

Hello, PageUp Hiring Managers!

This Enlighten is to remind you of the *importance of correct data entry* in the offer card.

Important Offer Card Reminders:

- To begin the offer process, change the applicant status to “pre-offer salary request”. This will open the offer card. Please fill out the required fields on the offer card and be sure to select an approval process at the bottom

Pre-offer salary request Status changed 5 Mar 2019	Offer incomplete
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- Click “yes” on the offer card if the person is a current Mines employee.** When HR approves the offer card and it doesn’t say the person is a current employee, we assume they need a regular onboarding workflow and background check.

POSITION DETAILS

Position classification:*

Position exempt: Yes No

Current Mines Employee?: Yes No

- The requested salary MUST be listed at 100% FTE.** If it is listed as the actual FTE for the hire, the person will only be paid a percentage of that lower salary.

Requested salary amount:

- Once you have the salary listed in 100% FTE, enter the actual FTE percentage for the applicant in the FTE box:

FTE (e.g. 75%)
[also include shift pay - supervisor/web timecard approver]:*

- This information will transfer through to Banner at the correct salary. For this example, the salary would be \$31,800.
- Please also double check your indexes and percentage breakdowns.
- Don’t forget to set and start an approval process!** The offer won’t move forward without this step.

- **The final salary box should be filled out AFTER the verbal offer and the salary has been agreed upon.**
 - **This box populates the offer letter. If it is blank, the offer letter will say the salary is 0. Please double check letters before they are sent out to be sure they are accurate.**

New Password Request:

- When an applicant requests a new password there is now a code in the email they receive. They have to have the code in order to change their password.

The Recruitment Team and their roles are as follows:

- **Erika Schoonmaker** – Recruitment Support Specialist eschoonmaker@mines.edu ext. 3680
 - Primary contact for PageUp assistance with academic and administrative faculty searches and training.
- **Deb Wernli** – Employment Manager dwernli@mines.edu ext. 3494
 - Backup contact for all recruitment related process questions and PageUp questions.
- **Paula MacGeorge** – Recruitment Specialist pnmacgeorge@mines.edu ext. 3259
 - Primary contact for classified hiring and onboarding questions.
- **Kathleen Feighny** – Recruiter kfeighny@mines.edu ext. 3888
 - Contact for recruitment strategies, and job description development.
- **Michelle Darveau** – Interim HR Director mdarveau@mines.edu ext. 2305
 - High level recruitment questions.