

Identify SP Search to Use for Payroll Title

To help identify which special payroll search to use, identify the special payroll title for the appointment:

TEACHING (Adjunct Faculty or Special Payroll Lecturer)

- Use the special payroll search called **DEPARTMENT Special Payroll Teaching Position**

INSTRUCTIONAL SUPPORT (Instructional Specialist, Academic Technician, Academic Specialist, etc.)

- Use the special payroll search called **DEPARTMENT Special Payroll Instructional Support position**

GRADUATE ASSISTANT in one of the graduate special payroll titles (Graduate Instructional Specialist, Graduate Overload, Graduate Student Technician, Graduate Special Payroll Lecturer, etc.)

- Use the special payroll search titled **DEPARTMENT Special Payroll Graduate Position**

FOR ALL OTHER TITLES (such as Temporary University Specialist, Project/Program Specialist, Public Service Technician/Specialist, Research Specialist/Technician, etc.)

- Use the special payroll search titled **DEPARTMENT Special Payroll Position**

Update Applicant Status

Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)

Step 2: Click **View Applicants** (far right) for the applicable SP search


Step 3: Click **Select an outcome** from the *Overall Rating* drop down:

Preliminary Offer Decided for the selected candidate

Reviewed for applicants not hired at this time and considering for future hire

Step 4: Click **Submit** button (top of grid)

Create Hire Request

 **Note:** Once a hire request is submitted, our business process does not allow users to update the request. All changes need to be submitted to your HR Specialist or Workforce@uconn.edu

Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)

Step 2: Click **View Applicants** (far right) for the applicable search #


Step 3: Click selected candidate's name

Step 4: Click **Create Hire Request**


Step 5: Click **Yes** for *Special Payroll Employment Type*

Step 6: Update *Payroll Title* as needed

Step 7: Select **No** for the question: *Is this request a data change where the appointment already exists in Core-CT?*

 If it is a Data Change, continue to quick step section: [Special Payroll Data Change](#)

Step 8: Enter remaining position details fields, using calendar icon for dates.

 **Note:** *School/College/Division* field selection determines selections available for approval workflow

Step 9: Enter *Conditions of Employment* (*Summary of Duties* and *Minimum Qualifications* are determined by the dept.)

Step 10: Enter Compensation and Anticipated Hours (always include weekly hours to ensure compliance with the Affordable Care Act (ACA))

Step 11: For teaching appointments, complete the *Teaching* section (skip for all other hires)

Step 12: Complete the *Compliance Questions* section from the flags identified on the applicant card

Step 13: Select the *Onboarding form – All Hires Except Special Payroll Data Changes*

Step 14: Select the applicable *Onboarding workflow* related to Special Payroll or No Onboarding

Step 15: Type *Immediate Supervisor's* name in the field, and click tab for field to fill in name and email address

Step 16: Enter up to 3 additional names for granting access to onboarding tasks: *Search Initiator/Onboarding*

Access, *Onboarding Coordinator*, and *Onboarding delegate* (type name and click tab to fill in name and email)

Step 17: Skip *Offer Progress* section, the fields will be automatically updated by the system

Step 18: Enter *Comments*, if applicable

(Continued on next page)

Create Hire Request (continued)

Step 19: Create Offer Letter:

- a. Click **Merge document**
- b. Click **OK** to save offer details (disable pop-up blocker for this site, as needed)
- c. ****Check box**** to the left of applicable letter
- d. Click **Merge**, view draft offer letter, update as needed adding signatures and adjunct course information (*if applicable*), and save

Step 20: Click **Add document** to upload revised offer letter

- Do not change *Category* – leave as **Offer Contracts**
- Enter *Title* (*title will display as a link in the chosen candidate's offer portal*)
- Click **Save and close**

Step 21: Upload the dual employment form and COI form (as applicable)

- Upload file for applicable form
- Update the category to **Dual Employment** or **Conflict of Interest** (as applicable)
- *Title* is optional (*document will not display in chosen candidate's offer portal*)
- Click **Save and close**

Step 22: Select *Approval Process*

Step 23: Click **Submit** for approval

Step 24: Follow **Make Online Offer** steps, once the hire request is approved



Note: Offer approval is required before moving forward with make online offer

Rehire Special Payroll Appointment



Note: Candidate's status must display as Hired from the most recent appointment prior to creating a rehire.

