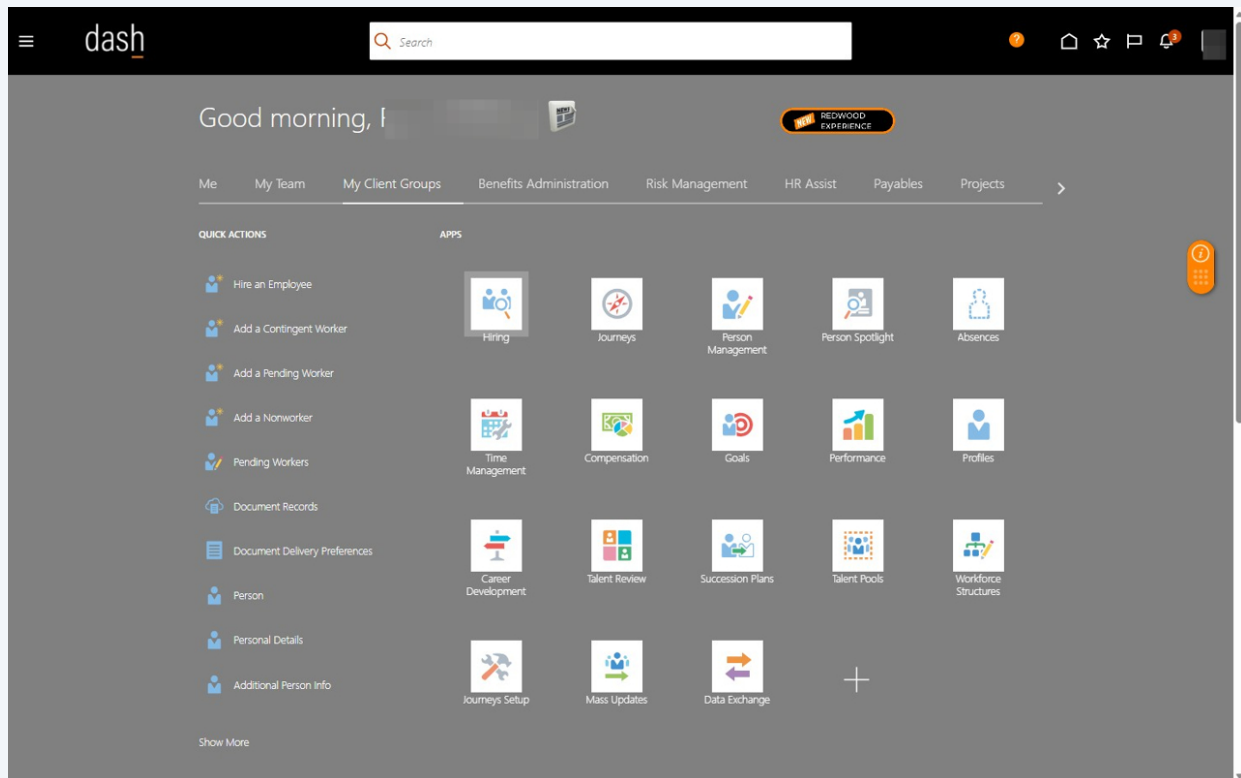
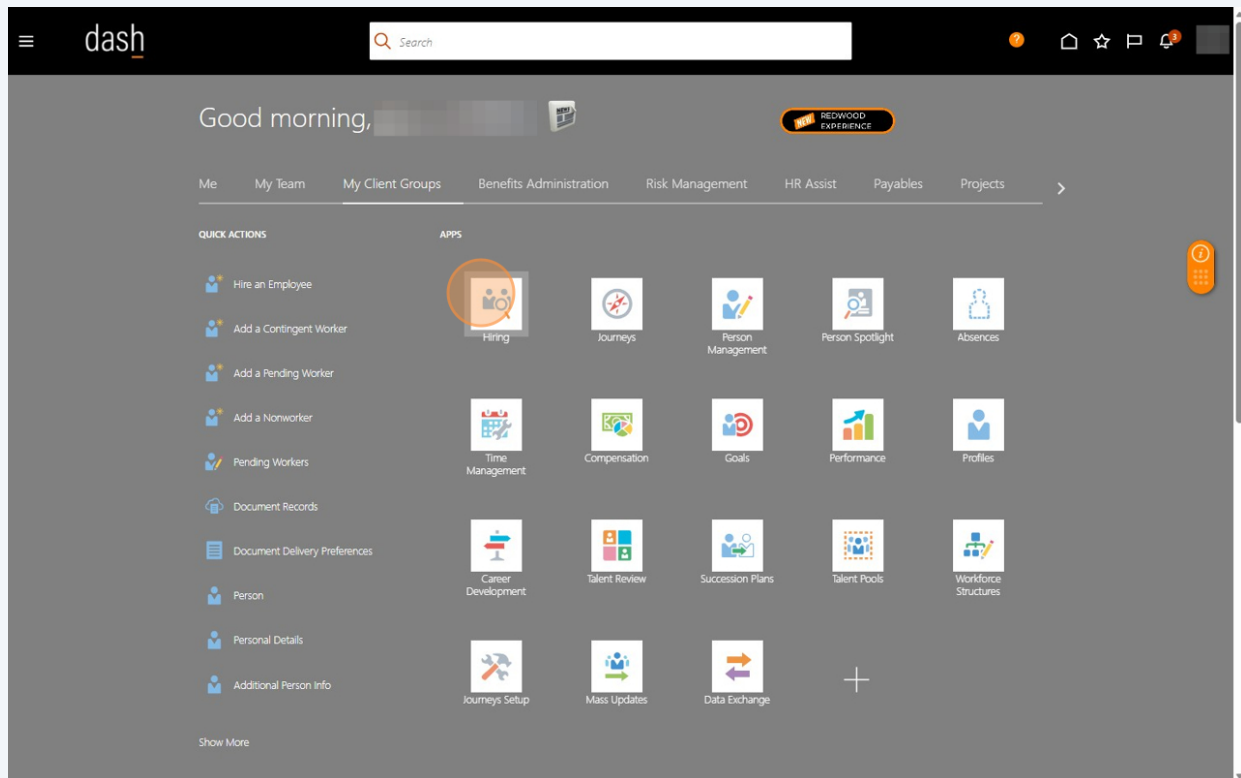


