

Creating and Extending a Student Offer Letter

1. Once you have selected a student to hire, check their step status. You can check the students step status by clicking on their name in the requisition and selecting their profile. The step status will be listed on the left side. Click **More Actions** and select **Change Step/ Status**.

The screenshot shows a 'Summary' card for a student named Richard. The card includes the following information:

- Summary:** Richard, United States > New Jersey > Parsippany.
- Resume:** A green button labeled 'Resume'.
- Submissions:** 1 other inactive submission(s).
- Submission Toggle:** A toggle switch set to 'General Profile'.
- HIGHLIGHTS (CURRENT SUBMISSION):**
 - Required met: 0/0
 - Assets met: 0/0
 - Step: Interview
 - Status: 1st Interview
 - Date of Application: Jul 29, 2021
- MOST RELEVANT EDUCATION:** This section contains no information.
- WORK EXPERIENCE:** This section contains no information.

The screenshot shows a 'More Actions' menu for a job submission. The menu items are:

- Selection Process
- Bypass Selection Steps
- Change Step/Status** (highlighted in yellow)
- Revert Latest Change of Step/Status
- Schedule an Interview

Creating and Extending a Student Offer Letter

2. This will bring up the change status screen. Click **Apply and Continue**

Currently in

Step Interview Status 1st Interview

Change to

Step Interview Status Proceed to Offer*

* = completes the step

Comments

Please enter comments here

Select Other Action

Start Onboarding process

Send Correspondence

Cancel Apply and Continue Apply and Close

3. The change status will now be in "Offer-Offer to be Made". Click **Apply and Close**.

Note: This step will generate the student offer letter template

Currently in

Step Interview Status Proceed to Offer

Change to

Step Offer Status Offer to be Made

* = completes the step

Comments

Please enter comments here

Select Other Action

Send Correspondence

Cancel Apply and Continue Apply and Close

Address (line 1)

Creating and Extending a Student Offer Letter

- Review and confirm the step status is correct.

The screenshot shows a 'Summary' page for a candidate named Richard. The page includes a profile picture placeholder, the name 'Richard', and location information: 'United States > New Jersey > Parsippany'. There is a 'Resume' button and a notification for '1 other inactive submission(s)'. A toggle switch is set to 'General Profile'. A 'HIGHLIGHTS (CURRENT SUBMISSION)' section shows 'Required met' and 'Assets met' both at '0/0'. Below this, the 'Step' is 'Offer' and the 'Status' is 'Offer to be Made', both highlighted in yellow. The 'Date of Application' is 'Jul 29, 2021'. Two sections, 'MOST RELEVANT EDUCATION' and 'WORK EXPERIENCE', are shown as empty.

- Click **More Actions** and then select **Create Offer**.

The screenshot shows a 'More Actions' dropdown menu. The menu is divided into two sections: 'Selection Process' and 'Offer Process'. The 'Offer Process' section is expanded, and the 'Create Offer' option is highlighted in yellow. Other options in the 'Offer Process' section include 'Capture Competitive Offer' and 'Capture Candidate Expectations'. The 'Selection Process' section includes options like 'Bypass Selection Steps', 'Candidate has declined', 'Change Step/Status', 'Reject Submission', and 'Revert Latest Change of Step/Status'. The background shows a navigation pane with 'Job Submission' and 'Personal Information' tabs.

Creating and Extending a Student Offer Letter

6. 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.

IMPORTANT: The start date should be the start of the pay period and the end date should be the start date of the next pay period after their last day of work, to ensure system access

▲ Top Section ↶

Status : Draft

Start Date : Tentative

Employment End Date :

Expiration Date :

Orientation Date :

Created on : -

EXAMPLE:

If a student's last day of work is 3/24/2023, then you would select 3/25/2023 as the end date.

