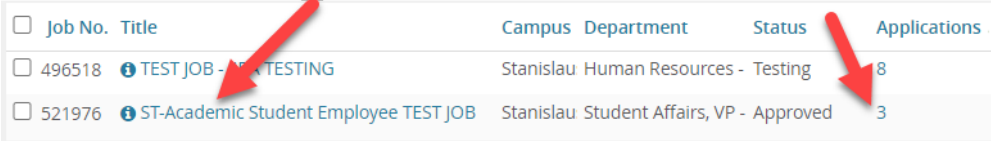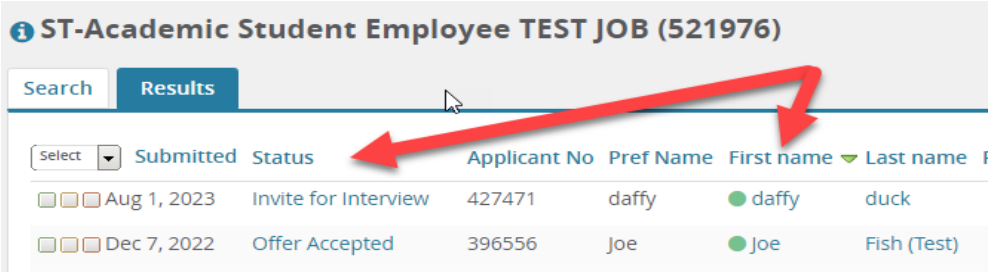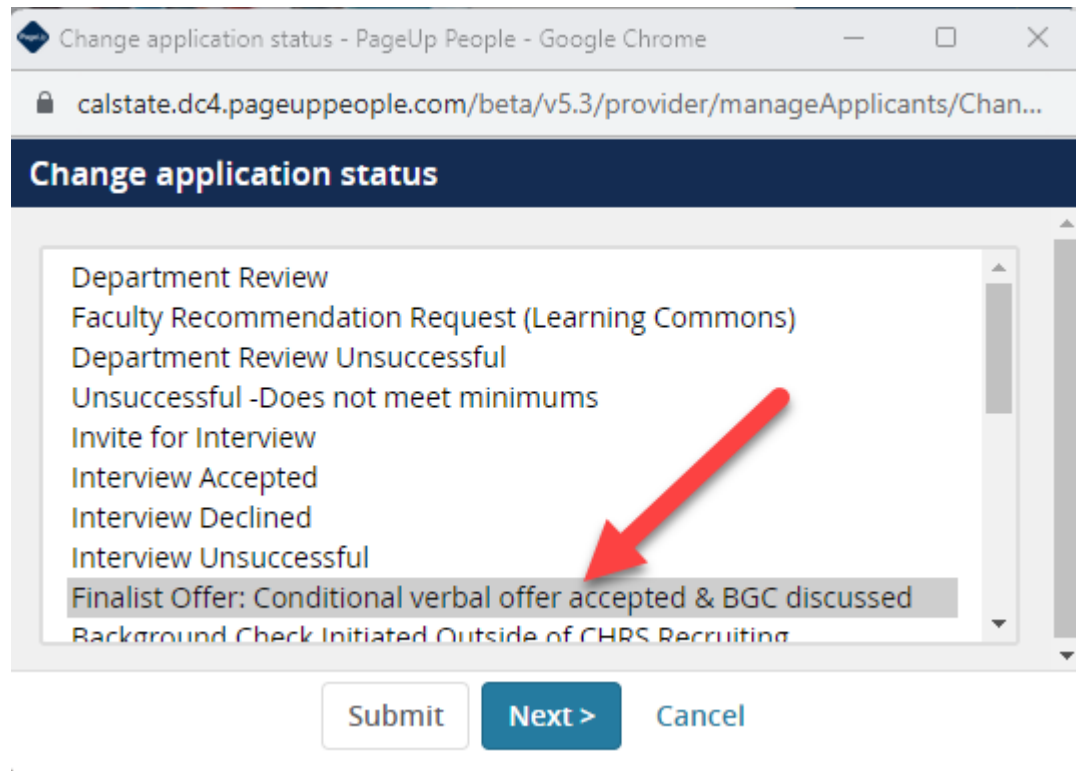# Academic Student Employee Offer Quick Reference Guide

