Handout #3
Adjunct PreHire Onboarding Process (APOP)
Process Review

Identified Issues

- EPAF creation and approval process is time consuming and inefficient; a high volume of Adjunct EPAFs must be completed within a very short amount of time, further delaying process.

- Access to email, USFConnect, and other services delayed for Adjunct new hires and rehires until new hire paperwork submitted and EPAF ceased, processed, and approved.

Resolutions

- EPAF automated and prepopulated by HR Emp. Approval queue shortened to 2 roles – Business Manager and HR (other approvers moved to PeopleAdmin queue). EPAF generated at least 30-days prior to start date for early processing.

- New hire, rehire, and job information collected prior to and at time of hire in PeopleAdmin. Information fed to Banner for access departments will use for email/services set-up. (EPAF and new hire paperwork no longer required to for accesses.) Form I-9 required for physical OneCard access.

Old Process

1. Job Description reviewed by Hiring Department.
2. Request to recruit completed through email with Hiring Department.
3. Each department has own recruiting process.
4. Candidates complete applications through process specific to department. Department reviews and approves candidates manually.
5. Request to hire/negotiations/offer completed through a manual process by Hiring Department.
6. Offer letter created by Dean/Hiring Department. Candidate signs and returns offer letter (no change).

New Process

1/2. **Job Description review and request to recruit automated in PeopleAdmin.** Approval queue: CIPE; HR Employment posts job.

3. Each department has own recruiting process (no change) although encouraged to use PeopleAdmin for new Adjuncts and rehires.

4. **Final candidates applies in PeopleAdmin; Department’s review and approval automated.**

5/6. Hiring Department negotiates and extends verbal offer.

7. **Offer Form created by Hiring Department in PeopleAdmin.** Approval queue: [Grants], HR Benefits.

8. **Offer Letter** created by Department. Candidate signs and returns offer letter (varies by Dept). **HR Employment feeds Offer Form data to Banner.**
9. New hire turns in new hire paperwork before or near start of classes.

10. EPAF submitted with 4 to 5 levels in approval queue.

11. Employee receives access to email, services, and technology. HR Employment initiates background check.

9. SIAINST will be created when PA status is Feed to Banner, nightly. Allows Adjunct to be assigned to classes.

10. ITS, One Card, Parking, Purchasing, Payroll, Benefits, etc. receive notification email of new hire and begin setting up access (up to 30+2 calendar days before Offer Letter start date they receive Role, then).

11. New hire or rehire receives access email for USFConnect, USF Email, PreHire tab, online Library access, link to New Hire paperwork, etc. (Up to 30-calendar days before Offer Letter start date.)

12. Pre-populated EPAF automatically generated. Approval queue: Business Manager, HRIS applies. Note: EPAF generation for Fall hires, entered before fiscal year end, will happen on June 15th. EPAF approval impacts Payroll.

13. New hire or rehire turns in new hire paperwork (I-9) to HR Employment. HR Employment initiates background check. *Form I-9* must be turned in to HR before OneCard is provided. Classes begin.

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**Sample Timeline for Fall Adjunct Hires**

<table>
<thead>
<tr>
<th>Prior Months</th>
<th>At least 30 Days before start date</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job posting reviewed and posted in PeopleAdmin</td>
<td>Recruitment</td>
<td>Candidates apply and Hiring Department reviews</td>
<td>Offer Form created</td>
<td>Offer Letter issued, and data fed</td>
</tr>
</tbody>
</table>