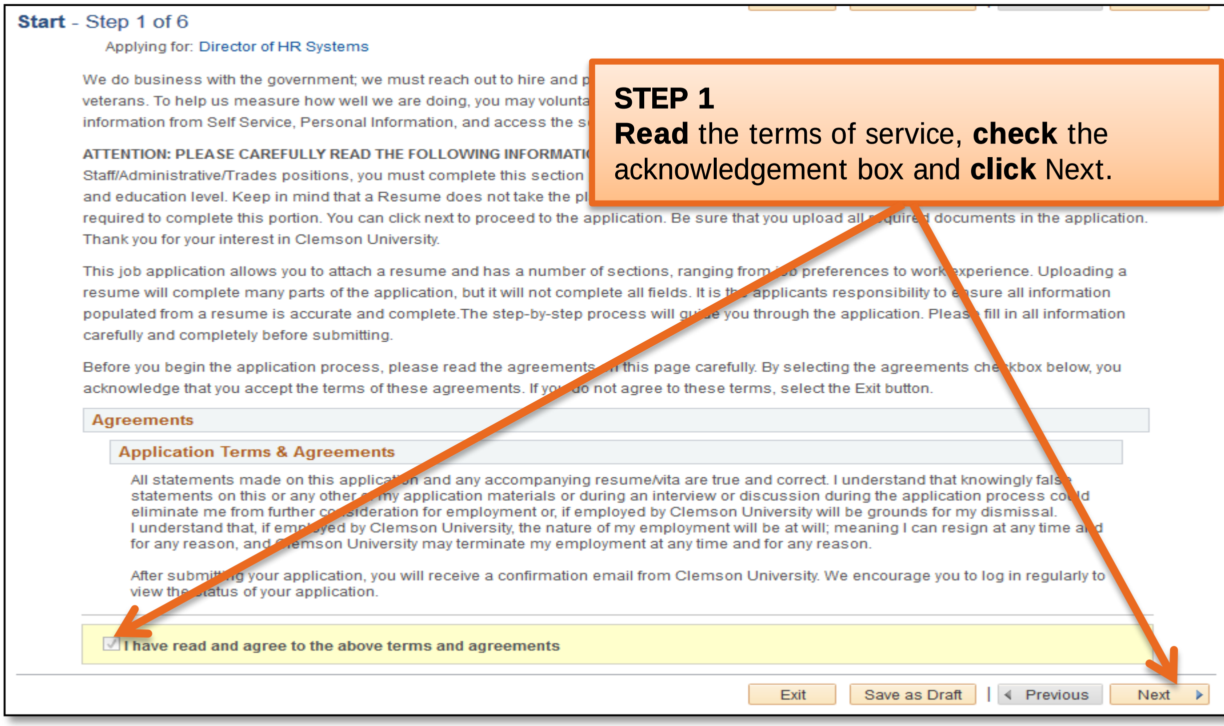
OR

To submit an application without selecting a job, **click** Apply Without Selecting a Job.

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



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



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

OR

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

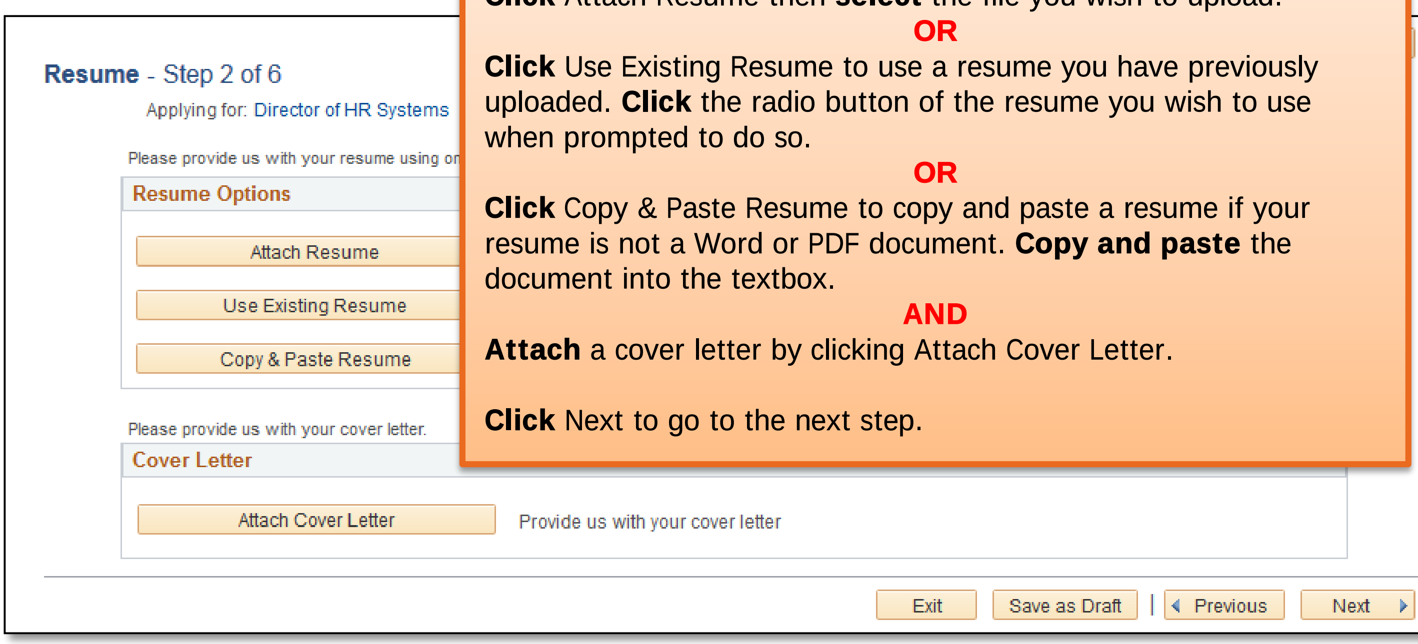
OR

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

AND

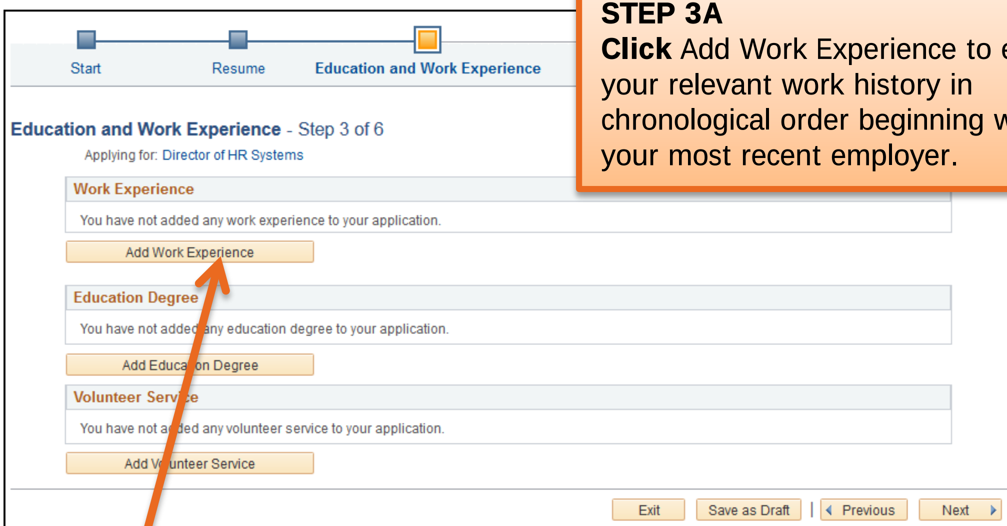
Attach a cover letter by clicking Attach Cover Letter.

Click Next to go to the next step.

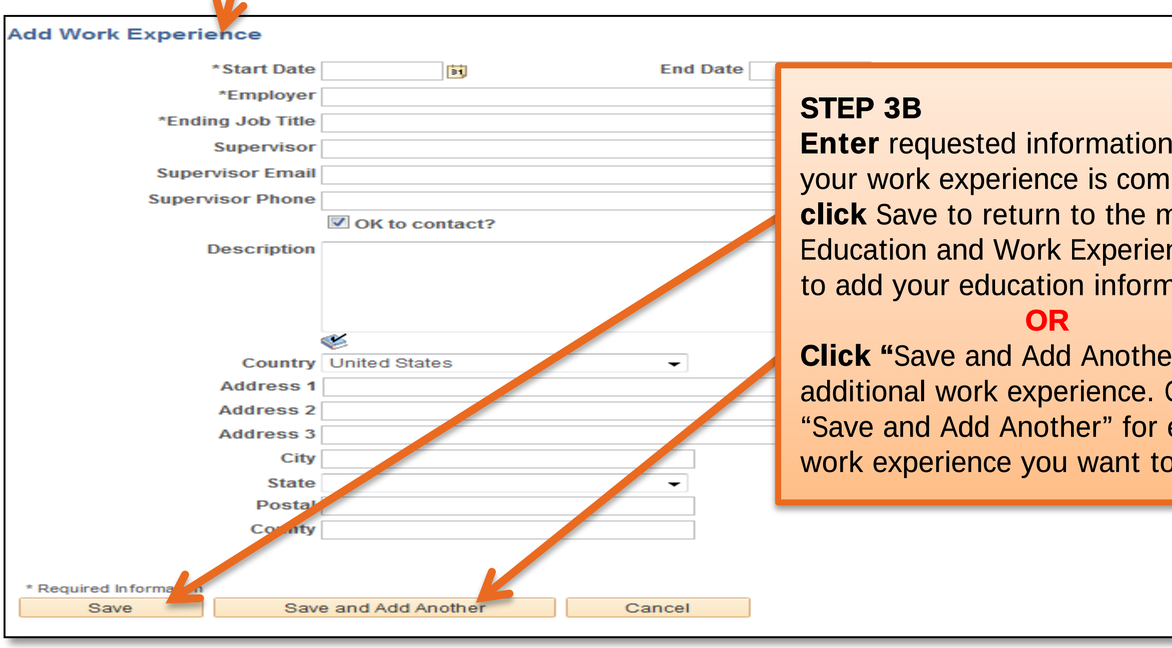


Quick Reference:
Applying for a Staff Position

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.

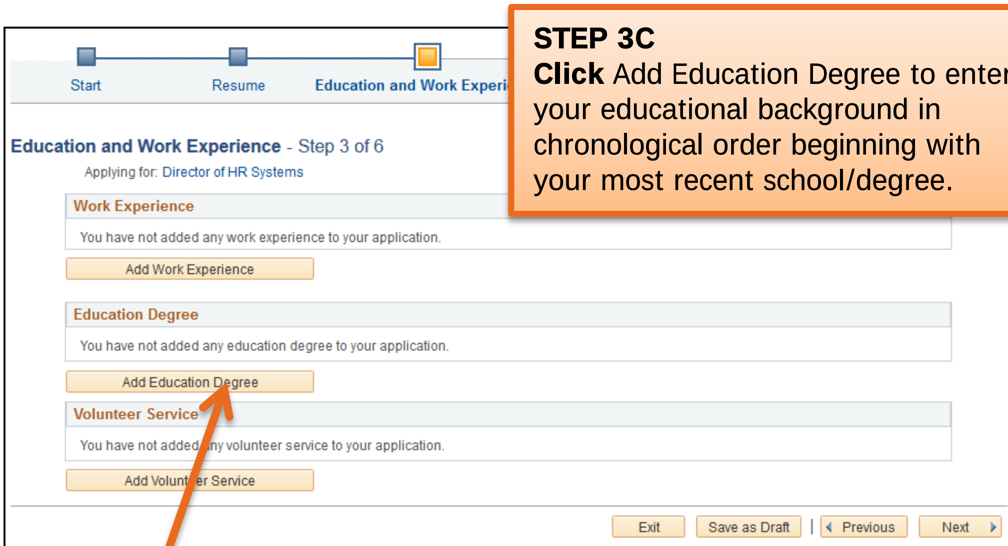


STEP 3B
Enter requested information, and, if your work experience is complete, **click** Save to return to the main Education and Work Experience page to add your education information.

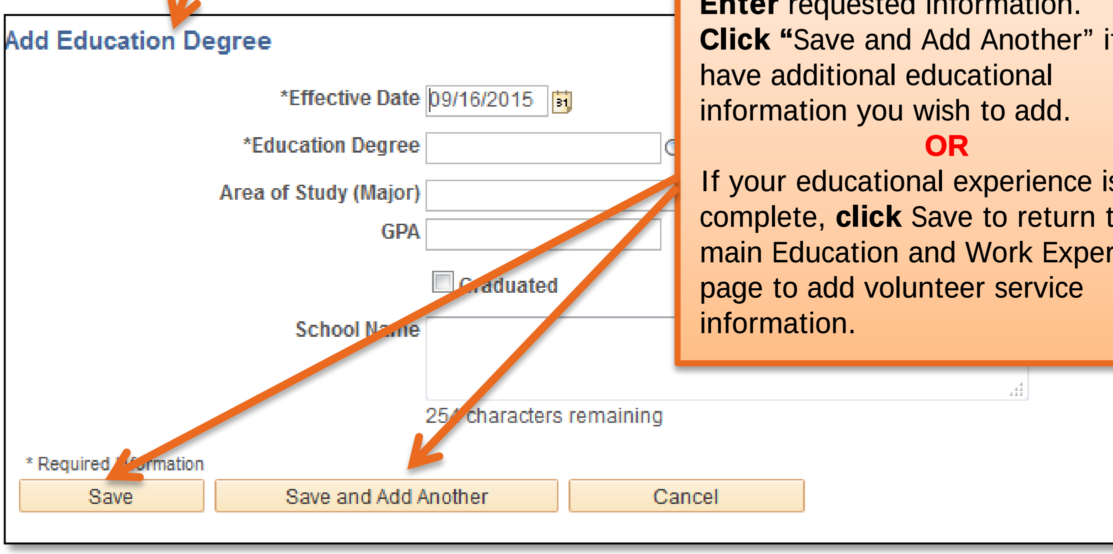
OR

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.



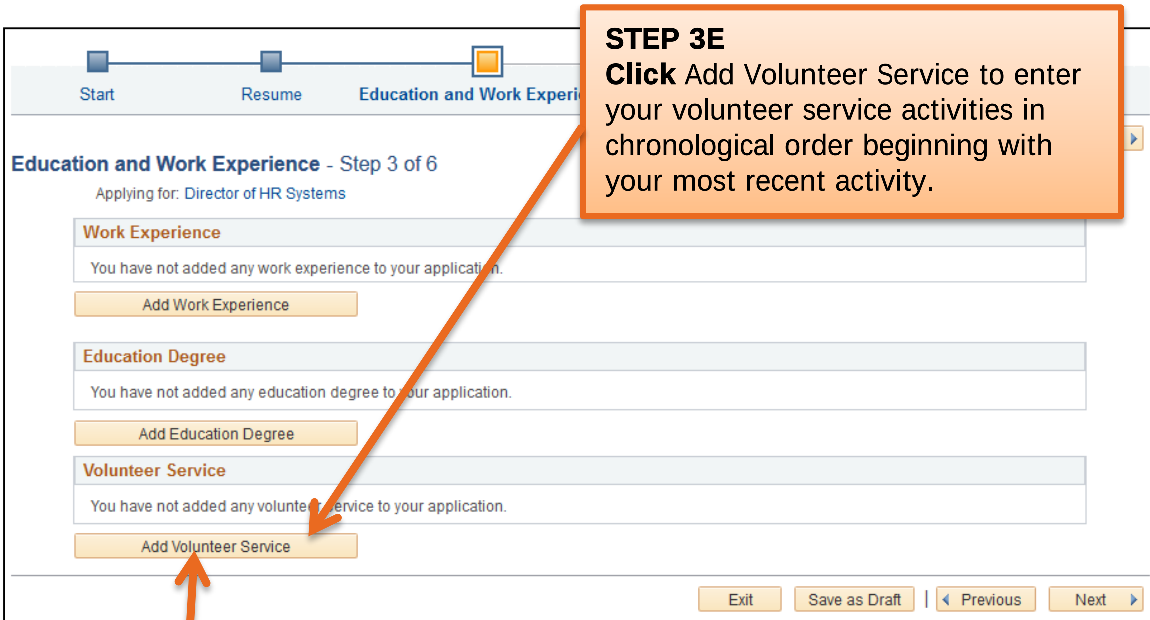
STEP 3D
Enter requested information.
Click "Save and Add Another" if you have additional educational information you wish to add.

OR

If your educational experience is complete, **click** Save to return to the main Education and Work Experience page to add volunteer service information.

CLEMSON HUMAN RESOURCES

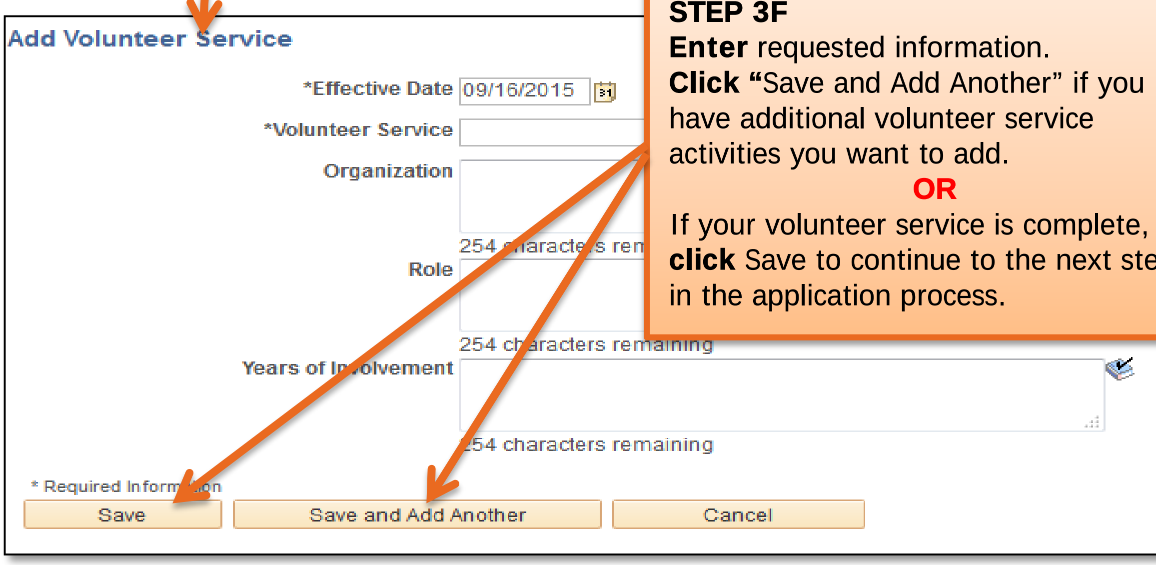
STEP 3E
Click Add Volunteer Service to enter your volunteer service activities in chronological order beginning with your most recent activity.



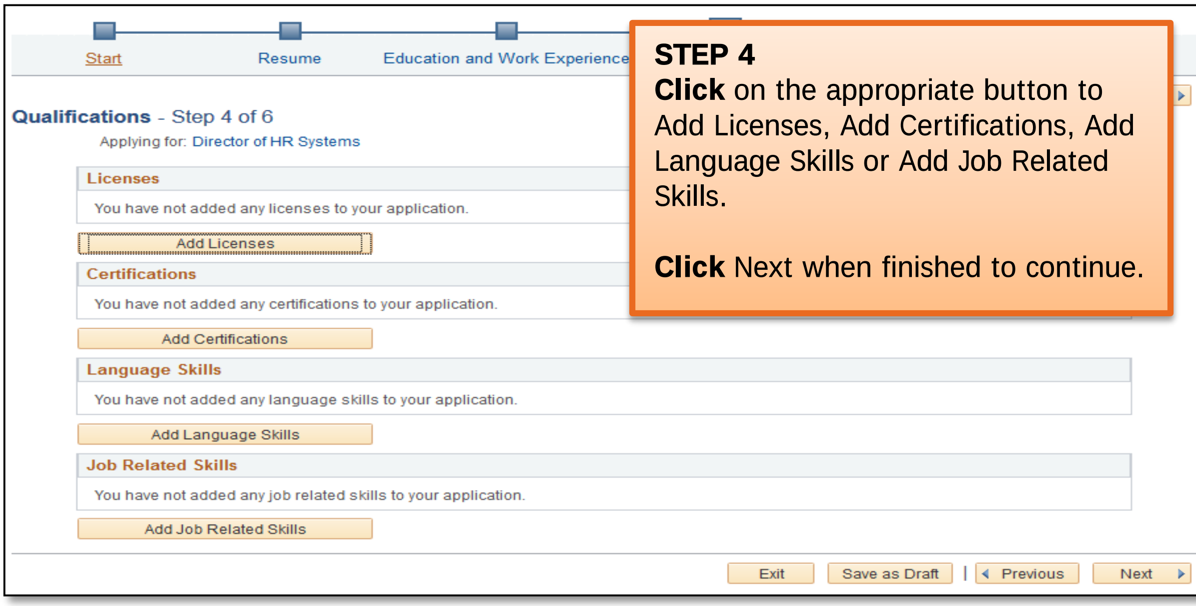
STEP 3F
Enter requested information.
Click "Save and Add Another" if you have additional volunteer service activities you want to add.

OR

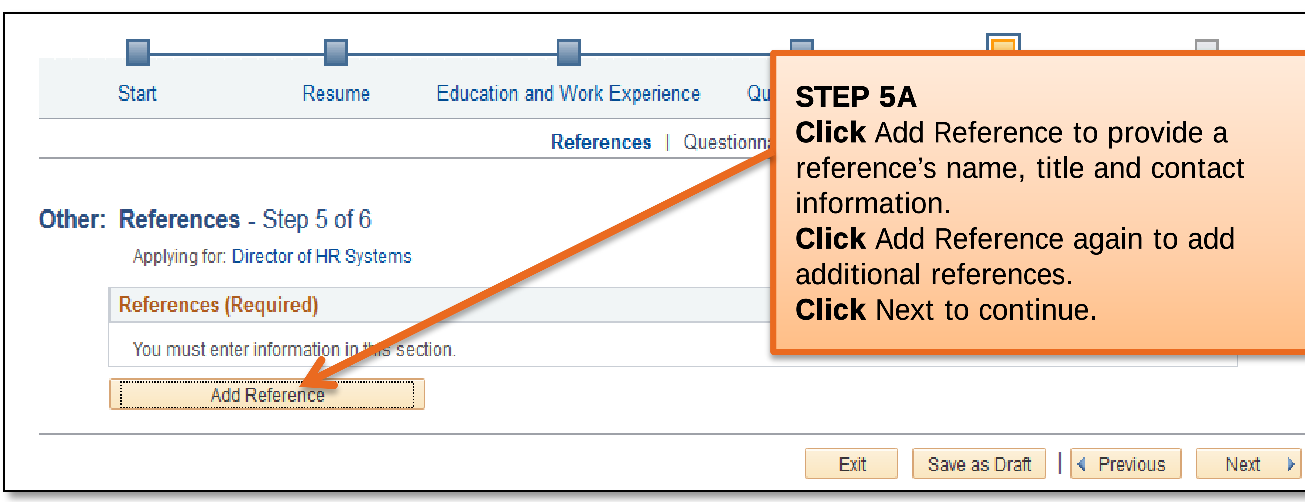
If your volunteer service is complete, **click** Save to continue to the next step in the application process.



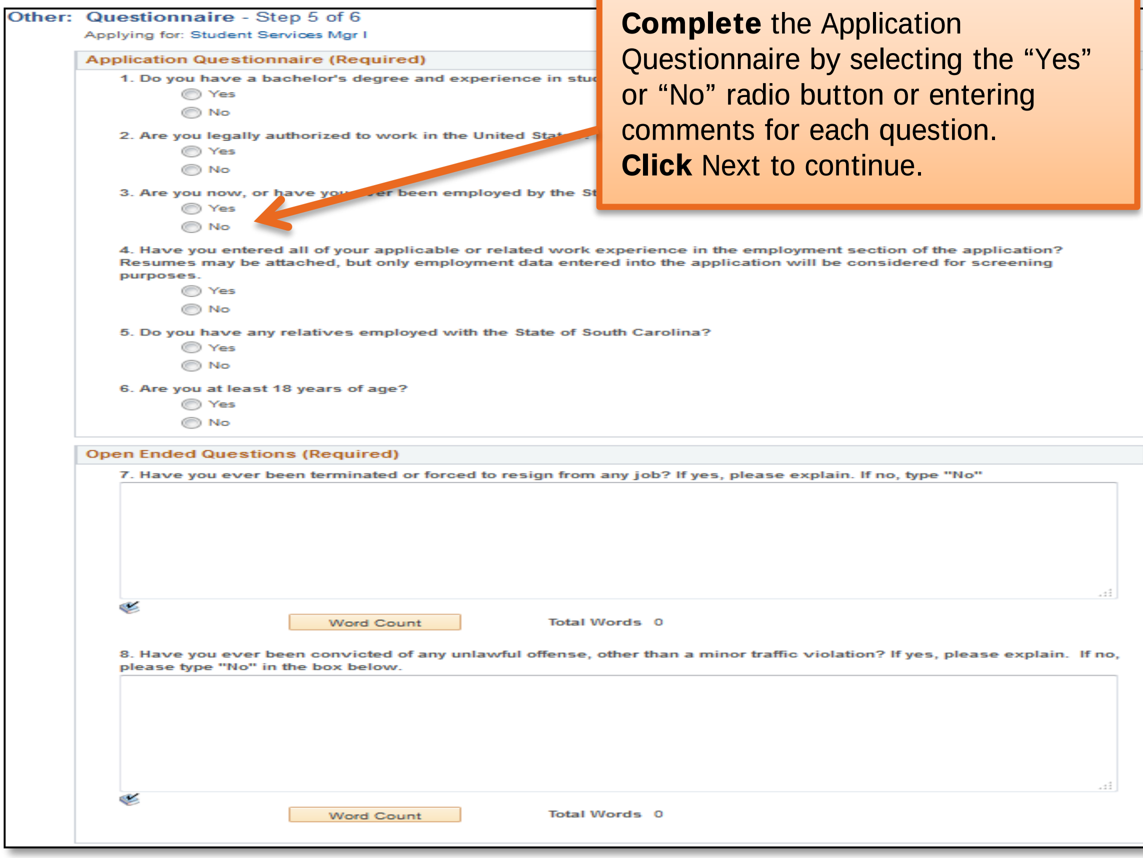
Important Information: If a license or certification is required for the position, be sure to include it in your application. Instructions are below.



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

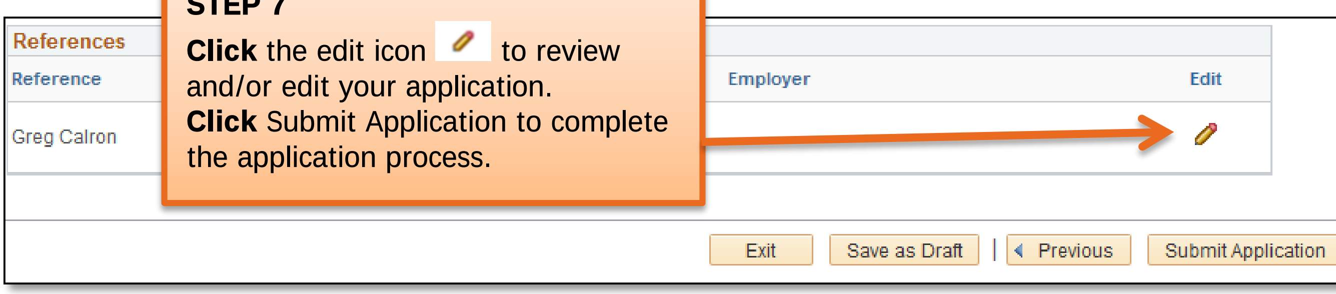


STEP 5B
Complete the Application Questionnaire by selecting the "Yes" or "No" radio button or entering comments for each question.
Click Next to continue.



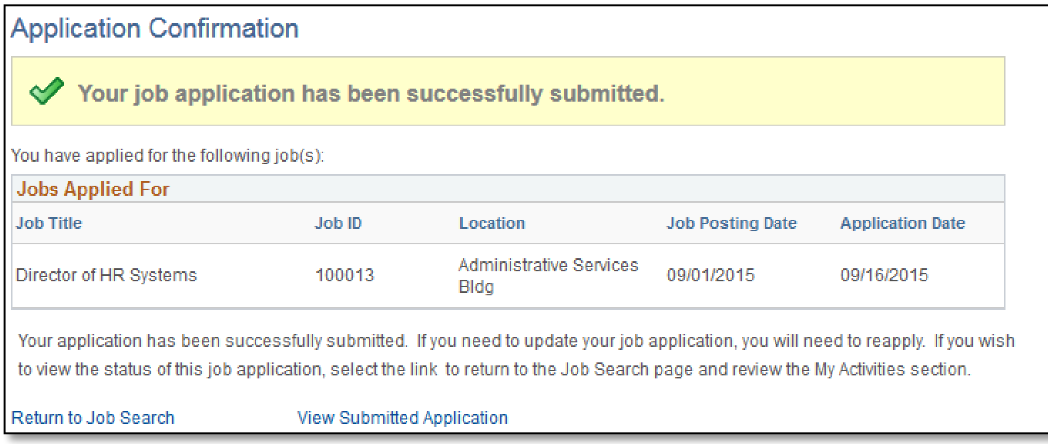
STEP 6 At this point in the application process you will be given the opportunity to voluntarily share information regarding disability, veteran status and diversity status. Provision of this information is voluntary. The information is used to assist Clemson University in complying with federal and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

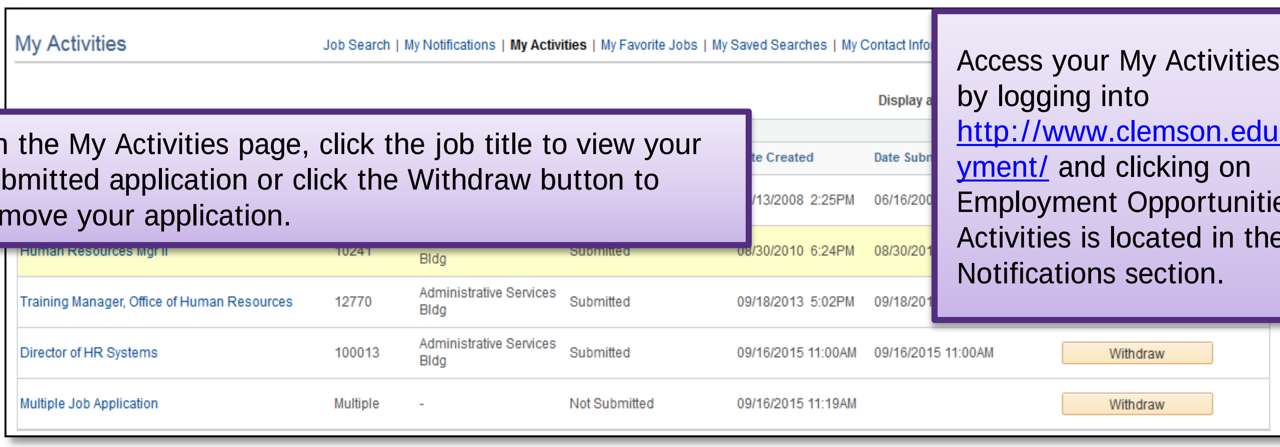
STEP 7
Click the edit icon to review and/or edit your application.
Click Submit Application to complete the application process.



Quick Reference:
Applying for a Staff Position

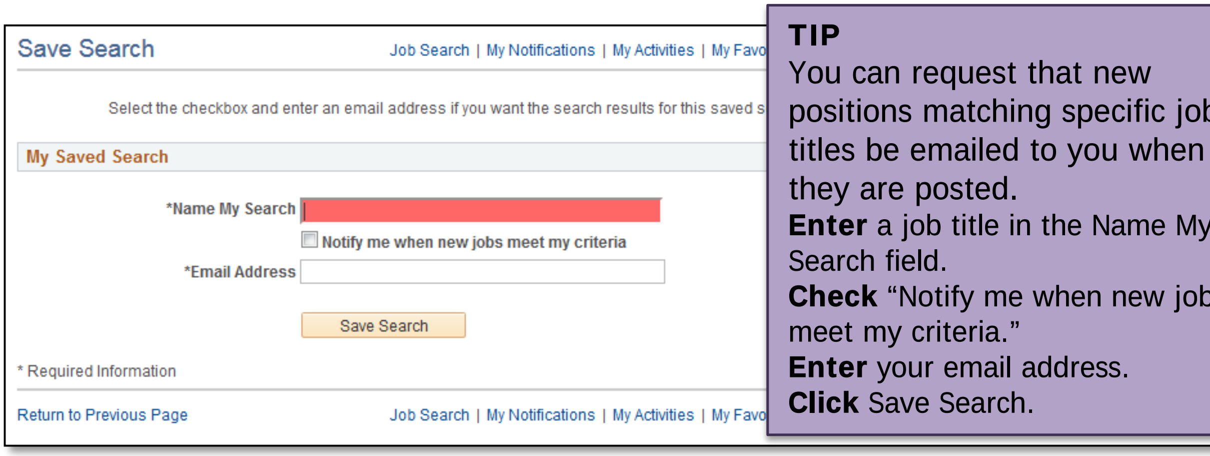
Important Information: Once the application has been successfully submitted, you will be taken to a confirmation page. If you want to view or apply for additional jobs, click the Return to Job Search hyperlink at the bottom of the Confirmation page.





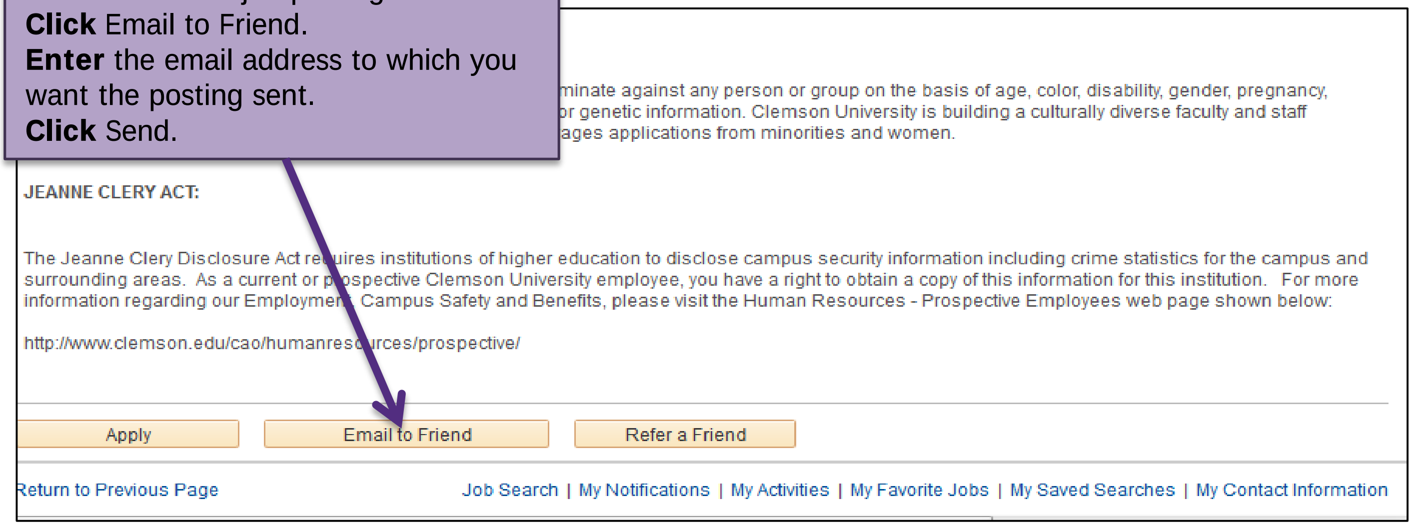
On the My Activities page, click the job title to view your submitted application or click the Withdraw button to remove your application.

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

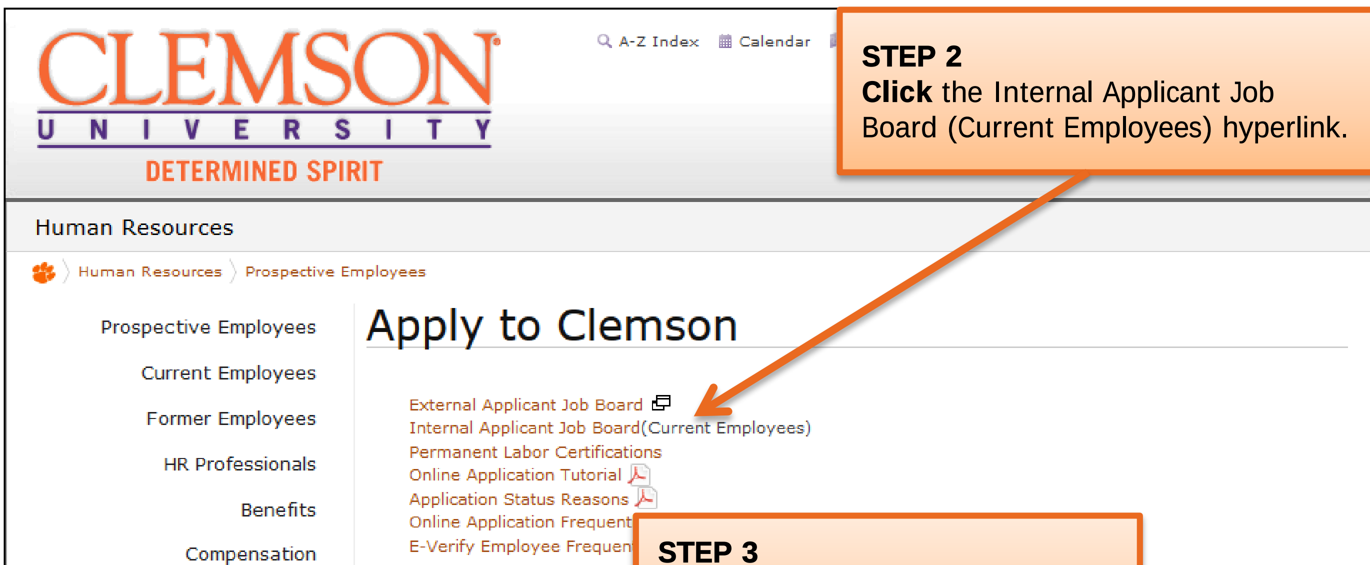


TIP
You can request that new positions matching specific job titles be emailed to you when they are posted.
Enter a job title in the Name My Search field.
Check "Notify me when new jobs meet my criteria."
Enter your email address.
Click Save Search.

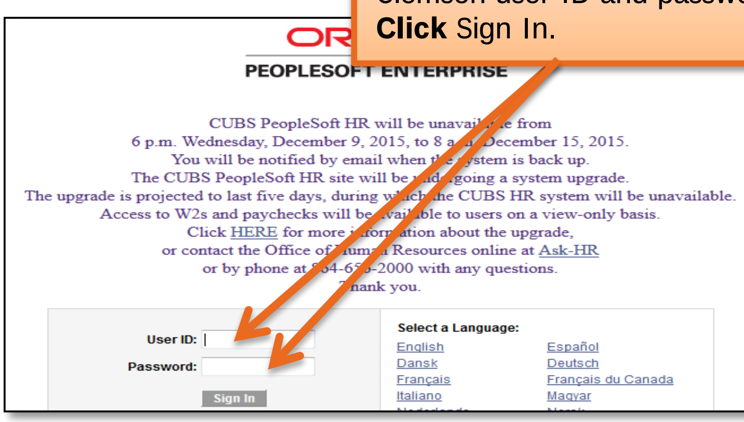
TIP
You can email a job posting to a friend.
Click Email to Friend.
Enter the email address to which you want the posting sent.
Click Send.



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



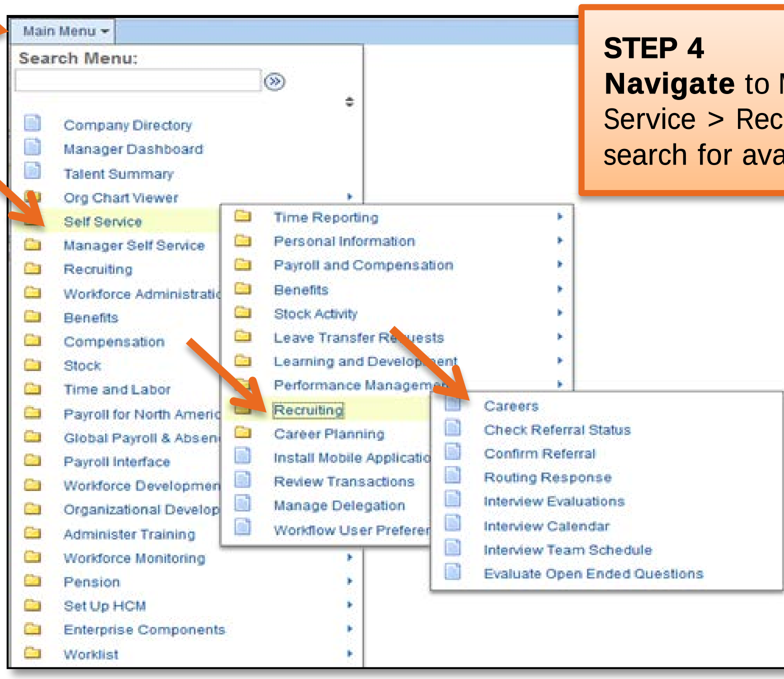
STEP 2
Click the Internal Applicant Job Board (Current Employees) hyperlink.



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

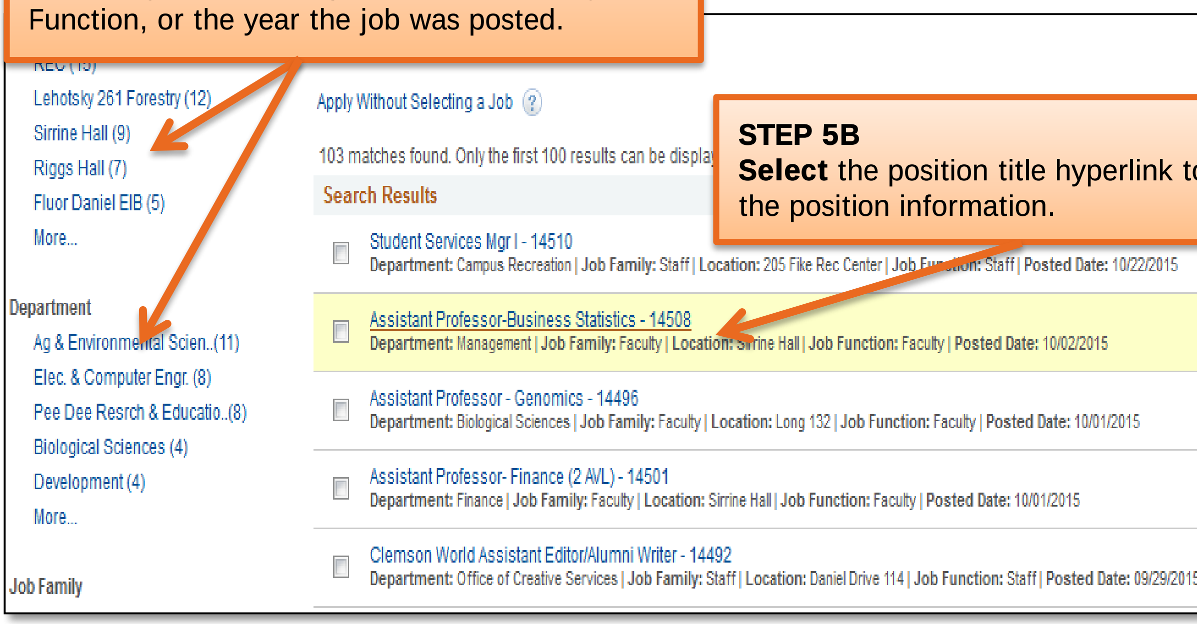
Quick Reference:
Applying for a Staff Position

CLEMSON HUMAN RESOURCES



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

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



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

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

Quick Reference:
Applying for a Staff Position

CLEMSON
HUMAN RESOURCES

Important Information:

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

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

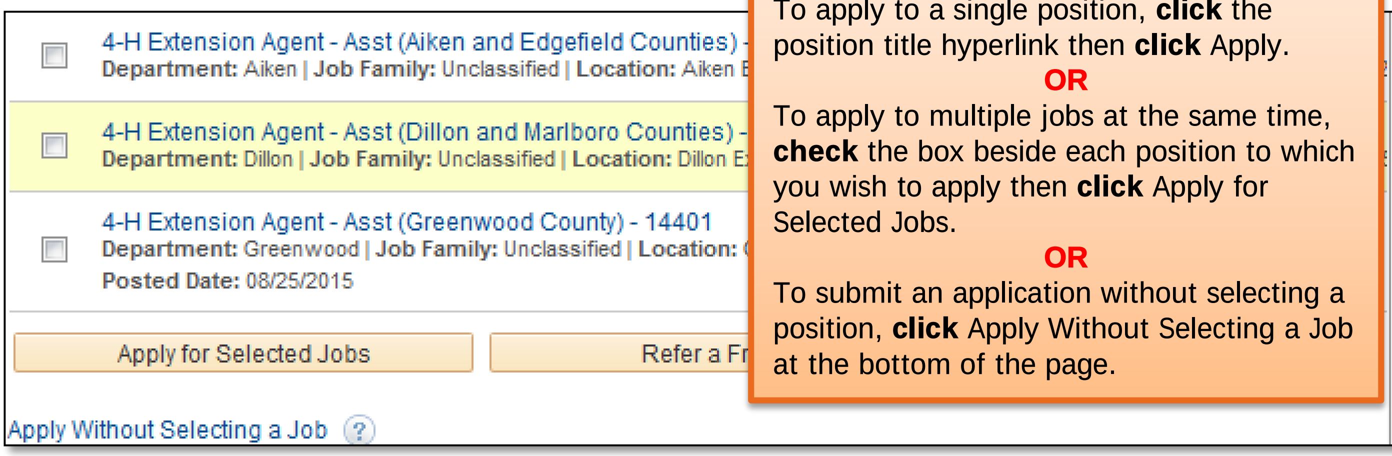
STEP 6
To apply to a single position, **click** the position title hyperlink then **click** Apply.

OR

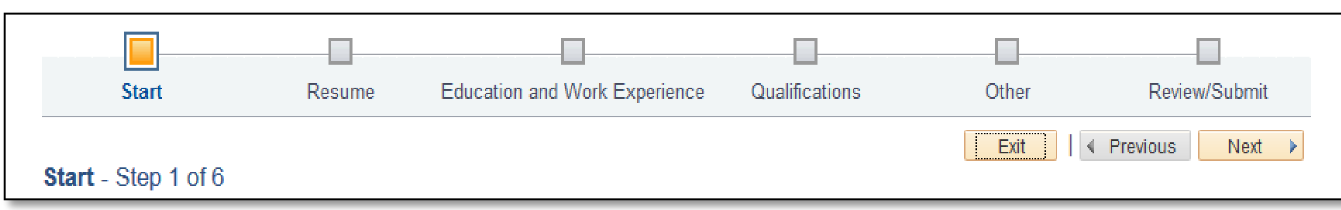
To apply to multiple jobs at the same time, **check** the box beside each position to which you wish to apply then **click** Apply for Selected Jobs.

OR

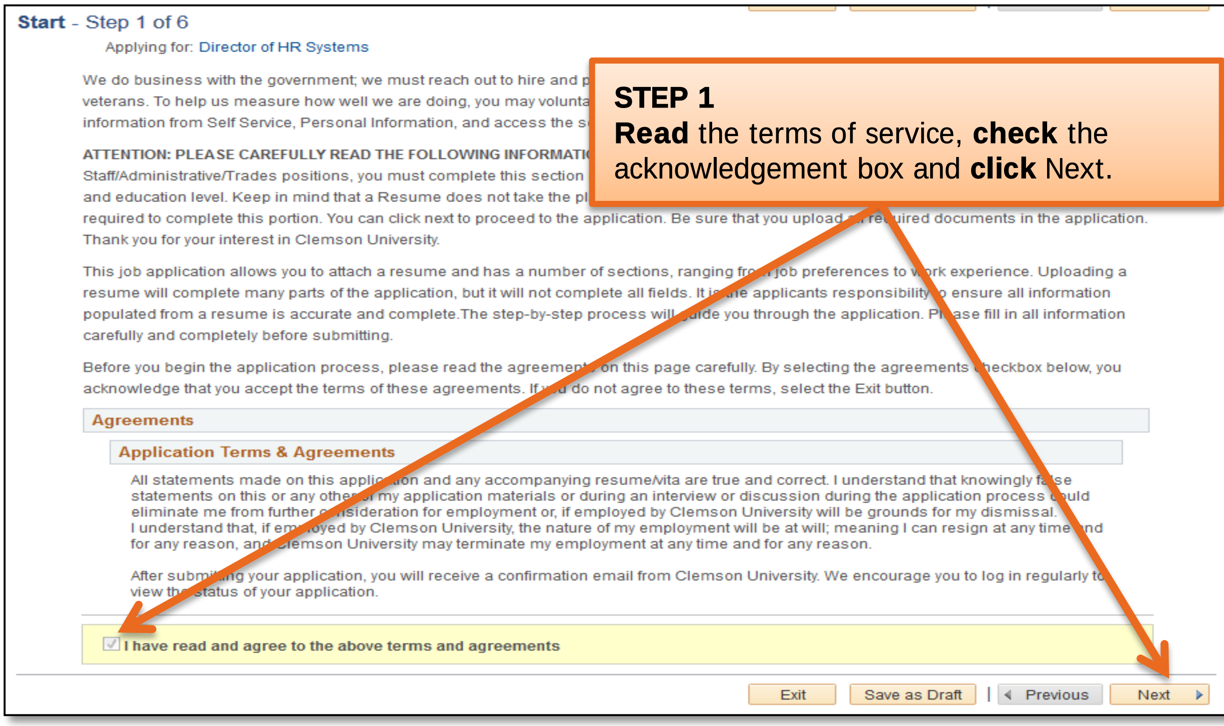
To submit an application without selecting a position, **click** Apply Without Selecting a Job at the bottom of the page.



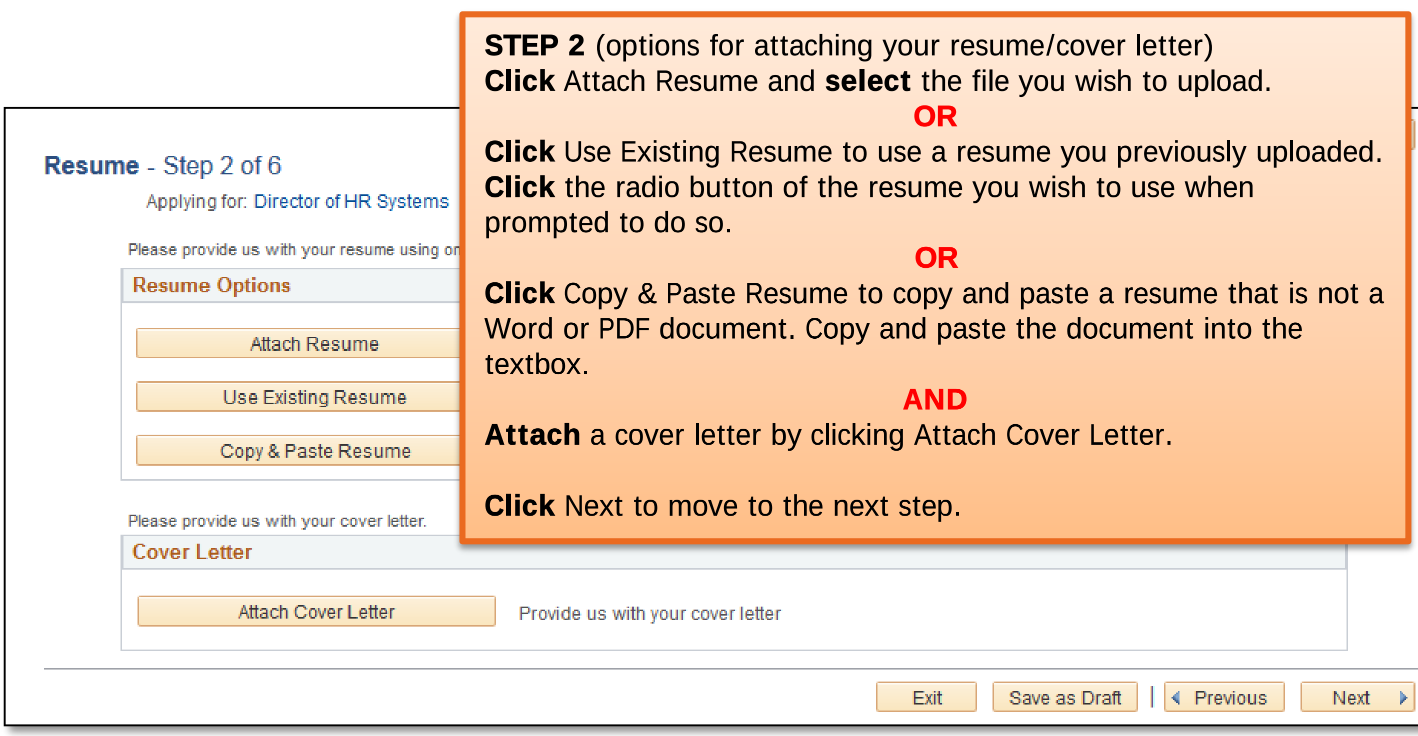
Important Information: There are six steps in the staff application process. Your progress is displayed at the top of each screen. You can exit the application at any time.



Application Process



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



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

OR

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

OR

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

AND

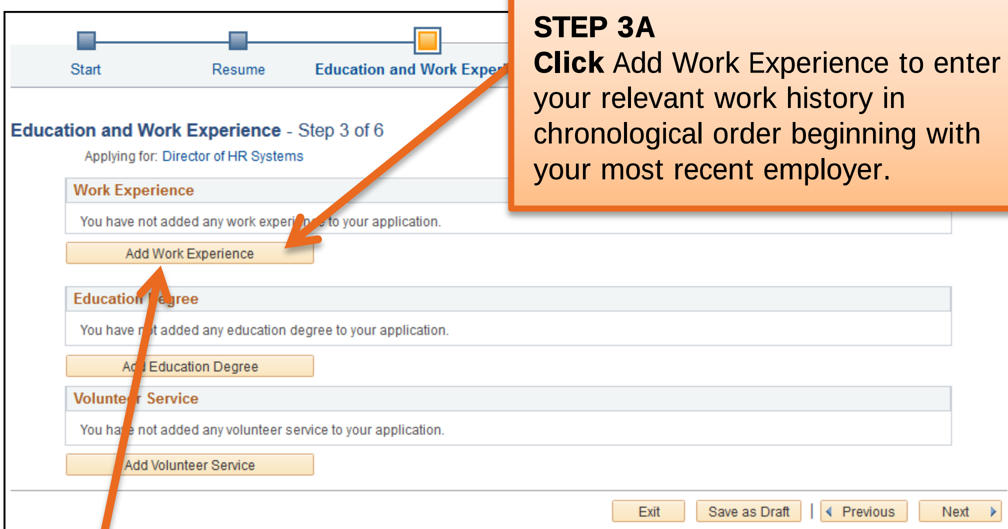
Attach a cover letter by clicking Attach Cover Letter.

Click Next to move to the next step.

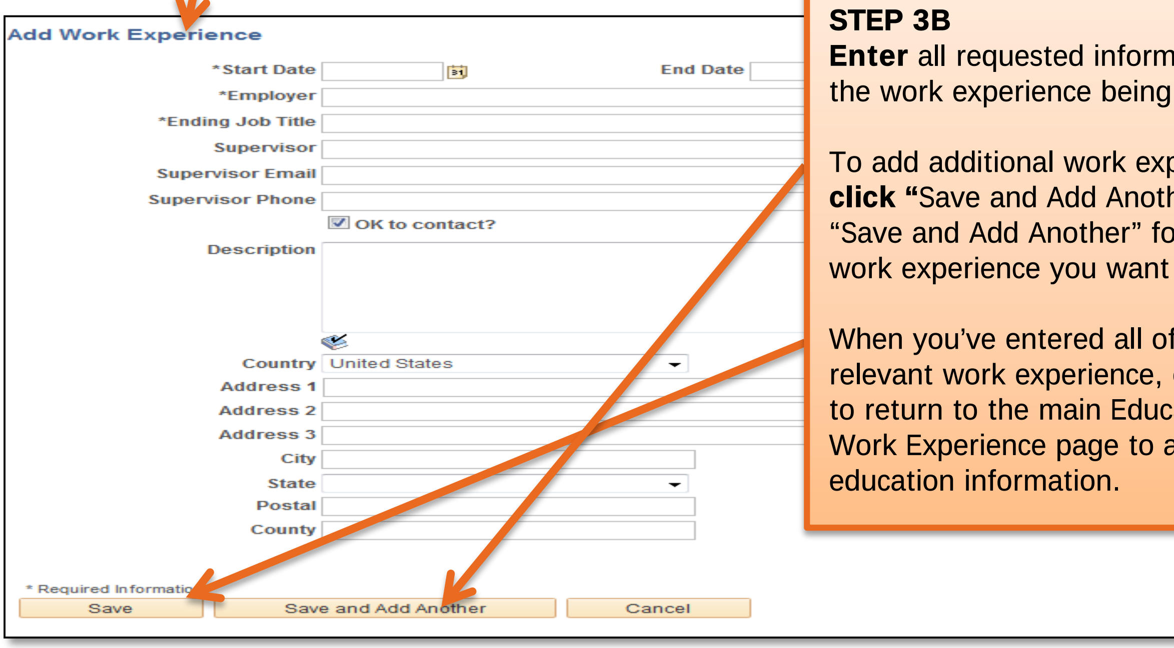
Quick Reference:
Applying for a Staff Position

CLEMSON HUMAN RESOURCES

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



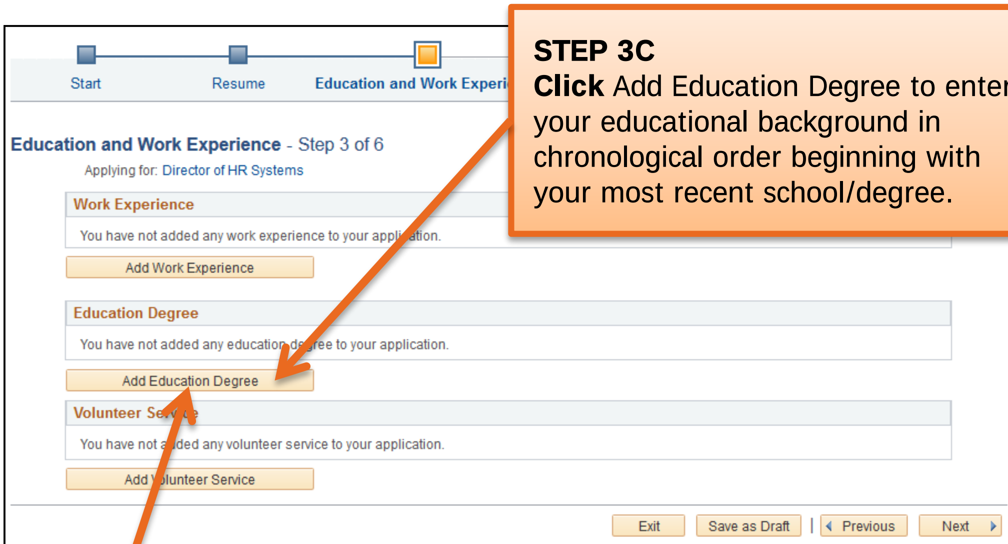
STEP 3A
Click Add Work Experience to enter your relevant work history in chronological order beginning with your most recent employer.



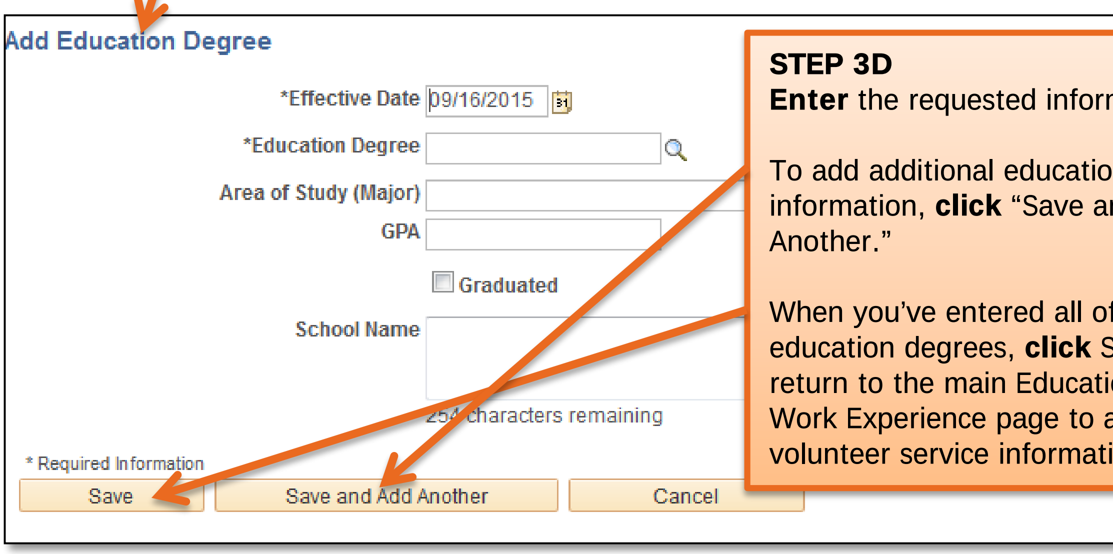
STEP 3B
Enter all requested information for the work experience being described.

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

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



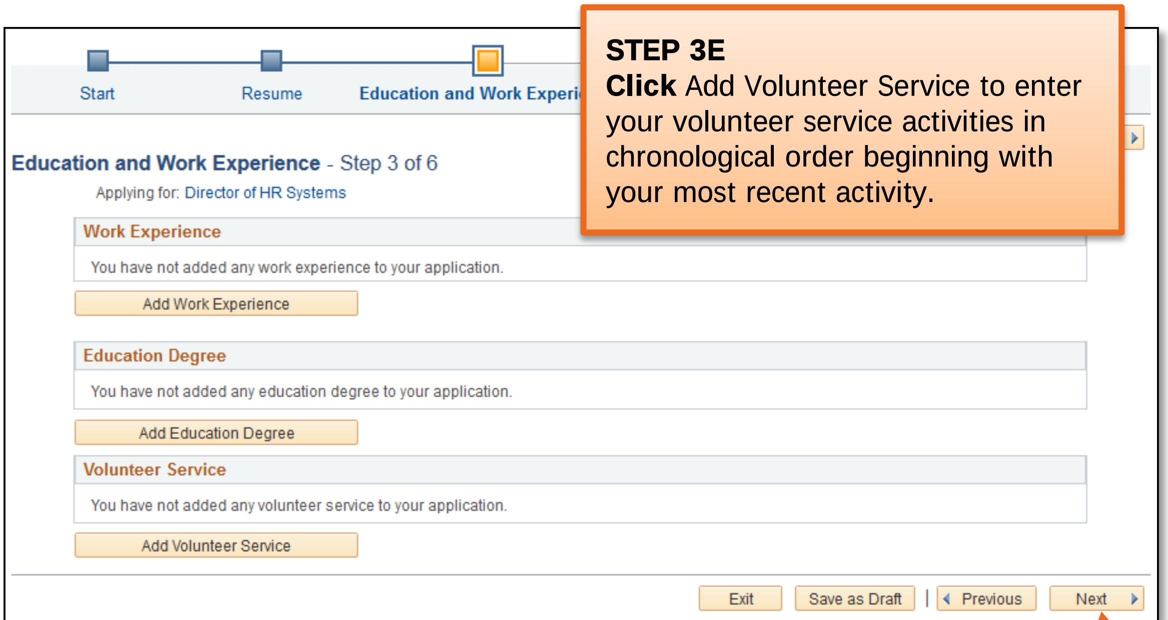
STEP 3C
Click Add Education Degree to enter your educational background in chronological order beginning with your most recent school/degree.



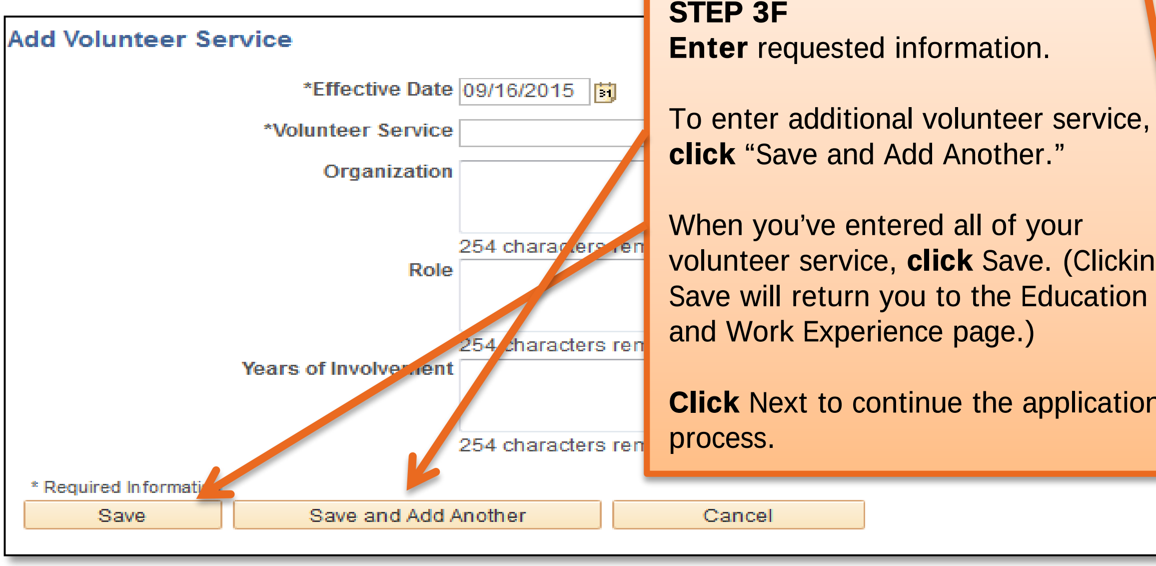
STEP 3D
Enter the requested information.

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

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



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



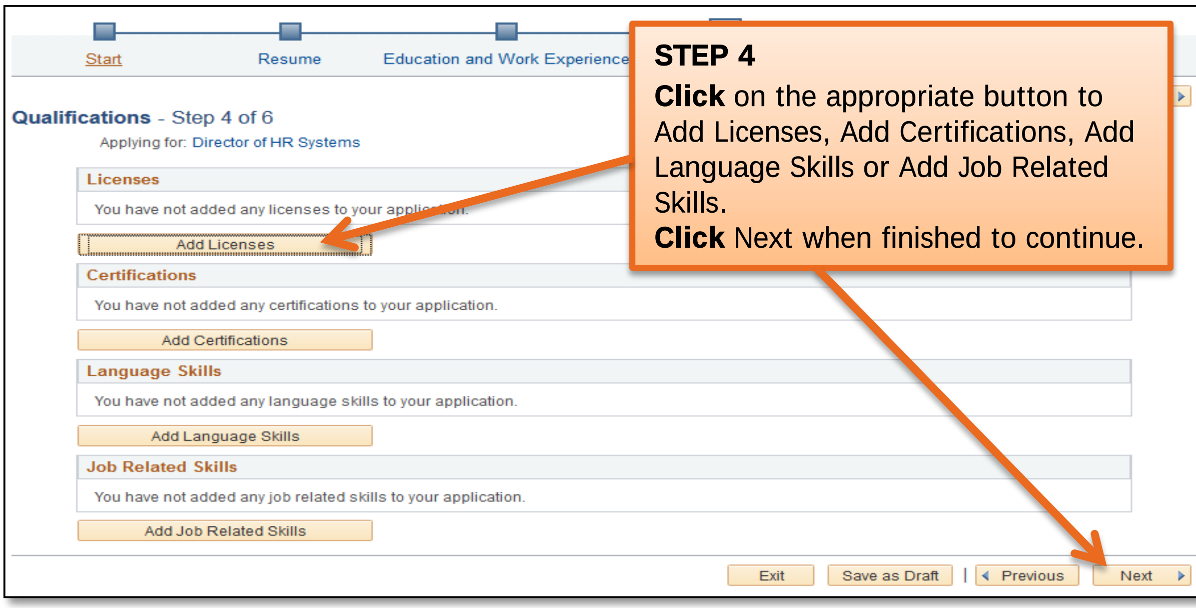
STEP 3F
Enter requested information.

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

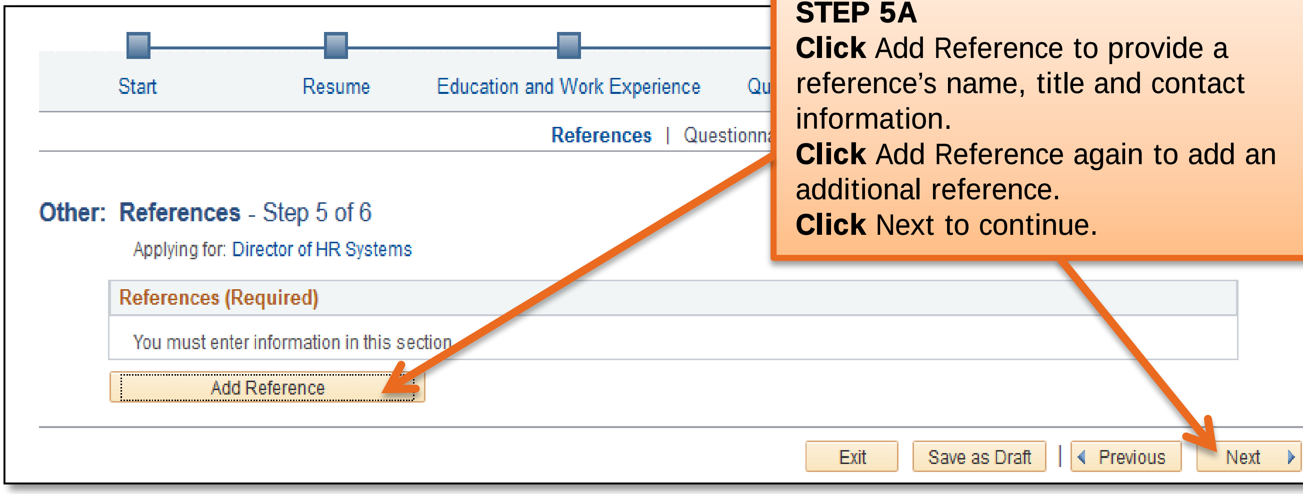
When you've entered all of your volunteer service, **click** Save. (Clicking Save will return you to the Education and Work Experience page.)

Click Next to continue the application process.

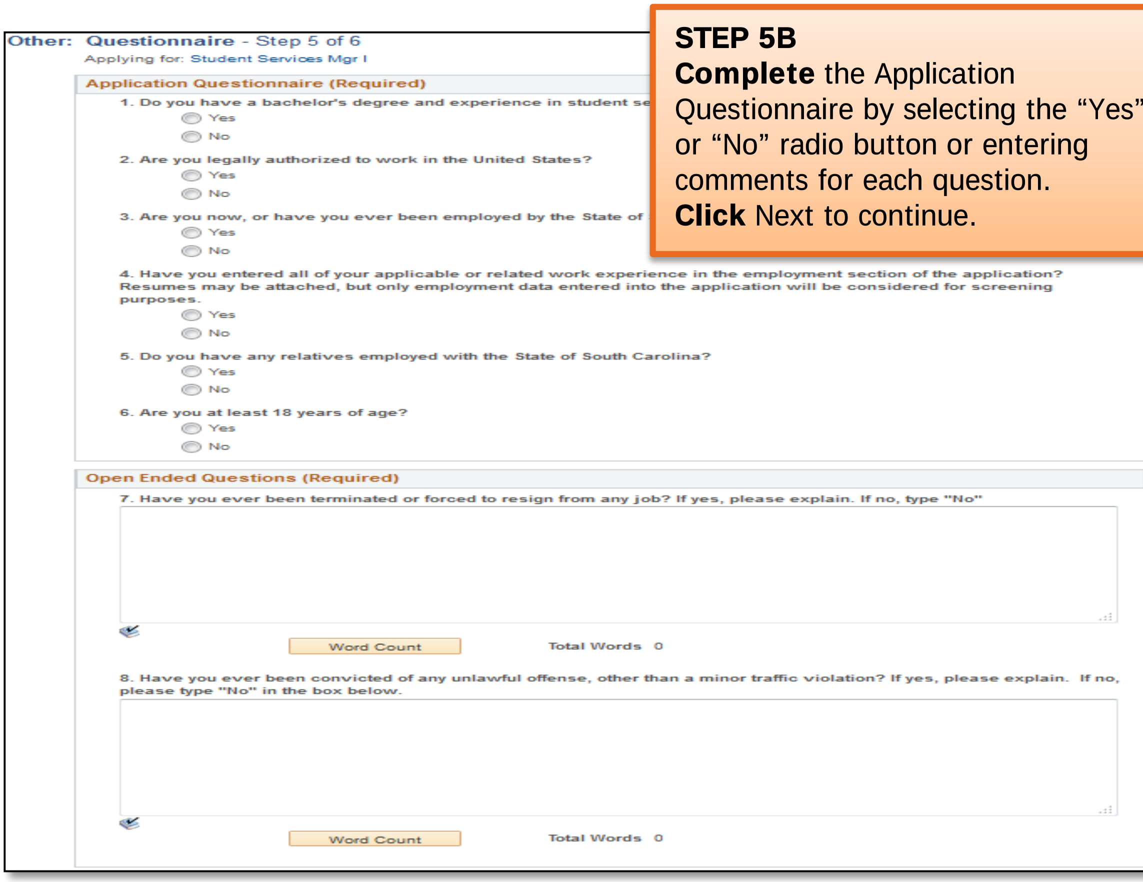
Important Information: If a license or certification is required for the position, be sure to add it using the instructions below.



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

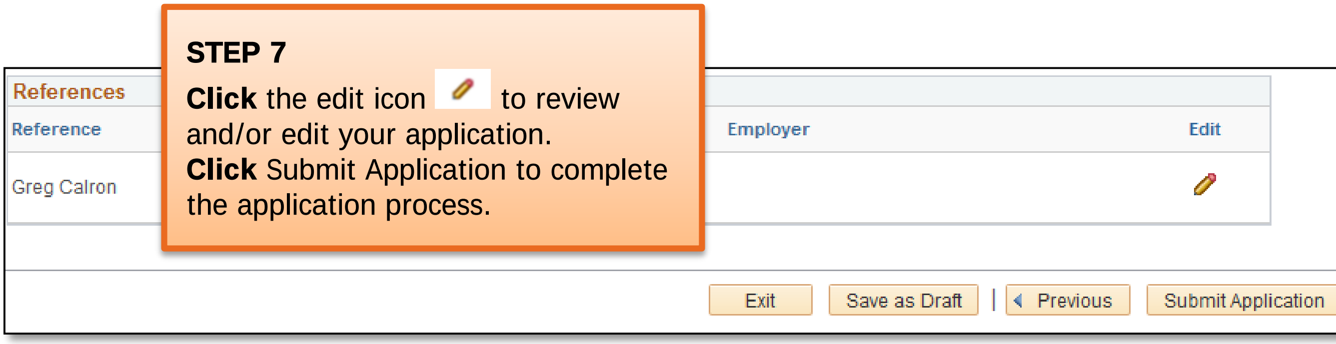


STEP 5A
Click Add Reference to provide a reference's name, title and contact information.
Click Add Reference again to add an additional reference.
Click Next to continue.

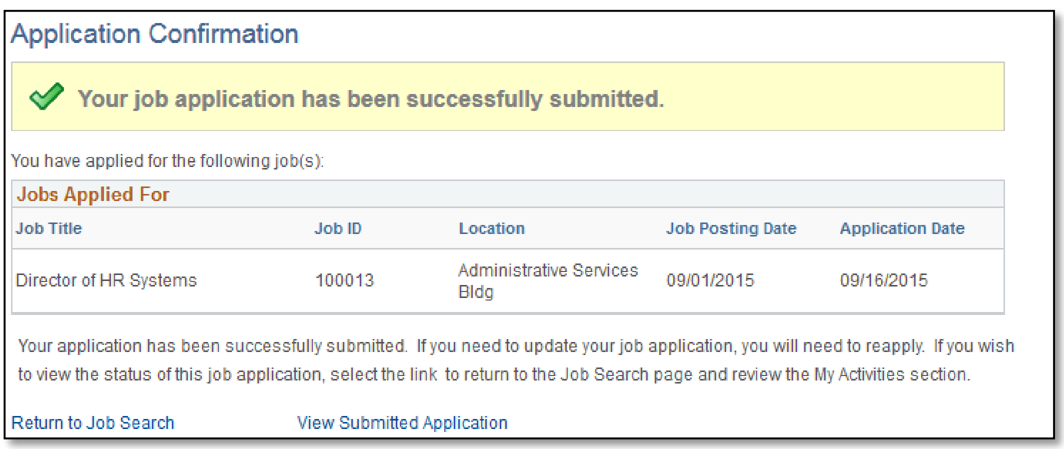


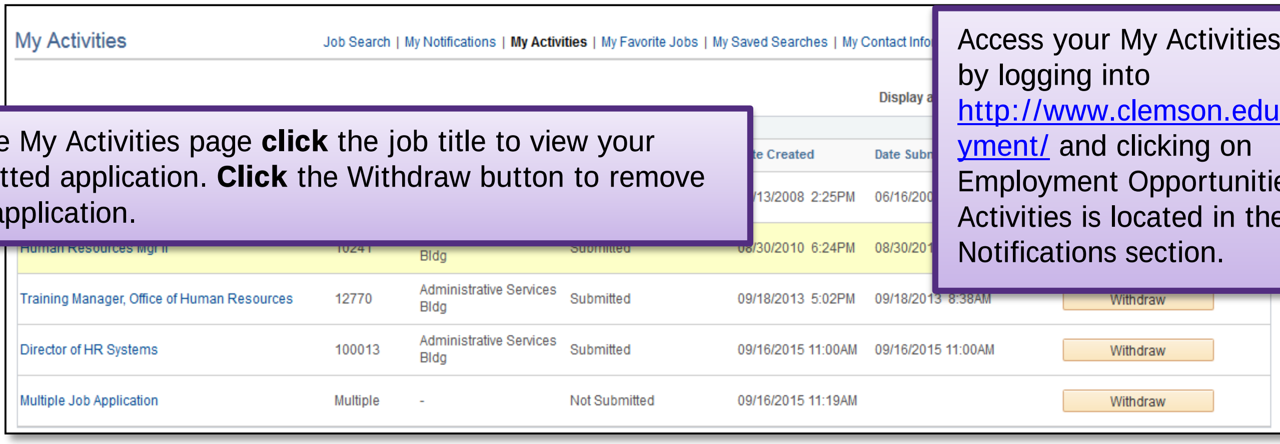
STEP 5B
Complete the Application Questionnaire by selecting the "Yes" or "No" radio button or entering comments for each question.
Click Next to continue.

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.



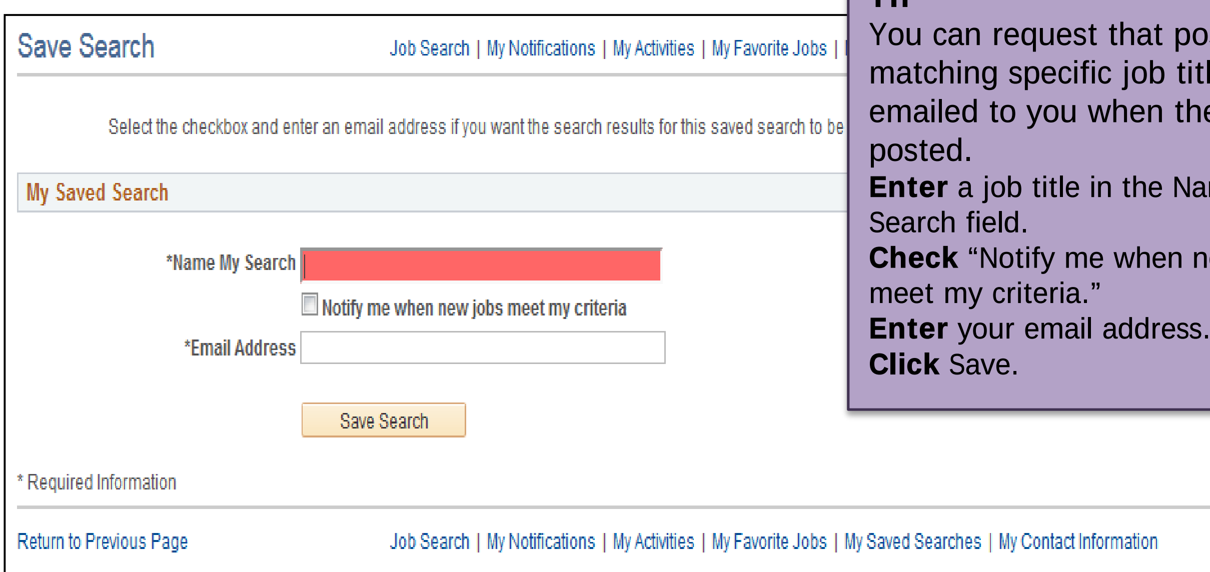
Important Information: Once your application has been successfully submitted, you will be taken to a confirmation page. If you wish to view or apply for additional jobs, click the Return to Job Search hyperlink at the bottom of the Application Confirmation page.





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

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



TIP

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

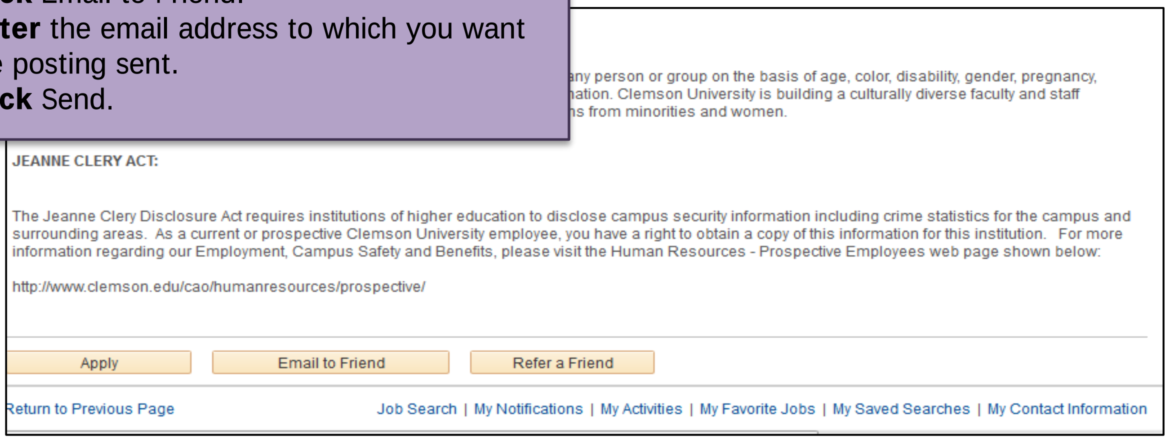
Enter a job title in the Name My Search field.

Check "Notify me when new jobs meet my criteria."

Enter your email address.

Click Save.

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



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HUMAN RESOURCES

Accessing Application Materials

Overview:

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

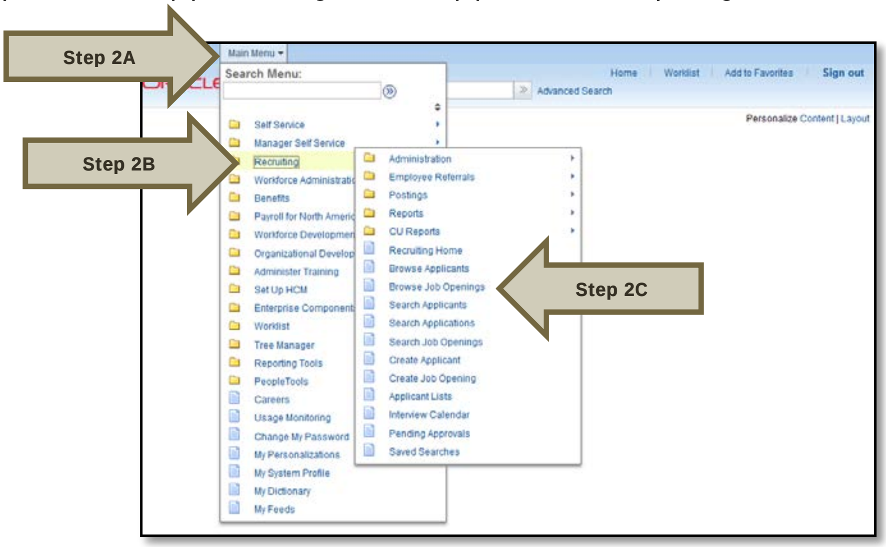
- Searching job openings to access applicant information
- Selecting an applicant's application
- Opening an application
- Printing or saving an application
- Selecting, opening and printing/saving attached applicant documents

View Application Materials

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

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

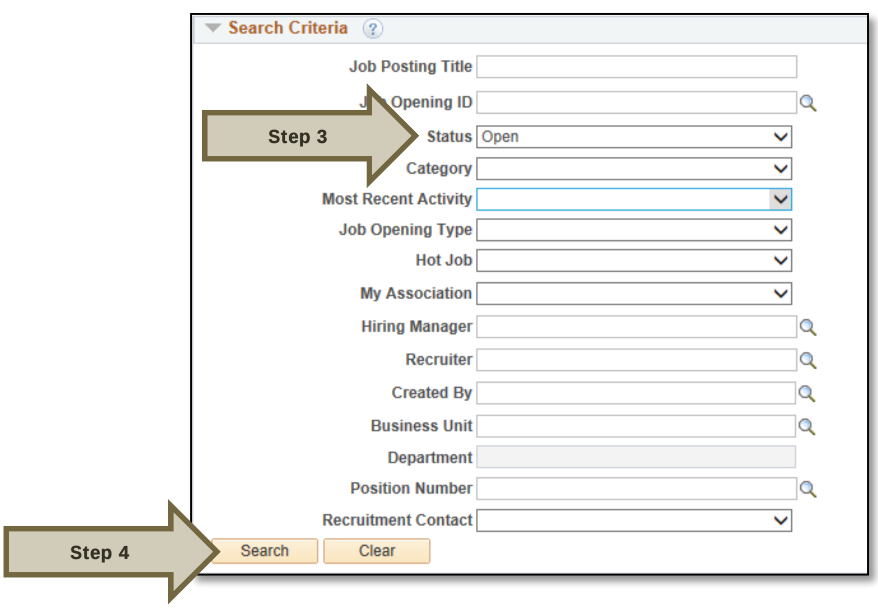
Step 2: Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.



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

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

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



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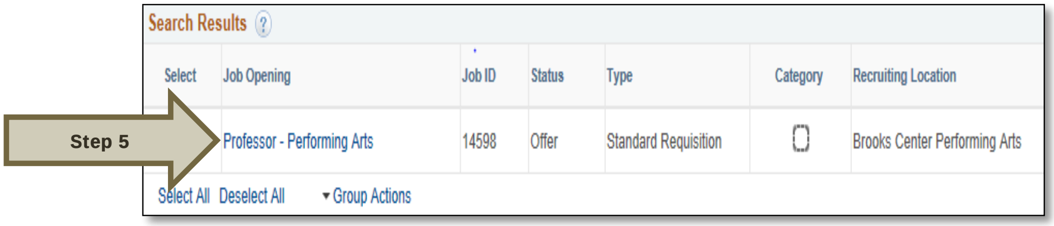
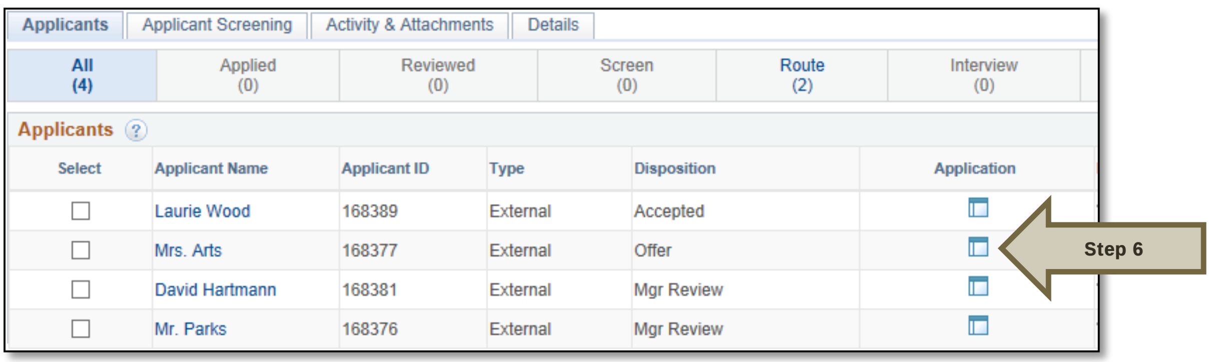
Step 5: Select the job opening you wish to view.



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



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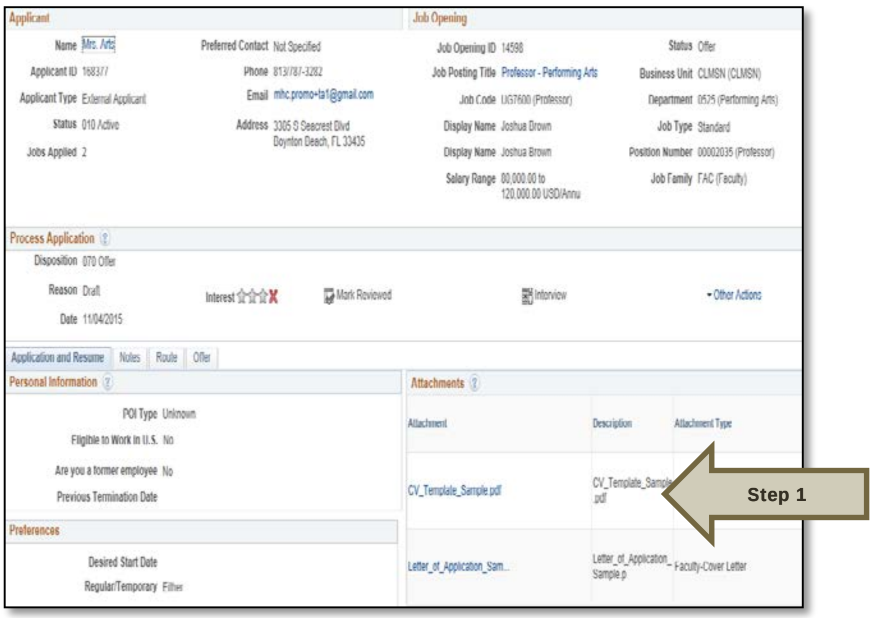
Print or Save Application Materials

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

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

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



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

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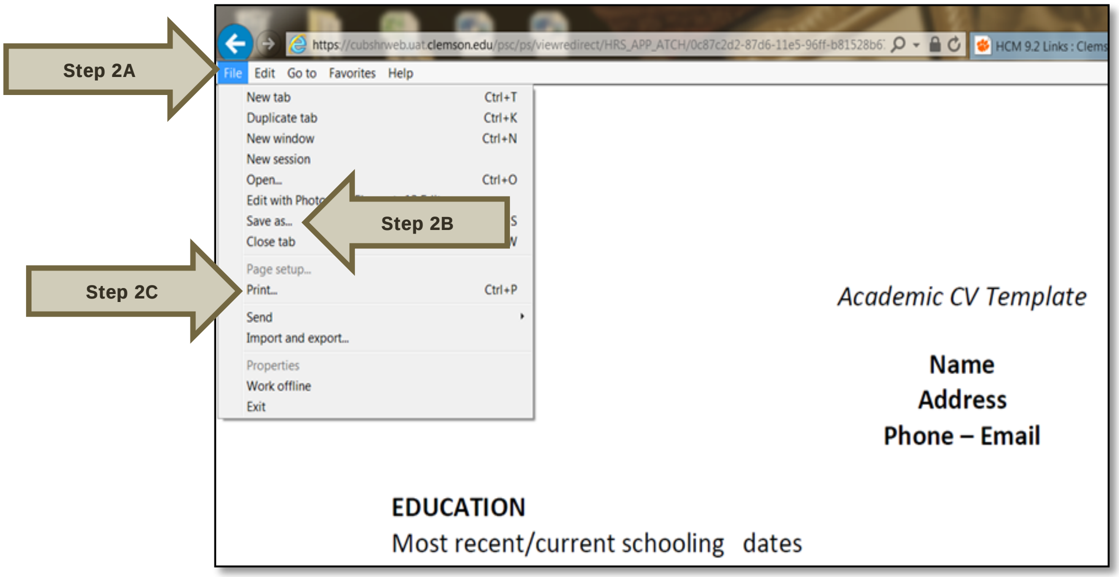
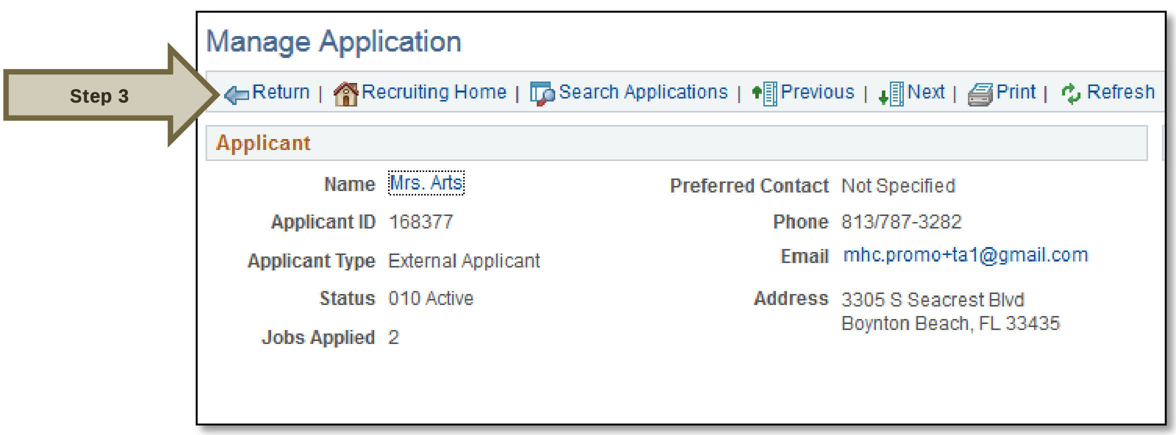
Step 2: When the document uploads, click (A) File, then click (B) "Save as" to save the document to a file or on your desk top or (C) "Print" to print the document. Multiple copies can be printed if necessary.



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

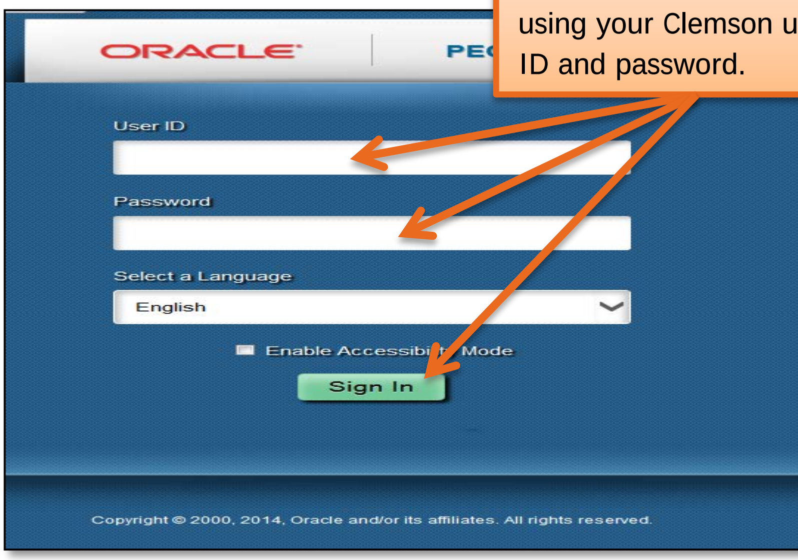


Troubleshooting

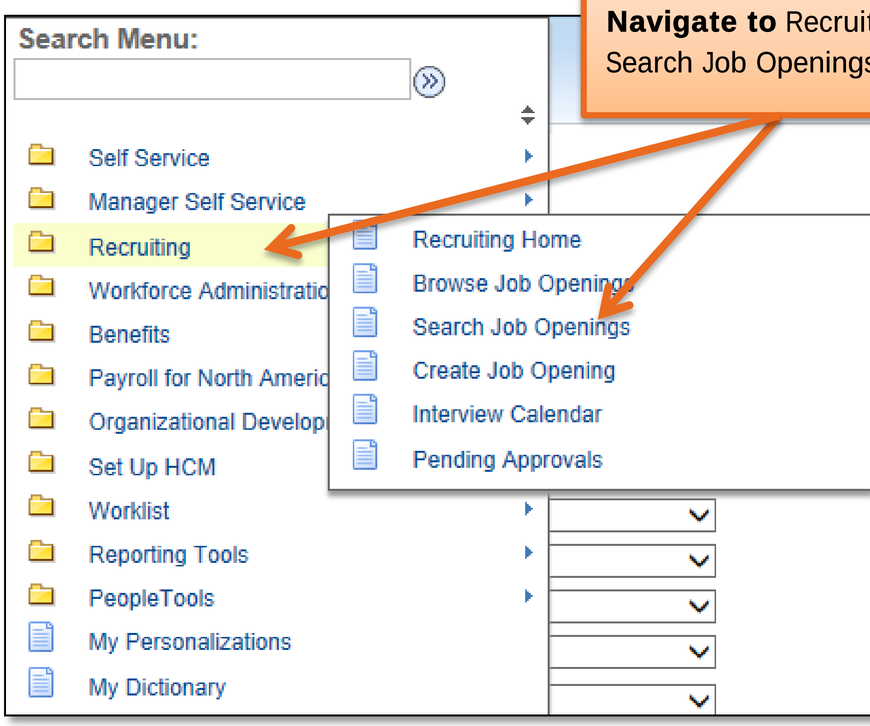
POTENTIAL PROBLEM: Application materials not saved on desktop or folder.	**RECOMMENDATION:** You can access the application materials as often as you need, so, if you failed to save something, simply access the documents again. Using the “Save as” option on the file menu, save the documents to your desktop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

Quick Reference:
Accessing Application Materials

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



STEP 2
Navigate to Recruiting > Search Job Openings.



