

## 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](http://workforum2.memphis.edu) and select the appropriate Temporary or Part-time faculty Pool.

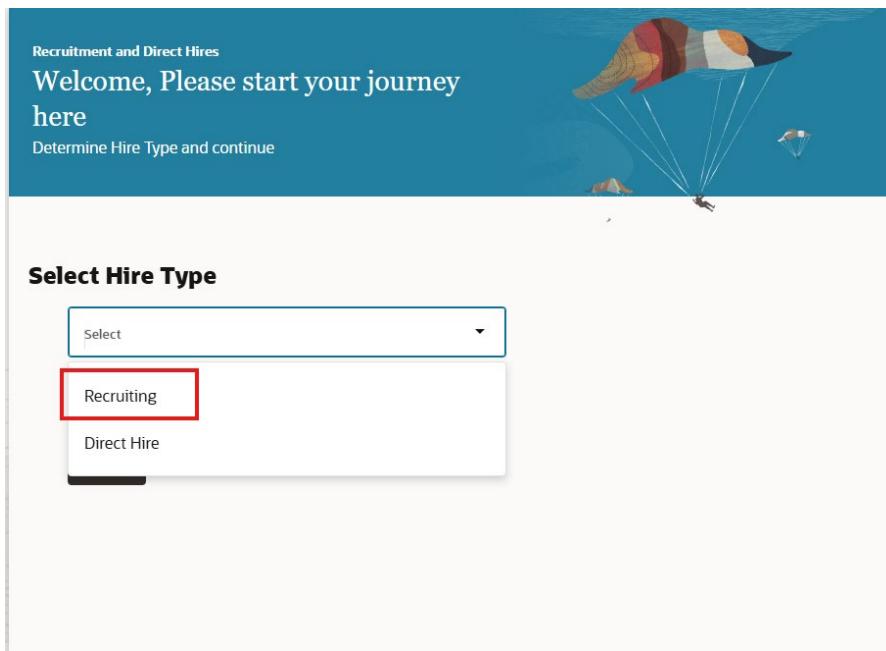
Temporary Pools – Landscape, Professional, Custodial, Skilled Trade, and Clerical

Part Time Faculty Pools based on 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.



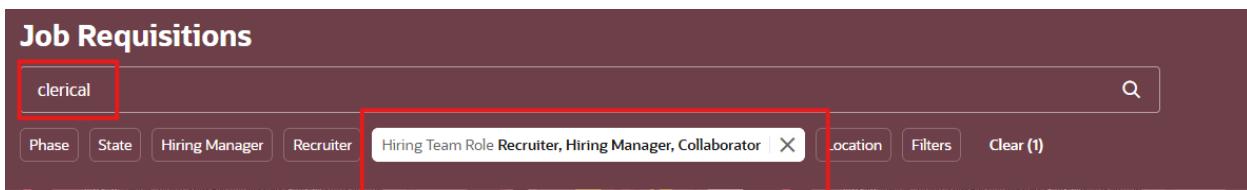
3. Select the drop-down link and select Recruiting click Next.



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



5. The example here is clerical. Be sure to remove the filter on the Hiring Team by clicking the “X”.



6. Click the Applicants # to search for your applicant

Temporary Pool - CLERICAL or OTHER SUPPORT (2026)

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Send Message to Team

Overview Details Screening Services Job Formatting Interviews Posting Messages Feedback Progress

Activity overview

New - Under Review 13	→ Active Applications 16	Hires 0
Unconfirmed Applications 0	Referred Prospects 0	

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

Job Applications

Keywords:

Phase:

Employer:

Position:

Filters:

