KEAN | workday

My Guide

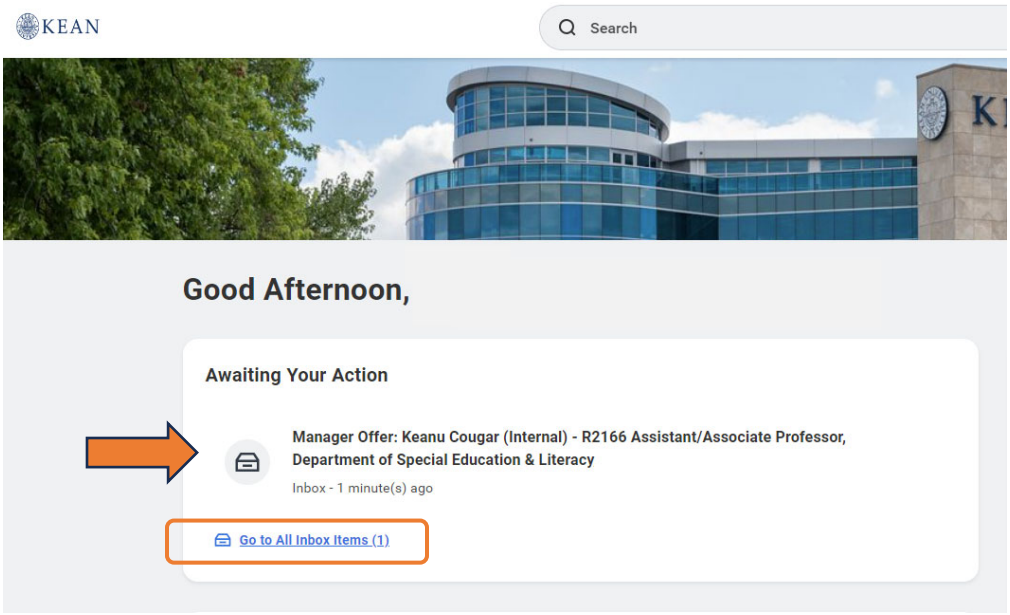
Manager Offer Step



<u>This Kean Workday MyGuide is intended for the following users:</u>

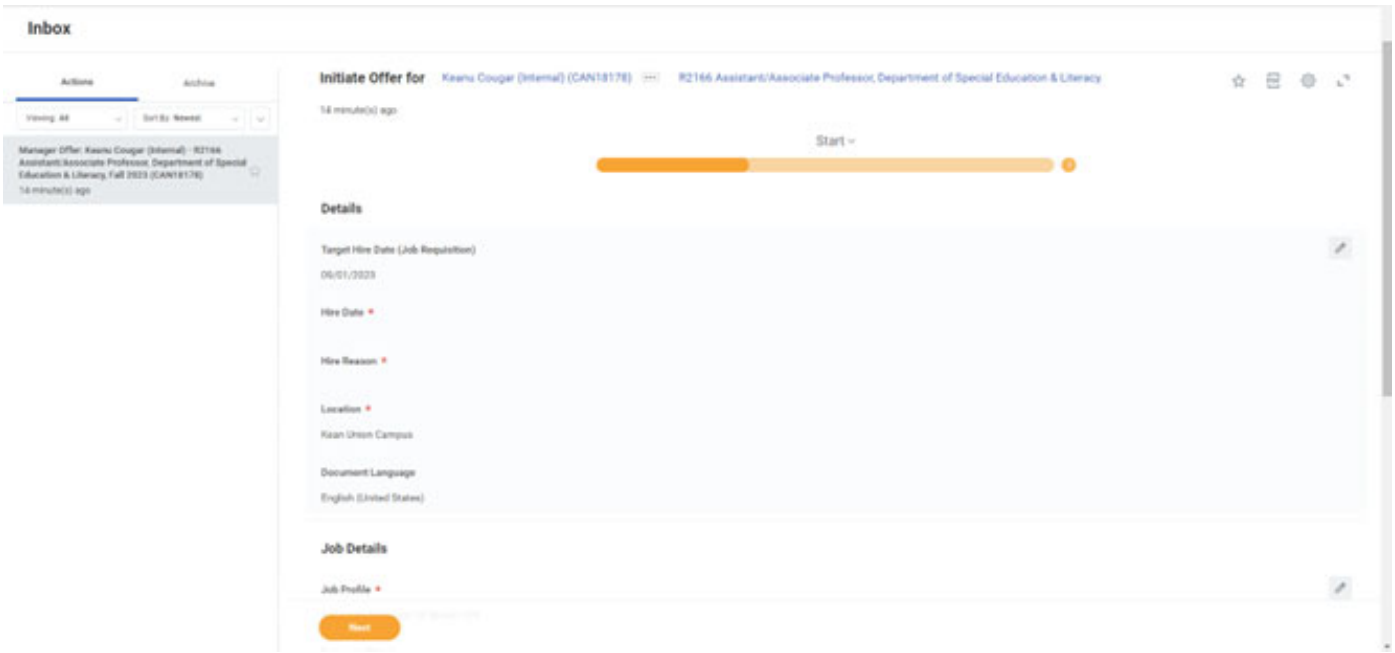
Hiring Managers Approving Job Offers

Manager Offer Step

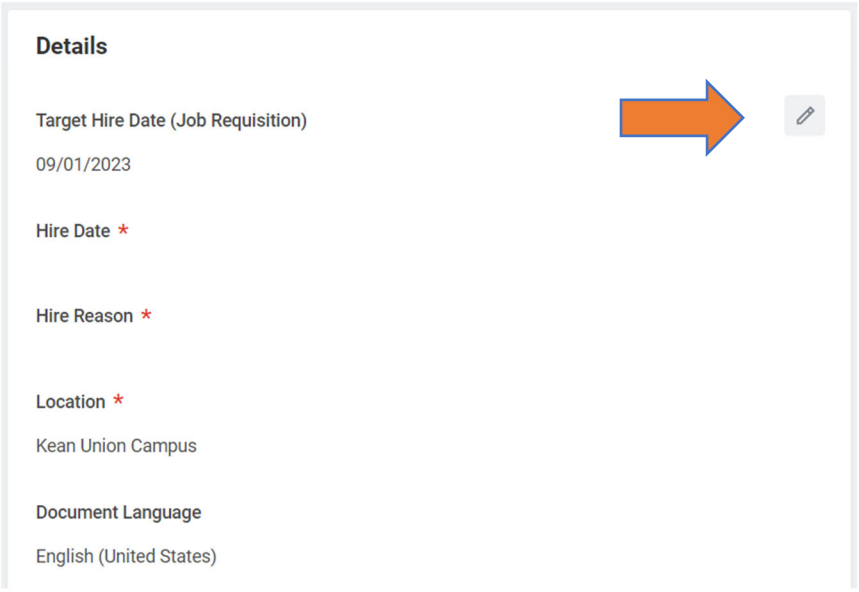


From your home page, click on the "Manager Offer" task from the "Awaiting Your Action" section. If you do not see it at the top of your inbox, you can click the link at the bottom that says "Go to All Inbox Items".

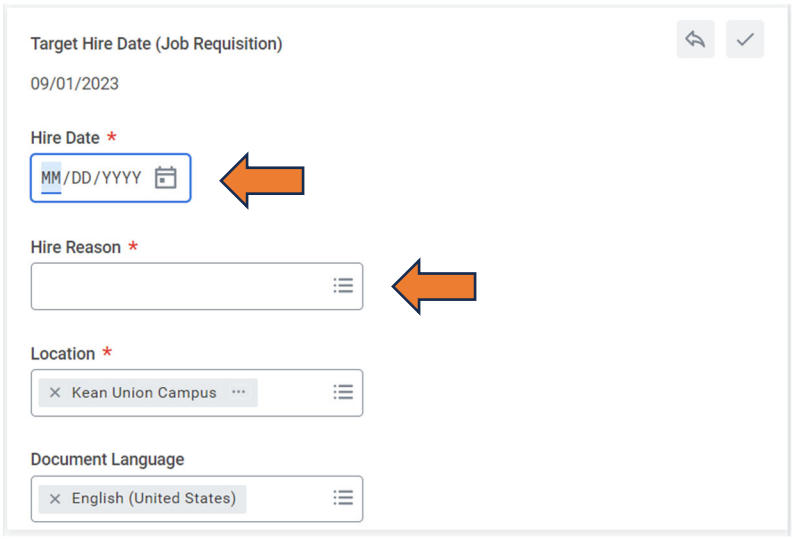
The Manager Offer screen allows you to enter the offer details for the recommended candidate. The actions that need to be performed will be detailed in the following steps.



