Hiring Phase II: Supervisor

Training Documentation

Hiring Phase II Overview: Hiring Phase II (HPII) was a joint effort between the Office of Human Resources (CUOHR) and the Clemson Computing and Information Technology (CCIT) area. The goal of HPII was to automate the approval process for recruiting a position as well as the hiring of a candidate. HPII also includes the automation of these combined processes known as the Waiver process.

Step 1: Navigation

When a transaction has reached you in the approval process, you will receive an e-mail notifying you that your approval is needed. The e-mail will contain a link that will take you to the transaction.

Clicking on the link will bring you to a log-in screen where you will enter your Novell UserID and password to log into CUBS. Once you have logged in, the transaction will automatically be brought up.

You can also use your worklist to see what outstanding transactions you have awaiting your approval:
Step 2: Viewing the Transaction

The information for the position is split up onto 4 separate tabs.

Position Summary Tab

This tab contains the basic information about the position such as department, job title, salary information, and justifications. This tab is not updateable.

This transaction is creating a new FTE. Temporary positions will have a classified indicator of Temporary, Grant, or Time Limit.

This is an estimate for what the department wants to pay the position once it has been posted and interviewed for. This number is subject to change and is not binding once a candidate has been selected after the posting/interview process.

The Fringe rates for your chosen Fiscal Year are still PROPOSED and are subject to change.
A Refill transaction will look slightly different:

- **Position Justification:**
  This is a critical position to the operation of the department. The employee will be occupying a front desk role and will be the first person visitors come into contact with when visiting Human Resources.

- **Requested Position Information**
  - **Reports To:** 00009430  Cooler Davenport
  - **Department:**
    - **Job Code:** AA7500  Administrative Assistant
    - **Business Title:** Administrative Assistant
    - **Band:** 04  Minimum: $24,881
    - **Midpoint:** $35,457
    - **Maximum:** $46,033
  - **FTPT:** Full-Time  Hours: 37.50
  - **FTE:** 1.00000  FLSA: Nonexempt
  - **SC State Position #:** 007817  **Slot:** 0425
  - **Office Address:**
    - **SC State:** G-08 SIKE'S HALL
    - **City:**
    - **State:**
    - **Zip:**
  - **Projected Hire Date:** 05/28/2010

- **Tells you what the department is changing**

- **Detailed Position Description**

- **Refill**

- **Other Funding**
- **Position Requirements**
- **Position Descriptions**
- **Funding FTE Approval**
- **Upper Limit Approval**
On a Refill, there is current information (left) already associated with the position and the department is only required to enter any new (right) information they are requesting. If the fields in the **Requested Position Information** box are blank, they are not changing the information already listed in the **Current Position Information** box.

**Other Funding Tab**

The Other Funding Tab contains information for funding approval that is not associated with the base salary. This includes, but is not limited to, moving expenses, start up funds, travel expenses, summer salary, etc. If the base salary (or any other funding) is being shared by another budget center or area, that information will also be listed on this tab.

**Position Requirements Tab**

This tab contains the first half of the position description information. This includes location information, Minimum Requirements, Guidelines & Supervision, etc.

If the position has been through the online hiring system before and it is being refilled, the previous information will display in the blue box and the department is only required to enter any new or changed information.
Position Descriptions Tab

This tab contains the Job Purpose, Functions, and Supervisory Responsibilities.

The Job Category is a broad description of what the detailed job function(s) entails.

Click to view all the Job Functions.
Just like the Position Requirements, if the position has gone through the application, the previous information will populate in the blue boxes for all the fields.

The Job Category is a broad description of what the detailed job function(s) entails.

This will either say “No Change”, “Update”, or “Delete” depending on what is being done to the current function.
Waiver Tab

If the position is being waived, you will see a Waiver tab next to the Position Descriptions Tab. This tab contains the information regarding the candidate being waived into the position. Please note, if the position is being waived, the requested salary on the Position Summary tab is the exact salary being approved to pay the candidate.

![Waiver Tab Image]

Transaction Number: 273

Department: 5337

Position Number:

Requested Action: Assignment to New Position

EmpID: 046443  Candidate Name: Captain Morgan

Is this candidate eligible to work in the United States?  ☐ Yes  ☐ No

Underutilized Class(es)  None

Candidate Demographic Information

Please provide any of the following demographic information that has been voluntarily provided by the candidate.

Race  White  Gender  Male  Veterans Status  No Military Service

Waiver Justification:

Please state the reason the hiring department is requesting a waiver of job posting and recruitment for this position and provide the training, education and/or experience that uniquely qualifies the candidate for recommendation.

This candidate has been employed in the department in an intermittent position for the last 6 months. He is familiar with CUBS as well as departmental policies & procedures. He has a Bachelor’s Degree in Business Management and has 6 years of Human Resources experience in the private sector. This position is especially vital to the department due to a recent retirement.

Office of Access & Equity Approval

COMMENTS

Save For Later  Approve  Deny
Funding/FTE Approval Tab

This tab contains approved budget information entered by the Business Officer.

Upper Management Approval Tab

This tab contains a brief summary of the pertinent position information needed for an upper manager (i.e. Division head, Department Chair, Vice President, Dean, etc) to approve a transaction. To get to this tab, you may need to click on the little blue arrow to scroll to the hidden tabs.

C&C Approvals Tab

This is where the Classification & Compensation Unit will enter their approval information in the final steps of the approval process. They receive the transaction in the workflow after you so the fields will be blank.

Step 3: Approving the Transaction

Click on the Approvals Status tab. This tab is where you will either Approve or Deny or Pushback a transaction. It also contains information on where in the approval process the transaction is and who else is left to approve it.

Approve – Click to approve the transaction and send it on to have the FTE approved by CUOHR.
Deny – Click to deny the transaction. This will completely stop the transaction. It will not continue to any more approvers and cannot be restarted. Please contact your HR Manager before denying a transaction.

Pushback – Click this to send the transaction back to the person in front of you on the approval workflow. This will either be your Business Office or HR Manager.

Save For Later – Click this to save any changes you have made before coming back to the transaction. You do not have update capability for the transaction so you will not need to use this button.