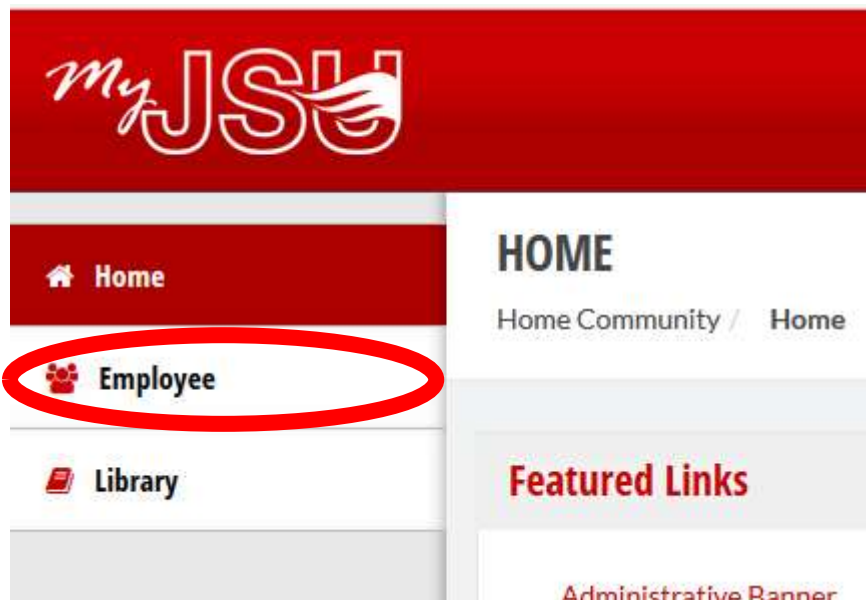
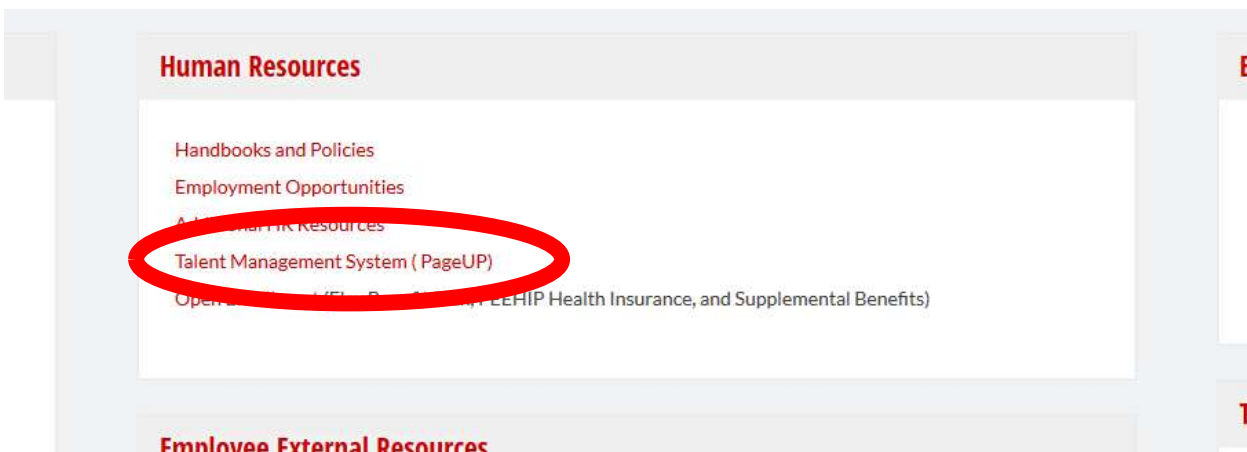


## PAGEUP: INSTRUCTIONS FOR CREATING AN OFFER CARD FOR STAFF

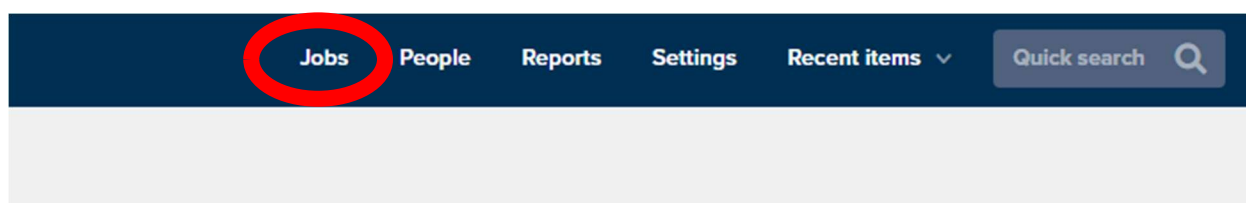
- 1) Login to your MyJSU Account
- 2) Select **Employee Tab**



- 3) Select **Talent Management System**



- 4) Click **Jobs**



## 5) Select the Job

**Manage jobs**

Status:

Types:

[Show other search criteria](#)

Job No.	Date created	User	Title	Division	Department
492623	3 Jan 2018	ERG	<a href="#">Coordinator, International House &amp; Study Abroad Program</a>	VP Student Affairs	Not Applicable, Student Affairs
492628	3 Jan 2018	ERG	<a href="#">Title IX Coordinator</a>	VP Student Affairs	Not Applicable, Student Affairs

Page 2 of 2 | [Show all records](#) | Jump to page:

## 6) Select View Applications

**Jobs** **People**

[View applications](#)

## 7) Click on the Applicant's Name

**Professor / Dept Head (492248)**

<input checked="" type="checkbox"/> All	Submitted	Status	Pref Name	First name	Last name	Phone	Mobi
<input type="checkbox"/>		Under HR Review	Tammy	Tammy	Howell	757288262	75721
<input type="checkbox"/>	23 Apr 2017	Offer accepted form complete	Christy	Christy	Ivey	(205) 303-0	(205)

Page 1 of 1 |

- 8) View Application
- 9) Select No offer

## Applications

Title IX Coordinator

UNDISCLOSED #492628 ERG Submitted: 3 Jan 2018 via Chronicle

Selection for Hire - 1st Choice

Status changed 3 Jan 2018

No offer

Actions

Form Resume

### Under Offer Details

10) Complete:

- a. The yellow highlighted areas listed below for **Full Time Staff**
- b. The yellow and blue highlighted areas for **Temporary Staff**
- c. **Please** complete the Notes section if applicable

### POSITION DETAILS

Department/Center/Unit:

10020



Department of Human Resources

Start date:\*



End date if applicable:



Please enter the 30 day break in service date for all temporary positions, unless a working retiree using the below two date fields:

Beginning Date:



Ending Date:



Academic Rank:

Select



Tenure Track:

Yes  No

Recommended Salary:\*

Hours per week:\*

Pay ID:\*

Select



FOAP/Budget #:\*

10000-10008-61020-70



Notes:

**11) Select appropriate Approval Process**

- a. 1 Approver – Staff
- b. 2 Approver – Staff
- c. 3 Approver – Staff

**12) Select Save and close**

Approval process

Originator:\*   

[Email address: dmfreeman@jsu.edu](mailto:dmfreeman@jsu.edu) ▼

Approval process:  ▼