

# 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.

## Initiating the Offer Card

1. Click the status of the selected candidate.

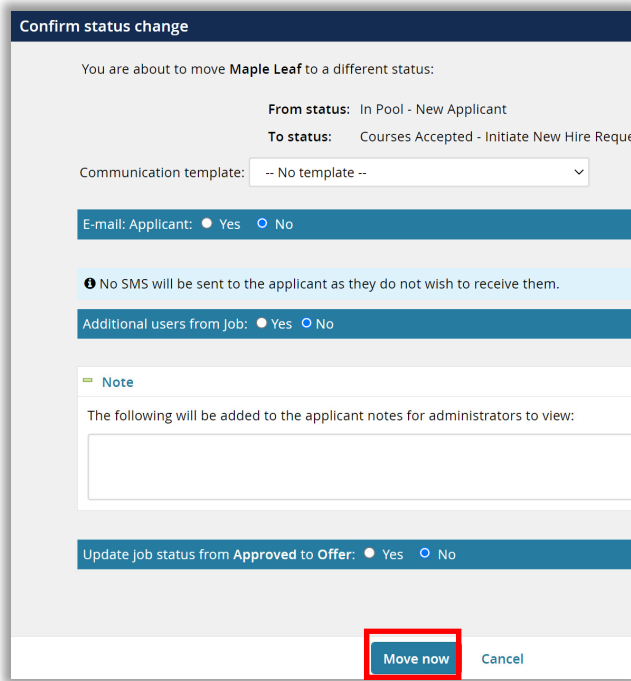
Jan 21, 2022	In Pool - New Applicant	177204	Spotted	Spotted	Mushroom	50
Jan 21, 2022	In Pool - New Applicant	177269	Maple	Maple	Leaf	59
Jan 21, 2022	In Pool - New Applicant	177273	Lucky	Lucky	Clover	58

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

**Change application status**

- In Pool - New Applicant
- In Pool - Existing Lecturer
- Not Qualified for Pool
- Courses Accepted - Initiate New Hire Request
- Offer in Applicant Portal
- Offer Accepted - Form not Complete
- Offer Accepted - Welcome Form Complete
- Accurate Background - Background Check Initiated
- Accurate Background - Background Check Pending
- Accurate Background Check - Results Available
- Accurate Background - Background Check Unsuccessful
- Hired - New Lecturer
- Hired - Existing Lecturer
- Pool Closed - Not Hired
- Offer Declined
- Removed
- Withdrawn
- Ineligible
- Incomplete
- Submitted
- Offer rescinded

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.



## 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.

**Personal details**

Address: 2749 Woodland Way Phone: 5565416699  
Aspen, Colorado  
59865, United States

E-mail: [hornethire+MLeaf@gmail.com](mailto:hornethire+MLeaf@gmail.com)

Applicant No: 177269



[View profile](#)

**Current or previous employee details**

**!** For assistance completing this section, please review the instructions: [Employee Profile L Aid](#)

**PLEASE NOTE:**  
Once the selection is made and the Offer card is "Saved/Submitted", the selection cannot be edited by users. In the event of an incorrect selection, do not move forward please contact your Campus Administrator to submit a "High Impact" JIRA ticket, which includes the correct Employee number in the PeopleSoft environment.

Select current active employee only:

Employee:   

No user selected.

**Job details**

CSU Working Title: **!** Lecturer Pool - Psychology.

Position Type: Instructional Faculty - Temporary/Lecturer

Campus: Sacramento

Division: Academic Affairs

College/Program: College of SS&IS

Department: Psychology - 38600

Time Basis:  ▼

## Offer Details

**Offer details**

Approval status: **Pending**

Recruiter: Carol Wang

Date entered: Feb 7, 2022, 9:12 am

Application source: Internet - Facebook [Edit](#)



**Positions:**

Position no	Type:	Applicant	Application status
LECTURER <a href="#">Position no: SA-00000964</a>	New	Cream and Sugar	Hired - New Lecturer
LECTURER <a href="#">Position no: SA-00000964</a>	New	Honey Bee	Hired - New Lecturer
LECTURER <a href="#">Position no: SA-00000964</a>	New	Kit Kat	Offer in Applicant Portal
<input checked="" type="radio"/> LECTURER <a href="#">Position no: SA-00000964</a>	New	-	-
<input type="radio"/> LECTURER <a href="#">Position no: SA-00000964</a>	New	-	-
<input type="radio"/> LECTURER <a href="#">Position no: SA-00000964</a>	New	-	-

Select the next available position number.

