

# Quick Reference: Tiger Talent - Request to Recruit

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

## *Staff Hire Request*

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

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

Clemson University  
Username  
  
Password  
  
Login

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

Annotations: An orange box contains the 'STEP 1' instructions. Three orange arrows point from this box to the Username field, the Password field, and the Login button.

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

Home Actions Summary Help Settings Metrics Reference #

Begin New Hiring Action

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

1 Request → 2 Recruit → 3 Hire

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

Annotations: An orange box contains the 'STEP 2' instructions. Two orange arrows point from this box to the 'Actions' menu item and the 'Begin New Hiring Action' link.

# Quick Reference: Tiger Talent - Request to Recruit

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

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

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

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

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

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


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

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

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

# Quick Reference: Tiger Talent - Request to Recruit

**Proposed Position Data**

**Previous Employee's Email Address** \* Required  

**Business Title** \* Required

**Full/Part Time** \* Required

**Standard Hours** \* Required

**Department #** \* Required

**Department Name**

**Office Location** \* Required

**Office Phone** \* Required

**Supervisor Email** \* Required



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

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

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

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

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

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

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

# Quick Reference: Tiger Talent - Request to Recruit

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

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

Waiver of Posting ?

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

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

Waiver Name \* Required

Business Case \* Required

1500 Characters left

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

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

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

## Waiver Delay Warning

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

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

Close

# Quick Reference: Tiger Talent - Request to Recruit

### Grant Funding ?

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

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

**Principal Investigator** \* Required

**Principal Processing #** \* Required

**Funding Organization** \* Required

If grant funded, these fields are required.

### Funding Account(s) ?

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

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

### Funding Account(s) ?

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

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

# Quick Reference: Tiger Talent - Request to Recruit

**Proposed Position Data**

**Business Title** \* Required

**Full/Part Time** \* Required

**Standard Hours** \* Required

**Department #** \* Required

**Department Name** Awaiting Department Number

**Office Location** ? \* Required

**Office Phone** ? \* Required

**Supervisor Email** \* Required

**Supervisor Name** Awaiting Supervisor Email

**STEP 10 (Staff)**  
If refilling an existing position, **review** the position information.  
  
If recruiting for a new position, **enter** the position information.  
  
**Note:** the supervisor's name will automatically populate when the email address is entered.

**Maximum Budgeted Allocation** ? \* Required

**Work County** \* Required

**Justification for Position** ? \* Required

**Internal Comparisons** ? \* Required

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


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

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

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

# Quick Reference: Tiger Talent - Request to Recruit

**Posting**

**Internal Posting** 

Yes, This is an Internal only posting.

No, post for this request outside the university.

**Internal Posting Justification**  
\* Required

Justification for internal only posting

400 Characters left


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

**Requested Dates of Posting**  
\* Required

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

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

**Interview Committee Members**  
\* Required

Example: John Doe 

**Skills Test**

Yes, This request requires skills test(s).

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

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

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

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

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

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

# Quick Reference: Tiger Talent - Request to Recruit

## Important Information:

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

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

### TIP:

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

### STEP 18 (Staff)

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

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

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

**Other Advertisement Medium**  Example: NAFSA

**Advertisement**

5000 Characters left

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

### STEP 19 (Staff)

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



# Quick Reference: Tiger Talent - Request to Recruit

The screenshot shows a web form for submitting a request to recruit. It includes a file upload section for position descriptions, a text area for additional information, and a certification checkbox. Two callout boxes provide instructions: Step 20 points to the 'Browse...' button, and Step 21 points to the certification checkbox and the 'Submit' button. A tip box points to a link for the position description template.

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

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

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

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

# Quick Reference: Tiger Talent - Request to Recruit

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

Success! Your request has been submitted.

## Tiger Talent

### CLEMSON'S ONLINE HIRING SYSTEM

#### A Three-phase Hiring Process

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

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

#### **Important Information:**

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

# Quick Reference: Tiger Talent - Request to Recruit

## *Review Staff Request to Recruit*

### Important Information:

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

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

The screenshot shows a 'Request List' table with columns: Title, Position #, Job Code, Process Time, Current Step, Hiring Manager, Department ID, Department Name, and Ref #. The 'Position #' column contains hyperlinks for each row. An orange arrow points from the 'Summary' link in the top navigation bar to the 'Request List' table. Another orange arrow points from the 'Summary' callout box to the 'Intermittent' position title hyperlink in the first row of the table.

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

### Important Information:

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

# Quick Reference: Tiger Talent - Request to Recruit

## Important Information:

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

### Sample Email Notification

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

**Comments:**  
Approve

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

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

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

### STEP 23 (Staff)

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

# Quick Reference: Tiger Talent - Request to Recruit

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

## *Faculty Hire Request*

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

Clemson University Login

Username

Password

Login

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

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

Home Actions -

Begin New Hiring Action

Active Actions / Worklist

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

1 Request → 2 Recruit → 3 Hire

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

# Quick Reference: Tiger Talent - Request to Recruit

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

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

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

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

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

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

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

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

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

# Quick Reference: Tiger Talent - Request to Recruit

Proposed Position Data

**Previous Employee's Email Address** \* Required

**Business Title** \* Required

**Full/Part Time** \* Required

**Standard Hours** \* Required

**Department #** \* Required

**Department Name** Awaiting Department Number

**Office Location** \* Required

**Office Phone** \* Required

**Supervisor Email** \* Required

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

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

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

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

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

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

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

# Quick Reference: Tiger Talent - Request to Recruit

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

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

Waiver of Posting ?

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

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

Waiver Name \* Required

Business Case \* Required

1500 Characters left

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

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

**Waiver Delay Warning**

**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.**

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

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

Close



# Quick Reference: Tiger Talent - Request to Recruit

### Grant Funding ?

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

**Principal Investigator** \* Required

**Principal Processing #** \* Required

**Funding Organization** \* Required

**STEP 7 (Faculty)**  
**Select** Yes if the position is Grant Funded.  
**Complete** all fields in the Grant Funding section if the position is grant funded.

**If grant funded, these fields are required.**

### Funding Account(s) ?

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

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

### Funding Account(s) ?

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

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

# Quick Reference: Tiger Talent - Request to Recruit

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

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

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

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

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

# Quick Reference: Tiger Talent - Request to Recruit

**Example of a Market Analysis report.**

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

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

**External Market Data for: Professor**

Engineering  
Bioengineering And Biomedical Engineering  
Professor  
9 Month

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

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

**Internal Comparisons:**

Dept. Name: Bioengineering

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

**STEP 11 (Faculty)**

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

**Commitment Entry**

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

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

# Quick Reference: Tiger Talent - Request to Recruit

**Proposed Position Data**

<b>Business Title</b> <small>* Required</small>	Example: Administrative Assistant
<b>Full/Part Time</b> <small>* Required</small>	Select a Status
<b>Standard Hours</b> <small>* Required</small>	Example: 37.5
<b>Department #</b> <small>* Required</small>	Example: 5337
<b>Department Name</b>	Awaiting Department Number
<b>Office Location</b> ⓘ <small>* Required</small>	Example: 123 Sikes Hall
<b>Office Phone</b> ⓘ <small>* Required</small>	Example: (123) 456-7890
<b>Supervisor Email</b> <small>* Required</small>	Example: Jane4@clemson.edu
<b>Supervisor Name</b>	Awaiting Supervisor Email

**STEP 12 (Faculty)**  
If refilling an existing position, **review** the position information.  
  
If recruiting for a new position, **enter** the position information.  
  
**Note:** the supervisor's name will automatically populate when the email address is entered.

<b>Maximum Budgeted Allocation</b> ⓘ <small>* Required</small>	Example: \$12,345.00	<b>STEP 13 (Faculty)</b> <b>Enter</b> the maximum budgeted allocation (provided by the budget officer). <b>Select</b> the Work County from the drop-down menu.
<b>Work County</b> <small>* Required</small>	Select a County	
<b>Justification for Position</b> ⓘ <small>* Required</small>	Explain why the position is needed.	<b>STEP 14 (Faculty)</b> <b>Provide</b> justification for requesting the position. (See Important Information below.)
<b>Internal Comparisons</b> ⓘ <small>* Required</small>	Provide internal positions or names of employees performing similar work for comparison. Example: jsmith@campuslife.com	<b>STEP 15 (Faculty)</b> <b>Provide</b> the internal positions or names of employees performing similar work for comparison.

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

# Quick Reference: Tiger Talent - Request to Recruit

## STEP 16 (Faculty)

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

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

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

## STEP 17 (Faculty)

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

## STEP 18 (Faculty)

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

## STEP 19 (Faculty)

Click Yes if skills tests are required for this position.

# Quick Reference: Tiger Talent - Request to Recruit

## Important Information:

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

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

### TIP:

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

### STEP 20 (Faculty)

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

The screenshot displays the 'Advertising Medium' selection screen. It includes a table of advertising packages with their respective costs, a section for 'Other Advertisement Medium', and an 'Advertisement' text box. Annotations include a purple tip box, an orange step 20 box pointing to the advertising medium table, and another orange step 21 box pointing to the advertisement text box.

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

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

**Other Advertisement Medium**  
 Example: NAFSA

**Advertisement**  
If you do not have an advertisement, the p  
5000 Characters left

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

# Quick Reference: Tiger Talent - Request to Recruit

The screenshot shows a web form for submitting a request to recruit. It includes a file upload section for position descriptions, a text area for additional information, and a certification checkbox. Two callout boxes provide instructions for faculty users.

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

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

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

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

# Quick Reference: Tiger Talent - Request to Recruit

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

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

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

### Important Information:

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



# Quick Reference: Tiger Talent - Request to Recruit

## Important Information:

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

## STEP 24 (Faculty)

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

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

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

## Important Information:

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

# Quick Reference: Tiger Talent - Request to Recruit

## Important Information:

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

### Sample Email Notification

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

**Comments:**  
Approve

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

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

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

### STEP 25 (Faculty)

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

# Quick Reference: Tiger Talent - Request to Recruit

## *Linking a PeopleSoft Job Opening to Tiger Talent*

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

**Sample Email Notification**

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

**Comments:**  
Approve

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

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

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

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

# Quick Reference: Tiger Talent - Request to Recruit

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

**STEP 3**  
Click the title hyperlink to open the transaction.

Title	Position #	Current Status	Current Step	Hiring Manager	Ref #
<a href="#">Administrative Assistant</a>	00008713	On-Time	Create Requisition	Scott, Tyler Roman	1

**HR Partner Worklist**  
Request to Hire Administrative Assistant  
Proposed Position Description

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

75% Complete

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

# Quick Reference: Tiger Talent - Request to Recruit

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

- Job Requisition #** (Required): A text input field containing the number "8625". A green checkmark is visible in the bottom right corner of the field.
- Internal Posting**: A text input field containing "N/A".
- Posting Dates**: A text input field containing "Oct 12, 2015 to Oct 20, 2015".
- Interview Team**: A list containing one entry: "1. Susanna Johnson".

At the bottom of the form is a blue "Save" button. Two orange callout boxes provide instructions:

- STEP 4**: "Click the Requisition Entry tab. Enter the Job Opening number from PeopleSoft in the Job Requisition field." An arrow points from this box to the "Requisition Entry" tab and another arrow points to the "Job Requisition #" input field.
- STEP 5**: "Click Save to send the transaction to OHR's Recruitment unit for review." An arrow points from this box to the "Save" button.



## **Accessing Application Materials**

## Overview:

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

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

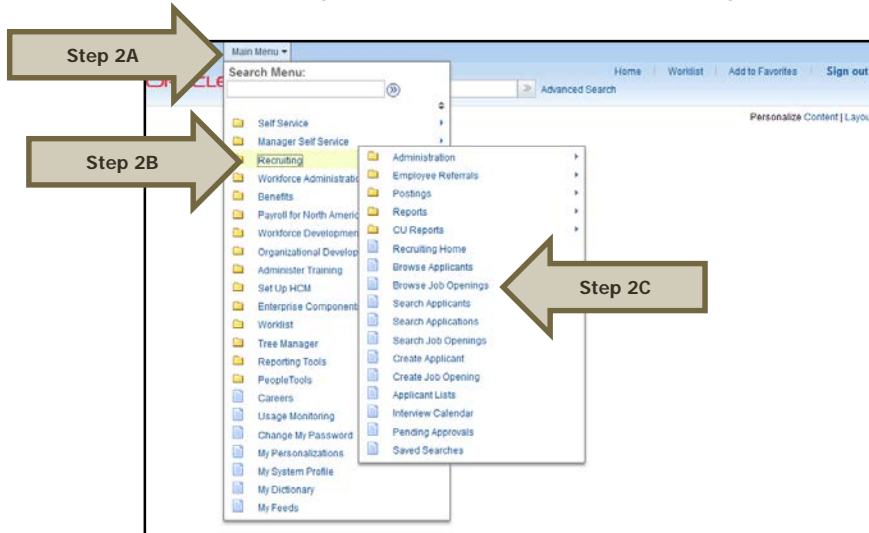
## View Application Materials

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



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

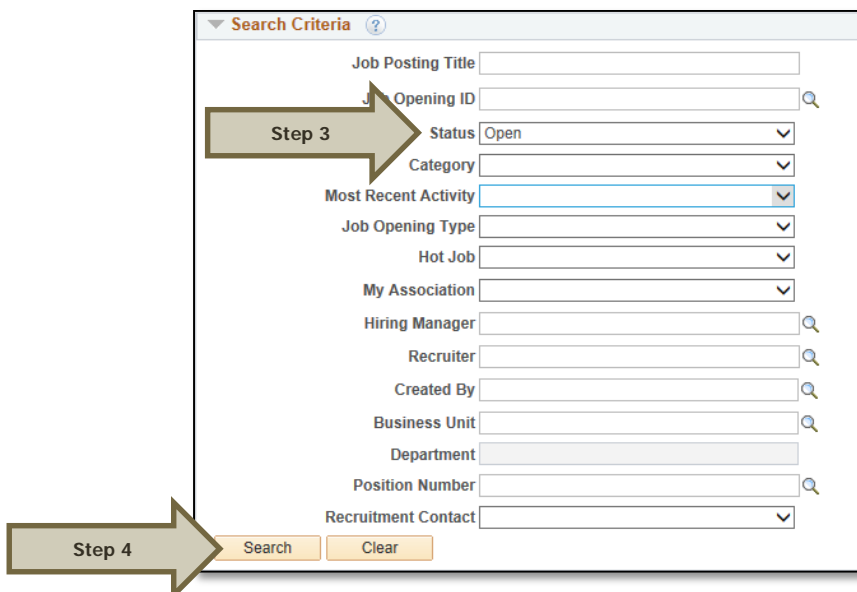
**Step 2:** Select (A) Main Menu, (B) Recruiting and then (C) Browse Job Openings.



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

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

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






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


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

Select All Deselect All Group Actions



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

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



## Print or Save Application Materials

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

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

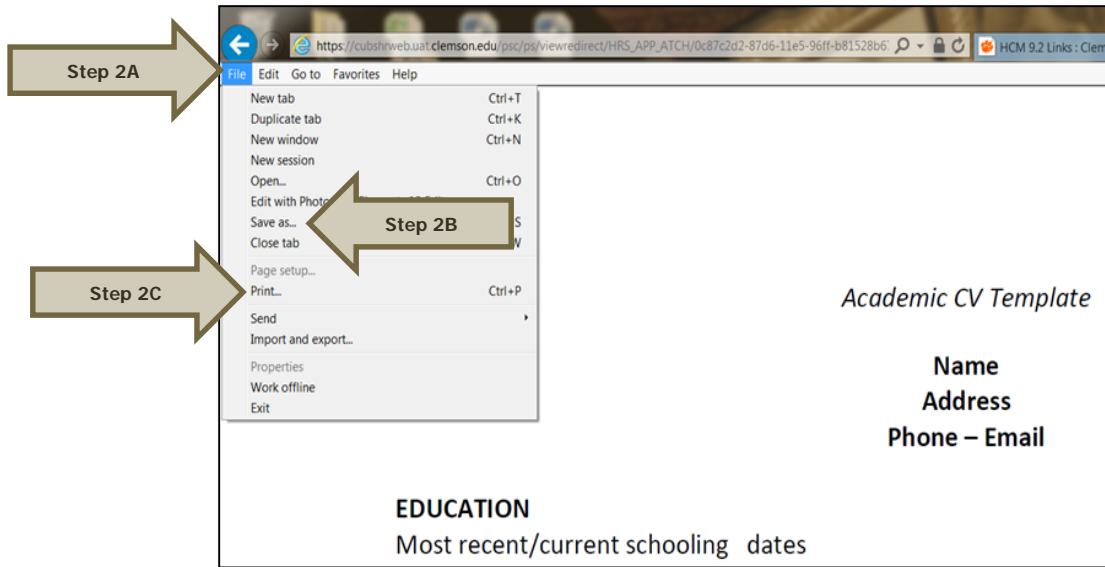
**Additional Information:** You will need to open each attachment separately to print or save.

Applicant		Job Opening										
Name: <a href="#">Mr. Afc</a>	Preferred Contact: Not Specified	Job Opening ID: 14598	Status: Offer									
Applicant ID: 188377	Phone: 813/787-3282	Job Posting Title: Professor - Performing Arts	Business Unit: CLMSN (CLMSN)									
Applicant Type: External Applicant	Email: <a href="mailto:mhc.promo-la1@gmail.com">mhc.promo-la1@gmail.com</a>	Job Code: U67600 (Professor)	Department: 0525 (Performing Arts)									
Status: 010 Active	Address: 3305 S Seacrest Blvd Dayton Beach, FL 32435	Display Name: Joshua Brown	Job Type: Standard									
Jobs Applied: 2		Display Name: Joshua Brown	Position Number: 00002035 (Professor)									
		Salary Range: 00,000.00 to 120,000.00 USD/Annu	Job Family: FAC (Faculty)									
<b>Process Application</b>												
Disposition: 070 Offer												
Reason: Draft	Interest:	Mark Reviewed	Interview									
Date: 11/04/2015												
<b>Application and Resume</b>   Notes   Route   Offer												
<b>Personal Information</b>		<b>Attachments</b>										
POI Type: Unknown Eligible to Work in U.S.: No Are you a former employee: No Previous Termination Date:		<table border="1"> <thead> <tr> <th>Attachment</th> <th>Description</th> <th>Attachment Type</th> </tr> </thead> <tbody> <tr> <td><a href="#">CV_Template_Sample.pdf</a></td> <td>CV_Template_Sample.pdf</td> <td></td> </tr> <tr> <td><a href="#">Letter_of_Application_Sam...</a></td> <td>Letter_of_Application_Sample.p</td> <td>Faculty-Cover Letter</td> </tr> </tbody> </table>		Attachment	Description	Attachment Type	<a href="#">CV_Template_Sample.pdf</a>	CV_Template_Sample.pdf		<a href="#">Letter_of_Application_Sam...</a>	Letter_of_Application_Sample.p	Faculty-Cover Letter
Attachment	Description	Attachment Type										
<a href="#">CV_Template_Sample.pdf</a>	CV_Template_Sample.pdf											
<a href="#">Letter_of_Application_Sam...</a>	Letter_of_Application_Sample.p	Faculty-Cover Letter										
<b>Preferences</b>												
Desired Start Date												
Regular/Temporary Filter												

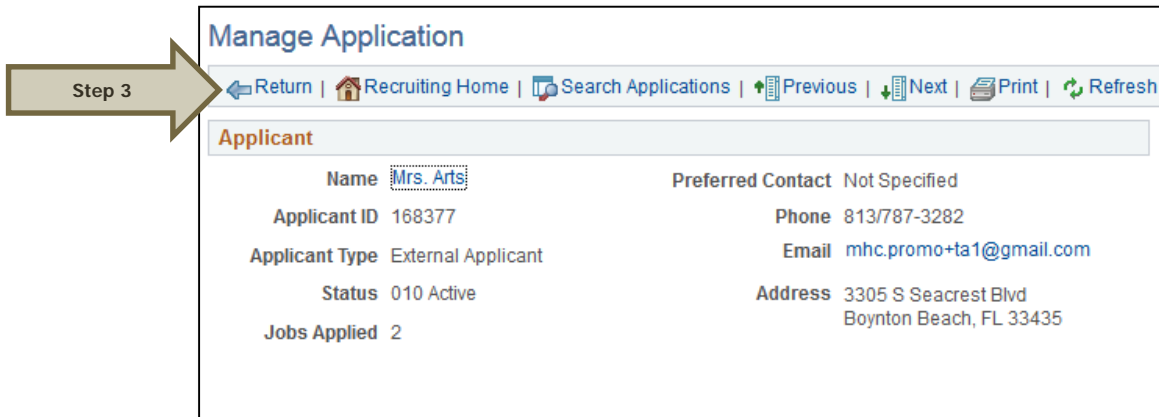
Step 1

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

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



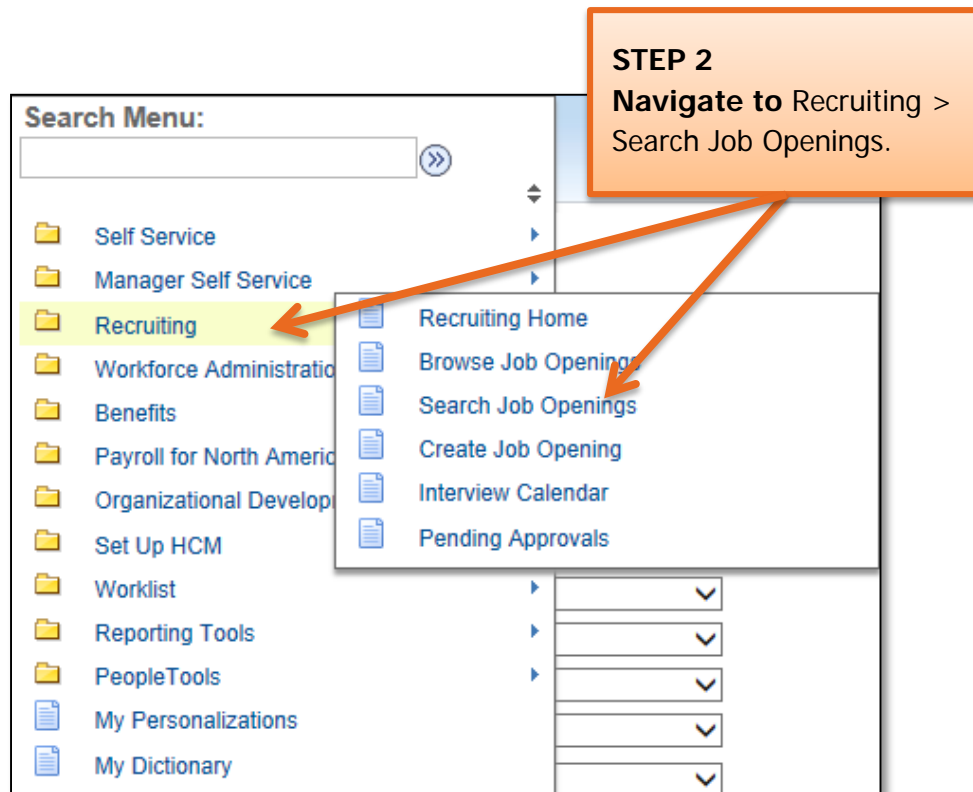
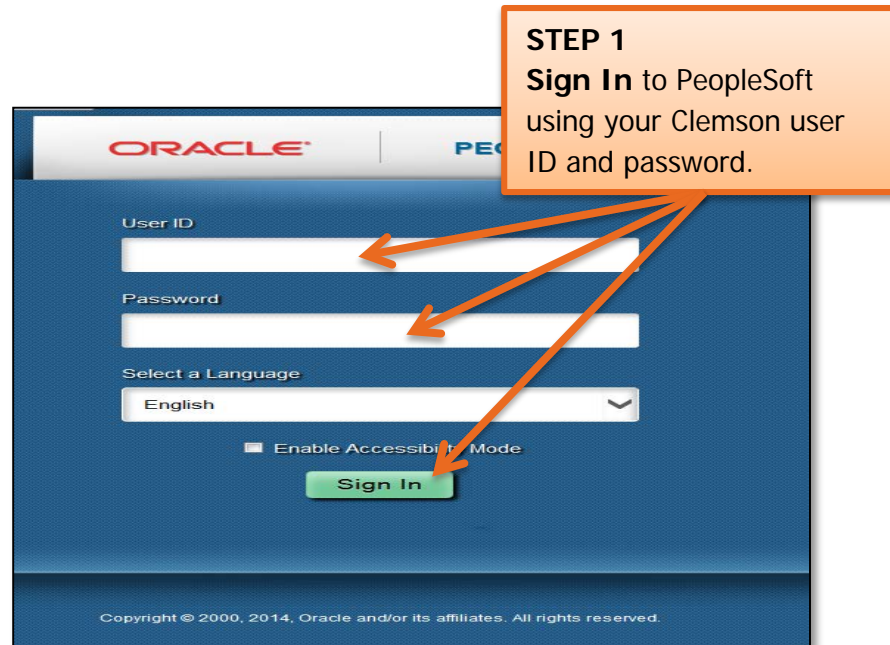
**Step 3:** To access another applicant's application materials, select Return.



## Troubleshooting

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

# Quick Reference: Accessing Application Materials



# Quick Reference: Accessing Application Materials

**STEP 3**

Enter Job Opening number in Job Opening ID.

▼ Search Criteria ?

Job Posting Title

Job Opening ID  🔍

Status  ▼

Category  ▼

Most Recent Activity  ▼

Job Opening Type  ▼

Hot Job  ▼

My Association  ▼

Hiring Manager  🔍

Recruiter  🔍

Created By  🔍

Business Unit  🔍

Department

Position Number  🔍

Recruitment Contact  ▼

**STEP 4**

Click Job Opening Name.

Search Results ?

