Actions Checklist

JAR Hire, Promotion and Transfer Transactions

Faculty, Non-Faculty & Staff Assignments
When processing a JAR transaction the following forms should be attached before submitting the transaction for Central Office approval (University Human Resources):
- Once the **HP** (Hiring Proposal), **AC** (Waiver of Recruitment), **ES** (Executive Search) code has been entered into the JAR transaction, the endorsed hiring summary and PeopleAdmin application and resume are automatically attached to the *Attachments panel*. Review the forms attached and confirm that the hiring information is correct. If the attachments are not on the *Attachments panel* please reach out to your designated Talent Consultant with questions.
- Signed offer letter and addendum
- Signed Patent Agreement (required for all EHRA positions and SHRA research positions)

Unpaid Assignments (N Job Codes which includes adjunct faculty)
When processing a JAR transaction the following forms should be attached before submitting the transaction for Central Office approval (University Human Resources):
- Signed offer letter and addendum
- Signed Patent Agreement (required for all EHRA positions)
- Resume / Curriculum Vitae

Unpaid Emeritus
When processing an unpaid emeritus hire transaction the following form should be attached before submitting the transaction for Central Office approval (University Human Resources):
- Approved emeritus letter from the Office of the Chancellor

Job Data & Position Information Actions
(Examples of these types of actions: pay rate change, title change, reclassification, level change, etc.)

When processing actions on the Job Data and Position Information panels in the HR System the following information should be emailed to the designated Human Resources Information Specialist:
- Copy of the corresponding approval email notice from EHRA Administration or Talent Solutions
- Copy of the memo that is given to the employee (if applicable)

If you should have questions please contact a Human Resources Information Management Specialist.