Pay Period	From	To	Approved OT Timesheets	
			Due to Payroll (12p)	Pay Date
1	12/17/2022	12/30/2022	01/02/2023	01/06/2023
2	12/31/2022	01/13/2023	01/16/2023	01/20/2023
3	01/14/2023	01/27/2023	01/30/2023	02/03/2023
4	01/28/2023	02/10/2023	02/13/2023	02/17/2023
5	02/11/2023	02/24/2023	02/27/2023	03/03/2023
6	02/25/2023	03/10/2023	03/13/2023	03/17/2023
7	03/11/2023	<u>03/24/2023</u>	03/27/2023	03/31/2023
8	03/25/2023	04/07/2023	04/10/2023	04/14/2023

Creating and Extending a Student Offer Letter

7. Fill out the General Terms section. This will differ depending on if the position is hourly or stipend. Please see below for separate instructions.

Stipend Instructions (To qualify for stipend payment the student worker must be in one of the following positions; Graduate Teaching Assistant, Research Assistant, or Student Residential Assistant)

General Terms

Annualized Salary * : 1,000.00

Currency * : US Dollar (USD)

Pay Basis * : Biweekly

Salary (Pay Basis) * :

Salary Basis (Pay Frequency) * :

Annualized Salary: Total compensation of the assignment

Currency: US Dollar (USD)

Pay Basis: Biweekly

Salary (Pay Basis): The annualized salary divided by the number of pay periods based on the start date and last day of work (Please see page 6 for an example.)

Salary Basis (Pay Frequency): The number of pay periods (ex. 7_biweekly_Pay Period)

Use the magnifying glass to search the appropriate biweekly amount.

Item Selector

Filters ✓

Code 7

Apply Filters Clear All

3 items are available Select a UDF

FILTERS Code: 7 Clear All

Code	Action
17_Biweekly_Pay_Period	Select
7_Biweekly_Pay_Period	Select
Summer_7_Biweekly_Pay_Period	Select

Page 1 of 1 (1-3 of 3 items)

Cancel

Creating and Extending a Student Offer Letter

EXAMPLE:

<u>Pay Period</u>	<u>From</u>	<u>To</u>	<u>Approved OT Timesheets</u> <u>Due to Payroll (12p)</u>	<u>Pay Date</u>
1	12/17/2022	12/30/2022	01/02/2023	01/06/2023
2	12/31/2022	01/13/2023	01/16/2023	01/20/2023
3	01/14/2023	01/27/2023	01/30/2023	02/03/2023
4	01/28/2023	02/10/2023	02/13/2023	02/17/2023
5	02/11/2023	02/24/2023	02/27/2023	03/03/2023
6	02/25/2023	03/10/2023	03/13/2023	03/17/2023
7	03/11/2023	03/24/2023	03/27/2023	03/31/2023
8	03/25/2023	04/07/2023	04/10/2023	04/14/2023

If the start date is 12/17/2022 and the last day of work is 3/24/2023, the position would take place over seven pay periods. Even though the employment end date would be 3/25/2023, you would not take that into account for this calculation.

Annualized Salary / amount of pay periods = Salary (Pay Basis)

Creating and Extending a Student Offer Letter

Hourly Instructions

▲ General Terms

Annualized Salary * : 14.13

Currency * : US Dollar (USD)

Pay Basis * : Hourly

Salary (Pay Basis) * : 14.13

Salary Basis (Pay Frequency) * : Hourly40

Annualized Salary: Hourly rate (must comply to New Jersey minimum wage)

Currency: US Dollar (USD)

Pay Basis: Hourly

Salary (Pay Basis): Hourly rate

Salary Basis (Pay Frequency): Hourly40

8. Fill out the Details section.

Hire Type: Adjunct/Student Rehire

Position: Click the double sheet icon to copy the position code over (refer to screenshot)

▲ Details

Hire Type * : Adjunct/Student Rehire

Notes :
Characters remaining : 765

Position * : PSTU0199 - Center for the Arts Student Worker

Creating and Extending a Student Offer Letter

- Click **Create Letter from template**. Scroll down and select “Student Employment Offer Letter_Revised”. Click **Select Template** and review the information listed. Click **Finish**. **IMPORTANT: If the student is not in the correct step status, the student offer letter template will not populate. Refer to steps 1-3.**

