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.

Tiger Talent, a web-based system for navigating the hiring process at Clemson University, provides real-time tracking of current and previous hiring actions. Of the three phases of the hiring process, only phase 1 (Request) is currently functional in Tiger Talent. Phases 2 (Recruit) and 3 (Hire) will be included in future releases.
**Important Information:** It is important to enter the correct hiring manager’s email address into the Tiger Talent Request to Recruit because the two levels of approvals required for the transaction are automatically populated based on the hiring manager’s supervisor and that supervisor’s supervisor.

### 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.

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

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

**STEP 5 (Staff)**
Select the type of position for which you wish to recruit from the Position Type drop-down menu.
**STEP 5B (Staff)**
If refilling an existing position, **enter** the previous employee’s email address in the Previous Employee’s Email Address field.

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

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

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

**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.
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.
The page contains instructions on how to request to recruit a candidate for a position.

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

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

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

**STEP 17 (Staff)**
Click “Yes. This request requires skill test(s)” if skills tests are required for the position.
**Important Information:**
If you select “Other Advertisement Medium,” enter the location of the job posting. The Office of Human Resources will contact the hiring manager to confirm the posting.

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

**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.

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**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.
Quick Reference:
Tiger Talent -
Request to Recruit

**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.

**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.

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

**TIP:**
You can access a copy of the Position Description template.
Quick Reference:
Tiger Talent -
Request to Recruit

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

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.

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

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.

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 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**

<table>
<thead>
<tr>
<th>Position Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Hire:</td>
<td>Temporary</td>
</tr>
<tr>
<td>Target Openings:</td>
<td>5</td>
</tr>
<tr>
<td>Job Duration:</td>
<td>12 Months</td>
</tr>
<tr>
<td>Paygroup:</td>
<td>1MH</td>
</tr>
<tr>
<td>Hiring Manager:</td>
<td>Johnson, Suzanne M</td>
</tr>
<tr>
<td>Submitted by:</td>
<td>SUSANNI</td>
</tr>
<tr>
<td>Submission Date:</td>
<td>06/03/2015 01:20:23 PM</td>
</tr>
<tr>
<td>Reference Number:</td>
<td>15</td>
</tr>
<tr>
<td>Business Title:</td>
<td>Benefits Counselor I</td>
</tr>
<tr>
<td>Justification for Position:</td>
<td>test</td>
</tr>
<tr>
<td>Job Code:</td>
<td>AGS000</td>
</tr>
<tr>
<td>Full/Part-time:</td>
<td>Full Time</td>
</tr>
<tr>
<td>Department #:</td>
<td>5537</td>
</tr>
<tr>
<td>Department Name:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>Johnson, Suzanne M</td>
</tr>
<tr>
<td>Budgeted Max Salary:</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>Position Description:</td>
<td><a href="newPositionDescription_1.doc">NewPositionDescription_1.doc</a></td>
</tr>
<tr>
<td>Position Description:</td>
<td><a href="oldPositionDescription_1.doc">OldPositionDescription_1.doc</a></td>
</tr>
</tbody>
</table>

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

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

**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.

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**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.

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

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

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.

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

STEP 5A (Faculty)
Select the type of position being recruited from the Position Type drop-down menu.
**Quick Reference:**
**Tiger Talent - Request to Recruit**

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

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

**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:
Tiger Talent - Request to Recruit

**STEP 7 (Faculty)**

- **Select Yes** if the position is Grant Funded.
- **Complete** all fields in the Grant Funding section if the position is grant funded.

**STEP 8 (Faculty)**

- **Click Add Account** to enter the Account String.

If grant funded, these fields are required.

**STEP 9 (Faculty)**

- **Enter** the Account String and click Save Changes.
- **Click Add Account** to add additional Account Strings.
- **Note:** the Percent Total must equal 100 percent.
**Quick Reference:**
**Tiger Talent - Request to Recruit**

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

<table>
<thead>
<tr>
<th>Faculty Titles</th>
<th><em>Selected</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
</tr>
<tr>
<td>Senior Lecturer</td>
<td></td>
</tr>
<tr>
<td>Lecturer</td>
<td></td>
</tr>
<tr>
<td>Associate Dean</td>
<td></td>
</tr>
<tr>
<td>Assistant Dean</td>
<td></td>
</tr>
<tr>
<td>Associate Provost</td>
<td></td>
</tr>
<tr>
<td>Dean</td>
<td></td>
</tr>
<tr>
<td>Vice Provost</td>
<td></td>
</tr>
<tr>
<td>Post Doctoral Fellow</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