Quick Reference:
Accessing Application Materials

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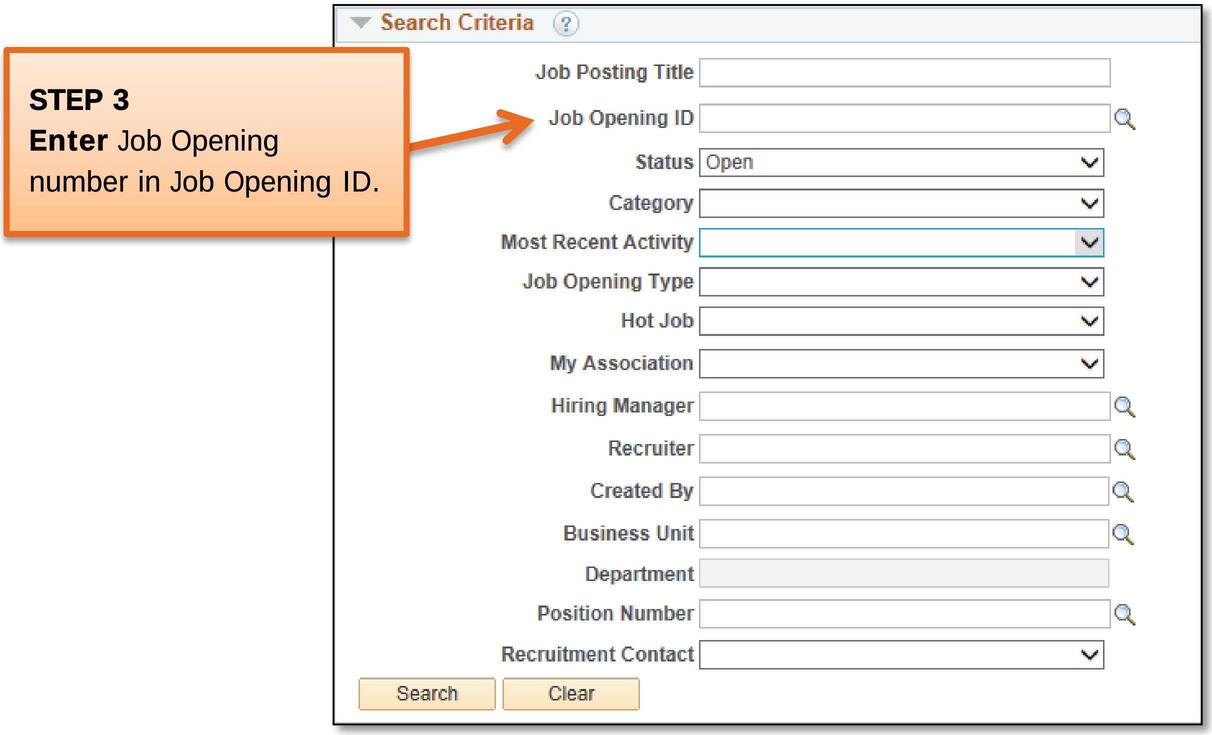

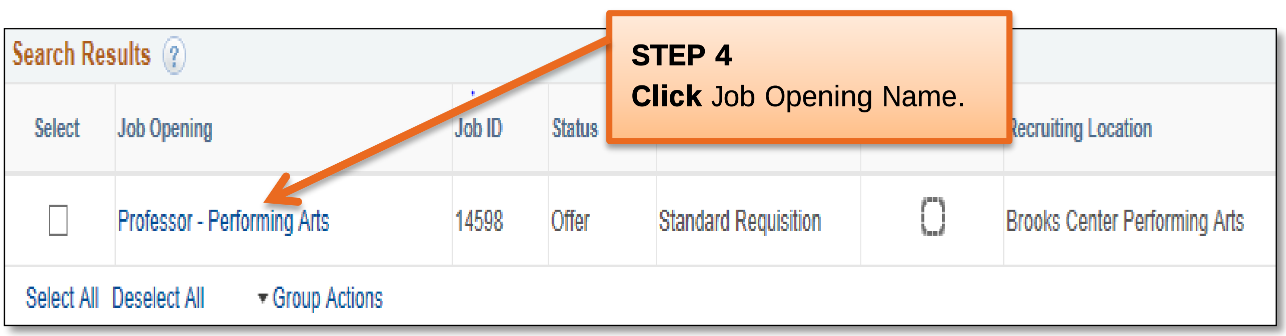

Quick Reference:
Accessing Application Materials

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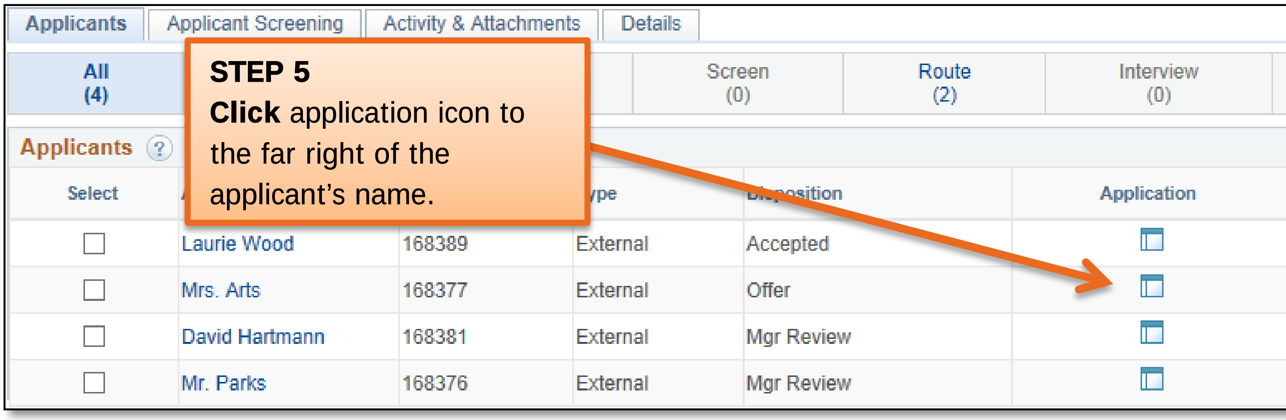
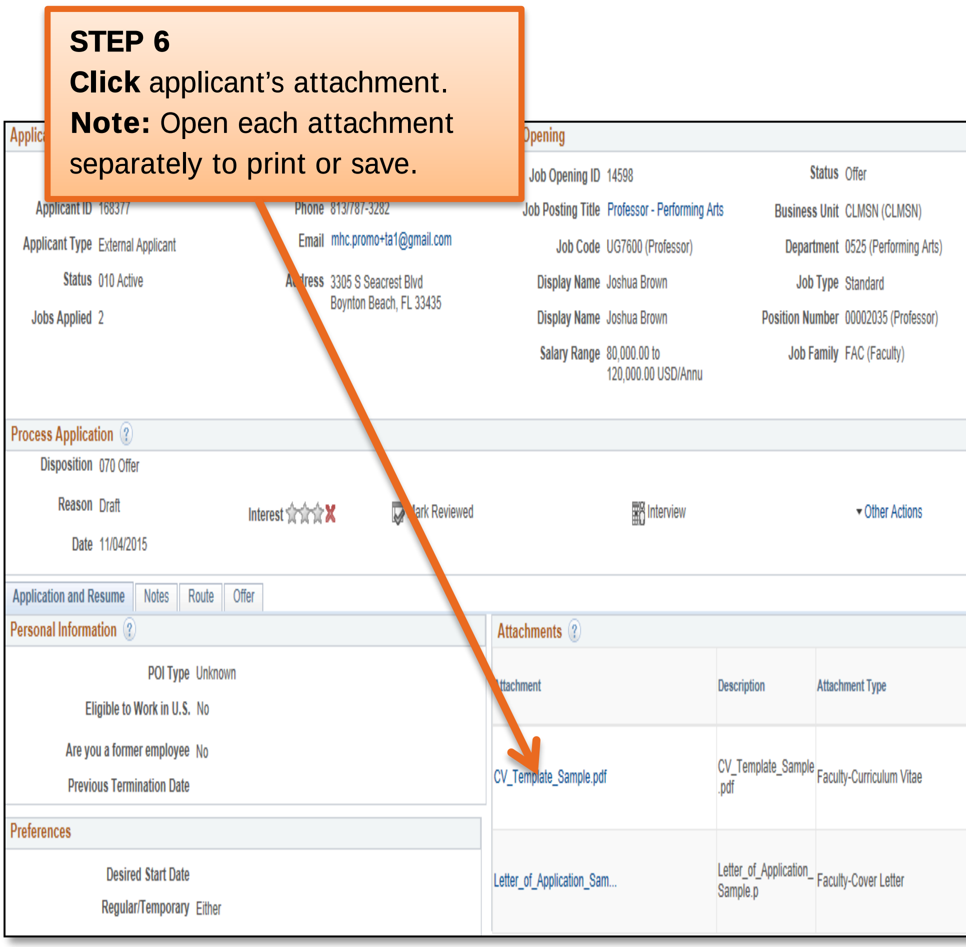
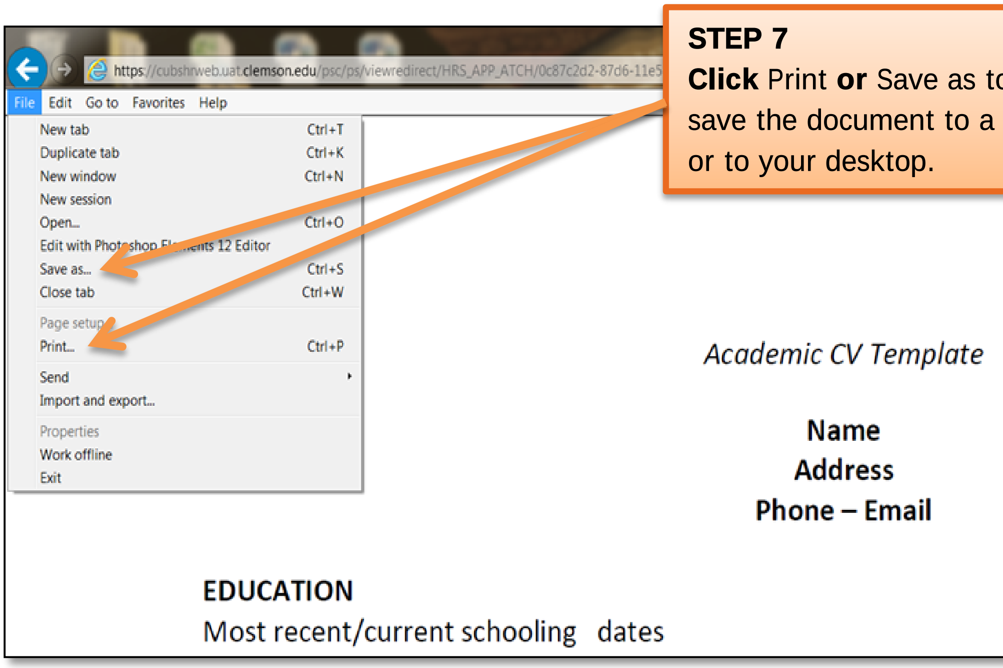
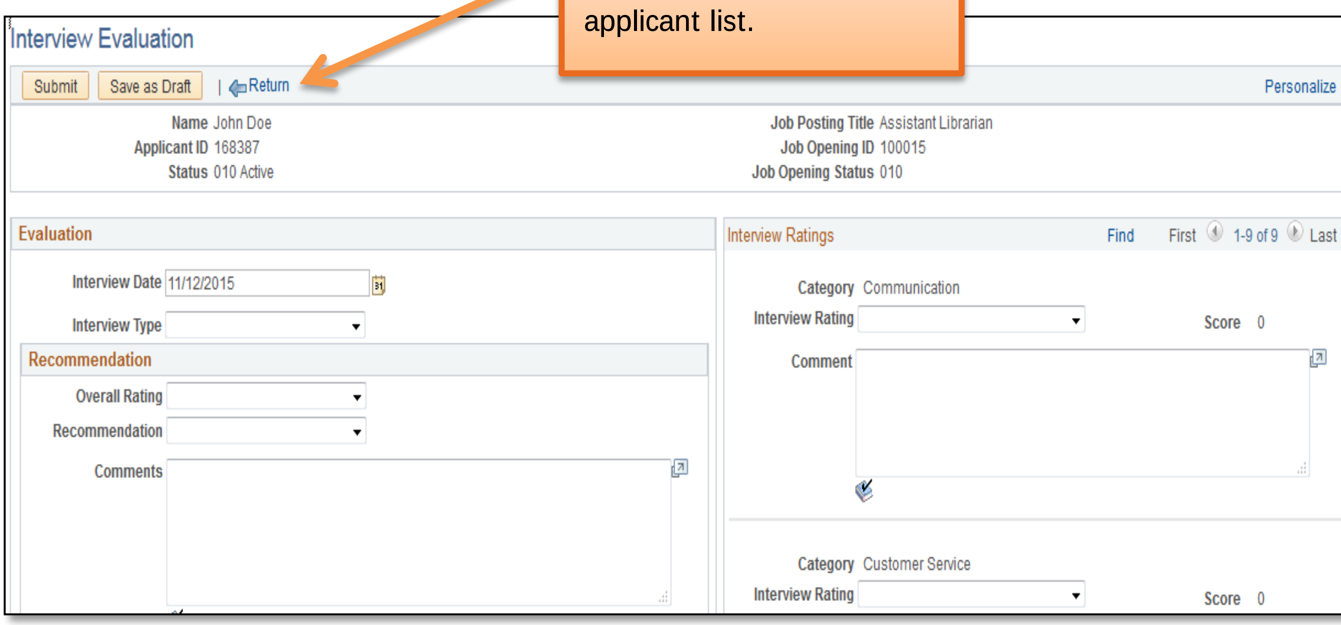




STEP 7
Click Print **or** Save as to save the document to a file or to your desktop.



STEP 8
Click Return to go back to applicant list.



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Scheduling Interviews

Overview

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

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

Access Interview Schedule

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

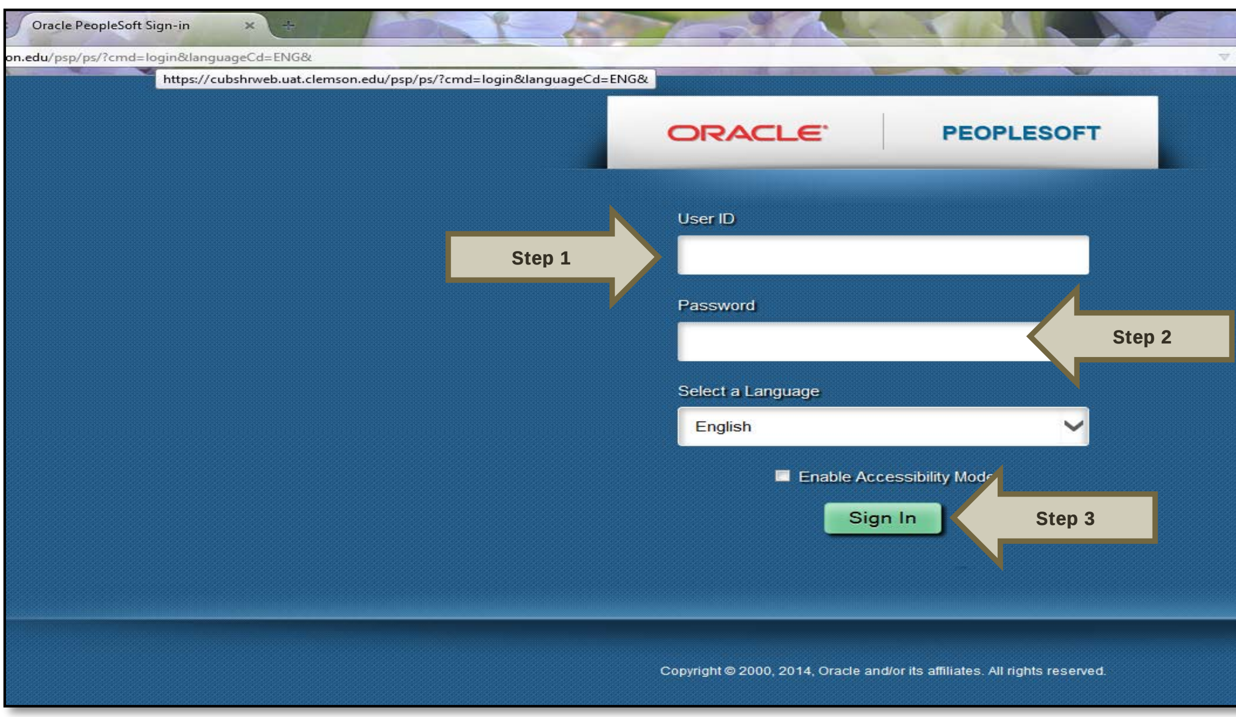
Before interviews can be scheduled in PeopleSoft, the hiring manager should do the following:

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

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

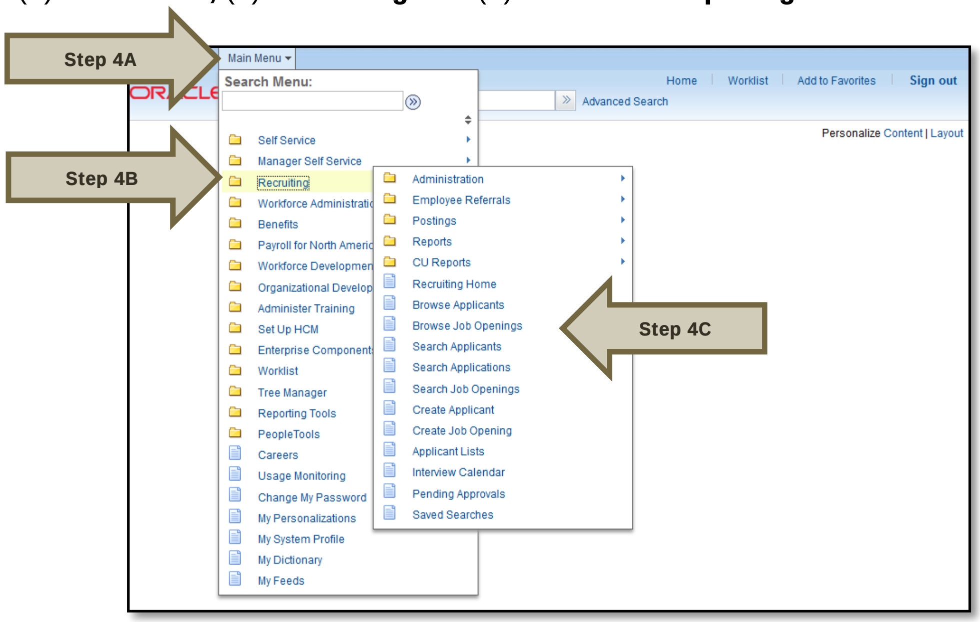
To access an interview schedule in the Recruitment section of PeopleSoft, follow the steps below:

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

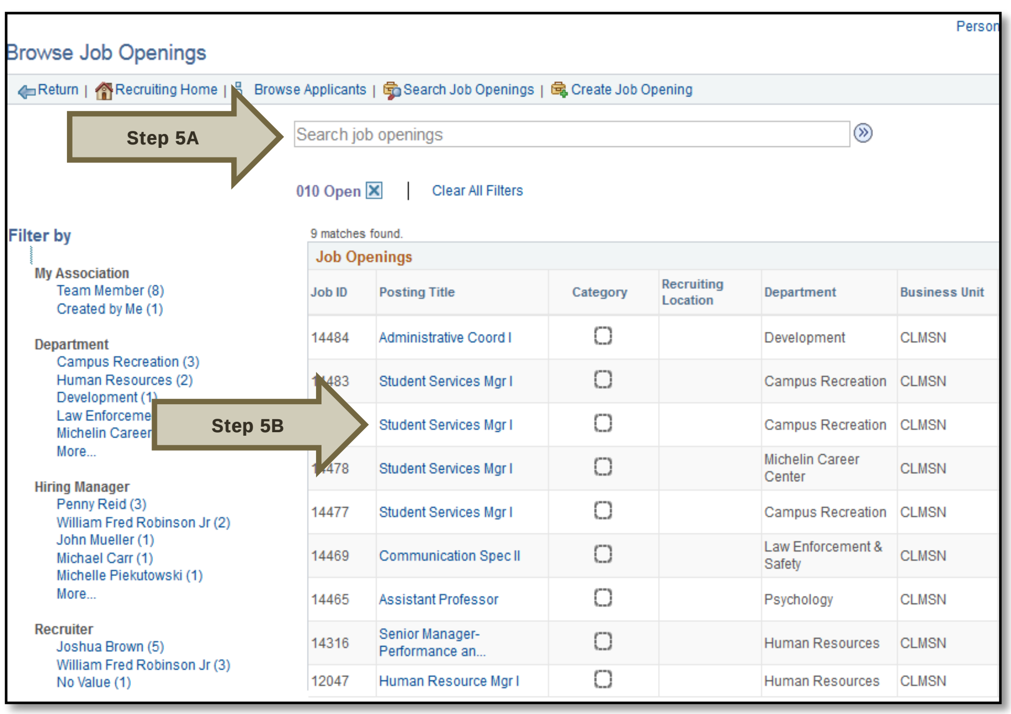


Additional Information: You will be directed to the CUBS home page.

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



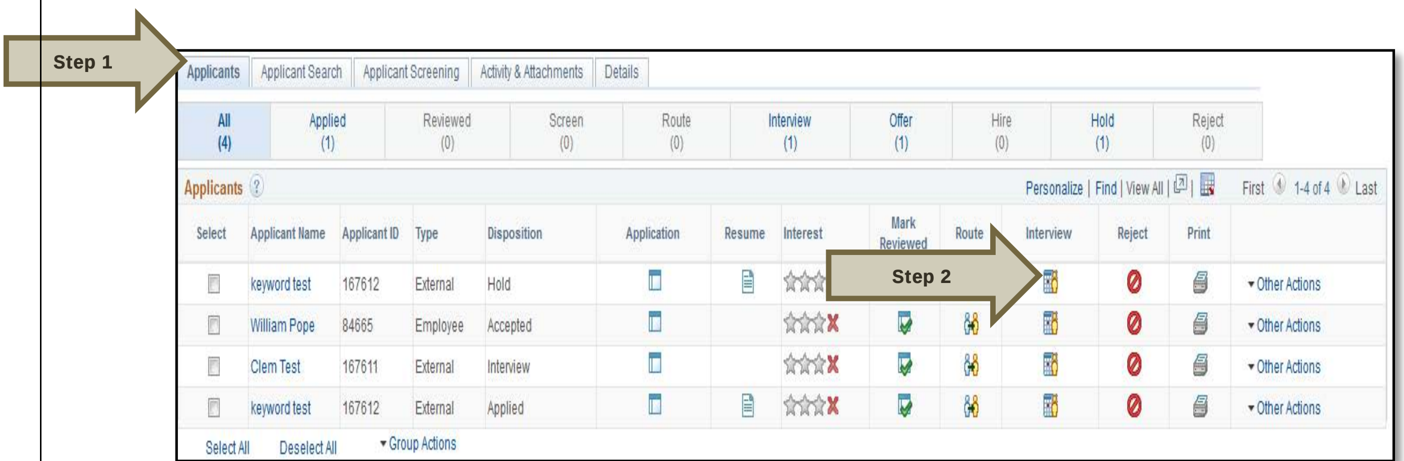
Step 5: (A) Enter the job opening number in the Search job openings box **OR** (B) select the **Posting Title** hyperlink to access the job opening.



Enter Interview Details

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

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



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

Continued…

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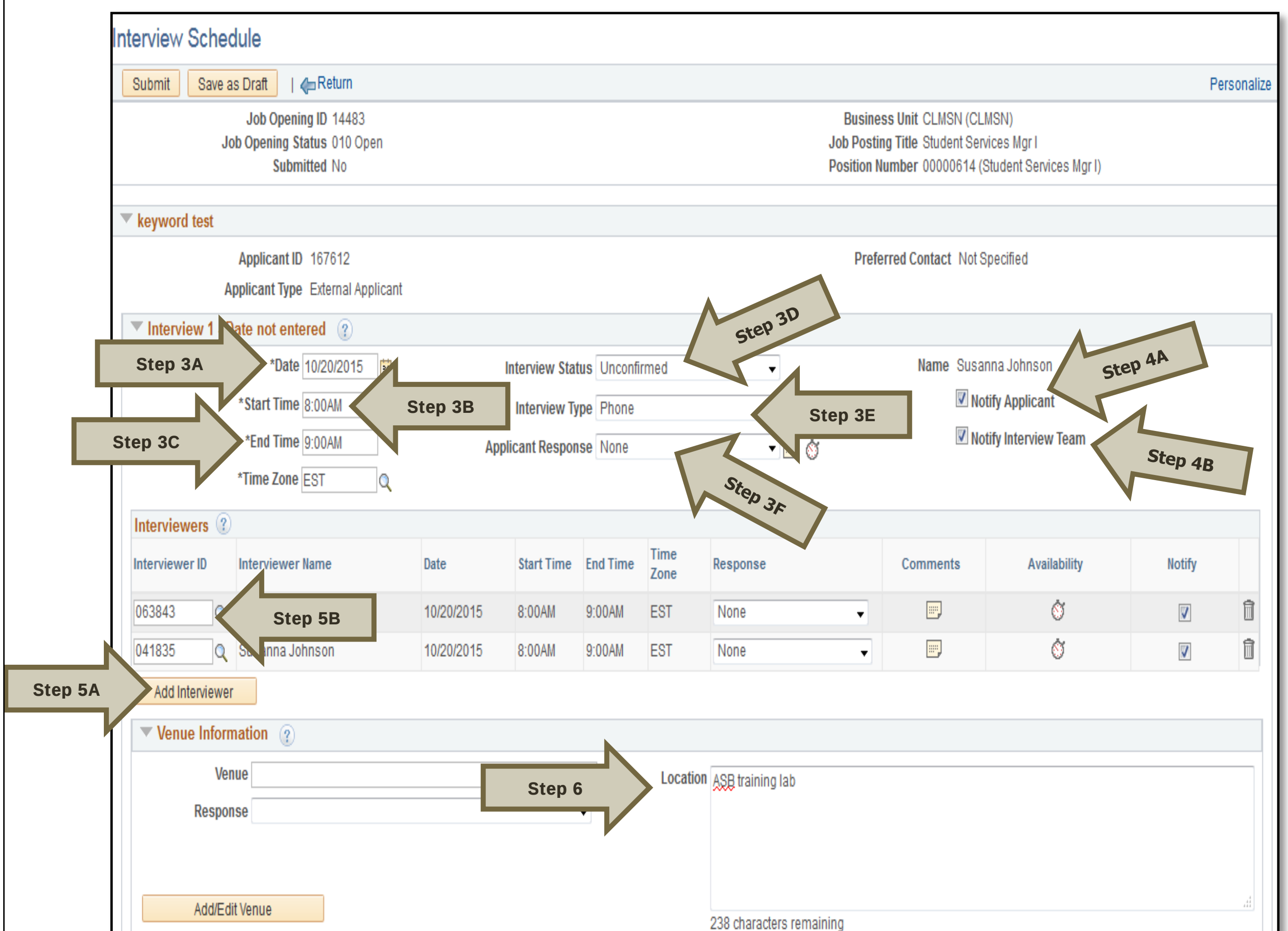
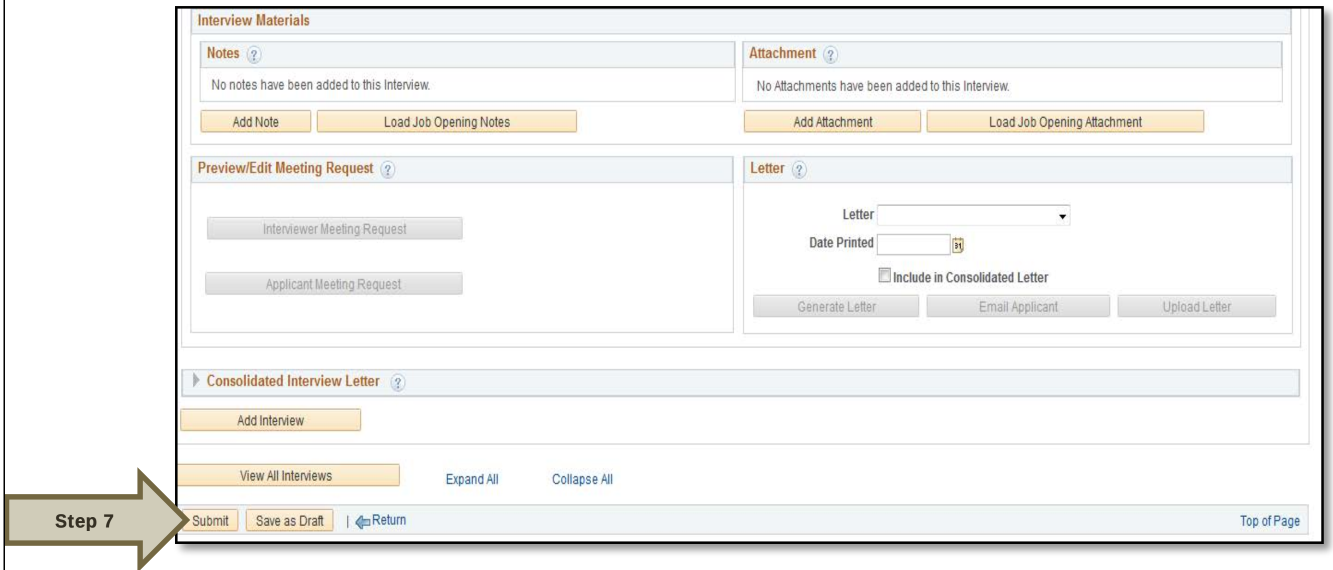
Step 3: Enter the (A) Interview Date, (B) Start Time, (C) End Time, (D) Interview Status, (E) Interview Type, and (F) Applicant Response.
Step 4: Check (A) Notify Applicant and (B) Notify Interview Team. Candidates will be notified via email of each change in status; scheduling interviews will trigger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

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

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



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



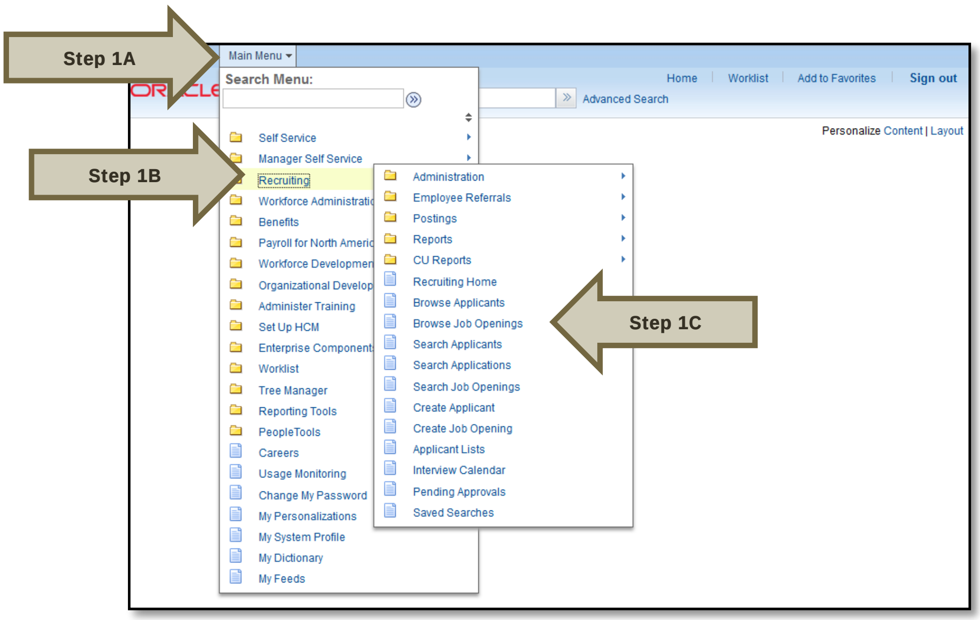
Continued…

Edit Schedules

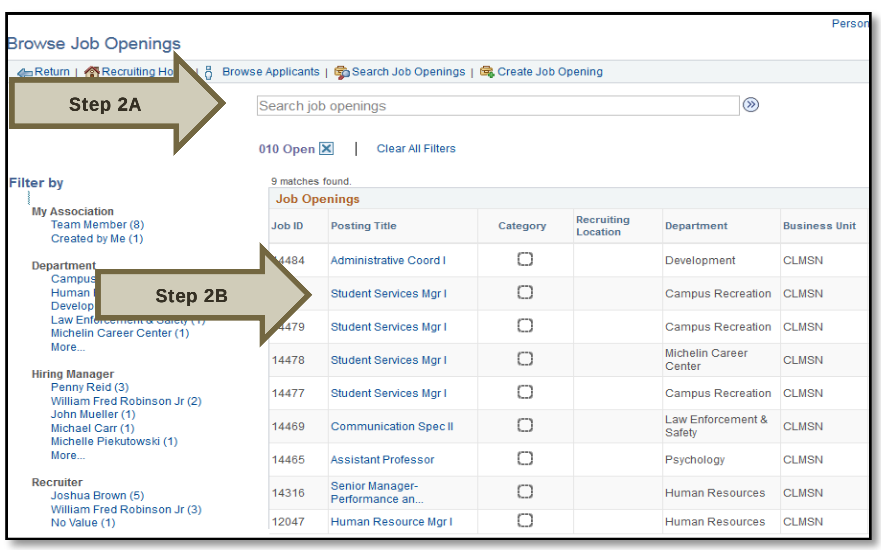
Once the interview schedule is entered into PeopleSoft, the system will automatically notify the candidate and the interview committee via email that an interview has been scheduled. Candidates and interviewers will receive two emails.

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

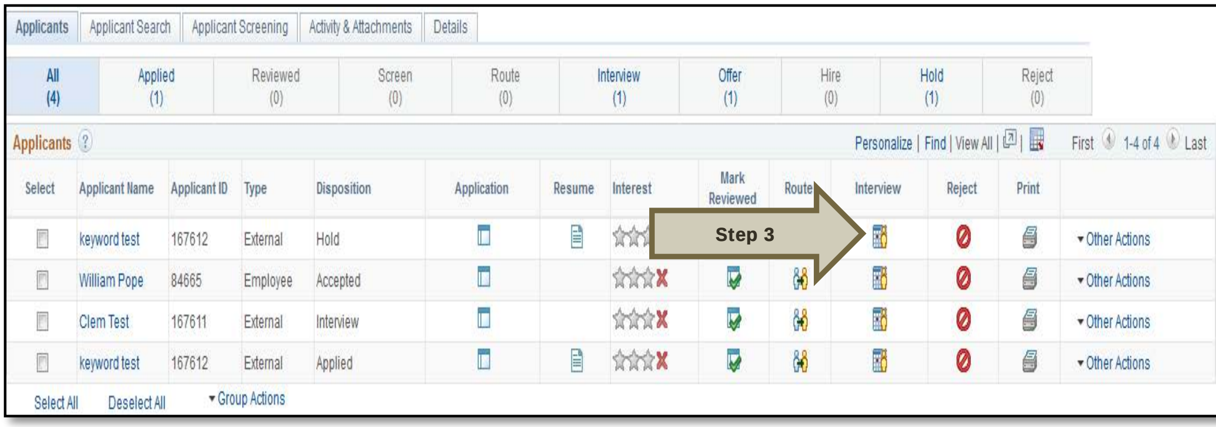
Step 1: Select (A) **Main Menu,** (B) **Recruiting** then (C) **Browse Job Openings** to access the Manage Interview Job Openings page.



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

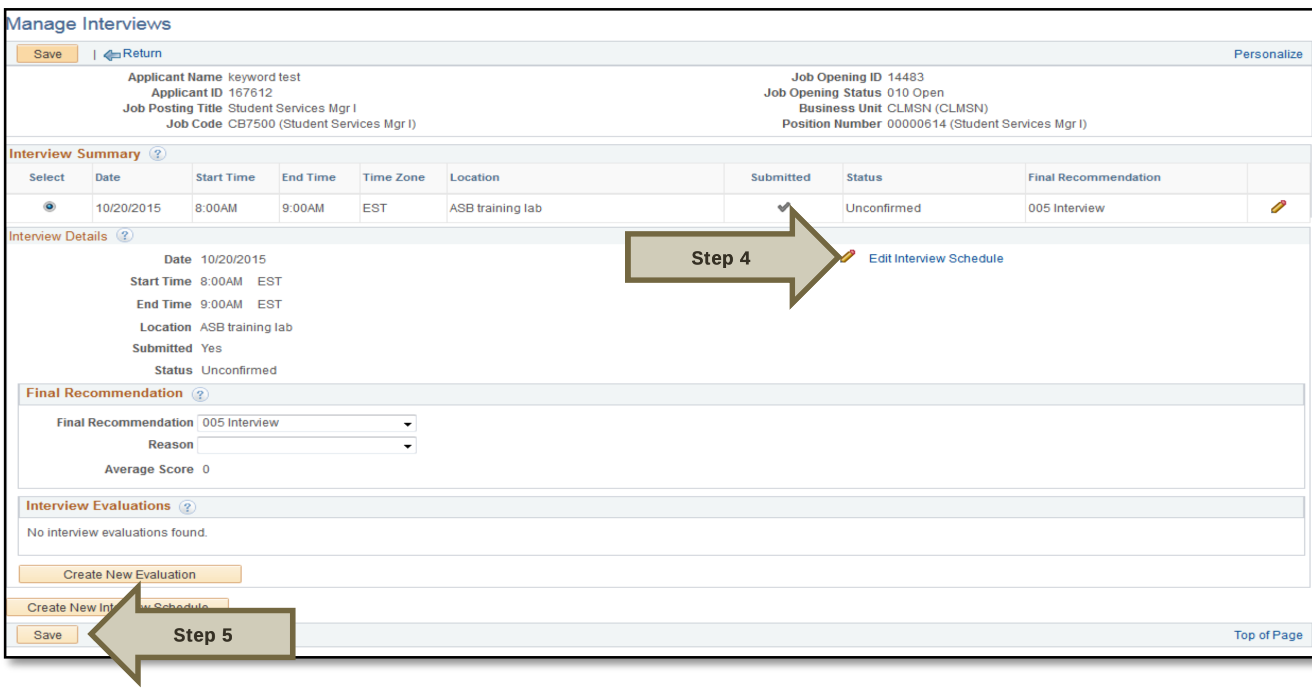


Step 3: Click the **Interview** icon for the desired candidate.



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

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



Potential Problems and Recommendations

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

Scheduling Interviews

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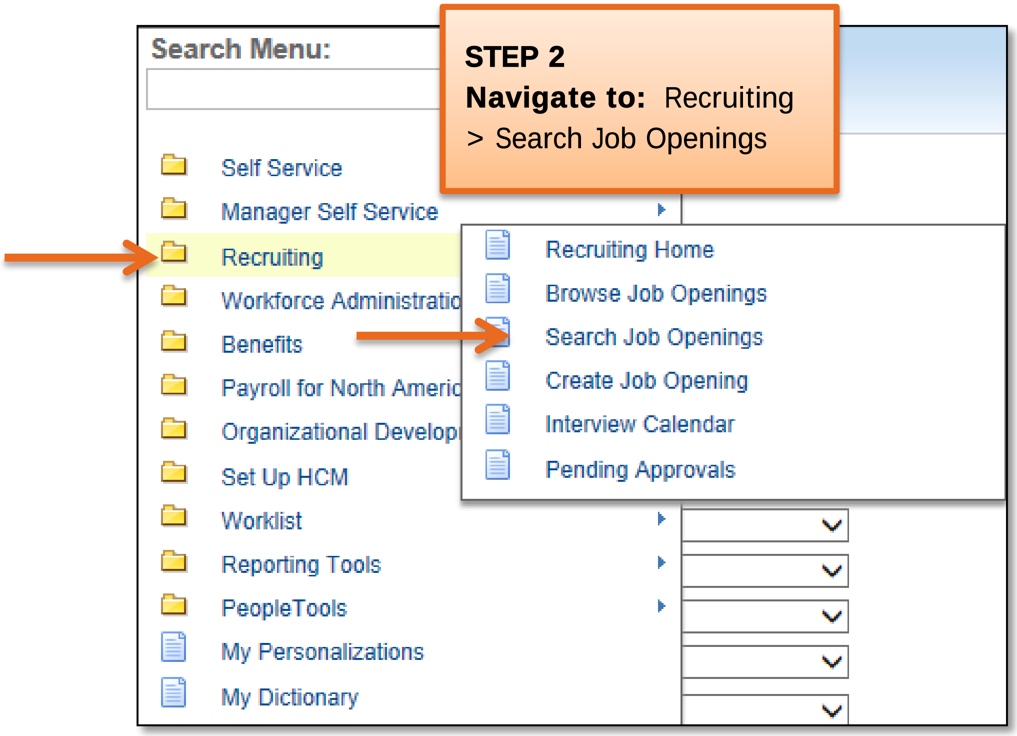
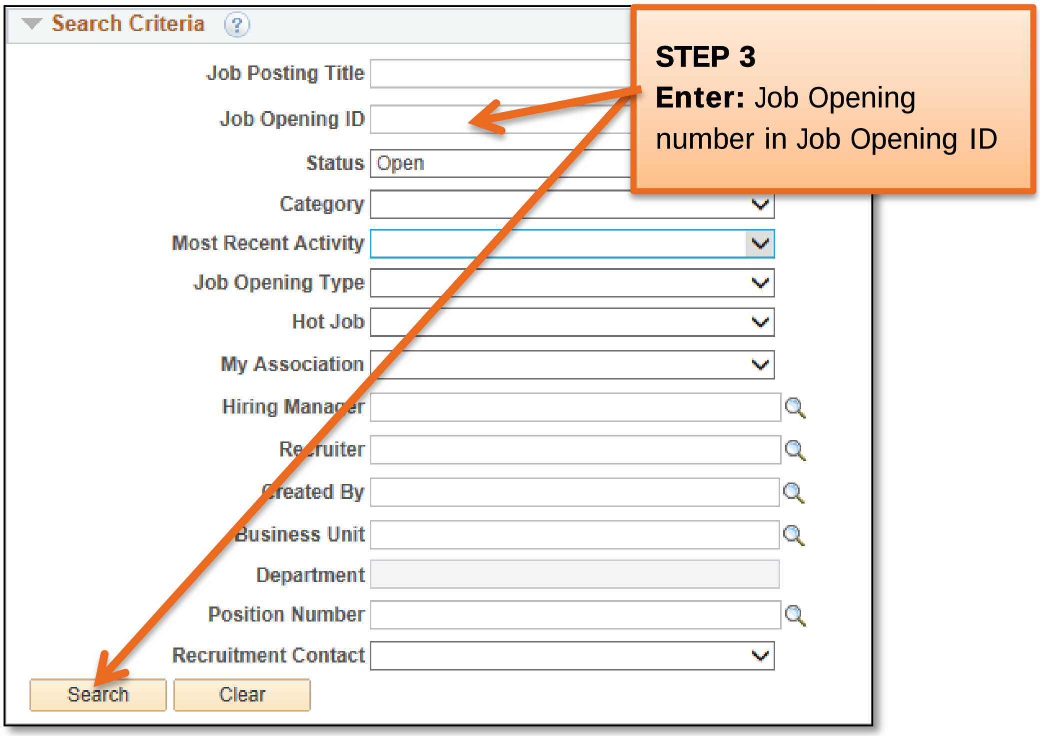
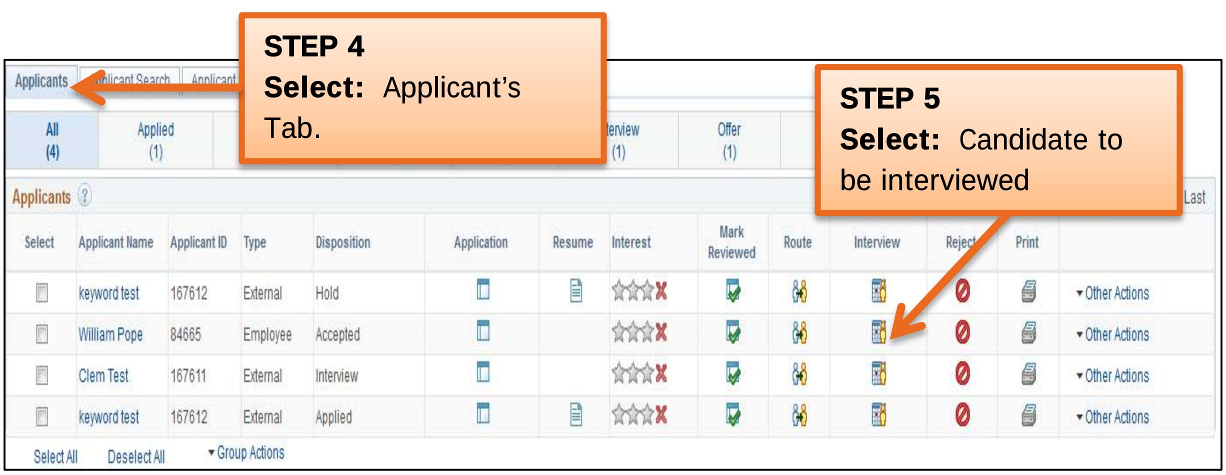
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.

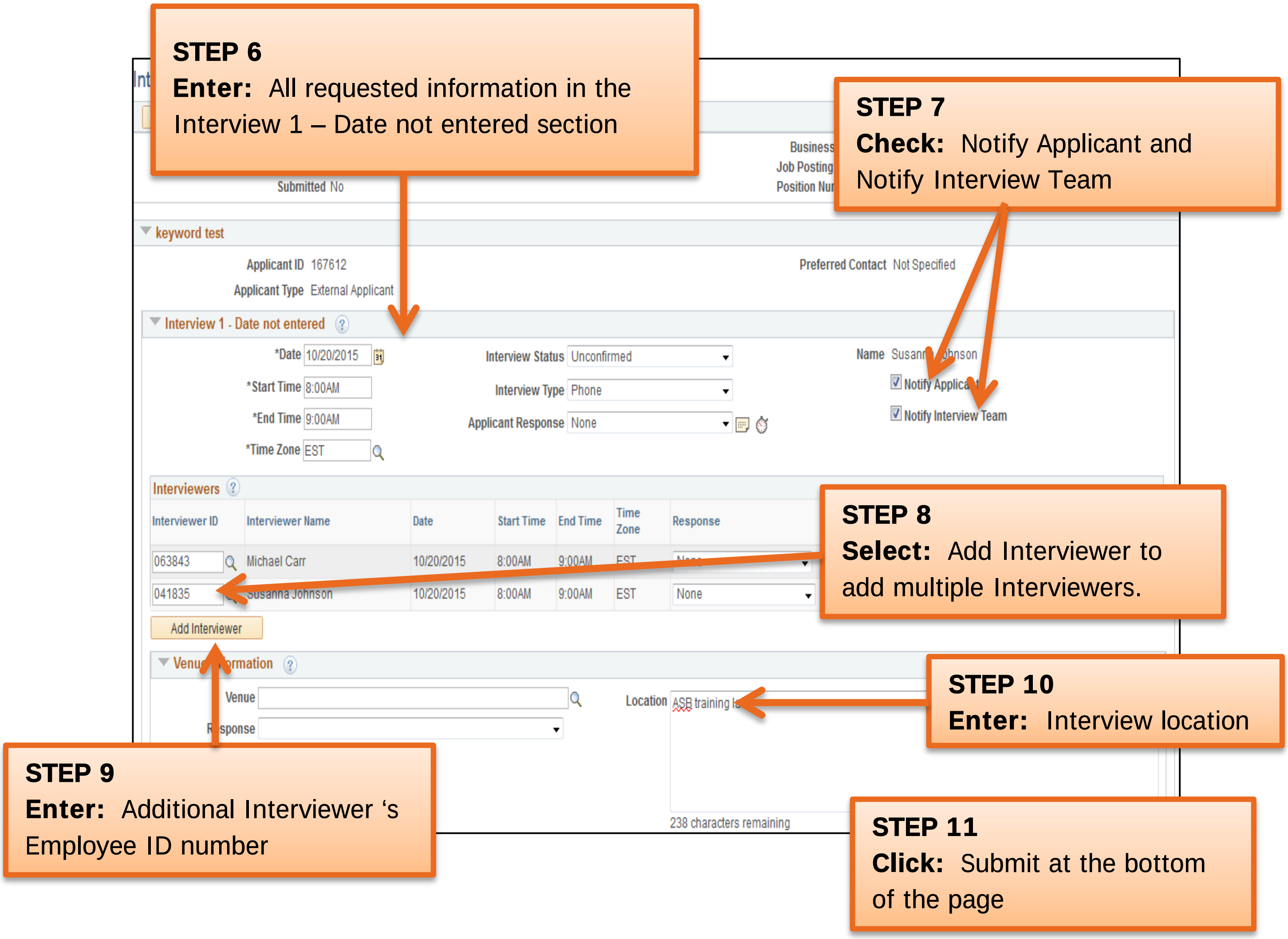
STEP 2
Navigate to: Recruiting > Search Job Openings





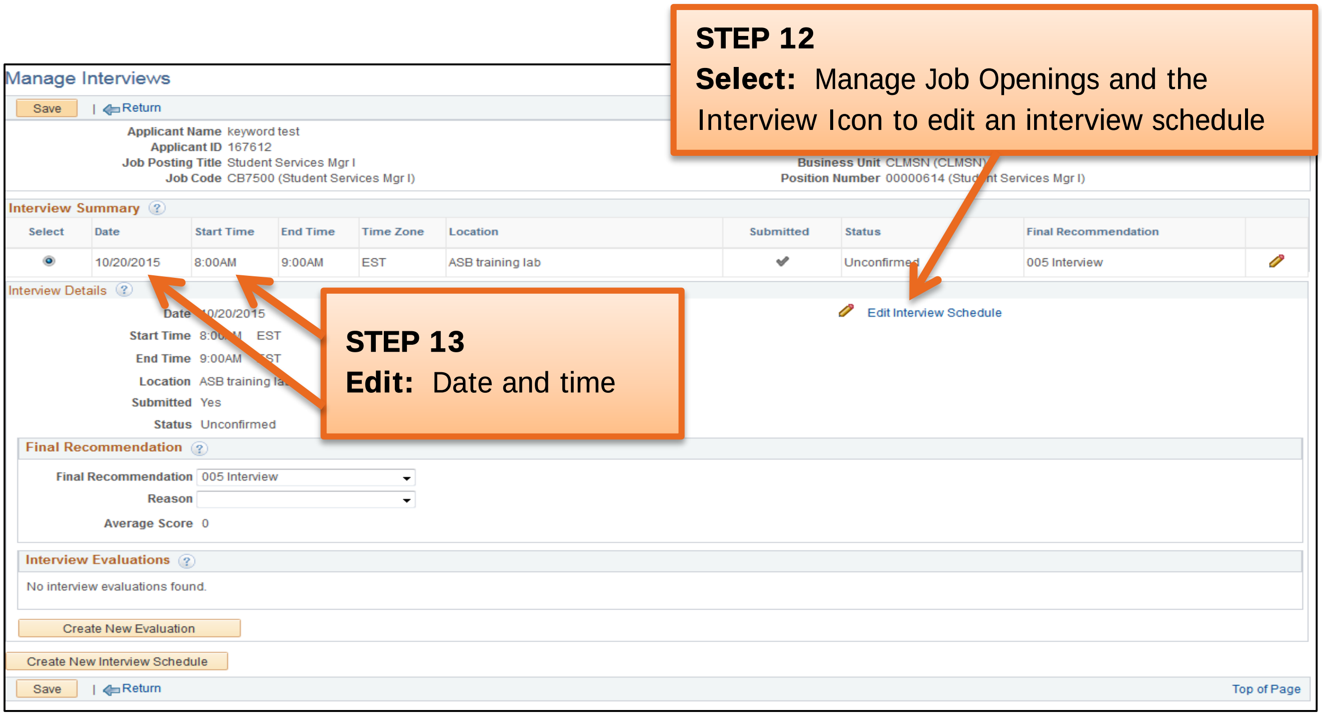
Important Information: Interviews are scheduled in PeopleSoft, after you have confirmed the date, time and location over the telephone, in order to create an accurate reflection of the candidate's experience as well as ensuring that calendar invitations are marked on the candidate's and interviewer's 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 6
Enter: All requested information in the Interview 1 – Date not entered section
STEP 7
Check: Notify Applicant and Notify Interview Team
STEP 8
Select: Add Interviewer to add multiple Interviewers.
STEP 9
Enter: Additional Interviewer 's Employee ID number
STEP 10
Enter: Interview location
STEP 11
Click: Submit at the bottom of the page
Submitted No
keyword test
Applicant ID 167612
Applicant Type External Applicant
Preferred Contact Not Specified
Interview 1 - Date not entered
*Date 10/20/2015
*Start Time 8:00AM
*End Time 9:00AM
*Time Zone EST
Interview Status Unconfirmed
Interview Type Phone
Applicant Response None
Notify Interview Team
Interviewers
Interviewer ID
Interviewer Name
Date
Start Time
End Time
Time Zone
Response
063843 Michael Carr 10/20/2015 8:00AM 9:00AM EST
041835 Susanna Johnson 10/20/2015 8:00AM 9:00AM EST None
Add Interviewer
Venue
Location ASB training
238 characters remaining

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



CLEMSON HUMAN RESOURCES

Submitting an Interview Evaluation

Overview

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

Summarize Interview Evaluation Forms

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

Enter an Interview Evaluation

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

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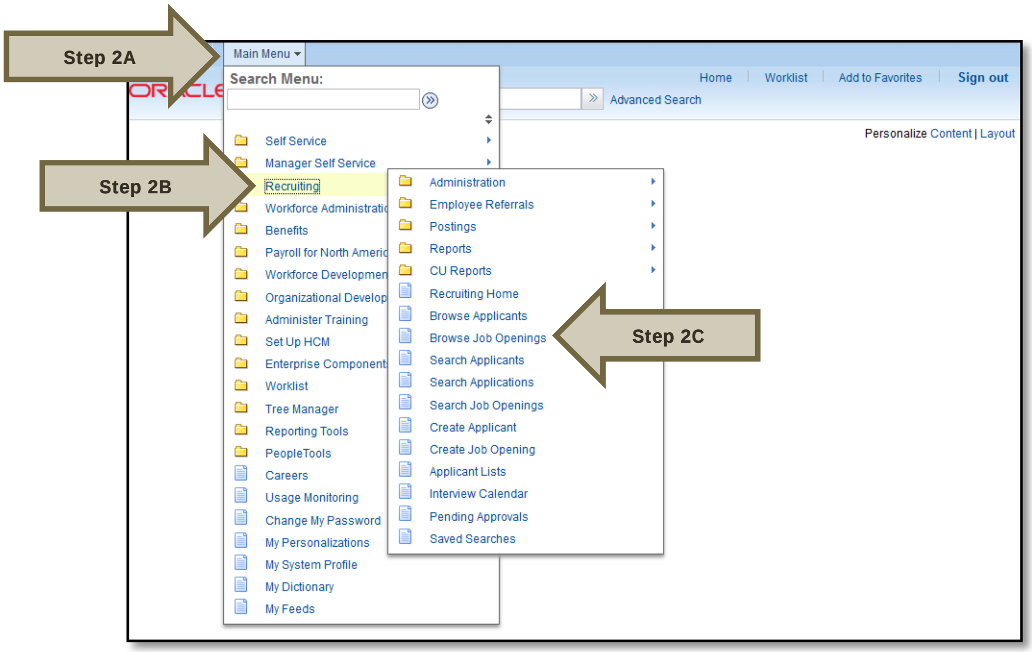
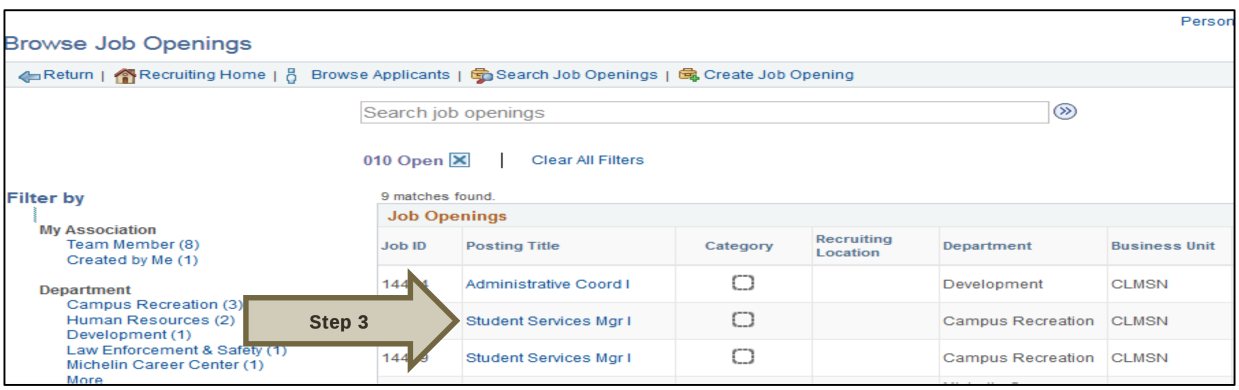
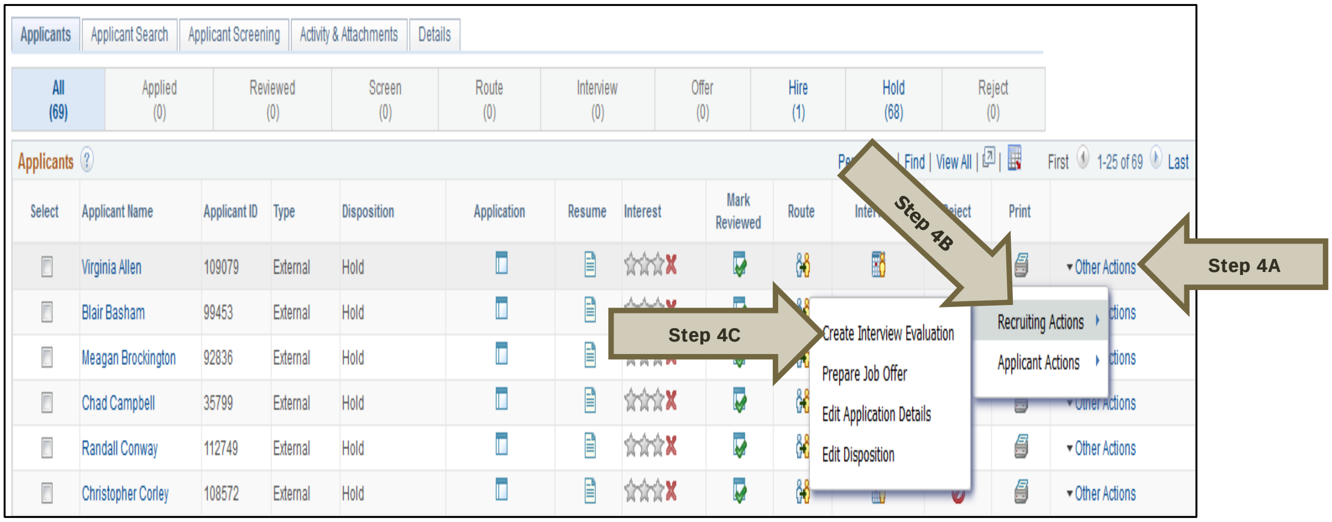
Step 2: Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.



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



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



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

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

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

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

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

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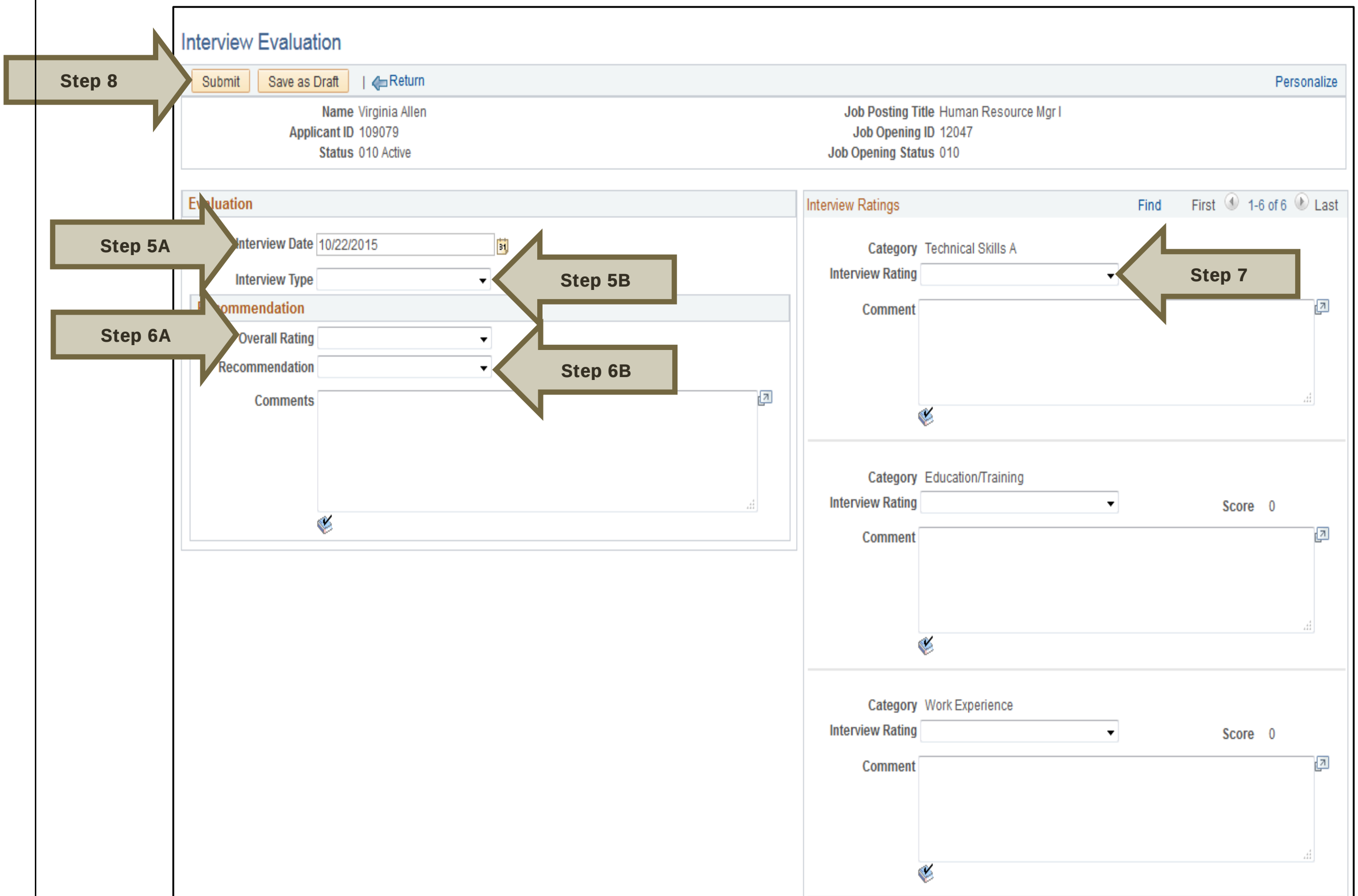
Step 8: Select Submit to save the interview evaluation.



Troubleshooting

POTENTIAL PROBLEM:	RECOMMENDATION:
Interview evaluation entered in the wrong applicant's application record.	When you access the interview evaluation page, verify the Name, Applicant ID, Job Posting Title and Job Opening ID.

Quick Reference:
Submitting an Interview Evaluation

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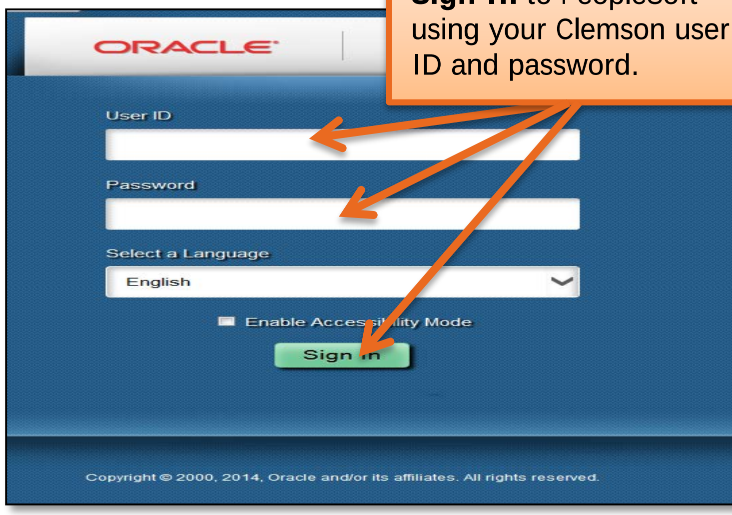
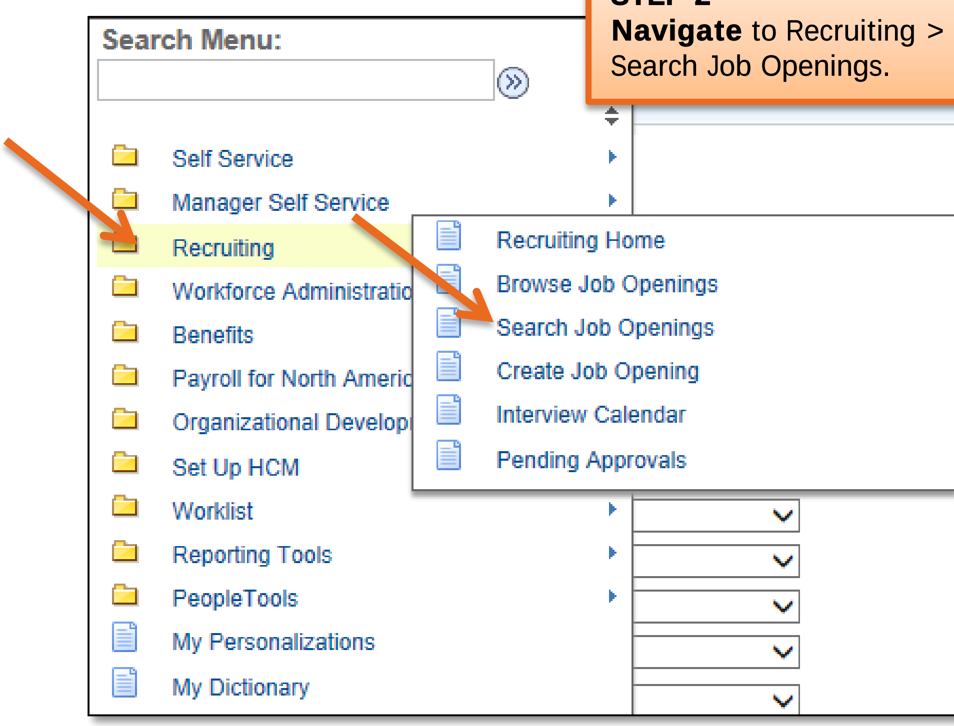
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.



STEP 2
Navigate to Recruiting > Search Job Openings.



Quick Reference:
Submitting an Interview Evaluation

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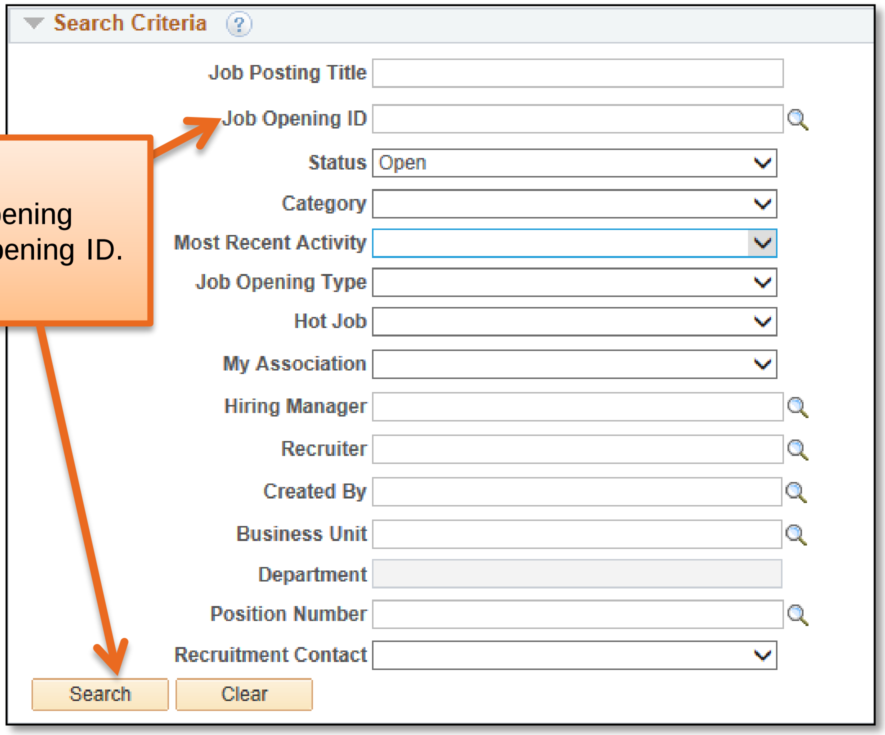
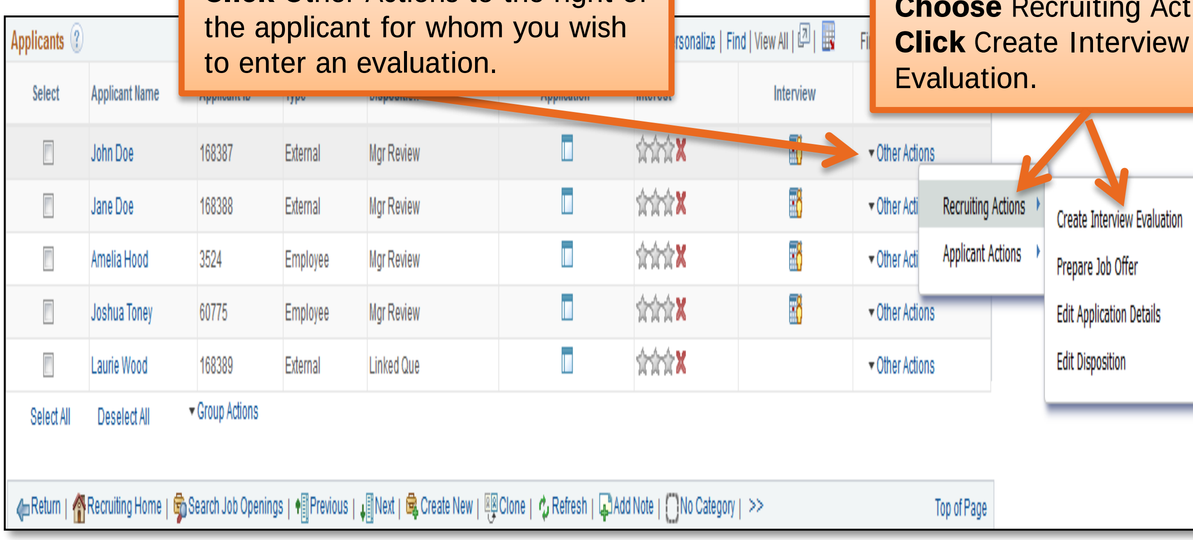
STEP 3
Enter the Job Opening number in Job Opening ID.
Click Search.



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

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

STEP 5
Choose Recruiting Actions.
Click Create Interview Evaluation.

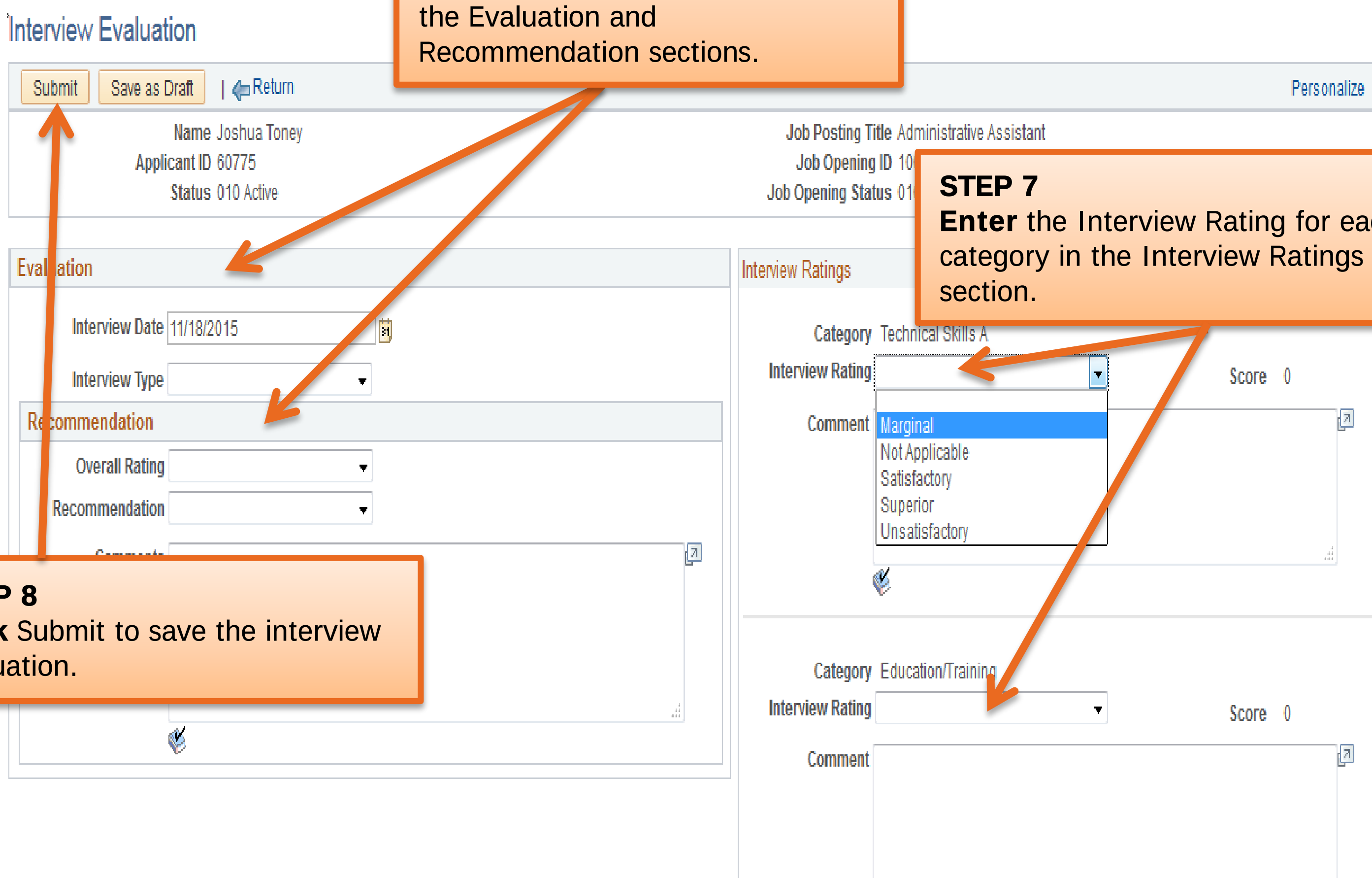


Quick Reference:
Submitting an Interview Evaluation

CLEMSON HUMAN RESOURCES

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.

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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.

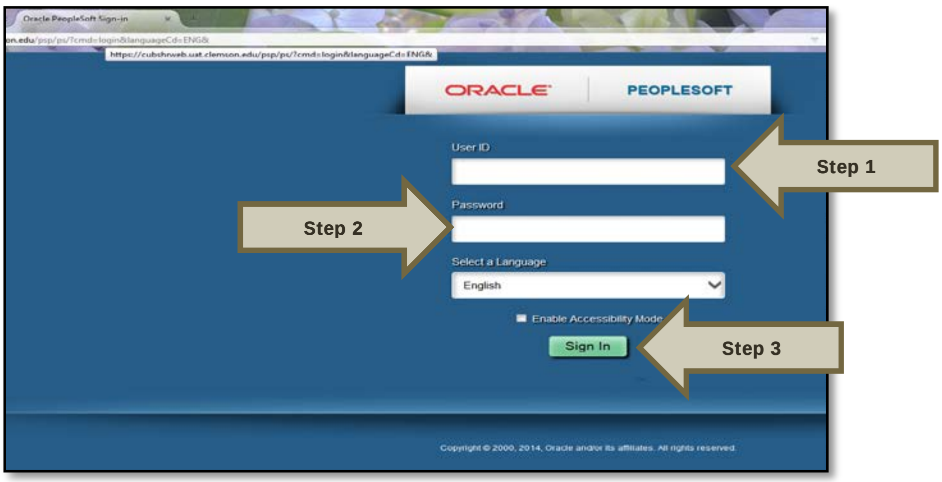
Enter the Offer Details

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.

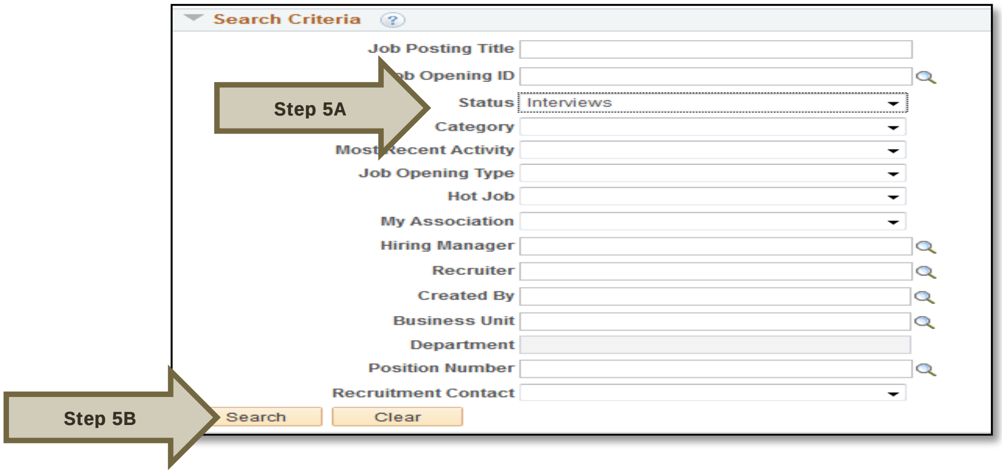
Step 3: Click Sign In.



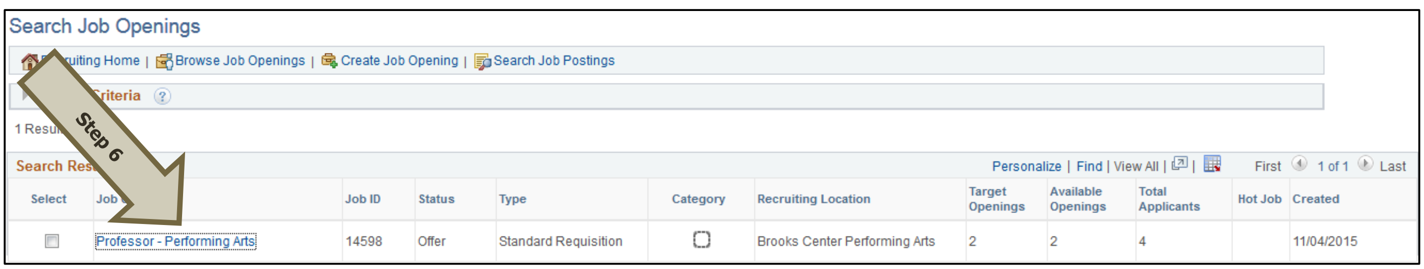
Additional Information: You will be directed to the CUBS home page.

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

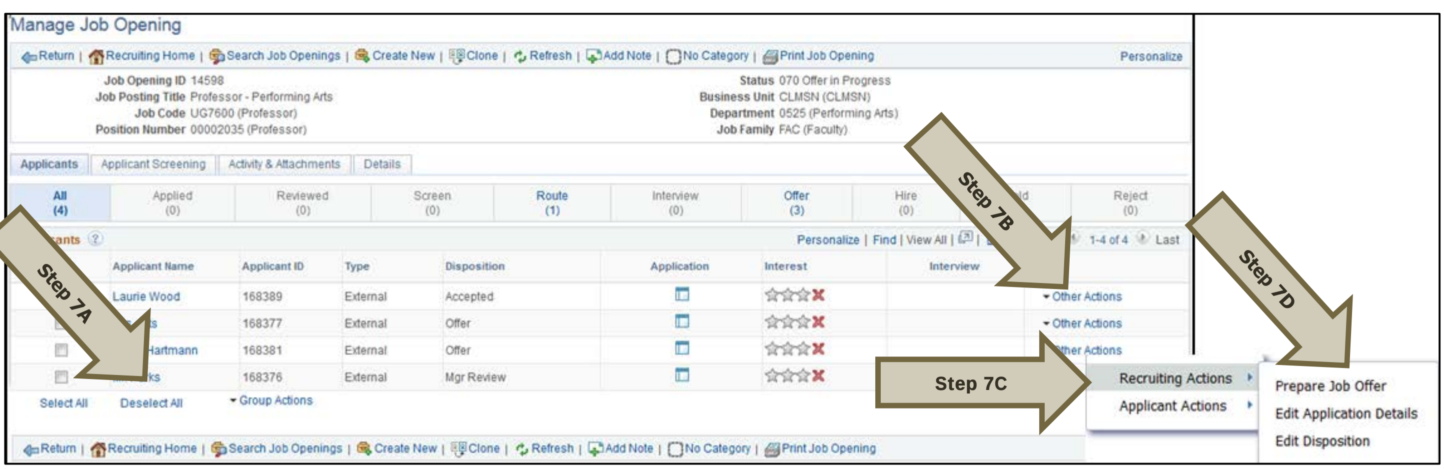
Step 5: (A) Select the appropriate status from the drop-down menu **OR** if you have the job opening ID, enter it in the Job Opening ID field and clear the Status field. (B) Click **Search**. (Candidates usually have a status of either Interview or Offer.)



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



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."



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.

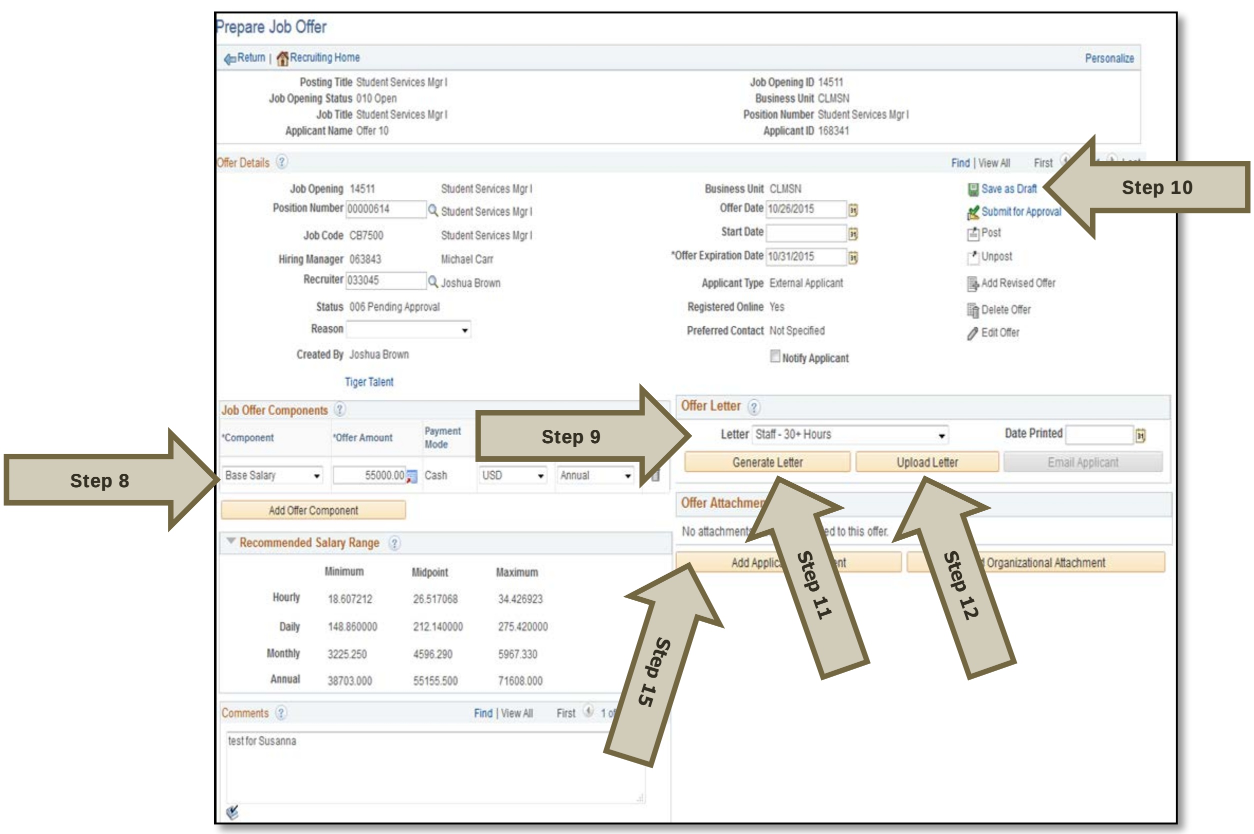
Step 10: Click "Save as Draft."

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.

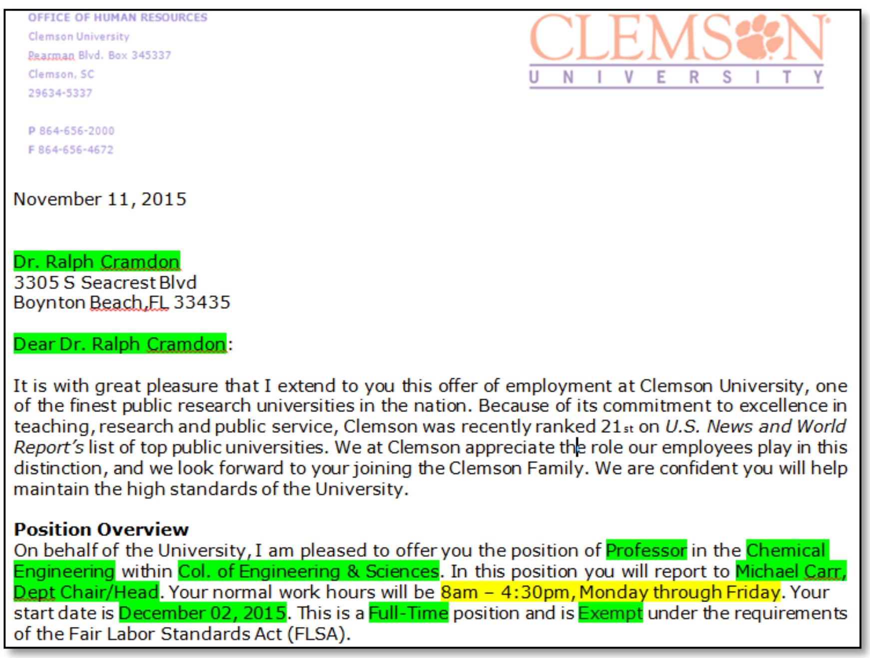


Step 13: If you chose to generate a letter using Clemson templates, a window should pop up displaying the generated offer letter. Verify the content of the offer letter, including the candidate's name, position title, department, division, supervisor, work hours, start date, full- or part-time status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



OFFICE OF HUMAN RESOURCES
Clemson University
Pearman Blvd. Box 345337
Clemson, SC
29634-5337

P 864-656-2000
F 864-656-4672

November 11, 2015

Dr. Ralph Cramdon
3305 S Seacrest Blvd
Boynton Beach,FL 33435

Dear Dr. Ralph Cramdon:

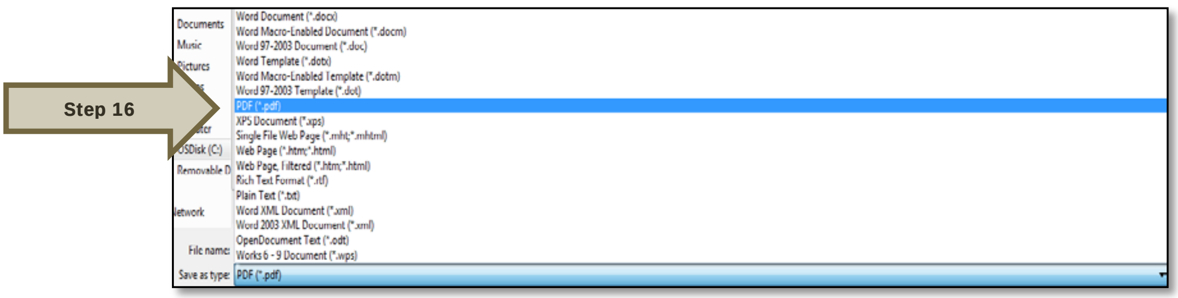
It is with great pleasure that I extend to you this offer of employment at Clemson University, one of the finest public research universities in the nation. Because of its commitment to excellence in teaching, research and public service, Clemson was recently ranked 21st on *U.S. News and World Report's* list of top public universities. We at Clemson appreciate the role our employees play in this distinction, and we look forward to your joining the Clemson Family. We are confident you will help maintain the high standards of the University.

Position Overview
On behalf of the University, I am pleased to offer you the position of Professor in the Chemical Engineering within Col. of Engineering & Sciences. In this position you will report to Michael Carr, Dept Chair/Head. Your normal work hours will be 8am – 4:30pm, Monday through Friday. Your start date is December 02, 2015. This is a Full-Time position and is Exempt under the requirements of the Fair Labor Standards Act (FLSA).

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.

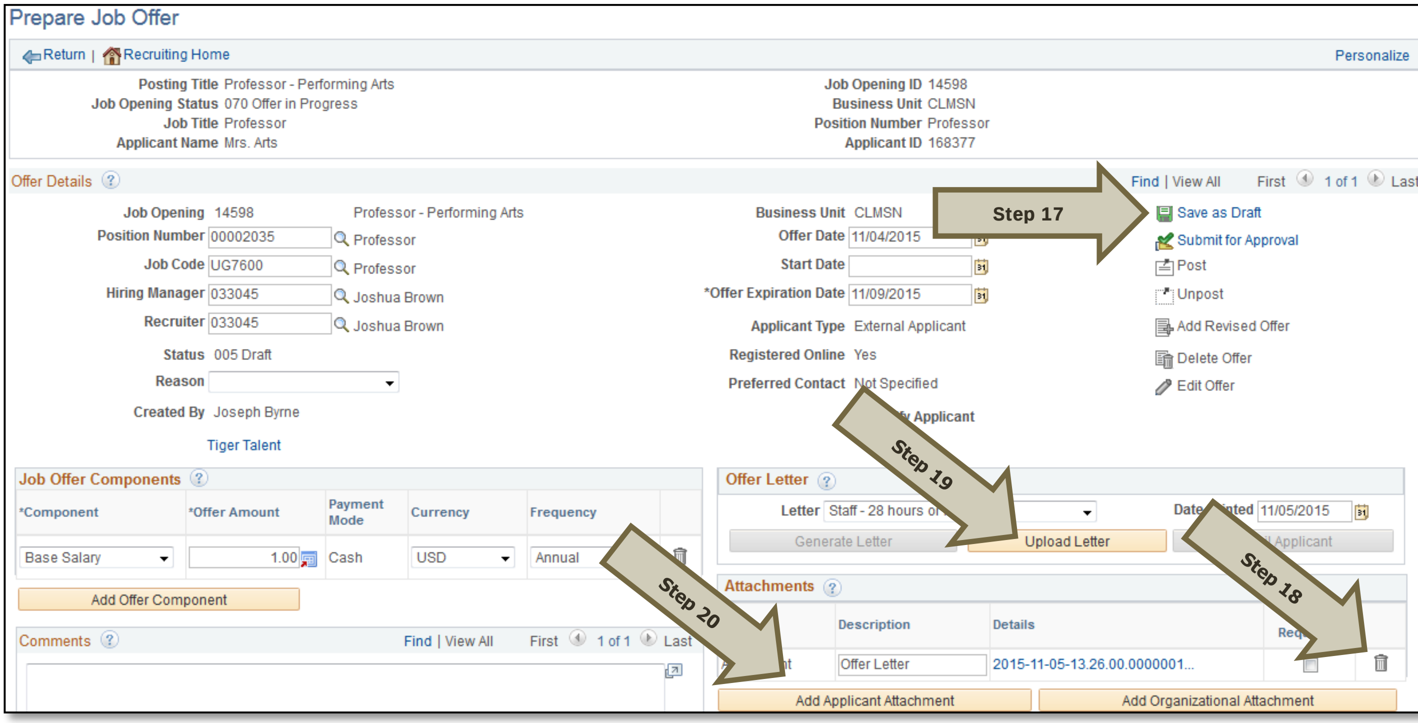


Step 17: On the Prepare Job Offer page, select Save as Draft and then Edit Offer.

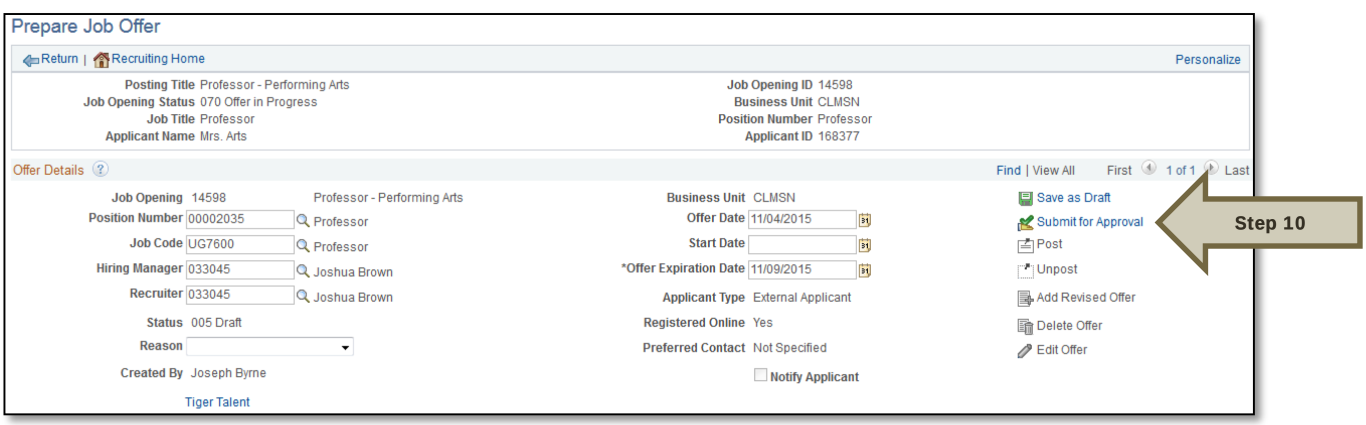
Step 18: Prior to uploading your new letter, delete the original generated letter by clicking the trash can icon.

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.



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.



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.

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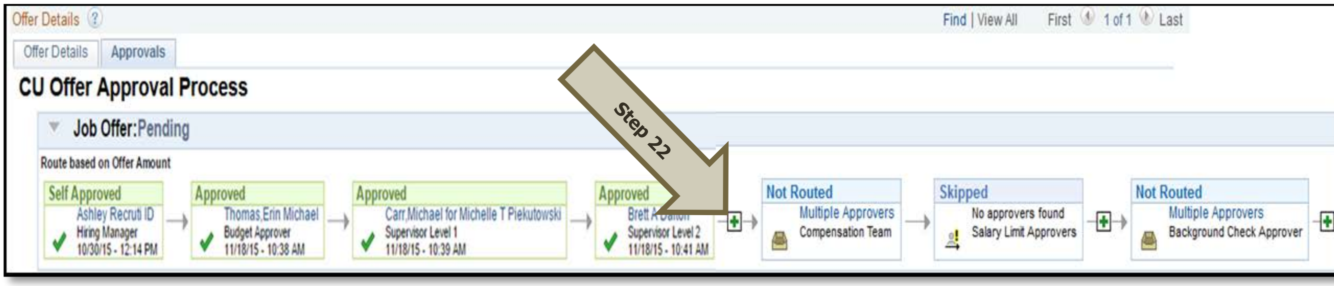
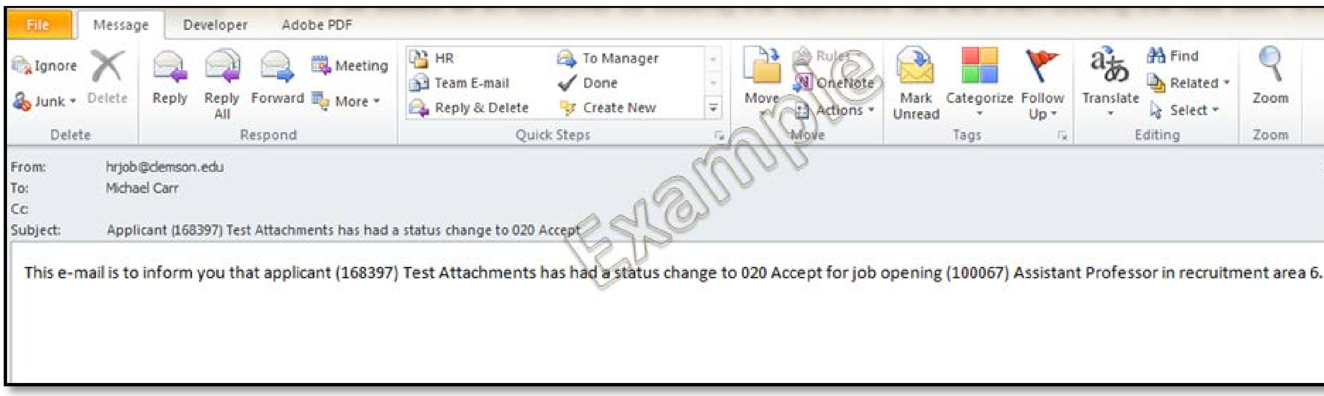


Step 23: The HR partner will receive email notifications (see below) as approvals are completed.



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.

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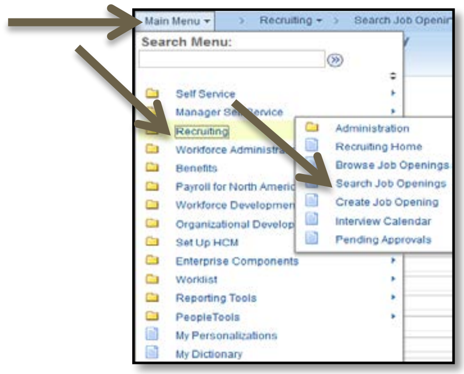
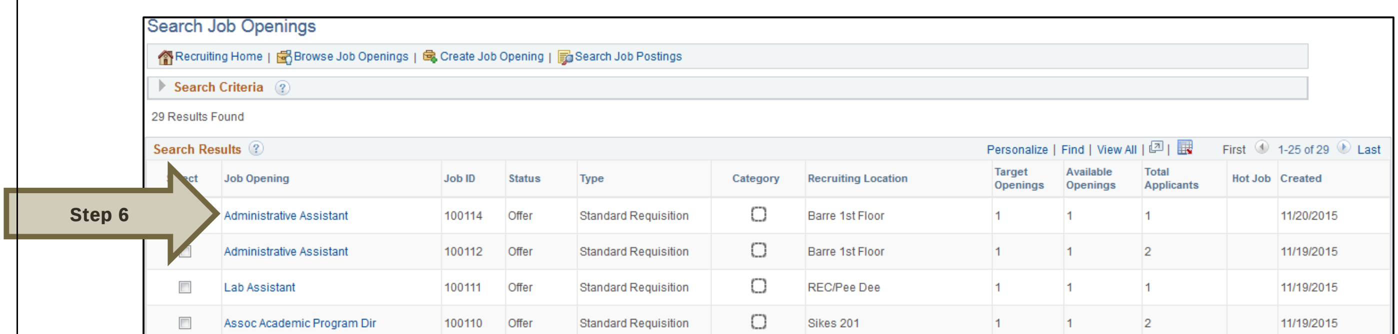
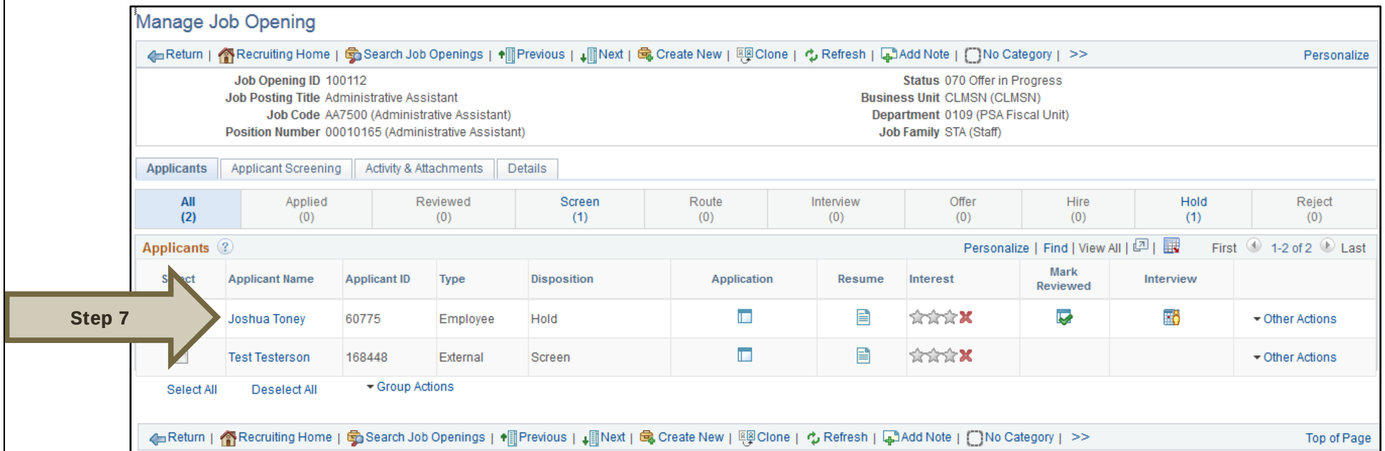


Step 5: (A) In the Search Job Openings status field, choose offer. (B) Click Search.

