FALL/SPRING ACADEMIC ONLINE HIRING GUIDE

A Guide for Faculty/Academic Professionals/Graduate New Hires and Renewals (those that do not meet the online renewal deadline).

HR Data Management Team

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How to create an Online HPR

Please use the following guide to help you determine how to set up your Non-Staff hires in the PeopleSoft System. **This excludes Staff Hires and Student Workers. Except for high volume times, Data Management will process your hire within 3 – 5 business days. Deadline for submission is the Monday before your hire’s start date.**

<table>
<thead>
<tr>
<th>Job Opening Type</th>
<th>Job Template</th>
<th>Staff Process</th>
<th>Non-Staff Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified</td>
<td>1013</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Service Prof</td>
<td>1013</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>New Graduate</td>
<td>1014</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>New Fac Assoc</td>
<td>1014</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>New Faculty</td>
<td>1014</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>New Academic Prof</td>
<td>1014</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>New Academic Job for existing Employee</td>
<td>1014</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Process to follow for Non-Staff Hire Type:**

<table>
<thead>
<tr>
<th>Hire Type (Non-Staff Job)</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminated Employee (needs to be rehired)</td>
<td>Talent Acquisition (follow this guide)</td>
</tr>
<tr>
<td>New Employee</td>
<td>Talent Acquisition (follow this guide)</td>
</tr>
<tr>
<td>Employee on Hold</td>
<td>&gt;Step 1: <a href="http://www.asu.edu/hr/forms/leaveabsence">Submit Leave of Absence Status Change Form</a> (found on HR Forms page)</td>
</tr>
<tr>
<td></td>
<td>&gt;Step 2: Talent Acquisition (follow this guide)</td>
</tr>
<tr>
<td>Transfer/Second Job: Employee from a different department teaching in new college/department or in a new position</td>
<td>Talent Acquisition (follow this guide)</td>
</tr>
</tbody>
</table>

**Deadlines for submitting Online HPR:**

For Fall and Spring hires, please refer to the Data Management website for exact dates. [http://www.asu.edu/hr/datamanagement/index.html](http://www.asu.edu/hr/datamanagement/index.html)

Academic Year Calendar: [http://www.asu.edu/hr/payroll/paycalendar.html](http://www.asu.edu/hr/payroll/paycalendar.html)

In order to have your hire into the system by their start date, you will need to have their online HPR submitted by the Monday BEFORE the start date as well as their new hire paperwork and I-9. Data Management generally has a turnaround time of 3-5 business days except during heavy hiring times.

Refer to the Data Management page on the HR website for more information.
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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.
Talent Acquisition

This process is the **BACKEND and takes the place of the paper HPR.** It is **NOT** the recruiting process and you should follow all normal hiring procedures prior to following this process. If you have any questions, please contact Staffing:
Tempe - 480-965-8844 or West - 602-543-8400.

**Creating a New Job Opening**

In order to create a new job, you will need to have a Position Number to select from the drop down menu. For information on how to create a position, talk to your Business Officer for your college’s business process.

**Step 1**: From the Main Search Menu in PeopleSoft, Go to Recruiting > Create New Job Opening. Please note: if you don’t see this link then that most likely means you do not have the correct security roles, please see Security Roles on page 1 of this guide.

**Step 2**: Select your Business Unit, Dept, and search for the Position Number/job title. Select the position and click Continue.
Step 3: Select the **Template Id** of 1014. This template does not require Job Opening approval and should only be used for *non-staff openings* that have already been filled through the normal recruitment process.
Job Opening

Posting Title: Faculty Assoc
Job Opening Status: 005 Draft
Position Number: 137780 Faculty Assoc
Business Unit: B0101 B - Provost Tempe
Department: B0106 School of Sustainability

Job Details

Save & Submit  Save as Draft  Cancel

Previous Step  Next Step

Opening Information

*Template ID: 1014 NonStaff Template-FacFARATAGA
Job Opening Type: Standard Requisition
Created By: 10009486 Daniel McDonald
Date Opened: 11/05/2007
*Openings to Fill: Limited
Target Openings: 1
Available Openings: 1
Establishment ID: ASU00 Arizona State University
Business Unit: B0101 B - Provost Tempe
Company: ASU Arizona State University
Department: B0106 School of Sustainability
Location: TEMPE Campus: Tempe
**Step 4:** Click on **Hiring Team** Link and enter Hiring Team (name searching tips on the next page). Please note you will need to enter a Recruiter, Hiring Manager, and Interviewer. Click **Save and Submit**.

