



Strength in People

EMERGENCY HIRE DIGEST

A Guide for Temporary Classified Positions 120 days or less

DEFINITION

Emergency Hire-Classified staff only

A short-term, temporary hire to fill an immediate job need in a vacant Classified position. Job duration is not to exceed 120 calendar days. If anticipated job need extends beyond 120 days, an advertised competitive recruitment should be conducted during this time. Consult Recruitment & Selection regarding situations with special circumstances.

Recruitment & Selection Team

Daniel S. Klug | HR Manager

Gretchen Williams | HR Specialist Sr.

Socorro Meek | Background/Fingerprints Specialist Sr.

Irma Christian | Advertising Specialist

Allison Walas | West Campus HR Employment Analyst

NEED ASSISTANCE WITH THE EMERGENCY HIRE PROCESS?

Dan Klug | 480.965.9841

Gretchen Williams | 480.965.0730

Socorro Meek | 480.965.4115

Position number not in Peoplesoft?

Call Position Management | 480.965.9546

Applicant not showing up in Peoplesoft?

Call Data Management | 480.965.2704

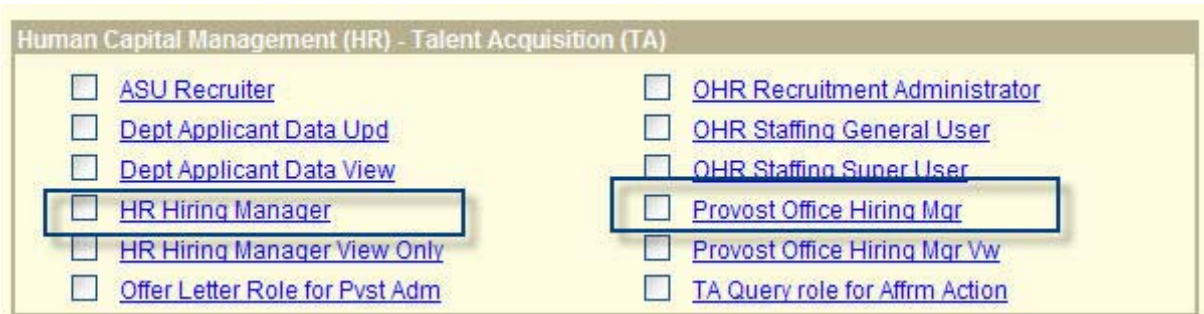
EMERGENCY HIRE PROCEDURE

Please use the following guide to in completing an Emergency Hire in Peoplesoft. The steps that department will complete:

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Security Roles

Here are the roles that you will need in order to start the process. To check what roles you currently have, you can go to **ASU HCM Custom > ASU Security > My Security Access Roles**



To request a role, go to: <http://asu.edu/oasis/support/Access.html>

HR Hiring Manager: Gives you the basic functionality under the Recruiting Menu to create a job opening, search jobs, etc.

Provost Office Hiring Manager: Provides you with Add Applicant and Self-Approval for Non Staff Job Openings.

- **Send Emergency Hire Form to Recruitment & Selection Department**
 - Go to <http://www.asu.edu/hr/forms/index.html>
 - **E-FAX to Recruitment & Selection Department 480-993-0006**

To create a job, you will need to have a **Position Number** to select from the drop down menu. For information on how to create a position in Peoplesoft, talk to your Business Officer for your department's business process or contact Linda Shupe in Position Management (480-965-9546).

- **Creating a Job:**
 1. Login Peoplesoft: <https://hrsa.oasis.asu.edu/psp/asusaprd/?cmd=login>
 2. Click the Recruiting Link
 3. Click Create New Job Opening
 4. Job Opening Type—"Standard"
 5. Business Unit- (first letter of dept code) and Department
 6. Position Number-(must be in dropdown menu. If not, call Position Mgmt @ 5-9546)
 7. Other fields will populate themselves. Click "Continue."
 8. Click "Save as a Draft" and system auto populates a Job Number.

