

SUMMARY

This job aid outlines the process of loading an Offer for Job Application task in Workday for all LSU employee types and nextSource employees. Once a final candidate is selected, the **Hiring Manager** or **HR Analyst** sends a drafted offer letter and contract to the **Talent Acquisition Specialist** and the **Compensation Consultant** for review and approval. Once approved by both parties, the offer letter and contract can be extended to the candidate. **Note: No offer of employment, verbal or written, may be extended to a candidate without HRM approval.** The Workday Offer task will appear in the **HR Analyst's** inbox to enter the offer details and submit the offer step once the candidate has accepted and signed the approved offer letter. The offer step and the offer letter details should match before sending it to the **Talent Acquisition Specialist**. If there are any inconsistencies with the details outlined in the signed offer letter and the details entered on the offer step in Workday, the **Talent Acquisition Specialist** will route the offer action back and inform the department of the reason for the send back (i.e. the salary entered on Offer action does not match the approved salary stated in the signed Offer Letter).

OFFER FOR JOB APPLICATION TASK:

1. For Faculty, Professional, Classified, and Other Academic, an Offer for Job Application task will populate in the **HR Analyst's** inbox once the **Hiring Manager** has input the reference check rating for the candidate. For Wages as Earned (WAEs) and Transients, an Offer for Job Application task will populate in the **HR Analyst's** inbox once the **Talent Acquisition Specialist** has screened the candidate at the Interview step of the recruiting process.
2. The **HR Analyst** will complete required fields, some may be auto populated. (If edits need to occur, click the pencil button at the top right corner of the section to edit that field.)
 - a. Hire Date- Note: For academic hires, see here (link Add Academic Appointment: Initial Appointment job aid) to populate the hire date with the Appointment Start Date (link to Academic Dates Guide).
 - b. Hire Reason Code- Use the chart below to determine an appropriate hire reason code. If the Candidate is a current LSU employee, a Change Job Reason Code will populate instead of a Hire. Please see most used Change Job reasons for the recruiting process in the chart below. Please refer to the Job Aid titled "Change Job – Classified" and "Change Job – Unclassified" for more details.
 - c. Location - Update the location to the specific room number and building where this position will be held.

Hire Reason Code	When to Use	Benefits Impact	Retirement Impact
New Hire > Agency Transfer	<p>Only when employee is coming from a state agency within the <u>same calendar month*</u></p> <p><u>If outside of the same calendar month</u>-use New Hire as reason code</p>	<p>30 day waiting period is waived. Benefits are effective 1st of month following hire date.</p> <p>Employee must remain in health and life coverage if previously enrolled.</p> <p>Employee can add new benefits not offered at previous agency.</p> <p>Ex: Hire Date = 1/14 Benefits Effective = 2/1</p>	<p>Central HR Retiree Partner will assign the appropriate retirement plan to the employee's record in Workday based on retirement system eligibility rules. State law requires the completion of enrollment documents and election forms by the employee within the necessary timeframe.</p>

<p>New Hire > New Hire</p>	<p>For any New Hire not previously employed at an LSU Campus.</p> <p>If the new hire is currently employed as a Student/GA/Transient/WAE at any LSU Campus, they must first be terminated from their non-benefits eligible position before they can be hired into their new benefits eligible position. The reason code New Hire is to be used when submitting the offer action for the new employee</p>	<p>Eligible for all benefits on the first day of the month after a full month worked.</p> <p>Ex: Hire Date = 1/1 Benefits Effective = 2/1</p> <p>Hire Date = 1/2 Benefits Effective = 3/1</p>	<p>Central HR Retiree Partner will assign the appropriate retirement plan to the employee's record in Workday based on retirement system eligibility rules. State law requires the completion of enrollment documents and election forms by the employee within the necessary timeframe.</p>
<p>New Hire > Period of Appointment</p>	<p>This reason code is reserved for faculty only and should not be used unless previously approved by HRM Leadership</p>	<p>Eligible for all benefits on the first day of the month after a full month worked (treat like a new hire)</p>	<p>Central HR Retiree Partner will assign the appropriate retirement plan to the employee's record in Workday based on retirement system eligibility rules. State law requires the completion of enrollment documents and election forms by the employee within the necessary timeframe.</p>
<p>Rehire > Rehire Former Employee</p>	<p>The new hire was previously employed at LSU and has been separated from LSU greater than 6 months (do not use when rehiring individuals who have retired from state service)</p>	<p>Eligible for all benefits on the first day of the month after a full month worked (treat like a new hire)</p>	<p>Central HR Retiree Partner will assign the appropriate retirement plan to the employee's record in Workday based on retirement system eligibility rules. State law requires the completion of enrollment documents and election forms by the employee within the necessary timeframe.</p>
<p>Rehire > Rehire Former Employee within 6 months of termination</p>	<p>Only used when the former state employee was previously in a benefits-eligible position and is rehired into a benefits-eligible position within 6 months of termination</p>	<p>30 day waiting period is waived. Must stay in same benefits previously enrolled in, cannot change/add/drop any benefits</p>	<p>Central HR Retiree Partner will assign the appropriate retirement plan to the employee's record in Workday based on retirement system eligibility rules. State law requires the completion of enrollment documents and election forms by the employee within the necessary timeframe.</p>

