PREPARE/CREATE OFFER - EXTEND OFFER

ACCESSING CS JOBS BY PAGEUP

1. Open a web browser and navigate to my.csudh.edu

2. Enter your Username and Password

3. Select “EMPLOYEES”

4. Select Recruiting | Select CHRS Recruiting
Accessing Your RECOMMENDED HIRE

1. Select the PageUp logo in the upper-left corner to return to your dashboard

2. Click Jobs in the upper right-hand corner

3. Click on the blue person icon to view applicants or select job title and then click view applicants
4. Click the status of the applicant. Change the status from Recommend for hire to Prepare Offer. The offer card is created with some fields pre-populated with information from the job requisition.

5. Move to new status Prepare Offer. Click Next.
6. Confirm you are moving the correct applicant and status. Do not email applicant. Do not included additional users at this point. Click **Move now**.
PREPARE OFFER – CREATE OFFER

Verify the pre-populated fields. Complete the fields on the Offer card by using the following screen captures and data tables.

1. PERSONAL, JOB, OFFER DETAILS SECTIONS
   The Personal details, Job details, and Offer details sections are pre-populated. You cannot edit these. The values for these fields are drawn from the Applicant Profile and the Job card.

   ![Personal details](image1)

   ![Job details](image2)

   ![Offer details](image3)
### 2. POSITION DETAILS

Complete: Start date, End date and Union Code

**POSITION DETAILS**

<table>
<thead>
<tr>
<th>Job Code/Employee Class</th>
<th>Lecturer AY</th>
<th>Job Code: 2358</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Type</td>
<td>Temporary</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>Aug 17, 2020</td>
<td></td>
</tr>
<tr>
<td>End date if applicable</td>
<td>Dec 16, 2020</td>
<td></td>
</tr>
<tr>
<td>Probation End Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td>.200000</td>
<td></td>
</tr>
<tr>
<td>Hours Per Week</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>FLSA Status</td>
<td>Exempt</td>
<td></td>
</tr>
<tr>
<td>Union</td>
<td>California Faculty Association (CFA)</td>
<td></td>
</tr>
<tr>
<td>Union Language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandated Reporter</td>
<td>Limited - The person holding this position is considered a limited mandated reporter</td>
<td></td>
</tr>
<tr>
<td>NCAA</td>
<td>Yes ☑</td>
<td>No</td>
</tr>
<tr>
<td>Sensitive Position</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Concurrent Hire</td>
<td>Yes ☑</td>
<td>No</td>
</tr>
<tr>
<td>Retired Annuitant</td>
<td>Yes ☑</td>
<td>No</td>
</tr>
</tbody>
</table>

### 3. BUDGET DETAILS

Pre-populated with information from the job requisition. No entry needed.

**BUDGET DETAILS**

<table>
<thead>
<tr>
<th>Budget/Chart Field/Account string</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Plan</td>
<td>AY</td>
<td></td>
</tr>
<tr>
<td>Pay Plan Months Off</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary Range/Grade*</td>
<td>2358-A-Grade-2</td>
<td></td>
</tr>
</tbody>
</table>

Anticipated Hiring Range:

Maximum budgeted amount:
PREPARE OFFER – CREATE OFFER

1. SALARY AND COMPENSATION
   Complete: Base Pay Rate and Unit Basis

   **SALARY and COMPENSATION**

   Base Pay Rate:*  4229
   Unit basis:*  
   Course Unit Based on Enrollment Hourly
   Monthly Pay:
   Annual salary:
   Relocation:
   Sign on bonus:
   Other supplementary compensation:
   Salary notes:

   **Benefits Eligibility**

   Benefits eligibility is determined based on the appointment. To confirm benefits eligibility please see your benefits office for further details.