*Maximum 3 selections*

<table>
<thead>
<tr>
<th>Category</th>
<th><em>Selected</em></th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Discipline</th>
<th><em>Selected</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appointment Term</th>
<th><em>Selected</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

**Nonstandard Position Details**

- Endowed Chair, Department Chair, Professor of Practice, etc

*Complete this field only if this is a nonstandard position.*

<table>
<thead>
<tr>
<th>Commitment Entry</th>
<th><em>Selected</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*You can preview the automatically generated market analysis here.*

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

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

<table>
<thead>
<tr>
<th>Competitive Range</th>
<th>Minimum</th>
<th>25th %ile</th>
<th>Average</th>
<th>75th %ile</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$101,698</td>
<td>$125,621</td>
<td>$140,343</td>
<td>$175,471</td>
<td>$201,590</td>
</tr>
</tbody>
</table>

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

**Internal Comparisons:**

<table>
<thead>
<tr>
<th>Dept Name: Bioengineering</th>
<th>Name</th>
<th>Job Title</th>
<th>Base Salary</th>
<th>Suppl</th>
<th>Total Salary</th>
<th>Faculty Rank Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Comp #1</td>
<td>Professor</td>
<td>$125,465</td>
<td>$17,647</td>
<td>$143,113</td>
<td>2008-08-15</td>
</tr>
<tr>
<td></td>
<td>Comp #2</td>
<td>Professor</td>
<td>$122,232</td>
<td>$16,513</td>
<td>$138,745</td>
<td>2008-08-15</td>
</tr>
<tr>
<td></td>
<td>Comp #3</td>
<td>Professor</td>
<td>$120,954</td>
<td>$0</td>
<td>$120,954</td>
<td>2016-08-15</td>
</tr>
<tr>
<td></td>
<td>Comp #4</td>
<td>Professor</td>
<td>$119,016</td>
<td>$0</td>
<td>$119,016</td>
<td>2014-08-15</td>
</tr>
</tbody>
</table>

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

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

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

STEP 13 (Faculty)
Enter the maximum budgeted allocation (provided by the budget officer).

**Select** the Work County from the drop-down menu.

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

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

**Important Information:**
Examples for *Justification for the Position* include: 1) The volume of accounting work has significantly increased due to an increase in the number of related organizations, and 2) John Doe is retiring effective January 2015, and this is a position that needs to be refilled.
STEP 16 (Faculty)
Click **Yes** (the system defaults to No) if the position posting is internal only. Enter a justification for internal only posting in the Internal Posting Information test box.

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

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

STEP 19 (Faculty)
Click **Yes** if skills tests are required for this position.
Important Information:
If you select “Other Advertisement Medium,” enter the location of the job posting. The Office of Human Resources will contact the hiring manager to confirm the posting.
Each advertisement is subject to OHR approval and, by default, will include the Jeanne Clery Act and Clemson University Affirmation Action Clause.

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

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

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

*All job postings will automatically post to our Diversity, Veteran, and Social Media advertisement packages.

Advertising packages are described here

Example: NAFSA

If you do not have an advertisement, please enter ‘None’.
Quick Reference:
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**STEP 22 (Faculty)**
**Browse** to locate and upload the position description, and enter additional information related to the position in the Position Description Information textbox.

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

**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.

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

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

**Tiger Talent - Request to Recruit**

---

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

---

**Sample Email Notification**

**Position Information**

<table>
<thead>
<tr>
<th>Type of Hire</th>
<th>Temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Openings</td>
<td>5</td>
</tr>
<tr>
<td>Job Duration</td>
<td>12 Months</td>
</tr>
<tr>
<td>Paygroup</td>
<td>12H</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>Johnson, Suzanne M</td>
</tr>
<tr>
<td>Submitted by</td>
<td>SURANNJ</td>
</tr>
<tr>
<td>Submission Date</td>
<td>06/03/2015 03:20:23 PM</td>
</tr>
<tr>
<td>Reference Number</td>
<td>15</td>
</tr>
<tr>
<td>Business Title</td>
<td>Benefits Counselor I</td>
</tr>
<tr>
<td>Justification for Position:</td>
<td>test</td>
</tr>
<tr>
<td>Job Code</td>
<td>AG9000</td>
</tr>
<tr>
<td>Full/Part-time</td>
<td>Full Time</td>
</tr>
<tr>
<td>Department #:</td>
<td>5337</td>
</tr>
<tr>
<td>Department Name</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Supervisor's Name</td>
<td>Johnson, Suzanne M</td>
</tr>
<tr>
<td>Budgeted Min Salary:</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>Position Description:</td>
<td><a href="#">NewPositionDescription1.doc</a></td>
</tr>
<tr>
<td>Position Description:</td>
<td><a href="#">OldPositionDescription1.doc</a></td>
</tr>
</tbody>
</table>

