

Quick Hire Process

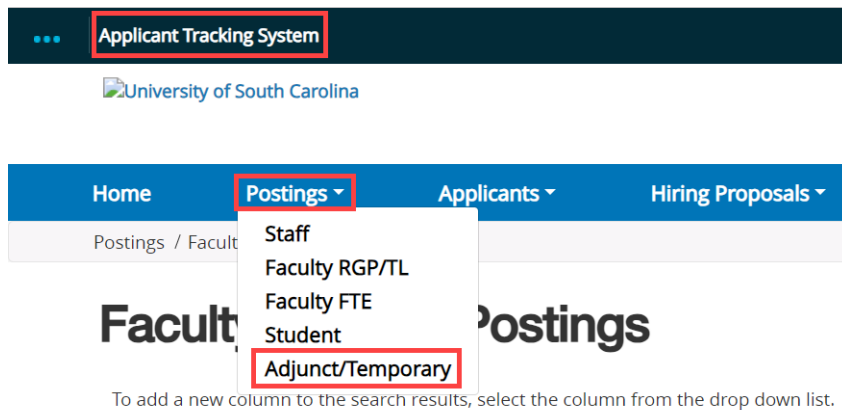
Adjunct Faculty/Temporary Staff With or Without PD

Creating the Quick Hire Posting

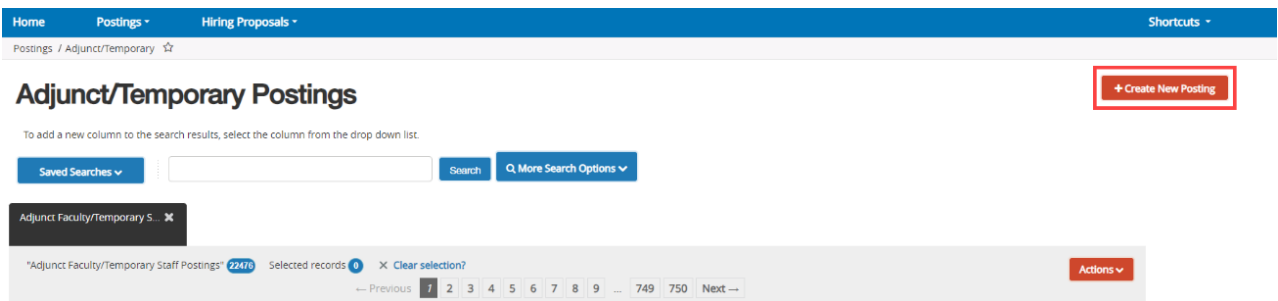
The following user types can create initiate actions:

- Initiator
- Department HR Contact
- College/Division HR Contact.

1) Go to the Applicant Tracking Module, using one of the above user types. Click on the Postings tab and choose Adjunct/Temporary.



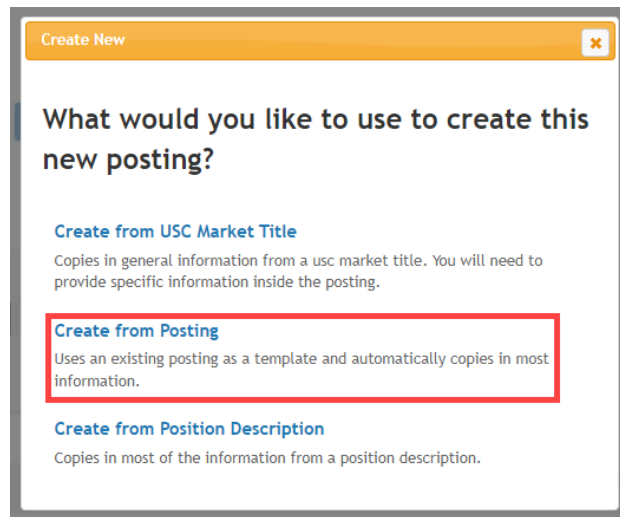
2) Click Create New Posting in the upper right-hand corner.



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- 3) A pop up will appear asking, “What would you like to use to create this new posting?” Select the option you would like to create the posting from. **Use the chart below to determine what your position type should be created from.**



Position Type	Create From
Adjunct Faculty	USC Market Title OR Create from Posting
Temporary Staff (Hourly)	USC Market Title OR Create from Posting
Temporary Staff (Exempt)	Position Description OR Create from Posting

- If there is a posting that was created that is identical to the posting that needs to be created, you can use the **Create from Posting Option**. If the posting is tied to an established position description, you must use **Create from Position Description**.

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- 4) In this example, we are using the Create from Posting option. Search for and select the applicable posting.
 - If creating from an established PD, you will search for position number or title.

Adjunct/Temporary Postings

To add a new column to the search results, select the column from the drop down list.

