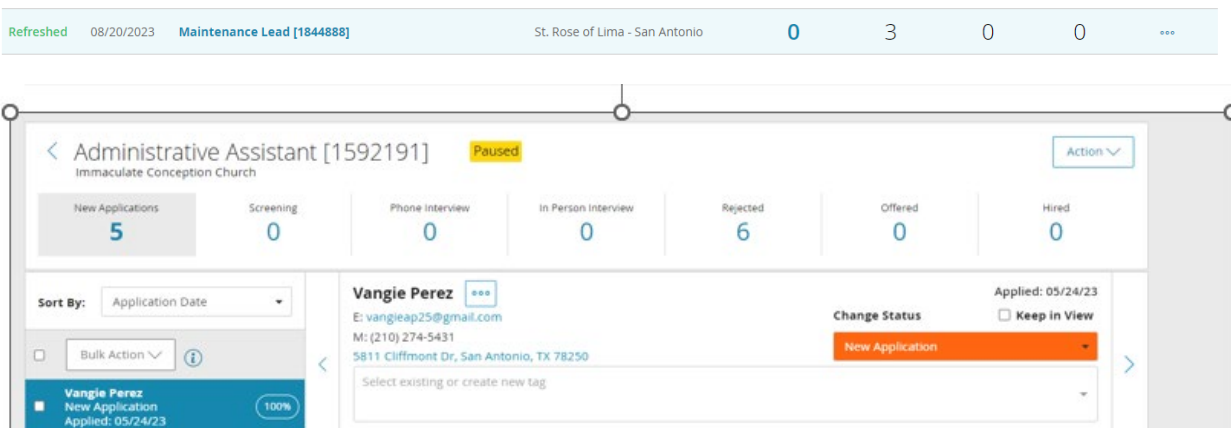


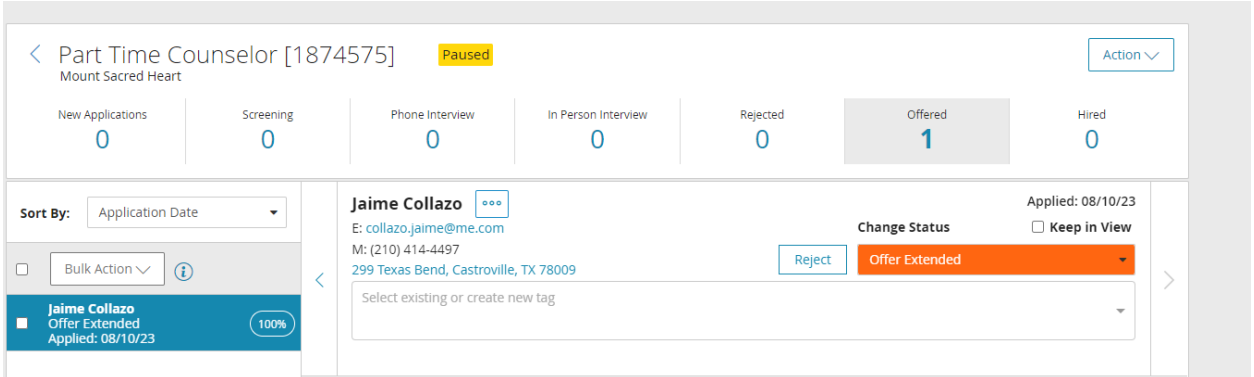
Sending the Offer Letter in Paylocity Job Aid August 2023

Once the Hiring Manager decides on a candidate that they want to offer a candidate the position, you first need to **“PAUSE the job”** so you don’t get new candidates apply. Do not close the job as you do not want to do that until after the candidate starts working. *This avoids you having to post a new job if the candidate decides to not work before they start.*

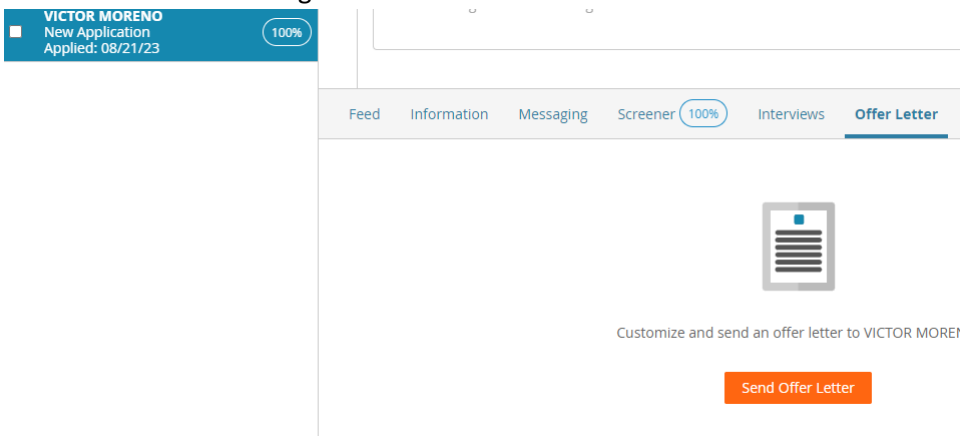
1. Go to the Recruiting tab and on the right side where 3 dots are, click and a menu will pop up. Select **“Pause Job”**. It will change the status to **Paused**. You w



