



# Regenerate Offer Documents

## Job Aid

# Contents

SECTION 1: OVERVIEW..... 3

SECTION 2: WHY DO WE NEED TO REGENERATE OFFER DOCUMENTS..... 3

SECTION 3: WHAT ROLES CAN INITIATE..... 3

SECTION 4: BEFORE YOU BEGIN.... 3

SECTION 5: STEPS TO REGENERATE OFFER DOCUMENTS ..... 3

SECTION 6: HOW EMPLOYEES REVIEW/ACCEPT REGENERATED OFFER DOCUMENTS ..... 12

SECTION 7: HOW EXTERNAL CANDIDATES REVIEW/ACCEPT REGENERATED OFFER DOCUMENT ..... 13

SECTION 8: HOW TO CANCEL REGENERATE OFFER DOCUMENT IN WORKDAY ..... 16

## SECTION 1: OVERVIEW

---

This business process enables the departments to regenerate accepted offer documents for a candidate after initiating or completing a hire making it easier to amend the details and resend offer letters. This process reduces manual effort and improves recruiting efficiencies.

## SECTION 2: WHY DO WE NEED TO REGENERATE OFFER DOCUMENTS

---

- Regenerate accepted offer documents after initiating or completing a hire
- Use to correct or amend contract terms
- May be used to revise the anticipated start date
- Reduces manual effort and improves efficiencies

## SECTION 3: WHAT ROLES CAN INITIATE

---

- Primary Recruiter (Preferred)
- Administrative Assistant
- Manager
- Recruiting Manager

## SECTION 4: BEFORE YOU BEGIN....

---

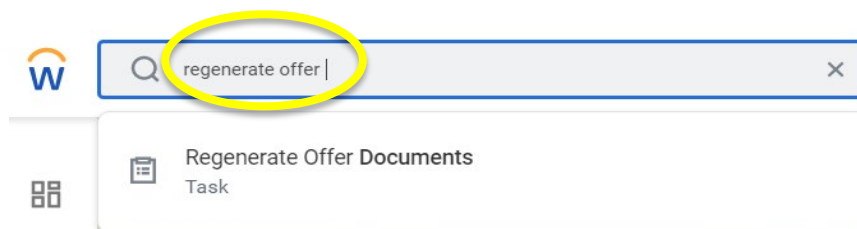
Consult with your Business Manager, HR Liaison, or Primary Recruiter to prepare new or revised language and finalize before initiating this business process. Approvers do not have the ability to send offer documents back to the initiator to make changes.

## SECTION 5: STEPS TO REGENERATE OFFER DOCUMENT

---

The following steps will regenerate the offer documents. In most cases, the Recruiting Manager will initiate the Regenerate Offer Documents.