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

Select All Deselect All ▼ Group Actions

# Quick Reference: Accessing Application Materials

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

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

<b>Applicant Information</b> Applicant ID: 168377   Phone: 813/781-3282 Applicant Type: External Applicant   Email: mh.c.promo+lat@gmail.com Status: 010 Active   Address: 3305 S Seacrest Blvd, Boynton Beach, FL 33435 Jobs Applied: 2		<b>Job Opening</b> Job Opening ID: 14598   Status: Offer Job Posting Title: Professor - Performing Arts   Business Unit: CLMSN (CLMSN) Job Code: UG7600 (Professor)   Department: 0525 (Performing Arts) Display Name: Joshua Brown   Job Type: Standard Display Name: Joshua Brown   Position Number: 00002035 (Professor) Salary Range: 80,000.00 to 120,000.00 USD/Annu   Job Family: FAC (Faculty)										
<b>Process Application</b> Disposition: 070 Offer   Reason: Draft   Date: 11/04/2015 Interest: ☆☆☆X   Mark Reviewed   Interview   Other Actions												
<b>Personal Information</b> POI Type: Unknown Eligible to Work in U.S.: No Are you a former employee: No Previous Termination Date		<b>Attachments</b> <table border="1"> <thead> <tr> <th>Attachment</th> <th>Description</th> <th>Attachment Type</th> </tr> </thead> <tbody> <tr> <td><a href="#">CV_Template_Sample.pdf</a></td> <td>CV_Template_Sample.pdf</td> <td>Faculty-Curriculum Vitae</td> </tr> <tr> <td><a href="#">Letter_of_Application_Sam...</a></td> <td>Letter_of_Application_Sample.p</td> <td>Faculty-Cover Letter</td> </tr> </tbody> </table>		Attachment	Description	Attachment Type	<a href="#">CV_Template_Sample.pdf</a>	CV_Template_Sample.pdf	Faculty-Curriculum Vitae	<a href="#">Letter_of_Application_Sam...</a>	Letter_of_Application_Sample.p	Faculty-Cover Letter
Attachment	Description	Attachment Type										
<a href="#">CV_Template_Sample.pdf</a>	CV_Template_Sample.pdf	Faculty-Curriculum Vitae										
<a href="#">Letter_of_Application_Sam...</a>	Letter_of_Application_Sample.p	Faculty-Cover Letter										
<b>Preferences</b> Desired Start Date Regular/Temporary: Either												

# Quick Reference: Accessing Application Materials

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

Academic CV Template

**Name**  
**Address**  
**Phone – Email**

**EDUCATION**  
Most recent/current schooling dates

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

**Interview Evaluation**

Submit Save as Draft **Return** Personalize

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

**Evaluation**

Interview Date 11/12/2015  
Interview Type

**Recommendation**

Overall Rating  
Recommendation  
Comments

**Interview Ratings** Find First 1-9 of 9 Last

Category Communication  
Interview Rating Score 0  
Comment

Category Customer Service  
Interview Rating Score 0





## **Scheduling Interviews**

## Overview

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

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



## Access Interview Schedule

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

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

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

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

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

**Step 1:** Enter your Clemson user ID into PeopleSoft.

**Step 2:** Enter your Clemson password.

**Step 3:** Click Sign In.

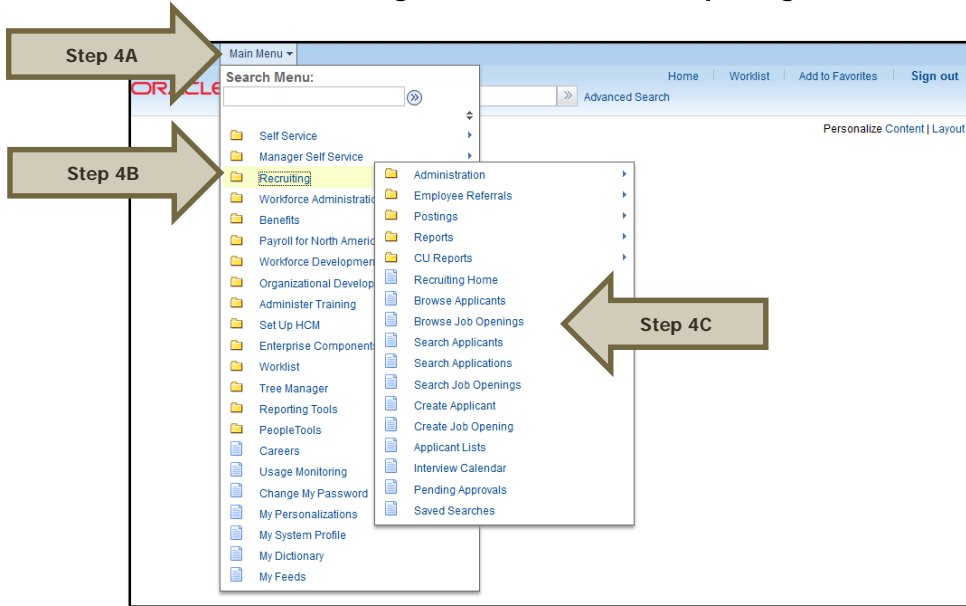
The screenshot shows the Oracle PeopleSoft Sign-in page. The page has a blue background and a white header with the Oracle and PeopleSoft logos. The main content area contains a sign-in form with the following fields and elements:

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

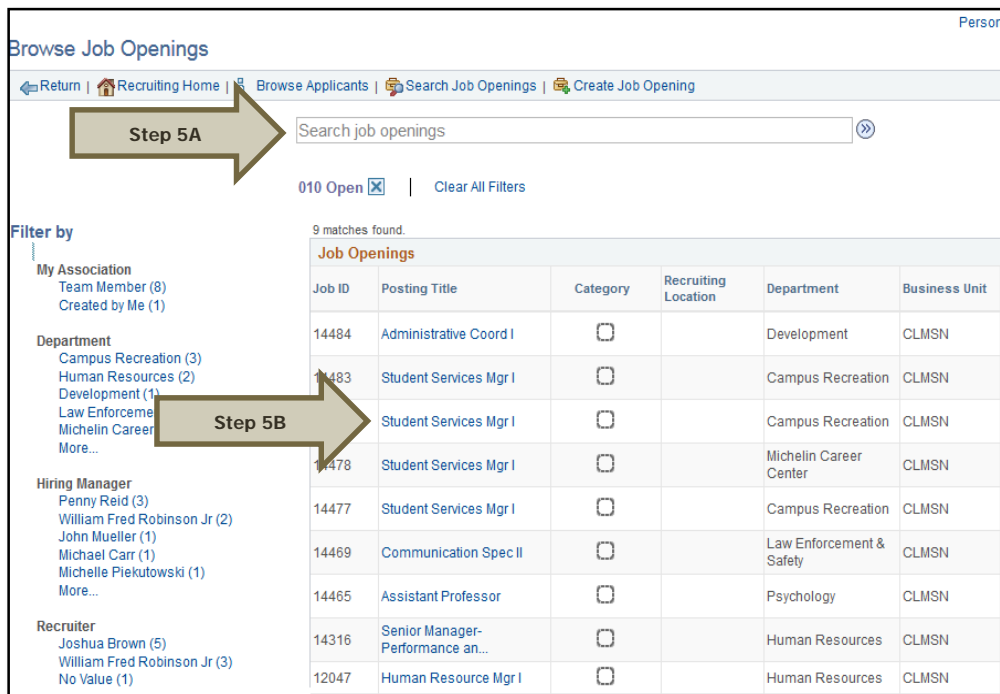
At the bottom of the page, there is a copyright notice: "Copyright © 2000, 2014, Oracle and/or its affiliates. All rights reserved."

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

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



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



## Enter Interview Details

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

**Step 1:** Select the **Applicants** tab.

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

**Step 1** →

All (4)	Applied (1)	Reviewed (0)	Screen (0)	Route (0)	Interview (1)	Offer (1)	Hire (0)	Hold (1)	Reject (0)			
<b>Applicants</b> <span>?</span> <span>Personalize</span> <span>Find</span> <span>View All</span> <span>1-4 of 4</span> <span>First</span> <span>Last</span>												
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print
<input type="checkbox"/>	keyword test	167612	External	Hold			☆☆☆☆					
<input type="checkbox"/>	William Pope	84665	Employee	Accepted			☆☆☆☆X					
<input type="checkbox"/>	Clem Test	167611	External	Interview			☆☆☆☆X					
<input type="checkbox"/>	keyword test	167612	External	Applied			☆☆☆☆X					
<span>Select All</span> <span>Deselect All</span> <span>Group Actions</span>												

→ **Step 2**

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

Continued...

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

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

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

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

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

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

- Step 3A:** Points to the \*Date field (10/20/2015).
- Step 3B:** Points to the \*Start Time field (8:00AM).
- Step 3C:** Points to the \*End Time field (9:00AM).
- Step 3D:** Points to the Interview Status dropdown (Unconfirmed).
- Step 3E:** Points to the Interview Type dropdown (Phone).
- Step 3F:** Points to the Applicant Response dropdown (None).
- Step 4A:** Points to the Notify Applicant checkbox (checked).
- Step 4B:** Points to the Notify Interview Team checkbox (checked).
- Step 5A:** Points to the Add Interviewer button.
- Step 5B:** Points to the Interviewer ID field in the table.
- Step 6:** Points to the Location field in the Venue Information section (ASB training lab).

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

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

**Interview Materials**

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

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

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

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

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

Submit Save as Draft | Return Top of Page

Step 7

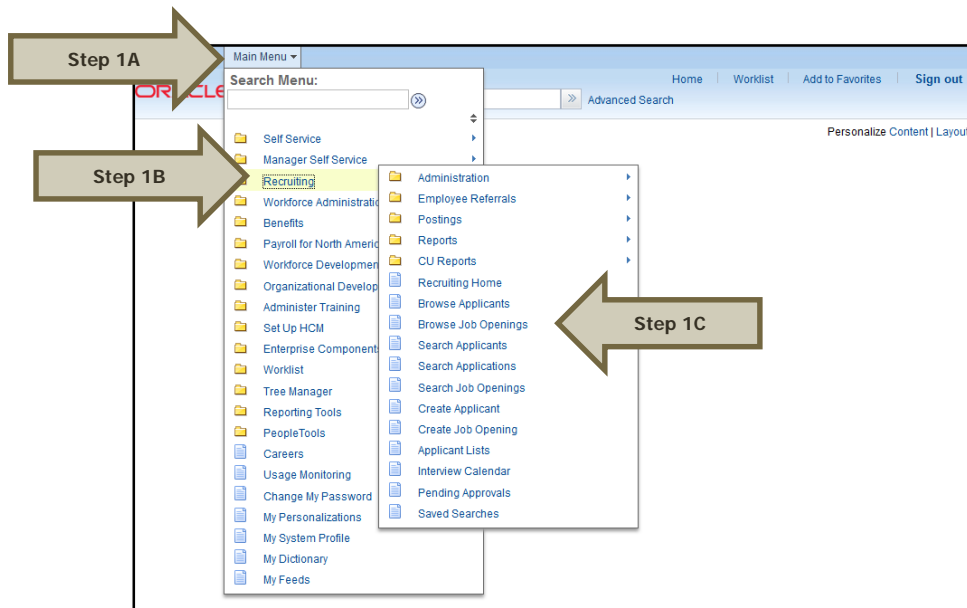
Continued...

## Edit Schedules

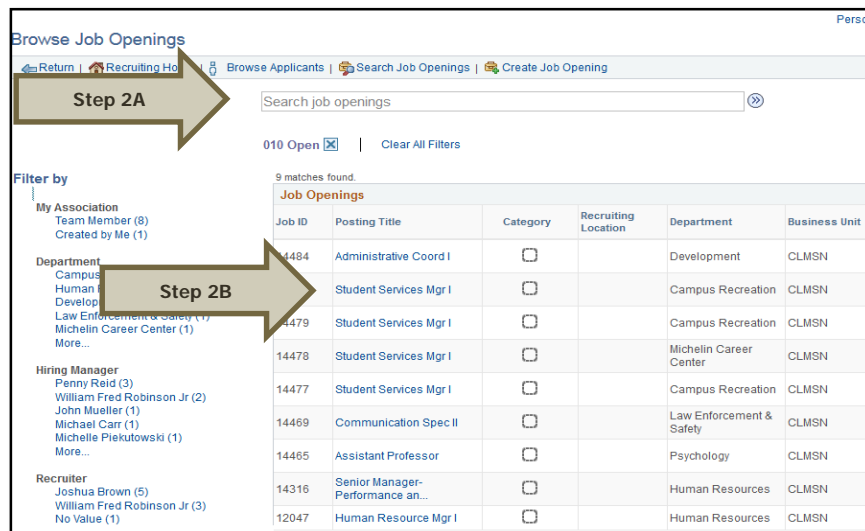
Once the interview schedule is entered into PeopleSoft, the system will automatically notify the candidate and the interview committee via email that an interview has been scheduled. Candidates and interviewers will receive two emails.

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

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



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



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



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

Step 3

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

**Step 4:** Click the Edit Interview Schedule hyperlink and then edit the date and time as appropriate.

**Step 5:** Click Save to retain the interview schedule changes.

**Manage Interviews**

Save | Return | Personalize

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

**Interview Summary**

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

**Interview Details**

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

**Final Recommendation**

Final Recommendation: 005 Interview  
 Reason:   
 Average Score: 0

**Interview Evaluations**

No interview evaluations found.

Create New Evaluation

Create New Interview Schedule

Save

Step 4

Step 5

## Potential Problems and Recommendations

**POTENTIAL PROBLEM:**

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

**RECOMMENDATION:**

Schedule interviews in PeopleSoft, and the system will coordinate schedules, notify participants of interview dates, times and locations as well as changes to the schedule, and update calendars. In addition, when interviews are scheduled, PeopleSoft will automatically notify the remaining applicant pool that they were not selected for the position.

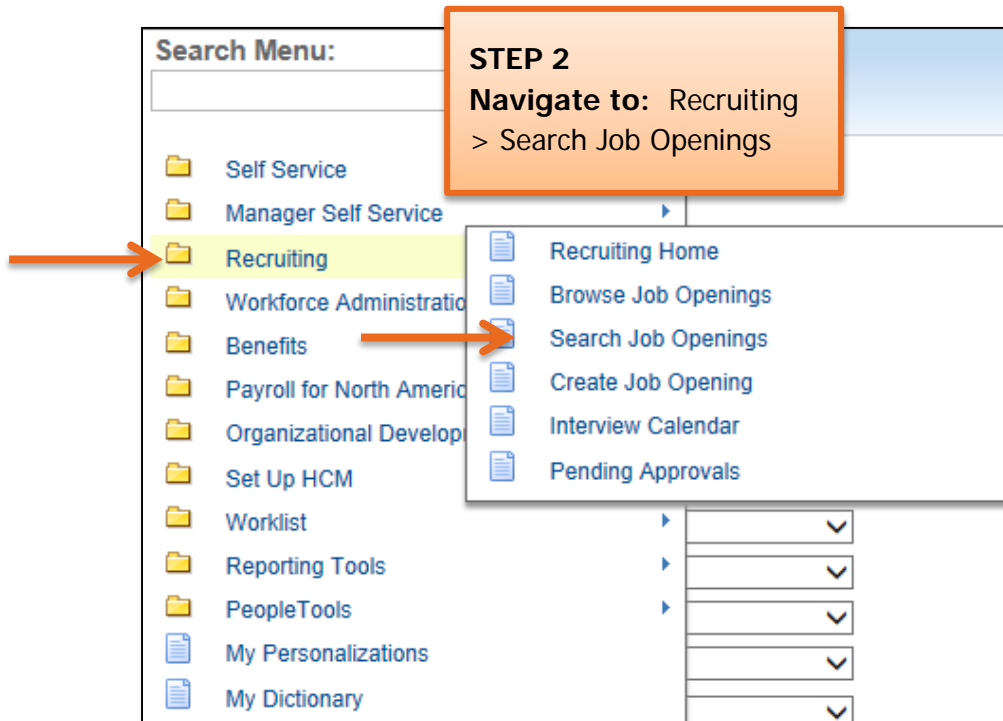
**POTENTIAL PROBLEM:**

Entering interview schedules after the interviews are conducted will result in the candidate and interview committee being notified of the interview schedule after the fact. Participants will receive emails and calendar updates for past events. After the fact scheduling will also cause a delay in notification of the remaining applicant pool that they were not selected for the position.

**RECOMMENDATION:**

Ideally, the interview schedule should be entered before the interviews occur. However, if scheduling is entered into PeopleSoft after the interviews occur, do not check the Notify Applicant and Notify Interview Team boxes in Step 4 of the Enter Interview Details section above. While this will avoid late notification, it will not solve the slow communication with the remaining applicant pool, which could be detrimental to the applicant experience.

# Quick Reference: Scheduling Interviews



# Quick Reference: Scheduling Interviews

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

Search Criteria

Job Posting Title

Job Opening ID

Status Open

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search Clear

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

**STEP 4**  
Select: Applicant's Tab.

**STEP 5**  
Select: Candidate to be interviewed

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

Select All Deselect All Group Actions

# Quick Reference: Scheduling Interviews

## STEP 6

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

## STEP 7

**Check:** Notify Applicant and Notify Interview Team

The screenshot shows the 'Interview 1 - Date not entered' section of a scheduling interface. It includes fields for Date (10/20/2015), Start Time (8:00AM), End Time (9:00AM), Time Zone (EST), Interview Status (Unconfirmed), Interview Type (Phone), Applicant Response (None), and Name (Susanna Johnson). There are checkboxes for 'Notify Applicant' and 'Notify Interview Team'. Below this is an 'Interviewers' table with columns for Interviewer ID, Interviewer Name, Date, Start Time, End Time, Time Zone, and Response. The table lists Michael Carr and Susanna Johnson. An 'Add Interviewer' button is below the table. The 'Venue Information' section has fields for Venue, Location (ASB training), and Response. A character count '238 characters remaining' is at the bottom.

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

## STEP 8

**Select:** Add Interviewer to add multiple Interviewers.

## STEP 10

**Enter:** Interview location

## STEP 9

**Enter:** Additional Interviewer 's Employee ID number

## STEP 11

**Click:** Submit at the bottom of the page

# Quick Reference: Scheduling Interviews

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

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

**STEP 13**  
Edit: Date and time

The screenshot shows the 'Manage Interviews' page. At the top, there are fields for Applicant Name (keyword test), Applicant ID (167612), Job Posting Title (Student Services Mgr I), and Job Code (CB7500). Below this is an 'Interview Summary' table with columns: Select, Date, Start Time, End Time, Time Zone, Location, Submitted, Status, and Final Recommendation. A single row is visible with the following data: [Selected], 10/20/2015, 8:00AM, 9:00AM, EST, ASB training lab, [Submitted], Unconfirmed, 005 Interview. Below the table is an 'Interview Details' section with fields for Date, Start Time, End Time, Location, Submitted, and Status. An 'Edit Interview Schedule' link is present. At the bottom, there is a 'Final Recommendation' section with a dropdown menu set to '005 Interview' and an 'Average Score' of 0. The page also includes 'Interview Evaluations' (No interview evaluations found), 'Create New Evaluation', and 'Create New Interview Schedule' buttons.



## **Submitting an Interview Evaluation**

## Overview

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

## Summarize Interview Evaluation Forms

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

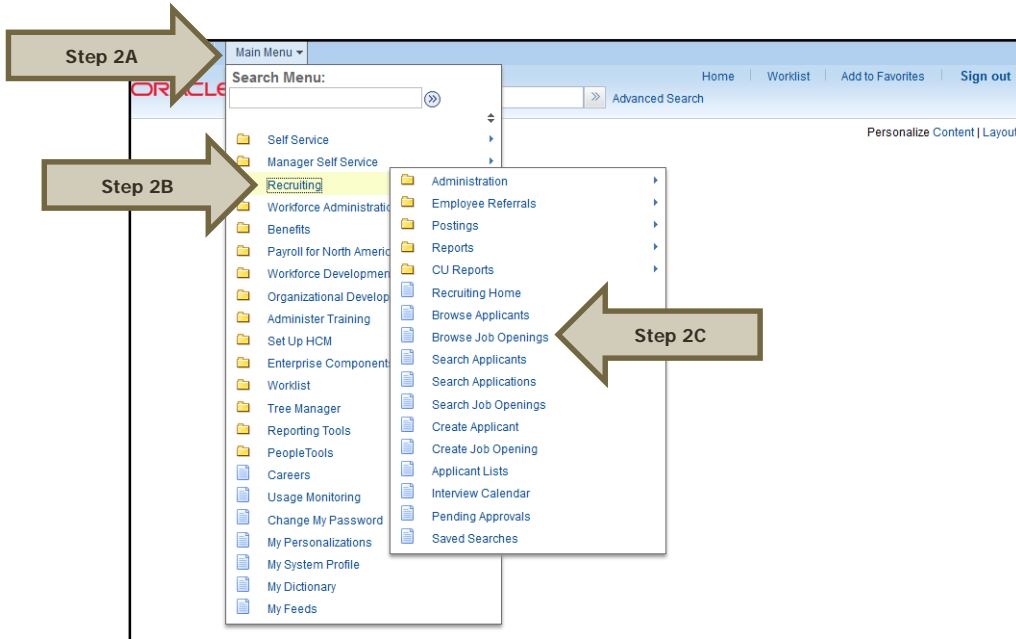
## Enter an Interview Evaluation

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





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



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



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

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

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

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

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

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

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

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

**Step 8:** Select Submit to save the interview evaluation.

The screenshot shows the 'Interview Evaluation' form. At the top, there are buttons for 'Submit', 'Save as Draft', and 'Return'. Below this, applicant and job information is displayed: Name Virginia Allen, Applicant ID 109079, Status 010 Active, Job Posting Title Human Resource Mgr I, Job Opening ID 12047, and Job Opening Status 010. The form is divided into two main sections: 'Evaluation' and 'Interview Ratings'. The 'Evaluation' section includes fields for 'Interview Date' (10/22/2015), 'Interview Type', 'Overall Rating', 'Recommendation', and 'Comments'. The 'Interview Ratings' section has a search bar and three rating categories: 'Technical Skills A', 'Education/Training', and 'Work Experience'. Each category has an 'Interview Rating' dropdown and a 'Score' field (all currently 0), along with a 'Comment' text area. Callout boxes with arrows point to specific elements: 'Step 8' points to the 'Submit' button; 'Step 5A' points to the 'Interview Date' field; 'Step 5B' points to the 'Interview Type' dropdown; 'Step 6A' points to the 'Overall Rating' dropdown; 'Step 6B' points to the 'Recommendation' dropdown; and 'Step 7' points to the 'Interview Rating' dropdown in the 'Technical Skills A' category.

## Troubleshooting

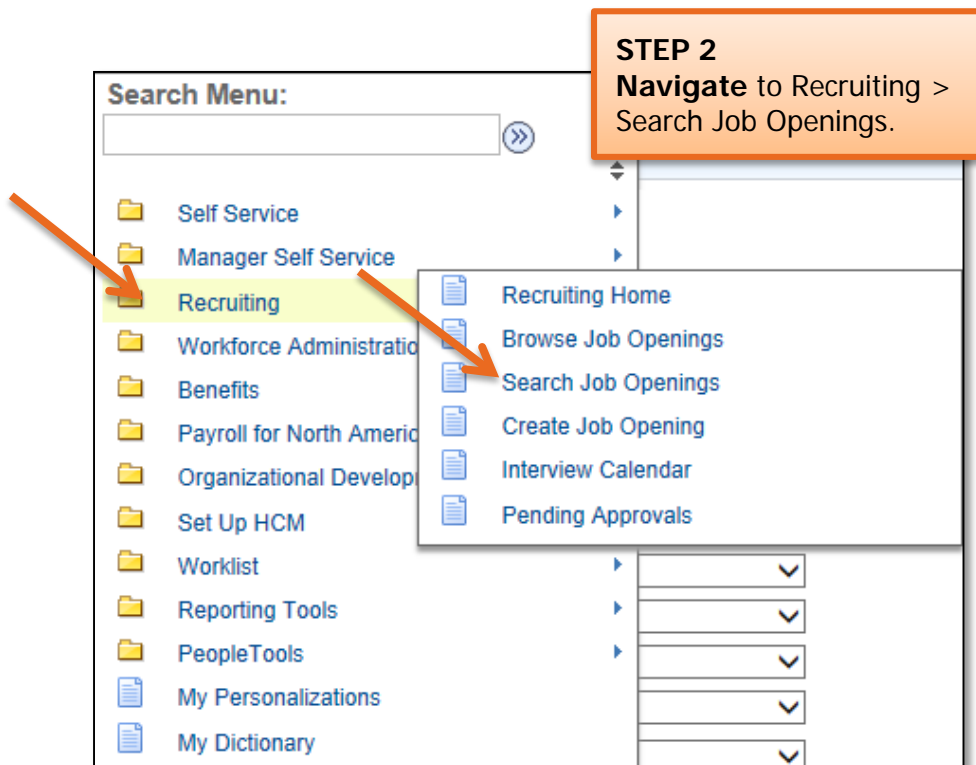
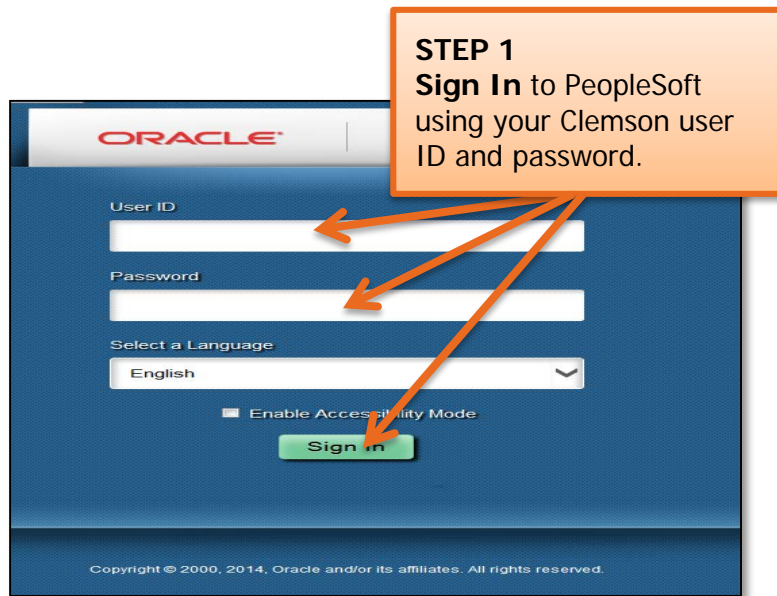
**POTENTIAL PROBLEM:**

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

**RECOMMENDATION:**

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

# Quick Reference: Submitting an Interview Evaluation



# Quick Reference: Submitting an Interview Evaluation

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

▼ Search Criteria ?

