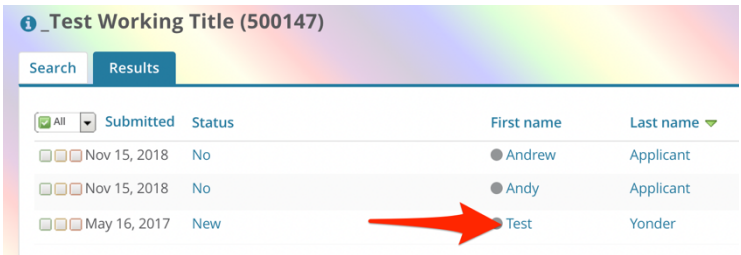
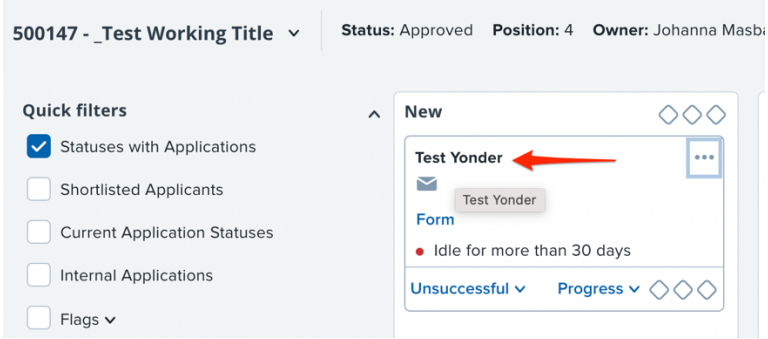




Making an Offer - FT Instructors and Lecturers

This guide covers the offer creation process for Full time Instructors (eclass 24 / account 6121) and Full Time Lecturers (eclass 25 / account 6161)

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>  <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 Masb...</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> <p>Idle for more than 30 days</p> <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
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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	Applied via	Status changed Feb 20, 2020	Offer
May 16, 2017	none	New	No offer
Resume	Form	Add flags	
View	View		

STEP 3. Complete the offer details card.

In **Employee Type**, please choose **Full Time**.

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 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:*

STEP 3.1: Salary

The Annual salary, Hourly pay rate, and overtime rates must be filled in regardless of the status of the position.

Input the pay information as follows:

- 9 - enter the full appointment amount
- 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. FA - INSTR
Minimum \$ 29,580.00
Maximum \$ 57,353.00

9. Annual salary/ Appointment amount:*

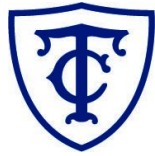
* Provide ANNUAL SALARY for FT positions (includes grant funded positions)
* Provide APPOINTMENT SALARY for temporary positions less than 1 year. (ex. temp professionals)
The salary offered must be within the Approved Range (listed above). Salaries outside of this must be approved by your VP and the 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 REQUIRED

The fields listed below **must** be filled in order to generate your offer letter:

- Program Name
- Department Chair - Name
- Academic Departments
- Length of Appointment*
(*Required for **Lecturers** only)

If left blank, your letter will not fill properly in **step 4**.

NOTE: If these fields are not entered for FT Instructors or Lecturers, the offer letter will be incomplete (which is a compliance violation) and will be declined by the approver.

ACADEMIC APPOINTMENT DETAILS

Program Name:

Program Name Here

Courses taught by Adjunct/Part-Time Instructor:

Department Chair - Name:

No user selected

Academic Departments:

Select

Length Of Appointment:

Select

STEP 3.3

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).*

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



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Step 3.3 Note:

Just below the Onboarding section you may see 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.

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

STEP 4.1

A **Document merge** box will pop up. Scroll down to the **Full Time Instructional** folder.

For FT Instructors:

- Select **Offer Letter: FT Instructor**
- Select **Pay Rate Notice: FT Instructor**

For FT Lecturers:

- Select **Offer Letter: Lecturer**
- Select **Pay Rate Form: FT Lecturer**

Click **Merge**.

Full Time Instructional

Offer Letter: FT Instructor

Offer Letter: Lecturer

Pay Rate Form: FT Instructor (Mandatory)

Pay Rate Form: FT Lecturer (Mandatory)

Full Time Instructional

Offer Letter: FT Instructor

Offer Letter: Lecturer

Pay Rate Form: FT Instructor (Mandatory)

Pay Rate Form: FT Lecturer (Mandatory)



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 from **steps 3 - 3.3**. 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 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: FT Instructor (Mandatory)	Aug 11, 2023	28Kb	Pay Rate Notice	View Delete
FT Instructor	Aug 11, 2023	224Kb	Offer Contracts	View Delete

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



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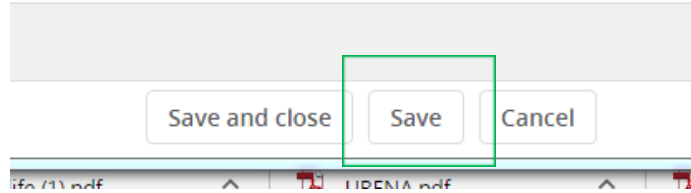
STEP 5.2

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 Head Teacher Assistant (2023-2024) - Full Time - 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.