SACRAMENTO STATE
HUMAN RESOURCES

CHRS Recruiting

Creating the Offer Card

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When to Start the Offer Card Process

Applicants remain in the **In Pool – New Lecturer** status while being reviewed by the department chair/committee. Once the department chair (or designee) has offered courses to an applicant, it will be necessary to begin the offer card.

Note that an offer card is only necessary for applicants who are new to the pool (in status **In Pool – New Lecturer**). For existing lecturers (**In Pool – Existing Lecturer**) they will simply need to be moved to the **Hired – Existing Lecturer** status once their contracts are complete. See Appendix A for steps on how to do this.

Who Can Work on the Offer Card

The ASC, department chair and College Resource Analyst (CRA) have access to follow all of the steps included in this guide to complete the offer card.

Alternatively, if the department uses a vice chair or personnel committee chair for new lecturer hiring, that person should have been designated on the job card as "Search Committee Chair." Being listed in this role gives the person permissions to change the status of the new hires to **Courses Accepted – Initiate Offer** and kick off the offer card process. However, if not a department chair, this person will have a limited view of the offer card only. It will be necessary for the ASC, department chair, or CRA to complete the remaining portion of the offer card, including salary and grade.

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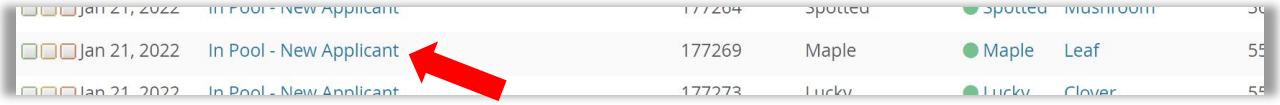
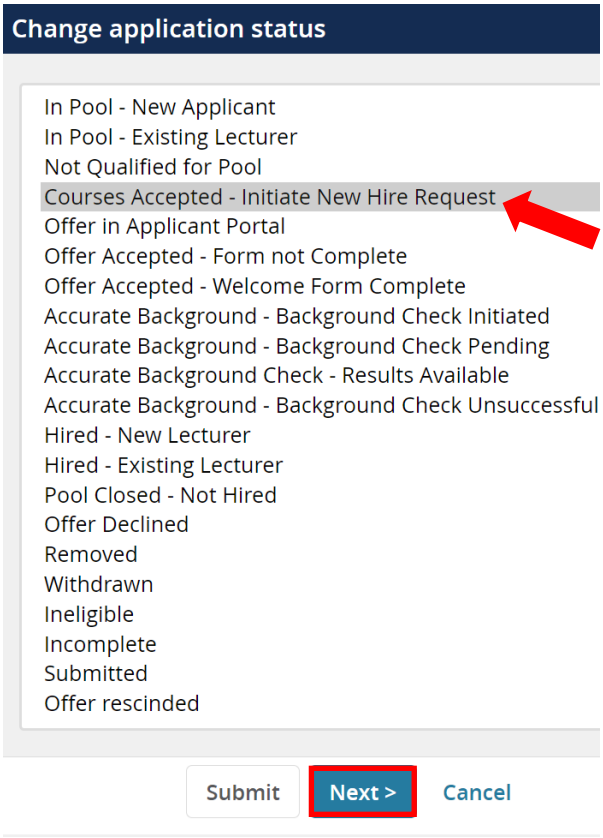
Initiating the Offer Card

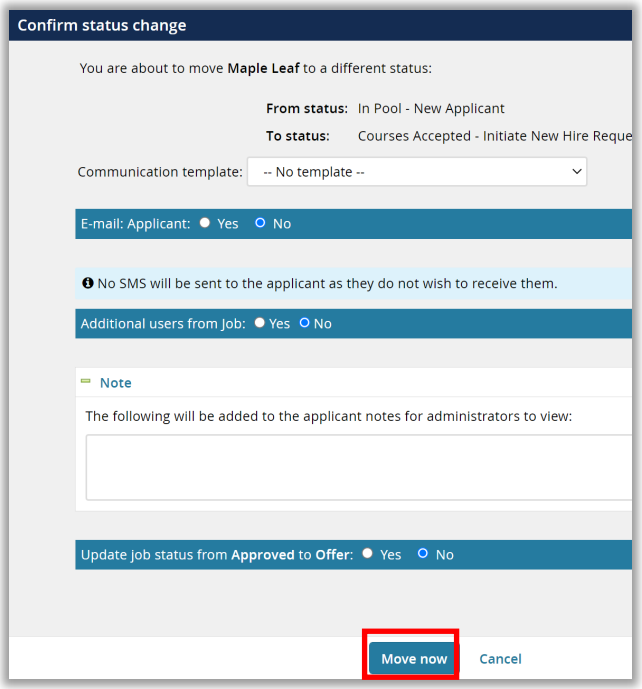
1. Click the status of the selected candidate.



2. In the Change applicant status window, select **Courses Accepted – Initiate New Hire Request**. Click **Next**.



3. There are no communications to be sent at this time, so in the Confirm status change window, select **Move now.**



4. The Offer Card opens. Proceed to the instructions on the next page.

   If the Offer Card does not open, and you get the following error message, you will need to add more position numbers to the job card. See Appendix B for instructions how to do this.

