Generic Job Openings
Generic job openings (i.e. PT Faculty – College of Business Administration) will be posted on the Employment Opportunities Board for each college. Potential applicants should be directed to these generic postings to apply for job openings.

Applicants MUST attach a vitae and unofficial transcripts for highest degree obtained. If the required documents are not attached the application will be considered incomplete and will not be processed.

Step 1: HPM: Upload the Course, Rank and Rate Form
http://www.uakron.edu/contentAsset/raw-data/1344292/fileAsset  Pg 5

1. Review the applicant’s vitae and transcript. *Rank MUST be entered. Also if any clarification needed on type of degree and what person is teaching, provide that on this form, it will expedite the process.
2. Complete the course, rank and rate form located on the HR Forms Directory website.
3. Login to PeopleSoft HCM and navigate to: Recruiting > Search Job Openings. Click Search to return all job openings or enter the job opening ID corresponding to your academic unit for PT Faculty hires.
4. Select the generic job title link (i.e. PT Faculty – College of Business Administration). The Manage Job Opening page displays.
5. Click the Other Actions drop down corresponding with the applicant being processed.
6. Select Recruiting Actions > Edit Application Details.
7. The Edit Application page displays.
8. Click the Add Attachment link (located at the bottom of the Attachments box).
9. Click on Browse to locate the course, rank and rate form.
10. Click Upload.
11. The Type Code will default to Attachments by HPM.
12. Scroll to the bottom of the page and click Save.
13. Click Return (next to the Save button).
Step 2: Forward the Applicant to OAA

1. Select Other Actions > Applicant Actions > Forward Applicant.
2. Enter the following information for the e-mail message:
   a. To = E-mail address of OAA Coordinator (currently Laurel Rooks)
   b. Subject = Please review
   c. Access = Public
   d. Message = Text will be automatically generated by the system
      requesting the Office of Academic Affairs review and approval of
      the applicant.
3. Click Send.
4. A message box will pop up reading: “You have successfully
   forwarded this applicant”.

Step 3: OAA Coordinator: Approve Applicant

The Office of Academic Affairs (OAA) reviews the vitae and transcript and the
uploaded course, rank and rate form for review of credentials, and assigned
rate and rank.

If any information is missing or incorrect, the OAA coordinator will not
approve the applicant.

If the information is complete, the OAA Coordinator will forward the applicant
back to the HPM (with the approved rank and rate) for processing.

Step 4: HPM: Create Ranked Job Opening

Once an email notification has been received from the OAA Coordinator
indicating the applicant has been approved/denied at the proposed rank and
rate, one of the below actions can be taken:

If the applicant is denied by the OAA Coordinator:
1. Attach the denial email to the applicant. Refer to see steps 6-13 on
   Page 1 of this job aid for instructions on how to add an attachment
to the applicant.
2. Change the applicant’s disposition to Reject:
   a. Login to PeopleSoft HCM and navigate to: Recruiting > Search
      Job Openings
   b. Enter the job number, click on the job title
   c. Choose the Other Actions > Recruiting Actions > Edit
      Disposition dropdown for the applicant being processed.
   d. Choose disposition of “Reject” from dropdown and click Save.
   e. The Manage job opening page will display with the applicant
disposition as “Reject”.

If the applicant is approved by the OAA Coordinator:
1. Create a ranked job opening with the approved rank and rate.

NEW HIRE PROCESS: PART-TIME FACULTY - PAGE 3

Step 4 (cont’d)
If the applicant is approved, but there is NOT an immediate need:
1. Change the applicant’s disposition to Hold:
   a. Login to PeopleSoft HCM and navigate to: Recruiting > Search Job Openings.
   b. Enter the job number, click on the job title
   c. Choose the Other Actions > Recruiting Actions > Edit Disposition dropdown for the applicant being processed.
   d. Choose disposition of “Hold” from dropdown and click Save.
   e. The Manage job opening page will display with the applicant disposition as “Hold”.
2. Attach the approval email to the applicant. Refer to see steps 6-13 on Page 1 of this job aid for instructions on how to add an attachment to the applicant.
3. Create contact notes on the applicant to form an approved applicant pool:
   a. On Manage Job Opening page, click on the applicant name
   b. Click on Notes tab, click on Add Applicant Note at bottom of page.
   c. Add a note to the applicant including Department and Rank:
      • Contact Date: This will default to current date. Correct if necessary.
      • Contact Method: This will default to none. DO NOT CHANGE.
      • Audience: This will default to Public. DO NOT CHANGE.
      • Subject: Type in department/discipline that OAA has approved. DO NOT ABBREVIATE.
      • Details: Type in rank (see example below).
      • Click Add Note. Click on Save

When the department is in need of hiring an applicant from the pool of approved applicants, they will run the Query UA_DEPT_POOL. This query will give the name, approved discipline and approved rank that will be used to create the job opening.

