



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 26, 2018

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 18-54

Distributed via Campus Email

To: Hiring Managers and HR Contacts

From: Corey S. Bradford *Corey*
Senior Vice President for Business Affairs

Re: Fall 2018 Hiring Guidelines and Deadlines for Faculty, Staff and Graduate Assistants

As the university continues to grow, the fall semester remains a peak time to hire new administrators, faculty, staff and graduate assistants. It is essential that all hiring departments plan their fall hires to be completely routed in Workday prior to the hires' start date.

Effective this fall, the Office of Human Resources (OHR) will initiate the pre-hire and hire transactions for all faculty, staff and graduate assistants on behalf of departments in Workday. Departmental HR Contacts will continue to create positions and job requisitions. The Hiring Manager will screen and interview applicants to identify a selected hire. The HR Contact/Hiring Manager will complete an electronic hiring selection form to provide all details related to the hire. The completed electronic form will be routed to HR for review and initiation of the hiring process in Workday. Hire dates will continue to be each Tuesday and Thursday.

The OHR will be offering information sessions prior to the August hire dates to review the revised hiring process:

Date	Time	Location
7/30/2018	8:00 a.m. to 9:00 a.m.	A.I. Thomas Auditorium
08/01/2018	8:00 a.m. to 9:00 a.m.	A.I. Thomas Auditorium

All hiring departments must adhere to the deadlines provided in this memorandum to ensure "complete" hiring compliance with TAMUS regulations and University Administrative Procedures (UAPs).

Processing Deadlines

Date	Event
07/30/2018 – 08/03/2018	Department identification of finalized candidates for hire and submit electronic hiring selection forms
08/06/2018 – 08/10/2018	HR completes pre-hire and hire actions Workday
08/13/2018 – 08/17/2018	New employee completes onboarding in Workday
08/16/2018	HR new employee orientation for faculty
8/27/2018	Classes begin for the fall semester
	NOTE: Other new employee orientation dates are: 08/14/2018, 08/21/2018, 08/28/2018 and 09/04/2018

Based on a few of the most frequently asked questions, the following hiring guidelines are given as reminders:

- Adjunct faculty and graduate assistants who worked spring 2018 or summer 2018 are considered "rehires". Rehires will need a "Change Job" transaction completed in Workday to ensure continued employment and compensation. Details guidance will be given by HR and will be available on the intranet.
- **The electronic Hiring Selection Form must be received in HR ten (10) business prior to the anticipated hire date to allow adequate processing time for initiation and necessary approvals in Workday.**
- New Employee Orientation will also continue to be every Tuesday.
- Faculty contracts must be for September 1, 2018 provided all required hiring transactions have been completed processed in Workday.
- September 4, 2018 is the first available hire date in September for staff and graduate assistants.
- For any staff transferring from one position to another, the hiring department will need to contact the OHR to ensure that the employee's transfer date is within the right pay cycle.

As the university continues to build a culture of compliance, departments must adhere to all hiring guidelines and deadlines to ensure total compliance.

Hiring guidelines and Workday job aids are available via PV Place>Human Resources>HR Knowledge Center>PVAMU Hiring Guidelines and Job Aids for all users. The PVAMU hiring guidelines and job aids will be listed on the right column of the screen.

The Office of Human Resources looks forward to working in partnership with departments to have the necessary staffing in place for a successful start to the fall semester.

For questions, please contact the employmentteam@pvamu.edu.