

# **Verbal Offer**

Once the screening process has been completed and a candidate selected, you must start the verbal offer. For specific verbal offer examples, please see appendix.

#### STEP 1:

Choose your requisition, by clicking on the title.

ASMP Communications Spece	ialist/Event Coordinator
Requisition Number: 503436	

You will then choose View applications

Home	Jobs	People	Reports	Settings
View ap	plicatio	ns Copy	job	

#### STEP 2:

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.

📥 🛛 🗌 🖓 May 2016	New	Bridget	📀 Bridget	Thimsen

#### STEP 3:

Select the status. Your particular status may be different if you have updated myUA (i.e., reference check).



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

Change application status - PageUp People	
https://admin.dc4.pageuppeople.com/beta/v5.:	
Change application status	
Incomplete	
Submitted	
New	
Letter of Recommendation Request	
Pre-screening	
Pre-screen unsuccessful	
Hiring Manager review	
Hiring Manager review unsuccessful	
Interview Event Booking	
Interview Event Accepted	
Interview Event Declined	
Interview Unsuccessful	
Search committee review	
Search committee unsuccessful	
Reference Check	$\frown$
Reference Check Unsuccessful	
Student Eligibility Check	Save Next > Cancel
Verbal offer	
Page 1	

Updated: 12/05/2016

#### STEP 4:

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.

orini ni status change	Confirm status change				
You are about to move Bridget Th	You are about to move Bridget Thimsen to a different status:				
	From status: New To status: Verbal offer				
Communication template: No	template	•			
E-mail: Applicant: 🔘 Yes 💿 No					
No SMS will be sent to the ap	plicant as they do not wish to re	ceive them.			
Additional users from Job: O Yes	• No				
Status	Date	Time	User		
Assessment 1	11 May 2016	5:19 pm	Bridget Thimsen		
New application	3 May 2016	8:17 pm	Bridget Thimsen		
✓Offer declined	5 May 2016	3:01 pm	PageUp Administrator		
✓Offer made	5 May 2016	10:54 am	Bridget Thimsen		
Reference check 3	4 May 2016	4:07 pm	Bridget Thimsen		
€Withdrawn	3 May 2016	4:19 pm	Bridget Thimsen		
Pre-offer check	3 May 2016	4:21 pm	Bridget Thimsen		
Interview 1	dd mmm yyyy 🛗				
	dd mmm yaaar 🛱				

#### STEP 5:

The offer card will pop up in a different screen (the old hiring proposal).



#### The Personal details will populate from the application.

😑 Personal deta	ails		
Address:	PO Box Coorcoor Fairbanks, Alaska 99708, United States	Phone:	(907) 123-4567
E-mail:	gmail.com		
Applicant number	: 9137		
	:	30021487	
View profile			

Job and Offer details will populate from the requisition.

<ul> <li>Job details</li> </ul>				
Working Title:	1 🔽 S	tudent Parking Atter	ndant.	
Position Type:	Studer	nt Employee		
MAU:	Univer	University of Alaska Fairbanks		
Division:	UAF Vid	ce Chancellor for Adr	min. Services	
School:	UAF Fir	nancial Services		
Department:	Parkin	g Services		
Job Location:	09 -			
😑 Offer details				
Approval status:	Pending			
PPA/CCC:	Lee Amerson			
Date entered: 3 Oct 2016, 1:30 pm				
Application source:	Internet - Univer	sity of Alaska Job Sit	tes Edit	
Positions:				
Position no	Туре	Applicant	Application status	

#### Scroll down to see the required (\*) fields you must choose/complete.

#### EMPLOYEE DETAILS:

- A. Employee (UA) ID verify in Banner (GUIALTI) to ensure the correct ID# is associated with the applicant. If there is no match, leave blank.
- B. Suffix Verify in Banner (NBAJOBS) which PCN/suffix combination should be used. **Watch** your query date; use 07/01/1996.
- C. Job Change Reason select the appropriate reason. **NOTE new hires choose N/A.**

