

Step 3: CREATE OFFER

Map: Main Menu>Recruiting>Find Job Opening

To create offer in system, please follow steps below:

1. Go to the Job Openings Page
2. Type in 5 digit job opening ID in the Job Opening field. Manage Applicant screen will display. Check the box next to name of the selected applicant.
3. Select 'Prepare job offer' from the drop down list in the 'Take Action' column to the right. In the offer detail section, complete the date fields below:
 - ✓ Enter **tentative** appointment begin date. **Please select date at least (5) days in the future.**
 - ✓ Enter supervisors ID
 - ✓ Enter Compensation Rate per Hour
Any changes from the original posted salary range must be reviewed and approved by HR (Tawana Branch) prior to extending offer to applicant
 - ✓ Enter short-code; remember to use 236520 for work-study funded positions. Work-study funds should be verified in banner prior to offer submission. Please contact Mary Horgan if you have questions related to work-study funding.
 - ✓ Enter percent distribution in % field. Note % distribution values for all rows must equal 100. To add additional short-codes, click 'Add Row' and repeat.

Create Offer Approvers List

Enter Approver Information: Enter 'SEQ#1, Check Primary Box, Tawana Branch (35142891) This is very important – Tawana Branch should be the only approver; otherwise the system will slow down the hiring process.

1. Please extend a **contingent verbal offer** to your selected candidate. The selected candidate will receive various emails throughout the Hire process: Background Check Consent email, Welcome email(I-9), Offer Letter-Authorizing them to Work email, as well an 'Employee Validation' notification in which they will be required to identify their ethnicity/race, complete tax documents, confirm paycheck delivery or set-up direct deposit and/or update address, phone number and emergency contact information.

Important: As a hiring department, it is your responsibility to remind your selected candidates to watch and respond immediately to emails regarding the hire process.

Email Communication sent to Candidate

- **Background Consent Request Email**-This is a system generated email that goes out from the system once a job offer is submitted by the department.
Note: Selected applicants will receive one (1) reminder email notification regarding their background consent request. (See Sample 1)
- **Welcome Email**-Communication is sent to selected applicant from the Office of University Human Resources, requesting applicant complete the I-9 process. Department contact is copied on this communication sent to applicant. The email includes instruction on the I-9 process. (See Sample 2)
Note: This communication is sent once applicant background check consent is received and completed by the Office of Human Resources-Flint Campus.
- **Offer Letter Email**-Communication sent to selected candidate and department contact upon completion of the I-9 process. This communication notifies both the candidate and hiring department that new hire *now* is 'Authorized' to work. (See Sample 3)
- **Employee Validation Notification**-This communication is sent to newly hired temporary employees to the University of MI-Flint. New hires are required to complete the validation process before the system will upload their appointment. If the employee does not complete this step, they will not be viewable in job data or the time keeping system to report time and be paid. (See Sample 4)

For additional information regarding hiring of temporary employees on the Flint, please contact Tawana Branch 810/766-6772 or by email: brancht@umflint.edu.

Update: 09/23/2011

Sample Email 1

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL http://maislinc.umich.edu/mais/pdf/HR_EMP_EmailMessages_SM.pdf. The page displays an email with the following details:

From: umich.employment@umich.edu
To: Sunshine Pstrain44
Subject: Sunshine Pstrain44 - Background Check Consent Request

Dear Sunshine Pstrain44,

Before you can be hired we must verify your background information. To get started, return to the Careers at the U website (<https://heqa9.dsc.umich.edu/services/applicantjobs>). Once you login you will be directed to the University of Michigan online background check authorization form. Fill the form out completely and Click Submit. Once you authorize the verification we submit your information and get immediate results. As our objective is to complete this process for you quickly please make every effort to accurately provide all of the requested information.

If you have any questions about completing the online form, please contact the HR/Payroll Service Center at (734) 615-2000, or toll free at (866) 647-7657. The HR/Payroll Service Center is open Monday through Friday from 8:00 a.m. - 5:00 p.m.

This is an automated message; please do not reply to this email.

At the bottom of the browser window, the status bar shows "Done", "24 of 43", "Last Updated: 9/2/2011", and "Unknown Zone | Protected Mode: Off". The Windows taskbar at the bottom includes icons for Internet Explorer, Google Chrome, and other applications, with the system clock showing 10:01 AM on 9/23/2011.

Sample Email 2

Welcome to the University of MI-Flint! Verify Information for I-9 Employment Eligibility Form (ACTION REQUIRED)-John Doe - Message (HTML)

Message Insert Options Format Text

Cut Copy Paste Format Painter Clipboard Basic Text Names Address Check Book Names Attach File Attach Item Business Calendar Card Signature Follow Up High Importance Low Importance Permission Spelling Proofing

To: [Redacted]
Cc: [Redacted]
Subject: Welcome to the University of MI-Flint! Verify Information for I-9 Employment Eligibility Form (ACTION REQUIRED)-John Doe

Job Opening: 60706

WELCOME,

In completing the new hire process, you are required to complete Section 1 of the I-9 Employment Eligibility form on-line.

Please remember: You are required to complete section 1 of the I-9 prior to presenting required documents needed to verify your identification and employment eligibility to the Office of Human Resources.

University Human Resources Office Hours: 8-5pm Monday-Friday
Address: 213 University Pavilion
Phone: 810/762-3150

Starting the process, please

- Log into Wolverine Access <https://wolverineaccess.umich.edu> using assigned unique name (please refer to welcome email from its-mcomm@umich.edu and
- Kerberos password (if you don't know your password, please contact Tavana Branch at 810/762-3150 to have it reset.

