Processing a Waived Recruitment Promotion Action in JAR

What you need before proceeding with action: An approved action code (AC) from Classification and Compensation (C&C) and/or Talent Acquisitions associated with the waiver of recruitment.

NOTE: Before initiating a Job Action Request (JAR) transaction review and confirm the position data is up to date (i.e.: title, reports to, FTE/STD Hours, salary plan) to ensure the JAR transaction is accurately updated.

The employee ID associated with the promotion should be provided in the approval notification. If not contact your college/division Classifications and Compensation and/or Talent Acquisitions consultant.

The receiving college/division will initiate the JAR promotion transaction using the following navigation instructions to begin. 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) > Promotion

Once the Promotion panel appears then use the drop down option to select the appropriate Desired (EHRA) Employment Class (i.e.: Faculty, Non Faculty, SAAO Tier 1 or 2). Enter the Desired Start Date. Enter the Employee ID.

Note: The Empl ID number is 9 digits in length.

Once the promotion panel fields have been entered, click Search to locate the latest employment data. If the ID provided is valid the system should locate the latest employment job data record. If the search results produce the correct employee then check the highlighted “Select” box and the “Next” button will become active. Just click the Next button to continue the promotion transaction process.
Step 1: The Name Section will be updated automatically based on the employee ID provided.
- Identify the Employee’s Work Location/Address Section based on the work location of the promotion.

Step 2: Complete the NCSU Data Section
- **Candidate’s Email** must be correct in order for them to receive the background check.
- **Time Keeping Location** is not required for FLSA exempt employees.
- **HR Hiring Proposal** is required and will be provided by C&C. Please be sure to enter the code in its entirety including letters and numbers. Please note that waived recruitment action codes begin with “AC”. If the HR Hiring Proposal field is not entered correctly, the supporting document will not upload and the JAR transaction cannot progress forward in the approval process.

Step 3: Complete Job Section
- **Action Reason** select the “Promotion Search Waiver” option from the drop down
- **Effective Date** feeds in the “Desired Start Date” from the initial JAR transaction panel
- **Position Number** enter or select the position number associated with the waived recruitment then tab out of the field. Verify all the information uploaded from position data is correct. If the uploaded data does not match the approved waiver action, please save the JAR action (bottom) for later and go update the Position Data before returning to complete the JAR transaction. Do not check the “Override Position Data” box unless approved by C&C.

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

Note: A Time Keeping location is not required if the employee is “Exempt”.
Step 4: Complete the Appointment Info Section

- **Appt. Begin & End Dates** enter the contract appointment dates listed in the offer letter
- **Anticipated Appt. Length** select the contract appointment length option listed in the offer letter

Step 5: Complete the Academic Rank Section

- **Tenure Status** is a required field, select the option from the drop down describing the person’s status.
  - The example (EPA Non-Faculty) reflects a person who does not have tenure with the university
  - If the person has tenure or is currently on Tenure/Tenure-Track (T/TT) with the university the academic rank/home fields, tenure type and dates will need to be update.
  - Academic Rank use the magnifying icon to search for the rank
  - Tenure Type only utilized if the person is on a T/TT plan with the university
  - Academic Home Dept. use the magnifying icon to search for the academic home
  - Original Tenure Track Date, Mandatory Review Date and Tenure Granted Date associated with tenured EHRA personnel at the university
  - Date of Current Rank is required for EHRA hire transactions that have rank.

Step 6: Complete Distribution Data Section

- If you have questions regarding distributions please contact the Budget Office: [https://budget.ncsu.edu/budgetoffice/](https://budget.ncsu.edu/budgetoffice/)
Step 7: Complete the Background Check (BGC) 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 8: Click Attachments to upload and/or review supporting documents

- Attach employment reference checks
- Verify the AC hiring proposal has been uploaded by C&C, if not contact C&C with any questions
- Upload the signed offer letter
- Review/Upload any supporting documents that apply
- Click Back to go back to the hire action

Step 9: After the attachments have been uploaded and/or reviewed, click Back to return to the transaction page. Click Submit for Approval. 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.
The Activity Guide below is located on the left hand side of the JAR transaction page. When a JAR transaction is open the panel indicates the task progression and which stage of approval of approval it currently resides. A description of the Activity Guide icons (below) explain what is happening at each stage of approval.

Note: When the JAR transaction is open the Activity Guide/Task Progress appears on the left hand side indicating the current progression status.

After the “Monitor Background Check” is complete the transaction will eventually land on Review Job Data for a final review by the initiating college.

The college level reviewer needs to verify all the information and required attachments associated with the transaction are accurate before submitting for Central Office approval.

If the transaction is missing an attachment the system will display an error message and will not progress forward until the document is uploaded.

When the transaction reaches “Approve-Central Office” the UHR-HRIM Specialist will review the transaction and supporting attachments then approve once the items are verified.

If you have questions regarding a JAR transaction contact your HRIM Specialist for assistance.