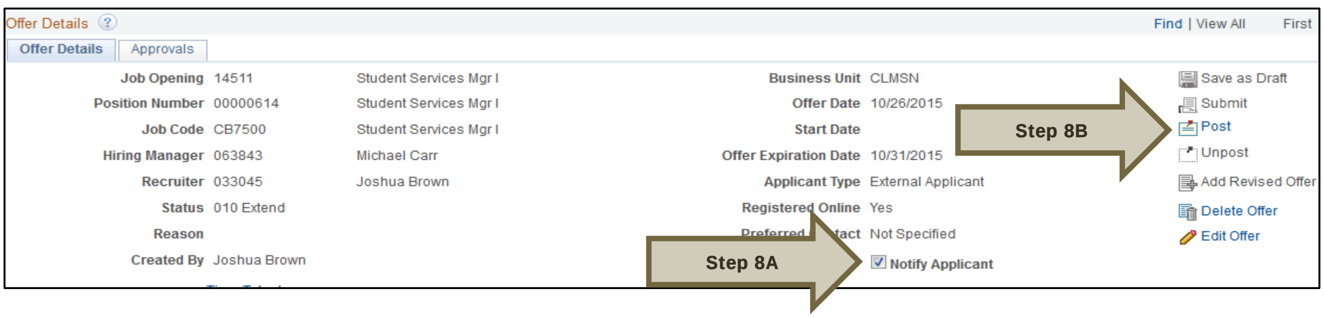
Step 6: Select the position title to open the job opening information.



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."



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



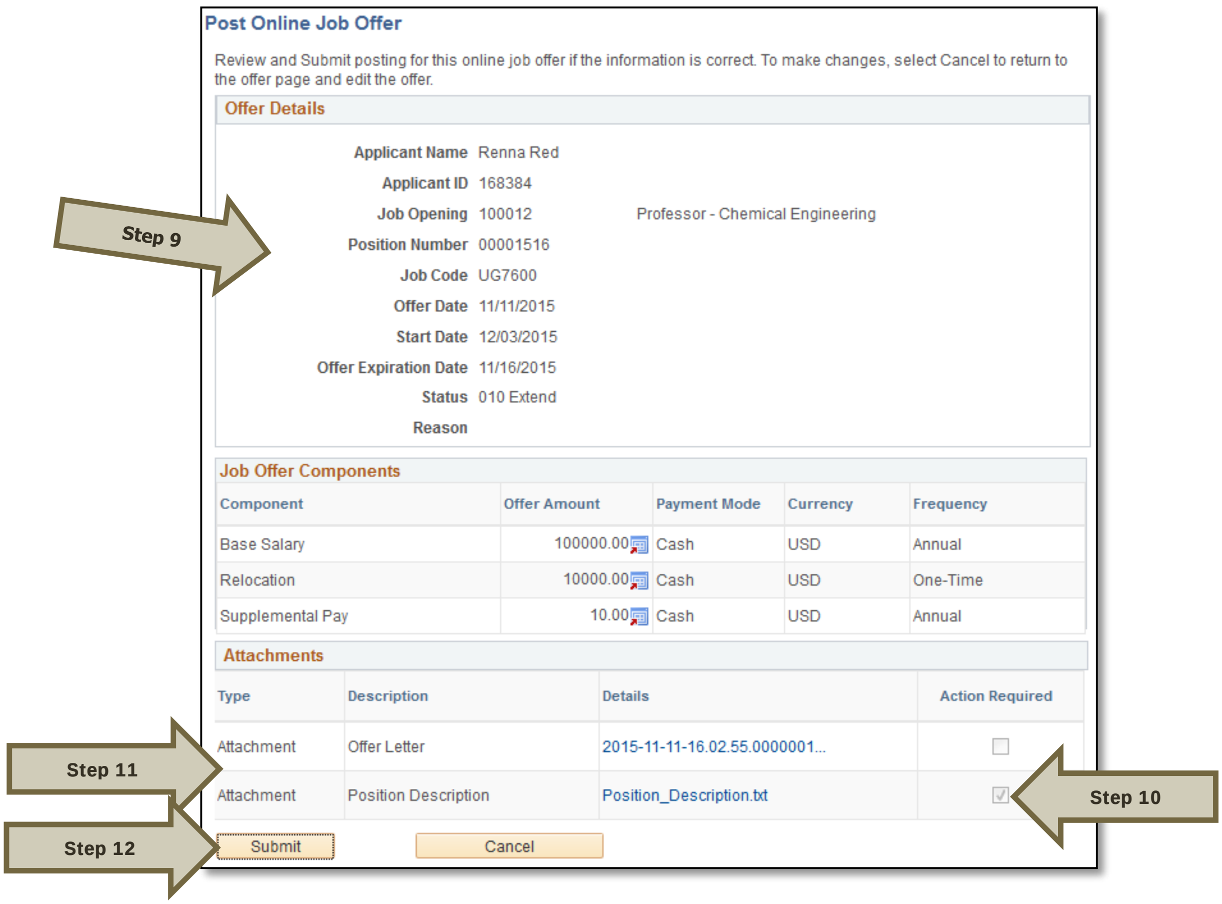
Additional Information: In the next step, you will have a final opportunity to review the offer before the offer letter is sent to the candidate.

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.



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.

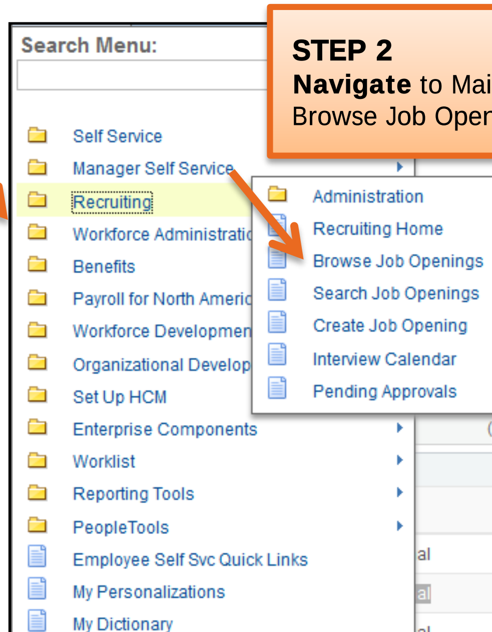
Quick Reference:
Offer Letter Process

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.

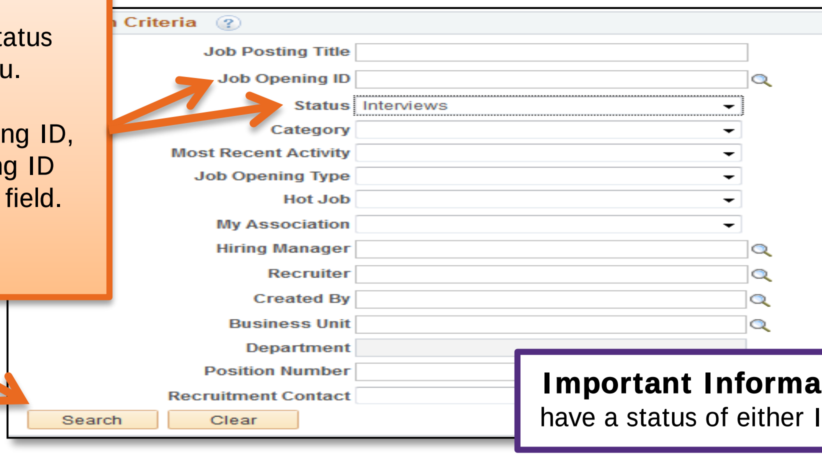
STEP 1
Sign In to PeopleSoft using your Clemson User ID and Password.

STEP 2
Navigate to Main Menu > Recruiting > Browse Job Openings.



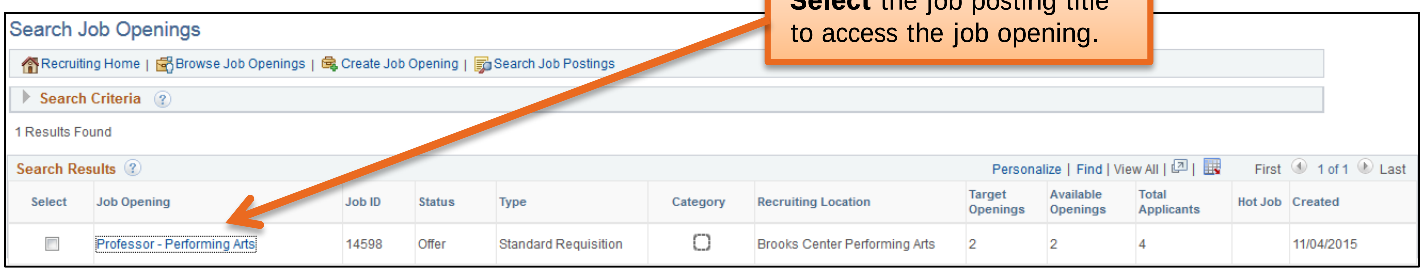
STEP 3
Select the appropriate status from the drop-down menu.
OR
If you have the job opening ID, enter it in the Job Opening ID field and clear the Status field.

Click Search.

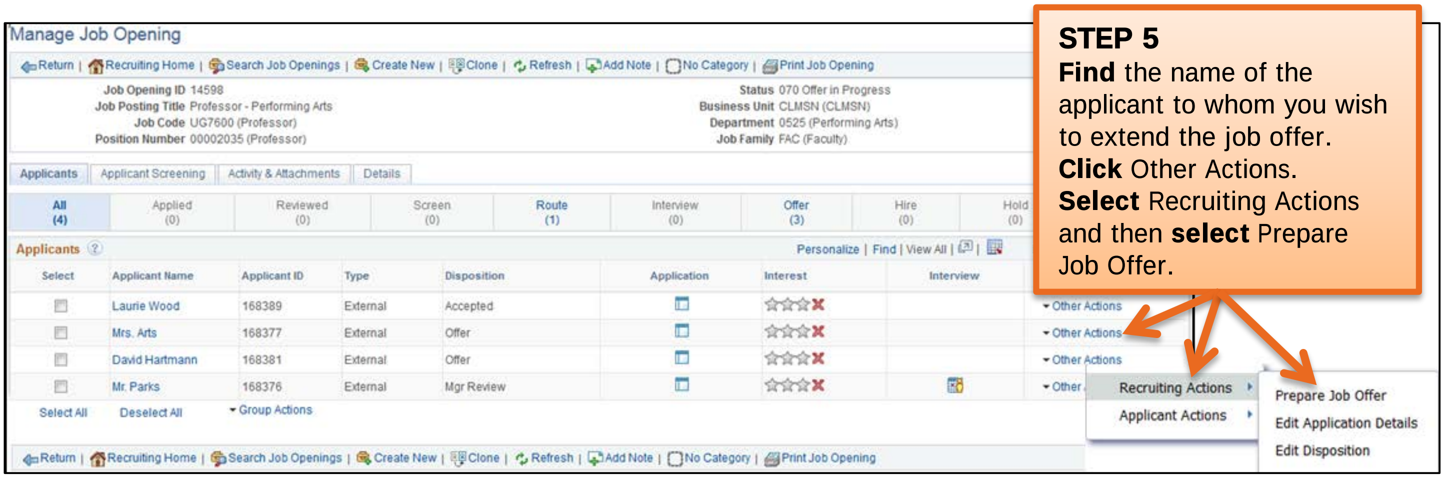


Important Information: Candidates usually have a status of either Interview or Offer.

STEP 4
Select the job posting title to access the job opening.



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

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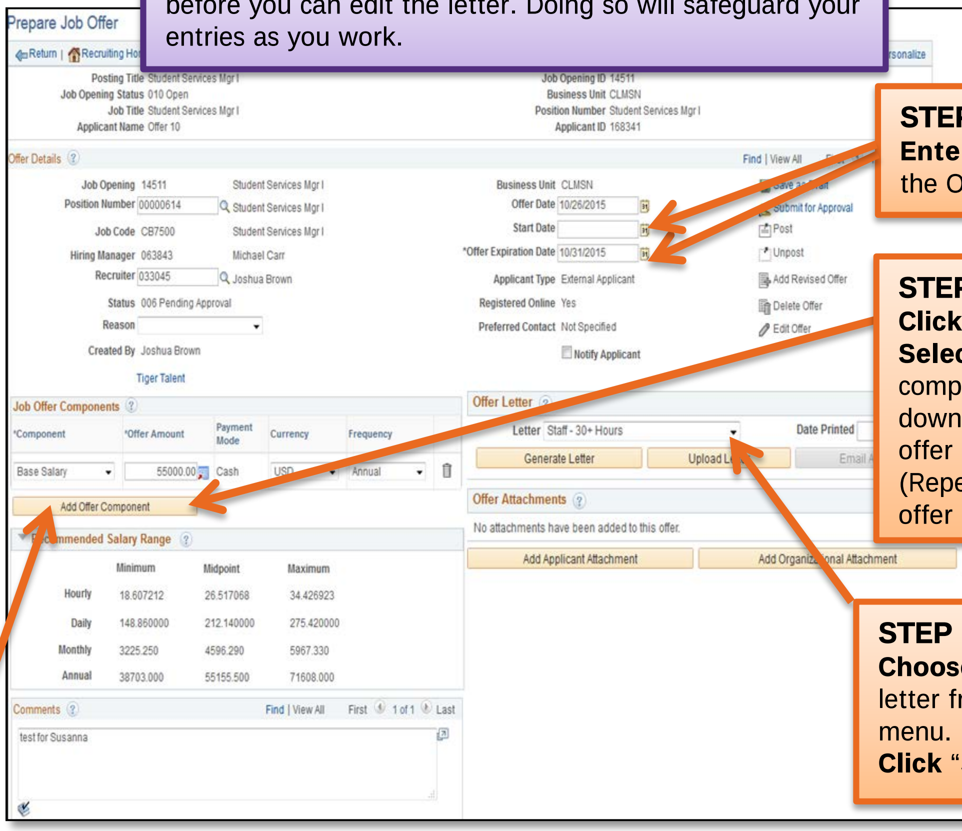
Important Information: Verify the position information, including the position number and job code. Be sure the hiring manager information is accurate, as this will drive the level one and level two approvals of the offer letter. Ensure the salary information is within the approved range provided during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



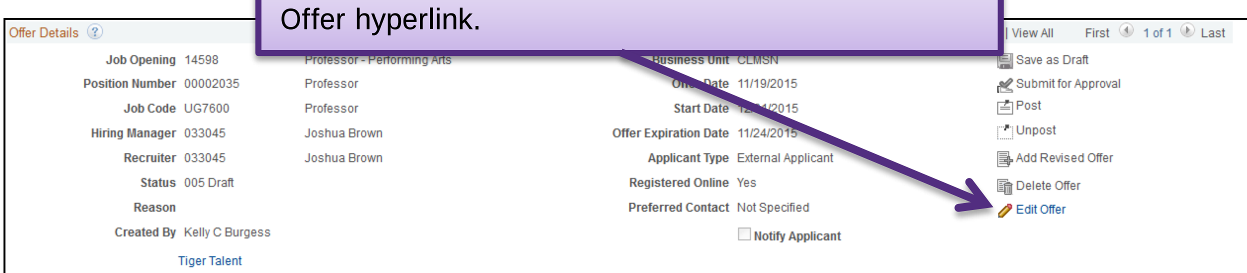
STEP 6A
Enter the Start Date and the Offer Expiration Date.

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."

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.



Quick Reference:
Offer Letter Process

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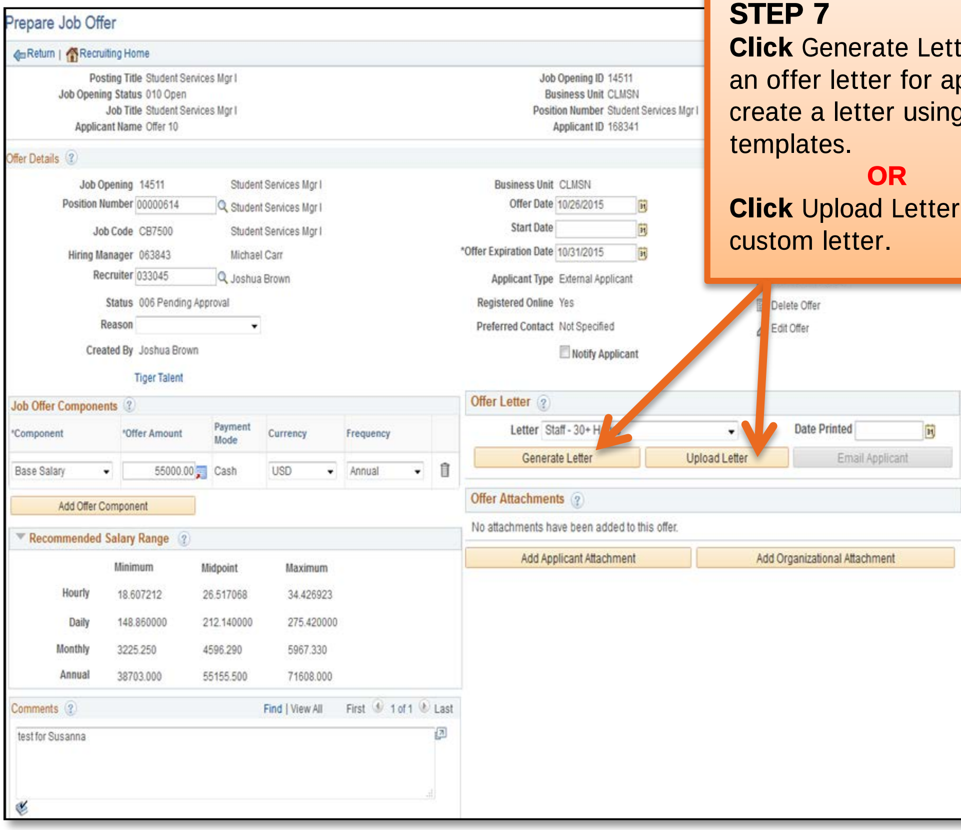


STEP 7
Click Generate Letter to generate an offer letter for approval. This will create a letter using the Clemson templates.

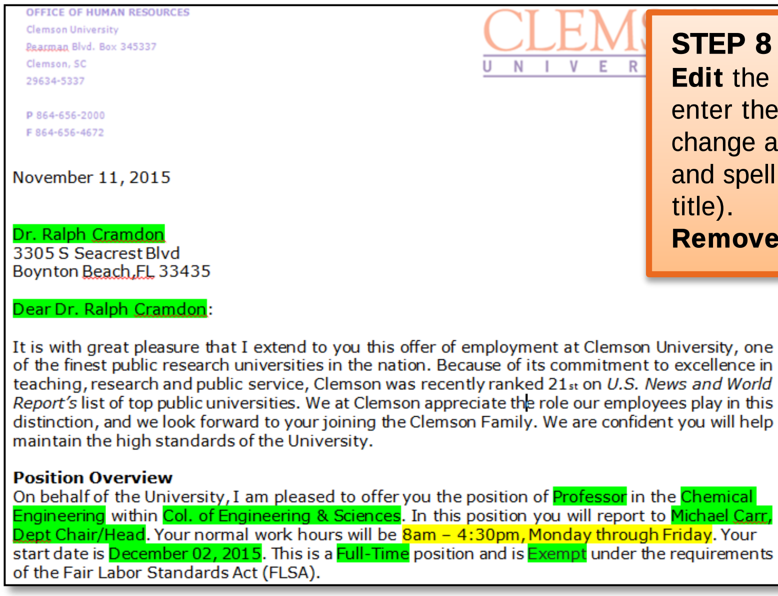
OR

Click Upload Letter to upload a custom letter.

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


OFFICE OF HUMAN RESOURCES
Clemson University
Pearman Blvd. Box 345337
Clemson, SC
29634-5337

P 864-656-2000
F 864-656-4672

November 11, 2015

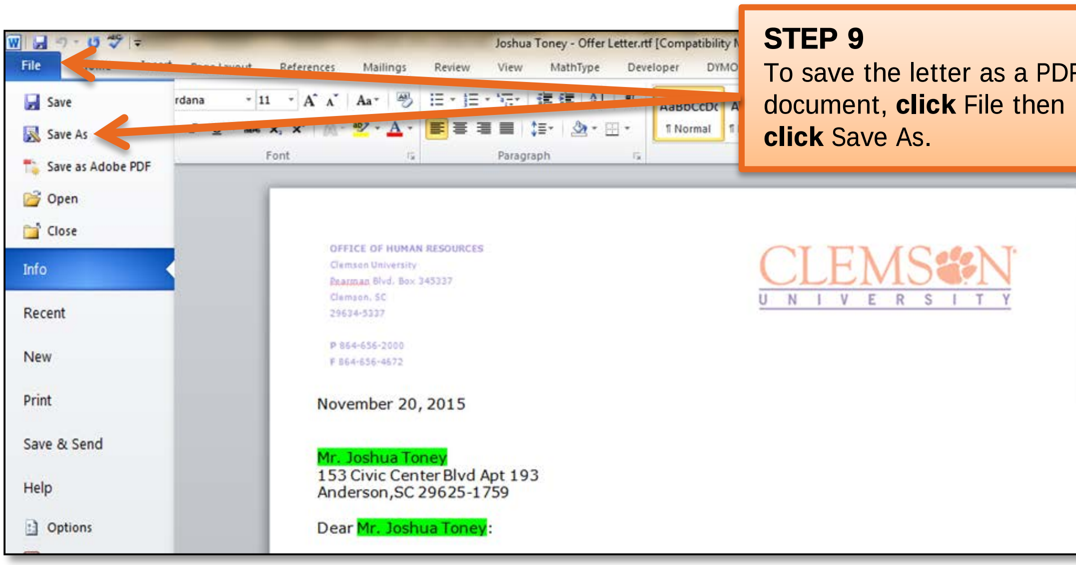
Dr. Ralph Cramdon
3305 S Seacrest Blvd
Boynton Beach,FL 33435

Dear Dr. Ralph Cramdon:

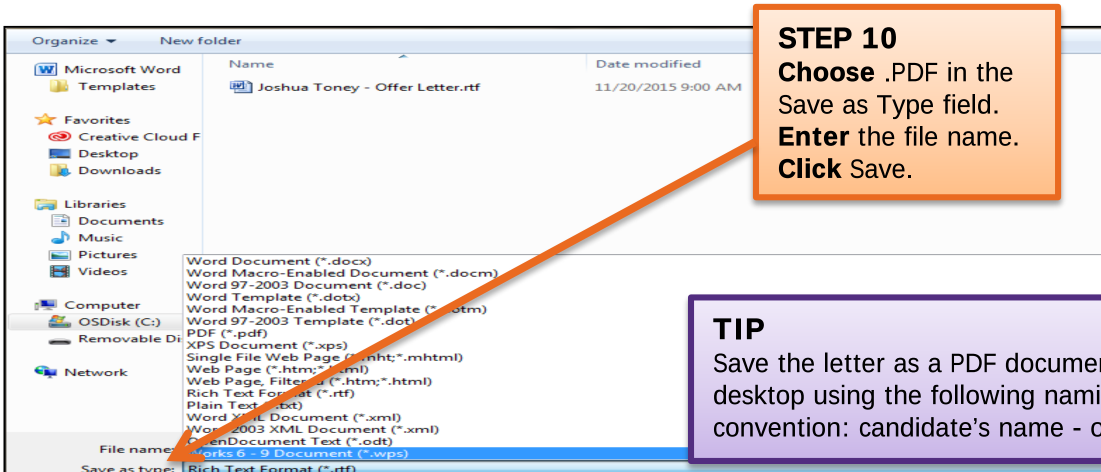
It is with great pleasure that I extend to you this offer of employment at Clemson University, one of the finest public research universities in the nation. Because of its commitment to excellence in teaching, research and public service, Clemson was recently ranked 21st on *U.S. News and World Report's* list of top public universities. We at Clemson appreciate the role our employees play in this distinction, and we look forward to your joining the Clemson Family. We are confident you will help maintain the high standards of the University.

Position Overview
On behalf of the University, I am pleased to offer you the position of Professor in the Chemical Engineering within Col. of Engineering & Sciences. In this position you will report to Michael Carr, Dept Chair/Head. Your normal work hours will be 8am – 4:30pm, Monday through Friday. Your start date is December 02, 2015. This is a Full-Time position and is Exempt under the requirements of the Fair Labor Standards Act (FLSA).

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.



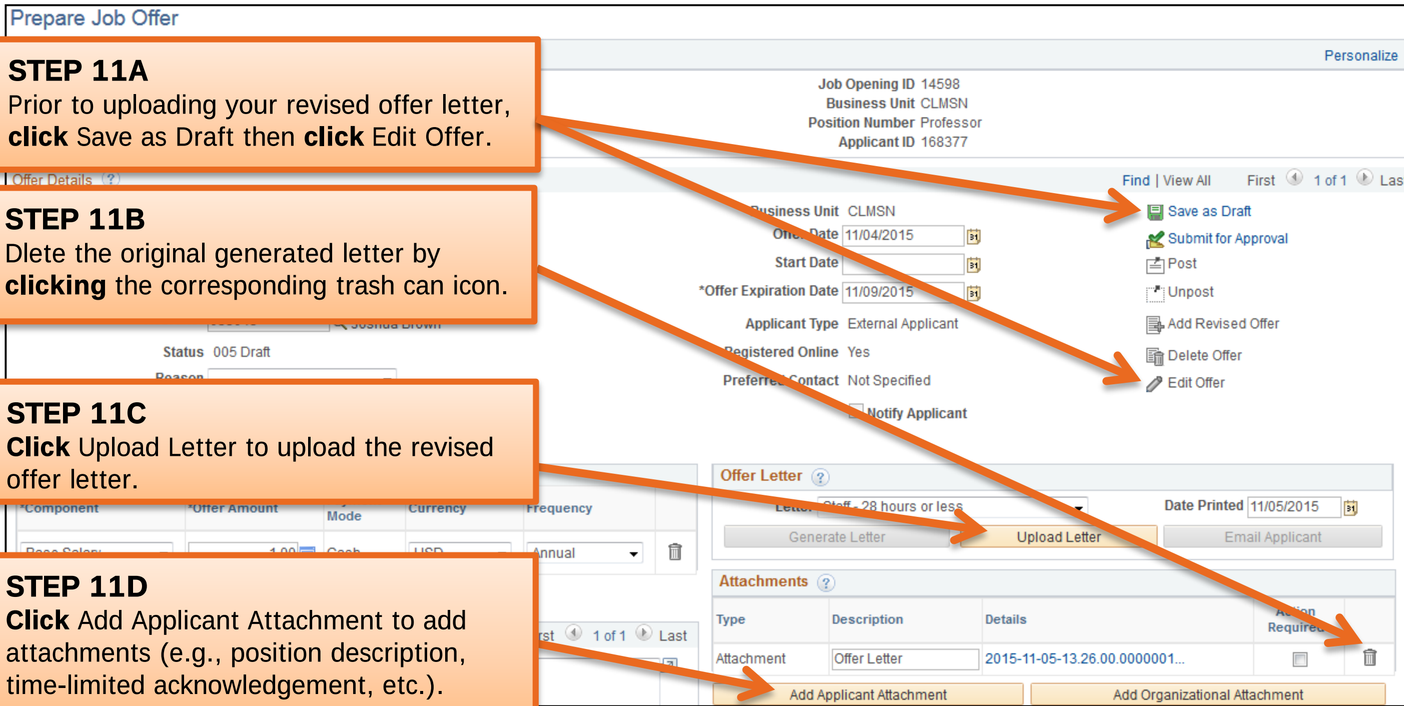
STEP 9
To save the letter as a PDF document, **click** File then **click** Save As.



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

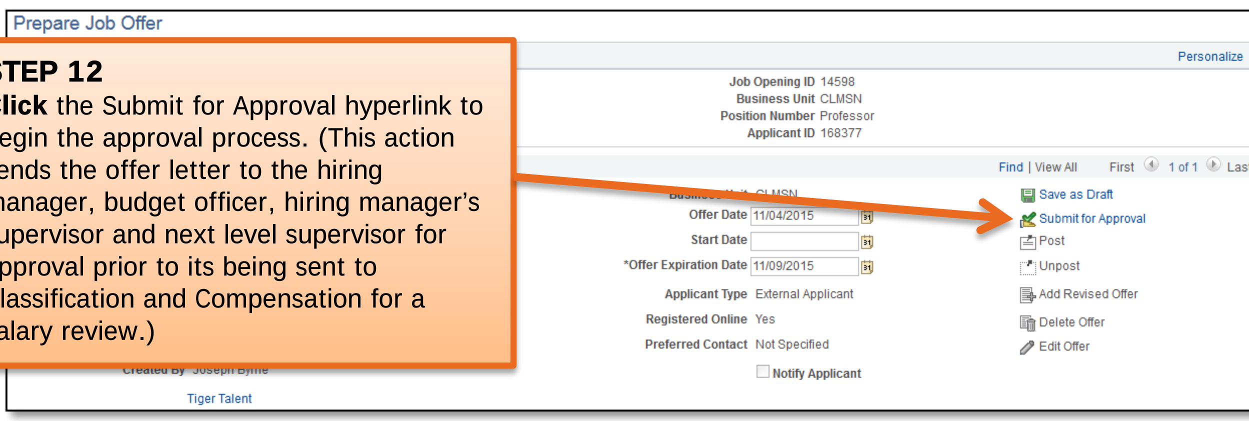


STEP 11A
Prior to uploading your revised offer letter, **click** Save as Draft then **click** Edit Offer.

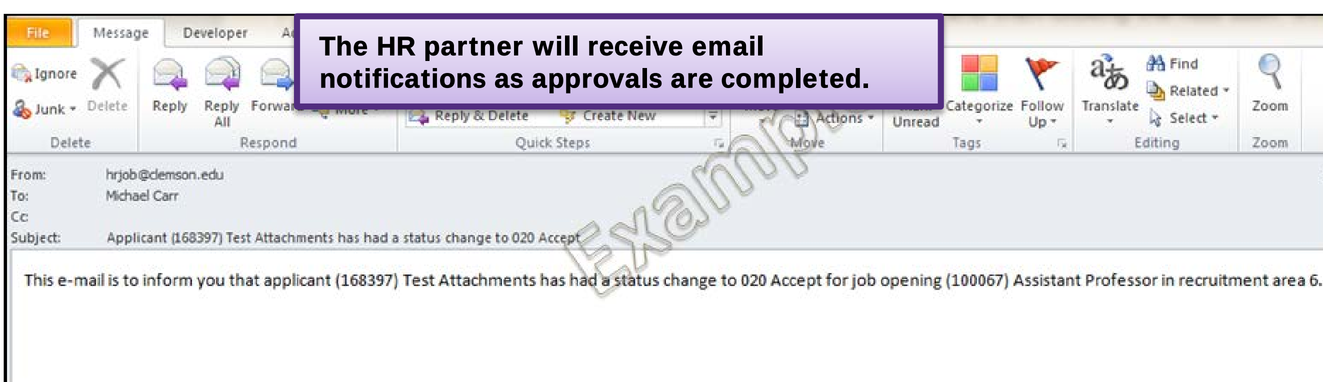
STEP 11B
Dlete the original generated letter by **clicking** the corresponding trash can icon.

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.).



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.)



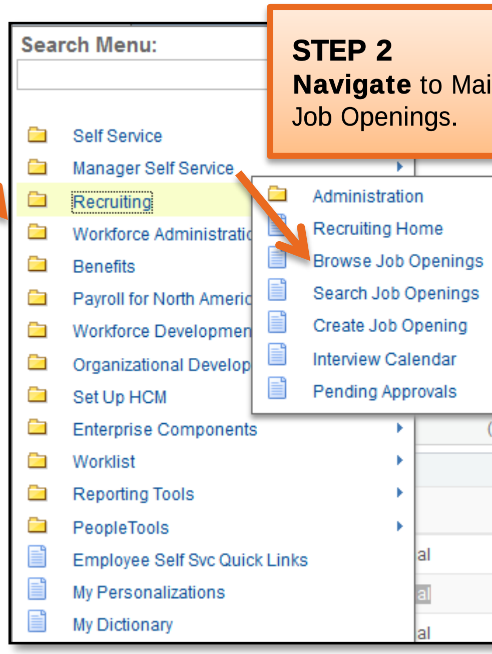
The HR partner will receive email notifications as approvals are completed.

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.

STEP 1
Sign In to PeopleSoft using your Clemson User ID and Password.

STEP 2
Navigate to Main Menu > Recruiting > Browse Job Openings.

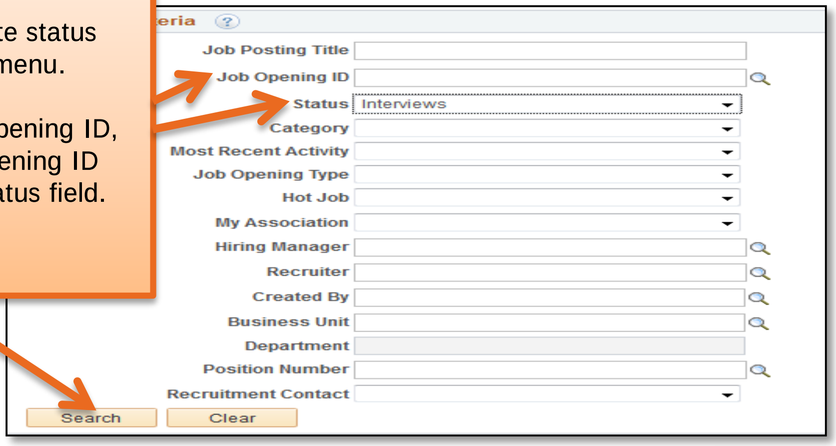


Quick Reference:
Offer Letter Process

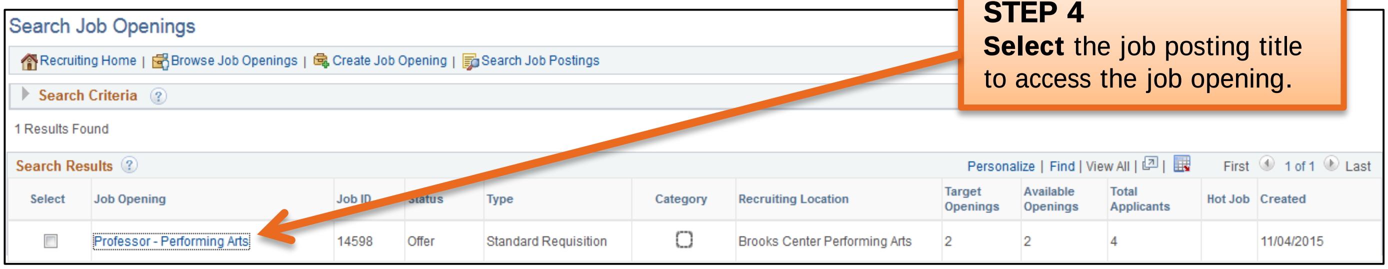
CLEMSON HUMAN RESOURCES

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.

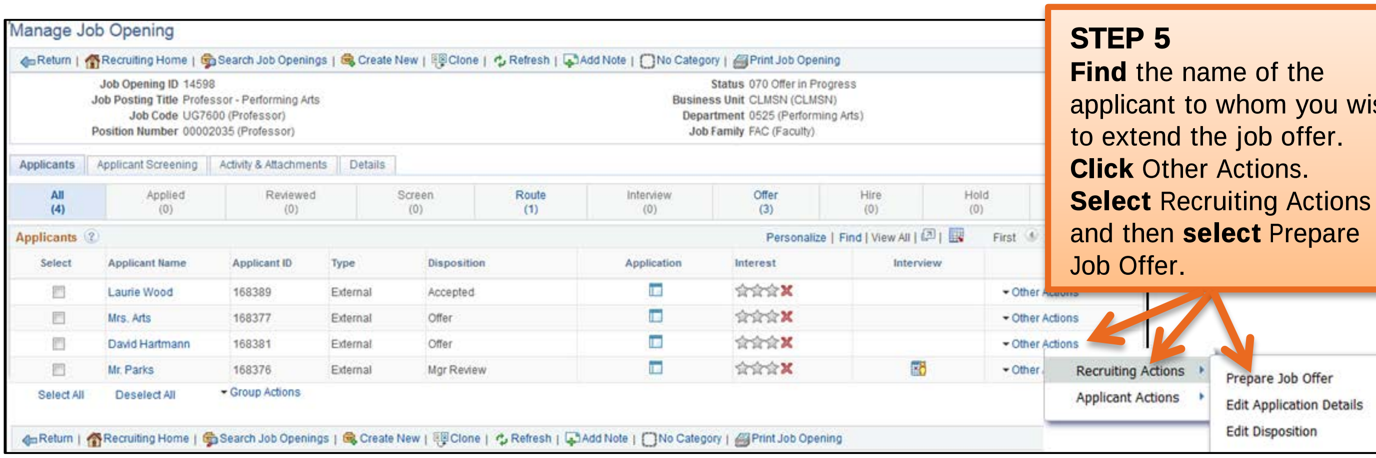
Click Search.



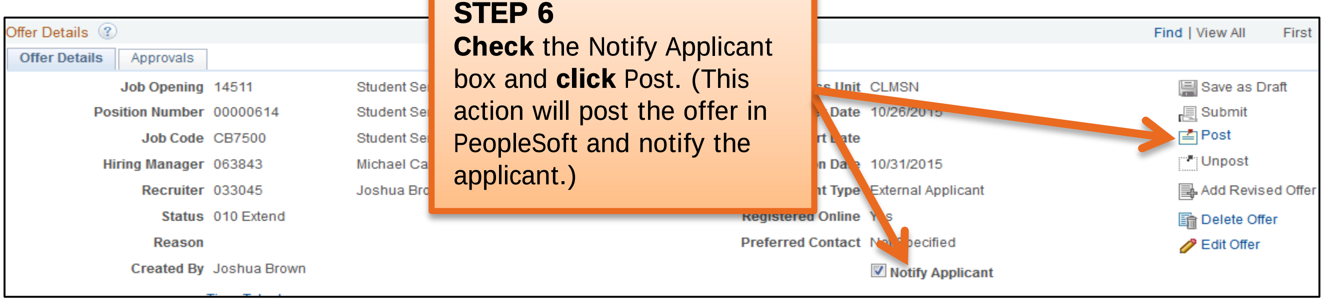
STEP 4
Select the job posting title to access the job opening.



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.



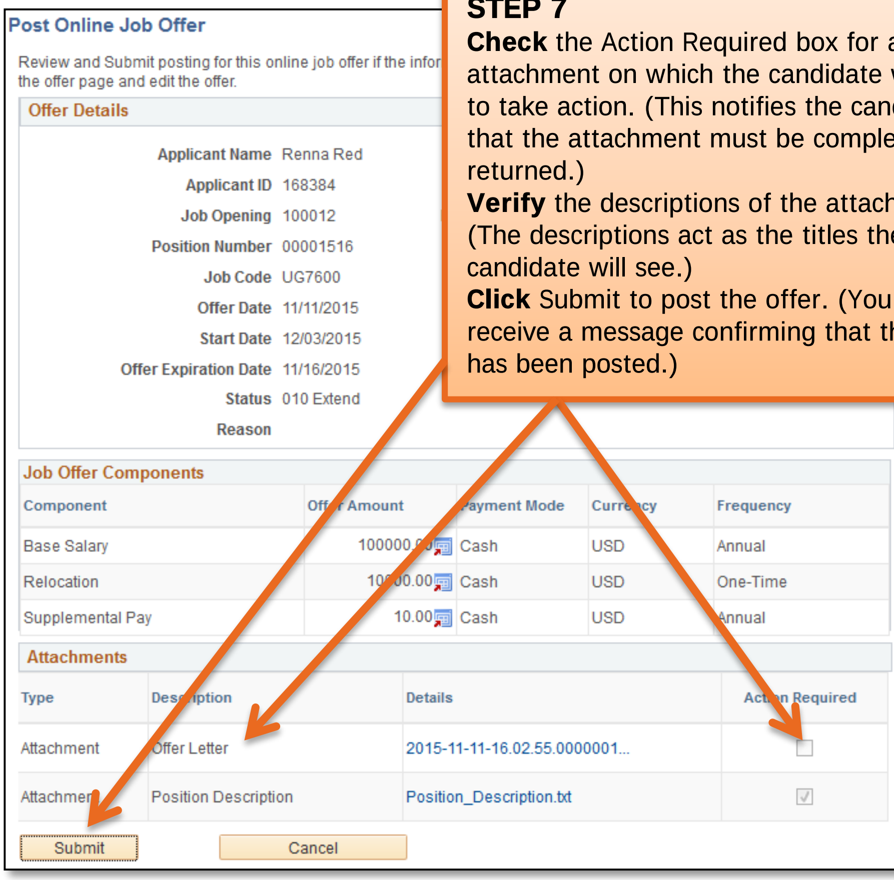
STEP 6
Check the Notify Applicant box and **click** Post. (This action will post the offer in PeopleSoft and notify the applicant.)



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

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.

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.)



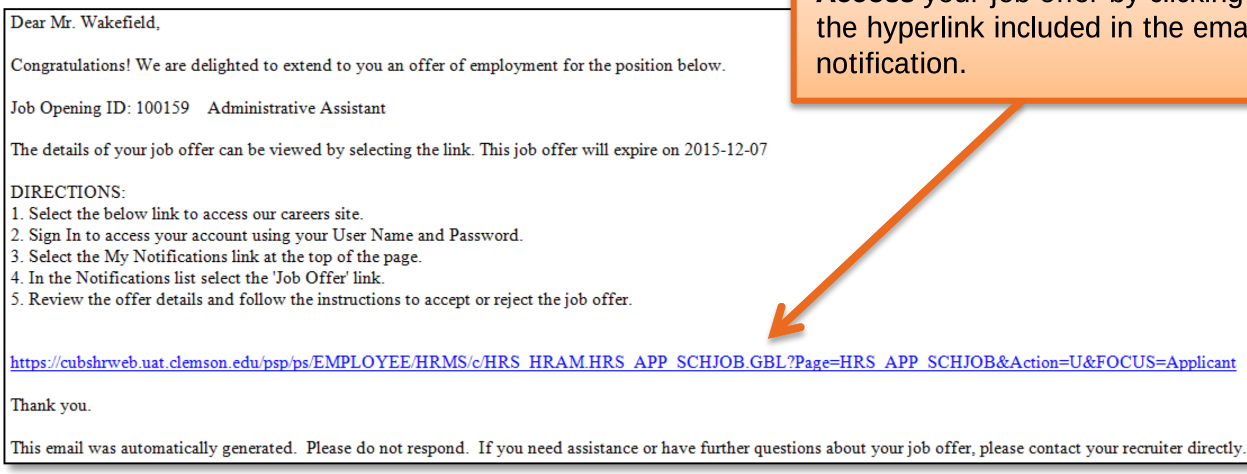
Important Information: Once the candidate has accepted the offer via PeopleSoft, the hire entry can be completed. Please see the *Hire Transactions* user guide for more information.

Quick Reference:
Accepting an Employment Offer

CLEMSON HUMAN RESOURCES

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

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


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.

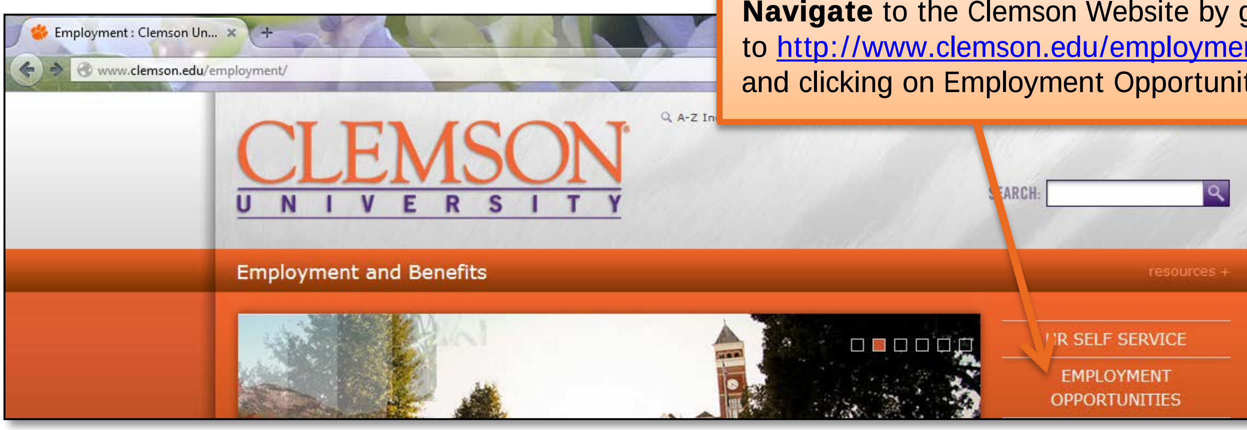
https://cubshrweb.uat.clemson.edu/psp/ps/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant

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.

OR

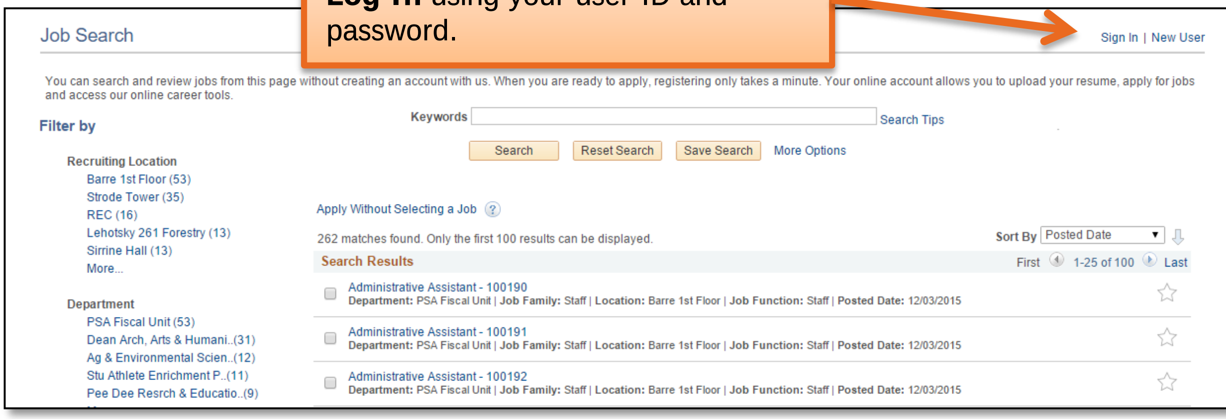
STEP 1B
Navigate to the Clemson Website by going to http://www.clemson.edu/employment/ and clicking on Employment Opportunities.



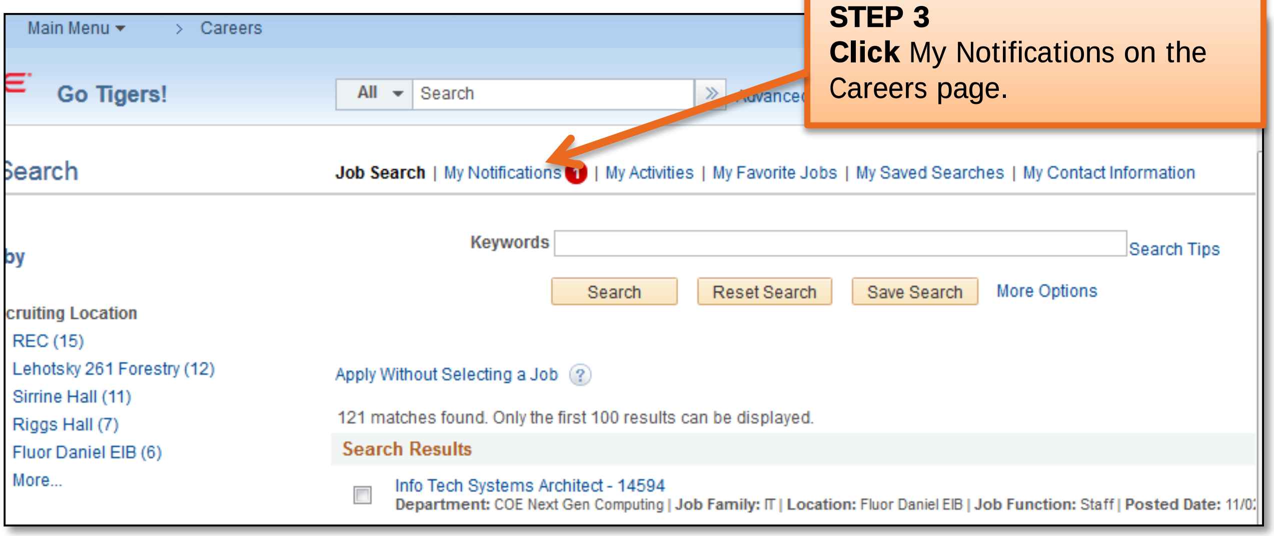
Quick Reference:
Accepting an Employment Offer

CLEMSON HUMAN RESOURCES

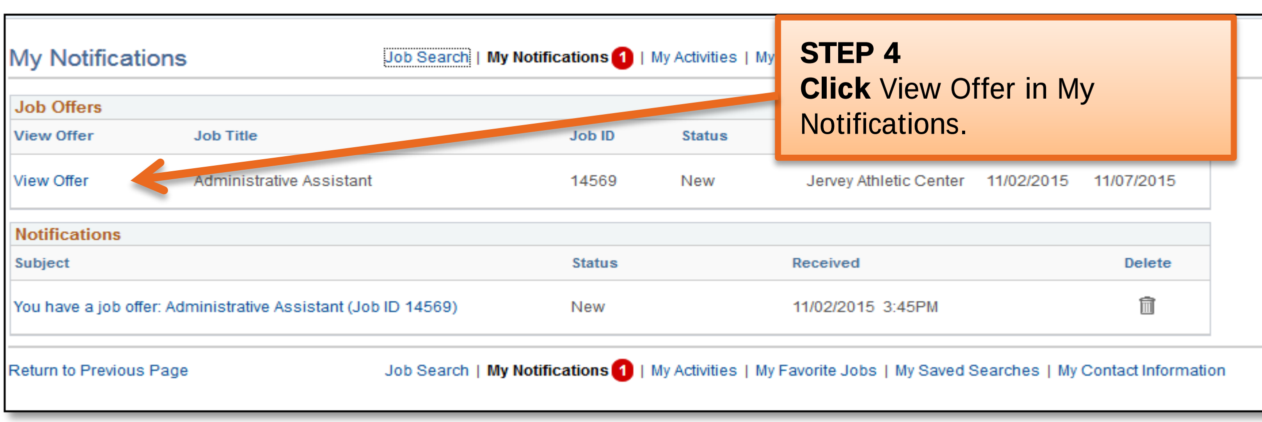
STEP 2
Log In using your user ID and password.



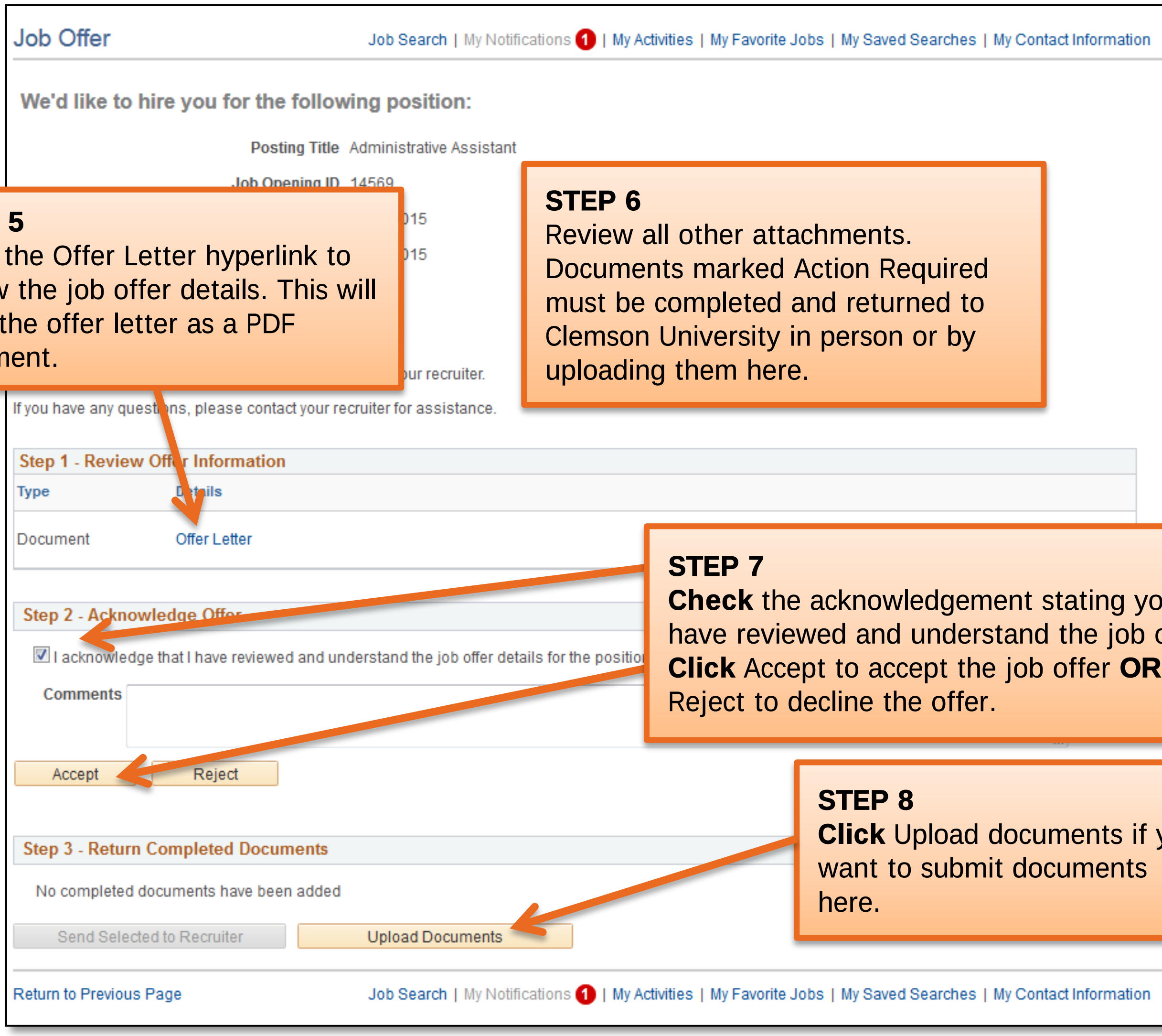
STEP 3
Click My Notifications on the Careers page.



STEP 4
Click View Offer in My Notifications.



Accepting an Employment Offer

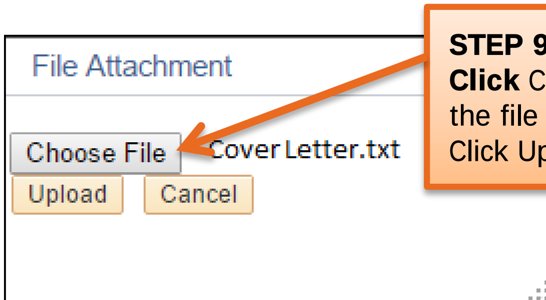


STEP 5
Click the Offer Letter hyperlink to review the job offer details. This will open the offer letter as a PDF document.

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

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

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



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

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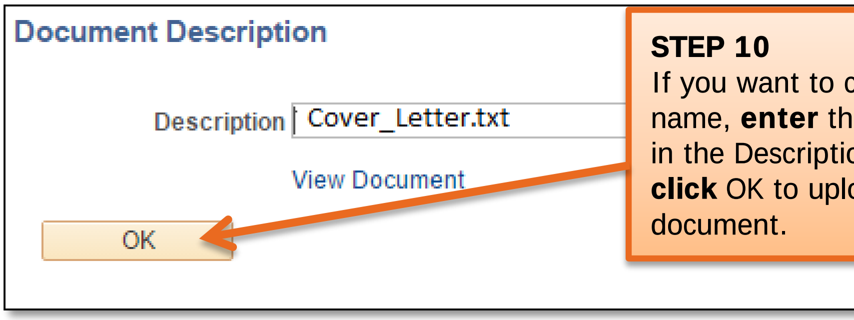
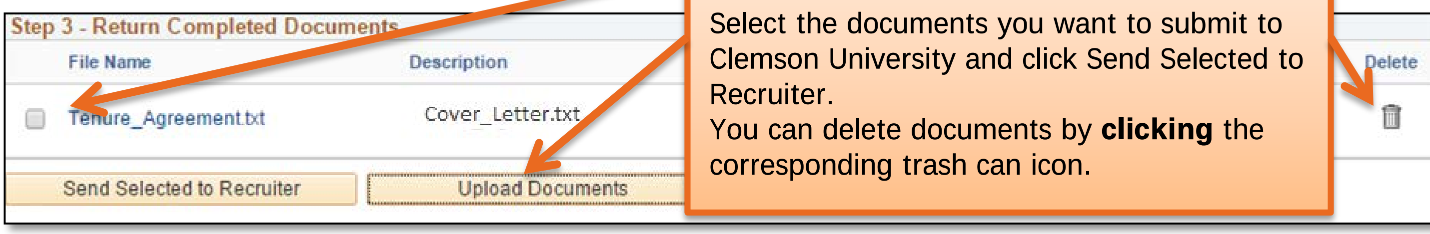
Important Information: You will be prompted to rename the file (if desired).

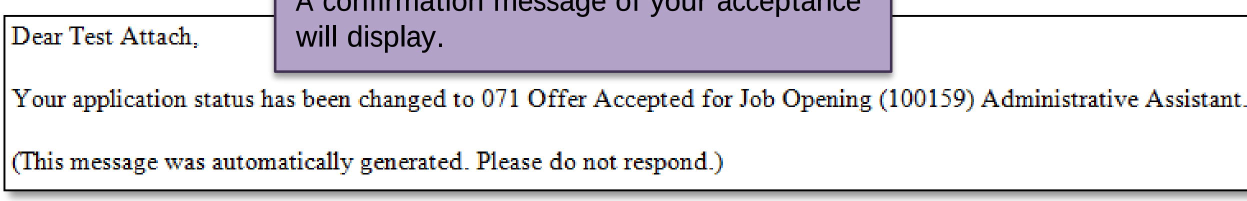


STEP 10
If you want to change the file name, **enter** the new file name in the Description text box and **click** OK to upload the document.



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

Note:
A confirmation message of your acceptance will display.



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

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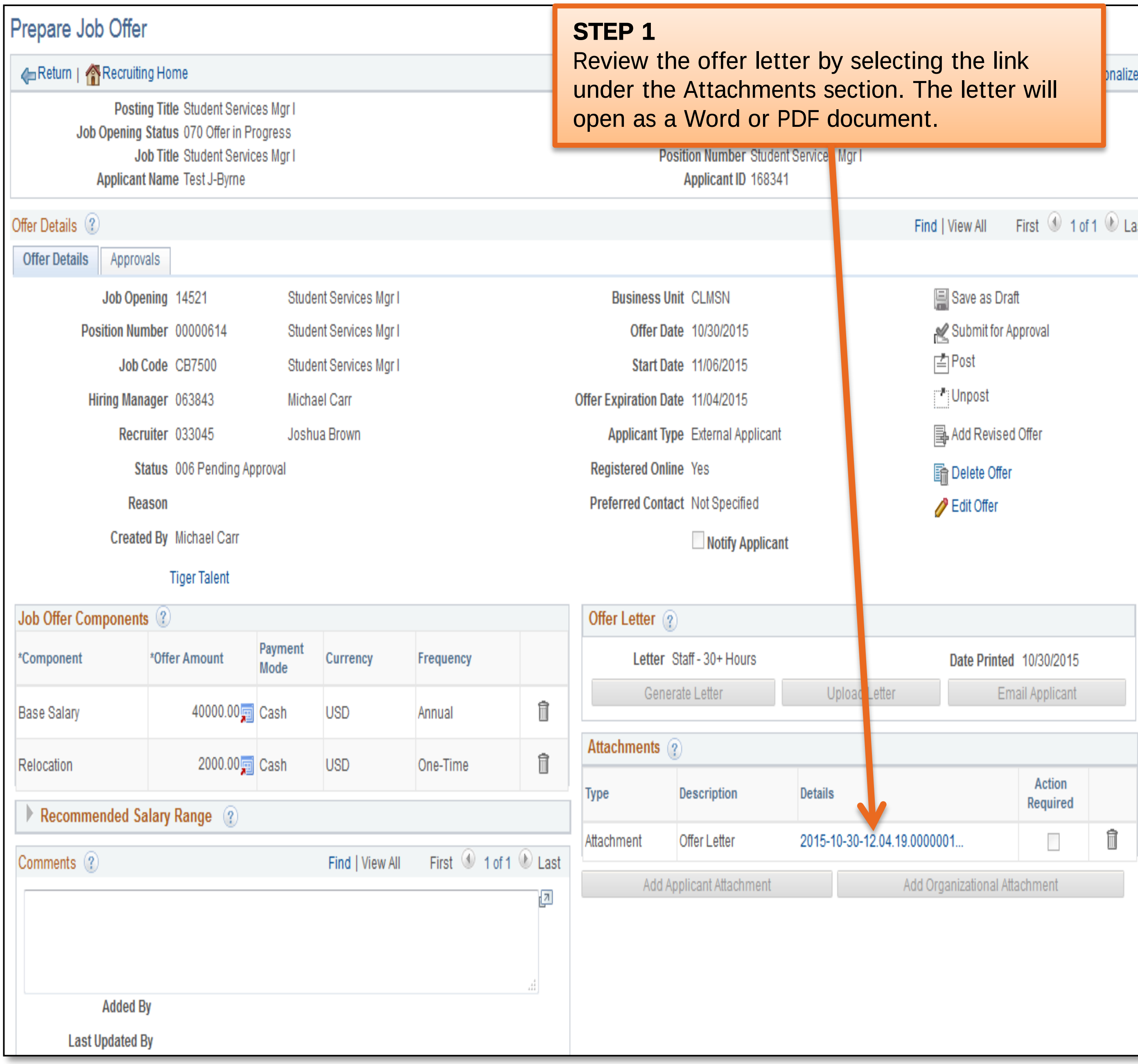
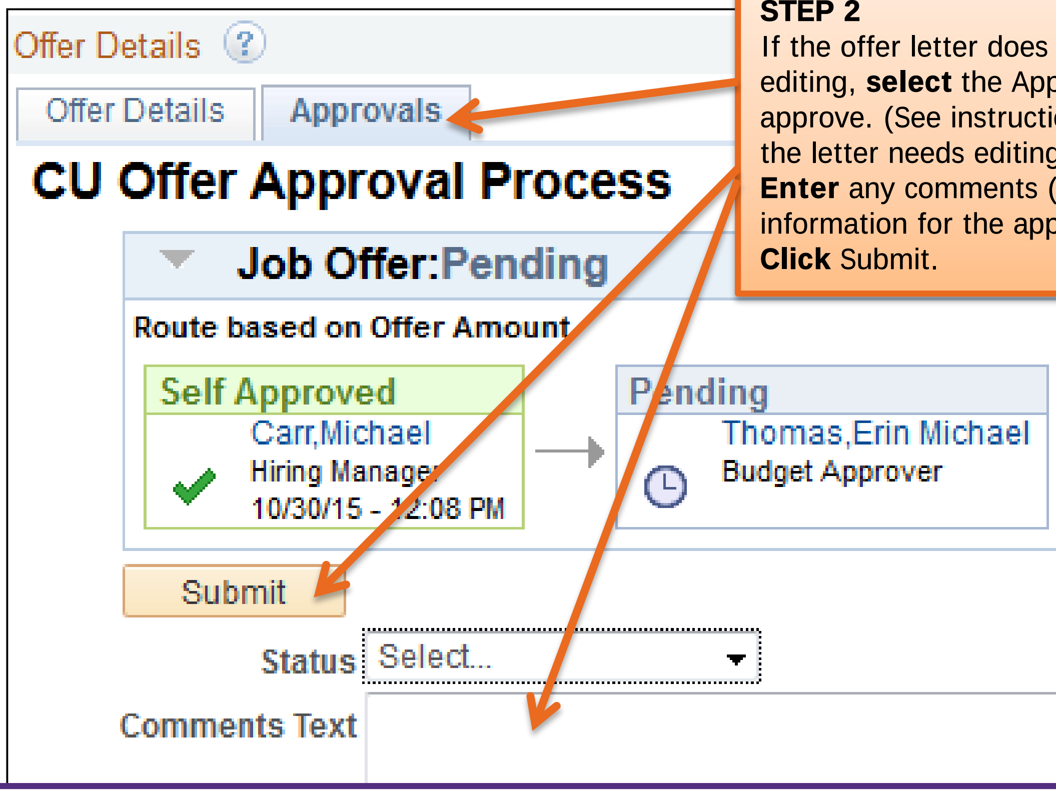
Important Information: Once an offer letter has been created and requires approval, you will be notified via email. Using the link in the email, log into PeopleSoft using your Clemson user ID and password. PeopleSoft will open displaying the Offer Details screen.

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



Quick Reference:
Approving an Offer Letter



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

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

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

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

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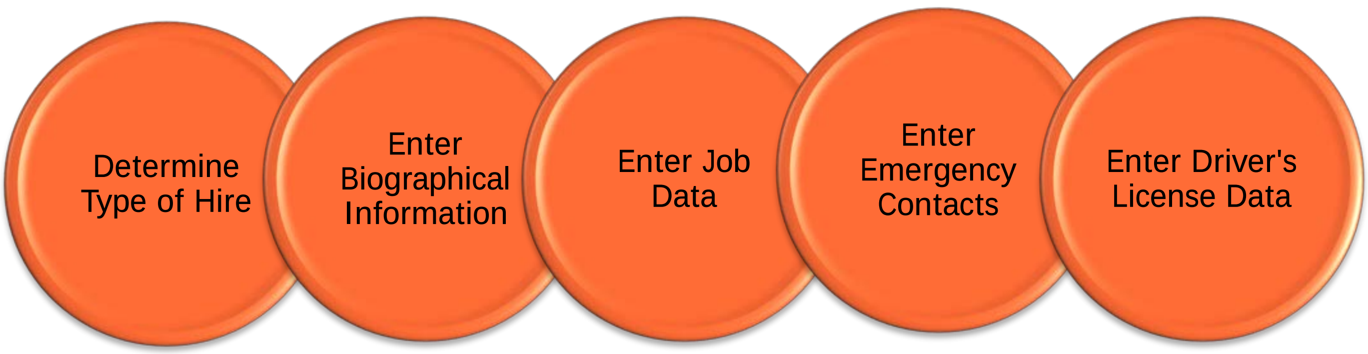
PeopleSoft:

Hire Transactions

Overview

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



Determine the Type of Hire

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

Additional Information: The types of hire entries include:

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

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

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

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

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

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

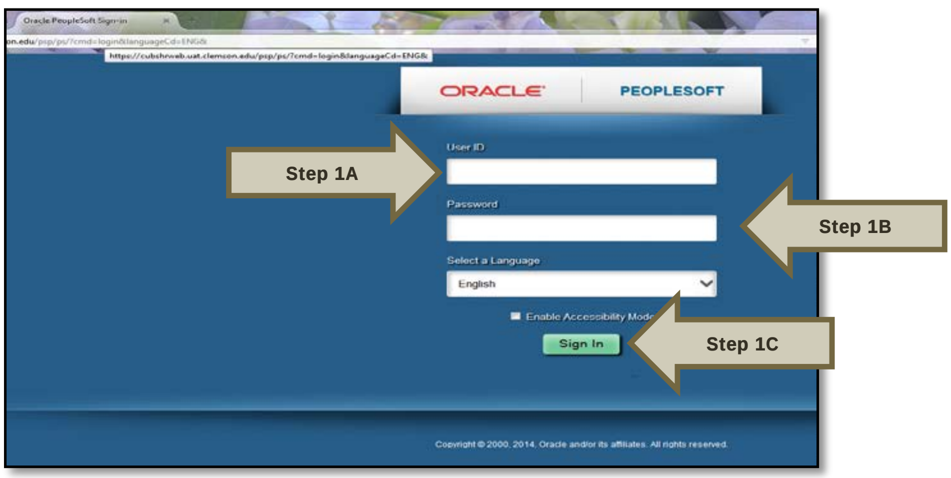
Rehire is the hire type used when the individual being hired into the position has previously worked for Clemson University and a job opening has not been created for the position. See the Rehire section (page 28) for more information. Note: If a job opening has been created, please use Manage Hires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

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

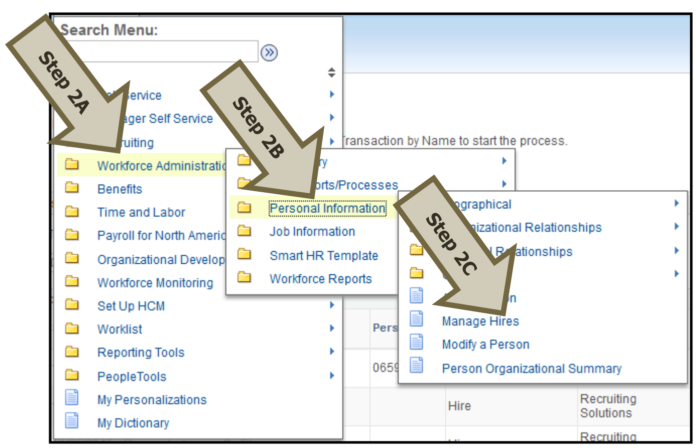
- Add Employment Instance is generally used for student employees who are working multiple part-time jobs across several departments.

Manage Hires

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



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



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

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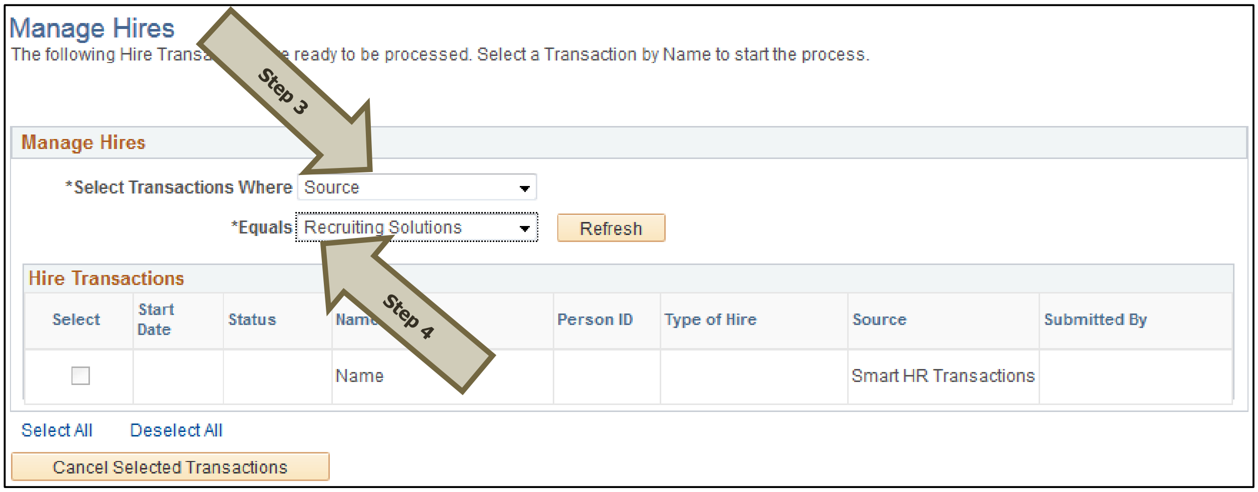
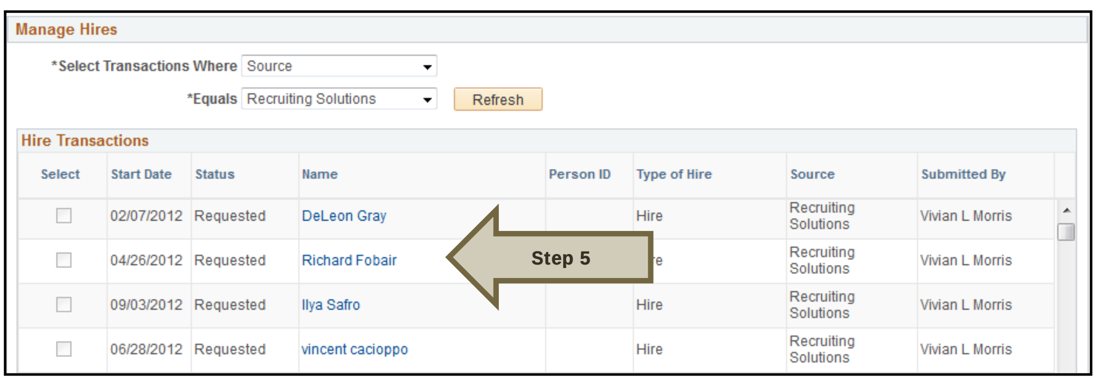
Step 3: Select "Source" from the Select Transactions Where drop-down menu.

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

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



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



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

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

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

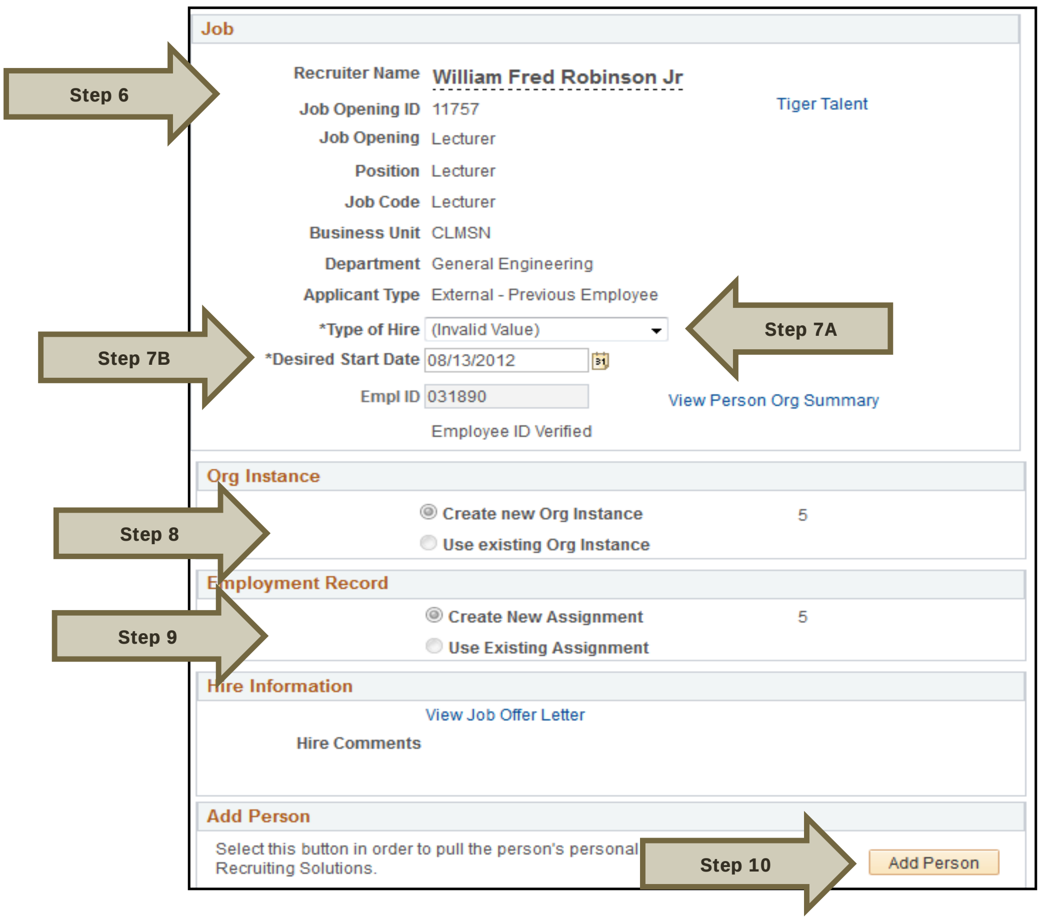
Step 8: If hiring a new employee, select Create new Org Instance in the Org Instance section. If rehiring a previous Clemson employee, select Use existing Org Instance.

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

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

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

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



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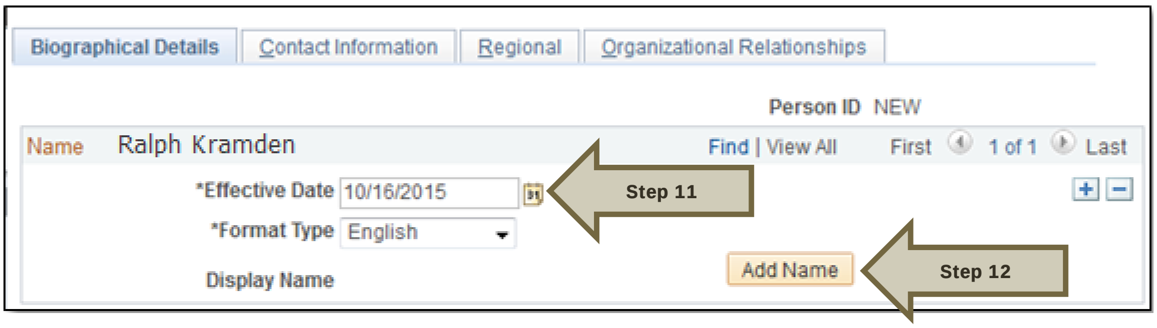
Step 11: Under the Biographical Details tab, enter today's date. **Note:** you will be able to change the effective date to the date of hire in the Job Data section.

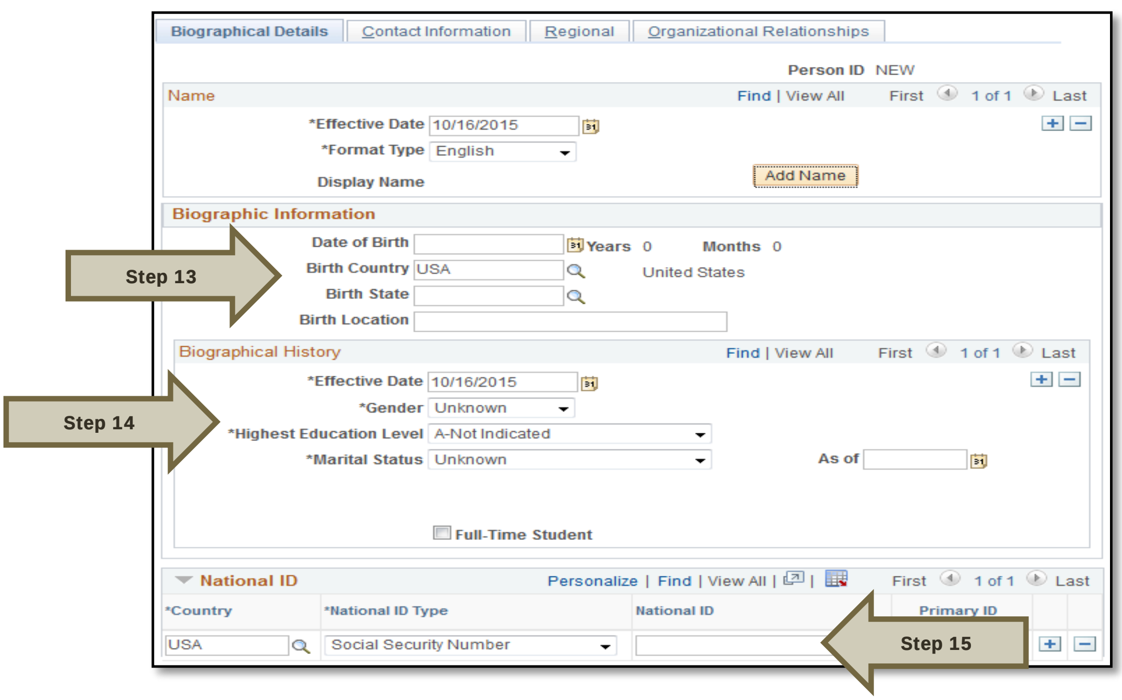
Step 12: The Display Name will show the name listed on the application. If the display name does not match the name on the employee's social security card, you will need to edit the name in PeopleSoft such that they are exactly the same. To edit the name, click Add Name and complete the appropriate fields.



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

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

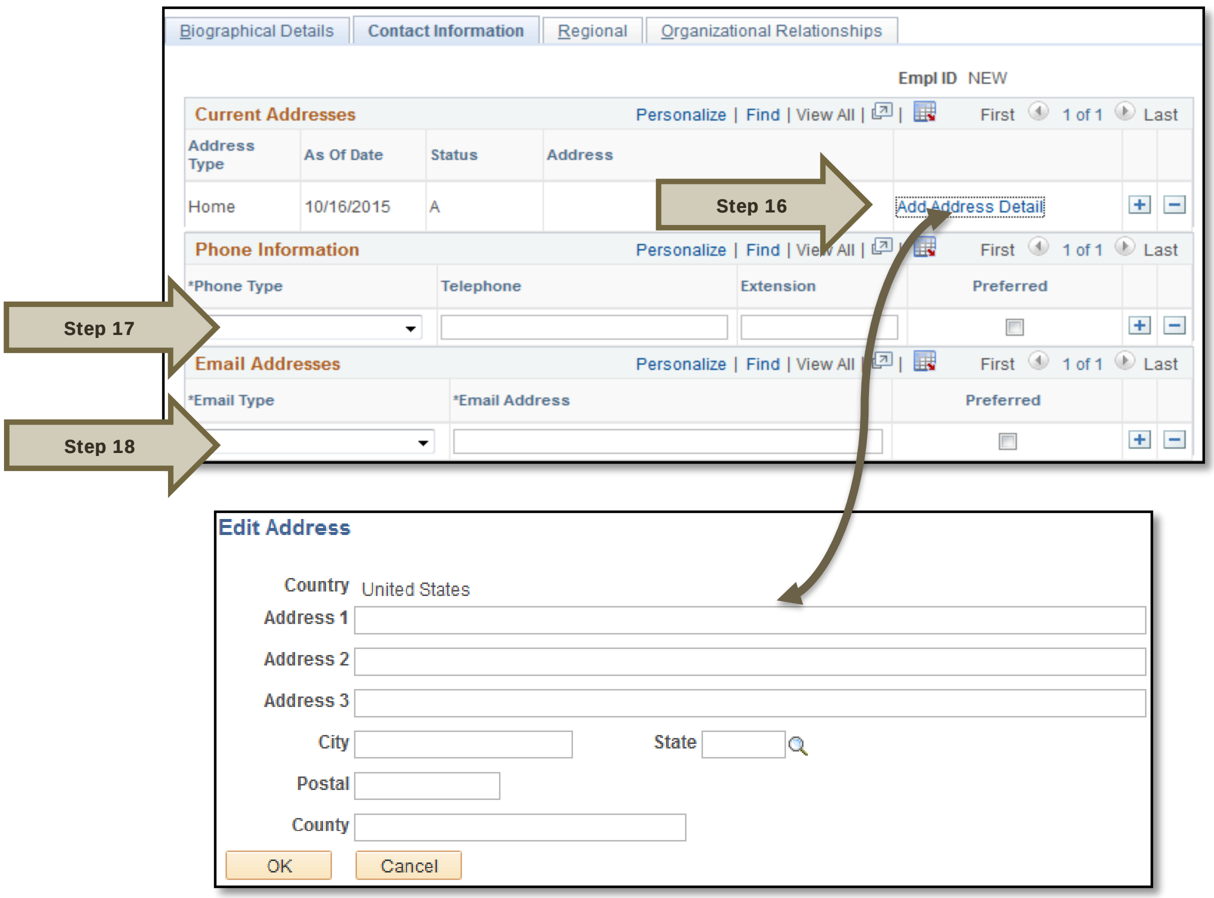
Step 15: In the National ID section, select "Social Security Number" from the National ID Type drop-down menu. Enter the social security number (no dashes) in the National ID field.



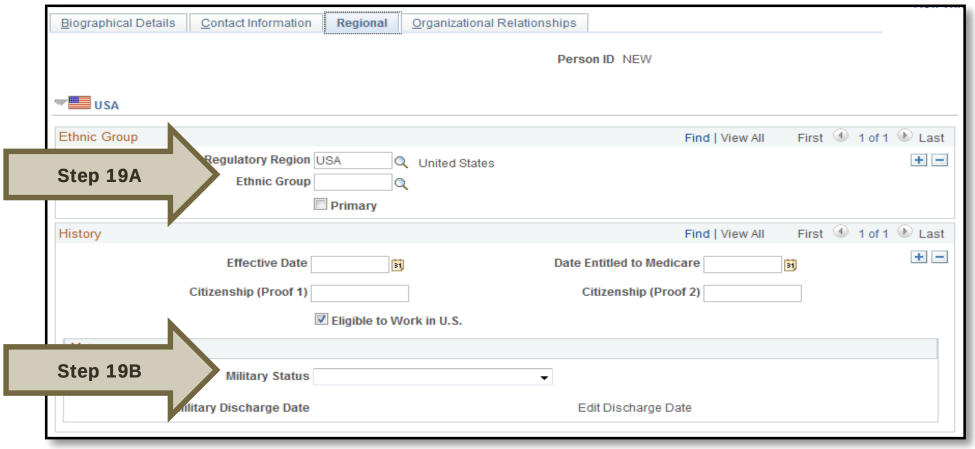
Step 16: Select Add Address Details and then Add Address to enter the employee's address information. Enter all requested address information in the Edit Address section and click OK. At least one home address must be listed.

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

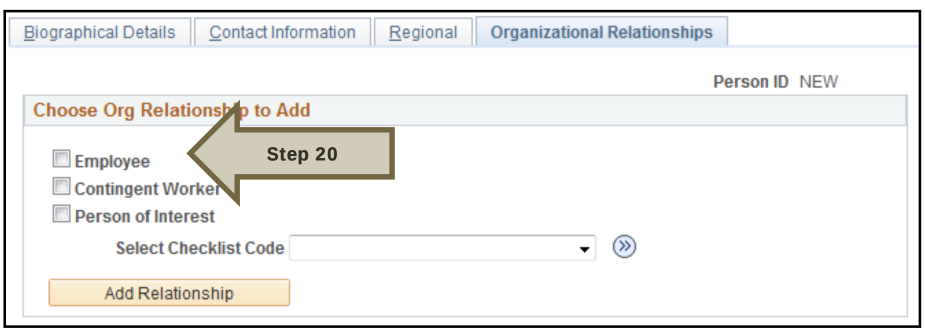
Step 18: Select from the Email Type drop-down menu and enter the email address. Do not check a preferred email address as PeopleSoft will automatically generate a business email address overnight.



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



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

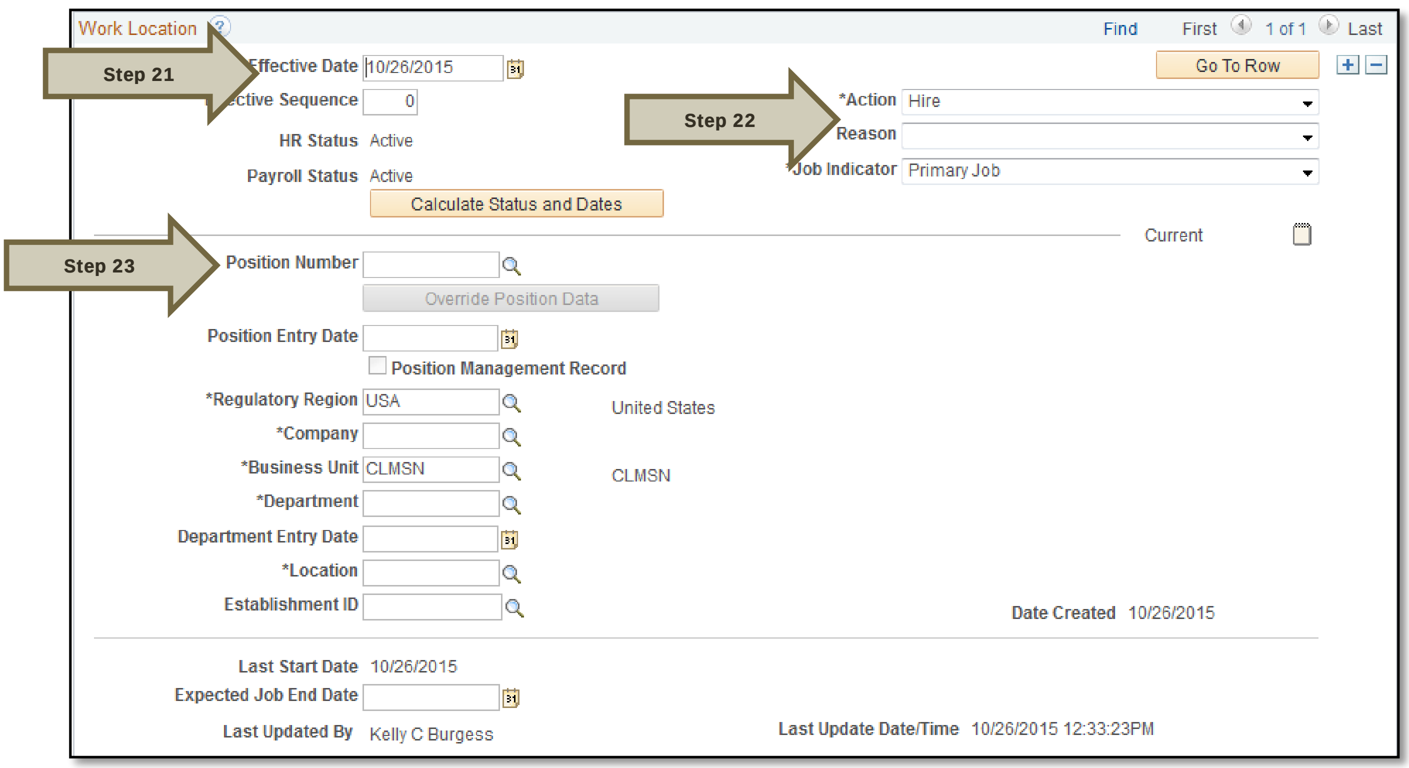


Step 21: Click the Work Location tab and enter the Effective Date (Hire Date) the employee will begin work. If hiring a new employee, this should match the effective date provided in the personal information.

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

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

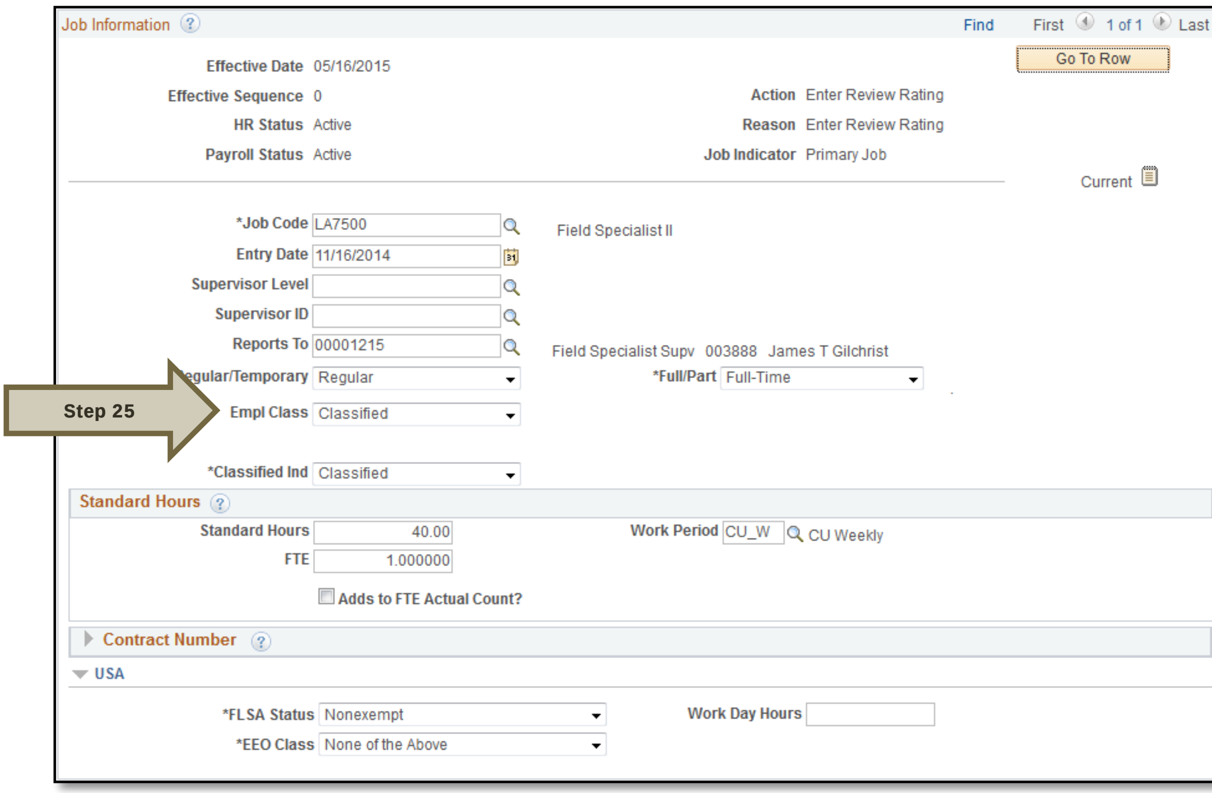
Step 23: Verify the position number.



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

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

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



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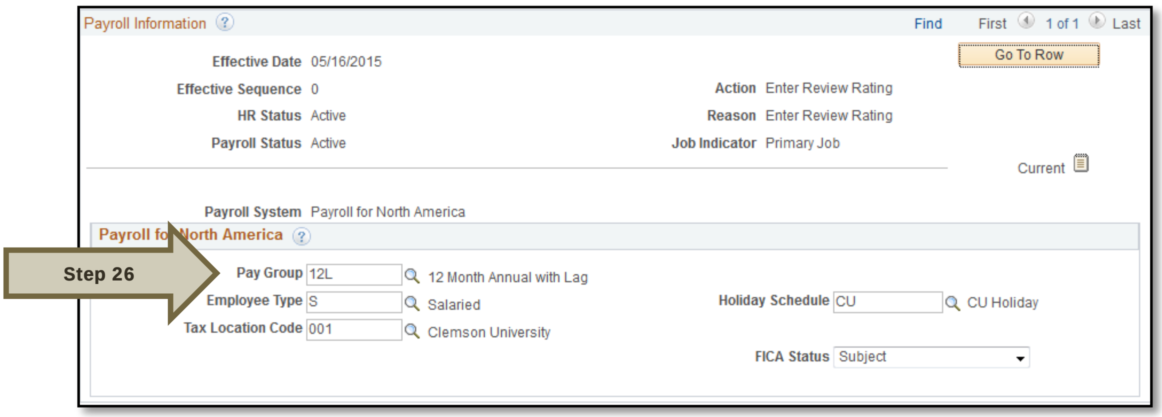
Step 26: Click the Payroll Information tab and choose the applicable Pay Group from the options provided using the magnifying glass.

Pay groups include:

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



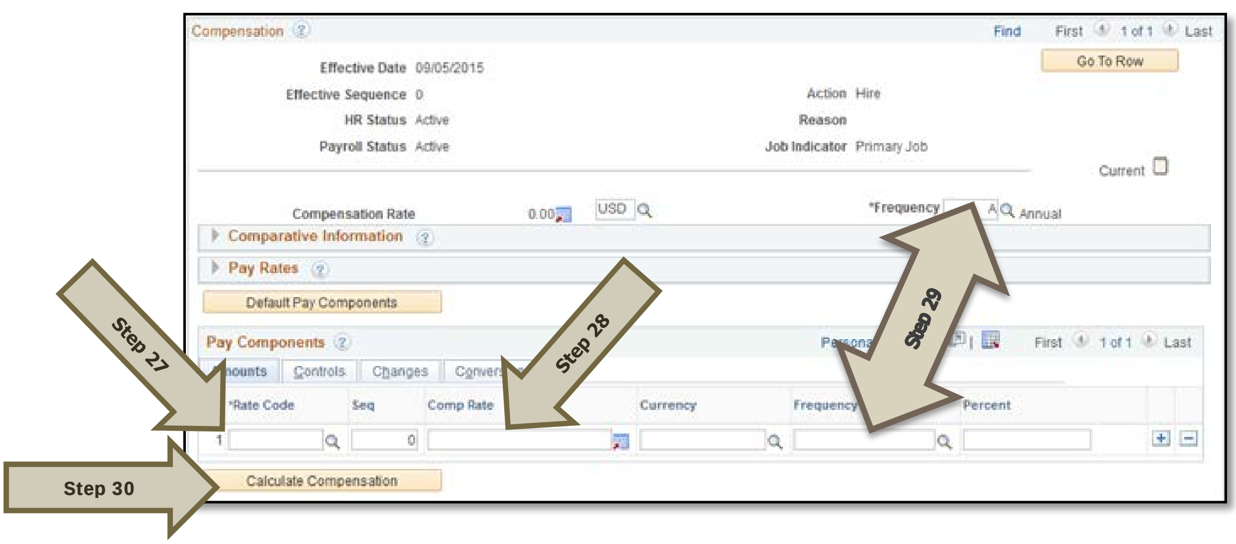
Step 27: Click on the Compensation tab and select the Rate Code.

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

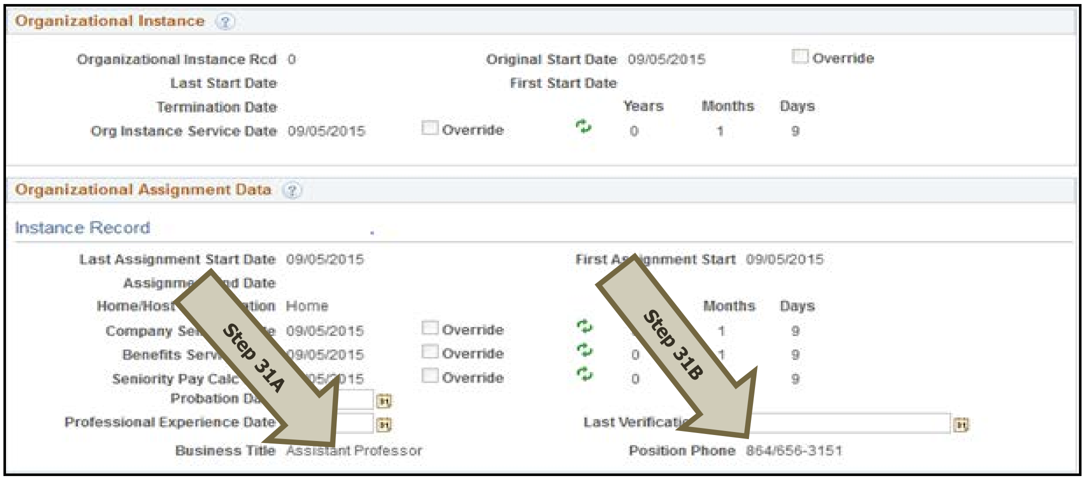
Step 28: Enter the Comp Rate, which is either the employee's annual salary or the hourly rate (if paid by the hour).

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

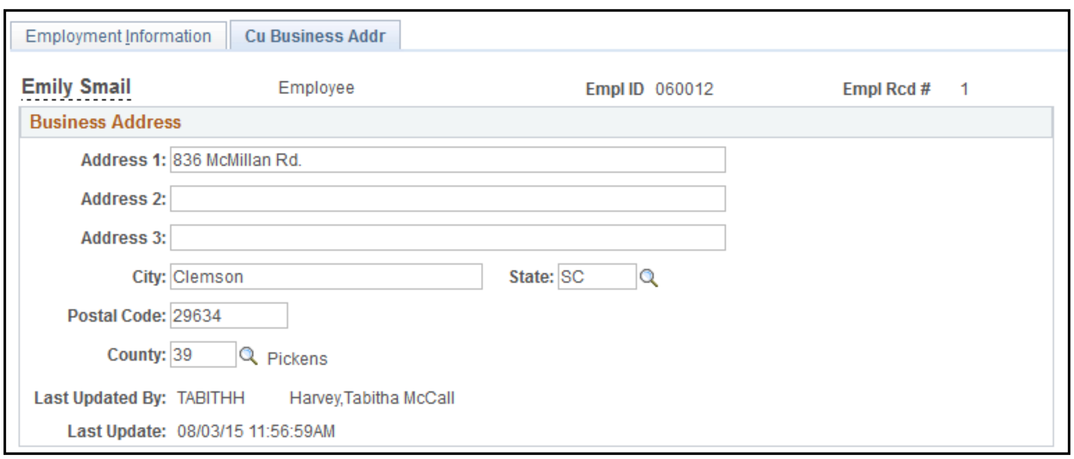
Step 30: Click Calculate Compensation.



