

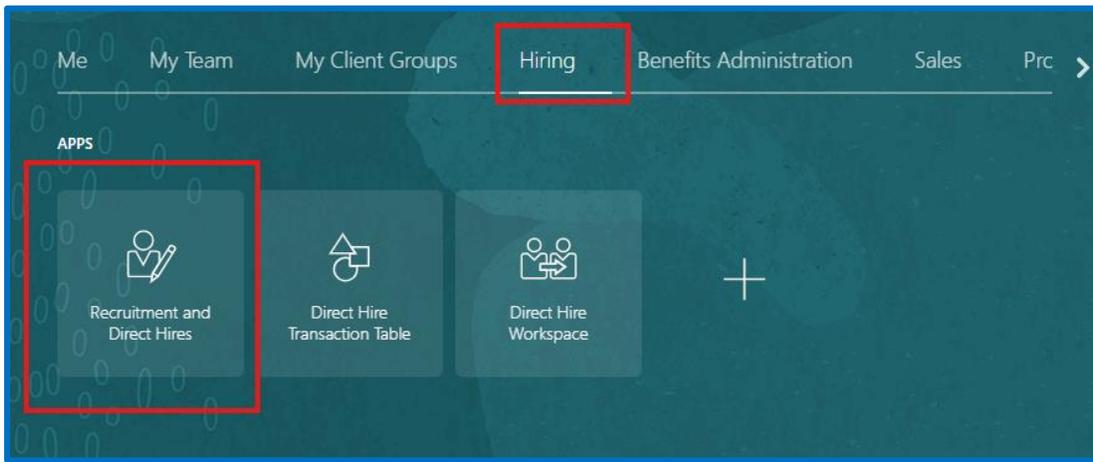
# Recruitment for a New Temporary Employee or Part-Time Faculty

Please read the instructions carefully before contacting HR at [hrbusinesspartners@memphis.edu](mailto:hrbusinesspartners@memphis.edu)

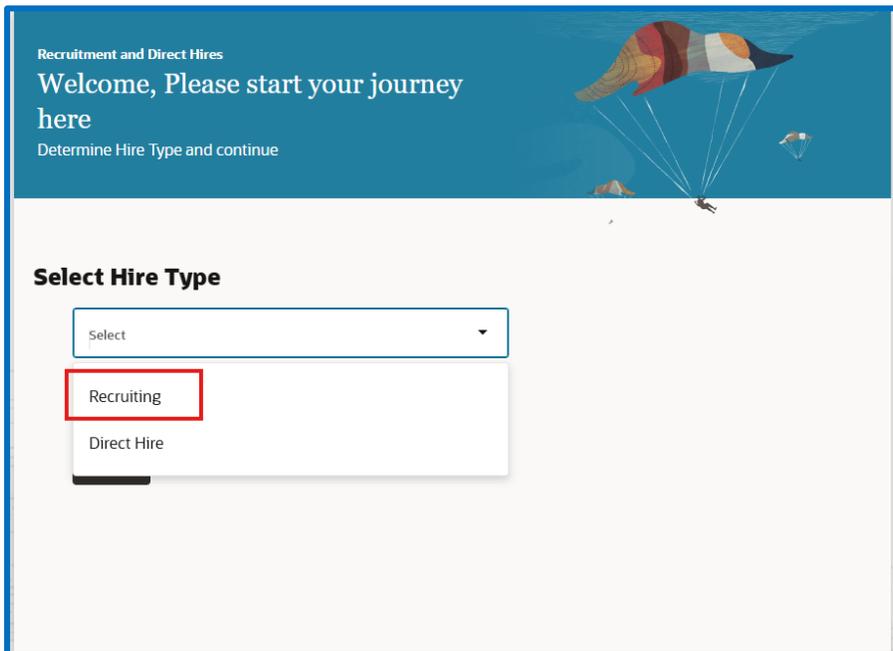
## First things, first...

