



Electronic Letter of Intent (eLOI)

Brenda Behling
Chelsey Aisenbrey
Magann Orth



About eLOI

- Originated with data from an approved Hiring Proposal for faculty and P&S in PA7
- The hiring department will use AccessPlus to:
 - complete the eLOI
 - attach relevant documents
 - route it for administrative approval
- Department chooses when finalist receives the eLOI

IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY				
Faculty Non-Tenure Eligible - Adjunct Letter of Intent				
Name	Sherry Tupy		Email	Tupy@msn.com
The offer being made to you is outlined below:				
Rank	ADJUNCT ASSISTANT PROFESSOR			
Administrative Title	Administrative End Date	Administrative Increment		
	mm-dd-cyy	Included in Annual Salary		
Additional Title	Additional Title End Date	Additional Title Increment		
	mm-dd-cyy	Included in Annual Salary		
	mm-dd-cyy	Included in Annual Salary		
Academic Department and College		01210-Animal Science / College of Ag and Life Sciences		
Secondary Department				
Pay Base	B			
Twelve or Nine Month	9			
Employment Terms	Full-time	Fraction		
Annual Salary	65,000.00	Monthly Salary	7,222.22	
Start Date	01-01-2015 mm-dd-cyy			
Appointment End Date	01-01-0001 mm-dd-cyy		Service in this position does not accrue time toward tenure	
Non-renewal Date	mm-dd-cyy			
Special Conditions				
Contact Todd Hughes with Questions. Email: Todd.Hughes				



Benefits for ISU

- ✓ Increase data and **record accuracy**
- ✓ **Decrease costs**
- ✓ Create **internal efficiencies** through electronic routing and processing
- ✓ All documents are **routed together** (*LOI, Letter of Offer, etc.*)
- ✓ **Access** from anywhere
- ✓ **Timely!** Departments can send offers to candidates as soon as its approved





Benefits for Candidate

- ✓ eLOI **instantly** sent to candidate via email
- ✓ **Modern experience** for candidates
- ✓ Candidate is connected with a university contact
- ✓ ISU UID# is created and the new employee onboarding process may begin





Phase 1

- Faculty:
 - Tenure/Tenure Track
 - Non-Tenure Eligible:
 - Lecturer/Sr. , Clinician/Sr.
 - Adjunct
 - Research (*processed through PeopleAdmin*)
- Professional and Scientific (P&S)
 - ***Future Enhancement: At Will, Working Title***





Phase 2 and Future Phases



- Contract
- Post Docs
- Merit
- Positions not finalized through the PA7 system
- Renewals of current faculty/staff appointments



