

Staff Positions

1. At the point you have selected your Finalist, move them to Recommend for Hire in the Applicant workflow.
2. Prepare the Hiring Proposal to request salary approval by HR Class/Comp and your appropriate department levels of approval.
3. Once HR Class/Comp approves the offer, prepare the offer letter, and pull the position description report from PeopleAdmin: Position Description Report - Staff Acknowledgement.

Position Description: Business Manager (Staff)

Current Status: Active

Position Type: Staff

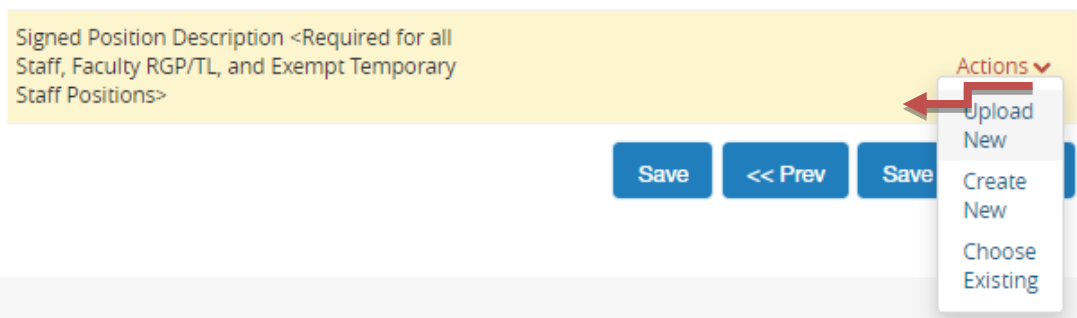
Created by: System Account

Department: SAAS Housing
(700000)

Summary | Settings | History | **Reports** | Associated Classification

- Position Description Report - Staff
- Position Description Report - Staff Acknowledgement

4. Share both the offer letter and the position description with the candidate when the offer is made. If accepted, they should sign and return both documents.
5. Upload the signed position description to the Hiring Proposal in the Documents section.



Faculty, RGP/TL and Exempt Temporary Staff Positions

For Faculty, Research Grant, Time Limited (RGP/TL), and exempt Temporary Staff positions, attach the signed position description to the hiring proposal documents when created and route to Offer Accepted/Created Onboarding.

If Delayed

If the employee does not return the signed position description with their offer letter or in a timely manner, continue in completing the hiring proposal. Once the hiring proposal is moved to Offer Accepted/Create Onboarding in the workflow you will no longer be able to upload the position description. Instead, within 30 days from their date of hire, please obtain the signature and send the signed position description to hropsvc@mailbox.sc.edu so it can be scanned to the employee personnel file.

Position Description Modifications

Following an employee action, including reclassification, adding additional duties, updating a position description, and key updates to position detail, the position description should be shared with the employee to communicate the change that has occurred. The appropriate position description report should be pulled based on the employee's position type. Once communicated and the employee has signed the position description, it should be scanned and emailed to hropsvc@mailbox.sc.edu to be saved to the employee's electronic personnel file.