	EMPLOYEE DETAILS		Select
			Select
A	UA ID:		Acting Position Additional Assignment
В	Suffix:*	Select v	Demotion (Involuntary) Exceptional Placement
С	Jøb Change Reason:*	N/A *	Job Family Placement Reclassification (Down 1/more) Reclassification (Lateral) Reclassification (Up 1/more) Special Assignment Transfer (Demotion) Transfer (Employee Class)
			Transfer (Lateral) Transfer (Promotion)

#### POSITION DETAILS:

- A. Appointment type will default from requisition.
- B. Classification will default from requisition.
- C. Job Type Always select <u>Primary</u>. Secondary assignments should never be processed through myUA, this action will override their current position.
- D. Area will default
- E. Grade will default but change as appropriate for pool positions.
- F. Step select step employee will start. See links to salary tables below.
- G. FLSA will default do not change.
- H. Will position work with minors defaults from requisition and you cannot change.
- I. Hourly Rate update the hourly rate based on the appropriate fiscal year salary schedule.
  - a. Staff <u>Staff salary schedule FY17</u>
  - b. Temporary <u>Temp salary schedule FY17</u>
  - c. Student Effective July, 2011
  - d. Adjunct <u>see CBA</u>
  - e. 6070 <u>see CBA</u>
  - f. UNAC <u>see CBA</u>
  - g. UAFT <u>see CBA</u>
- J. Bi-weekly Salary multiply hourly rate by hours worked biweekly.
- K. Annual Salary multiply bi-weekly salary by number of factors for the year. DO not include dollar sign.
- L. Use the salary justification field for the following:
  - a. Exceptional placement requests.
  - b. Co-teach courses and/or credit variable for Adjuncts
  - c. Firefighter overtime
  - d. Local 6070 additional shift pay.
- M. Hours per Day update with total hours employee will work in a day
  - a. Adjuncts (FT) are unique, see below:
- N. Hours per Pay Period
- O. ACA Hours <u>view the ACA resource guide</u> for instructions on how to calculate.
- P. Contract Length (pay periods per year) \*NOTE\* Do not use months or contract extension periods. Numbers only.
  - a. Faculty always 19.5
  - b. Staff benefited staff must be at least 19.5 pay periods
  - c. Students use actual pay periods
  - d. Temporary use actual pay periods
- Q. CIPC (Faculty Only) will default.

#### POSITION DETAILS

A	Appointment Type:*	Temporary	•
в	Classification:	Student Assistant	
		Classification title: Student Assistant	
с	Job Type:*	Primary	Ŧ
D	Area:*	[0%] Anchorage-Fairbanks-Juneau-Girdwood-Eagle River-Kenai-Soldotna-Ketchikan-Sitka-P	•
Ε	Grade:*	Student C 🔐 🖓 🖉	
		Minimum \$ 10.50	
F	Step:*	3	Ŧ
G	FLSA Exemption Status:	Non-Exempt	Ŧ
н	Will this position work with minors?:	No	
	To reference the UA	Salary Schedules click HERE.	
I	Hourly Rate:*		
J	Bi-weekly Salary:*		
К	Annual Salary:*		
L	Salary Justification:		
		UA Policy & Regulation regarding Exceptional Step Placement	
M	Hours per Day:*	4	
Ν	Hours per Pay Period:*	40	
0	ACA Hours:		
Ρ	Contract Length (Pay Periods Per Year):*	26	
Q	CIPC (Faculty Only):		

- A. Expected Hire Date **Actual** date employee will start.
- B. End date use only if temp or term funded position.
- C. Request for Special Conditions: include justification for any special conditions of employment (i.e. relocation).
- D. Special Conditions: list special conditions of employment or use the link to cut and paste.
- E. Relocation Allowance: indicate Yes, No or N/A. You can access relocation request form from link.
- F. Telecommuting: indicate if this is a telecommuting position. If this is a Faculty member, please contact your UAF HR Consultant. If an out of state worker, initiate the out of state worker approval process. <u>Work Activity Outside of Alaska.</u>

#### OFFER DETAILS

A	Expected Hire Date:*	6 Dec 2016
В	End date if applicable:	14 May 2017 🛗 Use end date only on temp/term PCN's
С	Request for Special Conditions:	
D	Special Conditions:	
E	Relocation Allowance Request Complete?:	Special Conditions of Employment
		Relocation Allowance Request Form Relocation Policy & Regulation 05.02.060.B.
F	Is this a telecommuting position?:*	◯ Yes ● No

#### LABOR DISTRIBUTION

This will default from the PD but you have ability to edit.

