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

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://mega9.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) 615-1000, 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.
Welcome to the University of MI/Flint. Notify Information for 19 Employment Eligibility Form (ACTION REQUIRED). Use Tool - Message (HTML)

Sample Email 2

Job Openings 11/7/93

Welcome,

In completing the new hire process, you are required to complete Section 1 of the 19 Employment Eligibility form online.

Please remember: You are required to complete section 1 of the 19 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 AM - Monday - Friday
Address: 233 University/Flint
Phone: 000/786 1230

Starting the process, please:
- Log into Workforce Access: http://workforceaccess.michigan.edu, using assigned unique name. (Please refer to welcome email from Its管理工作access.michigan.edu), and
- Remember password. If you don’t know your password, please contact Tawana Branch at 000/786 3230 to have it reset.

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

Please verify accuracy the following details:

1. Identify information:
   a. Name (spelling)
      Note: If name is spelled incorrectly, please contact HR immediately. Do not proceed.
   b. Social Security
   c. Date of Birth
   d. Current (US) Address
2. Complete the online name section (If not applicable, please check)
3. Select appropriate citizenship or naturalization
   Note: International Students on F 1 VISA, please select “Non-Resident Alien” outlined to work and provide Alien/Admission Number as well as. Please see I-20 and date for completion of studies. When verification is complete, submit by selecting “Accept.”

To complete the hiring process, 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: U.S. Citizenship or Social Security card with certificated original certified copy only to valid passport. All copies of documents will not be accepted.

Other Required Actions:
- Once I-9 is completed, HR will assign your file in the system. Please check email for an automated email from system instructing you to complete new employee self-serve 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 Castle on Direct Deposit if 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.
September 30, 2011

Dear Mr. John Doe,

Please consider this communication a confirmation of your new position with Flint Facilities Operations.

Terms of Appointment:
- Effective Date: September 20, 2011
- Hourly Rate: $8.00

Please contact the hiring department for your actual start date, as well as additional pertinent information regarding your employment.

Regards,

Toussaint Branch
University Human Resources
810/762-3150

Job Opening Number: 50396
Job Title: Tutor/1st Year
FROM: umich.employment@umich.edu
TO: [New Hire]
SUBJECT: Verify Information for U-M Employment (ACTION REQUIRED)

Dear Elaine Pstraw,

In order to complete the hiring process and ensure that the Payroll Department has correct information for your first pay period, you must verify some of your personal data and complete section one of your I-9 as soon as possible.

Our records indicate that you have not completed this REQUIRED TASK.

To verify your personal data, go to the web address listed below, enter your uniqname (lowercase) and password, and follow the on-screen instructions:

https://maprod.doc.umich.edu/services/employeeshire

Your uniqname is: opstrain99
Your scheduled start date is: 6/15/2006

If you have any questions, please contact the HR/Payroll Service Center (http://www.umich.edu/~hrpaysc/) at (734) 615-2800, 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.

If you have accepted a position with UM-Dearborn, direct your questions to Dearborn HR at (313) 593-5180 or Human-Resources@umd.umich.edu. For UM-Flint positions, direct questions to Flint HR at (810) 762-3150 or FLINT-HRAA-SERVICE@umflint.edu.

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