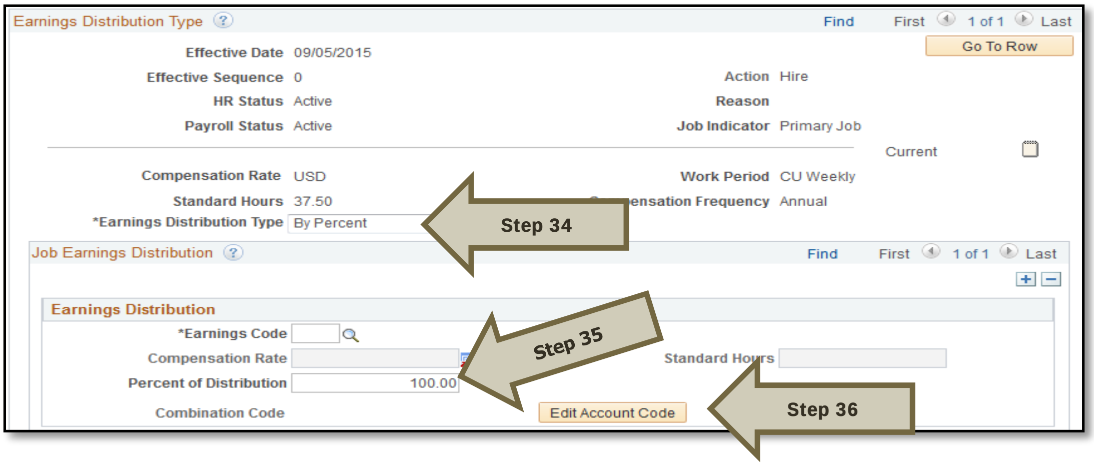
Step 31: Click on the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.



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

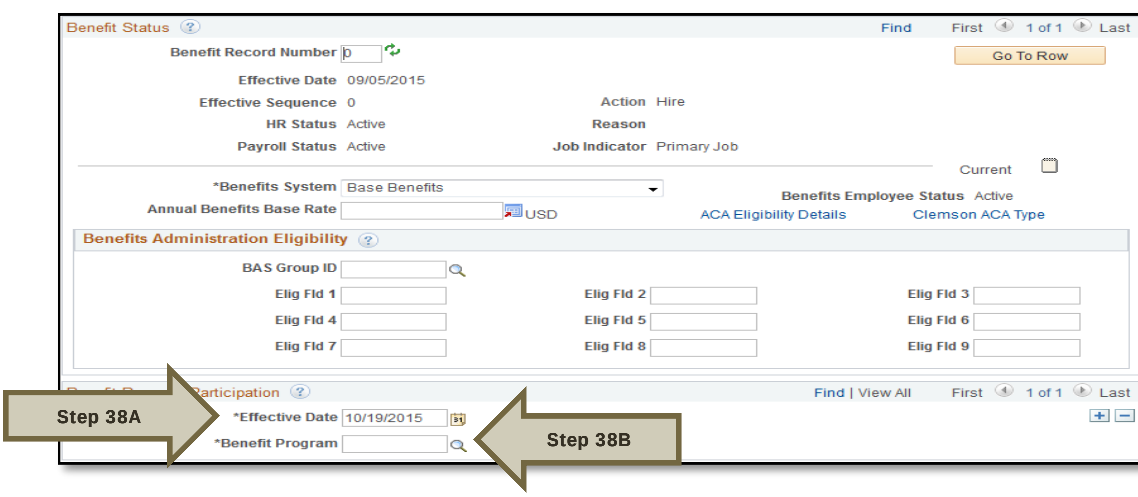


Step 33: Choose the Earnings Distribution tab and enter the account codes.
Step 34: Select either “By Percent” or **“**By Amount” as the Earnings Distribution Type.
Step 35: Enter the Percent of Distribution or the Amount for each account code.
Step 36: Click Edit Account Code to enter the combination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



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

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

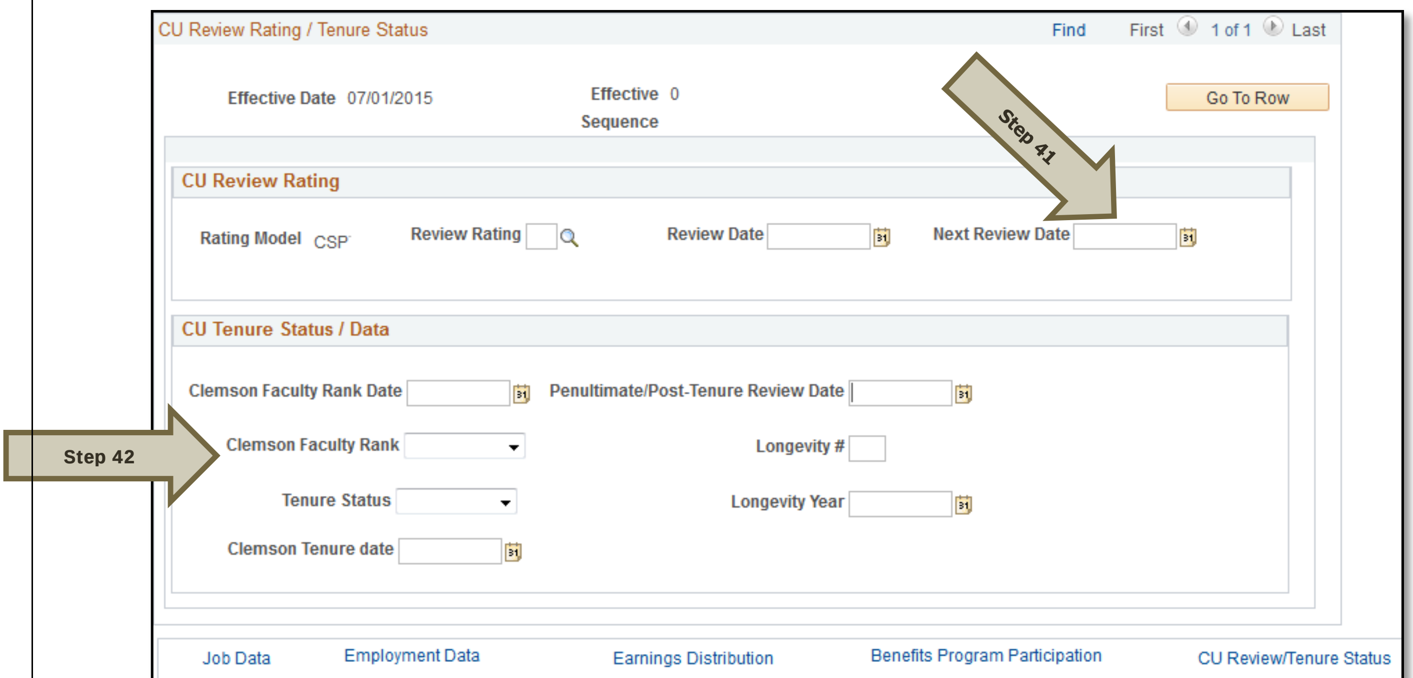


Additional Information: Ensure the effective date in the Benefits Program Participation section matches the effective date in the hire record.

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

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

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

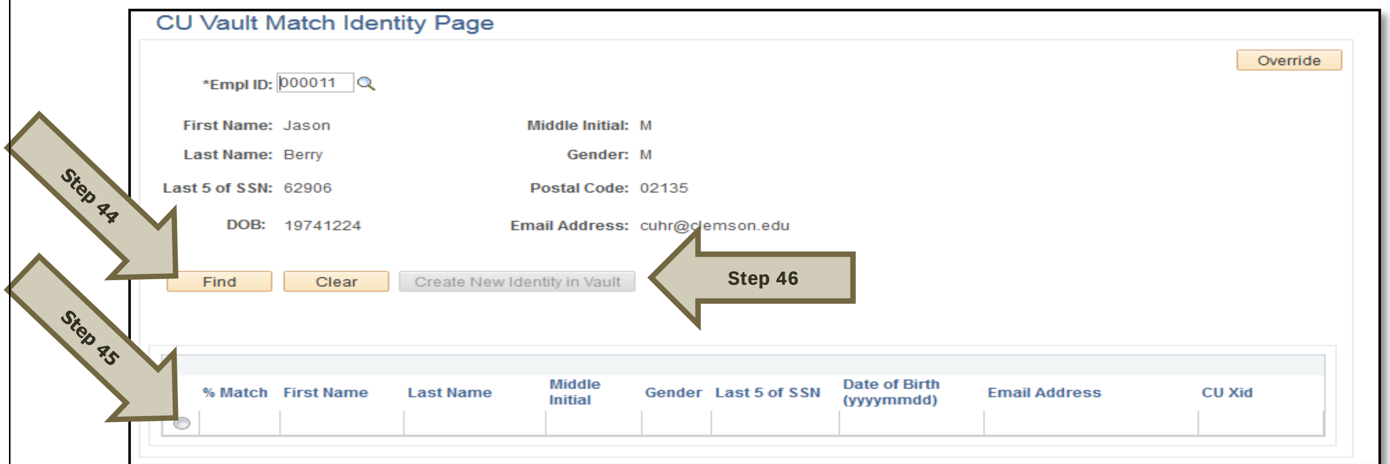


Step 43: Click Ok to be taken to the vault matching page. The employee's ID number and personal information appear on the page.

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

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

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

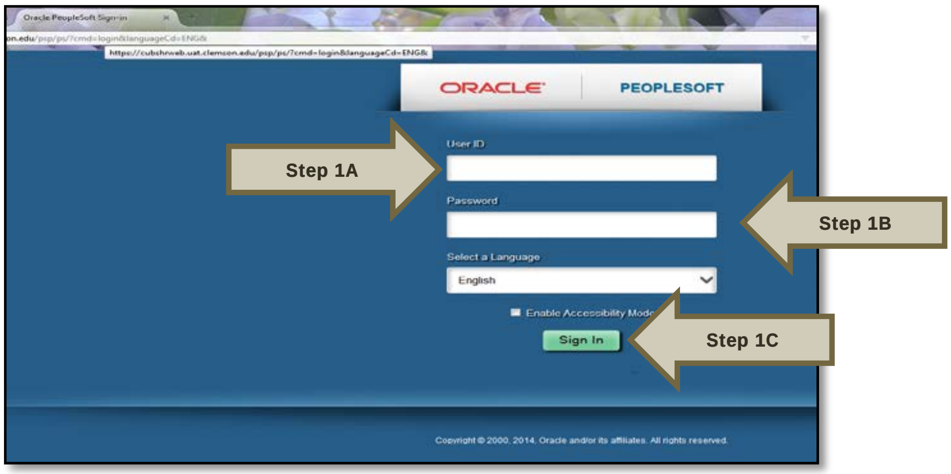


Additional Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the *ACA Override Type* quick reference for instructions.

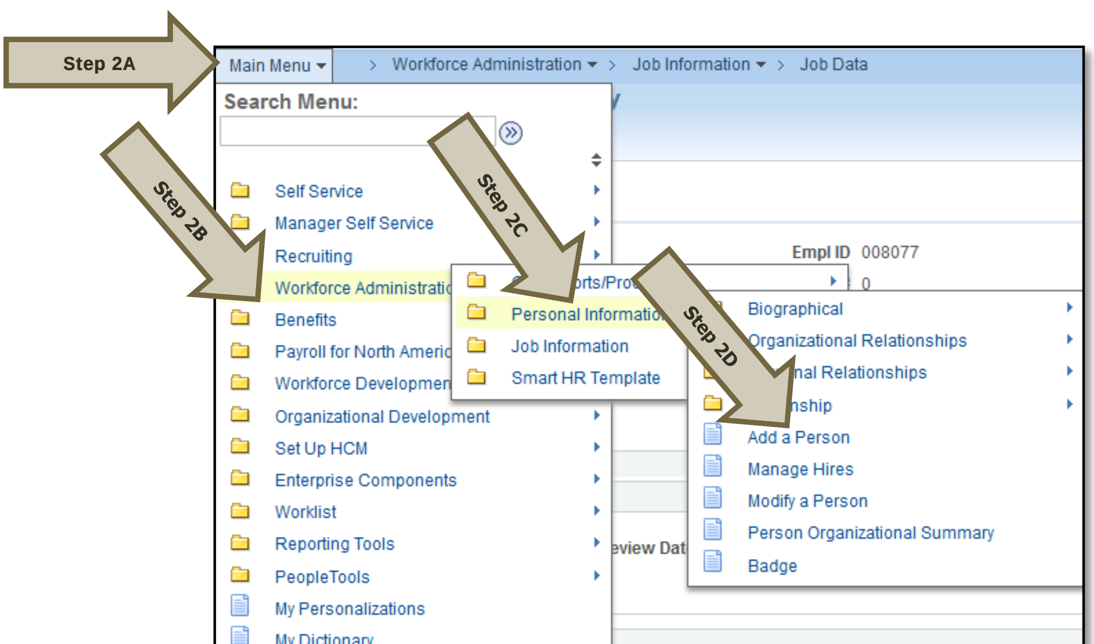
Add a Person

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

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



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



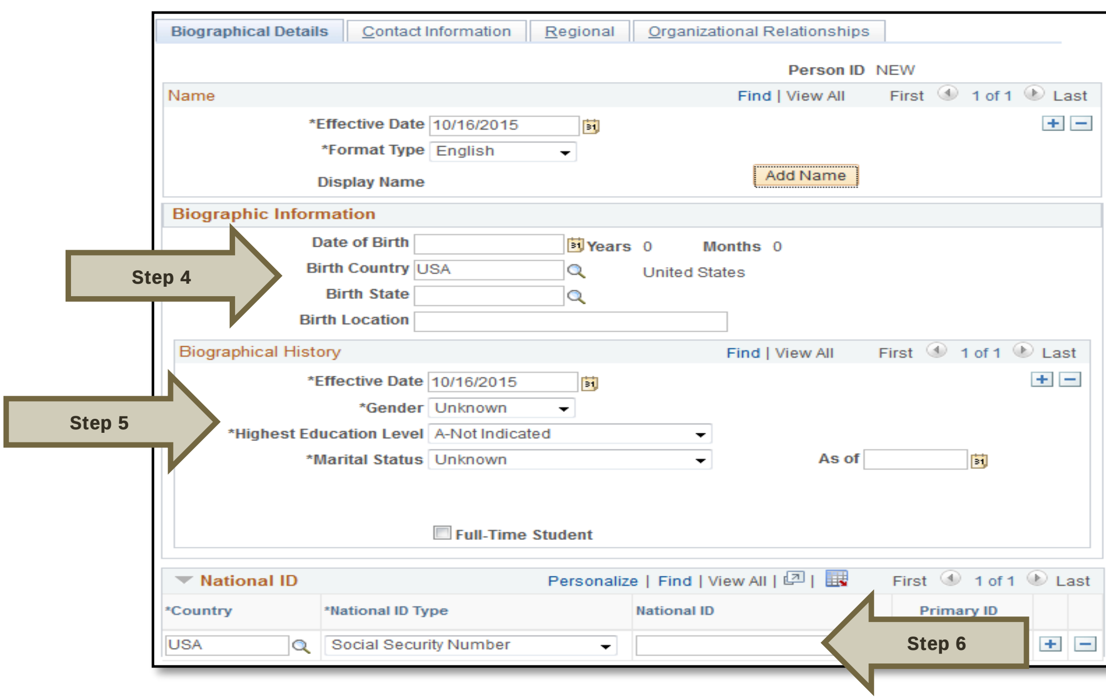
Step 3: Click Add Person to enter the employee's personal information into the PeopleSoft record.

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

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

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

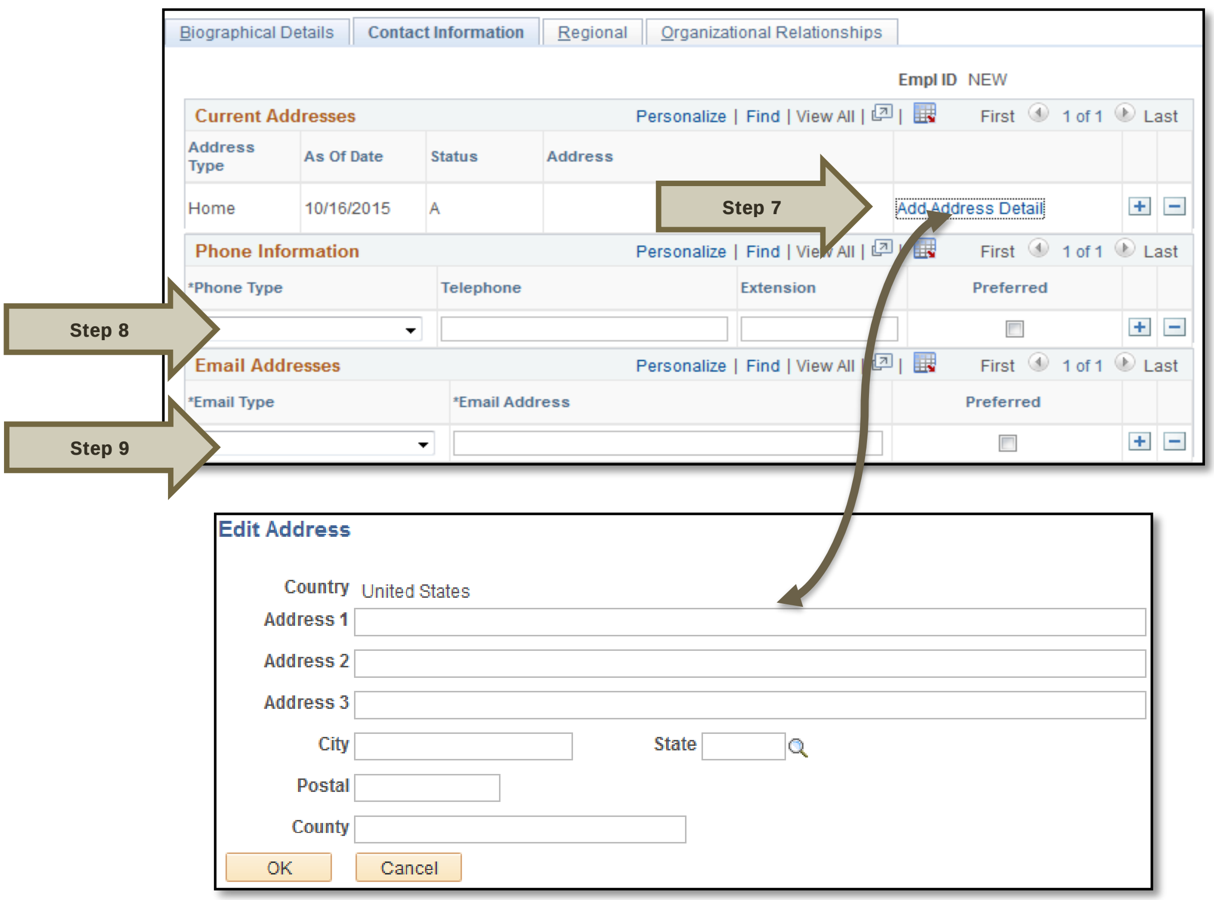
Step 6: Under the National ID section, select "Social Security Number" from the National ID Type drop-down and enter the social security number (no dashes) in the National ID field.



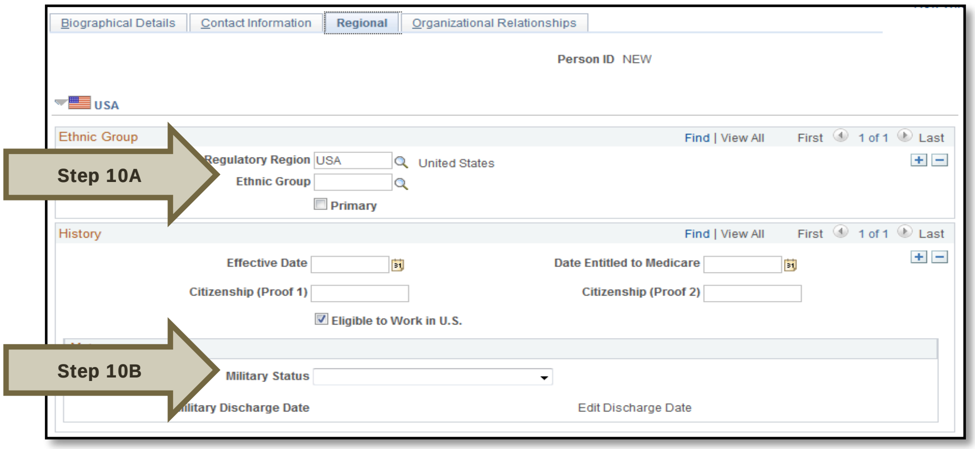
Step 7: Select Add Address Details then Add Address to enter the employee's address information. Enter the address and click OK. At least one home address must be listed.

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

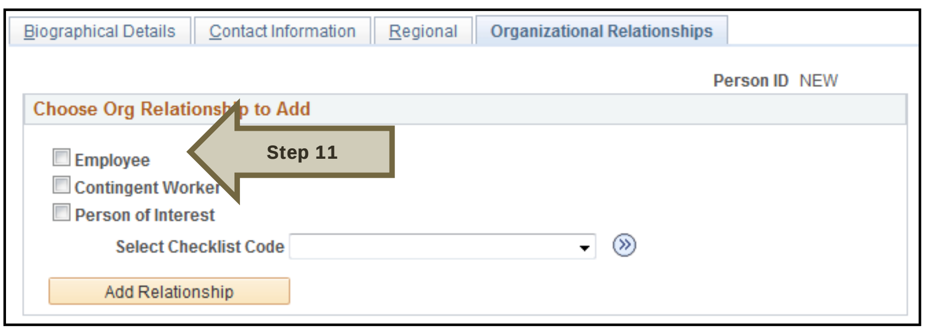
Step 9: Select from the Email Type drop-down menu and enter the email address. Do not check a preferred email address, as PeopleSoft will automatically generate a business email address overnight.



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



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

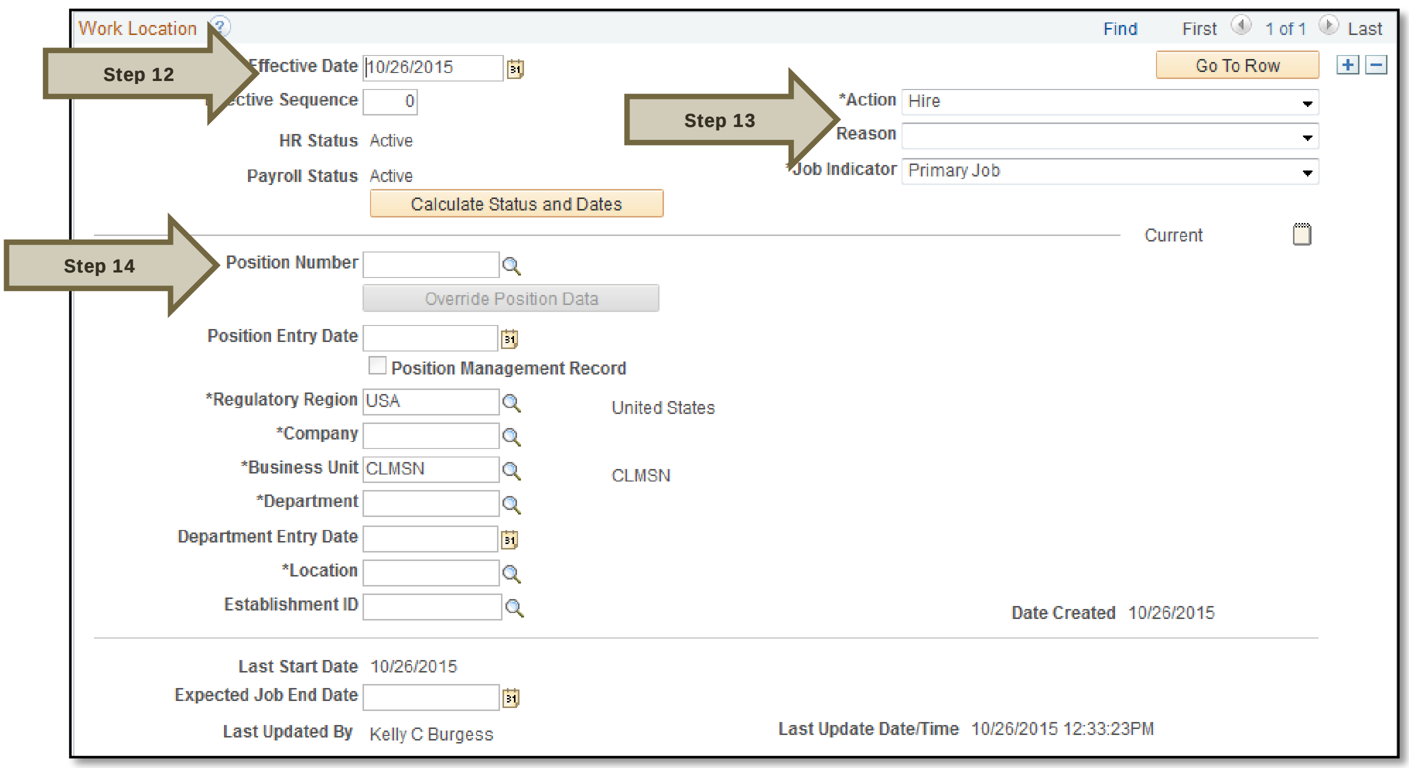


Step 12: Click the Work Location tab and enter the Effective Date (Hire Date) the employee will begin work. If hiring a new employee, this should match the effective date provided in the personal information.

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

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

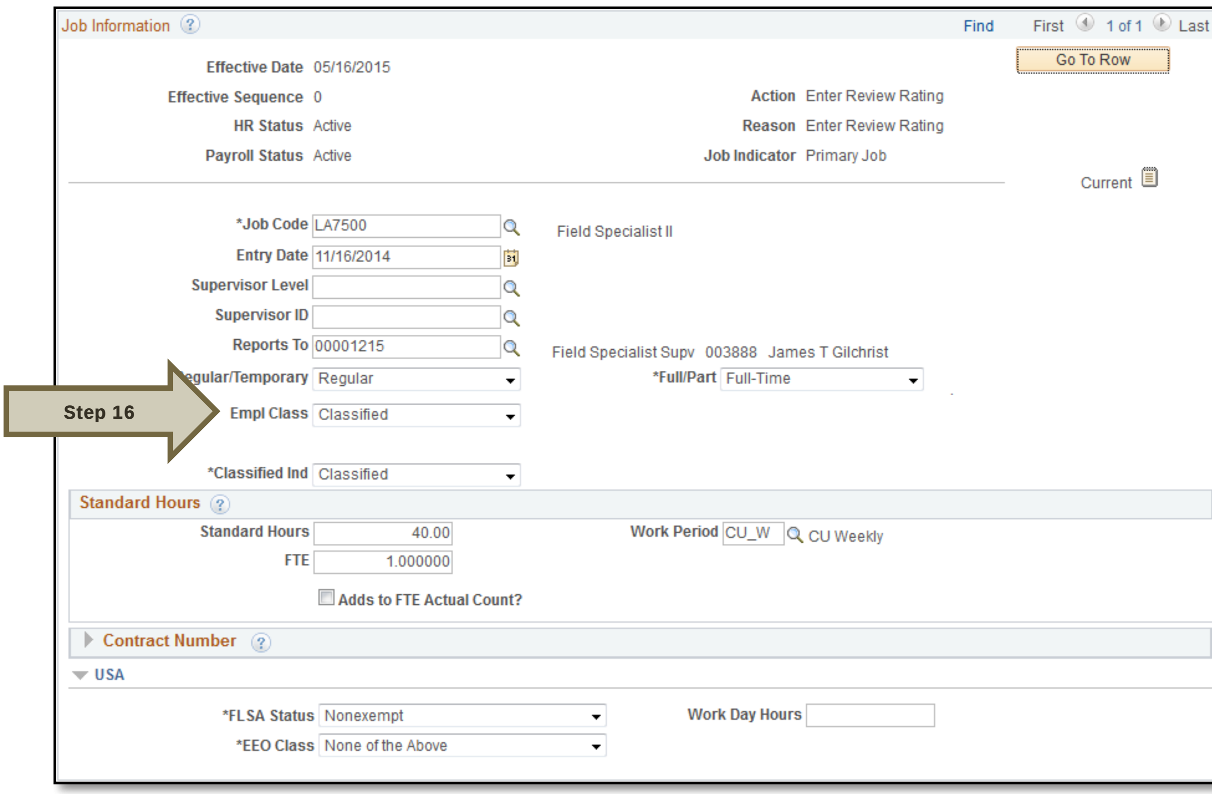
Step 14: Verify the position number.



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

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

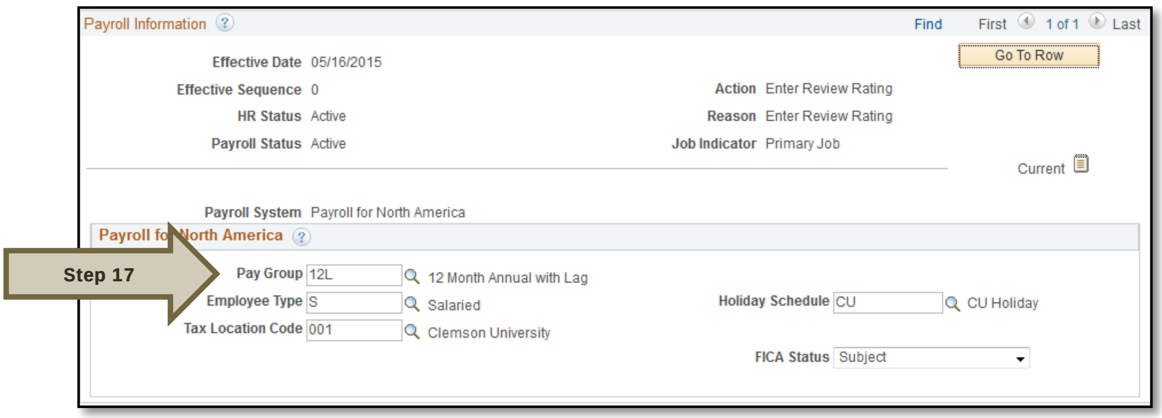
Additional Information: Do not change the FLSA or EEO class information.



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

Pay groups include:

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



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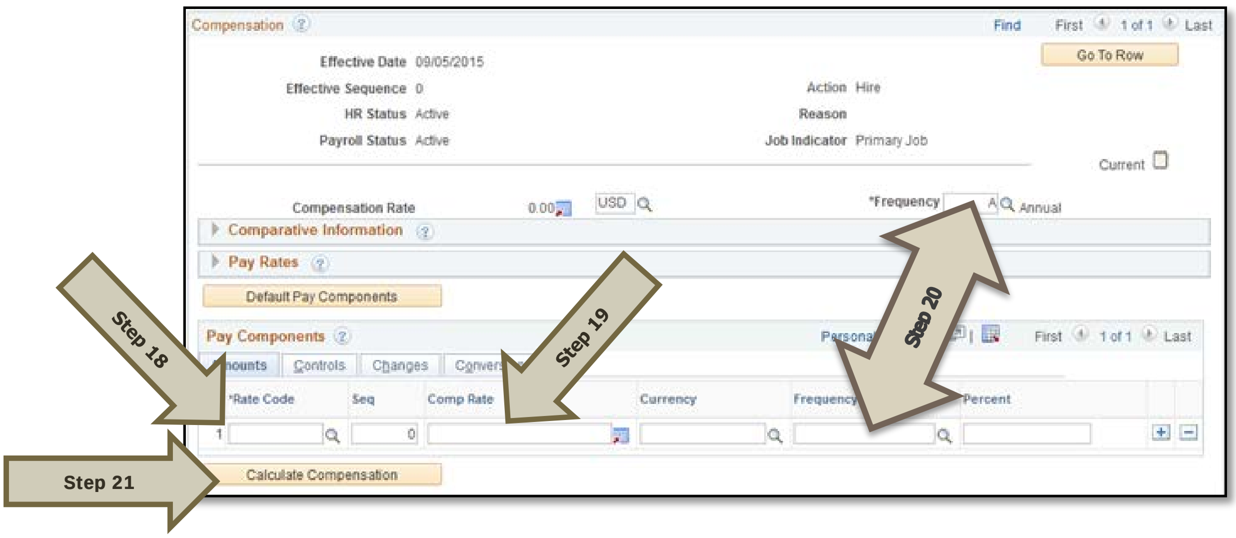
Step 18: Click on the Compensation tab and select the Rate Code.

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

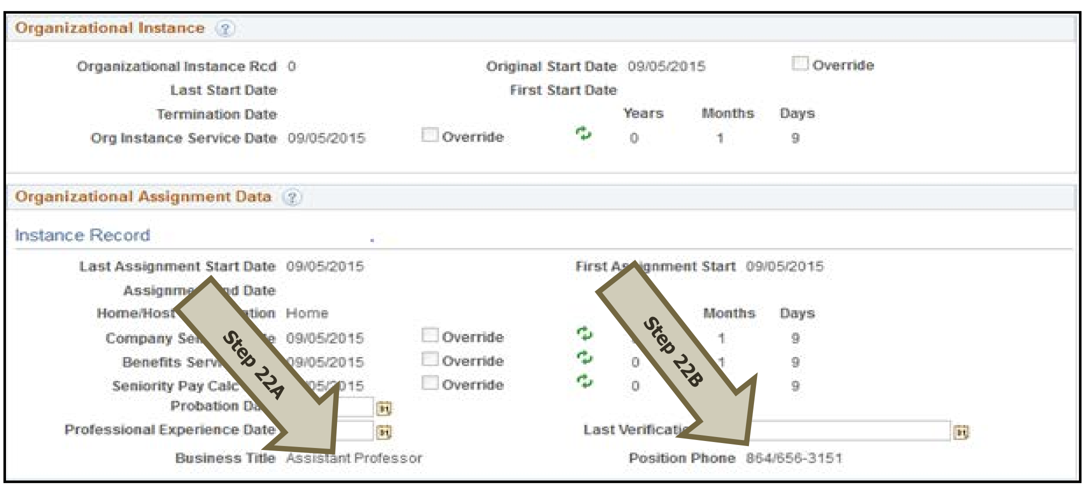
Step 19: Enter the Comp Rate, which is either the employee's annual salary or the hourly rate (if paid by the hour).

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

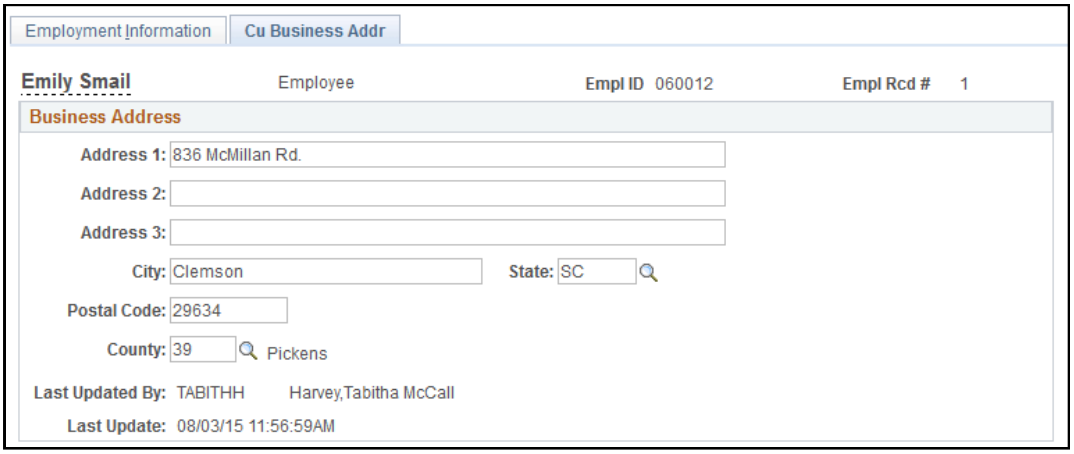
Step 21: Click Calculate Compensation.



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



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



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

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

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

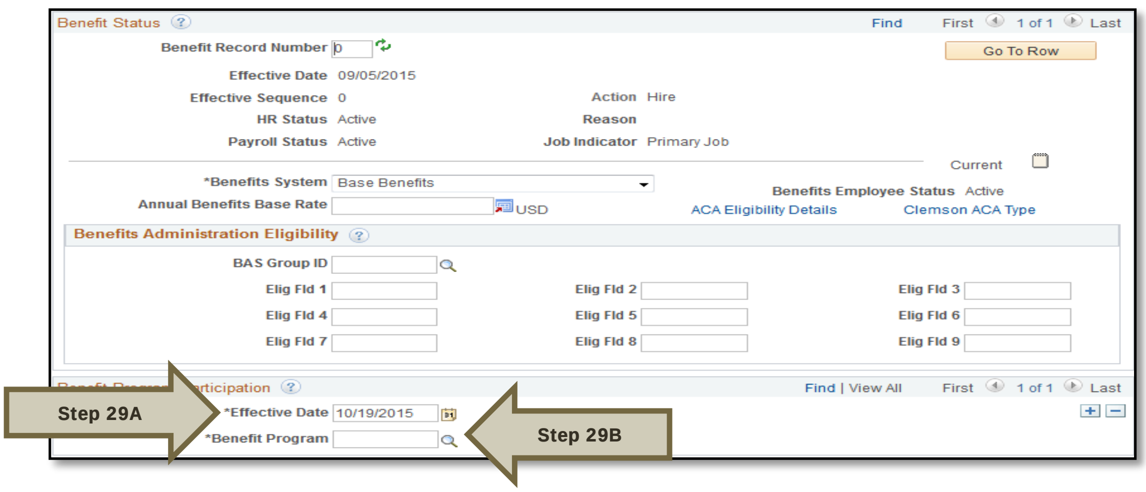
Step 27: Click Edit Account Code to enter the account, fund, department, program code, class field and project grant numbers.

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

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

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

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

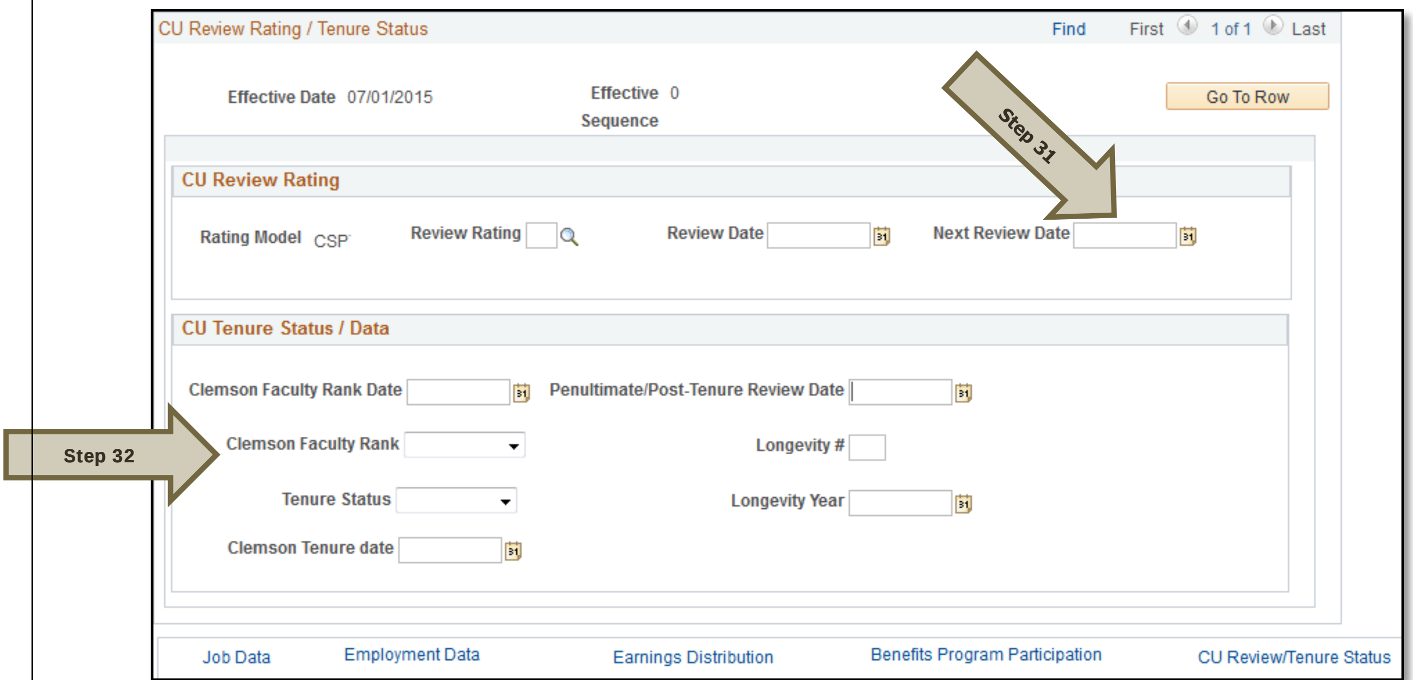


Additional Information: Ensure that the effective date in the Benefit Program Participation section matches the effective date in the hire record.

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

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

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

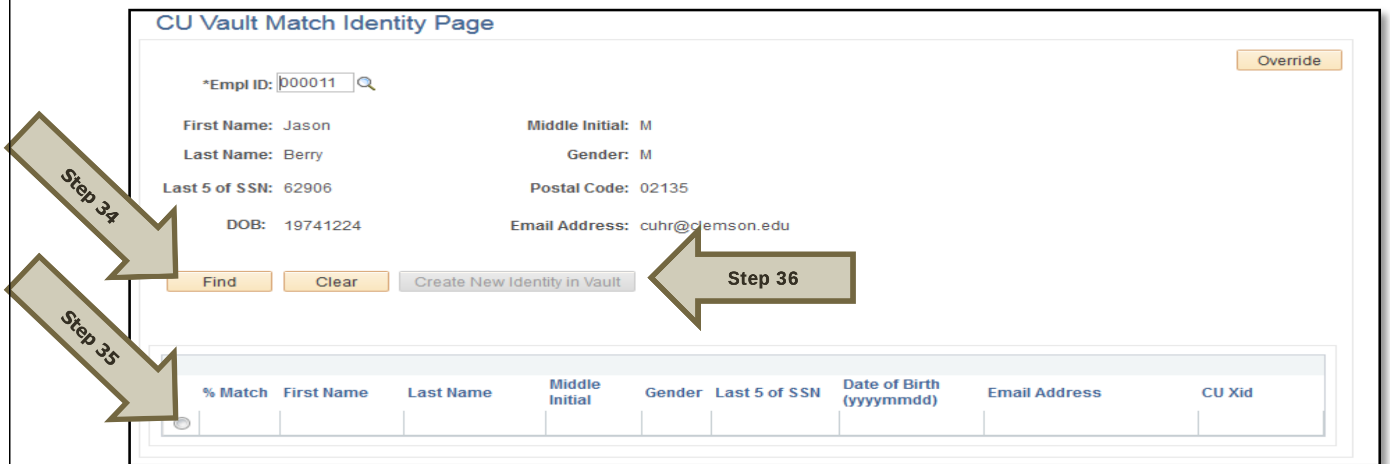


Step 33: Select Ok to be taken to the vault matching page. The employee's ID number and personal information appear on the page.

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

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

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



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

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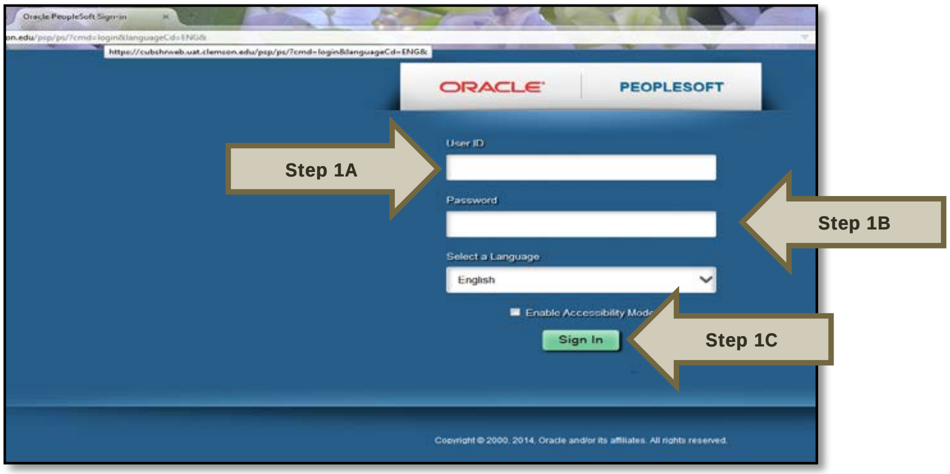
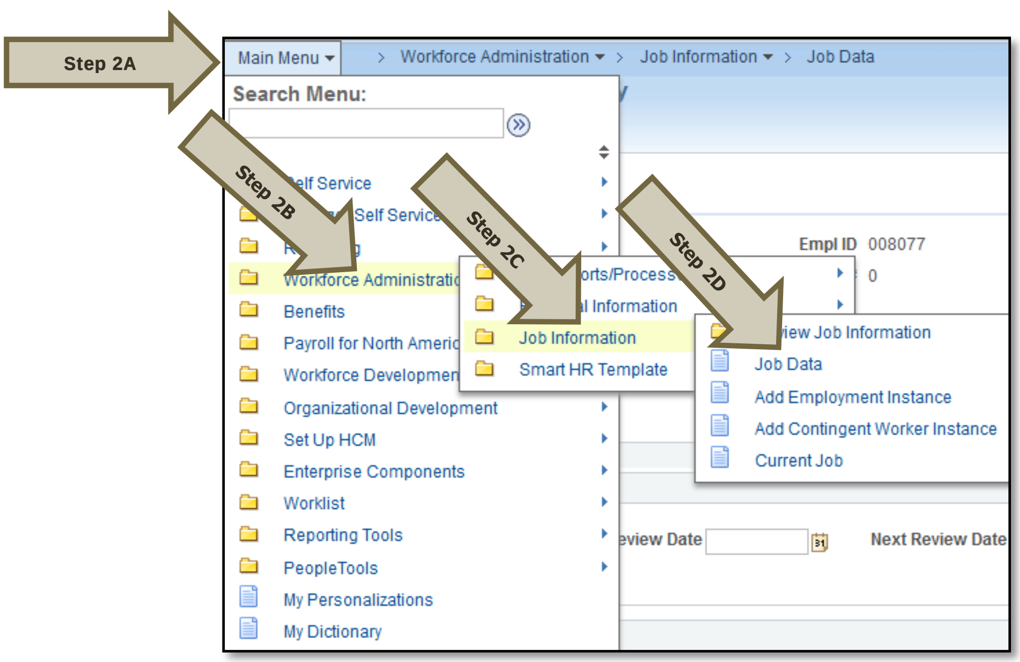
Rehire

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

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



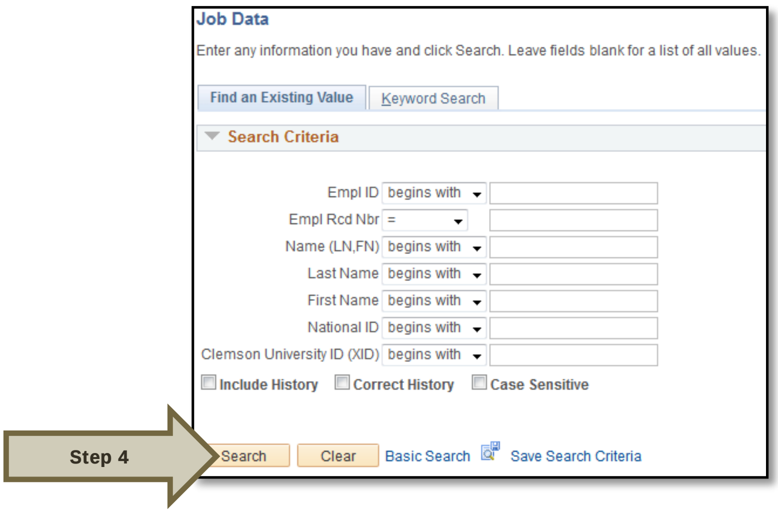
Step 2: Navigate to (A) Main Menu > (B) Workforce Administration > (C) Job Information > (D) Job Data to access the employee's record**.**



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

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

Additional Information: If your search results in more than one record, verify the information on the record you select.



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

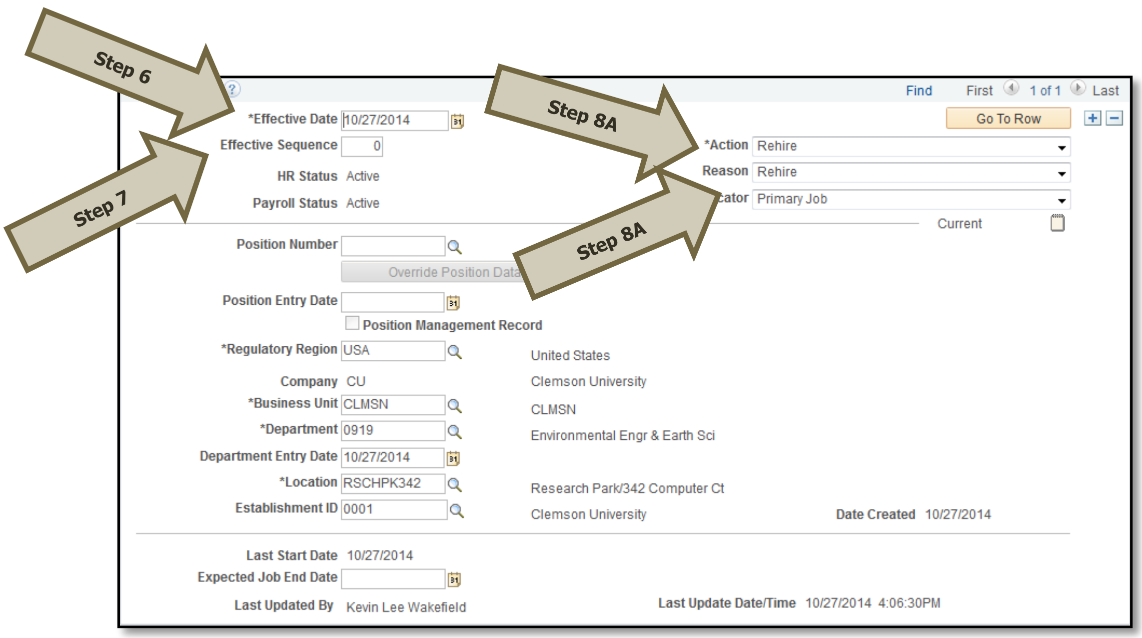
Step 6: Enter the Effective Date (Hire Date).

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

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

Step 9: Verify the position number and title.

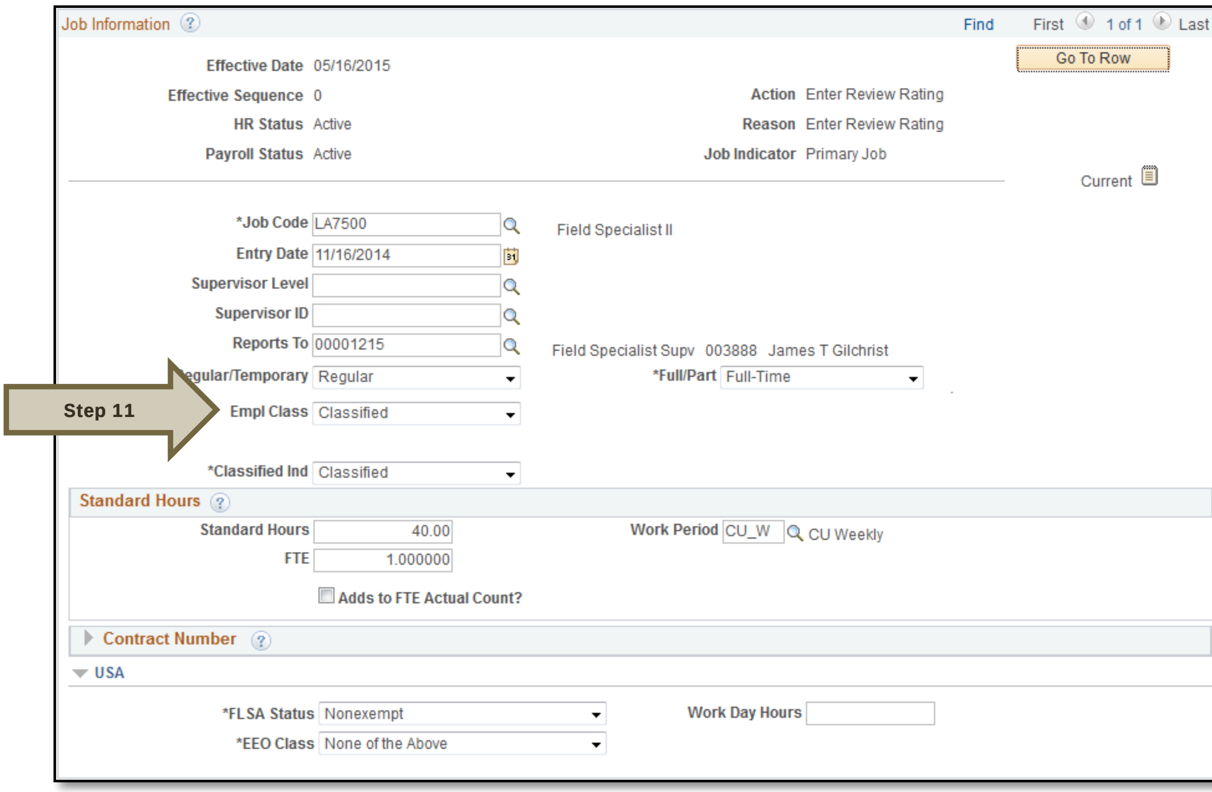
- If hiring into a temporary assignment, temporary grant, or time-limited position, enter the position number.
- If hiring a student or intermittent employee, enter the department number.



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

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

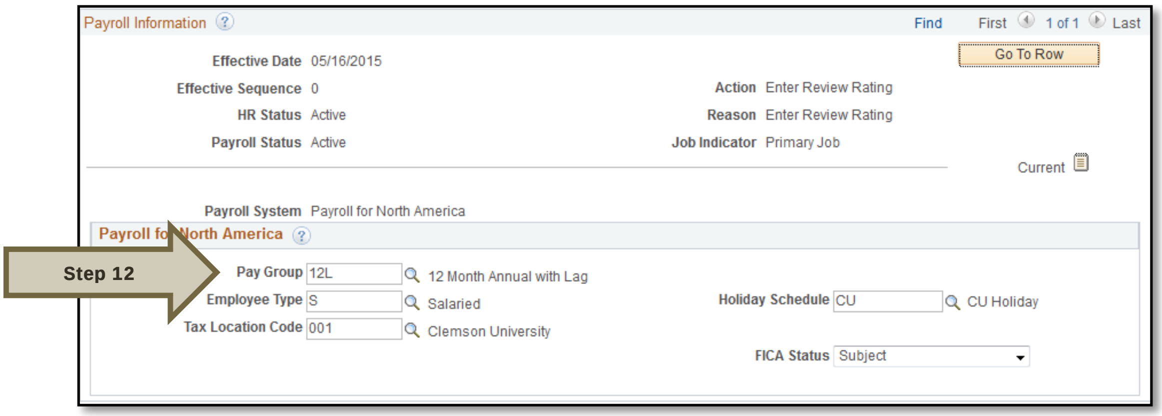
Additional Information: Do not change the FLSA or EEO class information.



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

Pay groups include:

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



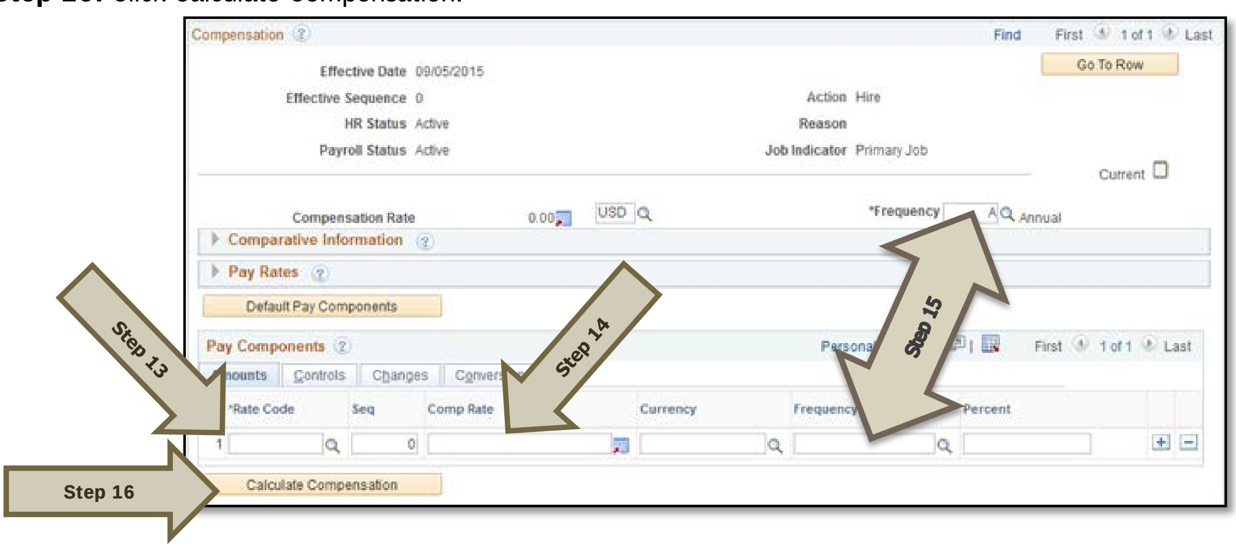
Step 13: Click on the Compensation tab and select the Rate Code.

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

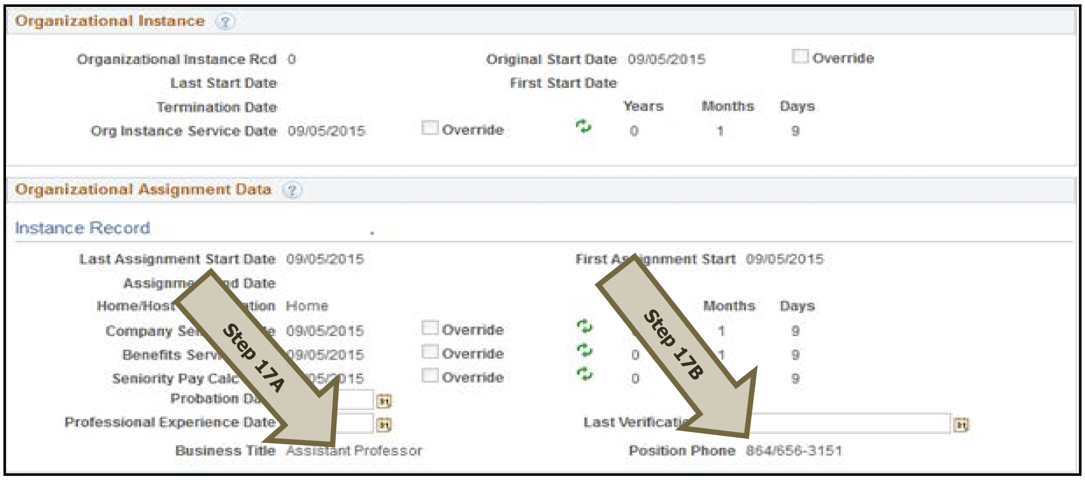
Step 14: Enter the Comp Rate, which is either the employee's annual salary or the hourly rate (if paid by the hour).

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

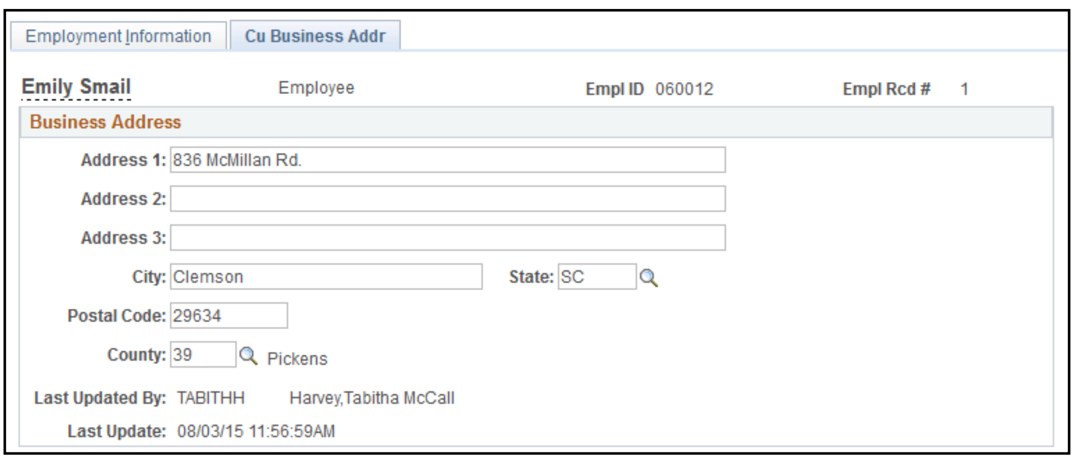
Step 16: Click Calculate Compensation.



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



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



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

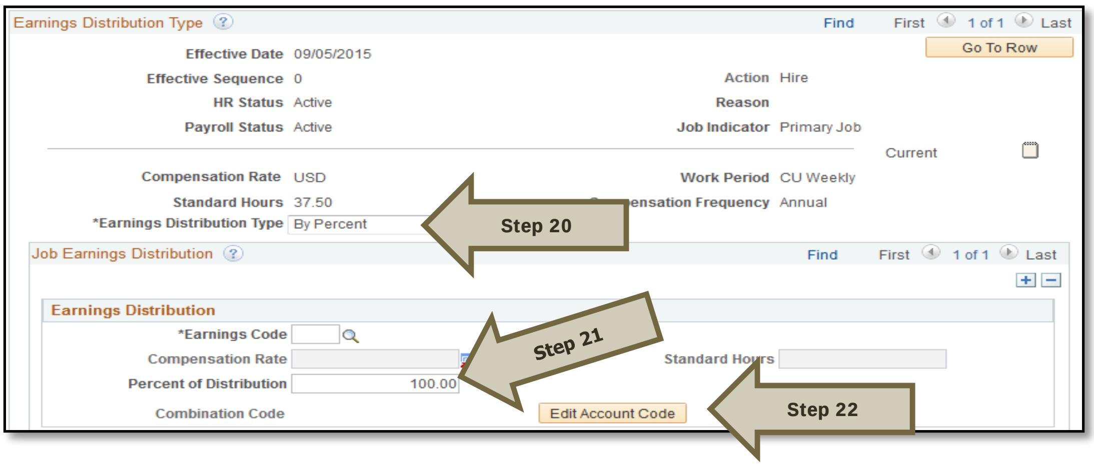
Step 20: Select either "By Percent" or **"**By Amount" as the Earnings Distribution Type.

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.



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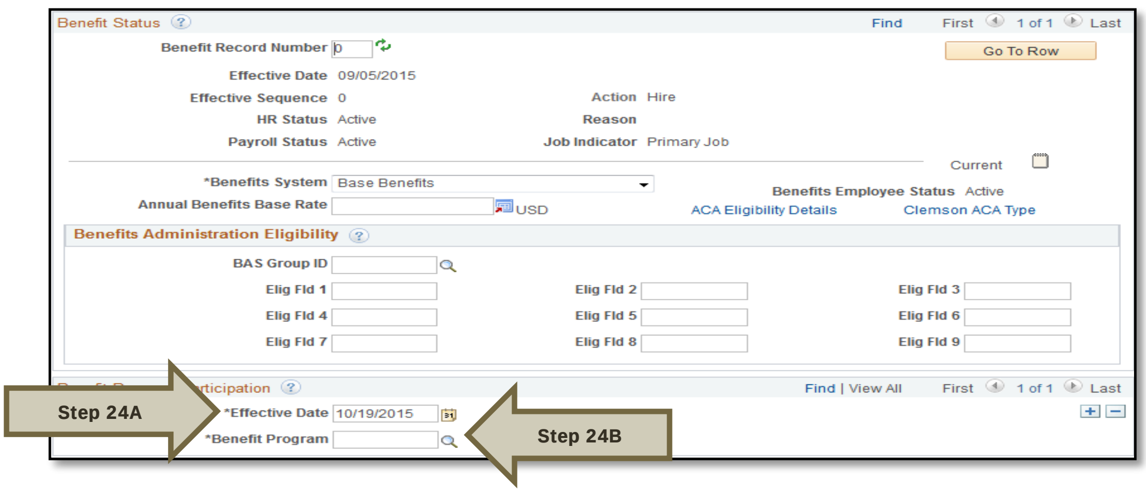
Step 24: Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program code**.** The program code will dictate the benefits, leave options and retirement options available to the employee. The Benefit Program code options include:

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

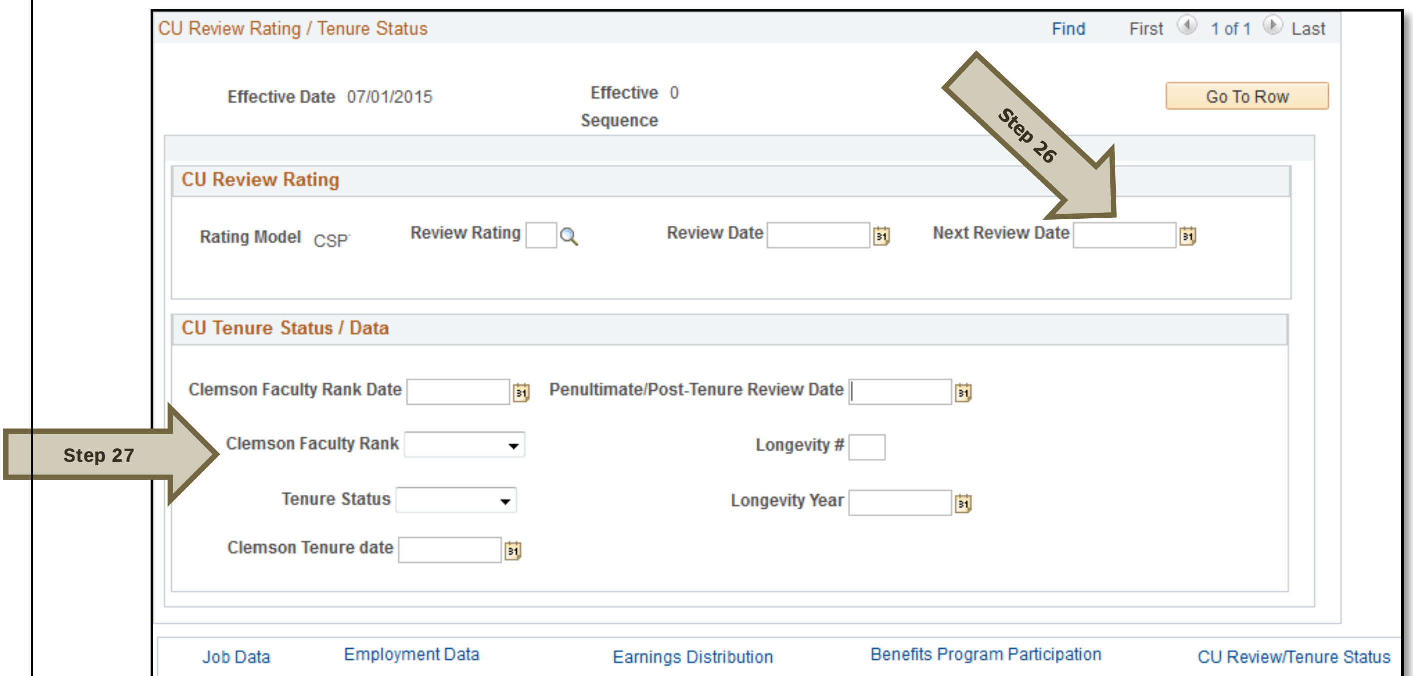


Additional Information: Ensure the effective date in the Benefit Program Participation section matches the effective date in the hire record.

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

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

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

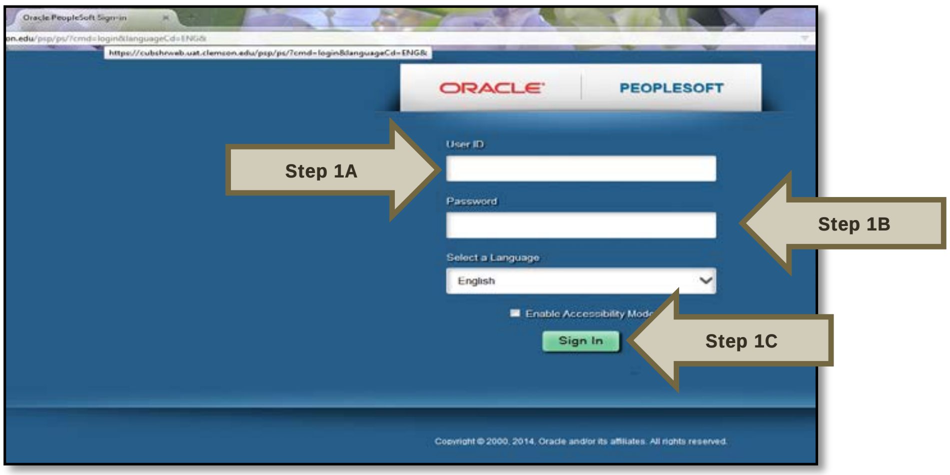


Additional Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the *ACA Override Type* quick reference for instructions.

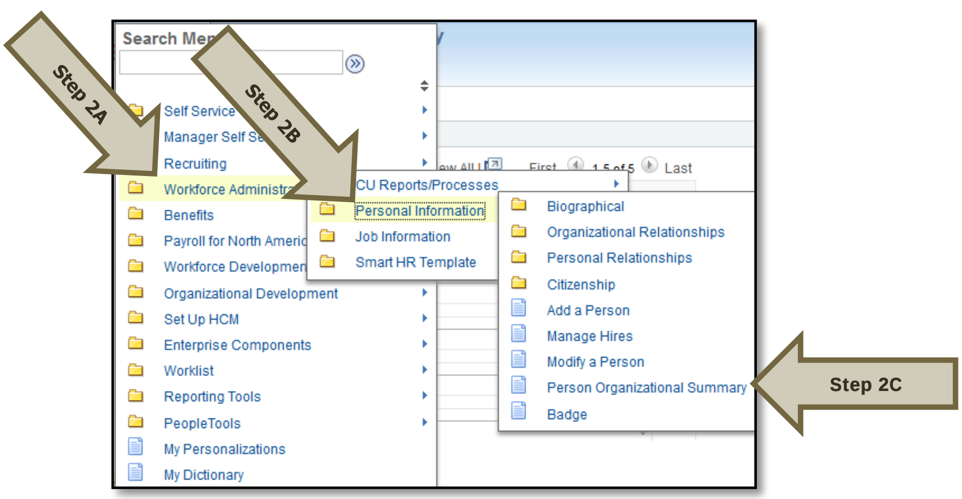
Add Employee Instance (Add Additional Job)

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

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



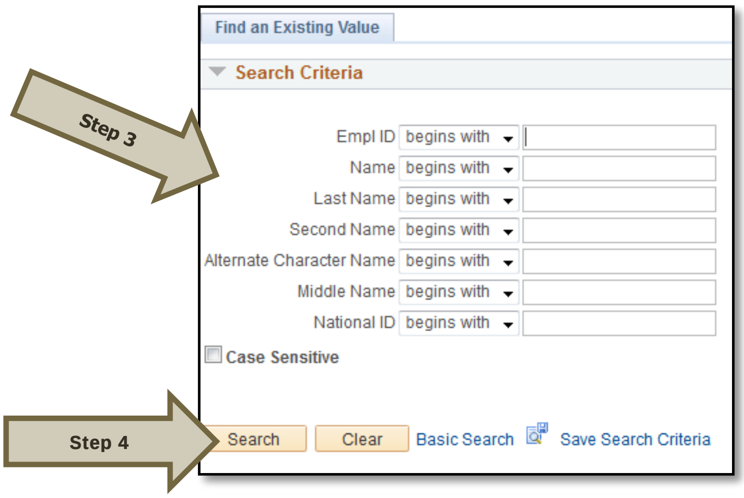
Step 2: Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Person Organizational Summary to determine the next employment record number to use.



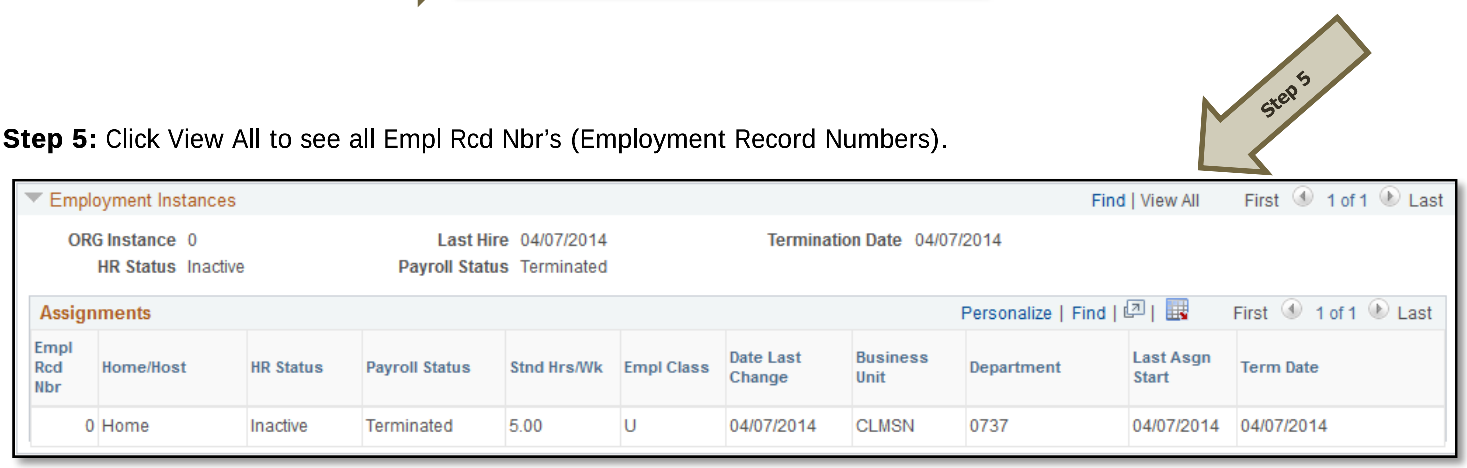
Step 3: In the Search Criteria section, enter the employee’s Empl ID, Name or National ID.

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

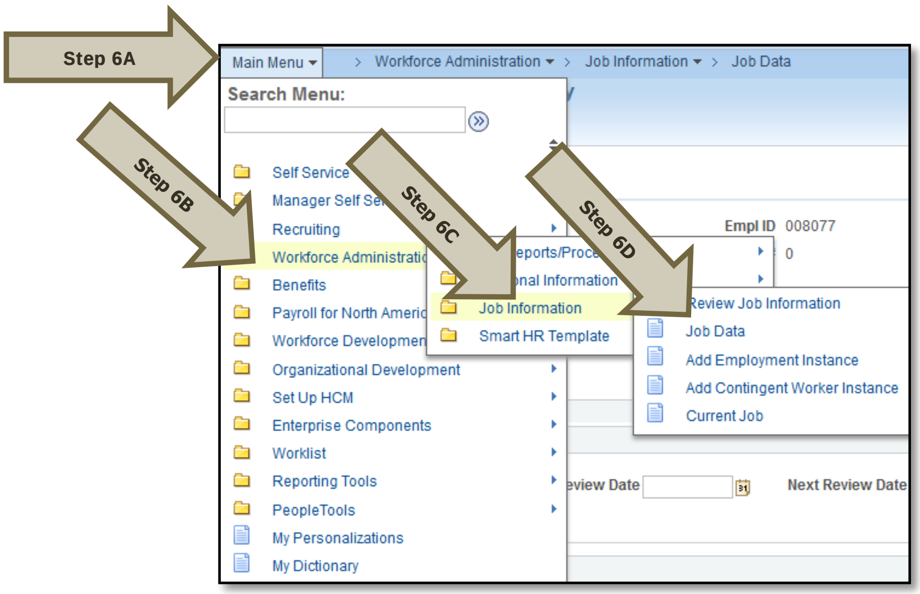
Additional Information: If your search results in more than one record, verify the information to be sure you select the correct record.



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

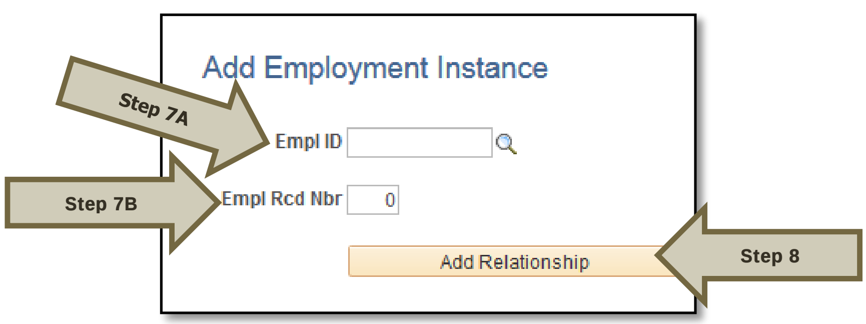


Step 6: **Step 6:** Navigate to (A) Main Menu > (B) Workforce Administration > (C) Job Information > (D) Job Data to access the employee's record**.**



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

Step 8: Click Add Relationship.



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

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

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

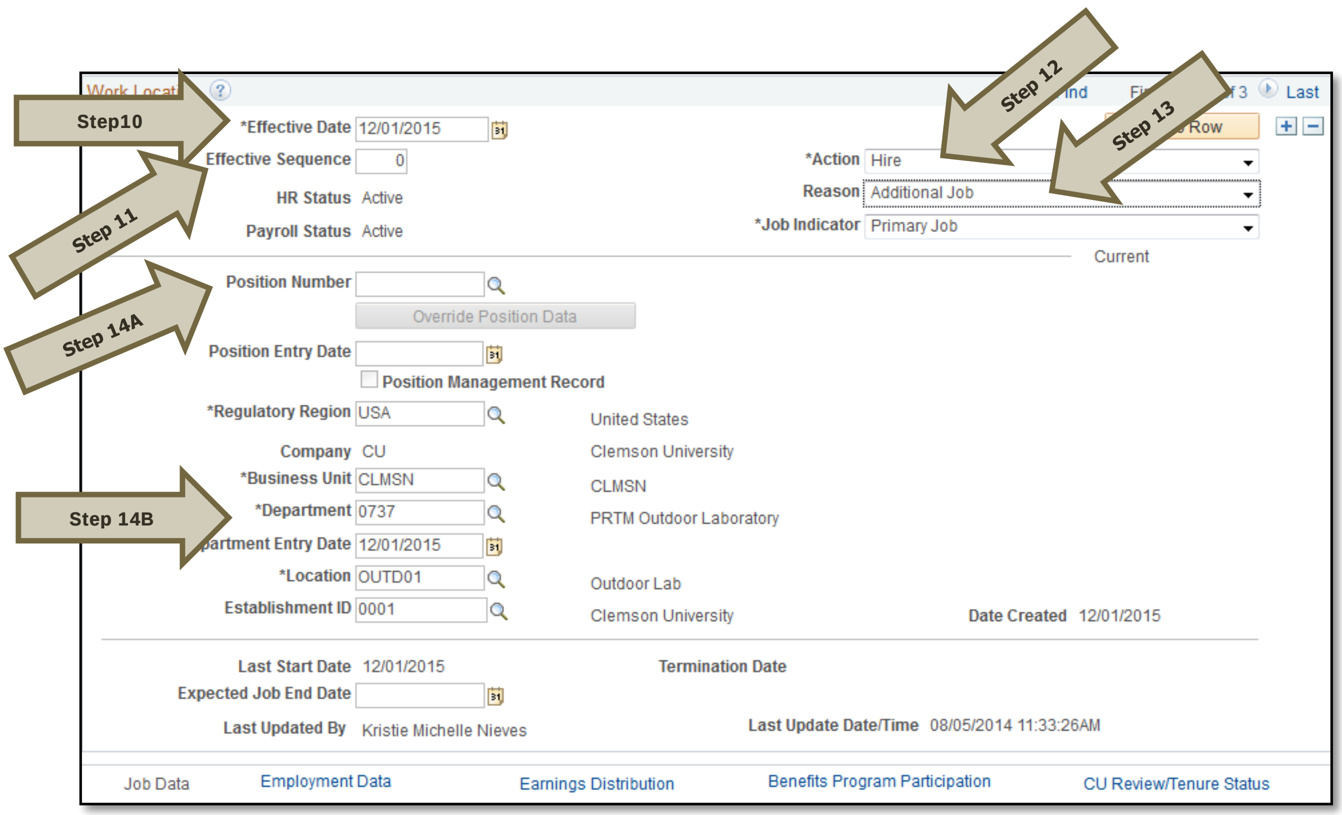
Step 12: Choose Hire from the Action drop-down menu.

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

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

OR

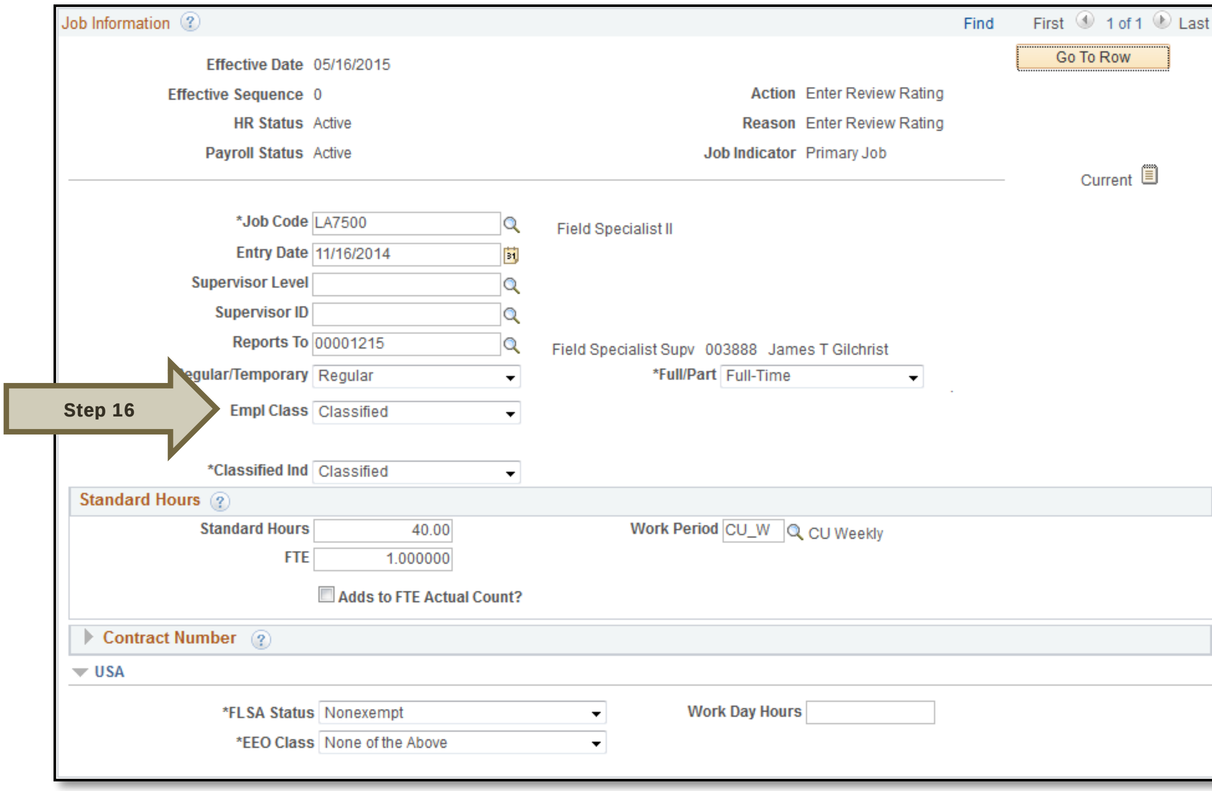
(B) If hiring a student or intermittent employee, enter the department number.



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

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

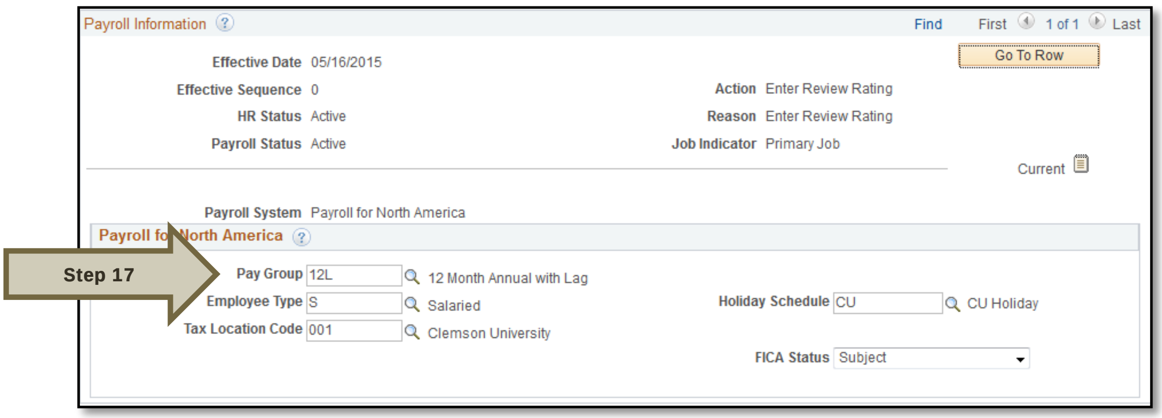
Additional Information: Do not change the FLSA or EEO class information.



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

Pay groups include:

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



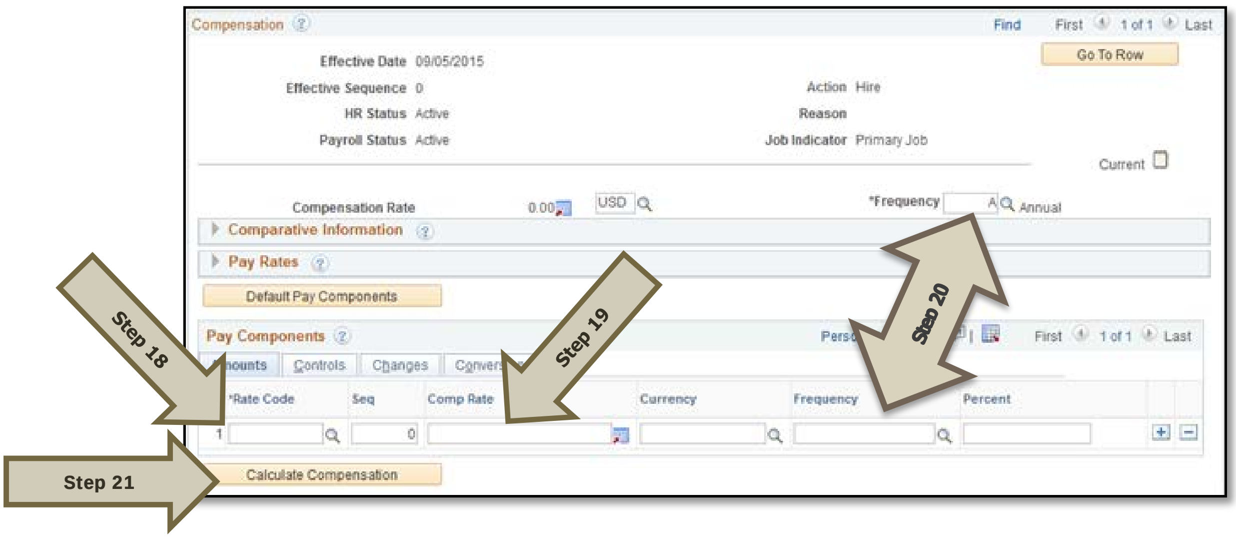
Step 18: Click the Compensation tab and select the Rate Code.

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

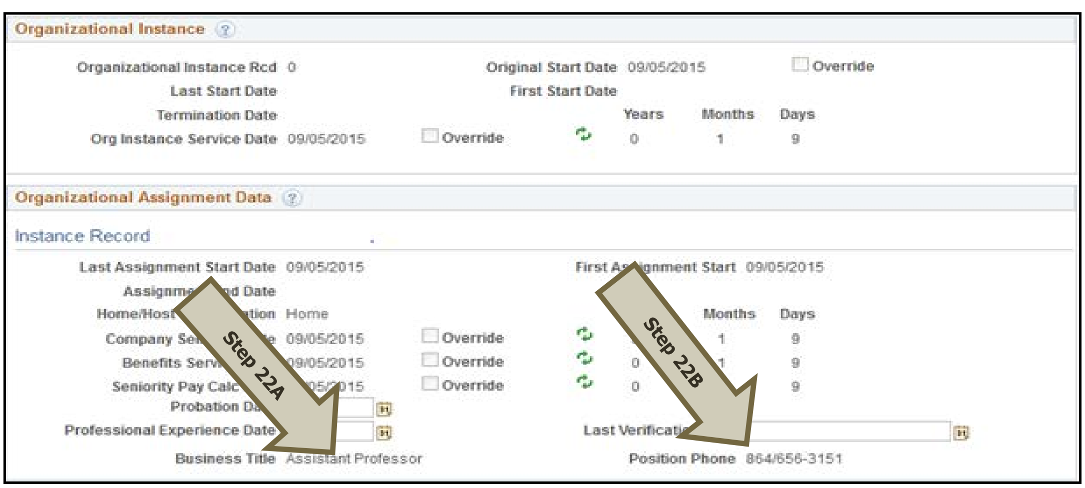
Step 19: Enter the Comp Rate, which is either the employee's annual salary or the hourly rate (if paid by the hour).

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

Step 21: Click Calculate Compensation.



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



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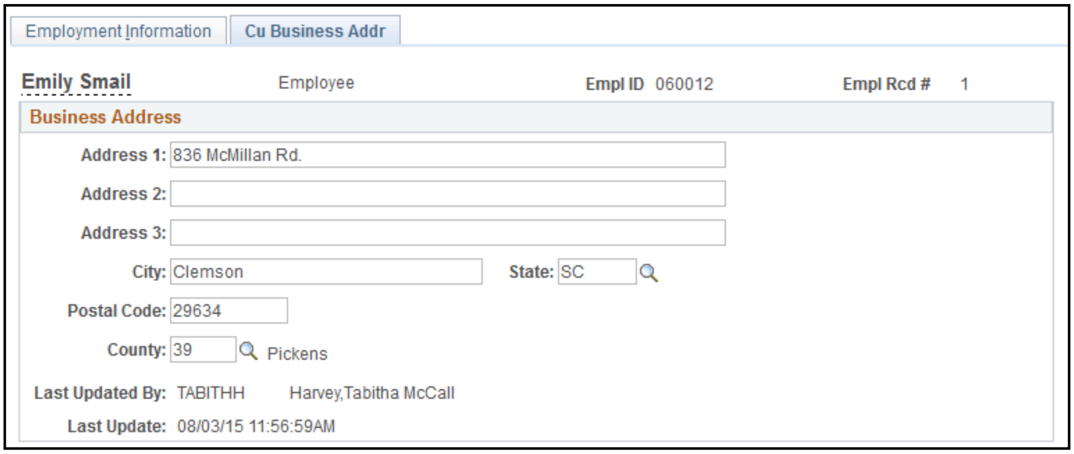
Step 23: Click on the CU Business Addr tab and enter the business address.



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
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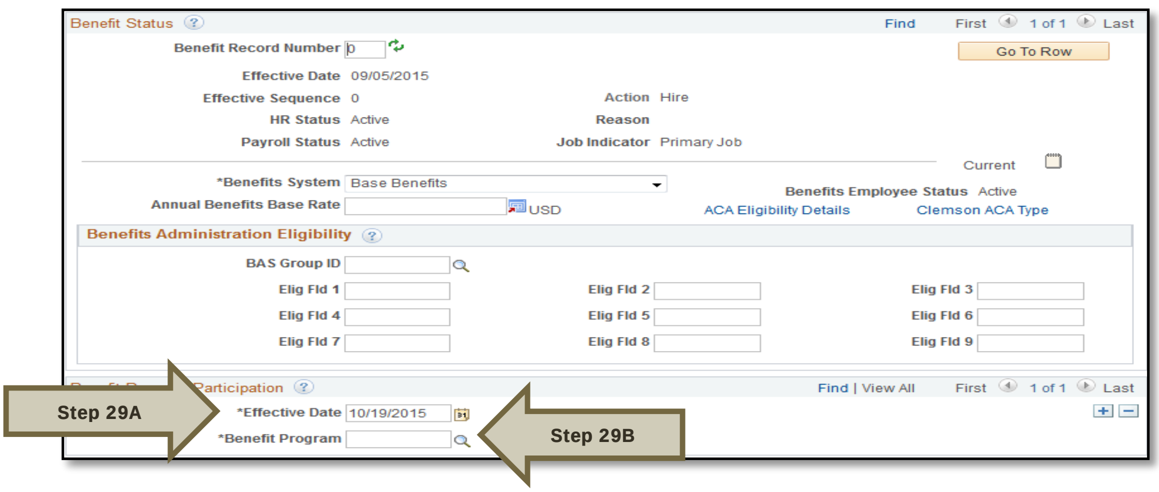
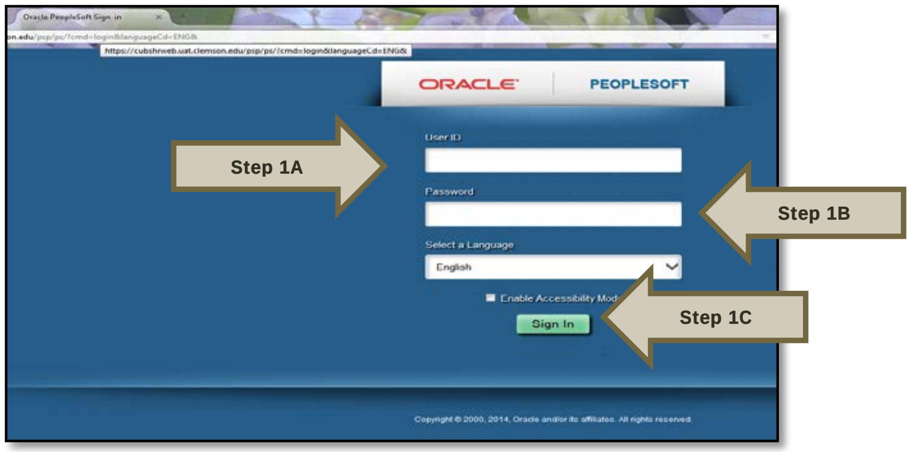


Additional Information: Ensure the effective date in the Benefit Program Participation section matches the effective date in the hire record.

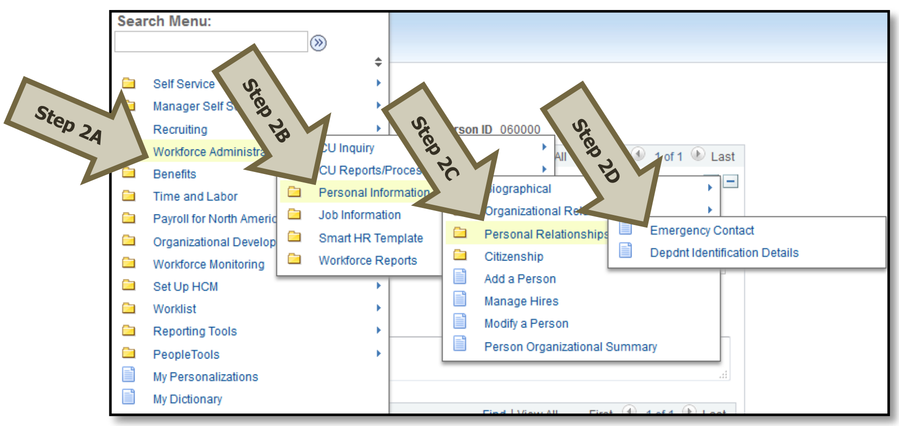
Additional Information: If it is necessary to enter an ACA Override Type for this employee, please refer to the *ACA Override Type* quick reference for instructions.

Add Emergency Contact

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

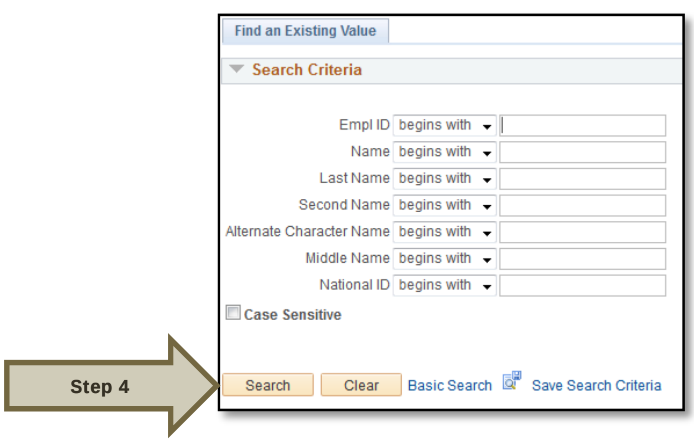


Step 2: Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Personal Relationships > (D) Emergency Contact.



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

Step 4: Click Search to see the employee's emergency contact record.



Step 5: If you are entering emergency contact information for a new employee, enter the Contact Name and address.

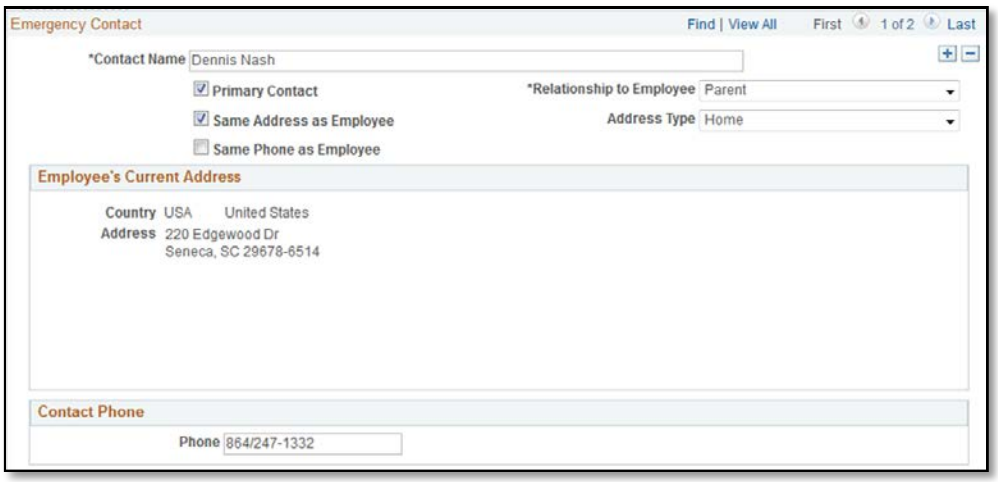
Additional Information: If the emergency contact has the same address or phone number as the employee, check the checkbox. If the address and/or phone number is different from the employee's, type the information into the appropriate area.

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

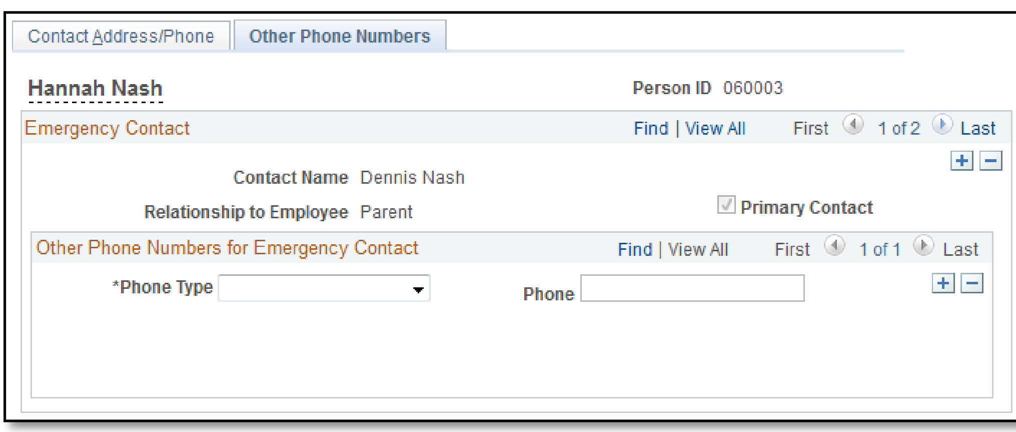
Step 7: Enter the Contact Phone Number.