Create a Job Offer for a Student/Temp/GA in DASH

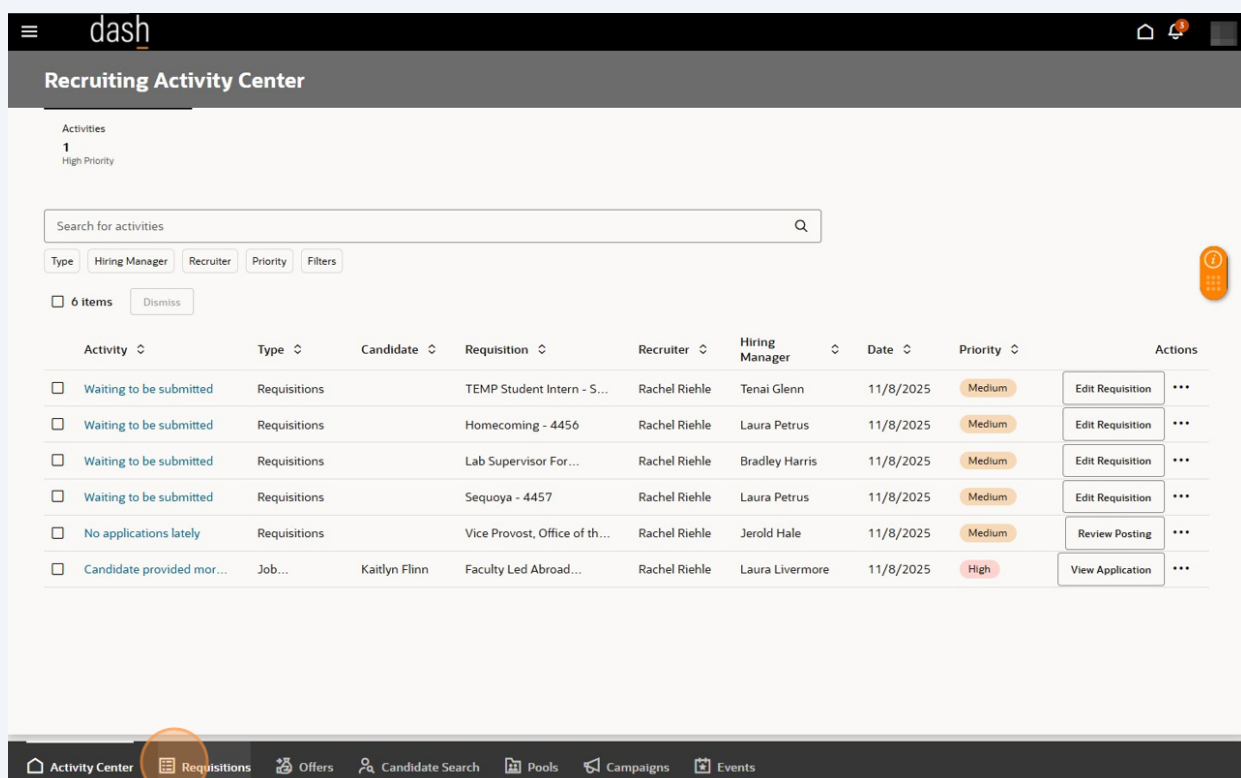
1 Navigate to [DASH](#)