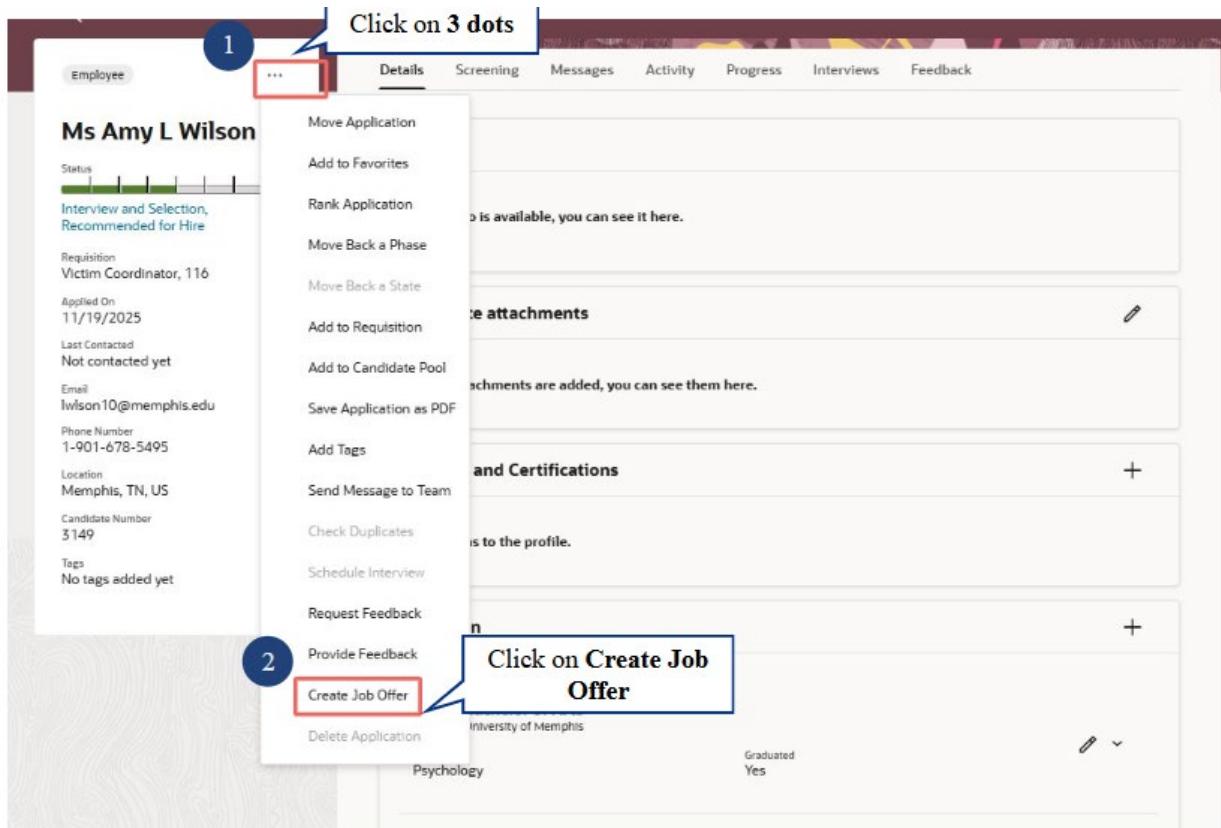
Sort By Application Submitted, New to Old

Summary

1 item

Click on Applicants Name.

Favorite	Candidate	Details	Status	Education	Experience	Assessment	Licenses	W	Rank
<input type="checkbox"/>	<input type="checkbox"/> Wilson, Amy	<input type="button" value="Edit"/>	Department Screening, Under Review by Department	High School General Ed. Diploma, Other High School	Bachelor of Arts, University of Memphis				
<input type="checkbox"/>	<input type="checkbox"/> 3149								
	Memphis, TN, US								



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

1 When and Why	
*When is the employee start date? 01/15/2026	*Action Add Pending Worker
*Legal Employer University of Memphis	
*Worker Type Employee	
<b>Continue</b>	

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

The screenshot shows the 'Assignment Info' section of a form. The following fields are highlighted with a red box:

- \*Proposed Person Type: Employee
- \*Business Unit: UofM Business Unit
- Projected End Date: mm/dd/yyyy
- Position: (highlighted with a red X)
- Synchronize from Position: Yes
- Job: TEMP Business and Financial Operations Occupations
- Grade Ladder: Select a value
- Grade: 00
- Include in grade step progression
- Step: Select a value
- Department: 33000-Human Resources
- Location: UofM Main Campus
- Assignment Category: Select a value
- Regular or Temporary: Temporary
- Full Time or Part Time: Part time
- Probation Period: (empty field)
- Probation End Date: mm/dd/yyyy
- IPEDS Primary Function Code: (empty field)
- IPEDS Primary Functions: (empty field)