Job Posting Title

Job Opening ID

Status Open ▼

Category ▼

Most Recent Activity ▼

Job Opening Type ▼

Hot Job ▼

My Association ▼

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact ▼

Search Clear

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

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

**STEP 5**  
Choose Recruiting Actions. Click Create Interview Evaluation.

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

Select All Deselect All Group Actions

Return Recruiting Home Search Job Openings Previous Next Create New Clone Refresh Add Note No Category >> Top of Page

# Quick Reference: Submitting an Interview Evaluation

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

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

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

**STEP 8**  
Click Submit to save the interview evaluation.

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



## **Offer Letter Process**

## Overview

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



## Initiate the Background Check Request

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

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



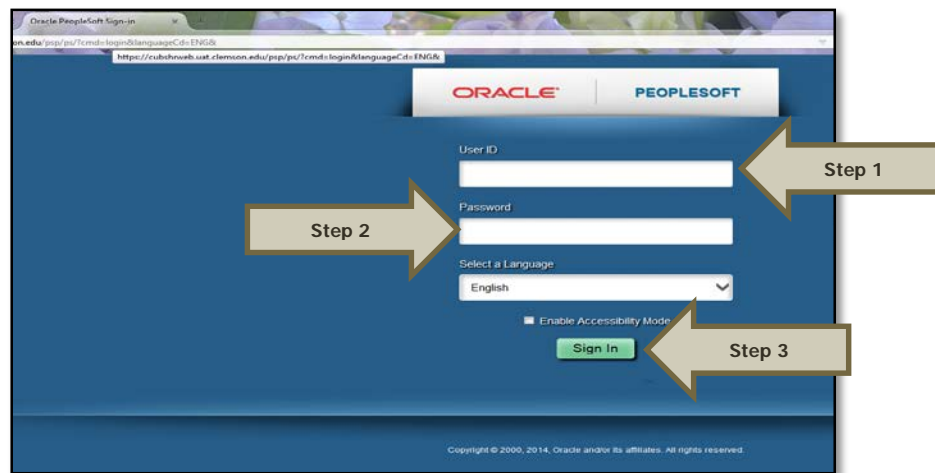
## Enter the Offer Details

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

**Step 1:** Enter your Clemson user ID.

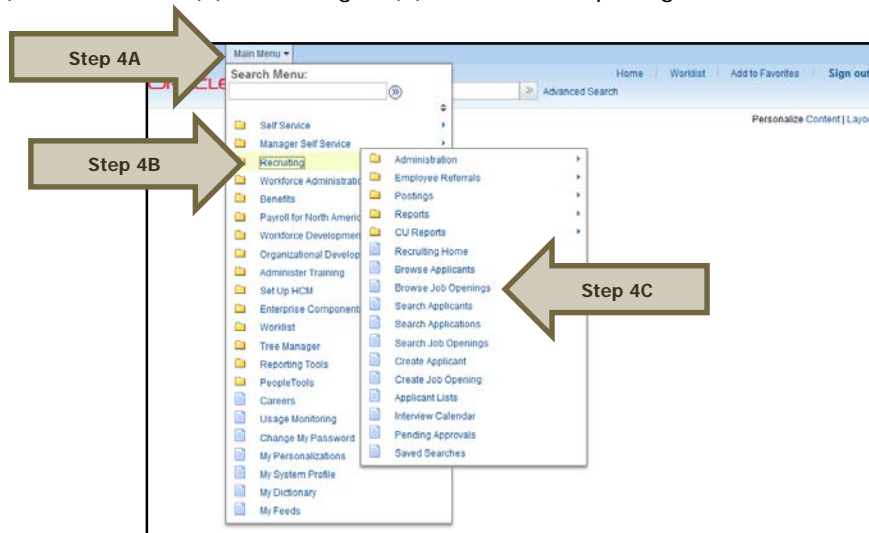
**Step 2:** Enter your Clemson password.

**Step 3:** Click Sign In.

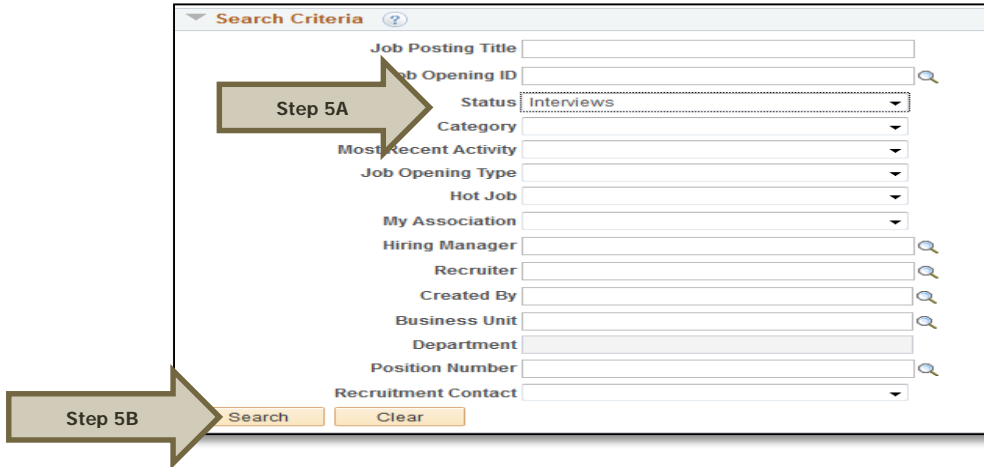


**Additional Information:** You will be directed to the CUBS home page.

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

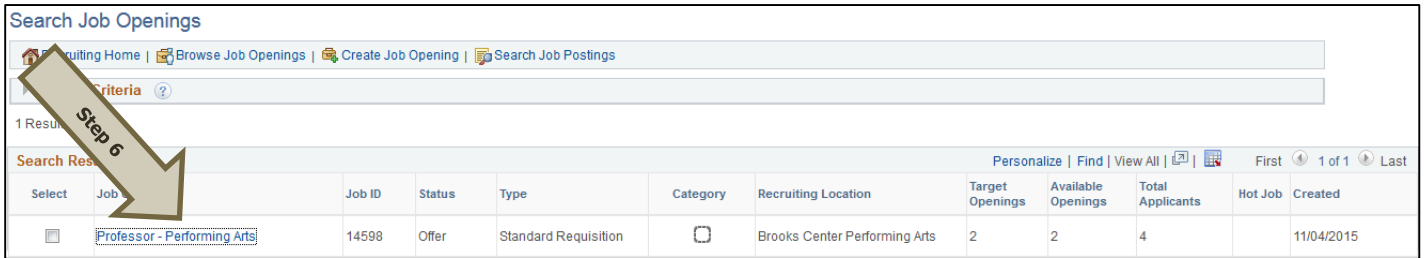


**Step 5:** (A) Select the appropriate status from the drop-down menu **OR** if you have the job opening ID, enter it in the Job Opening ID field and clear the Status field. (B) Click **Search**. (Candidates usually have a status of either Interview or Offer.)



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

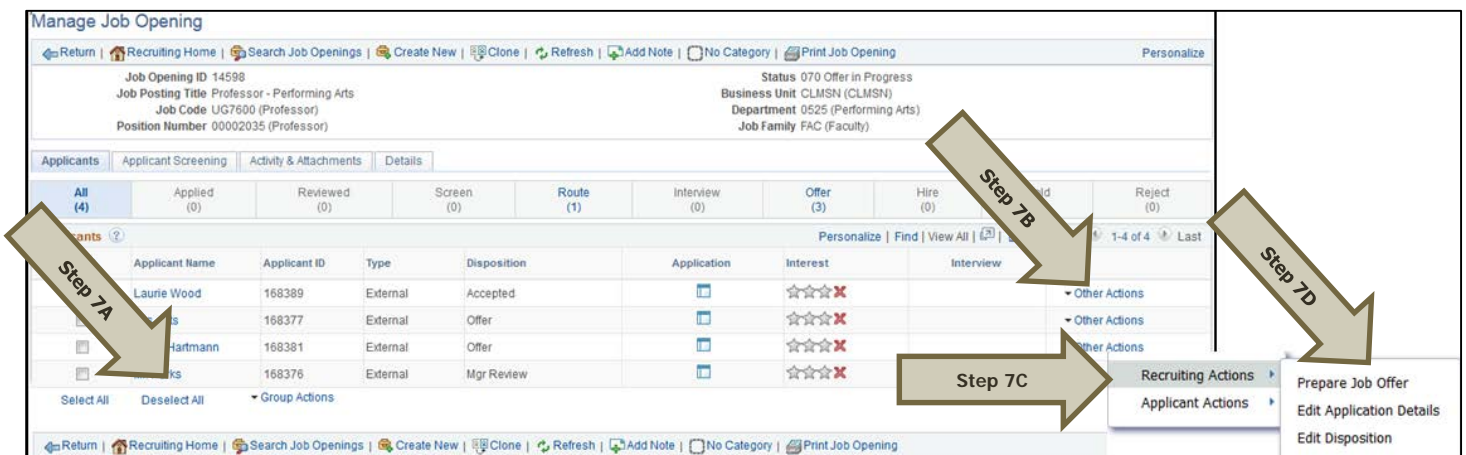
**Step 6:** Select the job posting title to access the job opening.



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

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

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



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

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

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

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

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

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

**Step 10:** Click “Save as Draft.”

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

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

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

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

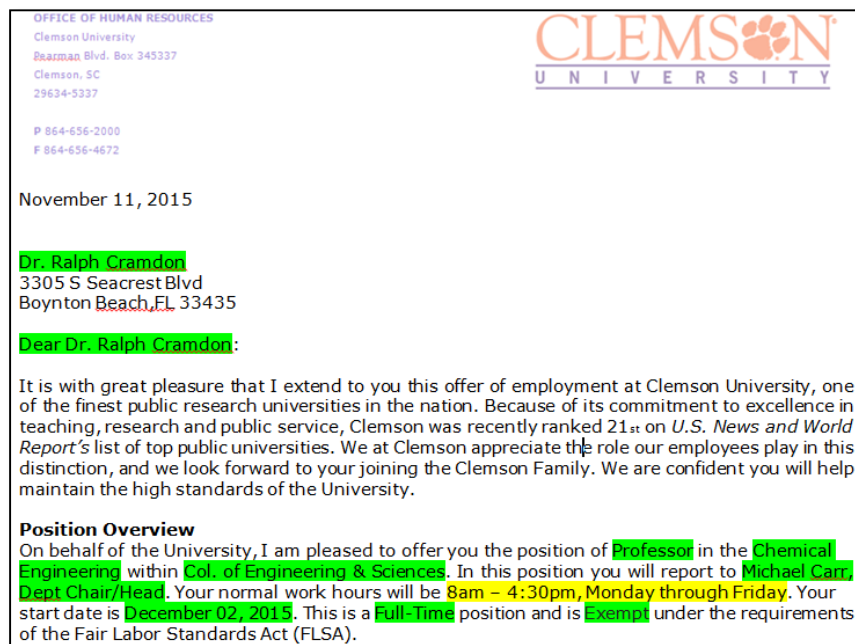
The screenshot shows the 'Prepare Job Offer' interface. At the top, it displays job details: Posting Title (Student Services Mgr I), Job Opening ID (14511), Business Unit (CLMSN), Position Number (Student Services Mgr I), and Applicant Name (Offer 10). Below this is the 'Offer Details' section with fields for Job Opening, Position Number, Job Code, Hiring Manager, Recruiter, Status, and Reason. The 'Job Offer Components' table is visible, with 'Base Salary' selected. The 'Offer Letter' section has a dropdown menu set to 'Letter - Staff - 30+ Hours'. Buttons for 'Generate Letter', 'Upload Letter', and 'Email Applicant' are present. The 'Offer Attachments' section is empty. A 'Comments' section at the bottom contains the text 'test for Susanna'.

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

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

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

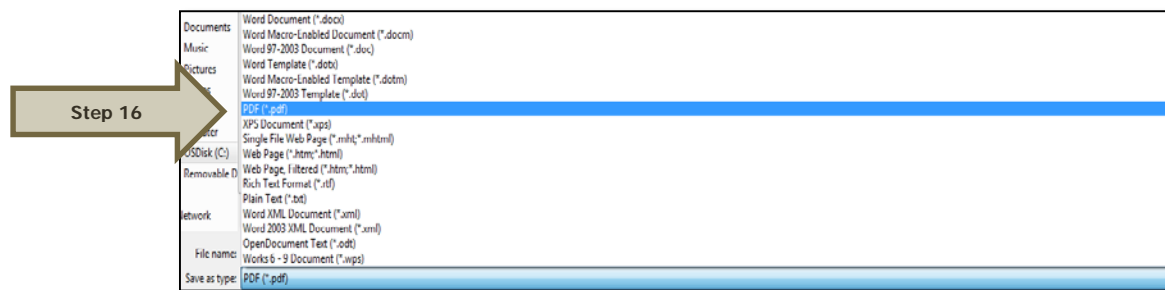
**Step 15:** Save the letter as a PDF document to your desktop using the following naming convention: candidate's name - offer letter. Once the letter is saved, select the Add Applicant Attachment button in the Offer Attachment section of PeopleSoft to upload the edited letter.



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

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

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



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

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

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

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

**Prepare Job Offer**

Return | Recruiting Home Personalize

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

---

**Offer Details** Find | View All    First 1 of 1 Last

<p>Job Opening 14598      Professor - Performing Arts</p> <p>Position Number 00002035      Professor</p> <p>Job Code UG7600      Professor</p> <p>Hiring Manager 033045      Joshua Brown</p> <p>Recruiter 033045      Joshua Brown</p> <p>Status 005 Draft</p> <p>Reason <span style="border: 1px solid black; padding: 2px;"> </span></p> <p>Created By Joseph Byrne</p> <p style="text-align: center;">Tiger Talent</p>	<p>Business Unit CLMSN</p> <p>Offer Date 11/04/2015</p> <p>Start Date <span style="border: 1px solid black; padding: 2px;"> </span></p> <p>*Offer Expiration Date 11/09/2015</p> <p>Applicant Type External Applicant</p> <p>Registered Online Yes</p> <p>Preferred Contact Not Specified</p> <p>Notify Applicant <input type="checkbox"/></p>
--	--

**Step 17** → Save as Draft

Submit for Approval

Post

Unpost

Add Revised Offer

Delete Offer

Edit Offer

---

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

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

Add Offer Component

---

**Offer Letter** Find | View All    First 1 of 1 Last

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

Generate Letter      Upload Letter

---

**Attachments** Find | View All    First 1 of 1 Last

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

Add Applicant Attachment      Add Organizational Attachment

**Step 19** → Upload Letter

**Step 18** → Add Applicant Attachment

**Step 20** → Add Organizational Attachment

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

**Prepare Job Offer**

Return | Recruiting Home Personalize

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

---

**Offer Details** Find | View All    First 1 of 1 Last

<p>Job Opening 14598      Professor - Performing Arts</p> <p>Position Number 00002035      Professor</p> <p>Job Code UG7600      Professor</p> <p>Hiring Manager 033045      Joshua Brown</p> <p>Recruiter 033045      Joshua Brown</p> <p>Status 005 Draft</p> <p>Reason <span style="border: 1px solid black; padding: 2px;"> </span></p> <p>Created By Joseph Byrne</p> <p style="text-align: center;">Tiger Talent</p>	<p>Business Unit CLMSN</p> <p>Offer Date 11/04/2015</p> <p>Start Date <span style="border: 1px solid black; padding: 2px;"> </span></p> <p>*Offer Expiration Date 11/09/2015</p> <p>Applicant Type External Applicant</p> <p>Registered Online Yes</p> <p>Preferred Contact Not Specified</p> <p>Notify Applicant <input type="checkbox"/></p>
--	--

**Step 10** ← Submit for Approval

Save as Draft

Post

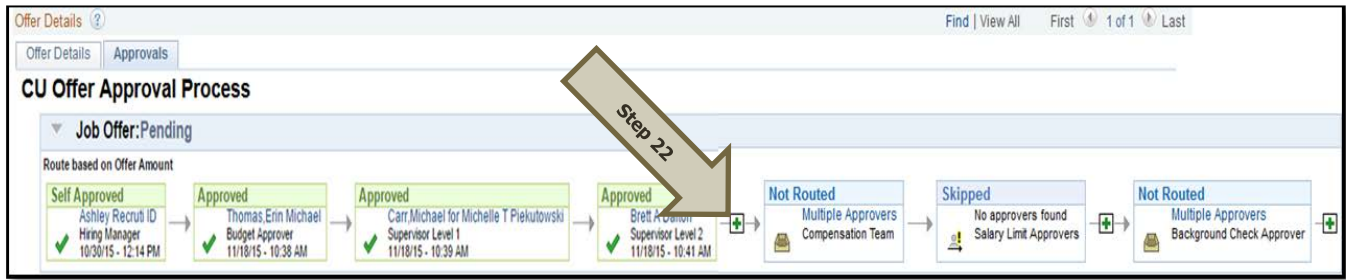
Unpost

Add Revised Offer

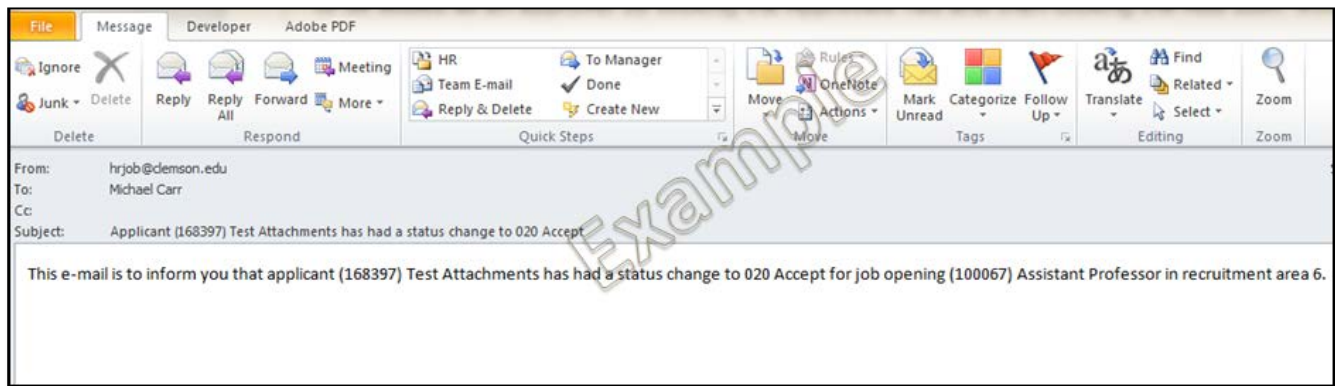
Delete Offer

Edit Offer

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



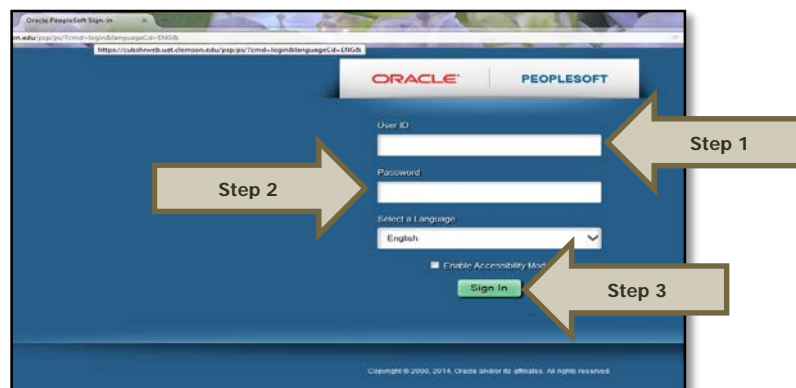
**Step 23:** The HR partner will receive email notifications (see below) as approvals are completed.



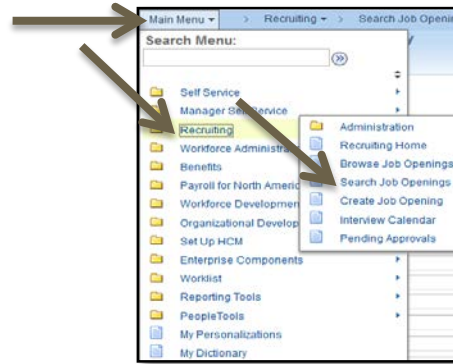
## Post the Offer Letter

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

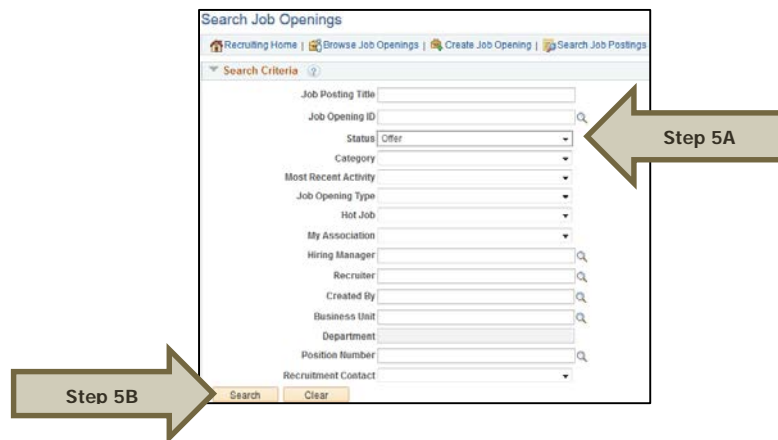
- Step 1:** Enter your Clemson user ID into PeopleSoft.
- Step 2:** Enter your Clemson password.
- Step 3:** Click Sign In.



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



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



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

Search Job Openings

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

Search Criteria

29 Results Found

Search Results

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

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



**Manage Job Opening**

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

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

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

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

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

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

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

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

**Step 7**

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

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

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

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

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

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

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

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

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

**Post Online Job Offer**

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

**Offer Details**

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

**Job Offer Components**

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

**Attachments**

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

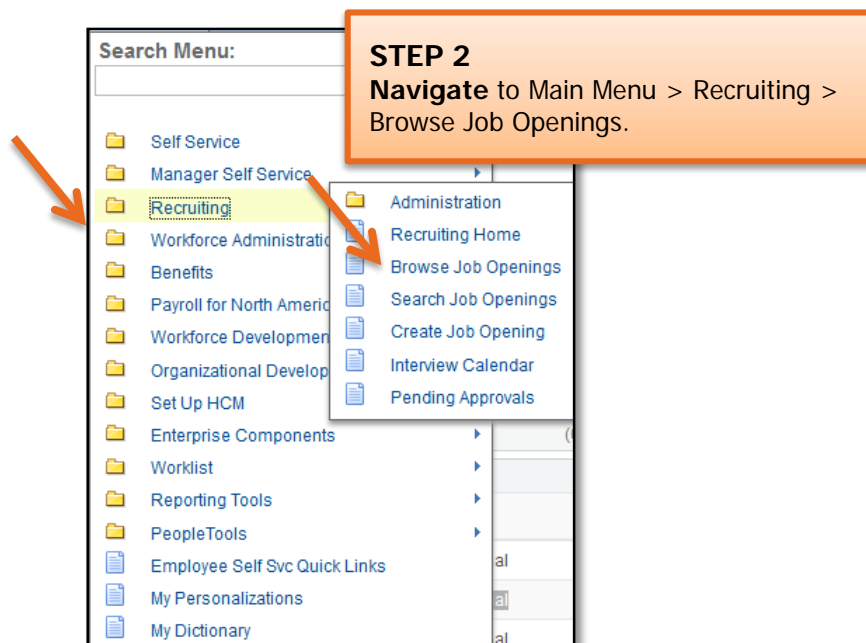
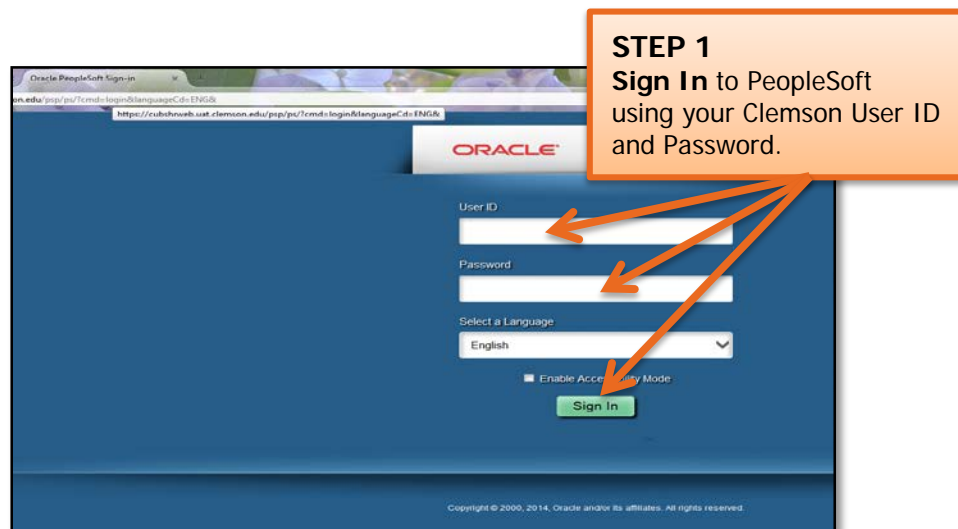


Once the candidate has accepted the offer via PeopleSoft, the hire entry can be completed. Please see the *Hire Transactions* user guide for more information.

# Quick Reference: Offer Letter Process

## *Creating an Offer Letter*

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



# Quick Reference: Offer Letter Process

### STEP 3

Select the appropriate status from the drop-down menu.

**OR**

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

Click Search.

Criteria ?

Job Posting Title

Job Opening ID

Status: Interviews

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search Clear

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

### STEP 4

Select the job posting title to access the job opening.