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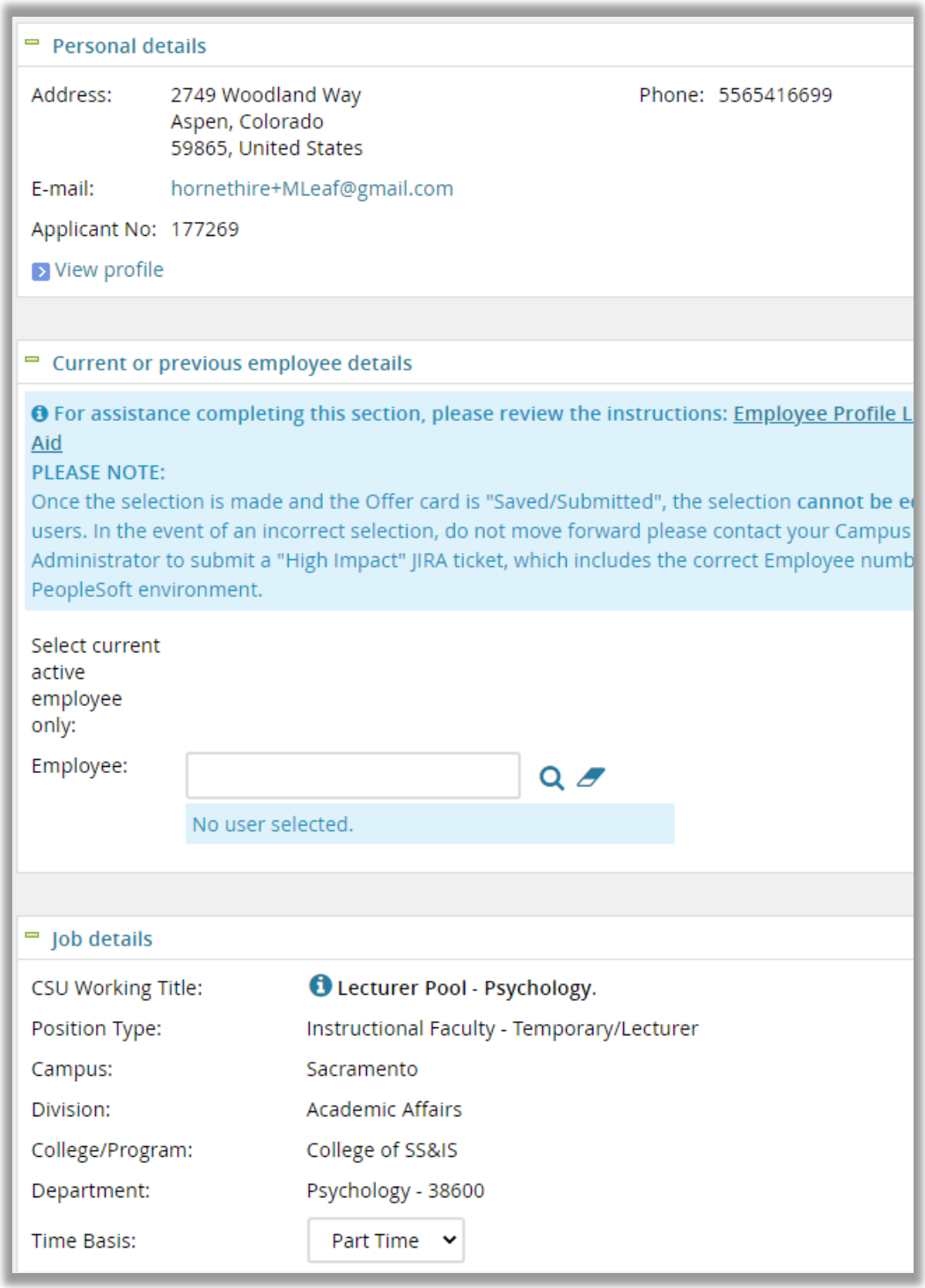
Completing the Offer Card

There are no steps to be taken on the first three sections (personal details, current or previous employee details, and job details). Scroll to the **Offer details** section.



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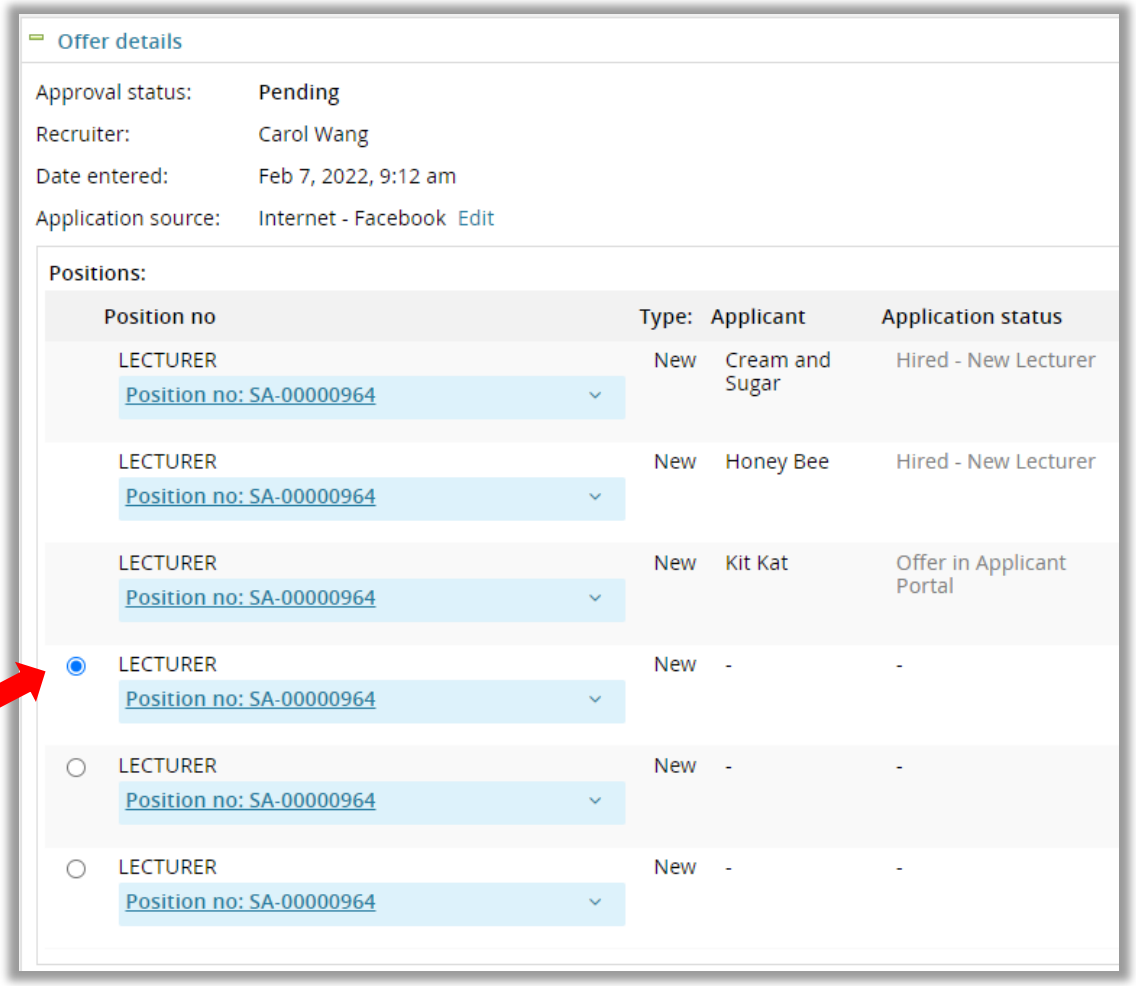
Offer Details



