

HOW TO DO A CONFIRMATION OF OFFER (IN MYJOB)

1. After the details of the job offer have been finalized and match the new hire requisition in Employment@MU, you will complete a Confirmation of Offer (CO) Form.
2. Login to your MyJob Account: <https://myjob.mu.edu/>

3. Click on the folder “MU Manager Self Service” then “Confirmation of Job Offer.”



4. Complete the fields about your new hire. Fields with a “*” are required fields.

* Account Number1	<input type="text"/>	Percentage1	<input type="text"/>
Account Number2	<input type="text"/>	Percentage2	<input type="text"/>
Account Number3	<input type="text"/>	Percentage3	<input type="text"/>

The three percentage columns should equal 100%. If you have only one account, the percentage will be 100%.

Employment Start Date	<input type="text"/>
Employment End Date	<input type="text"/>
* Salary or Hourly Rate	<input type="text"/>
* Pay Basis	<input type="text"/>
* Months Per Year	<input type="text"/>
* Hours Per Week	<input type="text"/>
Percentage1	<input type="text"/>
Percentage2	<input type="text"/>
Percentage3	<input type="text"/>

Pay Basis is where you select how the person will be paid
Annual salary= Exempt (Monthly) employee
Hourly Rate= Non-Exempt (bi-weekly) employee
Total Duration Amount=Employee being paid for a defined time which is less than an academic year (less than 9 months) to complete a project or grant and the pay is defined as \$X amount between a particular time frame

- Example: Joe Smith will be paid \$2,500 between 5-Mar-13 to 2-Aug-13.
- Example: Jane Smith will be paid \$15.00 per hour between 1-July and 31-August.

5. For Faculty, remember to complete the section stating “For Faculty Only.” This is the information that had formerly been included on the Academic Appointment Form (which is no longer required).

FOR FACULTY ONLY:	
Contract Type	<input type="text"/>
Credits Taught	<input type="text"/>
Research	<input type="text"/>
Moving	<input type="text"/>
Other	<input type="text"/>

6. Once you are finished, click “Apply” on the top or bottom right hand corner.

<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>
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7. What happens next?
- A copy of the Confirmation of Offer will be immediately sent to Human Resources and Budget.
 - For staff hires, new hire paperwork will be sent to the new hire by Human Resources within 24 hours.
 - If the Faculty section is completed with a Contract Type, a copy of the CO will be sent to the Provost.
 - For faculty hires, the Provost will generate full-time contracts and send to the college business director.
 - Part-time faculty contracts are generated by the college. Contract, Employee Data Form, and Faculty Cover Letter with self-addressed stamped envelope should be sent ASAP.
 - If the account number is a grant account, a copy will be sent to ORSP.

This online form is for NEW hires only. It replaces the need for a paper Salary Authorization. If you have any questions please contact HR at 414-288-7305.