Search Job Openings

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

Search Criteria ?

1 Results Found

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

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

Manage Job Opening

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

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

Applicants Applicant Screening Activity & Attachments Details

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

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

Select All Deselect All Group Actions

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

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

# Quick Reference: Offer Letter Process

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

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

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

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

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

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

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

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

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

Offer Details

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

Professor - Performing Arts  
Professor  
Professor  
Joshua Brown  
Joshua Brown

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

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

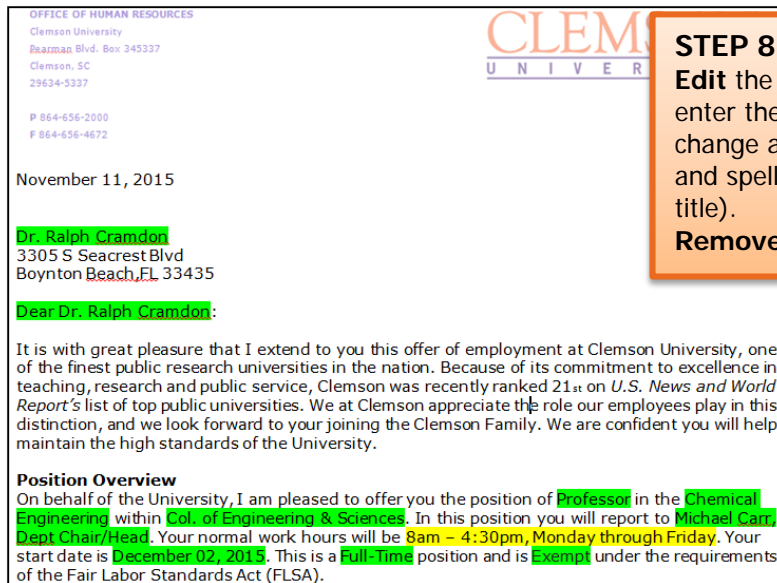
# Quick Reference: Offer Letter Process

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

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

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

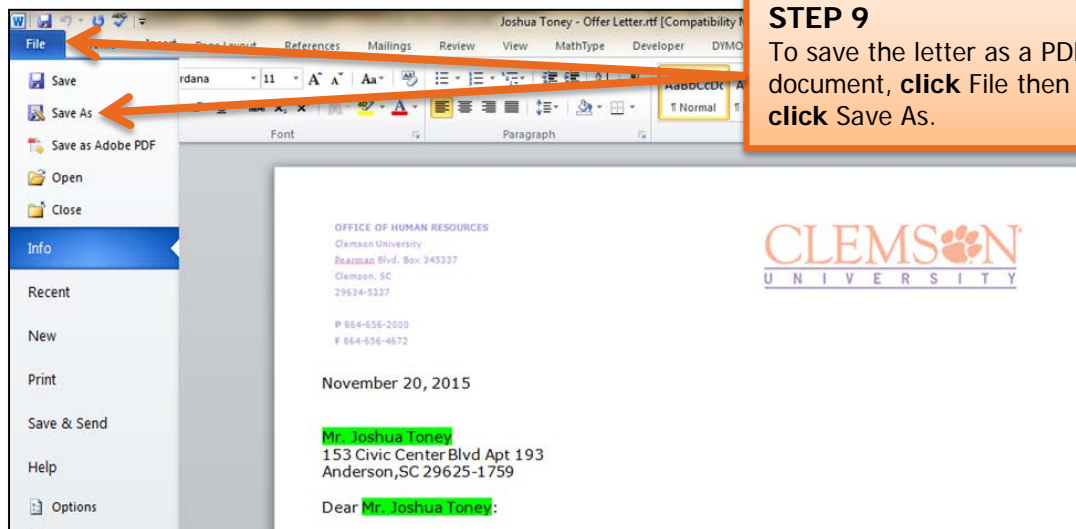
# Quick Reference: Offer Letter Process



## STEP 8

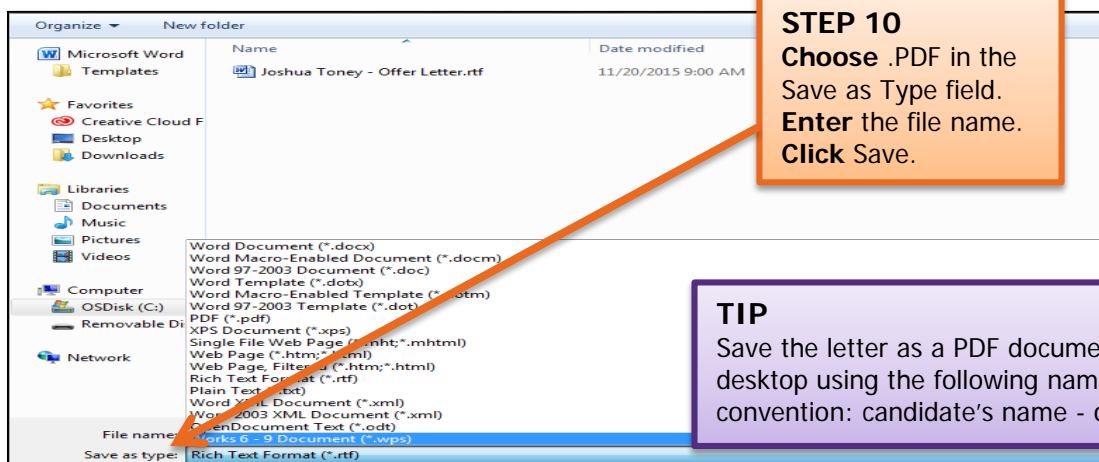
**Edit** the letter as needed (e.g., enter the full department name, change any ampersands to "and" and spell out the supervisor's full title).

**Remove** all highlighting.



## STEP 9

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



## STEP 10

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

## TIP

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

# Quick Reference: Offer Letter Process

Prepare Job Offer

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

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

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

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

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

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

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

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

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

Generate Letter  
Upload Letter  
Email Applicant

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

Add Applicant Attachment  
Add Organizational Attachment

Prepare Job Offer

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

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

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

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

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

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

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

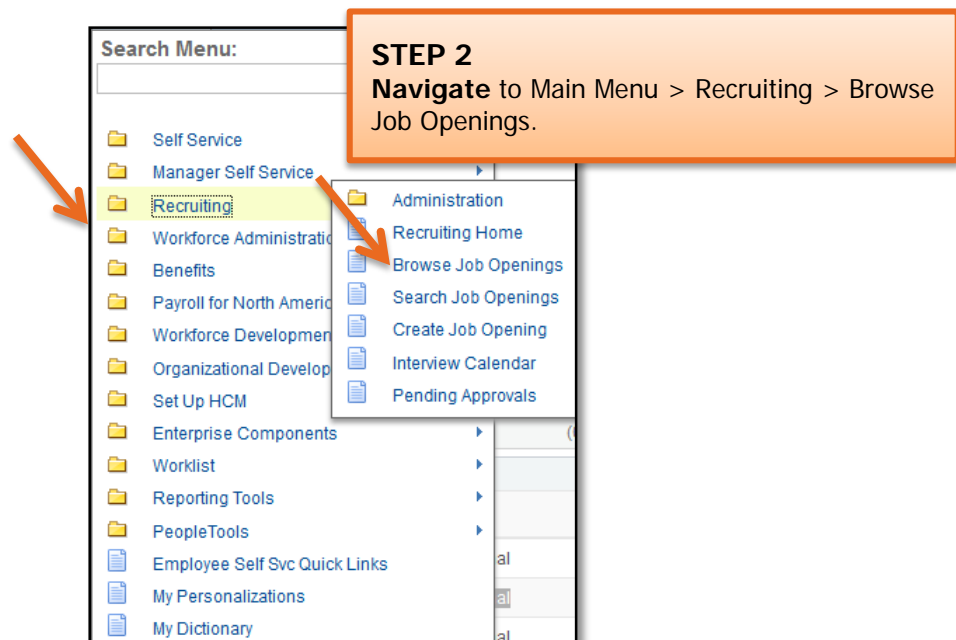
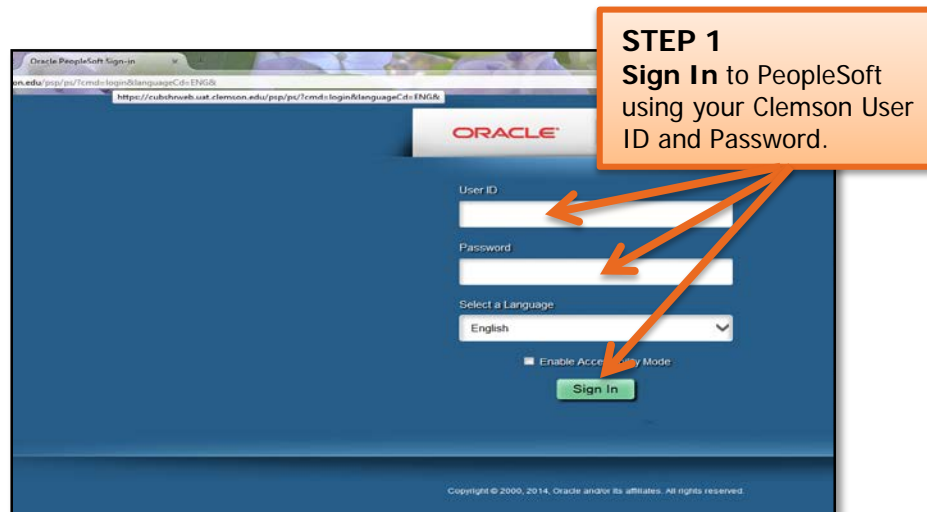
This e-mail is to inform you that applicant (168397) Test Attachments has had a status change to 020 Accept for job opening (100067) Assistant Professor in recruitment area 6.



# Quick Reference: Offer Letter Process

## *Posting an Offer Letter*

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



# Quick Reference: Offer Letter Process

## STEP 3

Select the appropriate status from the drop-down menu.

OR

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

Click Search.

Search Criteria

Job Posting Title

Job Opening ID

Status: Interviews

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search Clear

## STEP 4

Select the job posting title to access the job opening.

Search Job Openings

1 Results Found

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

## STEP 5

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

Manage Job Opening

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

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

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

Recruiting Actions

- Prepare Job Offer
- Edit Application Details
- Edit Disposition

## STEP 6

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

Offer Details

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

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

Notify Applicant

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

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

# Quick Reference: Offer Letter Process

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

**Post Online Job Offer**

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

**Offer Details**

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

**Job Offer Components**

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

**Attachments**

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

Submit Cancel

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

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



**PeopleSoft:**

**Hire Transactions**

## Overview

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



## Determine the Type of Hire

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

**Additional Information:** The types of hire entries include:

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

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

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

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

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

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

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

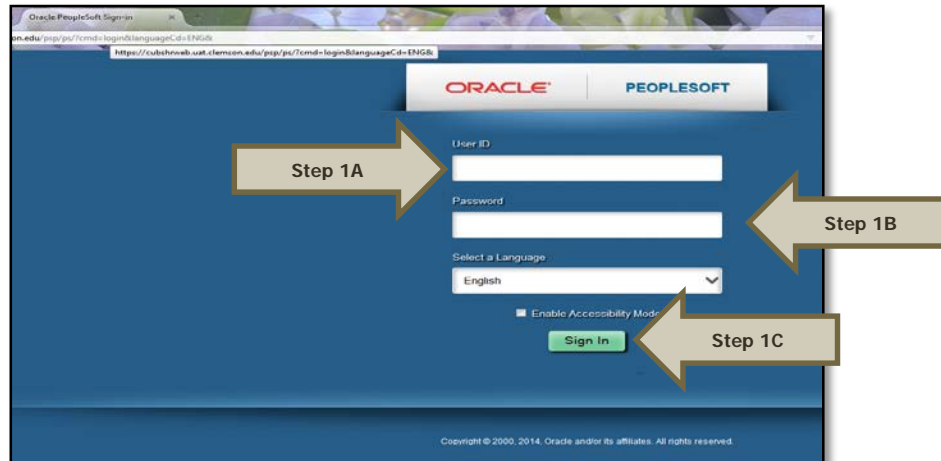
**Rehire** is the hire type used when the individual being hired into the position has previously worked for Clemson University and a job opening has not been created for the position. See the Rehire section (page 28) for more information. Note: If a job opening has been created, please use Manage Hires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

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

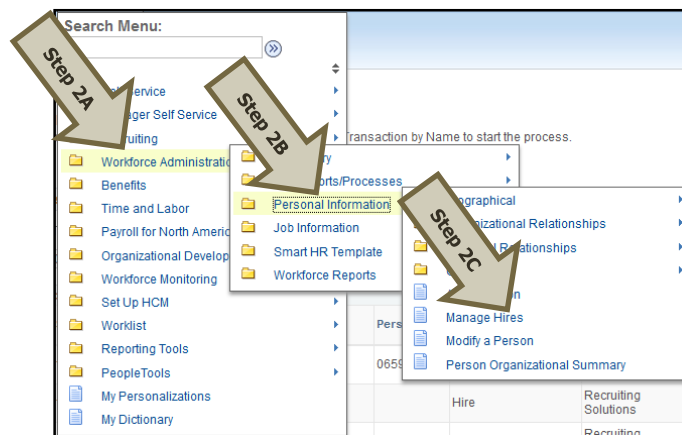
- Add Employment Instance is generally used for student employees who are working multiple part-time jobs across several departments.

## Manage Hires

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



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



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

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

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

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

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

**Manage Hires**

\*Select Transactions Where

\*Equals

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

Select All   Deselect All

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

**Manage Hires**

\*Select Transactions Where

\*Equals

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

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

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

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

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

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

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

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

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

The screenshot shows a web-based HR system interface with several sections and fields. Callout boxes labeled 'Step 6' through 'Step 10' point to specific elements:

- Step 6:** Points to the 'Job' section header.
- Step 7B:** Points to the '\*Type of Hire' dropdown menu and the '\*Desired Start Date' text box.
- Step 7A:** Points to the 'Applicant Type' field.
- Step 8:** Points to the 'Org Instance' section, specifically the 'Create new Org Instance' radio button.
- Step 9:** Points to the 'Employment Record' section, specifically the 'Create New Assignment' radio button.
- Step 10:** Points to the 'Add Person' button at the bottom of the page.

Visible text in the interface includes:

- Job Section:** Recruiter Name: William Fred Robinson Jr; Job Opening ID: 11757; Job Opening: Lecturer; Position: Lecturer; Job Code: Lecturer; Business Unit: CLMSN; Department: General Engineering; Applicant Type: External - Previous Employee; \*Type of Hire: (Invalid Value); \*Desired Start Date: 08/13/2012; Empl ID: 031890; Employee ID Verified.
- Org Instance Section:** Radio buttons for 'Create new Org Instance' (selected) and 'Use existing Org Instance'.
- Employment Record Section:** Radio buttons for 'Create New Assignment' (selected) and 'Use Existing Assignment'.
- Hire Information Section:** View Job Offer Letter link; Hire Comments field.
- Add Person Section:** Add Person button.



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

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

**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.

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

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

Person ID NEW

USA

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region USA United States

Ethnic Group

Primary

History Find | View All First 1 of 1 Last

Effective Date Date Entitled to Medicare

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Military Status

Military Discharge Date Edit Discharge Date

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

Person ID NEW

Choose Org Relationship to Add

Employee

Contingent Worker

Person of Interest

Select Checklist Code

Add Relationship

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

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

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

**Step 23:** Verify the position number.

The screenshot shows a web-based form for entering employee information. The form is titled "Work Location" and includes a search bar at the top right. The main form area contains several sections:

- Effective Date:** 10/26/2015 (highlighted by Step 21)
- Active Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- \*Action:** Hire (highlighted by Step 22)
- Reason:** (empty dropdown)
- \*Job Indicator:** Primary Job
- Position Number:** (empty field, highlighted by Step 23)
- Position Entry Date:** (empty field)
- \*Regulatory Region:** USA (United States)
- \*Company:** (empty field)
- \*Business Unit:** CLMSN (CLMSN)
- \*Department:** (empty field)
- Department Entry Date:** (empty field)
- \*Location:** (empty field)
- Establishment ID:** (empty field)
- Date Created:** 10/26/2015
- Last Start Date:** 10/26/2015
- Expected Job End Date:** (empty field)
- Last Updated By:** Kelly C Burgess
- Last Update Date/Time:** 10/26/2015 12:33:23PM

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

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

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

Job Information ? Find First 1 of 1 Last

Effective Date 05/16/2015 Go To Row

Effective Sequence 0 Action Enter Review Rating

HR Status Active Reason Enter Review Rating

Payroll Status Active Job Indicator Primary Job

Current

\*Job Code LA7500 Field Specialist II

Entry Date 11/16/2014

Supervisor Level

Supervisor ID

Reports To 00001215 Field Specialist Supv 003888 James T Gilchrist

Regular/Temporary Regular \*Full/Part Full-Time

Empl Class Classified

\*Classified Ind Classified

Standard Hours ?

Standard Hours 40.00 Work Period CU\_W CU Weekly

FTE 1.000000

Adds to FTE Actual Count?

Contract Number ?

USA

\*FLSA Status Nonexempt Work Day Hours

\*EEO Class None of the Above

**Step 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.

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

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

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

Employment Information	Cu Business Addr
<b>Emily Smail</b>	Employee
Empl ID	060012
Empl Rcd #	1
<b>Business Address</b>	
Address 1:	836 McMillan Rd.
Address 2:	
Address 3:	
City:	Clemson
State:	SC
Postal Code:	29634
County:	39 Pickens
Last Updated By:	TABITHH Harvey, Tabitha McCall
Last Update:	08/03/15 11:56:59AM

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

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

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

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

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

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

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

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

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

The screenshot shows the 'Benefit Status' form. It displays 'Effective Date 09/05/2015', 'Effective Sequence 0', 'HR Status Active', and 'Payroll Status Active'. Below this, there are fields for '\*Benefits System Base Benefits' and 'Annual Benefits Base Rate'. A section titled 'Benefits Administration Eligibility' contains a grid of fields for 'BAS Group ID' and 'Elig Fld 1' through 'Elig Fld 9'. Below this is a 'Participation' section with fields for '\*Effective Date 10/19/2015' and '\*Benefit Program'. Callout arrows labeled 'Step 38A' and 'Step 38B' point to these two fields respectively.

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



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

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

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

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

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

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

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

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

- \*Empl ID: 000011
- First Name: Jason, Middle Initial: M
- Last Name: Berry, Gender: M
- Last 5 of SSN: 62906, Postal Code: 02135
- DOB: 19741224, Email Address: cuhr@clemson.edu

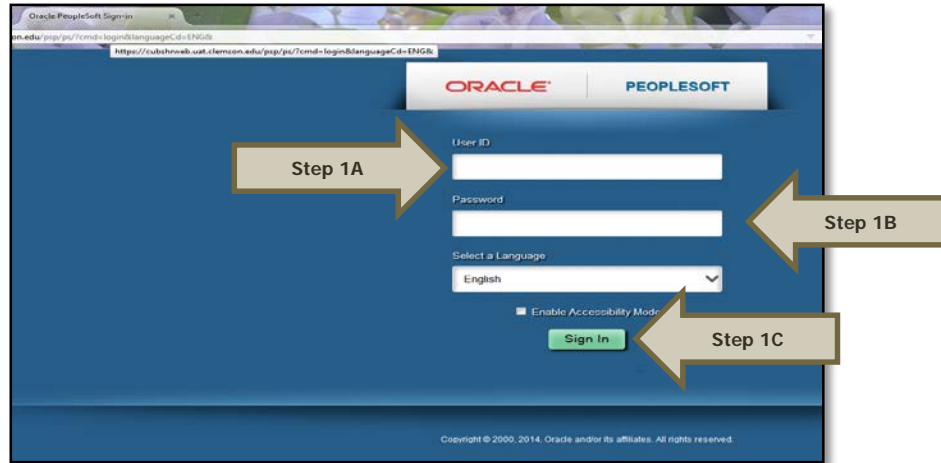
Buttons include 'Find', 'Clear', 'Create New Identity in Vault', and 'Override'. A table below the form has columns for '% Match', 'First Name', 'Last Name', 'Middle Initial', 'Gender', 'Last 5 of SSN', 'Date of Birth (yyyymmdd)', 'Email Address', and 'CU Xid'. Three callout arrows point to the 'Find' button (Step 44), the table (Step 45), and the 'Create New Identity in Vault' button (Step 46).

**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.

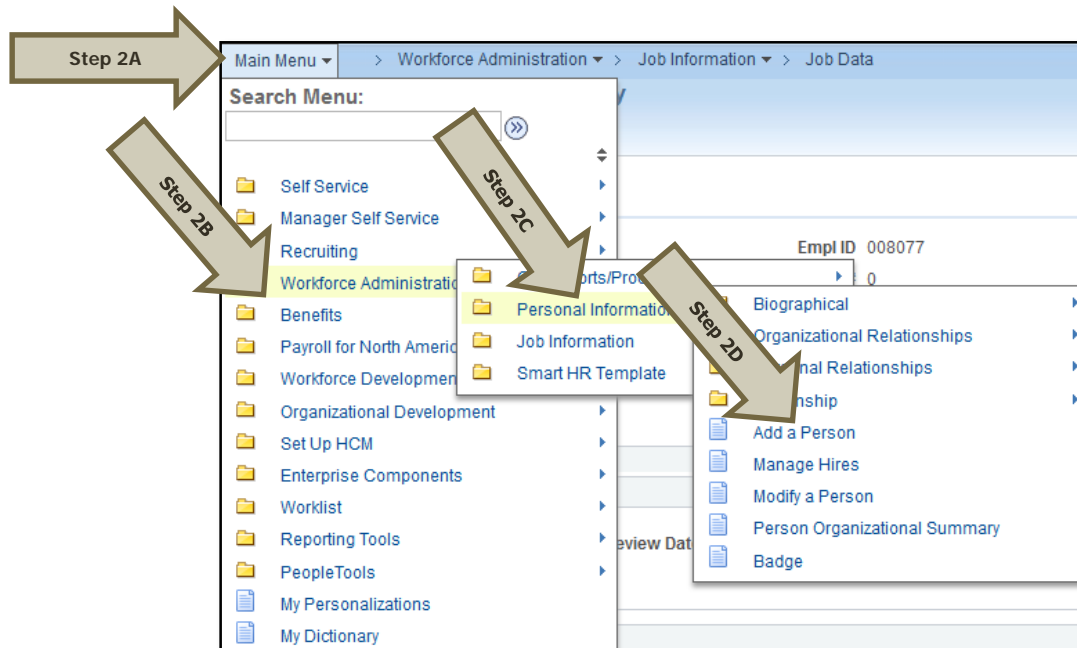
## Add a Person

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.

The screenshot displays the 'Contact Information' tab in the PeopleSoft HR system. It features three main sections: 'Current Addresses', 'Phone Information', and 'Email Addresses'. Each section has a 'Personalize | Find | View All' menu and a 'First 1 of 1 Last' navigation bar. In the 'Current Addresses' section, a table lists an existing 'Home' address. An arrow labeled 'Step 7' points to the 'Add Address Details' button. In the 'Phone Information' section, an arrow labeled 'Step 8' points to the '\*Phone Type' dropdown menu. In the 'Email Addresses' section, an arrow labeled 'Step 9' points to the '\*Email Type' dropdown menu. Below the main interface is a separate 'Edit Address' dialog box with the following fields: Country (United States), Address 1, Address 2, Address 3, City, State (with a search icon), Postal, and County. 'OK' and 'Cancel' buttons are at the bottom.

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

The screenshot shows the 'Regional' tab of a web application. At the top, there are tabs for 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. The 'Regional' tab is active. Below the tabs, there is a 'Person ID NEW' label. The main content area is divided into two sections: 'Ethnic Group' and 'History'. In the 'Ethnic Group' section, there are input fields for 'Regulatory Region' (with 'USA' selected) and 'Ethnic Group'. A callout arrow labeled 'Step 10A' points to the 'Ethnic Group' field. In the 'History' section, there are fields for 'Effective Date', 'Date Entitled to Medicare', 'Citizenship (Proof 1)', and 'Citizenship (Proof 2)'. There is also a checkbox for 'Eligible to Work in U.S.' and a 'Military Status' dropdown menu. A callout arrow labeled 'Step 10B' points to the 'Military Status' dropdown. At the bottom of the 'History' section, there are fields for 'Military Discharge Date' and 'Edit Discharge Date'.

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

The screenshot shows the 'Organizational Relationships' tab of a web application. At the top, there are tabs for 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. The 'Organizational Relationships' tab is active. Below the tabs, there is a 'Person ID NEW' label. The main content area is titled 'Choose Org Relationship to Add'. It contains three checkboxes: 'Employee', 'Contingent Worker', and 'Person of Interest'. A callout arrow labeled 'Step 11' points to the 'Employee' checkbox. Below the checkboxes, there is a 'Select Checklist Code' dropdown menu and a button labeled 'Add Relationship'.

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

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

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

**Step 14:** Verify the position number.

The screenshot shows the 'Work Location' form with the following details:

- Step 12:** Effective Date: 10/26/2015
- Step 13:** \*Action: Hire
- Step 14:** Position Number: [Empty]
- Active Sequence: 0
- HR Status: Active
- Payroll Status: Active
- \*Job Indicator: Primary Job
- Position Entry Date: [Empty]
- \*Regulatory Region: USA (United States)
- \*Company: [Empty]
- \*Business Unit: CLMSN (CLMSN)
- \*Department: [Empty]
- Department Entry Date: [Empty]
- \*Location: [Empty]
- Establishment ID: [Empty]
- Date Created: 10/26/2015
- Last Start Date: 10/26/2015
- Expected Job End Date: [Empty]
- Last Updated By: Kelly C Burgess
- Last Update Date/Time: 10/26/2015 12:33:23PM

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

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

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

Job Information ? Find First 1 of 1 Last

Effective Date 05/16/2015 Go To Row

Effective Sequence 0 Action Enter Review Rating

HR Status Active Reason Enter Review Rating

Payroll Status Active Job Indicator Primary Job

---

\*Job Code LA7500 Field Specialist II

Entry Date 11/16/2014

Supervisor Level Field Specialist Supv 003888 James T Gilchrist

Supervisor ID

Reports To 00001215 \*Full/Part Full-Time

Regular/Temporary Regular

Empl Class **Classified**

\*Classified Ind Classified

**Standard Hours** ?

Standard Hours 40.00 Work Period CU\_W CU Weekly

FTE 1.000000

Adds to FTE Actual Count?