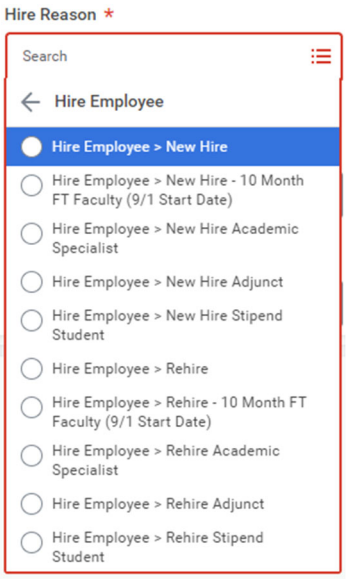
Step 1



In the Details screen, click the pencil to edit.



Enter the requested hire date and hire reason.



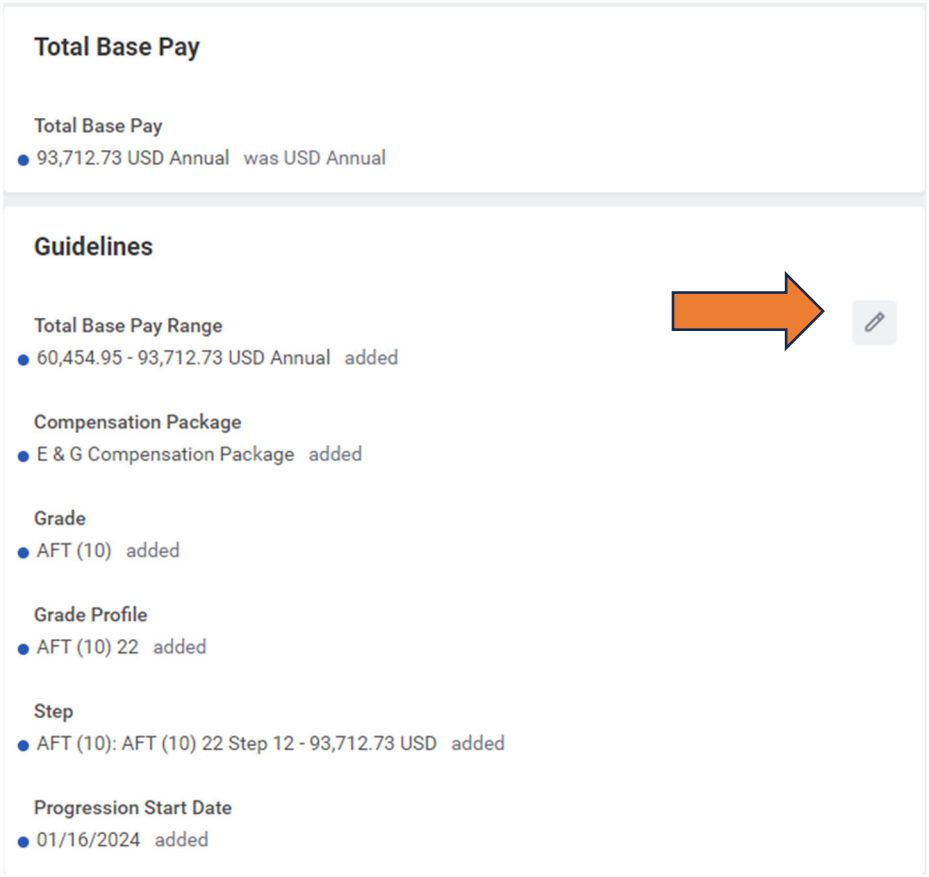
Under Hire Reason – Choose a category that matches.