Topics For Today

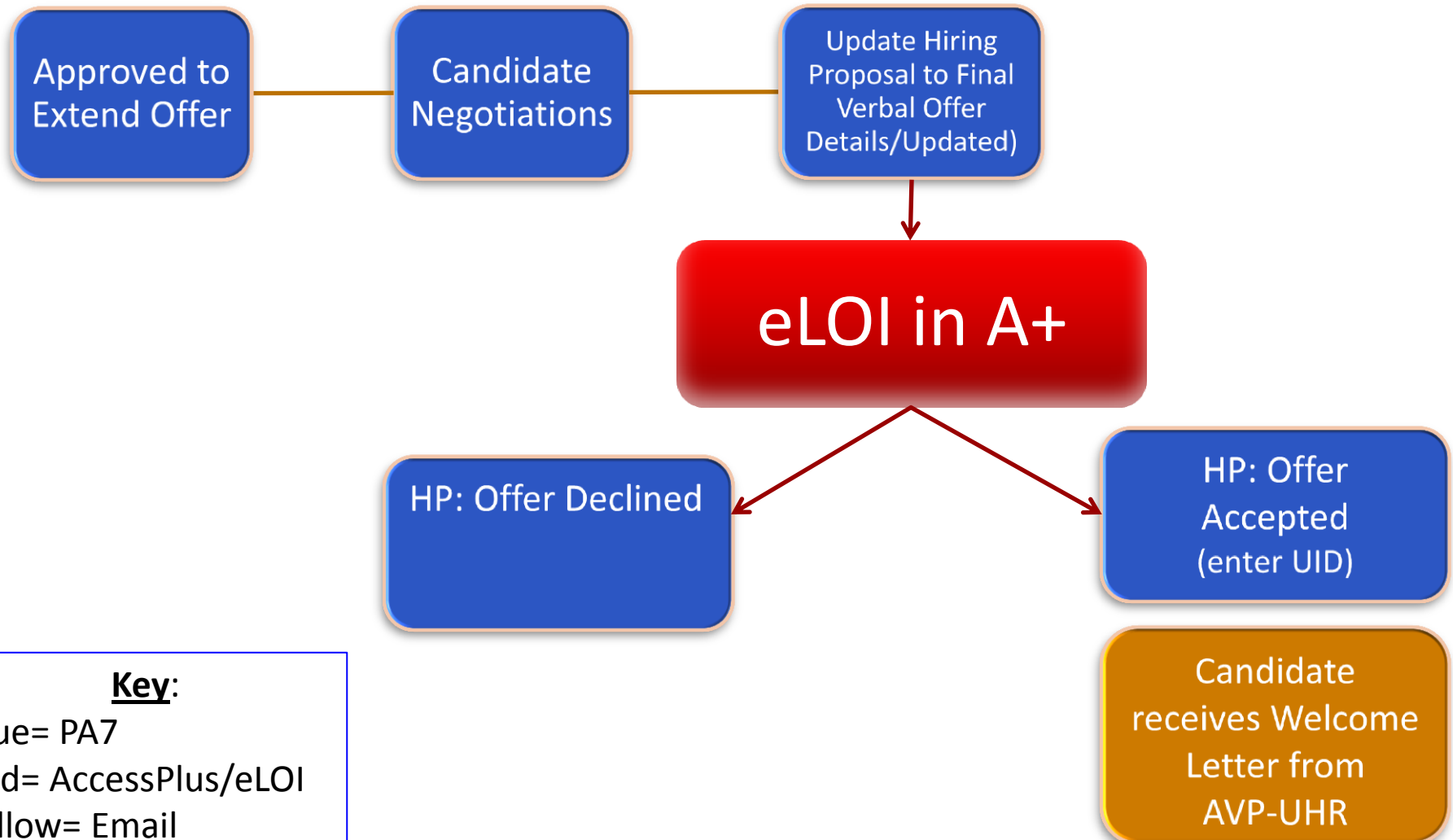
Process, Roles and Routing

Candidate Experience

Examples/Scenarios

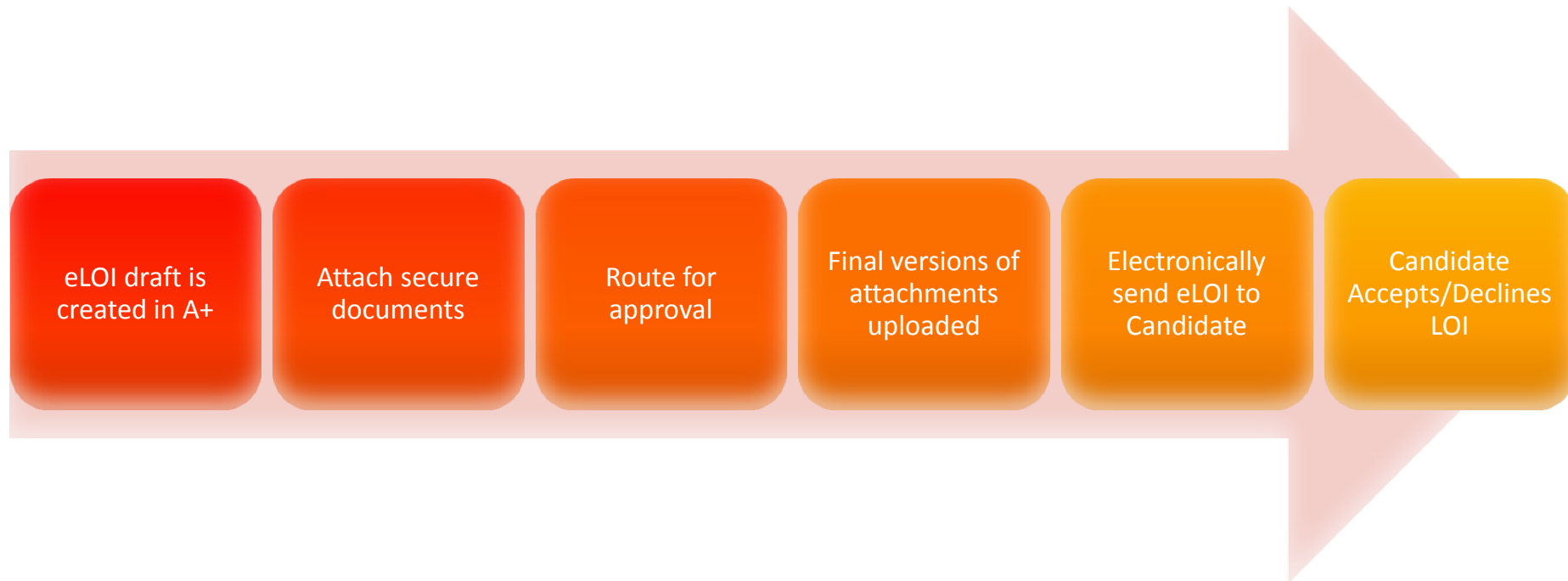


Extending an Offer Process





eLOI Process





Candidate Experience

1. Receive **email** with information to sign in and PDF of LOI
2. Log into A+ (*Posting Number and Confirmation number*)
3. **View attachments** at the bottom of the LOI
4. **Accept/Decline Offer**
5. Receive email notification

If Accepted:

1. ISU UID# can be used for EPA
2. New employee onboarding process may begin



Roles and Routing

Routing based on eLOI type, primary and secondary departments



Approval Hierarchy

P&S: eLOI Originator will route to department approver and college/unit approver.

Faculty: Reference the approval hierarchy for faculty position types.

<u>Faculty LOI Routing Process</u>	eLOI Originator	Dept Chair	Dean	Senior VP and Provost	eLOI Originator
Faculty: Tenure/Tenure Track	X	X	X	X	X
Non Tenure Eligible: Adjunct	X	X	X		X
Non Tenure Eligible: Research	X	X	X	X	X
Non Tenure Eligible: Lecturer, Clinician	X	X	X		X
Non Tenure Eligible: Sr. Lecturer, Sr. Clinician	X	X	X	X	X

Note: If the position has multiple hiring departments, one representative from each department's approver group will need to approve the eLOI before routing to the next approver group. For example, all department chairs must approve before the eLOI is routed to the Dean/Asst VP level.



ELOI Originator

The eLOI originator is responsible for:

1. **completing** the eLOI
2. **attaching** relevant documents
3. **requesting approval** for the eLOI
4. **finalizing** and **extending** the offer to the candidate
5. Communicating to **PA7 Posting Admin** and **EPA Originator**
6. **receiving notifications** regarding actions required

Access: The primary approver or delegate approver will be responsible for managing originators. To add/remove eLOI originator access for a user, email eloi@iastate.edu

Future Enhancement: Self-Service portal to manage access



Primary Approver