   Benefits Eligible?:  
   Yes  ☐ No
   Benefit Eligibility  

2. FACULTY/R03 DETAILS
   Not used by part time recruitment process.
### Faculty / Ro3 Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank</td>
<td>Select</td>
</tr>
<tr>
<td>Service Credit</td>
<td>Select</td>
</tr>
<tr>
<td>Start Up Amount</td>
<td></td>
</tr>
<tr>
<td>Duration of Start Up Funds</td>
<td></td>
</tr>
<tr>
<td>Assigned/Release</td>
<td></td>
</tr>
<tr>
<td>Time (in terms of WTU's)</td>
<td></td>
</tr>
<tr>
<td>Duration of Assigned/Released WTU</td>
<td></td>
</tr>
<tr>
<td>Contingent annual salary</td>
<td></td>
</tr>
<tr>
<td>Contingent pay rate</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td></td>
</tr>
<tr>
<td>Total Term Pay</td>
<td></td>
</tr>
<tr>
<td>Duration of Appointment</td>
<td>Select</td>
</tr>
<tr>
<td>Weighted Teaching Units (WTU's)</td>
<td></td>
</tr>
<tr>
<td>Faculty Fraction Numerator</td>
<td></td>
</tr>
<tr>
<td>Faculty Fraction Denominator</td>
<td></td>
</tr>
</tbody>
</table>

### 3. Education

Complete the following using transcript or links below:

- **Highest Level of Education:** See transcript
- **Degree Type:** See transcript
- **Date of Completion:** See transcript
- **Major Code:** Use code from Major list
- **Institution Code:** Use code from Institute list
EDUCATION and LICENSE VERIFICATION

Please note that you must use the Major - Institute and License Name codes from PeopleSoft in this section so the data can correctly integrate to PeopleSoft.

If the appropriate code does not exist in the drop down list or the reference sheets, please follow the campus process to request it in PeopleSoft first and then enter the appropriate code below.

Highest Level of Education: Master’s Level Degree
Degree Type: Master of Fine Arts
Date of Completion: Dec 31, 2019

View the list of the Major Codes to copy and paste the Code below.

Major Code: 20

View the list of the Institute Codes to copy and paste the Code below.

Institute Code: 001169

License/Certification

View the list of License/Certificate Codes to copy and paste the code below.

License/Certification Code:
License/Certification Number:
License/Certification Expiry Date:

4. EMPLOYMENT CHECK

Not used by part time recruitment process.
5. ONBOARDING
Complete the following:

Offer Type: **Hire or Re-hire**
Pay Group: **ACD**
Offer Approval Type: **DH**
Onboarding Form: **Base New Employee Data Form**
Onboarding Portal: **DH Onboarding Portal**
Onboarding workflow: **DH – Faculty Temp, Limited Reporter**
Reports to: **Dean**
Onboarding delegate: **HR Staff**

<table>
<thead>
<tr>
<th>Offer Type:</th>
<th>Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Group:</td>
<td>Academic Calendar (ACD)</td>
</tr>
<tr>
<td>Offer Approval Type:</td>
<td>DH</td>
</tr>
<tr>
<td>Onboarding Form:</td>
<td>Base New Employee Data Form</td>
</tr>
<tr>
<td>Onboarding Portal:</td>
<td>DH Onboarding Portal</td>
</tr>
<tr>
<td>Onboarding workflow:</td>
<td>DH - Faculty Temp, Limited Reporter</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Mitchell Avila</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:mitchavila@csudh.edu">mitchavila@csudh.edu</a></td>
</tr>
<tr>
<td>Onboarding delegate:</td>
<td>Adrene Gutierrez</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:agutierrez@csudh.edu">agutierrez@csudh.edu</a></td>
</tr>
</tbody>
</table>
PREPARE OFFER – create offer

1. OFFER PROGRESS

Not used by part time recruitment process.

![Offer Progress Table]

2. OFFER DOCUMENTS

This function attaches the welcome letter to the offer.

Click on **Merge Document**
PREPARE OFFER – CREATE OFFER

1. OFFER DOCUMENTS

Save Offer Card – Click OK

Documents attached to the offer appear in the section below.

<table>
<thead>
<tr>
<th>Document</th>
<th>Date</th>
<th>Size</th>
<th>Category</th>
</tr>
</thead>
</table>

Document library:

- 1 - EEO Report Templates (3)
- 2 - Selection Reports (0)
- BASE Documents (2)
- CO - Chancellor's Office (3)
- DH-Dominguez Hills (2)
- FL-Fullerton (4)
- FR-Fresno (3)
- LA-Los Angeles (1)
- LB-Lomita Beach (5)

This site says...