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

Thank you in advance for your timely response to this message.
Quick Reference:
Tiger Talent -
Request to Recruit

Linking a PeopleSoft Job Opening to Tiger Talent

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

**Sample Email Notification**

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Hire: Temporary</td>
</tr>
<tr>
<td>Target Openings: 5</td>
</tr>
<tr>
<td>Job Duration: 12 Months</td>
</tr>
<tr>
<td>Paygroup: 1291</td>
</tr>
<tr>
<td>Hiring Manager: Johnson, Susan M</td>
</tr>
<tr>
<td>Submitted by: SURANCE</td>
</tr>
<tr>
<td>Submission Date: 04/23/2015 10:20:20 PM</td>
</tr>
<tr>
<td>Reference Number: 15</td>
</tr>
<tr>
<td>Business Title: Benefits Counselor 1</td>
</tr>
<tr>
<td>Notification for Position: Yes</td>
</tr>
<tr>
<td>Job Code: AG1000</td>
</tr>
<tr>
<td>Full/Part-Time: Full Time</td>
</tr>
<tr>
<td>Department: 5337</td>
</tr>
<tr>
<td>Department Name: Human Resources</td>
</tr>
<tr>
<td>Supervisor's Name: Johnson, Susan M</td>
</tr>
<tr>
<td>Budgeted Max salary: $59,000.00</td>
</tr>
<tr>
<td>Position Description: <a href="#">JobPositionDescription.docx</a></td>
</tr>
<tr>
<td>Position Description: <a href="#">JobPositionDescription2.docx</a></td>
</tr>
</tbody>
</table>

**STEP 1**

After creating the job opening, **click** the link in the email, or **log in** to Tiger Talent.
STEP 2
Click the Actions link and select HR Partner from the drop-down menu to view your work list.

STEP 3
Click the title hyperlink to open the transaction.
Quick Reference:
Tiger Talent - Request to Recruit

STEP 4
Click the Requisition Entry tab. Enter the Job Opening number from PeopleSoft in the Job Requisition field.

STEP 5
Click Save to send the transaction to OHR’s Recruitment unit for review.
Accessing Application Materials
Overview:

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

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

View Application Materials

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

Additional Information: You will be directed to the CUBS home page.
Step 2: Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.

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

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

Additional Information: If you have the job opening ID, enter it in Job Opening ID, clear the status field and click Search then click on the job opening name.
**Step 5**: Select the job opening you wish to view.

![Step 5: Select the job opening you wish to view.](image)

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

![Step 6: Select the application icon for the applicant whose materials you wish to view.](image)
Print or Save Application Materials

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

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

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

*Additional Information:* Clicking on the hyperlink will open the document. If the document does not open, you may need to change your browser setting to allow pop ups.
Step 2: When the document uploads, click (A) File, then click (B) “Save as” to save the document to a file or on your desk top or (C) “Print” to print the document. Multiple copies can be printed if necessary.

Step 3: To access another applicant’s application materials, select Return.
## Troubleshooting

<table>
<thead>
<tr>
<th>POTENTIAL PROBLEM:</th>
<th>RECOMMENDATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application materials not saved on desktop or folder.</td>
<td><strong>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.</strong></td>
</tr>
<tr>
<td>Documents not popping up when selected.</td>
<td><strong>To ensure documents pop up when selected, make sure your browser settings are set to enable pop ups.</strong></td>
</tr>
</tbody>
</table>
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.
**STEP 3**

Enter Job Opening number in Job Opening ID.

**STEP 4**

Click Job Opening Name.
STEP 5
Click application icon to the far right of the applicant’s name.

STEP 6
Click applicant’s attachment. 
Note: Open each attachment separately to print or save.
STEP 7
Click Print or Save as to save the document to a file or to your desktop.

