

# AFTER THE APPROVALS ARE COMPLETE.....

## OFFER LETTERS AND HR FRONT END (HRFE) PROCEDURES

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Acronym definitions used:

HRF= Hiring Request Form  
EOA= Equal Opportunity and Access  
HT= HireTouch  
HRFE – HR Front End

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### **OFFER LETTERS**

Campus HR offices are scrutinizing offer letters more closely. Please follow these tips:

1. **Start Date**  
If you have an employee that has a tentative start date or cannot confirm a start date due to traveling or visa issues, please state “Start date of mm/dd/yyyy or as soon as possible thereafter....” This will give you some leeway in a negotiated start date without having to revise the offer letter.
2. **Appointment Dates**  
In all cases, these references will result in the following appointment dates:  
*Fall Semester = 8/16 – 12/31*  
*Spring Semester = 1/1 – 5/15*  
*Academic Year = 8/16 – 8/15* (Continuous academic 9-month service appointments must be spread over a 12-month pay period appointment)  
If you need alternative dates than what is listed, you’ll need to specify the exact dates. Keep in mind that your appointment dates can affect the salary offered. (See item #5)
3. **FTE or Appt %**  
Make sure to include the percentage of appointment you are offering. This is important to the employee in knowing if they are benefit eligible or if they can pick up additional appointments to supplement.
4. **Title**  
Please be consistent with your titles among offer letters, HRF’s, Retiree Rehire Forms, EOA search procedures. There are many forms/approvals; all of these titles must be consistent.
5. **Salary**  
Dates of appointment and salary:  
Semester appointments – When possible, offer a “monthly” rate to alleviate partial month calculations due to mid-month split between semesters.  
9-month appointments – Continuous, academic 9-month service appointments MUST be spread over a 12-month pay period appointment. (*Does not apply to graduate students*)

Increases are NOT allowed during this time. Should you need to request a salary increase for an existing/returning employee, you must write a letter of request with sufficient justification for LAS and Provost Approval PRIOR to offering/promising an increase.

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### **REQUIRED ITEMS FOR HRFE APPOINTMENT PROCESSING**

#### **Hiring Request Form:**

In cases where an HRF is required, it must be attached in HRFE regardless of the level of approvals.

#### **EOA Search Materials:**

When a [Search, Search Waiver or Appointment Change Form](#) has been approved, EOA will send an email indicating the approval to the person who initiated the HireTouch workflow.

##### **Required Items for HRFE:**

1. EOA approved email
2. Complete search number field in Job Detail HRFE screen. Those search numbers are coded with the first character of A, F, W or C.  
A\* or F\* - search (*A for Academics / F for Faculty searches*)  
W\* - search waiver  
C\* - appointment change form

All other documentation requirements still apply, subject to type of employee or transaction submitted, for items such as offer/acceptance, I-9, CV, etc...

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### **Questions??**

**HRFE Processing –** [Sam Veronda \(300-2945\)](#) can assist you with the processing of appointments in HR Front End or specific questions regarding the offer letter.

**HRF, EOA Policy and HT Processing –** [Amy Elli \(3-6622\)](#) can assist you with any questions up to the point of issuing the offer letter.