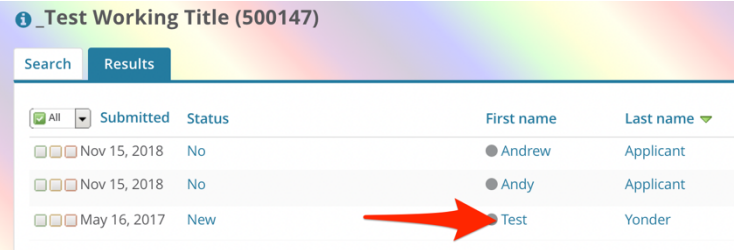
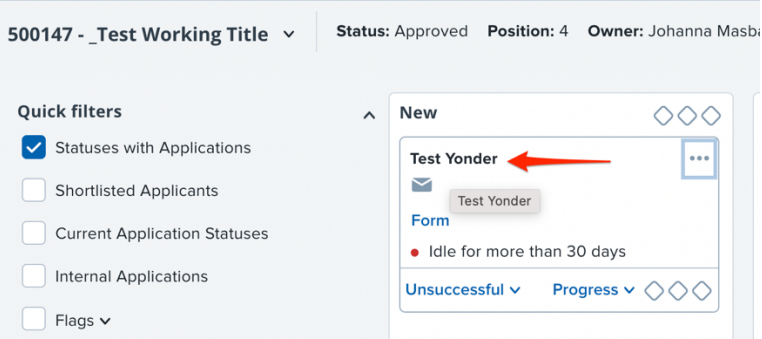
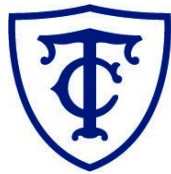




Making an Offer - Hourly PT Professional (Permanent & Terminal Appointments)

This guide is intended for use on any offers to employees in e-class 41 / account 6244 on both permanent and terminal appointments .

What you need to do	What you will see
<p>STEP 1: Select the candidate There are two ways you can locate the candidate.</p> <p>Method 1 – Manage applications page.</p> <p>On the requisition, head to the Manage applications page. On the selected candidate’s record, click their name.</p> <p>Method 2 – Applicant progress board</p> <p>Navigate to the identified candidate’s bubble. Select anywhere in that bubble.**</p> <p>In both methods, you will be taken to the selected person’s applicant card.</p> <p><i>**For this feature to work, you must have enabled pop-ups in your browser. For Google Chrome, you can follow this link for instructions.</i></p>	<p>Method 1</p>  <p>Method 2</p> <p>Applicant Progress Board</p> 



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STEP 2: Go to the offer card.

From the applicant card, find the appropriate requisition. *(Please note: Applicants may have applied to multiple jobs. All will appear on this listing.)*

In the offer section, click **No offer**. You will be taken to the offer card.

Mr Test Yonder ●
View profile View references Add flags

Address	New Jersey United States	Phone	-
E-mail	testyonder@test.com	Number	1265
Original source	none	Linked Employee	Harry Hire harry@test.com Modify
e-Zines comms hold	<input checked="" type="checkbox"/> Yes		

Applications History Scheduled emails CRM Resume

500147 - _Test Working Title

Date submitted May 16, 2017	Applied via none	Status changed Feb 20, 2020 New	Offer No offer
Resume View	Form View	Add flags	

STEP 3. Complete the offer details card. Position Details section.

Complete all necessary fields for your offer.

In Employee Type, select **PT Professional**.

For 3- Tentative End date:

- For open ended appointments, please input 8/31/2049
- For terminal appointments, input the tentative end date.

Note: Mandatory fields are indicated with an asterisk *.

POSITION DETAILS

For student positions fill out only those with numbers 1-14. Then select the Student Merge Document.

Employee Type:*

1. UNI:

2. Tentative Start date:*

3. Tentative End date:*

For student appointments, please enter the last day of the semester or the last day worked.
For positions without end dates, please select 31 Aug 2049.

Supervising Department:

4. Hours per week:*

5. Room Number:*

6. Building:*

If building is Other please indicate specific building:

7. Box (3 characters only example = 005):*

8. Work Extension:

STEP 3.1: Salary Section

Input the pay information as follows:

- 9 - enter the appointment amount
- 10 - enter the hourly rate
- 11 - enter the overtime rates accordingly. You can use this tool to assist you: [OT Calc](#)

Please note: do not enter a dollar sign, as it will error out these fields.*

Designated Pay Day:

Approved Range:

Pay Scale No. PN - INTRM
Minimum \$ 88.00
Maximum \$ 25,070.00

9. Annual salary/ Appointment amount:*

* Provide ANNUAL SALARY for FT positions (includes grant funded positions)
* Provide APPOINTMENT SALARY for temporary positions less than 1 year. (ex. temp professionals)

The salary offered must be within the Approved Range (listed above). Salaries outside of this must be approved by your VP and the Budget Office.

10. Hourly Pay Rate:*

Please input in format 00.00 without the dollar sign.

11. Overtime Rate:*

Please input in format 00.00 without the dollar sign.



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STEP 3.2 Onboarding Section

Go to **12 - Onboarding form.**

- For brand new hires, select **Standard Post Offer**
- For current employees, select **Current Employees Post Offer**

One notable mandatory field is the **Onboarding workflow.** Please ensure you select the correct onboarding workflow, **Part Time Professional Employee**, as this affects the background check process.

(If the incorrect Onboarding workflow is chosen it can unnecessarily delay their onboarding process).

Note: You may see just below this section the Offer Accepted button. Even if you have received a verbal acceptance from your candidate **please do not click yes.** This will automatically change once your candidate completes their steps.

