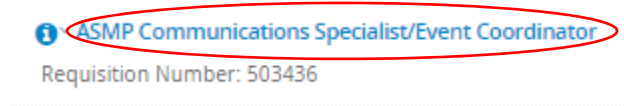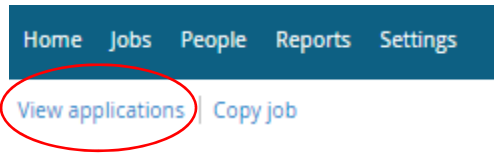# Verbal Offer

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 Specialist/Event Coordinator

Requisition Number: 503436

You will then choose View applications

Home   Jobs   People   Reports   Settings
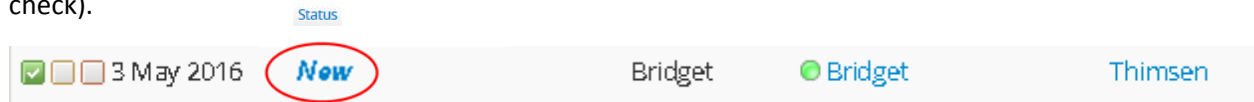
View applications | Copy job

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.
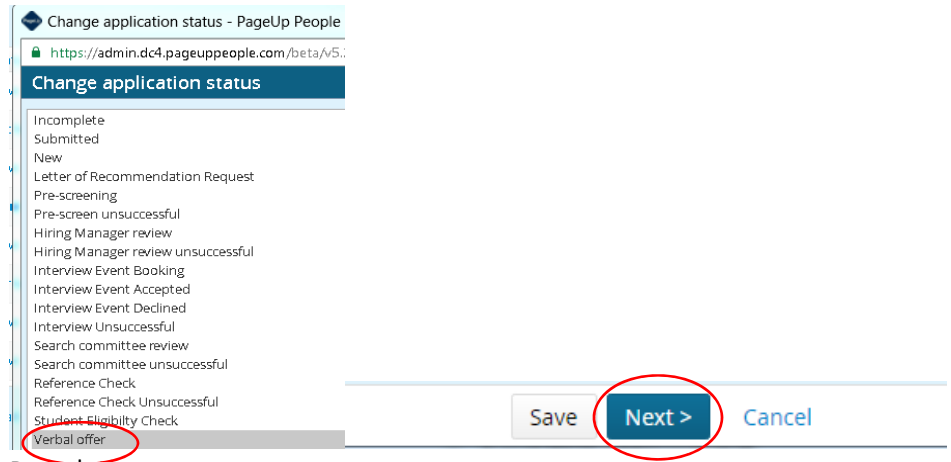
☑☐☐ 3 May 2016   *New*   Bridget   🟢 Bridget   Thimsen
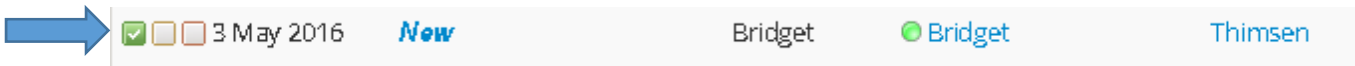
STEP 3:

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

Status

☑☐☐ 3 May 2016   *New*   Bridget   🟢 Bridget   Thimsen

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
Reference Check Unsuccessful
Student Eligibility Check
Verbal offer

Save   Next >   Cancel

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.

STEP 5:

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

Offer details

Please fill in all mandatory fields marked with an asterisk (*).

The Personal details will populate from the application.

Personal details

Address:	PO Box ▓▓▓▓ 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.