- ✓ Invite applicants to apply at [workforum2.memphis.edu](http://workforum2.memphis.edu) and select the appropriate Temporary or Part-Time Faculty pool.
  - **Temporary Pools:** Landscape, Professional, Custodial, Skilled Trade, and Clerical
  - **Part-time Faculty Pools:** based on the academic department
- ✓ Email your HR at [hrbusinesspartners@memphis.edu](mailto:hrbusinesspartners@memphis.edu) to request access to the Temporary pools.

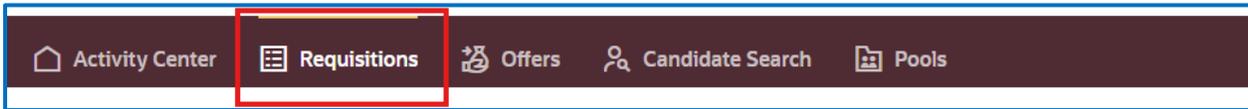
**Step 1:** Log into Oracle and select the Hiring Tile. Then select Recruitment and Direct Hires.



**Step 2:** Select the drop-down link and select Recruiting. Click Next.



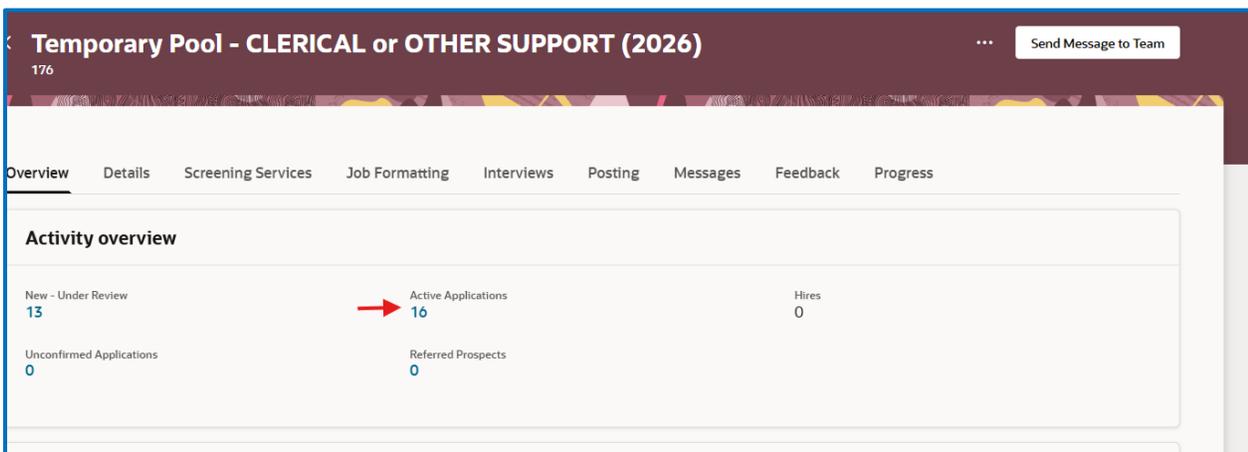
**Step 3:** You will want to select 'Requisitions' and then search for the temporary pool where your applicant applied.



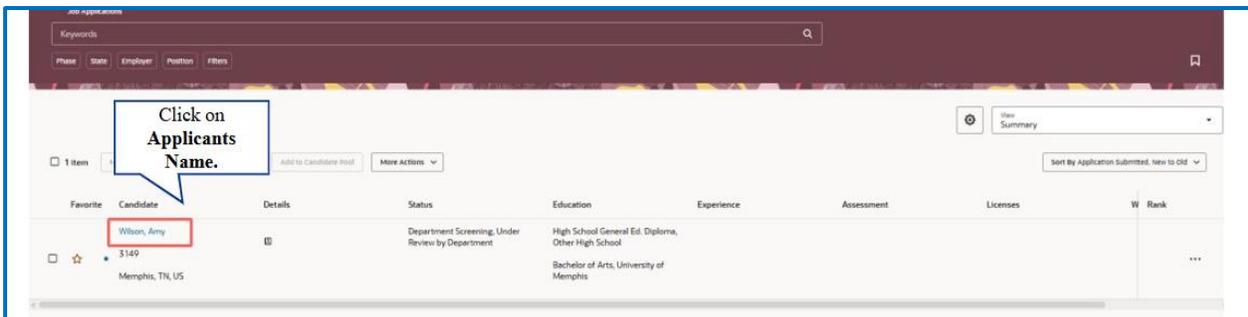
**Step 4:** The example here is clerical. Be sure to remove the filter on the Hiring Team by clicking the "X".