If the applicant is approved and there IS an immediate need:
1. Attach the approval email to the applicant. Refer to see steps 6-13 on Page 1 of this job aid for instructions on how to add an attachment to the applicant.
2. Review the course enrollment. If the enrollment is low, hold the position until there is appropriate enrollment.
   a. If not offering the course due to low enrollment, follow steps Under “If the applicant is approved, but there is not an immediate need” to add the applicant note to the approved applicant.
3. Create a job opening with appropriate rank and rate:
   a. Login to PeopleSoft HCM and navigate to: Recruiting > Create Job Opening
   b. Enter the following information on the Primary Job Opening Information page:
      • Job Opening Type: Will default to Standard Requisition
      • Business Unit: Will default to STDBU
      • Department: Leave blank until following page
      • Position number: Leave blank
      • Job Code: Enter Job Code to correspond with approved rank (see below). When you click tab, Job Posting title will populate.
      • Recruiting Location: Enter 1002=Akron  18=Wayne
   c. Click Continue.

Job Codes to choose from:
A062 - Special Lecturer
A085 - Associate Lecturer
A084 - Assistant Lecturer
A086 – Senior Lecturer
Step 4 (cont’d)

Enter the following on the Job Opening page:

- **Department**: Enter department ID (should be six digits).
- **Status Reason**: Choose **New Position** from dropdown.
- **Desired Start Date**: Enter start date of semester or first day of instruction (for appointment of less than full semester).
- **Encumbrance Date**: Leave blank.
- **Projected Fill Date**: Leave blank.
- **Date Authorized**: Leave blank.
- **Referral Program ID**: Leave blank.
- **Recruitment Contact**: Leave blank.

Job Opening page (cont’d)

Enter the following on **Job Opening page**:  

- **Department**: Enter department ID (should be six digits)
- **Status Code**: 005 Draft
- **Status Reason**: New Position
- **Status Date**: 07/05/2016
- **Desired Start Date**: 08/29/2016
- **Encumbrance Date**: Leave blank.
- **Projected Fill Date**: Leave blank.
- **Date Authorized**: Leave blank.
- **Referral Program ID**: Leave blank.
- **Recruitment Contact**: Leave blank.
Step 4 (cont’d)

Job Opening page (cont’d)

e. Enter the following Location information:
   - **Location ID:** (two digit number-no alpha, numbers only).
   - **Recruiting Location:** Will default from entry on previous page.
   - **Employees being replaced:** Leave blank.

   ![Location and Recruiting Location details]

   ![Employees being replaced details]

   ![Staffing information details]

   ![Location ID: Office of Talent Dev & HR]

   ![Recruiting Location: Will default from entry on previous page]

   ![Employees being replaced: Leave blank]

   ![Location ID: (two digit number-no alpha, numbers only)]

   ![Recruiting Location: Will default from entry on previous page]

   ![Employees being replaced: Leave blank]

   ![Region: USA]

   ![Schedule Type: Part-Time]

   ![Regular/Temporary: Temporary]

   ![Begin Date: 08/29/2016]

   ![End Date: 12/18/2016]

   ![Shift: Leave blank]

   ![Hours: 10.00]

   ![Work Period: Weekly]

   ![Travel Percentage: Never or rarely]
NEW HIRE PROCESS: PART-TIME FACULTY - PAGE 6

Step 4 (cont’d) Job Opening (cont’d)

- Salary Admin Plan: Will default to PTF
- From Grade: Will default depending on title (see below)
- From Step: Leave blank.
- To Grade: Leave blank.
- To Step: Leave blank.

The From Grade will default depending on the title used:
A084 Assistant Lecturer Grade: L1      A086 Senior Lecturer Grade: L3
A085 Associate Lecturer Grade: L2      A062 Special Lecturer Grade: SPL

- Salary Range from: Enter salary amount PER LOAD HOUR
- Salary Range to: Should be the same as previous amount
- Pay Frequency: Choose month from dropdown
- Currency: Will default to US dollar
- Click on Save As Draft

The From Grade will default depending on the title used:
A084 Assistant Lecturer Grade: L1      A086 Senior Lecturer Grade: L3
A085 Associate Lecturer Grade: L2      A062 Special Lecturer Grade: SPL

