



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

<u>506861</u>	kw01 LOI Document Type	LOI:POL S/B/SENIOR LECTURER/Tony Jackson	ENROUTE	APPROVE	user_admin
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Note: The eDoc title is formatted as LOI:Dept/PayBase/Title/Name.

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Professional and Scientific Letter of Intent

Name	Johnny Marshall	Email	Marshall@msn.com
The offer being made to you is outlined below:			
Position	ADMINISTRATIVE SPECIALIST III		
Primary Department	12070-University Human Resources		
Secondary Department			
Pay Base	P	Pay Grade	33
Employment Terms	Full-time	Fraction	
# of Months	12	<i>If this value is less than 12, specify which months in the Special Conditions.</i>	
Annual Base Salary	45,000.00	Monthly Salary	3,750.00
Salary will be paid	Monthly (end of month)		
This appointment will begin on	01-01-2015 <small>mm-dd-ccyy</small>		
Appointment Type	Continuous		

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:

Fields/Descriptions	
Pay Base	P (P&S)
Pay Grade	One of the classes, levels, or groups into which jobs of the same or similar value is grouped for compensation purposes. All classifications in a pay grade have the same pay range: minimum, midpoint, and maximum. The Pay Grade will be auto populated based on the University Title selected
Employment Terms	Full or part-time position designation
At-Will	Designates if position is at-will
# of Months	If this value is less than 12 months, please specify which months in special conditions
Annual Base Salary	Total annual guaranteed compensation received from ISU. The annual salary on the ELOI corresponds with the salary field in the Hiring Proposal (HP); this field will be automatically populated from the data within the salary field on the HP
Monthly Salary	Annual salary divided by the number of months worked in the year (e.g., for B base faculty, this is Annual divided by 9)
Salary will be paid	Monthly or Semi-Monthly
This appointment will begin on	Employment start date. Data to populate the Start Date field will pull directly from the Hiring Proposal (HP)
Appointment Type	(P&S) Continuous, Term, or Emergency Term
Term Appointment End Date	Last date of employment for a Term appointment, contract, or temporary position

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.