Taleo Talent Management System

Adjunct Exception Form Process

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Adjunct Exception Form Approval Process

1. The candidate must be in the Step/Status of Offer/Draft to begin the adjunct exception process. (The offer grid is complete, and the offer is ready to be sent for approval). There are two methods of completing the approval request, online or paper.

Exception Reasons

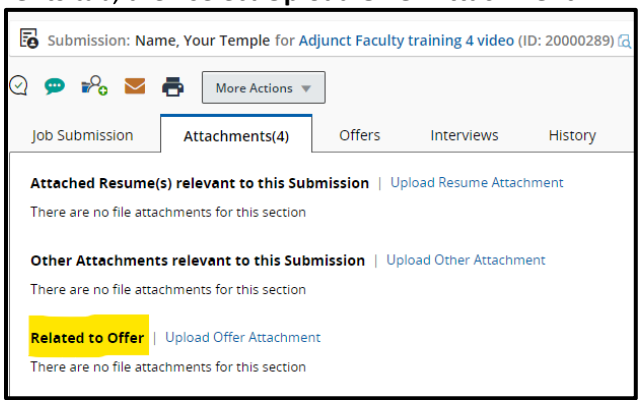
- The candidate is a full-time employee of Temple University
- Adjunct is hired after the beginning of the semester
- **Taleo Tip**: The Adjunct Exception form is found in the HR Forms section on TUPortal.

Online Approval from Department

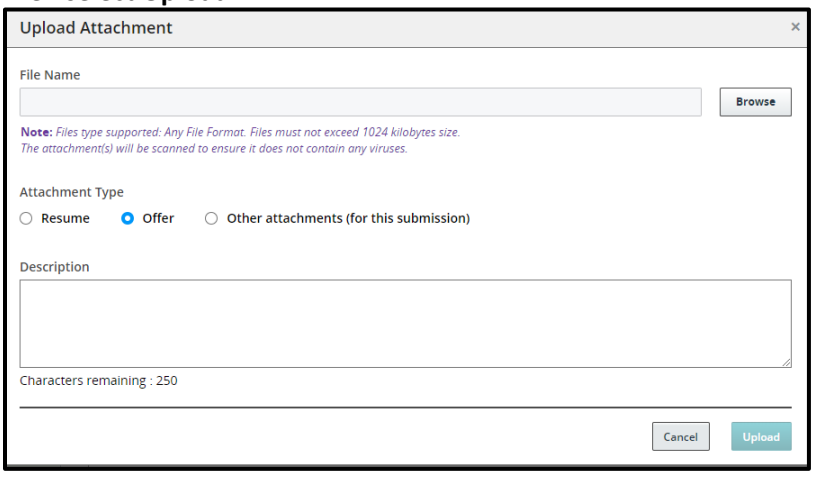
2. The form will be completed by Department Recruiter and approved electronically; no signatures are needed on paper.

Department Recruiter

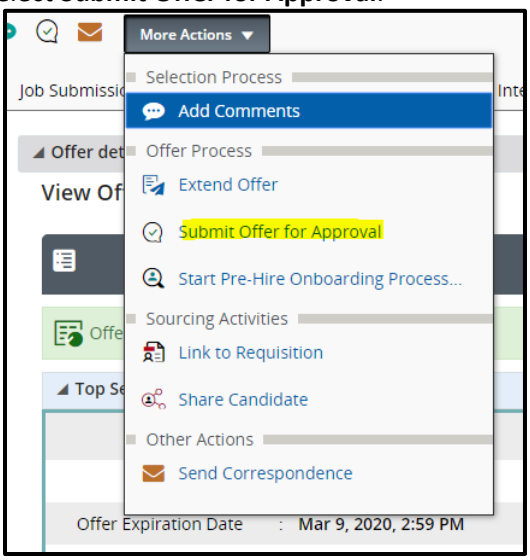
3. Navigate to the candidate's submission.
4. Open the **Attachments** tab, then select **Upload Offer Attachment**.