There are three (3) Fund, Org, and Percentage fields available. A minimum of one fund/org/percentage is required and total of all labor must equal 100%. If additional lines of funding are needed, an Electronic Personnel Action Form (EPAF) using <u>UAonline</u> can be submitted **after** hire is entered in Banner.

LABOR DISTRIBUTION		
Fund:*	193070	
Org:*	50146	
Percentage 1:*	100	•
Fund 2:		
Org 2:		
Percentage 2:	Select	•
Fund 3:		
Org 3:		
Percentage 3:	Select	•

#### ONBOARDING

To assist and support the new employee in developing the skills, knowledge, attitudes, etc. needed to be successful in their job. By selecting the appropriate onboarding tasks, employees will be directed to new hire paperwork, required trainings and introduction to the campus. To view what the applicant(s) sees, please refer to the applicant guide.

- A. Select the appropriate Onboarding Form for the employee class (ecls) for which you are hiring.
- B. Onboarding Portal will always be University of Alaska Fairbanks
- C. Onboarding Tasklist choose according to the type of employee you are hiring.
- D. Reports to and PPA/CCC You can enter name directly or use the binocular search; if entering manually an email address will populate; if name is misspelled or cannot be found you will be presented with the pop up search option.

#### Onboarding

	ONBOARDING			
A	Onboarding Form:*	Select		T
в	Onboarding Portal:*	Select		T
с	Onboarding Tasklist:*	None		¥
	Reports To:*		<b>#</b> 2	
D		No user selected.	•	Be sure email address populates here correctly
	PPA/CCC:		# 2	
		No user selected.		

A Onboarding Form – select correct onboarding form per employee type.



#### B Onboarding Portal: always select University of Alaska Fairbanks

	Onboarding Portal:*	University of Alaska Fairbanks	۲
C (	Onboarding Tasklist.	UAF Faculty Onboarding UAF GN/GT Onboarding UAF Staff Onboarding UAF Student Onboarding UAF Temporary Onboarding	

OFFER PROGRESS - <u>\*\*DO NOT UPDATE\*\*</u> The system will update automatically once applicant accepts/declines.

OFFER PROGRESS	
	The following fields will be automatically updated by the system
Offer accepted:	🔍 Yes 💌 No
Date offer accepted:	dd mmm yyyy 🗰
Offer declined:	🔍 Yes 🔎 No
Date offer declined:	dd mmm yyyy

Employee referrals – not currently being used.



No one has been identified as an employee referral.

No employee has been set as the successful referrer.

Offer Documents: A contract letter must be uploaded before verbal offer will be approved.

- A. Choose to upload a completed letter.
- B. Merge the applicant information into the template letter(s). \*See special instructions below for Merge document instructions.
- C. Choose appropriate UAF Template letter and manually fill in all required fields.

	= Offer documents							
	Documents attached to the offer appear in the section below.							
A	Add document B Merge d	ocument 🙎						
	Document	Date	Size	Category				
	Document library:							
	Name				Date	Size		
	🔳 New Microsoft Word Docur	ment.docx			27 Jan 2016	24Kb	View	
	🚞 Report Templates (1)							
	Selection report (2)							
	🚞 SW (4)							
	🗀 UAA (6)	UAF Templates						
С	🗅 UAF (6)	🗀 UAF (6)						
	🗀 UAS (6)	🗎 Executive - UA	F (1)					
		🗎 Faculty - UAF (	8)					
		🗋 L6070 - UAF (9)	)					
		🗋 Staff - UAF (4)						
		🗋 Student - UAF	(6)					
		🗋 Temporary - U.	AF (6)					

\*Merge Document Instructions.