Please Consult with HR for assistance

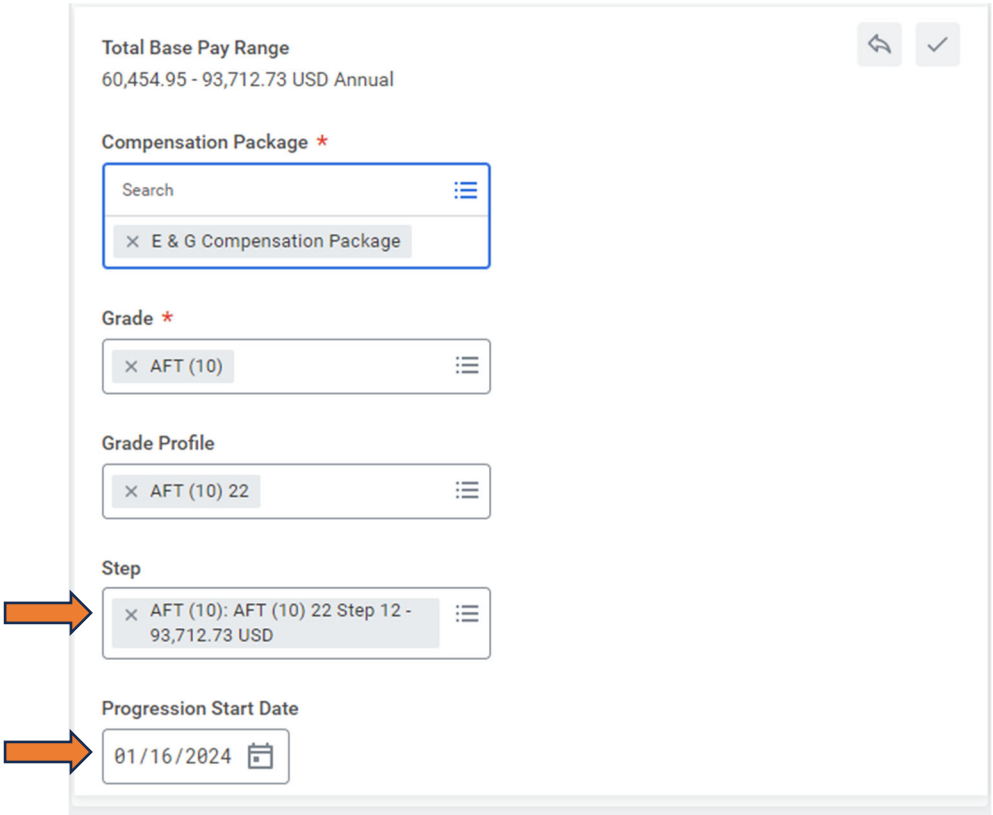
Click on the Next button at the bottom of the page.



Step 2.1 – For AFT and Civil Service (Classified) Positions



Under the Compensation Guidelines screen, click on the pencil to edit.



Please note: Managerial hires will not have a Step or Progression Start Date. For Managerial Hires, see Step 2.2.