The default primary approver is generated from the department code/unit head, as maintained by Institutional Research. This individual will:

1. have **ultimate hiring authority** for actions routed
2. **establish delegate** approvers per *Hiring Authority Policy*
3. **receive notifications** regarding actions required
4. **approve/disapprove** eLOI requests in a timely manner
5. manage eLOI **Originator access**

Access: The primary approver is populated from the up-to-date department tables found on the Institutional Research Website (www.ir.iastate.edu).

Future Enhancement: Self-Service portal to manage access



Delegate Approver

This individual will:

1. communicate regarding **hiring authority** for actions routed
2. **receive notifications** regarding actions required
3. **approve/disapprove** eLOI requests in a timely manner
4. manage eLOI **Originator access**

Access: The primary approver will be responsible for managing delegates. To add/remove eLOI delegate access for a user, email eloi@iastate.edu

Future Enhancement: Self-Service portal to manage access



Examples / Scenarios

Demonstration of Electronic Letter of Intent
in AccessPlus



Adding Attachments and the Route Log



Workflow

Editing Document

Viewing Document

Kuali :: Route Log

+

https://kuali-cas01d.its.iastate.edu/kr-cfg/kew/EDocLite?docId=506436&command=displayActionListView

Employment Terms

Full-time

Fraction

of Months

12

If this value is less than 12, specify which months in the Special Conditions.

Annual Base Salary

45,000.00

Monthly Salary

3,750.00

Salary will be paid

Monthly

This appointment will begin on

01-01-2014

Appointment Type

Continuing

Special Conditions

This appointment is off

employment, and the c

I have read and I unde

parties. Further, I unde

basic term and conditio

e-Content Import - Mozilla Firefox

https://cmwastest.its.iastate.edu/navigator/custom/import4.html?frameName=eDocList&Aplus

e-Content Import: KUALI_eDoc_ITS

Help

eDocID:

506436

Create Date:

2014-11-07

Created By:

cbeenken

Internal Use Only:

Y

Browse...