**Continue** button is at the bottom right.

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

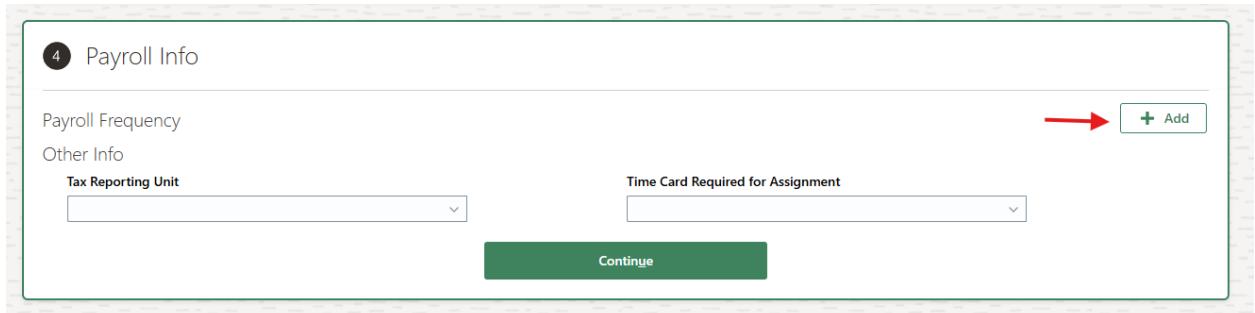
The screenshot shows the 'Offer Team' section of a form. The following fields are displayed:

- Hiring Manager: (empty field)
- Recruiter: Ms Kiana Lashae Holley Human Resources Business Partner

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

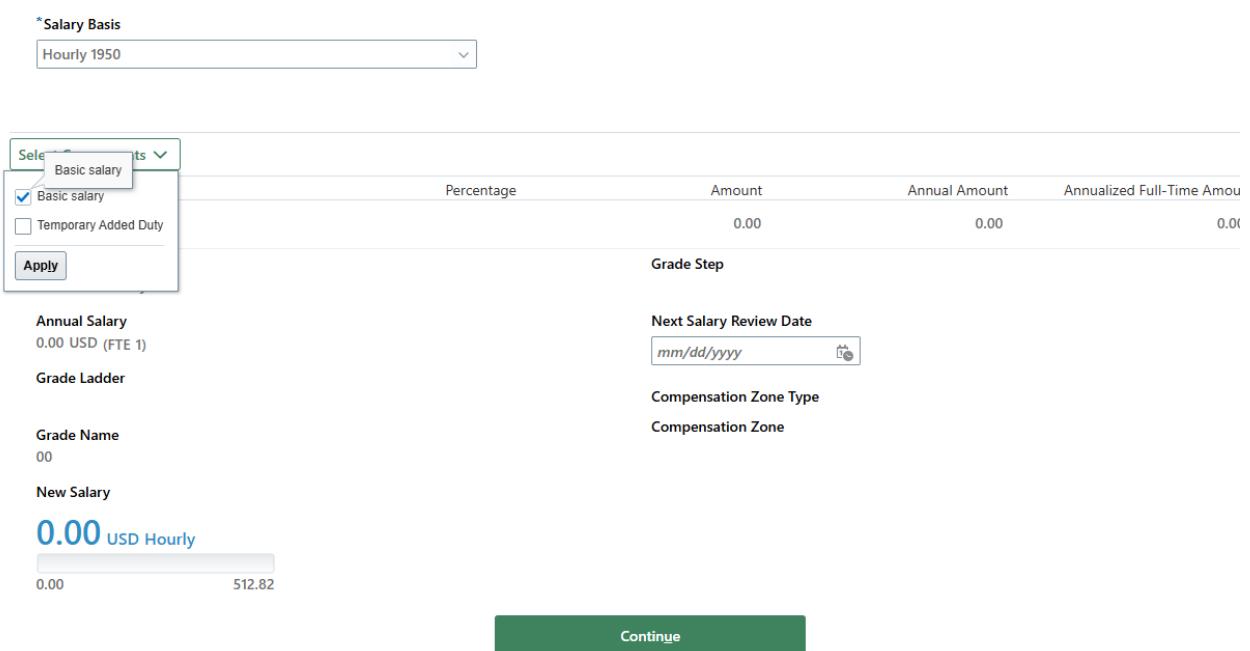
**Add**

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

Basic salary

Temporary Added Duty

Apply

Annual Salary  
0.00 USD (FTE 1)

Grade Ladder

Grade Name  
00

New Salary  
**0.00 USD Hourly**

0.00 512.82

Next Salary Review Date  
mm/dd/yyyy

Compensation Zone Type

Compensation Zone

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
<input type="text"/>	20
Division	Service End Date
<input type="text"/> Academic Affairs	<input type="text"/> mm/dd/yyyy
*Offer Letter Type	
<input type="text"/> Temporary	
<b>Continue</b>	

- 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
<input type="text"/>	<input type="text"/> Spring
Division	Service End Date
<input type="text"/> Academic Affairs	<input type="text"/> mm/dd/yyyy
*Offer Letter Type	
<input type="text"/> Part-Time Faculty	
<b>Continue</b>	

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

**Submit**