Completing the Required Fields on the Offer Card and Routing for Offer Approval: Faculty Lecturer

- Be sure to unlock your pop-up blocker

From the Job Card, click on View Applicants

![View Applicants Image]

Click on the current status of the applicant to open the list of applicant statuses.

![Status List Image]
This will open a pop-up for you to select “Request for Dean Offer Approval and Prepare Offer” and then click Next.
This will open the Confirm Status page.

By default, the Email applicant and additional users should be set to No.

No Emails should be sent at this step, therefore ensure the settings are No and click on Move now.

This will open the applicant’s Offer Card

- **Personal details**
  - Address: 248 Tester Dr, Roseville, California 95661, United States
  - Phone: (916)-555-3255
  - E-mail: tester56565@1234.com
  - Applicant No: 121096
  - View profile

- **Current or previous employee details**
  - For assistance completing this section, please review the instructions: Employee Profile Link Instructions Job Aid
Required Selections will have an asterisk *

Required Fields that do not pull from the job card include:

**Start Date**
**Base Pay Rate** (monthly amount) *Do not enter $ sign.*

*Ex: 5046 or 5,046* (Not: $5046)

**Unit Basis** (monthly)

>> **Salary Notes** are not required; however, this is where the Chair can add their Justification to hire for the position. For the Dean to review.

**Required:** Please include total WTU (workload).

Optional: You may also include course sections if assigned courses are final.
Next will be the required Onboarding fields:

**Offer Type**
*Select: Hire or Rehire*

**Pay Group**
*Select: Academic Calendar (ACD)*

**NOTE:**
For 12-Month Librarians / Counselors use Master Payroll (MST)
Offer Approval Type
Select “CI” for Channel Islands.

The “Reports to” field will auto-populate from the “Reports to Supervisor Name” field on the Job Card. For Lecturer positions, should always be the Dean of the school.

The “Hiring Manager” fields will default to the user completing the Offer Card. For Lecturer positions, should always be the chair of the program.
Important – Approval process is not required but MUST be selected to route the Offer for approval.

For the First Approver fields, click on the magnifying glass icon to open the search feature.
Type in the first and last name, then click **Search**.

Once you see the user listed, **click on their name** to highlight your selection, then click on **Okay** to save your selection and close the pop-up window.
Next repeat the same process as before to select the Dean and add them to the approval process.

**NOTE:** Faculty Affairs and AISC should auto-populate with the correct users.

If you happen to make the wrong selection, use the “eraser” icon to clear the field and search again.

Finally click **Submit** to initiate the Offer Approval process.
The system will provide one last confirmation request. **Click OK** to trigger the first approval request.

If any of the required fields were not completed, the system will display an **alert**.

Scrolling down, any **required field** that is missing a value or selection, will have a **red asterisk displayed**. Do not enter $. Ex: 5,046.00 or 5046

Completed the required fields to move forward.
Click on Submit to save the updated job card.

If all required fields are completed, the system will display a confirmation in green.

Offer details

Tammy Tester (Tammy)

<table>
<thead>
<tr>
<th>Personal details</th>
</tr>
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✅ Changes have been saved