No files selected.

Import

Cancel

Kristi Darr

of funds. An original appointment is also subject to lawful work eligibility upon the start of

the terms of this offer may be modified only by subsequent written agreement signed by both

ity Policy Library, which are subject to routine review and amendment. I understand that a

effect and as hereinafter amended.

ST II) 11/06/2014

11/06/2014

11/07/2014

only)

Attach document

View attachments

save

approve

disapprove

return to previous

kw01.LOI.Originator

IOWA STATE UNIVERSITY

Electronic Letter of Intent

eLOI@iastate.edu



will begin on

Appointment
Type

Continuous

Special
Conditions

Contact Kristi Darr with Questions. Email: [Kristi Darr](mailto:Kristi.Darr)

This appointment is offered subject to the approval of the State Board of Regents, and subject to the continuing availability of funds. An original appointment is also subject to lawful work eligibility upon the start of employment, and the offer is contingent upon the successful completion of the background check at hire.

I have read and I understand the offer and its terms and conditions, and I agree to these terms and accept this offer. The terms of this offer may be modified only by subsequent written agreement signed by both parties. Further, I understand that this agreement is made in accordance with the policies found in the Iowa State University Policy Library, which are subject to routine review and amendment. I understand that a basic term and condition of my employment requires my compliance with the Iowa State University Policy Library, now in effect and as hereinafter amended.

Document Approvals

Beenken, Cynthia	(ADMINISTRATIVE SPECIALIST II)	11/06/2014
Darr, Kristi	(DIRECTOR I)	11/06/2014
Strah, Patricia	(PROGRAM MANAGER II)	11/07/2014

Create Note (for internal use only)												
Author	Date	Note	Action									
Beenken, Cynthia	11/07/2014	<div><div></div><div>Attach document</div><div><div>Refresh</div><div><table><thead><tr><th>eDocID</th><th>Batch Name</th><th>Create Date</th><th>Created By</th><th>Secure</th></tr></thead><tbody><tr><td> 506436</td><td>Marshall Letter of Offer.pdf</td><td>2014-11-07</td><td>cbeenken</td><td>N</td></tr></tbody></table></div><div>1 document(s)</div></div></div> <div>save</div>	eDocID	Batch Name	Create Date	Created By	Secure	506436	Marshall Letter of Offer.pdf	2014-11-07	cbeenken	N
eDocID	Batch Name	Create Date	Created By	Secure								
506436	Marshall Letter of Offer.pdf	2014-11-07	cbeenken	N								

save

approve

disapprove

return to previous

kw01.LOI.Originator



Appointment Type
Continuous

Special Conditions

Contact Kristi Darr with Questions. Email: [Kristi Darr](mailto:Kristi.Darr)

This appointment is offered subject to the approval of the State Board of Regents, and subject to the continuing availability of funds. An original appointment is also subject to lawful work eligibility upon the start of employment, and the offer is contingent upon the successful completion of the background check at hire.

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Beenken, Cynthia (ADMINISTRATIVE SPECIALIST II) 11/06/2014
Darr, Kristi (DIRECTOR I) 11/06/2014

Create Note (for internal use only)			
Author	Date	Note	Action
Strah, Patricia	11/07/2014	<div> <div></div> <div>Attach document</div> <div>View attachments</div> </div>	<div>save</div>

kw01.LOI.Originator

kw01.LOI.AcademicFacultySplit

kw01.LOI.DirectorApproveNode

kw01.LOI.AsstVPApproveNode

kw01.LOI.Originator

save

approve

disapprove

return to previous



Route Log

refresh

ID: 506436

hide

Title	LOI:/P33/ADMINISTRATIVE /Johnny Marshall		
Type	kw01 LOI Document Type	Created	02:01 PM 11/06/2014
Initiator	Griffith, Randall	Last Modified	02:01 PM 11/06/2014
Route Status	ENROUTE	Last Approved	
Node(s)	kw01.LOI.HiringDept	Finalized	

