UAS Temporary Hiring Instructions

Go to MyUA:  [http://www.alaska.edu/myua/](http://www.alaska.edu/myua/)

*Please use Chrome as your internet browser and make sure pop up blockers are turned off for MyUA.* All employees have a MyUA account to view their position description, contact either your HR Consultant or HR Recruiter to add additional user account access to perform hiring.

Select myUA Recruitment Module. This will enter the administrative area where you can create postings, manage jobs, and complete other tasks.

Determine which type of temporary, adjunct, student or graduate student you will need based on hours worked or other criteria. Use a UAS Pooled PCN listing to find the most appropriate PCN number to use for your recruitment. Temporary PCN numbers start with “9”.

The UAS Pooled PCN listing may be found on the UAS HR – Job Forms web page:

[http://www.uas.alaska.edu/hr/job-forms.html](http://www.uas.alaska.edu/hr/job-forms.html)

All employees with “Hiring Manager” authority will be granted the colorful “Bubble view”, while all Cost Center Clerks will have the “Dashboard view” for recruitment management. Both screens contain the “Menu” option in the upper right-hand corner of the screen to turn on/off side menu options.

<table>
<thead>
<tr>
<th>Bubble View</th>
<th>Dashboard View</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Bubble View Screenshot" /></td>
<td><img src="image2.png" alt="Dashboard View Screenshot" /></td>
</tr>
</tbody>
</table>

This is called a ‘hamburger.’ It is located in the upper right corner of the Dashboard. Click on it to reveal an extensive drop down menu.
Click on “Manage position descriptions and create a new requisition.”

Our practice has been that all temporary (staff, student, adjunct, and L6070) positions do not have formal position descriptions like regular and term staff positions do. All UAS temporary positions have been setup with a template position description in MyUA to trigger the recruitment process. If you have already selected a temporary PCN (begins with “9”), enter it into the “Position Number” field and click “Search”.

One template PD should appear. There is no need to copy or edit the template PD. We want to maintain a one to one (PCN to PD) ratio in the system at all times. If there is no templated PD please contact your HR Consultant about getting one added. Please do not add one yourself.

Ignore both the employee and supervisor name fields tied to the PD, these incumbents will not interfere with performing a new recruitment. Click on “Recruit for position”.

There are four tabs along the top. You may click on these tabs to open new panels for these specific purposes.
The Position Info panel is lengthy and requires detailed information. Some additional fields will need to be completed, but majority of the information has been copied over from the PD template.

Partial information may be entered, then click the binoculars icon to open a new search box to find the appropriate field information. The eraser icon clears the field so you may make another attempt.

Whenever you encounter date fields, select the date from the calendar after clicking the calendar icon. Please keep in mind that these calendar days are listed Monday through Sunday.

**Any field that has an asterisk * beside it is a required field and these fields cannot be left blank.**


The following will discuss some areas in more depth:

**Working Title:** The default title is the generic template name. To help distinguish departmental positions/recruitments from one another, please always update this field based on specific position details.

**MAU, Division, School Department** – This is based on the UAS organizational chart and DLevel structure. Schools and the Library are under the Provost; Student Services under UAS VC Student Affairs; Administrative Services & Facilities under UAS VC Admin Services. The drop down menu options are also interdependent on one another, meaning to update these fields you need to begin at the “Division” field level first. If you cannot find your department, try a different Division.

<table>
<thead>
<tr>
<th>MAU*</th>
<th>Division*</th>
<th>School*</th>
<th>Department*</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAU*</td>
<td>University of Alaska Southeast</td>
<td>UAS Provost</td>
<td>Math / Science Instruct Summary</td>
</tr>
<tr>
<td>MAU*</td>
<td>University of Alaska Southeast</td>
<td>UAS VC Student Affairs</td>
<td>Admissions / Registration / Fin Aid</td>
</tr>
<tr>
<td>MAU*</td>
<td>University of Alaska Southeast</td>
<td>UAS VC Administrative Services</td>
<td>Physical Plant Operation &amp; Maint</td>
</tr>
</tbody>
</table>

**Grade:** Grades for every employee type and geographical differential are found is this extensive list. Temporary staff grades default to Grade 71, since we use classification details from a shared position description. This should be updated to reflect the appropriate Temporary Staff Salary grade for your position. Adjunct salary grades are determined by the credit load. If the field is blank and you click on the binoculars icon, a pop up window should appear. Be sure you are using temporary rates, type in ‘temp’ with a grade number and select a temporary grade with the correct geographic differential. Please ignore all minimum amounts that appear these do not appear on the UA Careers site.

