



## 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.

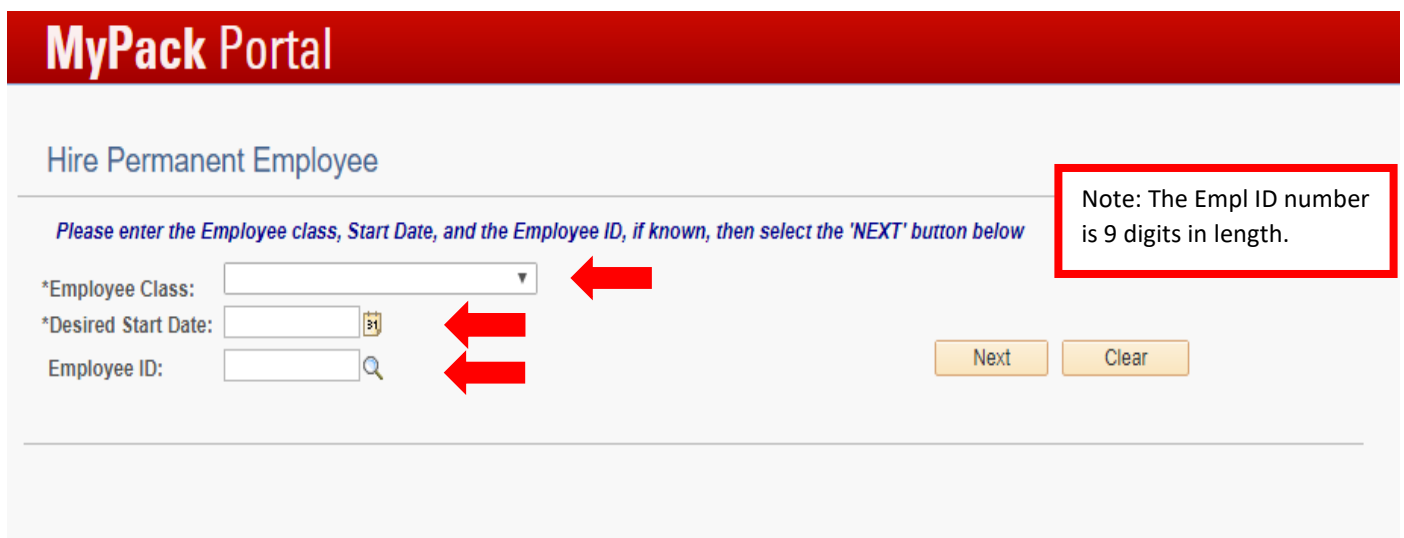
Click on the NavBar Navigator icon .

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.

Hire Employee (HIR/REH/ADL) Hire SHRA Employee for AG00077862

Activity Guide Legend

Task Progress 0 7

Initiate Job Request

- Approve - Unit/College Level
- Monitor Background Check
- Confirm Job Request
- Review Job Data
- Approve - Central Office
- Populate Education Data

Transaction ID: AG00082379 Empl ID: 000000001 Name: Mr. Nobody L. Somebody

**Name**

Name Prefix:

\*First Name:  **Step 1**

Middle Name:

\*Last Name:

Name Suffix:

**Employee's Work Location / Address**

\*On Campus:

\*Building #:  Administrative Services I

\*Room Number:

\*Campus Box:  ENTERPRISE TECHNOLOGY SERVICES AND SUPPORT

**NCSU Data**

\*Candidate Email:

\*HR Hiring Proposal:  (KABA Punch EE's Only)

\*Time Keeping Location:

**Job**

Action: Hire

\*Action Reason:

\*Effective Date:

\*Position Number:

Expected Job End Date:

\*Base Compensation:  Annual  
(Full Annualized salary at 1.0 FTE = \$25000.00)

\*Tax Location Code:  North Carolina

Probationary ?

Encumbrance Override

Encumber to Appt End

Time Limited

Override Position Data

\*Job Code:  Food Service Supervisor

\*Department:  Dining and Catering Operations

\*Location:  University Dining

\*Reports To Position:  Smith II, Alvin K

\*Standard Hours:  Hrs/Week FTE: 1.000 Total FTE: 1.000

\*Recurring Contract:

\*Salary Admin Plan:  \*Level:  Step:

**Note:** Use the magnifying glass icon next the each field to search for information.

**Step 2**

**Step 3**

**Note:** A Time Keeping Location is not needed if the employee is "Exempt".

**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.

The screenshot displays two main sections of the HRIM system interface. The top section, titled "Distribution Data", includes fields for Fiscal Year (2018) and Dept ID (471501), a "Work Against" checkbox, and a Position Nbr field. Below this is a table with columns for Project ID, Account, Override, Percent, and Amount. A red callout labeled "Step 4" points to the table. The bottom section, titled "Background Check", contains a list of checkboxes for various background check criteria, a text area for comments, and fields for Department, Contact Name, Contact Email, and Contact Phone. A red callout labeled "Step 5" points to the checkboxes. At the bottom of the form, there are buttons for "Save for Later" and "Submit for Approval", with a red callout labeled "Step 6" pointing to them. On the right side, there are links for "Show Comments", "Attachments", and "Create Offer Letter", with a red callout labeled "Step 7" pointing to the "Attachments" link.

**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.

Hire Employee (HIR/REH/ADL)

**Activity Guide**

Legend

Task Progress 0 7

- Initiate Job Request
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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

Hire SHRA Employee for AG00077862

Onbase Document Type	Upload Document	Required	Received
1 HR Employment References	<input type="button" value="Upload Document"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 HR Hiring Proposal	<input type="button" value="Upload Document"/> HP170593SP-NHF.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 HR Offer Letter	<input type="button" value="Upload Document"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 HR Patent Agreement	<input type="button" value="Upload Document"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **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.**