NEW HIRE PROCESS: PART-TIME FACULTY - PAGE 1

My Recruiter/HR Associate: ___________________________________  Department #: ___________________________  Location #: ________

**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**

Refer to University Rule 3359-20-06.1 Part-time faculty appointments [http://www.uakron.edu/contentAsset/raw-data/1344292/fileAsset Page 5.](http://www.uakron.edu/contentAsset/raw-data/1344292/fileAsset)

Review the applicant’s vitae and transcript. *Rank MUST be entered. If clarification is needed on type of degree and the coursework assigned, provide information on the Course, Rank and Rate form, it will expedite the process.*

1. Complete the *Course, Rank and Rate form* located on the [HR Forms Directory](http://www.uakron.edu/contentAsset/raw-data/1344292/fileAsset) website.
2. 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.
3. Select the generic job title link (i.e. *PT Faculty – College of Business Administration*). The [Manage Job Opening](http://www.uakron.edu/contentAsset/raw-data/1344292/fileAsset) page displays.
4. 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 = Email 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 copying the recruiter (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. Forward the applicant to OAA.
2. Enter the following information for the e-mail message:
   a. To = Email 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”.
5. 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.
6. If any information is missing or incorrect, the OAA coordinator will not approve the applicant.
7. If the information is complete, the OAA Coordinator will forward the applicant back to the HPM copying the recruiter (with the approved rank and rate) for processing.
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 Notes tab, click 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 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. [Screen shot on next page]
   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 or 18=Wayne.

   c. Click Continue.

**Job Codes to choose from:**

- A062 - Special Lecturer
- A085 - Associate Lecturer
- A084 - Assistant Lecturer
- A086 – Senior Lecturer
d. After clicking continue, the Job Opening page will appear. Enter the following on the Job Opening page:

- **Created by**: Will default to HPM’s employee ID.
- **Created**: Will default to current date.
- **Openings to Fill**: Will default to Limited Number of Openings.
- **Target Openings**: Will default to 1.
- **Available Openings**: Will default to 1.
- **Establishment ID**: Enter correct ID (UOA or WAYNE).
- **Business Unit**: Will default to STDBU.
- **Position Number**: Leave blank.
- **Company**: Will default to UOA.

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.
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.

f. Enter the following Staffing information:
   - Region: Will default to USA.
   - Schedule Type: Choose Part-Time from dropdown.
   - Regular/Temporary: Will default to Temporary.
   - Begin Date: Enter first day of semester or first day of instruction.
   - End Date: Enter last day of semester/session or last day of instruction.
   - Shift: Leave blank.
   - Hours: Change hours to match hours on Rate & Rank form.
   - Work Period: Will default to Weekly.
   - Travel Percentage: Will default to Never or rarely.
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.

g. Click on Hiring Team tab.

Hiring Team Tab (cont’d)
Enter the following information:

- Recruiter: Add Recruiter Team-1002 PT Faculty Recruiting Team and mark your “assigned” recruiter as primary. (If you do not know who the assigned recruiter is, contact Human Resources ext. 8399.)
- Hiring Manager: Add yourself as Hiring Manager by name or employee ID.
- Interviewer: Leave blank.
- Screening Team: Leave blank.
- Click Save as Draft. Click on the Job Posting Tab.
Step 4 (cont’d)

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 generic job # the applicant applied to.
- Job Posting Destinations: Leave blank.
- Click Ok.
- Click Save as Draft.

Advertising Link (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 and appropriate GL pay type. (See page 8 for GL pay code). If multiple accounts, click on the + sign.
- Click Save. Click Return to Job Opening.

h. Click Advertising link (far right of screen). Enter the following information:

- Advertising Activities Box: Leave blank.
Step 4 (cont’d)

Advertising link (cont’d)

Combination Code/GL Pay Types:

Salary and Benefit Account Codes(s) line

Combination Code: Enter the account code the employee will be paid from and the percentage of distribution. If there are multiple account codes, 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).

After entering the information, click Save. Then click Return to Job Opening.

Click on Save and Submit.

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

Step 5: HR: Job Opening Approval

After submitting, the job will route 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 HR Associate will link the applicant to the job. The applicant disposition will read as “Linked”.
Step 6: HPM: Enter Job Offer

Once an email notification has been received from Human Resources 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 the Job Opening ID number, click search, click on 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.

6. Click the Submit for Approval link.

Step 7: Dean and OAA: Approve Job Offer

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

Step 8: HPM: Provide Human Resources with Offer Letter

1. Receive email 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. Email the completed offer letter to your assigned primary recruiter.

Step 9: HR: Provide New Hire with Welcome Email

1. Human Resources schedules an appointment with the candidate to secure the candidate’s signature of acceptance and complete the hiring forms and a background check. Human Resources sends a welcome email to the candidate detailing the appointment time and the link to the hiring forms that can be completed prior to their appointment.
2. Human Resources obtains the employee’s social security number and date of birth to complete the hire.
Step 10: HR: Upload Signed Offer Letter & Enter Eligibility & Identity
HR Associate uploads the employee’s signed offer letter on the Manage Job Openings page in Activity & Attachments. The employee’s information is entered on the Eligibility & Identity link.

Step 11: HR: Prepare for Hire
HR Associate completes the Prepare for Hire, including the Verify Employee ID to determine if there is an existing relationship with the employee and UA.

Step 12: HR: Enter Hire Comments
HR Associate enters the Hire Comments and confirms the load hours assigned to the employee do not exceed the semester or summer load limit requirements.

Step 13: HR: Submit Request to Finalize Hire

Step 14: HR: Finalize the New Hire
The HR Associate completes the employee’s hire through the Manage Hires process. HR forwards the paperwork to the Payroll department and enters the academic activity for the courses assigned to the employee.