Appendices

NEW 12MTH, FULL TIME STATE FUNDED BENEFITS ELIGIBLE

New 12 Month, Full Time, State Funded Regular Employee

Human Resources
THE UNIVERSITY OF TEXAS AT SAN ANTONIO
Table of Contents

Table of Contents .......................................................................................................................... 1

Position Creation .........................................................................................................................
  Appendix A (Request a Job Code) ......................................................................................... 2
  Appendix A (Comp/Creator/SharePoint email approval) ..................................................... 2

DBT .................................................................................................................................................
  Appendix B (DBT Approval) ................................................................................................. 3
  Appendix B (DBT Denial) ...................................................................................................... 4

STARS ..............................................................................................................................................
  Appendix C (STARS Hiring Manager Process) ................................................................. 5
  Appendix C (STARS Email job offer process with link) .................................................... 6

DAY ONE ........................................................................................................................................
  Appendix D (Email New Employee with Offer Letter) .................................................... 7
  Appendix D (Sample Offer Letter New Employee) .......................................................... 8
  Appendix D (Email Transfer Employee) ........................................................................... 9
  Appendix D (Offer Letter Transfer Employee) ................................................................. 10
  Appendix D (Email New Employee DAY ONE invite) ................................................... 11
  Appendix D (Email DAY ONE Notifies Department) ....................................................... 12
Appendices: New, 12 Month Full-time, State Funded Regular Employee

**Appendix A (JOB CODE)**

Click on Hyperlink for New Job Code titles/Email HR COMP with questions, sample below of confirmation on a job code title to use.

**Email sample:**
You can use the following job code/title for .....  

HR COMP  
UTSA Human Resources

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**Appendix A (Position Creation Emails from HCM)**

**Sample A: Approved Position**

Your "Software Systems Specialist II" position was **approved** and successfully entered into UTShare/PeopleSoft on **4/7/2015**.

Click here for the final approved form for your records.

The Position # for this position is **10070250**  
The Job Audit # for this position is “**15-162**”.

**HR Comments** (if any):

For new positions, you will need to initiate a Position Management Center – Department Budget Table (DBT) Change Request in UTShare/PeopleSoft. If you have any questions in processing the position funding source Cost Center/Project ID on the DBT, please refer to the “Funding Position” training or contact Budget.HCM@utsa.edu

**Sample B: Denied Position**

Your "Software Systems Specialist II" position was **denied** by Human Resources

See below for details:

**Comments:**

PER HR COMP:

Two primary reasons Comp would deny a request:

1. Department requested the denial (used below) because they no longer needed the position or something else changed on their end.
2. Department submitted the wrong form – we will provide the name of the correct form and instructions
Appendices: New, 12 Month Full-time, State Funded Regular Employee

Appendix B: DBT Approved

Sample A: From Budget: DBT Approval

Sample of workflow tab of DBT when one is approved.
Sample of automatic email generated by the system to the originator informing them the DBT has been approved.
Appendix B: DBT Denied

Sample B: From Budget: DBT Approval
Sample of workflow tab of DBT when it has been denied. Comments will be added by Budget regarding why the DBT was denied.

Complete the DBT Details tab and return to the Workflow Details tab. Click Save and then Submit when all changes have been made.

Set ID: UTS1A  
Trans ID: 000028517  
Position Nbr: 10028101  
Dept ID: CPT001  
Originator By: PROJECT MANAGER  
P-20 INITIATIVES

Transaction Details
Related Transaction Information: [Blank]

DBT Change Request

Denied DBT Comments list the notes of why the DBT was denied.

Sample of automatic email sent to originator when the DBT has been denied. The Originator should sign into PeopleSoft and view the comments as to why it was denied on the “Transaction and Workflow Tab”.