<table>
<thead>
<tr>
<th>Employee type</th>
<th>In Grade list as (type in search box):</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR/FN</td>
<td>Non-union</td>
</tr>
<tr>
<td>A9</td>
<td>UAF</td>
</tr>
<tr>
<td>F9</td>
<td>UANC</td>
</tr>
<tr>
<td>FT</td>
<td>Adjunct</td>
</tr>
<tr>
<td>FW adjunct</td>
<td>Adjunct Faculty Hourly Assign.</td>
</tr>
<tr>
<td></td>
<td>Adjunct Faculty Non Credit</td>
</tr>
<tr>
<td>ST, SN</td>
<td>Student</td>
</tr>
<tr>
<td>GN, GT</td>
<td>Grad student</td>
</tr>
<tr>
<td>CR, CT</td>
<td>C&amp;T, or Facilities</td>
</tr>
</tbody>
</table>
**Job Duties:** This may be blank for many temporary positions. Click on “New” button to create aneditable box to notate specific duties. All information entered into this field will pull over onto the UA Careers site after the position requisition has been approved and sourced to the Careers site.

![Image of Job Duties section]

**Advertising Summary, Advertising Text** – The Advertising Summary field is meant to be a brief (3-4 sentences) description of the job so that an applicant might be interested to learn more about the position and minimum requirements. The Advertising Text box is the full length job description with KSAs, education, and experience requirements.

**Position Requirements** – Used when employees make a request for accommodation under the Americans with Disabilities Act or have claims with Worker’s Compensation. Please carefully consider the physical requirements of the job and choose the correct elements.

**Search Committee** – If you need another employee to review applications, they may be added as a search committee member.

**Headcount Management** – Use to set up requisition to perform multiple hires. The position number should be the same for each additional position. Do not attempt to use this feature to fill the same position on two different grants. Enter number of additional positions in “New” then select “Add”. Multiple lines will appear, add the PCN as the “Position no” on every additional line.

![Image of Headcount Management section]

**Approval Queue** – These are designation fields for the recruitment. All users designated in these fields receive notifications about approvals received and can easily access requisition information on their user dashboard.

The HR Consultant field is pulled over from the position description and should not be changed by users outside HR. Both the Time Sheet Approver and Supervisor are assigned by departmental users.
**Approval Process** – Choose UAS Recruitment from the drop down. This governs the number of approvers are required in the box below.

<table>
<thead>
<tr>
<th>Approval process:* UAS Recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supervisor:</td>
</tr>
<tr>
<td>2. HR:</td>
</tr>
<tr>
<td>Kristy Smith ✓ Approved 21 Sep 2016</td>
</tr>
<tr>
<td>Sarah Belmont ✓ Approved 21 Sep 2016</td>
</tr>
</tbody>
</table>

Contact your HR Recruiter and/or HR Consultant to change an approval process mid-flight. This action allows an approval level to be reallocated to a different user in the system.

**Next page**

Please fill in all mandatory fields marked with an asterisk (*).

**Save a Draft:** Creates a new bubble on the “Dashboard view” and allows users to add any remaining details at a later time. Does not trigger the approval process to occur.

**Save:** Should only be selected when the user is completely done with the requisition and triggers the approval process. User stays on position requisition page.

**Save and Exit:** Should only be selected when the user is completely done with the requisition and triggers the approval process. In addition this option returns the user to the “Manage Position Descriptions & Create a Requisition” search page.

**Cancel:** Deletes a requisition that has not been previously saved and allows the user to leave the page.

**Next Page:** Allows users to move to the next position requisition tab, rest assured that all details entered on the position info tab will remain until the requisition is saved.

If required fields are blank, the system will prevent moving to the next page. Scroll through Position Info panel and look for the red asterisks and complete any missing information.
The Notes Tab

Select an option from the “Add” drop down menu to communication position requisition information to search committee members, admin manager, supervisor, or HR Recruiter.