Select the next available position number.

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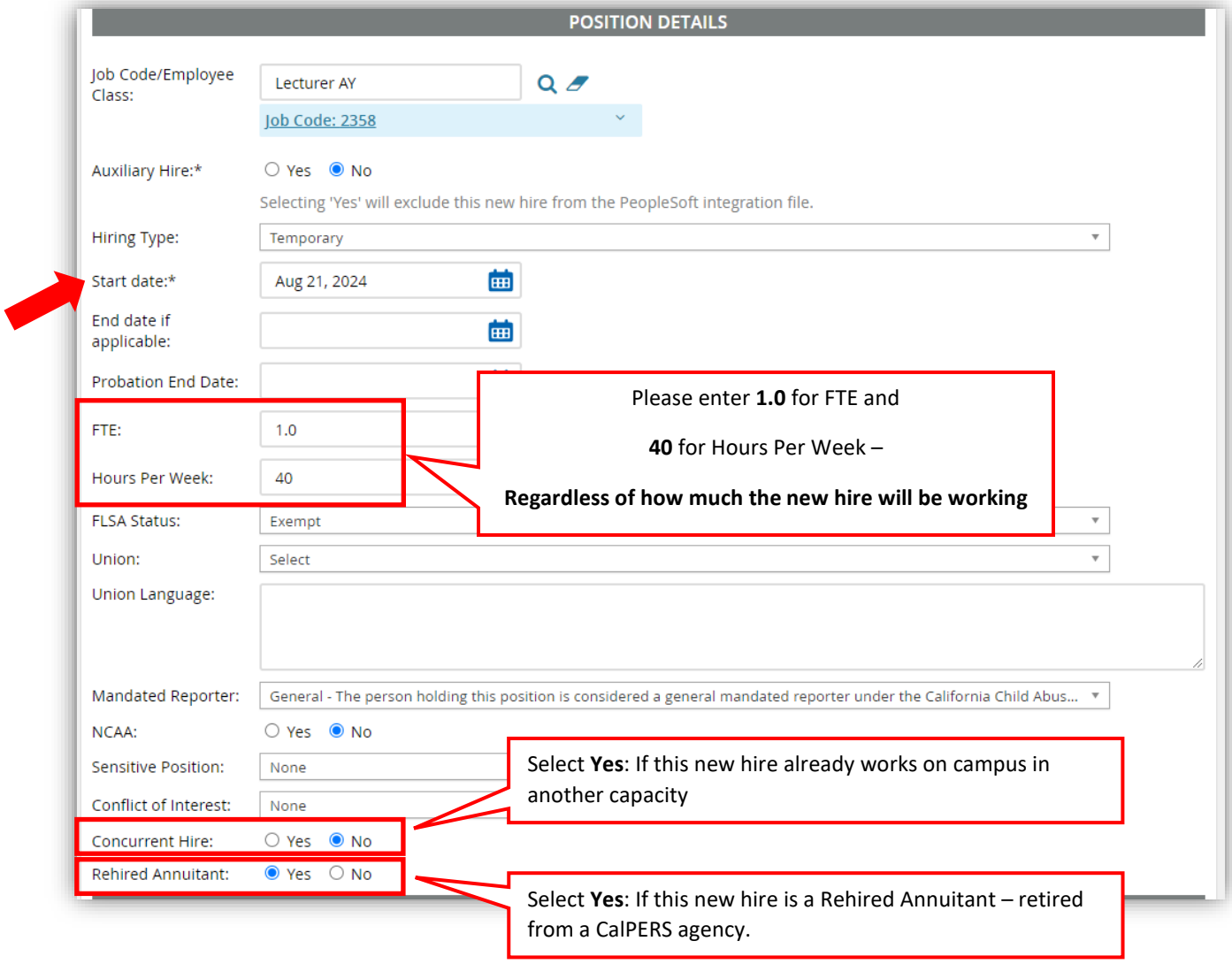
Position Details