2 Click in the Hiring tile under My Team or My Client Groups.



3 Click "Requisitions"



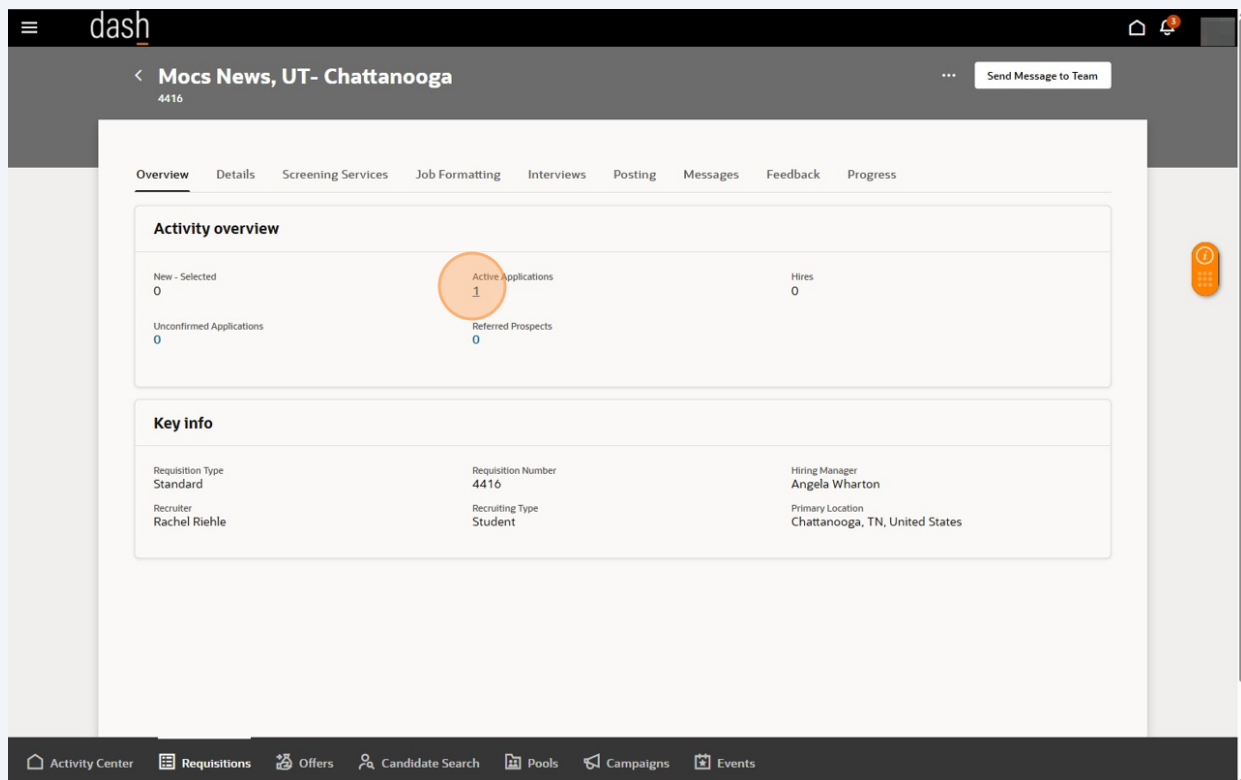
4 Search for the position name.

The screenshot shows the 'dash' Job Requisitions dashboard. At the top, there's a search bar with 'Mocs News' entered. Below the search bar, there are filter buttons for Phase, State, Hiring Manager, and Recruiter. The Recruiter filter is currently set to 'Hiring Team Role Recruiter, Hiring Manager, Collaborator'. The dashboard displays 3 results for the search. The first result, 'Mocs News (60500039)', is highlighted with an orange circle. The table below shows the details of the requisitions.

