# Processing a SHRA Hire Action in Job Action Request (JAR)

**What you need before proceeding with action:** An approved Hiring Proposal (HP) from the Talent Solutions Dept., offer letter, and update the position if needed.

***NOTE:*** *Before initiating a JAR hire transaction review and confirm the position data is up to date (i.e: title, reports to, FTE/Standard Hours, step/level) to ensure the JAR transaction is accurately updated.*

If an employee ID is not provided in the hiring proposal, perform a Search Match to verify if the employee has an existing ID number to prevent duplication. To navigate to this screen follow the path below. Contact your designated HRIM Specialist regarding questions about this process.

Click on the NavBar in the top right hand corner of the MyPack Home screen.

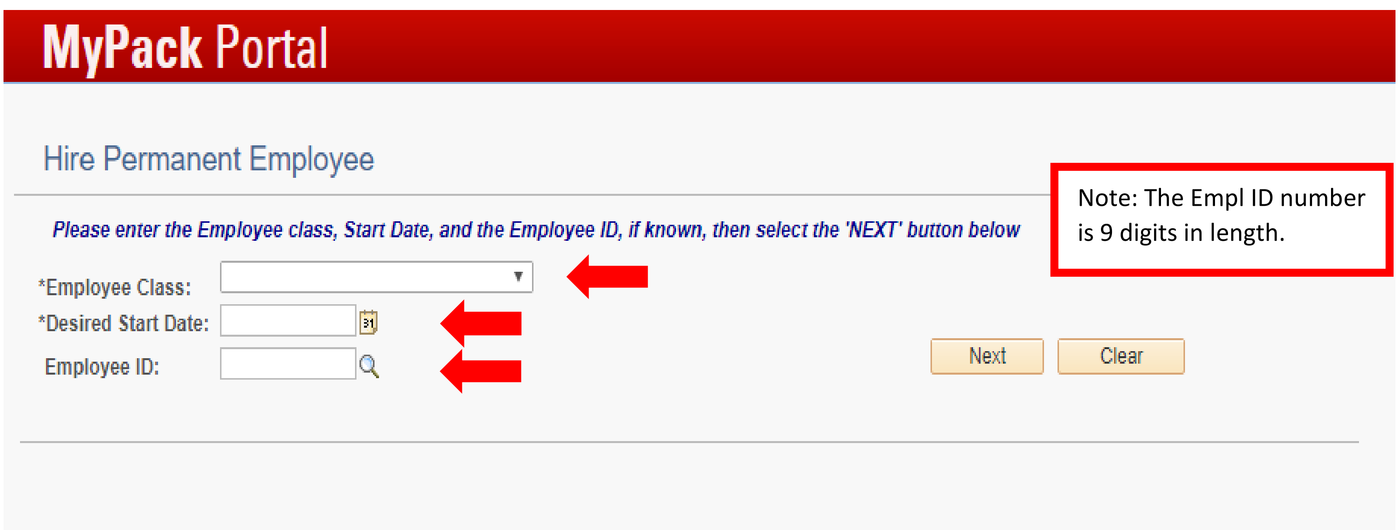
Click on the NavBar Navigator icon .

Then follow this navigation through the menu options.

