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 Menu

Then follow this navigation through the menu options.

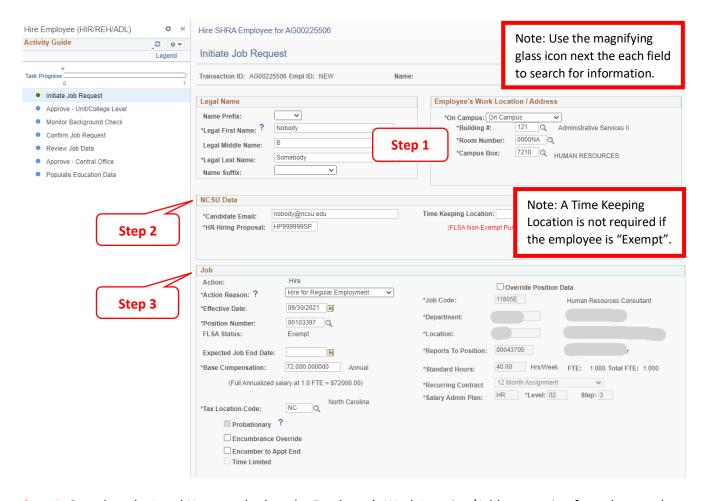
Human Resources Systems > Job Action Requests (JAR) > JAR (SHRA, EHRA, Post Docs) > Hire Employee (HIR/REH/ADL)

NOTE: The HR Quicklinks tile of 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.



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.

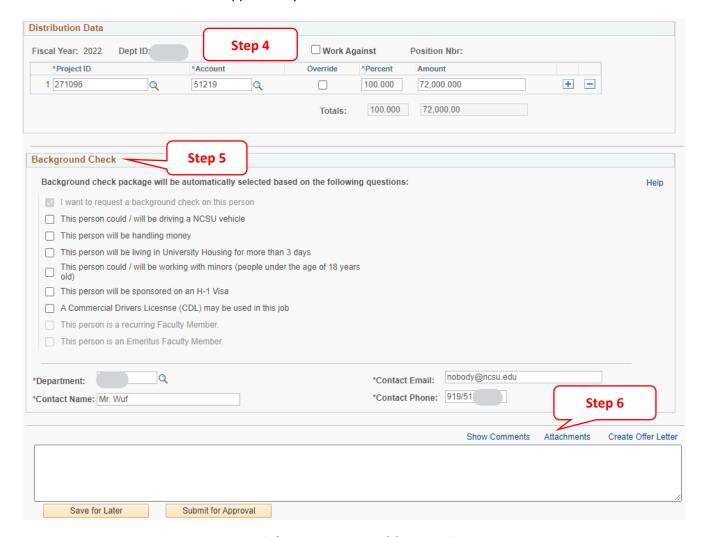
Step 2: Complete the NCSU Data section.

- 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

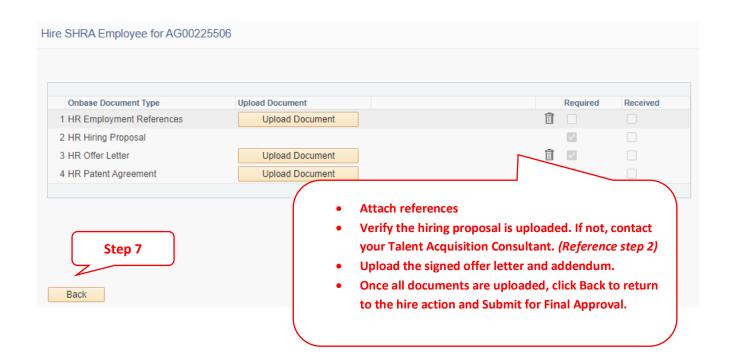
the Position Data before returning to complete the JAR transaction. Do no check the "Override Position Data" box unless approved by C&C.



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

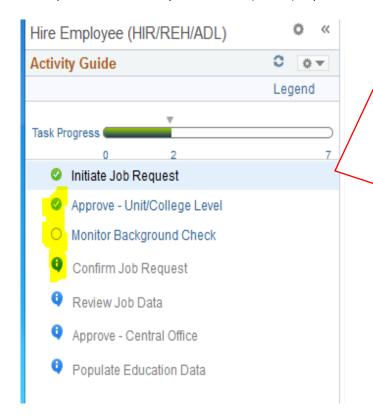
- If you have questions regarding distributions please contact the Budget Office: https://budget.ncsu.edu/budgetoffice/
- Step 5: Complete the Background Check (BGC) Section by checking the boxes of the background check packages to be performed on the candidate. Note that departments will be charged 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



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 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



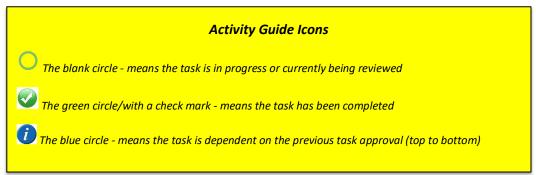
Note: When the JAR transaction is open the Activity Guide/Task Progress appears on the left hand side indicating the current progression status.

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.



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