Actions Taken

hide

	Action	Taken By	For Delegator	Time/Date	Annotation
	COMPLETED	Griffith, Randall		02:01 PM 11/06/2014	Document Routed from the AccessPlus KW01/LOIFclty.jsp
show	APPROVED	Beenken, Cynthia		02:15 PM 11/06/2014	
show	APPROVED	Darr, Kristi		02:16 PM 11/06/2014	
show	APPROVED	Strah, Patricia		08:50 AM 11/07/2014	

Pending Action Requests

hide

	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST APPROVE	Beenken, Cynthia (originator) Hughes, Todd (originator)	08:50 AM 11/07/2014	originator

refresh

▼ hide

Finalized

▼ hide

VP

▼ hide

originator



Changes on the eLOI

IOWA STATE UNIVERSITY

Electronic Letter of Intent

eLOI@iastate.edu



Appointment
End Date

12-31-2016

mm-dd-ccyy

Service in this position does not accrue time toward tenure

Non-renewal
Date

06-30-2016

mm-dd-ccyy

Special
Conditions

Contact Mack Shelley with Questions. Email: [Mack Shelley](#)

I have read and I understand the offer and its terms and conditions, and I agree to these terms and accept this offer. The terms of this offer may be modified only by subsequent written agreement signed by both parties. Further, I understand that this agreement is made in accordance with the policies found in the Iowa State University Faculty Handbook and the Policy Library, which are subject to routine review and amendment. I understand that a basic term and condition of my employment requires my compliance with the Iowa State University Faculty Handbook and the Policy Library, now in effect and as hereinafter amended.

Create Note (for internal use only)

Author	Date	Note	Action
Wray, Joyce	11/07/2014	<div><div></div><div>Attach document</div><div>View attachments</div></div>	<div>save</div>

View Notes

Author	Date ▼	Note	Action
Shelley, Mack	11/07/2014 09:13 AM	Please add in the special conditions that PhD must be earned prior to start date.	<div>edit</div> <div>delete</div>

save

approve

disapprove

return to previous





Workflow x Kuali :: Route Log x Editing Document x +

https://kuali-cas01d.its.iastate.edu/kr-cfg/kew/RouteLog.do?documentId=506439

Route Log refresh

ID: 506439

▼ hide

Title	LOI:POL S/A/ADJUNCT ASSOCIA/Billy Fischer		
Type	<u>kw01 LOI Document Type</u>	Created	02:06 PM 11/06/2014
Initiator	Griffith, Randall	Last Modified	02:06 PM 11/06/2014
Route Status	ENROUTE	Last Approved	
Node(s)	kw01.LOI.Originator	Finalized	

Actions Taken

▼ hide

	Action	Taken By	For Delegator	Time/Date	Annotation
	COMPLETED	Griffith, Randall		02:06 PM 11/06/2014	Document Routed from the AccessPlus KW01/LOIFclty.jsp
▼ hide	APPROVED	Wray, Joyce		09:12 AM 11/07/2014	
		Action	Requested Of	Time/Date	Annotation
	▶ show	APPROVE	Kugel, Rachele (originator) Wray, Joyce (originator) Hamilton, Mallory (originator) Barnes, Shirley (originator)	03:33 PM 11/06/2014	originator
▼ hide	RETURNED TO PREVIOUS ROUTE LEVEL	Shelley, Mack		09:13 AM 11/07/2014	
		Action	Requested Of	Time/Date	Annotation
	▶ show	APPROVE	Kugel, Rachele (primaryDept) Hamilton, Mallory (primaryDept) Hallam, J. (primaryDept) Shelley, Mack (primaryDept)	09:12 AM 11/07/2014	primaryDept

Pending Action Requests

▼ hide

	Action	Requested Of	Time/Date	Annotation
▶ show	IN ACTION LIST APPROVE	Kugel, Rachele (originator) Wray, Joyce (originator) Hamilton, Mallory (originator) Barnes, Shirley (originator)	09:13 AM 11/07/2014	originator

IOWA STATE UNIVERSITY

Electronic Letter of Intent

eLOI@iastate.edu



Pay Base	<input type="text" value="A"/>
Twelve or Nine Month	<input type="text" value="12"/>
Employment Terms	<input type="text" value="Part-time"/>
Annual Salary	<input type="text" value="45,000.00"/>
Start Date	<input type="text" value="03-01-2015"/> <small>mm-dd-ccyy</small>

Fraction	<input type="text" value="3/4"/>
Monthly Salary	<input type="text" value="3,750.00"/>

