Appendices

NEW GRANT BENEFITS ELIGIBLE

New Grant Funded Benefits Eligible Employee

Human Resources
THE UNIVERSITY OF TEXAS AT SAN ANTONIO
Appendices: New, Grant Benefits Eligible Employee

Table of Contents

Position Creation and RSC approvals

Appendix A (Request a Job Code/ Create a Position Sample) .............................................................. 2
Appendix AA (HR Comp emails approvals) ......................................................................................... 3
Appendix B (Comp Email RSC) ........................................................................................................... 4
Appendix C (Comp/Creator/SharePoint email approval) ................................................................. 5

DBT

Appendix D (DBT Creation) .................................................................................................................. 6
Appendix D (DBT email from Dept to RCS/PI) ..................................................................................... 7-8
Appendix D (DBT email from Budget to RSC) .................................................................................... 9
Appendix D (DBT email approval/denial sample) ................................................................................. 10-12

STARS

Appendix E (STARS Hiring Manager Process) .................................................................................... 13
Appendix E (STARS Email job offer process with link) .................................................................... 14

DAY ONE

Appendix F (Email New Employee with Offer Letter) ....................................................................... 15
Appendix F (Sample Offer Letter New Employee) ............................................................................. 15-16
Appendix F (Email Transfer Employee) ............................................................................................. 17
Appendix F (Offer Letter Transfer Employee) .................................................................................... 18
Appendix F (Email New Employee DAY ONE invite) ........................................................................ 19
Appendix F (Email DAY ONE Notifies Department) ........................................................................... 20-21
Appendices: New, Grant Benefits Eligible 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:** From Comp email with appropriate job code to use
You can use the following **job code/title** for ......

HR COMP
UTSA Human Resources

**Appendix A (Create a Position)**

SharePoint Form/create a position, **job code** info sent from Comp is placed here

SharePoint Form/create a position, funding source Grant and **Project ID**

Box 3d on Map

Box 5 on Map
Appendix AA: HR COMP EMAIL FOR DEAN’S APPROVAL

HR Comp email position request to Dean’s office or Higher Approval

From: HR COMP (Human Resources)  
Sent: Tuesday, February 24, 2015 8:05 AM  
To: Dean’s Office  
Cc: Creator of Document  
Subject: New positions -

Good morning,

I left you a voice mail message this morning and attached are two of the requests Compensation is working on. One is a new 40 hour Research Scientist Associate. I just wanted to make sure your office is okay with the requests and then I can move forward with the review. I am attaching the DAF forms provided by the department, but an e-mail response from you is sufficient.

Thank you,  
HR COMP

| UTSA | HR Compensation |
Appendices: New, Grant Benefits Eligible Employee

HR COMP sends position request to RSC with Project ID for approval.

Appendix B: HR Comp requesting creation approval for RSC Positions

From: HR COMP (Human Resources)
Sent: Tuesday, February 24, 2015 11:42 AM
To: RSC
Cc: PI
Subject: Grant approval - Neurosciences Institute - 1 positions

Good afternoon,

I have a new position requests from Neuroscience Institute – CTROXX. If approved HR will move forward with the STARS posting.

Grant Approval Request

Date: 2/24/2015
Audit Number: 15-077
Hiring Department: Neurosciences Institute (CTR034)
Dept Contact: Rowdy Roadrunner (x1111)
Title: Research Scientist Associate I
Recruiting Rate: $21,948-$35,124
Position Status: To be posted in STARS
Funding: Dr. Roadrunner – PI; Project ID - XXXXXXXXX

Thank you,
HR COMP

Next Step: RSC approved position verification and Project ID

Next Step: HR COMP creates position in HCM. HCM generates position ID.
Appendices: New, Grant Benefits Eligible Employee

Appendix C (HR Comp Email to Position Creator)

Sample: Position Creation

From: Electronic Form <OneUTSA@utsa.edu>
Date: Wednesday, February 25, 2015 8:52 AM
To: CompAction CompAction@utsa.edu, Budget HCM budget.hcm@utsa.edu; Creator of Position
Subject: Your Position Creation request was approved!

Your "Research Scientist Associate I" position was approved and successfully entered into UTShare/PeopleSoft on 2/25/2015.

The Position # for this position is “10068890”.
The Job Audit # for this position is “15-077”.

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.

Click here for the final approved form for your records.

