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

✓ Be sure to unlock your pop-up blocker
✓ Please do not submit bulk offers. Must be routed one at a time.

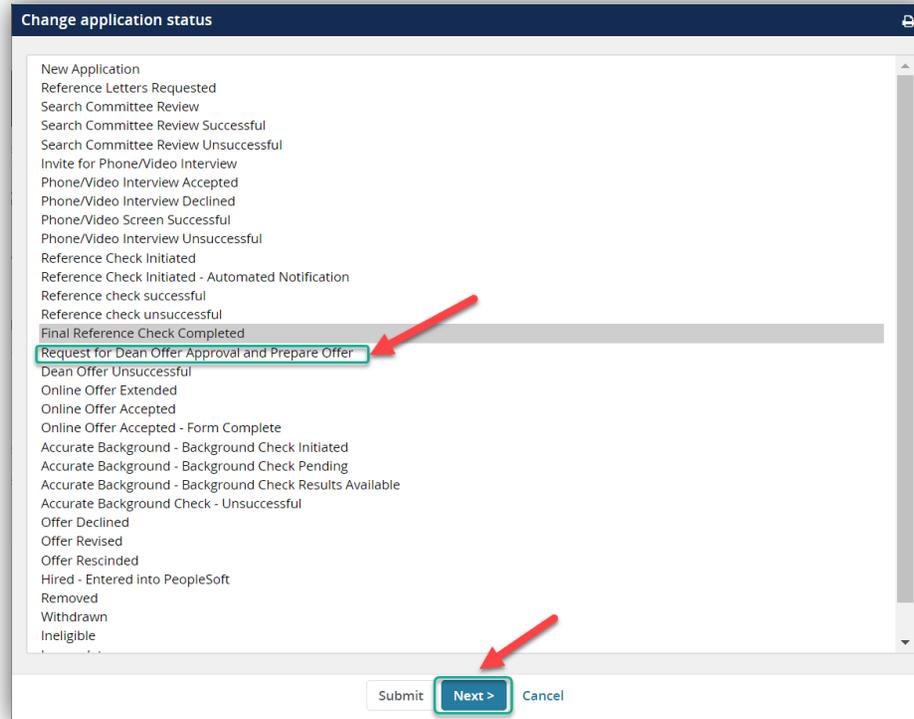|	
From the Job Card, click on **View Applicants**	
Click on the **current status** of the applicant to open the list of applicant statuses.	

This will open a pop-up for you to select **"Request for Dean Offer Approval and Prepare Offer"** and then click **Next**

Change application status

New Application
Reference Letters Requested
Search Committee Review
Search Committee Review Successful
Search Committee Review Unsuccessful
Invite for Phone/Video Interview
Phone/Video Interview Accepted
Phone/Video Interview Declined
Phone/Video Screen Successful
Phone/Video Interview Unsuccessful
Reference Check Initiated
Reference Check Initiated - Automated Notification
Reference check successful
Reference check unsuccessful
Final Reference Check Completed
Request for Dean Offer Approval and Prepare Offer
Dean Offer Unsuccessful
Online Offer Extended
Online Offer Accepted
Online Offer Accepted - Form Complete
Accurate Background - Background Check Initiated
Accurate Background - Background Check Pending
Accurate Background - Background Check Results Available
Accurate Background Check - Unsuccessful
Offer Declined
Offer Revised
Offer Rescinded
Hired - Entered into PeopleSoft
Removed
Withdrawn
Ineligible

Submit   Next >   Cancel

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**.	Confirm status change - Google Chrome adminuat.dc4.pageuppeople.com/v5.3/provider/manageApplicants/changeStatus.asp?sData=UFUtVjMtE2PLPkaGr3LfE54s3... **Confirm status change** You are about to move **Tammy Tester** to a different status: From status: Final Reference Check Completed To status: Request for Dean Offer Approval and Prepare Offer Communication template: -- No template -- E-mail: Applicant: ● Yes ○ No ⓘ No SMS will be sent to the applicant as they do not wish to receive them. Additional users from Job: ● Yes ○ No **Note** The following will be added to the applicant notes for administrators to view: Update job status from **Approved** to **Interviewing**: ● Yes ○ No **Move now** Cancel

This will open the applicant's **Offer Card**	**Offer details**
	
	Tammy Tester (Tammy)
	
	Personal details
	
	Address: 248 Tester Dr. Phone: (916)-555-3255
	                      Roseville, California
	                      95661, United States
	
	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

Please make sure to choose the correct Position Number Range. Click on the drop down to read additional details about the position number.

