

Create Job Offer - Staff

Steps

- 1 Log in as a Hiring Manager.
- 2 Navigate to 'My Team,' then to 'Hiring' under APPS.
- 3 Go to the bottom navigation bar, click on the 'Requisitions' tab.
- 4 Locate the Requisition Title and click on the number below the 'Applications' column.
- 5 Select the Candidate's name.
- 6 Click on the 3 dots above the Candidate's name and select 'Move Application.'
- 7 Click the 'Phase' drop down and select the 'Offer' Phase.
- 8 Click the 'State' drop down and select 'to be Created' State.
- 9 Go to the bottom of the page and click 'Move.'

- 10 Check the 3 dots above Candidate's name again.

Scroll in the drop down list and select 'Create Job Offer.'

- 11 Select Offer Team

Click 'Continue.'

12 #1 When and Why

1. Enter employee start date. Note that this is the 'projected' Start Date, which is subject to change.
2. The Legal Employer is Tulane University; Worker Type is Employee
3. Action is 'Add Pending Worker' if hiring an external candidate. If the candidate is an Internal employee (including Student Workers), select 'Transfer' as the Action.
4. Click 'Continue.'

13 #2 Assignment Info

1. The Proposed Person Type is 'Staff.'
2. Review and update the assignment information as required.
3. Working at Home - Select 'Yes' if the employee will be working from home fulltime as 'Remote.' Otherwise, select 'No.'
4. Click 'Continue.'

14 #3 Offer Team

1. The Hiring Manager will populate according to the position hierarchy.
2. Recruiter - should be the Talent Acquisition Recruiter assigned to the department.
3. Collaborator - Add yourself or anyone else who needs access to see the offer.

15 #4 Payroll Info

1. Payroll Frequency - Select "BiWeekly" for Hourly (Non-Exempt) positions and "Monthly" for Salaried (Exempt) positions.
2. Select "Yes" for Time Card Required for Payroll for HOURLY positions. Select 'No' for Exempt, monthly positions.
3. Click 'Continue'

16 #5 Salary

1. Salary Basis - Select appropriate Salary Basis. If Exempt, selected 'Salaried.'
2. Select Components - SKIP.
3. Salary Amount - Enter the hourly rate or annual salary. Review where the proposed salary falls within the pay range.

4. Next Salary Review Date - SKIP.
5. Click 'Continue.'

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#6 Comments and Attachments

1. Enter any comments or attachments that would be helpful for approvers.

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#7 Offer Letter

1. Add an Offer Letter Template from dropdown: Staff Internal Offer letter for internal Candidates; or Offer Letter for External Candidates.
2. Scroll to the top of the page and click 'Submit.'