From: <UTShare.DONOTREPLY@utsystem.edu>  
Date: May 11, 2015 at 8:37:16 AM CDT  
To:  
Subject: DBT Change Request Denied

The Department Budget Table changes have been denied.
Trans ID: 000028517  
Set ID: UTS1A  
Dept ID: CPT001  
Position Nbr: 10028101  
Fiscal Year: 2015

Appendices: New, 12 Month Full-time, State Funded Regular Employee

**Appendix C (STARS PROCESS)**

STARS - Hiring Manager

**JOB OFFER PROCESS**

**Hiring Proposal (HP) Approved**

Once HR Compensation approves the HP, the hiring manager for that requisition will receive an email to proceed with extending the job offer. Follow the steps outlined below, based on the classification of your candidate:

**For New, Benefits-Eligible Employees**

- Contact your finalist and extend a verbal job offer
- Negotiate start date based on pre-determined start dates in the *Day O.N.E. Calendar*
- In STARS, change status of all applicants, **EXCEPT** finalist, to **NOT HIRED**
- Complete the Hiring Form and submit form to HR. (link to hiring form can be found in the STARS generated, HP Approved email sent when HR Compensation approved your hiring proposal)
- HR will complete the final hire process in STARS, send a written offer letter, invite new employee to orientation, and assign new employee in UTShare/PeopleSoft
- You will also receive email notification regarding your new employee’s orientation

**For Transferring, (Current, Benefits-Eligible Employee)**

- Contact your finalist and extend a verbal job offer
- Negotiate start date (transfer should take place on a date mutually agreed upon by the affected departments)
- In STARS, change status of all applicants, **EXCEPT** finalist, to **NOT HIRED**
- Complete the Hiring Form and submit form to HR. (link to hiring form can be found in the STARS generated, HP Approved email sent when HR Compensation approved your hiring proposal)
- HR will complete the final hire process in STARS, send a written offer letter, and assign new employee in UTShare/PeopleSoft

**If Candidate Declines Offer**

Change the applicant status of the finalist who declined to 'Declined Offer'. If you previously identified alternate finalists, and you want to offer the job to one of the alternate finalists, change alternate to 'Finalist'. create a Hiring Proposal (HP) for that finalist and follow the same steps you used for the original finalist (Review Criminal Background Check info, create HP, submit HP thru department management for approval and make job offer when HP is approved).

If you haven't identified another qualified finalist, a number of options are available, e.g. re-post, cancel, etc. but contact HR Employment for guidance.
Appendices: New, 12 Month Full-time, State Funded Regular Employee

-----Original Message-----

From: HR@utsa.edu [mailto:HR@utsa.edu]
Sent: Friday, February 06, 2015 3:01 PM
Subject: XXXXXXXXXXXX for department HUMAN RESOURCES 0260000 - 0000000

The hiring proposal identified in the Subject line above has been approved.
You may now extend the verbal job offer. It is important that you follow the links below.

The Position ID # is: 100666666
The approved salary is: $XX,XXX/annualized

Access the following for guidance pertaining to the job offer process
http://www.utsa.edu/hr/Employment/STARS/STARS.Job.offer.Process.html

Link to the Hiring Form: https://hrapps.utsa.edu/hr/dayone/

If you need assistance with the hiring form, please call x4648.

For your convenience, the New Employee On the Job Orientation checklist is located at
http://www.utsa.edu/hr/docs/OrientationOnTheJob.doc

If you have any questions, please contact Human Resources at x4250.

Thanks,
Human Resources
Appendices: New, 12 Month Full-time, State Funded Regular Employee

Appendix D (DAY ONE: New Employee Email)

Attachments (Welcome Packet)

Rowdy Roadrunner,

Congratulations and welcome to The University of Texas at San Antonio. You are scheduled to attend orientation on Wednesday, XXXX XX, 2015, from 8:30 am – 4:00 pm. We have included a welcome packet that will detail important items you will need to bring on your first day.

Your offer letter for the Head Mascot Position is attached as well. Please read, sign, and return to Human Resources immediately, so that we can prepare for your arrival.

