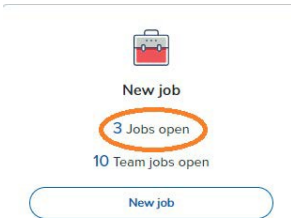
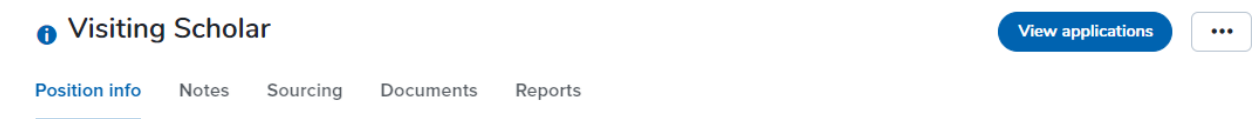


Contractor Pre-Offer Salary Request and Offer Card: Visiting Scholars

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.



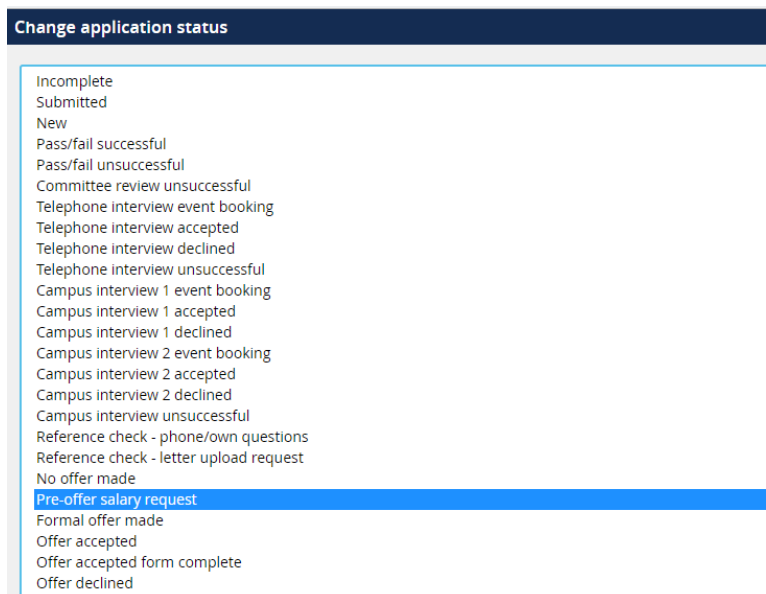
Click on the “View Applications” button in the upper right to get to your applicant list:



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.



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 be sure to have the **Research Duties** section filled out!!!

You MUST enter the end date for your visiting scholar!!!

Position classification:	<input type="text" value="Visiting Scholar - VF5000"/>
Employment Status:	<input type="text" value="Never Employed or Contracted by Mines"/>
Start date:*	<input type="text" value="Sep 25, 2019"/> 
End date:*	<input type="text" value="Sep 30, 2020"/> 
Anticipated end date:*	<input type="text" value="Sep 30, 2020"/> 
<p>Postdocs - adjuncts - temps and visiting scholars - and all research must have end dates Percent of Effort is for Adjunct Only</p>	
Percent of Effort (Semester):	<input type="text" value="Select"/>
Percent of Effort (Credit Hours):	<input type="text" value="Select"/>
Adjunct Teaching Assignment or Research Duties:*	<input type="text" value="Shuangfeng will perform research in numerical analysis of geotechnical engineering problems with particular emphasis on slope stability and underground systems under the supervision of Vaughan Griffiths."/>

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

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:*

Percent
distribution
(e.g. 40% Apr
1. 2016 to Sep
30.2016):*

Index 2 /
Account 2:

Percent
distribution:

Index 3 /
Account 3:

Percent
distribution:

Index 4 /
Account 4:

Percent
distribution:

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 is a required field

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:

Onboarding.

- New visiting scholars should get the “New Starter Form – ALL” and either “New Employee – Faculty Academic and Administrative” or “Non-Remuneration/Volunteer” onboarding workflow (depending on if they are paid or not):

ONBOARDING

New Starter Form:*	<input type="text" value="New Starter Form - ALL"/>
Onboarding workflow:	<input type="text" value="Non-remuneration/Volunteer"/>

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**.

OFFER PROGRESS

The following fields will be automatically updated by the system

Offer accepted: Yes No

Date offer accepted:

Offer declined: Yes No

Date offer declined:

APPROVAL PROCESS:

You are now ready to get your offer approved. Scroll down to the **Approval process** section. You will be asked to select the appropriate approval process – **FOR ALL VISITING SCHOLARS – USE THE “AA – CONTRACTOR – ALL VISITING SCHOLARS”** approval process.

The offer will not progress if you do not select an approval process.

You do **NOT** need to add the HR Approver, VP/Dean Office, AA Approver, International Office or RTT fields the system will automatically fill in those fields. You **MUST** fill in the other required fields (PI and Department Head).

Approval process: AA-Contractor - All Visiting Scholars

1. Human Resources:	<input type="text" value="HR Approver"/>		
	Email address: recruitment@mines.edu		
2. PI:	<input type="text"/>		
	No user selected.		
3. Department Head:	<input type="text"/>		
	No user selected.		
4. VP/Dean Office:	<input type="text" value="Keri Bowling"/>		
	Email address: kbowling@mines.edu		
5. AA approver:	<input type="text" value="AA Approver"/>		
	Email address: academic-affairs@mines.edu		
6. International Office:	<input type="text" value="Ashley Koerner"/>		
	Email address: akoerner@mines.edu		
7. RTT:	<input type="text" value="Export Controls"/>		
	Email address: exportcontrols@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.

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.

i 494035 - Visiting Scholar ⋮

Date submitted Sep 26, 2019	Applied via Word of mouth	Status changed Nov 1, 2019 Formal offer made	Offer Offer incomplete
Resume View	Form View	Add flags	

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.