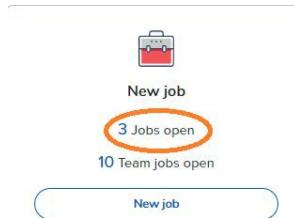


Contractor Pre-Offer Salary Request and Offer Card

From your home dashboard select, the link **jobs open**. This will open the list of all your open jobs. From the list that appears select view to the far right of the job you would like to open. This will open the job card.



Click on the “View Applications” button to get to your applicant list:

(493692) Post-Doctoral Fellow

[View applications](#)



[Position info](#) [Notes](#) [Sourcing](#) [Documents](#) [Reports](#)

From “**View applications**,” click on the name of the applicant to be made an offer. You could also use the white search bar at the top left of your dashboard and type in the applicant’s name. You will land on the applicant card. Click on the status:



Change application status to “Pre-offer Salary Request” and then select Next.

Change application status

- Incomplete
- Submitted
- New
- Pass/fail successful
- Pass/fail unsuccessful
- Committee review unsuccessful
- Telephone interview event booking
- Telephone interview accepted
- Telephone interview declined
- Telephone interview unsuccessful
- Campus interview 1 event booking
- Campus interview 1 accepted
- Campus interview 1 declined
- Campus interview 2 event booking
- Campus interview 2 accepted
- Campus interview 2 declined
- Campus interview unsuccessful
- Reference check - phone/own questions
- Reference check - letter upload request
- No offer made
- Pre-offer salary request**
- Formal offer made
- Offer accepted
- Offer accepted form complete
- Offer declined

At the bottom of the next screen, click **Move Now** and this will take you to the offer card.

Confirm status change

You are about to move Christine Gray to a different status:

From status: New
To status: Pre-offer salary request

Communication template: -- No template --

E-mail: Applicant: Yes No

No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job: Yes No

Status	Date	Time	User
✓ New application	28 Jul 2017	1:56 pm	Linda Cain
<input checked="" type="checkbox"/> Pre-offer check	11 Oct 2017	1:02 pm	Yolanda Wilson
<input type="checkbox"/> Interview 1	dd mmm yyyy		--
<input type="checkbox"/> Interview 2	dd mmm yyyy		--

Move now Cancel Spell check

The top three sections of the offer are prefilled by the system. (Personal details, Job details and Offer details)

Under the **“CONTRACTOR OFFER CARD”** section, select **“yes”**

Contractor Offer Card




Contract position:* Yes No

POSITION DETAILS:

Enter the employment status, start and end date, and percent of effort for anyone who will be teaching.

NOTE: If you are hiring anyone who will be teaching, you can use the drop downs to select what FTE is correct.

You MUST enter the adjunct assignment and how many credit hours in the lower box.
Research Faculty must also have their duties listed:

POSITION DETAILS	
Position classification:	<input type="text" value="Research Hourly - RF8000"/>
Employment Status:	<input type="text" value="Current Employee at Mines"/>
Start date:*	<input type="text" value="10 Jun 2019"/> 
End date:*	<input type="text" value="15 Aug 2019"/> 
Anticipated end date:*	<input type="text" value="15 Aug 2019"/> 
Postdocs - adjuncts - temps and visiting scholars - and all research must have end dates	
Percent of Effort (Semester):	<input type="text" value="Fall or Spring Semester"/>
Percent of Effort (Credit Hours):	<input type="text" value="6 credit hours = 50%"/>
Adjunct assignment (list courses to be taught and credit hours):*	<input type="text"/>

Make required adjustments for **Accounts & Distributions, Salary & Budget, and Onboarding**

ACCOUNTS & DISTRIBUTIONS:

Enter percent distribution

Verify the index/account is complete and correct

ACCOUNTS & DISTRIBUTIONS	
	Percent distributions should add to 100% and include dates
Index 1 / Account 1:*	<input type="text" value="401301/5211"/>
Percent distribution (e.g. 40% Apr 1. 2016 to Sep 30.2016):*	<input type="text" value="100"/>
Index 2 / Account 2:	<input type="text"/>
Percent distribution:	<input type="text"/>
Index 3 / Account 3:	<input type="text"/>
Percent distribution:	<input type="text"/>
Index 4 / Account 4:	<input type="text"/>
Percent distribution:	<input type="text"/>

SALARY & BUDGET:

Requested Salary at 100% FTE

Enter final approved salary for postdocs, adjuncts, visiting scholars, and all research (No salary negotiation) (e.g. 5,000 – no dollar signs)

FTE percentage (enter number from the “position details” section)

Skip Budget approver

SALARY & BUDGET

NOTE: all salaries are subject to the Mines Salary Procedures

Annual position budget:

Moving allowance (amount and rationale):

Notes:*

Final Approved Salary at 100% FTE:

Enter approved salary like: 50 (comma) 000. Enter hourly pay rate like: 10.35. Do not use \$. Commas are acceptable.