Please use any of the following methods to return the offer letter:

- Fax (210-458-4647)
- Scan and E-mail (DayOne@utsa.edu)
- Mail
  - Human Resources
  - One UTSA Circle
  - San Antonio, TX 78249
  - ATTN: Day ONE @ UTSA
- Deliver to:
  - Human Resources
  - North Paseo Bldg, 4th Floor
  - Suite 4.102
  - San Antonio, TX 78249

We are looking forward to meeting you at Day O.N.E. @ UTSA. If you have any questions, please contact Human Resources at 210-458-4648 or contact us via email.

University of Texas at San Antonio
Human Resources
T- (210) 458-4648
F-(210) 458-4647
Appendixes: New, 12 Month Full-time, State Funded Regular Employee

Appendix D (DAY ONE: Offer Letter)
(email attachment)

Rowdy Roadrunner
San Antonio, Texas 78249

Dear Mr. Rowdy Roadrunner,

We are pleased to extend to you an offer of employment with the University of Texas at San Antonio (UTSA) as a University Mascot effective **Monday, January 1, 2015**, with a starting salary of $XX,XXX. Employee salaries are subject to certain required and elective payroll deductions, which will be explained to you when you attend Day O.N.E. (Orientation for New Employees) @ UTSA. We will also provide you additional information in your welcome packet about policies, benefit programs and general employment information to assist you in your employment at the university.

This is an A&P, Exempt position. As an Administrative & Professional (A & P) employee, you serve at the pleasure of the President and are considered an at-will employee.

A critical piece of the processing relates to the completion of the U.S. Citizenship and Immigration Services Employment Eligibility Verification (Form I-9). Your employment is contingent upon this form being completed within three (3) business days of the date employment begins and proper documents being provided to verify your identity and employment eligibility as required by law. Human Resources will assist with the completion of this form. If you have questions about required documentation, please call Human Resources at 210-458-4648 and ask about I-9 documentation or you can access this information through the U.S. Citizenship and Immigration Services website at [http://www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf) to read the necessary requirements and rules.

In compliance with H.B. 558 passed during the 76th legislative session, The University of Texas System requires male citizens/nationals who are from 18 & up to 26 years of age to provide proof of registration with the Selective Service System or exemption from registration, prior to employment. For males in this age group, the offer of employment is considered **conditional** until proof of registration or exemption is provided.

If you require a **reasonable accommodation** to participate in Day O.N.E. (Orientation for New Employees) please email your request to dayone@utsa.edu or contact Claudia White by telephone at 210-458-6952, or TDD 800-877-8339.

Congratulations on your new assignment at UTSA! If you have any questions, please do not hesitate to contact Human Resources at 210-458-4648. Please acknowledge your decision by completing the following and returning this letter immediately by email to dayone@utsa.edu or fax to 210-458-4647. We are confident that you will play a key role on our team in your new position.

Sincerely,

Claudia White
Human Resources
University of Texas at San Antonio

Accepted: ____________________________ ____________________________ 
Signature Date

Declined: ____________________________ ____________________________
Signature Date

Reasons: ________________________________

8
Appendices: New, 12 Month Full-time, State Funded Regular Employee

Appendix D (DAY ONE: Transfer Email)

From: Day O.N.E  
Sent:  
To: New Employee  
Cc:  
Subject: New Position at UTSA!

XXXX,

Attached is your offer letter for the XXXX position at the University of Texas at San Antonio. Please read/sign your offer letter and application signature page (attached).

In order for your new position to be finalized, we will need both items sent via one of the following options:

- Fax (210-458-4647)
- Scan and E-mail (DayOne@utsa.edu)
- Mail  
  Human Resources  
  One UTSA Circle  
  San Antonio, TX 78249  
  ATTN: Day ONE @ UTSA

- Deliver to:  
  Human Resources  
  North Paseo Bldg, 4th Floor  
  Suite 4.102  
  San Antonio, TX 78249
Friday, April 10, 2015

Rowdy Roadrunner
San Antonio, TX 78260

Dear Rowdy,

We are pleased to extend to you an offer of employment with the University of Texas at San Antonio (UTSA) as a Head Mascot in the Athletics department effective **Monday, January 1, 2015**, with a starting salary of $XX,XXX. Employee salaries are subject to certain required and elective payroll deductions. You are currently receiving benefits from the University; therefore it is not necessary for you to attend another orientation session.

