

# Western PageUp

## Offers Quick Reference Guide



### Offers

This offer quick reference guide applies to permanent classified and professional staff, and executive officers. For temporary staff, tenure-track faculty and NTT faculty hires view the applicable user guide.

### Logging into Western PageUp

1. Go to <https://western.pageuppeople.com> or find the [Western PageUp – Admin](#) link on MyWestern under the Employee Tab in the Technology Tools section
2. Log in using your universal email used for Office 365 (If you are already logged in to Office 365 you will be directed directly to the Western PageUp homepage)
  - a. Sign In: [userID@wwu.edu](#) (ex: [doej@wwu.edu](#))
  - b. Password: Your universal password

### To Get Approval to Make an Offer

Once you have selected a candidate, begin the offer process by updating the applicant status:

1. From the PageUp home page, click 'Jobs' on the top menu bar
2. Locate the job in the list, you can sort the list alphabetically by clicking on the column heading
3. Click the job title to open the job
4. Click 'View applications'
5. Click on the application status (left of the applicant's name)
6. Select 'Request to Offer' from the list
7. Click 'Next'
8. Click 'Move now' and the applicant status will be changed/updated
9. Complete the 'Offer details' page, add all applicable and required information
10. Prepare the offer letter
  - a. To create an offer letter scroll down to the 'Offer Documents' section and click 'Merge Documents'
  - b. Select the relevant offer letter from the list in the 'Offer Letters' folder, and click 'Merge'

- c. The merged letter will be processed, if any information failed to merge, choose to retry or ignore if the field is not applicable to the offer. Examples of failed merge fields
    - i. OFFERENDDATE: Offer end date will be missing when hiring permanent employees
    - ii. OFFERSUPPLEMENTARY\_TEST06: Cyclical will be missing if position is not cyclical
    - iii. AGREEMENTTYPETITLE: Bargaining unit
  - d. Once merged the offer letter is finished, Human Resources will review and complete the offer letter
    - i. To download the document click "view"
11. Select an approval process from the 'Approval Process' drop-down list click here to view the approval process instructions
- a. Add approver by typing name or clicking the spyglass
  - b. Click 'Submit',
  - c. Click 'OK' to confirm and initiate the offer for approvals
12. An email is sent to the offer originator once the offer has been approved

## To Make an Offer to the Candidate

Once the Offer has been approved, the Originator of the Request to Offer form will receive an email notification. Use these steps to extend the offer online to the candidate.

**Do not manually move your candidate into offer accepted status.** The offer will need to be accepted by the candidate via the online process.

1. It is highly recommended you call the applicant to let them know you would like to make an offer and negotiate a start date and a beginning salary
2. Click 'Jobs' on the top menu bar
3. Locate the job in the list, you can sort the list alphabetically by clicking on the column heading
4. Click the job title to open the job
5. Click 'View applications'
6. Click on the application status (left of the applicant's name)
7. Select 'Online offer made'
8. Review and customize the email to the applicant
9. Click 'Move now'
10. An offer email is sent to the applicant which provides instructions on how to view/accept their offer

## Accessing the Offer Details

To see an offer that is in process or that has been approved, view the applicant's profile.

1. Click 'Jobs' on the top menu bar
2. Search job or click the job title from the list
3. Click 'View Applications'
4. Locate the applicant and click the applicant's name or click 'View application'
5. In the Applications section, click 'Offer details' or "No Offer"
6. The offer card will open
7. To add or update approvers, click 'Edit'
8. To make other changes follow the instructions below (To Update an Offer)

## To Update an Offer

When the offer details change you need to update both the 'Offer details form' and the offer letter. To locate the 'Offer detail form' follow (Accessing the Offer Details) above. To update the offer letter see step 10 above (To Get Approval to Make an Offer).

1. To change the start date
  - a. Update 'Start Date' the 'Offer details form'
  - b. Update start date on the offer letter
  - c. Attach updated letter to the Offer details form

When updating any of the following fields on the offer, the approval process will need to be canceled and re-routed:

- Appointment Percent
- If Position is Cyclic or Faculty
- Annual Salary \$
- Hourly Pay Rate if not Annual Salary \$
- Is the Job split funded with 3 or more funding strings
  - If yes, have the funding strings changed since the recruitment started
- Funding String One
  - FAST Index
  - FOAPAL or Account Code
  - Funding Percentage
- Funding String Two
  - FAST Index
  - FOAPAL or Account Code
  - Funding Percentage

2. Click 'Cancel' in the Approval Routings box at the bottom
3. Enter a reason for Offer Approval Cancellation
4. Update the 'Offer Detail Form'

5. Select an approval process from the 'Approval Process' drop-down list click here to view the approval process instructions
  - a. Add approver by typing name or clicking the spyglass
  - b. Click 'Submit',
  - c. Click 'OK' to confirm and initiate the offer for approvals
6. An email is sent to the offer originator once the offer has been approved

## **Additional Resources**

1. [PageUp Login](https://western.pageuppeople.com) – western.pageuppeople.com
2. [PageUp User Guides](https://wp.wvu.edu/dataresources/wtm) – wp.wvu.edu/dataresources/wtm
3. [Approval Routing](https://wp.wvu.edu/dataresources/approval-routings/) - https://wp.wvu.edu/dataresources/approval-routings/
4. Need more help? Contact Human Resources, Stephanie Norsby: [Stephanie.Norsby@wvu.edu](mailto:Stephanie.Norsby@wvu.edu) or 360-650-3306