

# Offer

## Offer

The objective of this guide is how to handle Offer.

## Security Role

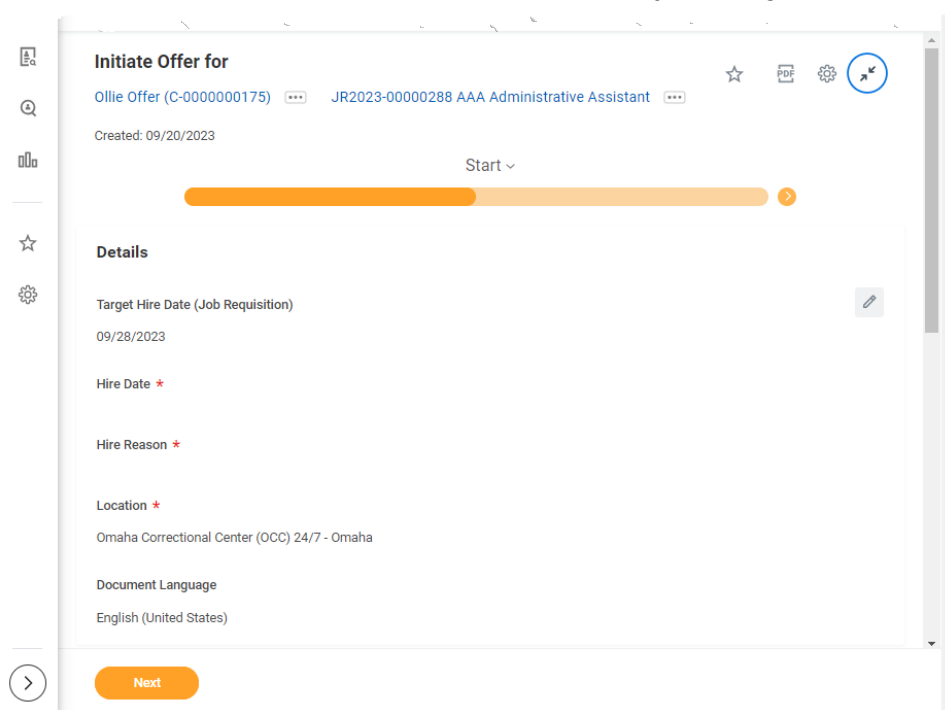
- Recruiter

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## Start the Offer Process

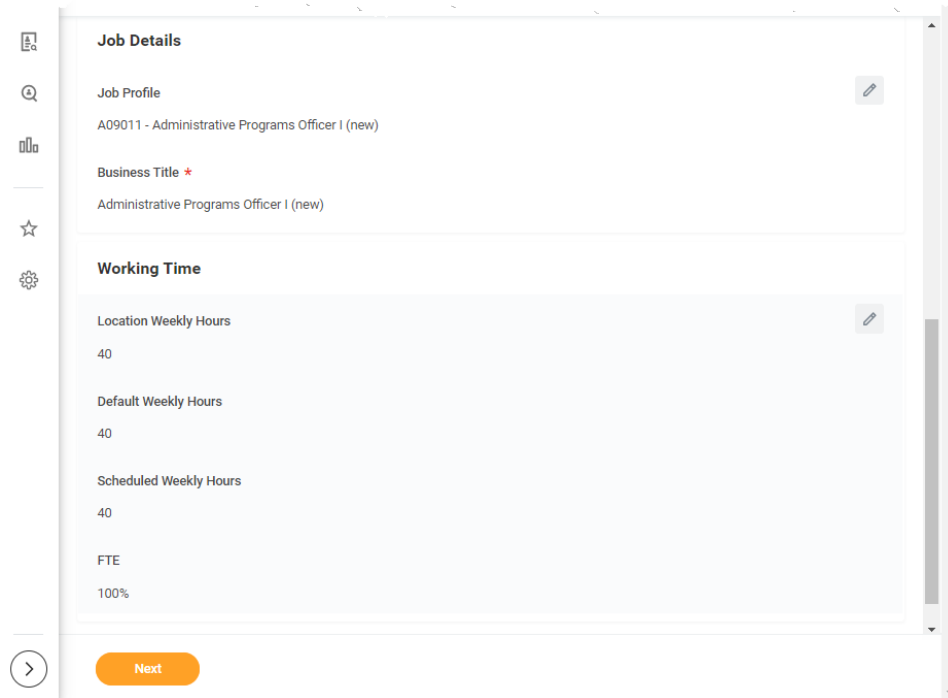
1. From your Inbox, select the **Offer** task. Review all the **Details** by clicking the Pencil Icon.