- **Job Details:**
 1. Template ID: 1013 Staff-Short app w attachment
 2. Click "Save As Draft"

- **Hiring Team: (Use eyeglass-Last Name, First)**
 - Recruiters (Williams, Gretchen)
 - Hiring Manager—enter last name and click spyglass
 - Interviewers—enter last name and click spyglass
 - Click "Save & Submit"

- **Email Recruitment & Selection Team (Daniel Klug; Gretchen Williams; Socorro Meek) the following forms. You may either scan/email OR send via efax it to 480-993-0006.**
 - **Emergency Hire Form:** Go to <http://www.asu.edu/hr/forms/index.html>
 - **Resume of applicant to show they meet the Minimum Qualifications.**

- **Add New Applicant & Resume**
 1. Recruiting
 2. Add New Applicant **(Must meet the Minimum Qualifications of Job Title)**
 3. Enter Info **(Name, Address, email, & phone number.)**
 4. Save
 5. Click "Manage Applicant Activity"
 6. From top Take Action dropdown Menu, select "Link Applicant To Job." Click "Go."
 7. Enter Job Opening ID and click submit
 8. Record of link will appear.
 9. **Now do the offer—See Prepare Job Offer**

- **Prepare Job Offer**
 1. Click "Take Action/Select Action" dropdown & Select "Prepare Job Offer"
 2. Scroll and click "Component" dropdown to activate the menu.
 3. Select "Base Pay"
 4. Enter Offer Amount (Annual or Hourly)
 5. **Click in Comment Box (Type)**
 - Emergency Hire
 - Start Date and End Date (must be 120 days or less)
 - Type of Hire: [New, Transfer, Agency Transfer (ABOR, UofA, NAU), Rehire, or additional job]
 - If Rehire or additional job—include Affiliate ID
 - If Transfer—Include Affiliate ID# (1000...) & Dept "transfer from"
 - Six digit Position Number
 6. Scroll and click on "Submit" button

7. Recruitment & Selection (*Dan Klug, Socorro Meek, and Gretchen Williams*) will approve and send you email confirmation.

- **Completing Offer Process**

1. Click on Find Job Openings
2. Enter Job Opening ID (Search)
3. Click on Job Title
4. Click on the disposition status "Offer" for the hired applicant
5. Scroll and click on the *grey bar* that says; "Click icon to edit disposition details"
6. Click "*Status Code" dropdown menu to activate the disposition options.
7. Click on "071 Offer Accepted"
8. Change "Status Date" to New Hire Start Date
9. Click "Save"

Courtesy Affiliate:

1. **Search /Match** – See if the employee already exists in our database
2. **Add/Update a Person** – If employee does not exist in our database Add personal data for a new employee and create employee ID/campus ID number.
3. **Add an Affiliation to the University** – Specify the type of employee the future hire will be to obtain the appropriate access to university systems.

Completing an eHire

Go to myASU and sign in using ASURITE and Password

1. Under Department menu click on eHire link
2. Click on Create New Job
3. Search and choose employee to process
4. Enter Job & Personal Data
5. Make sure to include Job Opening and Applicant ID numbers in the Recruitment Information section of the eHire form
6. Click Save and Submit HPR
7. Data Management will review and approve HPR and/or follow up with department if there are any questions

- **Create Offer Letter**

- Go to HR Advisor www.asu.edu/hr/partners/advisor/index.html

- **Background Check & Fingerprinting**

- Go to www.asu.edu/hr/backgroundcheck.html for procedure.
- Reminder to include the cover sheet

- **New Hire Payroll Packet**—If necessary.

- o Go to www.asu.edu/hr/forms/index.html to get the forms that must be submitted no later than **three (3) business days from your date of hire**. There are three options for submission:
 1. **Prior to Start Date**

Bring the packet to the **ASU Employee Service Center (ESC)**, located at the University Services Building (USB) at 1551 S. Rural Road, Tempe (just south of the intersection of Apache Blvd. and Rural Rd.). Complete the **Employment Eligibility Verification (I-9) form** with an ESC rep for documentation. Be sure to have the required IDs with you.
 2. **On Start Date**

Bring packet to the **ASU Employee Service Center**. Complete the **Employment Eligibility Verification (I-9) form** with an ESC rep for approval. Be sure to have the required IDs with you. This choice could delay your first paycheck.
 3. **Prior to Start Date (Out of State)**

Complete packet, have the Employment Eligibility Verification (I-9) form **notarized by a notary public** and Fax to 480.993.0005. (Mail original to Hiring Dept. address.)