Step 8: Click Save to save the entry.

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

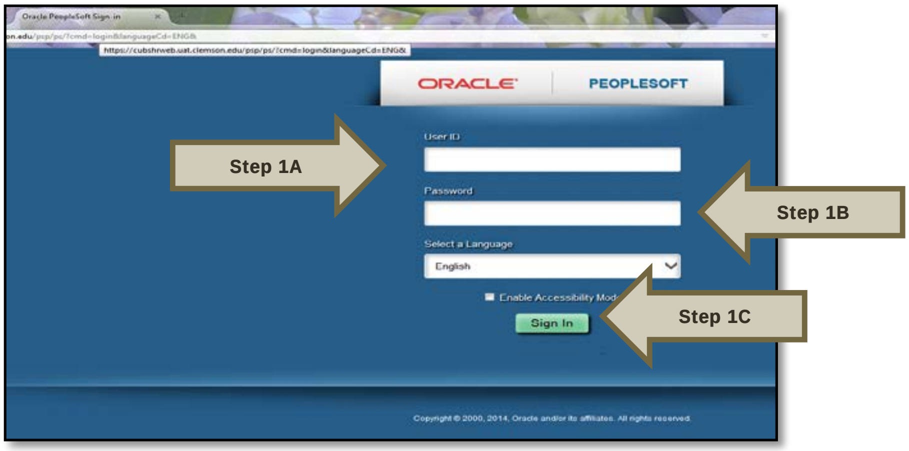


Step 9: Click on Other Phone Numbers to add an additional phone number. Click the plus icon to add more phone numbers in the Other Phone Numbers section.

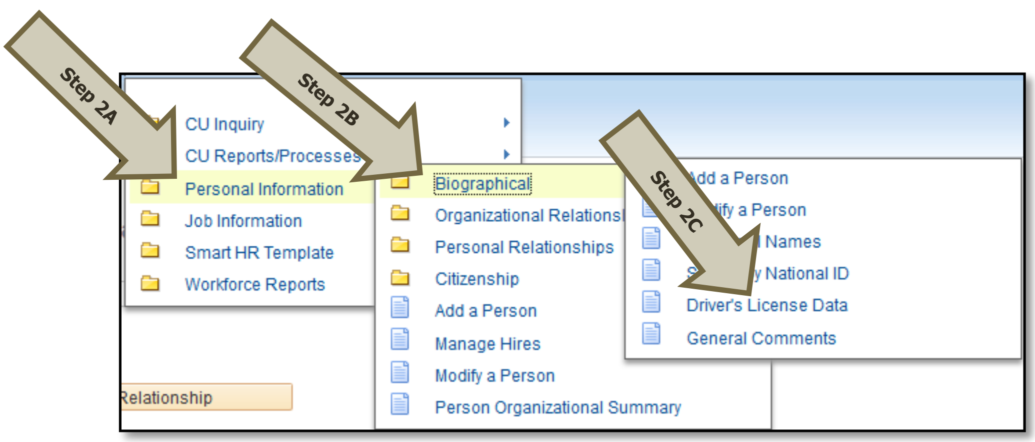


Add Driver's License

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

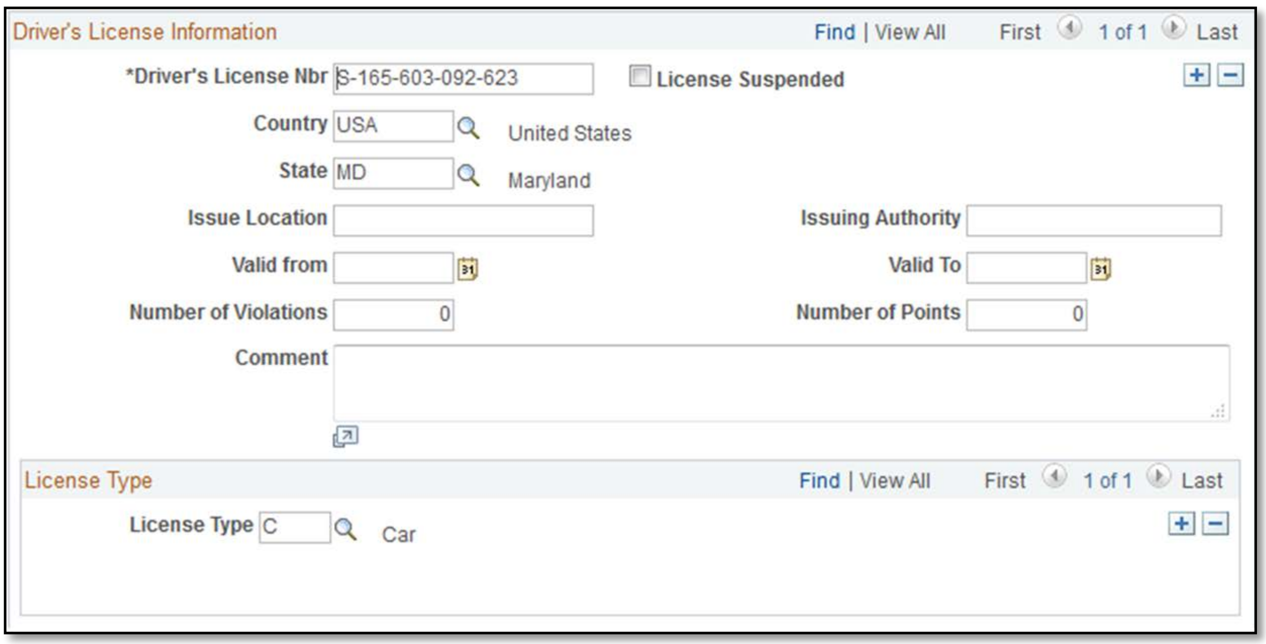


Step 2: Navigate to Main Menu > (A) Personal Information > (B) Biographical > (C) Driver's License Data.



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

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

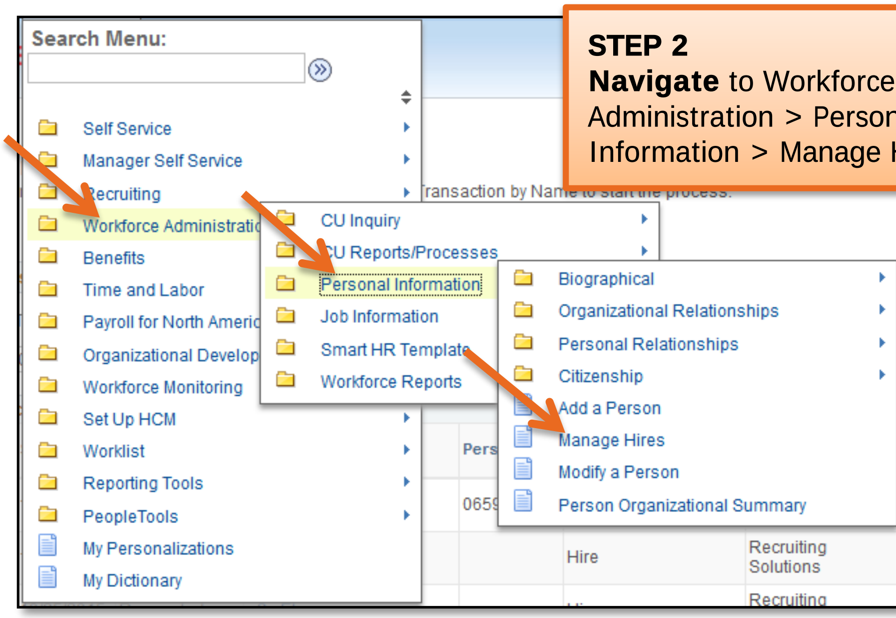


Congratulations on your new hire. Entry of a hire into PeopleSoft will notify the Onboarding manager to start the onboarding process for your new employee.

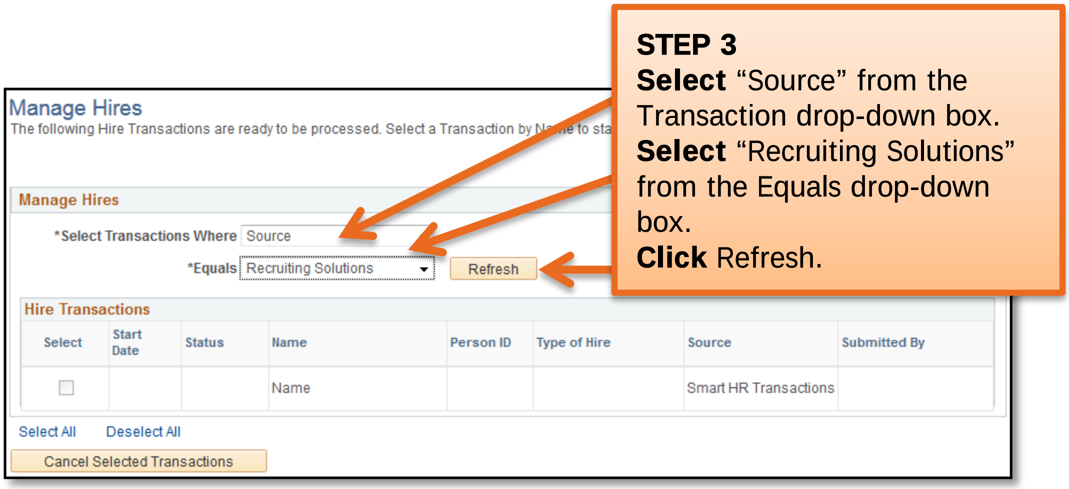
Quick Reference:
Manage Hires

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

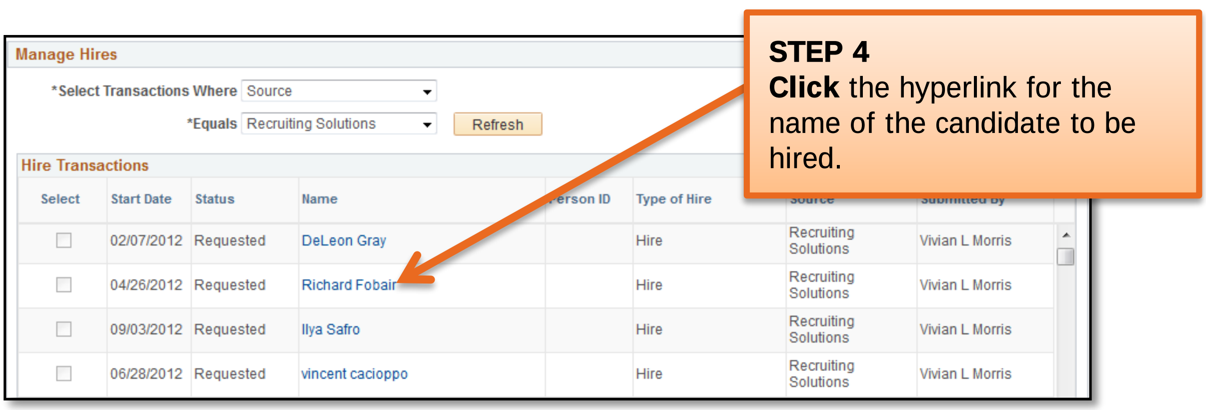
STEP 2
Navigate to Workforce Administration > Personal Information > Manage Hires.



You will be directed to the Manage Hires page.



A list of candidate names that are set as "ready to hire" will appear.



The Manage Hires Detail page will appear.

Quick Reference:
Manage Hires

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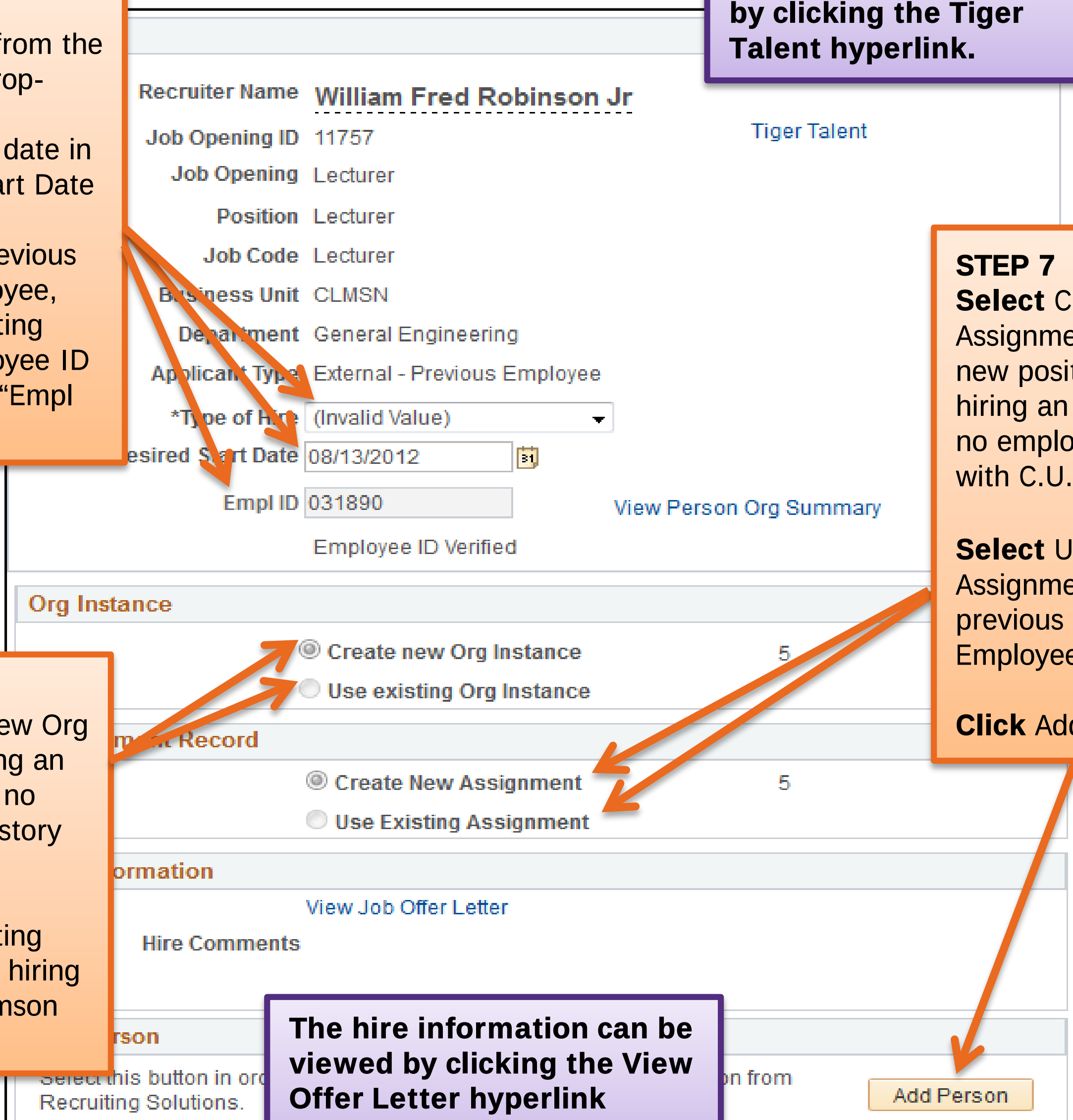
Important Information: Review the position information for accuracy.

STEP 5
Select "Hire" from the Type of Hire drop-down box.
Enter the hire date in the Desired Start Date text box.
If rehiring a previous Clemson employee, **enter** the existing Clemson Employee ID number in the "Empl ID" text box.

You can view the Tiger Talent Prehire information by clicking the Tiger Talent hyperlink.



STEP 7
Select Create New Assignment to create a new position record if hiring an employee with no employment history with C.U.
OR
Select Use Existing Assignment if rehiring a previous Clemson Employee.

Click Add Person.

STEP 6
Click Create new Org Instance if hiring an employee with no employment history with C.U.
OR
Click Use Existing Org Instance if hiring a previous Clemson employee.

The hire information can be viewed by clicking the View Offer Letter hyperlink (above).

Important Information: If the employee's personal information is on file or was included on the 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.

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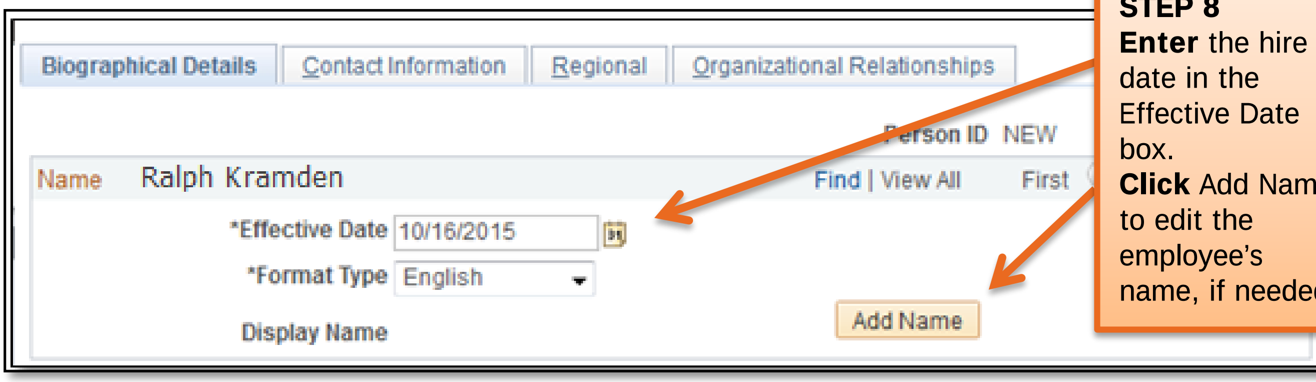
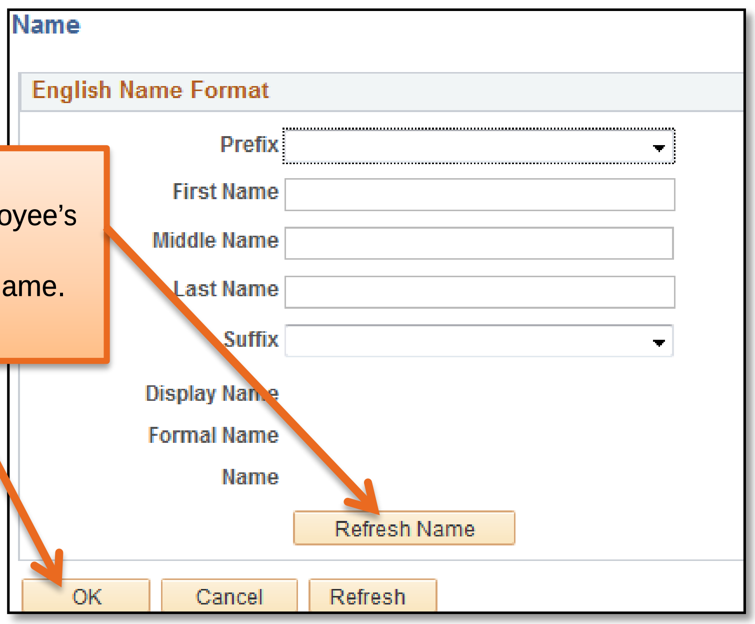
Important Information: The employee's name must be entered into the PeopleSoft system exactly as it is listed on the social security card. The Display Name will show the name listed on the application. If the display name does not match the employee's social security card, you will need to edit the name.



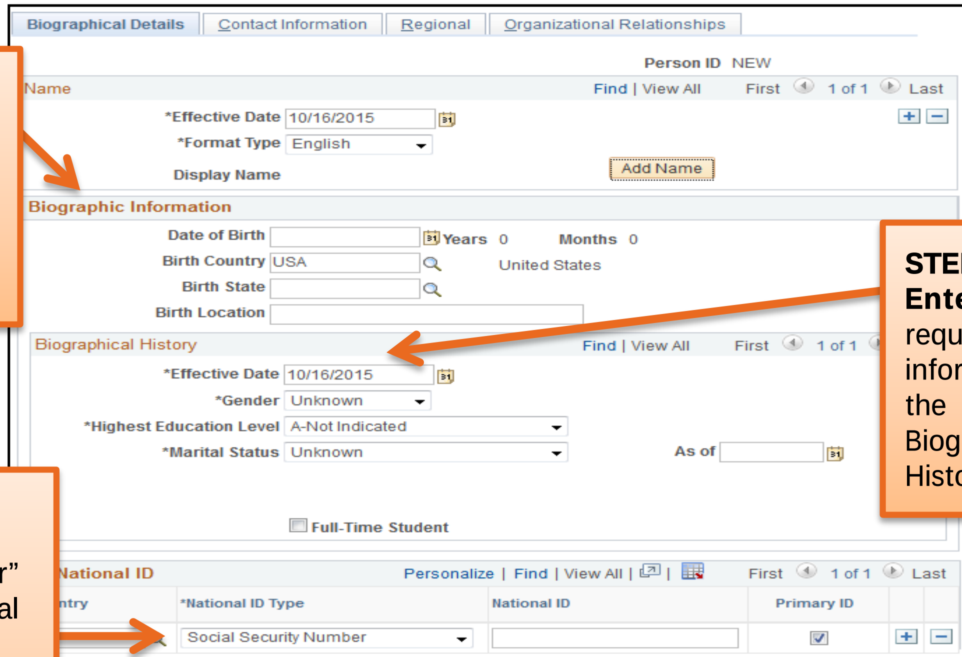
STEP 8
Enter the hire date in the Effective Date box.
Click Add Name to edit the employee's name, if needed.



STEP 9
Enter the employee's name.
Click Refresh Name.
Click OK.

This will return you to the Biographical Details page.

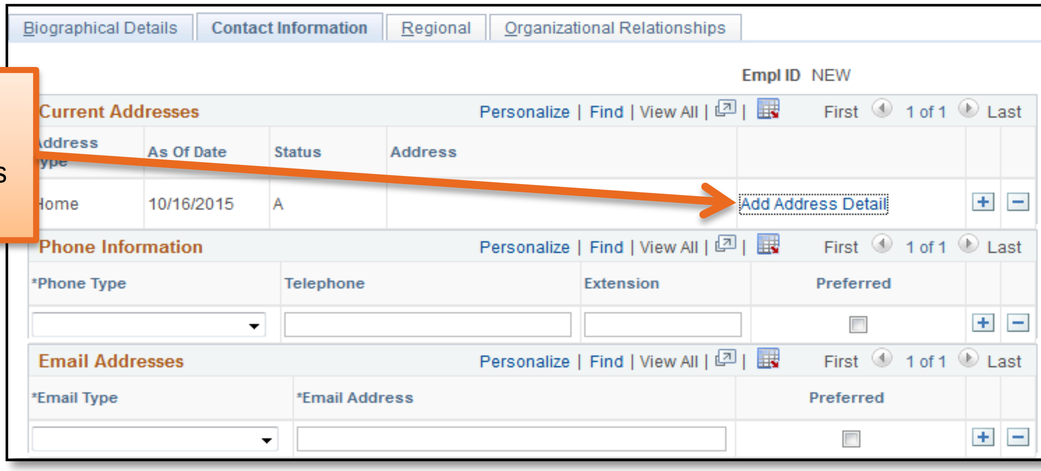
STEP 10
Enter the requested information in the Biographic Information section.



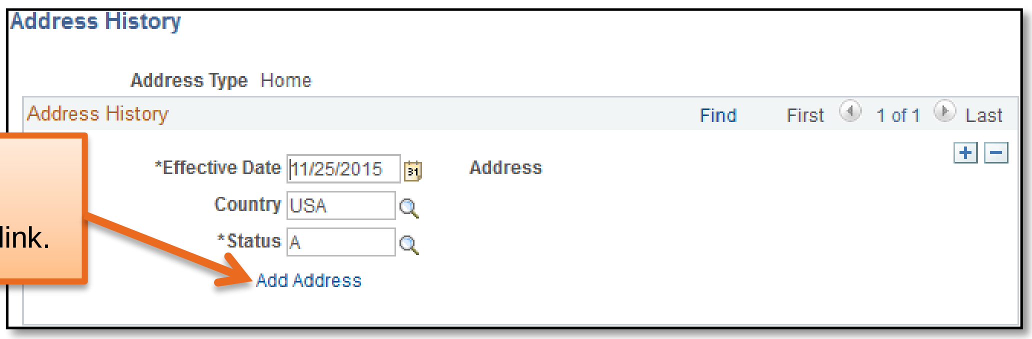
STEP 11
Enter the requested information in the Biographical History section.

STEP 12
Select “Social Security Number” from the National ID Type drop-down box.
Enter the employee’s social security number (no dashes).

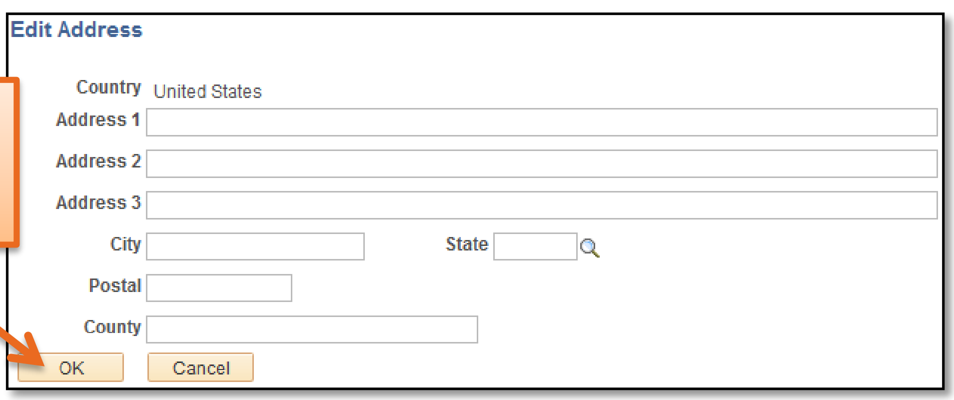
STEP 13
Click the Add Address Details hyperlink.



STEP 14
Click the Add Address hyperlink.



STEP 15
Enter address information.
Click OK.

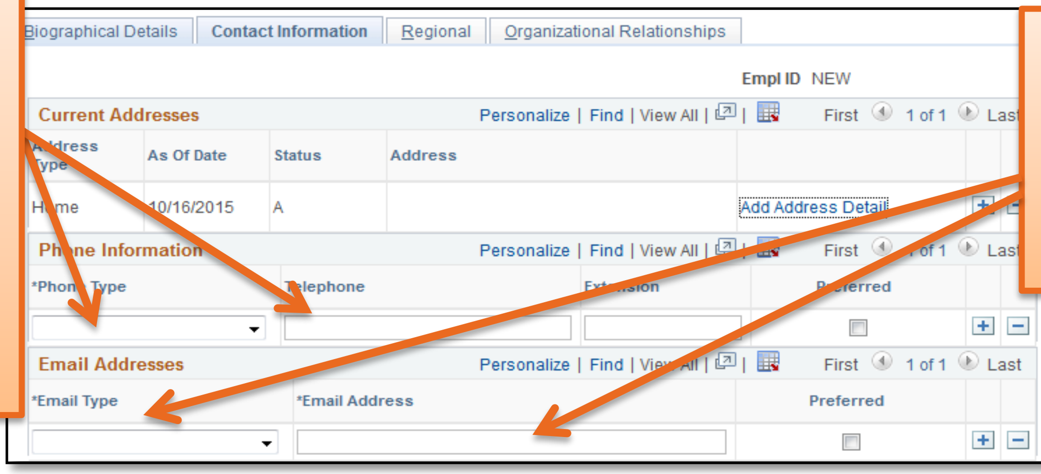


Clicking OK will return you to the Biographical Details page.

Quick Reference:
Manage Hires

When you return to the Biographical Details page, click the Contact Information page tab to continue.

STEP 16
Select the Phone Type from the drop-down box.
Enter the telephone number. (At least one phone number must be checked as preferred.)

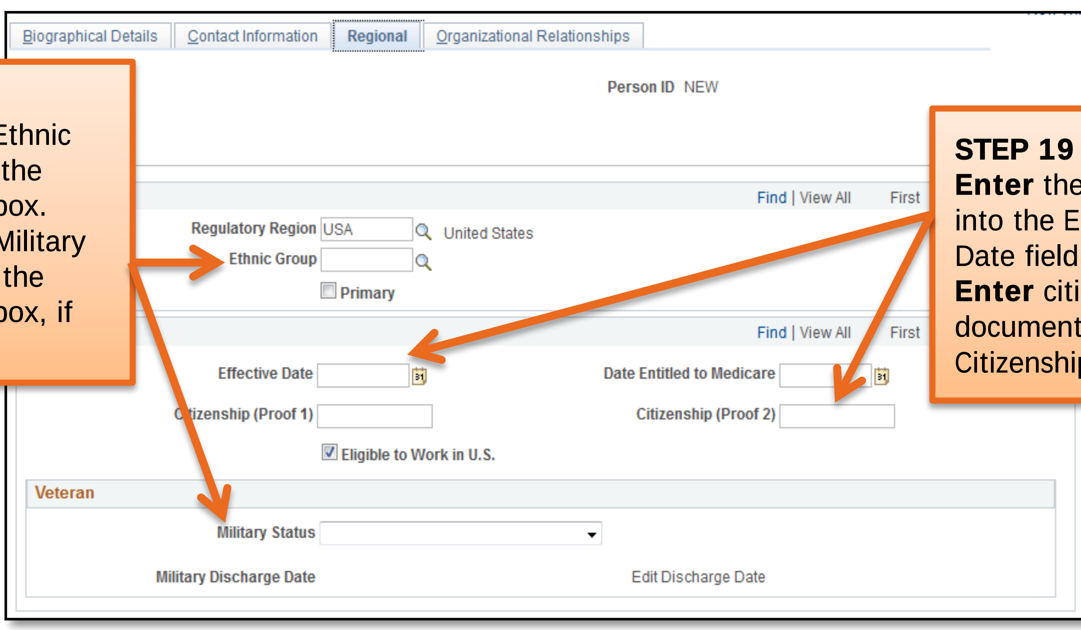


STEP 17
Select the Email Type from the drop-down box.
Enter the email address. Do not click preferred.

Important Information: PeopleSoft will create a business email address (Clemson.edu) overnight that will automatically populate and will be the preferred email address.

Click the Regional tab at the top of the page to continue.

STEP 18
Select the Ethnic Group from the drop-down box.
Select the Military Status from the drop-down box, if applicable.



STEP 19
Enter the hire date into the Effective Date field.
Enter citizenship documents in Citizenship (Proof 2).

Important Information: Citizenship documents can be abbreviated as SSC/DL for Social Security Card/Driver's License or IHF for International Hire Form, etc.

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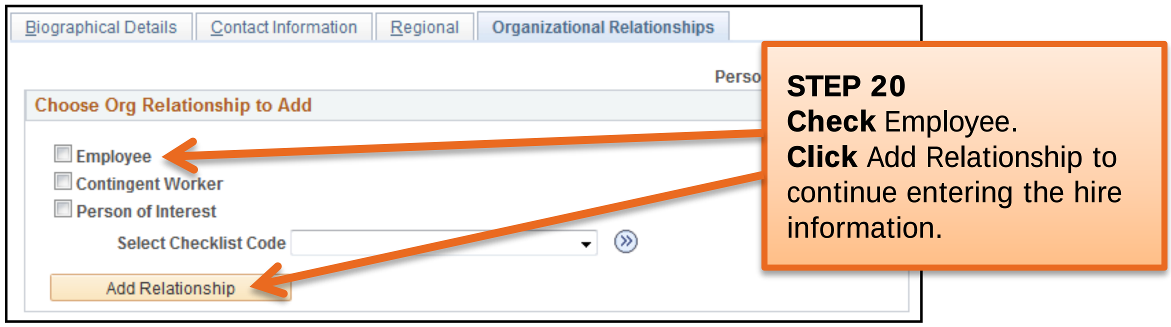
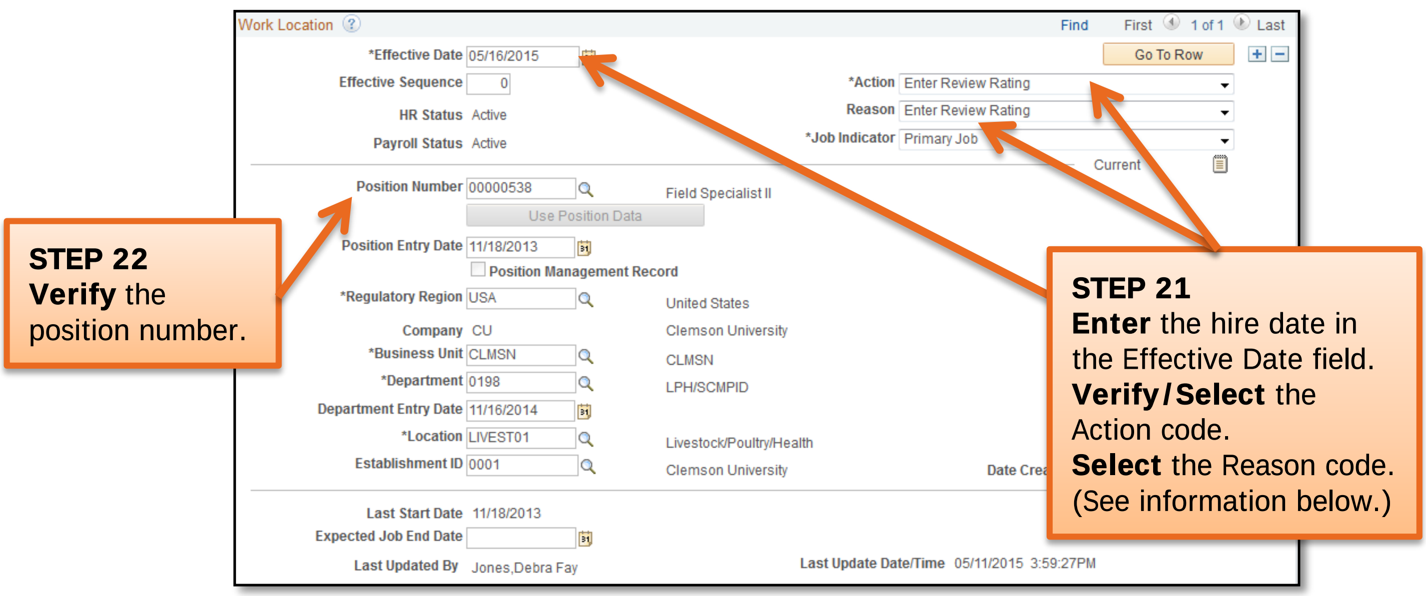
Click the Organizational Relationship tab at the top of the page to continue.



Clicking Add Relationship will direct you to the Work Location page.



Action/Reason Code Information:

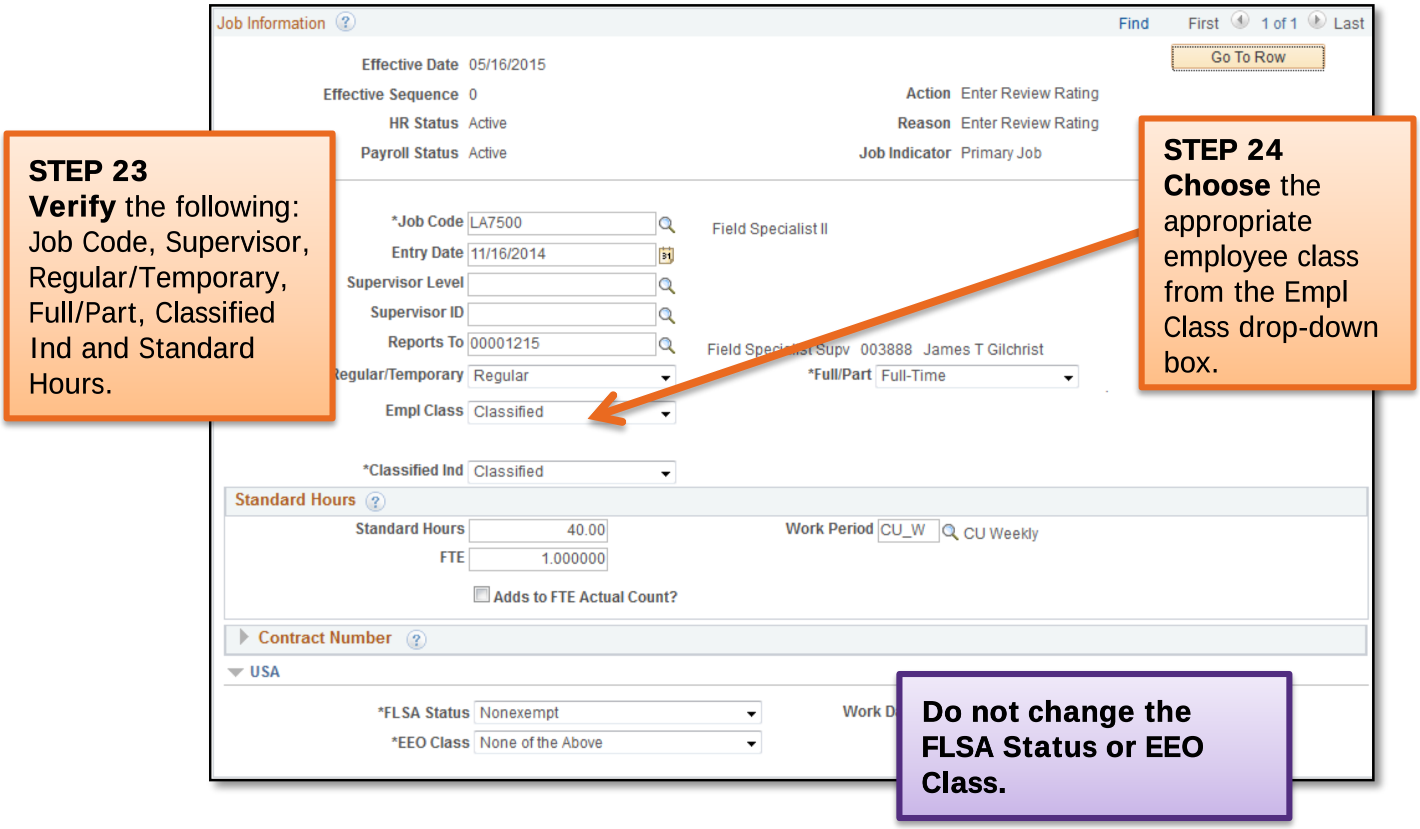
Action Code options:

- For new hires with no employment history with Clemson, the Action field should automatically populate with "Hire." If it doesn't, select "Hire" from the drop-down menu.
- For previous Clemson employees, select "Rehire."

Reason Codes options:

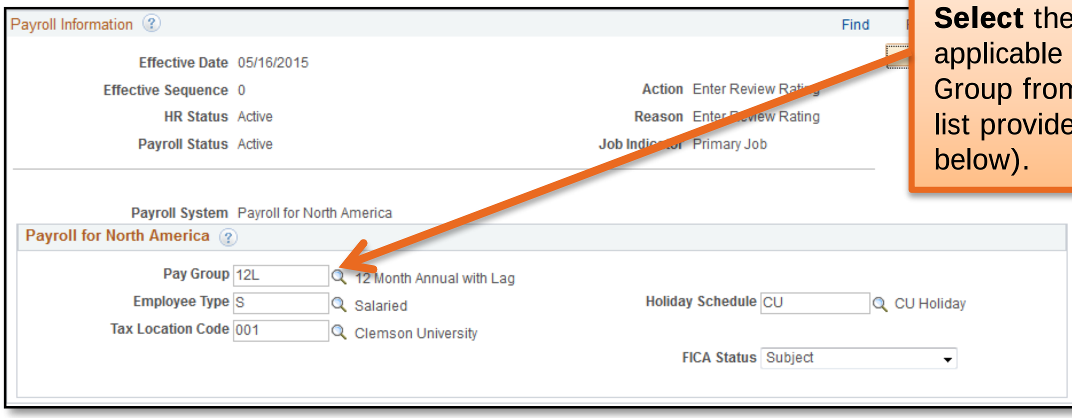
- For new hires with no employment history with Clemson, select either "New Hire," "Temporary Assignment," "Temporary Grant" or "Time Limited" based on the type of position being filled.
- If hiring a previous Clemson employee, choose "Rehire."
- If hiring a current employee into a different position, choose "Promotion" or "Transfer."

Click the Job Information tab at the top of the page to continue.



Click the Payroll Information tab at the top of the page to continue.

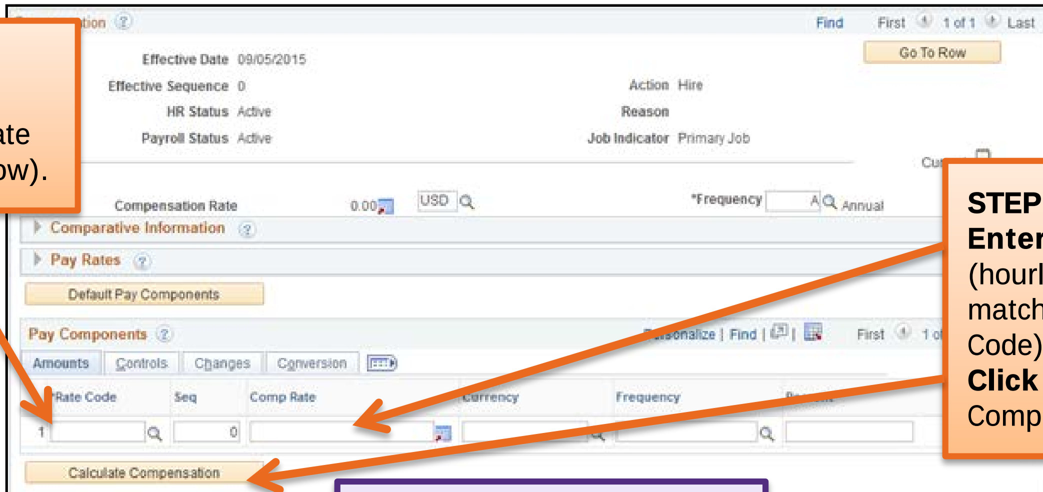
STEP 25
Select the applicable Pay Group from the list provided (see below).



Pay Group Information:

- 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)

Click the Compensation tab at the top of the page to continue.



STEP 26
Select the appropriate Rate Code (see below).

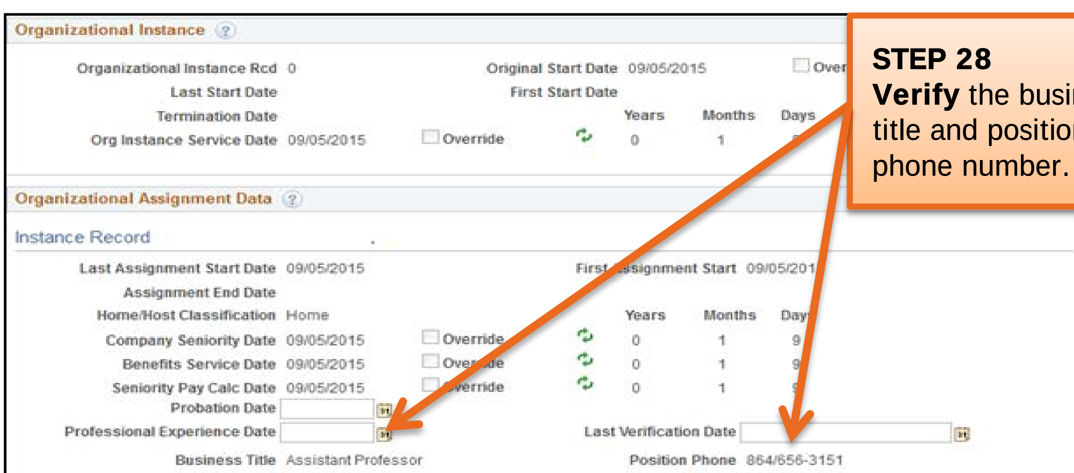
STEP 27
Enter the Comp Rate (hourly or salary to match the Rate Code).
Click Calculate Compensation.

The Frequency Rate and Comp Rate must match.

Rate Code Information:

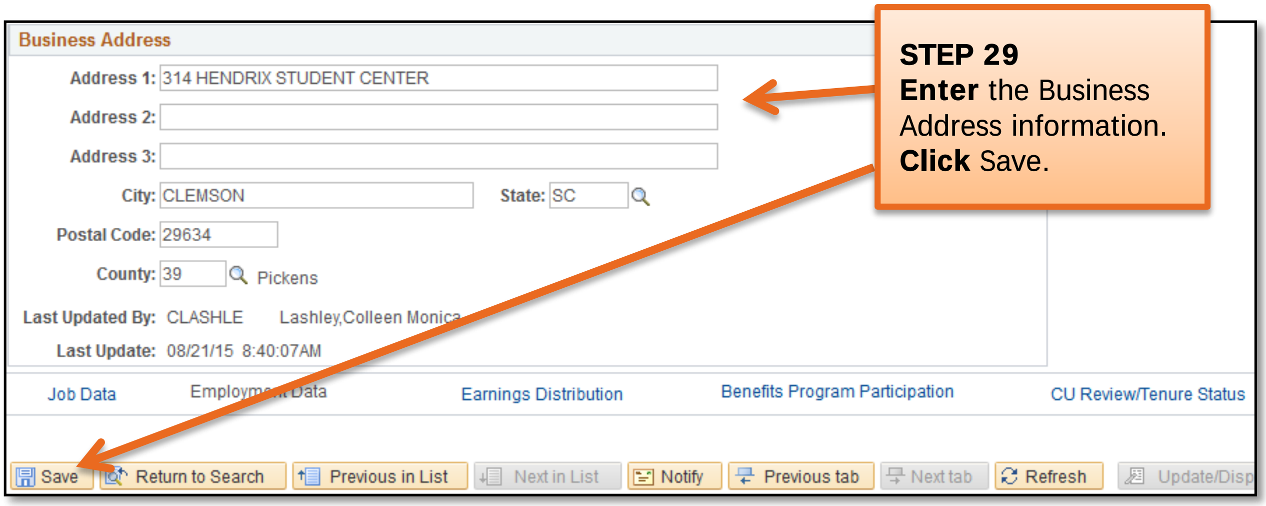
- NAANNL is used to establish an annual base salary rate
- NAHRLY is used to establish an hourly base salary rate

Click the Employment Data hyperlink at the bottom of the page to continue.

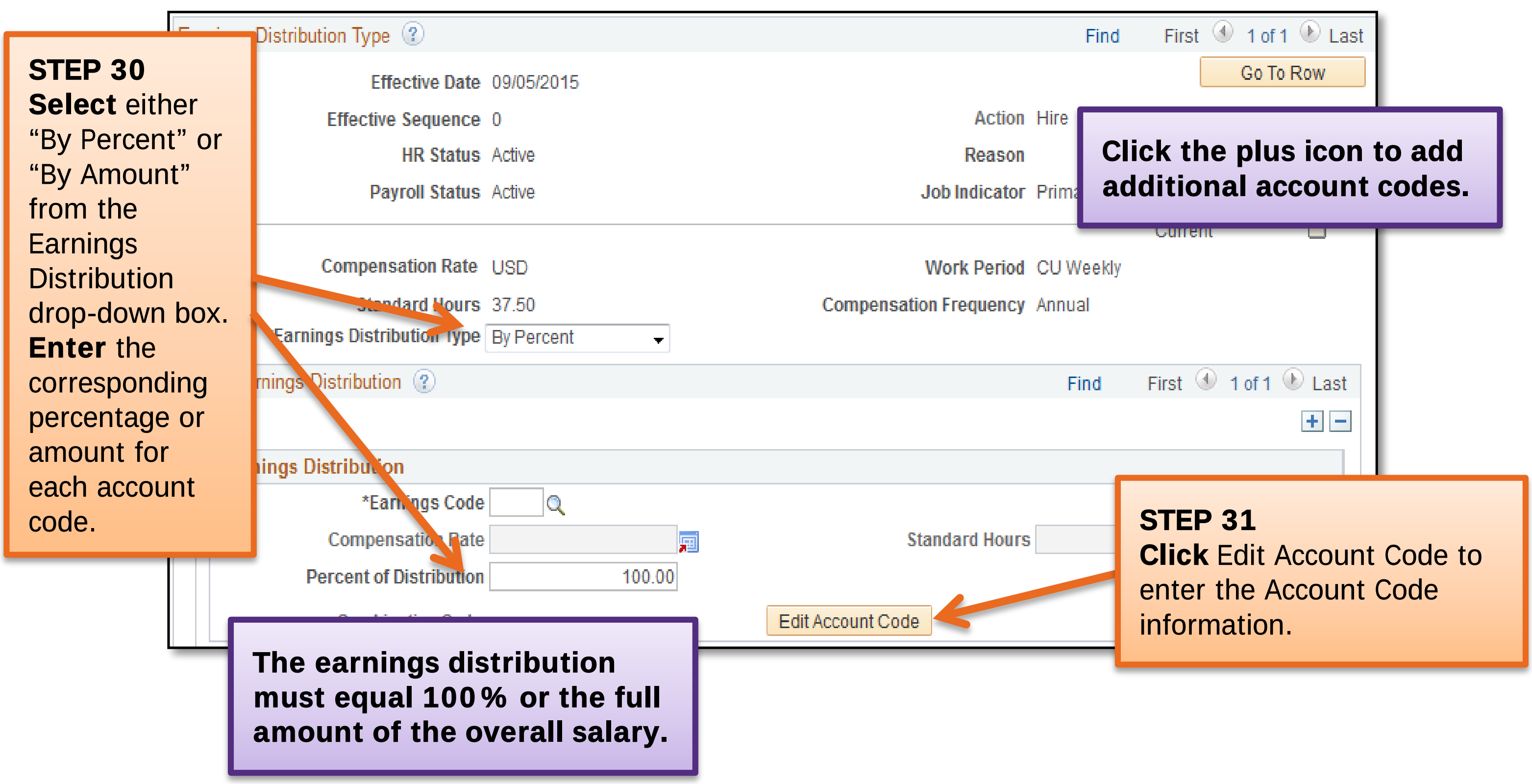


STEP 28
Verify the business title and position phone number.

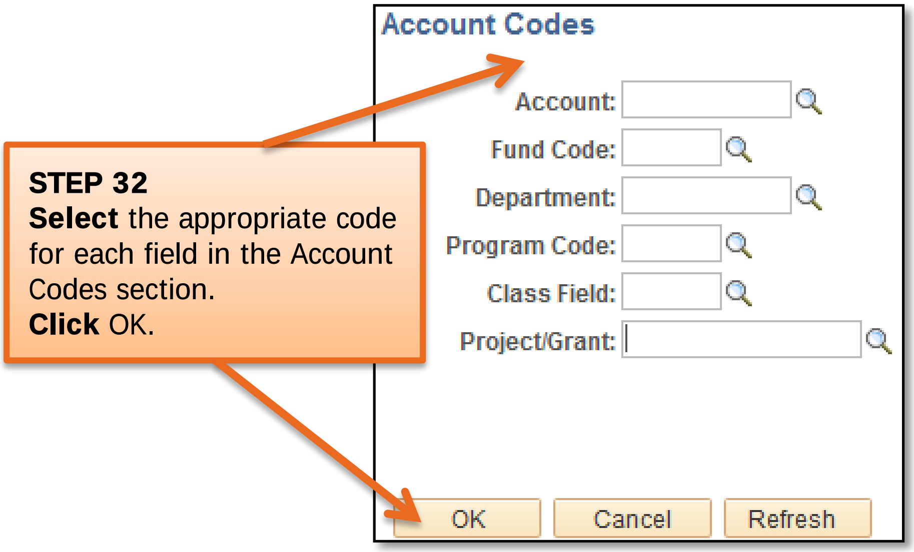
Click the Cu Business Addr hyperlink at the bottom of the page to continue.



Click the Earnings Distribution hyperlink at the bottom of the page to continue.

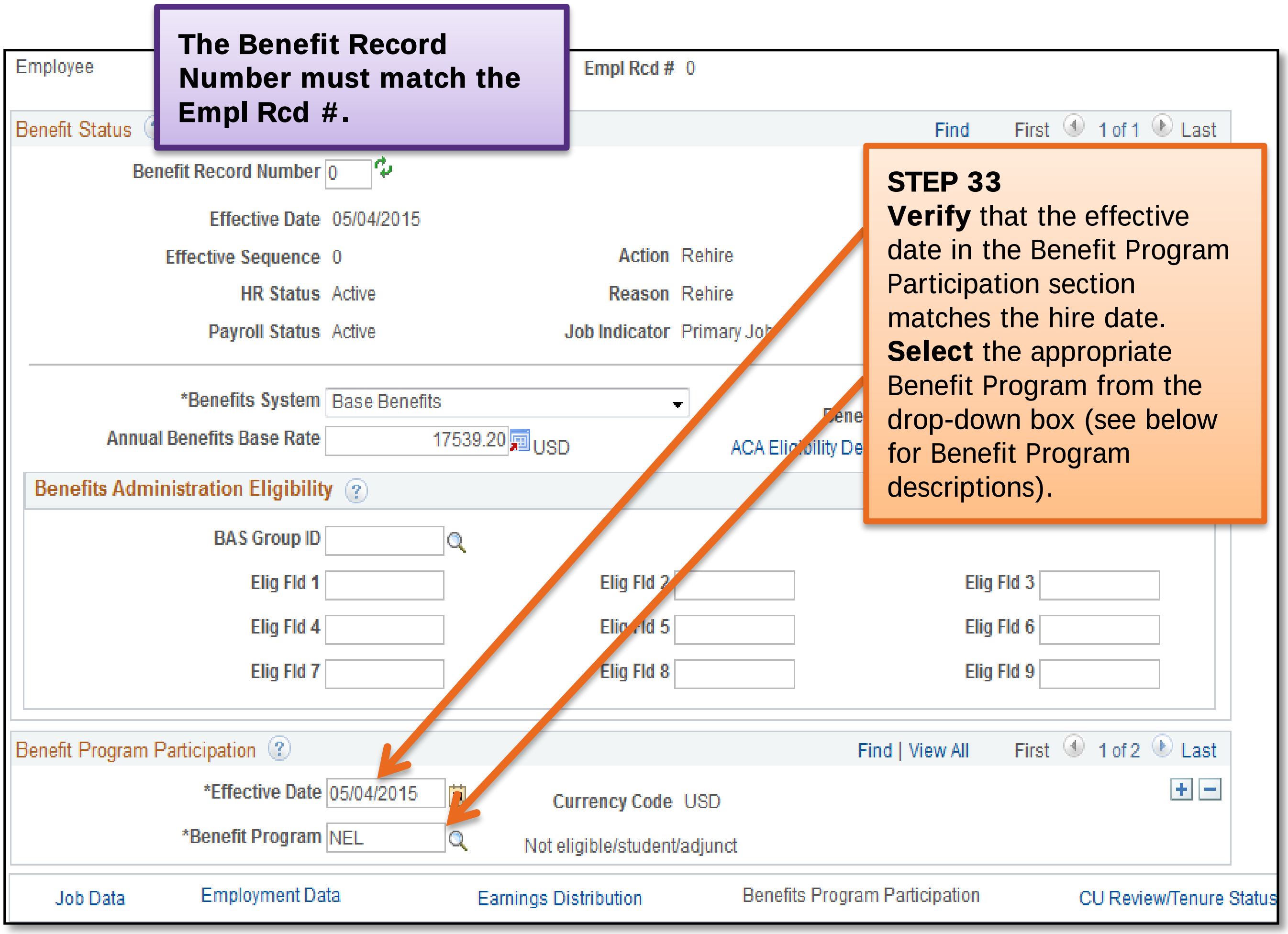


STEP 32
Select the appropriate code for each field in the Account Codes section.
Click OK.



Important Information: You will need to follow this process for every account code you enter.

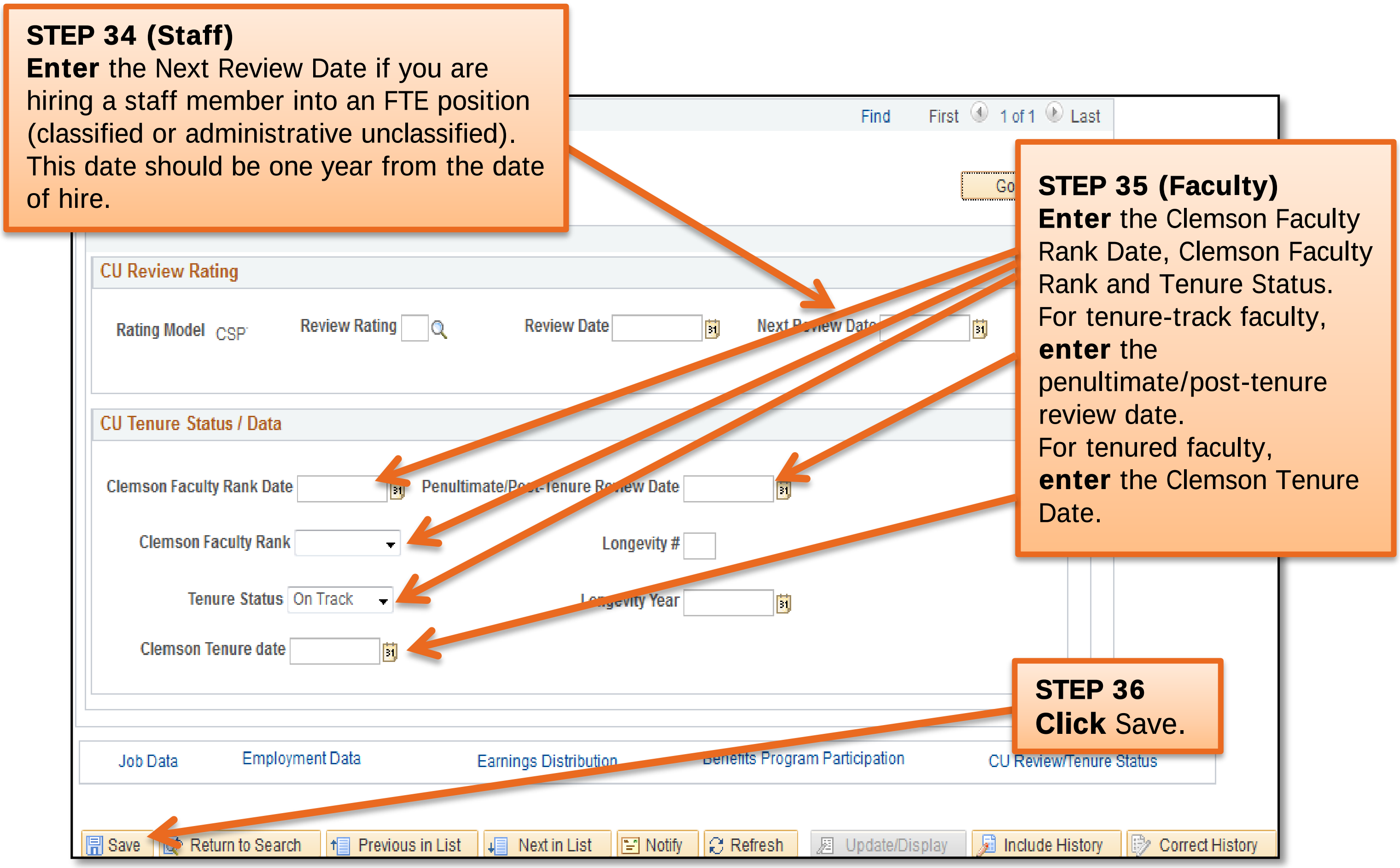
Click the Benefit Program Participation hyperlink at the bottom of the page to continue.



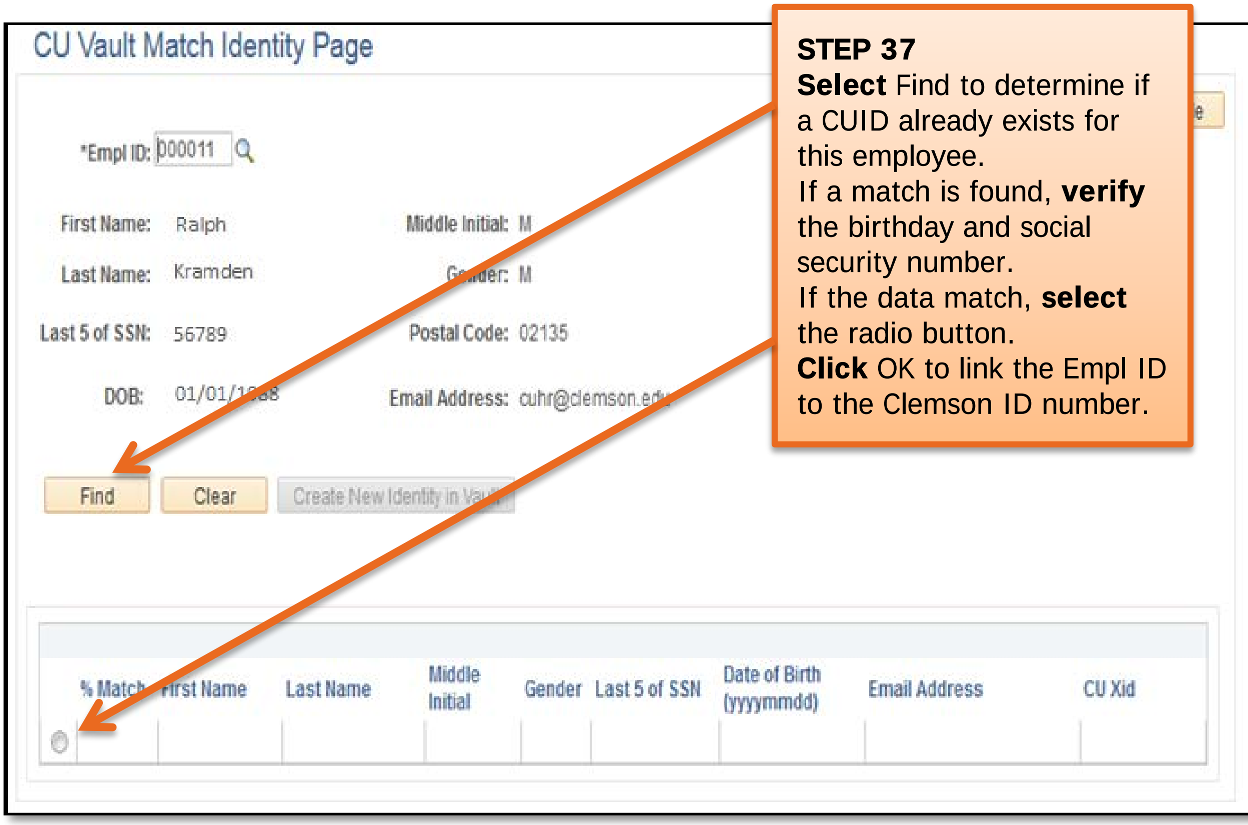
Benefit Program Information:

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

Click the CU Review/Tenure Status hyperlink at the bottom of the page to continue.



Clicking Save will direct you to the CU Vault Match Identity page.



STEP 37
Select Find to determine if a CUID already exists for this employee.
If a match is found, **verify** the birthday and social security number.
If the data match, **select** the radio button.
Click OK to link the Empl ID to the Clemson ID number.

Important Information: If no matches are found, select **Create New Identity in Vault.**

Quick Reference:
Entering ACA Override Type

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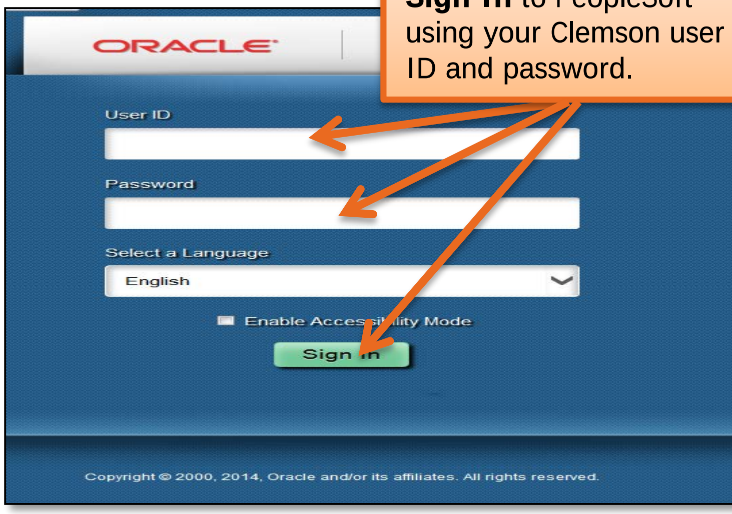
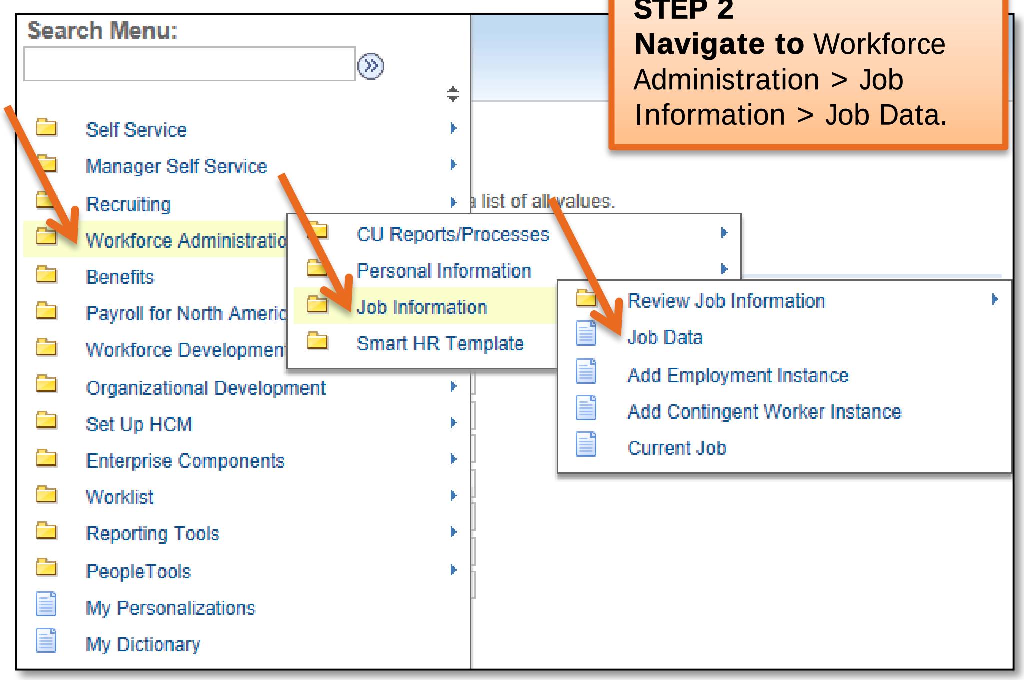
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.

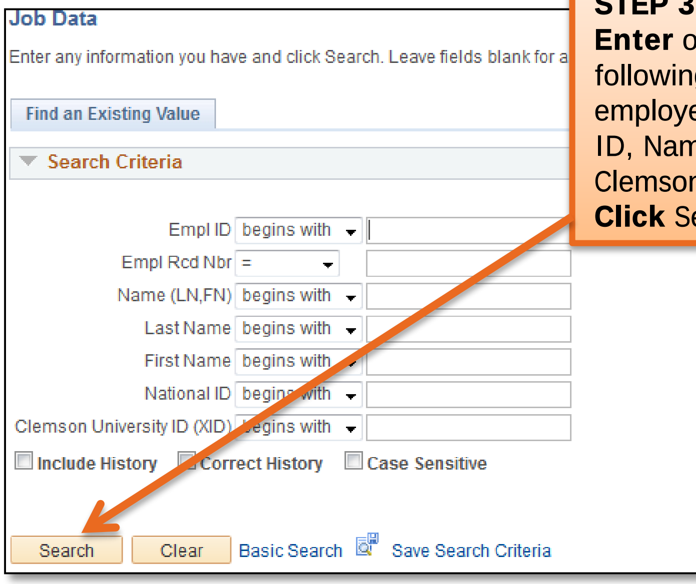


STEP 2
Navigate to Workforce Administration > Job Information > Job Data.



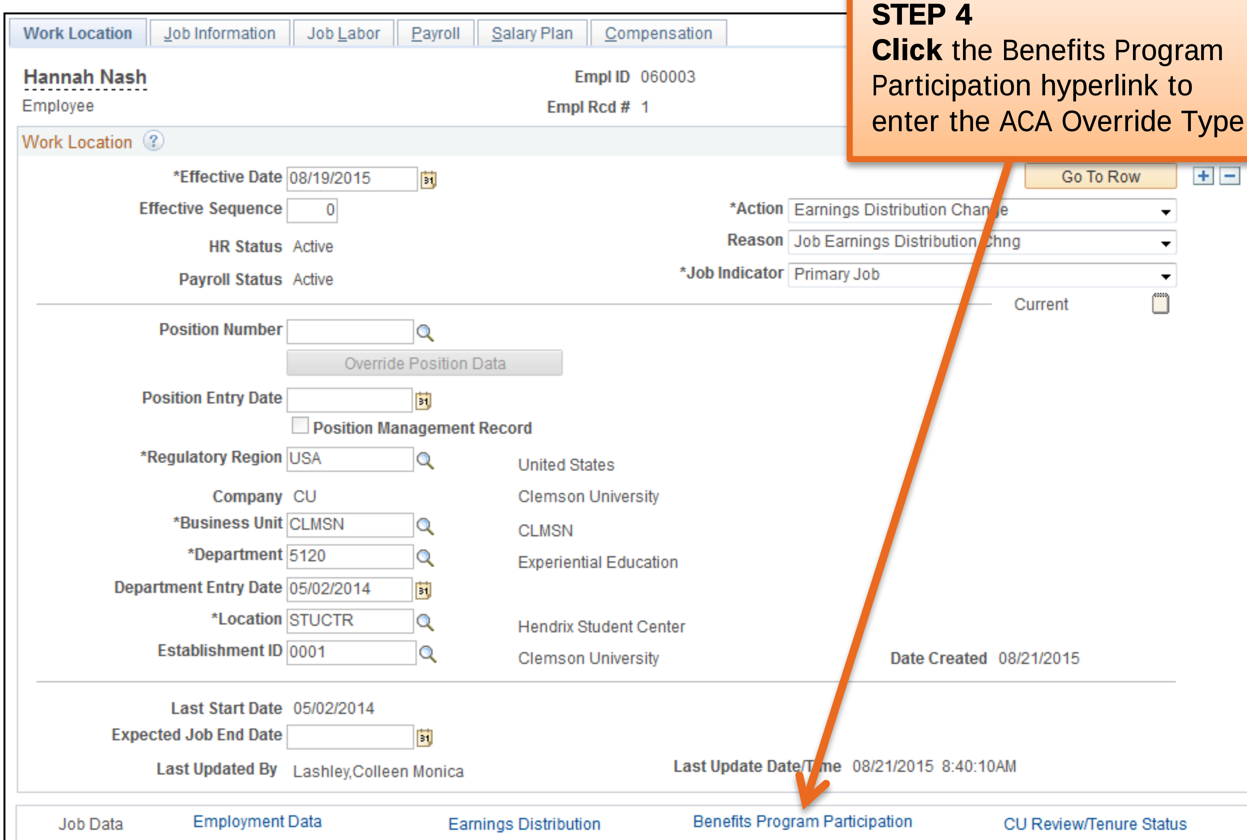
Important Information: For an existing employee, you can enter the ACA Override Type at any time. <u>If you are hiring a new employee</u>, you will need to save the new entry PRIOR to entering the ACA Override Type.

Entering ACA Override Type

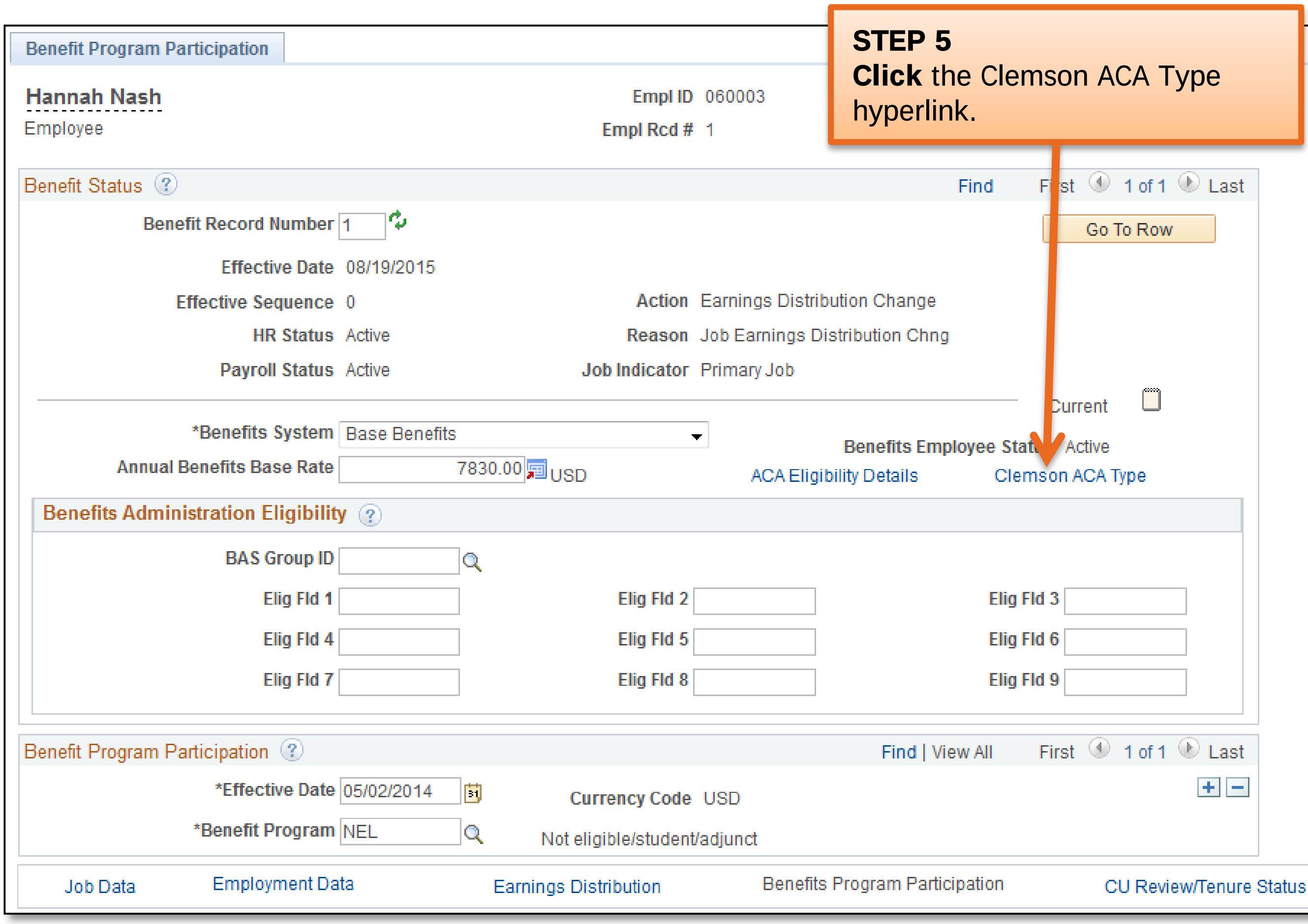


STEP 3
Enter one or more of the following to retrieve the employee record: the Empl ID, Name, Social Security # or Clemson University ID.
Click Search.

Important Information: If your search results in more than one employee, be sure to verify the record you select by identifying information (e.g., department number, position number).



STEP 4
Click the Benefits Program Participation hyperlink to enter the ACA Override Type.



You will be directed to the Cu Aca Emp Type page (see below).

Quick Reference:
Entering ACA Override Type

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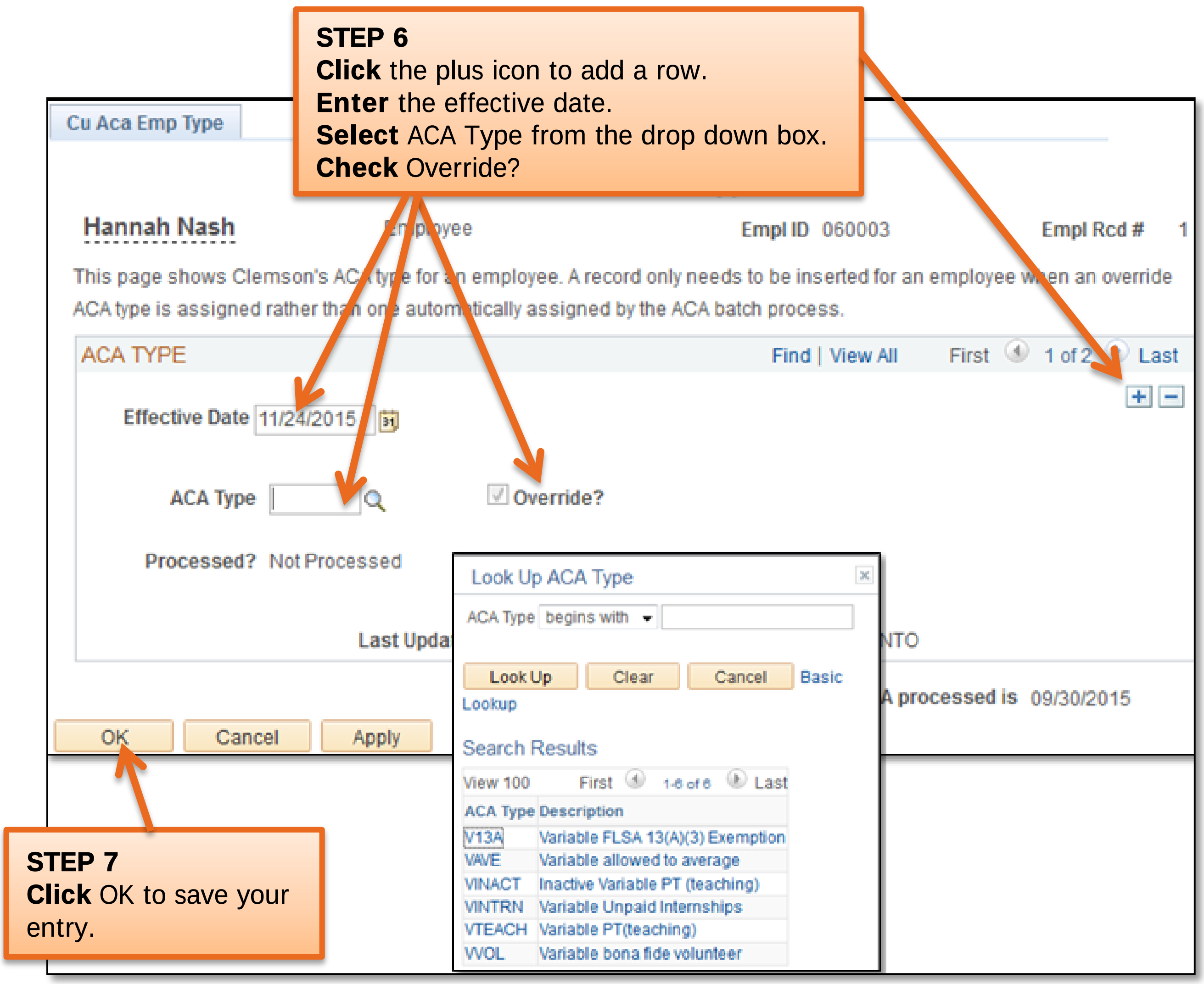
Important Information: Be sure to use the appropriate effective date for the employee (see below).

New Employees: Enter the hire date as the effective date for the ACA Override entry.

Current Employees: Enter the date of the ACA change as the Effective Date for the ACA Override entry.



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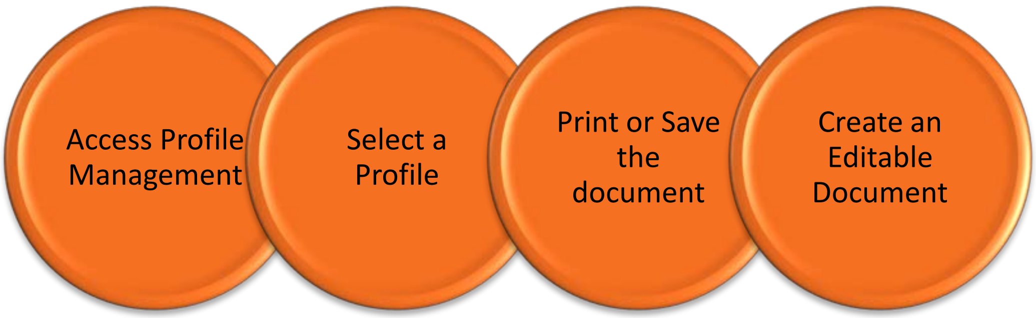
HUMAN RESOURCES

Classification and Compensation: Profile Management

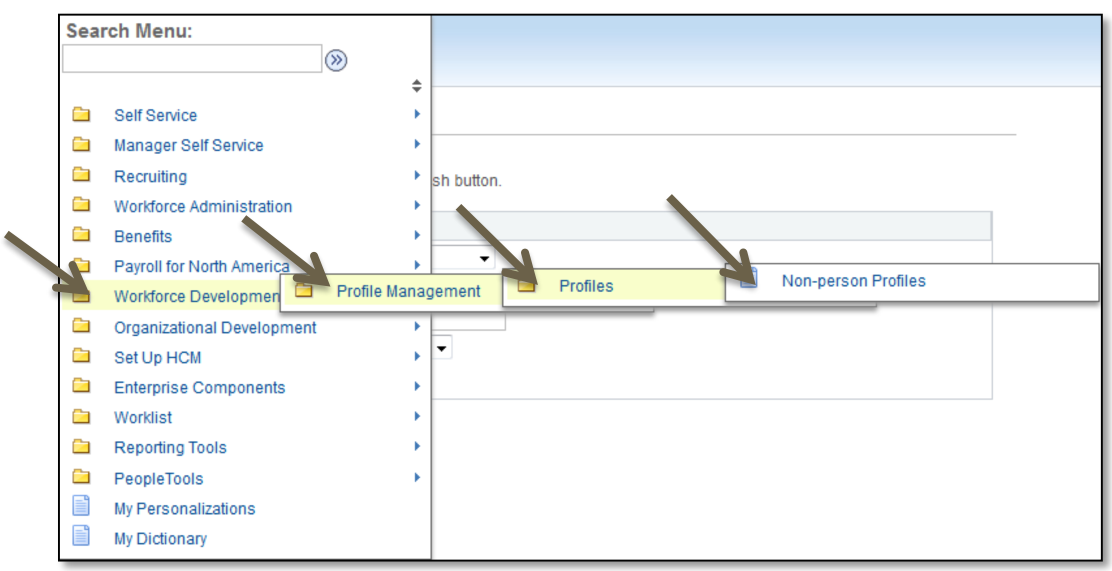
Overview

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

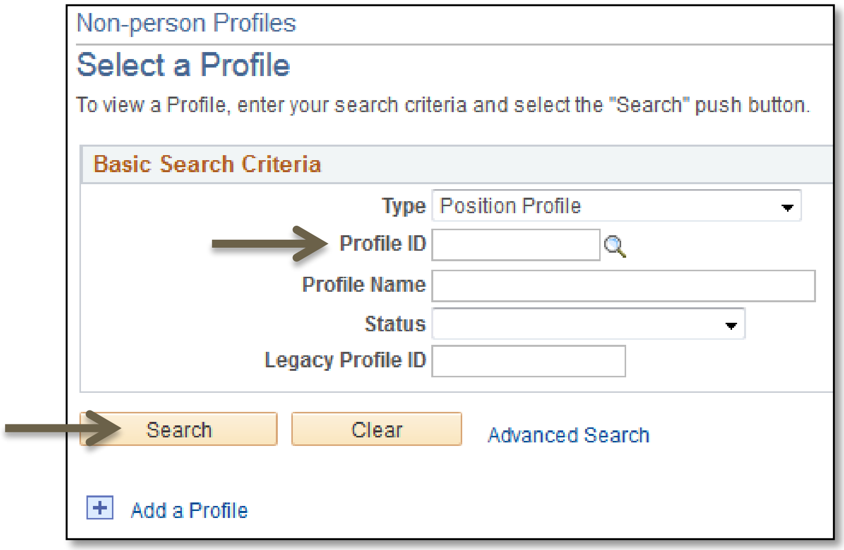
Step 1: Log into PeopleSoft and select Main Menu, Workforce Administration, Profile Management, Profiles and Non-person Profiles.



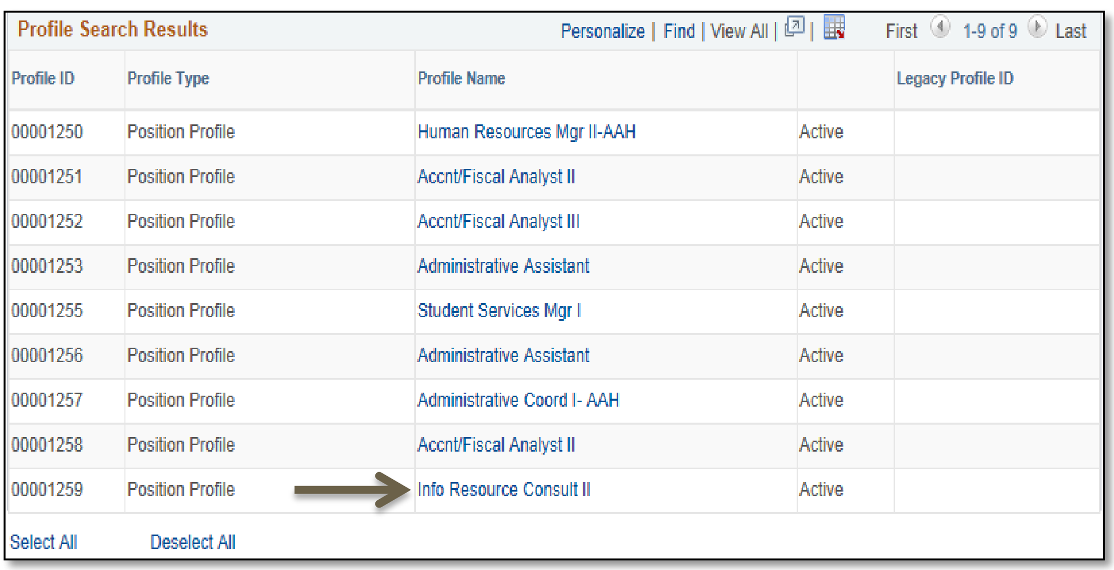
Select a Profile

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.



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 | First 1-9 of 9 Last

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 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

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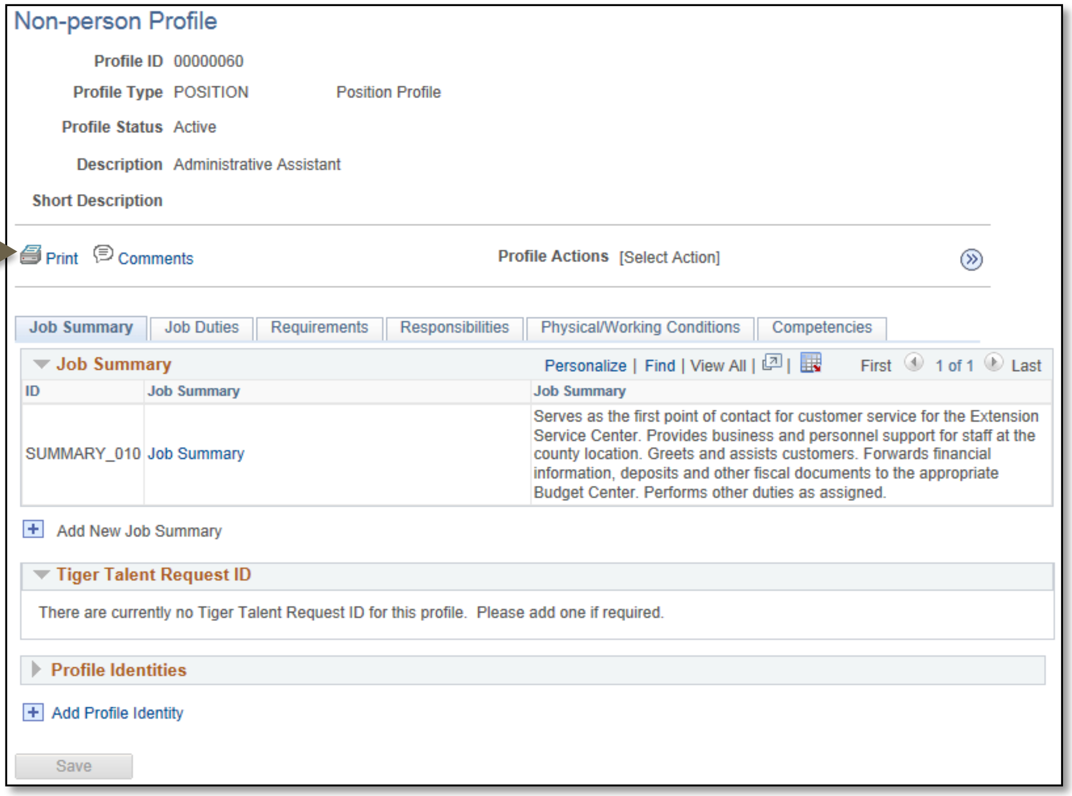
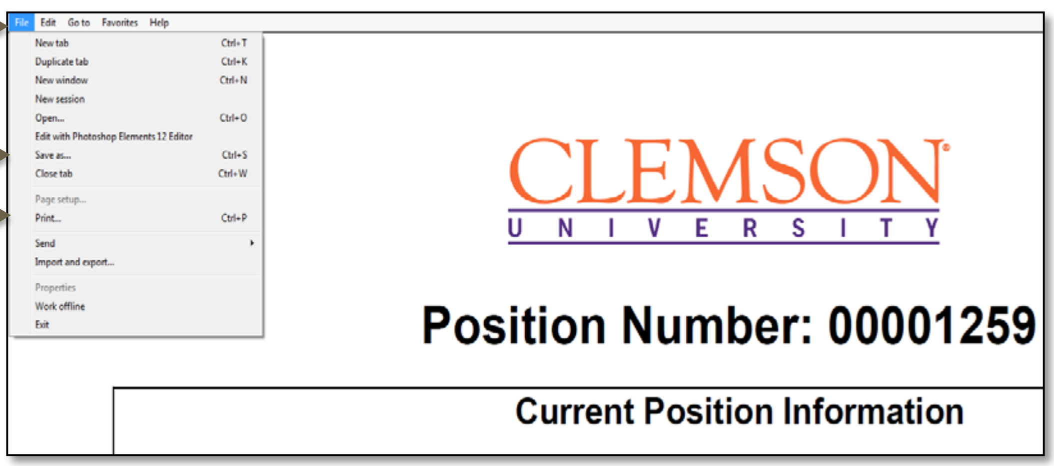
Print or Save the Document

Step 1: Click Print to display the position description. Once the PD is displayed, you can print and/or save the document.



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.

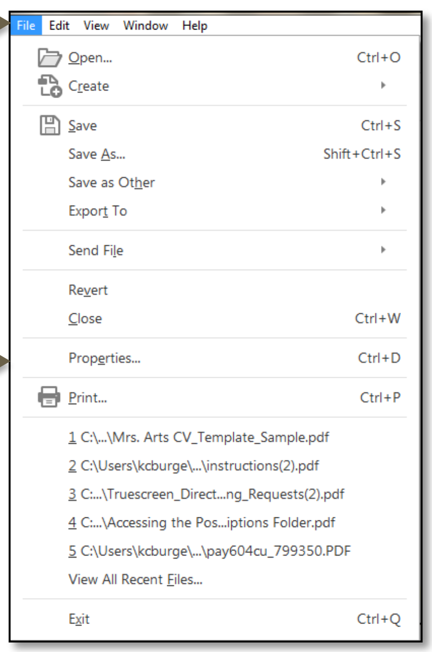


Create an Editable Document

Step 1: Right click on the document and select "Open with."

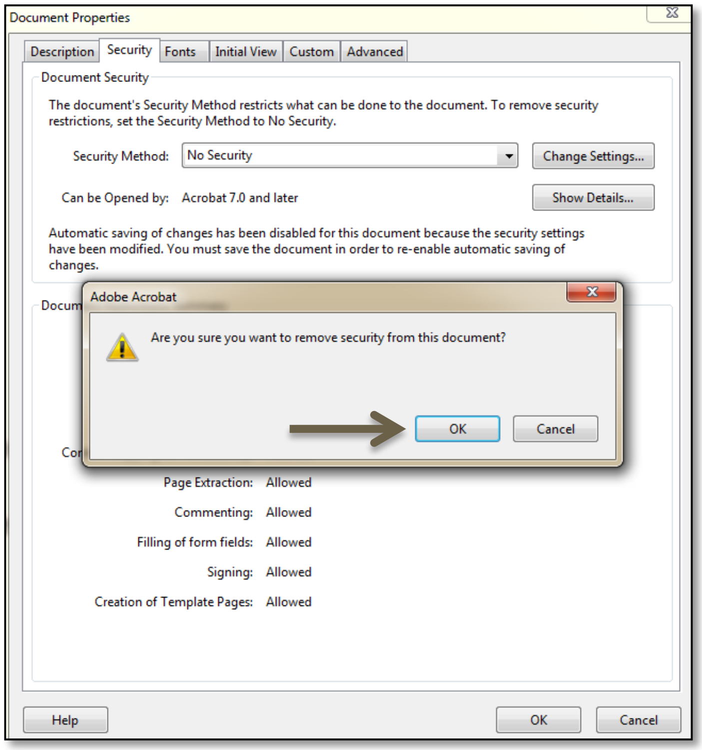
Step 2: Choose Adobe Acrobat Pro or Acrobat DC to open the document.

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.



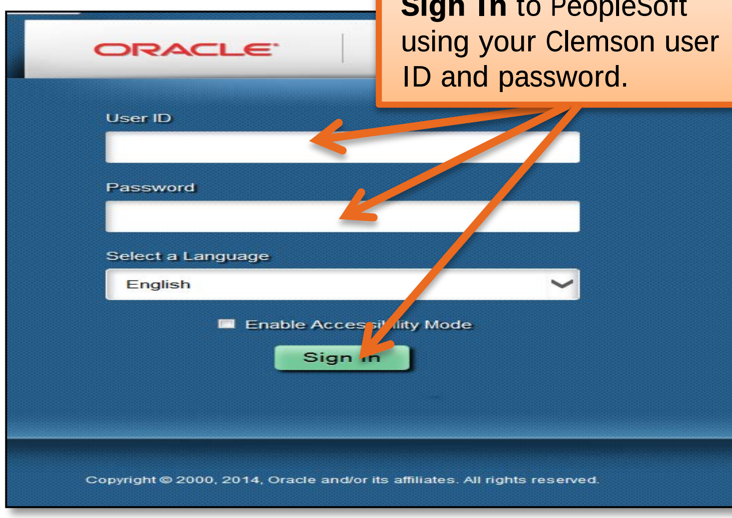
Next steps: To update the PD version currently in Profile Management, you will need to obtain the required approvals then process your edited PD through the documented Classification and Compensation procedure.

Quick Reference:
Profile Management

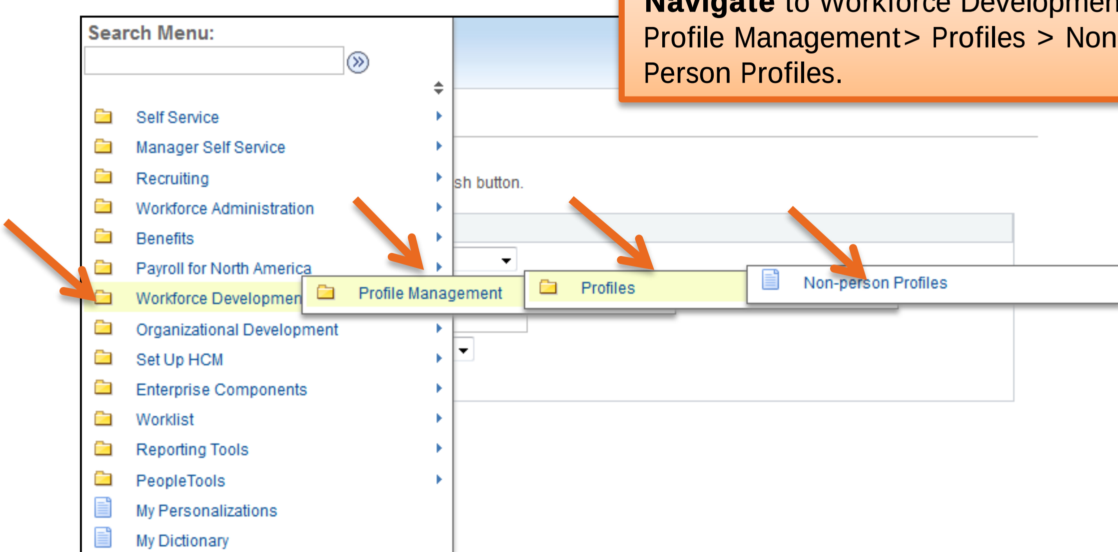
CLEMSON HUMAN RESOURCES

Retrieving Position Descriptions

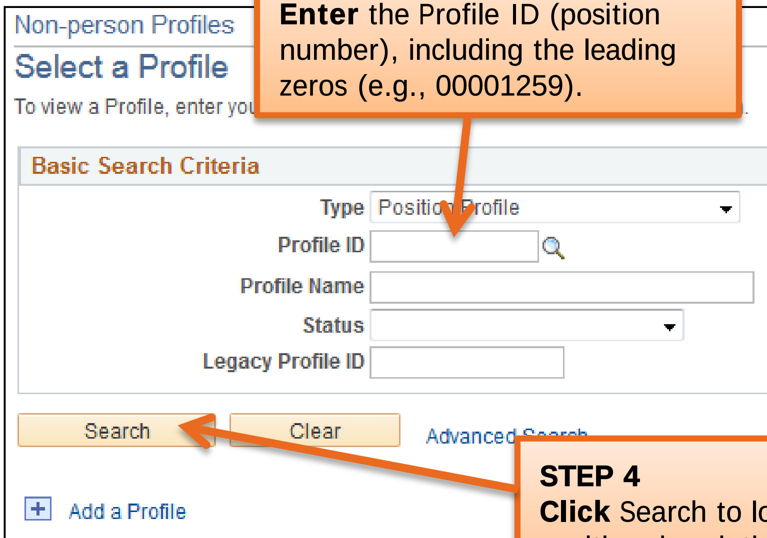
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.



STEP 2
Navigate to Workforce Development > Profile Management> Profiles > Non-Person Profiles.