Adjunct Faculty/Temporary S... ✕

*Adjunct Faculty/Temporary Staff Postings: 21679

Classification Title	Advertised Title	Active Applications	Posting Number	Department	Workflow State	Job Open Date	Job Close Date	(Actions)
Nurse Practitioner	Part-time, temporary nurse practitioner	0	TMP00001PO17	AIK Counseling Center	Filled	07/03/2017	08/03/2017	Actions ▾
Instructor	History Instructor	0	TMP00002PO17	CAS History	Filled	06/28/2017	07/14/2017	Actions ▾
Instructor	Quantitative & Methodology Instructor - Non-Tenure Track	0	TMP00005PO17	CAS Psychology	Filled	06/29/2017	08/04/2017	Actions ▾
Instructor	Instructor, Art Media Arts	0	TMP00003PO17	CAS School of Visual Art and Design	Filled	06/29/2017	07/10/2017	Actions ▾
Instructor	English Instructor	0	TMP00004PO17	CAS English	Filled	06/29/2017	07/14/2017	Actions ▾

- 5) Select Create Posting from this Posting in the upper right-hand corner.

Home Postings ▾ Hiring Proposals ▾ Shortcuts ▾

Postings / Adjunct/Temporary / History Instructor (Filled) / Summary Search Results: Previous | Next

Posting: History Instructor (Adjunct/Temporary)

Current Status: Filled

Position Type: Adjunct/Temporary
Department: CAS History (135500)

Created by: Lori Carey
Owner: HR Recruitment

[Create Posting from this Posting](#)

Summary

Please review the details of the Posting below. Page titles prefaced with an X and highlighted in RED have errors or missing data. Page titles prefaced with a checkmark and highlighted in GREEN have validated successfully. Once all pages have validated successfully, you may take action on the Posting using the actions listed in the Workflow actions for this posting pane.

- 6) The following information should auto-populate based upon the posting chosen. You may edit any information as applicable.

* Required Information

Advertised Title *

Organizational Unit

Campus *

College/Division *

Department *

Job Alert

Job Alert Categories

Academic Administration

Academic Advising

Accounting

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- 7) The following section will list various job alert categories. Click in the box to the left of the category to select it.

Note: You can select as many categories as applicable for the posting.

Job Alert
Job Alert Categories

- Academic Administration
- Academic Advising
- Accounting
- Administrative
- Admissions
- Alumni Management
- Animal Care
- Arts & Humanities
- Athletics Administration

- 8) The Applicant Workflow section will have a singular field with a drop-down menu. This selection allows you to select what status is placed on an application when it is submitted. The only available option is Under Review by Department/Committee.

Applicant Workflow

Workflow State Under Review by Department/Committee ▾

When an application is submitted for this job, it should move to which state in the Candidate Process workflow?

- 9) The final fields on this page include the ability to accept online applications, supporting documents, and USC market title documents. The online applications section will already be selected and has a space for you to type in any special instructions for applicants. The supporting documents box is not already selected for you like online applications. Always make sure to select this by clicking the box to the left of the text. Adjunct and Temporary postings require you to select an accepted application form whether it be Adjunct or Temporary. If the position is an adjunct temporary, you will need to select the USC Adjunct Faculty Application. If the position is a temporary staff, you will need to select the USC Temporary Application.

Online Applications

Accept online applications?

Special offline application instructions

B I U Link Image Bulleted List Numbered List Indent Left Indent Right Undo Redo

Accepted Application Forms

USC Adjunct Faculty Application

USC Temporary Application

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10) Once the information is completed on the posting settings page, select Create New Posting to move forward.

Supporting Documents

Allow supporting documents to be uploaded to applications?

Position Description Documents

Please indicate which documents you wish to include on your new posting.

No documents found.

[Cancel](#) [Create New Posting](#)






11) Posting Details: select an appropriate logo for the posting. Select the appropriate logo by copying the URL next to the image and pasting it in the red box at the top of the page. **You must copy/paste the entire link including the < and > at the start and end in order for the logo to appear.**

Posting Details

[Click here](#)
To navigate through this form, please use the "Prev" and "Save & Continue" buttons at the top of the page. Do not use your browser's "Back" button as it will not save your progress and data will be lost.

Posting Summary

Copy and paste the URL for your chosen logo below.

-  <https://pe-admin.production.us-east-1.amazonaws.com/2007/06/07/0340.png>
-  <https://pe-admin.production.us-east-1.amazonaws.com/2007/06/07/0321.png>
-  <https://pe-admin.production.us-east-1.amazonaws.com/2007/06/07/0321.png>
-  <https://pe-admin.production.us-east-1.amazonaws.com/2007/06/07/0322.png>
-  <https://pe-admin.production.us-east-1.amazonaws.com/2007/06/07/0314.png>

Logos for Posting

12) Complete the general posting required fields. Like the previous page, all fields marked with an asterisk are required. **If creating a posting from an established position description, some field will automatically populate based on the information in the PD.**

Posting Number

- Classification Title
- Advertised Title
- Internal Title
- Type of Temporary Position
- Campus
- College/Division
- Department
- Class Code
- Salary
- Location of Vacancy
- Work County
- Part/Full Time
- Hours per Week
- HISTORICAL Hours per Week
- Work Schedule
- Job Search Category

Note: The Advertised Salary Range field will accept alpha and numeric characters. If a numeric character is entered, a dollar sign will need to be added.

