Quick Reference Guide: Completing an eLOI for P&S Staff Member

Instructions: The following steps outline how to create an electronic letter of intent (eLOI) for a Professional and Scientific (P&S) staff member. An eLOI will be created the day after the PeopleAdmin7 Hiring Proposal status has been set to “Final Verbal Offer Details” or “Final Verbal Offer Details-Updated”. The eLOI Originator will receive an email to complete the eLOI.

1. Log into AccessPlus using your University ID and password
2. Click on the Kuali Action List
3. Click the eLOI Doc ID# to open in a new tab

   ![In Basket](image)
   ![Kuali Action List (32)](image)

Note: The eDoc title is formatted as LOI:Dept/PayBase/Title/Name.

![Professional and Scientific Letter of Intent](image)

**Name**: Johnny Marshall  
**Email**: Marshall@man.com

**Position**: ADMINISTRATIVE SPECIALIST III

**Primary Department**: 12070-University Human Resources
**Secondary Department**: 1

**Pay Base**: 12  
**Pay Grade**: 33

**Employment Terms**: Full-time  
**Fraction**:

**If of Months**: 12  
**Salary**: 45,000.00  
**Monthly Salary**: 3,750.00

**Salary will be paid**: Monthly (end of month)  
**Appointment will begin on**: 01-01-2015

**Note**: The system will automatically generate the appropriate eLOI form based on the position type in the Hiring Proposal.

*If any of the pre-populated fields are incorrect, edit the Hiring Proposal in PeopleAdmin and update status to Final Verbal Offer Details/Updated. The new content will be updated in the eLOI system the following day.

**Save** the eLOI at any time by scrolling to the bottom and clicking ‘save’.

4. **Review** the candidate’s name and email address.
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5. Enter **secondary department**, if applicable.
   If the appointment is a joint hire, select the secondary academic department. Once additional department is selected, the form will route through the proper approvals in those department/college.

6. **Review** information about the position:

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<thead>
<tr>
<th>Fields/Descriptions</th>
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<tbody>
<tr>
<td>Pay Base</td>
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<tr>
<td>Pay Grade</td>
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<td>Employment Terms</td>
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<td># of Months</td>
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<td>Annual Base Salary</td>
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<td>Monthly Salary</td>
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<td>Salary will be paid</td>
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<td>This appointment will begin on</td>
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<td>Appointment Type</td>
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<tr>
<td>Term Appointment End Date</td>
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7. **Complete** **Special Conditions** of the position.
   Any special conditions pertaining to the appointment or administrative appointment should be specified in this section. For example, if the candidate must earn terminal degree before start date, please indicate here.

8. **Upload** **relevant documents** and attachments to the P&S LOI:
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- Optional: Draft Letter of Offer

**Note:** These are draft versions and will never be accessible to the candidate. The final versions will be uploading while Extending an eLOI to the Candidate process.

9. Click Approve to route to the next approver (reference Understanding eLOI User Roles for more information on the automatic routing process).

The next approver will receive an email notification that a task is assigned to him/her. The eLOI will not be editable by approvers, and any changes will need to be sent to the eLOI Originator. Once the form is approved by all of the required individuals and user groups, the eLOI Originator will receive an email that the eLOI is complete.

At this point, the department may reach out to the candidate to let him/her know to expect an email regarding an electronic letter of intent. Please see Extending an eLOI to the Candidate for more information.