



Creating a Salaried Job Offer

Key Information:

[Employment Appointment Checklists](#)

[OMNI Recruiting Training Guides](#)

[Payroll Deadlines for Smart Onboarding Actions](#)

[Smart Onboarding Website](#)

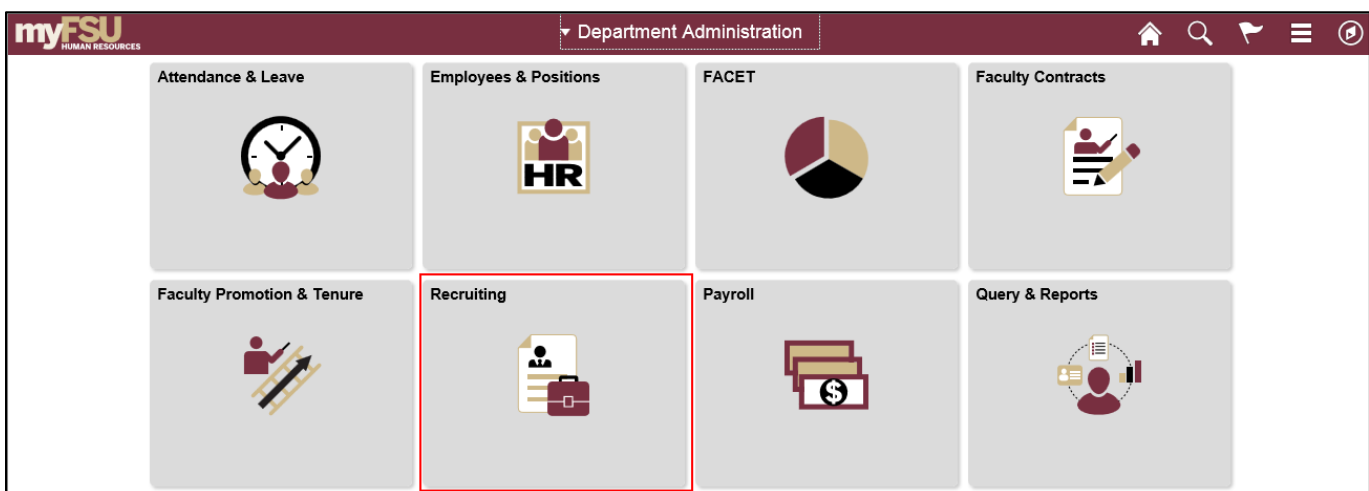
Required Role: **FSU_SS_MANAGER**

Creating a Salaried Job Offer Process:

In this topic, you will learn the steps to create a Salaried Faculty or Staff (A&P or USPS) job offer once a top candidate has been identified. A job offer is input after the department has entered interview evaluations and disposition codes, taken steps to [confirm a top candidate's qualifications](#), completed the pre-employment checklist, obtained approval for the salary, and discussed the anticipated start date and hiring salary with the candidate.

At this stage, although you are entering a job offer in OMNI, a *formal* job offer should not be made. This is because the Smart Onboarding processes, to include a criminal history background check, have yet to be completed.

Step	Action
1.	Click the Recruiting tile.



Step	Action
2.	Click the Search Job Openings tab.

Department Administration Recruiting

Search Job Openings

Search Job Openings

Recruiting Home | Create Job Opening

Search Criteria

Job Posting Title

Job Opening ID

Status Open

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search Clear

Step	Action
3.	Enter the desired Job Opening ID . Click the Search button.

Search

Department Administration Recruiting

Search Job Openings

Search Job Openings

Recruiting Home | Create Job Opening

Search Criteria

Job Posting Title

Job Opening ID

Status Open

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search Clear

Step	Action
4.	Select the appropriate Job Opening link.

Search Job Openings

[Recruiting Home](#) | [Create Job Opening](#)

Search Criteria ?

