

PageUp: Initiating Offer Card – Staff/MPP

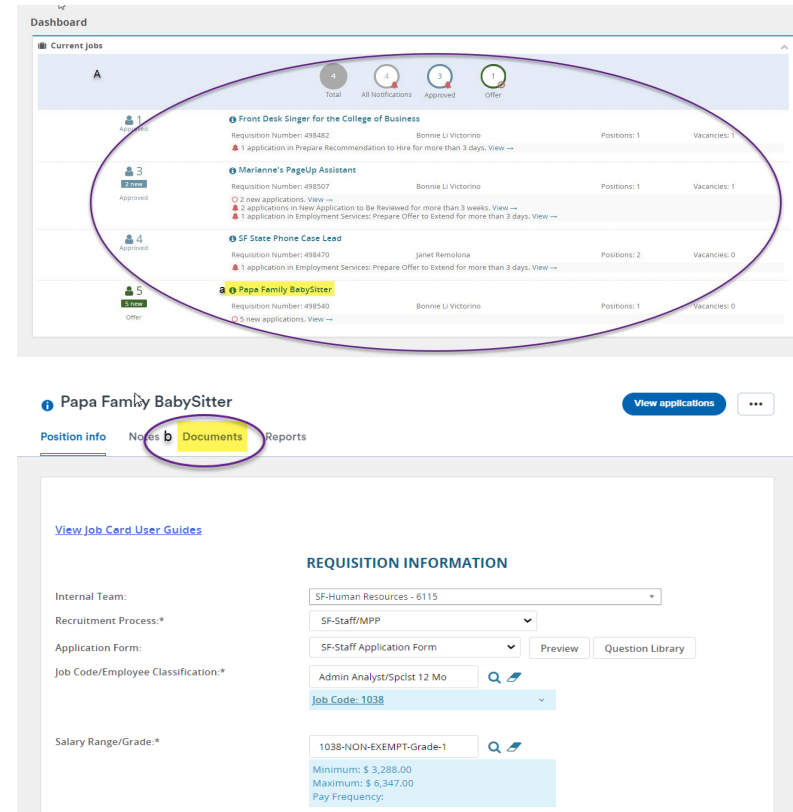
MARIANNE MANGOSING PAPA

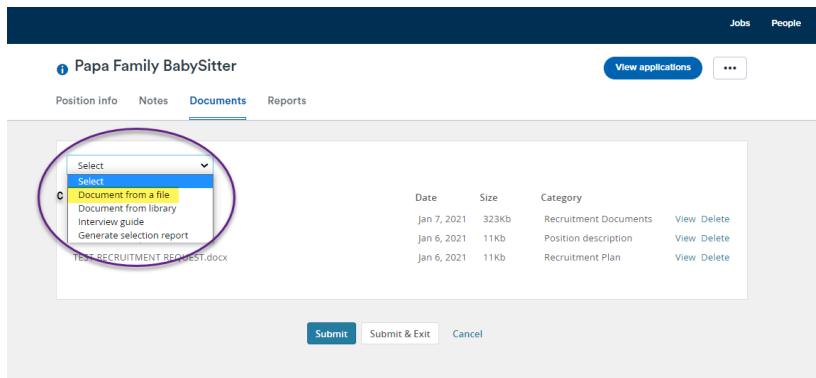
SAN FRANCISCO STATE UNIVERSITY

****Only the fields specified in this guide need to be filled out****

Log in to Page Up

- A) You will see your Dashboard → This is where you will find all the positions are you recruiting for
 - a. Once the search committee for a position has notified you that they are ready to move forward with a candidate, click on that specific job title
 - b. Click on “Documents” → Please attach all interview rating sheets (Employment Services), reference checks (can be downloaded in PageUp), and resumes (can be downloaded in PageUp) of all candidates interviewed
 - c. Select “Document from a file”

