# Making an Offer - Admin Fellows

This guide covers the offer creation process for employees in e-class 89 / account 6412.

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
</table>
| **STEP 1: Select the candidate**  
There are two ways you can locate the candidate. | **Method 1**  
![Image of Manage applications page](image1.png)  
Method 1 – Manage applications page.  
On the requisition, head to the Manage applications page. On the selected candidate’s record, click their name. |
| **Method 2 – Applicant progress board**  
Navigate to the identified candidate’s bubble. Select anywhere in that bubble.**  
In both methods, you will be taken to the selected person’s applicant card. | **Method 2**  
![Image of Applicant Progress Board](image2.png)  
**For this feature to work, you must have enabled pop-ups in your browser. For Google Chrome, you can follow [this link](#) for instructions.** |

Last Updated Sept 2023
**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.

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**STEP 3. Complete the offer details card.**

Complete all necessary fields for your offer.

In **Employee Type**, please choose **Student**.

**For 3- Tentative End date:**

- *For open ended appointments*, please input 8/31/2049
- *For terminal appointments*, input the tentative end date. (usually the end of each semester.)

**Note:** Mandatory fields are indicated with an **asterisk** *. Additionally, all offers have different required fields based on the auto-fill fields of the offer letter (generated in step 4). See **Step 3.2** for a specific list for this offer.

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*Last Updated Sept 2023*
Step 3.1  
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 appointment amount  
- 10 - enter the hourly rate (at least $18.00 / hour)  
- 11 - enter the overtime rates accordingly. You can use this tool to assist you: OT Calc

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

### SALARY

Calculate the below fields by clicking HERE. Then copy/paste values in applicable fields.

For PT Exempt positions, please input '0.00' for both the Hourly Rate and Overtime Rate fields.

Please note: The Pay Rate Calculator will open in a separate tab. This may cause the Offer Details screen to be hidden behind calculator screen. Minimize calculator screen to view Offer Details.

<table>
<thead>
<tr>
<th>Designated Pay Day:</th>
<th>Biweekly on Fridays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Range:</td>
<td>Part Time Employees</td>
</tr>
<tr>
<td>Pay Scale No. PN - ADMN</td>
<td></td>
</tr>
<tr>
<td>Minimum $ 3,375.00</td>
<td></td>
</tr>
<tr>
<td>Maximum $ 9,000.00</td>
<td></td>
</tr>
</tbody>
</table>

| 9. Annual salary/ Appointment amount:* | 5,000 |

* Provide ANNUAL SALARY for PT 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.

<table>
<thead>
<tr>
<th>10. Hourly Pay Rate:*</th>
<th>20.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please input in format 00.00 without the dollar sign.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>11. Overtime Rate:*</th>
<th>30.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please input in format 00.00 without the dollar sign.</td>
<td></td>
</tr>
</tbody>
</table>

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### STEP 3.2

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

- Semester Year  
- Start Date of Appointment  
- End Date of Appointment

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

**NOTE:** If these fields are not entered for Admin Fellow roles, the offer letter will be incomplete (which is a compliance violation) and will be declined by the approver.

<table>
<thead>
<tr>
<th>Semester Year:</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Start Date:</td>
<td></td>
</tr>
<tr>
<td>Semester End Date:</td>
<td></td>
</tr>
<tr>
<td>Start Date of Appointment:</td>
<td>Jan 10, 2023</td>
</tr>
<tr>
<td>End Date of Appointment:</td>
<td>Apr 30, 2023</td>
</tr>
</tbody>
</table>
### STEP 3.3
Go to **12 - Onboarding form.**
- For new hires, select **Student Post Offer**
- For current employees, select **Current Employees Post Offer**

For **13 - Onboarding Workflow**, select **Student**

Please ensure you select the **correct onboarding workflow** as this affects the background check process.

*(Background checks are not applicable to student roles, however, *if the incorrect Onboarding workflow is chosen it can unnecessarily delay their 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.

### 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)**.
### STEP 4.1
A Document merge box will pop up.

Navigate to the Students folder.
- Select Offer Letter: Admin Fellow
- Select Pay Rate Notice: Admin Fellow

Click Merge.

### 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.

### 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.
**STEP 5**  
**Select the approval process**  
From the drop down menu, select **Student Employment**

**STEP 5.1**  
The approval line should stay with the default, Student Employment Team.

**STEP 5.2**  
**Save Offer details card.**  
Click **Save.** Click **Okay.**

Now your offer card is complete and saved. The Student Employment team will review the offer details and respond to the offer.

However the Student Employment team responds, you will receive an email update.

If the offer is approved, skip to **Step 7.**

If it is declined, proceed to **Step 6.**
Step 6 Review reason offer was declined.

If you received notice that your offer letter was declined, navigate to the Applicant Card. Click the History tab.

Scroll down until you see a note from the Student Employment Team. This will state the reason it is declined and what needs to be fixed.

Step 6.1 Correct the offer card

To correct the error, return to the offer card by clicking Offer Incomplete (same location as the “No Offer” in step 2).

Scroll down to the Approval process section and click the Restart button to unlock the offer card. Make any changes requested by the approvers.

You will be required to delete the offer letter and pay rate notice, replacing them with updated versions. Proceed to the next step for specific instructions.
Step 6.2 Recreate offer documents and resubmit for approval.

Go to the Offer documents section. Remove the old offer letter & pay rate notice by clicking Delete.

Repeat Step 4 to create new offer documents and Step 5 to send through the approval workflow again.

STEP 7: Navigate back to the applicant card.
In the top menu bar, click Recent items.

From the drop down menu, you should see the name of your candidate.

Click on the applicant’s name and you will open the applicant card.

STEP 7.1: Send the offer to the candidate.
On the applicant card, navigate to your requisition.

You will see that the offer is now Offer Incomplete. (*This status will be updated after the applicant accepts the offer.*)

Under status, click New.
STEP 7.2: Change the application status.

From the pop up box, select *Send contingent online offer* and click Next>

**Note, you may not see all of the listed application status. These vary depending on the recruitment process.**

STEP 7.3: Review email to be sent to candidate

In the ‘From’ field, replace the populated email with yourown tc.edu email.

*By adding your email the applicant will know to communicate directly with you.

Click Move now. This will send the email to the candidate. They will be required to click on the Applicant portal link in the email to accept the offer and complete the post hire forms.

*Please encourage candidates to complete this step as soon as they receive this email.
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.

<table>
<thead>
<tr>
<th>Application Status</th>
<th>Action Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Create offer</td>
</tr>
<tr>
<td>&quot;Send contingent online offer&quot;</td>
<td>Offer sent to candidate, but they have not accepted the offer nor completed post offer forms.</td>
</tr>
<tr>
<td>Offer accepted</td>
<td>Candidate accepted offer, but needs to complete post offer forms.</td>
</tr>
<tr>
<td>HR USE ONLY: Offer Forms Complete</td>
<td>Candidate completed offer forms and will be processed.</td>
</tr>
</tbody>
</table>