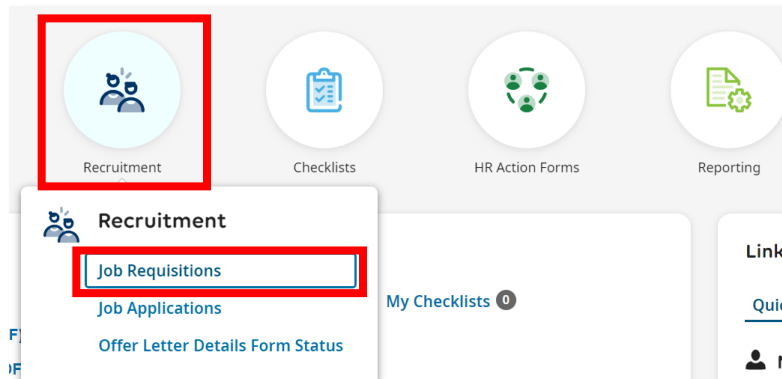


## Submitting an Offer to HR for a Current Pace Employee:

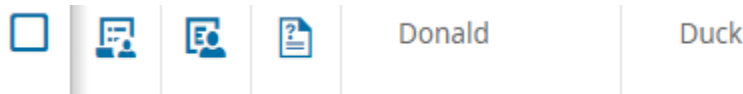
This training document is intended for managers who have identified their final candidate, who is a current Pace employee and would like to notify HR of the offer details. The below process will be used to notify HR.

To begin, login to **Pace Portal** and under the Staff tab, click on the “**UKG Ready: for Hiring Managers**” link in the Manager Resources section.

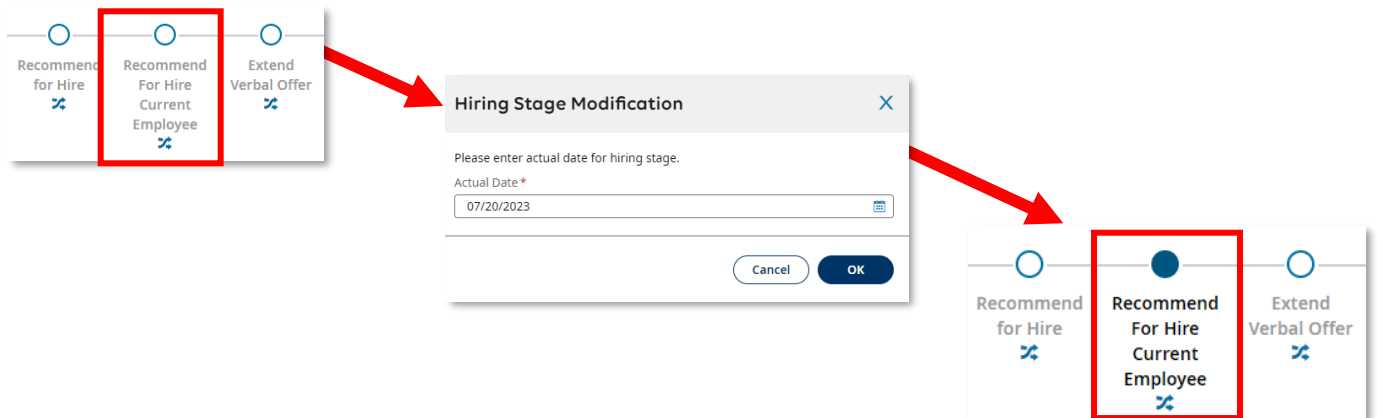
Once you have identified your final candidate, you will initiate the offer process within UKG Ready. To do so, go to your candidate’s job application by navigating to **Recruitment Icon > Job Applications** and searching for their name. Or to go to a specific posting and locate your applicant by navigating to **Recruitment Icon>Job Requisitions**.