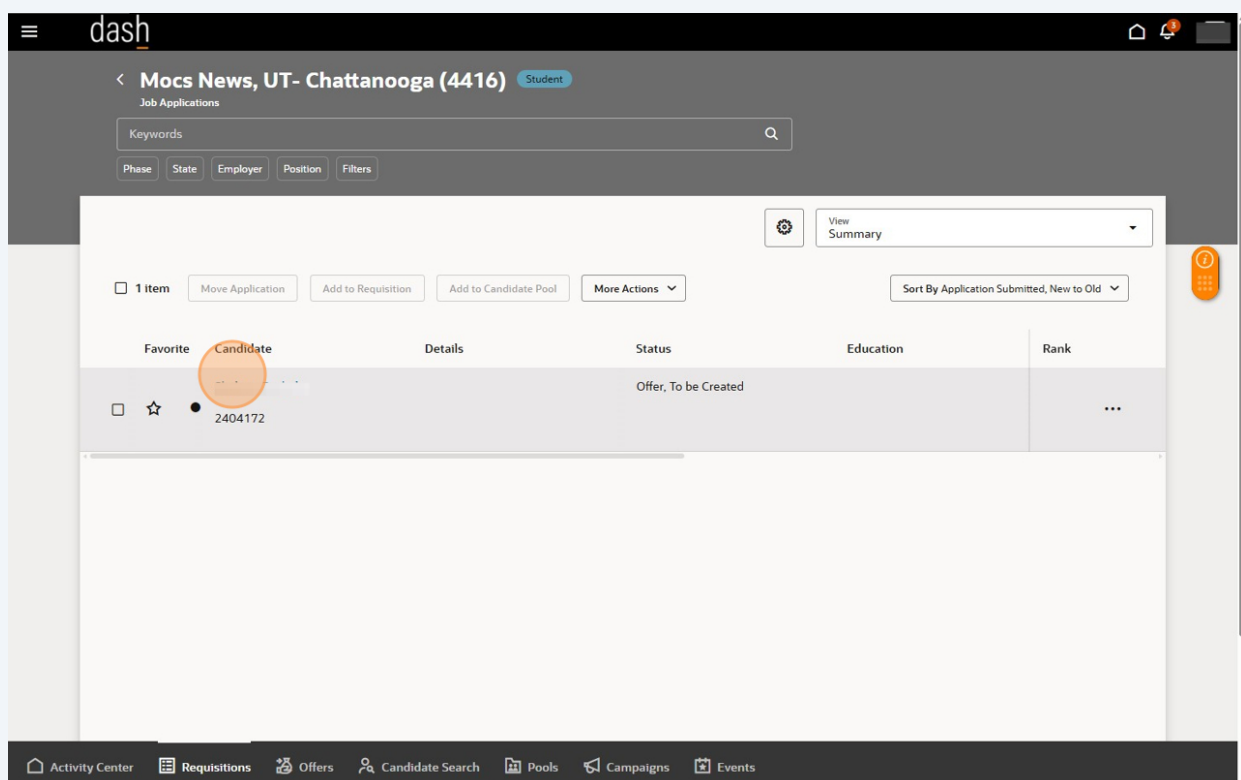
Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Prospects	Hiring Manager	Actions
Mocs News (60500039)	5539	Open - Not Posted	Open	Not Posted	0	0	0	Eric	...
Mocs News UT - Chattanooga	4416	Open - Not Posted	Open	Not Posted	0	1	0	Am	...
Public Speaking Lecturer	843	Posting - In Progress	Posting	In Progress	0	0	0	Ste	...

The dashboard also includes a bottom navigation bar with links to Activity Center, Requisitions, Offers, Candidate Search, Pools, Campaigns, and Events.