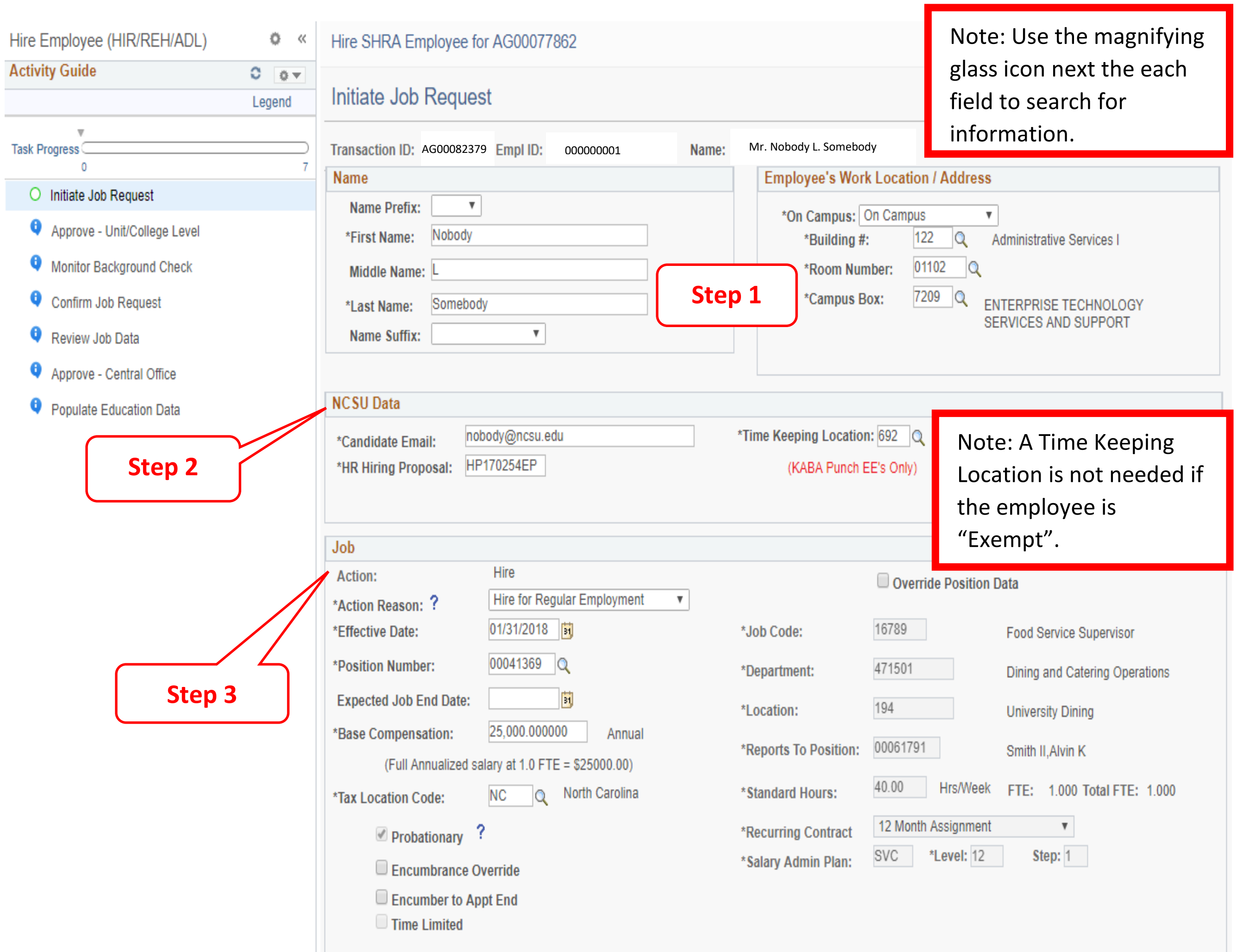
**Human Resources Systems > Job Action Requests (JAR) > JAR (SHRA, EHRA, Post Docs) > Hire Employee (HIR/REH/ADL)**

***NOTE:*** *The HR Quicklinks tile from the "HR System Homepage" also provides options to initiate a JAR Hire/Rehire.*

Once the **Hire Permanent Employee** panel appears then use the drop down box to select the appropriate **Employee Class**. Enter the **Desired Start Date**. Enter the **Employee ID**. If you have completed a Search Match and cannot find an existing employee ID, leave this field blank and an employee ID will be created during the Background Check process.




Once the information has been entered, click **Next** to proceed to the next page.




