

# Creating the Offer Draft

**Note:** For information that's not changing from Requisition, you can hover your mouse over and arrows will appear for you to click and the information will transfer over.

Items Enter:

- Start Date** as indicated
- Currency** US Dollar
- Annualized Salary** This is the only place for yearly amount
- Pay Basis** Either Monthly or Hourly (depending on status)
- Salary Basis** Monthly or Hourly amount
- Payroll Cycle** Monthly or Bi-weekly
- Position #**
- Percent Time** Percent work time
- Flex Year** If applicable
- Flex Year %** If applicable
- Fund 1 acct** Exclude dashes and must use Capital Letters
- Fund 1 Amount** Monthly or Hourly Amount ONLY
- Fund %** *(Note: If more than one fund and exempt, must add up to 100%)*
- Wage Type 1** Select appropriate one (REG / Hourly)

Once all fund information is complete, fill in **Office Information:** anything marked with \* is required information.

**\*Comments are also required**

Re-enter **Start Date** and **Expiration Date** *(optional)*

**Once complete, "Save and Close"**

Send an email to your Recruiter alerting them that you have an **Offer Draft**.

## Screen Shot Sample

Completed Offer Draft

Top Section	
Status	Accepted
Approved	Sep 18, 2013
Extended	Sep 18, 2013
Start Date	Nov 4, 2013, 8:00 AM
	<input checked="" type="checkbox"/> Tentative
Created on	Sep 11, 2013
Currency	US Dollar (USD)
Annualized Salary	64,000.00
Pay Basis	Monthly
Salary (Pay Basis)	5,333.34
Payroll Cycle	Monthly

  

Details	
Position Number	50005223
Percent Time	100
Flex Year	No
Flex Year Percent	0
Fund 1 (exclude dashes)	R011065323
Fund Amount 1	5,333.34
Fund Percent 1	100
Wage Type 1	1REG
Office Building Number	50218400 - ORNL Bldg #8600 (MS 64)
Office County	001 - Anderson
Office Phone Number	865-574-6617
Target Start Date	Nov 4, 2013