**Contract Number** ?

USA

\*FLSA Status Nonexempt Work Day Hours

\*EEO Class None of the Above



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

Pay groups include:

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

The screenshot shows the 'Payroll Information' form. At the top, there are fields for 'Effective Date' (05/16/2015), 'Effective Sequence' (0), 'HR Status' (Active), and 'Payroll Status' (Active). To the right, there are 'Action' and 'Reason' fields (both set to 'Enter Review Rating') and a 'Job Indicator' (Primary Job). A 'Go To Row' button is visible. Below this, the 'Payroll System' is set to 'Payroll for North America'. A magnifying glass icon is placed over the 'Pay Group' field, which is set to '12L' (12 Month Annual with Lag). Other fields include 'Employee Type' (S - Salaried), 'Tax Location Code' (001 - Clemson University), 'Holiday Schedule' (CU - CU Holiday), and 'FICA Status' (Subject).

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

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

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

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

**Step 21:** Click Calculate Compensation.

Compensation

Effective Date 09/05/2015  
 Effective Sequence 0  
 HR Status Active  
 Payroll Status Active

Action Hire  
 Reason  
 Job Indicator Primary Job

Compensation Rate 0.00 USD \*Frequency Annual

Pay Components

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1	0				

Calculate Compensation

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

Organizational Instance

Organizational Instance Rcd 0  
 Last Start Date  
 Termination Date  
 Org Instance Service Date 09/05/2015

Original Start Date 09/05/2015  
 First Start Date  
 Years Months Days  
 0 1 9

Organizational Assignment Data

Instance Record

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

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

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

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

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

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

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

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

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

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

The screenshot displays the 'Benefit Status' and 'Benefits Program Participation' sections of a web application. The 'Benefit Status' section includes fields for 'Benefit Record Number', 'Effective Date' (09/05/2015), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Action' (Hire), 'Reason', and 'Job Indicator' (Primary Job). Below this is the 'Benefits Administration Eligibility' section with fields for 'BAS Group ID' and nine 'Elig Fld' fields. The 'Benefits Program Participation' section at the bottom has a 'Step 29A' arrow pointing to the 'Effective Date' field (10/19/2015) and a 'Step 29B' arrow pointing to the 'Benefit Program' field.

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

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

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

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

The screenshot shows a web form titled "CU Review Rating / Tenure Status". At the top, it displays "Effective Date 07/01/2015" and "Effective 0 Sequence". A "Go To Row" button is visible. The form is divided into two main sections: "CU Review Rating" and "CU Tenure Status / Data".

**CU Review Rating Section:**

- Rating Model: CSP
- Review Rating:
- Review Date:
- Next Review Date:

**CU Tenure Status / Data Section:**

- Clemson Faculty Rank Date:
- Penultimate/Post-Tenure Review Date:
- Clemson Faculty Rank:
- Longevity #:
- Tenure Status:
- Longevity Year:
- Clemson Tenure date:

At the bottom, there are navigation tabs: Job Data, Employment Data, Earnings Distribution, Benefits Program Participation, and CU Review/Tenure Status. Two callout boxes with arrows point to specific fields: "Step 31" points to the "Next Review Date" field, and "Step 32" points to the "Clemson Faculty Rank" dropdown menu.

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

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

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

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

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

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

Callout arrows indicate the following actions:

- Step 34:** Points to the 'Find' button.
- Step 35:** Points to the radio button in the results table.
- Step 36:** Points to the 'Create New Identity in Vault' button.

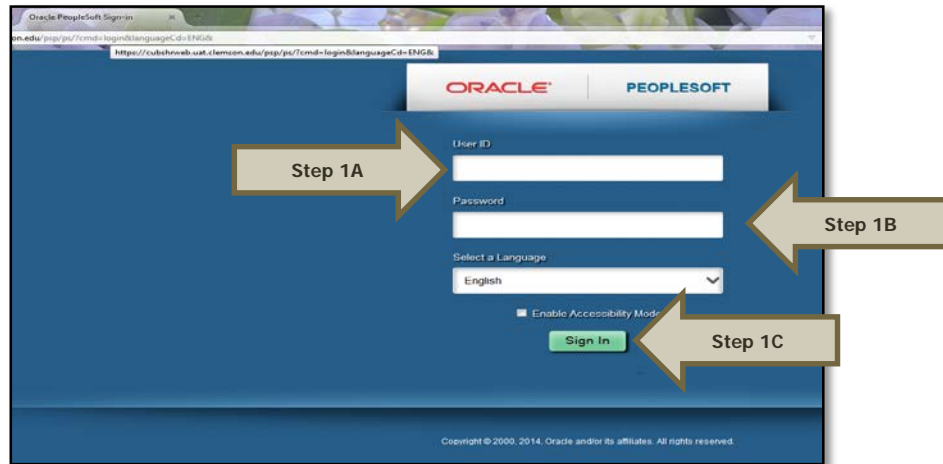
% Match	First Name	Last Name	Middle Initial	Gender	Last 5 of SSN	Date of Birth (yyyymmdd)	Email Address	CU Xid
<input type="radio"/>								

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

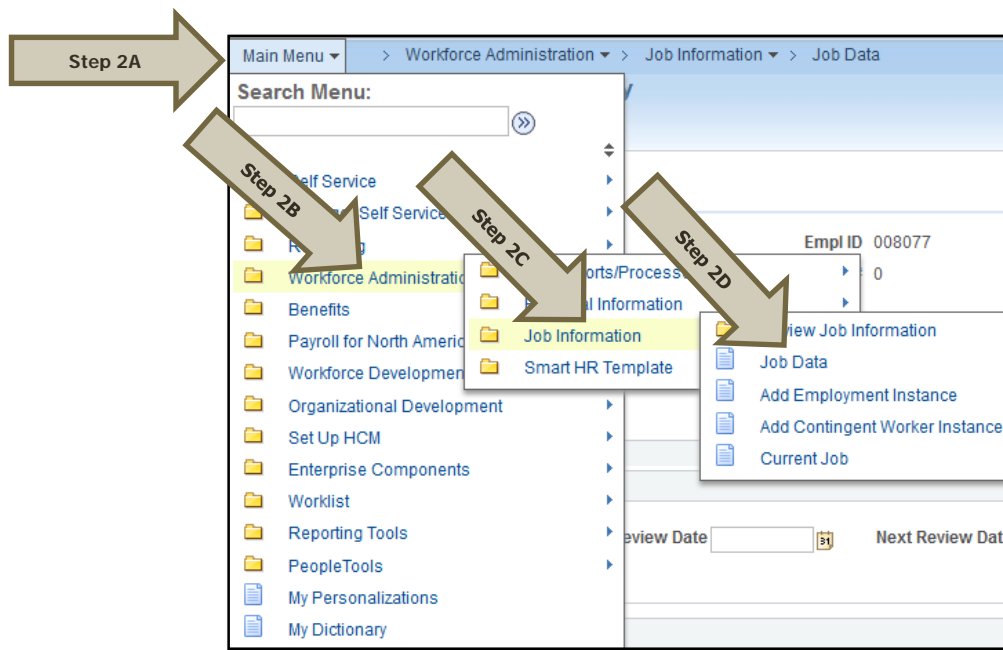
## Rehire

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

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



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



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

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

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

The screenshot shows a web interface titled "Job Data" with the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two tabs: "Find an Existing Value" and "Keyword Search". A "Search Criteria" section is expanded, showing several search fields: "Empl ID begins with", "Empl Rcd Nbr =", "Name (LN, FN) begins with", "Last Name begins with", "First Name begins with", "National ID begins with", and "Clemson University ID (XID) begins with". Each field has a dropdown menu and a text input box. Below the search fields are three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A large arrow labeled "Step 4" points to the "Search" button.



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

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

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

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

**Step 9:** Verify the position number and title.

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

The screenshot shows a HR system form with the following fields and values:

- \*Effective Date:** 10/27/2014
- Effective Sequence:** 0
- HR Status:** Active
- Payroll Status:** Active
- \*Action:** Rehire
- Reason:** Rehire
- Indicator:** Primary Job
- Current:**
- Position Number:** (empty)
- Position Entry Date:** (empty)
- \*Regulatory Region:** USA
- Company:** CU
- \*Business Unit:** CLMSN
- \*Department:** 0919
- Department Entry Date:** 10/27/2014
- \*Location:** RSCHPK342
- Establishment ID:** 0001
- Last Start Date:** 10/27/2014
- Expected Job End Date:** (empty)
- Last Updated By:** Kevin Lee Wakefield
- Last Update Date/Time:** 10/27/2014 4:06:30PM

Arrows in the image point to the following fields:

- Step 6:** Points to the \*Effective Date field.
- Step 7:** Points to the Effective Sequence field.
- Step 8A:** Points to the \*Action, Reason, and Indicator fields.

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

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

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

Job Information ?
Find
First 1 of 1 Last

Effective Date 05/16/2015	Action Enter Review Rating
Effective Sequence 0	Reason Enter Review Rating
HR Status Active	Job Indicator Primary Job
Payroll Status Active	Current

*Job Code LA7500	Field Specialist II
Entry Date 11/16/2014	
Supervisor Level	
Supervisor ID	
Reports To 00001215	Field Specialist Supv 003888 James T Gilchrist
Regular/Temporary Regular	*Full/Part Full-Time
Empl Class <b>Classified</b>	
*Classified Ind Classified	

**Standard Hours** ?

Standard Hours 40.00	Work Period CU_W	CU Weekly
FTE 1.000000		
<input type="checkbox"/> Adds to FTE Actual Count?		

**Contract Number** ?

USA

*FLSA Status Nonexempt	Work Day Hours
*EEO Class None of the Above	

Processing a Hire Transaction: Revised 12/09/2015

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

Pay groups include:

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

The screenshot shows the 'Payroll Information' form. At the top, there are fields for Effective Date (05/16/2015), Effective Sequence (0), HR Status (Active), and Payroll Status (Active). Below these are Action (Enter Review Rating), Reason (Enter Review Rating), and Job Indicator (Primary Job). A 'Go To Row' button is visible. The 'Payroll System' is set to 'Payroll for North America'. A large arrow labeled 'Step 12' points to the 'Pay Group' dropdown menu, which is currently set to '12L' (12 Month Annual with Lag). Other fields include Employee Type (S - Salaried), Tax Location Code (001 - Clemson University), Holiday Schedule (CU - CU Holiday), and FICA Status (Subject).

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

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

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

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

**Step 16:** Click Calculate Compensation.

The screenshot shows the 'Compensation' form. At the top, there are fields for Effective Date (09/05/2015), Effective Sequence (0), HR Status (Active), and Payroll Status (Active). Below these are Action (Hire), Reason, and Job Indicator (Primary Job). A 'Go To Row' button is visible. The 'Compensation Rate' is set to 0.00 USD. The '\*Frequency' is set to Annual. A large arrow labeled 'Step 13' points to the 'Compensation Rate' field. Another arrow labeled 'Step 14' points to the 'Compensation Rate' field. A third arrow labeled 'Step 15' points to the '\*Frequency' dropdown menu. A fourth arrow labeled 'Step 16' points to the 'Calculate Compensation' button at the bottom. The 'Pay Components' section is visible below, showing a table with columns for \*Rate Code, Seq, Comp Rate, Currency, Frequency, and Percent.

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

Organizational Instance <span style="float: right;">?</span>					
Organizational Instance Rcd	0	Original Start Date	09/05/2015	<input type="checkbox"/> Override	
Last Start Date		First Start Date			
Termination Date				Years	Months
Org Instance Service Date	09/05/2015	<input type="checkbox"/> Override	↻	0	1
				Days	9

Organizational Assignment Data <span style="float: right;">?</span>					
Instance Record					
Last Assignment Start Date	09/05/2015	First Assignment Start	09/05/2015		
Assignment End Date				Months	Days
Home/Host Institution	Home			1	9
Company Service Date	09/05/2015	<input type="checkbox"/> Override	↻	0	1
Benefits Service Date	09/05/2015	<input type="checkbox"/> Override	↻	0	1
Seniority Pay Calc	09/05/2015	<input type="checkbox"/> Override	↻	0	1
Probation Date					
Professional Experience Date					
Business Title	Assistant Professor			Last Verification	
				Position Phone	864/656-3151

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

Employment Information	Cu Business Addr
<b>Emily Smail</b> Employee      Empl ID 060012      Empl Rcd # 1	
<b>Business Address</b>	
Address 1: 836 McMillan Rd.	
Address 2:	
Address 3:	
City: Clemson	State: SC <span style="float: right;">🔍</span>
Postal Code: 29634	
County: 39 <span style="float: right;">🔍</span>	Pickens
Last Updated By: TABITHH Harvey, Tabitha McCall	
Last Update: 08/03/15 11:56:59AM	

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

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

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

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

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

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

The screenshot displays the 'Earnings Distribution Type' configuration page. At the top, it shows 'Effective Date' as 09/05/2015 and 'Effective Sequence' as 0. Below this, there are fields for 'HR Status' (Active) and 'Payroll Status' (Active). A 'Go To Row' button is visible in the top right. The 'Compensation Rate' is set to USD, and 'Standard Hours' is 37.50. The '\*Earnings Distribution Type' is set to 'By Percent', which is highlighted by a brown arrow labeled 'Step 20'. The 'Work Period' is CU Weekly and 'Compensation Frequency' is Annual. Below this is the 'Job Earnings Distribution' section, which contains an 'Earnings Distribution' table. The table has columns for '\*Earnings Code', 'Compensation Rate', 'Percent of Distribution', and 'Standard Hours'. The 'Percent of Distribution' is set to 100.00, highlighted by a brown arrow labeled 'Step 21'. An 'Edit Account Code' button is located below the table, highlighted by a brown arrow labeled 'Step 22'. The interface also includes search and navigation controls like 'Find', 'First', '1 of 1', and 'Last'.

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

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

The screenshot displays the 'Benefit Status' page in a web application. At the top, there is a search bar for 'Benefit Record Number' and a 'Go To Row' button. Below this, several fields are populated: 'Effective Date' (09/05/2015), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Action' (Hire), 'Reason', and 'Job Indicator' (Primary Job). A section for '\*Benefits System' is set to 'Base Benefits', and 'Benefits Employee Status' is 'Active'. The 'Annual Benefits Base Rate' is shown with a currency selector set to 'USD'. Below this is the 'Benefits Administration Eligibility' section, which contains a 'BAS Group ID' field and nine 'Elig Fld' (Eligibility Field) input boxes. At the bottom of the screenshot, a 'Participation' section is visible, containing an '\*Effective Date' field (set to 10/19/2015) and a '\*Benefit Program' field. Two arrows point to these fields: a right-pointing arrow labeled 'Step 24A' points to the 'Effective Date' field, and a left-pointing arrow labeled 'Step 24B' points to the 'Benefit Program' field.

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

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

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

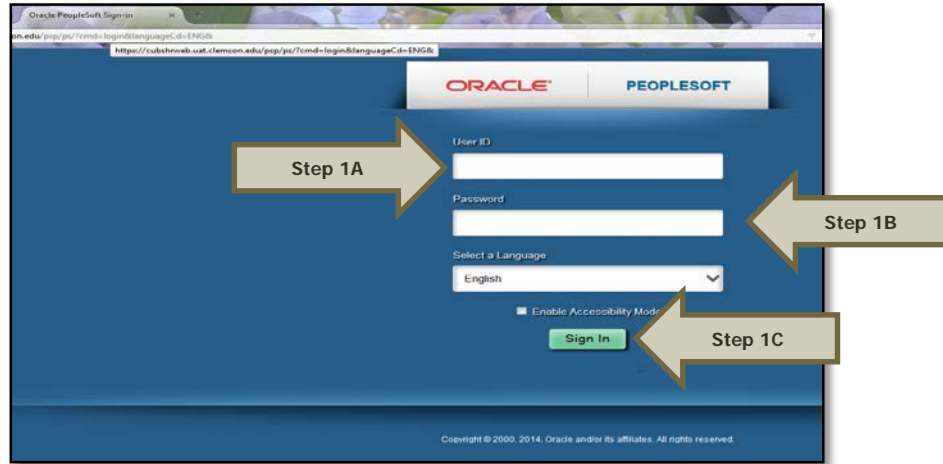
**Step 27:** If you are hiring a tenure-track faculty member, update the faculty tenure status by entering the Clemson Faculty Rank Date and Clemson Faculty Rank. Choose the appropriate tenure status and penultimate/post-tenure review date. If the faculty member already has tenure established, enter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

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

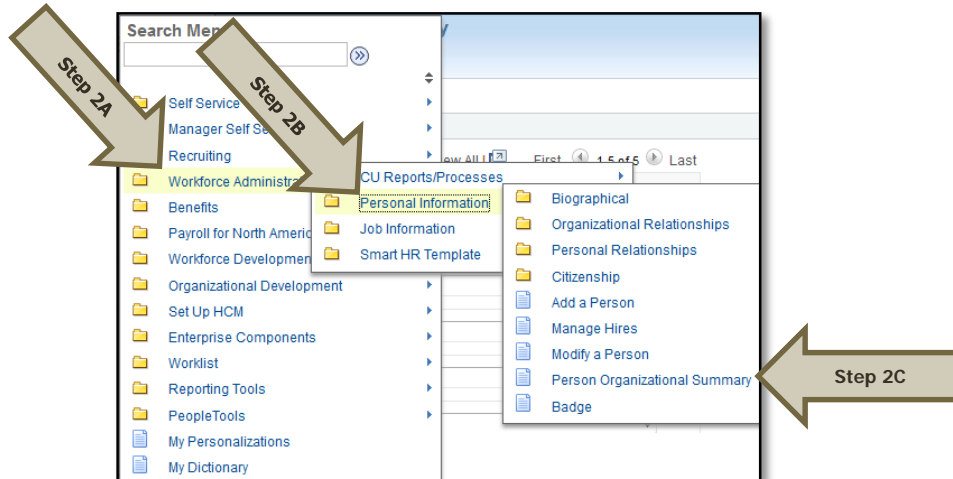
## Add Employee Instance (Add Additional Job)

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

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



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





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

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

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

The screenshot shows a search interface titled "Find an Existing Value". Under the "Search Criteria" section, there are several input fields, each with a "begins with" dropdown menu: Empl ID, Name, Last Name, Second Name, Alternate Character Name, Middle Name, and National ID. Below these fields is a "Case Sensitive" checkbox. At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

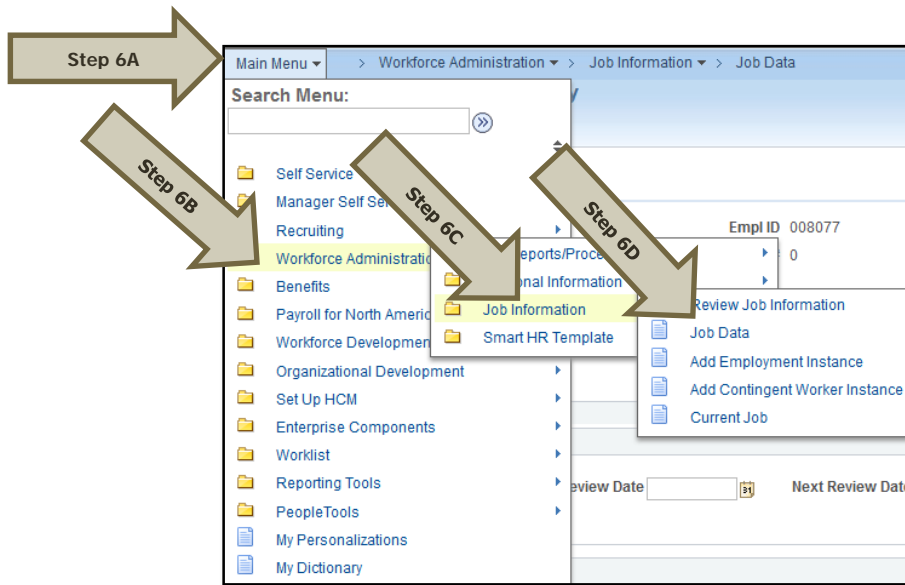
A large arrow labeled "Step 3" points to the search criteria input fields. Another large arrow labeled "Step 4" points to the "Search" button.

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

The screenshot shows the "Employment Instances" section with details for ORG Instance 0, HR Status Inactive, Last Hire 04/07/2014, and Termination Date 04/07/2014. Below this is the "Assignments" table, which has a "View All" link in the top right corner. A large arrow labeled "Step 5" points to the "View All" link.

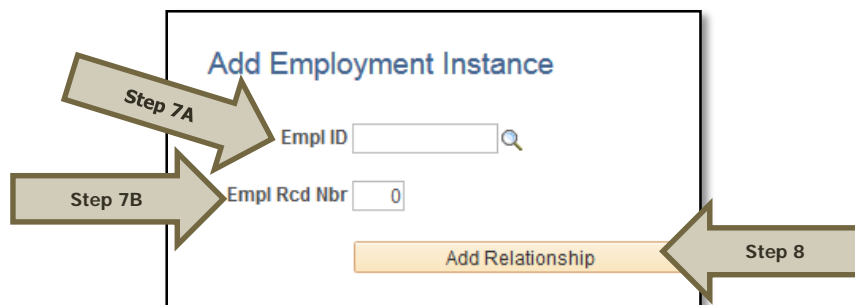
Employment Instances										
ORG Instance 0		Last Hire 04/07/2014			Termination Date 04/07/2014					
HR Status Inactive		Payroll Status Terminated								
Assignments										
Empl Rcd Nbr	Home/Host	HR Status	Payroll Status	Std Hrs/Wk	Empl Class	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
0	Home	Inactive	Terminated	5.00	U	04/07/2014	CLMSN	0737	04/07/2014	04/07/2014

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



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

**Step 8:** Click Add Relationship.



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

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

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

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

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

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

**OR**

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

The screenshot shows a web-based form for entering position information. The form is divided into several sections. The top section contains fields for \*Effective Date (12/01/2015), Effective Sequence (0), HR Status (Active), and Payroll Status (Active). To the right of these fields are dropdown menus for \*Action (Hire), Reason (Additional Job), and \*Job Indicator (Primary Job). Below this is a section for Position Number, Position Entry Date, and a checkbox for Position Management Record. The next section contains fields for \*Regulatory Region (USA), Company (CU), \*Business Unit (CLMSN), \*Department (0737), Department Entry Date (12/01/2015), \*Location (OUTD01), and Establishment ID (0001). The bottom section contains fields for Last Start Date (12/01/2015), Termination Date, Expected Job End Date, Last Updated By (Kristie Michelle Nieves), and Last Update Date/Time (08/05/2014 11:33:26AM). At the bottom of the form are tabs for Job Data, Employment Data, Earnings Distribution, Benefits Program Participation, and CU Review/Tenure Status. Arrows from the steps point to the following fields: Step 10 to Effective Date, Step 11 to Effective Sequence, Step 12 to Action, Step 13 to Reason, Step 14A to Position Number, and Step 14B to Department.

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

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

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

**Job Information** Find First 1 of 1 Last

Effective Date 05/16/2015 Go To Row

Effective Sequence 0 Action Enter Review Rating

HR Status Active Reason Enter Review Rating

Payroll Status Active Job Indicator Primary Job

---

Current

\*Job Code LA7500 Field Specialist II

Entry Date 11/16/2014

Supervisor Level Field Specialist Supv 003888 James T Gilchrist

Supervisor ID

Reports To 00001215

Regular/Temporary Regular \*Full/Part Full-Time

**Step 16** → Empl Class Classified

\*Classified Ind Classified

**Standard Hours**

Standard Hours 40.00 Work Period CU\_W CU Weekly

FTE 1.000000

Adds to FTE Actual Count?

**Contract Number**

USA

\*FLSA Status Nonexempt Work Day Hours

\*EEO Class None of the Above

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

Pay groups include:

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

Payroll Information ? Find First 1 of 1 Last

Effective Date 05/16/2015 Go To Row

Effective Sequence 0 Action Enter Review Rating

HR Status Active Reason Enter Review Rating

Payroll Status Active Job Indicator Primary Job

Current

Payroll System Payroll for North America

**Payroll for North America** ?

**Step 17** → Pay Group 12L ? 12 Month Annual with Lag

Employee Type S ? Salaried

Tax Location Code 001 ? Clemson University

Holiday Schedule CU ? CU Holiday

FICA Status Subject ?