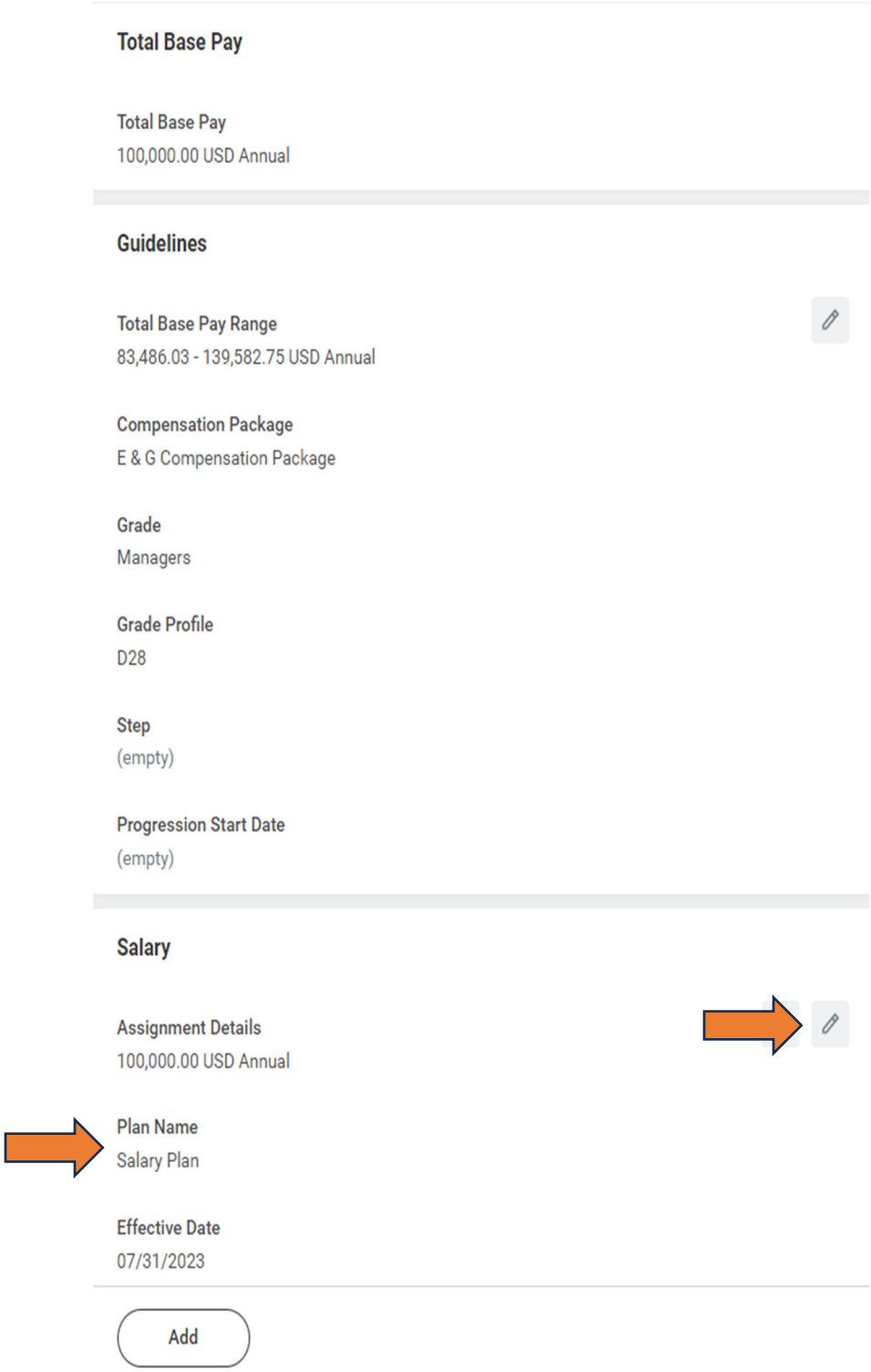
The Compensation Package, Grade and Grade Profile will automatically fill from the Requisition.

Click on the X located in the "Step" box, then select the step that is recommended for the job offer.

The progression start date will automatically populate. If not, fill in the requested hire date.

Click the Check at the Top of the Box to save items. Click the Next button at the bottom of the page.

Step 2.2 – For Managerial Positions



Click on the pencil under the section labeled "Salary" in order to enter the recommended salary for the position.

Please note: Managerial hires will not have a Step or Progression Start Date. This can be left blank.