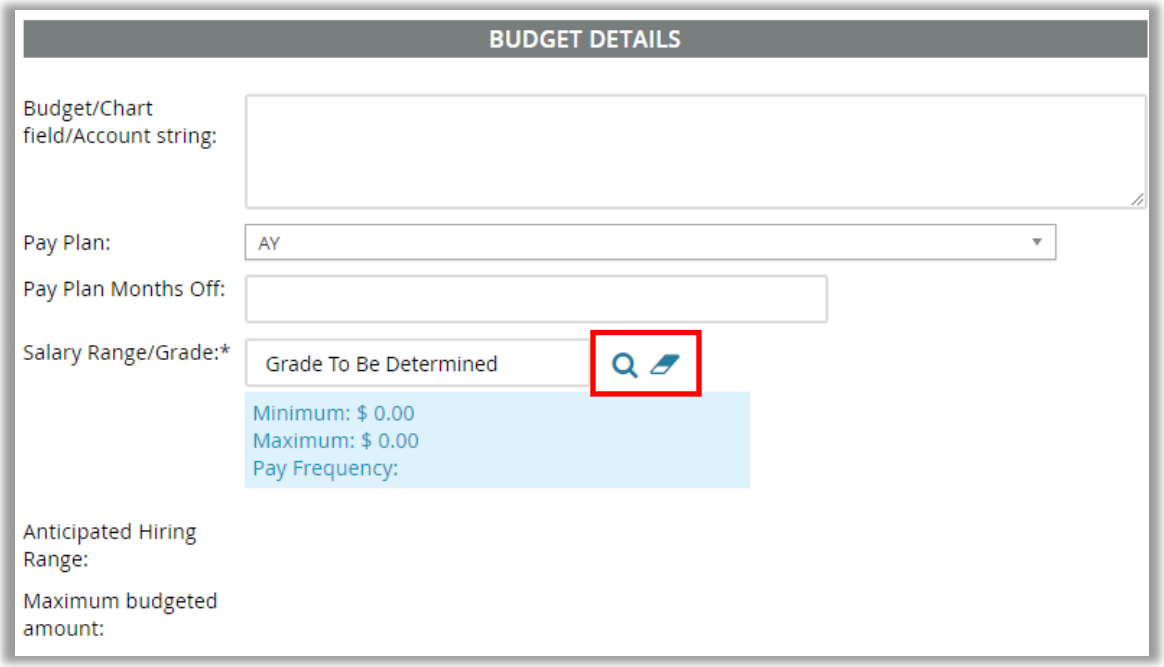
Fill out the information as appropriate for this position (note: most of the information auto-populates from the job card and can be left as is). You will need to add the **start date** (usually the first day of the fall or spring semester), change the **FTE** to **1.0** and **Hours Per Week** to **40**, regardless of how much the new hire will be working.

Indicate whether the hire is a **Concurrent Hire** (already works on campus in another capacity) and a **Rehired Annuitant** (retired from CalPERS). Fields that are blank in the image above are not required and should be left blank.

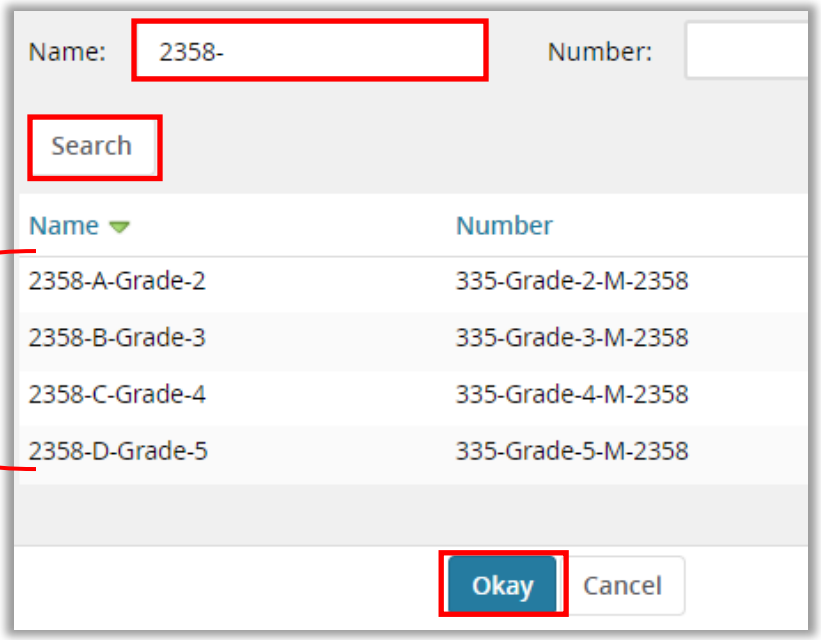
Budget Details

Click on the eraser icon to delete the information pre-populated in Salary Range/Grade.

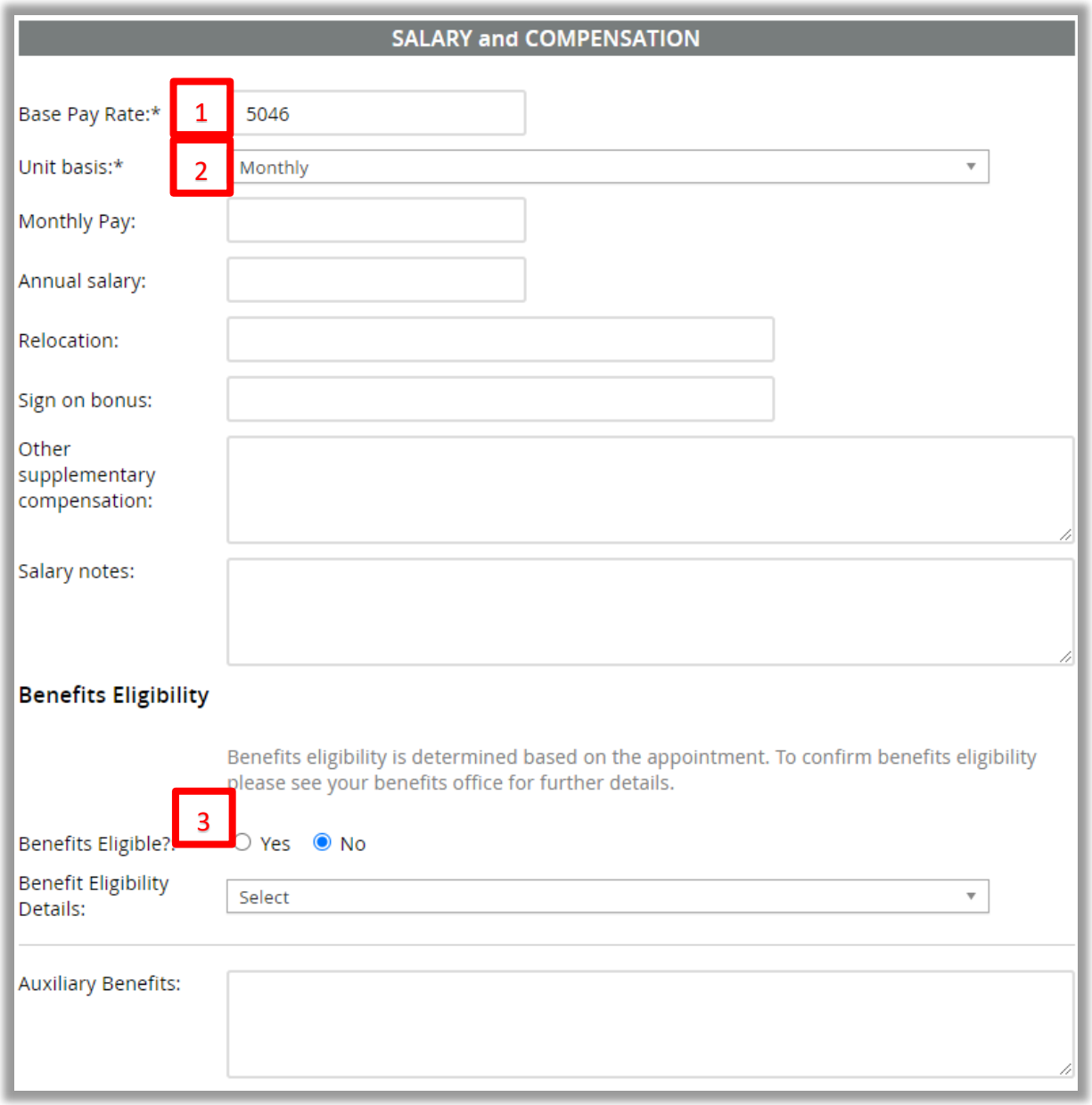
Then click the magnifying glass to open the search window.