5 Click on the Active Applications.

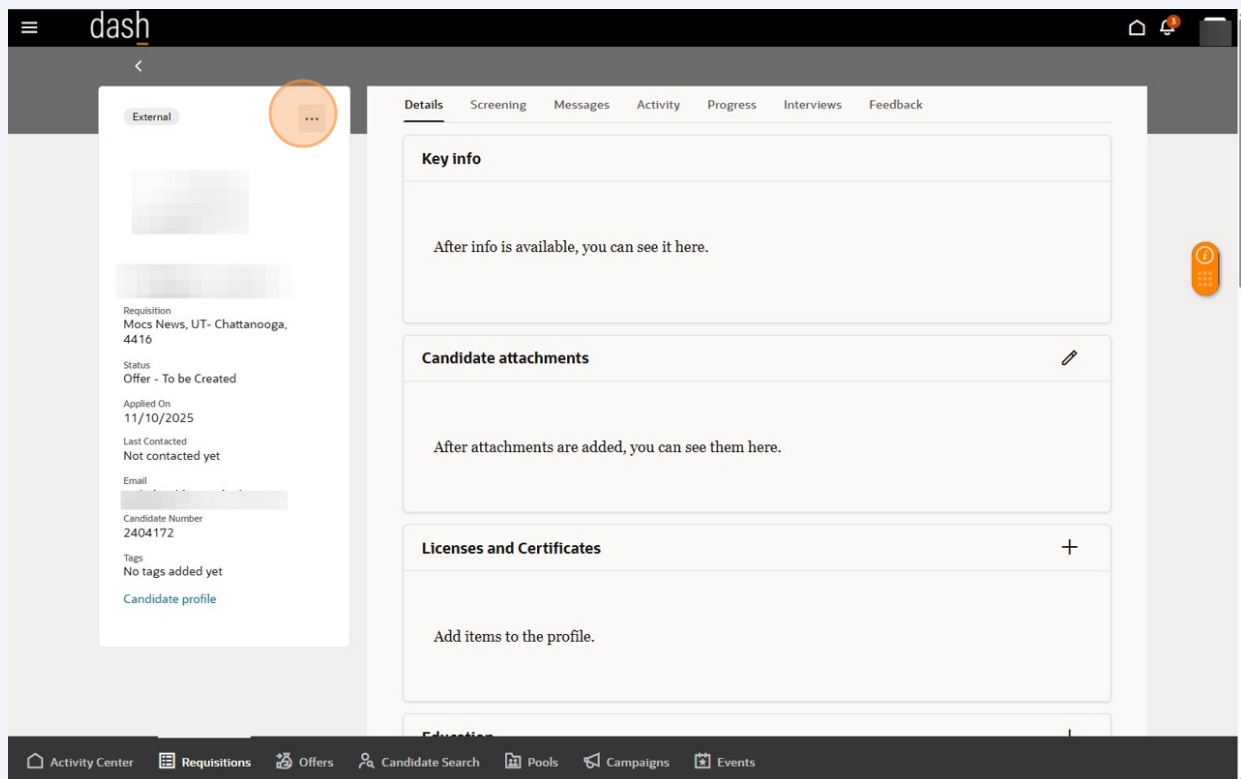


6 Click the applicant's name



7

Click on the 3 dots above the candidate's name and select Create Job Offer.



8

Select Offer Team, Payroll Info, Salary, Other Compensation, Comments and Attachments, and Additional Information and click on Continue.

dash

Create Job Offer

(2404172), 4416

Cancel

What would you like to do while working on this job offer?

<input checked="" type="checkbox"/> Offer Team	<input checked="" type="checkbox"/> Payroll Info	<input checked="" type="checkbox"/> Salary	<input checked="" type="checkbox"/> Other Compensation
<input checked="" type="checkbox"/> Comments and Attachments	<input checked="" type="checkbox"/> Additional Info	<input type="checkbox"/> Offer Letter	

Select all available options before you click **Continue**.

9

Enter in the employee's start date. Worker type will be 'Employee'. Action will be 'Add Pending Worker' for new hires who are not currently active in DASH. Action will be 'Add Assignment' if they are active in DASH. Click on 'Continue'.

dash

Create Job Offer

(2404172), 4416

Save and Close Submit Cancel

1 When and Why

*When is the employee start date?

11/10/2025

*Legal Employer

UT System

*Worker Type

Employee

*Action

Select a value

Continue

2 Assignment Info

3 Offer Team

4 Payroll Info

5 Salary

6 Other Compensation



Tip! If the position is bi-weekly (paid hourly), the hire date will need to be at the start of the bi-weekly pay period. Please refer to the payroll calendar on the HR page or contact HR for assistance at x4221.

10

Verify the information listed - it will pull over from the position details. Click "University of Tennessee" for 'Reporting Establishment'

Create Job Offer (2404172), 4416 Save and Close Submit Cancel

2 Assignment Info

<p>*Assignment Status Active - Payroll Eligible</p> <p>*Business Unit UT Chattanooga Campus BU</p> <p>Projected End Date m/d/yyyy</p> <p>Job Student Assistant</p> <p>Business Title Mocs News</p> <p>Grade MR00</p> <p>Department 440058-MOCS News</p> <p>*Reporting Establishment Select a value</p> <p>Location 540 McCallie Ave</p> <p>Working at Home Select a value</p> <p>Assignment Category Student Worker</p> <p>Full Time or Part Time Part time</p>	<p>*Hourly Paid or Salaried Select a value</p> <p><input checked="" type="checkbox"/> Calculate FTE and headcount automatically</p> <p>Working Hours 20 Weekly</p> <p>FTE 0.5</p> <p>Probation Period Select a value</p> <p>Probation End Date m/d/yyyy</p> <p>Employment Type Student</p> <p>Working as a Manager Select a value</p> <p>LDA Position Select a value</p> <p>Grant-funded Select a value</p> <p>LOA Status Select a value</p> <p>LOA Start Date m/d/yyyy</p>
---	--

11

Click the "Hourly Paid or Salaried" field and select the pay type.

Create Job Offer (2404172), 4416 Save and Close Submit Cancel

2 Assignment Info

<p>*Assignment Status Active - Payroll Eligible</p> <p>*Business Unit UT Chattanooga Campus BU</p> <p>Projected End Date m/d/yyyy</p> <p>Job Student Assistant</p> <p>Business Title Mocs News</p> <p>Grade MR00</p> <p>Department 440058-MOCS News</p> <p>*Reporting Establishment University of Tennessee</p> <p>Location 540 McCallie Ave</p> <p>Working at Home Select a value</p> <p>Assignment Category Student Worker</p> <p>Full Time or Part Time Part time</p>	<p>*Hourly Paid or Salaried Select a value</p> <p><input checked="" type="checkbox"/> Calculate FTE and headcount automatically</p> <p>Working Hours 20 Weekly</p> <p>FTE 0.5</p> <p>Probation Period Select a value</p> <p>Probation End Date m/d/yyyy</p> <p>Employment Type Student</p> <p>Working as a Manager Select a value</p> <p>LDA Position Select a value</p> <p>Grant-funded Select a value</p> <p>LOA Status Select a value</p> <p>LOA Start Date m/d/yyyy</p>
--	--