1. Type "Regenerate offer document" in the search bar



2. Enter the candidate's name and job application.

### Regenerate Offer Documents

Candidate \*

Job Application \*

OK

Cancel

3. Expand the document or scroll down to locate the language to revise or to insert new language.

Document \*

Normal

B

I

U

A

Document Date: 10/07/2020

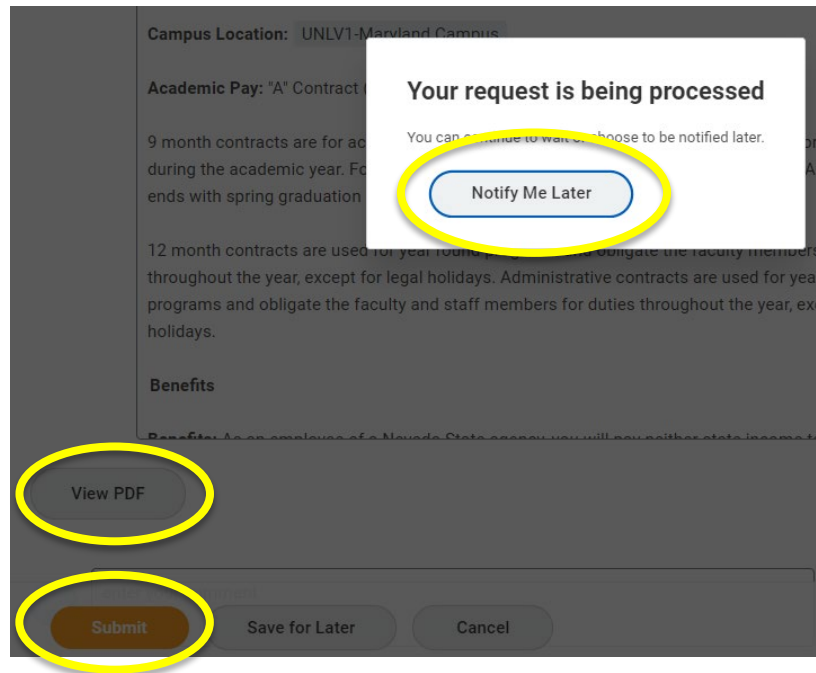
Employee Name: Jane Doe

Position Information

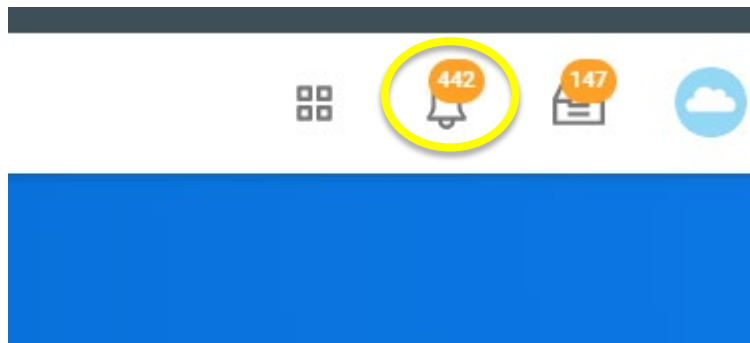
Supervisory Organization: UNLV Financial Aid and Scholarships Administration

Title: Financial Aid Counselor

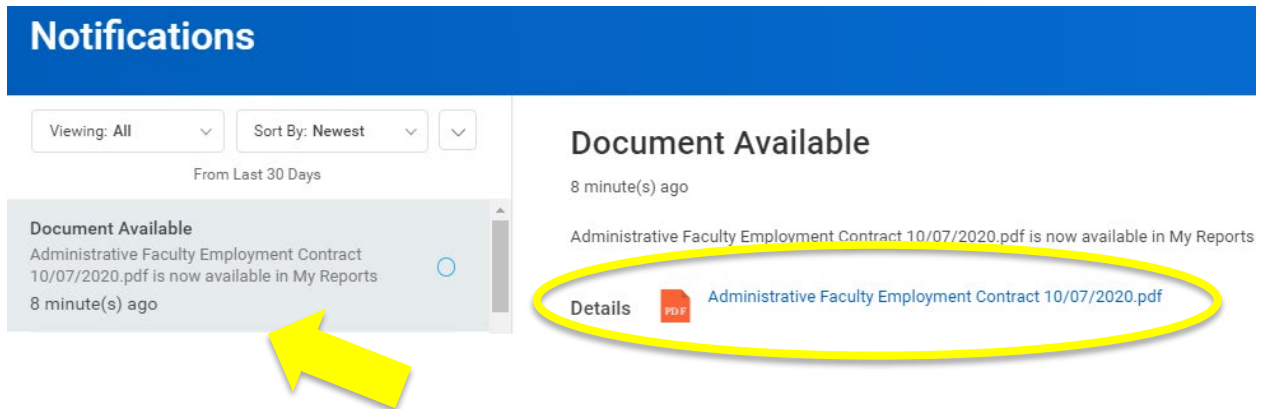
4. Select "View PDF" to review changes (optional) and select "Submit". A popup window may display a message "Your request is being processed. You can continue to wait or choose to be notified later". Select "Notify Me Later"



5. Select the "Notification Icon" in the upper right hand corner of the screen to locate the PDF.



6. Locate the document in the Notifications inbox, select the “PDF” to open the document.



7. From left to right, use these buttons to return to the previous screen, view the next page of the document, zoom in/out, and download and print document.



8. Select the “Arrow Icon” to return to the Notifications Screen.



9. Select the "Inbox Icon" to return to offer document.



10. Locate the inbox item, add any needed comments, then select "Submit" or "Save for Later".

The screenshot shows a web application interface for managing job offers. On the left is a sidebar with a list of items, each preceded by a question mark icon. A yellow arrow points to the first item: "Regenerate Contract - Admin Faculty - UNLV: Offer for Job Application: [redacted] Financial Aid Counselor 2 hour(s) ago - Due 10/09/2020".