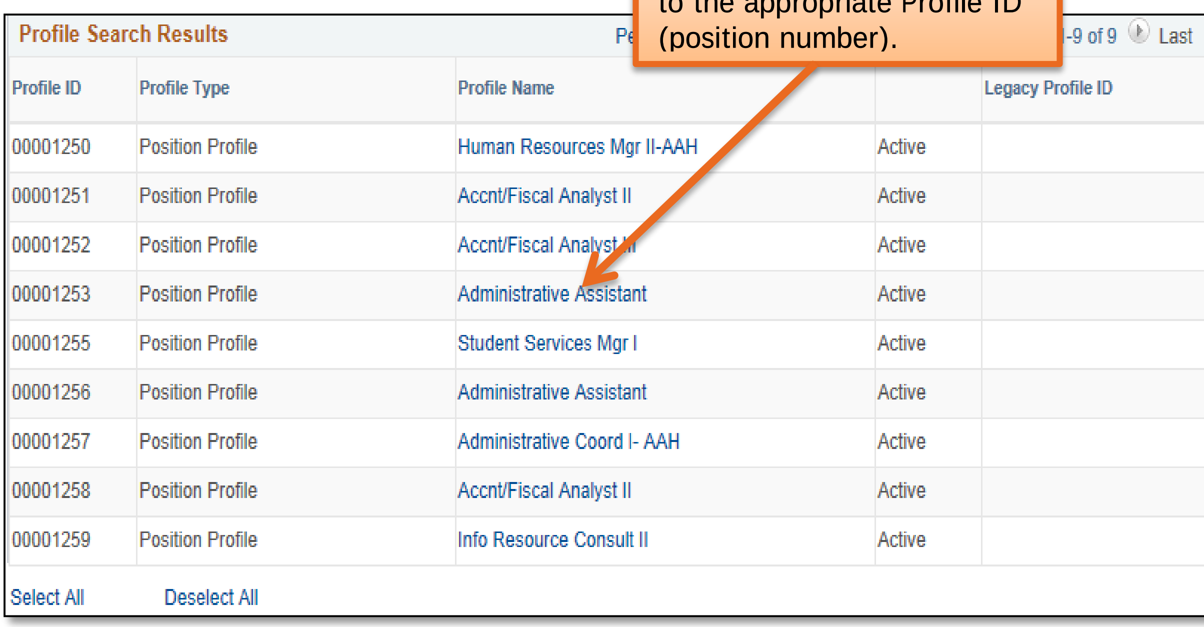


STEP 3
Enter the Profile ID (position number), including the leading zeros (e.g., 00001259).



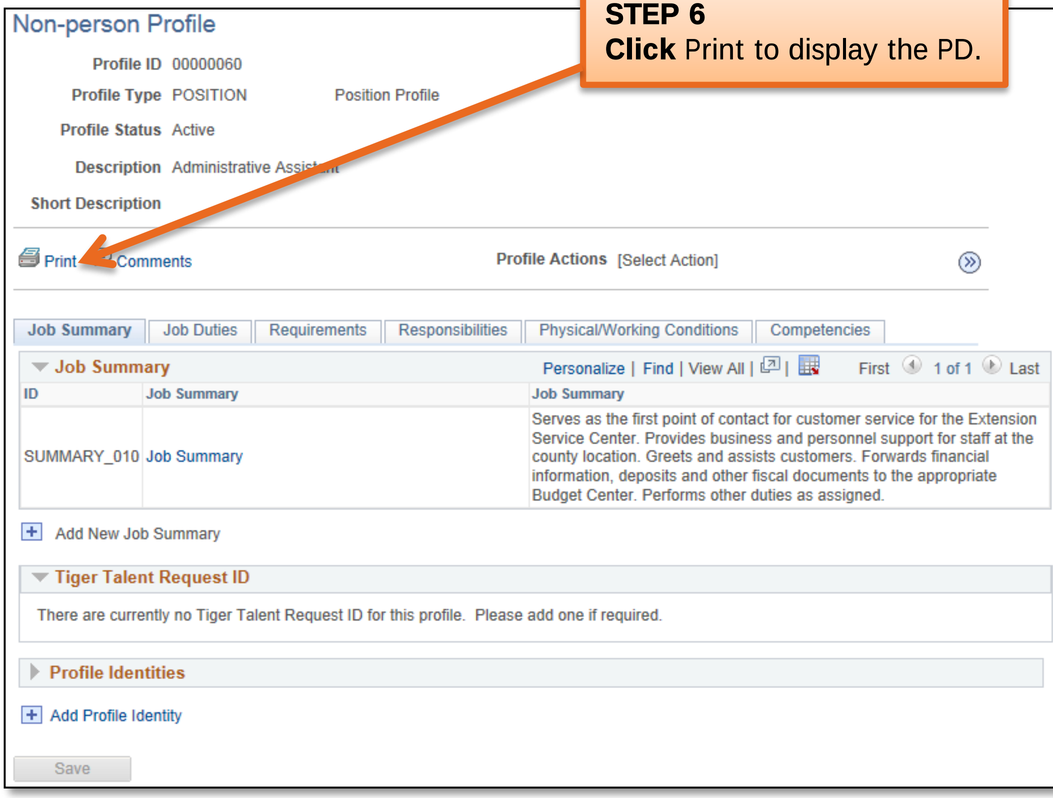
STEP 4
Click Search to locate the position description (PD).

STEP 5
Select the position title next to the appropriate Profile ID (position number).



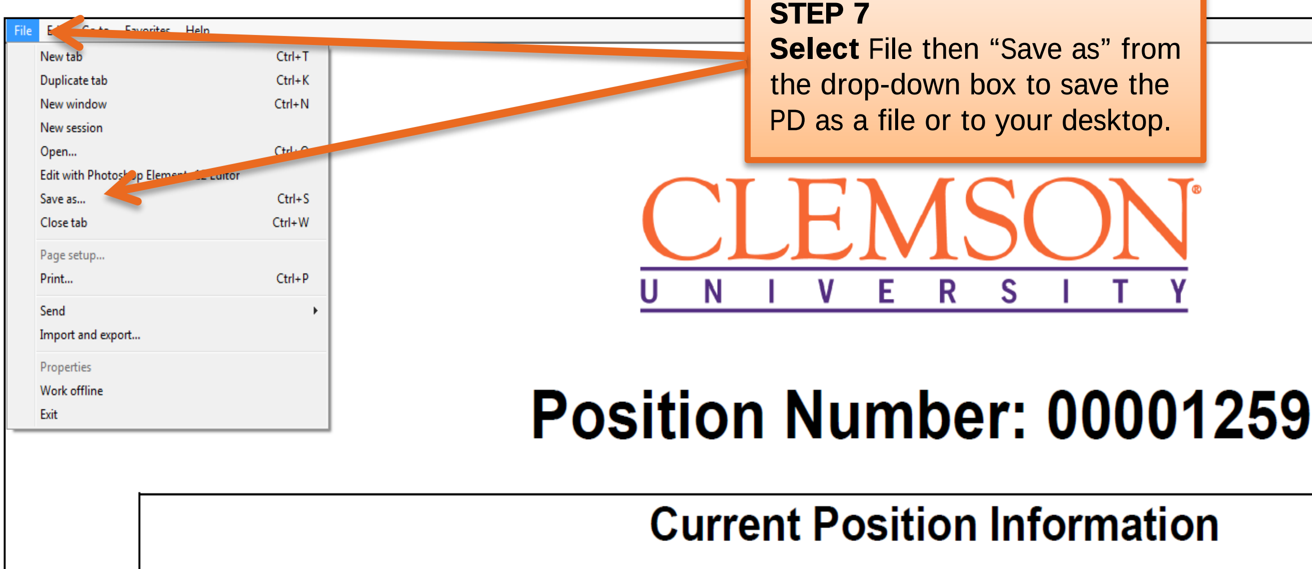
Quick Reference:
Profile Management

STEP 6
Click Print to display the PD.



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.

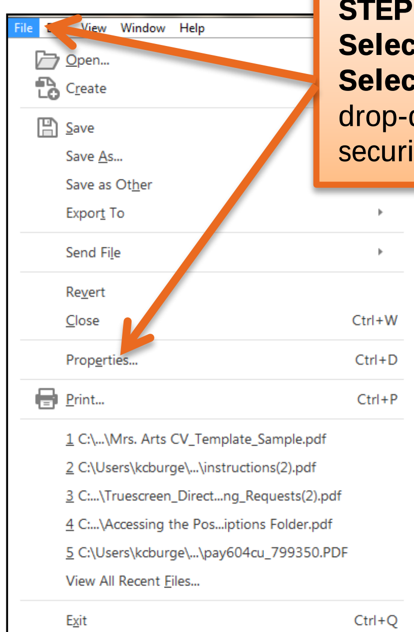


Creating Editable Position Descriptions

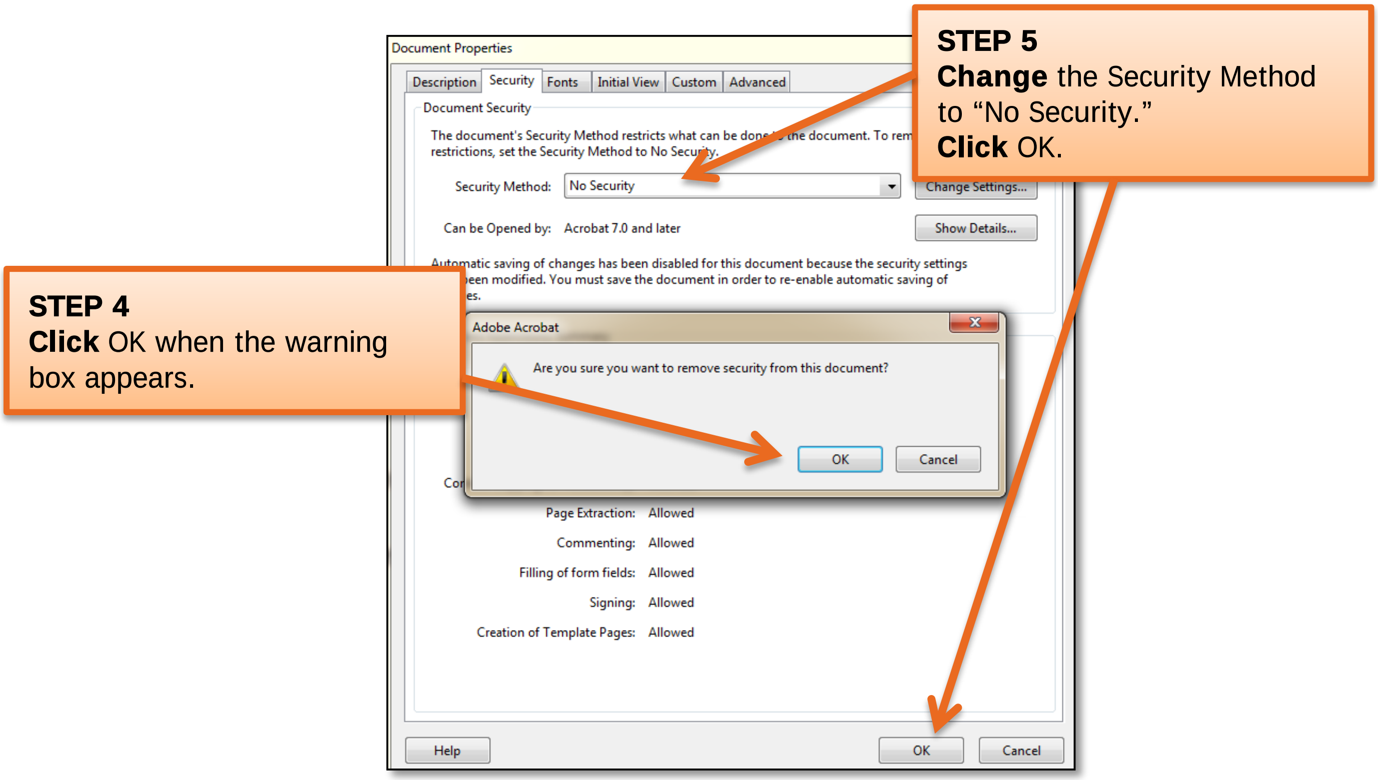
STEP 1
Right Click on the PD and choose "Open with."

STEP 2
Choose Adobe Acrobat Pro or Adobe Acrobat DC to open the PD.

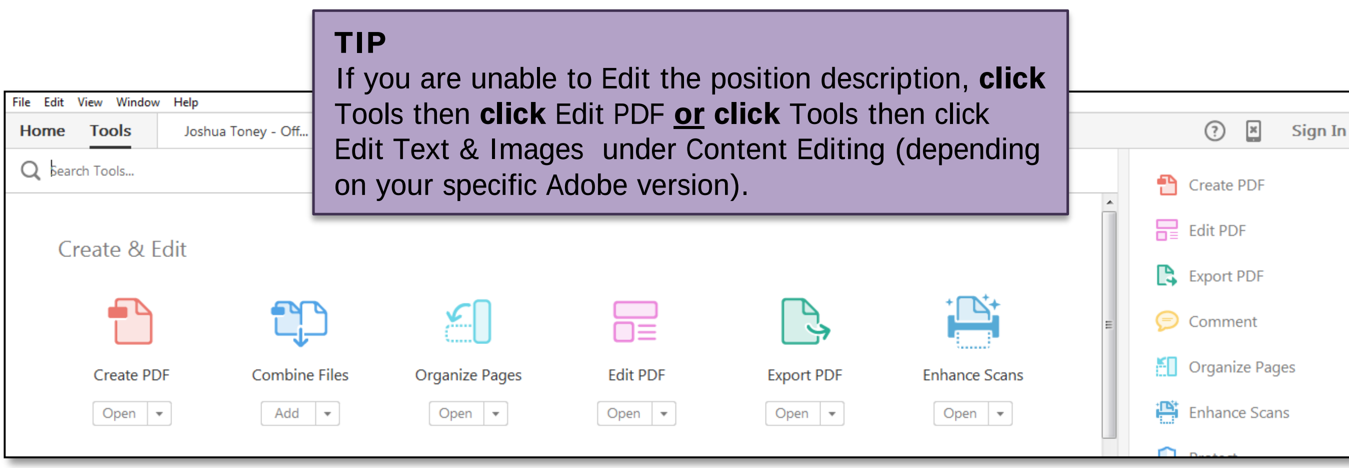
The PD will open when you click Adobe Acrobat Pro or Adobe Acrobat DC.



STEP 3
Select File.
Select "Properties" from the drop-down box to change the security.



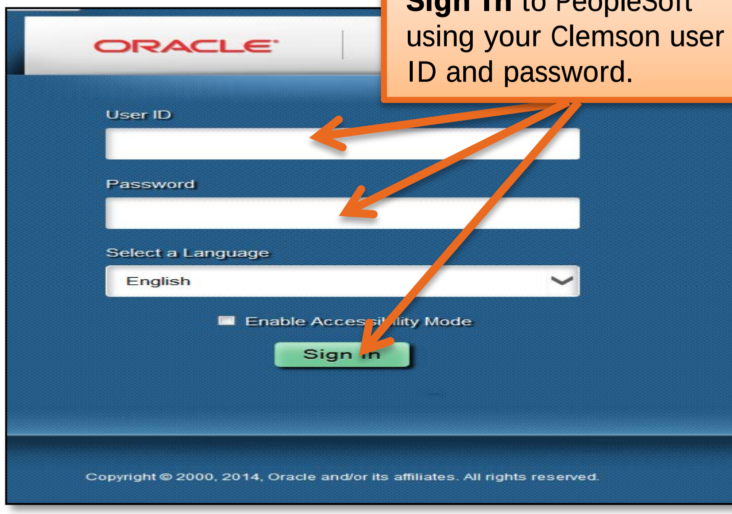
The PD is now editable.



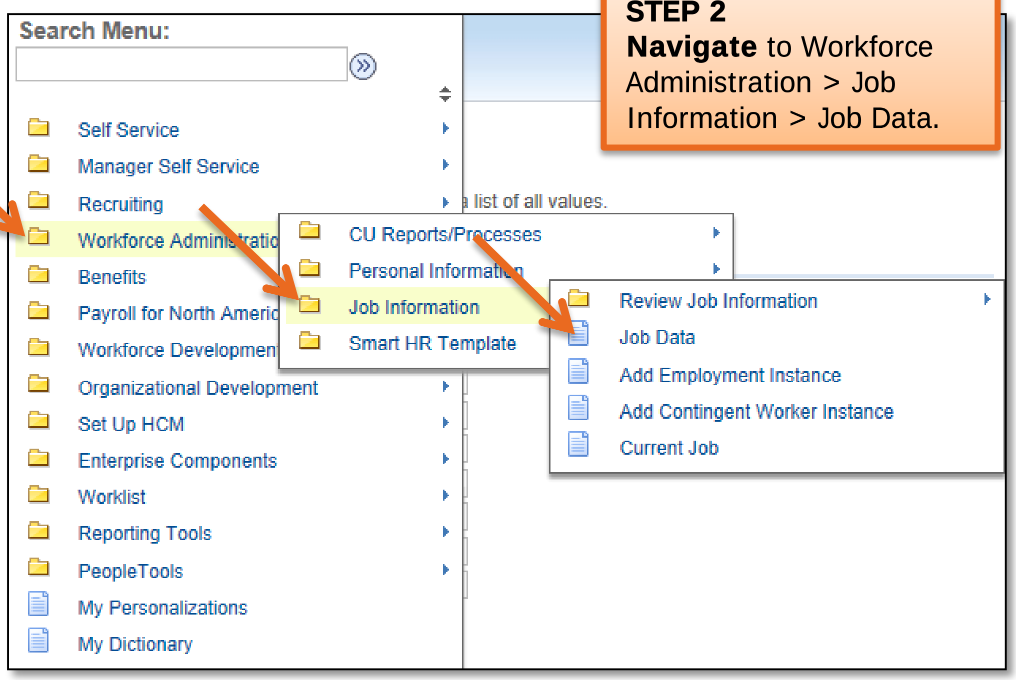
Next steps: To update the PD version currently in Profile Management, you will need to obtain the required approvals then process your edited PD through the documented Classification and Compensation procedure.

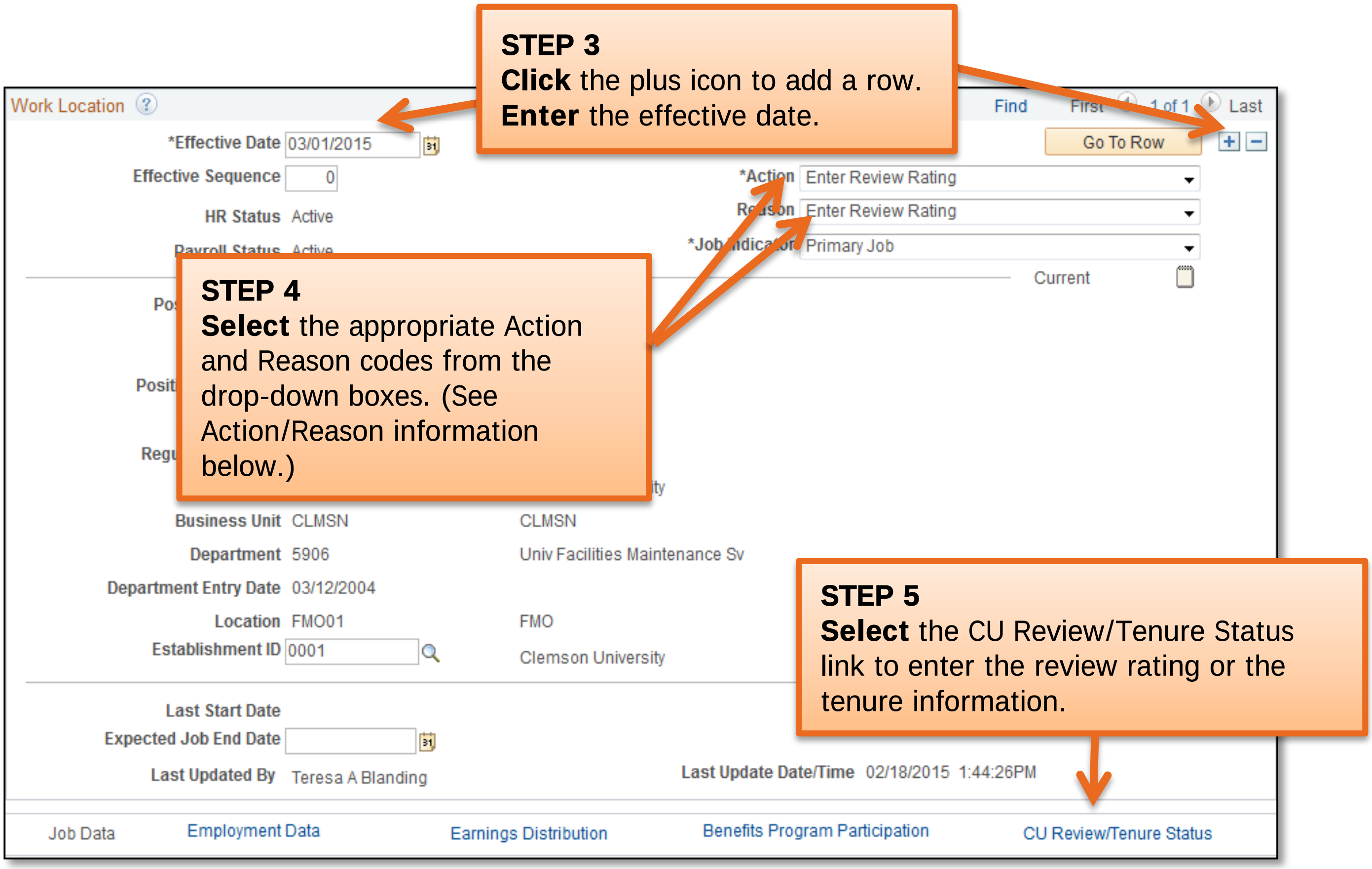
Quick Reference:
Documenting Tenure or Review

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



STEP 2
Navigate to Workforce Administration > Job Information > Job Data.





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.

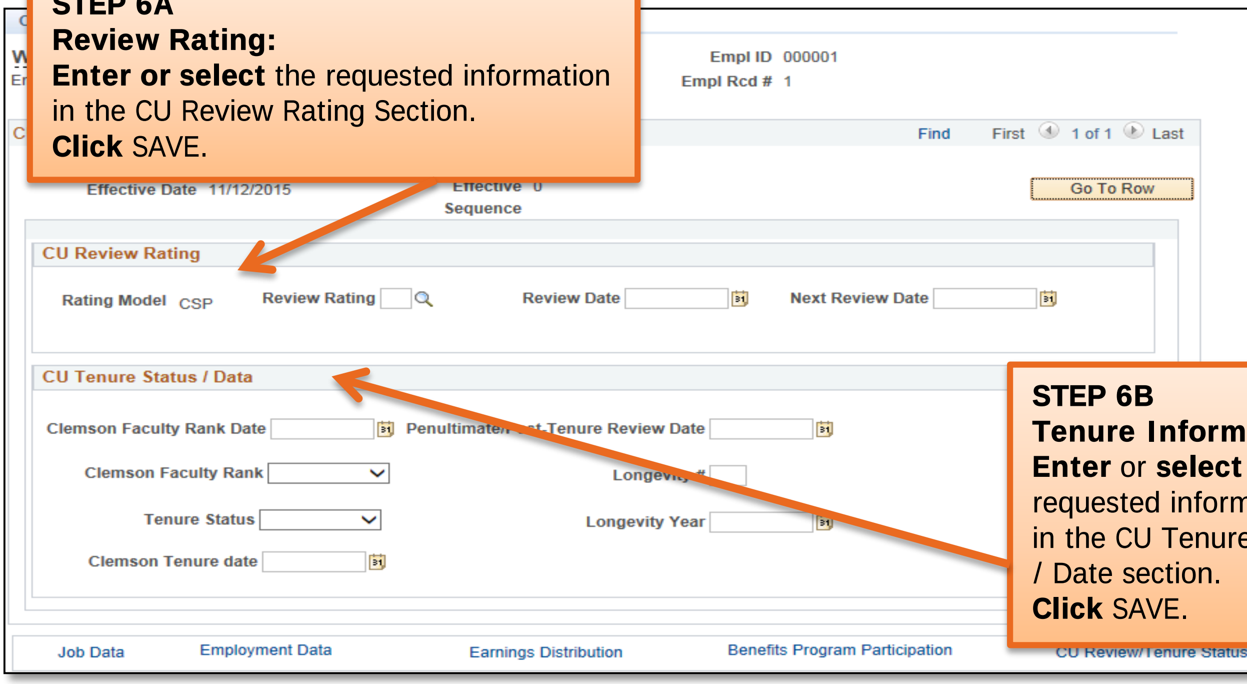
To enter a Tenure Status Change, choose **Action:** Data Change **and Reason:** Tenure Change.

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.)

STEP 6A
Review Rating:
Enter or select the requested information in the CU Review Rating Section.
Click SAVE.



STEP 6B
Tenure Information:
Enter or **select** the requested information in the CU Tenure Status / Date section.
Click SAVE.

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HUMAN RESOURCES

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.

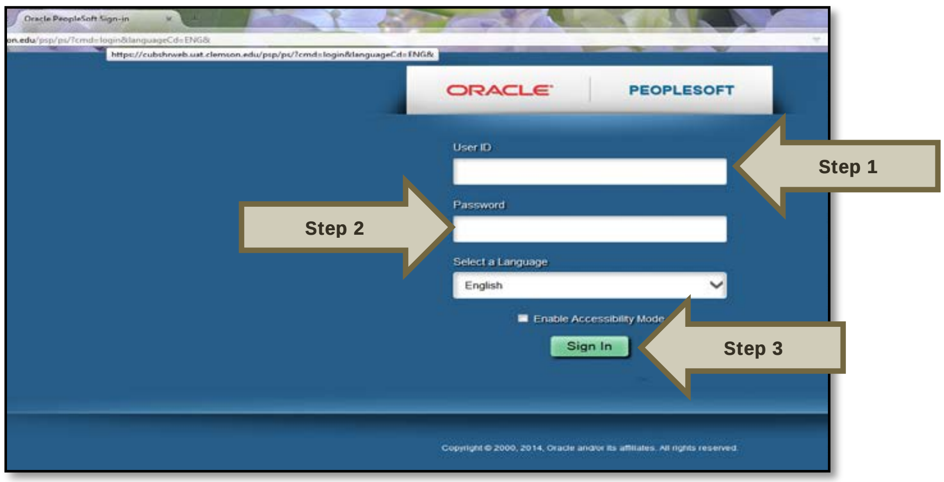
Enter the Offer Details

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.

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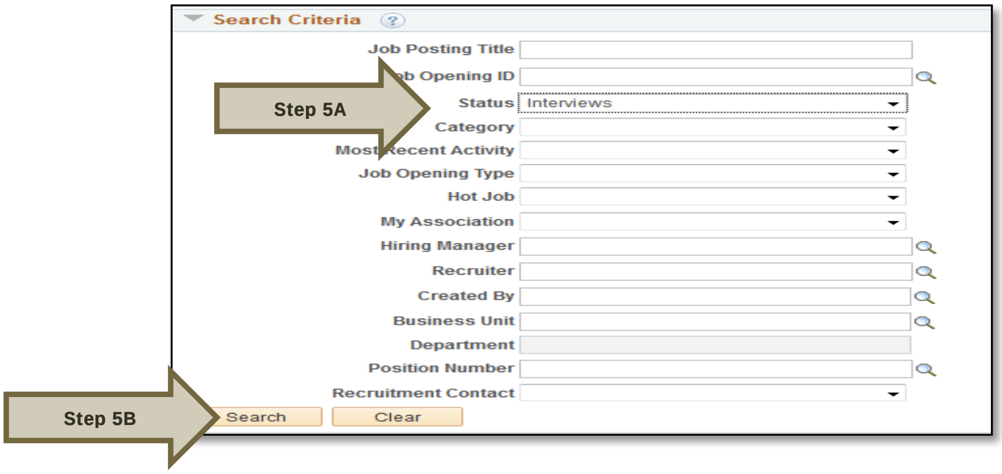
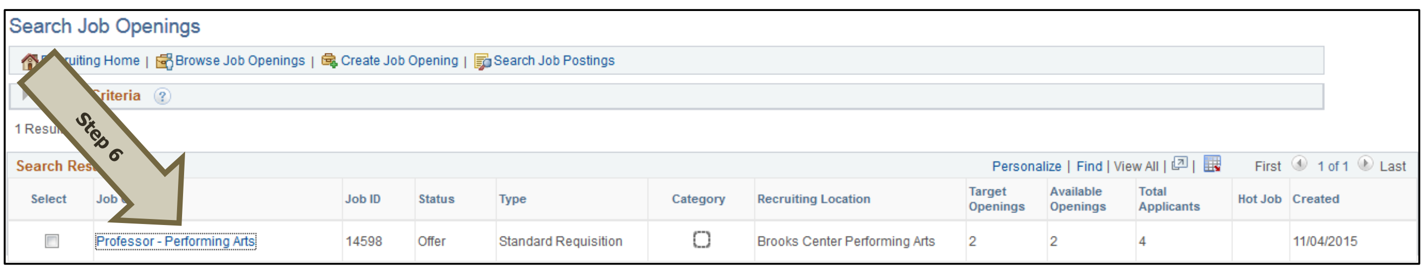
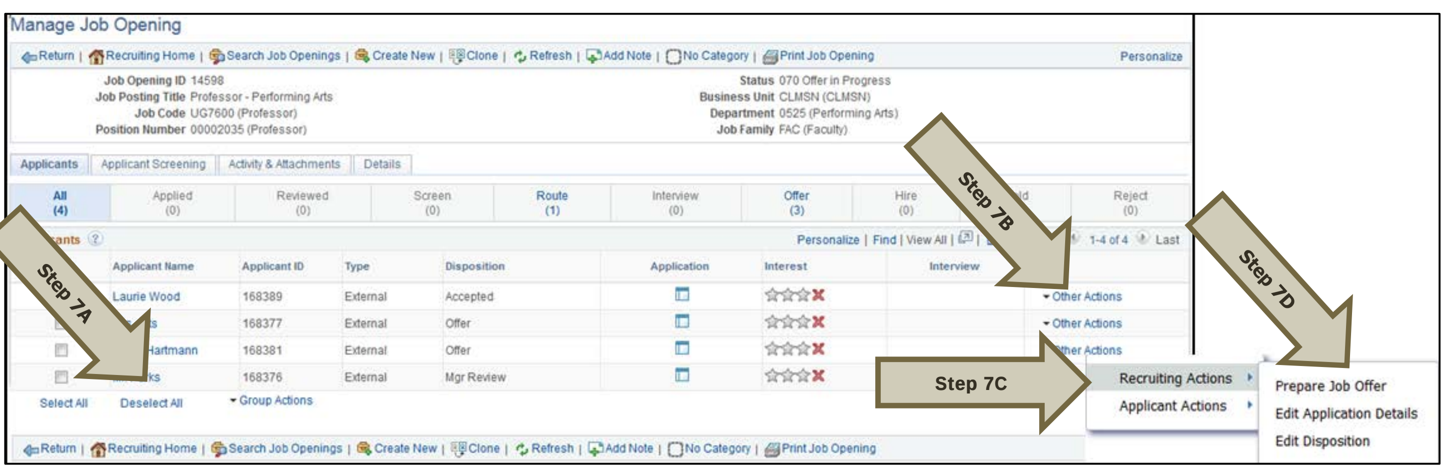
Step 5: (A) Select the appropriate status from the drop-down menu **OR** if you have the job opening ID, enter it in the Job Opening ID field and clear the Status field. (B) Click **Search**. (Candidates usually have a status of either Interview or Offer.)



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



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."



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.

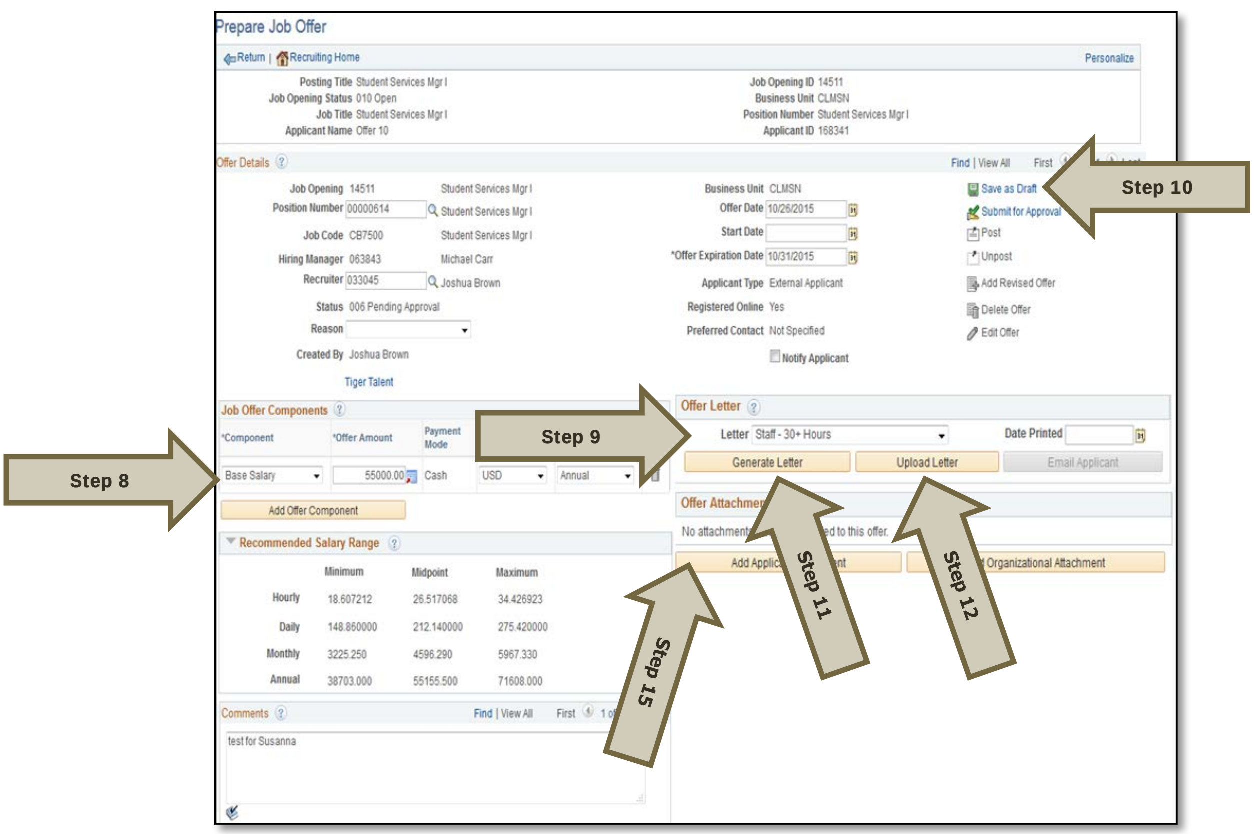
Step 10: Click “Save as Draft.”

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.



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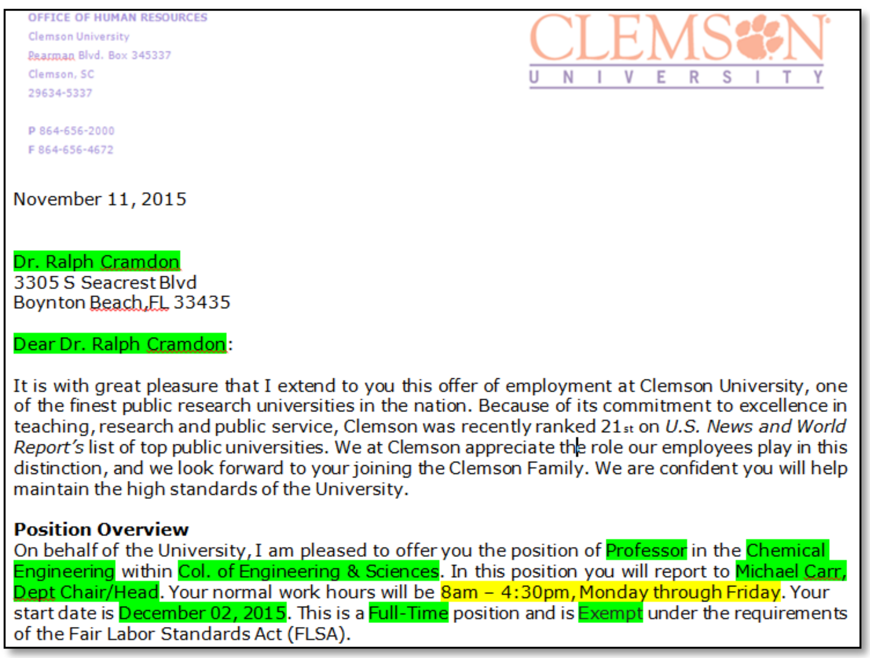
Step 13: If you chose to generate a letter using Clemson templates, a window should pop up displaying the generated offer letter. Verify the content of the offer letter, including the candidate's name, position title, department, division, supervisor, work hours, start date, full- or part-time status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


OFFICE OF HUMAN RESOURCES
Clemson University
Pearman Blvd. Box 345337
Clemson, SC
29634-5337

P 864-656-2000
F 864-656-4672

CLEMSON UNIVERSITY

November 11, 2015

Dr. Ralph Cramdon
3305 S Seacrest Blvd
Boynton Beach,FL 33435

Dear Dr. Ralph Cramdon:

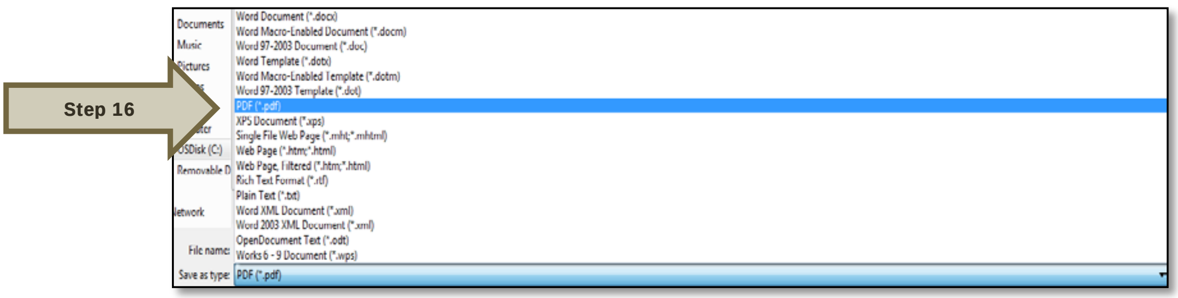
It is with great pleasure that I extend to you this offer of employment at Clemson University, one of the finest public research universities in the nation. Because of its commitment to excellence in teaching, research and public service, Clemson was recently ranked 21st on *U.S. News and World Report's* list of top public universities. We at Clemson appreciate the role our employees play in this distinction, and we look forward to your joining the Clemson Family. We are confident you will help maintain the high standards of the University.

Position Overview
On behalf of the University, I am pleased to offer you the position of Professor in the Chemical Engineering within Col. of Engineering & Sciences. In this position you will report to Michael Carr, Dept Chair/Head. Your normal work hours will be 8am – 4:30pm, Monday through Friday. Your start date is December 02, 2015. This is a Full-Time position and is Exempt under the requirements of the Fair Labor Standards Act (FLSA).

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.

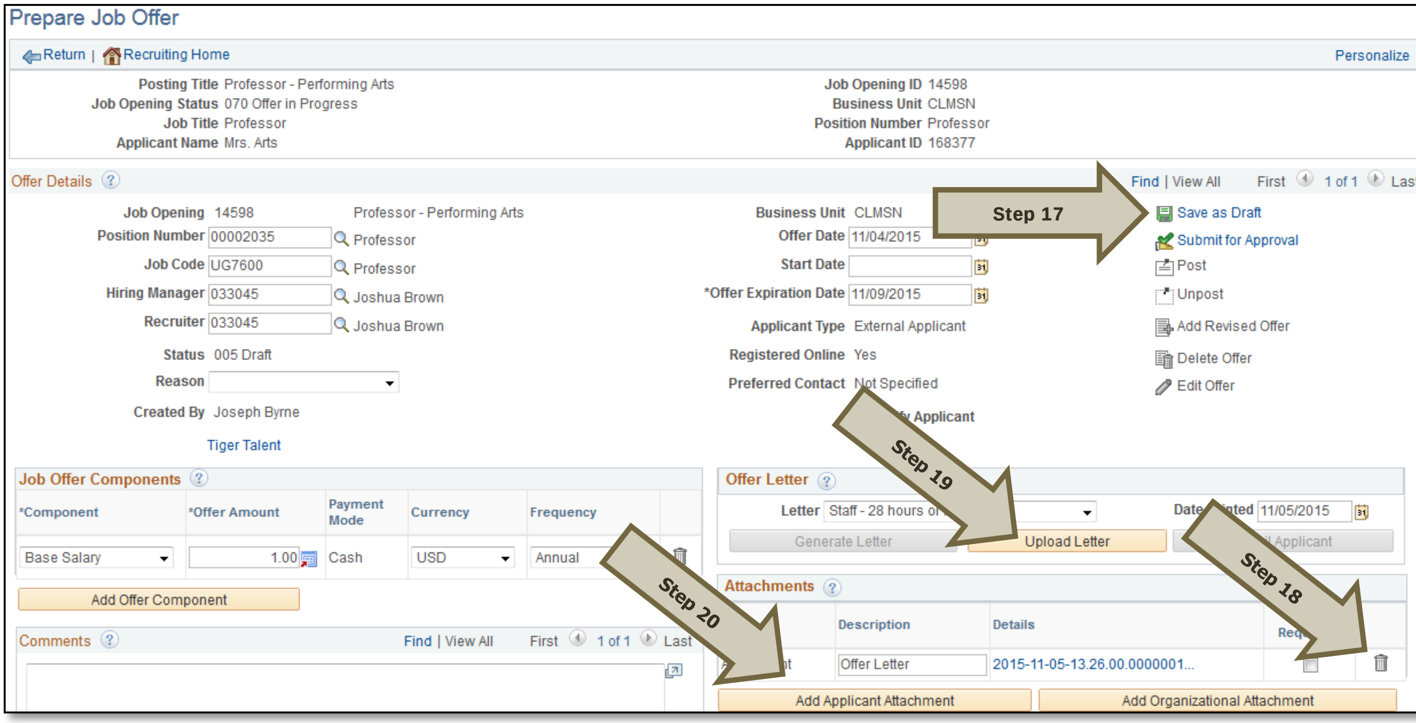


Step 17: On the Prepare Job Offer page, select Save as Draft and then Edit Offer.

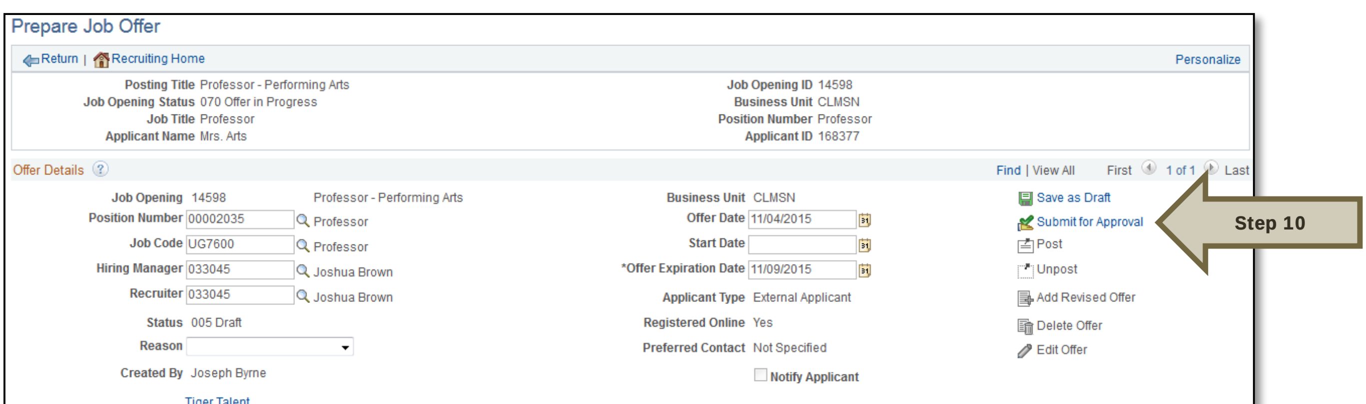
Step 18: Prior to uploading your new letter, delete the original generated letter by clicking the trash can icon.

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.



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.



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.

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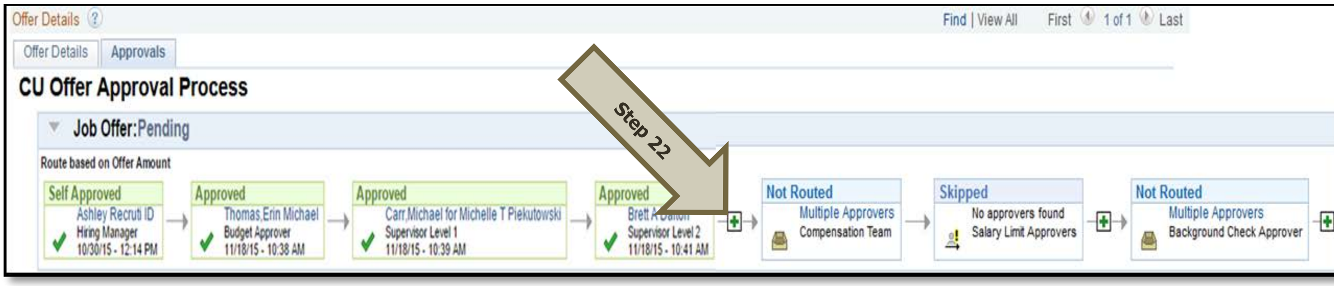
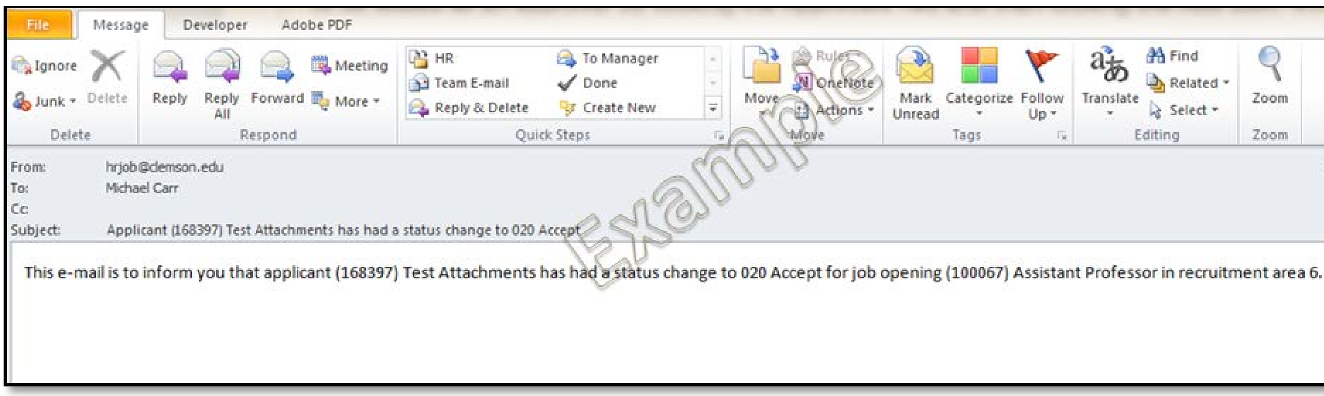


Step 23: The HR partner will receive email notifications (see below) as approvals are completed.

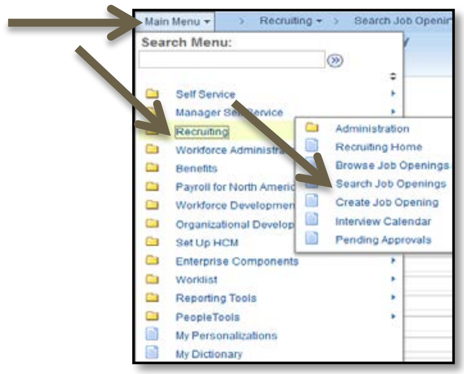


Post the Offer Letter

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:

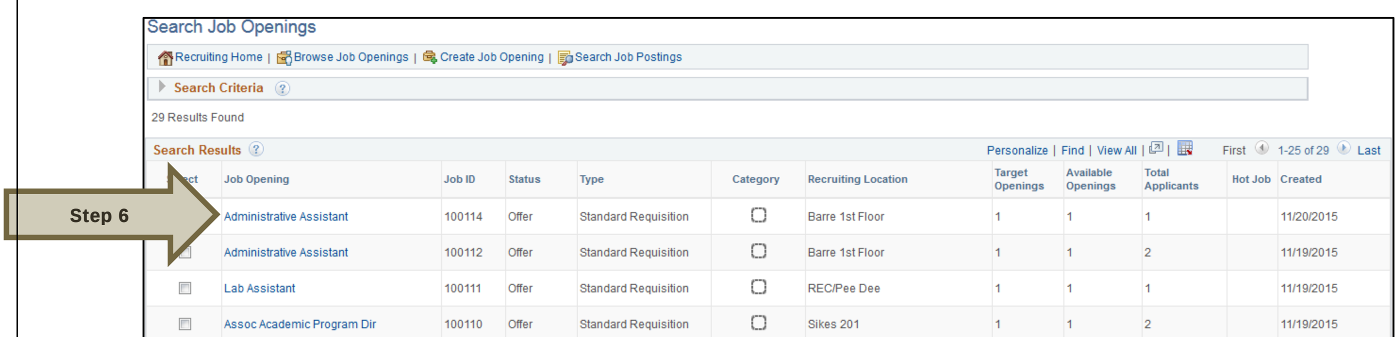
Step 1: Enter your Clemson user ID into PeopleSoft.
Step 2: Enter your Clemson password.
Step 3: Click Sign In.

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.



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."

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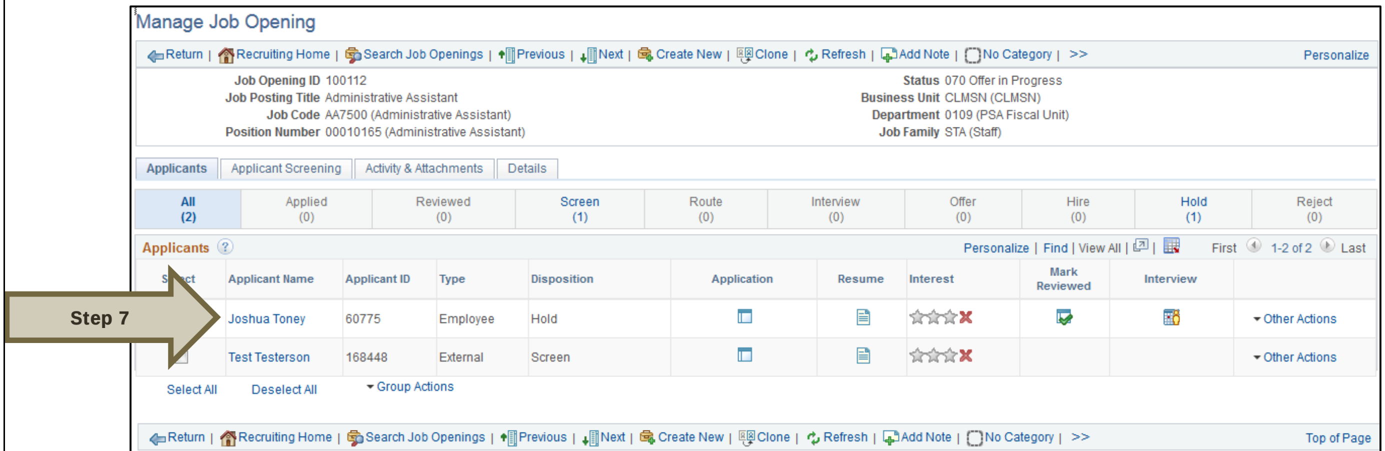
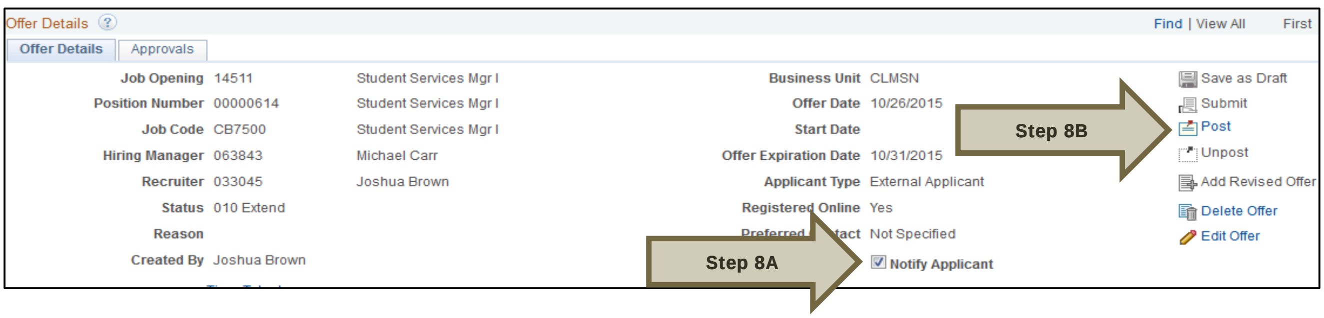


Step 8: To post the job offer via PeopleSoft, (A) check the Notify Applicant box and (B) select Post.



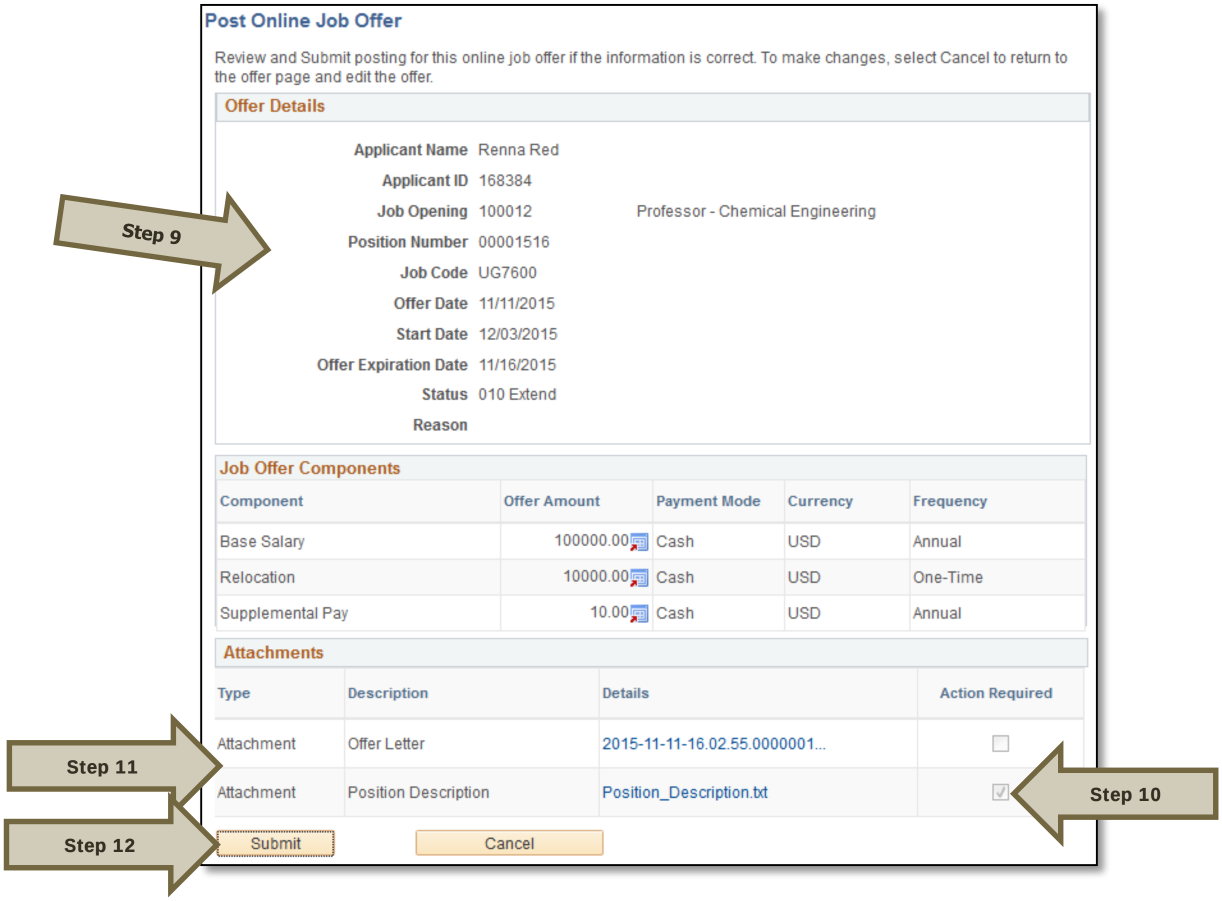
Additional Information: In the next step, you will have a final opportunity to review the offer before the offer letter is sent to the candidate.

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.



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.

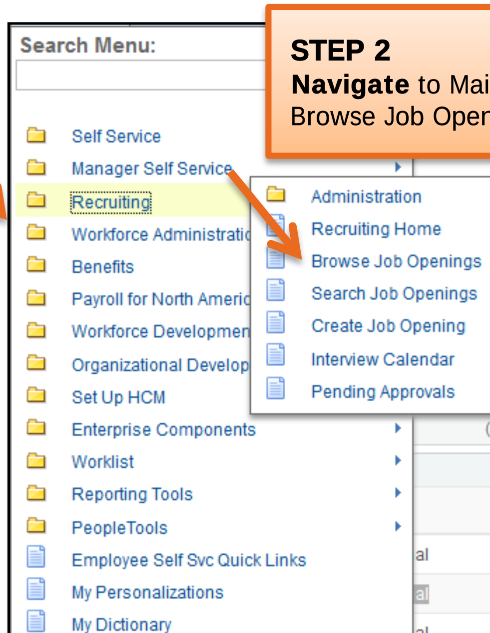
Quick Reference:
Offer Letter Process

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.

STEP 1
Sign In to PeopleSoft using your Clemson User ID and Password.

STEP 2
Navigate to Main Menu > Recruiting > Browse Job Openings.



Quick Reference:
Offer Letter Process

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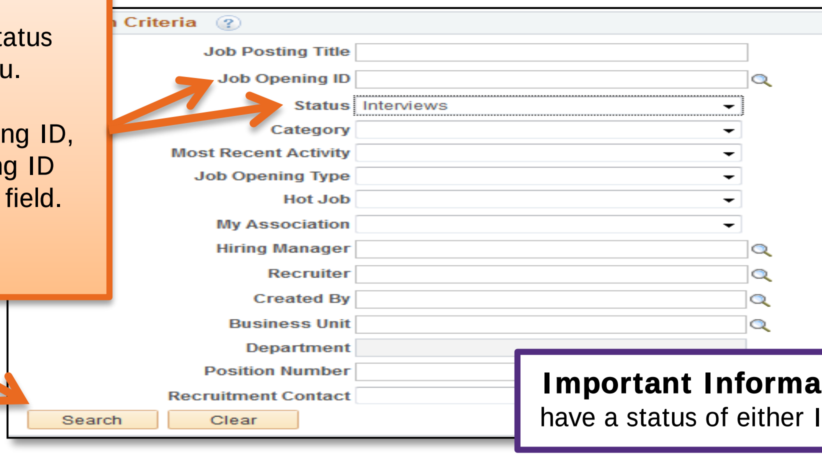
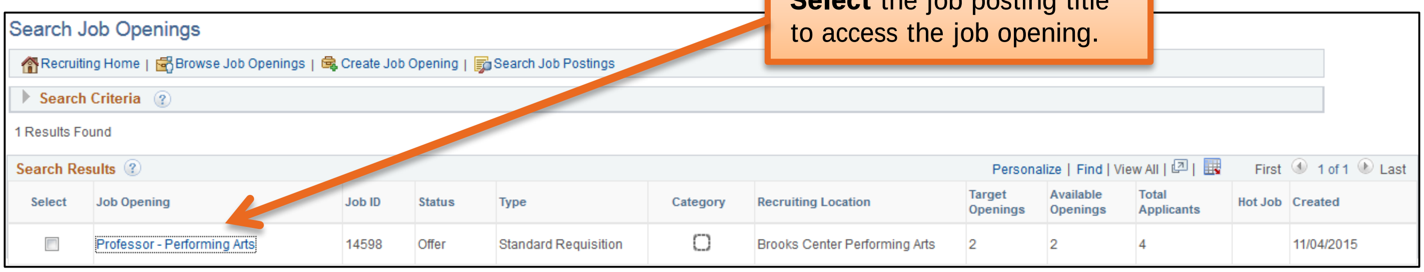
STEP 3
Select the appropriate status from the drop-down menu.
OR
If you have the job opening ID, enter it in the Job Opening ID field and clear the Status field.

Click Search.

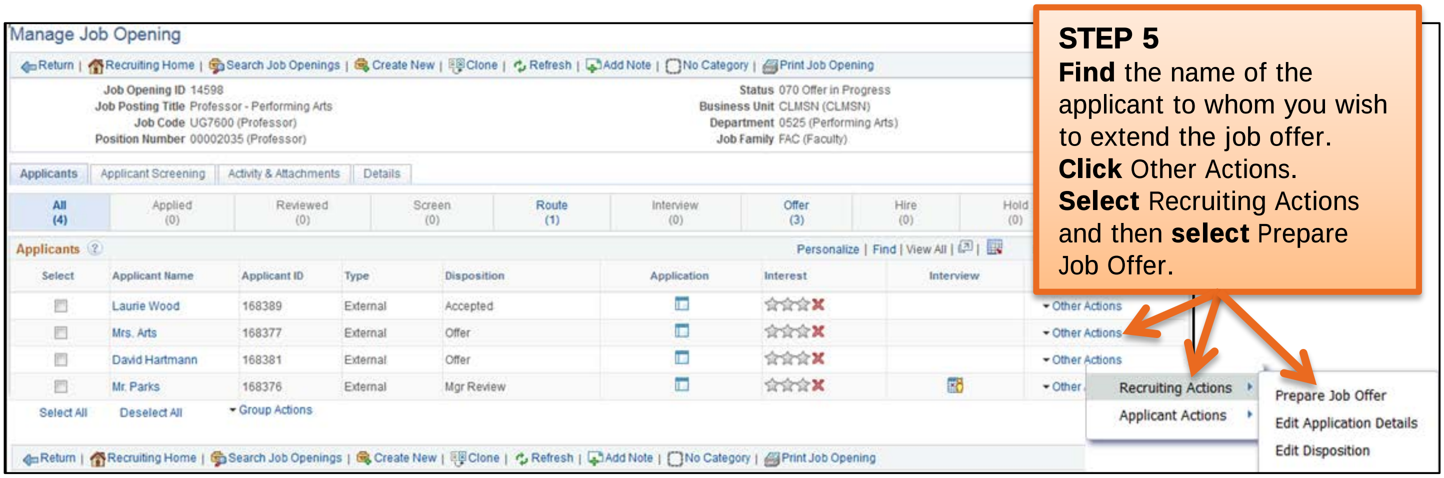


Important Information: Candidates usually have a status of either Interview or Offer.

STEP 4
Select the job posting title to access the job opening.



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

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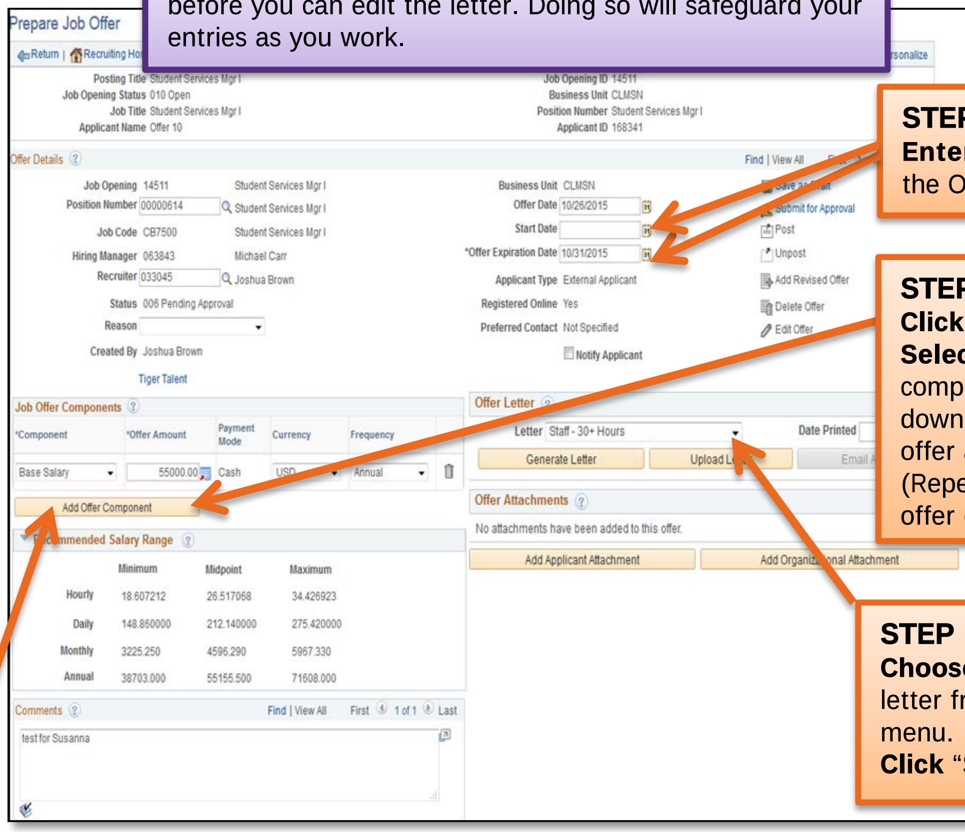
Important Information: Verify the position information, including the position number and job code. Be sure the hiring manager information is accurate, as this will drive the level one and level two approvals of the offer letter. Ensure the salary information is within the approved range provided during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



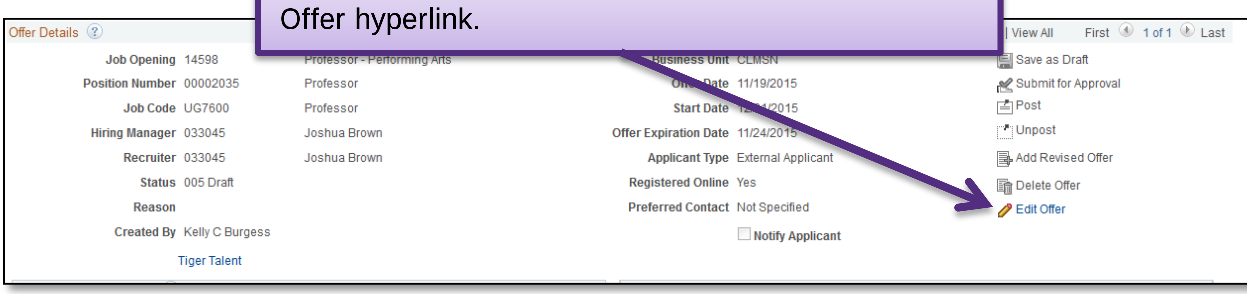
STEP 6A
Enter the Start Date and the Offer Expiration Date.

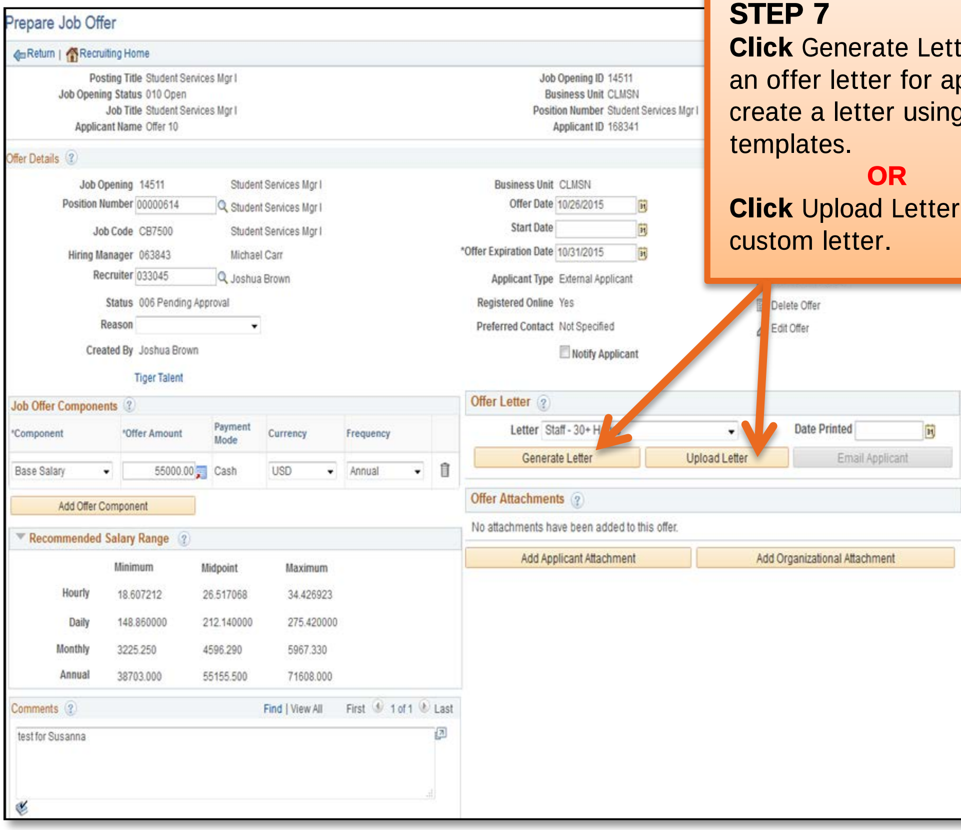
STEP 6B
Click Add Offer Component. **Select** a desired offer component from the drop-down menu followed by the offer amount and frequency. (Repeat for each desired offer component.)

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

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.





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.

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

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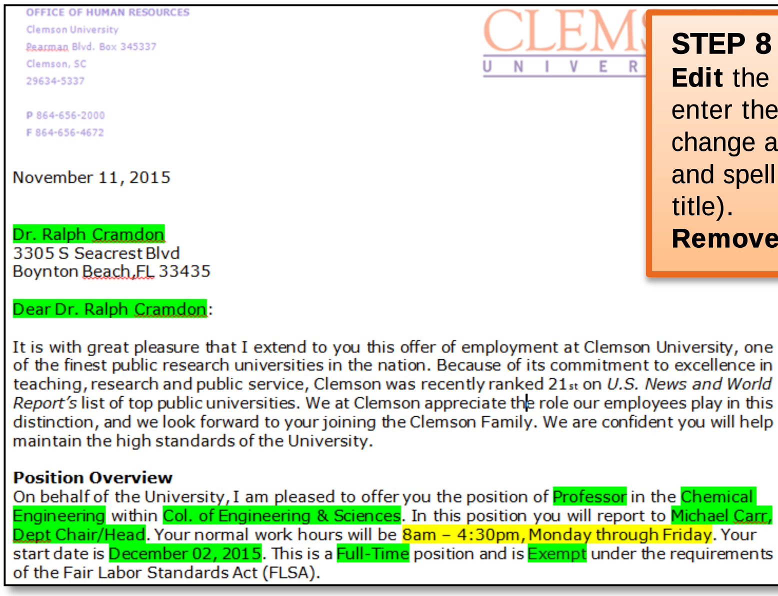

OFFICE OF HUMAN RESOURCES
Clemson University
Pearman Blvd. Box 345337
Clemson, SC
29634-5337

P 864-656-2000
F 864-656-4672

November 11, 2015

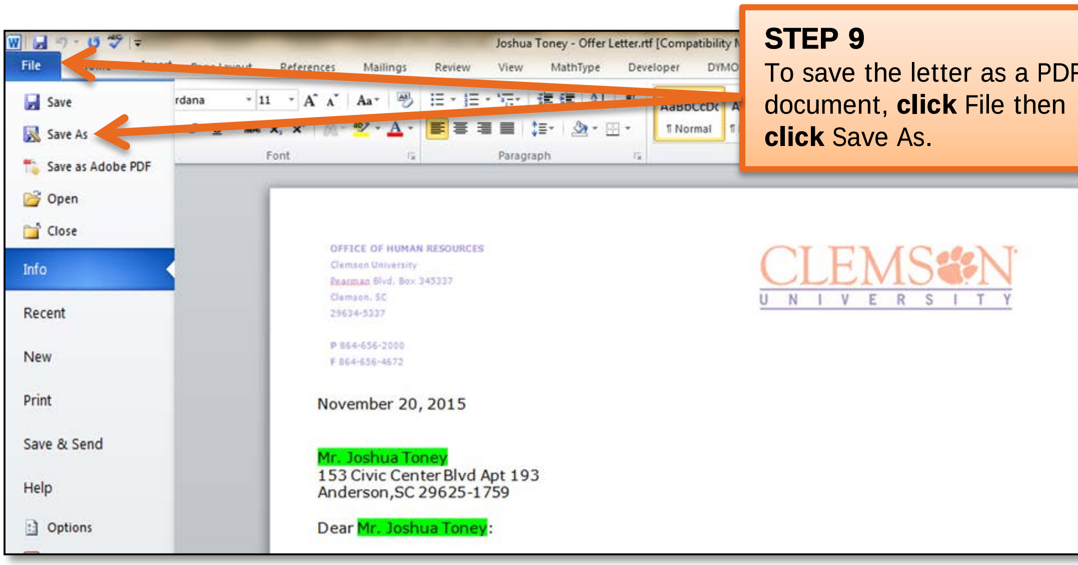
Dr. Ralph Cramdon
3305 S Seacrest Blvd
Boynton Beach,FL 33435

Dear Dr. Ralph Cramdon:

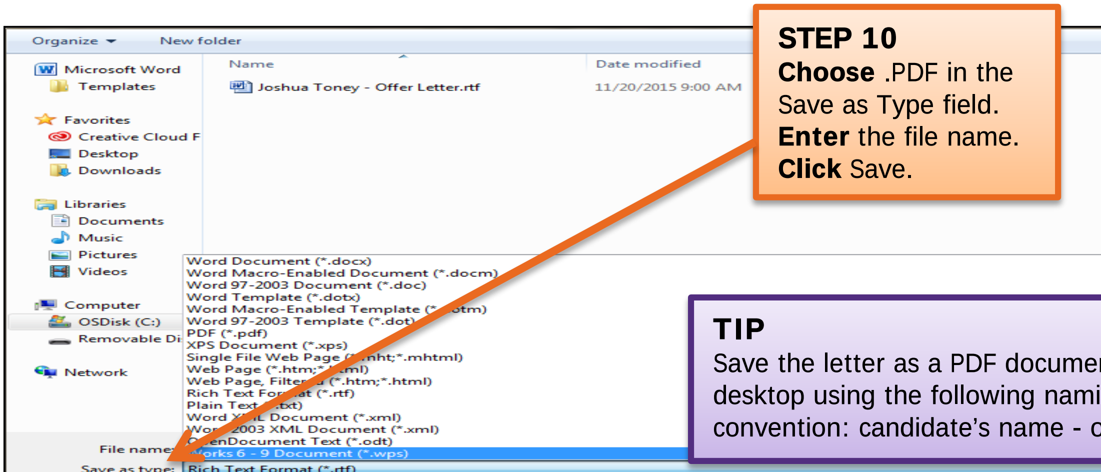
It is with great pleasure that I extend to you this offer of employment at Clemson University, one of the finest public research universities in the nation. Because of its commitment to excellence in teaching, research and public service, Clemson was recently ranked 21st on *U.S. News and World Report's* list of top public universities. We at Clemson appreciate the role our employees play in this distinction, and we look forward to your joining the Clemson Family. We are confident you will help maintain the high standards of the University.

Position Overview
On behalf of the University, I am pleased to offer you the position of Professor in the Chemical Engineering within Col. of Engineering & Sciences. In this position you will report to Michael Carr, Dept Chair/Head. Your normal work hours will be 8am – 4:30pm, Monday through Friday. Your start date is December 02, 2015. This is a Full-Time position and is Exempt under the requirements of the Fair Labor Standards Act (FLSA).

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.

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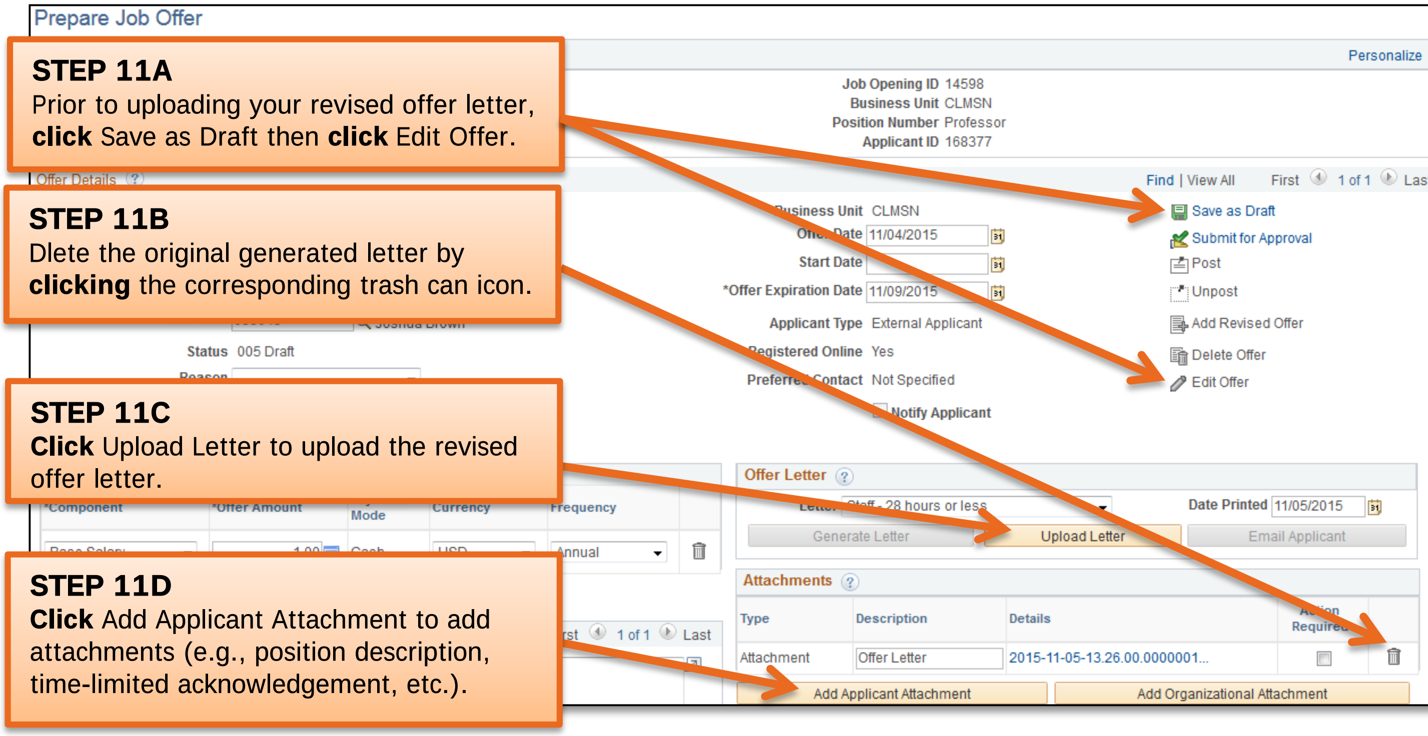
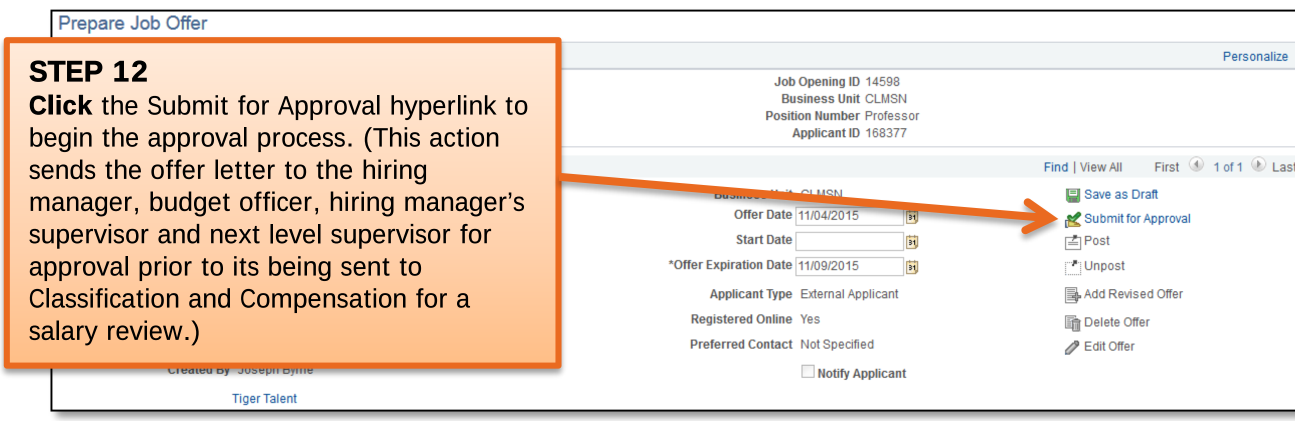


STEP 11A
Prior to uploading your revised offer letter, **click** Save as Draft then **click** Edit Offer.

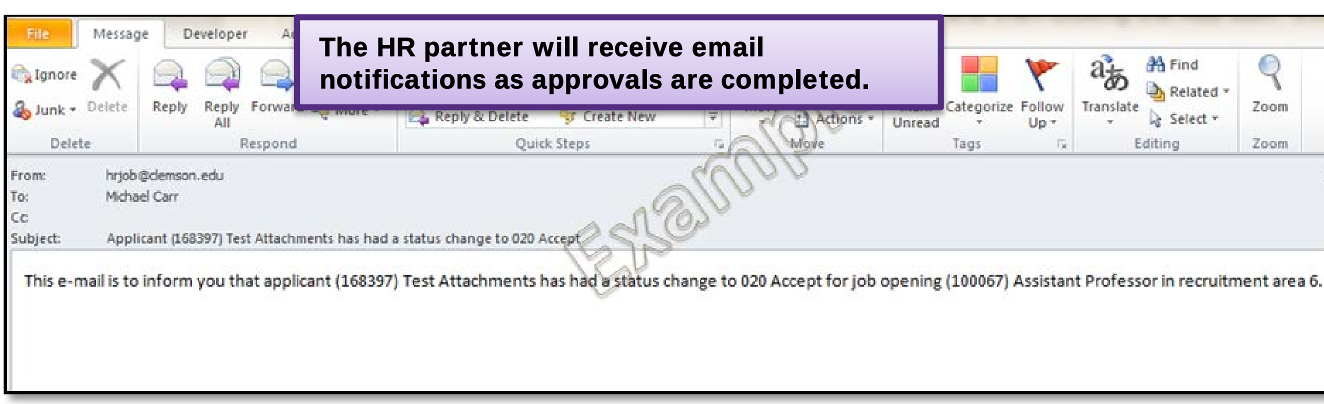
STEP 11B
Dlete the original generated letter by **clicking** the corresponding trash can icon.

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.).



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.)



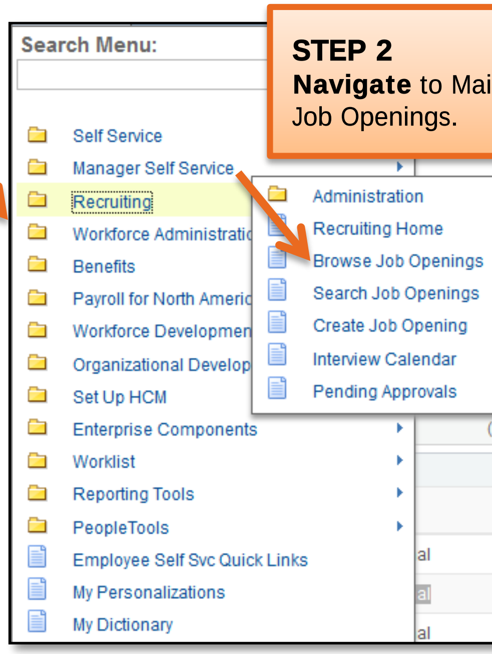
The HR partner will receive email notifications as approvals are completed.

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.

STEP 1
Sign In to PeopleSoft using your Clemson User ID and Password.

STEP 2
Navigate to Main Menu > Recruiting > Browse Job Openings.

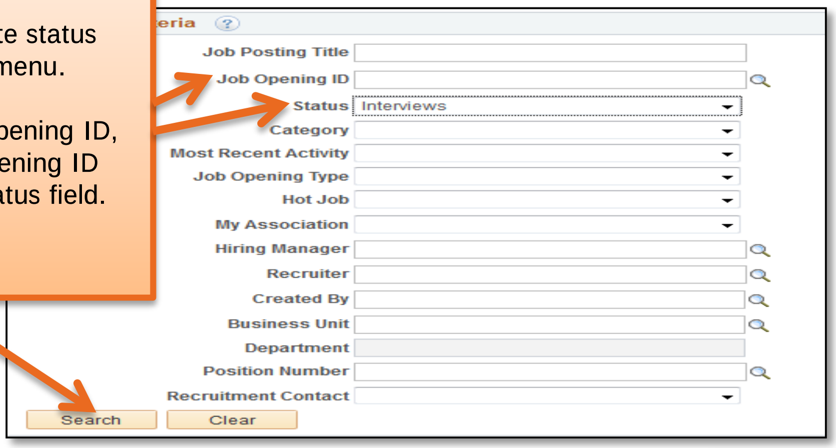


Quick Reference:
Offer Letter Process

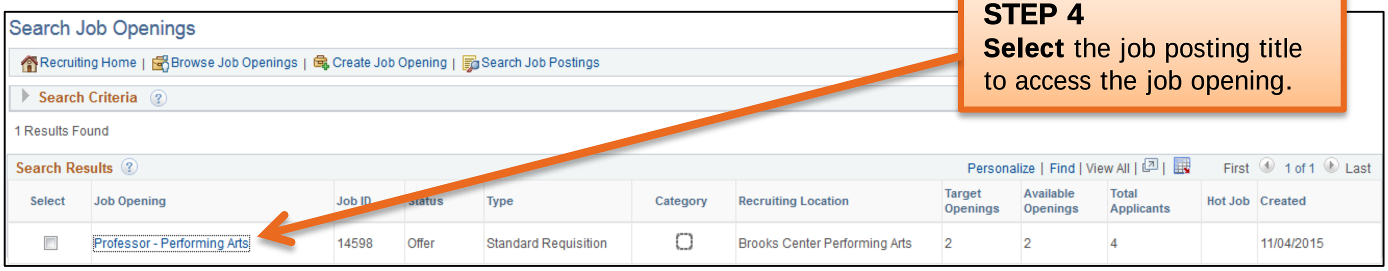
CLEMSON HUMAN RESOURCES

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.

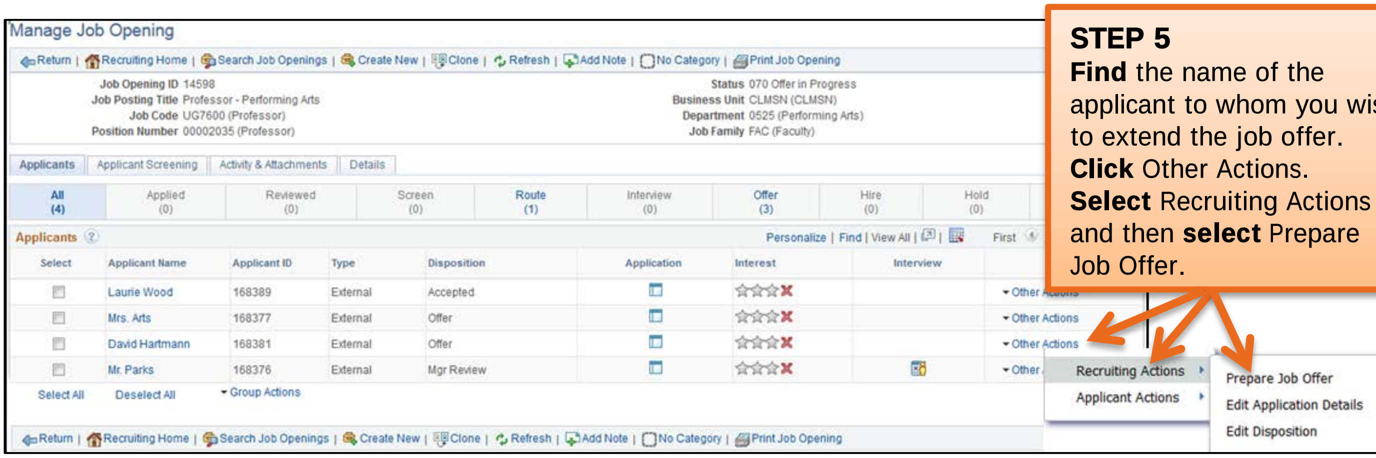
Click Search.



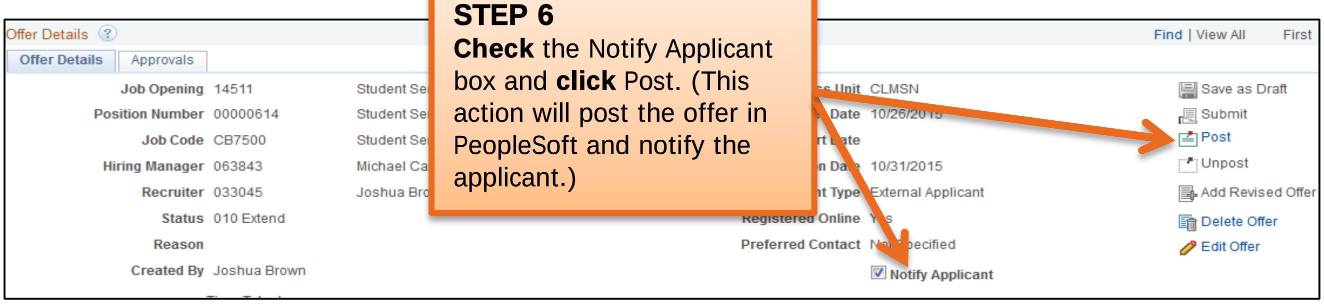
STEP 4
Select the job posting title to access the job opening.



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.



STEP 6
Check the Notify Applicant box and **click** Post. (This action will post the offer in PeopleSoft and notify the applicant.)



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

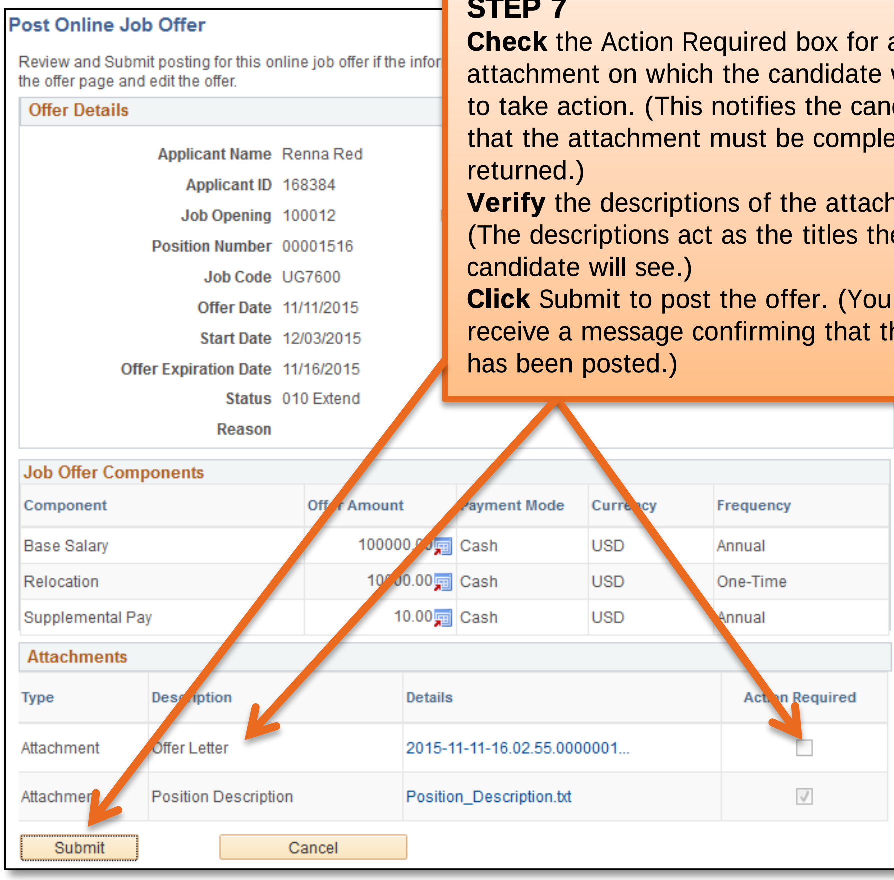
Important Information: Review the offer details on the Post Online Job Offer page to ensure the position information, the job offer components (including the base salary and the attachments) are accurate. Ensure the approved position description is attached if making an offer for a staff position.

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.)

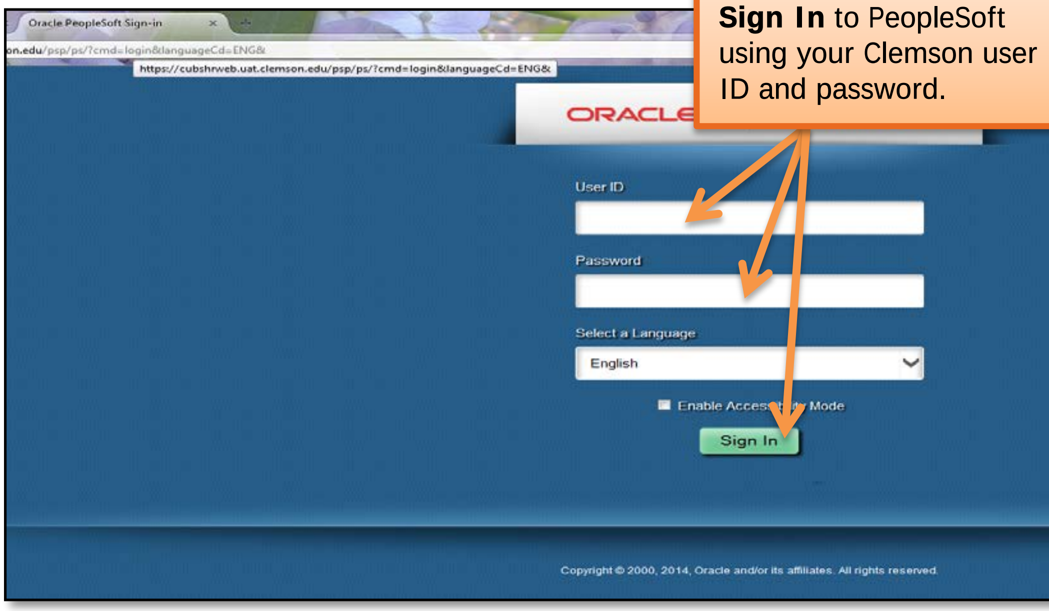
Click Submit to post the offer. (You will receive a message confirming that the offer has been posted.)



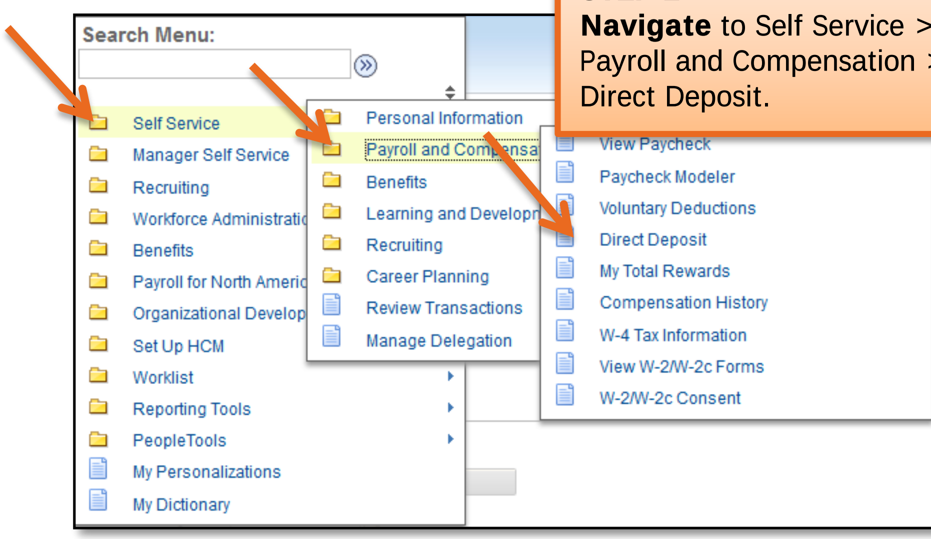
Important Information: Once the candidate has accepted the offer via PeopleSoft, the hire entry can be completed. Please see the *Hire Transactions* user guide for more information.

Quick Reference:
Direct Deposit

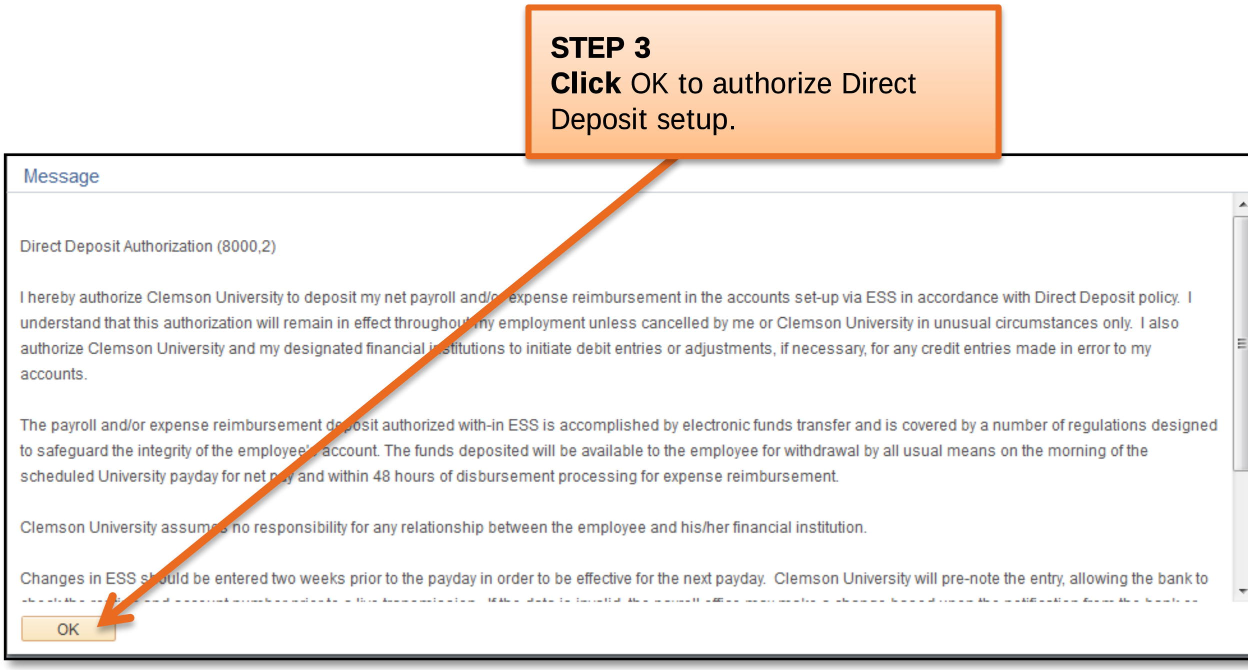
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.



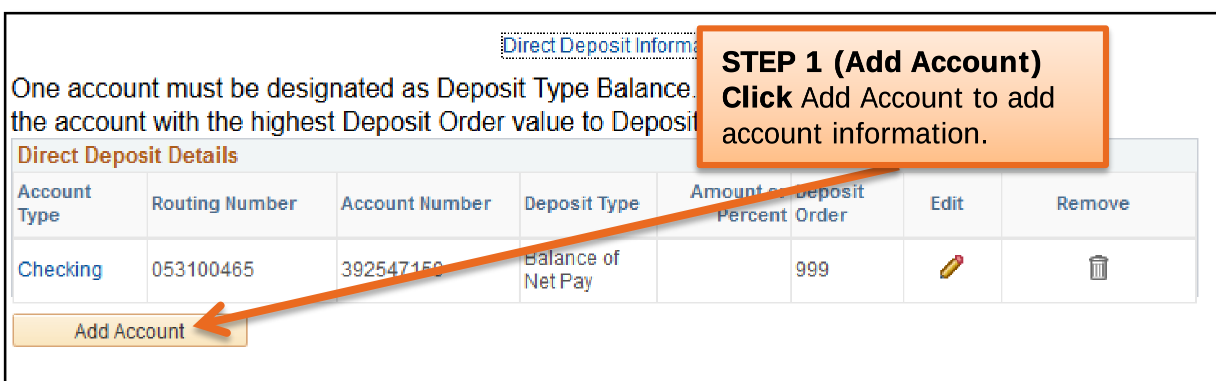
STEP 2
Navigate to Self Service > Payroll and Compensation > Direct Deposit.