12 Click "Continue"

Create Job Offer

2404172), 4416

Save and Close Submit Cancel

Active - Payroll Eligible

Hourly

*Business Unit

UT Chattanooga Campus BU

Projected End Date

m/d/yyyy

Job

Student Assistant

Business Title

Mocs News

Grade

MR00

Department

440058-MOCS News

*Reporting Establishment

University of Tennessee

Location

540 McCallie Ave

Working at Home

Select a value

Assignment Category

Student Worker

Full Time or Part Time

Part time

Calculate FTE and headcount automatically

Working Hours

20 Weekly

FTE

0.5

Probation Period

Select a value

Probation End Date

m/d/yyyy

Employment Type

Student

Working as a Manager

Select a value

LDA Position

Grant-funded

LOA Status

LOA Start Date

m/d/yyyy

Continue

3 Offer Team

13

The Offer Team listed will contain the hiring manager, recruiter, and onboarding specialist(s) to receive notifications from DASH regarding the new hire.

Create Job Offer (2404172), 4416 Save and Close Submit Cancel

1 When and Why Edit

2 Assignment Info Edit

3 Offer Team

Hiring Manager
Erica Beasley Executive Director, Business Affairs

Recruiter
Logan Rader HR Admin Support/Office Mgt

Add Collaborator Type
[Dropdown]

Onboarding Specialist
Jina Johnson Total Compensation & Payroll Specialist x
Logan Rader HR Admin Support/Office Mgt x
[Add Another Onboarding Specialist](#)

Continue

4 Payroll Info

5 Salary

6 Other Compensation



Tip! If another individual needs to be a part of the offer team and receive notifications from DASH, you may enter them in as a Hiring Manager Assistant located under 'Add Collaborator Type'.

14

Click 'UT 7 Day OT' for bi-weekly hires in the 'Overtime Period for Payroll'. Also select 'Yes' for 'Time Card Required for Payroll' if position is bi-weekly.

Create Job Offer (2404172), 4416

Save and Close Submit Cancel

1 When and Why Edit

2 Assignment Info Edit

3 Payroll Info Edit

4 Other Info

5 Salary

Select **UT 7 Day OT**
(For all employees except UTC and UTK accredited police officers)

Select **UT 14 Day OT**
(For UTC and UTK accredited police officers)

Time Card Required for Payroll Yes Select Yes.

Overtime Period for Payroll UT 7 Day OT

Choose the same value selected for **Overtime period for Payroll** above.

*Tax Reporting Unit University of Tennessee

*Time Card Required for Assignment Yes Select Yes.

Overtime Period for Assignment UT 7 Day OT

Continue



Alert! Both 'Payroll Frequency' and 'Other Info' sections will need to match information for the position.

If the position is monthly, select 'No' for 'Time Card Required for Payroll'. The 'Overtime Period for Assignment' selection will remain blank. You will receive notifications as seen on the above screenshot with instructions to set up the 'Payroll Info' section.

15

Select the appropriate 'Salary Basis' for the position. Enter the 'Salary Amount' associated with the new hire. Click on 'Continue'.

Create Job Offer (2404172), 4416 Save and Close Submit Cancel

- 1 When and Why Edit
- 2 Assignment Info Edit
- 3 Offer Team Edit
- 4 Payroll Info Edit
- 5 Salary ?
 - *Salary Basis ?
Hourly Salary Basis
 - *Salary Amount Salary Amount
13.50 USD Hourly
 - Grade Name
MR00
 - Compa-Ratio
 - Annual Salary
 - Continue
- 6 Other Compensation
- 7 Comments and Attachments



Alert! 9-Month Salary Basis is only applicable to 9-month faculty positions.

16

If other compensation is needed, click on 'Add' and select the correct compensation type.

The screenshot shows the 'Create Job Offer' form with the following elements:

- Header: 'Create Job Offer' with a progress bar and ID '(2404172), 4416'. Buttons: 'Save and Close', 'Submit', 'Cancel'.
- Steps: 1. When and Why, 2. Assignment Info, 3. Offer Team, 4. Payroll Info, 5. Salary, 6. Other Compensation (active), 7. Comments and Attachments, 8. Additional Info.
- Step 6 Content: A text input field, an '+ Add' button, and a message 'There's nothing here so far.' with a 'Continue' button.
- Right Sidebar: A vertical bar with a 'Help' icon.

