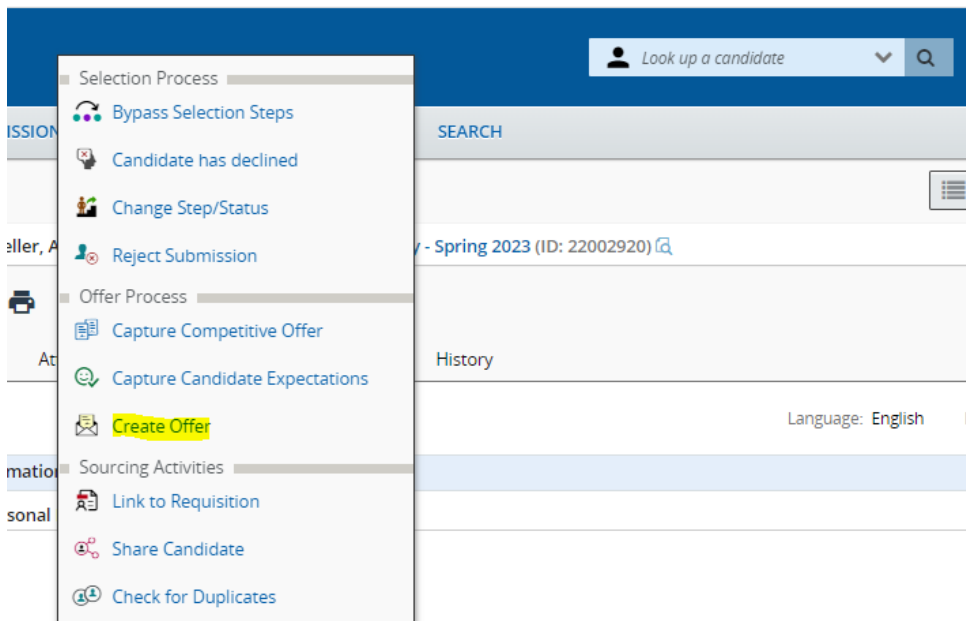


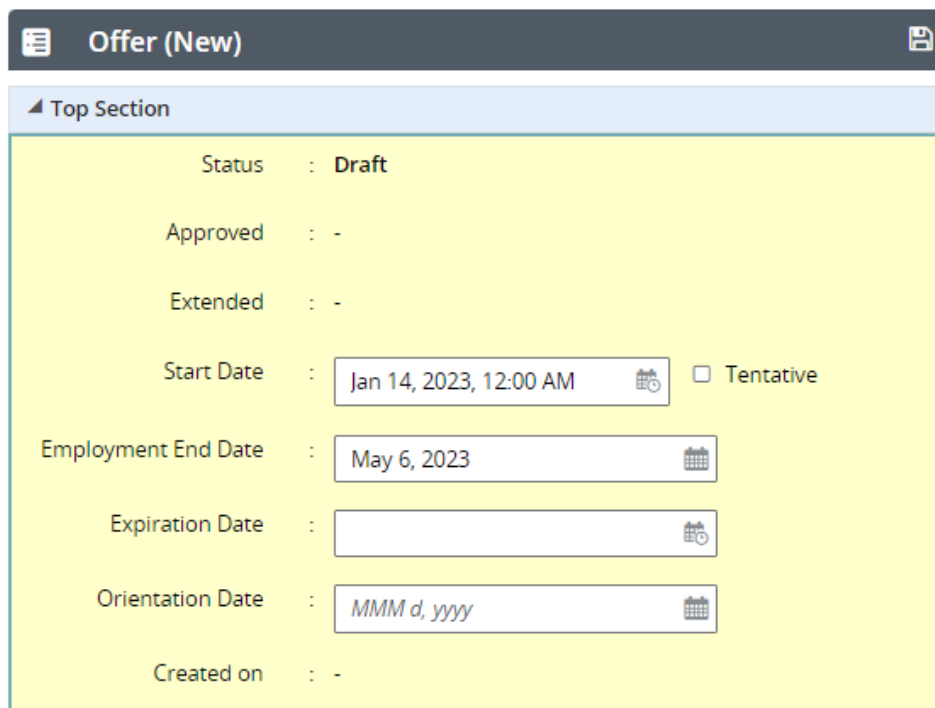
Creating an Adjunct Offer Letter in Taleo

1. Under **More Actions** select **Create Offer**



2. In the Top Section, the Start and End Dates should align with the Payroll schedule. You may enter an expiration date or remove the date listed entirely.