The main content area displays details for the selected offer:

- Supervisory Organization:** UNLV Financial Aid and Scholarships Administration (Vi
- Title:** Financial Aid Counselor
- Sub-Type:** Regular
- Annualized Base Salary:** \$42,000.00
- Time Type:** Full time
- Full-Time Equivalent (FTE):** 100 %
- Anticipated Start Date (may be subject to change):** 09/01/2020
- Campus Location:** UNLV1-Maryland Campus
- Academic Pay:** "A" Contract (12-month)

Below these details is a paragraph: "9 month contracts are for academic year programs and obligate the faculty member for service during the academic year. For contractual purposes, the period of the contract begins August and ends with spring graduation in May."

At the bottom of the main content area is a "View PDF" button.

Below the "View PDF" button is a comment box with a cloud icon on the left. The comment text is "Regenerating offer document to add language regarding faculty initial expense (FIE)". A yellow arrow points to this comment box.

Below the comment box is a "Process History" section. It shows a single entry with a cloud icon, a redacted name, and the text "Regenerate Contract - Admin Faculty - UNLV- Awaiting Action". To the right of this entry is the text "- Due 10/09/2020".

At the bottom of the interface are three buttons: "Submit" (circled in yellow), "Save for Later" (circled in yellow), and "Cancel".

11. Regenerated Offer Document routes for approval to the HR Finance Coordinator, Select "Done" to close the process.

**Success! Event submitted**

**Generate Document for Regenerate Offer Documents (Default Definition): Administrative**

4 hour(s) ago - Due 10/09/2020

### Up Next

HR Finance Coordinator

Regenerate Offer Documents: [Financial Aid Counselor - Review Regenerated Contract - Admin Faculty - UNLV](#)

Due Date 10/09/2020

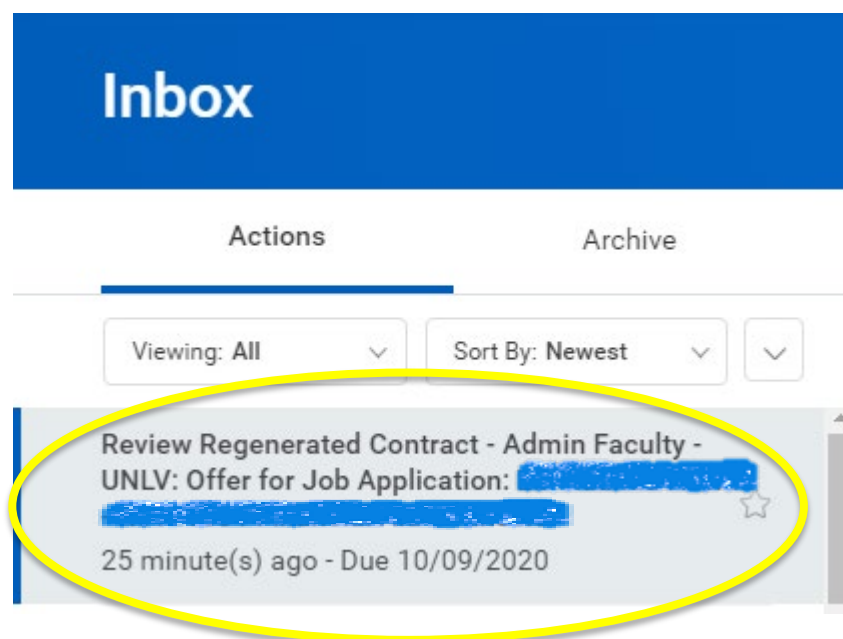
> **Details and Process**

Done

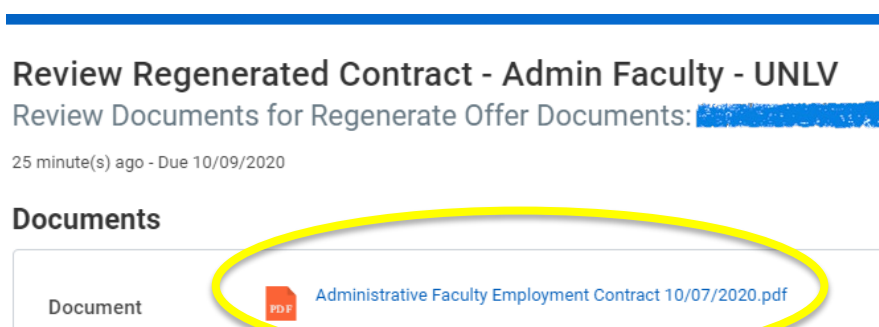


Approvers will complete steps 12-16:

12. From the Inbox, locate "Review Regenerated Contract".



13. Select the PDF to open the document.



14. Locate the new or revised language on the appropriate page.

Contract 10/07/2020.pdf < 2 of 2

---



**Employment Contract**  
Nevada System of Higher Education  
University of Nevada Las Vegas



---


must be made within 15 days of eligibility date.

### Other Information

**Fixed Initial Expense:** You will receive an additional one-time initial employment allowance payment of \$3,500 . You will not be eligible for reimbursement for moving, relocation or other expenses in connection with beginning your employment pursuant to this agreement. Should you leave employment voluntarily within the first twelve months, this initial employment allowance shall be repaid in full.

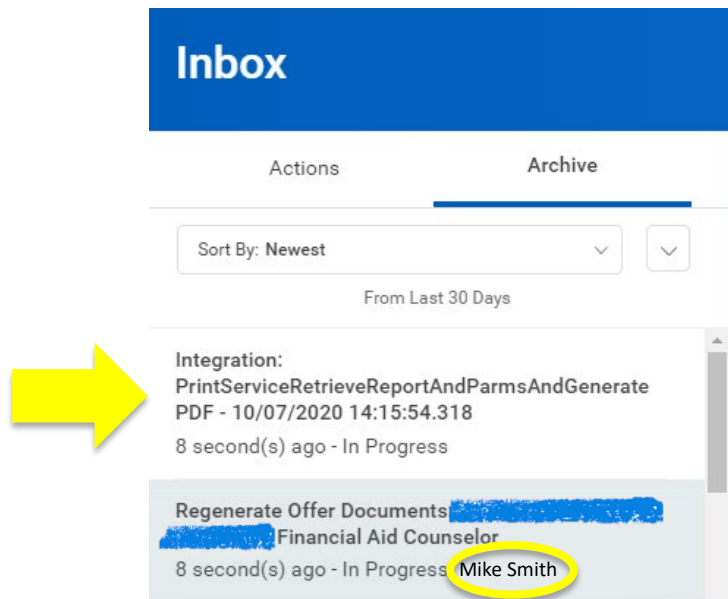
15. If no edits are needed, approvers select the “I agree” checkbox, add any needed comments, and select “Submit” or “Save for Later”. If edits are required, see next section on how to cancel and restart the process.

#### Documents

Document	 <a href="#">Administrative Faculty Employment Contract 10/07/2020.pdf</a>
Instructions	<b>If no edits:</b> 1. Click “I agree” and Submit  <b>If edits are required:</b> 1. Contact the person who drafted the document to update the document and restart the regenerate offer process.
Signature Statement	I approve of the contents of this regenerated contract.
I Agree	<input type="checkbox"/>

Comment

16. Select the “Archive” inbox, which shows the “Integration” confirming the document was generated. The second inbox item shows who’s up next for approval.

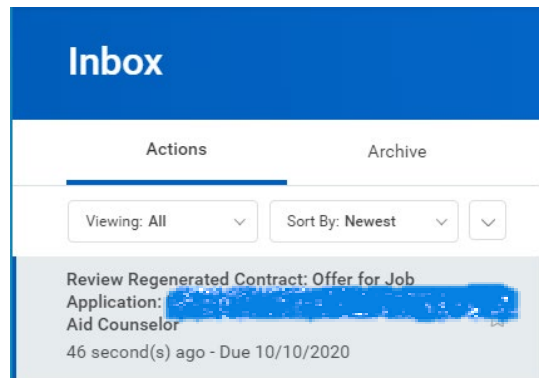


17. Not Illustrated: Additional approvals route to the Dean/Director, Executive, HR/Primary Recruiter.

This completes the steps to regenerate the offer documents.

