



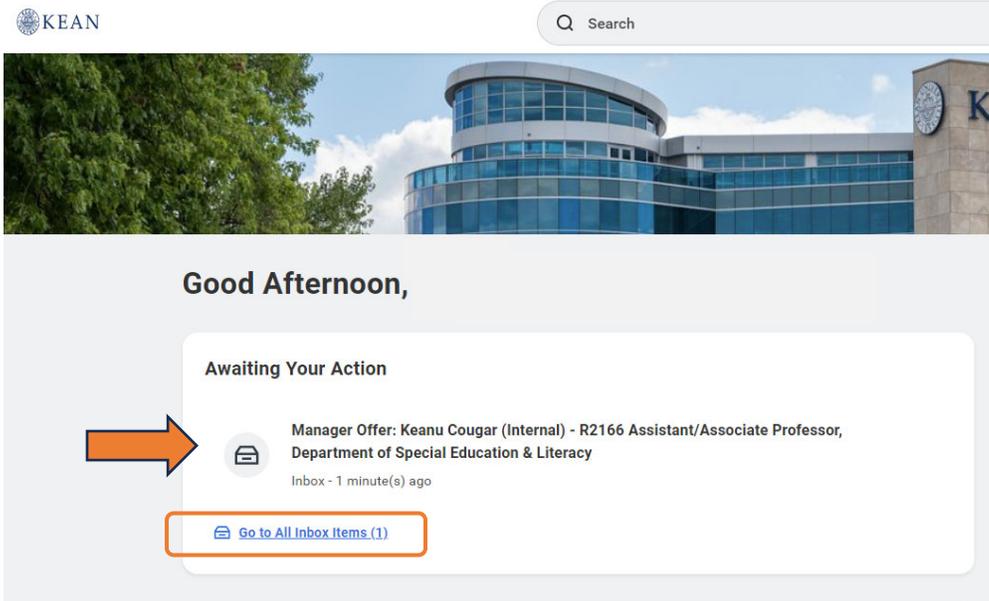
Manager Offer Step



This Kean Workday MyGuide is intended for the following users:

Hiring Managers Approving Job Offers

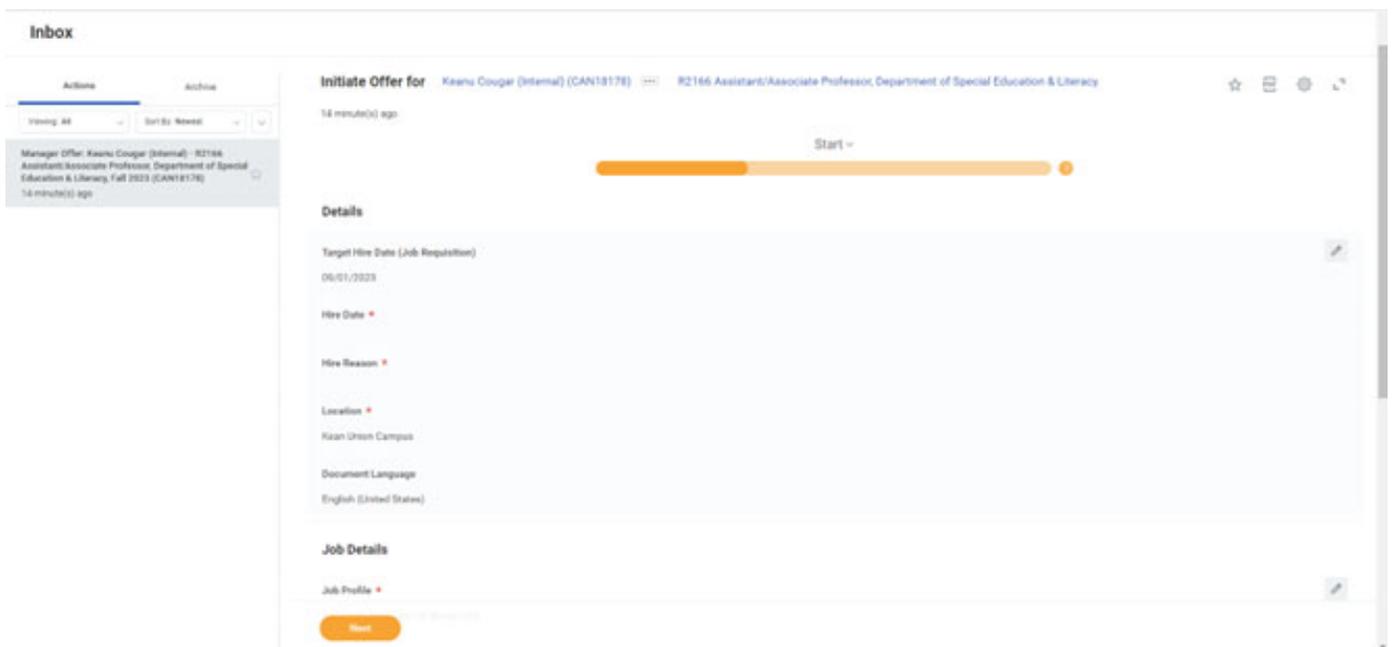
Manager Offer Step



The screenshot shows the Kean University home page. At the top left is the Kean logo. A search bar is at the top right. Below the header is a large image of a modern building. Underneath the image, it says "Good Afternoon,". A white box titled "Awaiting Your Action" contains a notification for a "Manager Offer: Keanu Cougar (Internal) - R2166 Assistant/Associate Professor, Department of Special Education & Literacy". An orange arrow points to the notification icon. Below the notification is a button that says "Go to All Inbox Items (1)".

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.



The screenshot shows the "Initiate Offer" screen. The title is "Initiate Offer for Keanu Cougar (Internal) (CAN18178) - R2166 Assistant/Associate Professor, Department of Special Education & Literacy". Below the title is a progress bar labeled "Start". The "Details" section includes: "Target Hire Date (Job Requirement)" set to 06/01/2023, "Hire Date", "Hire Reason", "Location" set to Kean Union Campus, and "Document Language" set to English (United States). The "Job Details" section includes "Job Profile". A "Next" button is at the bottom.

Step 1

Details

Target Hire Date (Job Requisition)
09/01/2023

Hire Date *

Hire Reason *

Location *

Kean Union Campus

Document Language
English (United States)



In the Details screen, click the pencil to edit.

Target Hire Date (Job Requisition)
09/01/2023

Hire Date *

MM/DD/YYYY 

Hire Reason *

Location *

x Kean Union Campus ...

Document Language
x English (United States) ...



Enter the requested hire date and hire reason.

Hire Reason *

Search

← Hire Employee

- Hire Employee > New Hire
- Hire Employee > New Hire - 10 Month FT Faculty (9/1 Start Date)
- Hire Employee > New Hire Academic Specialist
- Hire Employee > New Hire Adjunct
- Hire Employee > New Hire Stipend Student
- Hire Employee > Rehire
- Hire Employee > Rehire - 10 Month FT Faculty (9/1 Start Date)
- Hire Employee > Rehire Academic Specialist
- Hire Employee > Rehire Adjunct
- Hire Employee > Rehire Stipend Student

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.

