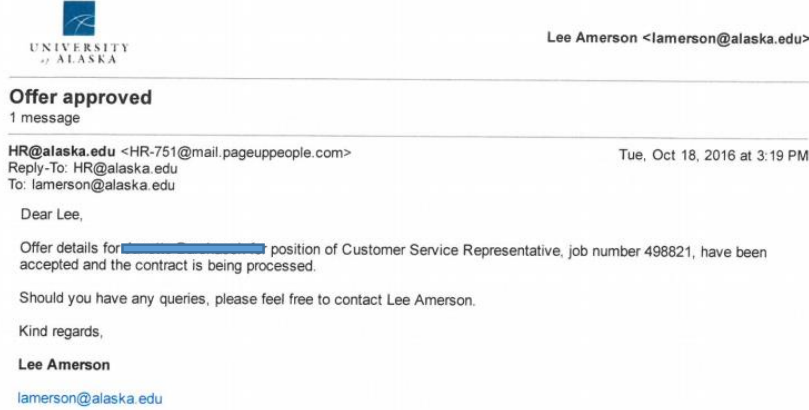


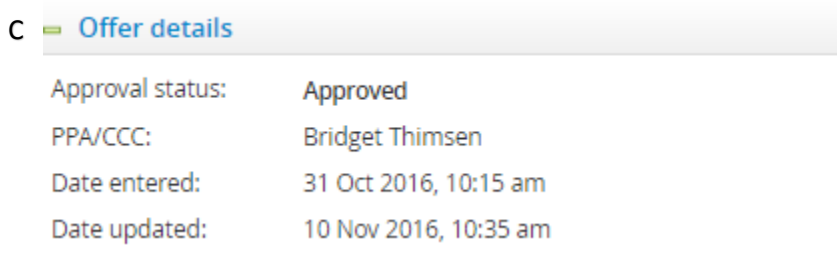
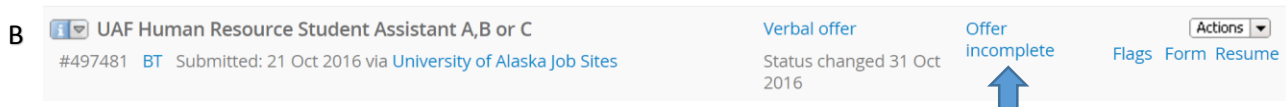
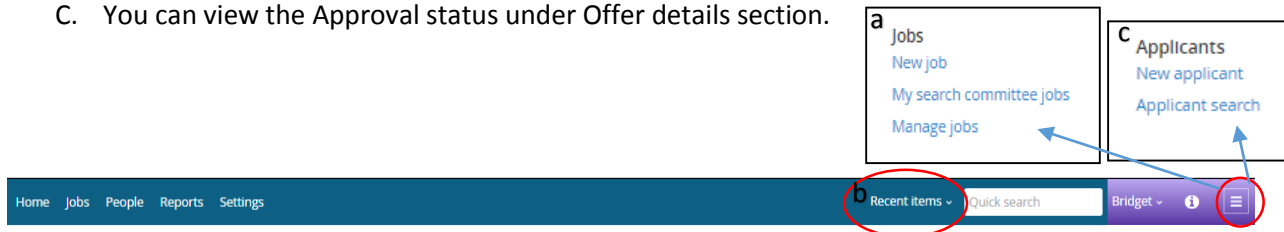
Online Offer Made

The PPA should receive an email indicating when verbal offer has been approved.



STEP 1:

- A. To view approval, you should see the job posting on your dashboard. If you need to search for the posting there are several options
 - a. From side menu choose Manage jobs and this will allow you to search by requisition number.
 - b. Use your Recent items drop down from navigation bar.
 - c. From side menu choose Applicant search.
- B. Choose the Offer incomplete status.
- C. You can view the Approval status under Offer details section.




STEP 2:

Contact your applicant **prior** to changing this status to be sure of the employment start date.

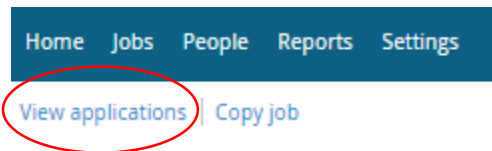
STEP 3:

Return to your dashboard and/or search as indicated in STEP 1A above.

