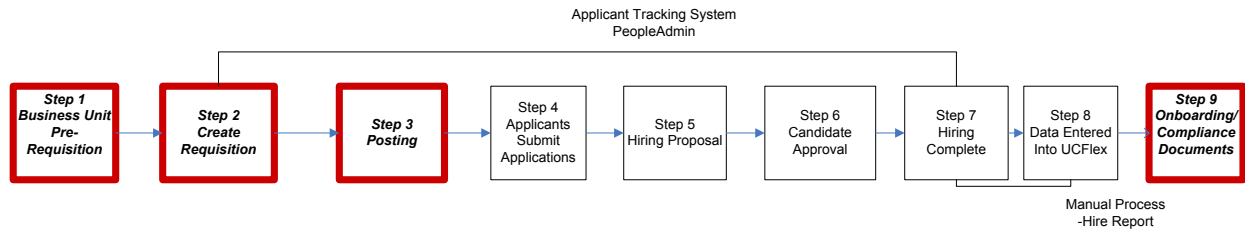


MANAGING THE STUDENT REQUISITION PROCESS



PeopleAdmin is designed to work with user types and workflows. Users have the ability to access information and perform functions based upon assigned user types. Individuals may have one or multiple user types depending upon the needs within their departments.

The workflow associated with the Student Hiring Manager requires the requisition to travel directly from the Student Hiring Manager into the Human Resources Service Center for posting. You must have user access as a Student Hiring Manager in order to hire students with the shortened workflow.

- Student Hiring Manager – individuals who inputs requisitions into the system and/or individuals making hiring decisions for student applicants
- Work Study User – verifies candidate has remaining work study funds available to support hire to the position
- Human Resources Service Center reviews requisition for completeness, assigns HR position number, captures advertising needs, reviews specific questions if applicable, designates applicant flow.

If hiring a into a new student position that does not already exist in UC Flex PPOSE, you must complete a paper Position Maintenance Request (PMR) form to request the position be created through the Office of Budget Management.

USER	RESPONSIBILITY
Student Hiring Manager	<ul style="list-style-type: none"> ▪ Create requisition ▪ Select Advertising Method ▪ Create Specific Questions (optional) ▪ Assign Point Values to Questions (optional) ▪ Select Guest User if Search is performed by Committee (if appropriate)
Office of Budget Management	<ul style="list-style-type: none"> ▪ Creates and authorizes NEW position outside of People Admin
Human Resources Service Center	<ul style="list-style-type: none"> ▪ Review and posts requisitions as requested

The People Admin system provides the opportunity to communicate with users on an individual basis throughout the requisition process. E-mail communications will default at the time user accounts are established. If users do not wish to receive email communication messages throughout the process, they must notify the HRSC at 556-6381. Individuals who choose not to receive emails must routinely access the system in order to review where the requisition is in the process.

STEP 2 – CREATE REQUISITION



PeopleAdmin is the on-line application/requisition tracking system used by the University of Cincinnati. Students who are hired by the university must apply through PeopleAdmin. The applicant tracking system was implemented to automate the job requisition, application, approval, and hiring decision processes.

Requisitions are created and move through an established workflow within PeopleAdmin. The system allows Student Hiring Managers to keep track of the status of a requisition as it travels through the workflow. At any time the Student Hiring Manager is able to determine where the requisition is in the process.

USER	RESPONSIBILITY
Student Hiring Manager	<ul style="list-style-type: none"> ▪ Creates requisitions from templates or from previously created requisitions ▪ Selects Advertising Method ▪ Approves advertisement for publication ▪ Creates Specific Questions (optional) ▪ Assigns Point Values to Questions (optional) ▪ Selects Guest User if Search is performed by Committee (if appropriate)

When creating a brand new student requisition that does not already exist in PPOSE in UC Flex, you must complete a paper Position Maintenance Request (PMR) form and submit to the Office of Budget Management.