In the search window, type **2358-** in the Name field and click **Search**. Select the appropriate grade for this hire and click **Okay**.



Salary and Compensation



#	Field	Information
1	**Base Pay Rate**	Enter the monthly base pay rate (must be a whole number)
2	**Unit basis**	Select **Monthly.**
3	**Benefits**	It is not necessary to fill out this section. The Benefits office will determine which new lecturers are benefits-eligible.

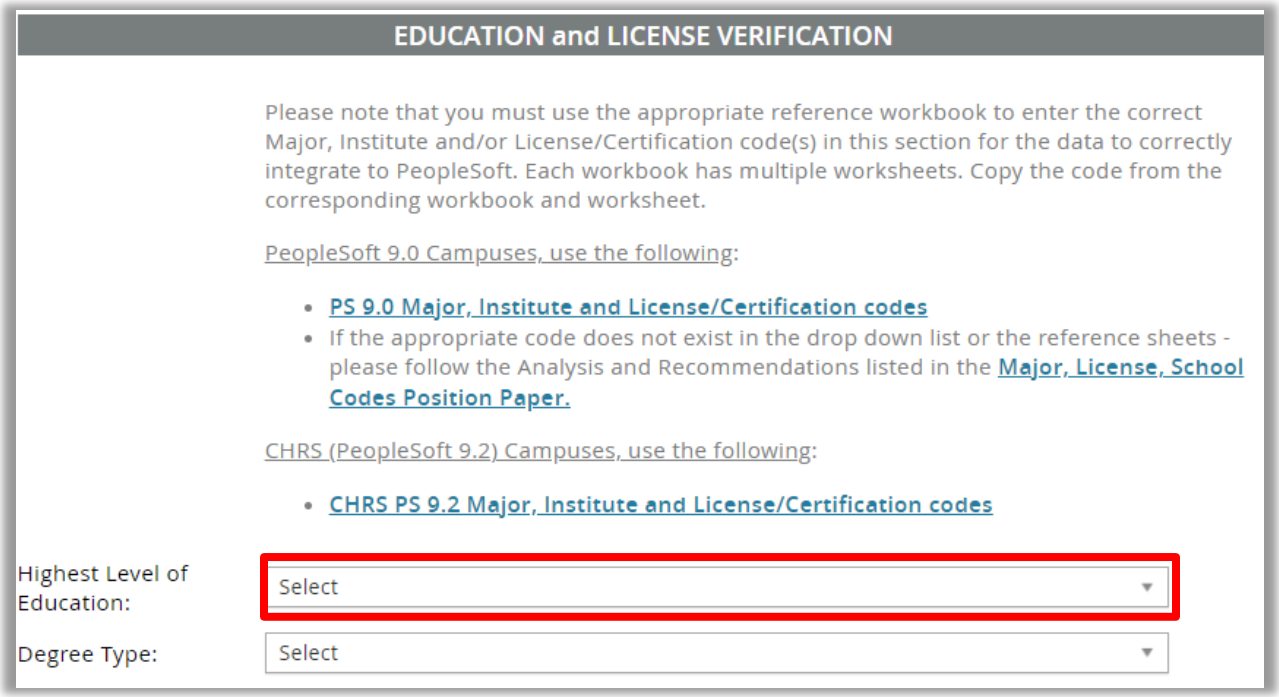
Leave the remaining fields blank.

Faculty/R03 Details

Leave this section blank.