To perform this action the offer card must first be saved.

Do you want to save the offer card now?

[OK]  [Cancel]

2. OFFER DOCUMENTS

Select Document. Click Merge.
Document merge - PageUp People - Microsoft Edge

Note: Merge template documents MUST be one of the following file types:
- Rich Text Format (File extension = .rtf or .RTF)
- Microsoft Word 2010 or newer (File extension = .docx or .DOCX)

Select documents to merge:

1 - EEO Report Templates
2 - Selection Reports

BASE Documents
- Offer Letter Common Merge Fields
  - Feb 9, 2020 139Kb

BASE - Offer Letters
- Offer Letter merge field TEST
  - Mar 24, 2020 329Kb

CO - Chancellor's Office

DH - Dominguez Hills
- Faculty Appointment Letters
  - Full-Time Faculty Appointment Letter
  - Part Time Faculty Welcome Letter
  - Mar 4, 2020 429Kb
  - Dec 17, 2019 57Kb

DH - Staff MPP Appointment Letters

FL - Fullerton

EH - Chancellor

Merge Cancel
PREPARE OFFER – CREATE OFFER

1. APPLICATION DOCUMENTS
   Verify welcome letter is attached

2. OFFER CHECK: Not used by part time recruitment process.

   Offer Check
   Add a check group: Permanent Employee
   Add a check type: Police Check

APPROVE OFFER

1. APPROVE OFFER
   Complete the following:

   Originator: ARM

   Approval Process – Campus: DH-PT-APPROVAL - ONE APPROVER

   ARM: ARM or DEAN
2. **APPLICATION STATUS** - Not used by part time recruitment process.

3. **PROVISIONS** - Not used by part time recruitment process.

4. **SUBMIT APPROVAL PROCESS**

   Click – **OK** to submit approval

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**EXTEND OFFER**

1. **EXTENDED OFFER**

   Select applicant and move from **Prepare Offer** to **Offer Extended**

2. **REVIEW OFFER**

   Click **Move Now** to send email to applicant.
You are about to move Frank Buckley to a different status:

From status: Prepare Offer
To status: Offer Extended

Communication template: -- No template --

Upon moving into this status, the applicant will have the ability to approve or decline an employment offer for this job. On approving the offer, the applicant will be required to complete the Base New Employee Data Form form.

E-mail: Applicant: ☐ Yes ☐ No

Subject: Application Outcome

Message:

Dear Frank,

Congratulations on your offer for the Temporary Faculty Pool, Women's Studies position in WOMEN STUDIES - 26460 at California State University, Dominguez Hills! Please click on this link to view your conditional offer letter of employment, where you can accept electronically. Once you accept the position, you will be taken directly to the California State University, Dominguez Hills onboarding portal. As part of the recruitment process, please have your official unopened transcripts conferring your highest terminal degree submitted to the following address of:

California State University, Dominguez Hills
Coll Arts & Humanities, WOMEN STUDIES - 26460
Attn: Academic Resource Manager

Move now  Cancel
Welcome Frank

You have been made an employment offer for your Temporary Faculty Pool, Women's Studies application.
View Offer

You have been made an employment offer for your Temporary Faculty Pool, Communication application.
View Offer

Below you will find information regarding jobs to which you have applied. You may also update your profile information and/or change your password.

Incomplete applications
You have no incomplete applications.

Submitted applications
Please note that offer documents can be retrieved from within the "view application" link of the job.

- **Temporary Faculty Pool, Women's Studies (496802)**
  - **Dominguez Hills**
  - Application submitted 24 Jul 2020 at 9:26am PST
  - Current status: Offer Extended

- **Temporary Faculty Pool, Communication (496780)**
  - **Dominguez Hills**
  - Application submitted 23 Jul 2020 at 3:41pm PST
  - Current status: Offer Extended

- **Temporary Faculty Pool, English (496806)**
  - **Dominguez Hills**
  - Application submitted 8 Jun 2020 at 10:34pm PST
  - Current status: Application Received

View application
Update references