Merge Document instructions.	admin.dc4.pa	admin.dc4.pageuppeople.com says:			
1) You will be prompted to first save the	offer card choose OK	iction the offer card must first be saved.	_		
if for whitse prohipted to hist save the	Do you want to r	save the offer card now?			
	Prevent this	page from creating additional dialogs.			
		ок	Cancel		
2) Choose UAF Templates. Put a check m	lark by the appropriate letter an	d choose Merge. You c	an also		
choose to view the template letter to be	sure it is the appropriate one.				
	•		↓ Į		
Document merge  I Note: Merge template documents MUST be one of the following file types:	IUNAD - UAF     ID UNAD - Adjuncts appt     ID UNAD - Emeritus-Feculty	15 Feb 2016 15 Feb 2016	103Kb View 102Kb View		
Rich Text Format (File extension = .rtf or .RTF)     Microsoft Word 2010 or newer (File extension = .docx or .DOCX)	66070 - UAF     10 6270-New-Hire-apps-tr     10 6270-#remotion tr     10 6270-#remotion tr	15 Feb 2016 15 Feb 2016	95Kb View 95Kb View		
Select documents to merge:	20 20-Benevalo-Termapptor     20 200-Temporary-apptitr     20 200-Temporary-Upgrade-apptitr     20 200-Temporary-Upgrade-apptitr	15 Feb 2016 15 Feb 2016 15 Feb 2016	95Kb View 95Kb View 94Kb View		
Documents	20 Go70Term Appentit     20 Go70Term Appentit     20 Go70Term Appentit     20 Go70Latereal-TermsformAppentit     20 Go70Latereal-TermsformAppentit	15 Feb 2016 15 Feb 2016 15 Feb 2016 15 Gab 2016	95kb View 92kb View 95kb View		
= 🗋 (No folder)	<ul> <li>Staff-List</li> </ul>	13 760 2019	9660 View		
IN New Microsoft Word Document.docx	Sr., Administrator, Appt.,      Staff, Cont, Appt.,      Staff, Cont, Appt.,      Distaff, Term, Appt.,      Distaff, Term, Appt.,      Distaff, Term, Appt.,	15 Feb 2016 15 Feb 2016 15 Feb 2016 15 Feb 2016	97Kb View 99Kb View 98Kb View		
= 🖾 Report Templates	Student - UAF	15 Feb 2016	94Kb View		
- 🗅 Selection report	Grad—RA-Not-Work-Study-appt-fir Grad—RA-TA-Work-Study-appt-fir Grad—RA-TA-Work-Study-appt-fir	15 Feb 2016 15 Feb 2016	96Kb View 96Kb View		
= 🗅 sw	If Grad—TA-Not-Mork-Soudy-appt-fit     If A-Fitem Appt fit     If A-Fitem Appt fit     If SA-Fitemp-STUDENT-Appt Ltr_DRAFT.docx	15 Feb 2016 15 Feb 2016 7 Apr 2016	103Kb View 96Kb View 88Kb View		
- 🗅 UAA	Temporary - UAF	15 Feb 2016	97Kb View		
	Statt-Temp-CASUAL-Appt-1r_FINAL     Satt-Temp-EXTENDED-Appt-1r_FINAL     Satt-Temp-EXTENDED-Appt-1r_FINAL     Satt-Temp-SEASONAL-Appt-1r_FINAL	15 Feb 2016 15 Feb 2016 15 Feb 2016	98Kb View 100Kb View 98Kb View		
	II Staff Temp-TEMPORARY-ApptLtr_FINAL     III Temp_Staff_Appt_	15 Feb 2016 15 Feb 2016	100Kb View 99Kb View		
		Merge Cancel			
3) Watch warning for any missing inform	ation. You will have another cha	ance to modify letter, so	o choose		
to Ignore.		, ,			