Education and License Verification

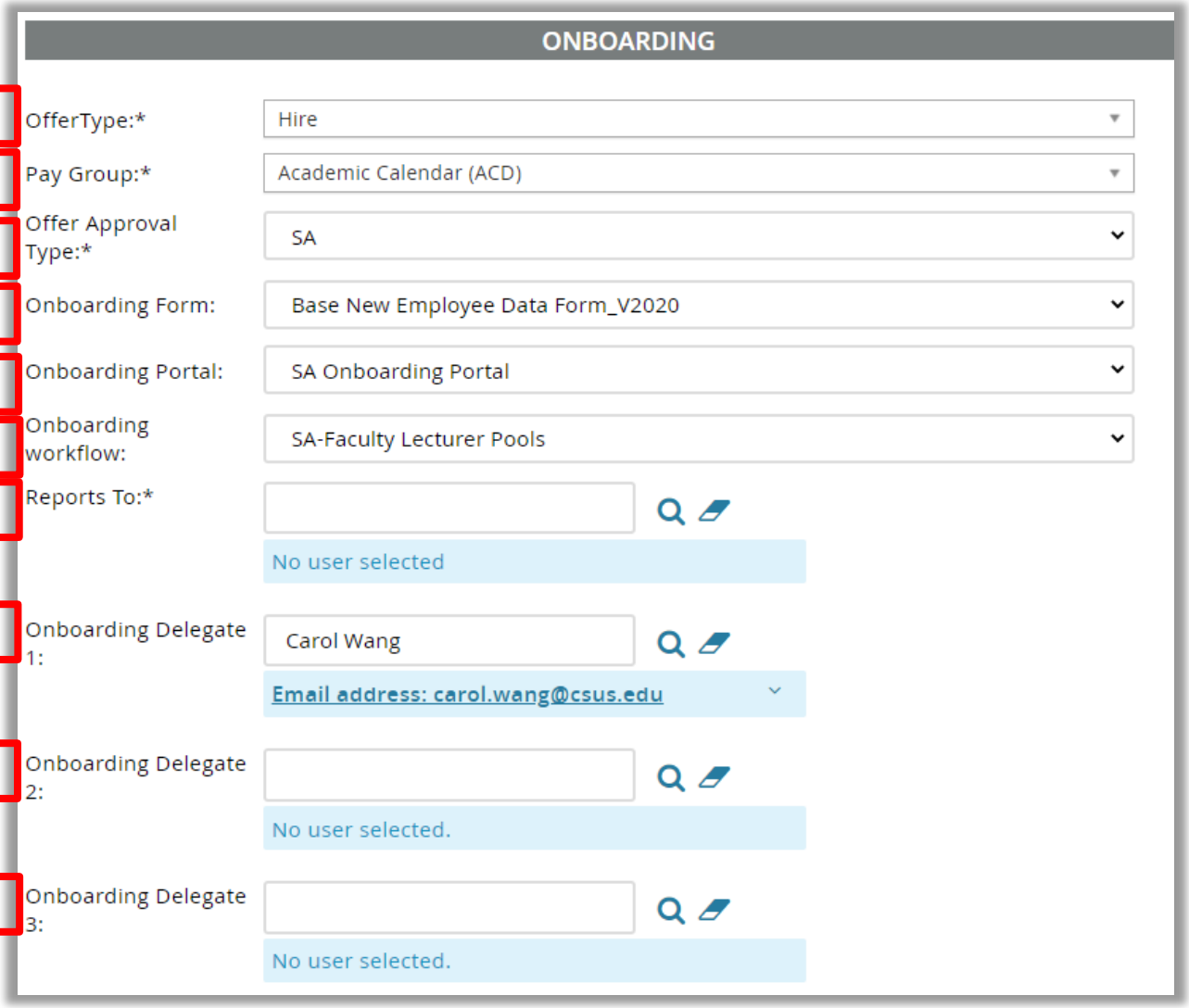
Enter the highest level of education from the drop-down menu.



Employment Checks

Leave this section blank.

Onboarding



#	Field	Information
1	**Offer Type**	Select **Hire**.
2	**Pay Group**	Select **Academic Calendar (ACD)**
3	**Offer Approval Type**	Select **SA** (this is the Sacramento Prefix).
4	**Onboarding Form**	Select **Base New Employee Data Form_V2020.**
5	**Onboarding Portal**	Select **SA Onboarding Portal.**

#	Field	Information
6	**Onboarding workflow**	Select **SA-Faculty Lecturer Pools.**
7	**Reports To**	Enter the department chair to which the new hire will report.
8	**Onboarding Delegate 1**	Enter OFA Analyst Carol Wang.
9	**Onboarding Delegate 2**	Enter the department administrative coordinator
10	**Onboarding Delegate 3**	Optional. You may leave this field blank or enter another person in your department/college who may want access to the hire's onboarding tasks, such as your College Resource Analyst.

Offer Progress, Offer Documents, Application Document, and Offer Check

It is not necessary to fill in any fields in these sections. Scroll down to the **Approval process** section.