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13) Under the Position Description section, enter text for the Advertised Job Summary, Required Education and Experience, and Preferred Qualifications. This information will be used on the job advertisement across various job boards. **If creating a posting from an established position description, Qualifications field will automatically populate based on the information in the PD.**

Position Description

Advertised Job Summary

Qualifications

14) Enter more specifics for the posting under the Posting Detail Information Section. In the Applicant Reviewer field, the person who will be moving the applicants through the dispositions or applicant statuses must be added. More than one applicant reviewer can be added. Once complete, click Save & Continue to proceed.

Posting Detail Information

Number of Vacancies

* Desired Start Date

Proposed End Date

* HR Contact

* HR Contact Phone Number

Applicant Reviewer Access

Initiator Access

* Job Open Date

Job Close Date

Open Until Filled

Special Instructions to Applicant

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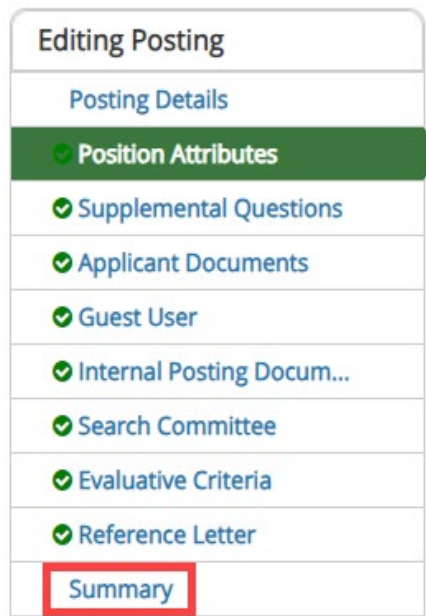
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15) Position Attributes: If the position is a safety/security sensitive position or requires a CDL, select Yes. If not, select No. If the position is essential during hazardous weather, select Essential. If not, select Non-essential. **If creating a posting from an established position description, these fields will automatically populate based on the information in the PD.** Click Save & Continue to proceed.



The screenshot shows the 'Position Attributes' section of the 'Editing Posting' form. On the left is a navigation menu with tabs: Editing Posting, Posting Details, Position Attributes (highlighted), Supplemental Questions, Applicant Documents, Guest User, Internal Posting Docum..., Search Committee, Evaluative Criteria, Reference Letter, and Summary. The main content area is titled 'Position Attributes' and contains two required information fields: 'Safety/Security Sensitive or Requires a CDL' with a dropdown menu set to 'No', and 'Hazardous weather category' with a dropdown menu set to 'Non-Essential'. There are 'Save', '<< Prev', and 'Save & Continue' buttons at the top and bottom right of the form.

16) After saving your data, you may select the Summary tab. Since this is a quick hire, the other tabs may be skipped.

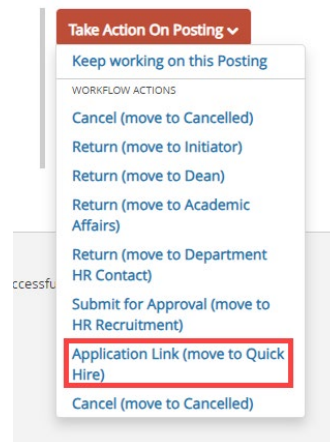


The screenshot shows a vertical navigation menu for the 'Editing Posting' form. The menu items are: Editing Posting, Posting Details, Position Attributes (highlighted with a green arrow), Supplemental Questions, Applicant Documents, Guest User, Internal Posting Docum..., Search Committee, Evaluative Criteria, Reference Letter, and Summary (highlighted with a red box).

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17) If the user is the Initiator in creating the quick hire posting, please follow your internal business process for routing further and submit for approval. The College/Division HR Contact or the Department HR Contact can take action on the posting and submit the posting to Application Link (move to Quick Hire). Once the posting has been moved to Quick Hire, a message will appear at the top of the screen.