Create New Offer

A screenshot of the 'Offer (New)' form in Taleo. The form is titled 'Offer (New)' and has a 'Top Section' header. The form fields are as follows:

- Status : Draft
- Approved : -
- Extended : -
- Start Date : Jan 14, 2023, 12:00 AM Tentative
- Employment End Date : May 6, 2023
- Expiration Date :
- Orientation Date : MMM d, yyyy
- Created on : -

3. **Annualized Salary:** Total compensation of the assignment

Currency: US Dollar (USD)



Pay Basis: Biweekly

Salary (Pay Basis): Total compensation of the assignment, or the Annualized Salary divided by 8.

Salary Basis (Pay Frequency): **Biweekly_Adjunct** for the Fall and Spring semesters. This can be completed using the selector or by typing Biweekly_Adjunct directly into the field.

Note: For Winter and Summer Sessions, the pay basis will vary. The Salary Basis will be made available in the upcoming newsletters.

▲ General Terms


Annualized Salary *	:	<input type="text" value="5,850.00"/>
Currency *	:	<input type="text" value="US Dollar (USD)"/>
Pay Basis *	:	<input type="text" value="Biweekly"/> 
Salary (Pay Basis) *	:	<input type="text" value="731.25"/>
Salary Basis (Pay Frequency) *	:	<input type="text" value="Biweekly_Adjunct"/> 

4. **Hire Type:** For Rehires: Adjunct/Student Rehire

For New Hires: External New Hire

Position: Pooled Adjunct and Department Name

▲ Details

Hire Type *	:	<input type="text" value="Not Specified"/>
Notes	:	<input type="text"/>
		Characters remaining : 765
Position *	:	<input type="text"/> 

- Select **Create letter from template** and choose from the list provided:

▲ Offer Letter

Letter * : [Create letter from template](#)

▲ Comments

Comments :

Select Offer Letter Template x

[Hide Template List](#)

<p>✓ Filters ▾</p> <p>Showing Templates (48)</p> <p>Adjunct Contract - Spring 2023 - 1 Row Code: Adjunct Contract - Spring 2023 - 1 Row Language: English Intended for: All candidates</p> <p>Adjunct Contract - Spring 2023 - 2 Rows Code: Adjunct Contract - Spring 2023 - 2 Rows Language: English Intended for: All candidates</p> <p>Adjunct Contract - Spring 2023 - 3 Rows Code: Adjunct Contract - Spring 2023 - 3 Rows Language: English Intended for: All candidates</p> <p>Adjunct Contract - Spring 2023 - 4 Rows Code: Adjunct Contract - Spring 2023 - 4 Rows Language: English Intended for: All candidates</p>	<p>Adjunct Contract - Spring 2023 - 1 Row Language: English</p> <hr/> <p>{Other.CurrentDate}</p> <p>Dear {Candidate.FullName},</p> <p>I am pleased to confirm your appointment to the adjunct faculty of The College of New Jersey for the Spring term. For newly hired adjunct faculty members, and those returning after a break in service of more than one (1) year, this appointment is contingent upon the successful completion of a background investigation. This appointment may be or become subject to the terms of an agreement between the State of New Jersey and the Council of New Jersey State College Locals, AFT, AFL-CIO, State Colleges/Universities Adjunct Unit.</p> <p>This is a part-time, non-tenure track appointment for the courses listed below:</p> <p>Appointment Detail</p> <p>Title: {Requisition.JobTitle} Department: {Requisition.DepartmentName} Contract Effective Date: January 14, 2023 Contract End Date: May 6, 2023 Rate: {Candidate.UDF_00_Rate} Faculty Weighted Hours: {Candidate.UDF_00_Total Faculty Weighted Hours} Total Compensation: \${Offer.Salary}</p> <p>The contract effective and end date align with the payroll schedule. Adjunct faculty performance dates are</p>

- Scroll up and select **Save and Close** once all required fields have been completed.

[Full Screen](#) [Collapse All](#)

- Submit for Approvals and Extend the offer via E-Offer once fully approved.