Appointment End Date	<input type="text" value="12-31-2016"/> <small>mm-dd-ccyy</small>
----------------------	--

Service in this position does not accrue time toward tenure

Non-renewal Date	<input type="text" value="06-30-2016"/> <small>mm-dd-ccyy</small>
------------------	--

Special Conditions	<div>Offer is contingent upon PhD being earned prior to start date.</div>
--------------------	---

Contact Mack Shelley with Questions. Email: [Mack Shelley](#)

I have read and I understand the offer and its terms and conditions, and I agree to these terms and accept this offer. The terms of this offer may be modified only by subsequent written agreement signed by both parties. Further, I understand that this agreement is made in accordance with the policies found in the Iowa State University Faculty Handbook and the Policy Library, which are subject to routine review and amendment. I understand that a basic term and condition of my employment requires my compliance with the Iowa State University Faculty Handbook and the Policy Library, now in effect and as hereinafter amended.

Document Approvals

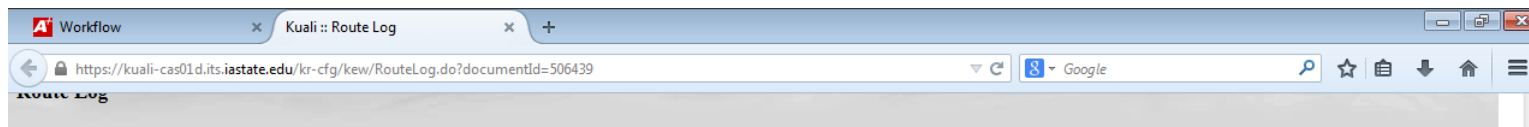
Wray, Joyce (null)	11/07/2014
Shelley, Mack (UNIVERSITY PROFESSOR AND CHAIR)	11/07/2014
Hallam, J. (ASSOCIATE DEAN)	11/07/2014

Create Note (for internal use only)			
Author	Date	Note	Action
		<div></div>	<input type="button" value="save"/>

IOWA STATE UNIVERSITY

Electronic Letter of Intent

eLOI@iastate.edu



ID: 506439

hide

Title	LOI:POL S/A/ADJUNCT ASSOCIA/Billy Fischer		
Type	kw01 LOI Document Type	Created	02:06 PM 11/06/2014
Initiator	Griffith, Randall	Last Modified	02:06 PM 11/06/2014
Route Status	ENROUTE	Last Approved	
Node(s)	kw01.LOI.HiringDept	Finalized	

Actions Taken

hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED	Griffith, Randall		02:06 PM 11/06/2014	Document Routed from the AccessPlus KW01/LOIFcIty.jsp
<div>hide</div> APPROVED	Wray, Joyce		09:12 AM 11/07/2014	
<div>show</div> APPROVE		<div>Requested Of</div> <div> Kugel, Rachele (originator) Wray, Joyce (originator) Hamilton, Mallory (originator) Barnes, Shirley (originator) </div>	03:33 PM 11/06/2014	originator
<div>hide</div> RETURNED TO PREVIOUS ROUTE LEVEL	Shelley, Mack		09:13 AM 11/07/2014	
<div>show</div> APPROVE		<div>Requested Of</div> <div> Kugel, Rachele (primaryDept) Hamilton, Mallory (primaryDept) Hallam, J. (primaryDept) Shelley, Mack (primaryDept) </div>	09:12 AM 11/07/2014	primaryDept
<div>hide</div> APPROVED	Wray, Joyce		09:15 AM 11/07/2014	
<div>show</div> APPROVE		<div>Requested Of</div> <div> Kugel, Rachele (originator) Wray, Joyce (originator) Hamilton, Mallory (originator) Barnes, Shirley (originator) </div>	09:13 AM 11/07/2014	originator
<div>hide</div> APPROVED	Shelley, Mack		09:16 AM 11/07/2014	
<div>show</div> APPROVE		<div>Requested Of</div> <div> Kugel, Rachele (primaryDept) Hamilton, Mallory (primaryDept) Hallam, J. (primaryDept) Shelley, Mack (primaryDept) </div>	09:15 AM 11/07/2014	primaryDept
<div>hide</div> APPROVED	Hallam, J.		09:22 AM 11/07/2014	
<div>show</div> APPROVE		<div>Requested Of</div> <div> Hughes, Todd (primaryColl) Hallam, J. (primaryColl) Griffith, Randall (primaryColl) </div>	09:16 AM 11/07/2014	primaryColl

