


Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-TRT-005
		Effective Date	01/01/2023
		Revision Number	01
		Revision Date	12/23/22
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I. OBJECTIVE

To detail the process for launching a job offer letter in Paylocity.

II. SCOPE

This SOP is applicable for any site managers who need to launch a job offer letter in the Paylocity system

III. PROCEDURE


1.1 Creating the Job Offer Letter

- 1.1 On the candidate's profile, navigate to the "**Job Offer**" tab. Click on "**Send Offer Letter**".
- 2.1 Using the drop down menu, select the appropriate "**Offer Letter Template**"
- 3.1 Adjust the "**Job Title**" and Verify the candidate's full legal name is correct. Click "**Next: Compose Offer Letter**"
- 4.1 Edit the letter so that the sections that are in **Bold/Underline** are correct. These fields should be "**Site**", "**Supervisor**", "**Compensation**", "**Name of person offering position**", and "**Title**". Click "**Next: Compose Email**"
- 5.1 Ensure the candidate's email is correct, please add the Site Manager and District Manager names under the "CC" field. Edit the (**Brand**) portion of the email body to match the brand of your location. i.e. "Busy Bee Car Wash of Mammoth Holdings". Click "**Next: Setup Approvals**"
- 6.1 Using the drop down menu, select "**Specific Approver**" then search for "**Casey Bouley**". Click "**Next: Preview & Send**".
- 7.1 Verify all information is correct in the email and your offer letter. Then click "**Submit Offer Letter for Approvals**".

2.1 Conducting Job Offer

- 1.1 Once the Offer Letter has been approved, you will receive a notification via Paylocity. At this point the manager will call the candidate and verbally offer the job using the details in the letter.
- 2.1 If the candidate accepts, click "**Send Offer Letter**" in Paylocity. Let the candidate know that they will be receiving an email with the same information that was just covered over the phone and that once they have signed the offer they will be receiving their new hire paperwork shortly via that same email account.
- 3.1 Be sure to provide the new hire with a good contact number for you in case they need any assistance or have any questions regarding the remainder of their new hire process.

	Written by:	Reviewed by:	Approved by:
Name	Morgan Harris	Mark Hidle	Mark Hidle
Designation	Talent Acquisition Manager	CPO	CPO
Signature / Date			

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IV. ASSOCIATED DOCUMENTS

V. [\[INSERT LINKS ASSOCIATED WITH SOP\]](#)

VI. VERSION

SOP No.	Effective Date	Reason for revision

	Written by:	Reviewed by:	Approved by:
Name	Morgan Harris	Mark Hidle	Mark Hidle
Designation	Recruitment Manager	CPO	CPO
Signature / Date			