

Quick Guide: Recruitment for a New Temporary or Part Time Faculty Employee

Brand new Part-Time Faculty or Temporary employee applicants must apply via pool postings in Recruiting and be hired via the recruitment/ offer letter process. (Ensure they do not have an OPN - Oracle Person Number).

Invite applicants to apply at 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 academic department

1. Email HR Business Partner to request access to the Temporary pools.
2. Log into Oracle and select the Hiring Tile. Then select Recruitment and Direct Hires.



3. Select the drop-down link and select Recruiting click Next.

Recruitment and Direct Hires

Welcome, Please start your journey here

Determine Hire Type and continue

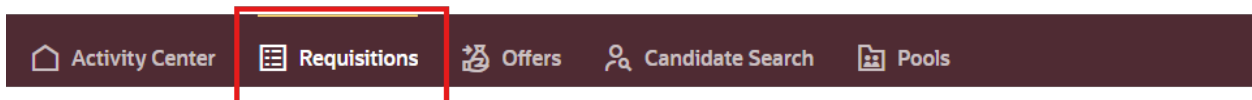
Select Hire Type

Select

Recruiting

Direct Hire

- You will want to select Requisitions and then search for the temporary pool where your applicant applied.



- The example here is clerical. Be sure to remove the filter on the Hiring Team by clicking the "X".

Job Requisitions

clerical

Q

Phase

State

Hiring Manager

Recruiter

Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Location

Filters

Clear (1)

- Click the Applicants # to search for your applicant

Temporary Pool - CLERICAL or OTHER SUPPORT (2026)