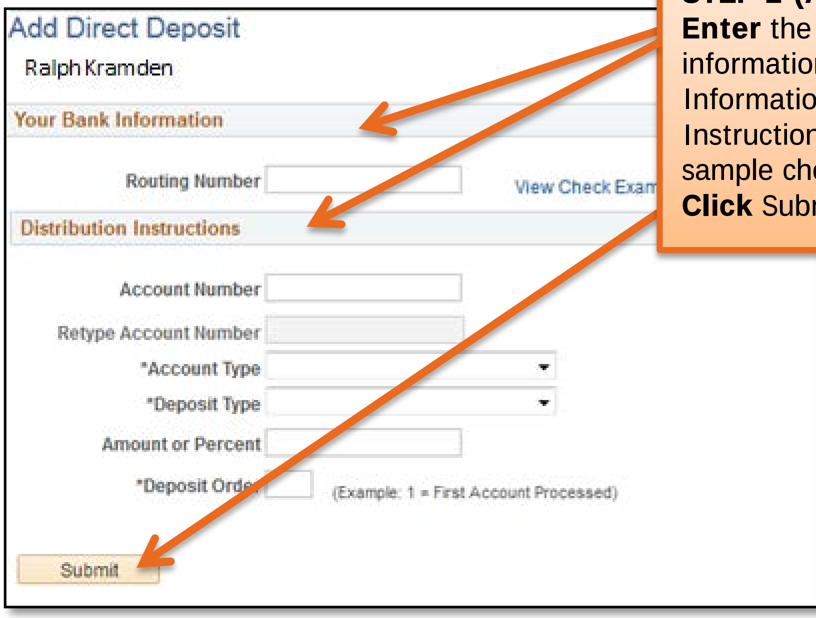
Important Information: When adding or editing account information, be sure to designate one account as your primary account by selecting Deposit Type “Balance of net pay.” If you fail to do so, the system will convert the account with the highest Deposit Order value to Deposit Type “Balance of Net Pay.”

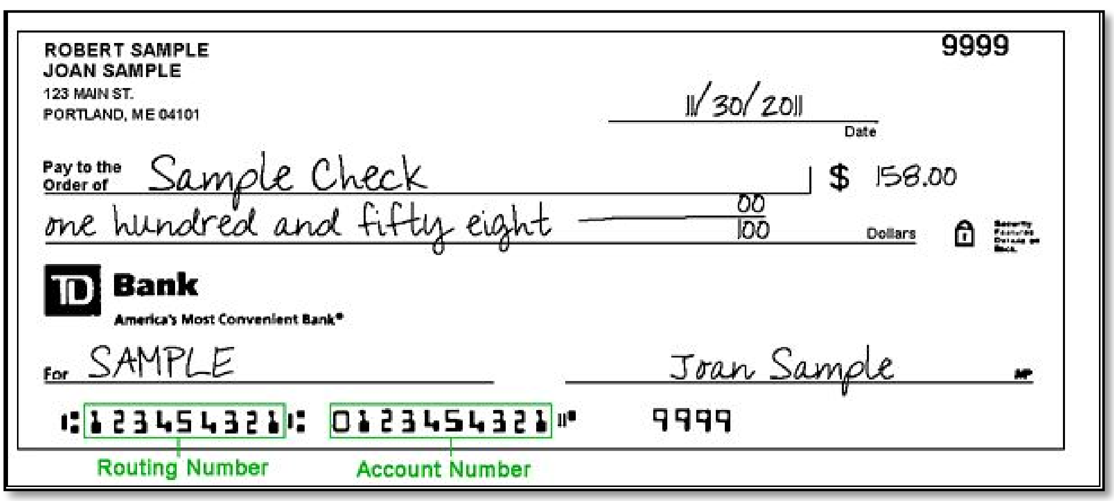


Adding a New Account



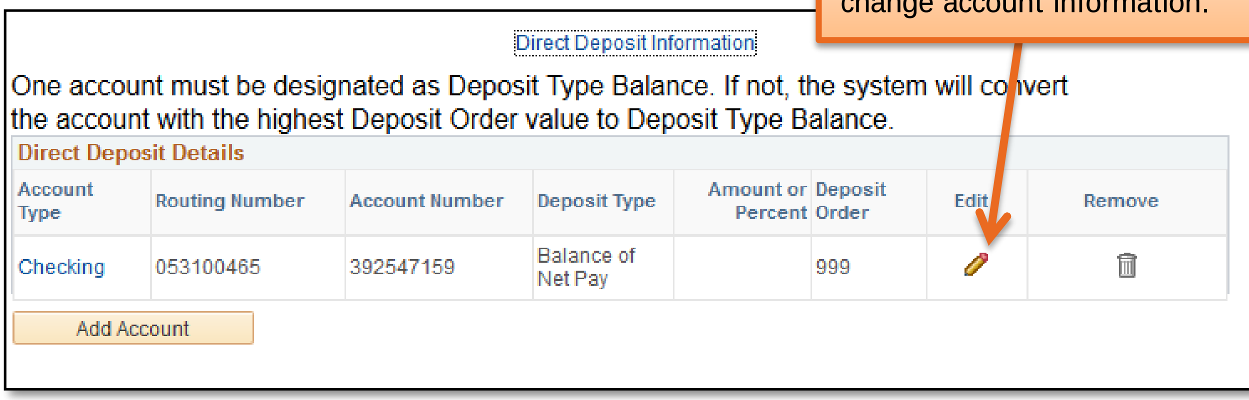
STEP 2 (Add Account)
Enter the requested information in the Your Bank Information and Distribution Instructions sections. (See sample check below.)
Click Submit.



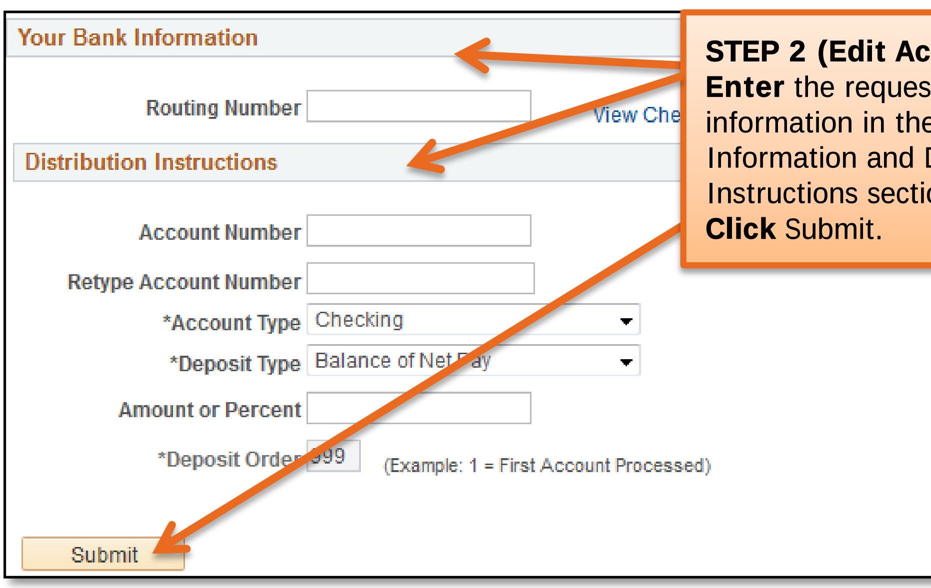


Editing an Account

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

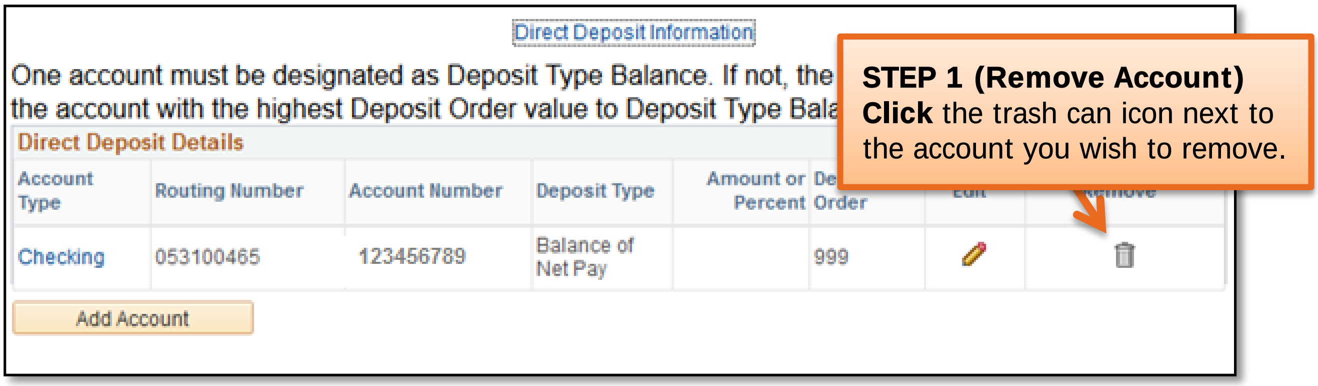


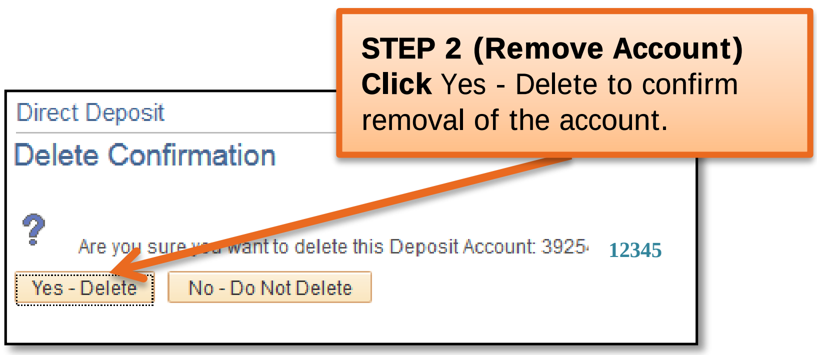
STEP 2 (Edit Account)
Enter the requested information in the Your Bank Information and Distribution Instructions sections.
Click Submit.



CLEMSON HUMAN RESOURCES

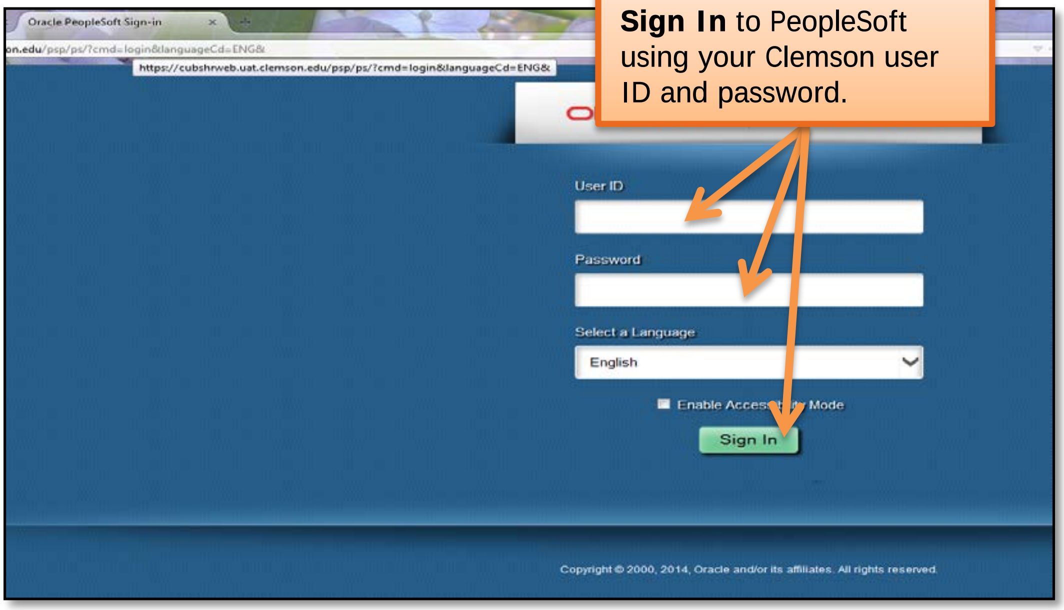
Removing an Account



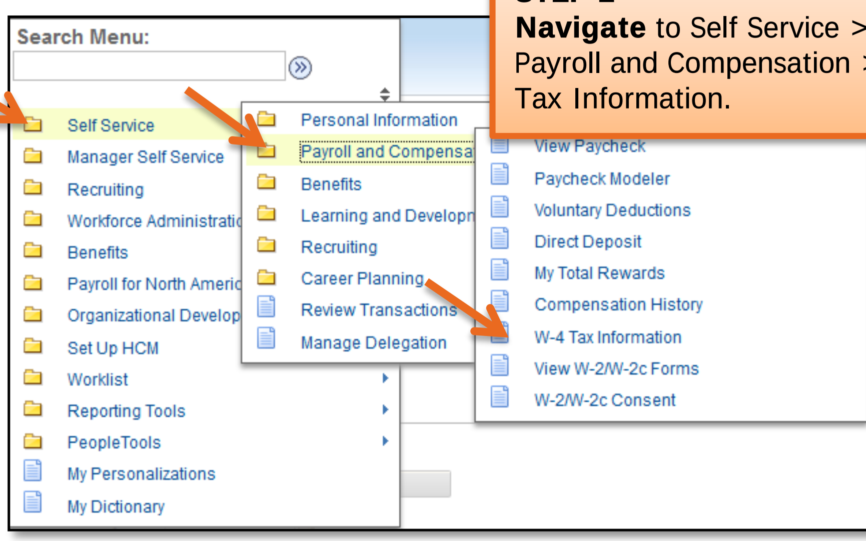


Quick Reference:
Updating W-4 Tax Information

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



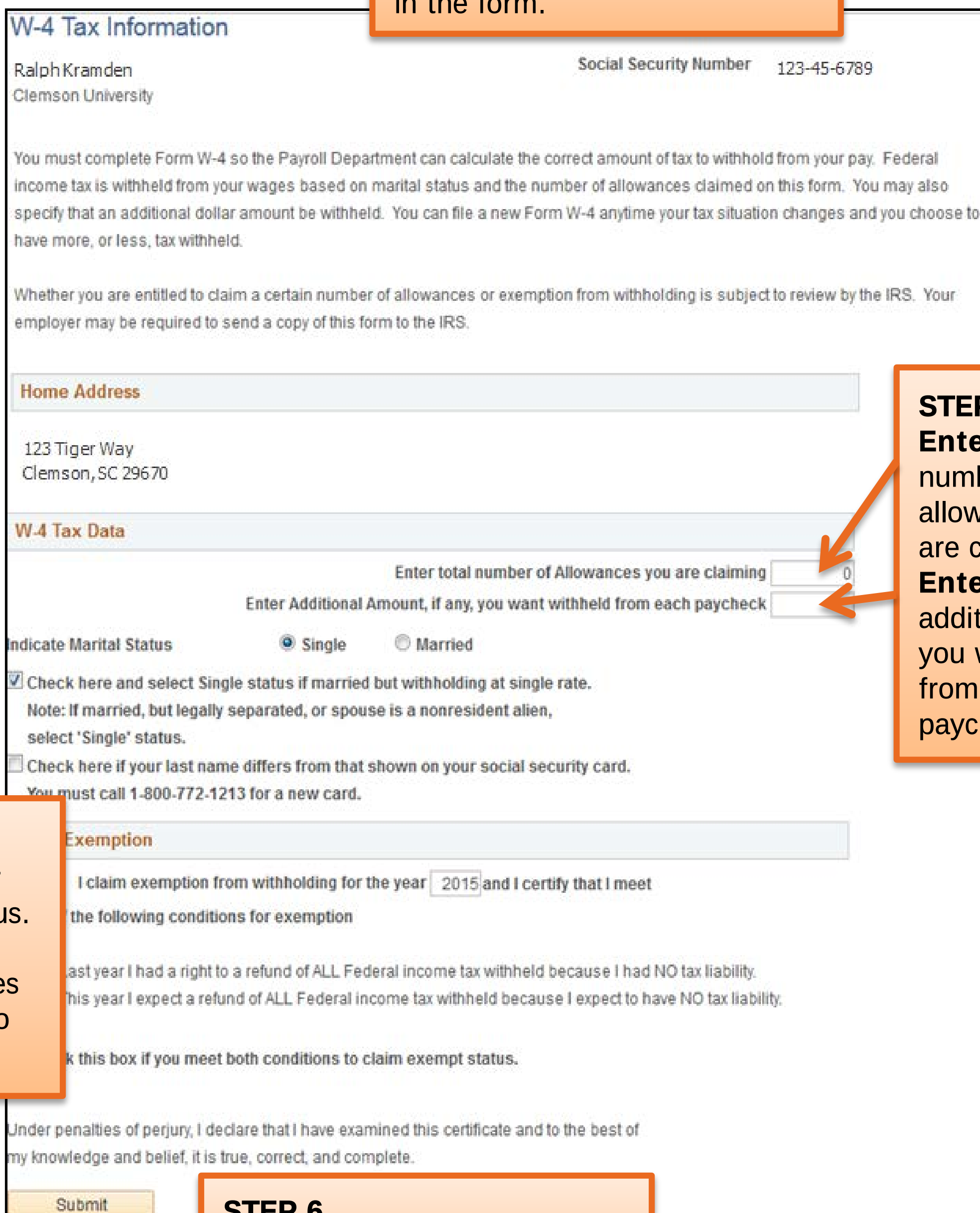
STEP 2
Navigate to Self Service > Payroll and Compensation > W4 Tax Information.



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

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

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



W-4 Tax Information

Ralph Kramden
Clemson University

Social Security Number 123-45-6789

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

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

Home Address

123 Tiger Way
Clemson, SC 29670

W-4 Tax Data

Enter total number of Allowances you are claiming 0
Enter Additional Amount, if any, you want withheld from each paycheck

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 2015 and I certify that I meet the following conditions for exemption

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

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

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

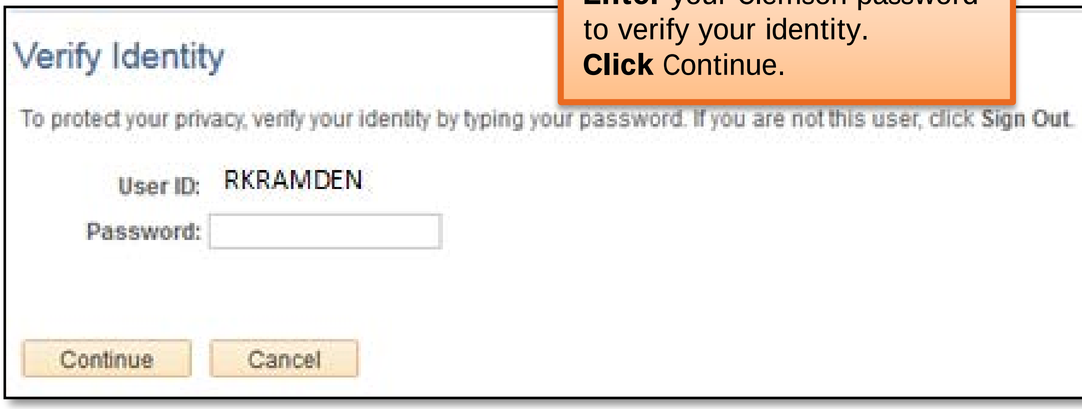
Submit

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

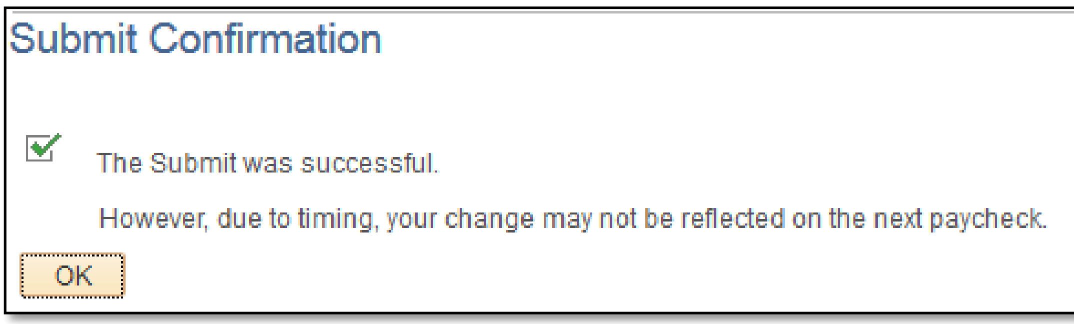
STEP 5
Select your marital status.
Check the related boxes that apply to you.

STEP 6
Click Submit to save your entries.

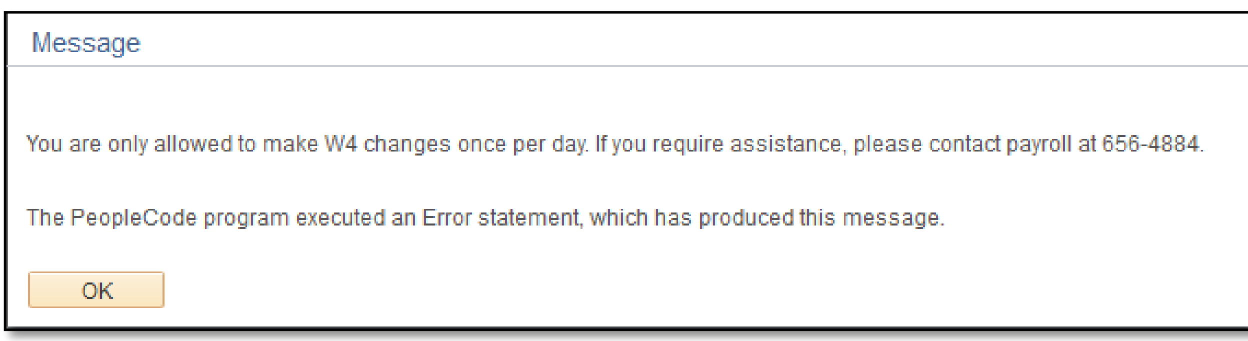
STEP 7
Enter your Clemson password to verify your identity.
Click Continue.



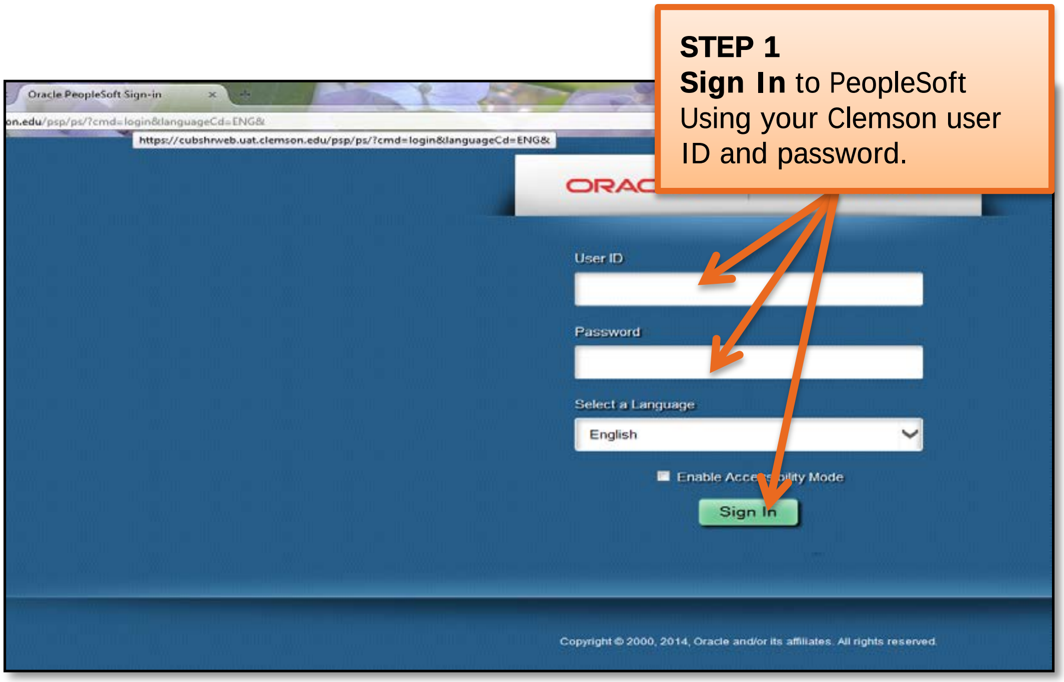
You will receive a confirmation notification (see below).



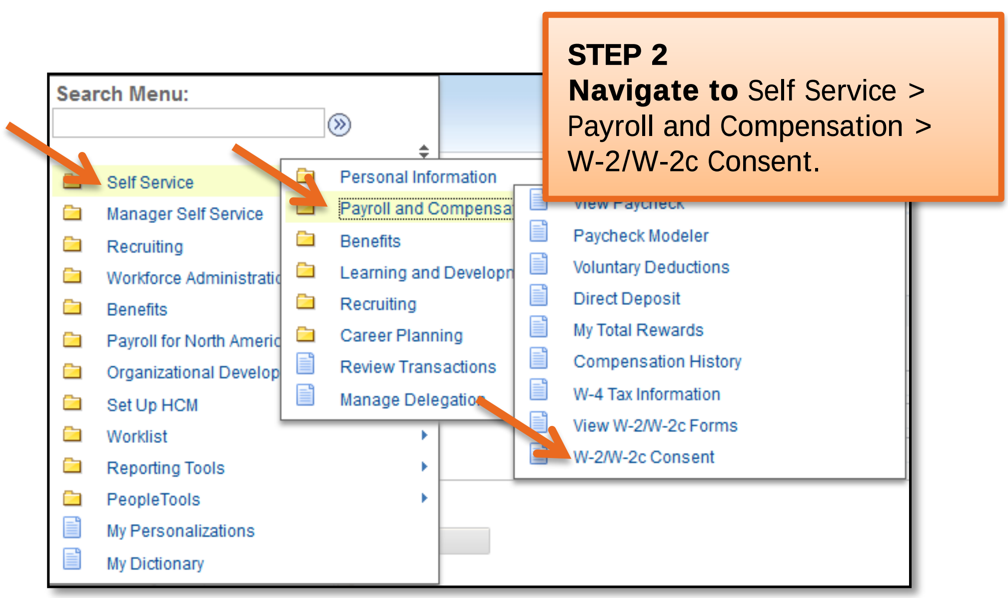
Important Information: You are allowed to make changes to your W-4 once a day. If you attempt to enter changes more than once, the error message below will appear.



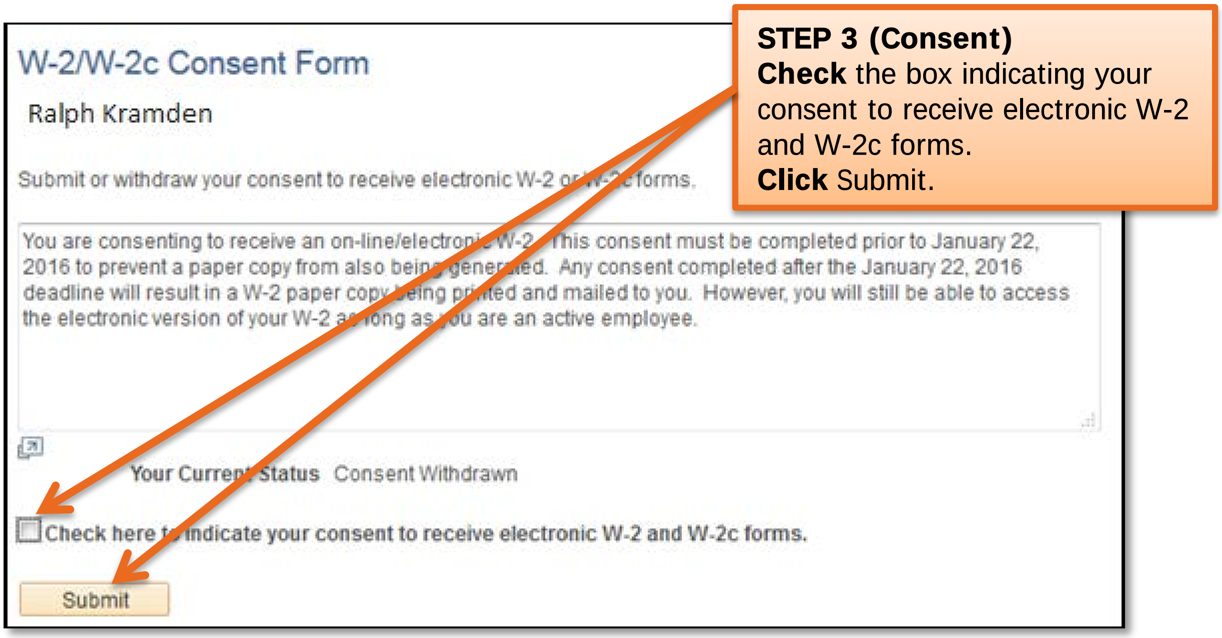
Quick Reference:
W-2 and W-2c Online Consent and View



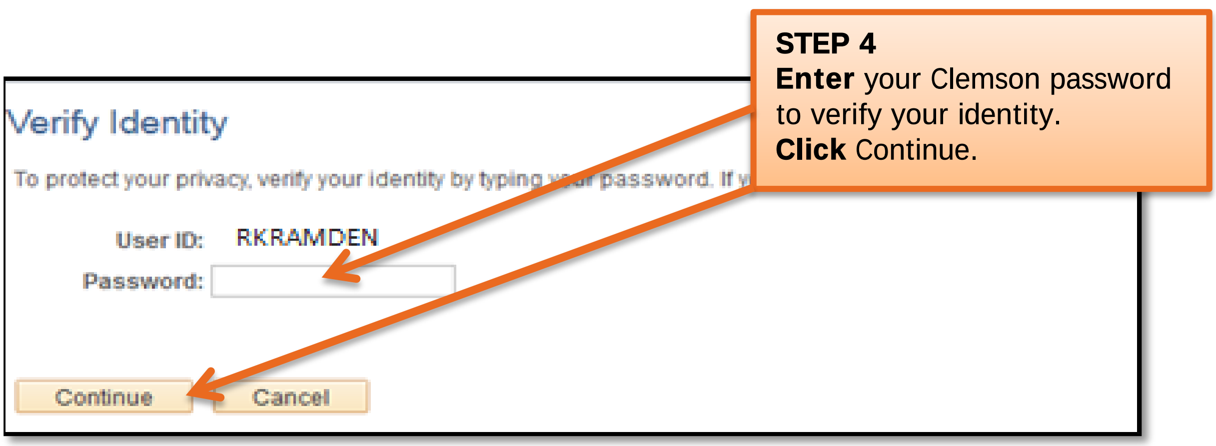
W-2/W-2c Consent/Consent Withdrawal



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



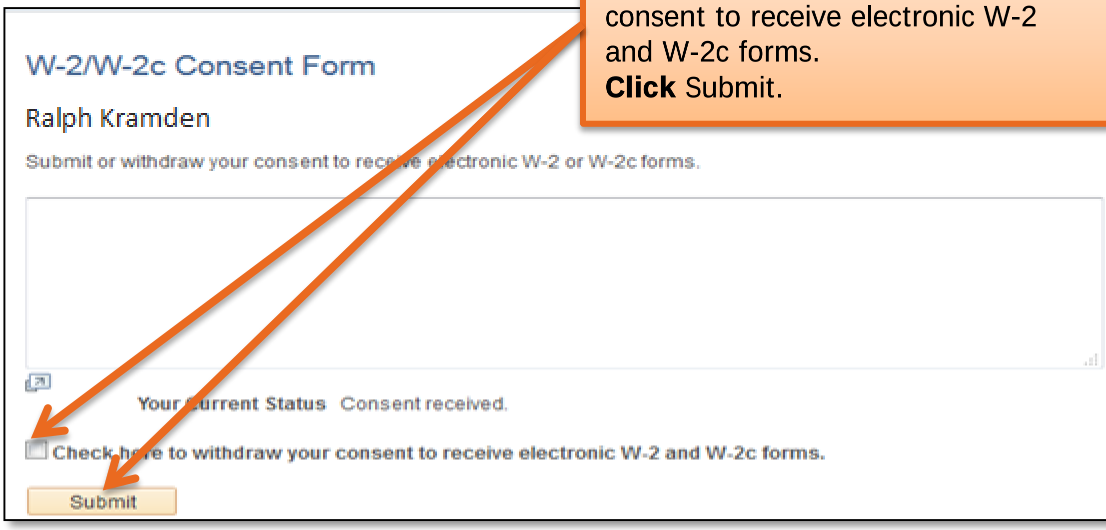
You will be asked to enter your Clemson Password to verify your identity.



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

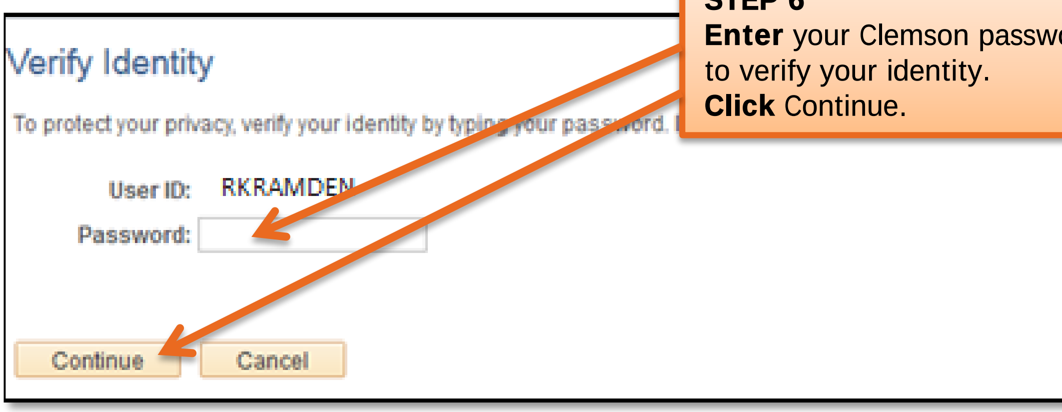
CLEMSON HUMAN RESOURCES

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.

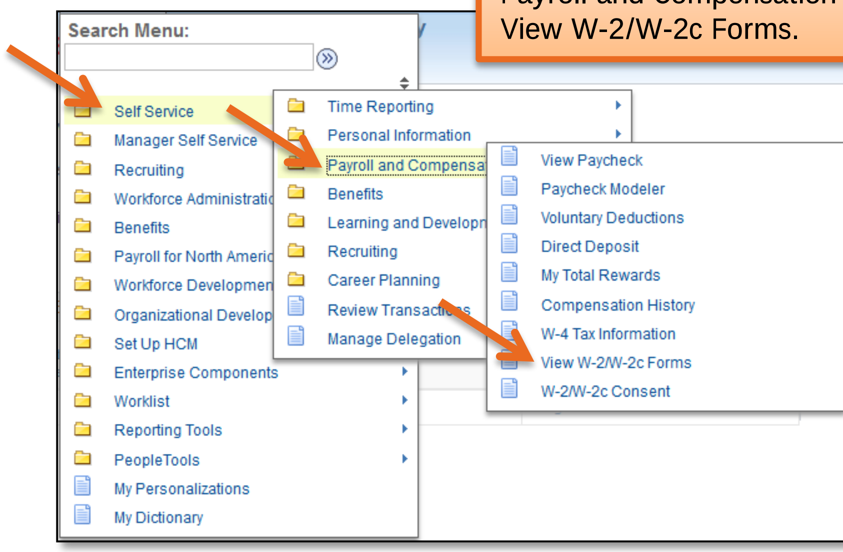
STEP 6
Enter your Clemson password to verify your identity.
Click Continue.



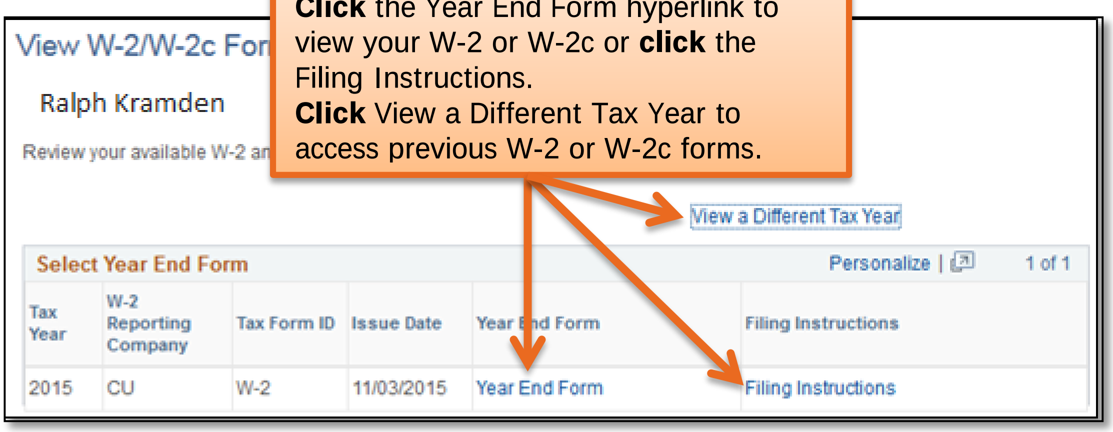
CLEMSON HUMAN RESOURCES

Viewing W-2/W-2c Online

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

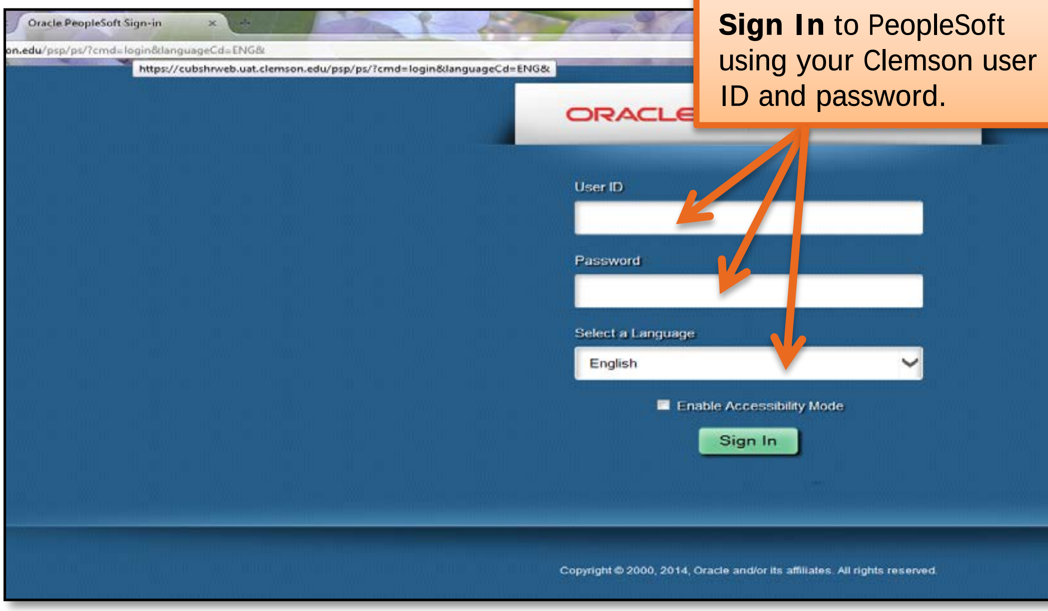


STEP 2
Click the Year End Form hyperlink to view your W-2 or W-2c or **click** the Filing Instructions.
Click View a Different Tax Year to access previous W-2 or W-2c forms.

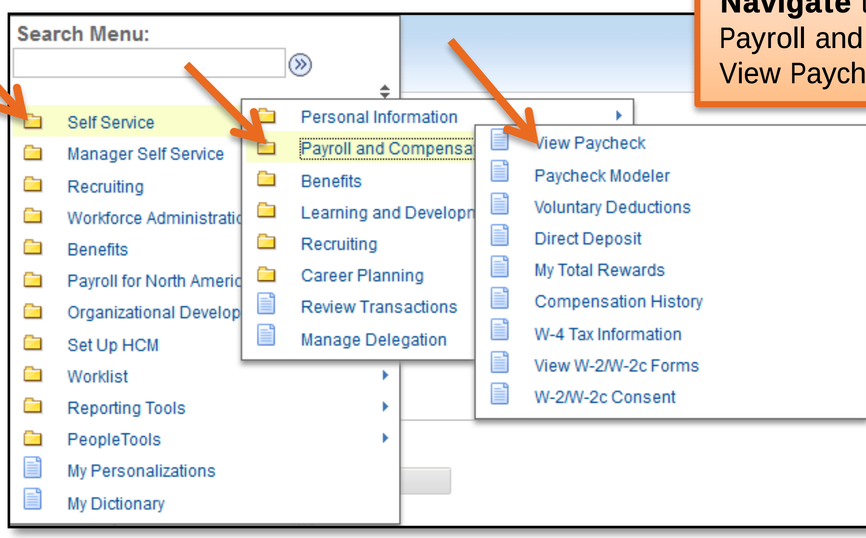


Quick Reference:
View Paycheck

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



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



View Paycheck

CLEMSON HUMAN RESOURCES

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

HOURS AND EARNINGS

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

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
State Health Standard Pre Tax	71.93	1,366.67
State Vision Plan Pre Tax	3.50	66.50
Optional Life Pre-Tax	17.76	337.44
Deferred Compensation 401k	25.00	475.00
South Carolina Retirement Sys	174.50	3,271.04
Health/Dental Adm. Fee	0.14	2.66
Pre-tax Parking Fee/50k-70k	5.38	94.72
TOTAL:	298.21	5,614.03

AFTER-TAX DEDUCTIONS

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

EMPLOYER PAID BENEFITS

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

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

YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE
Start Balance	298.7	114.0
+ Earned	141.5	84.4
+ Bought	0.0	0.0
- Taken	114.8	41.0
- Sold	0.0	0.0
+ Adjustments	0.0	0.0
End Balance	325.4	157.4

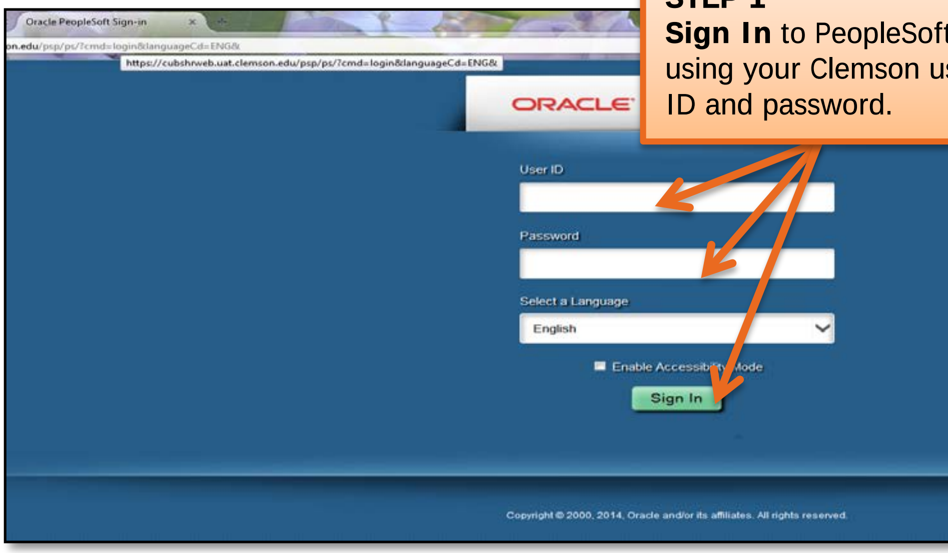
NET PAY DISTRIBUTION

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

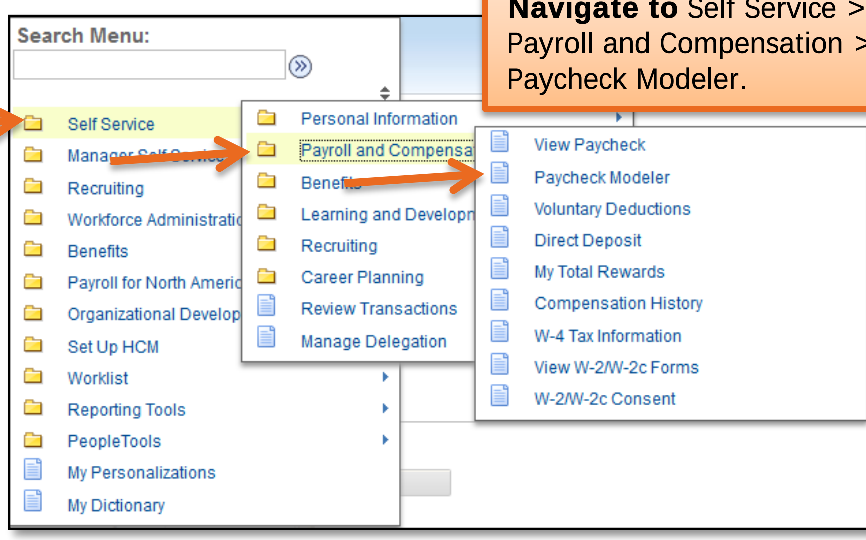
Paycheck Modeler

Overview: If you are considering applying for a new position or changing your deductions or your federal tax withholdings, Paycheck Modeler can calculate a hypothetical check based on changes you enter. Paycheck Modeler starts with your current information and allows you to manipulate your earnings, deductions and/or tax withholding status.

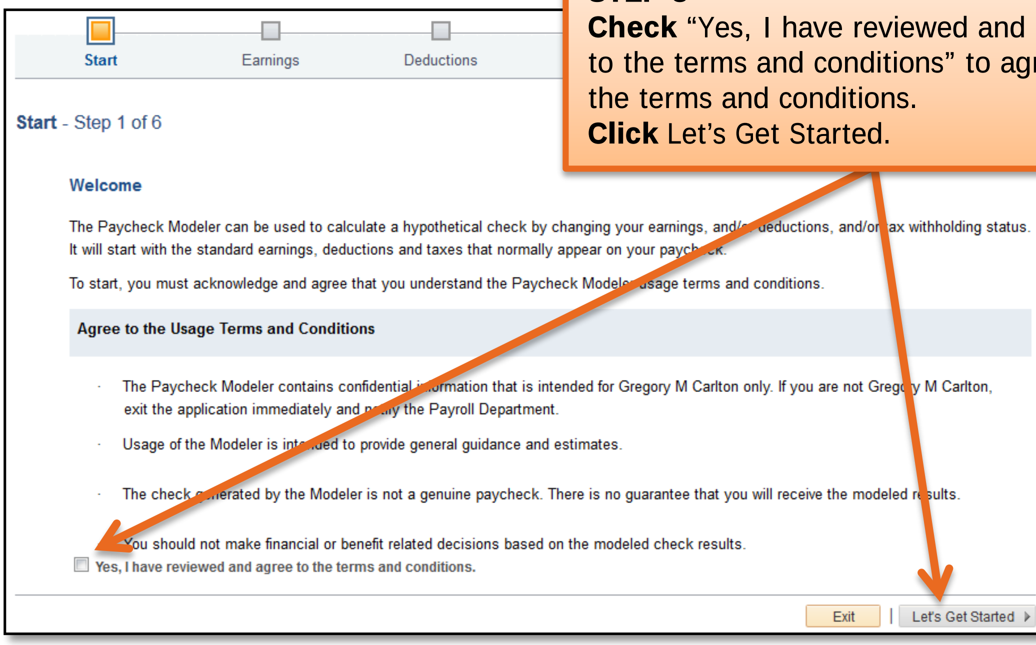
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.



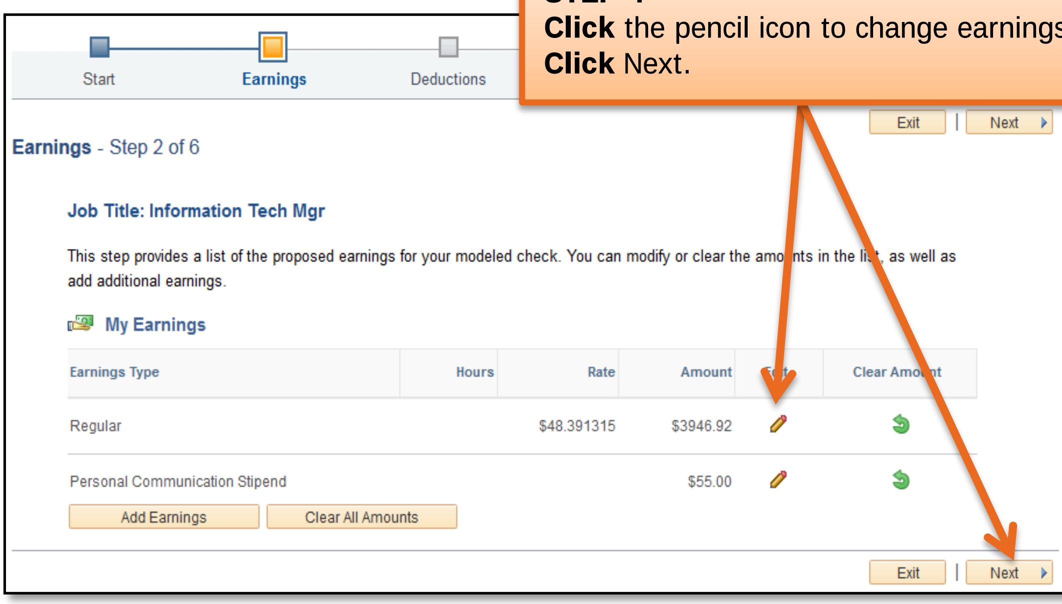
STEP 2
Navigate to Self Service > Payroll and Compensation > Paycheck Modeler.

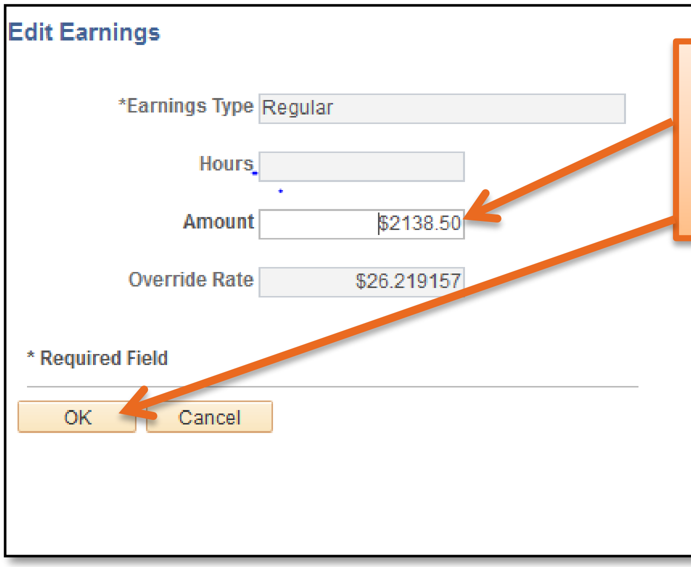


STEP 3
Check "Yes, I have reviewed and agree to the terms and conditions" to agree to the terms and conditions.
Click Let's Get Started.



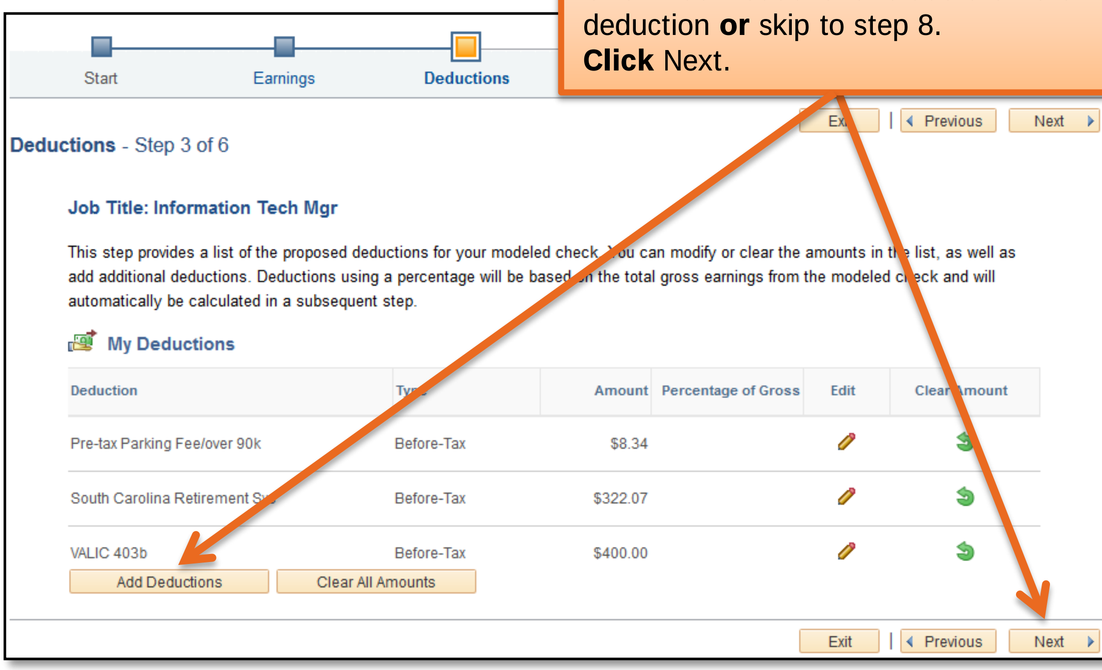
STEP 4
Click the pencil icon to change earnings.
Click Next.



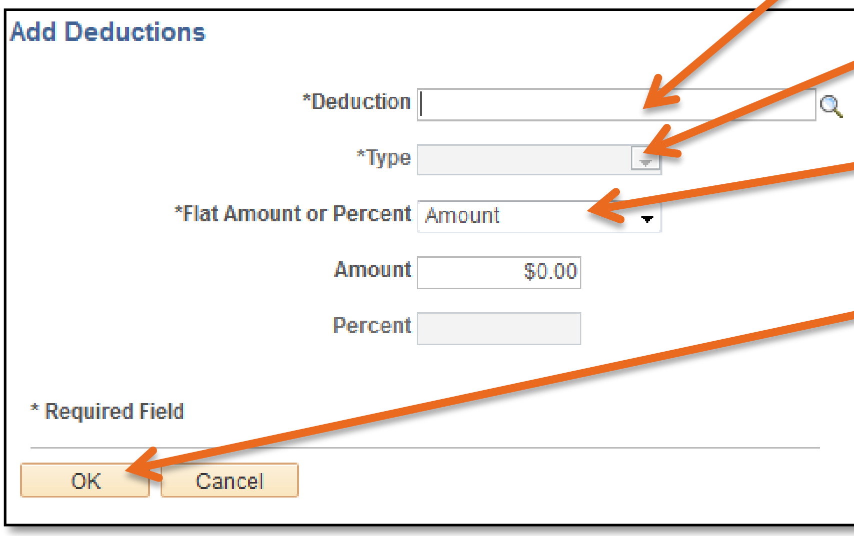


STEP 5
Enter the new, semi-monthly salary amount.
Click OK.

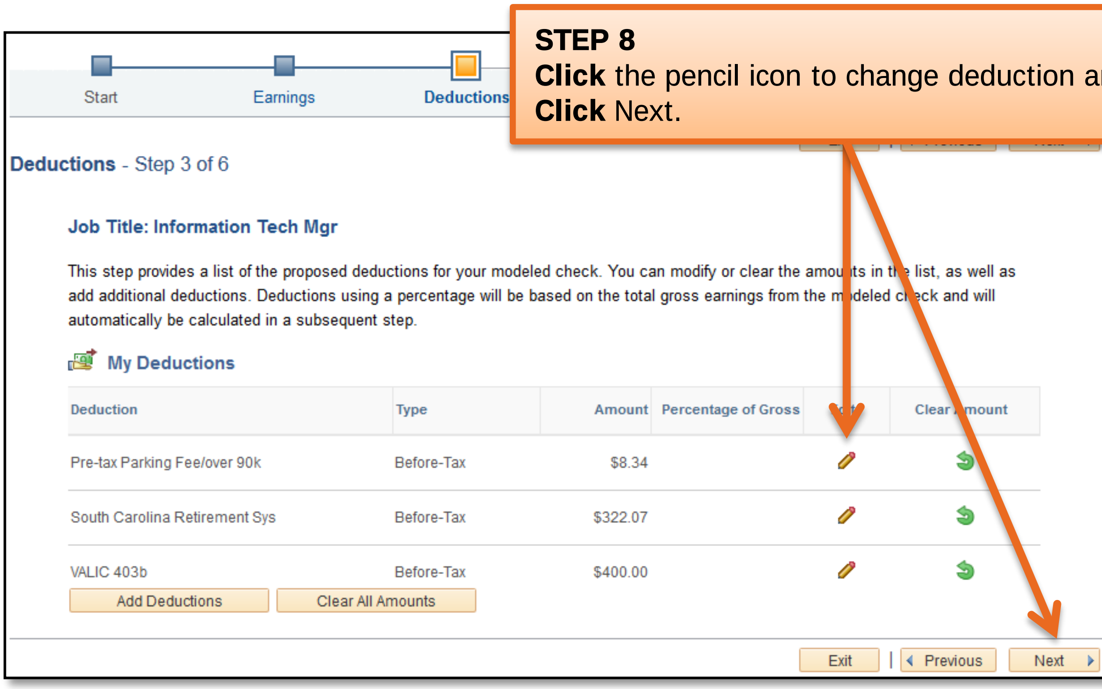
STEP 6
Click Add Deductions to add a different type of deduction **or** skip to step 8.
Click Next.

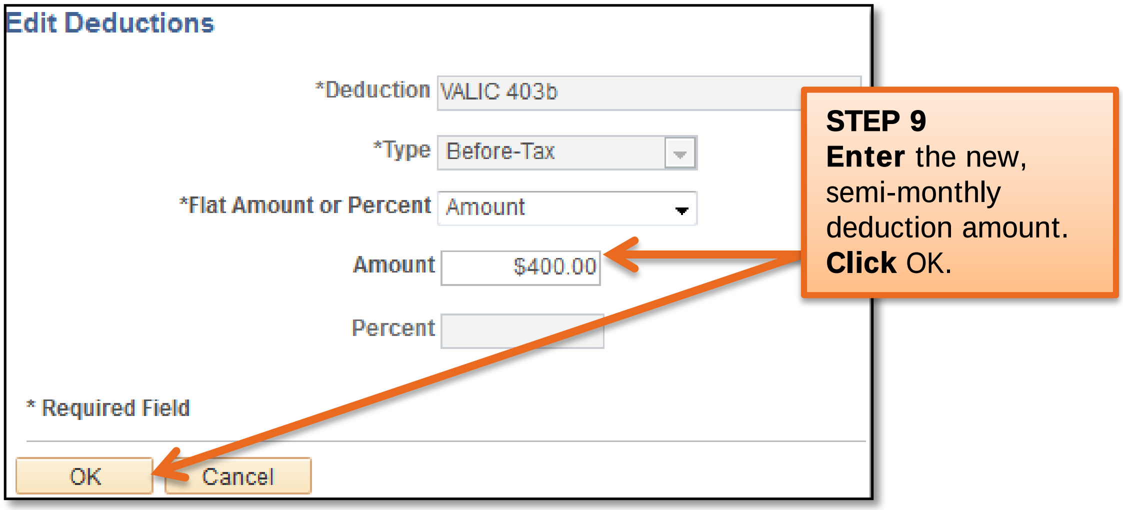


STEP 7
Select the desired Deduction from the menu by clicking the hourglass.
Select Type of deduction (pre-tax or after-tax).
Select Flat Amount or Percent
Enter corresponding field.
Click OK.

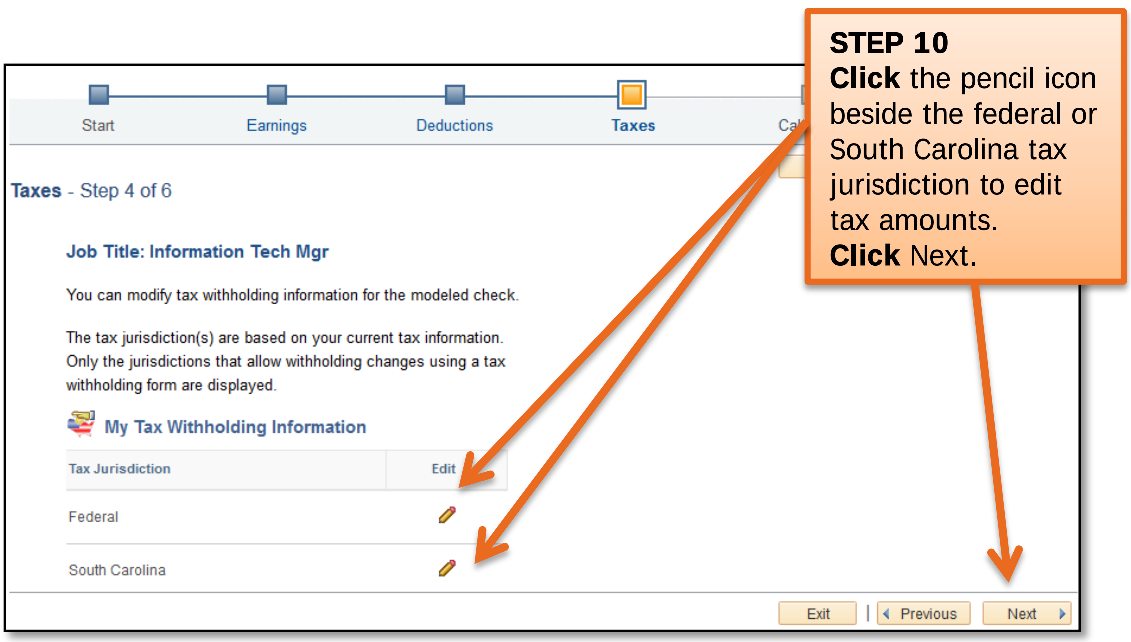


STEP 8
Click the pencil icon to change deduction amount.
Click Next.

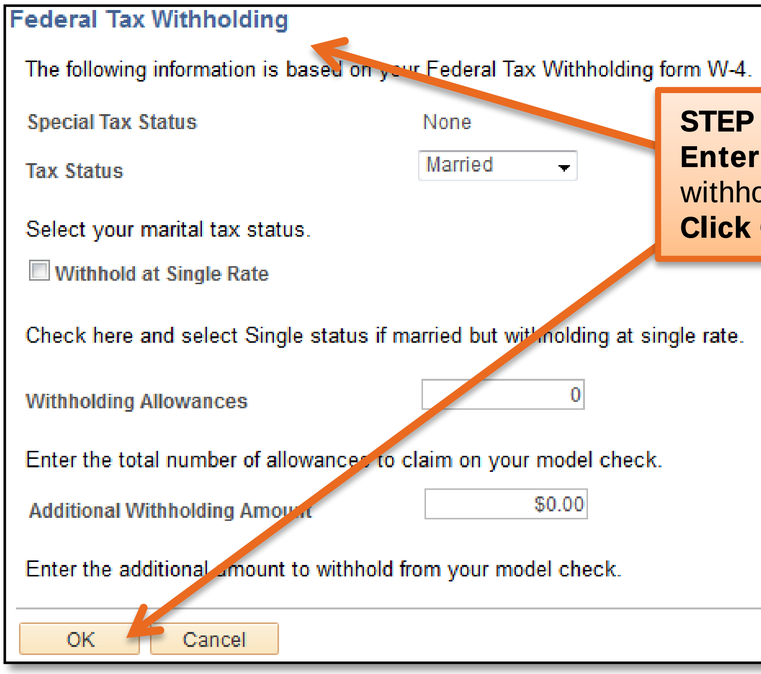




Edit Deductions
*Deduction VALIC 403b
*Type Before-Tax
*Flat Amount or Percent Amount
Amount $400.00
Percent
* Required Field
OK
Cancel
STEP 9
Enter the new, semi-monthly deduction amount.
Click OK.

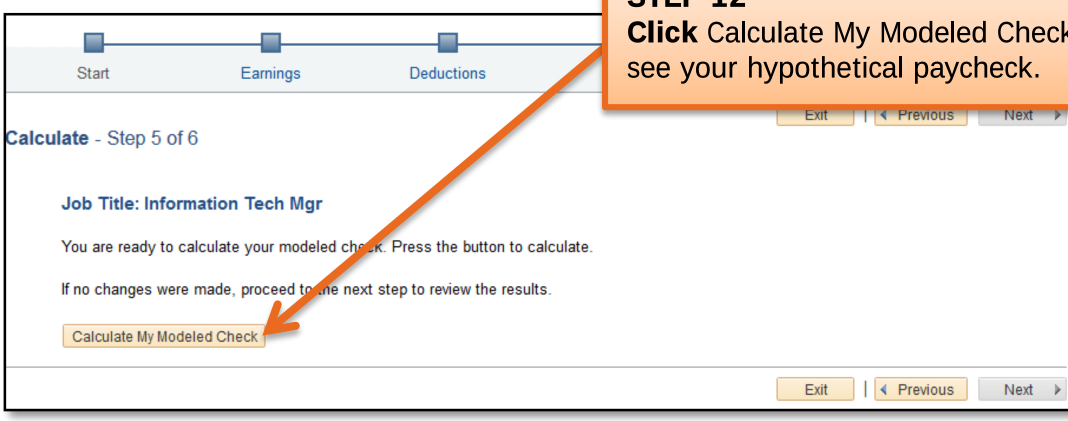


Start
Earnings
Deductions
Taxes
Taxes - Step 4 of 6
Job Title: Information Tech Mgr
You can modify tax withholding information for the modeled check.
The tax jurisdiction(s) are based on your current tax information. Only the jurisdictions that allow withholding changes using a tax withholding form are 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.

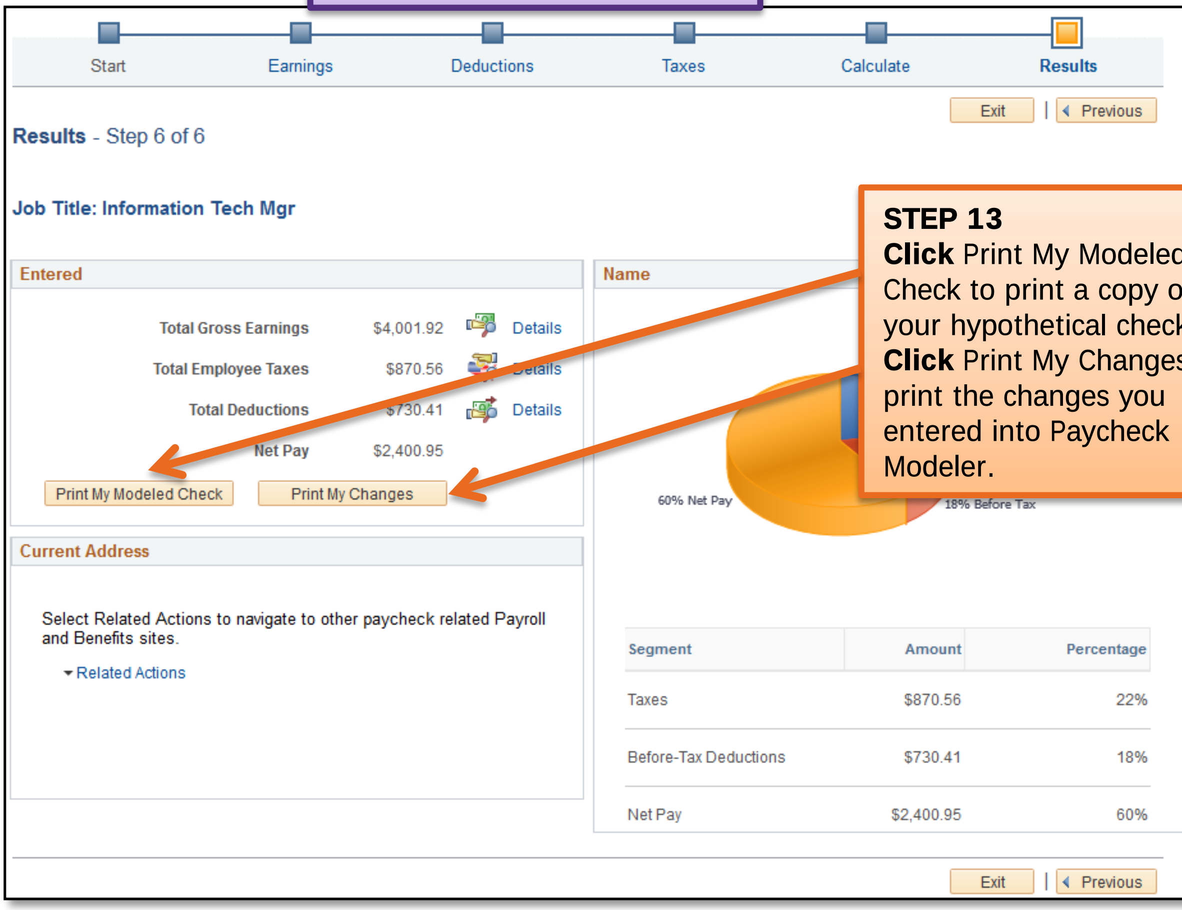


STEP 11
Enter requested federal tax withholding information. **Click** OK.

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



Results Page is displayed

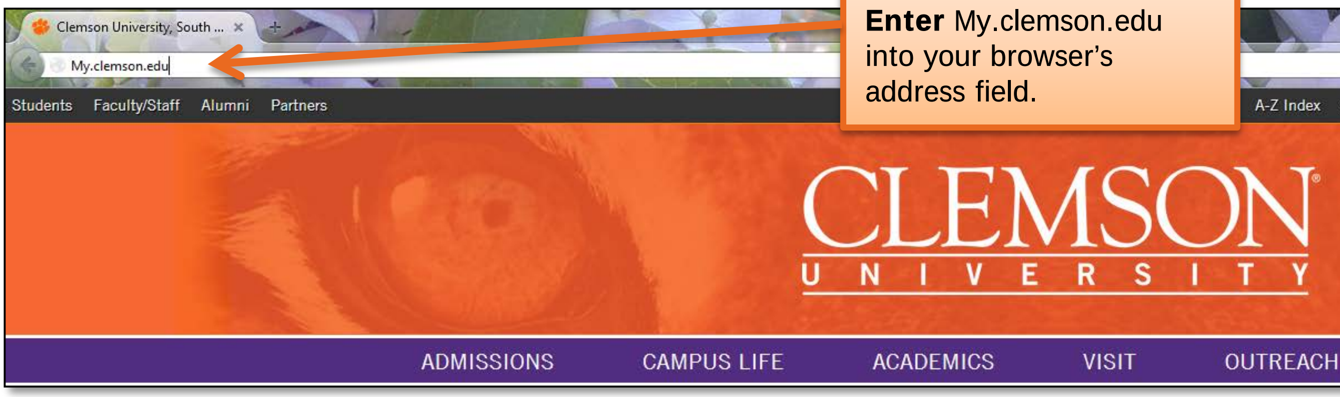


STEP 13
Click Print My Modeled Check to print a copy of your hypothetical check.
Click Print My Changes to print the changes you entered into Paycheck Modeler.

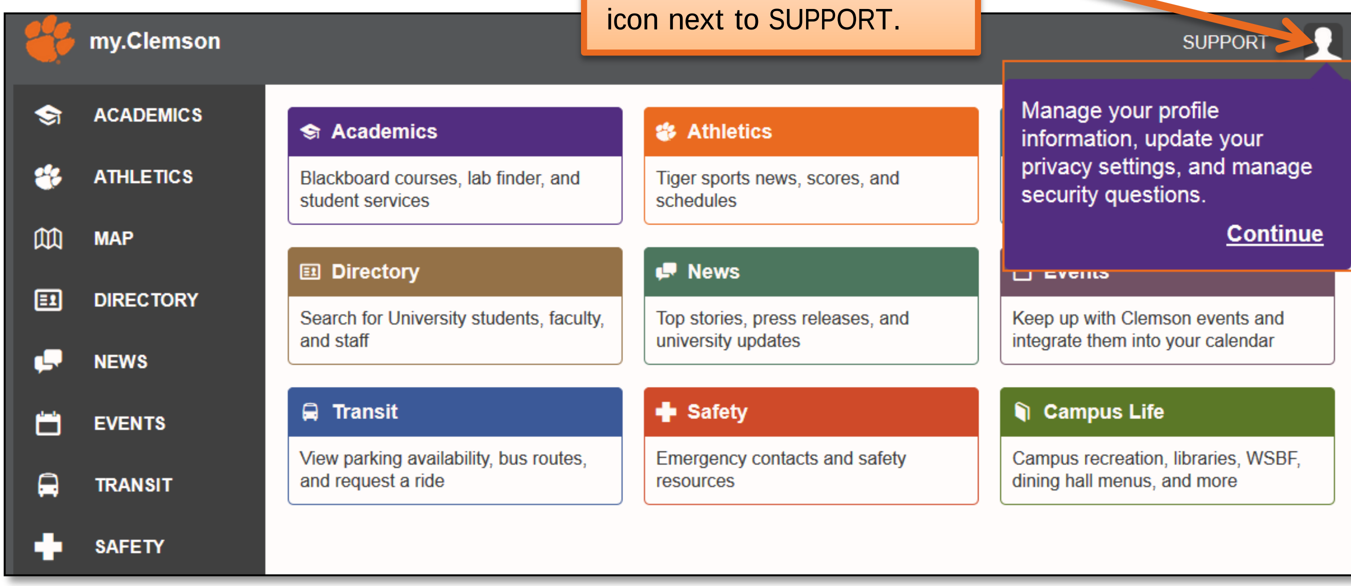
Quick Reference:
My.clemson.edu

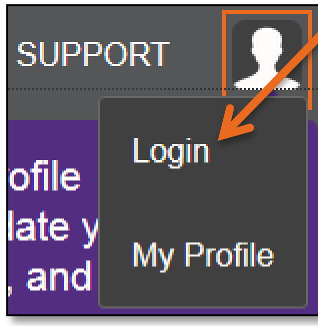
CLEMSON
HUMAN RESOURCES

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



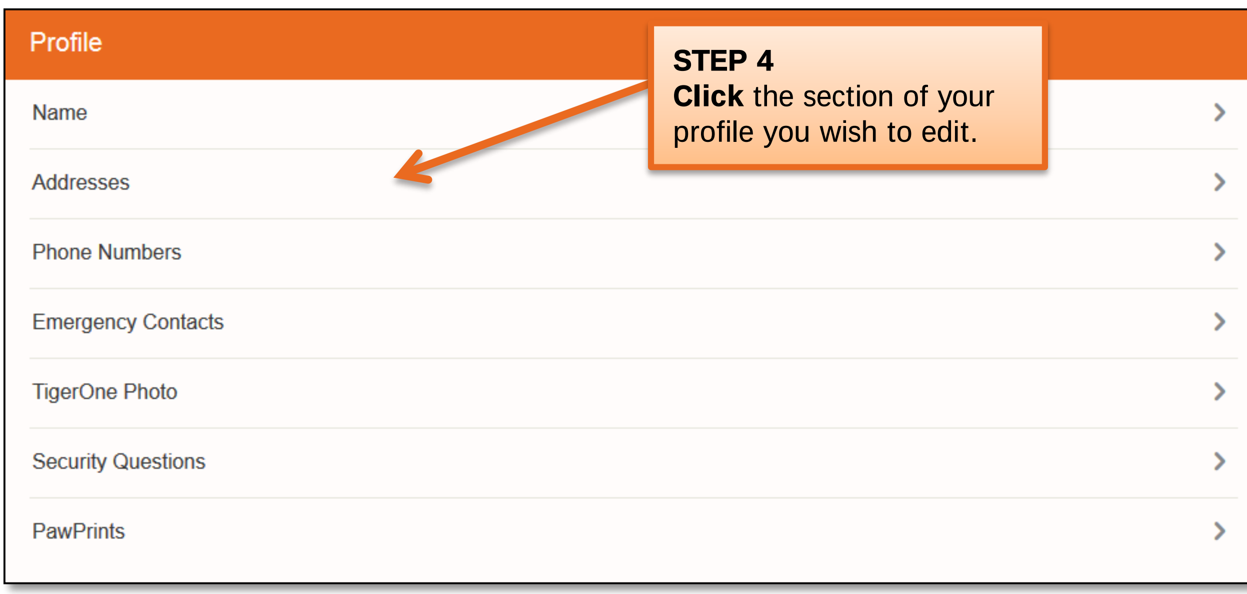
STEP 2
Click on the headshot icon next to SUPPORT.





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

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



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

Name Change

Name

How do I change my name?

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

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

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

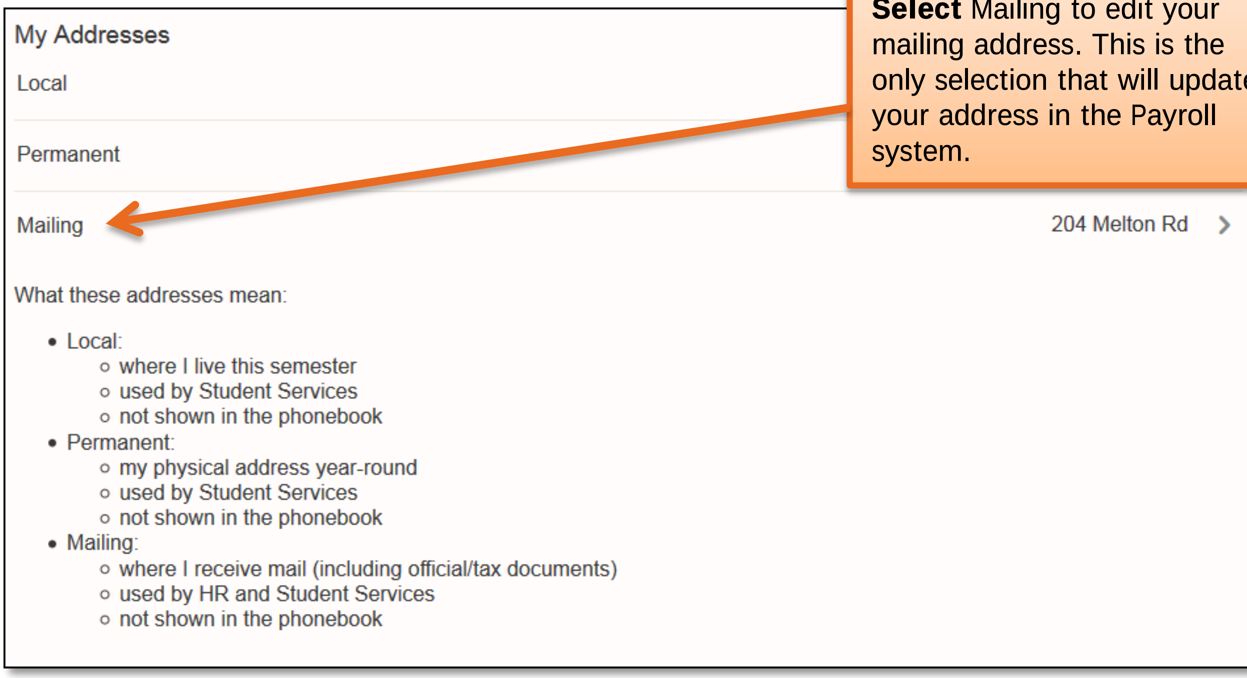
Human Resources:

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

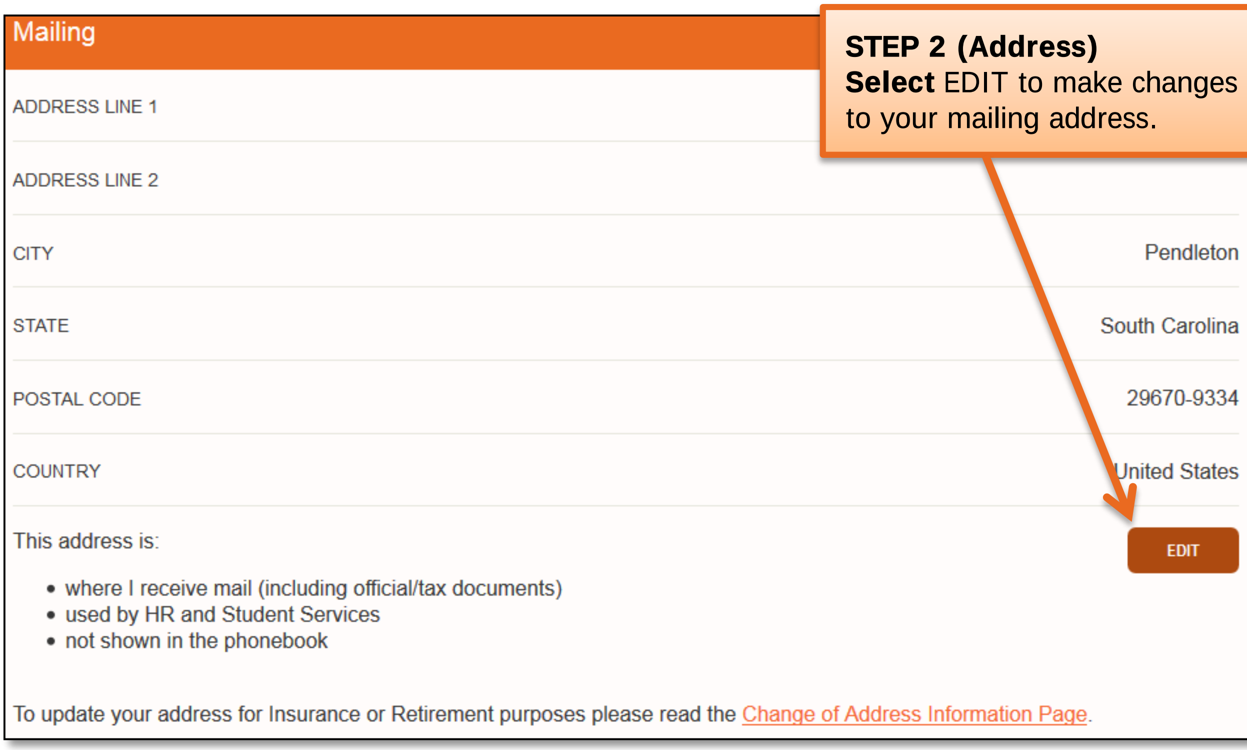
(Ctrl)

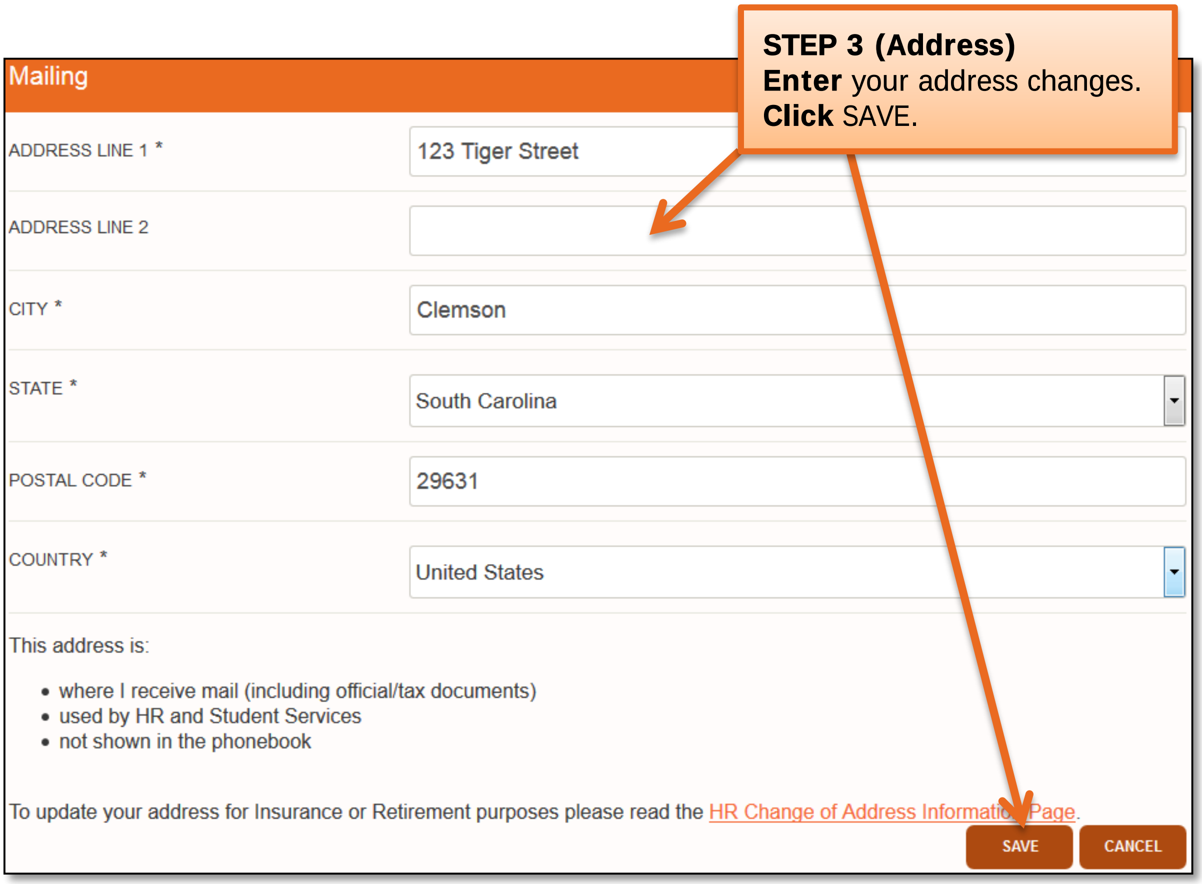
Mailing Address Change

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

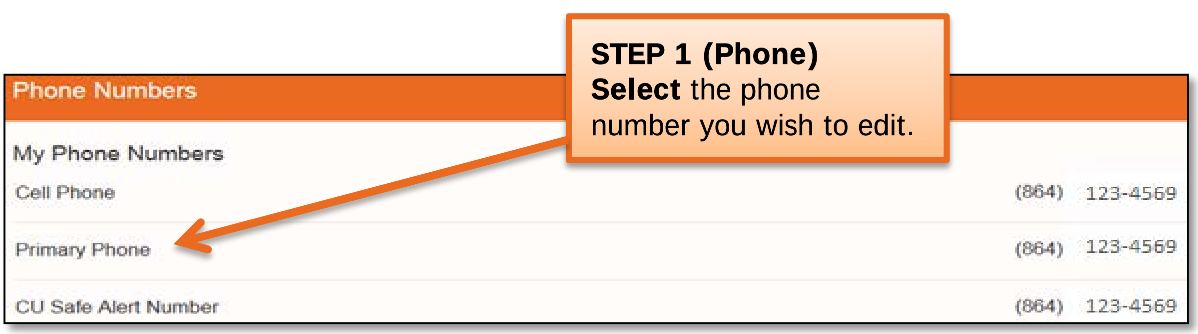


STEP 2 (Address)
Select EDIT to make changes to your mailing address.

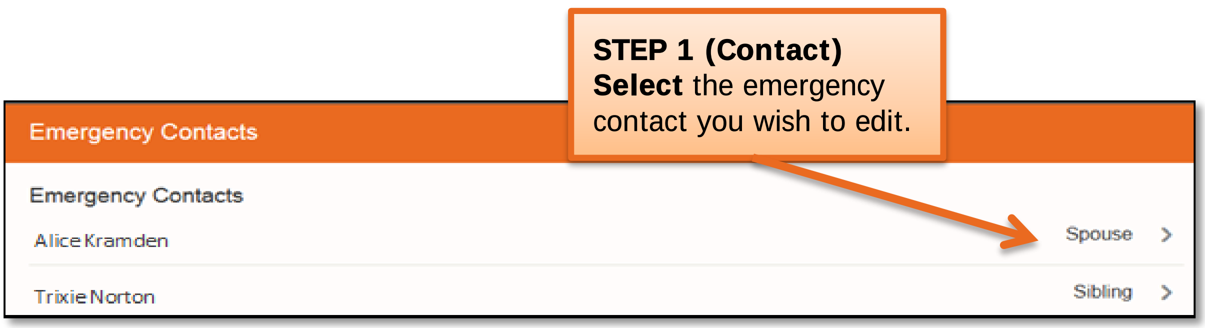


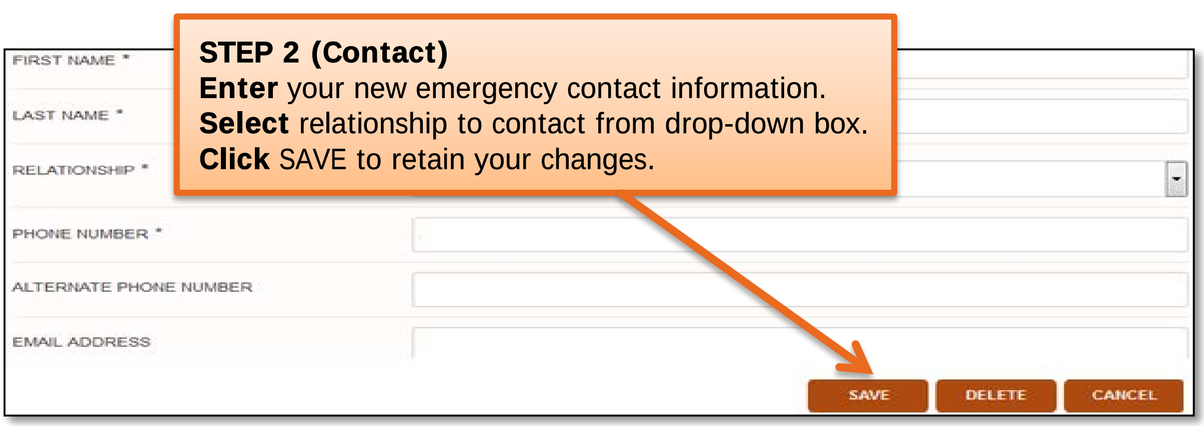


Phone Number Change

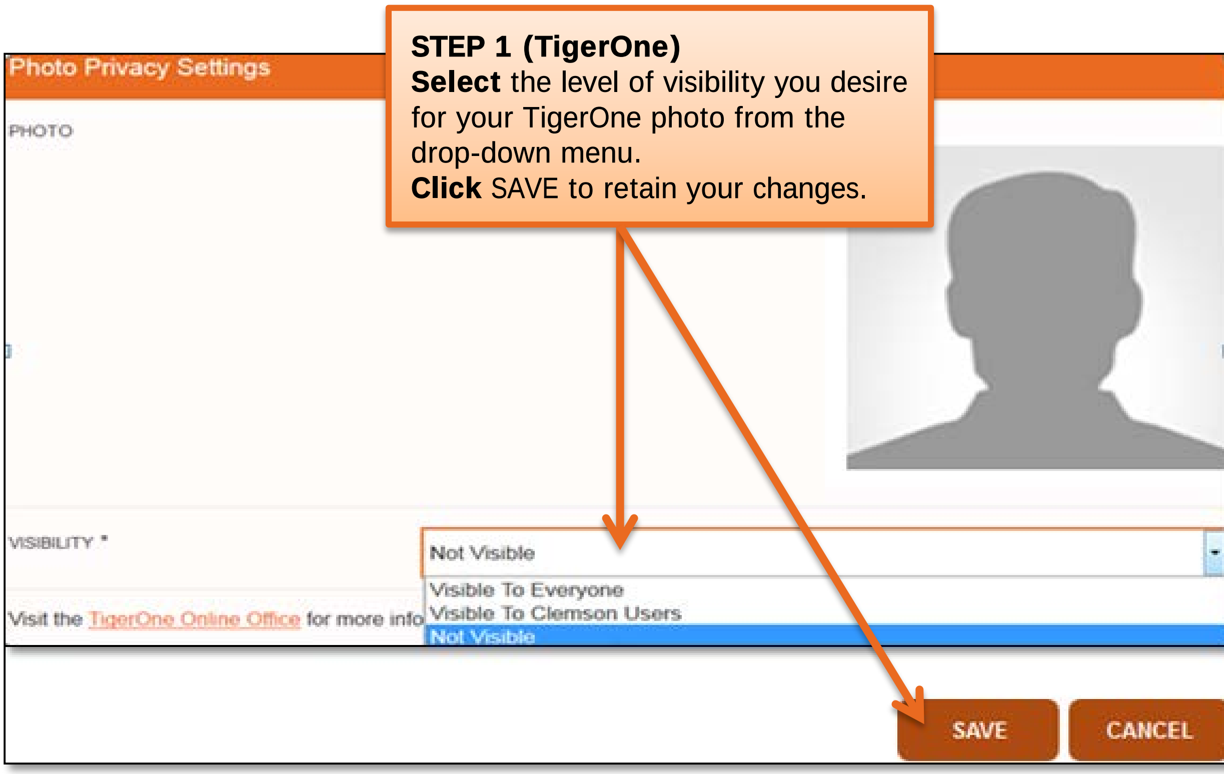


Emergency Contact Change

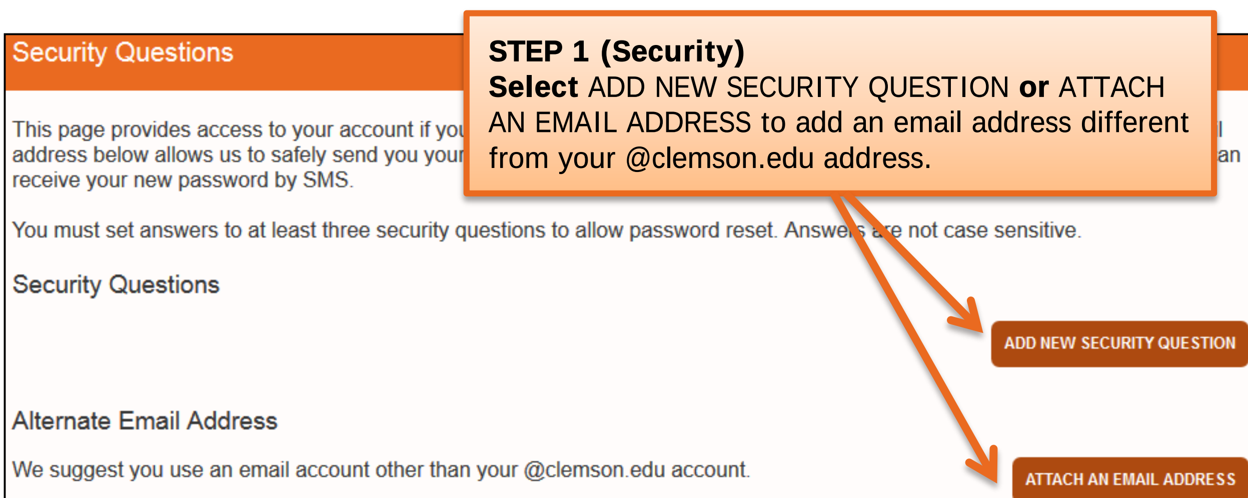




TigerOne Photo Visibility

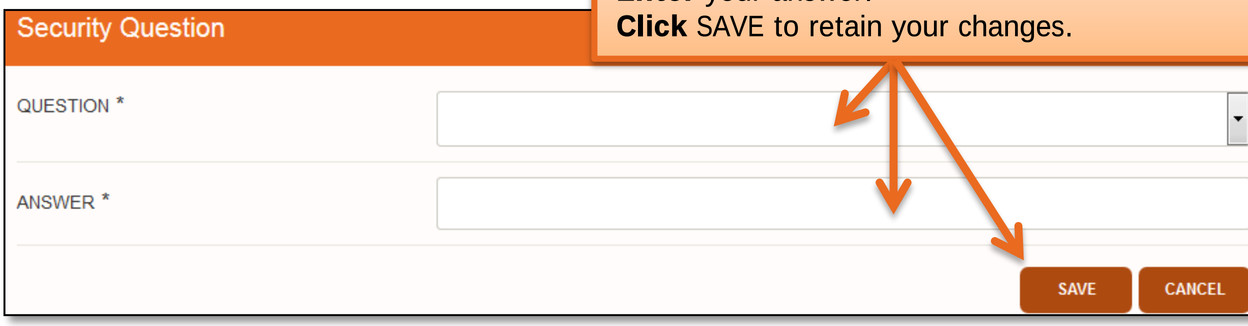


Security Questions

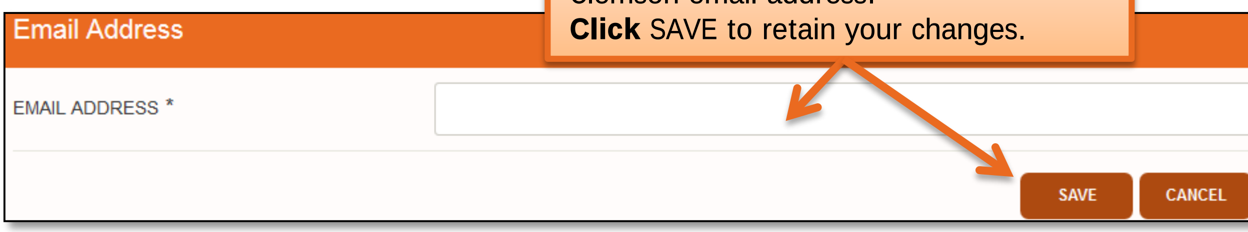


CLEMSON HUMAN RESOURCES

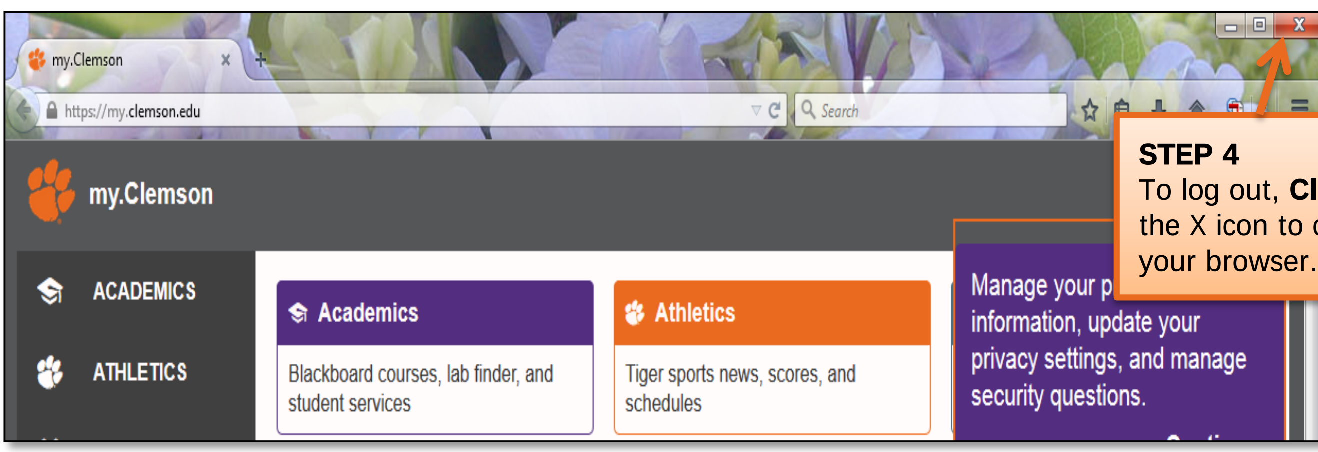
STEP 2 (Security)
Choose a Question from the drop-down menu.
Enter your answer.
Click SAVE to retain your changes.



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



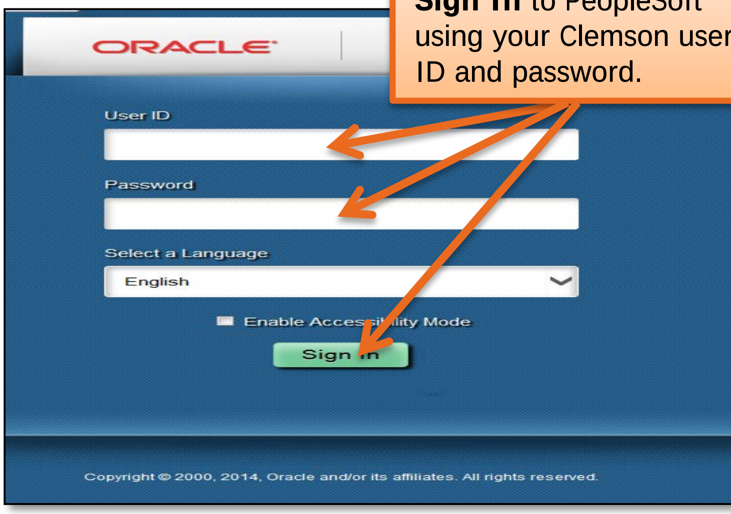
STEP 4
To log out, **Click** the X icon to close your browser.