ONBOARDING

12. Onboarding form:*

13. Onboarding workflow:*

14. Primary Supervisor:*

Onboarding Task List Proxy:

- None
- Bargaining Unit 2110
- Bargaining Unit 32BJ
- Bargaining Unit 707
- Full Time Employee
- Interims
- Part Time Professional Employee**
- PT Instructional
- Student

OFFER PROGRESS

****Do not change status****

The following fields will be automatically updated by the system

Offer accepted: Yes No

Date offer accepted:

Offer declined: Yes No

Date offer declined:

STEP 4

Merge Offer Documents

Every offer must have an *Offer Letter* and a *Pay Rate Form* (legally required by New York State law). If either of these documents are missing from the offer, the offer approver will decline and you will be required to update accordingly..

Click **Merge document.**

A pop up box will ask you to save the offer card. Click **Ok.** *(Please ensure you disable any pop up blockers or allow them for PageUp).*

Offer documents

Click on Merge document button to select the appropriate documents. Each the Notice of Pay

Add document Merge document



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STEP 4.1

A **Document merge** box will pop up.

For permanent employees: Navigate to the **Professional Staff** folder.

- Select **Offer Letter: PT Prof - Hourly**
- Select **Pay Rate Form: Non Exempt**

For employees on terminal appointments: Navigate to the **Professional Staff on Terminal Appointments** folder.

- Select **Offer Letter: PT Prof - Hourly (Term Appt)**
- Select **Pay Rate Form: Non Exempt**

After selecting both files, click **Merge**.

Professional Staff

- Offer Letter: PT Prof - Hourly
- Offer Letter: FT Prof - Hourly
- Offer Letter: FT Prof - Salaried
- Pay Rate Form: Non Exempt Professionals (Mandatory)
- Pay Rate Form: Exempt Professionals (Mandatory)

Professional Staff on Terminal Appointments

File Name	Date	Size
<input type="checkbox"/> Offer Letter: FT Prof - Hourly (Term Appt)	Nov 29, 2022	191Kb
<input type="checkbox"/> Offer Letter: FT Prof - Salaried (Term Appt)	Nov 29, 2022	192Kb
<input checked="" type="checkbox"/> Offer Letter: PT Prof - Hourly (Term Appt)	Nov 29, 2022	193Kb
<input type="checkbox"/> Offer Letter: Temporary Professionals	Nov 29, 2022	188Kb
<input checked="" type="checkbox"/> Pay Rate: Non Exempt Professionals (Mandatory)	Feb 17, 2020	54Kb
<input type="checkbox"/> Pay Rate Form: Exempt Professionals (Mandatory)	Feb 17, 2020	28Kb

Merge **Cancel**

STEP 4.2

A different **Document merge** box will appear. The system pulls information directly from the *Offer details* card and populates it onto the *Offer Letter* and *Pay Rate Form*.

An asterisk designates any missing mandatory fields. Click **Back** to fix the issue. If no changes are needed, click **Ignore**.

Document merge

Some applicant merge information is missing, which may result in the document containing errors.

Below is a list of the missing merge fields. Merge fields marked with an asterisk (*) must be updated manually. To manually correct errors in a new window click here.

Document	Missing merge information
Pay Rate Notice: College Work Study (Mandatory)	APPLICANTSTREET*

Retry Ignore

Back **Cancel**



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STEP 4.3

You will be taken back to the *Offer Details* card and can find your newly merged offer documents in that section.

Always click **View** to download & review the offer documents. *Remember these are legally binding documents.*

Offer documents

Click on Merge document button to select the appropriate documents. Each offer must have an offer letter and the Notice of Pay

Add document Merge document

Document	Date	Size	Category	
Pay Rate Form: Adjunct (Mandato ry)	Oct 21, 2019	28Kb	Pay Rate Notice	View Delete
Offer Letter: Adjunct Professor	Oct 21, 2019	182Kb	Offer Contracts	View Delete

Document library:

Name	Date	Size
------	------	------

STEP 5

Select the approval process

From the drop down menu, select **HR Team**

Approval process

Originator:* [Search icon]

UserID: CR3303

Approval process: [None] [None] [HR Team]

Red arrow points to HR Team option.

STEP 5.1

Enter the name of your aligned HR Representative. If you do not know who that is, you can look it up on the HR website or click [here](#).

Click the save button at the bottom of the page to send the approval to your representative. Once approved, the HR team will send the electronic offer to the candidate.

To track the candidate's status from this point, see the additional notes below.

Approval process

Originator:* [Cody Rassi] [Search icon]

UserID: CR3303

Approval process: [HR Team]

1. HR Team: [Your HR Rep Here] [No user selected]



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Additional Notes: Tracking the Applicant's Hiring Process

You can check the status of the applicant's hire process by viewing the **Status** section on the applicant card.

506524 Post-Construction (2019) (2019-2020) - A. Berman - Fall 2020

Date submitted: Aug 25, 2020 Applied via: [Employee Referral](#) Status changed Aug 25, 2020
*Send contingent online o... Offer: [Offer incomplete](#)

Resume: [View](#) Form: [View](#) [Add flags](#)

Application Status	Action Needed
New	Create offer
Send contingent online offer	Offer sent to candidate, but they have not accepted the offer nor completed post offer forms
Offer accepted	Candidate accepted offer, but needs to complete post offer forms.
HR USE ONLY: Background check pending	None. Background check in progress.
HR USE ONLY: Background check complete	None. Offer process is complete and candidate will be processed.
HR USE ONLY: Offer Forms Complete	None. Candidate completed offer forms.