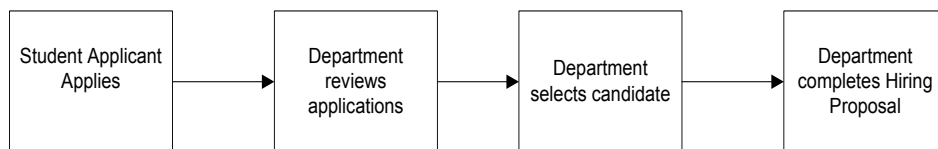
STEP 3 – POSTING THE REQUISITION

HR posts student position, as directed by the department

You may request to post the position on Job Opportunities (the on-line) application system for UC, in outside advertising sources (at full departmental cost) or by selecting the Quick Link (used to limit individuals who have access to the posting)

USER	RESPONSIBILITY
Human Resources Service Center	<ul style="list-style-type: none"> Posts requisition as directed

STEP 4 – APPLICANTS SUBMIT APPLICATIONS



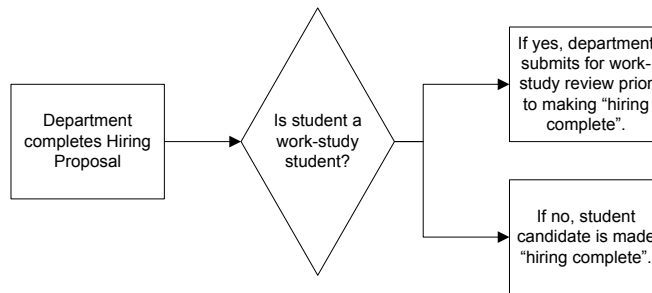
Applicants must apply for positions at University of Cincinnati by submitting applications and other required documents through the PeopleAdmin system.

Business Units review applications and arrange interviews

USER	RESPONSIBILITY
Applicant	<ul style="list-style-type: none"> Applies to position vacancy
Student Hiring Manager	<ul style="list-style-type: none"> Reviews applications Contacts applicants to interview Changes applicants' status

	<ul style="list-style-type: none"> Notifies any remaining interviewed applicants by on-line e-mail if requesting to Move Position to Historical
Search Committee (optional)	<ul style="list-style-type: none"> Reviews applicant information

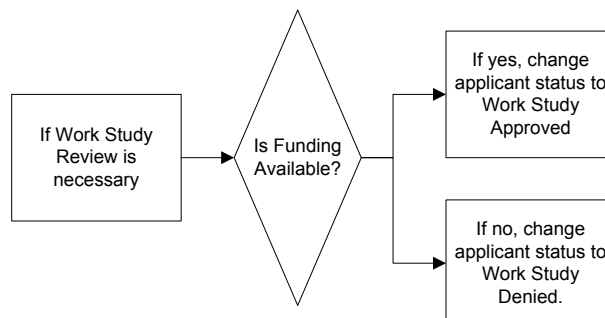
STEP 5 – HIRING PROPOSAL



When a final candidate or candidates have been identified, the Student Hiring Manager will create a hiring proposal in PeopleAdmin. Up to 90 individual hiring proposals may be created for the same requisition.

USER	RESPONSIBILITY
Student Hiring Manager	<ul style="list-style-type: none"> Completes Student Hiring Proposal Selects to "Add Entry" SELECTS TO SAVE AND STAY ON THIS PAGE Changes applicant status to Under Review by Work Study if Work Study position

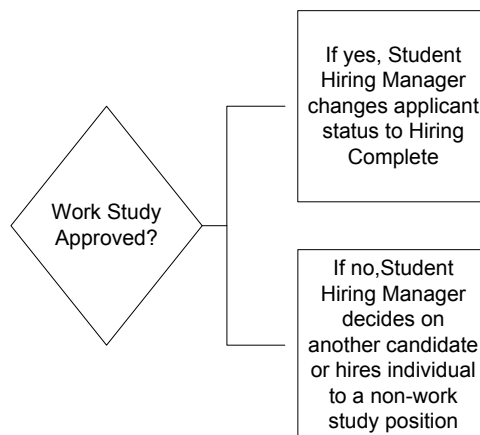
STEP 6 – CANDIDATE APPROVAL



The student hire process candidate approvals involve the Student Hiring Manager and Human Resources unless the student candidate is a Work Study recipient. In this case the student requisition flow must also include Work Study User approval.