Select Offer Letter Template

Hide Template List

Filters ✓ Student Employment Offer Letter_Revised Language: English

Showing Templates (50)

Language: English Intended for: All candidates

REHIRE - Student Employment Offer Letter
Code: REHIRE - Student Employment Offer Letter
Language: English Intended for: All candidates

Rejection Letter_Campus Interview
Code: 00_Rejection Letter_Campus Interview
Language: English Intended for: All candidates

Rejection Letter_General
Code: 00_Rejection Letter_General
Language: English Intended for: All candidates

Rejection Letter_Phone Screen
Code: 00_Rejection Letter_Phone Screen
Language: English Intended for: All candidates

Student Employment Offer Letter_Revised
Code: 00_Student Employment Offer Letter_Revised
Language: English Intended for: All candidates

Supplemental Assignment Offer Letter
Code: Supplemental Assignment Offer Letter
Language: English Intended for: All candidates

{Other.CurrentDate}

Hello {Candidate.FullName},

Congratulations and welcome to the student employment program!

Position Title: {Requisition.JobTitle}
Start Date: On or about {Offer.ActualStartDate}. Please note, your start date is contingent upon the completion of mandatory new hire forms and acceptance of this letter.
Pay Rate: \${Offer.Pay}/{Offer.PayBasis}
Hours/Week: {Requisition.UDF_00_Hours per Week}

As part of the USCIS I-9 employment verification requirement new employees must complete the following two steps before you are eligible to work at The College of New Jersey.

Step 1: Visit the Office of Human Resources located in the Administrative Services Building to start the I-9 process. You must bring your original documents (see [attached list](#)) to the Human Resources Office for verification purposes.

Step 2: Complete the electronic portion of the I-9 form from Sterling Solutions. This email will be sent to you from the Office of Human Resources.

Please be advised that you are permitted to work up to 15 hours per week during the academic year. Should you have any questions about your schedule or time sheet, please contact your department hiring manager.

For important information regarding your employment and pay, we encourage you to use the following [checklist](#).

For COVID-19 policy information, please click [here](#).

If you have any additional questions regarding your student employment, please contact TCNJ Student Employment at stuempl@tcnj.edu.

Best Regards,
The College of New Jersey

Cancel Select Template

Edit Offer Letter

Student Employment Offer Letter_Revised Language: English View Letter Edit Letter

✓ This offer letter contains no unresolved variables and is ready to be saved.

Message created from Student Employment Offer Letter_Revised

Source | Copy | Paste | Undo | Redo | Bold | Italic | Underline | Strikethrough | Text Color | Background Color | Bulleted List | Numbered List | Indent | Outdent | Link | Unlink | Table | Styles | Format | Font | Size | A | A

January 13, 2023

Hello F

Congratulations and welcome to the student employment program!

Position Title: Student Theater Technician
Start Date: On or about December 17, 2022. Please note, your start date is contingent upon the completion of mandatory new hire forms and acceptance of this letter.
Pay Rate: \$14.13/Hourly
Hours/Week: 15

Cancel Change Template Print Finish

Creating and Extending a Student Offer Letter

10. Scroll to the top and click **Save and Close**. This will save the offer letter in “Draft”.

Offers

Cancel Save and close

Offer details

Create New Offer Full Screen Collapse All

Offer (New) Requisition

Top Section

Status : Draft

Start Date : Dec 17, 2022, 12:00 AM Tentative

Employment End Date : MMM d, yyyy

11. Click **More Actions** and select **Submit Offer for Approval**.

More Actions

Offer Process

- Capture Competitive Offer
- Capture Candidate Expectations
- Extend Offer
- Submit Offer for Approval
- Cancel Offer

Sourcing Activities

- Link to Requisition

Job Submission Att History

Offer details

View Offer

Offer 1 (Cul)

Top Section

Sta

Creating and Extending a Student Offer Letter

12. Add approvers if needed. The approval list defaults to the hiring manager listed in the requisition and the hiring manager's supervisor. Add a comment to approvers and click **Submit for Approval**.