1 Results Found

Search Results ? Personalize | Find | View All | | First 1 of 1 Last

Job Opening	Job ID	Status	Type	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Created
SRA Accounting Coordinator I	43667	Open	Standard Requisition	Tallahassee, FL	1	1	5		06/05/2018

▼ Group Actions

Step	Action
5.	Click the Other Actions dropdown list across from the top candidate's name. ▼ Other Actions

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#) Personalize

Job Opening ID 43667 Status 010 Open
 Job Posting Title SRA Accounting Coordinator I Business Unit FSU01 (FSU Business Unit)
 Job Code 9500 (Grants Accounting Coordinator) Department 220000 (Sponsored Rsch Administration)
 Position Number 00062308 (SRA Accounting Coordinator I) Job Family BUDGET (Budget & Financial Services)

Applicants | Activity & Attachments | Details

All (6)	Applied (6)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
---------	-------------	------------	-----------	---------------	-----------	----------	----------	------------

Applicants ? Personalize | Find | View All | | First 1-6 of 6 Last

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	
<input type="checkbox"/>	Testing Testing	632498	N	07/05/2018 11:51AM	External	010-Appl					▼ Other Actions
<input type="checkbox"/>			N	06/07/2018 4:45PM	External	010-Appl					▼ Other Actions
<input type="checkbox"/>			N	06/07/2018 3:12PM	Employee	010-Appl					▼ Other Actions
<input type="checkbox"/>			N	06/08/2018 9:46AM	External	010-Appl					▼ Other Actions
<input type="checkbox"/>			N	06/08/2018 8:46AM	External	010-Appl					▼ Other Actions
<input type="checkbox"/>			N	06/07/2018 9:12PM	External	010-Appl					▼ Other Actions

Select All Deselect All ▼ Group Actions

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#) Top of Page

Step	Action
6.	Click the Recruiting Actions dropdown list > Prepare/View Job Offer item.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Refresh | Add Note | Print Job Opening Personalize

Job Opening ID 43667 Status 010 Open
 Job Posting Title SRA Accounting Coordinator I Business Unit FSU01 (FSU Business Unit)
 Job Code 9500 (Grants Accounting Coordinator) Department 220000 (Sponsored Rsch Administration)
 Position Number 00062308 (SRA Accounting Coordinator I) Job Family BUDGET (Budget & Financial Services)

Applicants | Activity & Attachments | Details

All (6)	Applied (6)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Applicants ? Personalize | Find | View All | First | 1-6 of 6 | Last

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Testing Testing	632498	N	07/05/2018 11:51AM	External	010-AppI					<ul style="list-style-type: none"> Other Actions Recruiting Actions Applicant Actions Other Actions
<input type="checkbox"/>			N	06/07/2018 4:45PM	External	010-AppI					<ul style="list-style-type: none"> Other Actions Other Actions
<input type="checkbox"/>			N	06/07/2018 3:12PM	Employee	010-AppI					<ul style="list-style-type: none"> Other Actions
<input type="checkbox"/>			N	06/08/2018 9:46AM	External	010-AppI					<ul style="list-style-type: none"> Other Actions
<input type="checkbox"/>			N	06/08/2018 8:46AM	External	010-AppI					<ul style="list-style-type: none"> Other Actions
<input type="checkbox"/>			N	06/07/2018 9:12PM	External	010-AppI					<ul style="list-style-type: none"> Other Actions

Select All Deselect All Group Actions

Return | Recruiting Home | Search Job Openings | Create New | Refresh | Add Note | Print Job Opening Top of Page

Recruiting Actions

- Create Interview Evaluation
- Prepare / View Job Offer**
- View / Edit Application Details
- RECRUITER ONLY - Edit Disposition

Step	Action
7.	Begin on the Offer Details tab.

< Manage Job Opening

Prepare Job Offer

Return | Recruiting Home

Posting Title SRA Accounting Coordinator I
 Job Opening Status 010 Open
 Job Title Grants Accounting Coordinator
 Applicant Name Testing Testing

Offer Details ?

Offer Details | Background Check | Outside Recruiting

Job Opening 43667 SRA Accounting Coordinator I
 Position Number 00062308 SRA Accounting Coordinator I
 Job Code 9500 Grants Accounting Coordinator

Recruiter

Status 006 Pending Approval
 Reason

Created By

Step	Action
8.	Navigate to the Job Offer Components section. Click the Component dropdown list. Click the Base Salary Offer Component item.