17

Enter any hiring or offer comments. These comments are not seen by the candidate and kept internal.

The screenshot shows the 'Create Job Offer' form with the following elements:

- Header: 'Create Job Offer' with a progress bar and ID '(2404172), 4416'. Buttons: 'Save and Close', 'Submit', 'Cancel'.
- Steps: 4. Payroll Info, 5. Salary, 6. Other Compensation, 7. Comments and Attachments (active), 8. Additional Info.
- Step 7 Content: A section titled 'Offer Comments' with a text input field and a 'Continue' button. Below it is a section titled 'Internal Documents' with a drag-and-drop area and a 'Continue' button.
- Right Sidebar: A vertical bar with a 'Help' icon.

18 Click "Submit"

Create Job Offer (2404172), 4416

Save and Close Submit Cancel

- 1 When and Why Edit
- 2 Assignment Info Edit
- 3 Offer Team Edit
- 4 Payroll Info Edit
- 5 Salary Edit
- 6 Other Compensation Edit
- 7 Comments and Attachments Edit
- 8 Additional Info
 - Tenure Track Tenure Track
 - Moving Expense Allowance Amount
 - Net ID



Alert! The offer will NOT go through an approval process and will show as 'Approved'

19

If you receive an alert regarding FTE or headcount, the information may be updated through 'Request a Position Change'. Click 'Continue' - this does not affect the hiring of the candidate.

The screenshot shows the 'dash' system interface for creating a job offer. The page has a dark header with the 'dash' logo and navigation icons. Below the header, the title 'Create Job Offer' is followed by a job ID '(2404172), 4416' and buttons for 'Save and Close', 'Submit', and 'Cancel'. The main content area is a list of seven sections, each with an 'Edit' button: 1. When and Why, 2. Assignment Info, 3. Offer Team, 4. Payroll Info, 5. Salary, 6. Other Compensation, and 7. Comments and Attachments. A warning modal is displayed in the center, titled 'Warning', with the text 'The job offer has possible issues that may require your attention.' and a yellow warning icon. The message states: '⚠ The position doesn't have enough vacant FTE nor open headcount.' The modal has two buttons: 'Continue' (highlighted with an orange circle) and 'Cancel'. To the right of the sections, there is a vertical orange icon with a question mark and the text 'Get Help'.

dash

Create Job Offer

(2404172), 4416

Save and Close Submit Cancel

1 When and Why Edit

2 Assignment Info Edit

3 Offer Team Edit

4 Payroll Info Edit

5 Salary Edit

6 Other Compensation Edit

7 Comments and Attachments Edit

8 Additional Info

Tenure Track Moving Expense Allowance Amount

Net ID

Warning

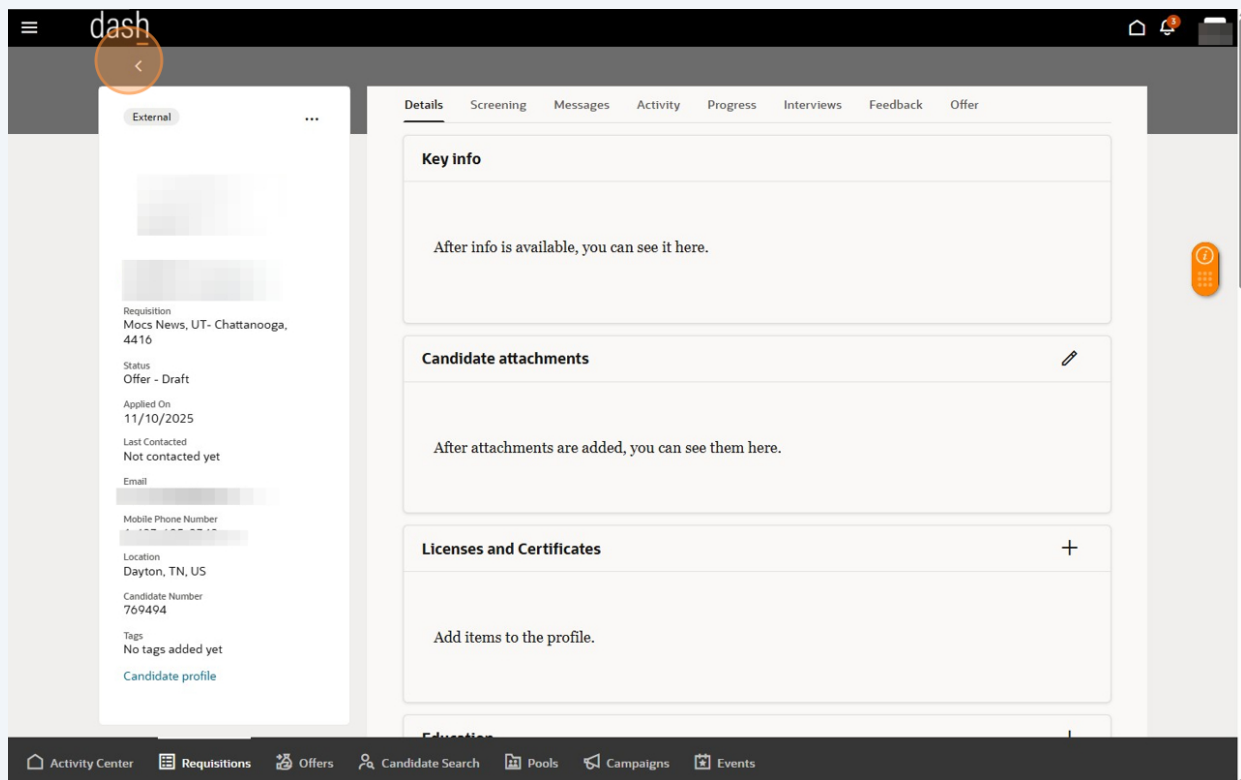
The job offer has possible issues that may require your attention.