<p>Rehire > Rehire Retiree (Benefits Eligible Position)</p>	<p>Retiree from LSU or ANY state agency (receiving a monthly retirement benefit). Must be vetted through and approved by HRM prior to extending an offer of employment</p>	<p>30 day waiting period is waived. Benefits are effective 1st of month following hire date. Employee can add/change benefits while employed but will revert back to previous elections upon leaving LSU.</p> <p>Ex: Hire Date = 1/14 Benefits Effective = 2/1</p>	<p>The hiring department should confirm with Central HR Retiree Partner prior to the offer of employment if reemployment will impact the retiree's monthly retirement benefits. The Retiree Partner in Central HR will assign the appropriate retirement plan to the employee's record in Workday based on the return-to-work laws. State law requires the timely completion of return-to-work election forms as required by law.</p>
<p>Rehire > Rehire Retiree (Non-Benefits Eligible Position)</p>	<p>Retiree from LSU or ANY state agency (receiving a monthly retirement benefit). Must be vetted through and approved by HRM prior to extending an offer of employment</p>	<p>Not eligible for benefits</p>	<p>The hiring department should confirm with Central HR prior to the offer of employment if reemployment will impact the retiree's monthly retirement benefits. The Retiree Partner in Central HR will assign the appropriate retirement plan to the employee's record in Workday based on the return-to-work laws. State law requires the timely completion of return-to-work election forms as required by law.</p>
<p>Classified Hire > Classified Probational Appointment</p>	<p>For any New Classified Hire not previously employed by any State Agency.</p>	<p>Eligible for all benefits on the first day of the month after a full month worked.</p> <p>Ex: Hire Date = 1/1 Benefits Effective = 2/1</p> <p>Hire Date = 1/2 Benefits Effective = 3/1</p>	<p>Central HR Retiree Partner will assign the appropriate retirement plan to the employee's record in Workday based on retirement system eligibility rules. State law requires the completion of enrollment documents and election forms by the employee within the necessary timeframe.</p>
<p>Classified Hire > Classified - Agency Transfer - Probational Appointment</p>	<p>Only when a new classified employee is transferring from another state agency within the <u>same calendar month</u>* <u>If outside of the same calendar month</u>-use Classified Hire > Classified Probational Appointment as reason code</p>	<p>30 day waiting period is waived. Benefits are effective 1st of month following hire date. Employee must remain in health and life coverage if previously enrolled. Employee can add new benefits not offered at previous agency.</p> <p>Ex: Hire Date = 1/14 Benefits Effective = 2/1</p>	<p>Central HR Retiree Partner will assign the appropriate retirement plan to the employee's record in Workday based on retirement system eligibility rules. State law requires the completion of enrollment documents and election forms by the employee within the necessary timeframe.</p>

Classified Hire> Classified – 9 Month	For any New Classified Hire not previously employed by any State Agency who will only work 9 calendar months a year. I.e., Classified Employees working at the Lab School	Eligible for all benefits on the first day of the month after a full month worked. However, the benefits will need to be manually adjusted to accommodate for a 9-month appointment	Central HR Retiree Partner will assign the appropriate retirement plan to the employee's record in Workday based on retirement system eligibility rules. State law requires the completion of enrollment documents and election forms by the employee within the necessary timeframe.
Classified Hire> Classified Reemployment (Non-retiree)	Only used if the new hire was a former LSU employee in a benefits-eligible position and will be rehired into a benefits-eligible position within 6 months of termination. If outside 6 months of termination, use the hire reason code - New Hire	30 day waiting period is waived. Must stay in same benefits previously enrolled in, cannot change/add/drop any benefits	Central HR Retiree Partner will assign the appropriate retirement plan to the employee's record in Workday based on retirement system eligibility rules. State law requires the completion of enrollment documents and election forms by the employee within the necessary timeframe.
Classified Hire> Classified Reinstatement	Only used if the new hire was a former LSU employee in a benefits-eligible position and is reinstated after leaving a previous position	30 day waiting period is waived. Must stay in same benefits previously enrolled in, cannot change/add/drop any benefits	Central HR Retiree Partner will assign the appropriate retirement plan to the employee's record in Workday based on retirement system eligibility rules. State law requires the completion of enrollment documents and election forms by the employee within the necessary timeframe.
Classified Hire> Classified WAE	This Hire Reason Code is to be used for any newly hired Classified WAE employee.	Not Eligible for Benefits	Central HR Retiree Partner will assign the appropriate retirement plan to the employee's record in Workday based on retirement system eligibility rules. State law requires the completion of enrollment documents and election forms by the employee within the necessary timeframe.