**\*This reference guide covers only the fields in which entry and/or verification is required to prepare the Offer for Faculty jobs.**

**Turn off the pop-up blocker in your browser before you begin.**

| How do you log in? | From the Stan State homepage, click myStanState to get to the employee portal, then click on the CHRS Recruiting icon |
|---|---|

| **Preparing the Offer** ||

| Click the *Jobs have applicants for review* from the **Applications** tile or click on the **Jobs** tab and select the applicable job | Locate the job and find the applicant for which you will be preparing an offer through the Applications tile or the Jobs tab. <br><br> Applications <br> 1 Jobs have applicants for review <br><br> STAN STATE    Jobs |
| **Jobs tab** | From the Jobs tab, locate the applicable job in the Jobs page and click on the number of applicants to display the applicant list. <br><br> Job No. Title | Campus Department | Status | Applications <br> 496518 TEST JOB - HR TESTING | Stanislau Human Resources - Testing | 8 <br> 521976 ST-Academic Student Employee TEST JOB | Stanislau Student Affairs, VP - Approved | 3 <br><br> Find the applicant to prepare offer for and click on the applicable *Status*, <br><br> **ST-Academic Student Employee TEST JOB (521976)** <br> Search  Results <br> Select  Submitted Status  Applicant No Pref Name First name ▼ Last name <br> Aug 1, 2023  Invite for Interview  427471  daffy  ● daffy  duck <br> Dec 7, 2022  Offer Accepted  396556  Joe  ● Joe  Fish (Test) |

then select **Finalist Offer: Conditional verbal offer accepted and BGC discussed.**



The Confirm Status Change communication window will open. Ensure the **E-mail Applicant: button is set to No** and the **Additional users from Job: button set to Yes**.
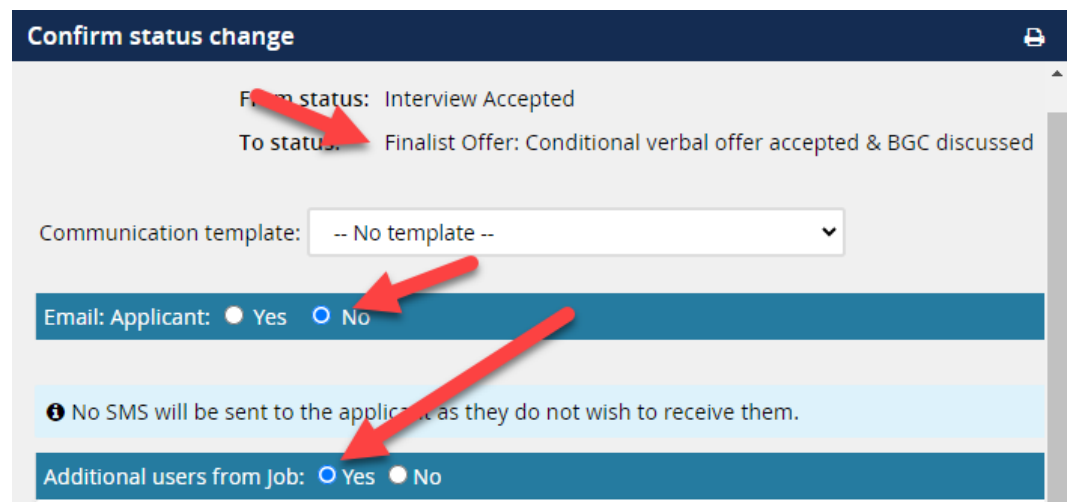
| | |
|---|---|
| | In **Other additional users** box, enter the full name of the any additional users or use the magnifying glass to find their email address and click select to add. If the typed name is not recognized, the search box will open in another window automatically.