The screenshot shows the 'Job Offer Components' form. The '*Component' dropdown menu is open, and 'Base Salary Offer Component' is highlighted in blue. Other options visible include 'Salary Market Analysis'. The form also has fields for '*Offer Amount', 'Currency', and 'Frequency'.

Step	Action
9.	Enter the appropriate approved Offer Amount . For Salaried positions, the Offer Amount must be entered at an annual rate. Note: Even if the position is part-time, you must enter the annual salary at the full-time rate. The system will calculate the salary based on the weekly hours entered and display accordingly for the candidate in Onboarding and upon processing.

The screenshot shows the 'Job Offer Components' form. The '*Offer Amount' field is highlighted with a red box and contains the value '46,000.00'. The '*Component' dropdown is set to 'Base Salary Offer Comp' and the 'Currency' is set to 'USD'. An 'Add Offer Component' button is visible below the form.

Step	Action
10.	Click the Frequency dropdown list. For USPS/A&P positions, select 26.1 . For Faculty positions, select the appropriate frequency based on if the position is 9 month (19.5) or 12 month (26.1) faculty.

The screenshot shows the 'Job Offer Components' form. The 'Frequency' dropdown menu is open, and '26.1' is highlighted in blue. Other options in the dropdown include '19.5', '21.4', and 'Hourly'. Below the form, there is a 'Salary Market Analysis' section with a table showing salary ranges for different quartiles.

Minimum	Quartile 2	Quartile 3	Quartile 4
\$45,000.00	\$45,000.00	\$47,487.47	\$50,000.00

Employee Ranking by Job Code

Step	Action
11.	Navigate to the Comments section. Enter relevant information pertaining to the applicant and/or job offer, such as employee ID (if a current employee), if moving from Visiting to Regular, type of appointment, etc.

Step	Action
12.	<p>Navigate to the FSU Offer – Additional Info section.</p> <p>If the selected candidate applied as an existing or former employee, the Employee Id field and number will display at the top of this section.</p> <p>The job code, location code and department will automatically populate from the job opening.</p> <p>Enter the appropriate Mail Code, or use the lookup icon to search for the desired Mail Code.</p>

FSU Offer - Additional Info					
Job Code	9500	Grants Accounting Coordinator	Location Code	03790300	STUDENT SERVICES BUILDIN0300
Department	220000	Sponsored Rsch Administration			
*Mail Code	1490	*Weekly Std Hours	*U.S. Citizen?	*Empl Class	
Pre-Mgr Approver (Optional)		*VP Approver			
*Originator Telephone	850				
FSU Funding					
	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1					
Calc Period Amt					

Step	Action
13.	Enter the appropriate Weekly Std Hours .

FSU Offer - Additional Info

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300
 Department 220000 Sponsored Rsch Administration

*Mail Code 1490 *Weekly Std Hours *U.S. Citizen? *Empl Class

Pre-Mgr Approver (Optional) *VP Approver

*Originator Telephone 850

FSU Funding Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Calc Period Amt

Step	Action
14.	Click the U.S. Citizen? dropdown list. <input type="text"/> Select the appropriate U.S. Citizen status. If unsure, select “yes”, as candidate will identify citizenship status later during the Onboarding process.

FSU Offer - Additional Info

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300
 Department 220000 Sponsored Rsch Administration

*Mail Code 1490 *Weekly Std Hours *U.S. Citizen? *Empl Class

Pre-Mgr Approver (Optional) *VP Approver

*Originator Telephone 850

FSU Funding Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Calc Period Amt

Step	Action
15.	Select the appropriate Empl Class dropdown list item. Note: Unless appointing in Temporary or Emergency status, select “Probation” as the Empl Class for USPS new hires <i>and</i> USPS internal hires who have not previously served a probationary period in the job code.