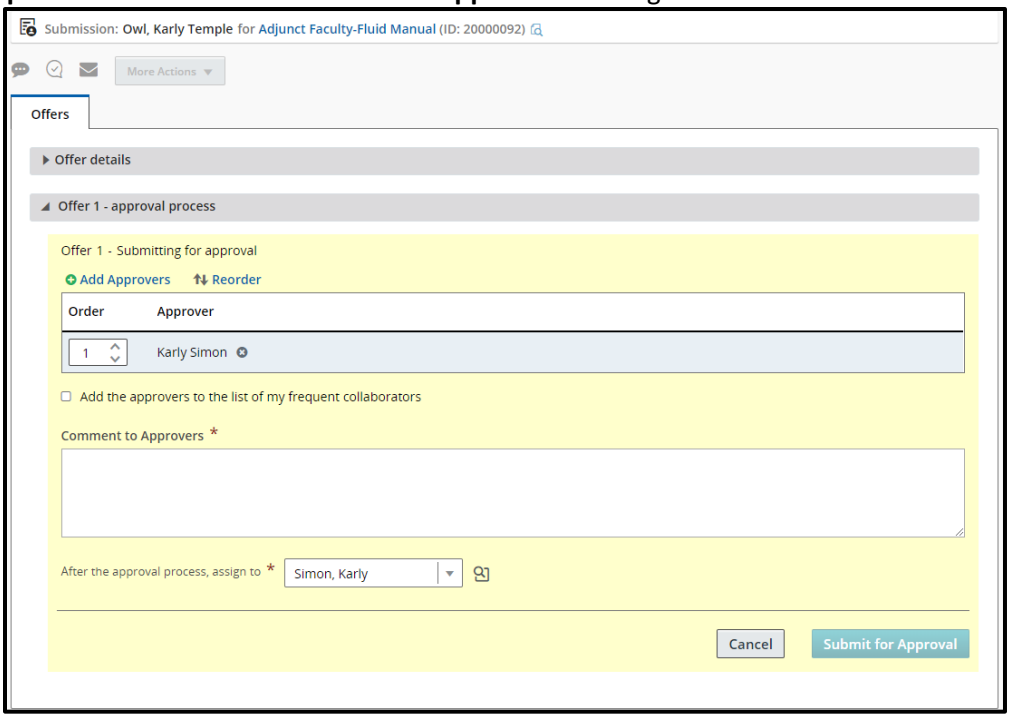
5. Select **Browse** to find the completed Exception Form file. Ensure the **Offer** radio button is selected. Then select **Upload**.



6. From **More Actions,** select **Submit Offer for Approval**.



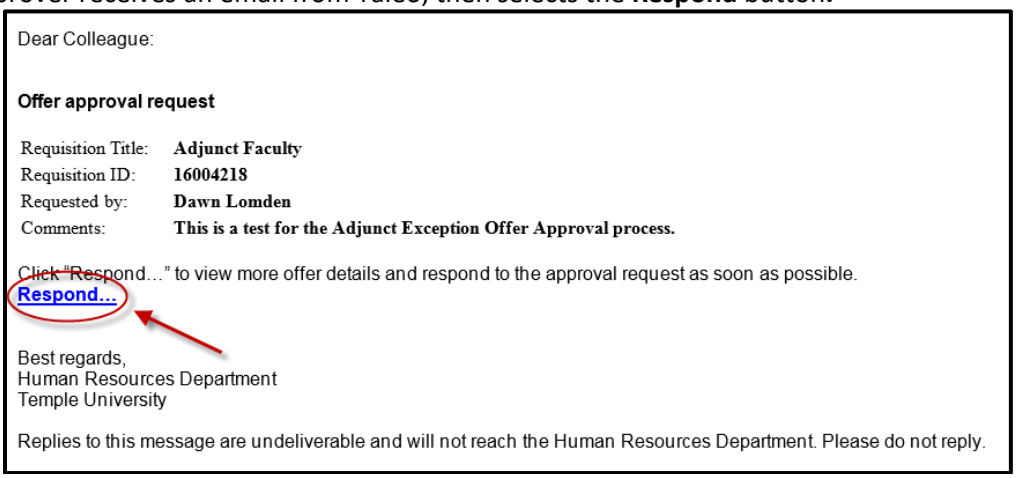
7. To add approvers, select **Add Approvers**. You can search for approvers in the new window to add to your list. Use the filters on the left-hand side to jump to the necessary approvers:
    a. *Full-time employee exception*: The employee's supervisor is added as the first approver, then the Office of Faculty Affairs (**Antoinette Johnson**) is added as the second approver
    b. *Mid-semester exception*: The Department Chair is added as the first approver, then the Office of Faculty Affairs (**Antoinette Johnson**) is added as the second approver.
8. Add a comment in the comment box, then select Submit for Approval when ready to request a**pproval**. An email will be sent to the **Approvers** alerting them that action is needed.