then click Move now. Proceed to completing the Offer Card by following the instructions in this guide. |
| **Offer details - Most of the information on the Offer card is populated with Job Requisition information and only needs verification. *Asterisked fields are REQUIRED.** | |
| **Time Basis** | Verify/correct – Full Time or Part Time |
| **Position Details** | |
| **Start Date*** | Enter the Start Date for the job. This date drives the new hire onboarding tasks. |
| **End Date*** | Enter the End Date of the appointment. |

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| **FTE** | Enter correct FTE (time base i.e. 1.0 = full time equivalent)<br><br>TAs – enter the FTE based on the following calculation<br><br>(ex. 3 WTUs = 3/15 = 0.2 FTE)<br><br>GAs and ISAs – enter the FTE based on the following calculation<br><br>(ex. 8 hr/wk = 8/40 = 0.2 FTE) |
| **Hours Per Week** | GAs and ISAs only enter hours per week<br><br>ISAs – enter the range of hours<br><br>GAs – enter the expected hours |
| Budget Details | |
| **Pay Plan** | For TAs, select AY and for GAs and ISAs select 12 month. |
| **Salary Range/Grade** | Verify the Salary Range/Grade reflects the desired grade (most will be hired at Grade 2) – **note the salary range in the blue box – the minimum salary listed will be used as the base rate for all appointments unless otherwise indicated and justified**. |
| Salary and Compensation | |
| **Base Pay Rate\*** | Enter the monthly or hourly Base Pay Rate for the hire. (**minimum salary from Salary Range/Grade**) This field is required and works with the **Unit Basis** field to provide the salary information for the new hire. Both fields will populate PeopleSoft. |
| **Unit basis\*** | Select Monthly for GAs and TAs, and Hourly for ISAs. |
| **Other\* supplementary compensation** | For TAs\*\*\*<br><br>Enter the headings and course(s) to be taught - SEE EXAMPLE BELOW<br><br>SUBJ  CAT#  SECT#  TITLE                                      WTU's<br><br>ART   1000   001      Introduction to Studio Art      3.0 |
| **Salary notes** | Enter any salary notes relevant to this hire, and other supplementary compensation that are not addressed in the remainder of this section.  These notes are internal and will only be viewed by those with access to the offer but are not included as part of the offer letter. |
| Faculty/R03 Details | |

| Duration of Appointment | TAs Only* Select applicable duration of appointment (Semester or Year) |
|---|---|
| Weighted Teaching Units (WTUs) * | TAs Only* Enter the total number of WTUs which are being offered upon hire |
| Onboarding | |
| Offer Type* | Select Hire |
| Pay Group* | Select ACD for TAs, MST for GAs and Student Payroll (STU) for ISAs |
| Offer Approval Type* | Select ST |
| Reports To* | Enter the name of the person this job will report to – Department Chair |
| Onboarding delegate(s) | Optional – enter the name(s) of a support person who can assist in the onboarding process to ensure onboarding tasks are completed |
| Offer Progress | |
| Verbal offer extended | Check Yes |
| Date verbal offer extended | Enter the date the verbal offer was extended |
| Verbal offer accepted | Check Yes |
| Date verbal offer accepted | Enter the date the verbal offer was accepted |
| Approval Process – Campus | |
| Approval process – Campus | Select the applicable approval process<br><br>**ST – Academic Student Employee** |
| Approvers | **ST – Academic Student Employee** - Search for and enter the respective Director/Dept Chair/PI, Budget Analyst, MPP/AVP/Dean and confirm Edwena Jacobs is listed as the Faculty Affairs rep. responsible for the approval of the offer. |

| | |
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| | *If the approval process is initiated with the incorrect selection, it will have to be restarted with the correct one, delaying processing.* |
| **Application status** | Check Yes to update the application status following offer |
| **Submit** | Click Submit to initiate the offer approval process |