USER	RESPONSIBILITY
Work Study User	<ul style="list-style-type: none"> ▪ Verifies work study funds are available for selected candidate ▪ Approves or denies Work Study candidate for hire

STEP 7 – HIRING COMPLETE

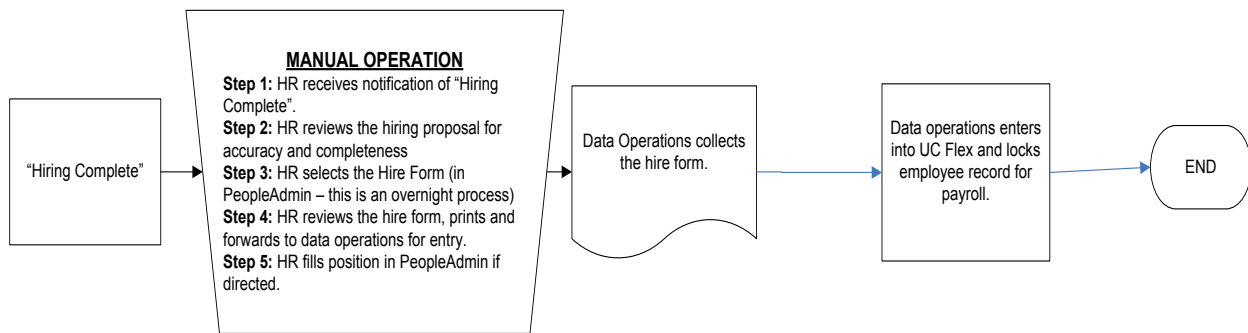


This is the last automated step in the PeopleAdmin system. Hiring complete is the trigger that notifies the Human Resources Service Center the department has completed the PeopleAdmin process and the Hire Form is ready for printing.

USER	RESPONSIBILITY
Student Hiring Manager	<ul style="list-style-type: none"> ▪ Makes contingent offer to the candidate ▪ Completes any necessary background/reference checking ▪ Changes applicant status to Hiring Complete ▪ Reviews Student Hire Report for accuracy
Human Resources Service Center	<ul style="list-style-type: none"> ▪ Reviews hiring proposal ▪ Prints hire form for data operations

STEP 8 – ENTER DATA INTO UCFLEX

Currently there is no interface between UCFlex and PeopleAdmin therefore the end of the hire process produces a paper hire form from which Data Operations key information into the UCFlex HR/Payroll system.



USER	RESPONSIBILITY
<ul style="list-style-type: none"> Data Operations 	<ul style="list-style-type: none"> Collects hire forms Attempts to unit hire form with new hire paperwork Enters information into UC Flex

STEP 9 – ONBOARDING/COMPLIANCE DOCUMENTS

Once the Candidate has been entered into UC Flex the Kronos Time Keeper receives and e-mail notifying them that the Candidate has been entered into UC Flex. It is at this point that the hiring department completes the the New Hire Checklist located in the Manager’s Toolkit on the HR website. Completion of the New Hire Checklist is **REQUIRED** and is the indication to the HRSC or the Designated Authorized Business Partner that the Candidate is authorized by the department to submit paperwork to work. However, before the Candidate can actually begin working he/she must be authorized by Human Resources or the Designated Authorized Business Partner that all compliance documents have been received and the Candidate is eligible to begin work .

USER	RESPONSIBILITY
Student Hiring Manager	<ul style="list-style-type: none"> Initiates New Hire Checklist

Human Resources Service Center/Authorized Business Partner (International Services, UC Clermont or UC Blue Ash)	<ul style="list-style-type: none"> ▪ Reviews ORIGINAL compliance documents from the Candidate ▪ Sends confirmation of eligibility to begin working or that additional information is required
Candidate	<ul style="list-style-type: none"> ▪ Completes required New Hire paperwork ▪ Presents Original compliance documents for review
HR Data Operations	<ul style="list-style-type: none"> ▪ Receives compliance documents ▪ Records documents in UC Flex ▪ Unlocks Employee Record ▪ Prepares for scanning data into Onbase Data Mangement system
HR Benefits	<ul style="list-style-type: none"> ▪ Receives Student Exemption Waiver and sends to OPERS within 30 days of hire