Pending Action Requests

hide

Action	Requested Of	Time/Date	Annotation
<div>show</div> IN ACTION LIST APPROVE	Kugel, Rachele (originator) Wray, Joyce (originator) Hamilton, Mallory (originator) Barnes, Shirley (originator)	09:22 AM 11/07/2014	originator



Candidate Experience

IOWA STATE UNIVERSITY

Electronic Letter of Intent

eLOI@iastate.edu



FW: Iowa State University //to:Marshall@msn.com - Message (Plain Text)

File Message Adobe PDF

Ignore X Reply Reply Forward Meeting
Junk Delete All Reply Forward More
Delete Respond Quick Steps Move Actions Mark Unread Categorize Follow Up Translate Find Related Select Zoom

You replied to this message on 11/7/2014 2:06 PM.

From: Hughes, Todd A [ITUIS]
To: Aisenbrey, Chelsey [SVPP]
Cc:
Subject: FW: Iowa State University //to:Marshall@msn.com

Sent: Fri 11/7/2014 1:25 PM

Message LetterOfIntent.pdf (64 KB)

-----Original Message-----
From: thughes@iastate.edu [mailto:thughes@iastate.edu]
Sent: Friday, November 07, 2014 1:24 PM
To: Hughes, Todd A [ITUIS]
Cc: Hughes, Todd A [ITUIS]
Subject: Iowa State University //to:Marshall@msn.com

Dear Applicant:

We are pleased to formally offer you a position at Iowa State University! A PDF copy of the offer is attached to this message for your convenience.

In order to access the contract (known as the 'Letter of Intent') and electronically accept (or decline) the offer, please sign into the ISU online system, 'AccessPlus' and follow these simple steps:

1. Using a web browser, enter 'www.iastate.edu'
2. Click on 'AccessPlus' (on the menu bar right above 'IOWA STATE UNIVERSITY')
3. Select 'Confirmation Number' as the Login Method
4. Enter your individual confirmation number ('PS984135252923') when prompted
5. Enter the Vacancy Number when prompted (this is found on the position posting that you previously applied to within our online applicant system)
6. Follow the remaining prompts, including entering and confirming you Social Security Number, and creating a password. Upon entering of a valid U.S. SSN, an ISU ID number will be created, the workflow document will be routed to that UID, and a personal message will be created (containing a link to the LOI document). The ISU ID number, also known as the ISU UID number, is a unique, nine digit identification number assigned by the University to each employee. It is important that you retain this UID number for future actions in AccessPlus. It is also important for you to remember your password. This will be required when logging into AccessPlus.
7. Login with the University ID that is created for you in Step 6
8. Open the 'Letter Of Intent Sign-off' message in the Personal Messages section of your AccessPlus Home page
9. Click on the 'Letter Of Intent' link in the message to review the Letter of Intent and any attachments (e.g., letter of offer) found at the bottom of the screen
10. Click on 'Accept' or 'Decline'

You will be able to print the Letter of Intent at this stage if you choose to retain a copy for your records.

If you have any questions about the position at this time, please contact Kristi Darr (KristiD@iastate.edu).

Thank you for your candidacy for the position of ADMINISTRATIVE SPECIALIST III at Iowa State University!

See more about: Hughes, Todd A [ITUIS].



LetterOfIntent (2).pdf - Adobe Acrobat Pro
File Edit View Window Help

Create ▾

1 / 1 133%

Tools Comment Share

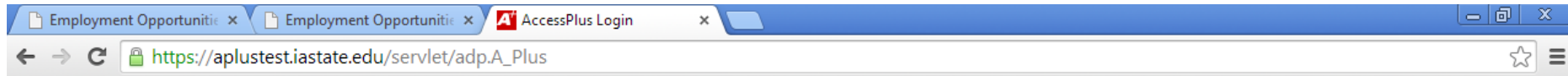
Click on Tools, Comment and Share to access additional features.

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	/		
Pay Base	P	Pay Grade	33
Employment Terms	Full-time		
# of Months	12		
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		
Appointment Type	Continuous		
Special Conditions			
Contact Kristi Darr with questions. Email: KristiD@iastate.edu			
This appointment is offered subject to the approval of the State Board of Regents, and subject to the continuing availability of funds. An original appointment is also subject to lawful work eligibility upon the start of employment, and the offer is contingent upon the successful completion of the background check at hire.			



