

# Offer Approval Field Reference

## Overview

The offer approval screen contains multiple data fields.

Position-related fields on the offer approval are populated with data from SAP and SuccessFactors. This data is also used in the offer letter and onboarding. Candidate data entered in SuccessFactors is used in the creation of the Offer Letter, and is integrated with SAP and onboarding.

## Reference

This reference can be used in conjunction with completing an offer approval in SuccessFactors.

The Field Reference Table on the next page documents the full list of data fields included in the offer approval, and includes the following information:

- **Field:** the name of field.
- **Populated by:** the system or individual responsible for populating the field.
- **Action:** the action that can or must be taken to complete the field correctly.
- **R/N/O:** an indicator to identify field requirements.

R/N/O	Description
<b>R</b>	The field is required to complete the offer approval. <b>Note:</b> Some fields are required in certain position/posting scenarios as indicated.
<b>N</b>	The field is not required to complete the offer approval.
<b>O</b>	The field is optional.

Field Reference Table			
Field	Populated By	Action	R/N/O
Requisition ID	SuccessFactors	Validate Info	R
Position Title	SuccessFactors	Validate Info	R
Position Number	SAP	Validate Info	R
First Name	SuccessFactors	Validate Info	R
Last Name	SuccessFactors	Validate Info	R
Employee ID	SAP	Validate Info	R
Work Location	SuccessFactors	Validate Info	R
Hiring Status	SuccessFactors	Validate Info	R
Employee Sub Group	SAP	Validate Info	R
Start Date (MM/DD/YYYY)	HRSS/Org Chief	Enter the date that reflects the employee's first day of work in the position (i.e. the employee's start date). <b>Note:</b> If the job requisition was approved before May 14, 2018, the <i>Start Date</i> field will be pre-populated with the date that was entered in the job requisition <i>Targeted Start Date</i> field at the time the Org Chief (or delegate) completed and approved the job requisition. Edit the date if it does not accurately reflect the employee's start date.	R
Term End Date	SuccessFactors	Validate Info <b>Note:</b> Reflects information entered at the time the job requisition was opened. Displays applicable term end date, or MM/DD/YY if no term end date.	R
Anticipated Shift	SuccessFactors	Validate Info	R
Hourly Min	SAP	Validate Info	R
Hourly Mid	SAP	Validate Info	R
Hourly Max	SAP	Validate Info	R
Previous Incumbents Work Schedule	SAP	Validate Info <b>Note:</b> field is blank for new position.	R
Work Schedule Rule	HRSS/Org Chief	Enter the applicable Work Schedule Rule if it will be different from the previous incumbent's, or if it is blank in the case of a new position.	R
Previous Incumbent's Timekeeper ID	SAP	Validate Info <b>Note:</b> field is blank for new position.	R
Timekeeper ID	HRSS/Org Chief	Enter the applicable Timekeeper ID if it will be different from the previous incumbent's, or if it is blank in the case of a new position.	R
Step on Scale 0 through 20	SAP	Validate Info	R
Step on Scale	HRSS/Org Chief	Enter the applicable step on scale based on the offer extended to the successful candidate.	R



Field Reference Table			
Field	Populated By	Action	R/N/O
Hourly Rate	HRSS/Org Chief	The Hourly Rate field will populate with the corresponding rate of pay based on the step on scale entered in the Step on Scale field.  <b>Note:</b> If you require assistance determining the salary to offer your candidate, please consult with your site HR team. For a position within a bargaining unit if 0 is entered in the Step on Scale field with an Hourly Rate of \$0.00, HR Shared Services will determine the appropriate salary where possible.	R
Annual Base Hours	SAP	Validate Info	R
FTE	SAP	Validate Info	R
Is this an underfill?	HRSS/Org Chief	Select Yes or No.	R
If yes, please provide more information	HRSS/Org Chief	Enter any additional information/requirements that need to be included in the offer letter as you have discussed with your Site HR team.	O
Vacation	HRSS/Org Chief	Select the applicable number of weeks vacation based on the offer extended to the successful candidate.	R
On Call	SuccessFactors	Validate Info	R
If a requirement of the position, have you verified the candidate's license/registration	HRSS/Org Chief	Select Yes or No. <b>Note:</b> Refer to the <a href="#">Professional Registration and Licensing Verification</a> document for additional information about how to obtain verification.	R
If yes, licensing/registering body	HRSS/Org Chief	Select the applicable licensing/registering body.	R
If yes, license/registration number	HRSS/Org Chief	Enter the license/registration number.	R
If yes, license/registration expiry date	HRSS/Org Chief	Select the license/registration expiry date from the calendar.	R
Have you verified the candidate's education	HRSS/Org Chief	Select Yes or No. <b>Note:</b> copies of the educational degrees / certificates are to be submitted to Site HR for the employee file.	R
Other Information	HRSS/Org Chief	Enter comments that are relevant for consideration by an offer approver who is not the org chief. <b>Note:</b> These comments are not visible for HR Shared Services staff.	O
Ad Hoc Approver	HRSS/Org Chief	Enter and select the name of the individual who will approve the offer. <b>Note:</b> The offer approver can be the Org Chief, a delegate, or another user identified by site process.	R