Posting: Instructor (Adjunct/Temporary)

Current Status: Quick Hire

This posting is not available to applicants via search results but may be accessed directly at <https://uscjobs.sc.edu/postings/150818>

Position Type:

Adjunct/Temporary

Department: CAS Chemistry and Biochemistry (130200)

Created by: Monique Daniels

Owner: HR Recruitment

18) Copy and paste the internal posting link into an email and send it to the applicant so they may access the posting and apply. This position is not posted externally for all to see. **Only applicants who are sent the internal link can apply to this position.**

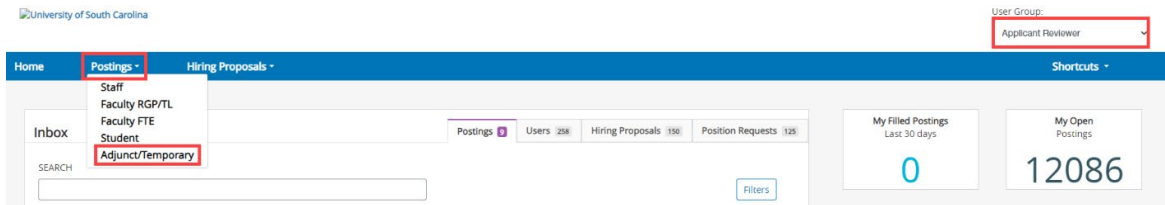
19) The applicant will click on the link in the email. Since this is a rehire, the applicant will need to log in to their USC Jobs account to access their account. The applicant will need to review the application, making edits where necessary. Once the application is up to date, the applicant will need to certify and submit the application to this posting. The applicant may email you once they have completed the application, or you can access the posting in PeopleAdmin to see if they have applied.

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Moving the Applicant Through Workflow and Creating the Hiring Proposal

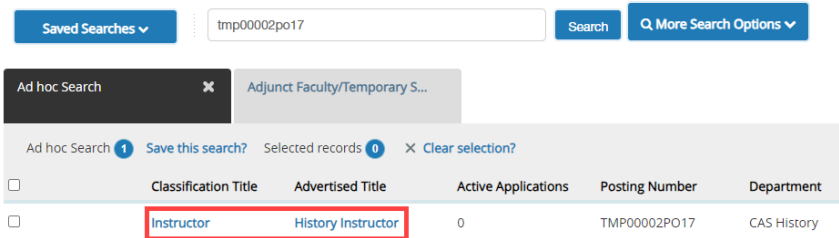
- 1) Change the User Group to Applicant Reviewer. Only the Applicant Reviewer role can move the applicant to Recommend for Hire. Click the Postings drop-down menu and click on Adjunct/Temporary.



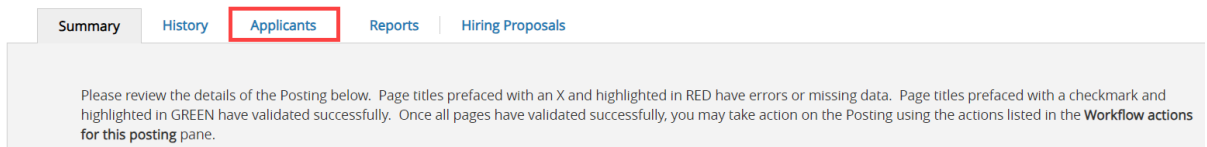
- 2) Choose the applicable posting for which you are completing the Quick Hire. The Applicant Reviewer may choose to search by the Posting Number, or by choosing the Classification or Internal Tile that is shown in BLUE.

Adjunct/Temporary Postings

To add a new column to the search results, select the column from the drop down list.



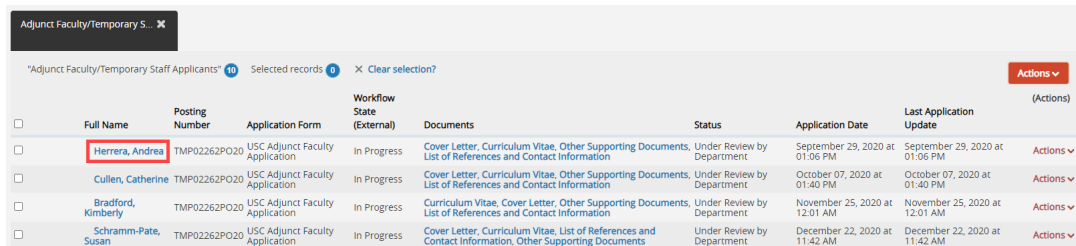
- 3) A new screen will appear showing the posting where you will select the Applicants Tab.



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- 4) A list of the applicant(s) will appear. Choose the applicant's name in **BLUE** that you wish to hire for the Quick Hire.



	Full Name	Posting Number	Application Form	Workflow State (External)	Documents	Status	Application Date	Last Application Update	Actions
<input type="checkbox"/>	Herrera, Andrea	TMP02262PO20	USC Adjunct Faculty Application	In Progress	Cover Letter, Curriculum Vitae, Other Supporting Documents, List of References and Contact Information	Under Review by Department	September 29, 2020 at 01:06 PM	September 29, 2020 at 01:06 PM	Actions
<input type="checkbox"/>	Cullen, Catherine	TMP02262PO20	USC Adjunct Faculty Application	In Progress	Cover Letter, Curriculum Vitae, Other Supporting Documents, List of References and Contact Information	Under Review by Department	October 07, 2020 at 01:40 PM	October 07, 2020 at 01:40 PM	Actions
<input type="checkbox"/>	Bradford, Kimberly	TMP02262PO20	USC Adjunct Faculty Application	In Progress	Curriculum Vitae, Cover Letter, Other Supporting Documents, List of References and Contact Information	Under Review by Department	November 25, 2020 at 12:01 AM	November 25, 2020 at 12:01 AM	Actions
<input type="checkbox"/>	Schramm-Pate, Susan	TMP02262PO20	USC Adjunct Faculty Application	In Progress	Cover Letter, Curriculum Vitae, List of References and Contact Information, Other Supporting Documents	Under Review by Department	December 22, 2020 at 11:42 AM	December 22, 2020 at 11:42 AM	Actions