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

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

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

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

**Step 21:** Click Calculate Compensation.

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

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

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

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

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

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

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

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

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

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

The screenshot shows the 'Benefit Status' section with the following details:

- Benefit Record Number: [ ]
- Effective Date: 09/05/2015
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Hire
- Reason: [ ]
- Job Indicator: Primary Job
- \*Benefits System: Base Benefits
- Annual Benefits Base Rate: [ ] USD
- Benefits Employee Status: Active
- ACA Eligibility Details: [ ]
- Clemson ACA Type: [ ]

The 'Participation' section at the bottom shows:

- \*Effective Date: 10/19/2015
- \*Benefit Program: [ ]

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

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

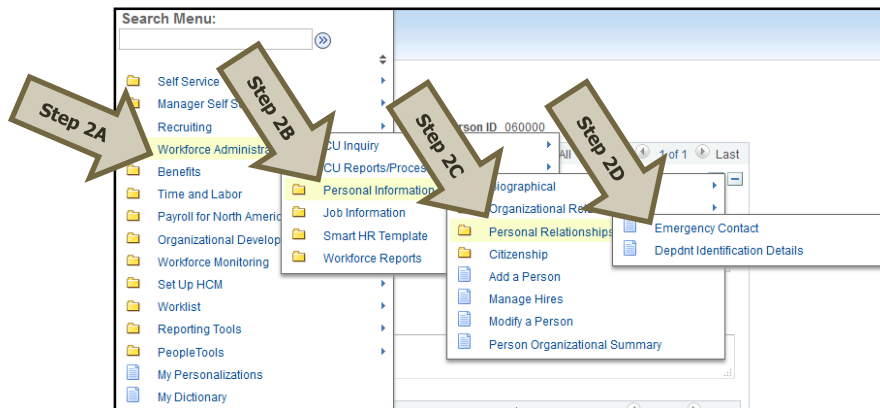


## Add Emergency Contact

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

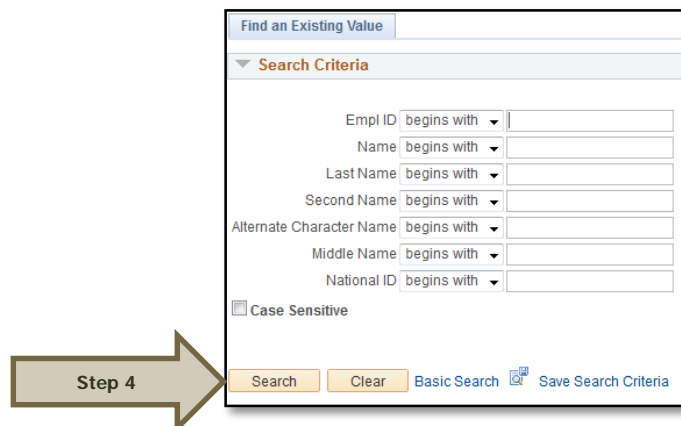


**Step 2:** Navigate to Main Menu > (A) Workforce Administration > (B) Personal Information > (C) Personal Relationships > (D) Emergency Contact.



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

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



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

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

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

**Step 7:** Enter the Contact Phone Number.

**Step 8:** Click Save to save the entry.

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

The screenshot shows the 'Emergency Contact' form for a new employee. The form includes the following fields and options:

- \*Contact Name:** Dennis Nash
- Primary Contact**
- Same Address as Employee**
- Same Phone as Employee**
- \*Relationship to Employee:** Parent
- Address Type:** Home
- Employee's Current Address:**
  - Country: USA United States
  - Address: 220 Edgewood Dr, Seneca, SC 29678-6514
- Contact Phone:** Phone 864/247-1332

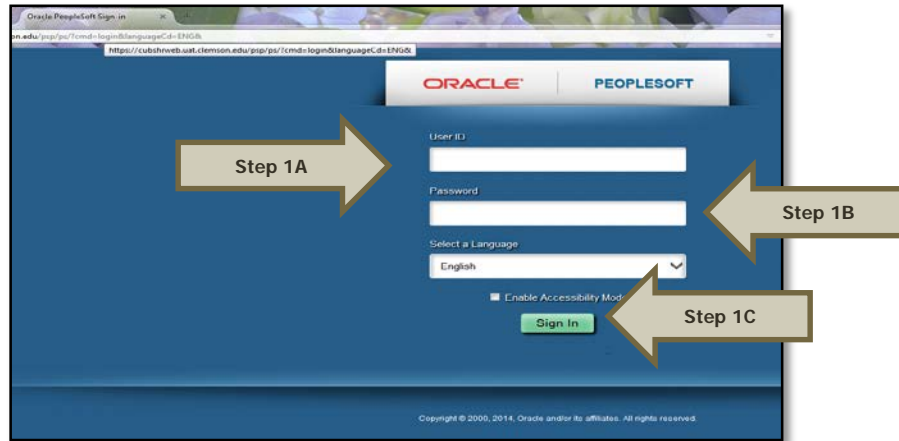
**Step 9:** Click on Other Phone Numbers to add an additional phone number. Click the plus icon to add more phone numbers in the Other Phone Numbers section.

The screenshot shows the 'Emergency Contact' form for an existing employee, Hannah Nash (Person ID 060003). The form includes the following fields and options:

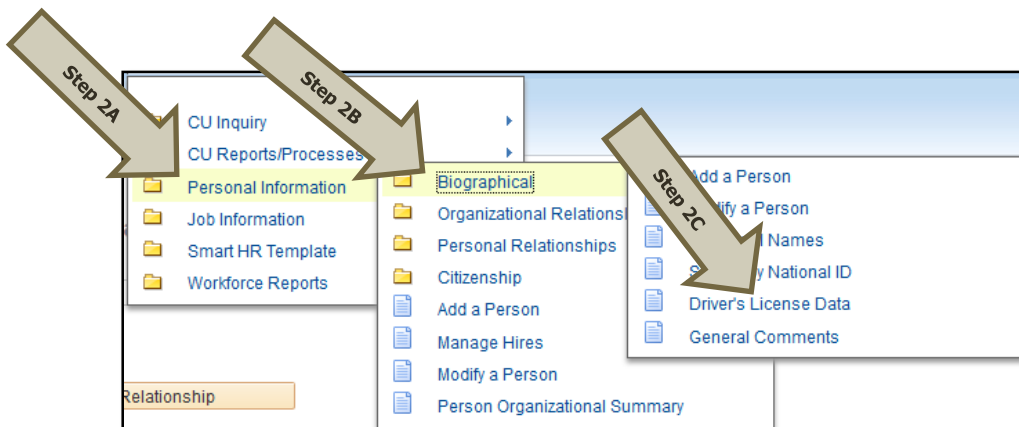
- Contact Name:** Dennis Nash
- Relationship to Employee:** Parent
- Primary Contact**
- Other Phone Numbers for Emergency Contact:**
  - \*Phone Type: [Dropdown]
  - Phone: [Text Box]

## Add Driver's License

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



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



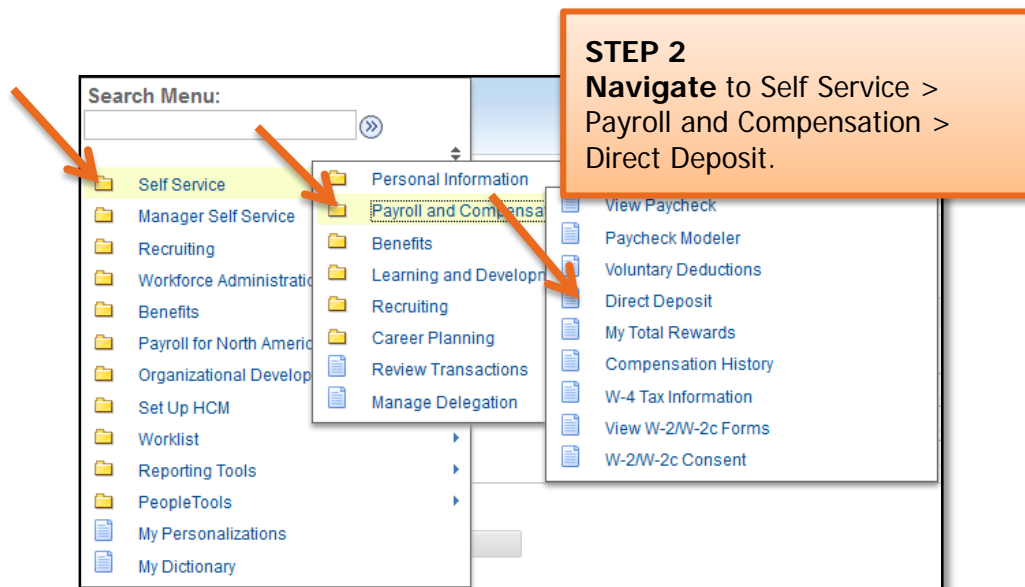
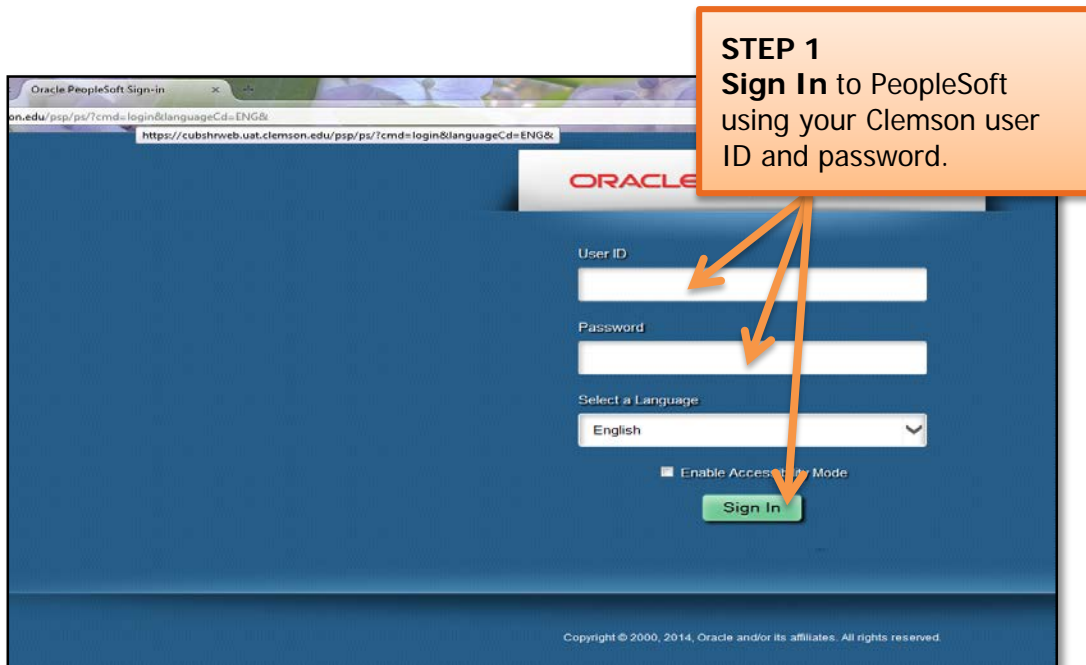
**Step 3:** To add the driver's license information for a new employee, type the driver's license number, select the issuing country and state from the available options and select the license type from the available options. Click Save to save the record.

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

The image shows two stacked forms in a software application. The top form is titled "Driver's License Information" and includes the following fields: "Driver's License Nbr" (text input with value "S-165-603-092-623"), "License Suspended" (checkbox), "Country" (dropdown with value "USA" and search icon), "State" (dropdown with value "MD" and search icon), "Issue Location" (text input), "Issuing Authority" (text input), "Valid from" (calendar icon), "Valid To" (calendar icon), "Number of Violations" (text input with value "0"), "Number of Points" (text input with value "0"), and "Comment" (text area). The bottom form is titled "License Type" and includes the "License Type" dropdown with value "C" and search icon. Both forms have navigation controls: "Find | View All", "First", "1 of 1", and "Last".

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

# Quick Reference: Direct Deposit



# Quick Reference: Direct Deposit

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

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

Message

Direct Deposit Authorization (8000,2)

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

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

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

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

OK

## *Adding a New Account*

Direct Deposit Information

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

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

**Direct Deposit Details**

Account Type	Routing Number	Account Number	Deposit Type	Amount or Deposit Percent Order	Edit	Remove
Checking	053100465	392547150	Balance of Net Pay	999		

Add Account

# Quick Reference: Direct Deposit

**Add Direct Deposit**  
Ralph Kramden

**Your Bank Information**

Routing Number  [View Check Exam](#)

**Distribution Instructions**

Account Number

Retype Account Number

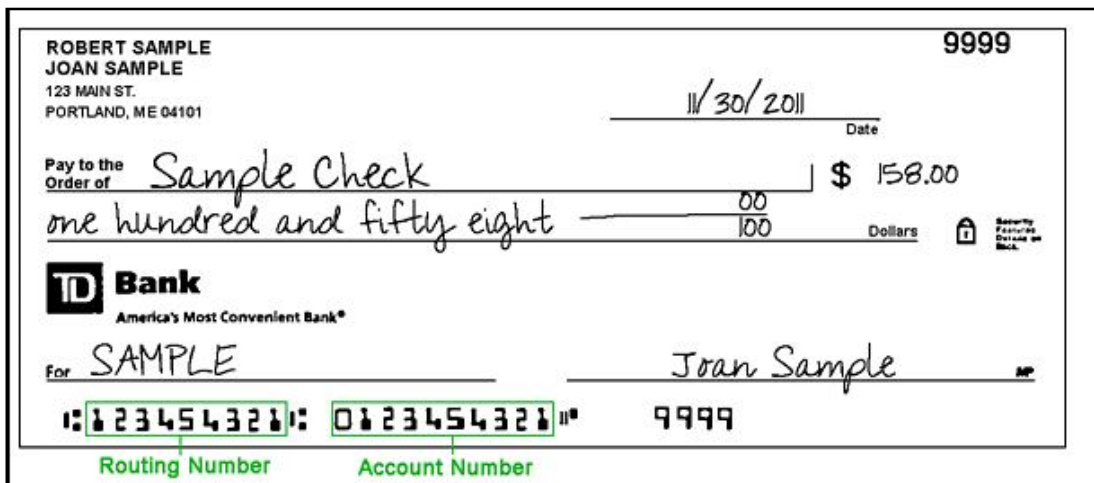
\*Account Type

\*Deposit Type

Amount or Percent

\*Deposit Order  (Example: 1 = First Account Processed)

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



## *Editing an Account*

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

[Direct Deposit Information](#)

One account must be designated as Deposit Type Balance. If not, the system will convert the account with the highest Deposit Order value to Deposit Type Balance.

**Direct Deposit Details**

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	053100465	392547159	Balance of Net Pay		999		

[Add Account](#)

**Your Bank Information**

Routing Number  [View Che](#)

**Distribution Instructions**

Account Number

Retype Account Number

\*Account Type

\*Deposit Type

Amount or Percent

\*Deposit Order  (Example: 1 = First Account Processed)

[Submit](#)

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



# Quick Reference: Direct Deposit

## *Removing an Account*

**Direct Deposit Information**

One account must be designated as Deposit Type Balance. If not, the the account with the highest Deposit Order value to Deposit Type Balance

**Direct Deposit Details**

Account Type	Routing Number	Account Number	Deposit Type	Amount or De Percent Order	Edit	Remove
Checking	053100465	123456789	Balance of Net Pay	999		

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

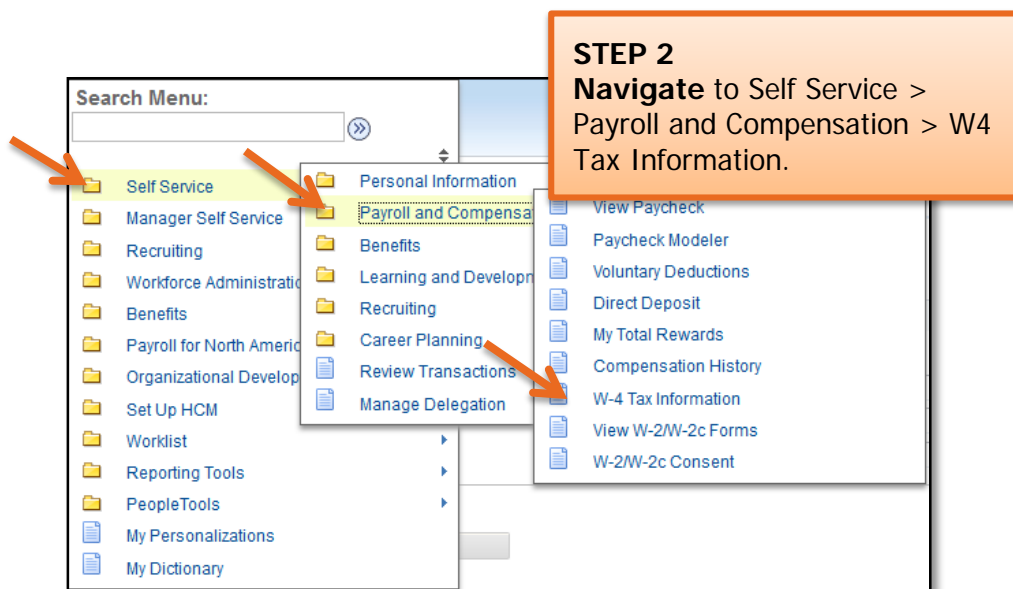
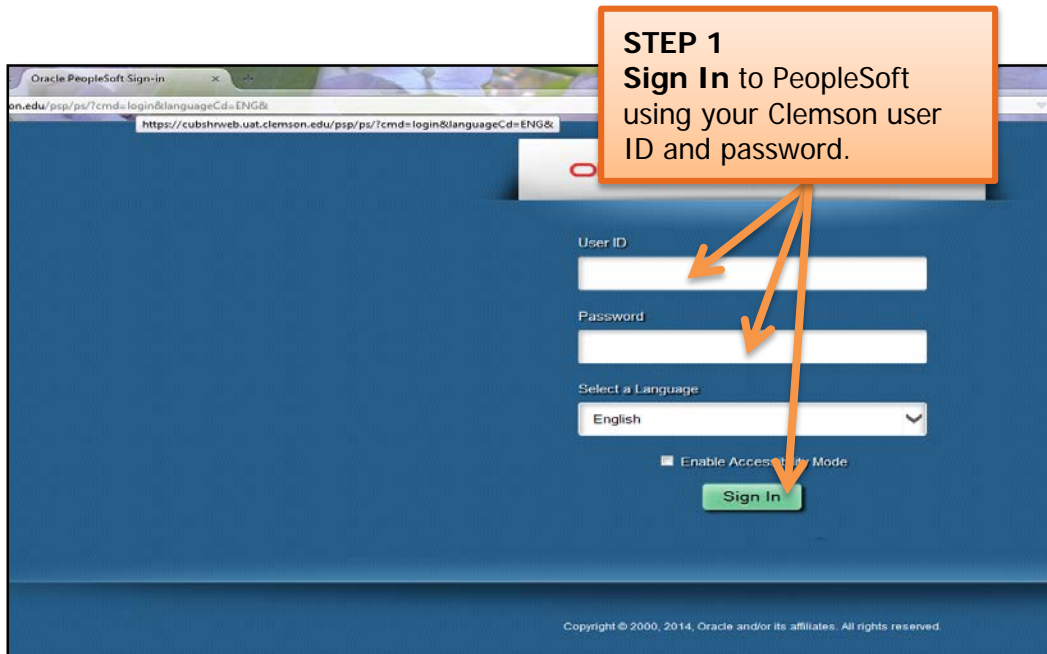
**Direct Deposit**

**Delete Confirmation**

? Are you sure you want to delete this Deposit Account: 3925- 12345

**STEP 2 (Remove Account)**  
Click Yes - Delete to confirm removal of the account.

# Quick Reference: Updating W-4 Tax Information



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

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

# Quick Reference: Updating W-4 Tax Information

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

**W-4 Tax Information**

Ralph Kramden  
Clemson University

Social Security Number 123-45-6789

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

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

**Home Address**

123 Tiger Way  
Clemson, SC 29670

**W-4 Tax Data**

Enter total number of Allowances you are claiming

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

Indicate Marital Status  Single  Married

Check here and select Single status if married but withholding at single rate.  
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.  
You must call 1-800-772-1213 for a new card.

**Exemption**

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

Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.

This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

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

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

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

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

**STEP 6**  
Click Submit to save your entries.

# Quick Reference: Updating W-4 Tax Information

## STEP 7

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

**Verify Identity**

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: RKRAMDEN

Password:

You will receive a confirmation notification (see below).

**Submit Confirmation**

The Submit was successful.

However, due to timing, your change may not be reflected on the next paycheck.

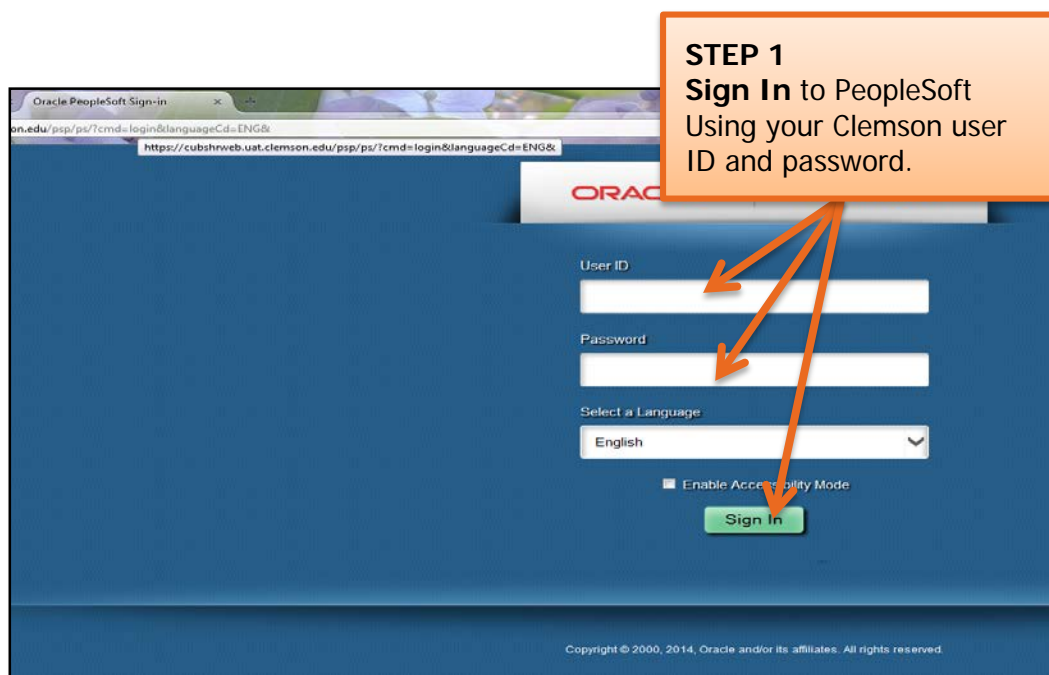
**Important Information:** You are allowed to make changes to your W-4 once a day. If you attempt to enter changes more than once, the error message below will appear.

**Message**

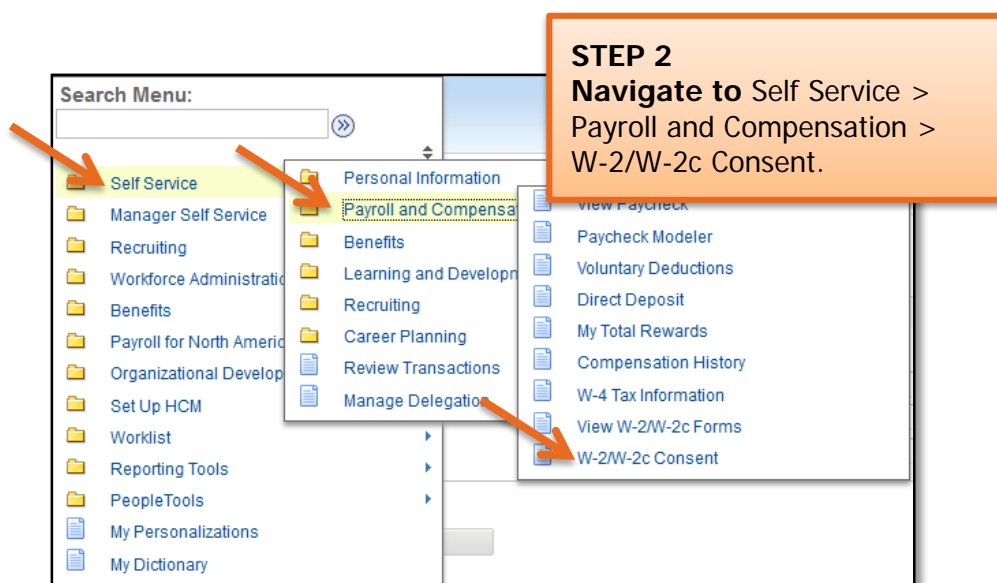
You are only allowed to make W4 changes once per day. If you require assistance, please contact payroll at 656-4884.

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

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



## *W-2/W-2c Consent/Consent Withdrawal*



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

**W-2/W-2c Consent Form**  
Ralph Kramden

Submit or withdraw your consent to receive electronic W-2 and W-2c forms.

You are consenting to receive an on-line/electronic W-2. This consent must be completed prior to January 22, 2016 to prevent a paper copy from also being generated. Any consent completed after the January 22, 2016 deadline will result in a W-2 paper copy being printed and mailed to you. However, you will still be able to access the electronic version of your W-2 as long as you are an active employee.

Your Current Status: Consent Withdrawn

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

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

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

**Verify Identity**

To protect your privacy, verify your identity by typing your password. If you

User ID: RKRAMDEN

Password:

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

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

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

Your Current Status: Consent received.

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

Submit

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

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

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

User ID: RKRAMDEN  
Password:

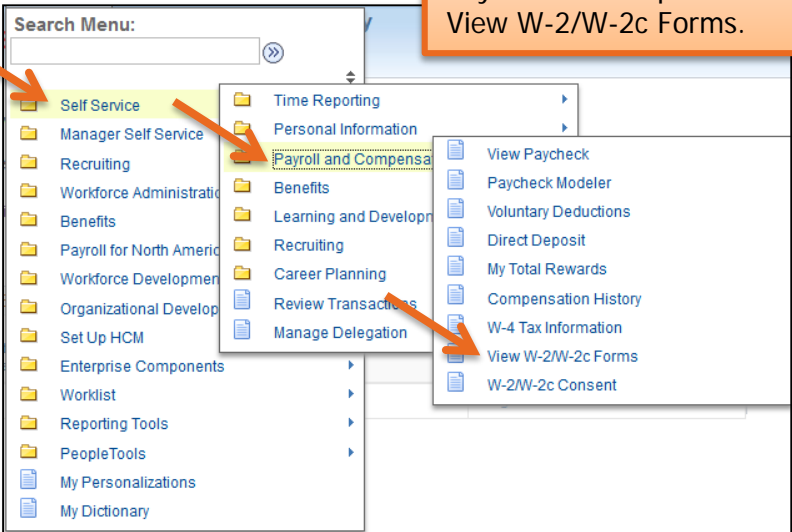
Continue Cancel

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

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

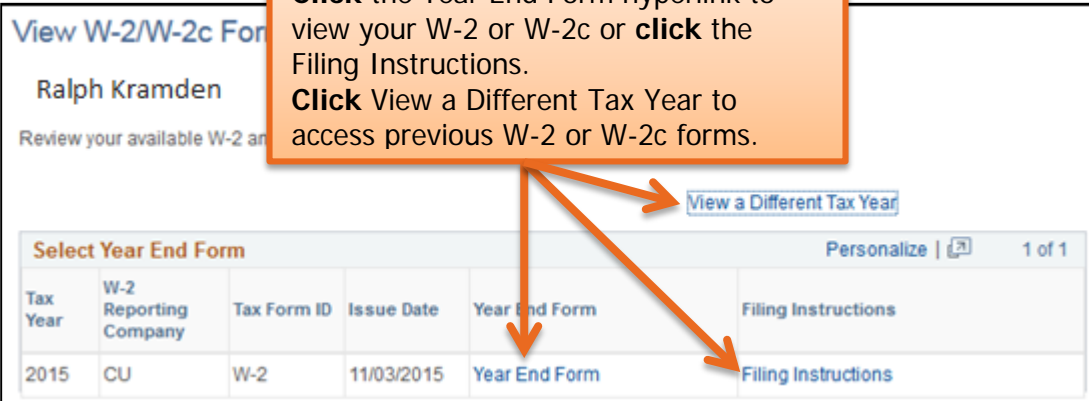
## Viewing W-2/W-2c Online

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



The screenshot shows a 'Search Menu' with a list of categories. 'Self Service' is highlighted in yellow. An arrow points to 'Self Service'. A sub-menu is open for 'Payroll and Compensation', and an arrow points to it. Within this sub-menu, 'View W-2/W-2c Forms' is highlighted, with an arrow pointing to it.