STEP 8
Click Return to go back to applicant list.
Scheduling Interviews
Overview

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

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

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

Before interviews can be scheduled in PeopleSoft, the hiring manager should do the following:
- Secure tentative interview dates with selected candidates
- Convey list of candidates chosen for interview and tentative interview dates to the selected scheduler

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

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

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

Additional Information: You will be directed to the CUBS home page.
Step 4: Select (A) Main Menu, (B) Recruiting then (C) Browse Job Openings.

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

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

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

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

Continued…
Step 3: Enter the (A) Interview Date, (B) Start Time, (C) End Time, (D) Interview Status, (E) Interview Type, and (F) Applicant Response.

Step 4: Check (A) Notify Applicant and (B) Notify Interview Team. Candidates will be notified via email of each change in status; scheduling interviews will trigger a status change for all applicants.

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

Step 5: To add multiple interviewers, (A) select Add Interviewer and (B) enter the interviewer’s employee id number.

Step 6: Enter the interview location in the Location box in the Venue Information section. The entered location will populate into an email that notifies the candidate of the interview date, time and place.

Step 7: Select Submit to save the schedule. Notification emails will be sent to the candidate and interview committee.
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 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 1](image1)

**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 2](image2)

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

![Step 3](image3)
**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**
<table>
<thead>
<tr>
<th>POTENTIAL PROBLEM:</th>
<th>RECOMMENDATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling interviews can be tricky and time consuming if you try to schedule with each participant individually.</td>
<td>Schedule interviews in PeopleSoft, and the system will coordinate schedules, notify participants of interview dates, times and locations as well as changes to the schedule, and update calendars. In addition, when interviews are scheduled, PeopleSoft will automatically notify the remaining applicant pool that they were not selected for the position.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POTENTIAL PROBLEM:</th>
<th>RECOMMENDATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>
Quick Reference: Scheduling Interviews

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

STEP 2
Navigate to: Recruiting > Search Job Openings
Quick Reference:
Scheduling Interviews

**STEP 3**
Enter: Job Opening number in Job Opening ID

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

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

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

**STEP 13**
Edit: Date and time
Submitting an Interview Evaluation
Overview

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

Summarize Interview Evaluation Forms

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

Enter an Interview Evaluation

Step 1: Log into PeopleSoft: (A) enter your Clemson user ID, (B) enter your Clemson password and (C) click Sign In.
Step 2: Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.

Step 3: Select the posting title to access the job opening.
**Step 4:** Under the Applicants tab, (A) click Other Actions, (B) then choose “Recruiting Actions” and (C) “Create Interview Evaluation.”

![Image of the Applicants tab interface]

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

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

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

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

**Additional Information:** For each category, the applicant is rated by selecting one of the following options: Not Applicable, Unsatisfactory, Marginal, Superior or Satisfactory. Each rating has an accompanying score, ranging from zero to three, that automatically populates in the “Score” field next to the corresponding comment box.
Step 8: Select Submit to save the interview evaluation.

Troubleshooting

**POTENTIAL PROBLEM:**
Interview evaluation entered in the wrong applicant’s application record.

**RECOMMENDATION:**
When you access the interview evaluation page, verify the Name, Applicant ID, Job Posting Title and Job Opening ID.
Quick Reference: Submitting an Interview Evaluation

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

STEP 2
Navigate to Recruiting > Search Job Openings.
STEP 3
Enter the Job Opening number in Job Opening ID. Click Search.

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

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

STEP 5
Choose Recruiting Actions. Click Create Interview Evaluation.
**Quick Reference: Submitting an Interview Evaluation**

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

**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.
Offer Letter Process
Overview

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

Request Background Check

Enter Offer Details

Receive Approvals

Post the Job Offer

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.

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

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

---

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

**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

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

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

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

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.**
**Quick Reference:**

**Offer Letter Process**

## Posting an Offer Letter

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

**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

**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.
PeopleSoft:
Hire Transactions
Overview

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

Determine the Type of Hire

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

Additional Information: The types of hire entries include:

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

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

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

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

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

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

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

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

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

Manage Hires

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

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

Additional Information: You will be directed to the Manage Hires page.
**Step 3:** Select “Source” from the Select Transactions Where drop-down menu.

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

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

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

**Additional Information:** You will be taken to the Manage Hires Detail page.
Step 6: Under the Job section, review the position information to ensure that you have accessed the correct position.