Next

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

Total Base Pay

Total Base Pay
● 93,712.73 USD Annual was USD Annual

Guidelines

Total Base Pay Range
● 60,454.95 - 93,712.73 USD Annual added

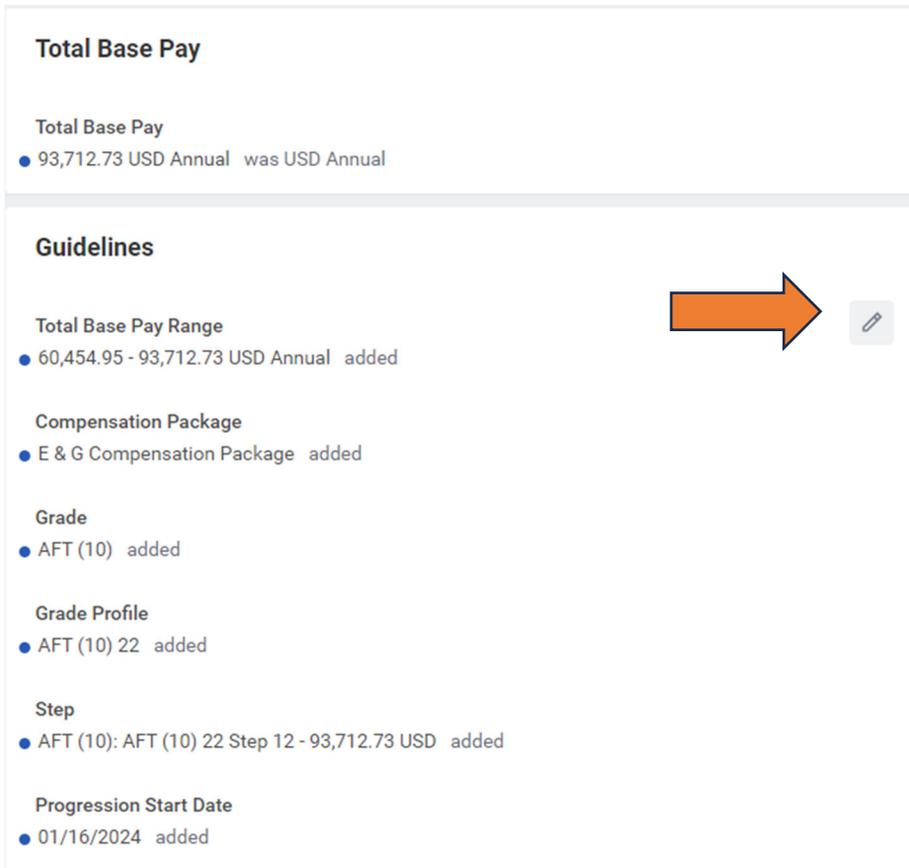
Compensation Package
● E & G Compensation Package added

Grade
● AFT (10) added

Grade Profile
● AFT (10) 22 added

Step
● AFT (10): AFT (10) 22 Step 12 - 93,712.73 USD added

Progression Start Date
● 01/16/2024 added



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

Total Base Pay Range
60,454.95 - 93,712.73 USD Annual

Compensation Package *

Search

× E & G Compensation Package

Grade *

× AFT (10)