Once you have located your candidate, click on the first icon to “**View Job Application.**”



Once on their application, click into the “**Recommend For Hire Current Employee**” bubble within the “**Hiring Stages**” section and select today’s date. Then click “**OK.**”

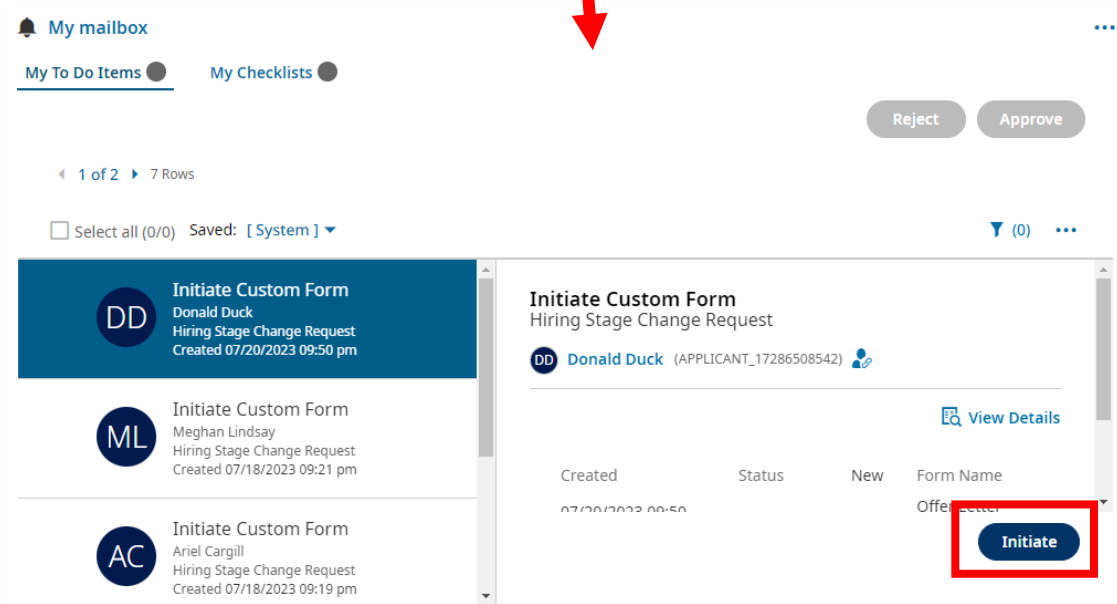
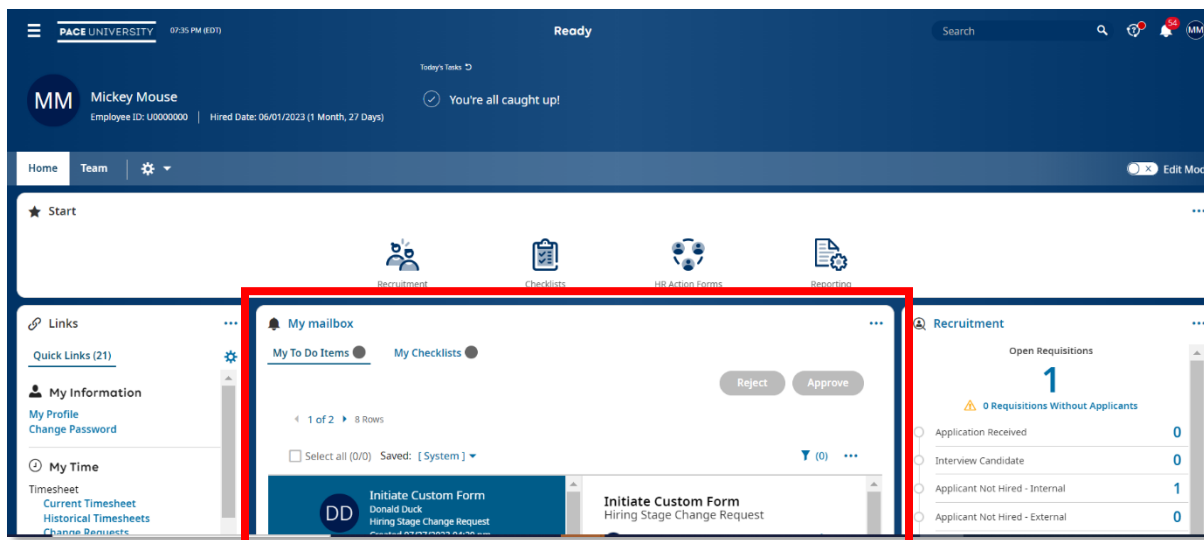