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

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

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

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

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

Additional Information: If the employee’s personal information is on file or was included on their application, the biographical details will automatically populate into the PeopleSoft record. If the employee’s personal information is not on file, you will need to enter this information into the PeopleSoft record.
**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.
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)
Step 18: Click on the Compensation tab and select the Rate Code.

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

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

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

Step 21: Click Calculate Compensation.

Step 22: Click on the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.
Step 23: Click on the CU Business Addr tab and enter the business address.

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

Step 25: Select either “By Percent” or “By Amount” as the Earnings Distribution Type.

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

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

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

Additional Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.
Step 29: Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program Participation code. The program code will dictate the benefits, leave options, and retirement options available to the employees. The Benefits Program Participation options include:

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

Additional Information: Ensure that the effective date in the Benefit Program Participation section matches the effective date in the hire record.
**Step 30:** Select the CU Review/Tenure Status tab to enter the new employee's next review date or tenure information.

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

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

**Step 33:** Select Ok to be taken to the vault matching page. The employee's ID number and personal information appear on the page.
**Step 34:** Select Find to determine if a CUID already exists for this employee.

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

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

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

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

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

Step 2: Navigate to (A) Main Menu > (B) Workforce Administration > (C) Job Information > (D) Job Data to access the employee’s record.
Step 3: In the Search Criteria section, enter the employee’s Empl ID, Name, National ID or Clemson University XID number.

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

Additional Information: If your search results in more than one record, verify the information on the record you select.
Step 5: Click the plus icon on the Work Location tab to add a new history row.

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

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

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

Step 9: Verify the position number and title.

- If hiring into a temporary assignment, temporary grant, or time-limited position, enter the position number.
- If hiring a student or intermittent employee, enter the department number.
**Step 10:** Click the Job Information tab and verify the information in the Job Code, Regular/Temporary, Full/Part, Classified Ind and Standard Hours fields. Verify the supervisor’s information.

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

**Additional Information:** Do not change the FLSA or EEO class information.
Step 12: Click the Payroll Information tab and choose the applicable Pay Group from the list provided.

Pay groups include:

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

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

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

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

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

Step 16: Click Calculate Compensation.
**Step 17:** Click the Employment Data tab and verify (A) the Business Title and (B) the Position Phone number.

![Step 17 Image](image1)

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

![Step 18 Image](image2)
Step 19: Choose the Earnings Distribution tab and enter the account codes.

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

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

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

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

Additional Information: The earnings distribution must equal 100 percent or the full amount of the overall salary.
**Step 24:** Select the Benefits Program Participation tab and enter (A) the Effective Date (Hire Date) and (B) the appropriate Benefit Program code. The program code will dictate the benefits, leave options and retirement options available to the employee. The Benefit Program code options include:

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

**Additional Information:** Ensure the effective date in the Benefit Program Participation section matches the effective date in the hire record.
**Step 25:** Select the CU Review/Tenure Status tab to enter the new employee's next review date or tenure information.

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

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

**Additional Information:** If it is necessary to enter an ACA Override Type for this employee, please refer to the ACA Override Type quick reference for instructions.
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:** Navigate to (A) Main Menu > (B) Workforce Administration > (C) Job Information > (D) Job Data to access the employee's record.

![Diagram showing navigation steps from Main Menu to Job Data]

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

**Step 8:** Click Add Relationship.

![Diagram showing the Add Employment Instance screen]
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 above 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.
Step 23: Click on the CU Business Addr tab and enter the business address.

![Business Address Image]

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.

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

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

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

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

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

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

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

**Step 4:** Click Search to see the employee’s emergency contact record.
Step 5: If you are entering emergency contact information for a new employee, enter the Contact Name and address.

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

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

Step 7: Enter the Contact Phone Number.

Step 8: Click Save to save the entry.

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

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

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

Step 2: Navigate to Main Menu > (A) Personal Information > (B) Biographical > (C) Driver’s License Data.
Step 3: To add the driver’s license information for a new employee, type the driver’s license number, select the issuing country and state from the available options and select the license type from the available options. Click Save to save the record.

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

Congratulations on your new hire. Entry of a hire into PeopleSoft will notify the Onboarding manager to start the onboarding process for your new employee.
**STEP 1**
**Sign In** to PeopleSoft using your Clemson user ID and password.

**STEP 2**
**Navigate** to Self Service > Payroll and Compensation > Direct Deposit.
**Important Information:** When adding or editing account information, be sure to designate one account as your primary account by selecting Deposit Type “Balance of net pay.” If you fail to do so, the system will convert the account with the highest Deposit Order value to Deposit Type “Balance of Net Pay.”