▲ Offer 1 - approval process

Offer 1 - Submitting for approval

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1		Pending	
2		Pending	


Add the approvers to the list of collaborators defined for this submission's requisition

Add the approvers to the list of my frequent collaborators

Comment to Approvers *

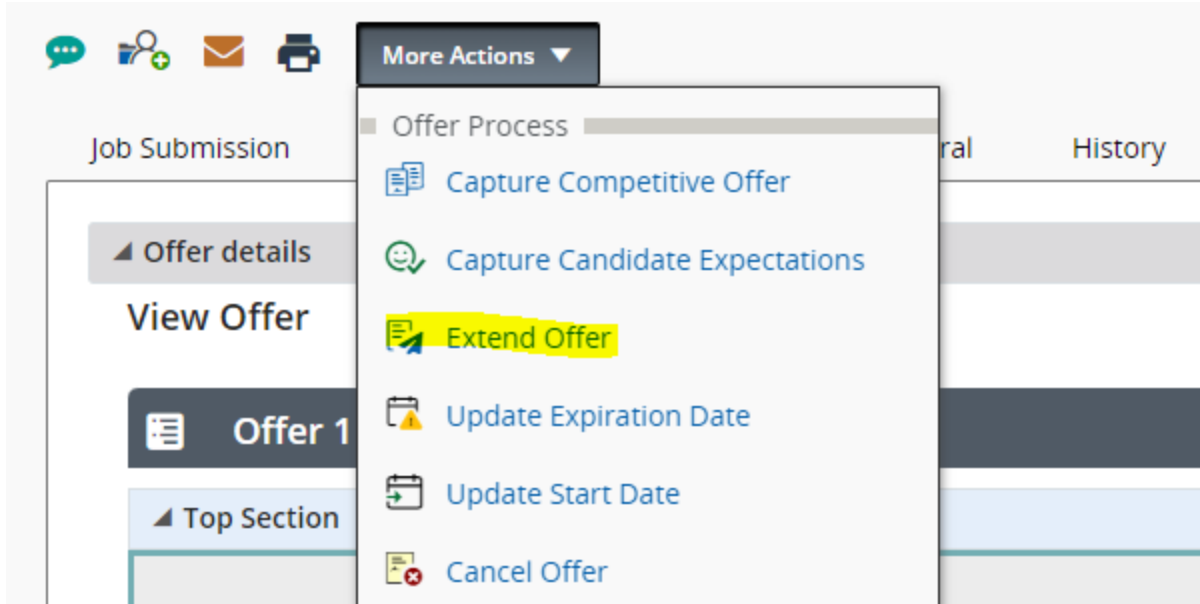
Please approve

Characters remaining : 986

After the approval process, assign to * 

13. Once the offer letter is fully approved, you can then click **More Actions** and then **Extend Offer**.

Creating and Extending a Student Offer Letter



14. Select **E-offer** and then click **Next**.

How do you want to extend this offer?

- E-offer
- Email
- Printed Letter
- Verbally

15. Review the offer letter and then click **Extend Offer**.

Creating and Extending a Student Offer Letter

Message Preview Language: English Preview Edit Message

✔ Execute action "This offer letter contains no unresolved variables and is ready to be extended." using method "E-offer"

Message Student Employment Offer Letter_Revised

Source | X | Copy | Paste | Undo | Redo | Find | Bold | Italic | Underline | Text Color | Background Color | Bulleted List | Numbered List | Indent Left | Indent Right | Decrease Indent | Increase Indent | Link | Unlink | Table | Styles | Format | Font | Size | A | A

October 6, 2021

Hello M

Congratulations and welcome to the student employment program!

Position Title: Building Services -Student Worker
Start Date: On or about October 27, 2021. Please note, your start date is contingent upon the completion of mandatory new hire forms and acceptance of this letter.
Pay Rate: \$14.00/Hourly
Hours/Week: 15

Comments

Previous Cancel Print **Extend Offer**

16. Once the student accepts the offer in Taleo, Human Resources will begin the onboarding process.