

FPOP/APOP FAQ's

What is APOP/FPOP?

The Adjunct Prehire Onboarding Process (APOP) and the Full Time Faculty Prehire Onboarding Process (FPOP) is the automated process of onboarding new faculty into the University's different systems. APOP and FPOP enable faculty to have access to myUSF, email, One Card and Canvas prior to their start date. The process also auto generates the new hire EPAF for the hiring department.

Who needs to go through APOP?

All new hires and rehires who have not worked at USF for over 2 years or do not have an active employee role.

Who doesn't need to go through APOP/FPOP?

- Faculty "continuing" on their contract
- Faculty being reassigned within the University
- Student or Staff employees transitioning into a faculty role
- University Special Affiliates with active roles

How do I post a faculty position or submit an offer form?

Please contact Maggie Karaman (mgonzalez5@usfca.edu or x 2177) for a one-on-one training on how to use PeopleAdmin.

What is the approval queue for Full Time Faculty Postings?

Hiring Department Submits Posting → CIPE Reviews → Provost Reviews → HR Reviews & Posts

What is the approval queue for Adjunct Postings?

Hiring Department Submits Posting → HR Reviews & Posts

What is the approval queue for Full Time Faculty offer forms?

Hiring Department submits offer form → Provost Approves offer → Hiring Department extends offer and HR processes background check → Compensation reviews offer → HR Benefits reviews offer → Provost Admin sends appointment letter → HR reviews and feeds offer form to banner

What is the approval queue for Adjunct Faculty offer forms?

Hiring Department submits offer form → HR reviews and feeds offer form to banner

How long will it take to process?

Each stakeholder in the PeopleAdmin posting and offer form process will approve within 24 hours.

I have submitted the offer form and need to make a change to the start date, salary or position number? How do I edit this?

If the offer form has not been fed to banner, HR employment can make the change on the offer form. If it has been fed to banner but the EPAF has not been applied, the department EPAF approver will be able to make changes to the EPAF. If the EPAF has been applied an Adjustment EPAF after the original EPAF has been applied will need to be submitted. Please contact Maggie Karaman (mgonzalez5@usfca.edu or x 2177) for assistance on making any changes to the offer forms.

When will the new adjunct/full time faculty receive access?

Full time faculty new hires receive the prehire role 90 days before their offer letter start date. Adjunct faculty receive the prehire role 30 days before the offer letter start date. The prehire role gives them access to myUSF, email, Canvas and One Card. There are three different types of roles each new hire is assigned that determines what they have access to. Below is a breakdown:

For Adjunct Faculty:

- PREHIRE_FACULTY is 30 days prior to Offer Letter Begin Date
- FACULTY Role is 2 weeks prior to the Offer Letter Begin Date
- EMPLOYEE Role is Payroll Start Date (or after depending on when the EPAF is applied).

For FT Faculty:

- PREHIRE_FACULTY is 90 days prior to Offer Letter Begin Date
- FACULTY Role is 2 weeks prior to the Offer Letter Begin Date
- EMPLOYEE Role is Payroll Start Date (or after depending on when the EPAF is applied).

When will I see the EPAF?

Unless the position is in the next Fiscal Year End, the EPAF will appear in the EPAF approver queue the day after the offer form was fed to banner.

Our applicant applied to the wrong posting, can an application be transferred to a different postings?

An application can be transferred if the position it's being transferred to is the same position type as the original position. An adjunct application cannot be transferred to a full time faculty posting or vice versa.