Choose your requisition, by clicking on the title.

 **ASMP Communications Specialist/Event Coordinator**
Requisition Number: 503436

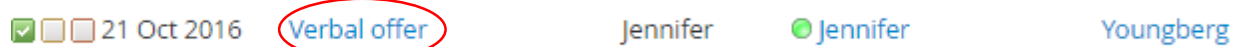
You will then choose View applications

**STEP 4:**

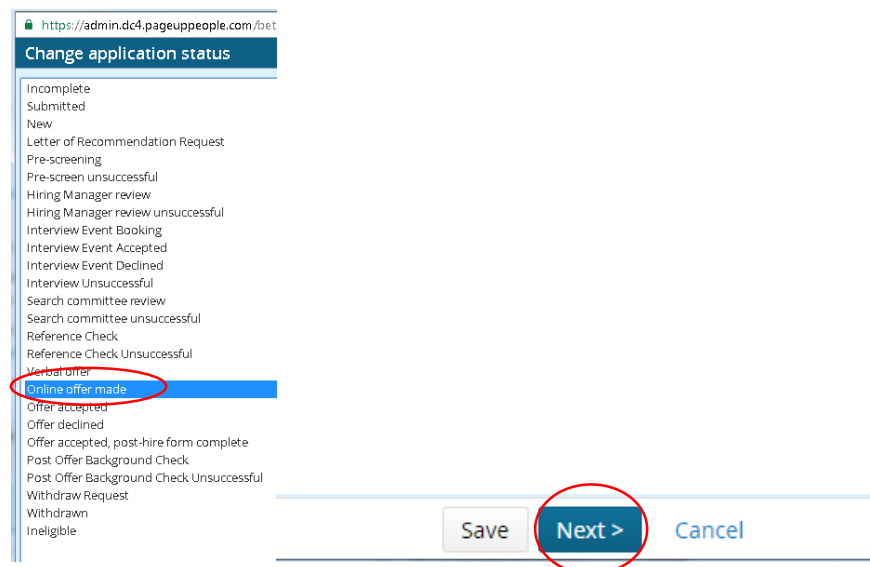
Select the applicant(s) to move forward by checking the box. Applicants can be moved in bulk by checking the same colored box. You will be presented with options to Move all applicants in same colored boxes to same status.

**STEP 5:**

Select the status.



A new window will pop up, select Online offer made and choose next.



STEP 6:

Confirm status change. Be sure to confirm the “From” status “To” status is what you want to accomplish.

Then choose the Move now button at bottom of screen.

Confirm status change

You are about to move Bridget Thimsen to a different status:

From status: Verbal offer
To status: Online offer made

Communication template: -- No template --

Upon moving into this status, the applicant will have the ability to approve or decline an employment offer for this job.
On approving the offer, the applicant will be required to complete the OnboardingForm - Student form.

E-mail: Applicant: Yes No

From:* bmthimsen@alaska.edu
Subject:* Application outcome

Message: [Merge fields](#)

Format selection **B I** [List Icons] [List Icons] Tools

Dear Bridget,

We would like to formally welcome you to **University of Alaska Fairbanks** in the position of UAF Human Resource Student Assistant A,B or C.

In order to view your employment contract, which outlines the terms and conditions of your employment, please follow the steps below:

1. Access the **University of Alaska** careers website [here](#). Then click on 'Existing Applicant Log-in' and log into your account. If you have forgotten your password, please click on the 'Forgotten Password' link. A new password will be generated and sent to your email address.
2. At the top of the screen you will see a yellow bar. Click on the 'View Offer' link to review your employment contract.
3. Please open and review your offer documents before accepting or declining your offer.
4. After viewing your employment contract, you will need to close the contract and return to the previous screen. If you are happy with the details of the employment contract, please click on the 'I accept' button.
5. Once you indicate your online acceptance, you will be prompted to complete an online 'Employee Details Form'. Please fill out the details of each form accordingly.

Should you require further information or have any queries, please do not hesitate on contact me on 1 907 474 7619.

Kind Regards,


Bridget Thimsen

Move now Cancel Spell check

STEP 7:

This generates an email to the applicant to accept/decline the offer online and complete the required new hire paperwork.