If you are hiring at a range that's already been taken by another hire, **please contact Faculty Affairs so that a position can be added.**

⊟ Offer details

Approval status:	**Approved**
Recruiter:	Donna Flores
Date entered:	Nov 2, 2021, 10:59 am
Date updated:	Nov 3, 2021, 8:59 am
Application source:	Other - Employee referral Edit

Positions:

Position no		Type:	Applicant	Application status
Lecturer AY - English Position no: CI-00000277 ⌄		Replacement	APPLICANT HIRE #1 AT RANGE 3	Online Offer Accepted
○	Lecturer AY - English Position no: CI-00000287 ⌄	Replacement	-	-
○	Lecturer AY Position no: CI-00000315 ⌄	Replacement	-	-
○	Lecturer AY - English Position no: CI-00000279 ⌄	Replacement	-	-
●	Lecturer AY - English Position no: CI-00000277 ⌄	Replacement	APPLICANT HIRE #2 AT RANGE 3	Accurate Background - Background Check Pending

● Lecturer AY - English   Replacement   -   -

Position no: CI-00000287 ∧
Position Name: Lecturer AY - English
Current Incumbent:
Reports To: Vandana Kohli
Campus: Channel Islands
Division: Division of Academic Affairs
College: Arts & Sciences
Department: English - 303730
Grade: 2

Required Selections will have an asterisk *

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

Start Date

The start date is the start of the semester per the [Academic Calendar](#). Librarians and Counselors (12 month appointments) may vary.

Offer details

POSITION DETAILS

Job Code/Employee Class:	Lecturer AY 🔍 ✏️
	Job Code: 2358 ⌄
Auxiliary Hire:*	○ Yes ● No
	Selecting 'Yes' will exclude this new hire from the PeopleSoft integration file.
Hiring Type:	Temporary ▾
Start date:*	📅
End date if applicable:	📅
Probation End Date:	📅

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

Ex: 5046 or 5,046

(Not: $5046)

Unit Basis (monthly)

Offer details

SALARY and COMPENSATION	
Base Pay Rate:*	
Unit basis:*	Select ▲
	🔍
Monthly Pay:	Select
	Annual
Annual salary:	Course Unit Based on Enrollment Hourly
	Daily
Relocation:	Hourly
	Intermittent
Sign on bonus:	Lump Sum
Other supplementary compensation:	**Monthly**
	Number of students

Offer details

SALARY and COMPENSATION

Base Pay Rate:*   5046   ← Correct Format

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). Also please include the salary range you are hiring at.

Optional: You may also include course sections if assigned courses are final.

Salary notes: Hiring replacement for (faculty who resigned/declined work). Teaching Art-101 section 01 for 3 units. Hiring at range 2.

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	<table><tr><td colspan="2">ONBOARDING</td></tr><tr><td>OfferType:*</td><td>Hire ▾</td></tr><tr><td>Pay Group:*</td><td>Academic Calendar (ACD) ▾</td></tr><tr><td>Offer Approval Type:*</td><td>Select ⌄ Select CI CO</td></tr><tr><td>Onboarding Form:</td><td></td></tr></table>
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.*	**Reports To:*** CI HMPlus 🔍 ◻ Email address: cipgup2+hmanagerplus@gmail.com ⌄
The "**Hiring Manager**" fields will default to the user completing the Offer Card. *For Lecturer positions, should always be the chair of the program.*	▬ **Approval process - Campus** **Hiring Manager:*** Jerilee Petralba 🔍 ◻ Email address: jerilee.petralba777@csuci.edu ⌄

Important – **Approval process** in not required but **MUST be selected** to route the Offer for approval.	**Approval process - Campus** Hiring Manager:* Jerilee Petralba 🔍 ✎ Email address: jerilee.petralba777@csuci.edu ⌄ Approval process - Campus: None ⌄ None CI-Staff/MPP Offer CI-Faculty Lect Offer CI-Faculty TT Offer (Finance-no-Pres) CI-Faculty TT Offer (Finance-Pres)
For the **First Approver** fields, click on the **magnifying glass icon** to open the search feature.	**Approval process - Campus** Hiring Manager:* Jerilee Petralba 🔍 ✎ Email address: jerilee.petralba777@csuci.edu ⌄ Approval process - Campus: CI-Faculty Lect Offer ⌄ 1 Program Chair: 🔍 ✎ No user selected. 2. Dean: 🔍 ✎ No user selected. 3. Faculty Affairs: Donna Flores 🔍 ✎ Email address: donna.vea@csuci.edu ⌄ 4. AISC: Jerilee Petralba 🔍 ✎ Email address: jerilee.petralba777@csuci.edu ⌄

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.
 	