**Job Opening**

<table>
<thead>
<tr>
<th>Posting Title</th>
<th>Grad Teaching Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Opening Status</td>
<td>005 Draft</td>
</tr>
<tr>
<td>Position Number</td>
<td>134528</td>
</tr>
<tr>
<td>Business Unit</td>
<td>B0101 B - Provost Tempe</td>
</tr>
<tr>
<td>Department</td>
<td>B0106 School of Sustainability</td>
</tr>
</tbody>
</table>

**Opening Information**

**Note:** **Job Creator** cannot be **Hiring Manager**. Because there will not be an approval necessary, you can choose a central person as the Hiring Manager.

**Assignments**

<table>
<thead>
<tr>
<th>Recruiters</th>
<th>Customize</th>
<th>Find</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daniel Klug</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Hiring Managers**

<table>
<thead>
<tr>
<th>Hiring Managers</th>
<th>Customize</th>
<th>Find</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tina Thorstenson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Interviewers**

<table>
<thead>
<tr>
<th>Interviewers</th>
<th>Customize</th>
<th>Find</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kristen Micetic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For searching:
You can search by first name or you can put a % in front of the last name (ex. %webler) to search for the specific person. If there are multiple people with that last name, you will get a red text box and error message, but you can click on the to select the correct person.

Step 5: Approve Job Opening, which should appear at the bottom of the screen when you submit the opening.

Write down Job Opening ID from the top of the page. You might need to scroll back up to the top of the page in order to find this.


**Creating Applicant**

**Step 6:** Next go to Recruiting > Add Applicant and create the applicant information. The applicant will be the person you are hiring, rehiring, or adding a spring/fall semester contract into the job you created in **Step 1** on page 4.

There are three ways to enter the applicant data:

1. **For an Existing Active Employee:**

   First select Employee from Applicant Type then enter EmplID. You may need to ask the person for this number. It will be the 1000 number on the employees Sun Card. The rest of the page will populate automatically once you add their ID into the EmplID field. Click Save and write down Applicant ID from top of page. You may need to scroll back to the top of the page to see this number (see screen shot on the next page). Next go to **Step 7 - Linking and Offering the Job**, page 12.

   ![Applicant Information](image1)

2. **For Students or Terminated Employees:**

   First select Non-Employee from Applicant Type and then enter EmplID. You may need to get this from the person. It will be the 1000 number on the employees Sun Card. The rest of the page will populate automatically once you add their ID into the EmplID field. Click Save and write down Applicant ID from top of page. You may need to scroll back to the top of the page to see this number (see screen shot on the next page). Next go to **Step 7 - Linking and Offering the Job**, page 12.

   ![Applicant Information](image2)
3 -For New Employees:

Leave **Applicant Type** as defaulted (External Applicant):

![Applicant Information Form](image)

Fill in the template. Include:

- Name
- Address
- Email
- Phone

![Add New Applicant](image)
Click Save and write down the **Applicant ID.**

**Step 6a: Enter Eligibility and Identity Information**

On the same page, click on the **Eligibility & Identity Link.** You can also go to **Recruiting > Find Applicants** and search on the Applicant ID to get to the link. For issues with the search, see page 12.
You MUST include Date of Birth, Gender, Ethnicity, and Social Security. If you do not have all information, fill out to the best of your knowledge. Click the Save icon.
**Linking and Offering the Job**

**Step 7:** Go to Recruiting > Find Applicants. Enter the Applicant ID # from the previous step and hit Find Applicants. *You must have the Provost Office Hiring Manager role in order to uncheck the Search My Applicants checkbox.*

**Find Applicants**

![Find Applicants Form]

- **Job Opening ID:** [Input field]
- **Applicant ID:** 140075
- **First Name:** [Input field]
- **Last Name:** [Input field]
- **Applicant Status:** [Input field]
- **Applicant Type:** [Input field]
- **Disposition:** [Input field]
- **Applied Within:** [Input field]
- **Applied Between:** [Input field]

**Uncheck checkbox. (if checked)**

**Change status to blank.**

**Step 8:** Link the applicant to the job opening by choosing Link Applicant to Job in the Take Action drop-down list.
Step 9: Enter Status Code and Job Opening ID. Click Submit.