Document merge					
Some applicant merge information	n is missing, which	n may result	in the document containing errors.		
Below is a list of the missing merge fie	lds. Merge fields	marked with	an asterisk (*) must be updated man	ually. To manually correct errors in a new window click here.	
Document				Missing merge information	
Staff-Temp-STUDENT-Appt-Ltr_DRAFT	.docx			APPLICANTSTREET2*	
			© R	etry 💿 Ignore	
and review/edit as nece copy the letter and plac – Offer documents	essary. The	e defauli own sch	t is UAF Human Resourd ool/department's lette	ce letterhead; it is recommended you rhead.	
Documents attached to the offer a	appear in the sect	ion below.			
Add document Merge documen	t ?				
Document	Date	Size	Category		
Test Letter.docx	10 Nov 2016	88Kb	Offer Contracts	View Delete	
Staff-Temp-STUDENT-Appt-Ltr_DRAF T.docx	10 Nov 2016	87Kb	Offer Contracts	View Delete	
5) If you make edits to t return to your offer care and choose Save and ac <b>NOTE</b> : Be sure to Delet	he merge d and choo ld another e your pre	letter pl ose to Ac or Save vious 'd	ease save to your comp dd document. Upload f and close. raft' from Offer docume	ents.	

Application Documents – no need to update. You can choose to view all applicant materials and the contract letter you have created.

Documents uploaded by the applican	nt are displayed in blue.		
Documents belonging to a different a	application are marked	with an asterisk (*).	
Title 🤝	Size	Category	
Jen_Resume 2014.docx *	28Kb	Resume	View
Jen_Resume 2014.docx *	28Kb	Resume	View
Jen_Resume 2014.docx	28Kb	Resume	View
Jen_Resume 2014.docx *	28Kb	Resume	View
Letter JY.docx *	11Kb	Cover letter	View
Test Letter.docx	88Kb	Offer Contracts	View

#### **Approval Process**

- A. Originator defaults with PPA information. May be changed/updated if necessary.
- B. Approval process choose appropriate process based on employment type. This will bring up the required level of approver(s). Enter as appropriate. Approval for advanced placement etc. may have pre-populated approvers **do not change**.

Α	Originator:*	Bridget Thimsen 🖁 🖓					
		🗢 Email address: bmthimsen@alaska.edu					
В	Approval process:	None					
		UAF Faculty-Temporary	Name	e:* UAF Staff			
		UAF Faculty- Tenure Track	Step	Approval position Levels above pos	Ition Default user		
		UAF Faculty- Tenure Track & Split Appointment	1	Supervisor Select •	# 2		
		UAF Post-Doc-Fund 1			No User selected		
		UAF Post-Doc- Restricted Fund	2	Unit Fiscal Offic Select 🔻	計 🖉		
		UAF Staff	<u> </u>		No User selected		
		UAF Staff- Dir Appt	3	Dean/ Director Select •	# 2		
		UAF Staff- Dir Appt & Excep. (80+, Step 29+)			No User selected		
		UAF Staff- Dir Appt & Excep. (up to 80, Step 28)	4	Budget Select •	計 2		
		UAF Staff- Exceptional (80+, Step 29+)	-		No User selected		
		UAF Staff- Exceptional (to 80, Step 28)	5	Human Resourd Select •	Ma Liner selected		
	UAF Staff Temporary		1	No oser selected			
		UAF Student					
		UAF Student Federal Work Study	Ηı	uman Resource	approval will always		
			be	your HR Consu	ltant.		

#### STEP 6:

Saving and Submitting

Save and close Save

Both Save and close and Save buttons immediately begin approval process.

You will be presented with a notification message, similar to the one below. As per the message this will initiate the offer approval process immediately.

Choose OK to initiate approval process, the first approver in the process will receive an email prompting them to approve the offer.

admin.dc4.pageuppeople.com says:	×
You have selected the 'UAF Student' approval process.	
If you continue, this approval process will be initiated immediately.	
Are you sure you wish to initiate this approval process?	
<b>OK</b> Cancel	

If you see anything in this guide that needs to be updated, please send an email to the recruitment team (uaf-jobs@alaska.edu).