Taleo Tip: Leave the **after the approval process, assign to** field as-is.

Employee's Supervisor/Department Chair

9. The first approver receives an email from Taleo, then selects the **Respond** button.


Dear Colleague:

Offer approval request

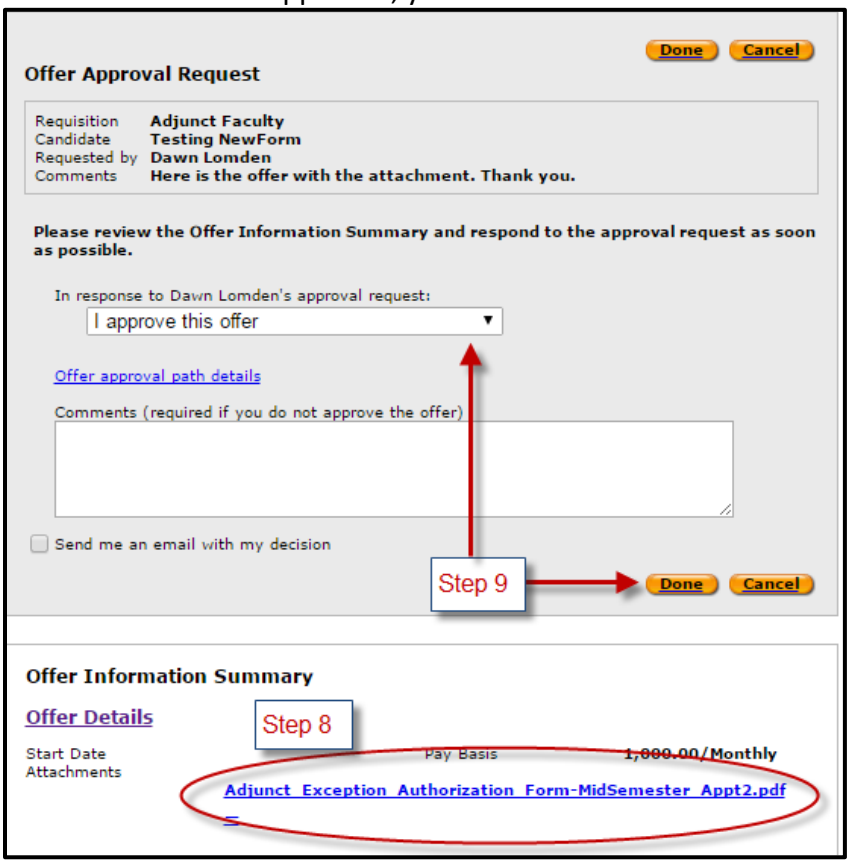
Requisition Title:	**Adjunct Faculty**
Requisition ID:	**16004218**
Requested by:	**Dawn Lomden**
Comments:	**This is a test for the Adjunct Exception Offer Approval process.**