Application outcome ● Inbox x 🖨️ 📧

 **University of Alaska Careers** <bmthimsen-751@mail.pageuppeople.com> 3:31 PM (2 minutes ago) ☆ 🔍 ⌵
to me x

Dear Bridget,

We would like to formally welcome you to **University of Alaska Fairbanks** in the position of UAF Human Resource Student Assistant A,B or C.

In order to view your employment contract, which outlines the terms and conditions of your employment, please follow the steps below.

1. Access the **University of Alaska** careers website [here](#). Then click on 'Existing Applicant Log-in' and log into your account. If you have forgotten your password, please click on the 'Forgotten Password' link. A new password will be generated and sent to your email address.
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5. Once you indicate your online acceptance, you will be prompted to complete an online 'Employee Details Form'. Please fill out the details of each form accordingly.

Should you require further information or have any queries, please do not hesitate on contact me on 1 907 474 7619.

Kind Regards,

Bridget Thimsen
Human Resource Consultant
University of Alaska Fairbanks
1 907 474 7619
bmthimsen@alaska.edu

STEP 8:

Following is what the applicant will see to accept the position when they log into their UA Careers account. For more detail on the applicant experience, see Applicant/Onboarding guide.

You have been made an employment offer for your **UAF Human Resource Student Assistant A,B or C** application.

[View Offer](#)

STEP 9:

Once the applicant has accepted the offer, you will receive an email.

From: HR@alaska.edu <HR-751@mail.pageuppeople.com>
Date: Tue, Nov 1, 2016 at 1:55 PM
Subject: Offer accepted notification
To: bmthimsen@alaska.edu

Dear Bridget Thimsen

Jennifer Youngberg has accepted their offer for UAF Human Resource Student Assistant A,B or C.

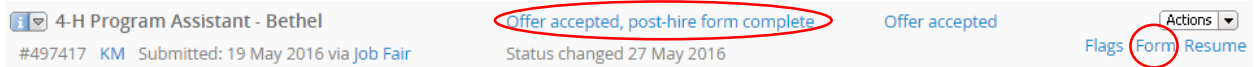
Their start date will be on the 8 Nov.2016

Kind Regards,

University of Alaska Fairbanks

STEP 10:

You should be able to review the status of the employee's onboarding documents under the Applications section once you have clicked on their name. See **STEP 1** for further information on searching applicant(s). To view their completed form choose form under actions.



You can also review applicant's status by reviewing analytics tab under your reports option.

PageUp

- Update profile
- Dashboard
- Performance
- Jobs
- Applicants
- Events
- Reports
- Logout

Home Jobs People

View reports Analytics

Current Jobs: 15

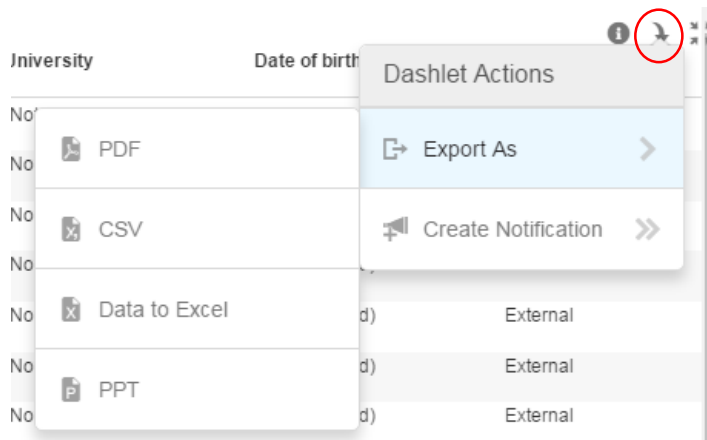
Vacant Positions: 51

Applications Submitted: 183

Offers Accepted: 31

By choosing Offers Accepted you can view the status of each applicant in your department/unit: Scroll over to view Current application status.

By utilizing your Dashlet Actions (Far right of your Recruitment Analytics form) you can download your report into a format for easy filtering/sorting to determine applicant statuses.



