Edit Offer Detail

Overview

Offer details that need to be changed after the offer approval has already been completed can be performed using the *Edit Offer Detail* function. For example, if something in the offer needs to be corrected as a result of an error, or changed as a result of further negotiation with the successful candidate.

> **Note:** When an offer is edited, the HR Director for the site must be added as the offer approver.

Before you Begin

Before proceeding, you must determine if the offer is eligible for editing, or if additional work will be required first. This is based on where the successful candidate is located within the Talent Pipeline. Review the *Candidate in Offer Segment* and *Candidate in SAP Segment* scenarios below to determine what the next step will be for your situation.

Candidate in Offer Segment

If the candidate is located in the Offer segment, proceed based on which sub-folder the candidate is located within:

- **Offer Approval folder:** offer detail can be edited and sent the the site HR Director for approval.
- **Offer Letter folder:** you must move the candidate from the *Offer Letter* folder into the *Offer Approval* folder before you edit the offer. See how to Manage Applicants Using the Talent Pipeline for step-by-step instruction.

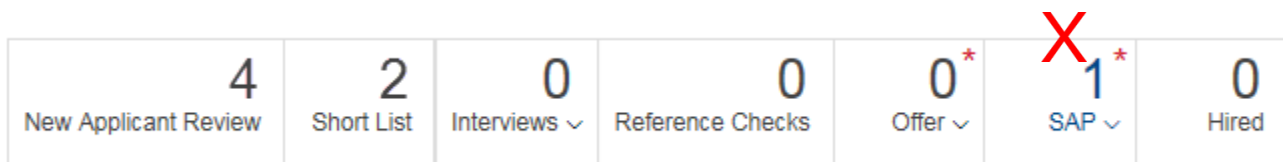   When you are ready to edit the offer, refer to the procedure starting on the next page.
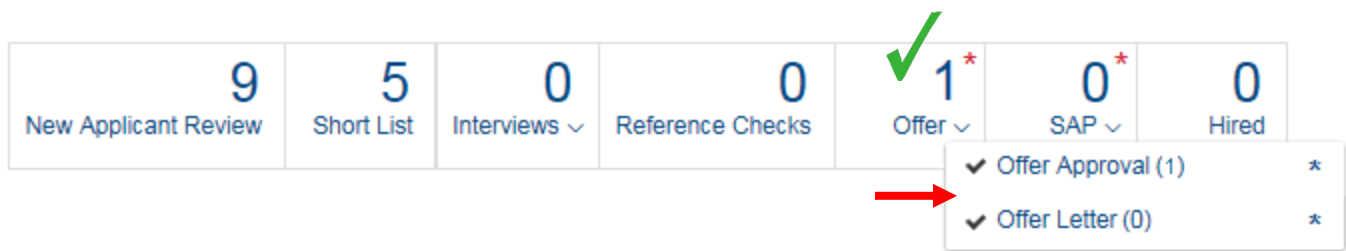
Candidate in SAP Segment

If the candidate is located in the SAP segment, do not proceed. This indicates that the electronic offer letter has already been sent to the successful candidate, the successful candidate has accepted the offer, and HR Shared Services may already be processing the hire in SAP.

You must contact HR Shared Services to coordinate the additional work that will be required to edit the existing offer.

Procedure

From the *Job Requisitions* screen,

1. Click [Offer Approvals].

The *Candidate Offer Approvals* screen appears and lists all offers associated with the Org Chief's job requisitions.

2. Click the **applicable candidate name** in the **Candidate Offers** column.

   Note: The list of offer approvals can be filtered by the current Offer Status. See how to Filter Offer Approvals for more information.

The *Offer Approval* screen appears and displays the terms of the existing offer approval.

3. Click **Edit Offer Detail**.

Offer Approval: Clayton McKnight for Administrative Manager (2883)   ∧

🖊 Edit Offer Detail   🖶 Print Preview

∨ Offer Details: Version 1

The *Offer Approval* fields are now editable.

4. Edit the **necessary offer approval fields** (e.g. Step on Scale, Vacation, etc.).

Step on Scale*	2	❓
Hourly Rate*	28.301	❓
Annual Base Hours	2015	
FTE*	1.00	
Is this an underfill?*	No ∨	❓
If yes, please provide more information		❓
Vacation*	4 Weeks ∨	

5. Scroll down to the **Approvers: Version** section.

Note: The *Ad hoc approver* field will be pre-populated with the name of the individual who approved the original offer approval.

6. Enter the name of the **site HR Director** in the **Ad hoc approver** field.

Note: As you type, the system will propose names that match your criteria directly below the field. Continue typing until the HR Director's name appears.

7. Click the **name**.

8. Enter detailed comments in the *Comments* field to document the reason for editing the offer approval.

9. Click **Send for Approval**.

A *Confirmation* pop-up window appears.

10. Click **Yes**.

Note: An email notification is generated and sent to the HR Director indicating that an offer is pending their approval. See how to [Approve an Offer](#) for more information.

> Approvers: Version 2
>
> Status   Draft
>
> * Ad hoc approver 1   Eunice   Find User.. ⊕ Add Another
>
> Eunice Armstrong (N/A, N/A)
>
> Comment
>
> [Back to Candidate] [Back to Candidate List] [Save] [Send For Approval]

> **Confirmation**   ✕
>
> ☑ This offer detail is being sent for approval. Do you want to continue?
>
> [No]   [Yes]

Next Steps

When the approval is completed for the updated offer, HR Shared Services uses SuccessFactors to create a new offer letter and sends it electronically to the successful candidate. The Org Chief will receive an email notification when the successful candidate accepts or declines the online offer.