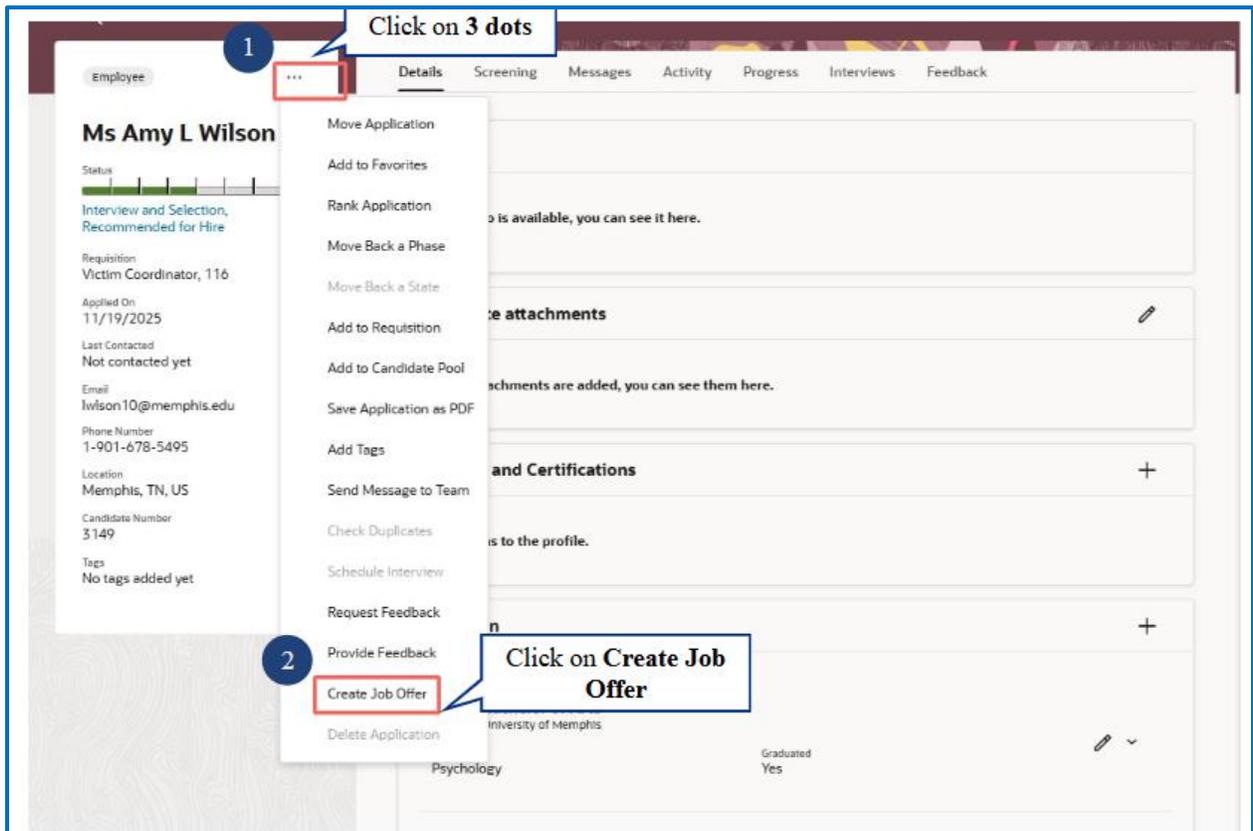


**Step 5:** Click the 'Active Applicants' number to search for your applicant



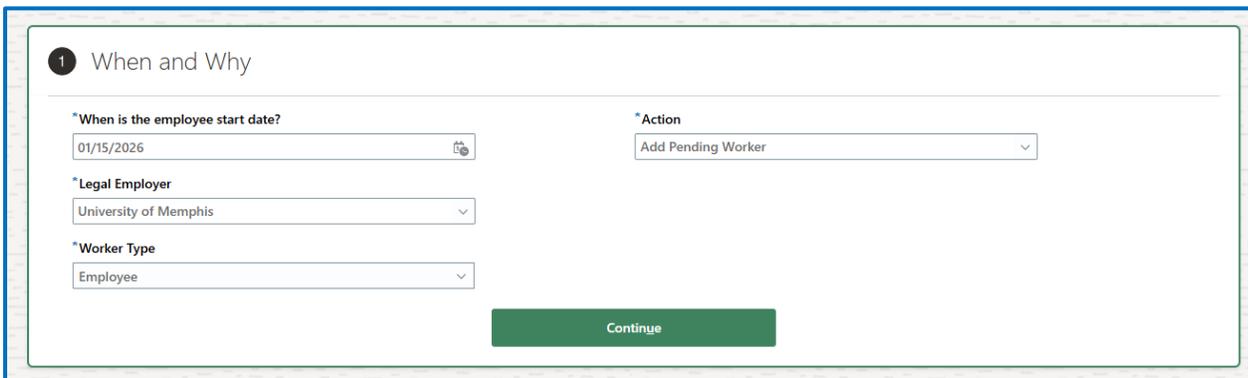
**Step 6:** Click on the applicant's name. Then, click on the three dots, 'Create a Job Offer.' There will be 9 screens to generate the offer letter template.





**Screen 1: When and Why**

Begin filling in the relevant information. Always use:  
 Legal Employer = University of Memphis  
 Employee on the Worker type = Employee



**Screen 2: Assignment Info**

- **Proposed Person Type**
  - 'TH' for temporary.
  - 'PF' for Part-Time Faculty.
  - **You cannot leave this section as "Employee."**

- **Enter the Projected End Date**
  - Temporary use Fiscal Year End (6/30/2026) or Calendar End Dates (12/31/2026) and no greater than 1 year.
  - Part-time faculty use semester dates, for example, Spring 1/12/26 – 5/15/2026.
- **Position**
  - **Never select the Position. These types of hires are based on Jobs.**
- **Job**
  - Select the appropriate JOB based on the primary function of the role you're hiring for.
  - All temporary assignments will begin with TEMP.
  - All part-time faculty should be Part-Time Faculty.
- **Uncheck the "Include in grade step progression."**
- **Department**
  - Enter the home department that this assignment will charge to
- **Location**
  - Enter the physical campus location. Remote is not an option here.
- **Assignment Category**
  - It would be a Temporary Employee (TH) or a Temporary Instruction Employee (PF)
- Leave the **Probation Period** blank
- **IPEDS:** Complete the IPEDS Primary Functions for Part-Time Faculty. Once you select the appropriate code, the function will appear for selection:
  - IRP- Instruction Combined with Research/Public Service
  - PIB- Primary Instruction Combined with Credit and Non-Credit
  - PIC- Primary Instruction Exclusively for Credit
  - PIE-Primary Instruction Exclusively for Non-Credit
  - PR- Primarily Research
  - PS- Primarily Public Service

○

**2** Assignment Info

<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">*Proposed Person Type Employee</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">*Business Unit UofM Business Unit</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Projected End Date mm/dd/yyyy</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Position Select a value</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Synchronize from Position Yes</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Job TEMP Business and Financial Operations Occupations</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Grade Ladder Select a value</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Grade 00</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"><input checked="" type="checkbox"/> Include in grade step progression</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Step Select a value</div>	<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Department 33000-Human Resources</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Location UofM Main Campus</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Assignment Category Select a value</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Regular or Temporary Temporary</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Full Time or Part Time Part time</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Probation Period Select a value</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">Probation End Date mm/dd/yyyy</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">IPEDS Primary Function Code</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;">IPEDS Primary Functions</div>
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2 Assignment Info