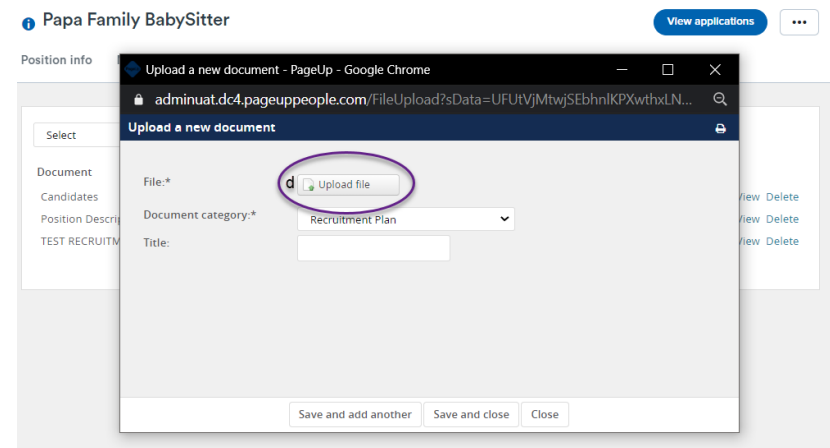


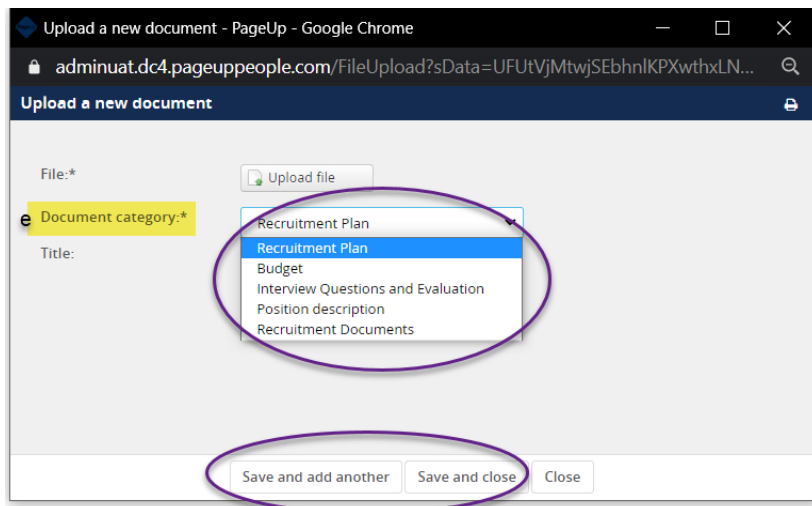


d) "Upload File" → Once you have located the file, click "Open"

e) DOCUMENT CATEGORY: Select the corresponding document category, you may provide a title

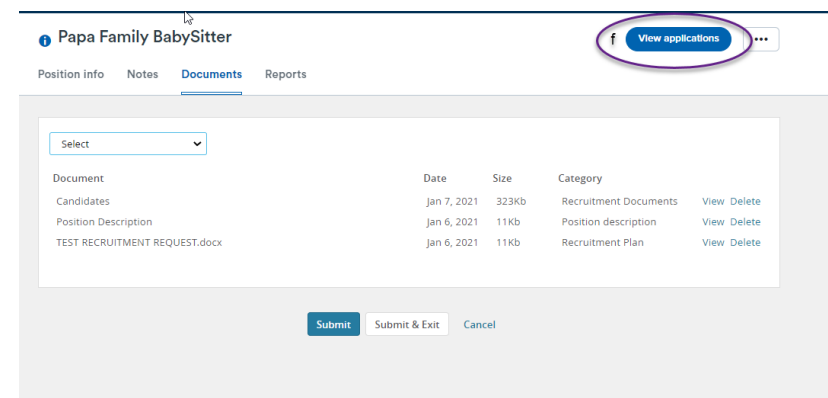
Click "Save and add another" or "Save and close"





****Click the APPLICANT NAME to open up the applicant card to start the Offer Card Process**

- f) Click “View Applications” to view applications for the position
- g) NEW APPLICATION TO BE REVIEWED: Current applicant status
- h) RESUME/CV: Click here to view the applicant’s resume/CV
- i) COVER LETTER: Click here to view the applicant’s cover letter
- j) CHANGE STATUS: Click here to change the applicant’s status
- k) PROGRESS: Click here to change the applicant’s status
- l) APPLICANT NAME: Click here to open up the applicant card



Applicant Progress Board

498507 - Marianne's PageUp Assistant Status: Approved Position: 1 Owner: Janet Remolona View job

Quick filters

- Statuses with Applications
- Shortlisted Applicants
- Current Application Statuses
- Internal Applications
- Flags

Application status Select all

- New Application to Be Reviewed (2)
- Search Committee: Reviewed 9.3 Ap... (0)
- Search Committee: Applications Revi... (0)
- Invite for Interview (0)
- Interview Accepted (0)
- Interview Declined (0)
- Invite for Additional Interview (0)
- Additional Interview Accepted (0)

New Application to Be Reviewed 2

Rihanna Singer
Richmond
Marianne's Assistant
Form Resume/CV Cover letter
Idle for more than 30 days
Change status Progress ...

