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

What you need before proceeding with action: An approved Hiring Proposal (HP) from Talent Acquisitions associated with the recruitment.

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, salary plan) to ensure the JAR transaction is accurately updated.

If an employee ID is not provided in the approval notification email, perform a search match using the person's name to verify an ID doesn't exist. This helps prevent ID duplication. Navigation path to "Search Match": *Human Resources Systems->Workforce Administration->Personal Information->Search for People*

If you have questions on search match contact your designated HRIM Specialist for assistance.

To process a JAR hire transaction use 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 Menu 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 applicable. If you have completed a search and cannot find an existing employee ID leave this field blank and an employee ID will be created during the hiring process.

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

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

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

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

- Enter the applicant's **Legal** Name. If you have questions regarding their legal name vs. preferred name, refer back to their application or contact the applicant directly.
- If the work location/address is off campus, be sure that the address entered is complete and accurate.

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 Acquisitions. 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.
- **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.

- **Action Reason** select the appropriate Action Reason from the drop down box
- **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 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 hiring proposal, please save the JAR action (bottom) for later and go update

NC STATE UNIVERSITY Human Resources

the Position Data before returning to complete the JAR transaction. Do no check the "Override Position Data" box unless approved by C&C.

Distribution Data

Fiscal Year: 2022   Dept ID: ▓▓▓▓

Step 4

☐ Work Against   Position Nbr:

	*Project ID	*Account	Override	*Percent	Amount		
1	271096 🔍	51219 🔍	☐	100.000	72,000.000	➕	➖

Totals: 100.000   72,000.00

Background Check

Step 5

Background check package will be automatically selected based on the following questions: Help

☑ I want to request a background check on this person

☐ This person could / will be driving a NCSU vehicle

☐ This person will be handling money

☐ This person will be living in University Housing for more than 3 days

☐ This person could / will be working with minors (people under the age of 18 years old)

☐ This person will be sponsored on an H-1 Visa

☐ A Commercial Drivers Licesnse (CDL) may be used in this job

☐ This person is a recurring Faculty Member.

☐ This person is an Emeritus Faculty Member.

*Department: ▓▓▓▓ 🔍   *Contact Email: nobody@ncsu.edu

*Contact Name: Mr. Wuf   *Contact Phone: 919/51▓▓

Step 6

Show Comments   Attachments   Create Offer Letter

[text area]

[Save for Later]   [Submit for Approval]

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 the Background Check (BGC) Section by checking the boxes of the background check packages to be performed on the candidate. Note that departments will be charged for any working with minors checks, as well as any credit (handling money) or driving (including CDL) check performed in conjunction with a working with minors package selection.

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

Step 6: Click Attachments to upload and/or review supporting documents

Hire SHRA Employee for AG00225506

Onbase Document Type	Upload Document			Required	Received
1 HR Employment References	Upload Document		🗑	☐	☐
2 HR Hiring Proposal				☑	☐
3 HR Offer Letter	Upload Document		🗑	☑	☐
4 HR Patent Agreement	Upload Document				☐

Step 7

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

Back

Step 7: 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. Note that the transaction can be submitted to the Background Check level without the offer letter attached; however, the letter must be attached before the transaction can be submitted at the Review Job Data level.

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.

Activity Guide Icons

○ The blank circle - means the task is in progress or currently being reviewed

✅ The green circle/with a check mark - means the task has been completed

ⓘ The blue circle - means the task is dependent on the previous task approval (top to bottom)

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