2. Go to the candidate you have chosen for the position and change status to Offer Extended.

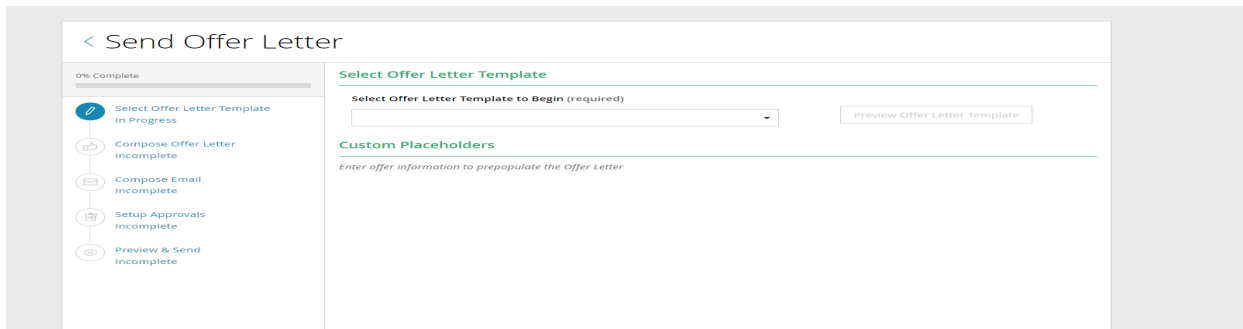


3. Once you are on candidate’s name be sure to click on OFFER LETTER on top menu and you will see a new screen with an orange **“Send Offer Letter”** button.



Sending the Offer Letter in Paylocity Job Aid August 2023

4. Click on the Send Offer Letter and the following screen should pop up:



- 4a. for Parishes, select “Standard Offer Letter”, new data will appear on the screen. Complete every data field as requested.

- Company Name: ex: St. Mark Catholic Church Job Title: Should be job title you posted.
- Candidate First Name Last Name
- Compensation: ex: \$15 per hour (if hourly) or \$35,000 annual salary (if salaried)
- Employment Status: ex: full-time or part-time or seasonal or temporary (*temp status is only for 90 days*).
- Exemption: non-exempt (hourly)

Sending the Offer Letter in Paylocity Job Aid August 2023

5. The Preview Email and Offer Letter will display and allow you to read one more time before sending. If any corrections need to be made before sending, click on the appropriate section on Left Menu. Once you correct you keep clicking on next button on bottom until you get back to this screen.

5a. Once you are sure all is good to go, CLICK on Send Offer Letter.

5b. If you decide to NOT send letter, you can click on Previous Set Approvals or click on the top Send

Offer Letter text _____ and it will give you the option to Cancel Sending the Offer Letter.

Sending the Offer Letter in Paylocity Job Aid August 2023

6. You will now see the Job Offer Letter in the candidate's Offer Letter section as shown below:

The screenshot displays the Paylocity interface for a job titled "Administrative Assistant [1592191]" at "Immaculate Conception Church". The job status is "Paused". A summary bar shows the following counts: New Applications (4), Screening (0), Phone Interview (0), In Person Interview (0), Rejected (6), Offered (1), and Hired (0). The candidate profile for Vangie Perez is shown, including her contact information (E: vangieap25@gmail.com, M: (210) 274-5431, 5811 Cliffmont Dr, San Antonio, TX 78250) and her application date (05/24/23). The "Change Status" dropdown is set to "Offer Extended". The "Offer Letter" section is active, showing a status of "Awaiting Candidate Signature" and buttons for "View Offer Letter", "Edit and Resend", and "Rescind". A notification from Vicente Arambula indicates that the offer letter was sent on 6/1/2023 at 9:28 AM. The beginning of the offer letter is visible, starting with "Dear Evangelina,".

7. Bookkeepers/Hiring Managers should call the candidate to let them know the offer letter and email were sent and advise them to read very carefully and to do ALL the steps otherwise the hiring process and their start date will be delayed by Human Resources.
8. Bookkeepers/Hiring Managers should start doing Professional Reference Checks to ensure the employee is a good hire.

Hiring Managers do have the right to rescind/retract the job offer if they do not receive satisfactory comments from prior employer(s). This must also be done formally in Paylocity.

Questions regarding the offer letter process can be sent to hr@archsa.org or emailed to your specific HR Business Partner. Thank you for all you do!

Human Resources Team
hr@archsa.org