



## Quick Guide: Certified HR Practitioner Adjusting Start Date on Hiring Proposal for Staff, Graduate, Research, Student or Temporary hires.

### Overview:

This quick guide describes the process for a Certified HR Practitioner to adjust and approve the start date/effective date on a Staff and/or Graduate/Research/Student/Temp Hiring Proposal once Central HR has determined the candidate is eligible for hire and the hiring proposal is ready for submission to OneUSG Connect HCM.

### Contacts:

Dedicated HR UGAJobs Representatives and Certified HR Practitioners

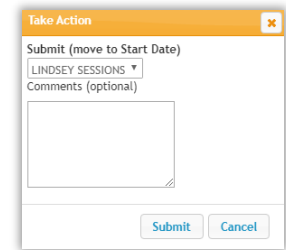
### Roles and Responsibilities

- **UGA Central HR:** reviews and confirms the completion of the hiring proposal in UGAJobs.
  - **Certified HR Practitioner:** ability to edit the start date on hiring proposals and approve for integration.
- \*\*NOTE: If a department does not have a Certified HR Practitioner, then the functionality will not be available and Central HR will follow default protocol.**

### Key Process Steps

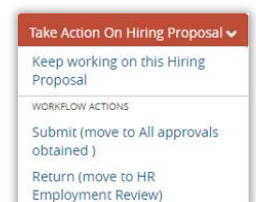
1. The designated UGAJobs **Initiator** for the Unit/Department will initiate a hiring proposal. The department will need to complete the data fields necessary to prepare the hiring proposal for review. Under the Start Date/Effective Date field on the hiring proposal details tab, you will be asked to answer the following question:
  - a. **I would like Central HR to send this HP to the Certified HR Practitioner for a Start Date adjustment**

2. Once the hiring proposal has navigated through all appropriate workflow steps (departmental and Central HR), and the department has requested for their **Certified HR Practitioner** to adjust the start date, Central HR will transition the Hiring Proposal to a workflow stop labeled **Start Date**. **If a department does not have a Certified HR Practitioner, then the functionality will not be available and Central HR will follow the default protocol:**
  - i. Staff & Temps: Central HR will adjust the start date at time of approval if start date provided is less than 48 business hours.
  - ii. Students who do not require background checks: In order to give enough time to collect the necessary data, the start date/effective date will be adjusted by 5 business days.



3. At the Start Date workflow stop, the Certified HR Practitioner will **ONLY** have the ability to edit the **Start Date/Effective Date** field.
  - a. **Back-dating a Start Date is not allowed and will result in a Benefit and Pay impact to the employee.** Employees are not to begin working prior to the approval of a hiring proposal as this would be in violation of the background policy. This action can have negative impacts the employee's record throughout all modules in OneUSG Connect (ie: Benefits, Time and Labor, Payroll, Access, etc.).
  - b. To allow for the employee record to be created in OneUSG Connect HCM, the start date/effective date must be a **minimum of 2 business days from the date Hiring Proposal is approved**. For extenuating circumstances, please contact your UGAJobs Dedicated HR Practitioner.

4. Once the Certified HR Practitioner has adjusted the start date, they will have the ability to approve the Hiring Proposal by transitioning the HP to **All approvals obtained**. Once the HP has moved to **All Approvals Obtained**, the HP will be locked and no further changes will be made to the hiring proposal via the vendor or Central HR Staff. In order for the information to be sent from UGAJobs to OneUSG Connect, it's imperative the Hiring Proposal is moved to this workflow stop.



## Relevant Resources

Human Resources Home Page: <http://hr.uga.edu/>

UGAJobs: <https://www.ugajobsearch.com/hr/sessions/new>

HR Employment Administration: <https://hr.uga.edu/supervisors/employment-administration/>

UGAJobs Dedicated HR Practitioner: <https://hr.uga.edu/supervisors/employment-administration/>

User Request Form Site: <https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/>

Hiring Proposal Resource Guides: <https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/>

Name	Date
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