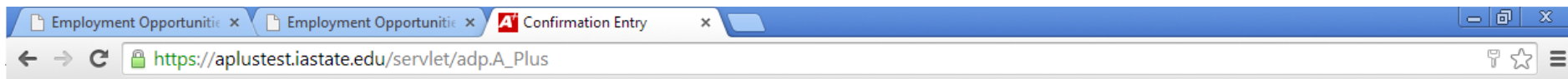
IOWA STATE UNIVERSITY



Login Method: [Login Method?](#)

Login ID:

Password: [password?](#)



IOWA STATE UNIVERSITY

Test Welcome to Test Test

A⁺ACCESSPLUS

About | Demo | FAQ | Contact

Test Posting Number Test

Login Method: [Login Method?](#)

Confirmation Number: PS984135252923

Posting Number:



Welcome to
A⁺ACCESSPLUS
About | Demo | FAQ | Contact

Create Password

A new account has been created.

University ID: 387155975
To access this account, you will need to
login to Accessplus:
1. Go to the AccessPlus login page at <https://aplustest.iastate.edu/>
2. Select "University ID" from the Login Method select box
3. Enter the University ID (387155975) and the Password
in the appropriate text boxes

[Login now](#)



Employment Opportunitie x Employment Opportunitie x A+ Home Page x

← → ↻ https://aplustest.iastate.edu/servlet/adp.A_Plus?A_Plus_action=/home.jsp ☆ ☰

ACCESSPLUS
About | Logout

IOWA STATE UNIVERSITY
A+ Home

CyCash
Account/U-Bill
Password Admin
Preferences
Favorites Admin

A+ Home Enter keyword [v] Go 🔍 Add Favorite Contact Print Help Hide Tabs

Personal Messages

Letter Of Intent Sign-off More
From: AccessPlus Webmaster Date: 11/17/14 at 08:32

System Messages

No System messages found at this time.

Submit a Kuali Enhancement Request

Toggle kuali user from t0102140 to admin

AbC1@3 goToNavigator

Favorites

You can add any AccessPlus page that has the add favorites icon to your list of favorites by clicking on the on the application bar.

In Basket

Kuali Action List (1)

rice config



Employment Opportunitie x Employment Opportunitie x Display Message x

← → ↻ https://aplustest.iastate.edu/servlet/adp.A_Plus ☆ ≡

ACCESSPLUS
About | Logout

IOWA STATE UNIVERSITY
[A+ Home](#)

CyCash
Account/U-Bill
Password Admin
Preferences
Favorites Admin

Display Message Enter keyword [] [GO] W3C Web Xact Contact Print Help Hide Tabs

Letter Of Intent Sign-off [Save] [Delete]

From: AccessPlus Webmaster **Date:** 11/17/14 at 08:32

Please approve your [Letter Of Intent](#).

Test Test Test Test Test



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	University Human Resources(12070)		
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 <i>mm-dd-ccyy</i>		
Appointment Type	Continuous		
Special Conditions			

Contact Kristi Darr with Questions. Email: [Kristi Darr](mailto:Kristi.Darr)

This appointment is offered subject to the approval of the State Board of Regents, and subject to the continuing availability of funds. An original appointment is also subject to lawful work eligibility upon the start of employment, and the offer is contingent upon the successful completion of the background check at hire.

I have read and I understand the offer and its terms and conditions, and I agree to these terms and accept this offer. The terms of this offer may be modified only by subsequent written agreement signed by both parties. Further, I understand that this agreement is made in accordance with the policies found in the Iowa State University Policy Library, which are subject to routine review and amendment. I understand that a basic term and condition of my employment requires my compliance with the Iowa State University Policy Library, now in effect and as hereinafter amended.

Please click 'accept' to accept this offer.

Document Approvals

Hughes, Todd (INFOR SYS LEADER) 11/07/2014

[View attachments](#)



- ✓ **Data Matters**
- ✓ **eLOI creation/approval in AccessPlus**
- ✓ **Communication**
- ✓ **Update email preferences**

Important Things to Remember

Subscribe to peopleadmin.hrs.iastate.edu to receive important notifications regarding eLOI!



Questions?

eloi@iastate.edu

Contact Brenda Behling, Chelsey Aisenbrey or Magann Orth with questions, concerns, or feedback!



Thank You!

Contact Brenda Behling, Chelsey Aisenbrey or Magann Orth
with questions, concerns, or feedback!