**STEP 3**
Click OK to authorize Direct Deposit setup.

**Adding a New Account**

**STEP 1 (Add Account)**
Click Add Account to add account information.
STEP 2 (Add Account)

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

Click Submit.
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.
Removing an Account

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

STEP 2 (Remove Account)
Click Yes - Delete to confirm removal of the account.
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.
Quick Reference: Updating W-4 Tax Information

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

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

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

**STEP 6** Click Submit to save your entries.
Quick Reference:
Updating W-4 Tax Information

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

You will receive a confirmation notification (see below).

**Submit Confirmation**

- The Submit was successful.
- However, due to timing, your change may not be reflected on the next paycheck.

[OK]

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

**Message**

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

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

[OK]
Quick Reference: W-2 and W-2c Online Consent and View

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

**STEP 2**
Navigate to Self Service > Payroll and Compensation > W-2/W-2c Consent.
Quick Reference: W-2 and W-2c Online Consent and View

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

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

**STEP 4**
Enter your Clemson password to verify your identity. Click Continue.
Quick Reference:
W-2 and W-2c Online Consent and View

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

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

STEP 6
Enter your Clemson password to verify your identity.
Click Continue.
Quick Reference: W-2 and W-2c Online Consent and View

Viewing W-2/W-2c Online

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

**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.
A copy of your paycheck stub will display. (Enable pop ups if you don’t see it.)
Overview: If you are considering applying for a new position or changing your deductions or your federal tax withholdings, Paycheck Modeler can calculate a hypothetical check based on changes you enter. Paycheck Modeler starts with your current information and allows you to manipulate your earnings, deductions and/or tax withholding status.

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

**STEP 2**
**Navigate to** Self Service > Payroll and Compensation > Paycheck Modeler.
**STEP 3**

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

**STEP 4**

**Click** the pencil icon to change earnings. **Click** Next.
STEP 5
Enter the new, semi-monthly salary amount. Click OK.

STEP 6
Click Add Deductions to add a different type of deduction or skip to step 8. Click Next.
STEP 7
Select the desired Deduction from the menu by clicking the hourglass. Select Type of deduction (pre-tax or after-tax). Select Flat Amount or Percent Enter corresponding field. Click OK.

STEP 8
Click the pencil icon to change deduction amount. Click Next.
STEP 9
Enter the new, semi-monthly deduction amount. Click OK.

STEP 10
Click the pencil icon beside the federal or South Carolina tax jurisdiction to edit tax amounts. Click Next.
STEP 11
Enter requested federal tax withholding information. Click OK.

STEP 12
Click Calculate My Modeled Check to see your hypothetical paycheck.
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.
STEP 1
Enter My.clemson.edu into your browser's address field.

STEP 2
Click on the headshot icon next to SUPPORT.
Quick Reference: My.clemson.edu

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).

<table>
<thead>
<tr>
<th>Profile</th>
</tr>
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<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Addresses</td>
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<tr>
<td>Phone Numbers</td>
</tr>
<tr>
<td>Emergency Contacts</td>
</tr>
<tr>
<td>TigerOne Photo</td>
</tr>
<tr>
<td>Security Questions</td>
</tr>
<tr>
<td>PawPrints</td>
</tr>
</tbody>
</table>

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

**Name**

How do I change my name?

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

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

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

**Human Resources:**

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

**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.

---

**Mailing**

ADDRESS LINE 1

ADDRESS LINE 2

CITY  
Pendleton

STATE  
South Carolina

POSTAL CODE  
29670-0334

COUNTRY  
United States

This address is:
- where I receive mail (including official/tax documents)
- used by HR and Student Services
- not shown in the phonebook

To update your address for insurance or Retirement purposes please read the Change of Address Information Page.
Phone Number Change

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

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

Mailing

<table>
<thead>
<tr>
<th>Address Line 1 *</th>
<th>123 Tiger Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City *</td>
<td>Clemson</td>
</tr>
<tr>
<td>State *</td>
<td>South Carolina</td>
</tr>
<tr>
<td>Postal Code *</td>
<td>29631</td>
</tr>
<tr>
<td>Country *</td>
<td>United States</td>
</tr>
</tbody>
</table>

This address is:
- where I receive mail (including official/tax documents)
- used by HR and Student Services
- not shown in the phonebook

To update your address for Insurance or Retirement purposes please read the HR Change of Address Information Page.