All temporary grant-funded recruitments must send a note to our administrative Grants Officer. Select the “Email note” check box add Roxy Felkl as the user. This will not give the user access to the position requisition, but all details in the “Note*” will create the email text.

If notifying Roxy Felkl about a temporary grants recruitment upload and attach request to hire memo and/or any additional information for the requisition review. Select “Save” to add the note and immediately trigger the email to the user.

This is a good tool to use for communicating fund/org information to Admin Managers for large business units.

The Sourcing Tab [HR Only]

Only use this tab to view sourcing information performed by your HR Recruiter. The “Actions” drop down menu contains the “Link” option that applicants need to apply for a direct appointment in the system. All direct appointments are posted as a “Blind Job” and applicants can only apply through the direct link.

In addition the “Close” option will remove the posting from our UA Careers site. Notify your HR Recruiter to reopen any recruitment on the Careers site.

The Documents Tab

- Attach all screening materials to this tab to perform a competitive recruitment
- Attach a “Request to Hire” memo to perform a direct appointment
- Attach any additional documentation that you would like other users to have access to

To attach any of the documents list above select “Document from a file” from the drop down menu. Another dialogue box will open to perform this action.
Click on Upload file

Navigate to your file and click on Open at the bottom. Select “Save and Close” to add a document and close the action dialogue box. Your documents will appear in a list:

Click on “Save a draft” to finish your work later. Click on save or ‘Save and exit’ to send the posting to the first approver.

While the posting is being approved you will not have access to make any further changes. An approver could make changes or decline it so the posting returns to you for further edits. In that case, you would make changes and start the approval process again when ‘Save and exit’ is clicked on. You will receive an email once the final approval has been obtained.

**Applicant Screening (with Competitive Recruitment Steps)**

Perform both a preliminary (minimum qualifications) and interview screening on each applicant. Bulk actions are available to users wanting to update a group of applicant statuses. To update an individual applicant status, go to the applicant pool, click on their current status and the “change applicant statuses” window should appear. Highlight the correct status and select the “Next>” option.

- Update applicant statuses along the way:
  - Use the check boxes to group together applicants moving to the same status
  - Use the “Select a Bulk Action” drop down menu to perform a “Bulk Move”
To eliminate applicants select an “Unsuccessful” applicant status and then “Next”
- Turn On/Off the applicant notification about the new application status
- Select a reason for any move to an “Unsuccessful” status

To perform individual applicant status updates, select the applicant’s status, highlight the new status and select the “Next” option at the bottom.

You will be directed to the confirmation window as shown below.

**Email Applicant:** Select yes if you would like to send an email to the applicant about their new status. If moving an applicant to an unsuccessful applicant status there will be an option to provide a reason for this status change.

**Move Now:** Triggers the email to the applicant if selected and updates the applicant status in the pool. If moving an applicant to the “Verbal Offer” status you will instantly be directed to the Offer Details.

Following the Interview Event Booking instructions to automate interview scheduling for your recruitment:
- Perform a reference check on the final candidate, allow up to a week to obtain at least two references.
- All screening forms and/or notes need to be submitted to the HR Office before contacting the final candidate

**Background Check**

Required for all adjunct positions, and any temporary positions that interact with students on a daily basis. TrueScreen is our background check vendor. Contact your HR Recruiter with the final candidate’s name and email address for an online request. Alternatively have the final candidate complete the “Background Check Authorization” form, submit to HR Office for entry. Wait for HR Office to notify you with the background check results.

**Verbal Offer**

After all applicant screening has been submitted and reviewed by the HR Recruiter the hiring manager may contact the final candidate to verbally offer the position. Move the applicant to the “Verbal Offer” status after agreeing to both a start date and salary details.
Direct Appointment(s) can move straight to changing the applicant status to “Verbal Offer” after the applicant has applied to the position.

The “Verbal Offer” applicant status triggers the Offer Details form to finalize assignment details and generate a contract letter.

**Offer Details**

Both the personal details and job details sections are completed based off of position requisition and application information.

