

People Admin Process Update

Term Adjunct-to-Annual Adjunct / Annual Adjunct-to-Term

When increasing (or decreasing) an Adjunct's teaching load to the level of an Annual Adjunct (or vice-versa), you must complete a requisition in People Admin to move the person from "Term Adjunct-to-Annual Adjunct" or "Annual Adjunct-to-Term Adjunct". The requisition is completed as normal under the role of HIRING MANAGER.

When completing the requisition, in the "Person to be Replaced" field you must indicate that this is a "Term to Annual" or an "Annual to Term" adjunct situation. This alerts OBM, HRSC and OEO to the type of requisition you are processing.

The screenshot shows the 'Job Opportunities' web application interface. The browser title is 'University of Cincinnati Job Opportunities - Microsoft Internet Explorer'. The address bar shows the URL: <https://www.jobsatuc.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1158664821947>. The page features a navigation menu on the left with categories like 'JOB POSTINGS', 'CREATE POSTING', 'TEMPLATES', 'APPLICANTS', and 'USERS'. The main content area is a form for creating a requisition. The form includes the following fields and options:

- Recruitment Number (for Provostial area): [Text Input]
- Job Reference Number: [Text Input]
- Position Number (For Human Resources): [Text Input]
- * Is this a new position?: [Select One]
- Person to be replaced (if applicable): [Text Input] (indicated by a white arrow)
- Broadband Type: [None] (with a 'Configure' link)
- Responsible Broadband User/Research Assistant: [List of names: Blackwell, Delores; Carpenter, Amy; Cox, Heather; Day, Christine; Grayson-Rogers, Carlette; Maccarone, Ken; Middleton, Linda; Murphy, Theresa] (with 'Not Selected' and 'Selected' columns and navigation arrows)
- Job Category: [Select One] (indicated by a white arrow)
- Classification: [Select One] (with a 'Help' link)
- Type of Appointment: [No Response] (with a 'Configure' link)

The Windows taskbar at the bottom shows the 'start' button and several open applications, including 'Inbox - Microsoft Ou...', 'Information discusse...', 'Document2 - Micros...', 'Document6 - Micros...', and 'University of Cincinn...'. The system clock shows '7:50 AM'.

Select "Faculty Position" for the Job Category. This is a streamlined application to help facilitate hiring of faculty.

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From the drop-down box next to the field "Has a Waiver Been Received and Approved for this Position" select "Yes". Then, type the justification you normally would have sent to the Office of Equal Opportunity (OEO) here. The request must include:

- The selected individual's name
- A description of the course load increase
- An indication of the academic year or time period.

If OEO has any concerns or questions, they will contact you directly.

The screenshot shows a web browser window titled "University of Cincinnati Job Opportunities - Microsoft Internet Explorer". The address bar displays "https://www.jobsatuc.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1158664821947". The page header includes navigation links: "UC Home", "UC News", "Visiting UC", "Admission to UC", "Give to UC", "Search UC", and "Directories". The main content area is titled "Job Opportunities" and features the University of Cincinnati logo. A left-hand navigation menu lists various options: "FROM TEMPLATE", "FROM SCRATCH", "APPLICANTS", "SEARCH APPLICANTS", "SEARCH PROFILES", "CONF NBR SEARCH", "RESTRICTED LIST", "SEARCH SPECIAL HANDLING LIST", "USERS", "CREATE USER ACCOUNT", "APPROVE", "SEARCH USERS", "ADMIN", "HOME", "REPORTS", "CHANGE PASSWORD", "CHANGE USER TYPE", "LOGOUT", "COMPENSATION GUIDELINES", "HIRING MANAGER'S GUIDE", "2006-2007 RECRUITMENT ADVERTISING SCHEDULE", "UTILIZATION ANALYSIS", and "WORK STUDY REQUEST". The main form contains several sections: "If Yes, Goal Number" with a text input field; "Are African Americans underutilized in the department's job cluster?" with a "Select One" dropdown; another "If Yes, Goal Number" text input field; a field for "Has a waiver been received and approved for this position?" with a "Select One" dropdown and a white arrow pointing to it; a large text area for "Please cut and paste Waiver text here: (if applicable)" with a white arrow pointing to it; a "Justification Letter" text area; and a "Position Description:" text area. The browser's status bar at the bottom shows "Done", "Internet", and the system clock at "7:24 AM".

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In the field "Documents that MUST be attached by the applicant (Required Documents)" check "CV/Resume". You may add other documents, but the CV/Resume is required for this process.

