Contractor Pre-Offer Salary Request and Offer Card

From your home dashboard select, the link jobs open. This will open the list of all your open jobs. From the list that appears select view to the far right of the job you would like to open. This will open the job card.

Click on the “View Applications” button to get to your applicant list:

(493692) Post-Doctoral Fellow

From “View applications,” click on the name of the applicant to be made an offer. You could also use the white search bar at the top left of your dashboard and type in the applicant’s name. You will land on the applicant card. Click on the status:

Change application status to “Pre-offer Salary Request” and then select Next.
At the bottom of the next screen, click **Move Now** and this will take you to the offer card.

The top three sections of the offer are prefilled by the system. (Personal details, Job details and Offer details)

**Under the “CONTRACTOR OFFER CARD” section, select “yes”**
POSITION DETAILS:

Enter the employment status, start and end date, and percent of effort for anyone who will be teaching.

NOTE: If you are hiring anyone who will be teaching, you can use the drop downs to select what FTE is correct.

You MUST enter the adjunct assignment and how many credit hours in the lower box.
Research Faculty must also have their duties listed:

Make required adjustments for Accounts & Distributions, Salary & Budget, and Onboarding
**ACCOUNTS & DISTRIBUTIONS:**

Enter percent distribution
Verify the index/account is complete and correct

<table>
<thead>
<tr>
<th>Index 1 / Account 1:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent distribution</td>
</tr>
<tr>
<td>(e.g. 40% Apr 1, 2016 to Sep 30, 2016):*</td>
</tr>
<tr>
<td>Index 2 / Account 2:</td>
</tr>
<tr>
<td>Percent distribution:</td>
</tr>
<tr>
<td>Index 3 / Account 3:</td>
</tr>
<tr>
<td>Percent distribution:</td>
</tr>
<tr>
<td>Index 4 / Account 4:</td>
</tr>
<tr>
<td>Percent distribution:</td>
</tr>
</tbody>
</table>
**SALARY & BUDGET:**

**Requested Salary at 100% FTE**

Enter final approved salary for postdocs, adjuncts, visiting scholars, and all research (No salary negotiation) (e.g. 5,000 – no dollar signs)

FTE percentage (enter number from the “position details” section)

Skip Budget approver

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**NOTE:** all salaries are subject to the Mines Salary Procedures

<table>
<thead>
<tr>
<th>Annual position budget:</th>
<th>5,600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving allowance (amount and rationale):</td>
<td></td>
</tr>
<tr>
<td>Notes:*</td>
<td></td>
</tr>
</tbody>
</table>

**Final Approved Salary at 100% FTE:**

Enter approved salary like: 50 (comma) 000. Enter hourly pay rate like: 10.35. Do not use $. Commas are acceptable.

<table>
<thead>
<tr>
<th>Final hourly pay rate (if not annual):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE (e.g. 75%):*</td>
<td>100</td>
</tr>
</tbody>
</table>

**Budget Approver:** Select

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*B* Skip the pre-employment checks section (HR will fill in this field).
ONBOARDING:

If new-employee paid direct appointment (Adjunct/Post Doc):

- New Starter Form: New Starter Form – Faculty Full Version
- Onboarding workflow: New Employee – Direct Appointment Adjunct/Post Doc

If new-employee paid Research Faculty:

- New Starter Form: New Starter Form - Faculty Full Version
- Onboarding workflow: New Employee - Faculty Academic and Administrative

If new volunteer or unpaid visiting scholar direct appointment:

- New starter form: New Starter Form - No Remuneration/Volunteer
- Onboarding workflow: Non-Remuneration/Volunteer

If an existing employee:

- New Starter Form: No New Starter Form (Internal Candidates Only)
- Onboarding workflow: Current Employee

Continuing down the offer card, it is important to note that the section titled OFFER PROGRESS is part of the automated system and should not be completed.
APPROVAL PROCESS:

You are now ready to get your offer approved. Scroll down to the Approval process section – SKIP THE OFFER DOCUMENTS SECTION. You will be asked to select the appropriate approval process. This is very similar to the job requisition approval process. **The offer will not progress if you do not select an approval process.**

You do NOT need to add the HR Approver and AA Approver fields the system will automatically fill in those fields. You MUST fill in the other required fields.

Once approval is complete, the Hiring Manager will receive an email notification and AA will prepare the offer letter in PageUp and send it to the new hire. The new hire will be sent an email requesting that they login to PageUp to accept their offer. Once the offer is accepted, they will immediately be prompted to complete the new starter form.

If you have not received the notification email that the offer is approved you can view the offer card to see the progress. Type the applicants name in quick search and enter, select the name of the applicant, select the offer incomplete link, and scroll to the bottom of the offer card to view the approval section.