Processing a FLSA Nonexempt Student and/or Temporary Hire in Job Action Request (JAR)

What you need before proceeding with action: Temporary job postings typically have a Hiring Proposal (HP) associated with the job recruitment and it can be entered on the JAR hire page.

NOTE: Current NC State Student hires do not require an HP code as part of the JAR hire.

If the student or temporary candidate selected for employment has any affiliation with the university an employee ID should already exist in the HR system. Perform a search match using the person's name to locate an existing ID and to help prevent ID duplication. Navigation path to "Search Match":
(*Human Resources Systems->Workforce Administration->Personal Information->Search for People*)

If the search match does not produce any results then assume the person does not have an ID. 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 (Temps, Students, No Pays) > 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 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 filed blank and an employee ID will be created during the hiring process. *NOTE: All past or present NCSU students will have a 9-digit ID# that must be used for the Non-Perm hire action.*

MyPack Portal

Hire Non-Perm Employees

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

Please enter the Employee class, Start Date, and the Employee ID, if known, then select the 'NEXT' button below

Employee Class:
Desired Start Date:
Employee ID:

Next   Clear

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 required if the employee is "Non 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.

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** enter the approved (HP) number if the job was posted for recruitment.
- **Temp Category** *(not displayed)* is unique with temp (TMS) hires ONLY, used to indicate healthcare eligibility. *Reference Link:* https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/02/TempEECatHelpDoc.pdf
- **Time Keeping Location (TKL)** is required for all Non-Exempt employees to utilize the WolfTime web clock and/or wall clock. ***Note:*** *Student and temp hourly personnel require a TKL assignment.*

Step 3: Complete the Job section.

- Select the appropriate **Action Reason** from the drop down box
- Enter the **Base Compensation** hourly rate of pay.
- Select the appropriate **Job Code** from the drop down icon
- Enter or Select the appropriate **Department Number** from the drop down icon
- Enter or Select the appropriate **Supervisor ID** from the drop down icon
- Enter the **Standard Hours** the person is scheduled to work per/week. *If the person is scheduled to work 30 hours or more per/week the employee is automatically eligible for health care benefits.*
- Verify all the job section fields associated with the transaction are correct.

Distribution Data

Fiscal Year: 2022   ☐ Work Against   Position Nbr:

	*Project ID	*Account	Override	*Percent	Amount		
1	201039 🔍	51450 🔍	☐	100.000	12.500	➕	➖

Step 4

Totals: 100.000   12.50

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 7

Show Comments   Attachments

Step 6

[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 Background Check section. Add any comments unique to the hire in the box provided.

- ***Note:*** *By default NCSU student hires do not require a mandatory background check. If the student work duties require driving on campus, working with minors, or processing financial exchanges the department can select the background check items they want performed. However, note that departments will be charged for any working with minors background 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: 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** when the transaction is ready.

Note: Navigation to retrieve JAR transactions from the worklist, *Human Resources Systems->Job Action Requests (JAR)->JAR(Temps, Students, No Pays)->Worklist*.
Once the worklist page opens, type in the transaction number and/or employee ID in the appropriate field and click the "Search" button to retrieve a transaction. When the transactions appears in the search results click on the "Transaction ID" to open and continue.

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 Job Request, referenced in step 6.

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 (optional): Click **Attachments**

- **Attach references**
- **Upload the signed offer letter**
- **Once all documents are uploaded, click Back to return to the hire action and Submit for Final Approval.**