## Position Details


POSITION DETAILS


Job Code/Employee Class:   


Job Code: 2358

Auxiliary Hire:\*  Yes  No  
Selecting 'Yes' will exclude this new hire from the PeopleSoft integration file.

Hiring Type:

Start date:\*  

End date if applicable:  

Probation End Date:  

FTE:

Hours Per Week:

If FTE and Hours Per Week populate to **TBD**, change **FTE to 1.0** and **Hours Per Week to 40**.

FLSA Status:

Union:

Union Language:

Mandated Reporter:

NCAA:  Yes  No

Sensitive Position:



Conflict of Interest:

Concurrent Hire:  Yes  No

Rehired Annuitant:  Yes  No

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) and 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.

BUDGET DETAILS

Budget/Chart field/Account string:

Pay Plan:

Pay Plan Months Off:

Salary Range/Grade:\*  🔍 ✎

Minimum: \$ 0.00  
 Maximum: \$ 0.00  
 Pay Frequency:

Anticipated Hiring Range:

Maximum budgeted amount:

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

Name:  Number:

Search

Name ▼	Number
2358-A-Grade-2	335-Grade-2-M-2358
2358-B-Grade-3	335-Grade-3-M-2358
2358-C-Grade-4	335-Grade-4-M-2358
2358-D-Grade-5	335-Grade-5-M-2358

Okay



## Salary and Compensation

**SALARY and COMPENSATION**

Base Pay Rate:\* 1

Unit basis:\* 2

Monthly Pay:

Annual salary:

Relocation:

Sign on bonus:

Other supplementary compensation:

Salary notes:

**Benefits Eligibility**

Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.

Benefits Eligible? 3  Yes  No

Benefit Eligibility Details:

Auxiliary Benefits:

#	Field	Information
1	<b>Base Pay Rate</b>	Enter the monthly base pay rate (must be a whole number)
2	<b>Unit basis</b>	Select <b>Monthly</b> .
3	<b>Benefits</b>	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.

**EDUCATION and LICENSE VERIFICATION**

Please note that you must use the appropriate reference workbook to enter the correct Major, Institute and/or License/Certification code(s) in this section for the data to correctly integrate to PeopleSoft. Each workbook has multiple worksheets. Copy the code from the corresponding workbook and worksheet.

PeopleSoft 9.0 Campuses, use the following:

- [PS 9.0 Major, Institute and License/Certification codes](#)
- If the appropriate code does not exist in the drop down list or the reference sheets - please follow the Analysis and Recommendations listed in the [Major, License, School Codes Position Paper](#).

CHRS (PeopleSoft 9.2) Campuses, use the following:

- [CHRS PS 9.2 Major, Institute and License/Certification codes](#)

Highest Level of Education:

Degree Type:

## Employment Checks

Leave this section blank.

## Onboarding

ONBOARDING

1 OfferType:\*

2 Pay Group:\*

3 Offer Approval Type:\*

4 Onboarding Form:

5 Onboarding Portal:

6 Onboarding workflow:

7 Reports To:\*  🔍 ✎  

No user selected

8 Onboarding Delegate 1:  🔍 ✎  

Email address: [carol.wang@csus.edu](mailto:carol.wang@csus.edu)

9 Onboarding Delegate 2:  🔍 ✎  

No user selected.

10 Onboarding Delegate 3:  🔍 ✎  

No user selected.

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



#	Field	Information
6	<b>Onboarding workflow</b>	Select <b>SA-Faculty Lecturer Pools</b> .
7	<b>Reports To</b>	Enter the department chair to which the new hire will report.
8	<b>Onboarding Delegate 1</b>	Enter OFA Analyst Carol Wang.
9	<b>Onboarding Delegate 2</b>	Enter the department administrative coordinator
10	<b>Onboarding Delegate 3</b>	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.