Job details

Working Title:	ⓘ▾ Student Parking Attendant.
Position Type:	Student Employee
MAU:	University of Alaska Fairbanks
Division:	UAF Vice Chancellor for Admin. Services
School:	UAF Financial Services
Department:	Parking Services
Job Location:	09 -

Offer details

Approval status:	Pending
PPA/CCC:	Lee Amerson
Date entered:	3 Oct 2016, 1:30 pm
Application source:	Internet - University of Alaska Job Sites Edit

Positions:

Position no	Type	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.**

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 – [Staff salary schedule FY17](#)
        b. Temporary – [Temp salary schedule FY17](#)
        c. Student – [Effective July, 2011](#)
        d. Adjunct – [see CBA](#)
        e. 6070 – [see CBA](#)
        f. UNAC – [see CBA](#)
        g. UAFT – [see CBA](#)

    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 – [view the ACA resource guide](#) 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 ▾

B   Classification: Student Assistant

     ➕ **Classification title:** Student Assistant

C   Job Type:*   Primary ▾

D   Area:*   [0%] Anchorage-Fairbanks-Juneau-Girdwood-Eagle River-Kenai-Soldotna-Ketchikan-Sitka-P ▾

E   Grade:*   Student C   🔍 ✎

     Minimum $ 10.50

F   Step:*   3 ▾

G   FLSA Exemption Status: Non-Exempt ▾

H   Will this position work with minors?:   No

To reference the UA Salary Schedules click HERE.

I   Hourly Rate:*

J   Bi-weekly Salary:*

K   Annual Salary:*

L   Salary Justification:

UA Policy & Regulation regarding Exceptional Step Placement

M   Hours per Day:*   4

N   Hours per Pay Period:*   40

O   ACA Hours:

P   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. Work Activity Outside of Alaska.

OFFER DETAILS

A Expected Hire Date:* | 6 Dec 2016 | 📅

B End date if applicable: | 14 May 2017 | 📅   ⬅ Use end date only on temp/term PCN's

C Request for Special Conditions:

D Special Conditions:

Special Conditions of Employment ⬅

E Relocation Allowance Request Complete?: | N/A |

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 UAonline can be submitted **after** hire is entered in Banner.

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

B Onboarding Portal:*   Select

C Onboarding Tasklist:*   None

   Reports To:*   [   ]   🔍 ✏️

       No user selected.   Be sure email address populates here correctly

D

   PPA/CCC: [   ]   🔍 ✏️

       No user selected.

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

Select
Select
Onboarding Form - Adjunct
Onboarding Form - Executive
Onboarding Form - L6070
Onboarding Form - Non-Represented Faculty
Onboarding Form - Staff
Onboarding Form - Student
Onboarding Form - Temporary Staff
Onboarding Form - UAF Fire Fighter
Onboarding Form - UAFT
Onboarding Form - UNAC

B Onboarding Portal: always select University of Alaska Fairbanks

Onboarding Portal:*   University of Alaska Fairbanks

C Onboarding Tasklist.
UAF Faculty Onboarding
UAF GN/GT Onboarding
UAF Staff Onboarding
UAF Student Onboarding
UAF Temporary Onboarding

OFFER PROGRESS - **DO NOT UPDATE** 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.

◻ **Employee referrals**

No one has been identified as an employee referral.

ℹ 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**

ℹ Documents attached to the offer appear in the section below.

A [Add document] B [Merge document] [?]

Document	Date	Size	Category

Document library:

Name		Date	Size	
📄 New Microsoft Word Document.docx		27 Jan 2016	24Kb	View
📁 Report Templates (1)				
📁 Selection report (2)				
📁 SW (4)				
📁 UAA (6)				

UAF Templates

C 📁 UAF (6) → 📁 UAF (6)

📁 UAS (6)

   📁 Executive - UAF (1)

   📁 Faculty - UAF (8)

   📁 L6070 - UAF (9)

   📁 Staff - UAF (4)

   📁 Student - UAF (6)

   📁 Temporary - UAF (6)

*Merge Document Instructions.

1) You will be prompted to first save the offer card, choose OK.
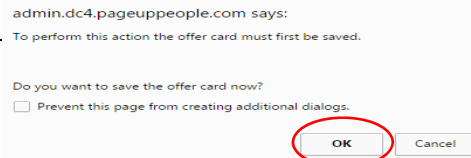
2) Choose UAF Templates. Put a check mark by the appropriate letter and choose Merge. You can also choose to view the template letter to be sure it is the appropriate one.