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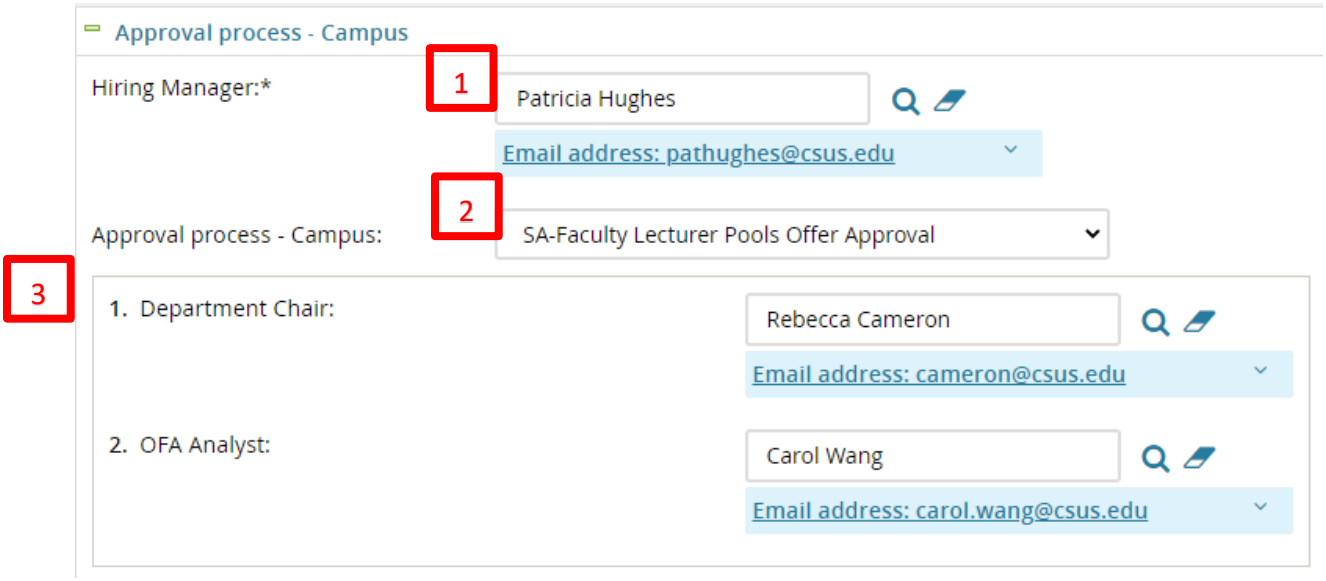
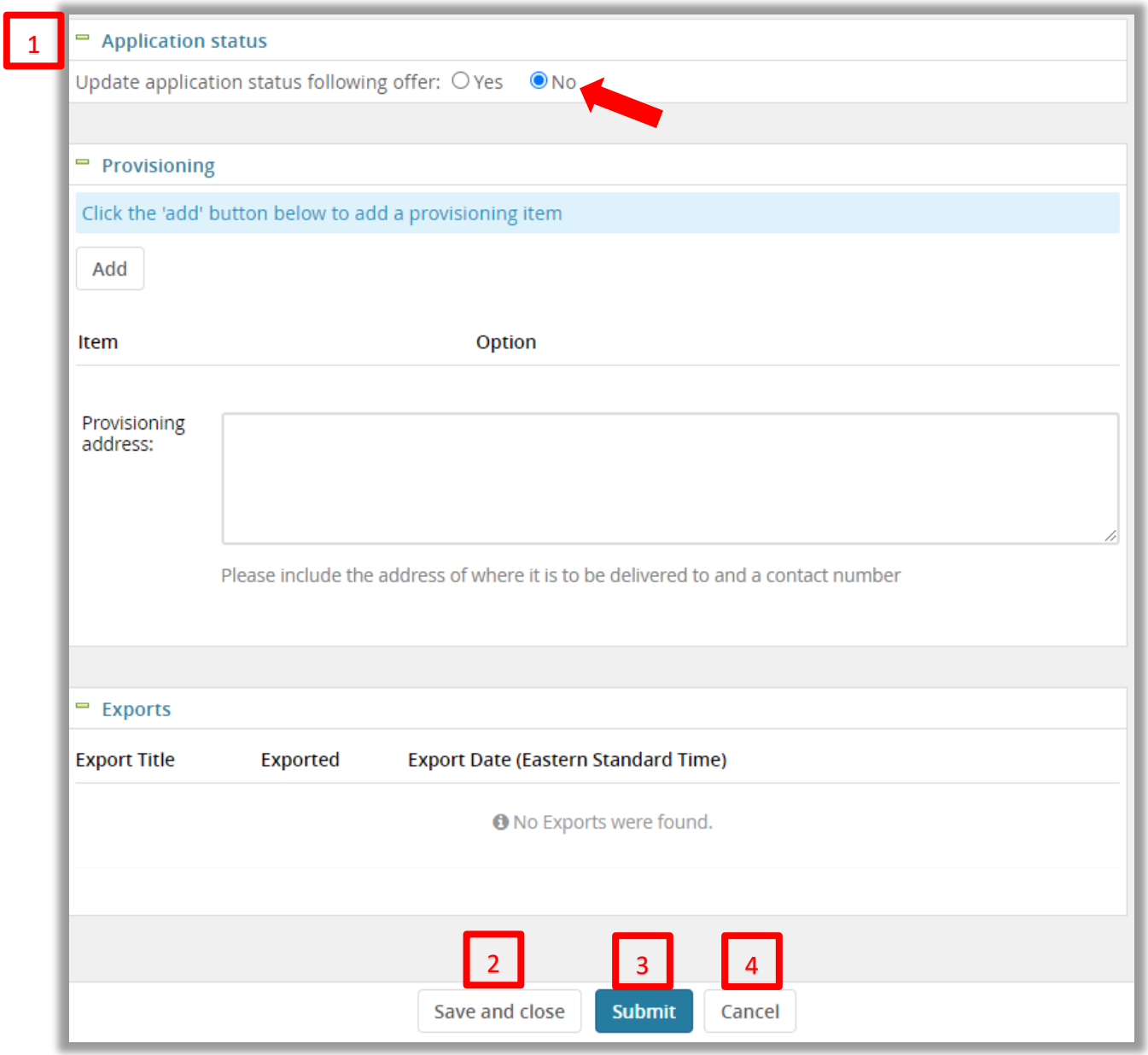
Approval Process



#	Field	Information
1	**Hiring Manager**	Defaults to person entering the offer card. This field can be the ASC, department chair, or college resource analyst.
2	**Approval process- Campus**	Choose SA-Lecturer Pools Offer Approval
3	**Enter the Approvers as follows:**	1. Department Chair 2. OFA Analyst (Carol Wang)

Save/Submit



#	Field	Information
1	**Application status**	Do not change this field – leave as **No.**
2	**Save and close**	Save to complete and submit for approval later.
3	**Submit**	Save the offer card and submit to the approval process.
4	**Cancel**	Cancel the offer card. Changes will not be saved.

Next Steps

1. Department Chair and OFA Analyst approve the offer card.

2. OFA Analyst notifies the new hire that they have a new employment offer to accept in the system. This employment offer is a generic welcome letter for lecturers, NOT the contract. The contract is completed in step 4 below.

3. Applicant accepts offer in the portal and completes New Employee Data Form (this is how OFA collects confidential information such as SSN and demographics data).

4. OFA Analyst initiates background check and creates employee ID. An email is sent to ASC with employee ID so the contract can be generated per standard practice in the temp faculty module in CMS.

