

Identify SP Search to Use for Payroll Title

To help identify which special payroll search to use, identify the special payroll title for the appointment:

TEACHING (Adjunct Faculty or Special Payroll Lecturer)

- Use the special payroll search called **DEPARTMENT Special Payroll Teaching Position**

INSTRUCTIONAL SUPPORT (Instructional Specialist, Academic Technician, Academic Specialist, etc.)

- Use the special payroll search called **DEPARTMENT Special Payroll Instructional Support position**

GRADUATE ASSISTANT in one of the graduate special payroll titles (Graduate Instructional Specialist, Graduate Overload, Graduate Student Technician, Graduate Special Payroll Lecturer, etc.)

- Use the special payroll search titled **DEPARTMENT Special Payroll Graduate Position**

FOR ALL OTHER TITLES (such as Temporary University Specialist, Project/Program Specialist, Public Service Technician/Specialist, Research Specialist/Technician, etc.)

- Use the special payroll search titled **DEPARTMENT Special Payroll Position**

Send Candidate Link to SP Requisition to Apply

Step 1: Select **View My Team Searches** (*View Searches* dashboard tile)

Step 2: Click **View** (far right) for the applicable Search # (SP Search created by Human Resources)

Step 3: Click **Notes/Documents** tab at top of page

Step 4: Copy URL listed under the notes header

Step 5: Email URL to selected candidate for submitting application materials (*see sample email text*)

Sample Text to send with Link

Dear Colleagues,

Effective immediately, the University requires all applicants for Special Payroll positions to provide an up-to-date resume and to submit an application. By providing this information, departments will be able to issue electronic offer letters to new and reappointed Special Payroll employees.

To apply and submit a resume, please visit PageUp at this link: **[INSERT DEPARTMENT SEARCH/REQUISITION LINK HERE – LINK FROM NOTES/DOCUMENTS]**

This application does not guarantee appointment or continuation of appointment.

Thank you.

View Applications

Individual Applications

Step 1: Select **Jobs have applicants for review** (*Update Applicant Status* dashboard tile)

Step 2: Click **View Applicants** (far right) for the applicable search #

Step 3: Click each applicant's name and click **Resume**