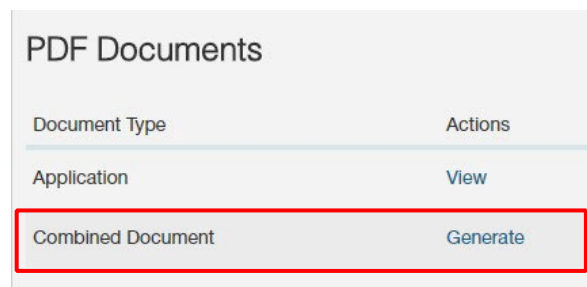
- 5) Review the application closely with special attention to the **General Information** Section as follows:

Review Prospective Non-U.S. Citizen section



Prospective Non U.S. Citizen	
Citizenship/Employee Sponsorship	I am a U.S. Citizen.
What is the expected length of employment or stay at USC?	Permanent

- 6) If an applicant answered No to US Citizen be sure to consult with HR-OIS for guidance. **DO NOT assign onboarding for candidates who answer 'no' to being a US Citizen.**
- 7) When reviewing the application, you may find it helpful to generate a Combined Document. The functionality produces a PDF document of the application and documents attached to the application, such as cover letter, resume and recommendation letter.

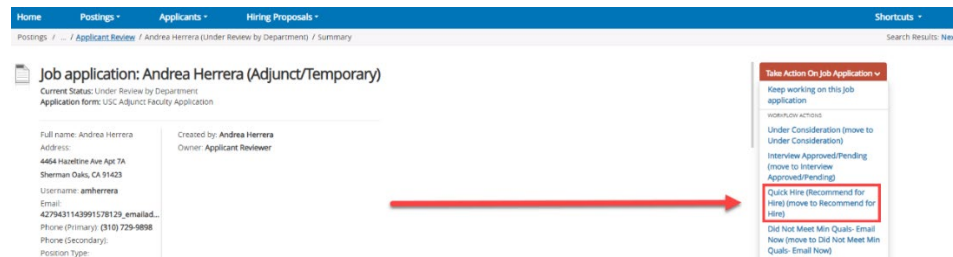


PDF Documents	
Document Type	Actions
Application	View
Combined Document	Generate

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- 8) As the Applicant Reviewer, you will choose Take Action On Job Application, Quick Hire (Move to Recommend for Hire) and click Submit. See the [Applicant Reviewer job aid](#) for additional information on moving applicants through the workflow.



To begin the Hiring Proposal, the user must change your user group to either:

- Initiator
- Department HR Contact
- College Division

- 9) Since this position in this example has a position description, choose Start Adjunct/Temp Hiring Proposal (Seated Position Description). If the posting does not have an associated position description, select the Start Adjunct/Temp Hiring Proposal (No Position Description) option.



- 10) A new screen will appear. Your position will be listed under the Selected Position Description section. A message will appear. There can only be one person in a position. Select OK.

- The selection will default to the Position Description (PD) from which this posting was created.

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Selected Position Description

This Hiring Proposal is currently connected to the following Position Description:

- PD Hiring Proposal Test

Select Position Description



- An applicant CAN be hired into another approved position description (with a different position number), if you are hiring multiple candidates from the same posting. Select the appropriate position description, if different than the associated position description. Select the appropriate position description by clicking in the radial button and then click the Select Position Description button in the lower left-hand corner of the screen.

<input type="radio"/>	790003	Assistant Director of Conferences and Events	AH10	Administrative Coordinator I	Housing (70000)	Active	Actions ▾
<input type="radio"/>	790073	Research Associate Professor	UG85	Research Associate Professor	Prevention Research Center (11570)	Active	Actions ▾
<input type="radio"/>	790006	Director of Student-Athlete Development (Football)	UH16	Athletic Administrator	Department of Athletics (60020)	Active	Actions ▾

← Previous | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Next →

Select Position Description

- 11) You will receive a pop-up notification stating that if an employee is already seated in this Position Description, they will be vacated. If this is what you wish to do, select OK. If not, select Cancel.

sc-training.peopleadmin.com says

If an employee is currently seated in this Position Description, they will be vacated upon approval of this Hiring Proposal and the new employee will be seated.

OK

Cancel

- 12) The Hiring Proposal will generate. Scroll down and complete the USC ID field in the Candidate Information Screen. If a rehire, the individual already has a USC ID, you can find it in HCM Job Data. If they are a new hire, enter N/A. Click either Next at the bottom or top of the Candidate Information Screen to save your data and route it to the Position to be Filled Screen.