Grade Profile

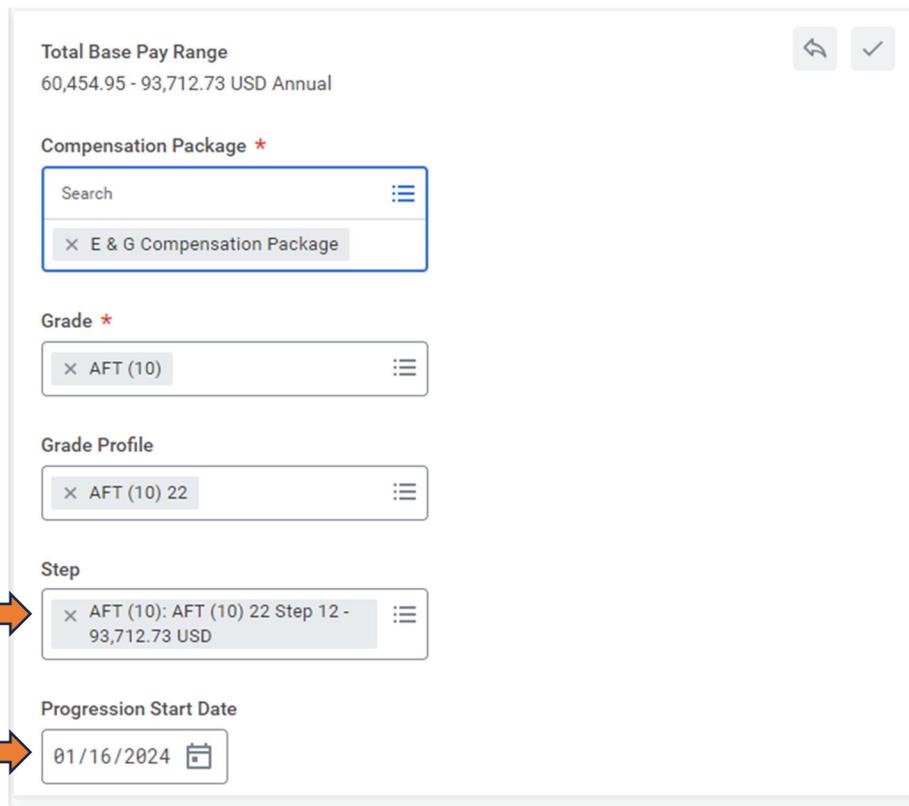
× AFT (10) 22

Step

× AFT (10): AFT (10) 22 Step 12 - 93,712.73 USD

Progression Start Date

01/16/2024



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

Total Base Pay

Total Base Pay
100,000.00 USD Annual

Guidelines

Total Base Pay Range
83,486.03 - 139,582.75 USD Annual

Compensation Package
E & G Compensation Package

Grade
Managers

Grade Profile
D28

Step
(empty)

Progression Start Date
(empty)

Salary

Assignment Details
100,000.00 USD Annual

Plan Name
Salary Plan

Effective Date
07/31/2023

Add

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

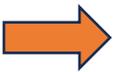
Please note: Managerial hires will not have a Step or Progression Start Date. This can be left blank.

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

Total Base Pay

Total Base Pay

- 69,525.25 USD Annual was USD Annual

Guidelines

Total Base Pay Range

- 60,454.95 - 93,712.73 USD Annual added

Compensation Package

- E & G Compensation Package added

Grade

- AFT (10) added

Grade Profile

- AFT (10) 22 added

Step

- AFT (10): AFT (10) 22 Step 04 - 69,525.25 USD added

Progression Start Date

- 01/16/2024 added

Salary

Assignment Details

- 69,525.25 USD Annual added

Plan Name

- Academic Salary Plan added

Effective Date

- 01/16/2024 added

Add

Submit

Save for Later

Close



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.

Alert

1. Page Alert

- Please confirm that the Progression Start Date is correct for this person. For example, if a new hire's start date is in the middle of the pay period, the Progression Start Date should be the first day of the following pay period. (Offer)

×

Managerial Chain Approvals

Welcome

Awaiting Your Action

 Offer for Job Application: Keanu Cougar (Prior Worker) - R2166 Assistant/Associate Professor, Department of Special Education & Literacy
Inbox - 10 minute(s) ago
[DUE 12/16/2023](#)

 [Absence Request](#)
Inbox - 4 month(s) ago
DUE 08/06/2023

Quick Review

 [Go to All Inbox Items \(95\)](#)

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.

Review Offer for Job Application: Keanu Cougar (Prior Worker) - R2166 Assistant/Associate Professor, Department of Special Education & Literacy

17 second(s) ago - Due 12/16/2023

For Job Application: Keanu Cougar (Prior Worker) - R2166 Assistant/Associate Professor, Department of Special Education & Literacy

Overall Process Offer for Job Application: Keanu Cougar (Prior Worker) - R2166 Assistant/Associate Professor, Department of Special Education & Literacy

Overall Status In Progress

Details to Review

Hire Date * 01/16/2024
Hire Reason * Hire Employee > New Hire
Location * Kean Union Campus
Job Profile * Associate Professor 10 Month U29
Business Title * Associate Professor 10 Month
Location Weekly Hours 35
Default Weekly Hours * 35
Scheduled Weekly Hours 35
FTE 100%

For Offer for Job Application: Keanu Cougar (Prior Worker) - R2166 Assistant/Associate Professor, Department of Special Education & Literacy

Effective Date 01/16/2024

Total Base Pay Range 85,074.41 - 131,877.24 USD Annual

Totals 2 Items

Current		Proposed	
Component Basis	Total	Amount Change	Total
Total Pay	0.00	97,838.82	97,838.82
	0.00	97,838.82	97,838.82

[Approve](#) [Send Back](#) [Save for Later](#) [Cancel](#)

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