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

```
<table>
<thead>
<tr>
<th>Currently In</th>
<th>Change to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step: Interview</td>
<td>Status: Proceed to Offer*</td>
</tr>
<tr>
<td>Interview</td>
<td>Change to: Offer to be Made*</td>
</tr>
</tbody>
</table>

* = completes the step
```

**Comments**

Please enter comments here

**Select Other Action**

- [ ] Start Onboarding process
- [ ] Send Correspondence

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.
4. Review and confirm the step status is correct.

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

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

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

**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](5)

Jan 13, 2023
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EXAMPLE:

<table>
<thead>
<tr>
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<th>From</th>
<th>To</th>
<th>Approved OT Timesheet Due to Payroll (12p)</th>
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<td>01/06/2023</td>
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<td>2</td>
<td>12/31/2022</td>
<td>01/13/2023</td>
<td>01/15/2023</td>
<td>01/10/2023</td>
</tr>
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<td>3</td>
<td>01/14/2023</td>
<td>01/27/2023</td>
<td>01/30/2023</td>
<td>02/03/2023</td>
</tr>
<tr>
<td>4</td>
<td>01/28/2023</td>
<td>02/10/2023</td>
<td>02/13/2023</td>
<td>02/17/2023</td>
</tr>
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<td>02/24/2023</td>
<td>02/27/2023</td>
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<td>6</td>
<td>02/25/2023</td>
<td>03/10/2023</td>
<td>03/13/2023</td>
<td>03/17/2023</td>
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<td>7</td>
<td>03/11/2023</td>
<td><strong>03/24/2023</strong></td>
<td>03/27/2023</td>
<td>03/31/2023</td>
</tr>
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<td>8</td>
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<td>04/10/2023</td>
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</tr>
</tbody>
</table>

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)
Hourly Instructions

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)
9. 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.

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**Student Employment Offer Letter_Revised**

[Template information]

---

**Edit Offer Letter**

[Letter contents]

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

11. Click **More Actions** and select **Submit Offer for Approval**.
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](image)

13. Once the offer letter is fully approved, you can then click **More Actions** and then **Extend Offer**.
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**.
16. Once the student accepts the offer in Taleo, Human Resources will begin the onboarding process.