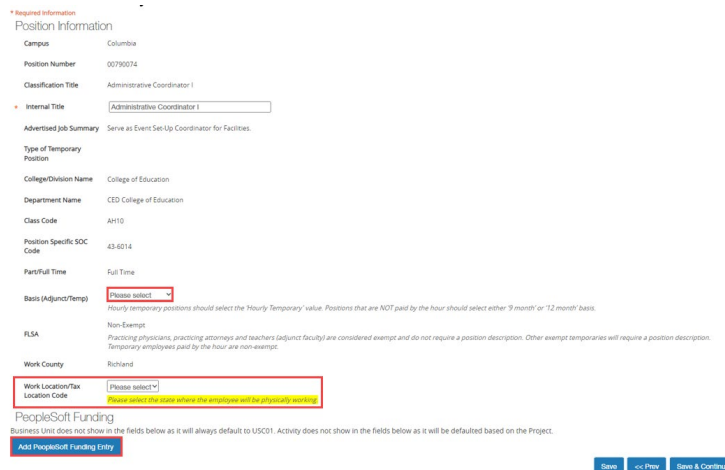
★ USC ID

Please refer to the questions above, which are sourced from the application for your convenience. If yes, the USC ID must be entered. If no, please enter N/A. This field is required.

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13) In the Position to be Filled Screen, data will be transferred over from the posting and the position description as applicable. Verify the data and make the necessary edits as needed. Complete all fields highlighted red and marked with an asterisk.



Required Information

Position Information

Campus: Columbia

Position Number: 00790074

Classification Title: Administrative Coordinator I

Internal Title: Administrative Coordinator I

Advised Job Summary: Serve as Event Set-Up Coordinator for Facilities.

Type of Temporary Position

College/Division Name: College of Education

Department Name: CED College of Education

Class Code: AH10

Position Specific SOC Code: 43-6014

Part/Full Time: Full Time

Basis (Adjunct/Temp): **Please select**

FLSA: Non-Exempt

Work Country: Richard

Work Location/Tax Location Code: **Please select**

PeopleSoft Funding

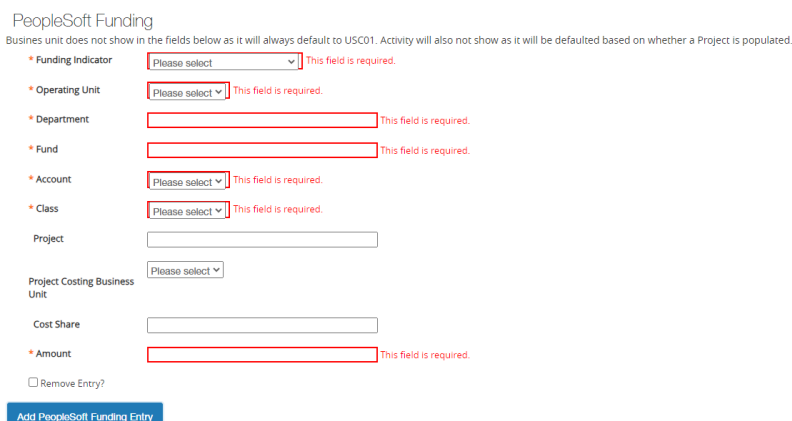
Business Unit does not show in the fields below as it will always default to USC01. Activity does not show in the fields below as it will be defaulted based on the Project.

Add PeopleSoft Funding Entry

Save Prev Save & Continue

- Ensure Basis and FLSA status align. Refer to the [Selecting Pay Basis, Pay Group and FLSA Status in PeopleAdmin](#) guide.
 - i. FLSA status is not editable when initiating a hiring proposal for a temporary with an established position description.
- Select the Work/Tax Location Code from the drop-down menu. This is important as it will be the employee's tax location in HCM so be sure to enter the state where the work is being performed.

14) Enter the funding information. Click the Add PeopleSoft Funding Entry button should you need to add additional funding distribution. Click Save & Continue to proceed.



PeopleSoft Funding

Business unit does not show in the fields below as it will always default to USC01. Activity will also not show as it will be defaulted based on whether a Project is populated.

* Funding Indicator: **Please select** This field is required.

* Operating Unit: **Please select** This field is required.

* Department: This field is required.

* Fund: This field is required.

* Account: **Please select** This field is required.

* Class: **Please select** This field is required.

Project:

Project Costing Business Unit: **Please select**

Cost Share:

* Amount: This field is required.

Remove Entry?

Add PeopleSoft Funding Entry

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15) In the Job Offer Information Screen, complete the following fields shown. Items with **RED asterisks** are required.