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

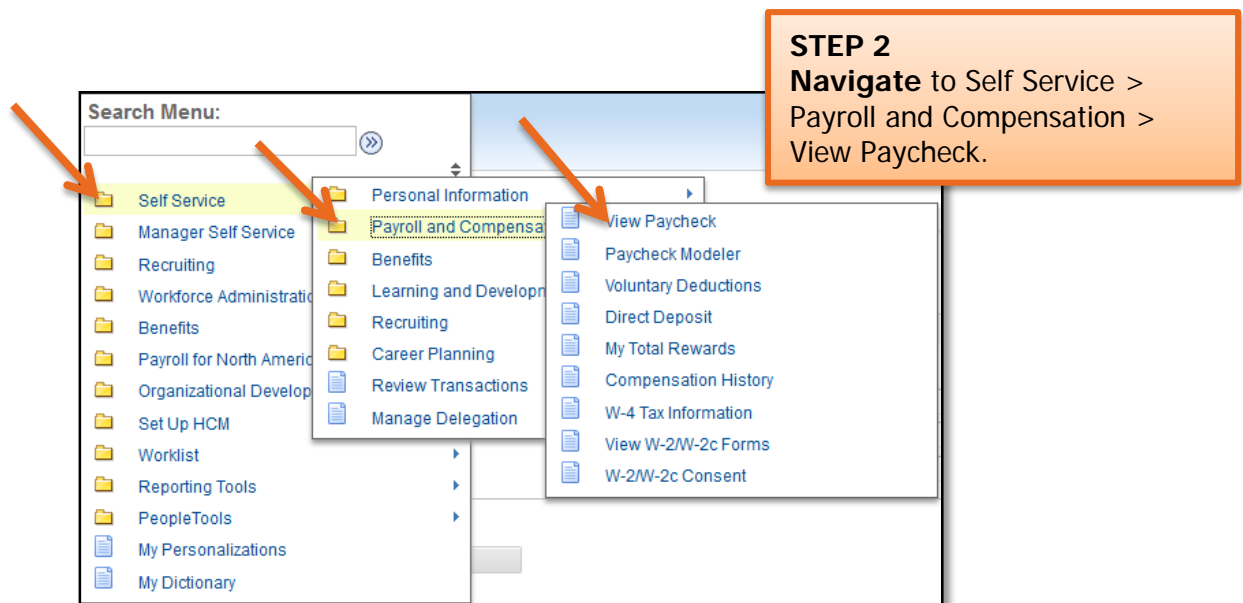
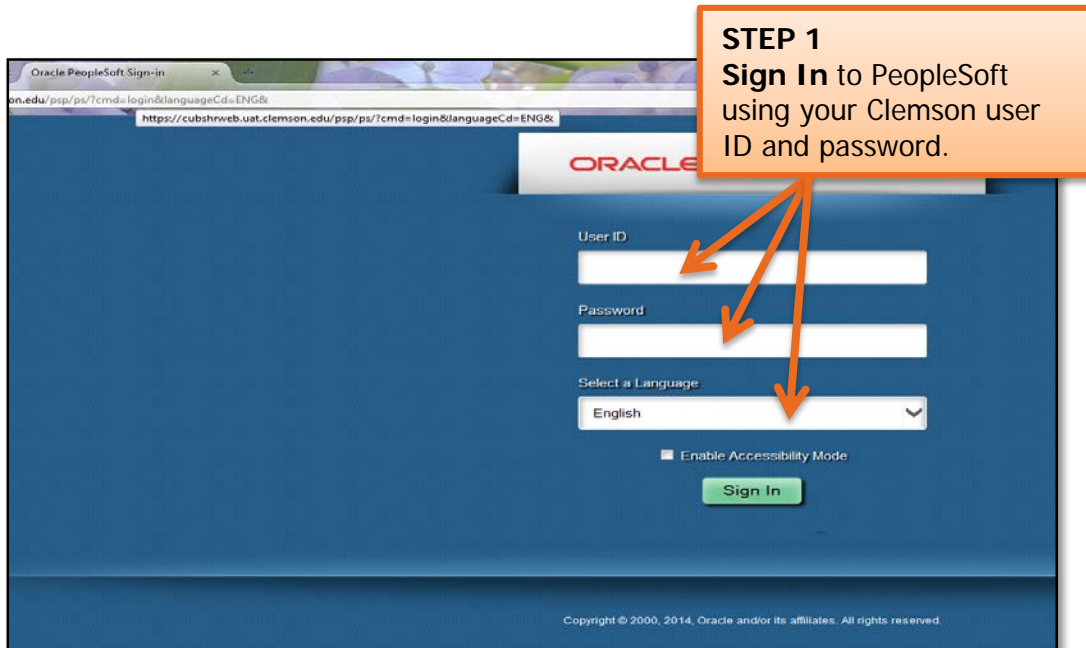


The screenshot shows the 'View W-2/W-2c Forms' page for 'Ralph Kramden'. It includes a 'View a Different Tax Year' link and a table titled 'Select Year End Form'. The table has columns for Tax Year, W-2 Reporting Company, Tax Form ID, Issue Date, Year End Form, and Filing Instructions. Arrows from the text above point to the 'Year End Form' and 'Filing Instructions' links in the table, and to the 'View a Different Tax Year' link.

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2015	CU	W-2	11/03/2015	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>



# Quick Reference: View Paycheck



# Quick Reference: View Paycheck

**View Paycheck**  
Ralph Kramden  
Review your available paychecks. Select the check date of the paycheck you would like to review.

▼ **Select Paycheck** Personalize | Find | View 10

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Check Number	Check Status
11/13/2015	<a href="#">View Paycheck</a>	Clemson University	10/16/2015	10/31/2015	\$1264.45	2827898	<input checked="" type="checkbox"/>
09/30/2015	<a href="#">View Paycheck</a>	Clemson University	09/01/2015	09/15/2015	\$1264.46	2818350	<input checked="" type="checkbox"/>
09/15/2015	<a href="#">View Paycheck</a>	Clemson University	08/16/2015	08/31/2015	\$1264.45	2809229	<input checked="" type="checkbox"/>
08/31/2015	<a href="#">View Paycheck</a>	Clemson University	08/01/2015	08/15/2015	\$1263.58	2801423	<input checked="" type="checkbox"/>
08/14/2015	<a href="#">View Paycheck</a>	Clemson University	07/16/2015	07/31/2015	\$1263.87	2791965	<input checked="" type="checkbox"/>
07/31/2015	<a href="#">View Paycheck</a>	Clemson University	07/01/2015	07/15/2015	\$1263.87	2785002	<input checked="" type="checkbox"/>
07/15/2015	<a href="#">View Paycheck</a>	Clemson University	06/16/2015	06/30/2015	\$1266.20	2777944	<input checked="" type="checkbox"/>
06/30/2015	<a href="#">View Paycheck</a>	Clemson University	06/01/2015	06/15/2015	\$1266.20	2770849	<input checked="" type="checkbox"/>

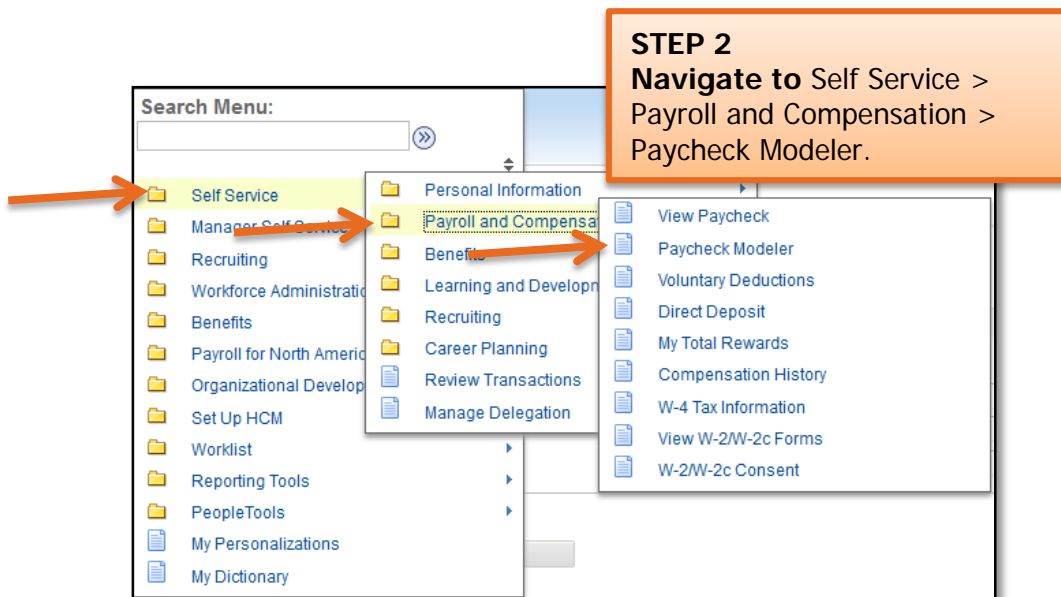
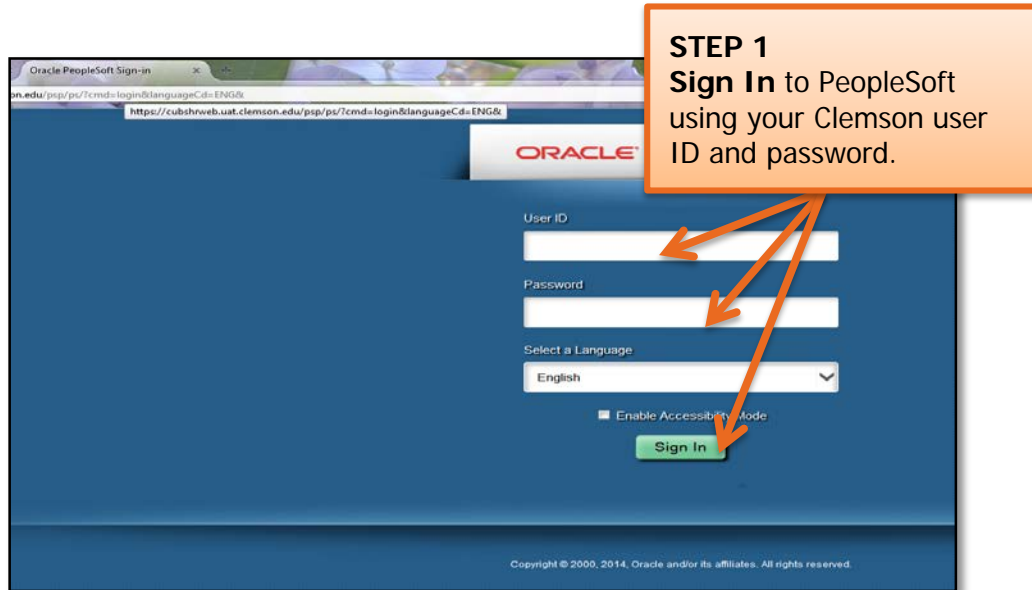
**STEP 3**  
Click the View Paycheck hyperlink for the paycheck you wish to view.

A copy of your paycheck stub will display. (Enable pop ups if you don't see it.)

<b>Clemson University</b> 201 Sikes, Clemson University Clemson, SC 29634-5337		Pay Group: 12A-12 Month Annual Pay Begin Date: 10/16/2015 Pay End Date: 10/31/2015		Business Unit: CLMSN Advice #: 000000002827898 Advice Date: 11/13/2015							
Ralph Kramden 123 Tiger Way Clemson, SC 29671		Employee ID: 005381 Department: 5337-Human Resources Location: Riggs Hall Job Title: Human Resources Mgr II Pay Rate: \$51,324.00 Annual		<b>TAX DATA:</b> Marital Status: Single Allowances: 0 Addl. Percent: Addl. Amount:							
				Federal: n/a SC State: 0							
HOURS AND EARNINGS						TAXES					
Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	Description	Current	YTD	Description	Current	YTD
Regular			2,138.50	1,552.50	40,631.50	Fed Withholding	264.62	5,040.76	Fed MED/EE	29.80	566.22
						Fed OASDI/EE	127.40	2,421.07	SC Withholding	117.37	2,233.75
<b>TOTAL:</b>	0.00	2,138.50	1,552.50	40,631.50		<b>TOTAL:</b>	539.19	10,261.80			
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS					
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
State Health Standard Pre Tax	71.93	1,366.67	Supp LTD Plan 1	6.65	140.43	State Health Standard Pre Tax	264.44	5,024.36	State Health Standard Pre Tax	264.44	5,024.36
State Vision Plan Pre Tax	3.50	66.50	SC Credit Union	20.00	380.00	State Dental Pre Tax	5.86	111.34	State Dental Pre Tax	5.86	111.34
Optional Life Pre-Tax	17.76	337.44	Tiger Stripe Deduction	10.00	190.00	Basic Life	0.14	2.66	Basic Life	0.14	2.66
Deferred Compensation 401k	25.00	475.00				Optional Life Pre-Tax*	15.05	285.95	Optional Life Pre-Tax*	15.05	285.95
South Carolina Retirement Sys	174.50	3,271.04				State Basic LTD	1.61	30.59	State Basic LTD	1.61	30.59
Health/Dental Adm. Fee	0.14	2.66				South Carolina Retirement Sys	350.50	6,533.74	South Carolina Retirement Sys	350.50	6,533.74
Pre-tax Parking Fee/50k-70k	5.38	94.72				Work Comp (prof/cler)	19.25	365.75	Work Comp (prof/cler)	19.25	365.75
<b>TOTAL:</b>	298.21	5,614.03	<b>TOTAL:</b>	36.65	710.43	<b>*TAXABLE</b>					
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY			
Current	2,138.50	1,855.34	539.19	334.86	1,264.45	Current	2,138.50	1,855.34	539.19	334.86	1,264.45
YTD	40,631.50	35,303.42	10,261.80	6,324.46	24,045.24	YTD	40,631.50	35,303.42	10,261.80	6,324.46	24,045.24
YEAR-TO-DATE		PAID TIME OFF		SICK LEAVE		NET PAY DISTRIBUTION					
Start Balance	298.7	141.5	84.4	0.0	0.0	Advice #000000002827898	Account Type	Account Number	Deposit Amount		
+ Earned	141.5	84.4	0.0	0.0	0.0		Checking	Ends in 7159	\$1,264.45		
+ Bought	0.0	0.0	0.0	0.0	0.0						
- Taken	114.8	41.0	0.0	0.0	0.0						
- Sold	0.0	0.0	0.0	0.0	0.0						
+ Adjustments	0.0	0.0	0.0	0.0	0.0						
<b>End Balance</b>	<b>325.4</b>	<b>157.4</b>				<b>TOTAL:</b>				<b>\$1,264.45</b>	

# Quick Reference: Paycheck Modeler

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



# Quick Reference: Paycheck Modeler

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

**Start** - Step 1 of 6

**Welcome**

The Paycheck Modeler can be used to calculate a hypothetical check by changing your earnings, and/or deductions, and/or tax withholding status. It will start with the standard earnings, deductions and taxes that normally appear on your paycheck.

To start, you must acknowledge and agree that you understand the Paycheck Modeler usage terms and conditions.

**Agree to the Usage Terms and Conditions**

- The Paycheck Modeler contains confidential information that is intended for Gregory M Carlton only. If you are not Gregory M Carlton, exit the application immediately and notify the Payroll Department.
- Usage of the Modeler is intended to provide general guidance and estimates.
- The check generated by the Modeler is not a genuine paycheck. There is no guarantee that you will receive the modeled results.

You should not make financial or benefit related decisions based on the modeled check results.

Yes, I have reviewed and agree to the terms and conditions.

Exit | Let's Get Started >

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

**Earnings** - Step 2 of 6

**Job Title: Information Tech Mgr**

This step provides a list of the proposed earnings for your modeled check. You can modify or clear the amounts in the list, as well as add additional earnings.

**My Earnings**

Earnings Type	Hours	Rate	Amount	Edit	Clear Amount
Regular		\$48.391315	\$3946.92		
Personal Communication Stipend			\$55.00		

Add Earnings | Clear All Amounts

Exit | Next >

# Quick Reference: Paycheck Modeler

**Edit Earnings**

\*Earnings Type

Hours

Amount

Override Rate

\* Required Field

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

Start Earnings **Deductions**

**Deductions - Step 3 of 6**

Job Title: Information Tech Mgr

This step provides a list of the proposed deductions for your modeled check. You can modify or clear the amounts in the list, as well as add additional deductions. Deductions using a percentage will be based on the total gross earnings from the modeled check and will automatically be calculated in a subsequent step.

**My Deductions**

Deduction	Type	Amount	Percentage of Gross	Edit	Clear Amount
Pre-tax Parking Fee/over 90k	Before-Tax	\$8.34			
South Carolina Retirement S...	Before-Tax	\$322.07			
VALIC 403b	Before-Tax	\$400.00			

Exit | Previous Next

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

# Quick Reference: Paycheck Modeler

**Add Deductions**

\*Deduction

\*Type

\*Flat Amount or Percent

Amount

Percent

\* Required Field

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

**Deductions - Step 3 of 6**

Job Title: Information Tech Mgr

This step provides a list of the proposed deductions for your modeled check. You can modify or clear the amounts in the list, as well as add additional deductions. Deductions using a percentage will be based on the total gross earnings from the modeled check and will automatically be calculated in a subsequent step.

**My Deductions**

Deduction	Type	Amount	Percentage of Gross		Clear Amount
Pre-tax Parking Fee/over 90k	Before-Tax	\$8.34			
South Carolina Retirement Sys	Before-Tax	\$322.07			
VALIC 403b	Before-Tax	\$400.00			

|

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

# Quick Reference: Paycheck Modeler

**Edit Deductions**

\*Deduction VALIC 403b

\*Type Before-Tax

\*Flat Amount or Percent Amount

Amount \$400.00

Percent

\* Required Field

OK Cancel

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

Start Earnings Deductions Taxes

**Taxes - Step 4 of 6**

**Job Title: Information Tech Mgr**

You can modify tax withholding information for the modeled check.

The tax jurisdiction(s) are based on your current tax information. Only the jurisdictions that allow withholding changes using a tax withholding form are displayed.

**My Tax Withholding Information**

Tax Jurisdiction	Edit
Federal	
South Carolina	

Exit Previous Next

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

# Quick Reference: Paycheck Modeler

**Federal Tax Withholding**

The following information is based on your Federal Tax Withholding form W-4.

Special Tax Status                      None

Tax Status                                  Married

Select your marital tax status.

Withhold at Single Rate

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

Withholding Allowances                0

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

Additional Withholding Amount        \$0.00

Enter the additional amount to withhold from your model check.

OK      Cancel

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

Start      Earnings      Deductions

Calculate - Step 5 of 6

Job Title: Information Tech Mgr

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

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

Calculate My Modeled Check

Exit      Previous      Next

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



# Quick Reference: Paycheck Modeler

Results Page is displayed

Start Earnings Deductions Taxes Calculate Results

Results - Step 6 of 6

Job Title: Information Tech Mgr

Entered

Total Gross Earnings	\$4,001.92	Details
Total Employee Taxes	\$870.56	Details
Total Deductions	\$730.41	Details
Net Pay	\$2,400.95	

Print My Modeled Check Print My Changes

Current Address

Select Related Actions to navigate to other paycheck related Payroll and Benefits sites.

Related Actions

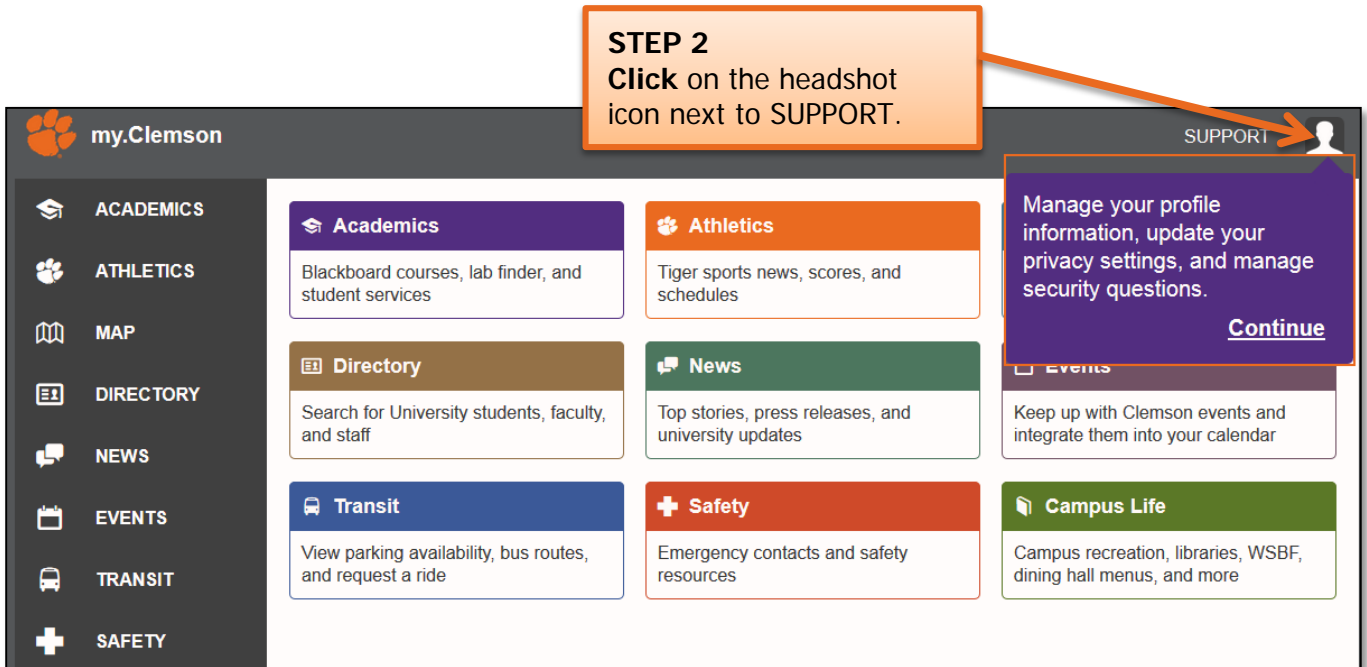
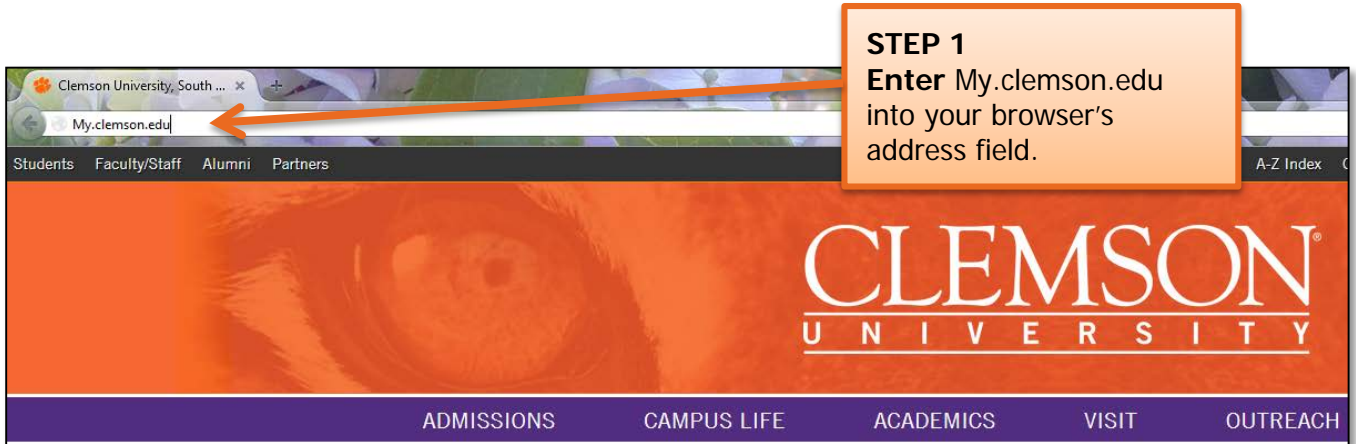
60% Net Pay 18% Before Tax 22% Taxes

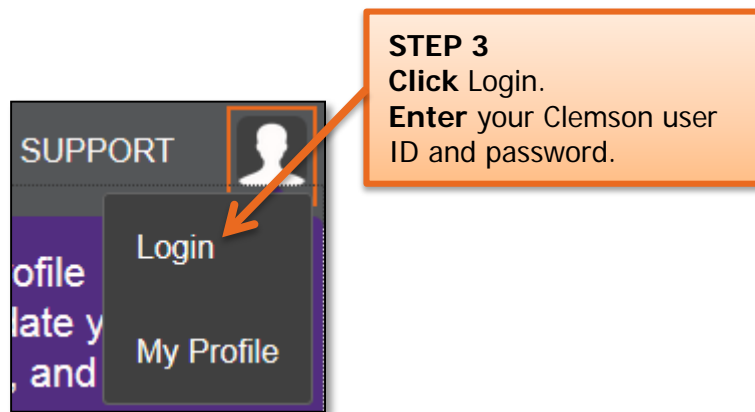
Segment	Amount	Percentage
Taxes	\$870.56	22%
Before-Tax Deductions	\$730.41	18%
Net Pay	\$2,400.95	60%

Exit Previous

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

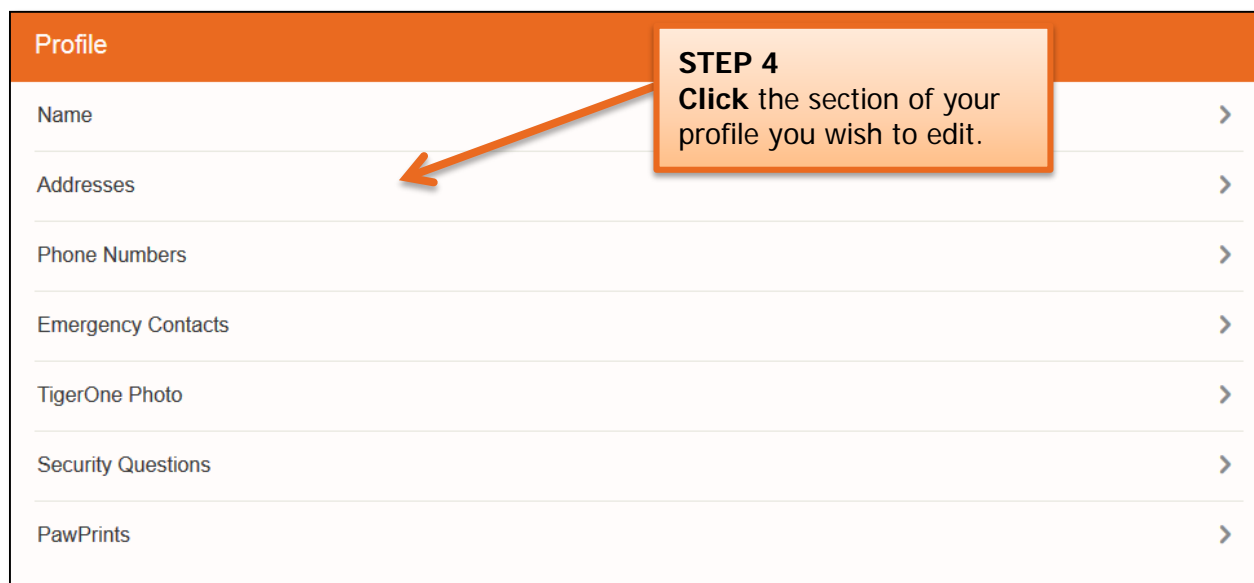
# Quick Reference: My.clemson.edu





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

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



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

## *Name Change*

---

### **Name**

#### **How do I change my name?**

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

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

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

#### **Human Resources:**

Bring your new Social Security card to the Human Resources Office, located at the [Administrative Service Building](#).