**Step 1:** Complete the Name and select the Employee's Work Location/Address section from the search icon.

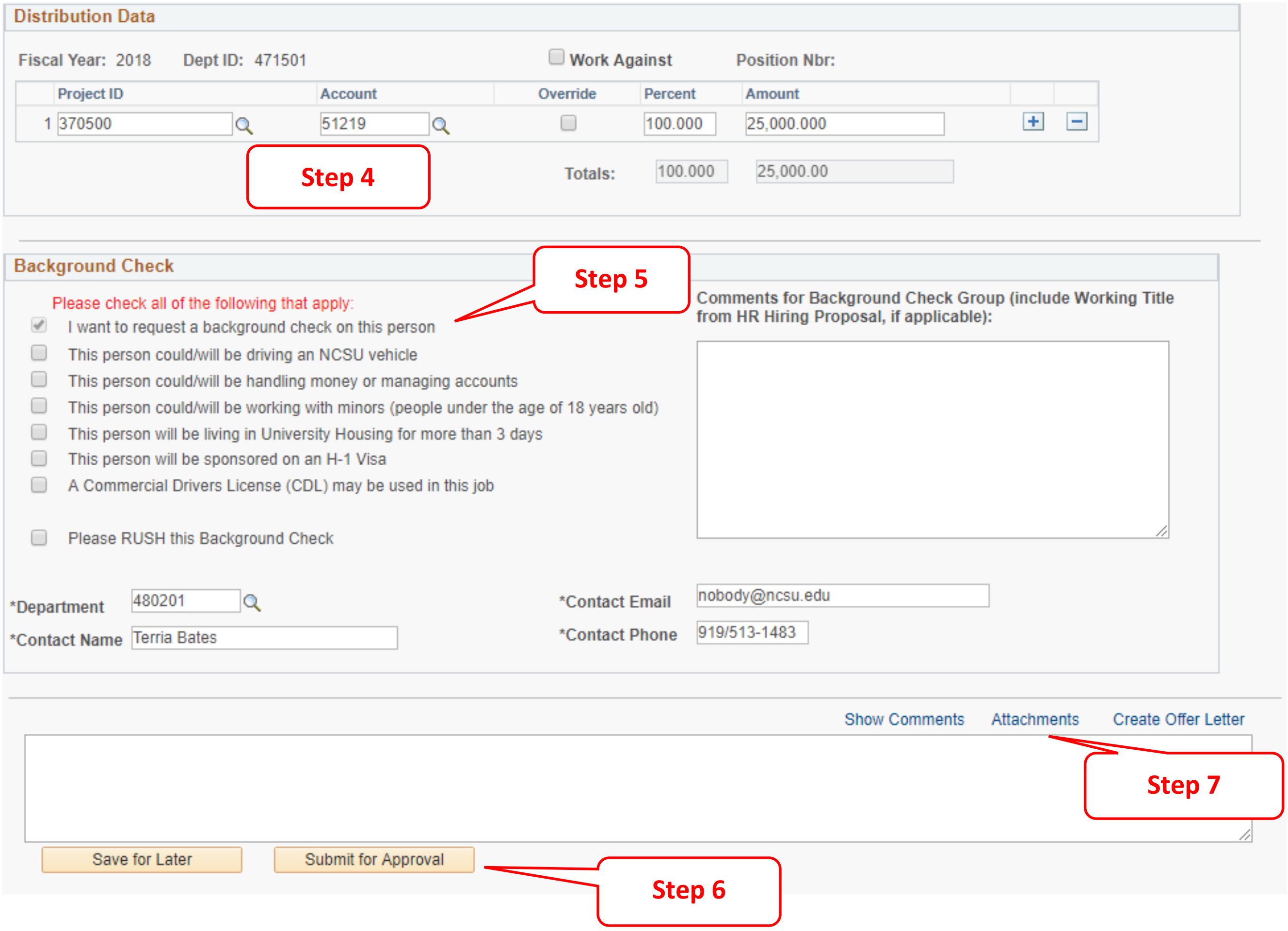
**Step 2:** Complete the NCSU Data section.

- **Candidate's Email** must be correct in order for the candidate to receive the background check email.
- **HR Hiring Proposal** (HP) number is required and can be found in the hiring endorsement email from Talent Solutions. If not entered in its entirety (including letters and numbers) the HR Hiring Proposal approval document will not upload automatically. *(Reference step 6)*
- **Time Keeping Location (TKL)** is required for all Non-Exempt employees to utilize the WolfTime web clock or wall clock.

**Step 3:** Complete Job section.

- Select the appropriate **Action Reason** from the drop down box
- Enter the **Position Number** to auto-populate the position information.
  - Verify that all the information in this section is correct. If any fields are not correct *(right hand side of this section)* and do not match the hiring proposal, please click **Save for Later,** navigate to add/update position data in the HR System and make the appropriate changes.
- Verify the **Annual Salary** and adjust if necessary.

Note: DO NOT check the "Override Position Data" without consulting with your HRIM Specialist.