Update Applicant Status

Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)

Step 2: Click **View Applicants** (far right) for the applicable SP search

Step 3: Click **Select an outcome** from the *Overall Rating* drop down - change from **Hired** to **New Request**

Step 4: Click **Submit** button (top of grid)

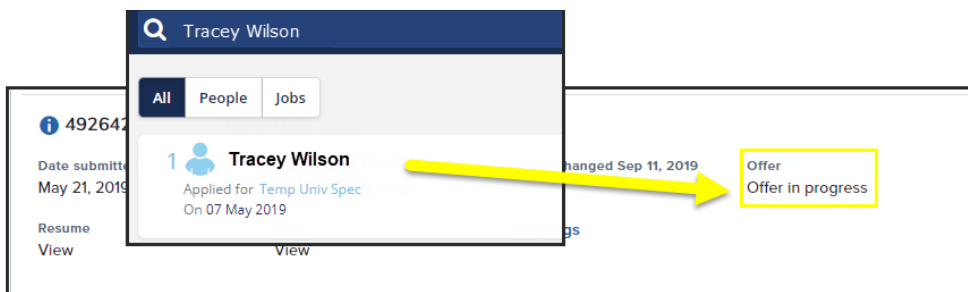
Create Next Request



Note: Update Applicant Status before creating the Next Request

Step 5: Click the candidate's name (left column)

Step 6: Click text link located under *Offer* field label (*actual text under Offer label may vary*)



Step 7: Scroll to the History section (green highlighted section)

Step 8: Click **Initiate Request** in the *History* section of most current appointment

The screenshot shows the 'Offer details' page. The 'History' section is highlighted in green and contains a table with the following data:

Start date	End date	n/a
3 Apr 2020	26 Jun 2020	0.00

Below the table is the 'Offer details' section with the following information:

- Approval status: Pending
- Department Head: Brandi Morrell
- Date entered: Mar 11, 2020, 2:00 pm
- Date updated: Mar 11, 2020, 2:14 pm
- Application source: Internet - Careers website Edit

Step 9: Complete the rehire request following **Create Hire Request** steps above (Starting at Step 6)

Step 10: Follow **Make Online Offer** steps, once the hire request is approved

 **Note: Offer approval is required before moving forward with make online offer**

Special Payroll Data Change

The Special Payroll was originally designed to pay a fixed “stipend” over a defined period of time for a specific professional service. As such, the impact of a special payroll data change is very different from the impact of a data change that occurs on the Classified or Unclassified Payroll. Special Payroll data changes are more inclusive moving into PageUp, in such that any changes to the offer letter terms now require a data change in the recruitment system, to update the appointment in SmartHR.

Note: Special Payroll KFS changes are not processed in PageUp and require a KFS change in SmartHR

Update Applicant Status

Step 1: Select **Jobs have applicants for review** (Update Applicant Status dashboard tile)

Step 2: Click **View Applicants** (far right) for applicable Search #

Step 3: Select the *Overall Rating* outcome – change from **Hired** to **New Request**, and click **Submit**

Create Data Change (Next Request)

 **Note: Update Applicant Status before creating the Next Request**

Step 4: Click the candidate’s name (left column)

Step 5: Click text link located under *Offer* field label (actual text under *Offer* label may vary)

Step 6: Click **Initiate Request** in the *History* section of most current appointment

Step 7: Click **Yes** for the field: *Is this request a data change where the appointment already exists in Core-CT?*

Step 8: Update applicable data including *Onboarding form* (SP Data Change) and *Onboarding Workflow*

Step 9: Click **Submit** to submit change for approval

Step 10: Follow **Make Online Offer** steps, once the hire request is approved

 **Note: Offer approval is required before moving forward with make online offer**