Once the candidate is moved into the **“Recommend For Hire Current Employee”** stage, you will receive an email notifying you of an action you must take to initiate a form request to HR.

Go to your homepage by clicking on the **Pace University icon** in the upper left corner.

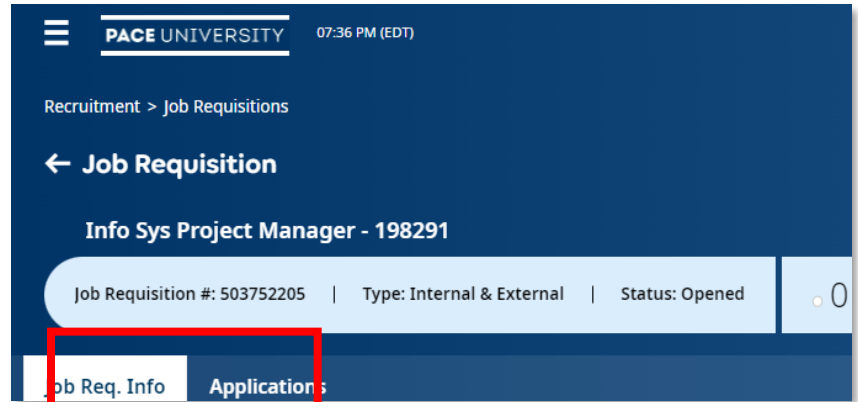


Within your mailbox in the center of your homepage you will see an action to **“Initiate Custom Form.”** Click on the **“Initiate”** button to move forward.



The “Offer Letter Details” form will appear. You must provide the following information for HR to make the offer:

1. **“Job Requisition ID”**- This is found on the Job Requisition form.
2. **“Applicant Name”**
3. **“Job Title”**
4. **“Department”**
5. **“Supervisor’s Name”**
6. **“Supervisor’s Title”**
7. **“Pay Rate”**- Amount offered should be within the budgeted range of the position.
8. **“Payment Frequency”**
9. **“New Hire Date”**- this should be the date you would like the candidate to start working. This date should start on the business day closes to the 1<sup>st</sup> or the 16<sup>th</sup> of the month to align with our pay periods.
10. **“End Date”**- this is only needed for stipend or adjunct positions.
11. **“Additional Details”**- You can provide additional information that HR might need to extend the offer in this field.
12. **“Hiring Manager”**- the person submitting this request.



Offer Letter Details

Job Requisition ID\*

Applicant Name

Job Title

Department

Supervisor's Name

Supervisor Title

Pay Rate\*  \$

Payment Frequency\*

New Hire Date\*

Employee Type

End Date (if applicable)

Additional Details (if needed)

Hiring Manager

**IMPORTANT:** Once this form is submitted, it will route to your area Budget Rep for approval and then to HR to extend the verbal offer.

To check in on the status of the offer, go to the candidate’s application and check on their “**Hiring Stages.**” Please refer to below list of Hiring Stages and their definitions.



Hiring Stage	Action
Recommend for Hire	Only assign this Hiring Stage when you are ready for HR to extend a verbal offer. This will kick off a workflow to start the offer process.
Extend Verbal Offer	You will receive a notification once has extended the offer.
BGC - Pending Candidate Completion	You will receive a notification once HR has sent the background check invitation to the applicant to complete. If the applicant remains at this stage, it means they have not provided their consent to move forward with the background check process.
BGC - Under Review	You will receive a notification once the background check process has begun and is pending.
Offer Declined	You will receive a notification if the candidate declines the offer.