Find | View All

Emergency
 Emeritus
 Honorary
 ICA
 Joint Coll
 MCF
 OPS
 PCF
 Phone
 Post Doc
 Probation
 Provision
 RCF
 Regular
 Research
 Temporary
 Trainee
 V Lieu Adj
 Visiting
 Vstg Schlr

Business Unit FSU01 Save as Draft

Offer Date 07/05/2018 Submit for Approval

Applicant Type External Applicant Add Revised Offer

Preferred Contact Not Specified Delete Offer

Edit Offer

Offer Attachments ?

No attachments have been added to this offer.

Approval Attachments

FSU Offer - Additional Info

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SE 0300

Department 220000 Sponsored Rsch Administration

*Mail Code *Weekly Std Hours *U.S. Citizen? ***Empl Class**

Pre-Mgr Approver (Optional) *VP Approver

*Originator Telephone

FSU Funding Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calc Period Amt

Step	Action
16.	The Pre-Mgr Approver field is optional. Use the lookup button to search and select for a Pre-Mgr Approver , if desired.

FSU Offer - Additional Info

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300
 Department 220000 Sponsored Rsch Administration

*Mail Code 1490 *Weekly Std Hours 40 *U.S. Citizen? Yes *Empl Class Regular

Pre-Mgr Approver (Optional) *VP Approver

*Originator Telephone 850

FSU Funding Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calc Period Amt

Step	Action
17.	Use the lookup button to search and select the appropriate VP Approver for your Division.

FSU Offer - Additional Info

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300
 Department 220000 Sponsored Rsch Administration

*Mail Code 1490 *Weekly Std Hours 40.00 *U.S. Citizen? Yes *Empl Class Regular

Pre-Mgr Approver (Optional) *VP Approver

*Originator Telephone 850

FSU Funding Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calc Period Amt

Step	Action
18.	Enter the Begin Date . Start dates should be 2 - 3 weeks out to allow time for approvals, Smart Onboarding completion, and background check completion. Reference Payroll Deadlines for Smart Onboarding Actions.

FSU Offer - Additional Info

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300
 Department 220000 Sponsored Rsch Administration

*Mail Code 1490 *Weekly Std Hours 40.00 *U.S. Citizen? Yes *Empl Class Regular
 Pre-Mgr Approver (Optional) *VP Approver
 *Originator Telephone 850

FSU Funding Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	07/13/2018				

Calc Period Amt

Step	Action
19.	Enter the appropriate information into the Percent of Distribution field. If the position is funded by multiple funding sources, click the plus sign to add additional funding information. Note: The total Percent of Distribution must equal 100%.

FSU Offer - Additional Info

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300
 Department 220000 Sponsored Rsch Administration

*Mail Code 1490 *Weekly Std Hours 40.00 *U.S. Citizen? Yes *Empl Class Regular
 Pre-Mgr Approver (Optional) *VP Approver
 *Originator Telephone 850

FSU Funding Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	07/13/2018	100			

Calc Period Amt

Step	Action
20.	Enter the appropriate funding Combo Code or use the lookup icon to search for the desired funding Combo Code. Salaried job offers must have an "S" in the code.

FSU Offer - Additional Info

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300
 Department 220000 Sponsored Rsch Administration

*Mail Code 1490 *Weekly Std Hours 40.00 *U.S. Citizen? Yes *Empl Class Regular
 Pre-Mgr Approver (Optional) *VP Approver
 *Originator Telephone 850

FSU Funding Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	07/13/2018	100.000			

Calc Period Amt

Step	Action
21.	Enter the appropriate Funding End Date . The funding end date of "01/01/9999" may be used for E&G funded appointments. A specific funding end date must be included on job offers that are Time-Limited, soft money funded, appointments with temporary statuses, etc.

FSU Offer - Additional Info

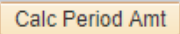
Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300
 Department 220000 Sponsored Rsch Administration

*Mail Code 1490 *Weekly Std Hours 40.00 *U.S. Citizen? Yes *Empl Class Regular
 Pre-Mgr Approver (Optional) *VP Approver
 *Originator Telephone 850

FSU Funding Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	07/13/2018	100.000		08/06/2018	

Calc Period Amt

Step	Action
22.	Click the Calc Period Amt button to calculate the Total Budget Amount. 

