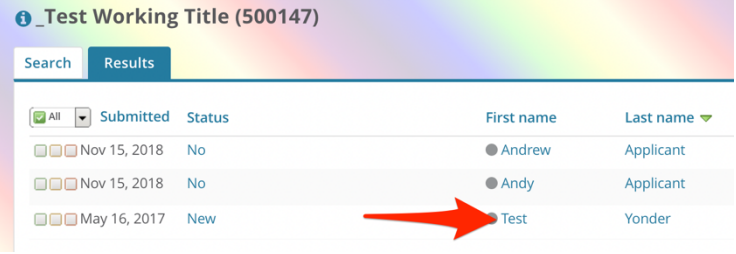
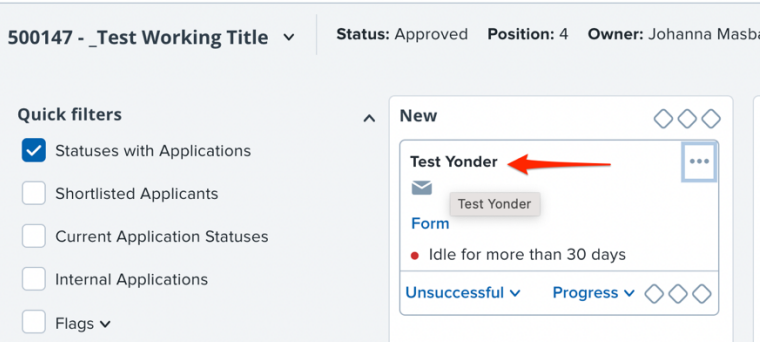
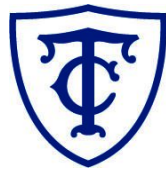




## Making an Offer - Full Time Professional Employees (Exempt)

This guide covers the offer creation process for FT Professional Salaried and FT Terminal Professional Salaried employees.

What you need to do	What you will see
<p><b>STEP 1: Select the candidate</b> There are two ways you can locate the candidate.</p> <p><b>Method 1 – Manage applications page.</b></p> <p>On the requisition, head to the <b>Manage applications</b> page. On the selected candidate’s record, click their name.</p> <p><b>Method 2 – Applicant progress board</b></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 <a href="#">this link</a> for instructions.</i></p>	<p><b>Method 1</b></p>  <p><b>Method 2</b></p> <p><b>Applicant Progress Board</b></p> 



# Teachers College

## COLUMBIA UNIVERSITY

### 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:  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.

In **Employee Type**, please choose **Full Time** for FT Professional Employees.

#### Note for field: 3. Tentative End date:

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

Complete the rest of the mandatory fields (indicated with an asterisk \*) in the section.

**Offer details**

**POSITION DETAILS**

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

Employee Type:\*

1. UNI:

2. Tentative Start date:\*

3. Tentative End date:\*

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

Supervising Department:

4. Hours per week:\*

5. Room Number:\*

6. Building:\*

### STEP 3.1: Salary Section

Input the pay information as follows:

- 9 - enter the annualized salary in salaried positions
- 10 - enter "0" hourly rate
- 11 - enter "0"

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

Designated Pay Day:

Approved Range:

Pay Scale No. PF - 86  
Minimum \$ 68,800.00  
Maximum \$ 86,000.00

9. Annual salary/ Appointment amount:\*

\* Provide ANNUAL SALARY for FT positions (includes grant funded p  
\* Provide APPOINTMENT SALARY for temporary positions less than temp professionals)

The salary offered must be within the Approved Range (listed above 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.



# Teachers College COLUMBIA UNIVERSITY

### STEP 3.2

Go to **12 - Onboarding form.**

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

For **13 - Onboarding Workflow**, select **Full Time Employee**

Please ensure you select the correct onboarding workflow 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:\*

Standard Post Offer

13. Onboarding workflow:\*

Full Time Employee

14. Primary Supervisor:\*

None  
 Bargaining Unit 2110  
 Bargaining Unit 32BJ  
 Bargaining Unit 707

Onboarding Task List Proxy:

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





# Teachers College

COLUMBIA UNIVERSITY

### STEP 4.1

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

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

- Select **Offer Letter: FT Prof Salaried**
- Select **Pay Rate Form: Exempt Professionals.**

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

- Select **Offer Letter: FT Prof - Salaried (Term Appt)**
- Select **Pay Rate Form: Exempt Professionals**

If hiring an employee on a terminal appointment, please note the different folder for offer documents

Click **Merge**.

Professional Staff

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

\*\*Professional Staff on Terminal Appointments

Professional Staff on Terminal Appointments

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

Merge

### 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 as noted in all of **steps 3**. 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



### STEP 4.3

You will be taken back to the *Offer Details* card where you will find the newly merged offer documents.

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 document and the Notice of Pay

Add document - Merge document

Document	Date	Size	Category
Pay Rate Form: Exempt Professionals (Mandatory)	Nov 28, 2022	28Kb	Pay Rate Notice
Test, Time Offer	Nov 28, 2022	182Kb	Offer Contracts

Document library:

Name	Date
~	

### STEP 5

#### Select the approval process

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

Approval process

Originator:\* Cody Rassi  
UserID: CR3303

Approval process: HR Team

1. HR Team: No user selected.

### 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](#).

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

Approval process

Originator:\* Cody Rassi  
UserID: CR3303

Approval process: HR Team

1. HR Team: Your Assigned Rep's Name Here  
No user selected.

### STEP 5.2

#### Save Offer details card.

Click **Save**. Click **Okay**.

Now your offer card is complete and saved.

An approval notification will be sent to your HR representative. Once they have approved the offer, they will send it to the applicant for electronic response.

Save and close Save Cancel

lifa (1).pdf LIPENA.pdf



# Teachers College

## COLUMBIA UNIVERSITY

### 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** View this application card | Print | Download | Full Screen

Date submitted Aug 25, 2020	Applied via <a href="#">Employee Referral</a>	Status changed Aug 25, 2020 <a href="#">*Send contingent online o...</a>	Offer <a href="#">Offer incomplete</a>
Resume <a href="#">View</a>	Form <a href="#">View</a>	<a href="#">Add flags</a>	

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.