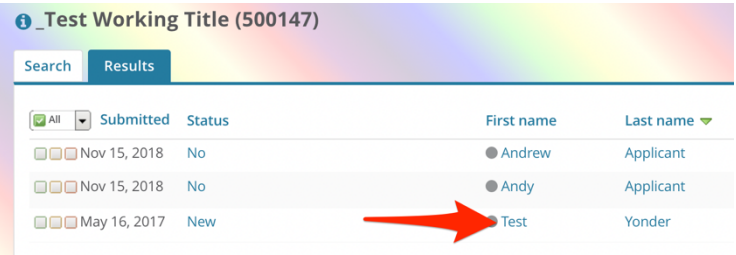
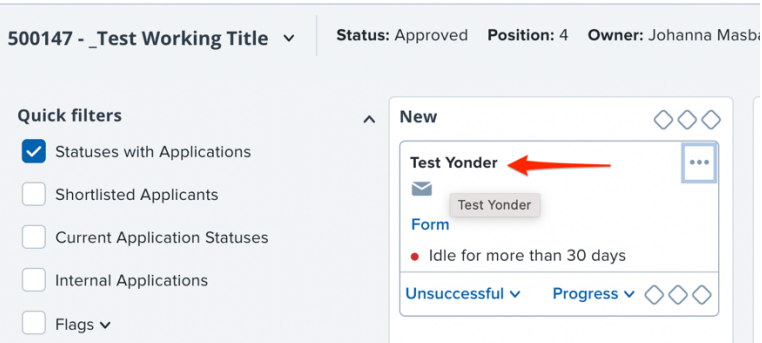


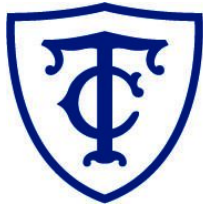


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Making an Offer - Full Time Professional Employees (Non - Exempt)

This guide covers the offer creation process for FT Non-Exempt Professionals on open ended or terminal appointment.

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 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>  <table border="1"> <thead> <tr> <th>Submitted</th> <th>Status</th> <th>First name</th> <th>Last name</th> </tr> </thead> <tbody> <tr> <td>Nov 15, 2018</td> <td>No</td> <td>Andrew</td> <td>Applicant</td> </tr> <tr> <td>Nov 15, 2018</td> <td>No</td> <td>Andy</td> <td>Applicant</td> </tr> <tr> <td>May 16, 2017</td> <td>New</td> <td>Test</td> <td>Yonder</td> </tr> </tbody> </table> <p>Method 2</p> <p>Applicant Progress Board</p>  <p>500147 - _Test Working Title Status: Approved Position: 4 Owner: Johanna Masbi</p> <p>Quick filters</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Statuses with Applications <input type="checkbox"/> Shortlisted Applicants <input type="checkbox"/> Current Application Statuses <input type="checkbox"/> Internal Applications <input type="checkbox"/> Flags <p>New</p> <p>Test Yonder</p> <p>Form</p> <ul style="list-style-type: none"> Idle for more than 30 days <p>Unsuccessful Progress</p>	Submitted	Status	First name	Last name	Nov 15, 2018	No	Andrew	Applicant	Nov 15, 2018	No	Andy	Applicant	May 16, 2017	New	Test	Yonder
Submitted	Status	First name	Last name														
Nov 15, 2018	No	Andrew	Applicant														
Nov 15, 2018	No	Andy	Applicant														
May 16, 2017	New	Test	Yonder														



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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: 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.

For 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 De

Employee Type:* Full Time

1. UNI:

2. Tentative Start date:*

3. Tentative End date:*

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

Supervising Department:

4. Hours per week:* N/A

5. Room Number:*

6. Building:* Select

STEP 3.1: Salary Section

For Non Exempt (employee submits a timesheet) positions, input the pay information as follows:

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

Designated Pay Day: Biweekly on Fridays

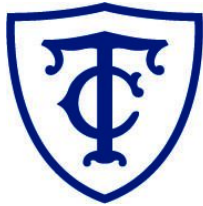
Approved Range: FT Professional
Pay Scale No. PF - 77
Minimum \$ 61,600.00
Maximum \$ 77,000.00

9. Annual salary/ Appointment amount:* 72800
* 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:* 40
Please input in format 00.00 without the dollar sign.

11. Overtime Rate:* 60
Please input in format 00.00 without the dollar sign.

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



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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 the 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:*

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**.

Offer documents

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

Add document Merge document

Please ensure you disable any pop up blockers or allow them for PageUp.



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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: FT Prof - Hourly**
- Select **Pay Rate Form: Non Exempt Professionals**

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

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

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

Click **Merge**.

**Professional Staff on Terminal Appointments

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 as noted in all of **steps 3**. Click **Back** to fix the issue. If no changes are needed, click **Ignore**.



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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: Exempt Professionals (Mandatory)	Nov 28, 2022	28Kb	Pay Rate Notice	View Delete
Test, Time Offer	Nov 28, 2022	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:* Cody Rassi

UserID: CR3303

Approval process:

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](#).

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

UserID: CR3303

Approval process:

1. HR Team:

No user selected



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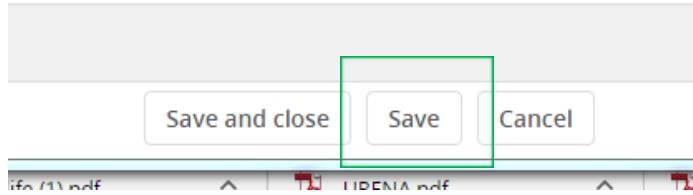
STEP 5.2

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.



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

Date submitted: Aug 25, 2020 Applied via: Employee Referral Status changed Aug 25, 2020 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.