Hiring Proposal Information

Temporary Action Type

Definitions: (1) A new hire is defined as a candidate who has never worked for the University of South Carolina. If the candidate was a student employee in the past, this does not count as having worked for USC for this purpose. (2) A rehire is a candidate that was previously employed by USC, excluding student employment. (3) A transfer is a current USC employee with benefits being hired into a different position type, ex. current RGP hired into FTE.

Hiring Proposal Number

Start Date

Please enter in the MM/DD/YYYY format or select from the calendar.

End Date

Please enter in the MM/DD/YYYY format or select from the calendar.

Pay Type

Pay Rate

If Pay Type = Hourly, then enter an hourly amount (ex. 19.50). If Pay Type = Salary, then enter the salary amount for the appointment period (ex. 25,250). Please do not enter any characters/words, only numeric values.

Hours per Week

Employee's Building

Supervisor USC ID

Supervisor Position Number

If the supervisor is an FTE, RGR or TL, enter the position number.

Supervisor Full Name

Enter the supervisor's legal (first and last) name

Action Type Definitions: Make sure the correct Action Type is selected.

Hiring Proposal Information

* Action Type

Definitions: (1) A new hire is defined as a candidate who has never worked for the University of South Carolina. If the candidate was a student employee in the past, this does not count as having worked for USC for this purpose. (2) A rehire is a candidate that was previously employed by USC, excluding student employment. (3) A transfer is a current USC employee with benefits being hired into a different position type, ex. current RGP hired into FTE.

This field is required.

- **New Hire:** a candidate who has never worked for USC. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.
- **Rehire (Less than 1 year):** a candidate who previously worked at USC but has had a break in service of less than 1 year. This includes the typical rehire of Adjunct Faculty or Temporary Staff. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.
- **Rehire (Greater than or equal to 1 year):** a candidate who previously worked at USC but has had a break in service more than or equal to 1 year. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.
- **Promotion** – the assignment of an employee from one position to a different position having a higher title or, for unclassified positions, having a higher rate of pay.
- **Demotion:** the assignment of an employee from one position to a different position having a lower band or, for employees in unclassified positions, assignment of a lower rate of pay to the employee except when the employee's job duties also are decreased for nonpunitive reasons.

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- **Reassignment:** the movement of an employee from one position to another position having the same band, or the movement of a position that does not require reclassification.
- **Transfer – Position Type Change:** Use this for an existing UofSC employee changing position types. Example - A current RGP employee moving to an FTE position should be coded as a transfer.

16)The next section is for Background and Drug Screenings. These questions are required to determine what type of screenings will be conducted for each hire. Education, S.C. Driver’s License, Professional License Verification, and Pre-Employment Drug Screening will be selected based on the Position Type and the minimum qualifications. Those who initiate the hiring proposal must list the Department/Fund Number to be charged for the screening services. Click Save & Continue to proceed.

Background Screenings
Based on the minimum qualifications select the additional screenings this position requires:

- Credit History Check This field is required.
- Is the candidate an attorney licensed to practice law in S.C.? This field is required.
- Education Verification No
- S.C. State Driver's License Verification No
- Professional License/ Certification Verification No
- Pre-employment Drug Screening No
- If hiring an external dual select one: Please select This field is required.
- Email address of HR Contact to receive background and drug screening results: This field is required.

Comments:

Please list any service that is required for this screening that is not listed.

Background Screening Funding
To ensure this screening is completed in the order received, the full Peoplesoft chartfield string, including the project number if required, must be entered. If the incorrect chartfield string is given, we will default to the main chartfield string for the department.

- Operating Unit Please select This field is required.
- Department This field is required.
- Fund This field is required.
- Class Please select This field is required.
- Project
- Project Costing Business Unit Please select

Save << Prev Save & Continue

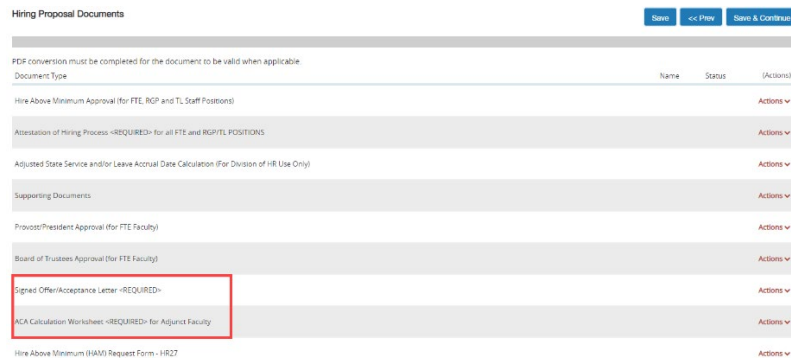
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17) The Prospective Non-U.S. Citizen Screen is to be utilized and completed if an international applicant has been recommended for hire. **If hiring an international, you are to work in conjunction with the Office of International Services (OIS).** If not an international hire, skip this tab completely. Click Save & Continue to proceed.



18) In the Hiring Proposal Documents Screen, you can view various documents that can be attached for the temporary position type. Reference the [Hiring Proposal Documents by Position Type matrix](#).