⚠ The position doesn't have enough vacant FTE nor open headcount.

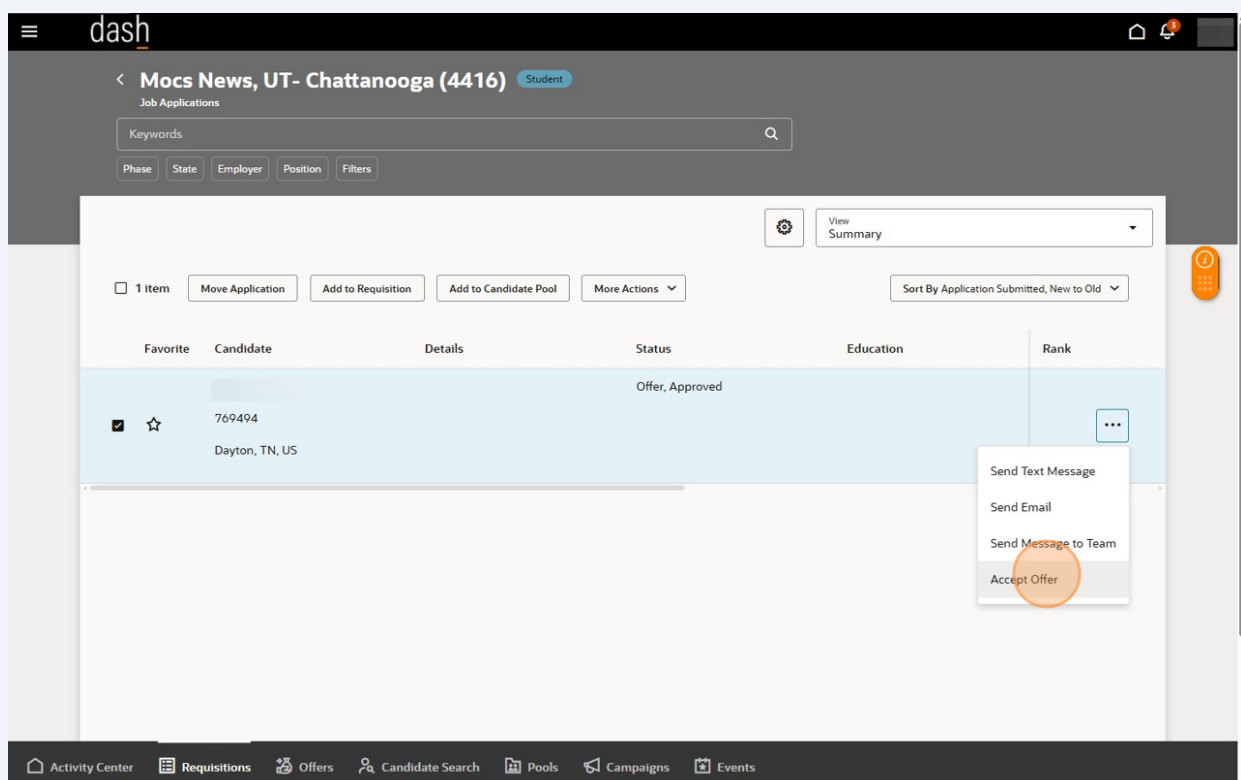
Continue Cancel

Get Help

- 20 Click on the back arrow to view the list of applicants.



- 21 Click "Accept Offer" under the 3 dots to accept the offer on behalf of the new hire.



22

Click on the 3 dots to select 'Move to HR' to be set up as a pending worker or to add an assignment (this is done automatically by DASH). **NOTE: You may need to wait a few minutes before the 'Move to HR' option is available after accepting the offer on behalf of the new hire.**