**If the employee will be terminated from a state agency on the last day of the month, they must be hired on the first day of the following month for it to be designated as an agency transfer, even if the first day of the following month falls on a weekend (i.e. Jane is a new LSU employee and will be vacating her job at the LA Department of Health on Fri, October 31st. November 1st falls on a Saturday. Jane's hire date will be Saturday, November 1st to be designated as an agency transfer. The hire reason code will be New Hire>New Hire since Jane's hire date (November 1st) did not occur within the same calendar month she was terminated from the LA Department of Health (October 31st.)*

*** All newly hired Classified Employees must serve a 1-year probationary period. Current Classified Employees who are being promoted or transferring (lateral move) to another classified position must serve a 6-month probationary period. If the newly hired Classified employee is a Retiree from a state agency, use the Rehire > Rehire Retiree (Benefits Eligible Position).*

Change Job Reason Code	When to Use
Promotion	Employee competes for a higher-level position.
Academic Promotion to New Rank	Academic employee competes for higher rank within the same track as current position.
Academic Promotion to New Track	Academic employee competes for higher-level position in a new track from current position.
Lateral Position Change	Employee competes for an equivalent position.
Voluntary Demotion	Employee competes for lower-level position.
Adding Administrative Academic Appointment	Faculty member competes for administrative role and is moved to a new position.
Classified Promotion (Classified Only)	Permanent Classified employee competes for job with higher pay level than current job. Employee is required to serve a new 6-month probationary period.
Classified Lateral Move (Classified Only)	Permanent Classified employee competes for job with same pay level as current job. Employee is required to serve a new 6-month probationary period.
Classified Voluntary Demotion (Classified Only)	Permanent Classified employee competes for job with lower pay level than current job. Employee is required to serve a new 6-month probationary period.
Probation in Lieu of Promotion (Classified Only)	Classified employee competes for job with higher pay level than current job while still serving their probation period. 1 year probation period is required to start over.
Probation in Lieu of Lateral Move (Classified Only)	Classified employee competes for job with same pay level as current job while still serving their probation period. 1 year probation period is required to start over.
Probation in Lieu of Voluntary Demotion (Classified Only)	Classified employee competes for job with lower pay level than current job while still serving their probation period. 1 year probation period is required to start over.

3. Once the **HR Analyst** completes the required fields, they will review information that has auto populated in Job Details for accuracy. (If edits need to occur, click the pencil button at the top right corner of the section to edit that field.)
 - a. Job Profile
 - b. Business Title
4. Verify all information matches signed offer letter and click "Next" to continue.

NEXT STEP: COMPENSATION

1. Complete required fields, some may be auto populated (If edits need to occur, click the pencil button at the top right corner of the section to edit that field):
 - a. The Total Base Pay section information will populate from the requisition. (If edits need to occur, refer to steps B and C listed below)
 - b. The Primary Compensation Basis section information will populate from the job requisition.
 - c. The Guidelines section information will populate from the job profile. (If edits need to occur, click the pencil button at the top right corner of the section to edit that field.)
 - Compensation Package, Compensation Grade, and Compensation Grade Profile will automatically populate based on the job profile that was selected for the position.

- d. Compensation information will be entered into either the Salary or Hourly section.
 - Salary – If the position is salaried, enter the salary amount. If the position is for a defined time period and requires an end date, click on the Additional Details section to add the Actual End Date.
 - Please note that 9-month Faculty and Postdocs Researchers would not require an actual end date to be entered because the AWP/DPP that is entered on the Hire Action will drive how they are paid. 4-month Faculty will require an end date.
 - Hourly – if the position is hourly, enter the hourly rate. If the position is for a defined time period, click on the Additional Details section to add the Actual End Date.
 - e. Allowance Plans can be added at this step, also, if applicable (i.e., car allowance).
 - f. Merit Plan will automatically be based on the job profile that was selected for the position.
2. Click Next.
 - a. If this is a nextSource employee, please refer to Appendix A for more details.
 - b. If this is a 9-month or 10-month Professional candidate, please refer to Appendix B for more details.