- Salary Range from: Enter salary amount PER LOAD HOUR
- Salary Range to: Should be the same as previous amount
- Pay Frequency: Choose month from dropdown
- Currency: Will default to US dollar
- Click on Save As Draft

Enter the following information:
- Recruiter: Add Recruiter Team-1001 and mark your “assigned” recruiter as primary, if you do not know who the assigned recruiter is, check Kristina Sims as primary.
- Hiring Manager: Add yourself as Hiring Manager by name or employee id.
- Interviewer: Leave blank.
- Screening Team: Leave blank.
- Click Save as Draft. Go to top and click on Job Posting Tab.

g. Hiring Team Tab (cont’d)

Add Team

<table>
<thead>
<tr>
<th>Team</th>
<th>Team ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td></td>
<td>Recruiter Team</td>
</tr>
<tr>
<td>1003</td>
<td></td>
<td>Interested Parties</td>
</tr>
</tbody>
</table>
Step 4 (cont’d)

g. Job Posting tab
   • Click Add Job Posting
   • The Posting Title will populate
   • Description Type: Click drop down, select Comments
   • Visibility: Click drop down, select Internal Only
   • Template: Click drop down, select PT Faculty **Important – Be sure to enter the name of the applicant and the job # the applicant applied to.
   • Job Posting Destinations: Leave blank.
   • Click Ok
   • Click Save as Draft

h. Advertising Tab (cont’d)

Account Codes:
   • Background check Account Code(s) – Enter the account # 5750.
   • Advertising Account Code(s) – Leave blank.
   • Salary and Benefit Account Code(s) - Enter the account code. If multiple accounts, click on the + sign.
   • Click Save. Click Return to Job Opening.

Click Advertising tab (far right of screen). Enter the following information:
   • Advertising Activities: Leave blank
Step 4 (cont’d)

h. Advertising tab (cont’d)

Combination Code/GL Pay Types:

Salary and Benefit Account Codes(s) line

f. Combination Code = Enter the account code the employee will be paid from and the percentage of distribution. If there are multiple account codes you must click the + button to add additional codes and percentages. To view multiple account codes, click the View All link.

- For full fall and spring semester teaching assignments, enter a dash after the account code followed by the four digit code of 5031 (i.e. 201540-5031).
- For full fall and spring semester non-credit assignments, enter a dash after the account code followed by the four digit code of 5032 (i.e. 201540-5032).
- For any full summer session teaching assignments, enter a dash after the account code followed by the four digit code of 5042 (i.e. 201540-5042).

Click on Save and Submit.

Job Opening

The status will change from 005 Draft to 006 Pending Approval. **Make note of Job#**

Step 5: Job Opening Approval

After submitting, the job will go through the approval path. The recruiter will review opening information & verify all attachments have been added, if information or attachments are missing, recruiter will deny.

Once approved, the recruiter will then link the applicant to the job. The applicant disposition will read as “Linked”.
Step 6: HPM: Enter Job Offer

Once an e-mail notification has been received from the recruiter indicating the applicant has been electronically linked to the ranked position, the job offer can be entered.

1. Review the course enrollment. (If the enrollment is low, hold the position and do not proceed).

   **Entering the offer:**

2. Login to PeopleSoft HCM and select Recruiting > Search Job Openings

3. Enter job number, Select the job title

4. Select Other Actions > Recruiting Actions > Prepare Job Offer

5. The Prepare Job Offer page loads. Enter the following information in the Job Offer Components:
   a. Component = Load Hour
   b. Currency = defaults to USD
   c. Offer Amount = Enter offer amount per load hour
   d. Frequency = Monthly

Step 7: Dean and OAA: Approve Job Offer

Upon approval, e-mail notification will be sent to the HPM stating the offer has been approved.

Step 8: HPM: Provide New Hire with Offer Letter

1. Receive e-mail notification that the offer has been approved.

2. Generate offer letter using the part-time faculty template (located on the HR forms website under “Part-Time Faculty Offer Letter”). The standard template MUST be used. Request the candidate’s signature of acceptance and have them return the form to you. At this point, you will request the applicant’s social security # and birthdate.

   The assigned recruiter will take care of the PT Faculty Orientation Packet ONLY for new hires that come through the NEW ENHANCED version, anything that has already been started in the previous process, the HPM will carry it through as before.
Step 9: HPM: Upload Signed Offer Letter & Enter Eligibility & Identity

1. Once the signed offer letter has been returned, login to PeopleSoft HCM and navigate to: Recruiting > Search Job Openings.
2. Enter the Job Opening ID number, click search, click on job title.
3. Click Other Actions > Recruiting Actions > Accept Offer.