Navigation Tool: 1) Select Faculty and Staff Tab, 2) Click Employee Self-Service, and then Select Complete and Submit I-9 Form

Please verify for accuracy the following date:

- Header Information:
 - Name (spelling)
Note: If name is spelled incorrectly, please contact HR immediately. Do not proceed.
 - Social Security
 - Date of Birth
 - Current (US) Address
- Complete the maiden name section (if 'not applicable', please check)
- Select appropriate citizenship or national of the United States
Note: International Students on F1 VISA, please select 'Non-Resident Alien' authorized to work and provide Alien/ Admission Number as well as . Please see I-20 (end date for completion of studies). When verification is complete, submit by selecting "accept".

Completing the Hire Process

To complete the hiring process/Form I-9, you are required to visit Human Resources to present the required documents that establish your identity and employment eligibility. The most common documents presented are valid Driver License/State ID and Social Security card or birth certificate (original certified copy only) or valid passport. **Photo copies of documents will not be accepted.**

Other Required Actions:

Once I-9 is completed, HR will finalize your Hire in the system. Please check email for an automated email from system instructing you to complete new employee self service pages. Self service pages are where you complete on-line tax forms and set-up direct deposit.

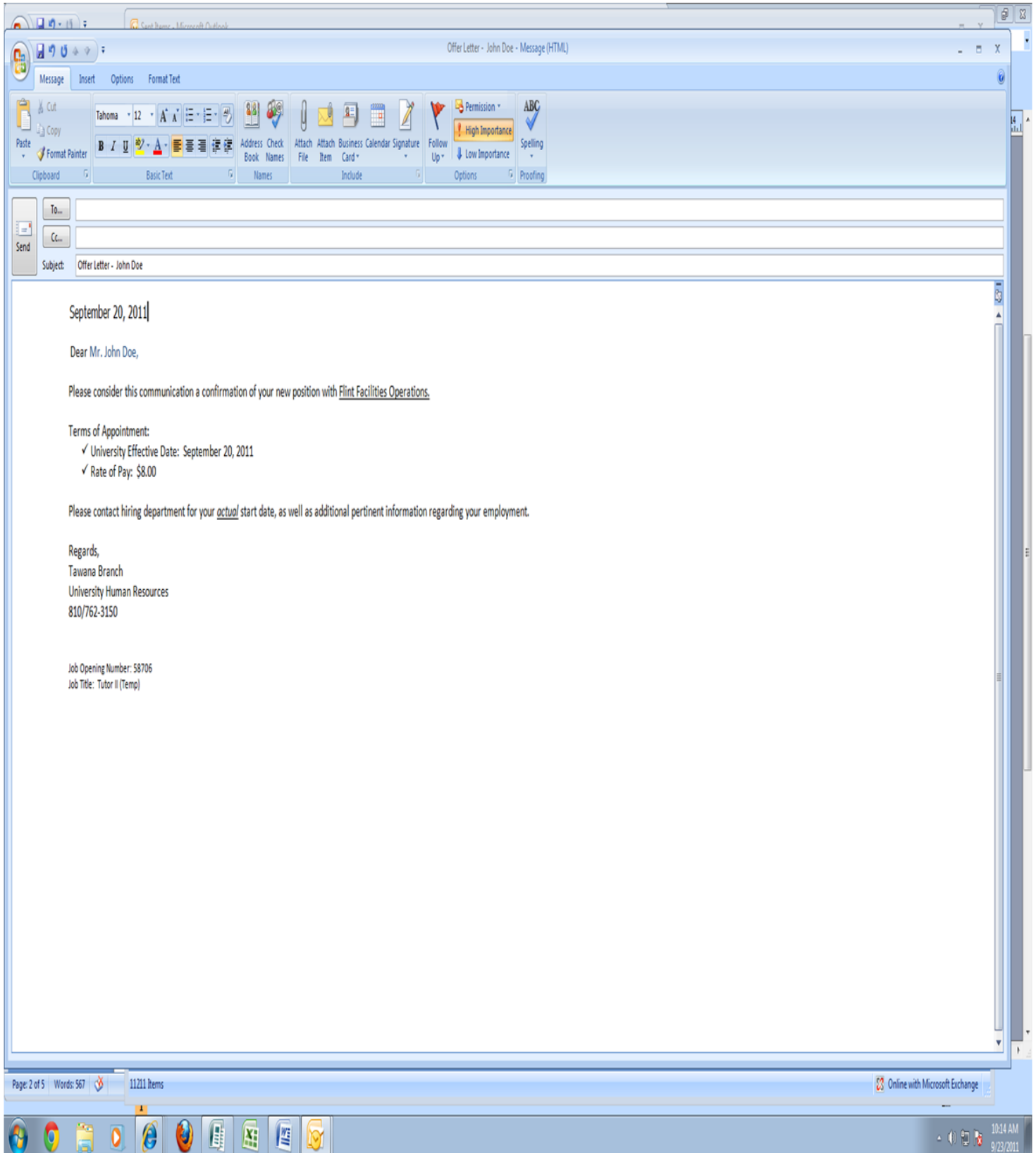
Important Note: Pay checks will be forwarded to Flint Cashiers if Direct Deposit or U.S mail options are not selected

You are allowed to start work ONLY after receiving a confirmation via email of your appointment from University HR.

TAVANA BRANCH
M UNIVERSITY

10:05 AM
9/23/2011

Sample Email 3



Sample 4