Step 10: You will automatically be brought back to the Results page. Select Prepare Job Offer from the drop down list.
### Search Results

<table>
<thead>
<tr>
<th>Select</th>
<th>Applicant</th>
<th>ID</th>
<th>Job Opening</th>
<th>Disposition</th>
<th>*Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>John Doe</td>
<td>140975</td>
<td>Assoc-12906</td>
<td>015 Linked</td>
<td>Select Action...</td>
</tr>
</tbody>
</table>

Select All  Deselect All

*Group Action: Select Group Action...  Go

Prepare Job Offer
Add Applicant to New List
Add Applicant to Saved List
Change Applicant Status
Create Interview Evaluation
Forward Applicant
Link Applicant to Job
Manage Applicant Checklist
Manage Interviews
Prepare For Hire
Reject Applicant
Route Applicant
Select Action

Return to Find Applicants
Step 11: Add offer details to the Offer page.
Enter the total amount that is to be paid over the contract term. You MUST also enter ALL the details of the job in the Comments Box (see information needed below).

Entering the Comments Section

- **Hire Type:**
  - New: New Hire
  - Additional: Additional Job
  - Transfer: List Department name or number that EE is transferring from;
    - If Agency transfer, please include whether NAU, UA, ABOR, State, DES
  - Renewal: EE ID that is being renewed and Empl Record number from job that needs to be renewed. (Workforce Administration > Job Data)
  - Rehire: Define whether (<30days, >30days less than 12mos, >12mos)
  - Visa: please indicate Visa Type with the Hire Type.

- **Pay Start Date:** Start date should be on a pay period start date, refer to the Payroll Calendar and the Data Management website for more specific dates:
  - DM: [http://www.asu.edu/hr/datamanagement/index.html](http://www.asu.edu/hr/datamanagement/index.html)
  - Academic Pay Calendar: [http://www.asu.edu/hr/payroll/paycalendar.html](http://www.asu.edu/hr/payroll/paycalendar.html)
  - Pay Day Calendar: [http://hris.asu.edu/pay_calendars](http://hris.asu.edu/pay_calendars)

- **Pay End Date:** 5/17/2009 for ASU20; 12/28/2008 for ASU10 (Fall/one semester); 5/17/2009 for ASU10 (Spring/one semester) - recommended pay end date.
  
  **NOTE:** The Provost Office will continue to use 8/16/2008 – 5/15/2009 as the academic contract period; 8/16/2008-12/31/2008 (FALL) and 1/1/2009-5/15/2009 (SPRING) for a one semester academic contract. OHR is advising departments to enter the payroll start and end dates for these pay periods so that the employee receives equal payment paychecks throughout their term with ASU.

- **Paygroup:** Choose ACD, A12 or GRD, as dictated by job

- **Total Pay Periods for Contract:**
  - Typical 1-Semester Contract = 10 pays or ASU10
  - Typical 2-Semesters/1-year Contract = 20 Pays or ASU20

- **Contract Amount:** Total Amount to be paid (ie: $4000)

- **Pay Period Amount:** Amount per pay period; (Contract Amount/Total Pay Periods)
  - Example: if working for 10 wks ($4000/10 pay periods = $400), enter $400

See examples below…
### New Hire Comment Example

<table>
<thead>
<tr>
<th>Job Offer Components</th>
<th>*Offer Amount</th>
<th>Currency</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Pay</strong></td>
<td>50000</td>
<td>USD</td>
<td>Annual</td>
</tr>
</tbody>
</table>

**Comments**

- **Hire Type:** New
- **Pay Start Date:** 8/11/2008
- **Pay End Date:** 5/17/2009
- **Paygroup:** ACD
- **Pay Frequency:** ASU20 (20 pay periods)
- **Per Pay Period Amt.:** 2500

**Added By:**
**Last Updated By:**

*Total amount to be paid over Job*

*Enter comments as directed in previous page of guide*

### Transfer Comment Example

<table>
<thead>
<tr>
<th>Job Offer Components</th>
<th>*Offer Amount</th>
<th>Currency</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Pay</strong></td>
<td>50000</td>
<td>USD</td>
<td>Annual</td>
</tr>
</tbody>
</table>

**Comments**

- **Hire Type:** Transfer (Campus - what dept? or Agency Transfer - NAU, UA, ABOR, DES, etc)
- **Pay Start:** 8/11/2008
- **Pay End:** 12/28/2008
- **Paygroup:** ACD
- **Pay Frequency:** ASU10
- **Per Pay Period Amt.:** 5000

*For Transfer, include what kind of transfer as well as details on where the person is transferring from*
Online HPR Processing by OHR

Click the Submit button and the HPR has been sent to OHR for further processing. If the employee is a new hire, you will need to have the new hire fill out all appropriate new hire paperwork. OHR will not process them into the system until they receive the I-9.

Please ensure all information is entered by the Monday before your new hire starts. Processing takes 3-5 days unless it is during a heavy hiring season. If you have questions, check out the Data Management website – http://www.asu.edu/hr/datamanagement/index.html

For questions regarding the process, please call (480) 965-2701 or email AskHR.