Western PageUp

TT Faculty Offers Quick Reference Guide

Offers

Please review the guides provided by the Academic Budget and Administration office on their Tenure Track Hiring page.

To Get Approval to Make an Offer

1. The hiring department completes reference check on the finalist(s)

2. Department chair will consult with the College Dean and negotiate with the candidate of choice

3. Department Chair to complete Tenure Track Letter of Offer and Faculty Startup Grid

4. Follow the steps below to complete the offer in PageUp and route with attachments

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 Start the Offer Process in PageUp

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. 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

11. After the Equal Opportunity Office approves the form, begin communications of the recommended offer to the preferred candidate.

    a. Note: *Do not finalize or make the offer in PageUp at this time.*

To Complete the Offer Process in PageUp

Once a finalized offer has been negotiated by the department and preferred candidate follow these next instructions to finish the Request to Offer Approval Process before making the final offer to the candidate.

12. Navigate to the preferred candidates offer

    a. Click 'Jobs' on the top menu bar

    b. Search for the job or click the job title from the list

    c. Click 'View Applications'

    d. Locate the applicant and click the applicant's name or click 'View application'

    e. In the Applications section, click 'Offer details'

13. To Upload documents to the Offer

    a. Tenure Track Letter of Offer

        i. Scroll down to the 'Offer Documents' section and click 'Add Document'

        ii. Click 'Upload file' to select the relevant Offer Letter from your computer

        iii. Select the 'Offer Letter' Document Category

        iv. Click 'Save and add another' to save the document to the offer request

    b. Faculty Startup Grid

        i. Click 'Upload File' to select the Faculty Startup Grid from your Computer

        ii. Select the 'Internal Document' Document Category

        iii. Click 'Save and close' to save the document to the offer request

iv. Once the [Tenure Track Letter of Offer](#) and [Faculty Startup Grid](#) is attached it can be verified by approvers by clicking 'view' to the right of the document, which will download the letter for them

14. Once the Offer Details page is finalized and documents have been added, continue the approval process

15. When the offer is fully approved, the Originator on the Offer Details form will be notified

To Extend the 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. 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 'Online offer made'

7. Review and customize the email to the applicant

8. An offer email is sent to the applicant which provides instructions on how to view/accept their offer

Once the candidate accepts the Offer, they will be prompted to complete new starter paperwork and given instructions on how to complete their Form I-9 if applicable. If an I-9 is required, once completed the Supervisor will be notified the hire is eligible to work. Once all paperwork is completed by the applicant, Banner will be updated through PageUp integration, a **Personnel Action form is not required for hire**. If any changes need to be made after the candidate has accepted the Offer, contact Human Resources for next steps.

Accessing the Offer Details

If you want to see an offer that is in process or that has been approved, you must go to view the applicant's profile.

9. Click 'Jobs' on the top menu bar

10. Search job or click the job title from the list

11. Click 'View Applications'

12. Locate the applicant and click the applicant's name or click 'View application'

13. In the Applications section, click 'Offer details' or "No Offer"

14. The offer card will open

15. To add or update approvers, click 'Edit'

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:

1. *Appointment Percent*
2. *If Position is Cyclic or Faculty*
3. *Annual Salary $*
4. *Hourly Pay Rate if not Annual Salary $*
5. *Is the Job split funded with 3 or more funding strings*
    a. *If yes, have the funding strings changed since the recruitment started*
6. *Funding String One*
    a. *FAST Index*
    b. *FOAPAL or Account Code*
    c. *Funding Percentage*
7. *Funding String Two*
    a. *FAST Index*
    b. *FOAPAL or Account Code*
    c. *Funding Percentage*

2. Click 'Cancel' in the Approval Routings box at the bottom

3. Enter a reason for Offer Approval Cancelation

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