### **APPENDIX:**

- Page 15: Graduate Student Verbal Offer Set-up Example
- Page 16: Adjunct Faculty Non-Credit Verbal Offer Set-up Example
- Page 17: Adjunct Faculty Credit Variable Verbal Offer Set-up Example
- Page 18: Adjunct Faculty Credit Verbal Offer Set-up Example

# Graduate Student (GN/GT) Applicant Card (Offer Card)

POSITION DETAILS									
Appointment Type:*	Temporary	/			-				
Job Type:*	Primary <b>v</b>								
Area:*	[0%] Anch	[0%] Anchorage-Fairbanks-Juneau-Girdwood-Eagle River-Kenai-Soldotna-Ketchikan-Sitka-Pi 👻							
Grade:*	Grad Stude	nt		A 2					
	Minimum	\$ 8.15							
Step:*	0	Step	is <u>always</u>	zero for GN & GT	v				
FLSA Exemption Status:	Exempt				Ψ				
To reference the UA S	alary Sched	ules click	HERE.						
Hourly Rate:*	912.80	Hour	ly Rate &	Bi-weekly Salary <u>are the same</u> amo	ount				
Bi-weekly Salary:*	912.80		Hourly Ra	ate & Bi-weekly Salary <u>will always</u>	<u>match</u>				
Annual Salary:*	7,302.40	Bi-weel	kly Salary	X Contract Length = <u>Total Assignm</u>	ent Salary				
Salary Justification:	UA Policy &	Regulatio	n regarding	Exceptional Step Placement					
Hours per Day:*	1	0		Always enter 1 unit for GN/GT st	ipend pay				
Hours per Pay Period:*	1			<u>Always enter 1</u> unit for GN/GT st	tipend pay				
ACA Hours:	40	The nu	mber of <u>b</u>	i-weekly work hours for ACA Repo	orting				
Contract Length (Pay Periods Per Year):*	8 The number of <u>pay periods</u> during the duration of the assignment								
CIPC (Faculty Only):									
OFFER DETAILS									
Expected Hire Date:*	21 Aug 201	6 🛗	<u>Begin D</u>	ate of pay period (encompassing a	actual contract date)				
End date if applicable:	10 Dec 2016 End Date of pay period (encompassing actual contract date)								

1 OSHION DETAILS								
Appointment Type:*	Temporary 👻							
Job Type:*	Primary •							
Area:*	[38%] Bethel -							
Grade:*	Adjunct Face	ulty Nor	n Credit	# @	In Banner the Grade will look like			
	Minimum \$				"00_NC" (which stands for Non Credit)			
Step:*	0	Ste	ep is <u>alway</u> :	<u>s zero (0)</u> whe	en the Grade is "00_NC" Non Credit			
FLSA Exemption Status:	Exempt				v			
To reference the UAS	alary Schedu	iles clic	k HERE.					
Hourly Rate:*	255.00	Ηοι	urly Rate &	Bi-weekly Sal	lary <u>are the same</u> amount			
Bi-weekly Salary:*	255.00		Hourly R	ate & Bi-week	kly Salary <u>will always match</u>			
Annual Salary:*	1,020	Bi-we	ekly Salary	X Contract Le	ength = <u>Total Assignment Salary</u>			
Solary jestification	UA Policy & F	Regulatio	on regarding	Exceptional Step	Placement			
Hours per Day:*	1		* *	Always ente	er 1 unit for Adjunct Faculty Non Credit	]		
Hours per Pay Period:*	1			Always ente	er 1 unit for Adjunct Faculty Non Credit	]		
ACA Hours:	8.50 The number of <u>bi-weekly work hours</u> for ACA Reporting							
Contract Length (Pay Periods Per Year):*	4 The number of pay periods during the duration of the assignment							
CIPC (Faculty Only):								
OFFER DETAILS		_						
Expected Hire Date:*	4 Sep 2016	Ê	Begin Dat	te of pay perio	od (encompassing actual contract date)			
End date if applicable:	29 Oct 2016	Ê	End Date	of pay period	d (encompassing actual contract date)			