## SECTION 6: HOW EMPLOYEES REVIEW/ACCEPT REGENERATED OFFER DOCUMENTS

1. If offer documents are regenerated after the hire process has been completed or if the candidate was internal, the employee receives the regenerated offer document in their inbox.




2. Employee reviews document by opening PDF and selects the checkbox “I agree” to agree to new terms or contact the manager with questions or concerns. Employee can add a comment and select “Submit” or “Save for Later”. “Cancel” will close the screen but not the business process. The regenerated offer remains in the inbox.

### Review Regenerated Contract

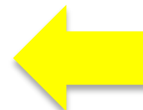
Review Documents for Regenerate Offer Documents:

1 day(s) ago - Due 10/10/2020

#### Documents

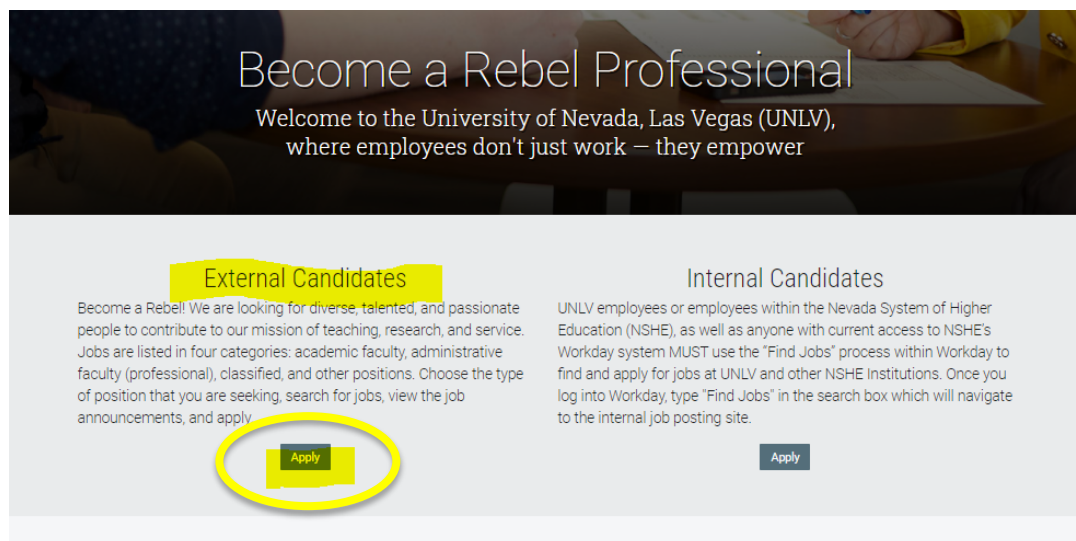
Document	 Administrative Faculty Employment Contract 10/08/2020.pdf
Instructions	Please read the terms and conditions included in the contract letter carefully. If you have any questions or concerns, contact your hiring manager.
Signature Statement	To accept the contract and terms of employment, check the following box and click "OK".
I Agree	<input type="checkbox"/>

Comment

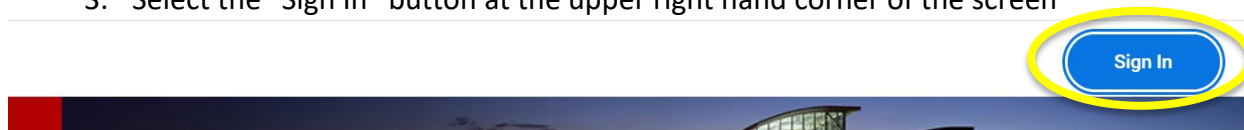


## SECTION 7: HOW EXTERNAL CANDIDATES REVIEW/ACCEPT REGENERATED OFFER DOCUMENT

1. If offer documents are regenerated before the hiring process has been initiated, the candidate receives the offer documents in their candidate home account.
2. To log into the candidate home account, candidates visit <https://www.unlv.edu/jobs> and select “Apply” under External Candidates.



