TALENT S LINK

How to Add Grant-Funded Language to Offer Letter

This job aid explains how to add specific language to an offer letter template to indicate a position is grantfunded using a new drop-down field on the Offer Card. The drop-down field will contain the sentence "This role is subject to grant funding".

If you select this text, it will be added as a merge field to any of the offer letter templates. If the position is not grant-funded, no need to select anything; the text will not show up on the template. HR Levels 2, 3 and 4 can create offer letters. You should already be familiar with the Offer Card before you review this job aid.

- 1. Fill out the offer card as you normally would when you select a finalist.
- 2. At the **Grant-Funded** drop-down field (under the **Salary** section), select the sentence to add it to the offer letter. If the position is not grant-funded, do not select anything.

SALARY	
Grant Funded: Select	*
Salary Range:	٩
Annual Salary: This role is subject to grant funding.	

3. Click **Merge document** to create your offer letter. Once the document has been merged, open it to confirm the text has been added. It will appear as the last sentence of the first paragraph on all offer letter templates.

Dear Alan:
I am delighted to formally extend you this offer of employment and am excited that you will become a valued member of our team. Columbia University is committed to attracting and retaining the best and brightest to support our mission of excellence in higher education and research. Accordingly, you are being offered the Full Time position of Admissions Specialist within School of Professional Studies, beginning on March 2, 2020 or such other date as mutually agreed upon in writing. Your annual salary will be \$60,000, paid on a semi-monthly basis at a rate of \$2,500 per pay period. ¹ This role is subject to grant funding.

If you did not select the text because it does not apply to the position, when you merge the document, you will see GENERIC_GRANTFUNDED_* under "Missing merge information". Click ignore to proceed. The text will not be added to the offer letter.

Below is a list of the missing merge fields. Merge fields marked wit	th an asterisk (*) must be updated manually. To manually correct errors in a new window click here.
Document	Missing merge information
Officer Offer Letter (Regular)	GENERIC_GRANTFUNDED_*
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