FSU Offer - Additional Info

Job Code 9500 Grants Accounting Coordinator Location Code 03790300 STUDENT SERVICES BUILDIN0300
 Department 220000 Sponsored Rsch Administration


*Mail Code *Weekly Std Hours *U.S. Citizen? *Empl Class

Pre-Mgr Approver (Optional) *VP Approver

*Originator Telephone

FSU Funding Personalize | Find | First 1 of 1 Last

	Begin Date	*Percent of Distribution	*Combination Code	Funding End Date	Total Budget Amount
1	<input type="text" value="07/13/2018"/>	<input type="text" value="100.000"/>	<input type="text"/>	<input type="text" value="08/06/2018"/>	\$2,996.168582



Step	Action
23.	If a Salary/Appointment Explanation Form is required for the offer, click Save as Draft > Edit Offer > Approval Attachments to locate and attach the endorsed document. Do this before submitting the job offer.

Offer Attachments ?

No attachments have been added to this offer.

Approval Attachments

Step	Action
24.	Navigate to the Background Check tab.

[< Manage Job Opening](#)

Prepare Job Offer

[Return](#) | [Recruiting Home](#)

Posting Title SRA Accounting Coordinator I
Job Opening Status 010 Open
Job Title Grants Accounting Coordinator
Applicant Name Testing Testing

Offer Details ?

Offer Details

Background Check

Outside Recruiting

Job Opening 43667 SRA Accounting Coordinator I
Position Number 00062308 SRA Accounting Coordinator I
Job Code 9500 Grants Accounting Coordinator
Recruiter
Status 006 Pending Approval
Reason v
Created By

Step	Action
25.	Enter a Description of Duties for the appointment, or state “Refer to Job Opening.”. Enter comments as needed.

[< Manage Job Opening](#)

Prepare Job Offer

[Return](#) | [Recruiting Home](#)

Posting Title SRA Accounting Coordinator I **Job Opening ID** 43667
Job Opening Status 010 Open **Business Unit** FSU Business Unit
Job Title Grants Accounting Coordinator **Position Number** SRA Accounting Coordinator I
Applicant Name Testing Testing **Applicant ID** 632498

Offer Details ?

Offer Details

Background Check

Outside Recruiting

Level of Background Check Required: BG01, Standard Criminal History Background Check

Budget Manager **Purchase Order #**

Budget Manager Email **Line #**

Description of Duties/Comments

Step	Action
26.	<p>Confirm the Budget Manager and Budget Manager Email is displaying correctly. Enter or look up a valid Purchase Order # or enter a valid Foundation Fund # to pay for the background check. The Line # will generate based on purchase order selected.</p> <p>Note: The appropriate Level of Background Check Required will automatically populate from the Job Opening.</p>

Step	Action
27.	Navigate to the Outside Recruiting tab.

Step	Action
28.	<p>You will be prompted to answer two main questions:</p> <ol style="list-style-type: none"> 1. Was the vacancy/position advertised outside of OMNI? <ol style="list-style-type: none"> i. If yes, you must list the external advertising sources in the box and keep a copy of those ads in department's recruitment records. 2. For salaried positions, were applications, CVs, or resumes received outside of OMNI? <ol style="list-style-type: none"> i. If yes, EEO solicitation must be completed, and an Applicant Flow Log uploaded to the Activities & Attachments tab of the job opening.

Offer Details | Background Check | **Outside Recruiting**

1. Was the vacancy/position advertised outside of OMNI?

NO

If Yes, what were the external advertisement sources?

254 characters remaining
If Yes, the department must retain a copy in their records.

2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?

NO

If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.

Step	Action
29.	Click the Save as Draft button to save for later, or the Submit for Approval button to submit the job offer.