3. Select the “Sign In” button at the upper right hand corner of the screen



4. Enter email address and password used to register and submit applications.

Sign In

×

Email Address

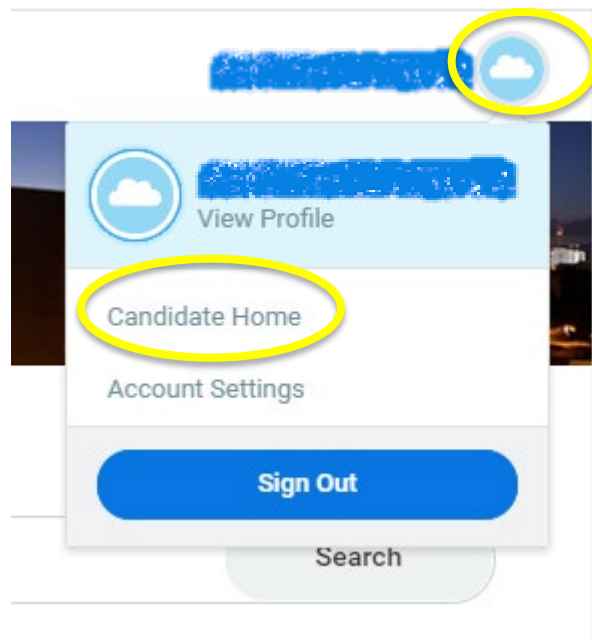
Password

Sign In

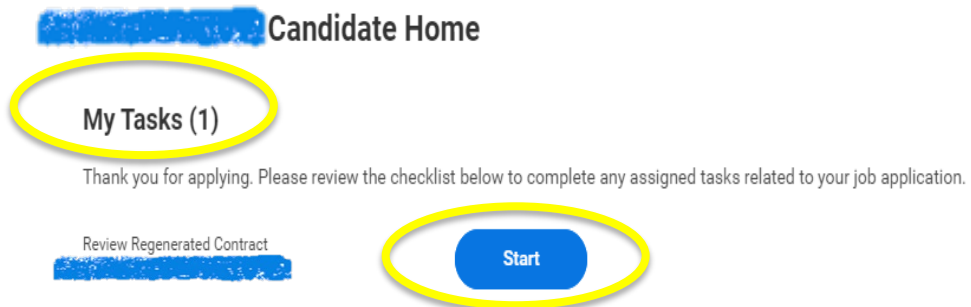
Create Account

Forgot Password

5. Select the “Cloud Icon” in the upper right hand corner of the screen, then “Candidate Home”




6. The regenerated offer document will appear under “My Tasks”, select “Start”.



7. Employee reviews document by opening PDF and selects the checkbox “I agree” to agree to new terms or contact the manager with questions or concerns.

### Review Document


Please read the terms and conditions included in the contract letter carefully. If you have any questions or concerns, contact your hiring manager.

 [Administrative Faculty Employment Contract 10/08/2020.pdf](#)





To accept the contract and terms of employment, check the following box and click "OK".