176

Send Message to Team

Overview

Details

Screening Services

Job Formatting

Interviews

Posting

Messages

Feedback

Progress

Activity overview

New - Under Review

13

Unconfirmed Applications

0

Active Applications

16

Referred Prospects

0

Hires

0

7. Click on their name and Create a Job Offer. There are 8 screens to the offer.

Keywords

PhoneStateEmployerPositionFilters

View Summary

Sort By Application Submitted, New to Old

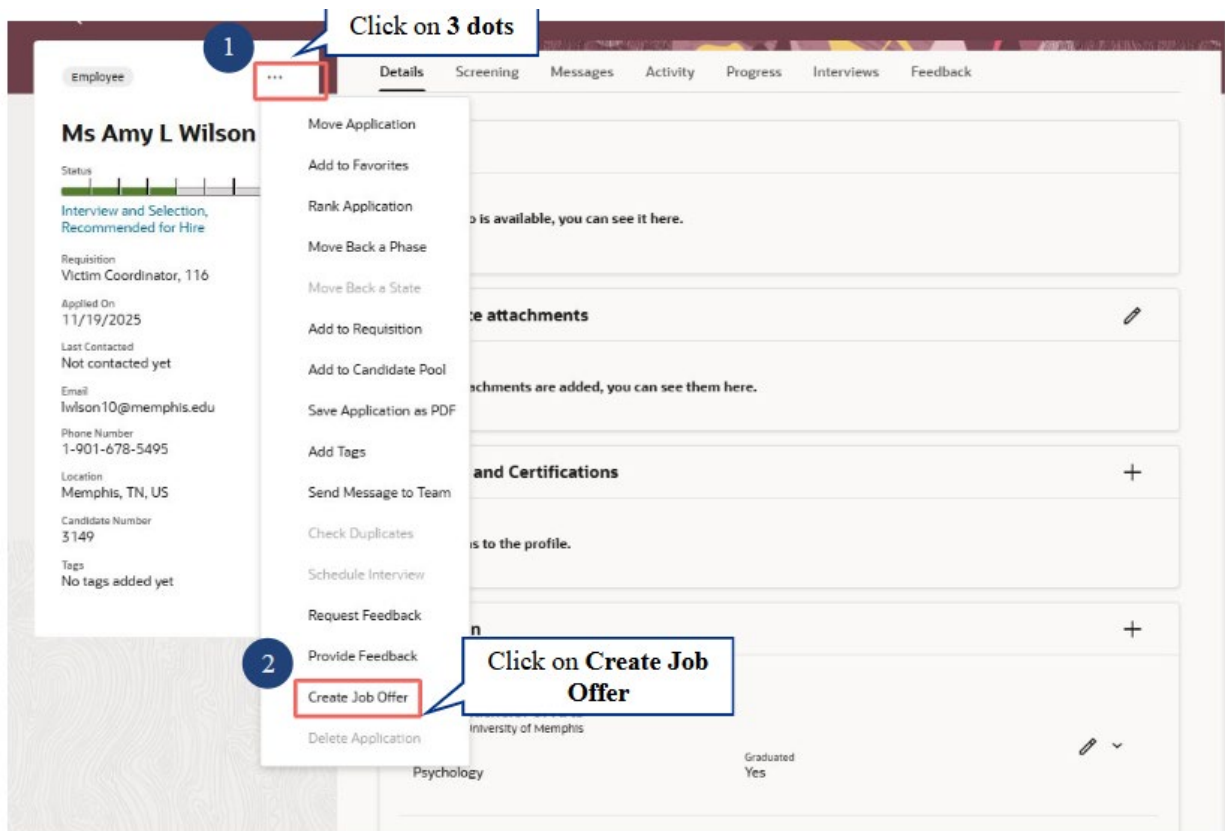
1 item

Add to Candidate Pool

More Actions

Favorite	Candidate	Details	Status	Education	Experience	Assessment	Licenses	W	Rank
<input type="checkbox"/>	<div><div>Wilson, Amy</div><div>\$149</div><div>Memphis, TN, US</div></div>		Department Screening: Under Review by Department	High School General Ed. Diploma, Other High School					...

3



7. Screen 1 - When and Why: Begin filling in the relevant information.

Always use:

Legal Employer = University of Memphis

Employee on the Worker type = Employee

8. Screen 2 - Assignment Info: Complete the Assignment Info

Proposed Person Type = TH for temporary or 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

Never select the Position. These types of hires are based on Jobs.

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"

Enter the home department this assignment will charge to

Enter the physical campus location. Remote is not an option here.

Assignment Category will be Temporary Employee (TH) or Temporary Instruction Employee (PF)

Leave the Probation Period blank

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>*Proposed Person Type Employee</div> <div>*Business Unit UofM Business Unit</div> <div>Projected End Date mm/dd/yyyy</div> <div>Position Select a value</div> <div>Synchronize from Position Yes</div> <div>Job TEMP Business and Financial Operations Occupations</div> <div>Grade Ladder Select a value</div> <div>Grade 00</div> <div><input checked="" type="checkbox"/> Include in grade step progression</div> <div>Step Select a value</div>	<div>Department 33000-Human Resources</div> <div>Location UofM Main Campus</div> <div>Assignment Category Select a value</div> <div>Regular or Temporary Temporary</div> <div>Full Time or Part Time Part time</div> <div>Probation Period Select a value</div> <div>Probation End Date mm/dd/yyyy</div> <div>IPEDS Primary Function Code</div> <div>IPEDS Primary Functions</div>
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[Continue](#)

9. Screen 3- Offer Team: Update the hiring manager for your hire in the offer team. 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 is your assigned HRBP, please visit our HR site at <https://www.memphis.edu/hr/staff>

3 Offer Team

<div>Hiring Manager</div> <div>No suggestions to display</div> <div>Add collaborator type</div>	<div>Recruiter</div> <div>Ms Kiana Lashae Holley Human Resources Business Partner</div>
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10. Screen 4- Payroll Info: **Be sure to click the add the Payroll Frequency.** This is important to ensure that the employee is paid.

- Temporary
 - Payroll = Biweekly
 - Time Card Required for Payroll = Yes
 - Time Card Required for Assignment = Yes **only** for employees who use Time Clock Plus e.g., Residence Life, Campus Rec, Facilities Services, Police Services and Conference & Events Services. **All others = No**

- Part Time Faculty
 - Payroll = Monthly
 - Time Card Required for Payroll = No
 - Time Card Required for Assignment = No

4 Payroll Info

Payroll Frequency

Other Info

Tax Reporting Unit

Time Card Required for Assignment

Continue

11. Screen 5- Salary: Be sure to include Salary Information.

Salary Basis

- Temporary = Hourly 1950 (enter hourly amount)
- Part Time Faculty = Monthly 12 (enter monthly amount)

*Salary Basis

Hourly 1950

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

Grade Step

Next Salary Review Date

mm/dd/yyyy

Compensation Zone Type

Compensation Zone

Annual Salary

0.00 USD (FTE 1)

Grade Ladder

Grade Name

00

New Salary

0.00 USD Hourly

0.00 512.82

Continue

12. Screen 6- Current Salary: most often not relevant for Temp/PT Faculty Hires.

13. Screen 7- Comments and Attachments: Allows for any comments that may be applicable to the offer.

14. Screen 8 – Additional Information: Enter any relevant information.

- Temporary
 - Identify if Grant Funded

- Enter schedule hours
- Select the appropriate Division & Service End Date
- Offer type = Temporary

8
Additional Info

Grant Funded

Hours Scheduled / Week

20

Division

Academic Affairs

Service End Date

mm/dd/yyyy

*Offer Letter Type

Temporary

Continue

- Faculty
 - 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

8
Additional Info

Grant Funded

*Semester

Spring

Division

Academic Affairs

Service End Date

mm/dd/yyyy

*Offer Letter Type

Part-Time Faculty

Continue

15. Screen 9 – Offer Letter: Search the appropriate offer letter, download, make appropriate edits. Attach the saved file using **“rtf” format**.

Submit