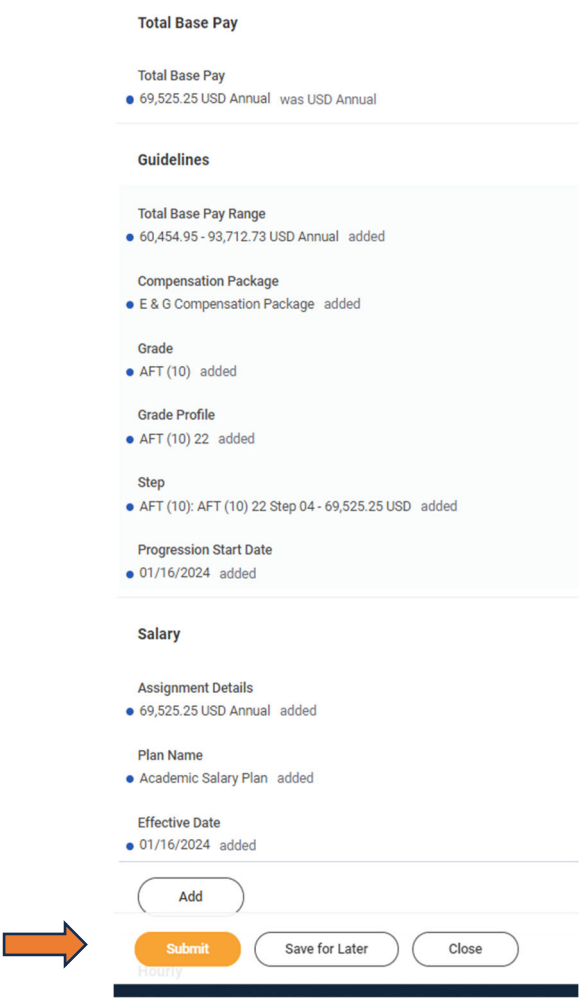
Under Salary, please enter the recommended salary offer for the position.

"Salary Plan" is for 12-month employees.

"Academic Salary Plan" is for 10-month employees.

Click the Next button at the bottom of the page.

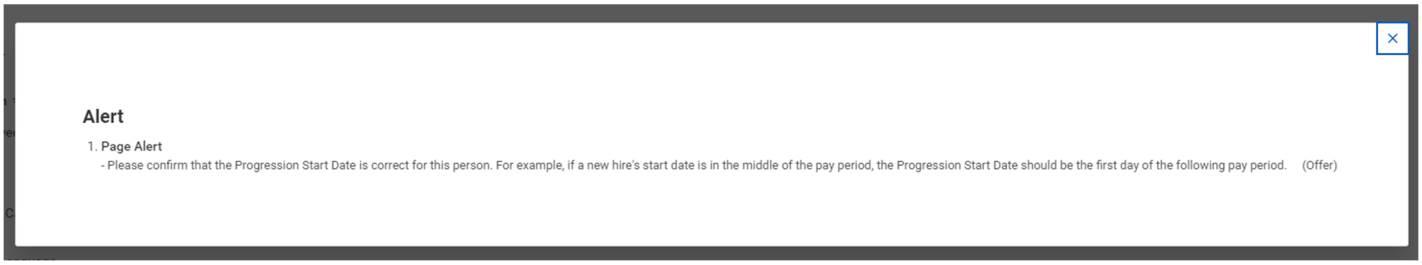
Step 3



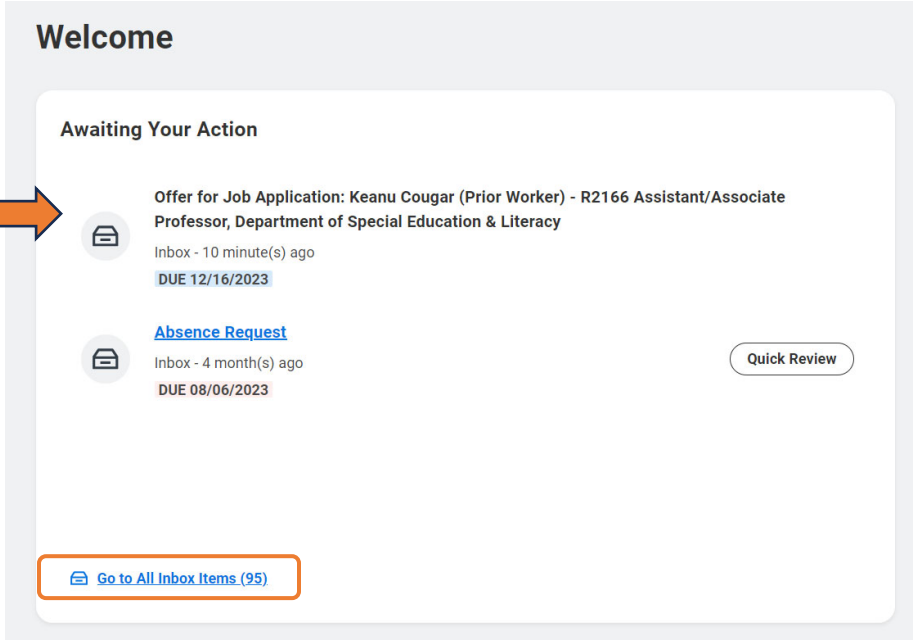
Review the Offer on the next screen. Click "Submit" when done.