The screenshot displays the University of Cincinnati Job Opportunities web application. The page is titled "Job Opportunities" and features a sidebar with navigation links. The main content area is divided into three sections, each with a "Check All" and "Clear All" link. The first section, "Documents that MUST be attached by the applicant (Required Documents)", lists several document types, with "CV/Resume" selected. The second section, "Documents that CAN be attached by the applicant (Optional Documents)", lists several document types, with "Faculty Form" selected. The third section, "Application Types Accepted", lists several application types, with "Faculty Form" selected. The browser window title is "University of Cincinnati Job Opportunities - Microsoft Internet Explorer" and the address bar shows "https://www.jobsatuc.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1158664821947".

In the field "Application Types Accepted" select "Faculty Form". This will default provided you have selected Faculty from the Job Category section listed above.

Select "Continue to Next Page".

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In the "Internal Advertising Sources" field select the "Quicklink" option.

UNIVERSITY OF Cincinnati Job Opportunities

VIEW POSTINGS
VIEW ACTIVE
VIEW PENDING
VIEW HISTORICAL

CREATE POSTING
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH

ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

HIRING PROPOSAL
REASON CODE
DEFINITIONS
COMPENSATION GUIDELINES
2009 RECRUITMENT
ADVERTISEMENT SCHEDULE
RECRUITMENT ADVERTISING POLICY
UTILIZATION ANALYSIS
ONBOARDING FAQS
SUPPORTED BROWSERS
WORK STUDY REQUEST
2009 - 2010 WORK STUDY ACCOUNTS

Direction to HR:
If this is a follow-up requisition to hire an applicant from a previous position, provide the applicant's name. >

Provide the originating requisition number for this applicant.

HRSC will copy the applicant into this position. If this is a student position, the student hiring manager can copy this information without HR assistance. Please refer to the Copy From Pool section of your manual.

Responsible Student Hiring Manager/
Admin User Form User

Responsible Hiring Manager

Not Selected	Selected
A HR Use Only, HR	Sonnlag, Michael
Adams, David	
Adams, Kellee	
Ah-Ubaidi, Muthar	
Angins, Kathy	
Appleton, Ann	
Arnold, Holly	
Bastore, Ed	

Hiring Manager Name and Telephone Number

Mail Location

Pass Message
Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message
Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Requisition Status

Submit for PMR or Budget review? Yes

Internal Advertising Sources
Select one of the following Internal Advertising Sources. For External Ads, see the Advertising Sources

Quicklink

The remainder of the requisition is completed as you normal, selecting "Continue To Next Page" until you have the opportunity to submit your requisition to the next level. Remember, if you take the time to do it completely once you can use the original as a template and "Copy from Previous" for future requisitions like this.

Be sure to add notes in the "Notes/History" section to help with clarification.

REMINDER: When using the Quicklink it is necessary to copy and paste the entire Quicklink string associated with this position and send it to the person who is being hired into the position. When electing to use Quicklink this is the only way that the selected individual can apply to your position as it is not posted on the Job Update web site.

One additional option...if the selected individual has already applied to a pooled position you can request that the HRSC copy the individual from the pooled position and move them into your new / identified requisition (see arrows above).

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Once the individual completes the employment application or is copied from the pool, you may continue with the hiring process by marking them as interviewed and entering an interview date.

Next, change their status to FINALIST. Submit a request that the requisition be "Removed from the Web". Once you are notified that it has been removed, select "Close" to obtain the Hiring Proposal.

Select View under the job title and complete the "Hiring Proposal Tab". Double-check the information about the selected candidate to be sure everything is completed, including any changes to Position Title, FTE and Pay Term (Remember --- Annual Adjuncts are paid on a 9/12 basis from 09/01/XX – 08/31/XY). Once the process goes through the workflow and is submitted to the HRSC, you will receive a system generated e-mail indicating that the hire was approved and that you should now complete the remainder of the hiring process.

The last step for the Hiring Manager is to complete the information on "Post Hire Details" tab indicating the candidate's Date of Birth, Social Security Number, final starting salary amount, e-mail address and final start date.

The final step is to notify the Provost HR Office that the Post Hire Details have been completed, so that they can make the candidate "**HIRING COMPLETE**". This is the trigger notifies the HRSC that you are completely finished with this candidate and are ready for the Hire Report to be printed, and the Onboarding Process can begin. The selected candidate's new hire information will not be entered into UC Flex without a trigger of Hiring Complete.

The HRSC will print the Hire Report for data entry and mark the requisition as "Filled". This will trigger an e-mail to alert the Hiring Manager that the position has been filled. The position will then become part of your requisition history.

REMINDER: If you are hiring as "Annual Adjunct-to-Term Adjunct" you will also need to complete and submit a PMR if you want to make the position obsolete...otherwise it will be left open as a vacant position.

OEO has indicated that a waiver must be requested for the original Adjunct Pool.