Stephen Blecha
South San Francisco
Associate Director of Employment S...
Form Resume/CV
Change status Progress ...

Employment Services: Prepare Offer L... 1

Ario Papa
Richmond
Marianne's Assistant
Form Resume/CV Cover letter
Idle for more than 30 days
Change status Progress ...

m) This email is sent out to the search committee and the department liaison that references have been completed and an offer card will be submitted to Employment Services for an offer

Change application status

- New Application to Be Reviewed
- Search Committee: Reviewed 9.3 Applicants
- Search Committee: Applications Reviewed
- Invite for Interview
- Interview Accepted
- Interview Declined
- Invite for Additional Interview
- Additional Interview Accepted
- Additional Interview Declined
- Reference Check Initiated
- Prepare Recommendation to Hire**
- Employment Services: Prepare Offer to Extend
- Offer Extended
- Offer Accepted
- Background Check Initiated
- SF State ID
- Hired
- Offer Declined
- Offer Rescinded
- New Employee Orientation

Click here to initiate the offer card

Submit **Next >** Cancel

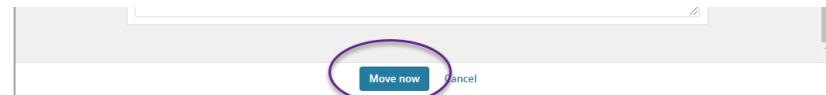
- 5) END DATE IF APPLICABLE: select the proposed end date, usually used for temporary positions
- 6) PROBATION END DATE: Select the proposed end date, usually the date is one year from date of hire
- 7) FTE: Confirm FTE
- 8) HOURS PER WEEK: Confirm hours per week
- 9) FLSA STATUS: Select the appropriate FLSA status based on the position

An “Offer Card” will open → The first four boxes will be general information about the applicant and the position

Scroll down to position details

- 1) JOB CODE/EMPLOYEE CLASS: Confirm Job Code
- 2) AUXILIARY HIRE: No
- 3) HIRING TYPE: Select the appropriate hiring type based on the position
- 4) START DATE: Select the proposed start date of the candidate

Scroll to the bottom of the page and click “Move Now”



POSITION DETAILS

1 Job Code/Employee Class: Admin Analyst/Spclst 12 Mo
Job Code: 1038

2 Auxiliary Hire: Yes No
Selecting 'Yes' will exclude this new hire from the PeopleSoft integration file.

3 Hiring Type: Probationary
Start date: *
End date if applicable:
Probation End Date:
FTE:

4 Start date: * Jan 11, 2021

5 End date if applicable:

6 Probation End Date: Jan 10, 2022

7 FTE: 1.000000

8 Hours Per Week: 40.00

9 FLSA Status: Non-Exempt
Union:
Union Language:
Mandated Reporter: Limited - The person holding this position is considered a limited mandated report...

14) CONFLICT OF INTEREST: Select whether or not this is a designated position

15) CONCURRENT HIRE: No

16) REHIRED ANNUITANT: No

Scroll down to Salary and Compensation

17) BASE PAY RATE: Type in the proposed salary for the candidate

18) UNIT BASE: Select the correct rate

10) UNION: Select the correct bargaining union

11) MANDATED REPORTER: Select the appropriate Mandated Reporter category based off the of position

12) NCAA: No (For Athletics positions, this is YES)

13) SENSITIVE POSITION: Select whether or not this is a sensitive position

11 Mandated Reporter: Select
NCAA:
Sensitive Position: Select
Conflict of Interest: General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
Concurrent Hire: Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
Rehired Annuitant: Not mandated

12 NCAA: Yes No

13 Sensitive Position: Select

Conflict of Interest: Select

Concurrent Hire: Select

Rehired Annuitant: None
Requiring heightened scrutiny of individuals holding the position based on potential for harm to children, concerns for the safety and security of people, animals, or property, or heightened risk of financial loss to the CSU/individuals.