STEP 11:

When the applicant status changes to Offer Accepted, Post-Hire Forms Complete, submit additional required documents utilizing the personnel checklist - myUA Hire Checklist. Use myUA Hire Checklist for new and rehire completed through myUA. [Personnel Checklists](#).

myUA Hire Checklist

Employee Name: _____

Employee ID: _____

Dlevel: _____ TKL: _____

Job Begin Date (mm/dd/yyyy): _____

myUA Applicant Status is "Offer accepted, post hire forms completed"

Completed Date: _____ **Circle One: New Hire or Rehire**

Form I-9 (wet signature, i.e., not electronic)

Form W-4 (wet signature, i.e., not electronic)

Appointment Letter (signed and dated by all parties)

Either attach with I-9 & W-4, or Email to UAF-Personnel@alaska.edu

Non-U.S. citizens and non-permanent resident aliens

GLACIER Tax Summary Report, including required Documents and Copies

(Payroll) Direct Deposit Request Form

.....
Review existing NEW HIRE, Rehire, and Active Employee Checklists for additional forms and PPA Actions, including...

Regular and Extended Temporary Employee: (for employees that are benefit eligible)	
<input type="checkbox"/>	PPA Action Item: Schedule (OBO) Onboarding and Benefits Orientation – Complete Google Form "New Employee Schedule Form" at http://www.usf.edu/usfhr/onboarding/
Union/Faculty: Union CBAs http://www.alaska.edu/labor/	
<input type="checkbox"/>	Adjuncts (UNAD) Dues and Agency Fees Deduction Form http://www.alaska.edu/labor/adjuncts-info/
<input type="checkbox"/>	Firefighters (FFA) Membership Dues Deduction Form http://www.alaska.edu/labor/ffa/
<input type="checkbox"/>	Local 6070 (Crafts & Trades) Membership Dues and Fees Form http://www.alaska.edu/labor/local-6070/
<input type="checkbox"/>	UAFT (A9 Regular Faculty) Service Fee Deduction Form http://www.alaska.edu/labor/uافت/
<input type="checkbox"/>	UNAC (F9 Regular Faculty) Dues and Agency Fee Deduction Form http://www.alaska.edu/labor/unac/
Student Employee:	
<input type="checkbox"/>	Student Status Verification for Eligible Employment http://www.alaska.edu/files/hr/student_stat_verif_b171_ent.pdf
<input type="checkbox"/>	Student Employee Waiver Form http://www.alaska.edu/files/hr/student_employee_waiver.pdf (Used for Low GPA or to request a workload of greater than 20 hours in student working hours.)

Personnel Use Only:

myUA New Hire Report Data

myUA Personal Demographics Report Data

STEP 12:

Once the employee has been entered into BANNER. Be sure to review data entry of these screens: PEAEMPL, PPAIDEN, NBAJOBS, NEA2SPE, NBAJQUE.

PEAEMPL

- Review: Employee status, Employee Class, PT/FT Status/Home Department/Check Distribution/District or Division.
- Review I9 status under “Regulatory Tab”

General Employee	United States Regulatory	Canadian Regulatory	
FLSA		I9	
FLSA Indicator:	<input type="text" value="(None)"/>	Form Indicator:	<input type="text" value="Received"/>
Work Period:	<input type="text" value="STD"/> Standard Work Period	Date:	<input type="text" value="27-APR-2015"/>
		Expiration Date:	<input type="text"/>

When I9 has been recorded as received, departmental copy should be shred.

PPAIDEN

- Review these tabs: Current Identification/Address/Biographical

NBAJOBS

- Review these tabs: Job Detail (active job dates, arrow down and review terminated dates)/Payroll Default/Default Earnings (exempt employees only)/Job Labor Distribution.

NEA2SPE

- Choose the appropriate PCN/Suffix combination
- Enter the supervisor and time sheet approver. Watch your Effective Date!

NBAJQUE

- Choose the appropriate PCN/Suffix combination
- Approval Category = TIME
- Approver Sequence (start with 10) enter PPA PCN.

STEP 13:

Be sure to send a welcome email to your employee informing them they are now in the system and when they should expect to receive their first pay check.

Instruct them on how to access their time sheet in UAOnline.

Inform them that you are unable to view their W-4 and auto deposit set-ups and encourage them to review these in their UAonline account.