**Employee Details**

- Use the **PEAMPL** Banner screen to verify if the employee is already active in the system. Use **NBAJOBS** to verify number of previous assignments in this same position (PCN) to assign the appropriate **Suffix**.
- Please remember that our Student ID and Employee ID numbers are the same

<table>
<thead>
<tr>
<th>Offer details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYEE DETAILS</strong></td>
</tr>
<tr>
<td><strong>UA ID:</strong></td>
</tr>
<tr>
<td><strong>Suffix:</strong> 00</td>
</tr>
<tr>
<td><strong>Job Change Reason:</strong> N/A</td>
</tr>
</tbody>
</table>

**Position Details**

Refer to our **Job Forms** page for assignment classification details for temporary positions.

To complete an **adjunct [only]** offer please use the following field definitions:

- **Grade:** Calculate number of pay periods to determine CR_# *(if assignment is for credit)*
  - For example a contract for 8 pay periods has the grade of CR_08
- **Step:** Based on previous semesters taught
  - **Step 1** *(0 – 5 Prior Semesters)*
  - **Step 2** *(6-11 Prior Semesters)*
  - **Step 3** *(12+ Prior Semesters)*
- **FLSA:** Exempt (salaried employee)
- **Hourly Rate:** Refer to Adjunct Salary Schedule
- **Biweekly Salary:** Refer to Adjunct Salary Schedule
- **Annual Salary:** Refer to Adjunct Salary Schedule
- **Hours per Day:** Number of Credits
- **Hours per Pay:** Number of Credits
- **ACA Hours:** 2.25 hours per credit
- **Contract Length:** Number of pay periods
- **CIPC:** Leave blank
Offer Details

*Use the Calendar icon to select future dates, but remember the days are listed Monday to Sunday.*

**Expected Hire Date:**

First day on the job, first teaching day, and/or assignment begin date. This date will be the assignment “Effective date” in NBAJOBS.

**End Date:**

This is a **required** field for all temporary positions. Last contract day, preferably the Saturday of the assignment’s final pay period. Student non-taxable (987100) assignments cannot continue past the pay period containing the last day of class before the summer semester begins. All summer student assignments should be processed with the taxable PCN (987101).

**Labor Distribution:** Update field(s) to correct position fund/org

**On Boarding:**

**Onboarding Form:** Electronic new hire packet that will be completed online prior to the employee’s first day of work. Applicant status automatically is updated to “Offer Accepted & Post Hire Forms Complete” when all forms have been completed.

**Onboarding Portal:** Welcome page for new employees

**Onboarding Task list:** Email notifications to both the new hire and supervisor about remaining onboarding steps to complete based on hire date. These steps go from before first day to six months (performance evaluation). Notify your HR Consultant if task notification emails need to be turned off or updated.

**Reports To:** Supervisor signature generated on the contract letter
Offer Documents:

Do Not skip this step to assign an approval process, the Contract Letter needs to be created first.

Select Merge Document, triggers a warning message, click “ok”.

Offer Documents

Find the UAS folder and then appropriate letter based on position classification. For example the adjunct contract letter is labeled UNAD. Check the box next to the contract letter and then select “Merge” at the bottom. Ignore any error message that occurs during the process.

Return to Offer Documents section to find contract letter uploaded to the Offer Details card. Always view the document before routing for approval and ensure the merge worked. To make changes, save the document to desktop, edit, and use the “Add Document” option to upload new letter; delete previous one.
Approval Process

Only after the necessary Offer Details have been assigned and a contract letter uploaded, select the appropriate “Approval Process” to route the offer. Select “Save and Close” to leave the page and trigger the first approval level notification email.

Note: Adjuncts are temporary faculty members so please route these offers through the Temp Staff/Faculty approval process.

You will receive an email notification after all approvals have been obtained. Then move the applicant to the “Online Offer Made” status to accept the offer and initiate the automate onboarding process setup in the “Offer Details” section.

All new employees must complete their I-9, W-4, and sign their contract letter on their first day of work.

To retrieve approved contract letter, perform an applicant search, select view application, scroll down to the history section on the application until you see the following notation (s):

The top line will direct you to the final contract letter, while the bottom line redirects you back to the Offer Details window. Proceed to our New Hire Forms page to gather all necessary paperwork for your new hire to complete as soon as possible.

Additional Temporary hiring FAQs

- All UAS competitive recruitments should not be open longer than an academic year.
- To close a recruitment send the job name and title to your HR Recruiter. Note, all applicants should be moved to a final applicant status at this time.
- To copy a position requisition from a previous semester email a request to your HR Recruiter.