Step must be in “Offer” in order to see the “Create Offer” option under More Actions. Prior to offer being created, Status will be “Offer to be Made”. Creating the draft will notify the Recruiter there is a Draft Offer for Review.

Salary (Pay Basis) should reflect the actual rate of pay whether Monthly or Hourly. Tip: Utilizing the calculator function to auto-populate the math based on the Pay Basis.

Pay Basis should only be Hourly or Monthly. Make sure the Wage Type reflects the Payroll Cycle. Tip: Utilizing the Auto-Fill function can help ensure correct/matching input from the Approved Requisition.

Fund Amount should match the Salary (Pay Basis) - hourly or monthly rate.

If you have a position you will be funding from multiple accounts, each should be entered separately including each Account/Fund Number, and percentage of pay.

Only areas designated with red asterisk (*) are required to complete the Offer Draft.

Don’t Forget: If a moving allowance is offered, it must be entered HERE to be reflected in the Offer Letter.

The Expiration Date MUST occur later than the Start Date. Pro Tip: Set the Exp. Date out a few months. You don’t want an offer to expire before a candidate can accept or start. If you think the start date may change, set the date out a significant amount.

NOTE: You can enter up to 6 Funds/Accounts. Each Percent must be entered, as well as the calculated percent in the “Fund Amount” for each.

Tip: Using the Duplicate Icon, you can auto-fill the information from the Requisition on the right to avoid entry errors or transposing data.

Utilize the notes to document who checked the references.

Fund Type should match the Payroll Cycle. Tip: Utilizing the Auto-Fill function can help ensure correct/matching input from the Approved Requisition.

Make sure the Wage Type reflects the Payroll Cycle. Tip: Utilizing the Auto-Fill function can help ensure correct/matching input from the Approved Requisition.

Only areas designated with red asterisk (*) are required to complete the Offer Draft.

Don’t Forget: If a moving allowance is offered, it must be entered HERE to be reflected in the Offer Letter.

The Expiration Date MUST occur later than the Start Date. Pro Tip: Set the Exp. Date out a few months. You don’t want an offer to expire before a candidate can accept or start. If you think the start date may change, set the date out a significant amount.

Tip: Using the Duplicate Icon, you can auto-fill the information from the Requisition on the right to avoid entry errors or transposing data.

Salary (Pay Basis) should reflect the actual rate of pay whether Monthly or Hourly. Tip: Utilizing the calculator function to auto-populate the math based on the Pay Basis.

Pay Basis should only be Hourly or Monthly. Make sure the Wage Type reflects the Payroll Cycle. Tip: Utilizing the Auto-Fill function can help ensure correct/matching input from the Approved Requisition.

Fund Amount should match the Salary (Pay Basis) - hourly or monthly rate.

If you have a position you will be funding from multiple accounts, each should be entered separately including each Account/Fund Number, and percentage of pay.

Only areas designated with red asterisk (*) are required to complete the Offer Draft.

Don’t Forget: If a moving allowance is offered, it must be entered HERE to be reflected in the Offer Letter.

The Expiration Date MUST occur later than the Start Date. Pro Tip: Set the Exp. Date out a few months. You don’t want an offer to expire before a candidate can accept or start. If you think the start date may change, set the date out a significant amount.

Tip: Using the Duplicate Icon, you can auto-fill the information from the Requisition on the right to avoid entry errors or transposing data.

Salary (Pay Basis) should reflect the actual rate of pay whether Monthly or Hourly. Tip: Utilizing the calculator function to auto-populate the math based on the Pay Basis.

Pay Basis should only be Hourly or Monthly. Make sure the Wage Type reflects the Payroll Cycle. Tip: Utilizing the Auto-Fill function can help ensure correct/matching input from the Approved Requisition.

Fund Amount should match the Salary (Pay Basis) - hourly or monthly rate.

If you have a position you will be funding from multiple accounts, each should be entered separately including each Account/Fund Number, and percentage of pay.

Only areas designated with red asterisk (*) are required to complete the Offer Draft.

Don’t Forget: If a moving allowance is offered, it must be entered HERE to be reflected in the Offer Letter.

The Expiration Date MUST occur later than the Start Date. Pro Tip: Set the Exp. Date out a few months. You don’t want an offer to expire before a candidate can accept or start. If you think the start date may change, set the date out a significant amount.

Tip: Using the Duplicate Icon, you can auto-fill the information from the Requisition on the right to avoid entry errors or transposing data.

Salary (Pay Basis) should reflect the actual rate of pay whether Monthly or Hourly. Tip: Utilizing the calculator function to auto-populate the math based on the Pay Basis.

Pay Basis should only be Hourly or Monthly. Make sure the Wage Type reflects the Payroll Cycle. Tip: Utilizing the Auto-Fill function can help ensure correct/matching input from the Approved Requisition.