This action will send the offer for review to the next level of approval, depending on the chain of command.

After clicking "Submit" the following Alert may appear. You do not have to make any changes. Click "Submit" a second time and the Offer will proceed.



Managerial Chain Approvals

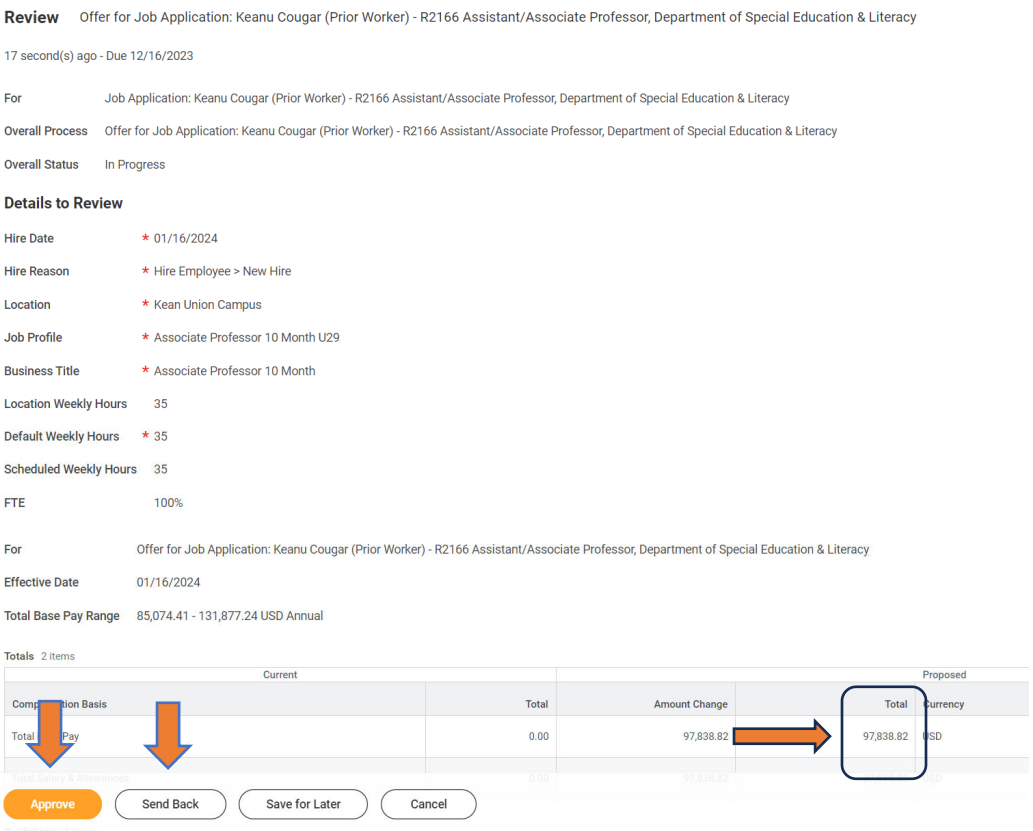


From your home page, click on the "Offer For Job Application" task from the "Awaiting Your Action" section.

If you do not see it at the top of your inbox, you can click the link at the bottom that says "Go to All Inbox Items".

Step 1

Review the salary offered in the box labeled "Total" as shown below.



If approved, click "Approve" at the bottom of the screen.

If the salary needs to be revised, click "Send Back".

For Offer related questions you may reach out to our Recruitment Team via email at recruitment@kean.edu