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

1. After the offer has been approved, you may draft the formal written offer letter.
2. Obtain the appropriate Tulane signatures, including the Provost’s signature. This currently must be done in hardcopy delivery of the letter to the Provost’s Office.
3. After the letter is signed by the Provost, you may send the formal offer letter to the candidate.
4. If the offer is accepted, the candidate should countersign the offer letter and return a signed copy to the school/department. Upon receipt of that countersigned letter, the HCM offer should be updated as follows.

Login at [https://ebs.tulane.edu](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 “Recent Offers”
Step 2b: Click the “+” box next to “Recent Offers”

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

Click on the hyperlinked name of the candidate to open the offer.
Step 3a: Update the Offer

You should now see the offer details previously submitted for approval. In the “Action” dropdown menu, select “Update Offer” then click “Go”.

![Image of a web page showing the update offer process]

Steps:
1. Navigate to the offer details page.
2. In the “Action” dropdown menu, select “Update Offer”.
3. Click “Go” to update the offer.
Step 3b: Update the Offer

Click “Yes” when asked if you are sure you want to update the offer.
Step 3c: Update the Offer

Click “Yes” when asked if you are sure you want to update the offer. You may update the Proposed Start Date, if necessary, and the salary, if necessary. If there are no changes, just click “Continue.”

Update Offer: Enter Basic Details

Ensure the offer details are correct. Some of the information from the vacancy appears on this page. The offer details entered here will form the basis of the employee record after the offer acceptance.

Offer Basic Details

Offer Status
Previous Offer Extended Job Grade
Open Rank
Office of Academic Affairs
Gibson Hall
Loshbaugh, Alyssa Kravitz
Perossier, Coty Gian
Offer Creation Date
22-Jan-2015
Proposed Start Date
01-Jul-2015
Offer Outside of This Vacancy Business Group
Tulane University

Salary Information

* Salary Basis
Select Exempt for a monthly employee or Non Exempt for an hourly employee. This selection must adhere to the salary basis identified for the position by the Compensation Department.

Monthly Salary
* Proposed Salary
Enter a monthly or hourly value as identified by the Pay Basis displayed above.

Currency
USD
Payroll
Monthly
Annualized Salary
84,000.00 USD

Continue
Step 3d: Review Updated Offer and Attach Countersigned Offer Letter

This final screen indicates any changes to the offer with blue dots in the Proposed column. Under “Attachments”, upload a copy of the countersigned offer letter. Click “Submit” and the changed offer will route directly to the Provost’s Office for final approval and notification that the candidate accepted the offer. After the revised offer reaches WFMO Employment, the start date will be confirmed, and the candidate will be accepted and notified regarding the onboarding process in order to finalize the hire.

Please note—this final step MUST be completed in order for a candidate to be hired. Without updating the offer and attaching the countersigned offer letter, the candidate’s onboarding cannot be initiated.