## Adjunct Faculty Credit Variable (FT) – Applicant Card (Offer Card) 12/13/2016 POSITION DETAILS

Appointment Type:*	Temporary 👻					
Job Type:*	Primary <b>*</b>					
Area:*	[38%] Bethel •					
Grade:*	Adjunct Faculty	Credit Variable	In Banner the Grade will look lik	e "00_CV" (which		
	Minimum \$		stands for Credit Variable) used when someone is not on the regular adjunct faculty salary schedule			
Step:*	0	Step is <u>alway</u>	<u>s zero (0)</u> when the Grade is "00_C	CV" Credit Variable		
FLSA Exemption Status:	Exempt			Ŧ		
To reference the UAS	Salary Schedules	click HERE.				
Hourly Rate:*	225.30	Bi-weekly Sa	lary divided by the # of Credits = H	lourly Rate		
Bi-weekly Salary:*	675.90	Hourly Rate >	K # of credits = Bi-weekly Salary			
Annual Salary:*	6,083.15 B	i-weekly Salary	X Contract Length = <u>Total Assignn</u>	nent Salary		
Salary Justification:	Amount revised	l per geo. diff.				
	UA Policy & Reg	ulation regarding I	Exceptional Step Placement			
Hours per Day:*	1	Alway	<u>ys enter 1</u> unit for Adjunct Faculty	Credit Variable		
Hours per Pay Period:*	3	I	Number of credit hours taught			
ACA Hours:	13.5 Convert credit hours taught to hours worked (ACA Hours) by multiplying the #					
Contract Length (Pay Periods Per Year):*	9 The pu	mbor of nav no	riods during the duration of the a	signment		
CIPC (Faculty Only):	CIPC (Faculty Only):					
OFFER DETAILS						
Expected Hire Date:*	21 Aug 2016	Begin Date	e of pay period (encompassing act	ual contract date)		
End date if applicable:	24 Dec 2016 End Date of pay period (encompassing actual contract date)					

#### r**d)** 12/13/2016

Adjunct Faculty Credit (FT) – Applicant Card (Offer Card) POSITION DETAILS

Appointment Type:*	Temporary •						
Job Type:*	Primary •						
Area:*	[0%] Anchorag	e-Fairbanks-Juneau	ı-Girdwood-Eagle River-Kenai-Soldotna-Ketchikan-Sitka-Pa 🔻				
Grade:*	Adjunct Faculty	Grade 09	In Banner the Grade will look like "CR_XX" (CR				
	Minimum \$ 13	1.89	stands for Credit) used when the adjunct faculty is on the adjunct faculty salary schedule. The XX is the number of pay periods 09 = a Contract Length of 9				
Step:*	1 Step	is either 1. 2. o	r 3 depending upon the number of prior semester taught				
FLSA Exemption Status:	Exempt	<u></u>	• • • • • • • • • • • • • • • • • • •				
To reference the UA S	alary Schedules	click HERE.					
Hourly Rate:*	131.88	Refer to the A	Adjunct Faculty Salary Schedule alaska.edu/hr/hr-procedures/a-z-index/#A				
Bi-weekly Salary:*	395.64	Hourly R	ate X # of credits = Bi-weekly Salary				
Annual Salary:*	3,560.79	Bi-weekly Sa	lary X Contract Length = <u>Total Assignment Salary</u>				
Salary Justification:							
Hours per Day:*	1	Alway	<u>rs enter 1</u> unit for Adjunct Faculty Credit				
Hours per Pay Period:*	3		Number of credit hours taught				
ACA Hours:	Convert credit hours taught to <u>hours worked</u> (ACA Hours) by multiplying the # of credits by 2.25 (3 credit X 2.25 = 6.75 hours a week, or 13.5 hours bi-weekly).						
Contract Length (Pay Periods Per Year):*	9 The number of <u>pay periods</u> during the duration of the assignment						
CIPC (Faculty Only):	IPC (Faculty Only):						
OFFER DETAILS							
Expected Hire Date:*	21 Aug 2016	Begin Dat	te of pay period (encompassing actual contract date)				
End date if applicable:	24 Dec 2016 End Date of pay period (encompassing actual contract date)						