

**College of Agriculture, Health and Natural Resources**  
**Business Office**  
**Offer Letter Process**

**SUMMARY**

Offer letters define the terms and conditions of employment for individuals who are being invited to accept a new position or a renewal of an appointment and are legally binding contracts. UConn HR, the Business Office and CAHNR Department Admins each play a significant role in the processing and issuance of offer letters.

**APPLIES TO**

This process applies to all departments within CAHNR.

**PROCESS**

**Department Administrator and Business Office (HR-Payroll Team)**

Each Department Admin is responsible for processing and completing offer letters. Once a letter is drafted and signed by the Supervisor and/or Department Head, the Admin should submit to the Business Office for review. In most cases, KFS account(s) to be charged are needed as well. ALL letters should be submitted as a Word document, allowing for edits and/or corrections. Once all edits have been made, the Business Office will obtain the Dean's signature and return the offer letter to the Department Admin. It is the Department Admin.'s responsibility to acquire the employee's signature. With all signatures attained, the Department Admin should email a final copy to the CAHNR Business Office for their records.

**Offer Letters processed through PageUp**

- Offer Letters processed through PageUp include:
  - Regular Payroll New Hires (AAUP, UCPEA, Classified, Post Docs)
  - Special Payroll (Teaching, Summer Grad Student, All Other Special Appointments-including 11-month Faculty Summer)

**Offer Letters NOT processed through PageUp**

- Offer Letters processed outside of PageUp include:
  - Continuations and Non-Hire Transactions (Tenured Administrators Returning to the Faculty, Grad Assistants, Non-Renewals, Gratis Appointments)
  - Faculty Summer (9 & 10 month) & Intersession (Faculty Summer Research Certification, Faculty Summer Teaching, All Other Summer Faculty Appointments)

*Offer Letter templates can be found on the Human Resources website:*

<https://hr.uconn.edu/offer-letters/>