< Manage Job Opening

Prepare Job Offer

[Return](#) | [Recruiting Home](#) [Personalize](#)

Posting Title SRA Accounting Coordinator I Job Opening Status 010 Open Job Title Grants Accounting Coordinator Applicant Name Testing Testing	Job Opening ID 43667 Business Unit FSU Business Unit Position Number SRA Accounting Coordinator I Applicant ID 632498
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Offer Details [Find](#) | [View All](#)

Offer Details | Background Check | **Outside Recruiting**

1. Was the vacancy/position advertised outside of OMNI?

NO

If Yes, what were the external advertisement sources?

254 characters remaining
If Yes, the department must retain a copy in their records.

2. For salaried positions, were applications, CV's, or resumes received outside of OMNI?

NO

If Yes, ensure EEO solicitation has been completed and upload an Applicant Flow Log for all candidates on the Activities & Attachments tab of the job opening in OMNI.

Save as Draft

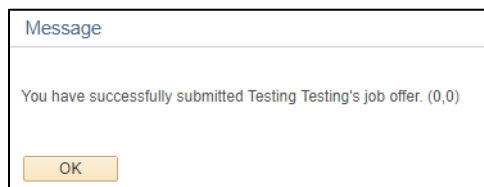
Submit for Approval

Add Revised Offer

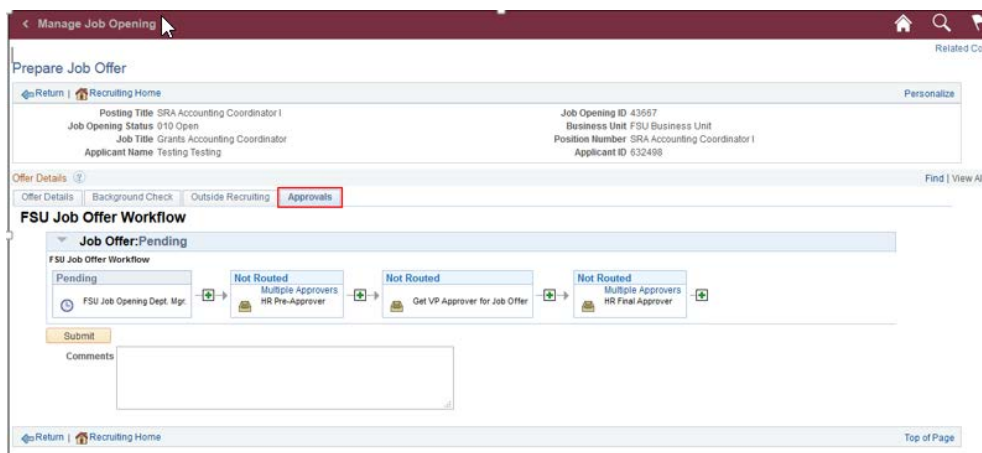
Delete Offer

Edit Offer

Step	Action
30.	After you have submitted the job offer, a confirmation message pops up. Click the OK button.



Step	Action
31.	<p>Navigate to the Approvals tab to review the status of the job offer in the workflow.</p> <p>To insert an additional approver, click the plus sign at the desired point, ensuring that the HR Final Approver is listed last.</p> <p>Next Steps: Once the job offer is final approved, your HR Recruiter will launch the Smart Onboarding invitation to the candidate. The candidate will receive an email with the appropriate link to complete the Onboarding process. <i>(If an Employee Id pulled into the FSU Offer – Additional Info section as described above, the candidate will utilize their FSU credentials to log in and complete the required Smart Onboarding steps.)</i></p> <p>The job offer initiator and Department Representative will also receive an email indicating that onboarding has been launched, what type of package the candidate will be completing, and tips for success.</p>



Helpful Info:	
	<p>To check the status of a job offer, go to Recruiting > Search Job Openings > across from the candidate’s name, click Other Actions > Recruiting Actions > Prepare/View Job Offer > Approvals tab.</p> <p>Editing an Offer: The edit offer button is only live during the draft job offer stage. If you need to change a submitted job offer, it must be denied by the approver so the originator may “add revised offer”. At the add revised offer step, the data will be retained and editable; however, the VP approver will need to be selected again. Be sure to click Calc Period Amount before clicking Submit for Approval.</p>

Congratulations!

You have completed this topic.

Questions on these procedures? Contact your [Assigned Recruiter](#).