3) Watch warning for any missing information. You will have another chance to modify letter, so choose to Ignore.

4) Your merge letter will appear under the Offer documents section. Please view (download) the letter and review/edit as necessary. The default is UAF Human Resource letterhead; it is recommended you copy the letter and place on your own school/department's letterhead.

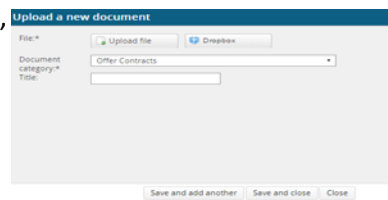5) If you make edits to the merge letter please save to your computer, return to your offer card and choose to Add document. Upload file and choose Save and add another or Save and close.
NOTE: Be sure to Delete your previous 'draft' from Offer documents.

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

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**.

Human Resource approval will always be your HR Consultant.

STEP 6:

Saving and Submitting
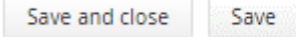
Save and close   Save

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?

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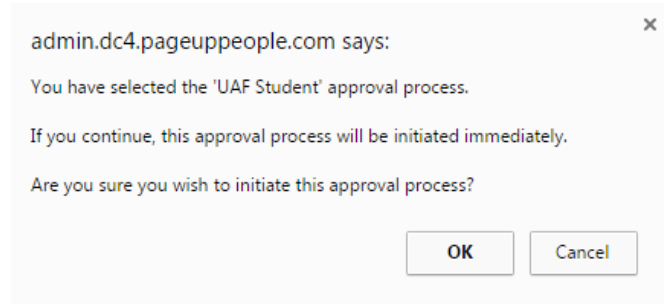
If you see anything in this guide that needs to be updated, please send an email to the recruitment team (uaf-jobs@alaska.edu).

Page | 13   Updated: 12/05/2016

APPENDIX:

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

POSITION DETAILS

Appointment Type:* Temporary

Job Type:* Primary

Area:* [0%] Anchorage-Fairbanks-Juneau-Girdwood-Eagle River-Kenai-Soldotna-Ketchikan-Sitka-P:

Grade:* Grad Student

Minimum $ 8.15

Step:* 0 — **Step is always zero for GN & GT**

FLSA Exemption Status: Exempt

To reference the UA Salary Schedules click HERE.

Hourly Rate:* 912.80 — **Hourly Rate & Bi-weekly Salary are the same amount**

Bi-weekly Salary:* 912.80 — **Hourly Rate & Bi-weekly Salary will always match**

Annual Salary:* 7,302.40 — **Bi-weekly Salary X Contract Length = Total Assignment Salary**

Salary Justification:

UA Policy & Regulation regarding Exceptional Step Placement

Hours per Day:* 1 — **Always enter 1 unit for GN/GT stipend pay**

Hours per Pay Period:* 1 — **Always enter 1 unit for GN/GT stipend pay**

ACA Hours: 40 — **The number of bi-weekly work hours for ACA Reporting**

Contract Length (Pay Periods Per Year):* 8 — **The number of pay periods during the duration of the assignment**

CIPC (Faculty Only):

OFFER DETAILS

Expected Hire Date:* 21 Aug 2016 — **Begin Date of pay period (encompassing actual contract date)**

End date if applicable: 10 Dec 2016 — **End Date of pay period (encompassing actual contract date)**

POSITION DETAILS

Appointment Type:*   Temporary

Job Type:*   Primary

Area:*   [38%] Bethel

Grade:*   Adjunct Faculty Non Credit   **In Banner the Grade will look like "00_NC" (which stands for Non Credit)**

Minimum $

Step:*   0   **Step is always zero (0) when the Grade is "00_NC" Non Credit**

FLSA Exemption Status: Exempt

To reference the UA Salary Schedules click HERE.