Final hourly pay rate (if not annual):

FTE (e.g. 75%):*

BUDGET and ORA Approvers: Be sure to select an approver before approving this job offer.

Budget Approver:

*Skip the pre-employment checks section (HR will fill in this field).

ONBOARDING:

The screenshot shows a form titled "ONBOARDING" with the following fields:

- New Starter Form:*** A dropdown menu with the selected option "New Starter Form - Faculty Full Version".
- Onboarding workflow:*** A dropdown menu with the selected option "New Employee - Direct Appointment Adjunct/Post Doc".
- Supervisor:*** A search field containing "Jennie Kenney" with a magnifying glass icon. Below it, a dropdown menu shows "Email address: jkenney@mines.edu".
- Onboarding department contact:** A search field with a magnifying glass icon. Below it, a dropdown menu shows "No user selected."

If new-employee paid direct appointment (Adjunct/Post Doc):

- New Starter Form: New Starter Form – Faculty Full Version
- Onboarding workflow: New Employee – Direct Appointment Adjunct/Post Doc

If new-employee paid Research Faculty:

- New Starter Form: New Starter Form - Faculty Full Version
- Onboarding workflow: New Employee - Faculty Academic and Administrative

If new volunteer or unpaid visiting scholar direct appointment:

- New starter form: New Starter Form - No Remuneration/Volunteer
- Onboarding workflow: Non-Remuneration/Volunteer

If an existing employee:

The screenshot shows a form for an existing employee with the following fields:

- New Starter Form:*** A dropdown menu with the selected option "No New Starter Form (Internal Candidates Only)".
- Onboarding workflow:** A dropdown menu with the selected option "Current Employee".

Continuing down the offer card, it is important to note that the section titled **OFFER PROGRESS** is part of the automated system and should not be completed.

The screenshot shows the "OFFER PROGRESS" section with the following fields:

- Offer accepted:** Radio buttons for Yes and No, with "No" selected.
- Date offer accepted:** A date input field with a calendar icon.
- Offer declined:** Radio buttons for Yes and No, with "No" selected.
- Date offer declined:** A date input field with a calendar icon.

A yellow circle highlights the text: "The following fields will be automatically updated by the system".

APPROVAL PROCESS:

You are now ready to get your offer approved. Scroll down to the **Approval process** section – **SKIP THE OFFER DOCUMENTS SECTION**. You will be asked to select the appropriate approval process.

This is very similar to the job requisition approval process. **The offer will not progress if you do not select an approval process.**

You do **NOT** need to add the HR Approver and AA Approver fields the system will automatically fill in those fields. You **MUST** fill in the other required fields.

Approval process

Originator:*
Yolanda Wilson
Email address: ywilson@mines.edu

Approval process:
Adjuncts

1. Human Resources:
HR Approver
Email address: fsearch@mines.edu

2. Department Head:
No user selected.

3. College Fiscal Officer:
No user selected.

4. AA Administrator:
AA Approver
Email address: academic-affairs@mines.edu

Once approval is complete, the Hiring Manager will receive an email notification and AA will prepare the offer letter in PageUp and send it to the new hire.

The new hire will be sent an email requesting that they login to PageUp to accept their offer. Once the offer is accepted, they will immediately be prompted to complete the new starter form.

If you have not received the notification email that the offer is approved you can view the offer card to see the progress. Type the applicants name in quick search and enter, select the name of the applicant, select the offer incomplete link, and scroll to the bottom of the offer card to view the approval section.

493817 - Adjunct Faculty

Date submitted: 09 Jul 2019

Applied via: Word of mouth

Status changed 09 Jul 2019: New

Offer: Offer incomplete

Resume View

Form View

Add flags