*If the compensation does not match the signed offer letter on the Hire Process, then the **Talent Acquisition Specialist** will need to select “Undo Move from Hire” and then select “Renegotiate the Offer”. The offer action will route back to the **HR Analyst** to correct the compensation. The **Talent Acquisition Specialist** will review and approve the updated offer, then resend the hire or change job action back to the **HR Analyst** for completion. Once those steps have been completed, the Onboarding process will kick off and the new hire will have inbox items in their inbox that need to be completed. Please see the Hire Step Job Aid that is currently available on the HRM website.*

NEXT STEP: SUBMIT TASK

1. Once all information has been inputted and reviewed for accuracy, click the Submit button at the bottom left side of the page.
2. The offer action will route to the **Talent Acquisition Specialist** for final review to confirm the information provided in the offer step matches the details outlined in the approved offer letter and contract.
3. If all information is correct, the **Talent Acquisition Specialist will** initiate the Background Check (if applicable). If the information in the Offer task is incorrect or the **Talent Acquisition Specialist** does not recall approving an offer letter for the candidate, then the **Talent Acquisition Specialist** will send back the offer task in Workday to the **HR Analyst** and notify the department.
4. If you need to decline the candidate, navigate to the candidate grid by clicking on the candidate tab on the requisition page. Click the check box next to the candidate’s name and then click the Decline button, then select the reason code that best fits the reason why the candidate declined the offer. Please choose accurately, as this information is used for reporting purposes and helps to improve our hiring process.

APPENDIX A: NEXTSOURCE

1. All Non-Employees base pay will be distributed through nextSource as either Hourly, Weekly, or Milestone:

nextSource Pay Type	Definition	Workday Set-Up	Pay Distribution with nextSource
Hourly	<p>Paid an hourly rate for all hours worked.</p> <p>Example: Transient</p>	<p>Hourly rate of pay and hourly frequency.</p> <p>Example: \$15.00/hour</p>	Biweekly
Weekly	<p>Annualized salary without a 4-month AWP/DPP.</p> <p>Example: Exempt Coordinator</p>	<p>Annual salary and annual frequency.</p> <p>Example: \$60,000 annual</p>	Biweekly
Milestone	<p>Short-term assignments with an annualized salary with a 4-month AWP/DPP.</p> <p>Example: Semester-only and Short Module Instructors.</p>	<p>The full amount they are to be paid for instruction is entered as an annual salary and annual frequency with a compensation actual end date.</p> <p>Example: \$5,000 annual, 5/14/23 compensation actual end date</p>	Monthly

2. All semester-only and short module instructors who are Non-Employees must have a 4-month AWP/DPP in Workday.
 - a. Semester-only and short module instructors' compensation needs to be listed with the full amount they are to be paid for teaching the course(s) as an annualized salary and annual frequency with a compensation actual end date and 4-month AWP/DPP.
 - i. For Fall hires, use the 4 Month Fall (August 15 – December 14)
 - ii. For Spring and Summer hires, use the 4 Month Spring (January 15 – May 14)
 - b. The appropriate compensation amount and end date must be listed on the Job Requisition, Offer, and Hire steps in Workday. The 4-month AWP/DPP must be listed on the Hire.
 - i. Example A: Semester-only instructor is teaching from 1/15 – 5/14 to be paid 5,000 for the course. The compensation would be set as \$5,000 annual with a 5/14 compensation end date and a 4-month AWP/DPP on the Hire. This will result in four Milestone payments of \$1,250 each.
 - ii. Example B: Short module instructor is teaching from 1/15 – 3/14 to be paid \$4,000 for the course. The compensation would be set as \$4,000 annual with a 3/14 compensation end date and a 4-month AWP/DPP on the Hire. This will result in two Milestone payments of \$2,000 each.

APPENDIX B: 9-MONTH AND 10-MONTH PROFESSIONAL EMPLOYEES

1. At the Compensation step in the Offer Task, select the Guidelines section.
 - a. Under Grade Profile, select either 9 Month Professional or 10 Month Professional.
2. Next, select the Salary section.
 - a. For Amount, enter the monthly pay amount the employee is to be paid.
 - i. For example, if the employee is to be paid \$45,000 over 9 months, the amount to enter would be \$5,000.
 - b. Under Frequency, select either 9 Month or 10 Month.
 - c. Click on the Additional Details section. Enter a compensation Actual End Date to align with the last day of employment.
3. Click Approve.

Once the employee has been hired, please add the Employee Work Schedule into Workday following the steps below.

1. In the Workday search bar, type the Worker's name and select the Worker.
2. Click the Job tab, then click Additional Data.
3. Under Employee Classification Detail, below Employee Work Schedule, click Edit.
4. Select either Nine Month or Ten Month. Click OK.

9-month and 10-month professional employees should be placed on Leave Without Pay (LWOP) during the months they are not working and are in an unpaid status.