Online Offer Made

The PPA should receive an email indicating when verbal offer has been approved.

STEP 1:

A. To view approval, you should see the job posting on your dashboard. If you need to search for the posting there are several options
   a. From side menu choose Manage jobs and this will allow you to search by requisition number.
   b. Use your Recent items drop down from navigation bar.
   c. From side menu choose Applicant search.
B. Choose the Offer incomplete status.
C. You can view the Approval status under Offer details section.
STEP 2:

Contact your applicant prior to changing this status to be sure of the employment start date.

STEP 3:

Return to your dashboard and/or search as indicated in STEP 1A above.

Choose your requisition, by clicking on the title.

1. ASMP Communications Specialist/Event Coordinator

Requisition Number: 503436

You will then choose View applications

[Images of a screenshot showing the dashboard with options to view applications and a selected requisition]

STEP 4:

Select the applicant(s) to move forward by checking the box. Applicants can be moved in bulk by checking the same colored box. You will be presented with options to Move all applicants in same colored boxes to same status.

[Images of a screenshot showing selected applicants and options to move them]

STEP 5:

Select the status.

[Images of a screenshot showing selected applications and options to move them]

A new window will pop up, select Online offer made and choose next.

[Images of a screenshot showing the change application status window]
STEP 6:

Confirm status change. Be sure to confirm the “From” status “To” status is what you want to accomplish.

Then choose the Move now button at bottom of screen.
STEP 7:

This generates an email to the applicant to accept/decline the offer online and complete the required new hire paperwork.

STEP 8:

Following is what the applicant will see to accept the position when they log into their UA Careers account. For more detail on the applicant experience, see Applicant/Onboarding guide.

STEP 9:

Once the applicant has accepted the offer, you will receive an email.
**STEP 10:**

You should be able to review the status of the employee’s onboarding documents under the Applications section once you have clicked on their name. See **STEP 1** for further information on searching applicant(s). To view their completed form choose form under actions.

You can also review applicant’s status by reviewing analytics tab under your reports option.

By choosing Offers Accepted you can view the status of each applicant in your department/unit:

Scroll over to view Current application status.

By utilizing your Dashlet Actions (Far right of your Recruitment Analytics form) you can download your report into a format for easy filtering/sorting to determine applicant statuses.
STEP 11:

When the applicant status changes to Offer Accepted, Post-Hire Forms Complete, submit additional required documents utilizing the personnel checklist - myUA Hire Checklist. Use myUA Hire Checklist for new and rehire completed through myUA. Personnel Checklists.

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**myUA Hire Checklist**

Employee Name: __________________________

Employee ID: ____________________________

Level: ____________________________  TKL: ____________________________

Job Begin Date (mm/dd/yyyy): ____________________________

☐ myUA Applicant Status is “Offer accepted, post hire forms completed”

  Completed Date: ____________  Circle One: New Hire or Rehire

☐ Form I-9 (wet signature, i.e., not electronic)

☐ Form W-4 (wet signature, i.e., not electronic)

☐ Appointment Letter (signed and dated by all parties)

  Either attach with I-9 & W-4, or Email to UAF-Personnel@alaska.edu

☐ Non-U.S. citizens and non-permanent resident aliens

  GLACIER Tax Summary Report, including required Documents and Copies

☐ (Payroll) Direct Deposit Request Form

Review existing NEW HIRE, Rehire, and Active Employee Checklists for additional forms and PPA Actions, including:

<table>
<thead>
<tr>
<th>Regular and Extended Temporary Employee: (for employees that are benefit eligible)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ PPA Action Item: Schedule (OBO) Onboarding and Benefits Orientation – Complete Google Form “New Employee Schedule Form” at <a href="http://www.ualaska.edu/labor/onboarding/">http://www.ualaska.edu/labor/onboarding/</a></td>
</tr>
<tr>
<td>☐ Union/Faculty: Union CDA3 <a href="http://www.ualaska.edu/labor/">http://www.ualaska.edu/labor/</a></td>
</tr>
<tr>
<td>☐ Adjuncts (UNAD) Dues and Agency Fees Deduction Form <a href="http://www.ualaska.edu/labor/adjuncts-info/">http://www.ualaska.edu/labor/adjuncts-info/</a></td>
</tr>
<tr>
<td>☐ Firefighters (FFA) Membership Dues Deduction Form <a href="http://www.ualaska.edu/labor/ffa/">http://www.ualaska.edu/labor/ffa/</a></td>
</tr>
<tr>
<td>☐ Local 6070 (Crafts &amp; Trades) Membership Dues and Fees Form <a href="http://www.ualaska.edu/labor/local-6070/">http://www.ualaska.edu/labor/local-6070/</a></td>
</tr>
<tr>
<td>☐ UAF (A9 Regular Faculty) Service Fee Deduction Form <a href="http://www.ualaska.edu/labor/uaf/">http://www.ualaska.edu/labor/uaf/</a></td>
</tr>
<tr>
<td>☐ UNAC (F9 Regular Faculty) Dues and Agency Fee Deduction Form <a href="http://www.ualaska.edu/labor/unac/">http://www.ualaska.edu/labor/unac/</a></td>
</tr>
</tbody>
</table>

Student Employee:

☐ Student Status Verification for Eligible Employment http://www.ualaska.edu/files/hr/student_stat_verif_b171_ent.pdf (Used for Low GPA or to request a workload of greater than 20 hours in student working hours)

☐ Student Employee Waiver Form http://www.ualaska.edu/files/hr/student.employee.waiver.pdf

Personnel Use Only:

☐ myUA New Hire Report Data

☐ myUA Personal Demographics Report Data
STEP 12:

Once the employee has been entered into BANNER. Be sure to review data entry of these screens: PEAEMPL, PPAIDEN, NBAJOBS, NEA2SPE, NBAJQUE.

PEAEMPL

- Review: Employee status, Employee Class, PT/FT Status/Home Department/Check Distribution/District or Division.
- Review I9 status under “Regulatory Tab”

<table>
<thead>
<tr>
<th>FLSA</th>
<th>I9</th>
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</thead>
<tbody>
<tr>
<td>FLSA Indicator:</td>
<td>Form Indicator:</td>
</tr>
<tr>
<td>Work Period:</td>
<td>Date:</td>
</tr>
<tr>
<td>STD</td>
<td>27-MAR-2015</td>
</tr>
<tr>
<td></td>
<td>27-MAR-2015</td>
</tr>
</tbody>
</table>

When I9 has been recorded as received, departmental copy should be shred.

PPAIDEN

- Review these tabs: Current Identification/Address/Biographical

NBAJOBS

- Review these tabs: Job Detail (active job dates, arrow down and review terminated dates)/Payroll Default/Default Earnings (exempt employees only)/Job Labor Distribution.

NEA2SPE

- Choose the appropriate PCN/Suffix combination
- Enter the supervisor and time sheet approver. Watch your Effective Date!

NBAJQUE

- Choose the appropriate PCN/Suffix combination
- Approval Category = TIME
- Approver Sequence (start with 10) enter PPA PCN.

STEP 13:

Be sure to send a welcome email to your employee informing them they are now in the system and when they should expect to receive their first pay check.

Instruct them on how to access their time sheet in UAOnline.

Inform them that you are unable to view their W-4 and auto deposit set-ups and encourage them to review these in their UAonline account.

If you see anything in this guide that needs to be updated, please send an email to the recruitment team (uaf-jobs@alaska.edu).