4. The Manage Job Opening page displays. The disposition for the applicant should now be “Accepted”.

7. The Edit Application page displays. Click the Add Attachment link at the bottom of the attachment box.
8. Click Browse to locate the signed offer letter.
9. Click Upload.
10. The Type will default to Attachments by HPM.
11. Scroll to the bottom of the page and click Save.
12. Click Return (next to the Save button).
13. The Manage Job Opening page displays. Click on the Applicant’s name link, then click on the Applicant Data tab.

14. Click the Eligibility & Identity link.
**Step 9 (cont'd)**

**Eligibility & Identity Link**

- Enter the Date of Birth.
- Click Add National Identification and enter the following:
  - Country: USA – MUST BE USA
  - National ID Type: Will default to PR
  - Enter the Social Security Number with no dashes
  - National ID Expiry Date: Leave blank
- Click OK. You will return to the Manage Applicant page.
- Click the Save button.
- Click Return.

**Step 10: HPM: Prepare for Hire**

1. Click Other Actions > Recruiting Actions > Prepare for Hire for the selected applicant.

2. Type of Hire: **Hire**

3. Correct the **Start Date**, if necessary.

---

4. Click **Verify Employee ID** to determine if there is an existing relationship with the employee and UA.

5. If NO matches are found for the EMPLID, a message will display indicating “No Matches Found”. Click OK and proceed to **Step 10 HPM: Enter Hire Comments**.

6. If any EMPLID’s match the employee information, a list will display. Click the **Results2** tab to verify the social security number and date of birth.

DO NOT proceed to the next step until the signed offer has been uploaded and the Eligibility & Identity has been entered!!
**NEW HIRE PROCESS: PART-TIME FACULTY - PAGE 12**

**Step 10: HPM: Prepare for Hire (cont’d)**

1. The **Results** tab lists the National ID (social security number) and date of birth for the EMPLID. Review the date of birth and social security number to determine if there is a match.

   ![Results Table]

   - **Empl ID**: Carry ID
   - **National ID**: 123456789
   - **Date of Birth**: 04/01/1968
   - **Gender**: M

   1. **Return** button

2. If there is **NO** match of date of birth and social security number, click the **Return** button.

3. If there is **IS** a match of date of birth and social security number, click the **Carry ID** button for the appropriate EMPLID. Then, click the **Return** button.

4. The Prepare for Hire page displays with the note **Employee ID Verified Yes**

**Step 11: HPM: Enter Hire Comments**

- Click the **Hire Comments** link.
- The **Prepare for Hire Details** page displays.

- Enter the following information on the **Prepare for Hire Details** page for part-time faculty:
  - **Reason Code**: *Temporary Assignment*.
  - **End Date**: Use the end of the semester date.
    - For full-semester appointments: This date is always the Sunday of commencement weekend.
    - For monthly/odd appointments: This date is the Sunday after the end of the course.
  - **Supervisor Name/ID**: Name and Empl ID of employee’s supervisor.
  - **Mail Drop**: Zip +4 for the department where the employee will be assigned.
  - **Building**: The building where the employee will be assigned.
**NEW HIRE PROCESS: PART-TIME FACULTY - PAGE 13**

**Step 11 HPM: Enter Hire Comments (cont’d)**

- **Room**: The room number where the employee will be assigned.
- **Campus Phone**: The campus phone number.
- **Additional Titles**: Leave blank - these fields are not used for part-time employees.
- **Stipend**: Leave blank - this field is not used for part-time employees.
- **Tax Location Code**: Choose the tax location corresponding to the employee’s assignment. Orrville for Wayne campus, Akron for Main campus, etc. **NOTE**: Use the **Comments** box for multiple tax locations.
- **Contingencies**: Leave blank – this field is not used for part-time employees.
- **Comments**: Add any comments for HR – including tax locations and percentage (if multiple tax locations).

**Part-time Faculty Term Load box:**

- **Term Appointment Load** = Enter the load hours assigned to the employee for the term. *This must be 9 credit hours or less per semester for fall and spring. Adhere to load limit requirements for individual summer sessions.*
- **Combination Code** – Enter the same as what’s on the Advertising Link

![Combination Code Form](image)

- **Save**
- **Click Return to Previous Page.**

**Step 12: HPM: Submit Request to HR**

1. **Click** Submit Request to HR. **The process is not finalized until you click Submit Request to HR.**

**Step 14: HRIS: Finalize the New Hire**

Human Resources Information Services (HRIS) will process the new hire and ensure the part-time faculty’s load hours are in order. They will then forward the paperwork to Payroll for processing, and enter the courses assigned.