2. Enter the **Hire Date**.
  - a. Hire Date – when the person will start working.
3. Select the **Hire Reason**.
  - a. DO NOT use “Add Additional Employee Job.” This is not an option given our current systems.
4. Location.
5. Document Language.

## Offer

6. Review **Working Time** by clicking the Pencil Icon.
  - a. Change Scheduled Weekly Hours, IF NEEDED.



The screenshot shows a user interface for editing job details. On the left is a navigation sidebar with icons for home, search, list, star, and settings. The main content area is divided into two sections: 'Job Details' and 'Working Time'. The 'Job Details' section includes 'Job Profile' (A09011 - Administrative Programs Officer I (new)) and 'Business Title \*' (Administrative Programs Officer I (new)). The 'Working Time' section includes 'Location Weekly Hours' (40), 'Default Weekly Hours' (40), 'Scheduled Weekly Hours' (40), and 'FTE' (100%). Each section has a pencil icon for editing. At the bottom left is a right arrow icon, and at the bottom center is an orange 'Next' button.

**IMPORTANT NOTE:** Do not EVER change the Default Weekly Hours. Those should ALWAYS be 40. Workday calculates the FTE by dividing the Scheduled Weekly Hours by the Default Weekly Hours; if they are both the same value, the FTE still shows as 100%!

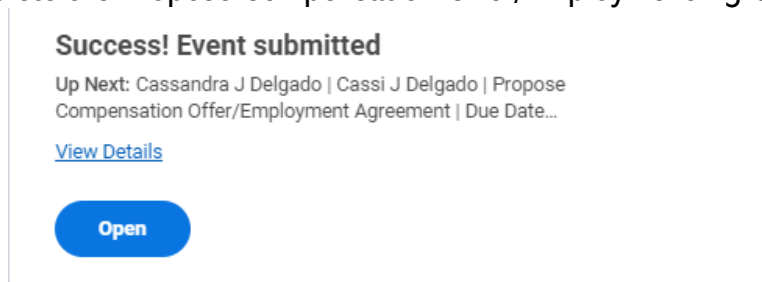
7. Select **Next**.

8. Select **Submit**.

After you Submit, you will get Success Event Submitted.

## Propose Compensation

9. Click Open to complete the Propose Compensation Offer/Employment Agreement step.



The screenshot shows a success message box with a white background and a thin border. The text reads: 'Success! Event submitted'. Below this, it says 'Up Next: Cassandra J Delgado | Cassi J Delgado | Propose Compensation Offer/Employment Agreement | Due Date...'. There is a blue link labeled 'View Details'. At the bottom is a blue rounded rectangular button with the text 'Open' in white.

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10. Review Compensation information, ensuring that everything is correct, especially the compensation (see second screenshot on next page).

The screenshot displays a web interface for managing compensation offers. On the left is a vertical sidebar with icons for a menu, document, search, bar chart, star, and settings. The main content area is titled "Propose Compensation Offer/Employment Agreement" and includes two offer entries: "Ollie Offer (C-0000000175)" and "JR2023-00000288 AAA Administrative Assistant (Open)". A PDF icon is visible below the second offer. The "Compensation" section is expanded to show three panels: "Effective Date & Reason" with an effective date of 09/18/2023; "Total Base Pay" with a value of 18.696 USD Hourly; and "Guidelines" with a range of 18.70 - 27.56 USD Hourly. Each panel has an edit icon.