## Mailing Address Change

**My Addresses**

Local

Permanent

**Mailing** 204 Melton Rd >

What these addresses mean:

- Local:
  - where I live this semester
  - used by Student Services
  - not shown in the phonebook
- Permanent:
  - my physical address year-round
  - used by Student Services
  - not shown in the phonebook
- Mailing:
  - where I receive mail (including official/tax documents)
  - used by HR and Student Services
  - not shown in the phonebook

**Mailing**

ADDRESS LINE 1

ADDRESS LINE 2

CITY Pendleton

STATE South Carolina

POSTAL CODE 29670-9334

COUNTRY United States

This address is:

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

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

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

**Mailing**

ADDRESS LINE 1 \* 123 Tiger Street

ADDRESS LINE 2

CITY \* Clemson

STATE \* South Carolina

POSTAL CODE \* 29631

COUNTRY \* United States

This address is:

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

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

SAVE CANCEL

## Phone Number Change

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

**Phone Numbers**

My Phone Numbers

Cell Phone	(864) 123-4569
Primary Phone	(864) 123-4569
CU Safe Alert Number	(864) 123-4569

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

PHONE NUMBER \* 8643751462

This phone number:

- used by Student Services
- not shown in the phonebook

SAVE CANCEL

## Emergency Contact Change

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

Emergency Contacts

Emergency Contacts	
Alice Kramden	Spouse >
Trixie Norton	Sibling >

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

FIRST NAME \*  
LAST NAME \*  
RELATIONSHIP \*  
PHONE NUMBER \*  
ALTERNATE PHONE NUMBER  
EMAIL ADDRESS

SAVE DELETE CANCEL

## TigerOne Photo Visibility

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

Photo Privacy Settings

PHOTO

Not Visible  
Visible To Everyone  
Visible To Clemson Users  
Not Visible

VISIBILITY \*

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

SAVE CANCEL

## Security Questions

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

Security Questions

Alternate Email Address

ADD NEW SECURITY QUESTION

ATTACH AN EMAIL ADDRESS



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

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

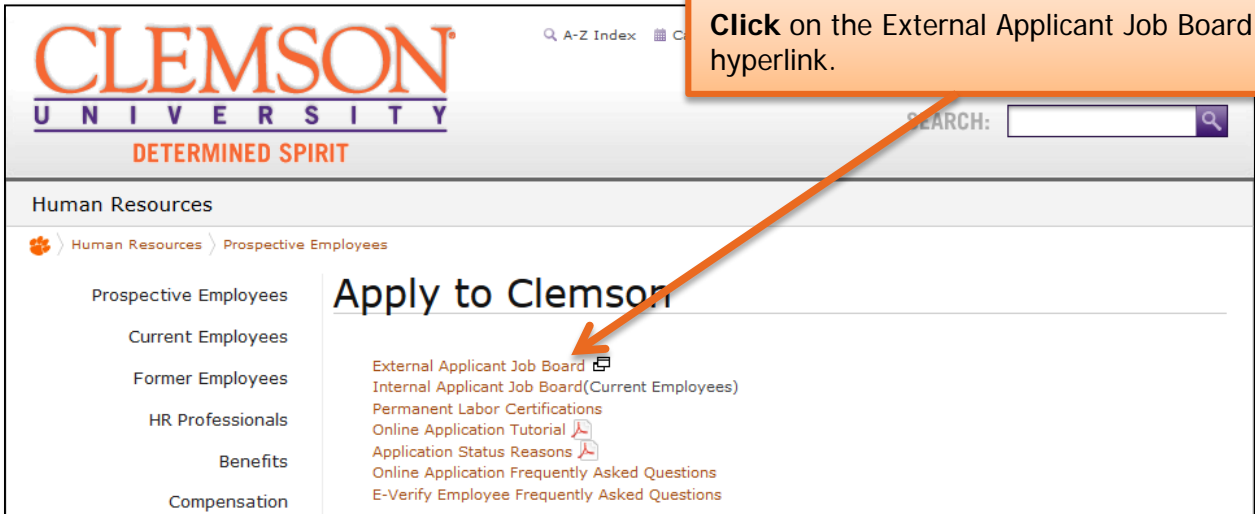
**STEP 4**  
To log out, Click the X icon to close your browser.

# Quick Reference: Applying for a Staff Position

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

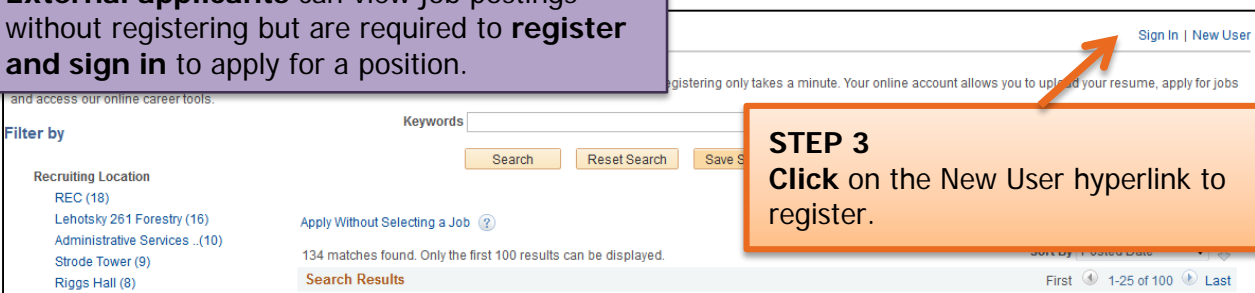


**STEP 1**  
Navigate to the Clemson webpage by going to <http://www.clemson.edu/employment/> and clicking on Employment Opportunities.



**STEP 2**  
Click on the External Applicant Job Board hyperlink.

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



**STEP 3**  
Click on the New User hyperlink to register.

# Quick Reference: Applying for a Staff Position

## STEP 4

If you are a registered applicant, **sign in** using your User Name and Password.

If you are a first-time user, **click** the Register Now hyperlink to create a User Name and Password.

The screenshot shows a 'Sign In' form with the following elements: a heading 'Sign In', a message 'You must sign in to continue.', two input fields for '\*User Name' and '\*Password', a 'Sign In' button, a link for 'Don't have a User Name or Password?' which points to a 'Register Now' link, and two links for 'Forgot User Name' and 'Forgot Password'. A red arrow points from the 'Register Now' link in the text box above to the 'Register Now' link in the screenshot.

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

## STEP 5A

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

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

## STEP 5B

**Select** the position title hyperlink to view the position information.

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

# Quick Reference: Applying for a Staff Position

## Important Information:

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

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

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

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

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

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

Start - Step 1 of 6

# Quick Reference: Applying for a Staff Position

## *Application Process*

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

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

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

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

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

**Agreements**

**Application Terms & Agreements**

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

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

I have read and agree to the above terms and agreements

Exit | Save as Draft | < Previous | Next >

### STEP 1

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

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

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

**Resume Options**

Attach Resume

Use Existing Resume

Copy & Paste Resume

Please provide us with your cover letter.

**Cover Letter**

Attach Cover Letter Provide us with your cover letter

Exit | Save as Draft | < Previous | Next >

### STEP 2 (Options for attaching your resume/cover letter)

Click Attach Resume then select the file you wish to upload.

**OR**

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

**OR**

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

**AND**

Attach a cover letter by clicking Attach Cover Letter.

Click Next to go to the next step.

# Quick Reference: Applying for a Staff Position

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

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

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

# Quick Reference: Applying for a Staff Position

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

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

# Quick Reference: Applying for a Staff Position

The screenshot shows a progress bar at the top with three steps: 'Start', 'Resume', and 'Education and Work Experience'. The current step is 'Education and Work Experience - Step 3 of 6'. Below the progress bar, there are three sections: 'Work Experience', 'Education Degree', and 'Volunteer Service'. Each section has a message stating 'You have not added any [work experience/education degree/volunteer service] to your application.' and a corresponding 'Add' button. An orange callout box points to the 'Add Volunteer Service' button.

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

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

**STEP 3F**  
Enter requested information. Click "Save and Add Another" if you have additional volunteer service activities you want to add.  
**OR**  
If your volunteer service is complete, click Save to continue to the next step in the application process.



# Quick Reference: Applying for a Staff Position

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

The screenshot shows the 'Qualifications' section, Step 4 of 6, for the position of Director of HR Systems. It includes four sub-sections: Licenses, Certifications, Language Skills, and Job Related Skills. Each sub-section has a message stating that no items have been added and a corresponding 'Add' button. At the bottom right, there are navigation buttons: Exit, Save as Draft, Previous, and Next.

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

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

The screenshot shows the 'References' section, Step 5 of 6, for the position of Director of HR Systems. It features a 'References (Required)' section with a message indicating that information must be entered. An 'Add Reference' button is visible below. At the bottom right, there are navigation buttons: Exit, Save as Draft, Previous, and Next. An orange callout box points to the 'Add Reference' button.

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

# Quick Reference: Applying for a Staff Position

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

**Application Questionnaire (Required)**

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

**Open Ended Questions (Required)**

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


Word Count      Total Words 0


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

Word Count      Total Words 0

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

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

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


References	Employer	Edit
Reference		
Greg Calron		

Exit    Save as Draft    Previous    Submit Application

# Quick Reference: Applying for a Staff Position

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

**Application Confirmation**

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

You have applied for the following job(s):

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

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

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

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

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

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

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

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

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

**My Saved Search**

\*Name My Search

Notify me when new jobs meet my criteria

\*Email Address

[Save Search](#)

\* Required Information

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

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

# Quick Reference: Applying for a Staff Position

**TIP**

You can email a job posting to a friend.

**Click** Email to Friend.

**Enter** the email address to which you want the posting sent.

**Click** Send.

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

**JEANNE CLERY ACT:**

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

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

Apply

Email to Friend

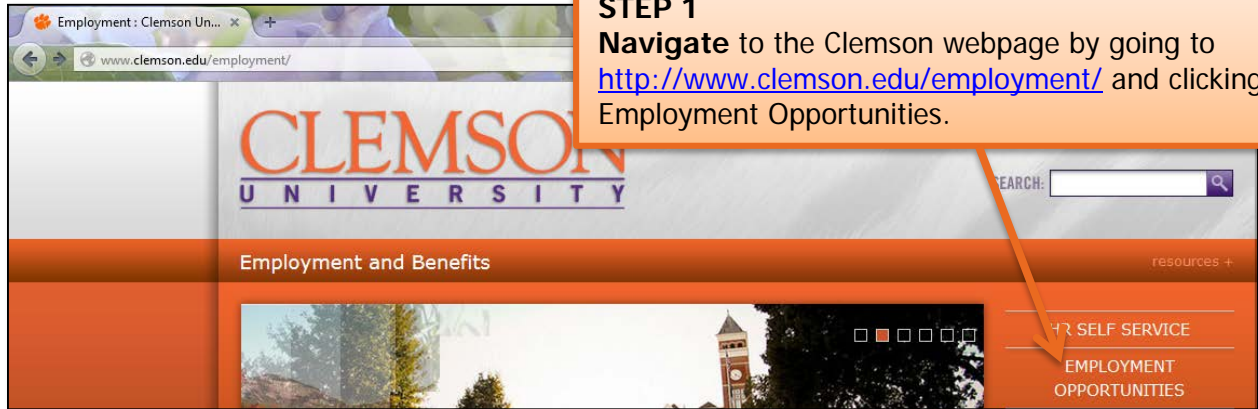
Refer a Friend

[Return to Previous Page](#)

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

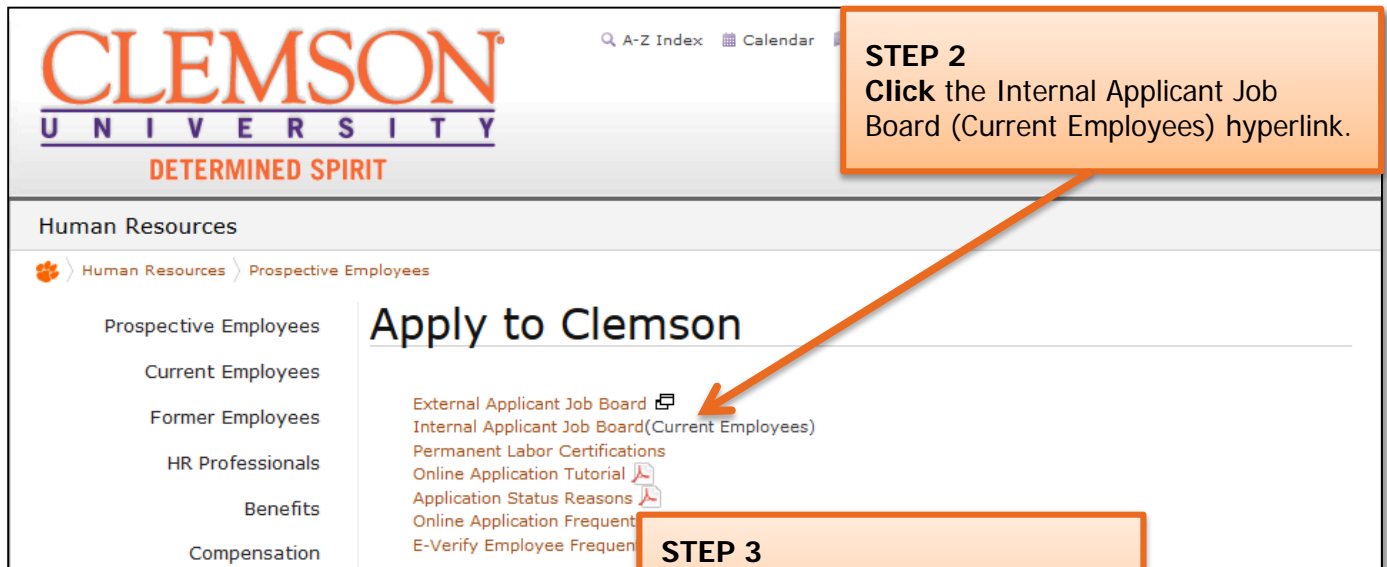
# Quick Reference: Applying for a Staff Position

## *Internal Applicants*



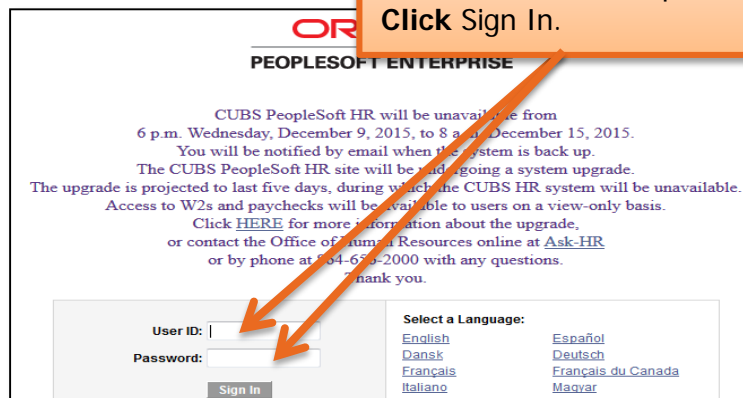
### STEP 1

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



### STEP 2

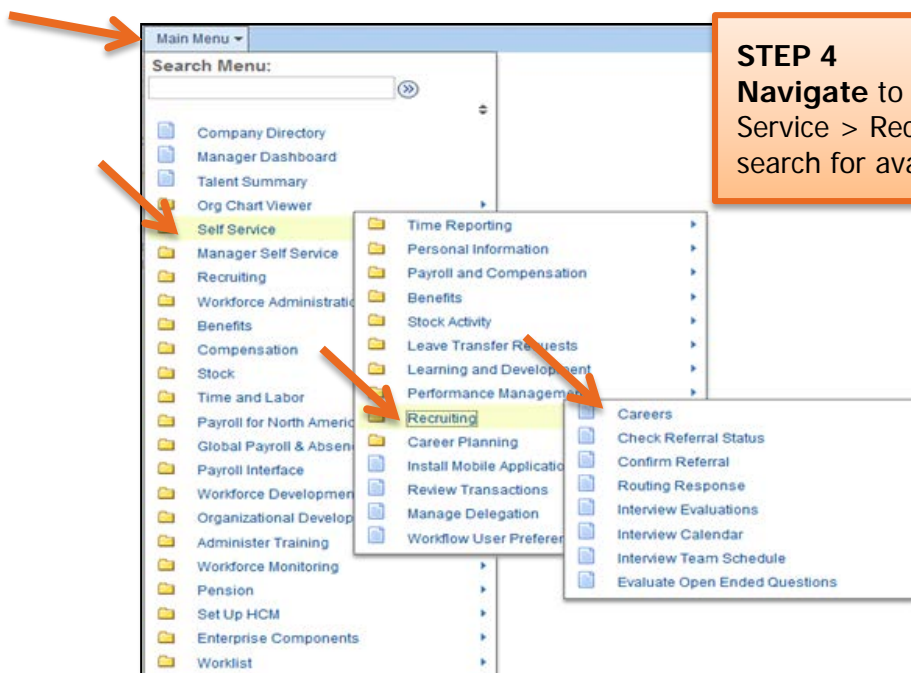
**Click** the Internal Applicant Job Board (Current Employees) hyperlink.



### STEP 3

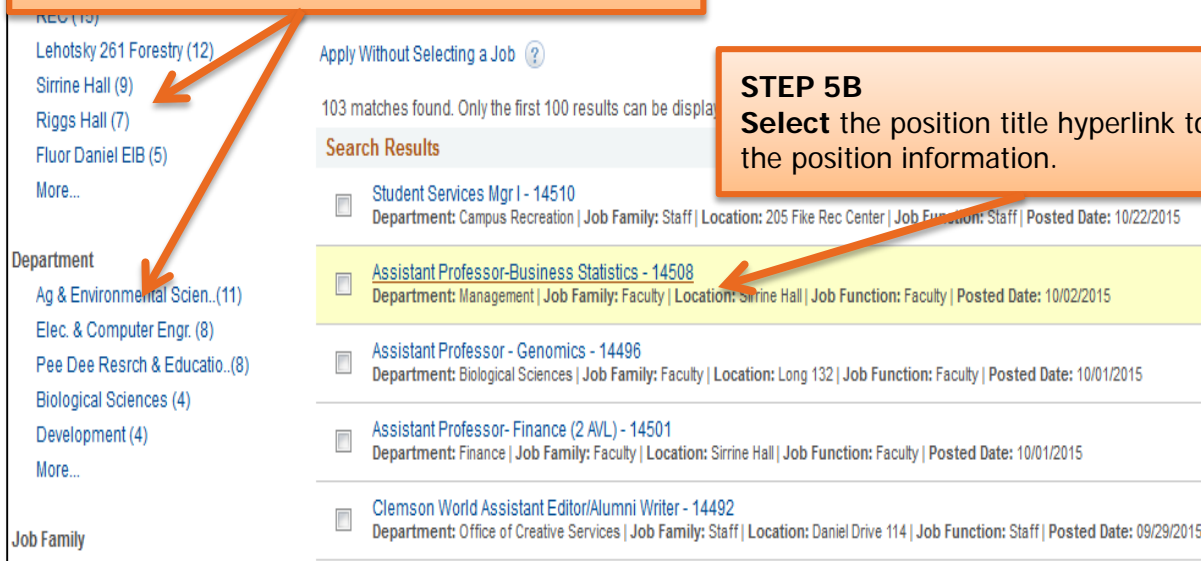
**Log In** to PeopleSoft using your Clemson user ID and password. **Click Sign In.**

# Quick Reference: Applying for a Staff Position



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

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



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

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

# Quick Reference: Applying for a Staff Position

## Important Information:

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

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

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

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

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

[Apply Without Selecting a Job](#)

## STEP 6

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

**OR**

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

**OR**

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

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

Start   Resume   Education and Work Experience   Qualifications   Other   Review/Submit

|

Start - Step 1 of 6

# Quick Reference: Applying for a Staff Position

## Application Process

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

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

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

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

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

**Agreements**

**Application Terms & Agreements**

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

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

I have read and agree to the above terms and agreements

Exit Save as Draft Previous Next

### STEP 1

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

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

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

**Resume Options**

Attach Resume

Use Existing Resume

Copy & Paste Resume

Please provide us with your cover letter.

**Cover Letter**

Attach Cover Letter Provide us with your cover letter

Exit Save as Draft Previous Next

### STEP 2 (options for attaching your resume/cover letter)

**Click** Attach Resume and **select** the file you wish to upload.

**OR**

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

**OR**

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

**AND**

**Attach** a cover letter by clicking Attach Cover Letter.

**Click** Next to move to the next step.



# Quick Reference: Applying for a Staff Position

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

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

**STEP 3B**  
Enter all requested information for the work experience being described.  
To add additional work experience, click "Save and Add Another." Click "Save and Add Another" for each work experience you want to add.  
When you've entered all of your relevant work experience, click Save to return to the main Education and Work Experience page to add your education information.

# Quick Reference: Applying for a Staff Position

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

**STEP 3D**  
Enter the requested information.  
To add additional educational information, **click** "Save and Add Another."  
When you've entered all of your education degrees, **click** Save to return to the main Education and Work Experience page to add volunteer service information.

# Quick Reference: Applying for a Staff Position

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

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

The screenshot shows the 'Add Volunteer Service' form. It includes the following fields: '\*Effective Date' (09/16/2015), '\*Volunteer Service', 'Organization', 'Role' (with a 254 character limit), and 'Years of Involvement' (with a 254 character limit). At the bottom, there are three buttons: 'Save', 'Save and Add Another', and 'Cancel'. A note at the bottom left indicates '\* Required Information'. Arrows from the 'Save' and 'Save and Add Another' buttons point to the 'STEP 3F' callout box.

**STEP 3F**  
Enter requested information.  
To enter additional volunteer service, click "Save and Add Another."  
When you've entered all of your volunteer service, click Save. (Clicking Save will return you to the Education and Work Experience page.)  
Click Next to continue the application process.

# Quick Reference: Applying for a Staff Position

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

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

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

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

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

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

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

Exit Save as Draft Previous Next

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


# Quick Reference: Applying for a Staff Position


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

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

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

# Quick Reference: Applying for a Staff Position


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

References	Employer	Edit
Reference		
Greg Calron		

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

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

**Application Confirmation**

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

You have applied for the following job(s):

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

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

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

# Quick Reference: Applying for a Staff Position

My Activities

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

Display a

Date Created Date Submitted

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

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

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

Save Search

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

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

**My Saved Search**

\*Name My Search

Notify me when new jobs meet my criteria

\*Email Address

Save Search

\* Required Information

Return to Previous Page

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

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

# Quick Reference: Applying for a Staff Position

**TIP**

You can email a job posting to a friend.

**Click** Email to Friend.

**Enter** the email address to which you want the posting sent.

**Click** Send.

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

**JEANNE CLERY ACT:**

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

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

Apply

Email to Friend

Refer a Friend

[Return to Previous Page](#)

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



## 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](#).