## Approval Process



**Approval process - Campus**

Hiring Manager:\* 1     
Email address: pathughes@csus.edu ▼

Approval process - Campus: 2  ▼

3


1. Department Chair:     
Email address: cameron@csus.edu ▼

2. OFA Analyst:     
Email address: carol.wang@csus.edu ▼

#	Field	Information
1	<b>Hiring Manager</b>	Defaults to person entering the offer card. This field can be the ASC, department chair, or college resource analyst.
2	<b>Approval process- Campus</b>	Choose SA-Lecturer Pools Offer Approval
3	<b>Enter the Approvers as follows:</b>	<ol style="list-style-type: none"> <li>1. Department Chair</li> <li>2. OFA Analyst (Carol Wang)</li> </ol>

## Save/Submit

1 **Application status**

Update application status following offer:  Yes  No 

**Provisioning**

Click the 'add' button below to add a provisioning item

Add

Item	Option
Provisioning address:	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p style="font-size: small; color: #808080; margin-top: 5px;">Please include the address of where it is to be delivered to and a contact number</p>

**Exports**

Export Title	Exported	Export Date (Eastern Standard Time)
<span style="font-size: small; color: #808080;">No Exports were found.</span>		

2

3

4

Save and close

Submit

Cancel

#	Field	Information
1	<b>Application status</b>	Do not change this field – leave as <b>No</b> .
2	<b>Save and close</b>	Save to complete and submit for approval later.
3	<b>Submit</b>	Save the offer card and submit to the approval process.
4	<b>Cancel</b>	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.

## 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**.

<input type="checkbox"/>	Jan 20, 2022	In Pool - New Applicant	177257	Frogg	<span style="color: green;">●</span> Frog	Froggie
<input type="checkbox"/>	Jan 20, 2022	In Pool - Existing Lecturer	177260	Goldie	<span style="color: green;">●</span> Gold	Fish
<input type="checkbox"/>	Jan 20, 2022	Hired - New Lecturer	177254	Hun	<span style="color: green;">●</span> Honey	Bee

- Accurate Background Check - Results Available
- Accurate Background - Background Check Unsuccessful
- Hired - New Lecturer
- Hired - Existing Lecturer
- Pool Closed - Not Hired
- Offer Declined
- Removed
- Withdrawn
- Ineligible
- Incomplete
- Submitted
- Offer rescinded

Submit
Next >
Cancel

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

**Confirm status change**

From status: In Pool - Existing Lecturer  
To status: Hired - Existing Lecturer

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:

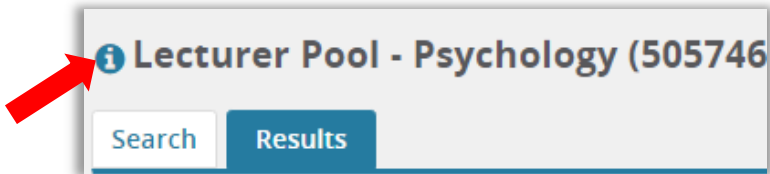
Update job status from Approved to Offer:  Yes  No

Move now
Cancel



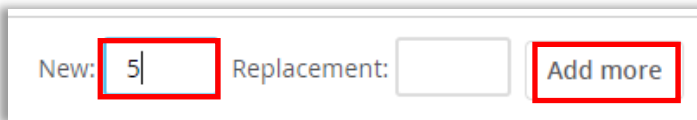
## Appendix B: Adding Position Numbers to the Job Card

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




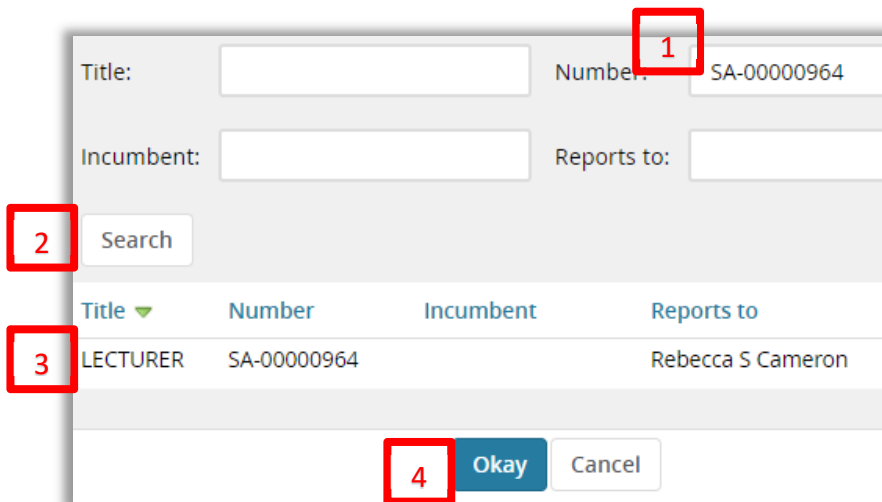
Once on the job card, scroll down to the Open Positions section.

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.



Title	Number	Incumbent	Reports to
LECTURER	SA-00000964		Rebecca S Cameron

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

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