

ID: 1883515  
 United States - Tennessee - Knoxville  
 Tutor at Tennessee Athletics Business Office (Current)

1 other active submission(s)

HIGHLIGHTS (CURRENT SUBMISSION)

Required met: 0/0 Assets met: 0/0

Step: Offer Status: Draft Source: Career Section Date of Application: Oct 27, 2021

MOST RELEVANT EDUCATION

2021 - Master's Degree University of Tennessee

WORK EXPERIENCE

5 y Aug 2016 - Present Tutor Tennessee Athletics Business Office

0 y Aug 2018 - Dec 2018 Business And Finance Intern Thornton Athletics Student Life Center

**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.

Offers

Cancel Save and close

Offer details

Edit Offer

Offer 1 (Current)

Requisition

Top Section

Status: Draft

Start Date: Nov 8, 2021, 8:00 AM  Tentative

Created on: Nov 9, 2021

Currency: US Dollar (USD)

Annualized Salary: 42,000.00

Pay Basis: Hourly

Salary (Pay Basis): 20.20

Payroll Cycle:  Not Specified  Bi-Weekly  Monthly

Details

Notes:

Characters remaining: 765

Position Number: 20003227

Exception Position Number: max 8 chars

Exception Position Title: max 40 chars

Percent Time: 100.00

Flex Year:  Not Specified  Yes  No

Flex Year Percent: max 99.99 with 2 decimals

Fund 1 (exclude dashes): E018601002

Fund Amount 1: 20.2

Fund Percent 1: 100.00

Wage Type 1:  Not Specified  1HRL  1REG  2SNP  1ADA  2AGY  1RGA  9REP  9ADA  1FPY  1FEL

Fund 2 (exclude dashes): max 25 chars

Fund Amount 2: max 999999.99 with 3 decimals

Fund Percent 2: max 100 with 2 decimals

Wage Type 2:  Not Specified  1HRL  1REG  2SNP  1ADA  2AGY  1RGA  9REP  9ADA  1FPY  1FEL

Office Room Number: max 8 chars

Office Building Number: 50136910 - Brenda Lawson Athletic Center

Office Address Line 1: max 25 chars

Office Address Line 2: max 25 chars

Office City: max 25 chars

Office County: 047 - Knox

Office State: max 2 chars

Office Zipcode: max 10 chars

Office Mail Stop: max 4 chars

Office Phone Number: 8659741224

Moving Allowance: max - with 2 decimals

Moving Allowance Dept CC (E99-9999-999): max 25 chars

Moving Allowance Provider Dept Name: max 40 chars

Start Up Allowance: max - with 2 decimals

Tenure Date: MMM d, yyyy

Target Start Date: MMM d, yyyy

Expiration Date: Nov 23, 2021, 1:25 PM

**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.

**Salary (Pay Basis)** should reflect the actual rate of pay whether Monthly or Hourly.

**Tip:** Utilize the calculator function to auto-populate the math based on the Pay Basis.

**Pay Basis** should only be Hourly or Monthly.

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

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.

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.

**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.

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.