\*Proposed Person Type

Employee

GW

GX

GY

GZ

**PF**

ST

SW

S8

**TH**

Department

33000-Human Resources

Location

UofM Main Campus

Assignment Category

Temporary Employee

Regular or Temporary

Temporary

Full Time or Part Time

Part time

### Screen 3: Offer Team

- **Hiring Manager**
  - Update the hiring manager for your hire in the offer team.
  - The hiring manager is the candidate's line manager and is responsible for approving the timecards.
- **Recruiter**
  - Kiana Holley is the default recruiter. **Make sure to update it to YOUR department's assigned HR Business Partner (NOT Senior HRBP).** To learn who your assigned HRBP is, please visit our HR site at <https://www.memphis.edu/hr/staff>

3 Offer Team

Hiring Manager

No suggestions to display

Add collaborator type

Recruiter

Ms Kiana Lashae Holley Human Resources Business Partner

### Screen 4: Payroll Info

- **ADD the Payroll Frequency.** This is important to ensure that the employee is paid.
  - **For Temporary hires**
    - Payroll → Biweekly
    - Time card Required for Payroll → Yes
    - Time card Required for Assignment → Yes
  - **For Part-Time Faculty hires**
    - Payroll → Monthly
    - Timecard Required for Payroll → No
    - Timecard Required for Assignment → No

**4 Payroll Info**

Payroll Frequency

Other Info

Tax Reporting Unit: University of Memphis

Time Card Required for Assignment: Yes

**+ Add**

Continue

Payroll Frequency

\* Payroll: Biweekly

Time Card Required for Payroll: Yes

Other Info

Tax Reporting Unit: University of Memphis

Time Card Required for Assignment: Yes

**Screen 5: Salary**

- **Salary Basis**
  - **Temporary:** Hourly 1950 (enter hourly amount)
  - **Part-Time Faculty:** Monthly 12 (enter monthly amount)

\* Salary Basis: Hourly 1950

Select Salary Basis

- Basic salary
- Temporary Added Duty

Apply

Percentage	Amount	Annual Amount	Annualized Full-Time Amount
	0.00	0.00	0.00

Grade Step

Annual Salary: 0.00 USD (FTE 1)

Next Salary Review Date: mm/dd/yyyy

Compensation Zone Type

Compensation Zone

Grade Name: 00

New Salary: **0.00** USD Hourly

0.00 512.82

Continue

## Screen 6: Current Salary

This screen is most often not relevant for Temp/PT Faculty Hires.

## Screen 7: Comments and Attachments

Allows for any comments that may apply to the offer.

## Screen 8: Additional Information

- **For Temporary Employee hires:**
  - Identify if Grant Funded
  - Enter schedule hours
  - Select the appropriate Division & Service End Date
  - Offer type → Temporary

The screenshot shows a form titled "8 Additional Info". It contains four dropdown menus: "Grant Funded", "Division" (set to "Academic Affairs"), "\* Offer Letter Type" (set to "Temporary"), and "Hours Scheduled / Week" (set to "20"). There is also a "Service End Date" field with a date picker icon. A green "Continue" button is at the bottom.

- **For Part-Time Faculty hires:**
  - Identify if Grant Funded.
  - Enter the appropriate semester.
  - Select the appropriate Division (always Academic Affairs).
  - Service End Date should coincide with the semester end date.

The screenshot shows a form titled "8 Additional Info". It contains four dropdown menus: "Grant Funded", "Division" (set to "Academic Affairs"), "\* Offer Letter Type" (set to "Part-Time Faculty"), and "\* Semester" (set to "Spring"). There is also a "Service End Date" field with a date picker icon. A green "Continue" button is at the bottom.

## Screen 9: Offer Letter

- **Offer Letter:**
  - Search for the appropriate offer letter, download it, and **make appropriate edits**.
  - Attach the saved file using the **"rtf" format**. **RTF** files are editable in Microsoft Word, but it still needs to be kept in **RTF format**.

- **A note for Mac computer users:** the file opens in a program called TextEdit instead of in MS Word. Mac users MUST open it in MS Word manually. The system will NOT allow the upload in a TextEdit format.

**Submit**