5. Once the background check is complete, the ASC and new hire will both be notified, and the new hire will be moved into the status Hired – New Lecturer. This is their final status, until the pool is closed in the spring semester.

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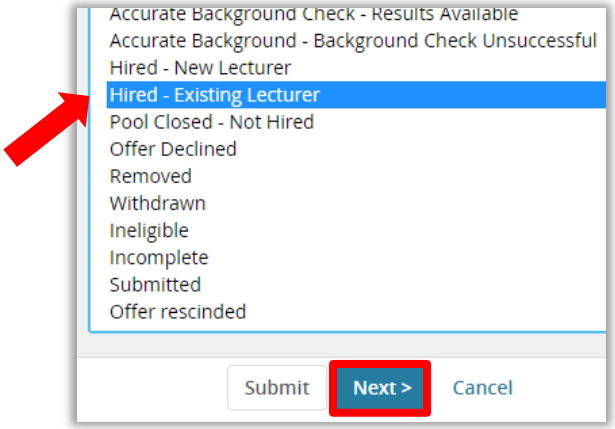
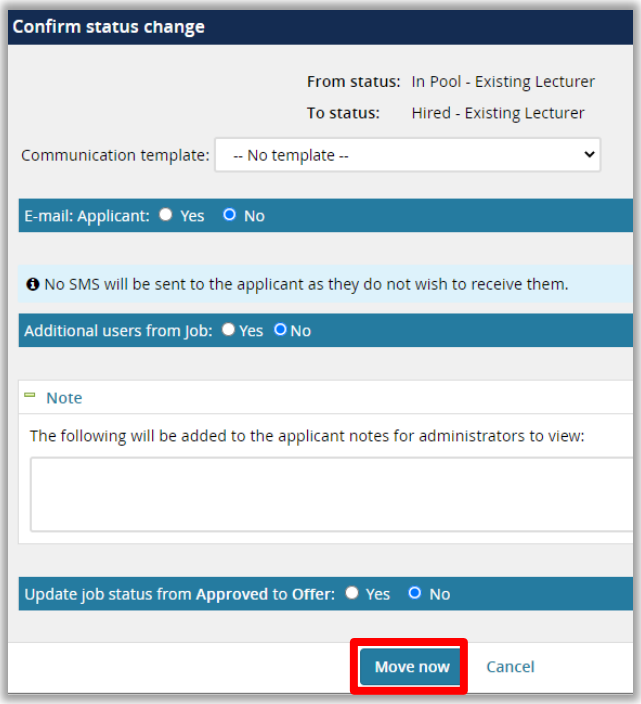
Appendix A: Changing the Status of Existing Lecturers when Hired

Existing lecturers do not require an offer card. They will be moved directly to their final status.

Click on their current status to open the Change application status window. Select **Hired – Existing Lecturer** from the list and click **Next**.



There are no changes to be made in the Confirm status change window. Click **Move now**.



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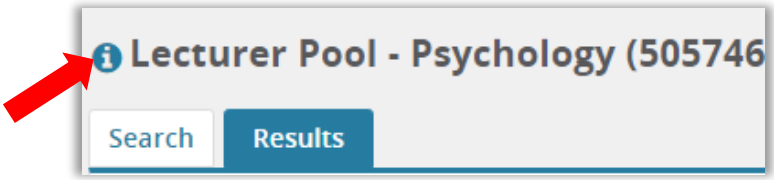
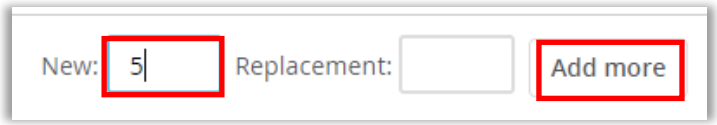
Appendix B: Adding Position Numbers to the Job Card

Navigate to the job card by clicking the button next to the job title at the top of the applicant list.



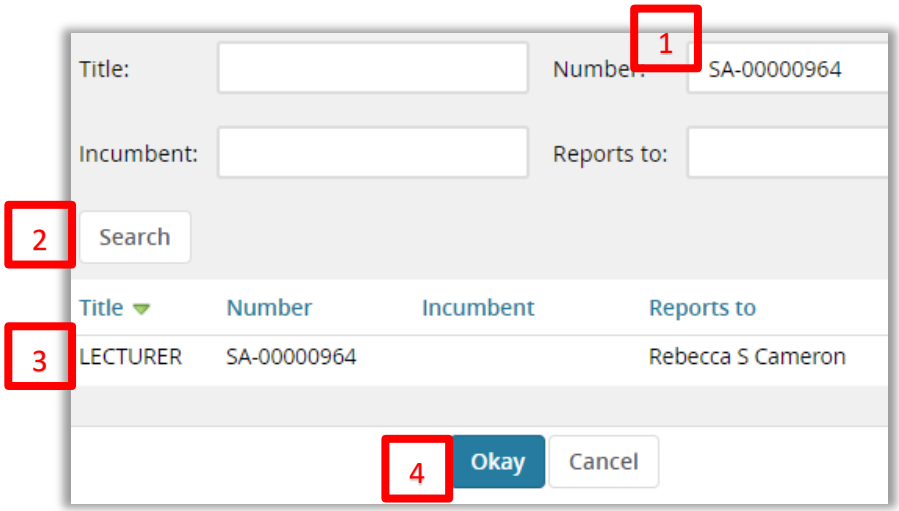
Once on the job card, scroll down to the Open Positions section.

Type the number of new position numbers you want to add in the New field and click **Add more**.



A list of blank position number fields will appear. In the blank position number field, type **SA-** plus the 8-digit position number and hit Tab on your keyboard.

Or, use the magnifying glass to search for the most accurate position number. Only use position numbers with the **SA-** prefix.



#	Field	Information
1	**Position no**	Type **SA-** plus the 8-digit position number for lecturers in your department.
2	**Search**	Click **Search.**
3	**Select**	Select the position number when it appears in the list.
4	**Okay**	Click **Okay.**

Repeat these steps for each of the blank position number fields.