==*Dean Approver for Lecturer hires in Arts & Sciences is Philip Hampton.*==
	Approval process - Campus
	
	Hiring Manager:* Jerilee Petralba 🔍 ✏️
	     Email address: jerilee.petralba777@csuci.edu ⌄
	
	Approval process - Campus: CI-Faculty Lect Offer ⌄
	
	1. Program Chair: Jerilee Petralba 🔍 ✏️
	     Email address: jerilee.petralba777@csuci.edu ⌄
	
	2. Dean: 🔍 ✏️
	     No user selected.
	
	3. Faculty Affairs: Donna Flores 🔍 ✏️
	     Email address: donna.vea@csuci.edu ⌄
	
	4. AISC: Jerilee Petralba 🔍 ✏️
	     Email address: jerilee.petralba777@csuci.edu ⌄

Finally click **Submit** to initiate the Offer Approval process.	Save and close **Submit** Cancel

The system will provide one last confirmation request. **Click OK** to trigger the first approval request.	**Offer details** Update application adminuat.dc4.pageuppeople.com says **Provisioning** You have selected the 'CI-Faculty Lect Offer' approval process. Click the 'add' but If you continue, this approval process will be initiated immediately. Add Are you sure you wish to initiate this approval process? Item **OK** Cancel Provisioning address:
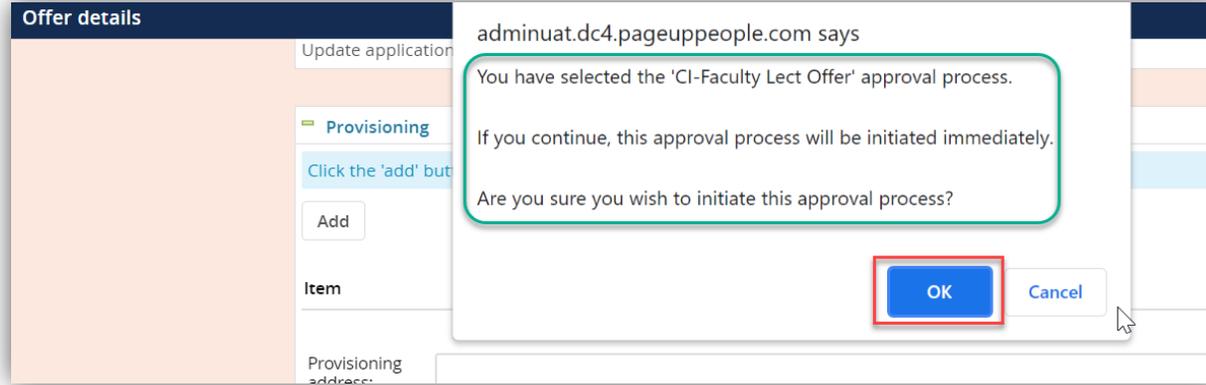
If any of the required fields were not completed, the system will display an **alert**.	**Offer details**
	
	⚠ Please fill in all mandatory fields marked with an asterisk (*).
	
	Tammy Tester (Tammy)
	
	Personal details
	
	Address: 248 Tester Dr. Phone: (916)-555-3255
	              Roseville, California
	              95661, United States
	
	E-mail: tester56565@1234.com

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.	**SALARY and COMPENSATION** Base Pay Rate:* [ ] * Unit basis:* [Select ▼] * Monthly Pay: [ ]

Click on **Submit** to save the updated job card.	Save and close **Submit** Cancel
If all required fields are completed, the system will display a **confirmation in green.**	**Offer details** ✅ Changes have been saved **Tammy Tester (Tammy)** ➖ **Personal details** Address: 248 Tester Dr. Phone: (916)-555-3255 Roseville, California