Document Type	Name	Status	Actions
Hire Above Minimum Approval (for FTE, ROP and TL Staff Positions)			Actions
Attestation of Hiring Process - (REQUIRED) for all FTE and ROP/TL POSITIONS			Actions
Adjusted State Service and/or Leave Accrual Date Calculation (For Division of HR Use Only)			Actions
Supporting Documents			Actions
Provost/President Approval (for FTE Faculty)			Actions
Board of Trustees Approval (for FTE Faculty)			Actions
Signed Offer/Acceptance Letter - (REQUIRED)			Actions
NCA Calculation Worksheet - (REQUIRED) for Adjunct Faculty			Actions
Hire Above Minimum (HAM) Request Form - HR27			Actions

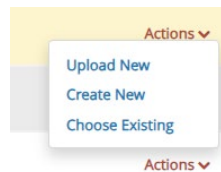
- The Offer/Acceptance Letter can be found in the Reports Tab of the Hiring Proposal Summary. Choose the correct Offer/Acceptance Letter. Refer to the [Offer Letter Template Descriptions resource](#) to ensure you are utilizing the correct template.



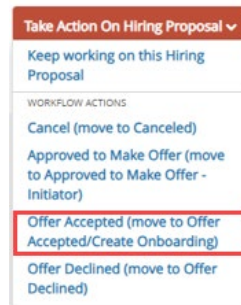
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- Click on the desired template to have it generate in your internet browser window. Copy and paste the contents of the template into a word document and edit all portions of the template with [brackets]. Be sure to print the offer on departmental letterhead or utilize electronic letterhead.
- The [ACA Calculation Worksheet](#) can be found in the HR Toolbox under PeopleAdmin Upgrade.
- Documents can be attached by choosing the correlating Actions link and choosing Upload New. Documents can be removed by choosing Unassign.



- 19) From the Summary page you can take action. At the top right, hover over the Take Action on Hiring Proposal button and submit it to the appropriate approver based on your internal business process.



- 20) Once the Hiring Proposal is transitioned to Offer Accepted/Create Onboarding, this will transition the Hiring Proposal to HR Operations.

Note: If the verbal offer is not accepted, you will select Offer Declined, or if the Hiring Proposal is canceled, select Cancel.

- 21) HR Operations will review the Hiring Proposal.

- If approved, you will receive an email notification that the Hiring Proposal is at the status of Hire Approved.
- If rejected, you will receive an email notification with comments to take action on the Hiring Proposal. Comments may also be viewed in the History tab of the Hiring Proposal. The College/Division HR Contact will need to transition the Hiring Proposal to Offer Accepted/Create Onboarding for HR Operations to review the edits.
- If hiring with an established position description, the candidate will automatically be seated in the respective position when the Hiring Proposal is approved.

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22) **Create the Onboarding Event for Rehires (Greater than or Equal to 1Year).** For rehires (Less than 1 Year) no onboarding is required. **All international new hires at the Columbia campus will have the onboarding checklists assigned by the Office of International Services (OIS)** so that they may assist the candidate with completion of the assigned tasks. The campuses will assign international checklists to their new hires.



- The First Name, Last Name, and Personal Email will populate from the hiring proposal.
- Personal email address is a unique identifier between Applicant Tracking and Onboarding. It is important that you do not edit this data element.
- Select the employee’s supervisor from the dropdown.
- In the Checklists field, click **Select the Staff Pre-Hire Tasks OR Faculty Pre-Hire Tasks** as applicable based on the type of temporary position you are hiring for. This task list contains critical information to hire the employee into the HR and Payroll system and all employees’ tasks must be completed before the employee can be hired prior to their arrival at USC. Remember to not assign International Faculty Pre-Hire Tasks (Columbia campus).
- Enter Due Date: Generally, we recommend the due date be the same as the employee’s hire date.

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

- First Name: Test
- Last Name: Employee
- Work Email: test@gmail.com
- Personal Email: test@gmail.com
- Supervisor: A. Lorraine Aun
- Department: AIK Hist, Poli Science and Phil
- Checklists: Faculty Pre-Hire Tasks
- Due Date: 08/16/2023
- Default Module: [checked]

Red boxes highlight the Supervisor, Department, Checklists, and Due Date fields. A 'Required Information' section is also visible at the bottom.

- **For new hires and rehires greater than 1 year an new I-9 is required.** Log into I-9 Advantage, select Section 1 email and send a request to the new hire to complete Section 1 of their I-9. If you have an opportunity to complete Section 2 of the I-9 prior to the employee’s effective date of hire, we encourage you to do so; otherwise, please ensure Section 2 is completed within 3 days of the hire date.

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Remember, new hires and rehires greater than 1 year **must complete** the Critical New Hire Onboarding Tasks within the Pre-Hire tasks to facilitate entry in the HR/Payroll System. Refer to [Managing Onboarding Checklists & Viewing Employee Files.](#)