☐ I Agree \*

8. Candidate can add a “Comment” then select “OK”.



Comment

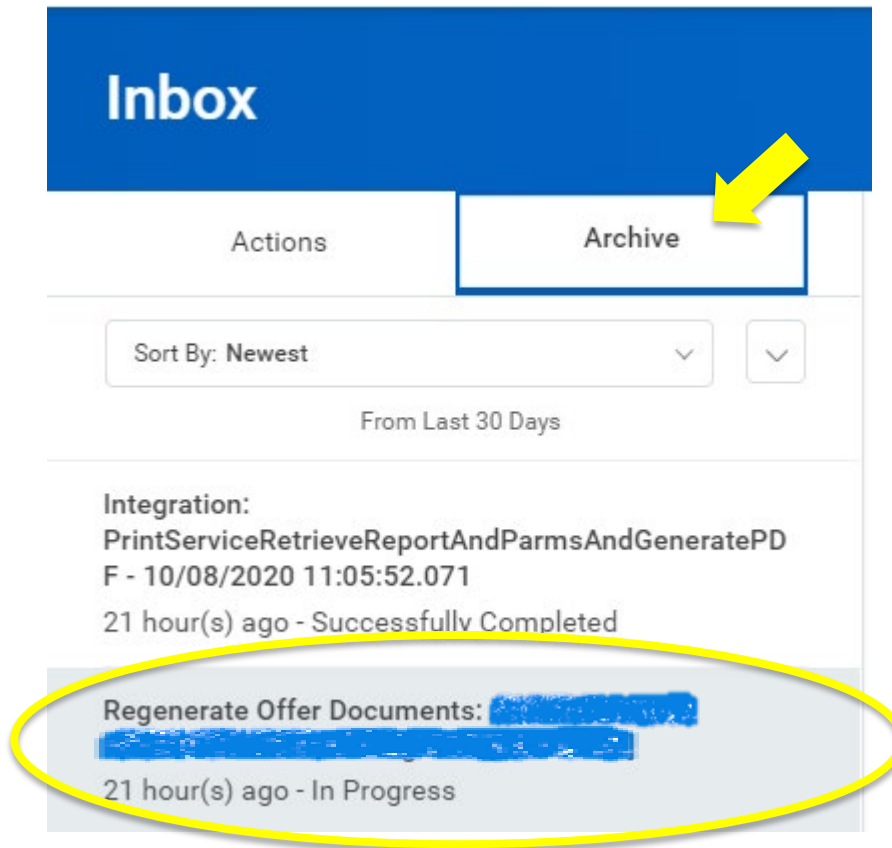
   

This completes the Regenerated Offer Document Business Process.

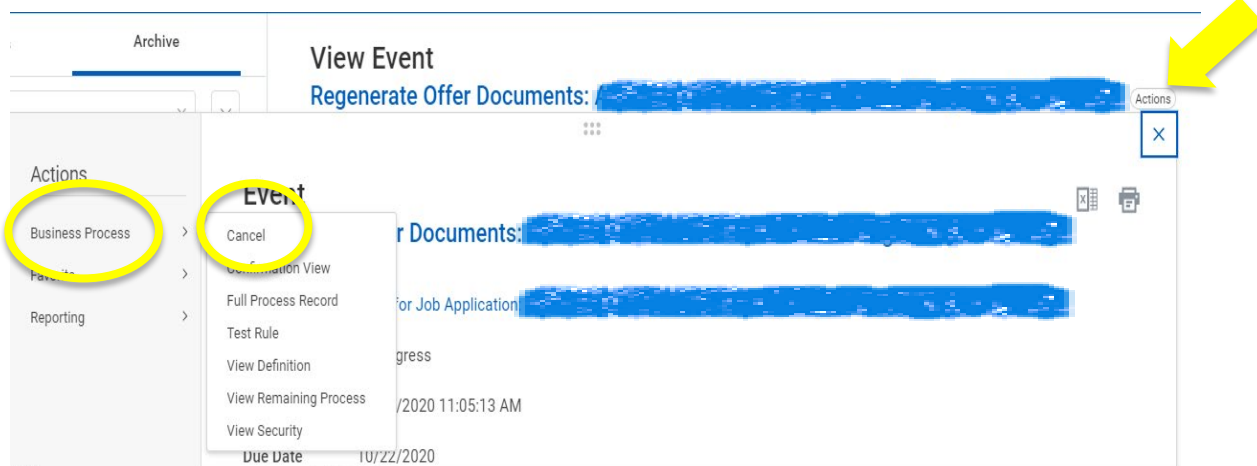
## SECTION 8: HOW TO CANCEL REGENERATE OFFER DOCUMENT IN WORKDAY

The initiator or approver can cancel this business process prior to candidate acceptance.

1. Select the "Archive" inbox, then "Regenerate Offer Documents"



2. Select the "Actions" button, "Business Process", then "Cancel".





1. Provide a reason for canceling the business process in “Enter Your Comment” and select “Submit”.

## Cancel Business Process

Regenerate Offer Documents: [REDACTED] Actions

For

Offer for Job Application: [REDACTED]

Overall Process


Regenerate Offer Documents: [REDACTED]


Overall Status

In Progress


Due Date

10/22/2020






### Process History




[REDACTED] – Due 10/22/2020


Regenerate Offer Documents– Step Completed




[REDACTED]




[REDACTED]




[REDACTED]



[REDACTED]



[REDACTED]



[REDACTED]

Submit

Cancel

Letter - NSC- Not Required

Additional Informative Letter - PCN- Not Required

This completes the steps to cancel the regenerated business process.