Offer Card Field Requirements

Section	Field	System Required	CSU/SJSU Required	Job Card Default	App Default	Optional	Display Only	Not Used	Notes
Personal details	Address		x		x		x		
Personal details	Phone		x		x		x		
Personal details	Email		x		x		x		
Personal details	Applicant No	x			x		x		
Current or previous employee details	Self-disclosed Employee ID							x	
Current or previous employee details	Employee		x*						The name of the employee is required if the candidate is a current SJSU employee.
Job details	CSU Working Title			x			x		
Job details	Position Type			x			x		
Job details	Campus			x			x		
Job details	Division			x			x		
Job details	College/Program			x			x		
Job details	Department			x			x		
Job details	Time Basis			x					
Offer details	Approval status						x	x	SJSU is not using the approval function for the offer card. The status will always be Pending.
Offer details	Recruiter			x			x		
Offer details	Date entered				x		x		
Offer details	Date updated				x		x		
Offer details	Application source				x		x		
Offer details	Positions		x	x					
Position details	Job Code/Employee Class		x	x					
Position details	Hiring Type		x	x					
Position details	Start date	x		x*					Date may default from the Job Card but can be changed. If it does not default it must be entered.
Position details	End date if applicable		x*	x*					Date may default from the Job Card but can be changed. Required if temporary position.
Position details	Probation End Date		x*						Required if probationary position.
Position details	FTE		x	x					
Position details	Hours Per Week		x	x					
Position details	FLSA Status		x	x					
Position details	Union							x	
Position details	Union Language							x	
Position details	Mandated Reporter		x	x					
Position details	NCAA		x*	x					For Athletics only.
Position details	Sensitive Position		x	x					
Position details	Conflict of Interest		x	x					
Position details	Concurrent Hire							x	
Position details	Rehired Annuitant							x	
Budget details	Budget/Chartfield/Account string							x	
Budget details	Pay Plan		x	x					
Budget details	Pay Plan Months Off		x*	x					Required if Pay Plan is 11/12 or 10/12.
Budget details	Salary Range/Grade		x	x					Please note, this may have to be updated if the chosen range is different than what was advertised.
Budget details	Anticipated Hiring Range					x			
Budget details	Maximum budgeted amount					x			
Salary and compensation	Base Pay Rate	x							
Salary and compensation	Unit basis	x							This should always be monthly.
Salary and compensation	Monthly Pay		x*						This is required for staff and MPP, as well as tenured/tenure track/FT temp faculty.
Salary and compensation	Annual salary		x*						This is required for part-time temp faculty.
Salary and compensation	Relocation					x			
Salary and compensation	Signon bonus					x			
Salary and compensation	Other supplementary comp					x			
Salary and compensation	Salary notes					x			
Salary and compensation	Benefits Eligible							x	
Salary and compensation	Benefits Eligibility Details							x	
Faculty/R03 details	Rank							x	
Faculty/R03 details	Service Credit							x	
Faculty/R03 details	Start Up Amount							x	
Faculty/R03 details	Duration of Start Up Funds							x	
Faculty/R03 details	Assigned/Release Time (WTUs)							x	
Faculty/R03 details	Duration of Assigned/Released WTU)							x	
Faculty/R03 details	Contingent annual salary							x	
Faculty/R03 details	Term							x	
Faculty/R03 details	Total Term Pay		x*						Required for part-time temp faculty.
Faculty/R03 details	Duration of Appointment		x*						Required for part-time temp faculty.
Faculty/R03 details	Weighted Teaching Units (WTUs)		x*						Required for part-time temp faculty.
Faculty/R03 details	Faculty Fraction Numerator		x*						Required for part-time temp faculty.
Faculty/R03 details	Faculty Fraction Denominator		x*						Required for part-time temp faculty.
Education and license verification	Highest Level of Education		x						
Education and license verification	Degree Type		x						
Education and license verification	Terminal Degree for Discipline		x						
Education and license verification	Date of Completion		x						
Education and license verification	Major Code		x						
Education and license verification	Institute Code		x						
Education and license verification	License/Certification Code					x			If Code is entered, Number must also be entered.
Education and license verification	License/Certification Number					x			If Number is entered, Code must also be entered.
Education and license verification	License/Certification Expiry Date					x			
Employment checks	NOT USED							x	
Onboarding	Offer Type	x							
Onboarding	Pay Group	x							
Onboarding	Offer Approval Type	x							

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Onboarding	Onboarding Form		x*						Required for all new employees or prior employees who are being rehired.
Onboarding	Onboarding Portal		x*						Required for all new employees or prior employees who are being rehired.
Onboarding	Onboarding Workflow		x*						Required for all new employees or prior employees who are being rehired.
Onboarding	Reports To	x							
Onboarding	Onboarding delegate					x			
Offer progress	Verbal offer extended					x			
Offer progress	Date verbal offer extended					x			
Offer progress	Verbal offer accepted					x			
Offer progress	Date verbal offer accepted					x			
Offer progress	Offer accepted		x*						Value autopopulates when candidate accepts formal offer online.
Offer progress	Date offer accepted		x*						Value autopopulates when candidate accepts formal offer online.
Offer progress	Offer declined		x*						Value autopopulates if candidate declines formal offer online.
Offer progress	Date offer declined		x*						Value autopopulates if candidate declines formal offer online.
Offer documents	Add document					x			Use this function to add transcripts or other documents to the application.
Offer documents	Merge document		x*						Use this function to create the draft offer letter for faculty.
Application documents									Documents added to the application will show here.
Offer check	NOT USED							x	
Approval process - campus	NOT USED							x	
Application status	NOT USED							x	
Provisioning	NOT USED								
Exports	Display of items sent to PeopleSoft						x		