Phone Numbers

| Phone Numbers          |  | |
|------------------------|--------------------------|
| My Phone Numbers       | Cell Phone               |
|                        | (864) 123-4569           |
| Primary Phone          | (864) 123-4569           |
| CU Safe Alert Number   | (864) 123-4569           |
Emergency Contact Change

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

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

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

**STEP 1 (TigerOne)**
Select the level of visibility you desire for your TigerOne photo from the drop-down menu. Click SAVE to retain your changes.

**Security Questions**

**STEP 1 (Security)**
Select ADD NEW SECURITY QUESTION or ATTACH AN EMAIL ADDRESS to add an email address different from your @clemson.edu address.
**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.
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.
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

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.
Application Process

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

STEP 2 (Options for attaching your resume/cover letter)
Click Attach Resume then select the file you wish to upload.
OR
Click Use Existing Resume to use a resume you have previously uploaded. Click the radio button of the resume you wish to use when prompted to do so.
OR
Click Copy & Paste Resume to copy and paste a resume if your resume is not a Word or PDF document. Copy and paste the document into the textbox.
AND
Attach a cover letter by clicking Attach Cover Letter.
Click Next to go to the next step.
Important Information: Entering your education and work experience is required to be considered for Clemson University positions. Providing a resume alone is insufficient. Even if you attach a resume, you must complete all sections of the application. Please be sure to follow the entire application process.

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

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

**OR**
Click “Save and Add Another” to add additional work experience. Click “Save and Add Another” for each work experience you want to add.
STEP 3C
Click Add Education Degree to enter your educational background in chronological order beginning with your most recent school/degree.

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

OR
If your educational experience is complete, click Save to return to the main Education and Work Experience page to add volunteer service information.
**STEP 3E**
**Click** Add Volunteer Service to enter your volunteer service activities in chronological order beginning with your most recent activity.

**STEP 3F**
Enter requested information. **Click** “Save and Add Another” if you have additional volunteer service activities you want to add. **OR**
If your volunteer service is complete, **click** Save to continue to the next step in the application process.
Important Information: If a license or certification is required for the position, be sure to include it in your application. Instructions are below.

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

Click Next when finished to continue.

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

STEP 5A
Click Add Reference to provide a reference’s name, title and contact information.

Click Add Reference again to add additional references.

Click Next to continue.
Quick Reference: Applying for a Staff Position

**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.
**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.

**TIP**
You can request that new positions matching specific job titles be emailed to you when they are posted. **Enter** a job title in the Name My Search field. **Check** “Notify me when new jobs meet my criteria.” **Enter** your email address. **Click** Save Search.
Quick Reference: Applying for a Staff Position

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

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

http://www.clemson.edu/ca/hr/jeannecleryact/

Apply  Email to Friend  Refer a Friend

Return to Previous Page

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Internal Applicants

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

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

**STEP 3**
Log In to PeopleSoft using your Clemson user ID and password. Click Sign In.
Quick Reference: Applying for a Staff Position

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

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

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

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

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

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

STEP 6

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

OR

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

OR

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

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

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

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

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

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

AND
Attach a cover letter by clicking Attach Cover Letter.

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

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

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

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

When you’ve entered all of your relevant work experience, **click** Save to return to the main Education and Work Experience page to add your education information.
STEP 3C
Click Add Education Degree to enter your educational background in chronological order beginning with your most recent school/degree.

STEP 3D
Enter the requested information.

To add additional educational information, click “Save and Add Another.”

When you’ve entered all of your education degrees, click Save to return to the main Education and Work Experience page to add volunteer service information.
STEP 3E
**Click** Add Volunteer Service to enter your volunteer service activities in chronological order beginning with your most recent activity.

STEP 3F
**Enter** requested information.

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

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

**Click** Next to continue the application process.
Important Information: If a license or certification is required for the position, be sure to add it using the instructions below.

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

**STEP 4**
Click on the appropriate button to Add Licenses, Add Certifications, Add Language Skills or Add Job Related Skills. Click Next when finished to continue.
### Important Information:
At this point in the application process you will be given the opportunity to voluntarily share information regarding disability, veteran status and diversity status. Provision of this information is voluntary; it assists Clemson University in complying with federal and state requirements, including Equal Employment Opportunity record keeping.

### STEP 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.
STEP 7

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

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

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/](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.
Quick Reference:
Applying for a Staff Position

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

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