**Step 4:** Complete Distribution Data. Verify/Update **Project ID(s)** and confirm the total percentage equals 100.

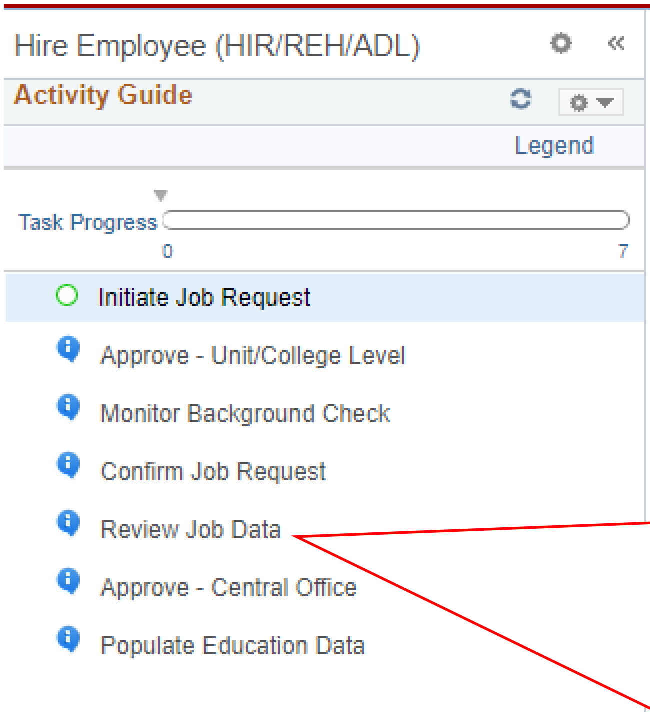
- If you have questions regarding distributions please contact the Budget Office: https://budget.ncsu.edu/budgetoffice/

**Step 5:** Complete Background Check section. Add any necessary comments unique to the hire in the box provided.

- If you have questions please contact Background Checks: https://backgroundchecks.hr.ncsu.edu/

**Step 6:** If you are not ready to submit the action for approval, click **Save for Later**. This will allow you to come back and make changes before submitting. Click **Submit for Approval**.

**Note:** The JAR transaction can be submitted for approval before proceeding to Step 7 if the supporting documents are not yet available.




The **Activity Guide** is located on the left hand side and shows the progression of the transaction.

Once the action is submitted for approval it will move to the next step *(i.e. College Level Approval or Monitor Background Check).*

After the background check is complete, the action will return to the college division *(i.e. Confirm Job Request or Review Job Data)* for final review and corrections.

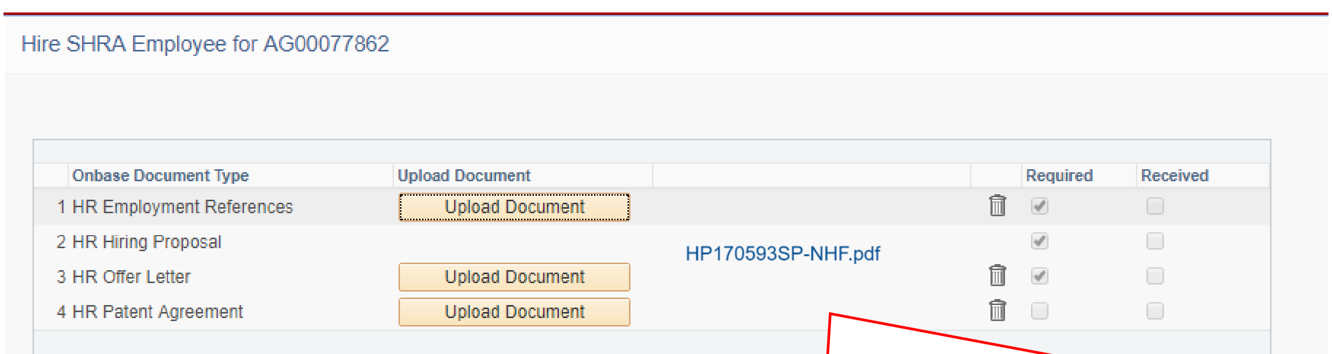
**Review Job Data** allows the college division to review the transaction, make changes, if applicable, and attach any documentation referenced in step 6.

Click **Submit for Approval** to move the transaction to Approve - Central Office step.

Note: Transactions with missing or incorrect information may be pushed back to Step 1 for corrections and could extend processing time.

Note: Once the background check is endorsed and the transaction reaches Review Job Data please review the transaction, make changes, if applicable, and proceed to step 7 (Attachments) before submitting for approval.

**Step 7:** Click **Attachments**




Back

- **Attach references**
- **Verify the hiring proposal is uploaded. If not, contact your Talent Solutions Consultant. *(Reference step 2)***
- **Upload the signed offer letter and addendum.**
- **Upload Patent Agreement/Exception, if applicable.**
- **Once all documents are uploaded, click Back to return to the hire action and Submit for Final Approval.**