Quick Reference:
Personalizing Home Page And Setting Up Favorites

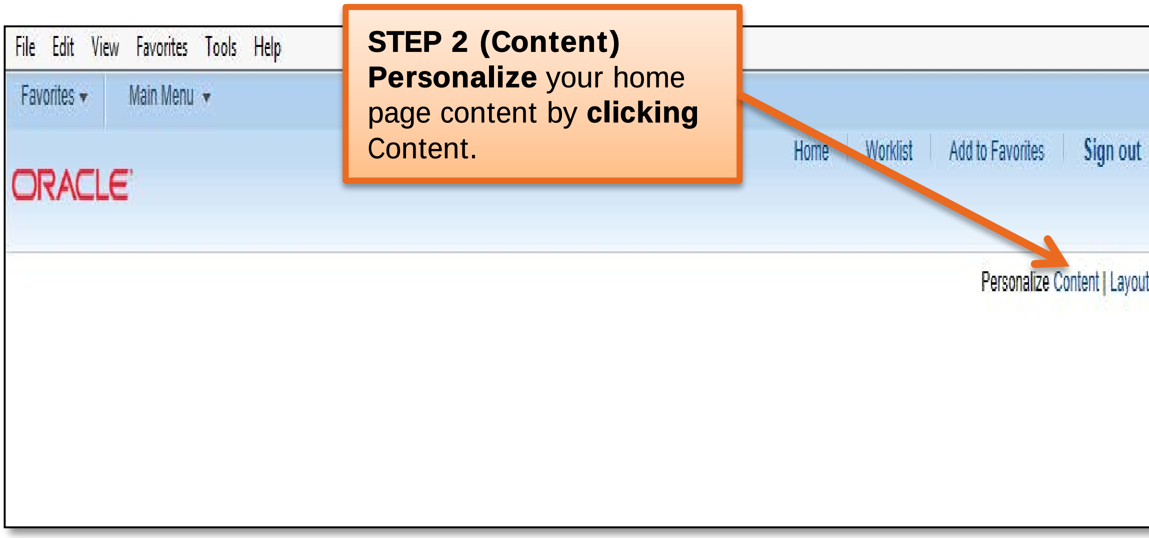
Personalizing Home Page

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



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

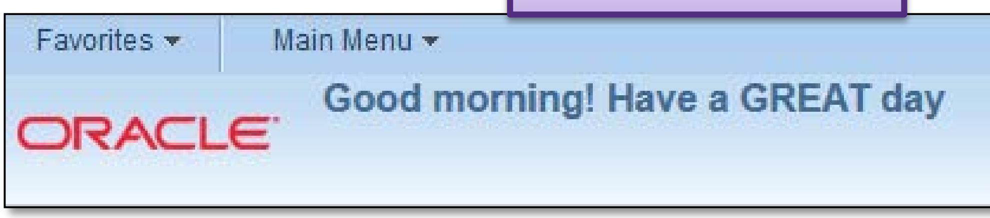
STEP 2 (Content)
Personalize your home page content by **clicking** Content.



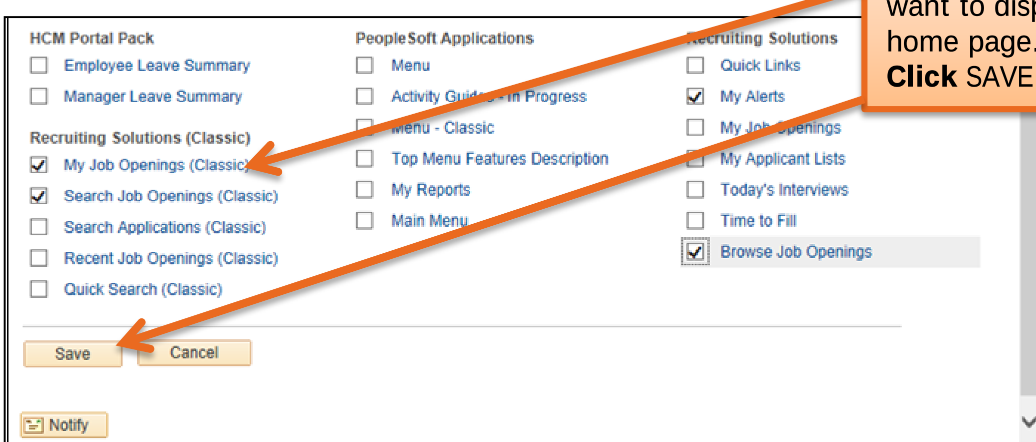
CLEMSON
HUMAN RESOURCES

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

Welcome Message Displays on Home Page



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

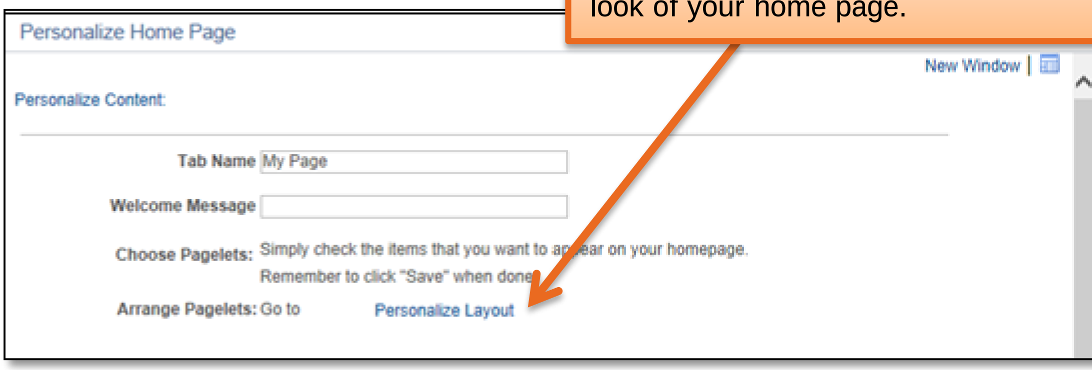


Important Information: To avoid confusion on your home page, we recommend choosing only the pagelets that are applicable to you.

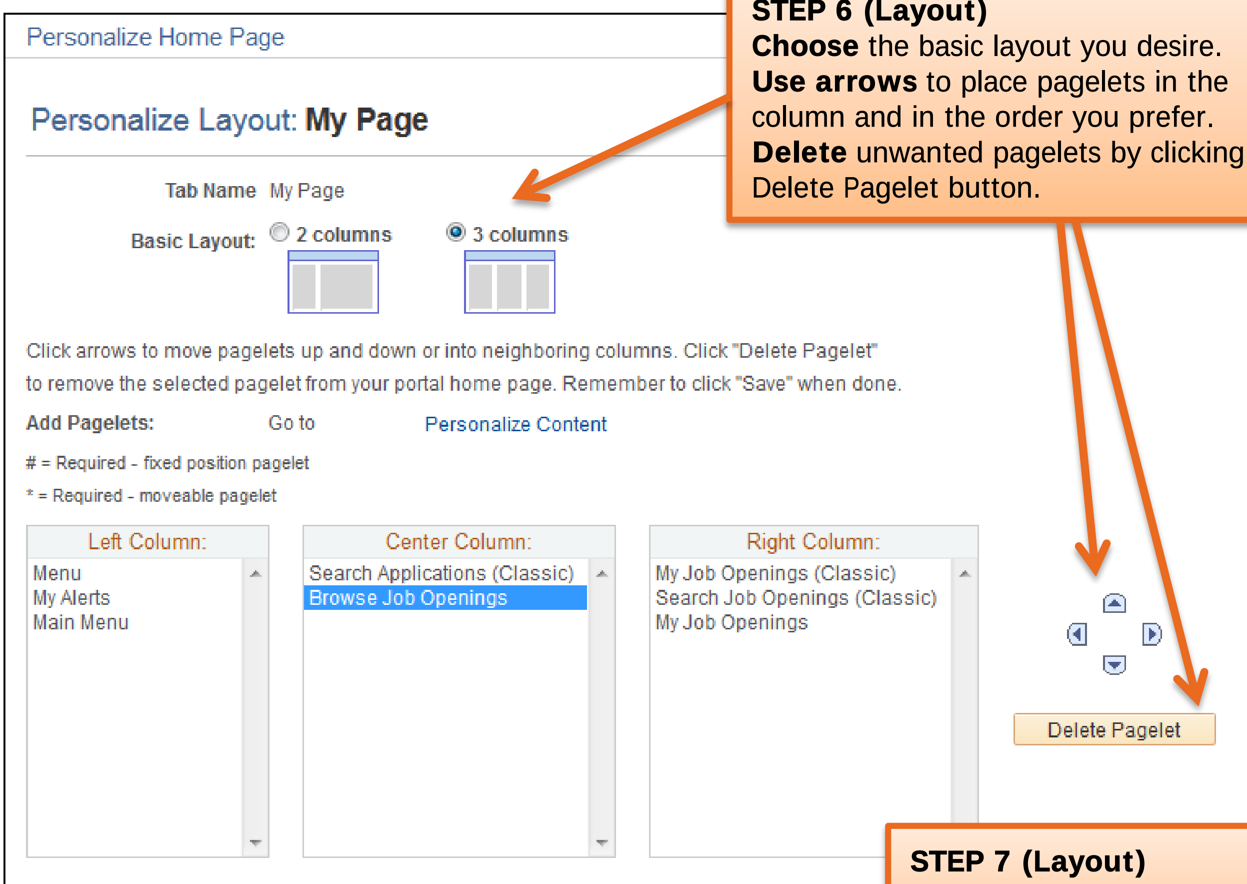
Personalizing Home Page And Setting Up Favorites

CLEMSON HUMAN RESOURCES

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

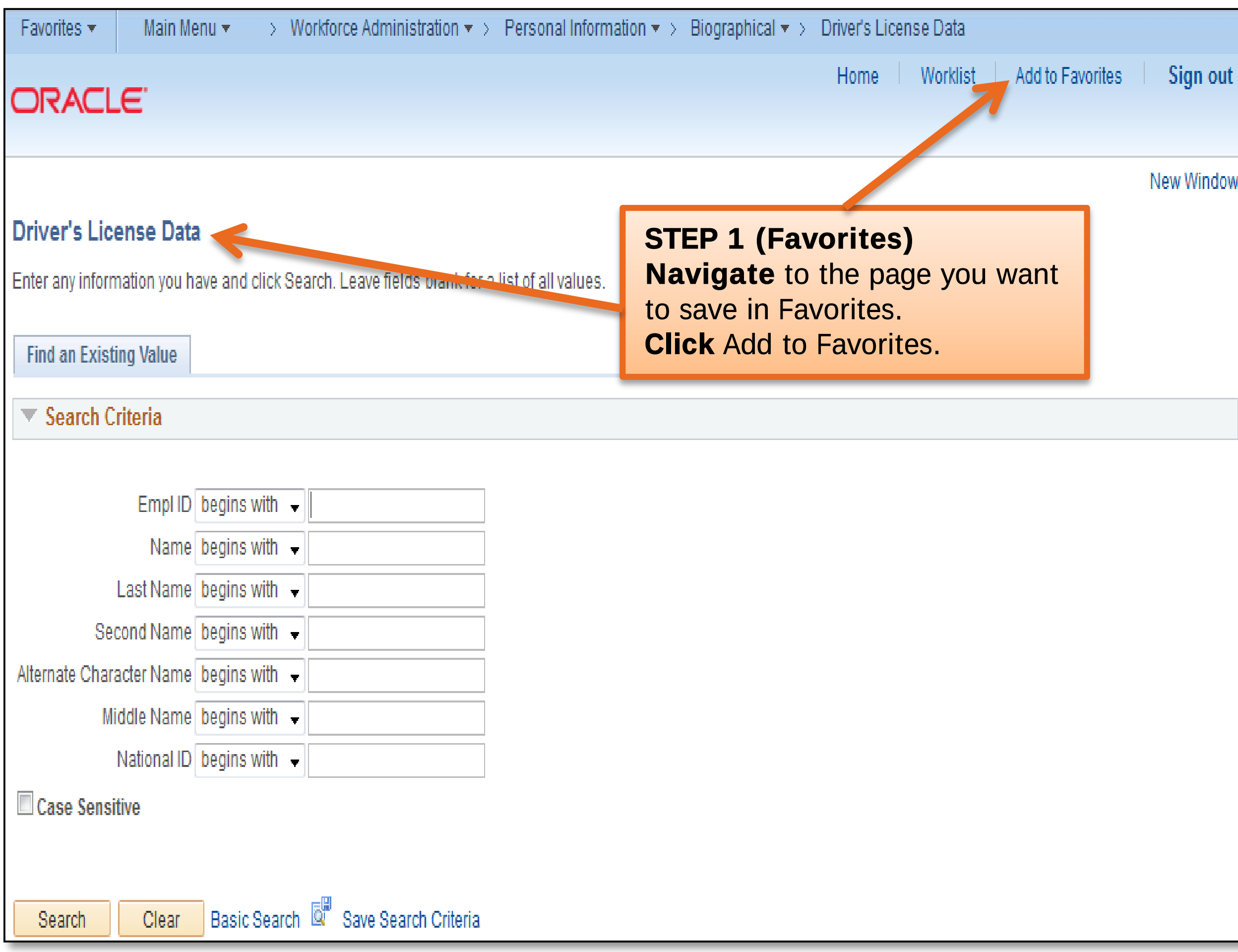


STEP 6 (Layout)
Choose the basic layout you desire.
Use arrows to place pagelets in the column and in the order you prefer.
Delete unwanted pagelets by clicking the Delete Pagelet button.

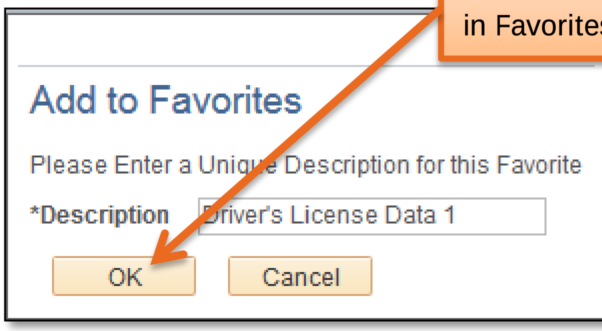


STEP 7 (Layout)
Click SAVE to retain your personalized layout.

Setting up Favorites

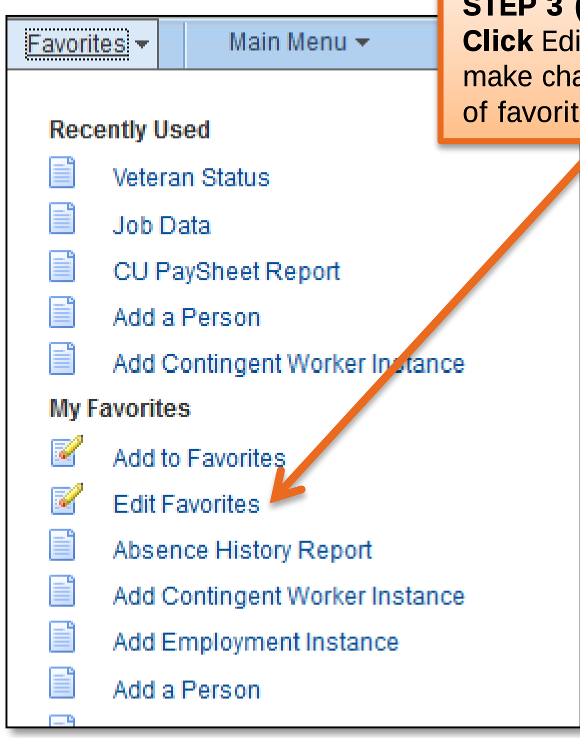


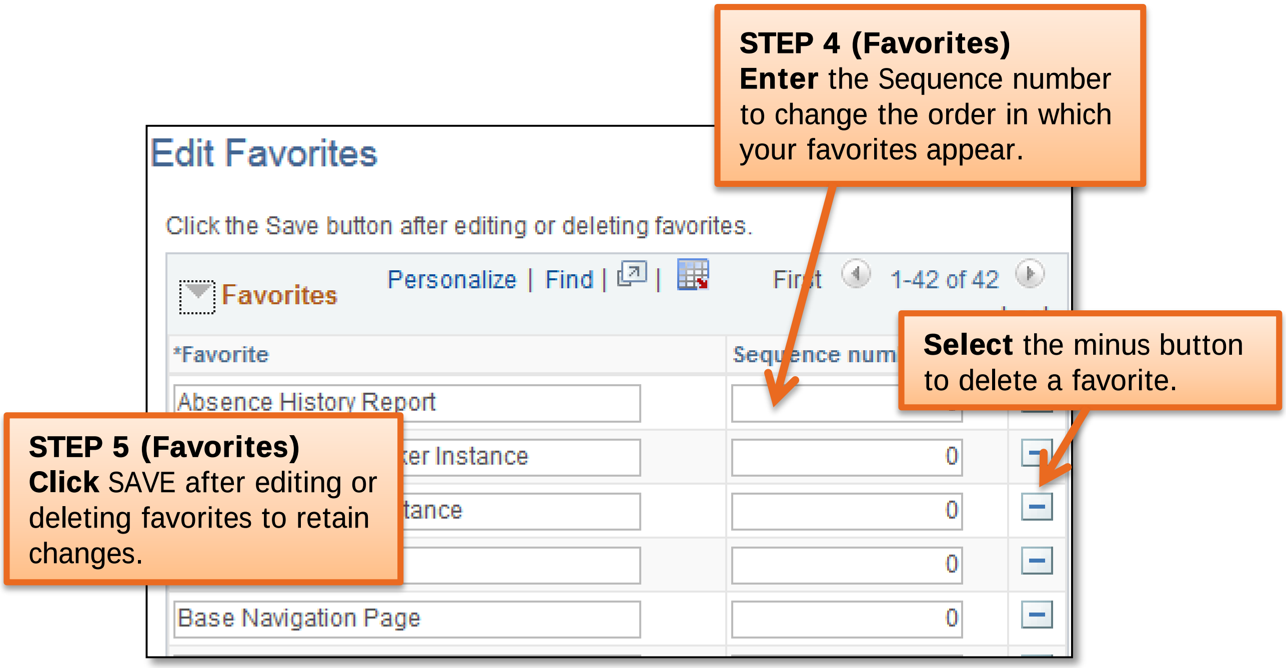
STEP 2 (Favorites)
Click OK to save the page in Favorites.



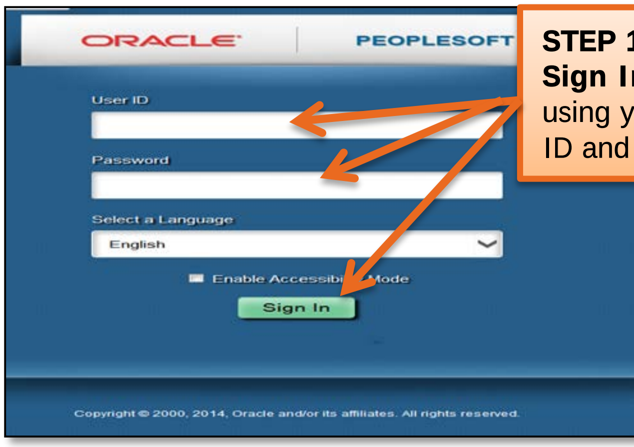
Confirmation message will show

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

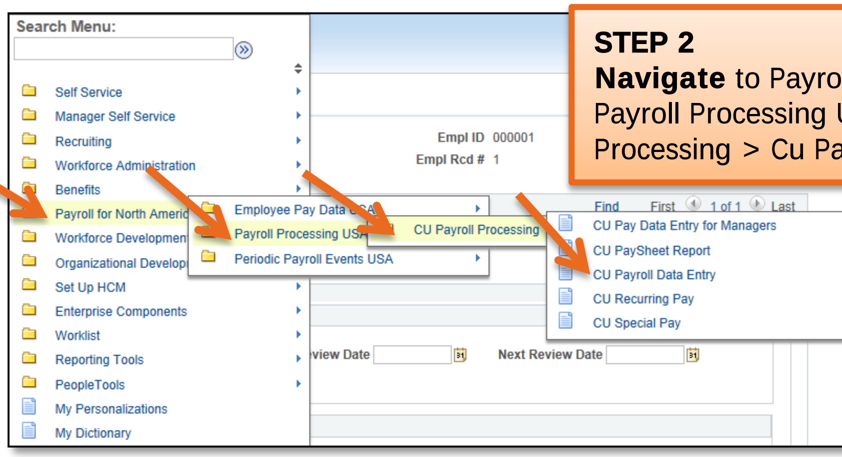



STEP 4 (Favorites)
Enter the Sequence number to change the order in which your favorites appear.
Edit Favorites
Click the Save button after editing or deleting favorites.
Favorites
Personalize | Find |
First
1-42 of 42
*Favorite
Sequence num
Absence History Report
ker Instance
tance
Base Navigation Page
0
0
0
0
Select the minus button to delete a favorite.
STEP 5 (Favorites)
Click SAVE after editing or deleting favorites to retain changes.

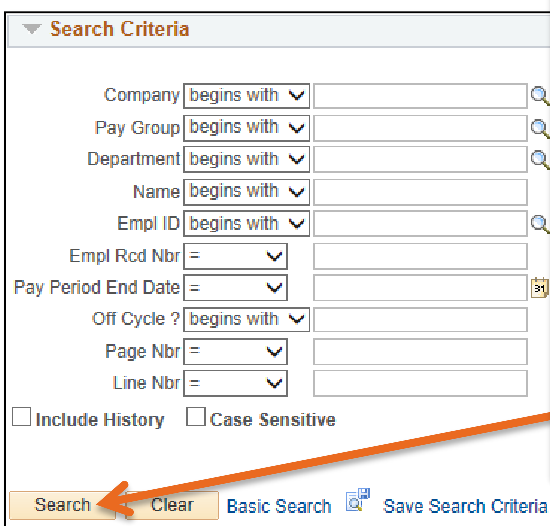
CU Payroll Data Entry (Hourly Employees)



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.

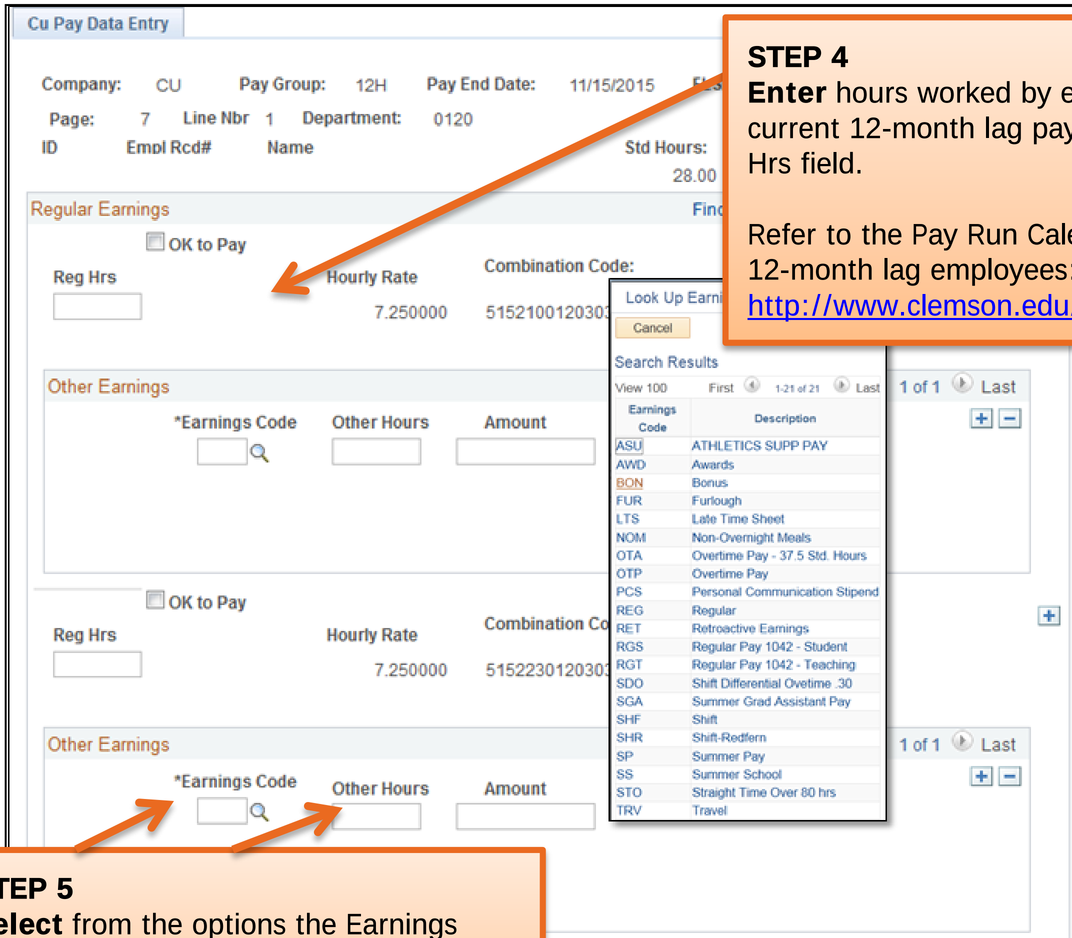


STEP 3
To locate an individual, **enter** the Empl ID or Last Name.
To locate all employees in your security access area, **enter** the Pay Group.
To locate all employees in a specific department, **enter** the Department number.

Click Search.

CLEMSON HUMAN RESOURCES

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)

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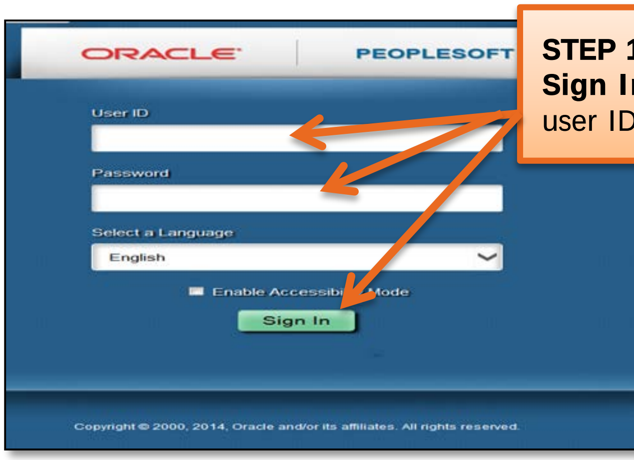
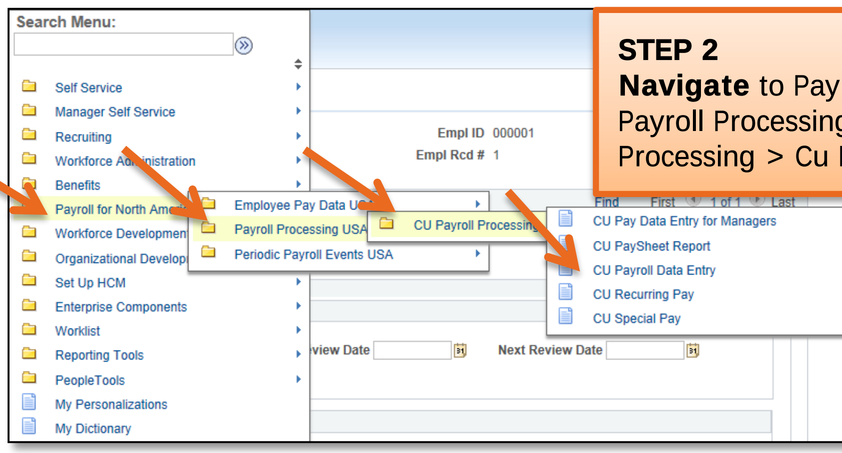
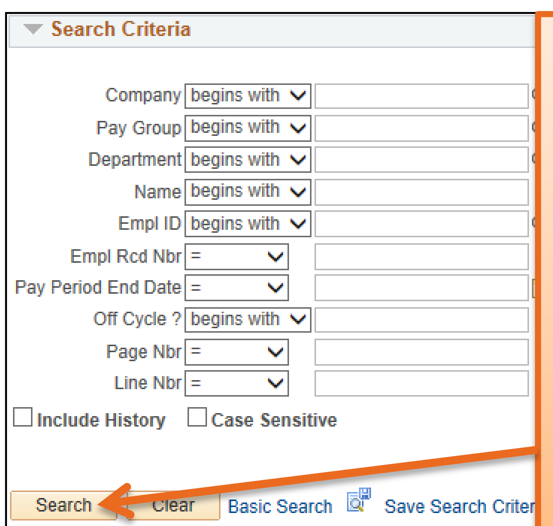
CU Payroll Data Entry (Salaried Employees)



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



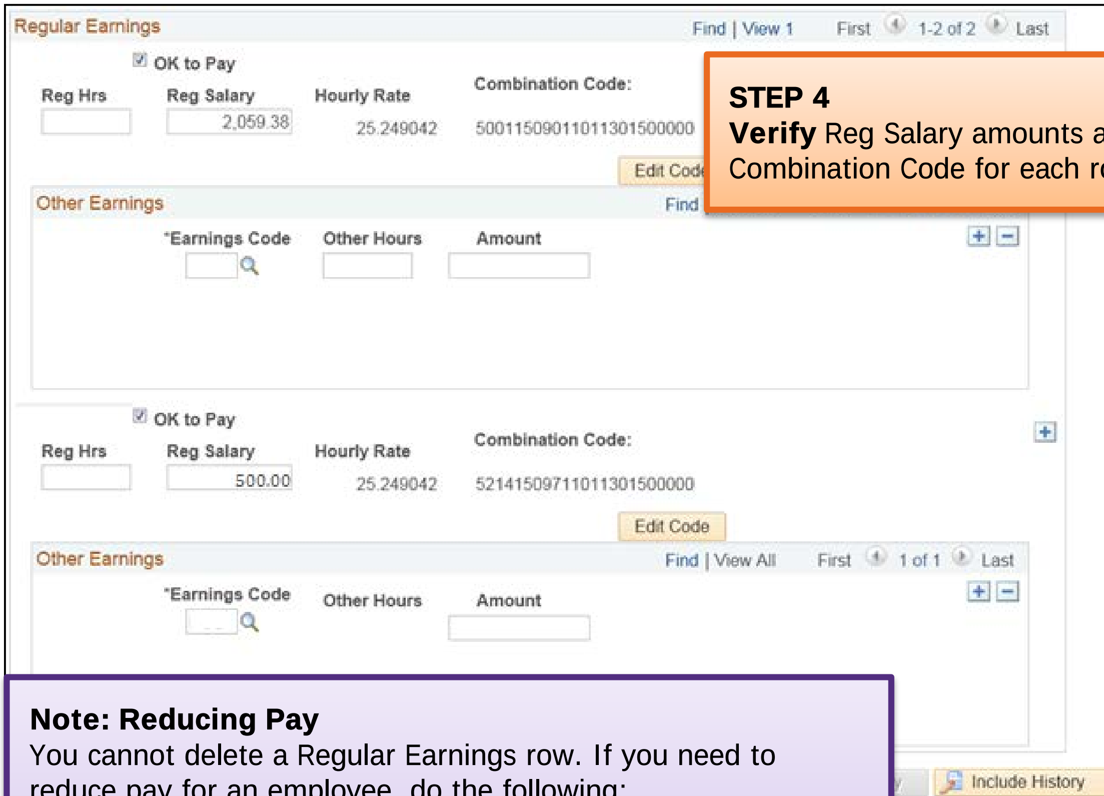
STEP 2
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > Cu Payroll Data Entry.



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.

Important Information: If you are entering hours for a new salaried employee, verify all information that populates into the CU Pay Data Entry page.

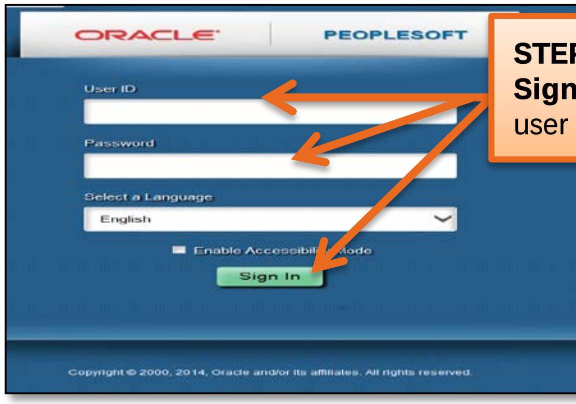


STEP 4
Verify Reg Salary amounts and Combination Code for each row.

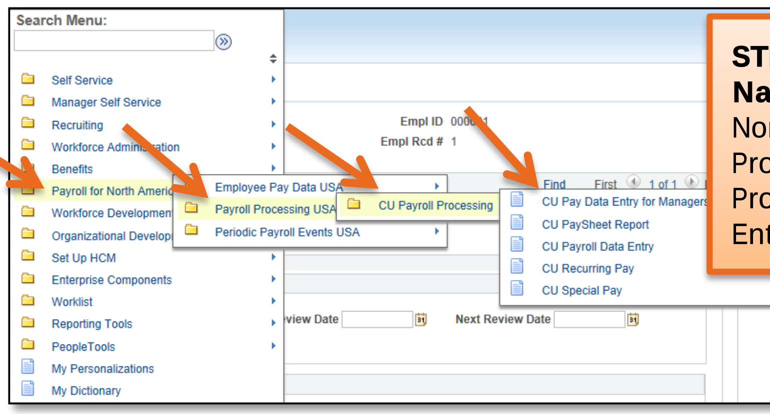
Note: Reducing Pay
You cannot delete a Regular Earnings row. If you need to reduce pay for an employee, do the following:

- 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.

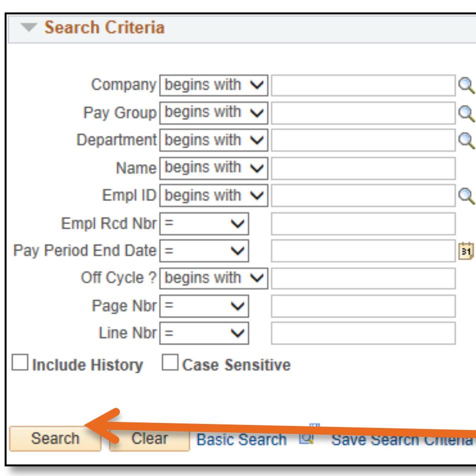
CU Payroll Data Entry for Managers



STEP 1
Sign In 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 for Managers.

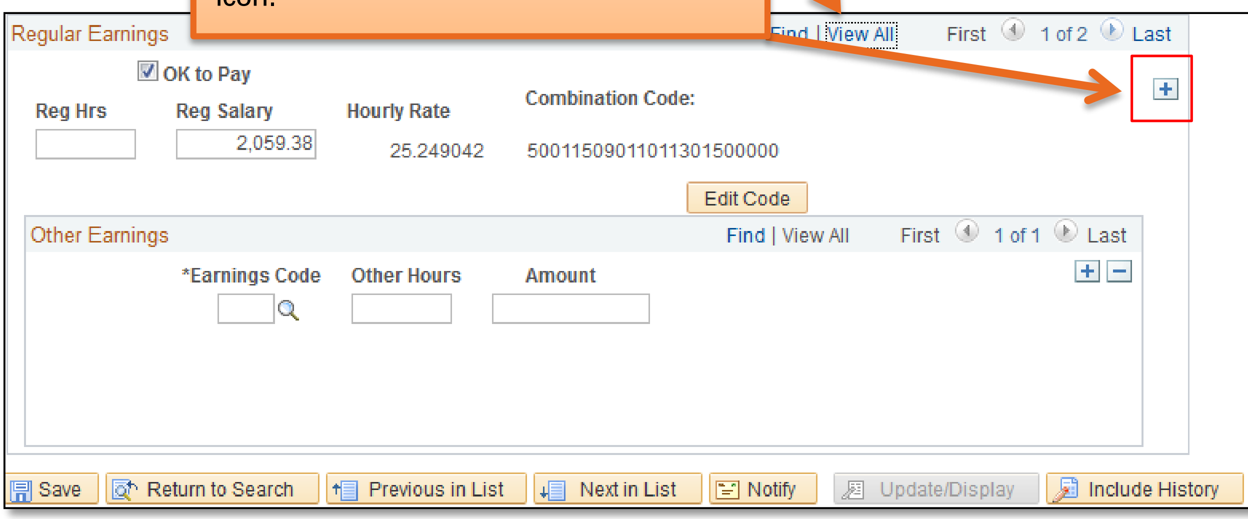


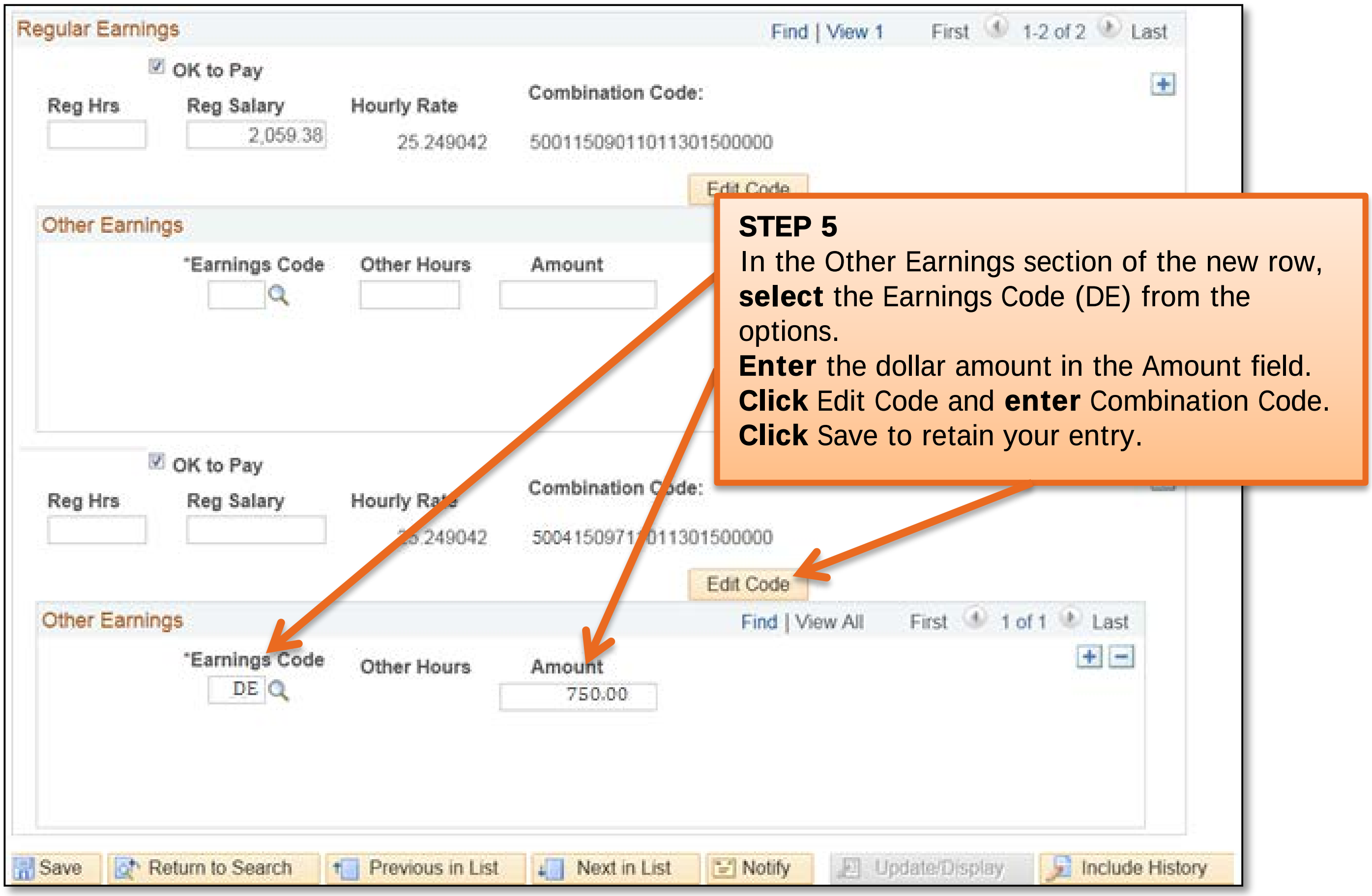
STEP 3
To locate an individual, **enter** the Empl ID or Last Name.
To locate all employees in your security access area, **enter** the Pay Group.
To locate all employees in a department, **enter** the Department number.
Click Search.

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.

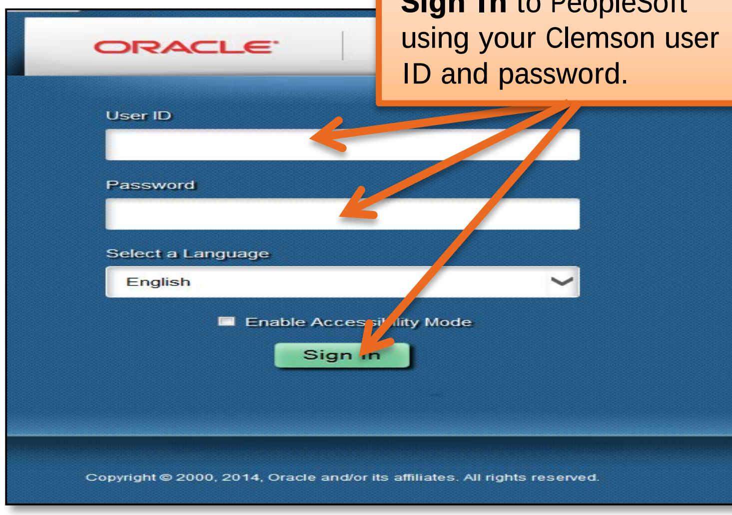




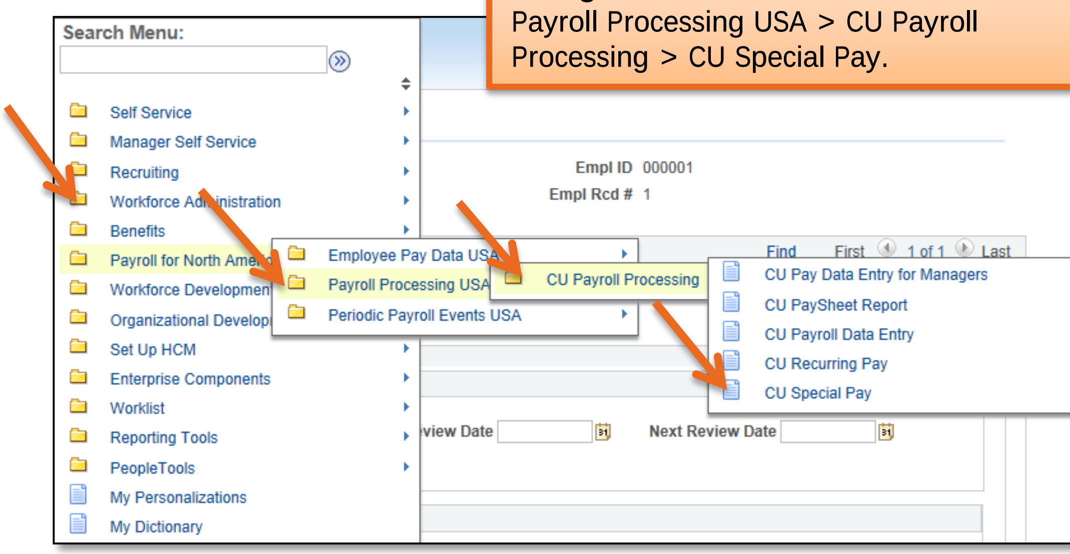
STEP 5
In the Other Earnings section of the new row, **select** the Earnings Code (DE) from the options.
Enter the dollar amount in the Amount field.
Click Edit Code and **enter** Combination Code.
Click Save to retain your entry.

Quick Reference:
Special Pay

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

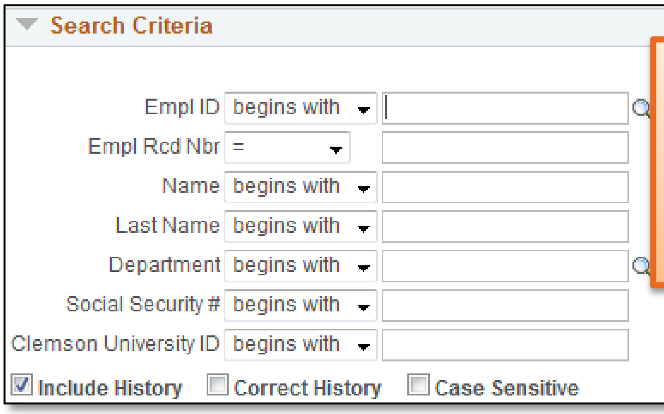


STEP 2
Navigate to Workforce Administration > Payroll Processing USA > CU Payroll Processing > CU Special Pay.



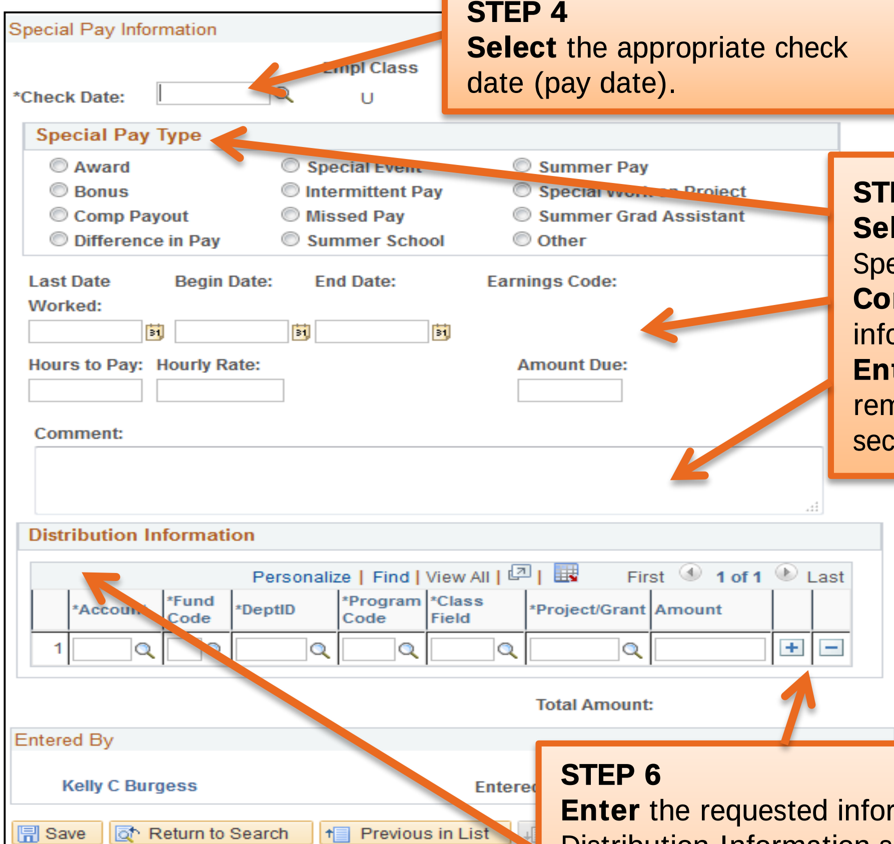
Quick Reference:
Special Pay

CLEMSON HUMAN RESOURCES



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

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



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

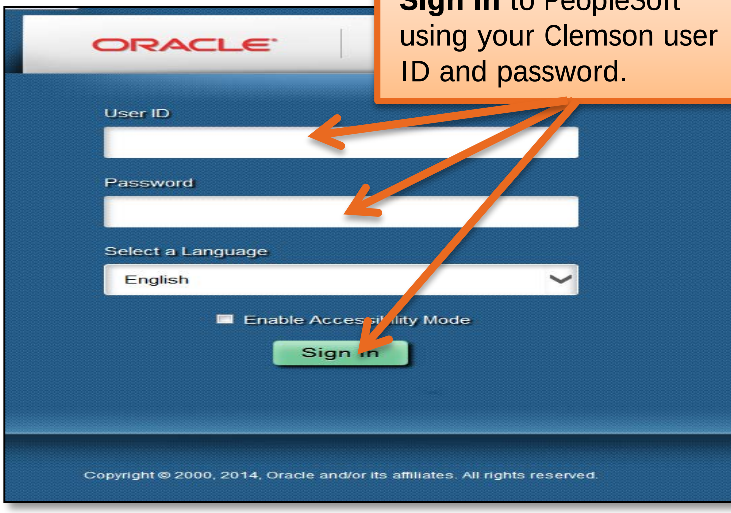
STEP 5
Select the appropriate Special Pay Type.
Complete the required information.
Enter any clarifying remarks in the comments section.

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

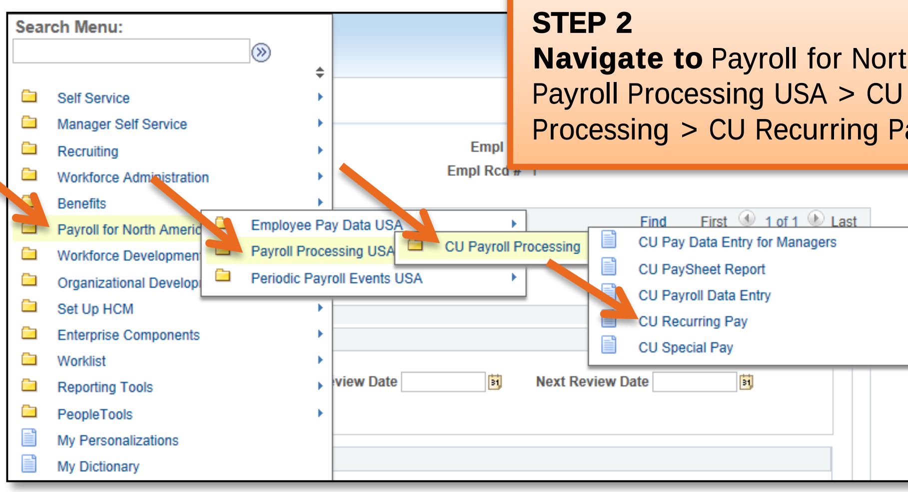
Important Information: The Distributions amounts must equal the Amount Due.

Quick Reference:
Recurring Pay

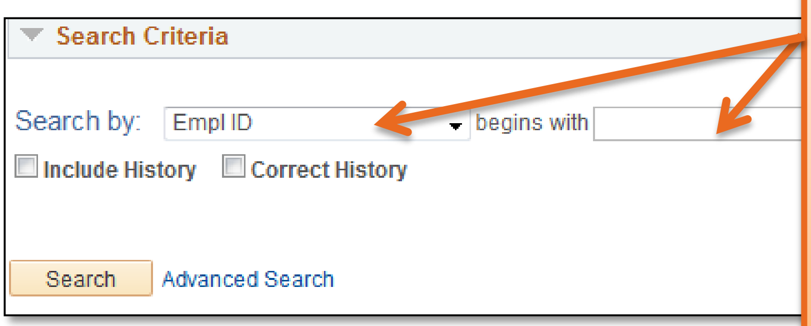
STEP 1
Sign in to PeopleSoft using your Clemson user ID and password.



STEP 2
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > CU Recurring Pay.

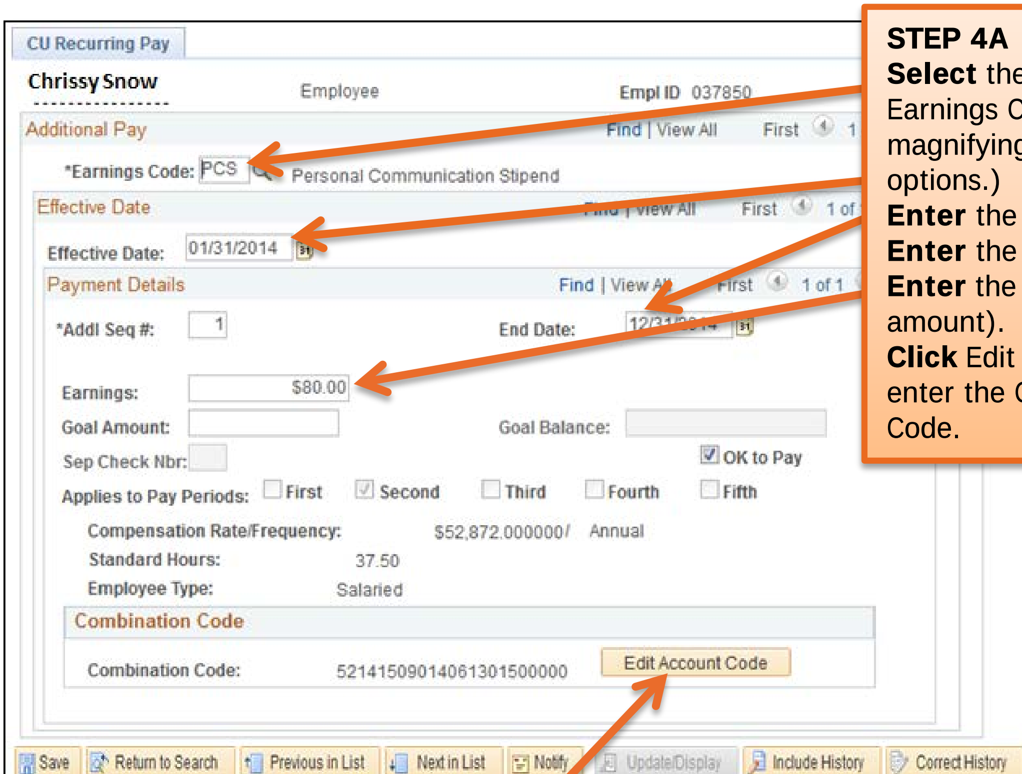


STEP 3
Select Empl ID or Last Name from the "Search by" drop-down menu.
Enter the ID number or last name in the "begins with" field.
Click Search.

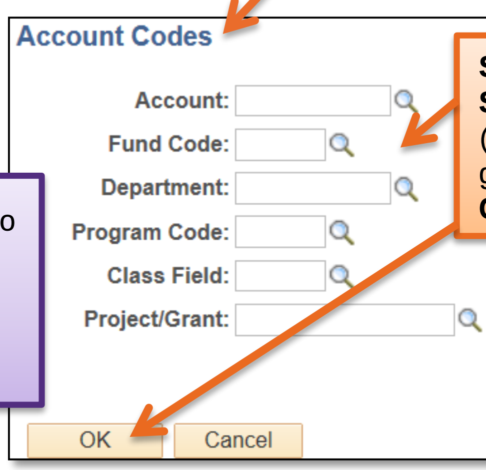


Personal Communication Stipend

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.



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.



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.

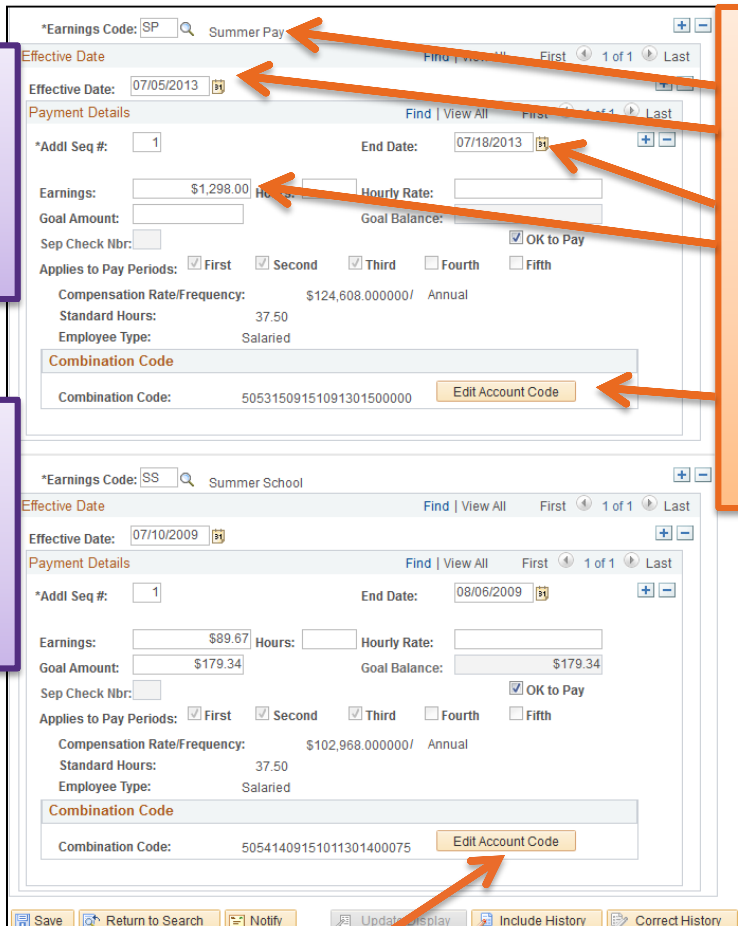
Summer Pay/Summer School

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.

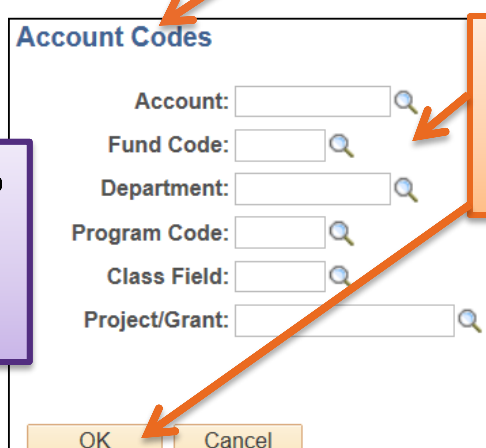
Note:
Click the plus icon in the Effective Date section to add additional rows. *Each row must have a sequential "Addl Seq #."*

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.



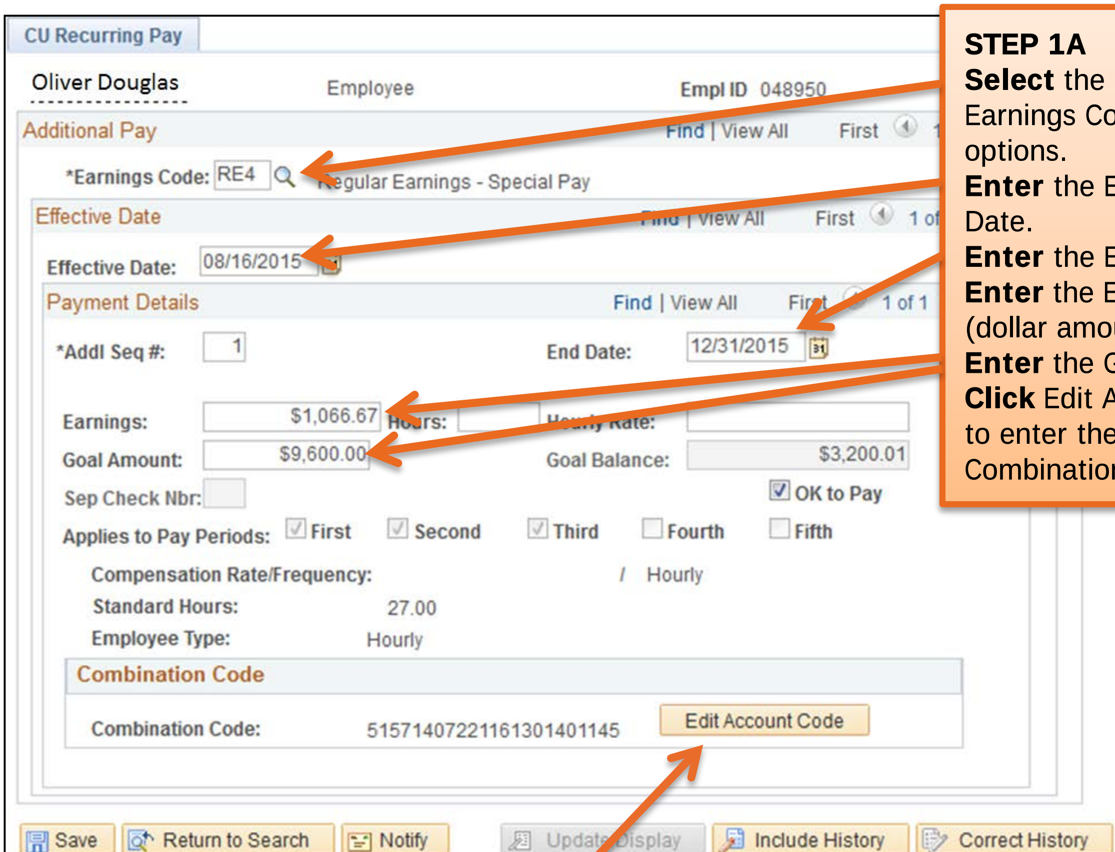
STEP 1B
Select for all fields. (Click the magnifying glass icon for options.)
Click OK.

Clicking OK will return you to the previous page.
Click Save on the CU Recurring page to retain your entry.

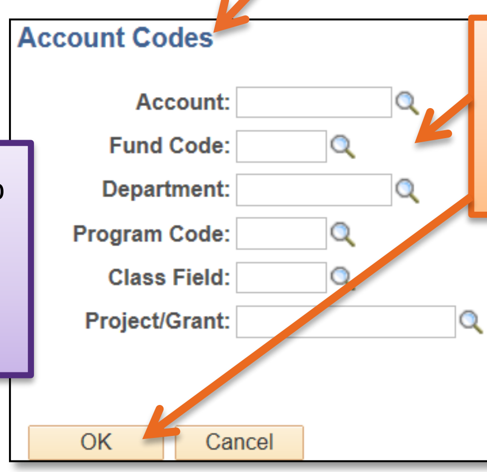
CLEMSON HUMAN RESOURCES

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.



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.

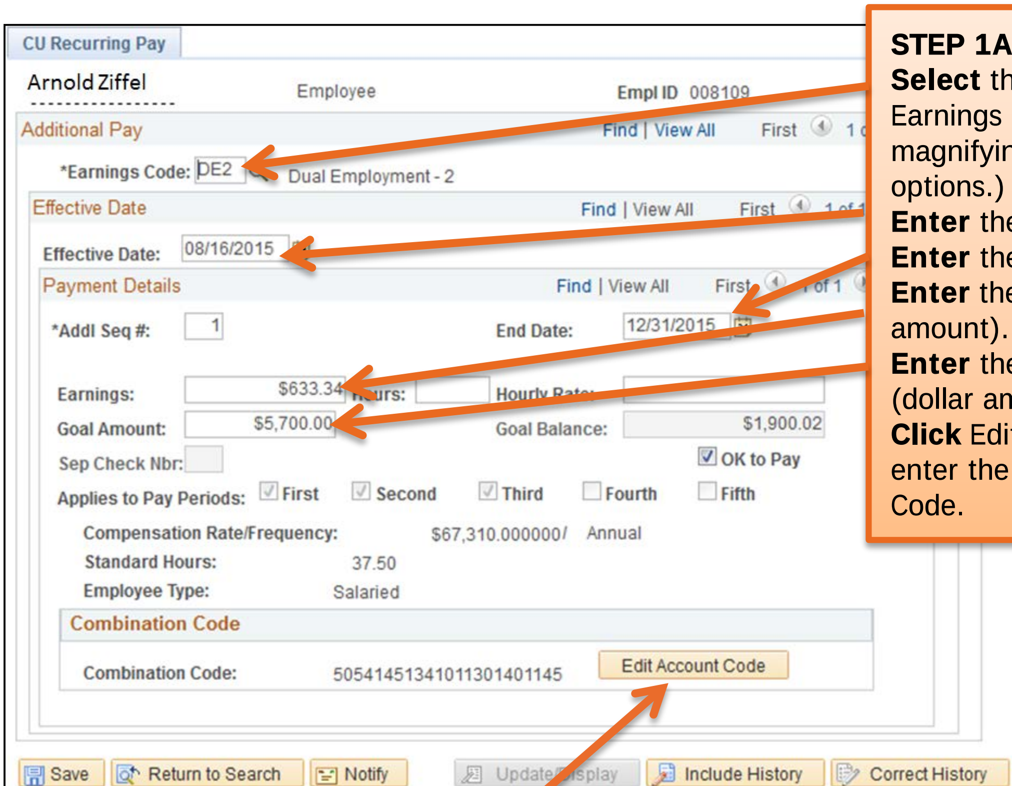


STEP 1B
Select for all fields. (Click the magnifying glass icon for options.)
Click OK.

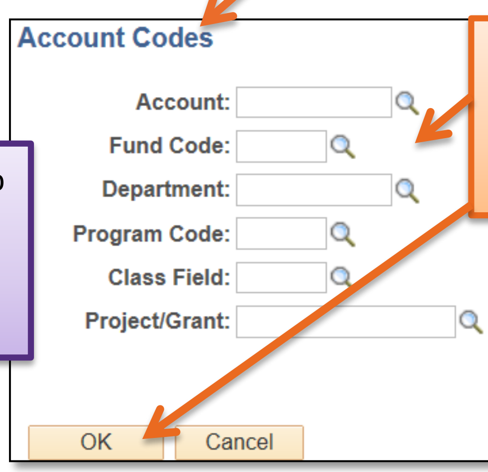
Clicking OK will return you to the previous page.
Click Save on the CU Recurring page to retain your entry.

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.



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.



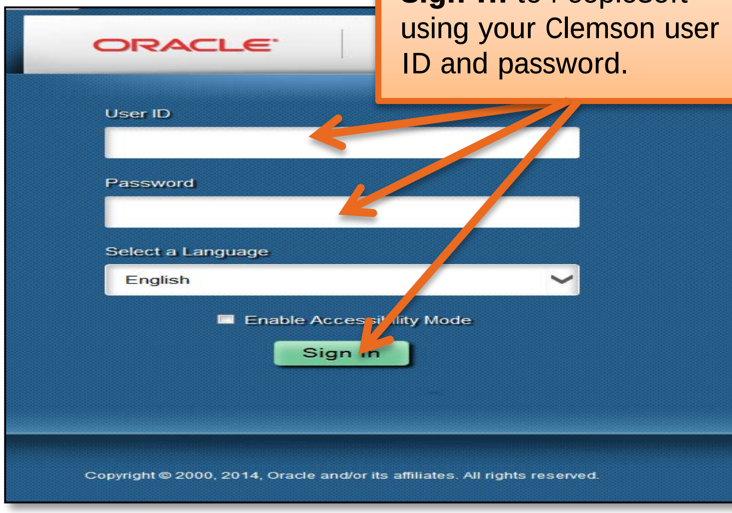
STEP 1B
Select for all fields. (Click the magnifying glass icon for options.)
Click OK.

Clicking OK will return you to the previous page.
Click Save on the CU Recurring page to retain your entry.

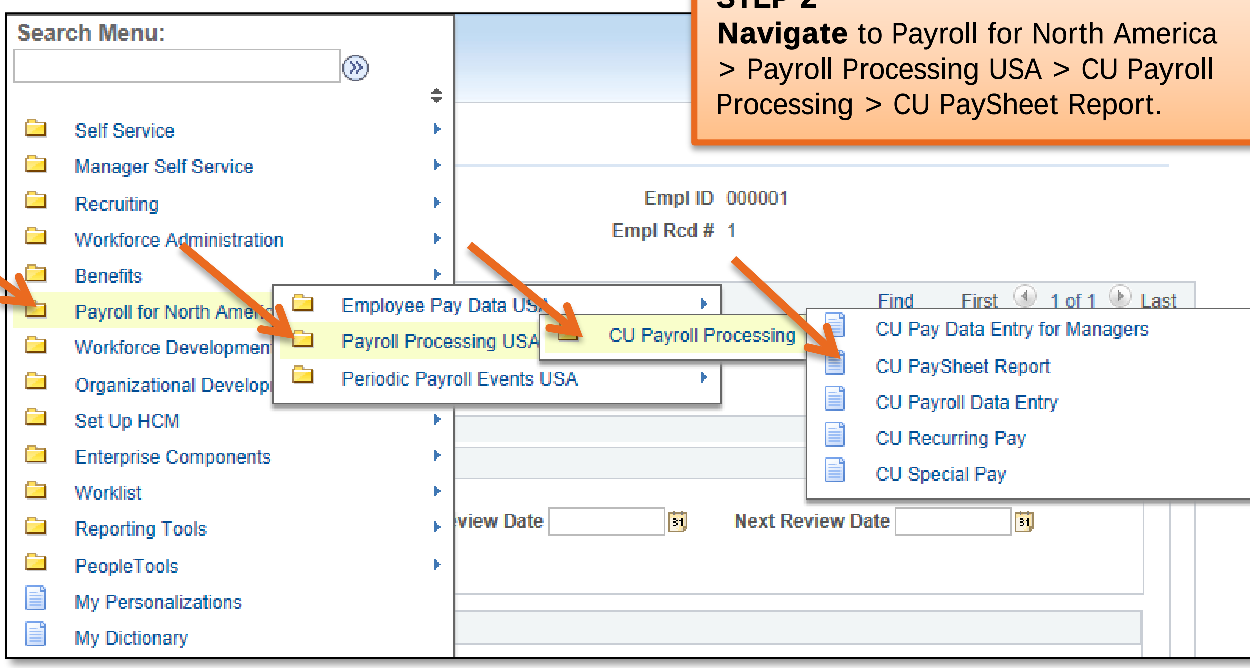
Quick Reference:
PaySheet Report

CLEMSON HUMAN RESOURCES

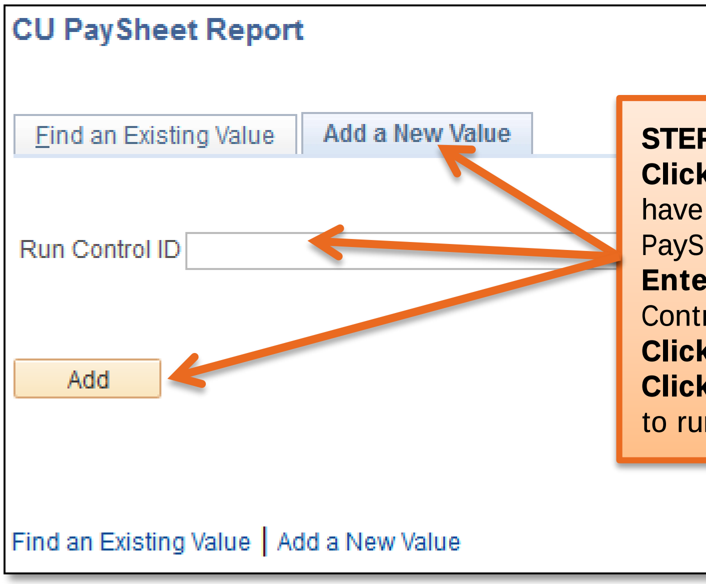
STEP 1
Sign In to PeopleSoft using your Clemson user ID and password.



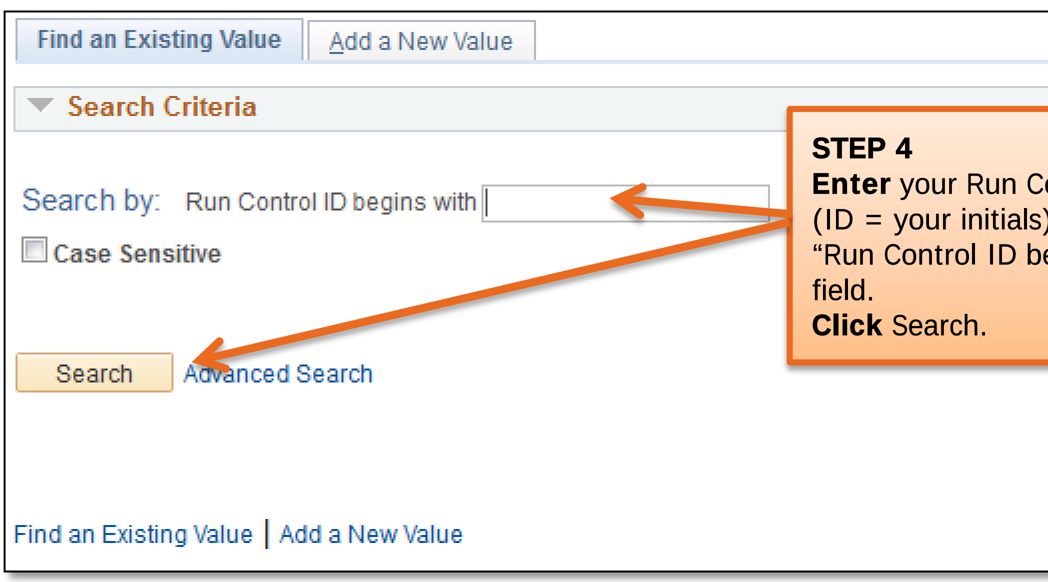
STEP 2
Navigate to Payroll for North America > Payroll Processing USA > CU Payroll Processing > CU PaySheet Report.



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

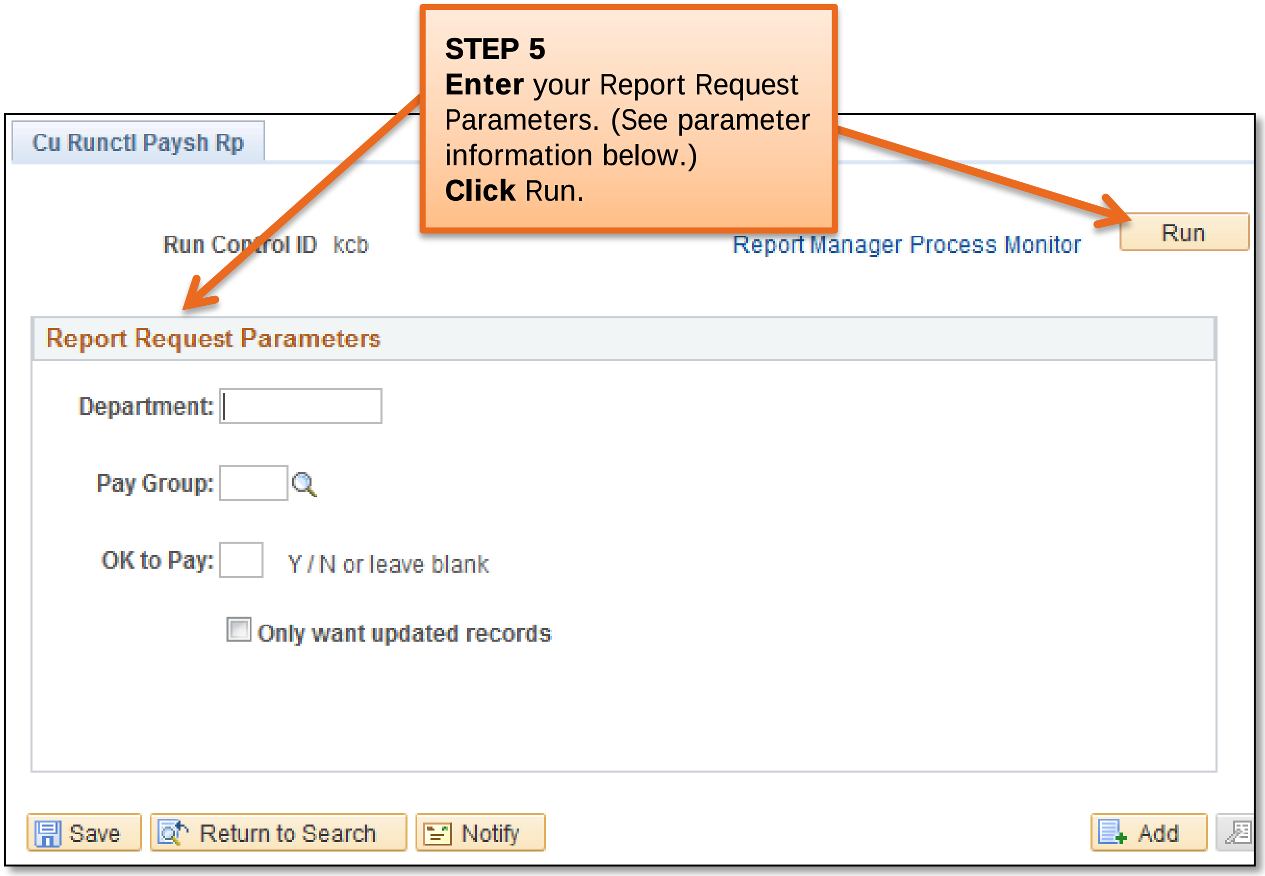


STEP 3 (For New Users)
Click Add a New Value if you have never created a PaySheet Report.
Enter your initials in Run Control ID.
Click Add.
Click Find an Existing Value to run a PaySheet Report.



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

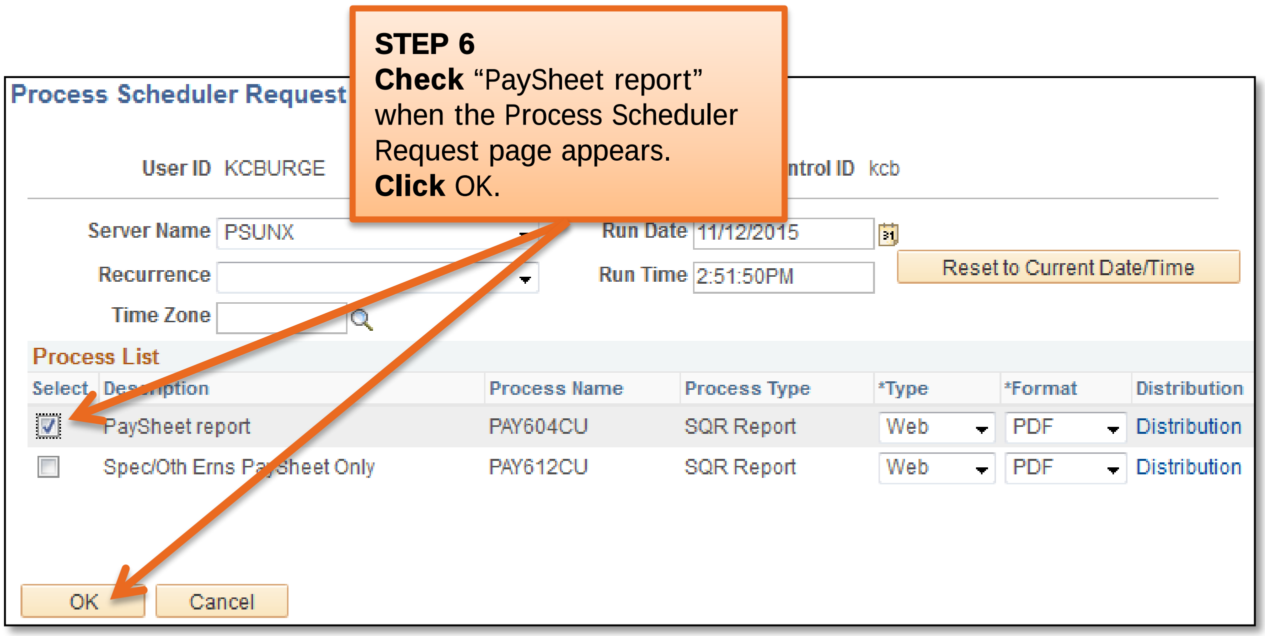
Quick Reference:
PaySheet Report

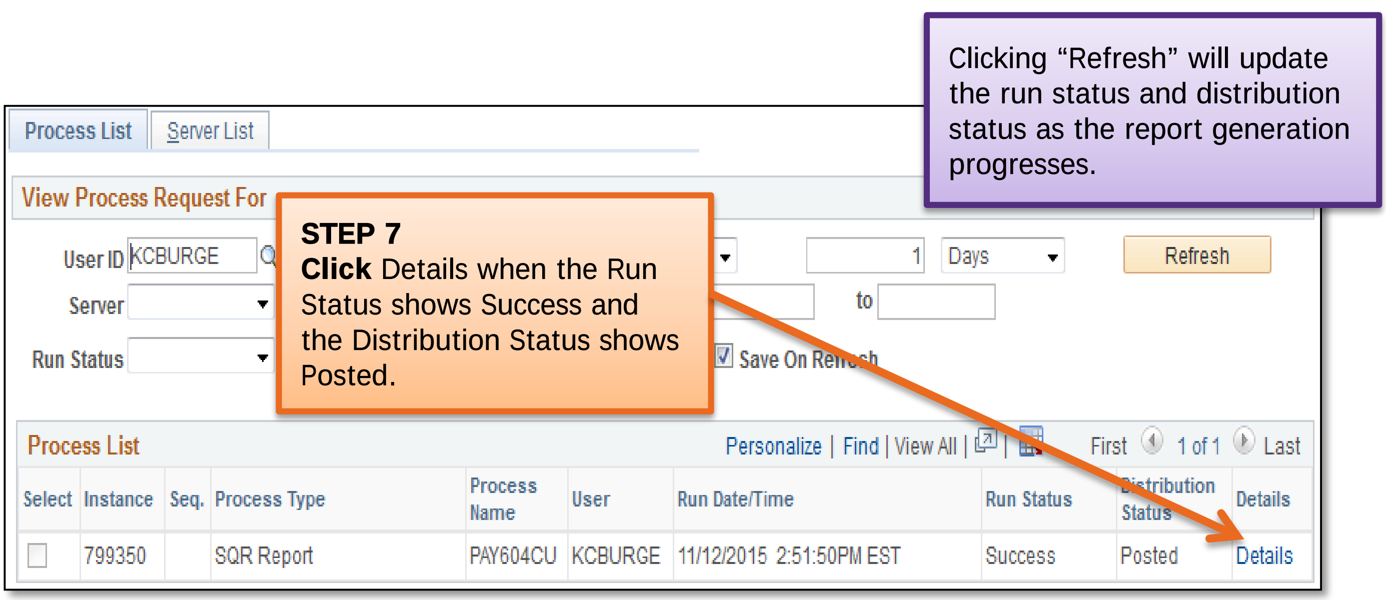


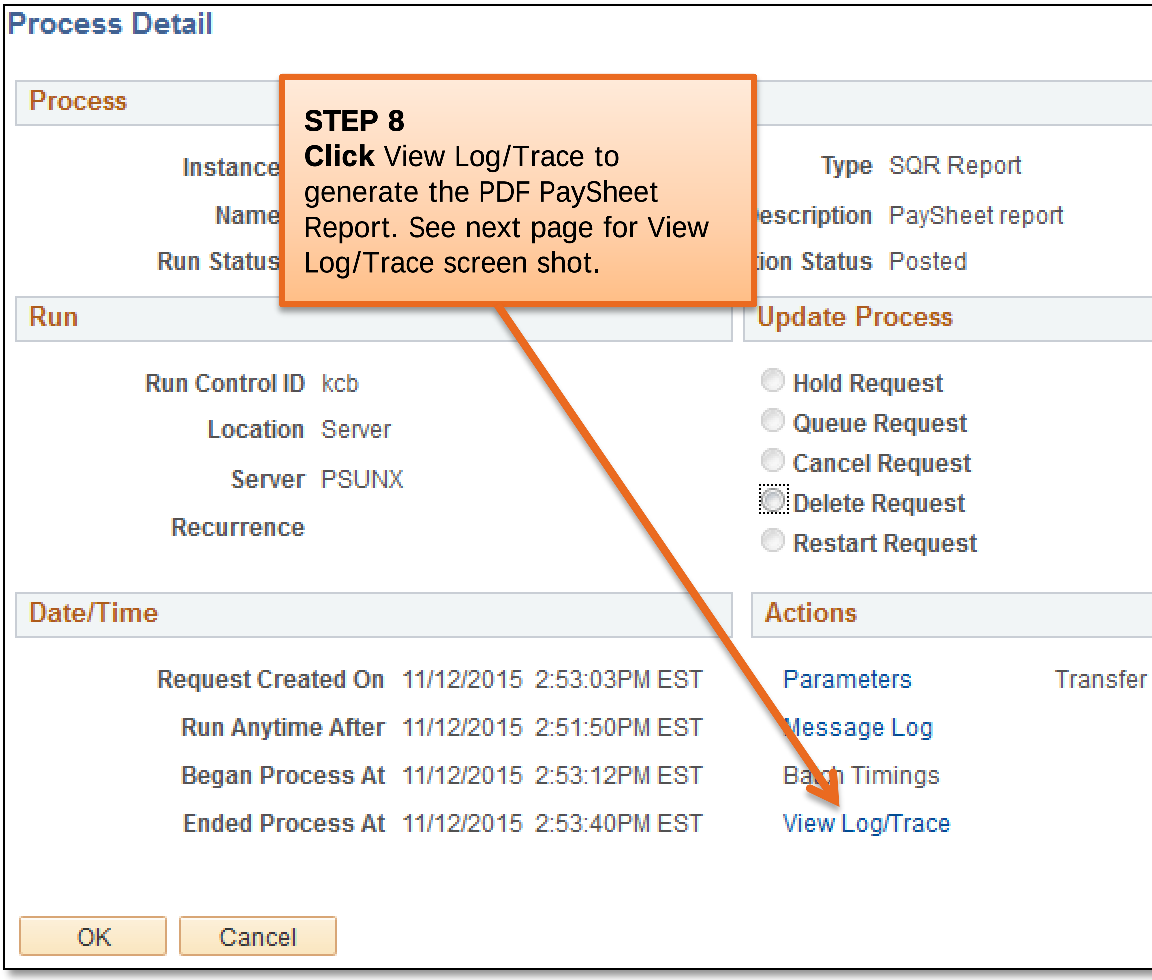
Parameter Information: You can enter some or all of the Report Request Parameters. Each additional parameter will further refine the report.

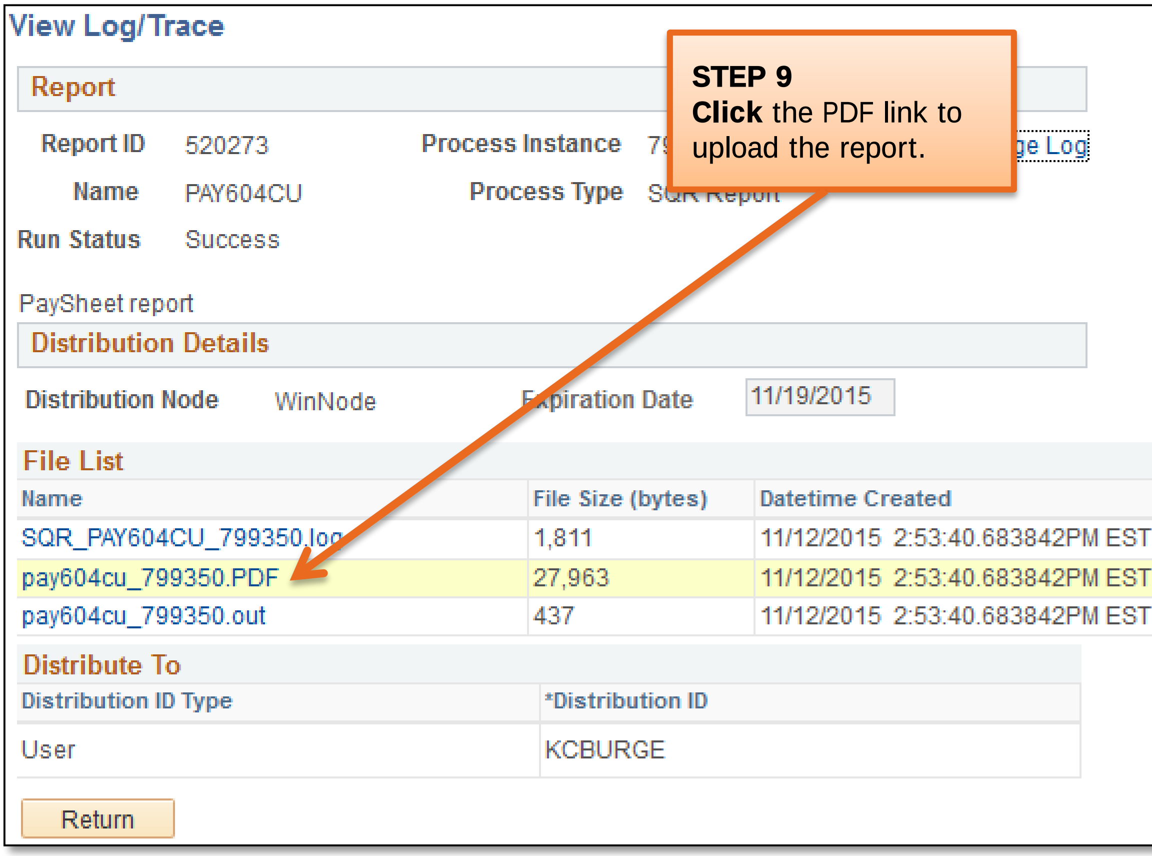
- If you leave all of the fields blank, the PaySheet Report will show all of the employees in the departments for which you have security access.
- Entering a department number will limit the PaySheet Report to employees in that department.
- Entering a Pay Group will limit the Paysheet Report to employees 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.

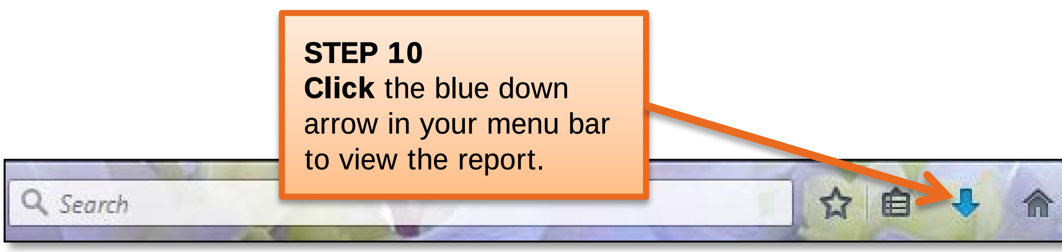
CLEMSON HUMAN RESOURCES

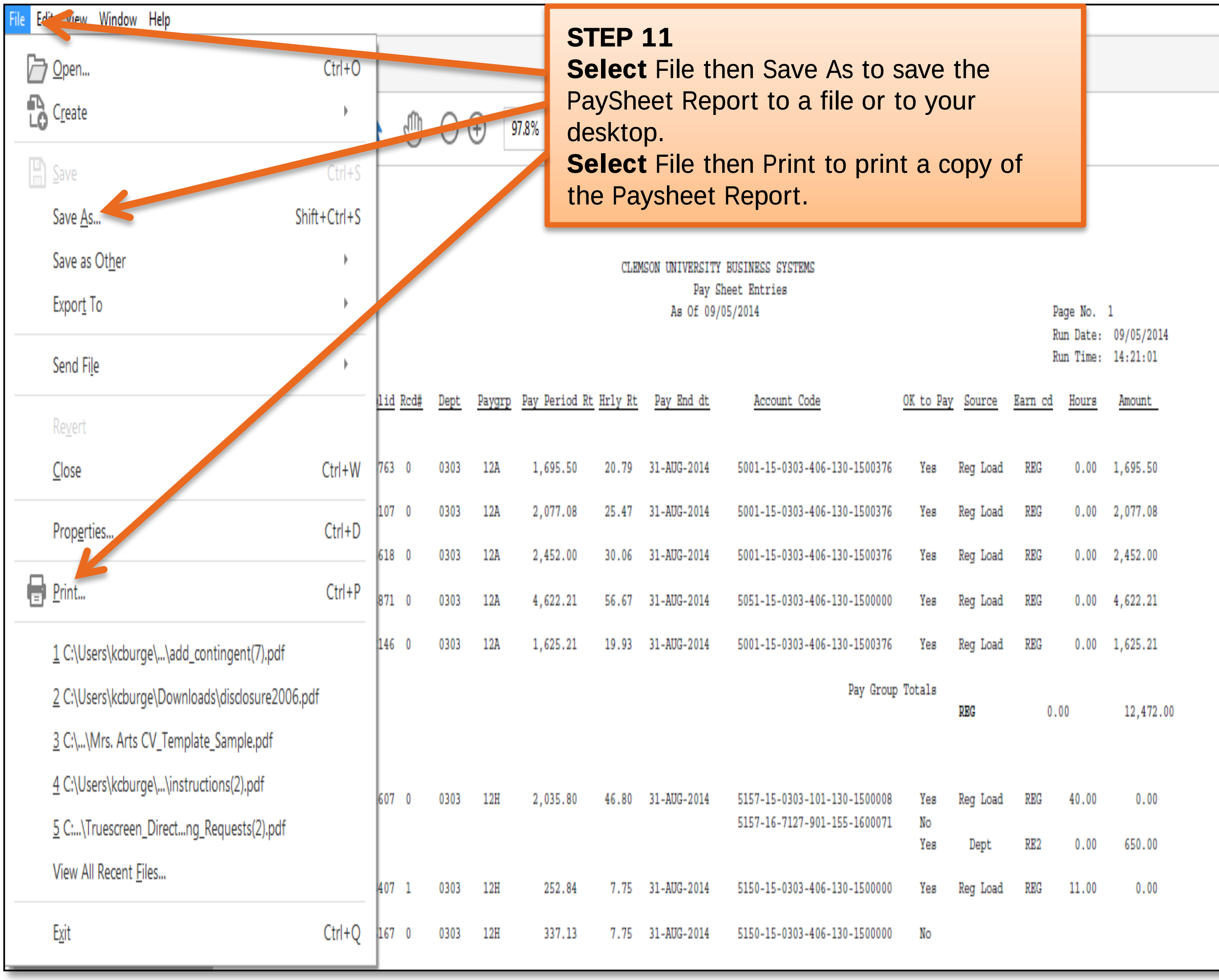





Process Detail
Process
Instance
Name
Run Status
STEP 8
Click View Log/Trace to generate the PDF PaySheet Report. See next page for View Log/Trace screen shot.
Type SQR Report
escription PaySheet report
ion Status Posted
Run
Run Control ID kcb
Location Server
Server PSUNX
Recurrence
Update Process
Hold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


View Log/Trace
Report
Report ID 520273
Process Instance
Name PAY604CU
Process Type
Run Status Success
PaySheet report
Distribution Details
Distribution Node WinNode
Expiration Date 11/19/2015
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.
Search



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 HUMAN RESOURCES

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:

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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.

There are people in the area I support that do data entry or run reports for payroll as part of their job. Will they need training to handle the changes after the upgrade?

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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.

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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.

Who will enter the information into Tiger Talent to start a request to recruit?

A request to recruit will be initiated by a hiring manager, an HR partner or another employee who has been properly trained on Tiger Talent.

How will I submit a Request to Recruit after the upgrade to PeopleSoft 9.2?

Submissions for recruiting requests will be conducted in Tiger Talent. Tiger Talent training will be provided.

Will there be a need to complete applicant tracking sheets after the upgrade?

No. The system upgrade eliminates the need for applicant tracking sheets.

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

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

Do intermittent faculty have to have a commitment form if they are being waived into a position?

Yes. All faculty hires, regardless of type, are required to have a commitment form. Completing a commitment form ensures the communication of funding sources between the hiring manager, dean and business officer. Also, the commitment form can be expanded to illustrate multi-year funding and total investment.

Can I view the commitment form in in Tiger Talent?

Yes. Users will be able to view commitment data in Tiger Talent's **summary**.

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.

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.

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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.

Why is it advised that the fewest number of approvers be used for submitting a request for hire?

Major improvements realized by the upgrade are 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 factor in these improvements. With each additional approver, the request to hire is slowed. Therefore, it is recommended you keep the number of final approvers as low as the situation warrants.

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.

For colleges, does the provost need to approve TGP, TLP, temporary or intermittent positions?

All temporary positions (i.e., INT, TMP, TLP, TGP) are approved at the dean's level. There are two exceptions to this rule: 1) if the temporary position has a provost commitment and 2) if the temporary position is at a salary level that requires the approval of the Board of Trustees.

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.

Recruitment Questions

Will position descriptions maintained in the new PeopleSoft system automatically populate into Recruiting Solutions?

Yes. When the job is posted, HR will upload the approved position description into the position profile. This position profile will automatically populate into HR (Recruiting Solutions).

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 must be done for those who don't have access to computers?

Please provide assistance with the application and offer letter acceptance process to those without computer access. As an alternative, you can direct individuals requiring assistance to the Office of Human Resources, which is located in the Administrative Services Building.

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

A hiring decision has been made for a current opening. How do I complete a 'request a hire' before the upgrade? How do I complete a 'request a hire' after the upgrade?

After the upgrade, the request a hire process and offer letters will be created and approved in PeopleSoft 9.2.

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.

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.

Will there be changes to how we handle the non-tenure form, the tenure agreement form or the granting of tenure form after the upgrade?

No. There will be no changes to how the non-tenure form, the tenure agreement form or the granting of tenure form is processed after this upgrade.

Will benefits program codes change due to the CUBS upgrade?

No. Benefits program codes will not change due to the upgrade.

Will 'types' under the Affordable Care Act (ACA) field change?

No. Types under the ACA field will not change.

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.

General Questions

How does the application process change after the upgrade to PeopleSoft 9.2?

Applicants will follow the same log in procedures they always have. Once internal applicants log in, they will be able to search with new query options; otherwise everything remains unchanged.

How do I apply for a faculty position?

Currently, nothing will change about the way faculty apply for positions.

What messages can applicants expect during the application process?

An applicant can expect the following communications during the application process:

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CLEMSON
HUMAN RESOURCES

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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.

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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.

Frequently Asked Questions (FAQs) for
General Users

CLEMSON
HUMAN RESOURCES

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.

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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.

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 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.

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.

Who will enter the information into Tiger Talent to start a request to recruit?

A request to recruit will be initiated by a hiring manager, an HR partner or another employee who has been properly trained on Tiger Talent.

How will I submit a Request to Recruit after the upgrade to PeopleSoft 9.2?

Submissions for recruiting requests will be conducted in Tiger Talent. Tiger Talent training will be provided. Also, your HR partner is a further resource. After December 10, 2015, supplemental training resources will be available on line.

How do I waive posting a position?

To waive posting any type of position, log in to Tiger Talent. Once you are in the **Request Phase** of Tiger Talent, you will need to start the request by selecting **Waiver of Posting**. Waivers of posting are approved in the Office of Human Resources via Tiger Talent. There is no need for you to contact Access & Equity.

Can I view the commitment form in Tiger Talent?

Yes. Users will be able to view commitment data in Tiger Talent's **summary**. There is not a query option however.

Can vice presidents and others access Tiger Talent too?

Yes. Vice presidents and others have access to worklists, so they can view requests.

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

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

Do intermittent faculty have to have a commitment form if they are being waived into a position?

Yes. All faculty hires, regardless of type, are required to have a commitment form.

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.

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 is it advised that the fewest number of approvers be used for submitting a request for hire?

Major improvements realized by the upgrade are 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 factor in these improvements. With each additional approver, the request to hire is slowed. Therefore, it is recommended you keep the number of final approvers as low as the situation warrants.

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.

Does the provost need to approve TGP, TLP, temporary or intermittent positions?

All temporary positions (i.e., INT, TMP, TLP, TGP) are approved at the dean's level. There are two exceptions to this rule: 1) if the temporary position has a provost commitment and

2) if the temporary position is at a salary level that requires the approval of the Board of Trustees.

Recruitment Questions

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 must be done for those who don't have access to computers?

Please provide assistance with the application and offer letter acceptance process to those without computer access. As an alternative, you can direct individuals requiring assistance to the Office of Human Resources, which is located in the Administrative Services Building.

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

A hiring decision has been made for a current opening. How do I complete a 'request a hire' before the upgrade? How do I complete a 'request a hire' after the upgrade?

After the upgrade, the request a hire process and offer letters will be created and approved in PeopleSoft 9.2.

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.

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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.

Will there be changes to how we handle the non-tenure form, the tenure agreement form or the granting of tenure form after the upgrade?

No. There will be no changes to how the non-tenure form, the tenure agreement form or the granting of tenure form is processed after this upgrade.

Will the process for tracking ACA override types change?
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Frequently Asked Questions (FAQs) for
Search Committee Members

CLEMSON HUMAN RESOURCES

General Questions

Once the University has upgraded to PeopleSoft 9.2, can the system help me schedule interviews?

Yes. One feature of PeopleSoft 9.2 is that it can assist with scheduling. Using PeopleSoft 9.2, invitations to interviews can be sent via email to outlook account holders. Now you can share and publish information directly from calendars over email.

I am serving on a search committee that started before the upgrade. Will I experience any interruptions during the upgrade?

As someone who is serving on a search committee during the upgrade to PeopleSoft 9.2, please be mindful that the system will be down for the five days during the upgrade. While you can still conduct interviews during the upgrade period, you will not be able to open or close a search or provide an electronic review of a candidate during the five-days of downtime. Also, printing materials ahead of the upgrade is something you might consider.

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].