This position is a Classified, Exempt, position. All positions are considered at-will and serve without tenure. As a Classified employee in a benefits eligible position, the first six months of employment at UTSA will be probationary. The purpose of the probationary period is to provide a period of time during which classified employee’s performance can be evaluated to determine if their performance, ability, willingness and dependability merit continuation for University employment. As a current UTSA employee you may have already fulfilled your probationary period if you have continuously worked (without a break in service) for a period of 6 months. If you have questions regarding your probationary period, please contact your manager.

Congratulations on your new assignment at UTSA! If you have any questions, please do not hesitate to contact Human Resources at 210-458-4648. Please acknowledge your decision by completing the following and returning this letter immediately by email to dayone@utsa.edu or fax to 210-458-4647. We are confident that you will play a key role on our team in your new position.

Sincerely,

Claudia White
Human Resources
University of Texas at San Antonio

Accepted: ___________________________________________  _______________
Signature                                               Date

Declined: ___________________________________________  _______________
Signature                                               Date

Reasons: ___________________________________________________________

Offer letter is an attachment to the email.
Congratulations and welcome to The University of Texas at San Antonio. You are scheduled to attend orientation on **April 13th from 8:30 am – 4:00 pm**. We have included a welcome packet that will detail important items you will need to bring on your first day.

Your offer letter for head mascot position is attached as well. Please read, sign, and return to Human Resources immediately, so that we can prepare for your arrival.

Please use any of the following methods to return the offer letter:

- Fax (210-458-4647)
- Scan and E-mail ([DayOne@utsa.edu](mailto:DayOne@utsa.edu))
- Mail
  - Human Resources
  - One UTSA Circle
  - San Antonio, TX 78249
  - ATTN: Day ONE @ UTSA
- Deliver to:
  - Human Resources
  - North Paseo Bldg, 4th Floor
  - Suite 4.102
  - San Antonio, TX 78249

We are looking forward to meeting you at Day O.N.E. @ UTSA. If you have any questions, please contact Human Resources at 210-458-4648 or contact us via email.

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DayOne@utsa.edu
Appendices: New, 12 Month Full-time, State Funded Regular Employee

Appendix D (DAY ONE: NOTIFIES HIRING DEPARTMENT)

Sample A: Email

Your new employee is scheduled to attend orientation on Monday and will need to report the North Paso Building, Room 1.416. Orientation is scheduled from 8:30 am to 4:00 pm. Your new employee has been assigned in PeopleSoft and will complete all necessary paperwork and requirements during orientation.

During Day O.N.E. the new employee will acquire:

- Network Login (Please see the information below regarding Network Accounts)
- Parking Pass
- UTSA ID Card
- Benefits

Department Action Items:

- Please provide our office with the time your employee is scheduled on their second day and to who they should report.
- Dept. representative (supervisor or admin) is required to fill out the online network account request form online. This form can be found on ASAP > under Employee Services > Network Account Forms > Add Departmental Permissions to a New Account. This is to provide information needed to assign proper network resources such as departmental printer and I: drive file storage access. Day O.N.E. Employee account setup allows for a network logon account and an email address only. Once the department has submitted an online account request form, the necessary resource permissions will be established for the employee and an email will be sent to the employee and employee’s supervisor stating that proper network permissions to resources are setup.
- Don’t forget to collect the Conflicts of Interest Policy Acknowledgment Form for your department files.
- The employee can contact OIT Support Services at oitconnect@utsa.edu or (210)458-5555 with any issues that may occur or if they have questions regarding permissions and access. More information about OIT and services provided can be found at OIT’s main web site at http://oitconnect.utsa.edu.

Please feel free to forward this email to all individuals in your department that require this notification. If you have any questions please contact Human Resources using the information below.

University of Texas at San Antonio
Human Resources

12