10 Union: Select

Union Language: Select

Managed Reporter: Academic Professionals of California (APC)
 Academic Student Employees (IAAW)
 NCAA: California Faculty Association (CFA)
 Sensitive Position: California State University Employees Union (CSUEU)
 Conflict of Interest: Confidential (C99)
 Concurrent Hire: Excluded (E99)
 Rehired Annuitant: International Union of Operating Engineers (IUOE)
 Management (MPP)

14 Conflict of Interest: Select

Concurrent Hire: Select

Rehired Annuitant: Select
A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Budget/Chart field/Account string: None

15 Concurrent Hire: Yes No

16 Rehired Annuitant: Yes No

SALARY and COMPENSATION

17 Base Pay Rate:* 3,900

18 Unit basis:* Monthly

Monthly Pay: Select

Annual salary: Annual
 Course Unit Based on Enrollment Hourly

Relocation: Daily
 Hourly

Sign on bonus: Intermittent

Other supplementary compensation: Lump Sum
 Monthly
 Number of students

19) ANNUAL SALARY: Type in the annual salary

20) BENEFITS ELIGIBLE: Click Yes or No based off of type of position

21) BENEFITS ELIGIBILITY DETAILS: Select from the drop-down based off of type of position

22) OFFER TYPE: Select "Hire"

23) PAY GROUP: Select the appropriate options based off of position

Monthly Pay:

19 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.

20 Benefits Eligible?: Yes No

21 Benefit Eligibility Details:

Auxiliary Benefits:

ONBOARDING

22 OfferType:*

Pay Group:*

Offer Approval Type:*

Onboarding Form:

Onboarding Portal:

Onboarding workflow:

Reports To:*

23 Pay Group:*

Offer Approval Type:*

Onboarding Form:

Onboarding Portal:

Onboarding workflow:

24) OFFER APPROVAL TYPE: Select "SF"

25) ON-BOARDING PORTAL: Select "SF Onboarding Portal"

26) ONBOARDING WORKFLOW: Select "SF-New Hire Staff/MPP"

27) REPORTS TO: Confirm reports to

28) ONBOARDING DELEGATE: Responsible for managing onboarding tasks for your new hire – Example: The person who initiated the job card or a college liaison would be in this field

29) HIRING MANAGER: Leave as is

30) APPROVAL PROCESS – CAMPUS: SF Staff Offer Approval Process

24 Offer Approval Type:*
 Onboarding Form:
 Onboarding Portal:
 Onboarding workflow:
 Reports To:*
 Onboarding delegate:

SF
 CO
 DH
 EB
 FL
 FR
 LA
 LB
 NR
 PO
 SB
 SD
 SF
 SJ
 SL
 SO
 ST

25 Onboarding Portal:
 Onboarding workflow:
 Reports To:*

Select
 Select
 None
 SF Onboarding Portal

26 Onboarding workflow:
 Reports To:*
 Onboarding delegate:

SF-New HireStaff/MPP
 None
 EB-Tenure Track Faculty Benefits
 FR-Faculty New TenTrack
 FR-Faculty-ASE
 Internal Transfer
 SB - Faculty Test Workflow
 SB-HR-MPP
 SF-New Hire Faculty
 SF-New HireStaff/MPP
 SJ-Onboarding Base (do not select)
 SL - Staff - Internal Movement - No Benefits
 TRACKER 19 TEST Workflow (Do not Use)

27 Reports To:*
 28 Onboarding delegate:

No user selected
 No user selected

29 Hiring Manager:*

Marianne Papa
 Email address: mmango@sfsu.edu

30 Approval process - Campus:
 1. Dept HR Liasion:

SF-Staff Offer Approval Process
 None
 SF-Staff Offer Approval Process
 SF-Faculty Offer Approval Process
 No user selected

31) DEPARTMENT LIASION: Add the HR department/college liasion (usually this person would be the one creating the requisition)

32) HIRING MANAGER: Add the hiring manager for the position

33) EMPLOYMENT SERVICES: Add your Employment Services analyst

34) After you click submit you will see this dialog box

** Click "OK" **

35) As the person who initiated the offer card, you will also need to make sure you hit the "APPROVE" button to initiate the offer card approval process

31 1. Dept HR Liaison:

No user selected.

32 2. Hiring Manager:

No user selected.

33 3. Employment Services:

No user selected.

Offer details

adminuat.dc4.pageuppeople.com says

You have selected the 'SF Staff Offer Approval Process' approval process.

If you continue, this approval process will be initiated immediately.

Are you sure you wish to initiate this approval process?

34 2. Hiring Manager:

3. Emp...

Position Type: Staff
Campus: San Francisco
Division: Academic Affairs

35 Save and close