**Propose Compensation Offer/Employment Agreement**

Ollie Offer (C-0000000175) ⋮

JR2023-00000288 AAA Administrative Assistant (Open) ⋮

PDF

**Compensation**

**Effective Date & Reason**

Effective Date ✎

09/18/2023

**Total Base Pay**

Total Base Pay

● 18.696 USD Hourly added

**Guidelines**

Total Base Pay Range ✎

● 18.70 - 27.56 USD Hourly added

Compensation Package

# Offer

## 11. Verify Compensation ...

Compensation Package

- All State Employees Compensation Package added

Grade

- A09011 added

Grade Profile

(empty)

Step

(empty)

Progression Start Date

(empty)

**Salary**

Assignment Details ✕ ✎

- 18.696 USD Hourly added

Plan Name

- Hourly Plan added

Effective Date

- 09/18/2023 added

Add

> Submit Save for Later Close

12. If the position into which you are hiring the person will have either a Salary Exempt or Salary Non-Exempt Pay Rate Type, and your agency uses Annual salaries, BE SURE TO
  - a. Click the "X" to the right of the Hourly Plan plan assignment.
  - b. Click Add.
  - c. In the Plan Name, select Salary Plan.
  - d. Enter the Annual Rate in the Amount field.
  - e. Make sure that the Frequency shows Annual.
13. The Salary Plan plan assignment CAN ONLY BE USED for Workers who are Full time. If a person is Part time, you must use an Hourly \*\*\* Pay Rate Type and the Hourly Plan plan assignment.
14. You should make sure that a person has one, and only one, Plan Assignment!
15. Click Submit.

## Generate Offer Letter

16. From your Workday Inbox, select the Offer Letter item, then click Review to Generate Offer Document.
17. Review Offer document (see screenshot on next page).
  - a. Add text, if appropriate, where there is Red text.

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- i. For example, where it says, "{Enter Agency Director Name Here}," type the name of your Agency Director.
- b. Delete **Red** text, where appropriate.
  - i. For example, in the Compensation section, where it says the following, remove the line that says {select one}, then remove the "incorrect" line for your agency.
    - (1) {select one}
      - (a) You will be paid on a biweekly basis every other Wednesday.
      - (b) You will be paid on a monthly basis.

### 18. Select **Submit**.

**Standard Offer Letter Template** Source: Offer

09/14/2023

Pam Beesly  
888 Office Blvd  
Lincoln, Nebraska 68508

Dear Pam,

We would like to formally offer you the Professional Engineer III (new) position with the Environment and Energy - Agency 84 effective 10/02/2023. We know that your talents and skills will help grow the State of Nebraska and this position will be a rewarding career opportunity for you. The following information details the conditions of your employment.

You will receive additional communication regarding where to report on your first day. Additionally, you are responsible for completing all new hire paperwork requirements, including presenting identification documentation for Form I-9 on your first day of employment. Form I-9 instructions, including application identification types, can be reviewed on the USCIS Website: <https://www.uscis.gov/i-9>

**Conditions of Employment**

Position: Professional Engineer III (new)

Job Responsibilities: Test

Work Location: Fallbrook Office Building - Lincoln

Work Shift:

Leadership: This position is directly supervised by Shelley A Schneider. The Director of the agency is {Enter Agency Director Name Here}.

Compensation:  
Your hourly rate of pay for this position is \$38.63 per hour.

### 19. Upon clicking Submit, the Offer Letter is sent to the **Applicant**.

The Candidate will have to log in to the Career Site to

20. Accept the Offer.

21. Input Social Security Number.

22. Enter Personal Information.

Position has been accepted by the Candidate!