Sample: Denied Position

Your “Research Scientist Associate” 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, Grant Benefits Eligible Employee

Appendix D (DBT Creation)

Screen print to start process, completion by ADMIN or FISCAL /BUDGET PERSON

Department Budget Table Changes

Instructions

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

DBT FUNDING
Dept Admin tab
DBT Details
Project ID on DBT Screen

Box 11a on Map
Appendices: New, Grant Benefits Eligible Employee

**Appendix D (Dept DBT Email/screen print to RSC/PI)**

Dept submits an effective dated DBT to add project ID as the position funding and % distribution in the case of multiple funding, Dept sends DBT print screen and comment to RSC and PI.

From: Dept Admin or Fiscal Manager  
Sent: Thursday, June 04, 2015 11:21 AM  
To: PI/RSC  
Subject: Grant position DBT for one month salary from Rowdy Roadrunner Center grant

Per instructions from Dr. Rowdy received on May 21st, the Rowdy Roadrunner grant will be used for one month support during academic year. NIH salary cap has been taken into consideration. The DBT for this is routing now for approval.

Thanks,  
Dept Admin

**Department Budget Table Changes**

![Department Budget Table Changes](image)

DBT Multiple Funding: Screen shot sent to RSC/PI

Box 11A on Map
Appendices: New, Grant Benefits Eligible Employee

**Appendix D (Dept DBT Email/screen print to RSC/PI)**

- **DBT : ADMIN View**
  - Transaction and Workflow tab
  - Two screen prints With notes and after clicking **submit**.
- DBT Change Request is posted in **PENDING status**

Box 11A on Map
Good afternoon,

The following Department Budget Table Change request needs RSC approval on the grant funding prior to the Budget Office submitting the approval in UShare/PeopleSoft. Below I have provided screenshots of the transaction Distribution %, Combination Code along with Chartfield String and the incumbent information. Please respond back to the Budget_HCM@utsa.edu email and let us know if this transaction is approved or denied. If denied, please provide any comments.

Please let me know if you have any questions.

Thank you,
Carissa Lawrence
Appendices: New, Grant Benefits Eligible Employee

Appendix D: DBT approval

Located on the transaction & workflow tab in Peoplesoft

Box 11D on Map
Appendices: New, Grant Benefits Eligible Employee

Appendix D: DBT Approval/Denial

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.

Sample of workflow tab of DBT when it has been denied. Comments will be added by Budget regarding why the DBT was denied.
Appendices: New, Grant Benefits Eligible Employee

Appendix D: DBT Approval/Denial

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: Tammy Anthony

Subject: DBT Change Request Denied

The Department Budget Table changes have been denied.

Trans ID: 000028517
SetID: UTSA1
DeptID: CPT001
Position Nbr: 10028101
Fiscal Year: 2015

Appendices: New, Grant Benefits Eligible Employee

Appendix E (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.
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/Form.Link

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

Sample: New Employee Email

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.
Appendices: New, Grant Benefits Eligible Employee

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

Sample: New Employee Offer Letter (email attachment)

Friday, April 24, 2015

Rowdy Road Runner

Dear Rowdy,

We are pleased to extend to you an offer of employment with the University of Texas at San Antonio (UTSA) as an Administrative Associate II in the Trio Programs department effective **Friday, May 01, 2015**, with a starting salary of $XX,XXX. This position is grant funded and contingent upon availability of funds. 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.
Appendices: New, Grant Benefits Eligible Employee

This position is a Classified, Non-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.

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 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: ________________________________ Date ____________________________
Signature

Declined: ________________________________ Date ____________________________
Signature

Reasons: ________________________________

-----------------------------------------------------------------------------------------------
Sample: Transfer Email

Attachments: offer letter and STARS Application page

From: Day O.N.E
Sent: 
To: 
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
Sample: Transfer Employee Offer Letter (email attachment)

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 Retention Specialist-Upward Bound, TRIO Program in the Trio Programs department effective Monday, April 20, 2015, with a starting salary of $XX,XXX. This position is grant funded with an anticipated ending date of 08-31-2017 and is contingent upon funding availability. 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

Appendix F (DAY ONE)

University of Texas at San Antonio

Accepted: ________________________________ Date____________________

Signature                                                                

Declined: ________________________________ Date____________________

Signature                                                                

Reasons: ________________________________
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 the Director, Center for Archaeological Research 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.

**University of Texas at San Antonio**
Human Resources
T- (210) 458-4648
F-(210) 458-4647
Appendices: New, Grant Benefits Eligible Employee

DayOne@utsa.edu

Appendix F (DAY ONE NOTIFIES HIRING DEPARTMENT)

Sample: 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
V: (210) 458-4648 | F: (210) 458-4647

DayOne@utsa.edu

"Your partner for successful solutions"