SUPPLEMENTAL PAY HIRING PROPOSAL INSTRUCTIONS

These instructions apply to Supplemental Pay Hiring Proposals ONLY!

POSITION INFORMATION

Requisition Number: The information is pulled directly from the requisition. No changes can be made.

Other Title Information: The information is pulled directly from the requisition. No changes can be made.

Academic Rank/Position Title: The information is pulled directly from the requisition. No changes can be made.

Employee Class: This information is pulled directly from the requisition. No changes can be made.

Employment Type: OAA will complete this section.

Composite FTE: This information is pulled directly from the requisition. No changes can be made.

CANDIDATE INFORMATION

First Name: This information is pulled directly from the system. No changes can be made.

Last Name: This information is pulled directly from the system. No changes can be made.

Highest Degree Earned: Choose the CORRECT highest degree earned from the drop down box. If you are unsure of the exact degree type, please contact the applicant to verify. The degree you have selected should match the degree on the transcript. If a degree type is not included in the drop down list, please contact OAA so that it can be added.

Year Degree Earned: Choose the year the degree was earned from the drop down box.

Discipline: Type in the discipline associated with the highest degree earned. This information must match the transcript details.

University: Type in the University from which the highest degree was earned. Please type the complete name of the University. (Example: The University of Alabama. Do not type UA as that could be Alabama, Arkansas, Alaska, etc…)

HIRING DETAILS

Hiring Proposal Number: This number is generated by the system once the hiring proposal has been submitted for approval.

Academic Rank/Position Title: Select the appropriate Rank/Position Title from the drop down box. This title should match the title included in the Position Information section of this screen.

Expected Begin Date of Appointment: This date must match the start date on both the PA form and the offer letter. As a general rule, fall appointments begin 8/16/20xx and spring appointments begin 1/1/20xx. Summer/Interim appointment dates change from year to year. Please contact your budget director for the appropriate summer/interim dates.

Recommended Salary: Type in the salary amount from the approved supplemental pay form. This salary should match the salary on the PA.

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Recommended Salary (Req Info): The salary information from the Requisition is automatically loaded into this box.

Years Credit Toward Earning Tenure: Enter N/A for supplemental payment Hiring proposals.

C**WID (format xxxxxxx):** Enter the applicant's CWID. Do not use any dashes to separate the numbers. If the employee is new and does not have a CWID – leave this blank when sending the requisition forward for approval to make an offer. **However, the PA form must have a CWID when it is sent to OAA – complete and submit the New Faculty/Staff Setup form to obtain a CWID before you process the pa form.** OAA will add the CWID to this screen when the PA for the new employee is received if you did not have one at the time of the hiring proposal approval.

New/Reappointment: Please select Supplemental Pay from the drop down box.

Reasons for selecting the final candidate: For FN supplemental waivers, first enter the course being taught and the SSCH's. Be sure to describe specific reasons for selecting the applicant. You should reference educational background, work experience, skills and individual attributes as they relate to the position being filled. You should also address the SACS 18 hour rule in this section if necessary (example: If the highest degree earned is not in the discipline being taught, you must address the SACS rule.)   See the SACS 18 hour rule information on the Faculty Hiring System website. You should also address any discrepancies between the approved requisition and the final hiring proposal.

When you have finished entering the information, select the **Next** button and the following screen will appear.

Attach documents as appropriate by clicking on the **Actions** Button next to the document type.
>   Upload New – Upload a document from your computer
>   Create New – Manually type in the document information required
>   Choose Existing – Upload a document previously saved in the system

REQUIRED DOCUMENTS FOR SUPPLEMENTAL PAYMENTS FOR EACH NEW HIRING PROPOSAL

1. Other Documentation – such as approved supplemental pay form: The approved supplemental pay form must be attached here.
2. Transcript – An official transcript must be attached here. See the transcript policy for details.

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After documents have been attached, select the **Next** button and the following screen will appear.

Select the appropriate next step from the drop down list in the **Take Action On Hiring Proposal** section at the top right corner of the screen as seen above.
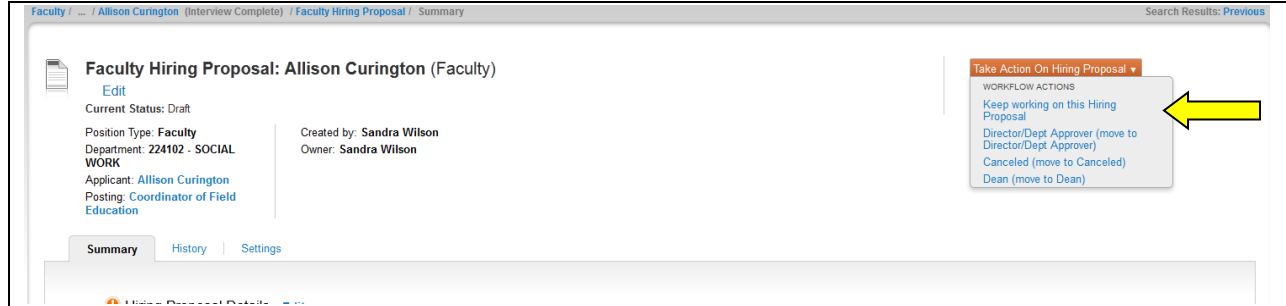
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Status Options that are available after completing the hiring proposal:

The Hiring Manager can select from the following:
Keep working on this Hiring Proposal
Director/Dept Approver (Move to Director/Dept Approver) (some colleges do not use this step)
Dean (Move to Dean)
Cancelled (Move to Canceled)

The Director/Dept Approver can select from the following:
Keep working on this Hiring Proposal
Return to Hiring Manager (Move to Hiring Manager)
Send to Dean (Move to Dean)
Cancel Hiring Proposal (Move to Canceled)

The Dean can select from the following:
Keep working on this Hiring Proposal
Return to Hiring Manager (Move to Hiring Manager)
Return to Director/Dept Approver (Move to Director/Dept Approver)
Cancel Hiring Proposal (Move to Canceled)
Send to OAA (move to OAA)

OAA can select from the following:
Keep working on this Hiring Proposal
Return to Dean (Move to Dean)
Cancel Hiring Proposal (Move to Canceled)
Approved for Offer – Start background check