Hourly Rate:*   255.00   **Hourly Rate & Bi-weekly Salary are the same amount**

Bi-weekly Salary:*   255.00   **Hourly Rate & Bi-weekly Salary will always match**

Annual Salary:*   1,020   **Bi-weekly Salary X Contract Length = Total Assignment Salary**

Salary Justification:

UA Policy & Regulation regarding Exceptional Step Placement

Hours per Day:*   1   **Always enter 1 unit for Adjunct Faculty Non Credit**

Hours per Pay Period:*   1   **Always enter 1 unit for Adjunct Faculty Non Credit**

ACA Hours: 8.50   **The number of bi-weekly work hours 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   **Begin Date of pay period (encompassing actual contract date)**

End date if applicable: 29 Oct 2016   **End Date of pay period (encompassing actual contract date)**

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

POSITION DETAILS

Appointment Type:*	Temporary
Job Type:*	Primary
Area:*	[38%] Bethel
Grade:*	Adjunct Faculty Credit Variable
	Minimum $

In Banner the Grade will look like "00_CV" (which stands for Credit Variable) used when someone is not on the regular adjunct faculty salary schedule

Step:*	0

Step is always zero (0) when the Grade is "00_CV" Credit Variable

FLSA Exemption Status:	Exempt

To reference the UA Salary Schedules click HERE.

Hourly Rate:*	225.30

Bi-weekly Salary divided by the # of Credits = Hourly Rate

Bi-weekly Salary:*	675.90

Hourly Rate X # of credits = Bi-weekly Salary

Annual Salary:*	6,083.15

Bi-weekly Salary X Contract Length = Total Assignment Salary

Salary Justification:	Amount revised per geo. diff.

UA Policy & Regulation regarding Exceptional Step Placement

Hours per Day:*	1

Always enter 1 unit for Adjunct Faculty Credit Variable

Hours per Pay Period:*	3

Number of credit hours taught

ACA Hours:	13.5

Convert credit hours taught to hours worked (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 pay periods during the duration of the assignment

CIPC (Faculty Only):	

OFFER DETAILS

Expected Hire Date:*	21 Aug 2016

Begin Date of pay period (encompassing actual contract date)

End date if applicable:	24 Dec 2016

End Date of pay period (encompassing actual contract date)

Adjunct Faculty Credit (FT) – Applicant Card (Offer Card) 12/13/2016

POSITION DETAILS

Appointment Type:* Temporary

Job Type:* Primary

Area:* [0%] Anchorage-Fairbanks-Juneau-Girdwood-Eagle River-Kenai-Soldotna-Ketchikan-Sitka-Pi ▼

Grade:* Adjunct Faculty Grade 09

Minimum $ 131.89

In Banner the Grade will look like "CR_XX" (CR 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, or 3 depending upon the number of prior semester taught

FLSA Exemption Status: Exempt

To reference the UA Salary Schedules click HERE.

Hourly Rate:* 131.88

Refer to the Adjunct Faculty Salary Schedule http://www.alaska.edu/hr/hr-procedures/a-z-index/#A

Bi-weekly Salary:* 395.64

Hourly Rate X # of credits = Bi-weekly Salary

Annual Salary:* 3,560.79

Bi-weekly Salary X Contract Length = Total Assignment Salary

Salary Justification:

UA Policy & Regulation regarding Exceptional Step Placement

Hours per Day:* 1

Always enter 1 unit for Adjunct Faculty Credit

Hours per Pay Period:* 3

Number of credit hours taught

ACA Hours: 13.50

Convert credit hours taught to hours worked (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 pay periods during the duration of the assignment

CIPC (Faculty Only):

OFFER DETAILS

Expected Hire Date:* 21 Aug 2016

Begin Date of pay period (encompassing actual contract date)

End date if applicable: 24 Dec 2016

End Date of pay period (encompassing actual contract date)