Click "Respond…" to view more offer details and respond to the approval request as soon as possible.
Respond…

Best regards,
Human Resources Department
Temple University

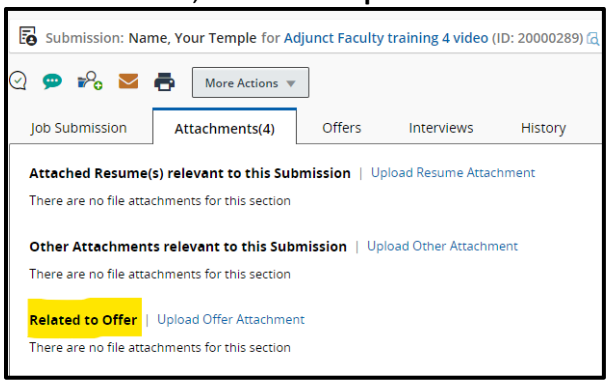
Replies to this message are undeliverable and will not reach the Human Resources Department. Please do not reply.

10. Scroll to Offer Information Summary and select the **blue PDF link** of the adjunct exception file to verify the information.
11. If the form is correct, ensure the response is set to "**I approve this offer**." Select **Done** to indicate approval of the form. Then the approval process will continue to Faculty Affairs for final approval and documentation. The system will notify you when the offer has been approved. Once the offer is approved, you can extend the offer to the candidate.

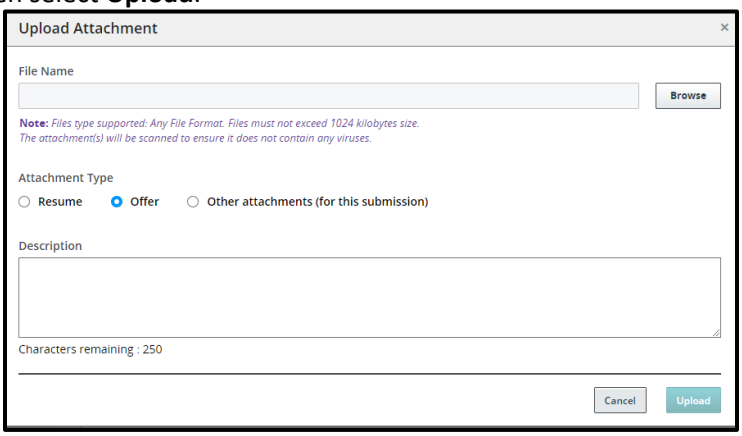


Paper Approval from Department

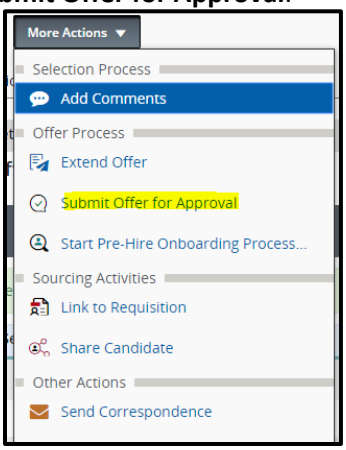
12. The form will be completed by Department Recruiter and sent to the employee's supervisor or Department Chair for ink signature; the signed form is scanned back to Department Recruiter.
    a. Navigate to the candidate's submission
    b. Open the **Attachments** tab, then select **Upload Offer Attachment**.



13. Select **Browse** to find the completed Exception Form file. Ensure the **Offer** radio button is selected. Then select **Upload**.



14. From **More Actions,** select **Submit Offer for Approval**.



15. To add approvers, select **Add Approvers**. You can search for approvers in the new window to add to your list. Search for **Antoinette Johnson** (Office of Faculty Affairs) as an approver, then select **Done.** This action will send the request for approval and completed form directly to the Office of Faculty Affairs for documentation. The system will notify you when the offer has been approved. Once the offer is approved, you can extend the offer to the candidate.