Step-by-Step Guide to Creating an Offer in HCM

After a candidate has been added to a vacancy, the unit can proceed with creating an offer in HCM. The offer will route for budgetary approval and for approval from the Provost’s Office on the candidate’s credentials. The Faculty Appointment Details (FAD) form should be attached to the offer, along with the candidate CV.

Login at https://ebs.tulane.edu
Use your email username and password
Step 1: Select “Tulane Manager iRecruitment”

Individual user permissions can vary, so your menu choices may be different from those shown below. If you do not have “Tulane Manager iRecruitment,” access can be requested through ServiceNow (https://tulane.service-now.com).

- Login, select “Browse Entire Catalog,” then select “Accounts & ID Management.”
- Scroll down and select “HCM Functional Accounts.” Complete all fields with a red line next to them, then click “Tulane Manager iRecruitment.” Complete all fields with a red line that appear below, then click “Order Now.”
Step 2a: Click the “+” box next to “My Recent Vacancies”
Step 2b: Click the “+” box next to “My Recent Vacancies”

Note that you may have to change the number of days in order to find the vacancy you are searching for.

Click on the hyperlinked number under “Active Applicants” to see the list of applicants. In this case, we only have 1 candidate.
Step 3: Initiate the Offer

The list of candidates should now be visible. Select the checkbox next to the applicant name and then click “Create Offer.”
Step 4a: Offer Details (* indicates required field)

1. **Proposed Start Date**: enter the proposed start date for the new faculty member. This date **MUST** be in the future and should match the start date planned for the offer letter.
2. **Employment Status**: indicate whether the position is Regular-Fulltime, Regular Part-time, Temporary Fulltime, or Temporary Part-time.
3. **Work Hours**: for full-time faculty, this should always be 37.5. If the faculty member is less than full-time, enter the approximate hours per week anticipated for this person to work.
4. **Work Hours Frequency**: should be set to Week.

---

1 – Employment status is temporary if the appointment is under 7 months in duration. If it is 7 months or longer, it is Regular.
Step 4b: Offer Details (* indicated required field)

5. **Orientation Date**: skip this field, not required.

6. **Does This Position Have Goals for Women or Minorities**: regular faculty positions (full- and part-time) have goals for women and minorities, so select ‘yes’. Adjuncts do not have goals.

7. **Account/Project**: the account number anticipated for all or part of this person’s salary. If there are multiple accounts that will pay the salary, those can be added in Labor Distribution after the person’s hire is completed.

8. **Task Number/Award Number**: only required if the account/project number, above, is a sponsored project (5-ledger).
Step 4c: Offer Details (* indicated required field)

9. **Natural Account**: enter the appropriate natural account based on the type of faculty member being hired.

10. **Salary Basis**: always use “Exempt 375”.

11. **Proposed Salary**: this field is looking for a *monthly* salary, not an annual salary. Take the annual salary and divide by 12. Enter that number into this field. Note that the annualized salary will be calculated at the bottom of the page. Zero is a valid number for this field.

12. **Payroll**: faculty are paid monthly, so enter “Monthly”.

Click “Continue.”
Step 5: Review Offer and Attach FAD Form

This screen shows you a summary of your offer details at the top, and allows for the attachment of additional documents. At this stage, upload a completed FAD form, available on the Provost’s website as a PDF form [http://tulane.edu/provost/Faculty/hiring-process.cfm](http://tulane.edu/provost/Faculty/hiring-process.cfm). Click “Add Documents” under the Attachments section. Click “Add Attachment” under Internal Documents. Click “Browse” and navigate to the appropriate file. Then click “Apply.” The file should now appear under “Internal Documents.” Click “Return” and you’ll be returned to the Offer Summary. You won’t see the FAD attachment on the offer summary, but it is attached and will be visible to approvers down the line.

*Offers that do not contain a completed FAD will be returned to the department.*

Add any comments to future approvers in the Comments box, then click “Submit.”