

Employee Name: _____

Title: _____

Salary: _____

Bargaining Unit: CSEA UUP M/C PEF NYSCOPBA PBANYS

Start Date: _____

Before making an offer:

- **Hiring Proposal** (*faculty & staff only*): The Cabinet Level authority's office (e.g.: VP, Provost, Chief Communications and Marketing Officer, Chief Diversity Officer) should complete the Hiring Proposal in the OES. Be sure that the salary is in line with the approved range found in the Salary Not to Exceed Field in the OES. Approval must be granted by the VP of Finance and Administration for any exceptions. It may not exceed 10% above the median of the approved range (*faculty and staff*). The President has the final approval. Once HR has approved the Hiring Proposal, the offer may be extended.

When extending an offer be sure to share with the candidate:

- **Salary:** (*faculty and staff*) This will be the approved salary that was indicated on the approved Hiring Proposal. (*classified*) You'll use the Hiring Rate (HR) as listed on the posting. If they're current state employees you can let them know the adjusted salary will be on their official contract letter.
- **Start Date** (*have a couple options ready*): It must be at the beginning of a payroll period, please see the [Faculty and Staff Payroll Calendar of Deadlines](#) for upcoming start dates. Reminder, all paperwork needs to be in the Human Resources office by the Campus Deadline.
 - **Required Paperwork:** GER form (*all*) and draft contract letter (*faculty & staff only*)
- **Pre-employment Background Investigation:** Remind the candidate their offer is contingent upon a successful background investigation. The candidate will receive an email to their *personal email* (the one they used during the application process) with the form to complete through Adobe Sign.
- **LAG Payroll:** Employees are paid every two weeks, when they begin to receive checks. Since, NYS pays two weeks after the payroll period ends, a new employee will receive their first paycheck approx. one month after starting.
 - (*CSEA, PEF, M/C only*) For their first five paychecks, the equivalent of one days pay will be taken out. This is paid out when they leave state service. This is for employees new to state service/the bargaining unit.
- If they have any questions about **benefits and retirement**, you can direct them to our [website](#). Be sure to tell them which bargaining unit they will be part of. You can also tell them they will have an orientation with our benefits administrator within their first few days.
 - Specific union benefits information is available by contacting their individual bargaining unit
- If they have questions about sick/vacation/holiday accruals, refer to these charts or send them the link:
 - [UUP/MC Overview](#)
 - [CSEA/PEF/PBANYS/NYSCOPBA Overview](#)
- *If they accept*, let them know their contract letter and new hire paperwork will be sent to them via email by Adobe Sign. This will be sent to their Geneseo email, they will receive their login credentials on the email they used to apply.
- For questions about **Moving Expenses** contact Administration & Finance, x5606. For questions about **Office Equipment and Furniture**, contact Purchasing & Central Services x5100.

Items to Complete Post Hire

[Keys/Access Control](#)

[Signage](#)

[Business Cards/Letterhead/Envelopes](#)

[Parking Pass](#)

[Faculty/Staff ID](#) and [FAST Account](#)

[Computer Information Technology](#)

[Telephone](#)

[Timesheets](#)

[Direct Deposit](#)

[Performance Program](#)- within 30 days of hire