


Processing a Waived EHRA Interim Appointment Transfer Action in JAR

What you need before proceeding with action: An approved action code (AC) from [Classification and Compensation](#) (C&C) 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 transfer should be provided in the approval notification. If not contact your college/division Classification and Compensation consultant.

The receiving college/division will initiate the JAR transfer transaction using the following navigation instructions to begin. **Contact your designated HRIM Specialist regarding questions about this process.**

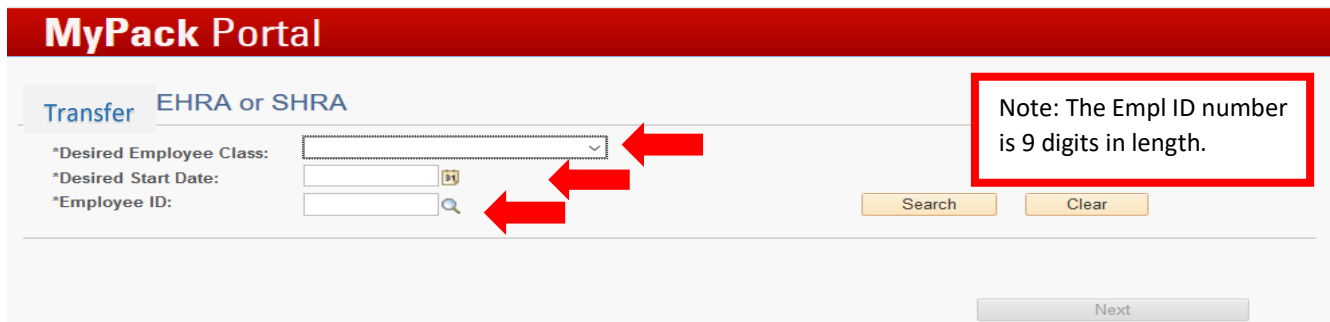
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

Click on the Menu icon  .

Then follow this navigation through the menu options.

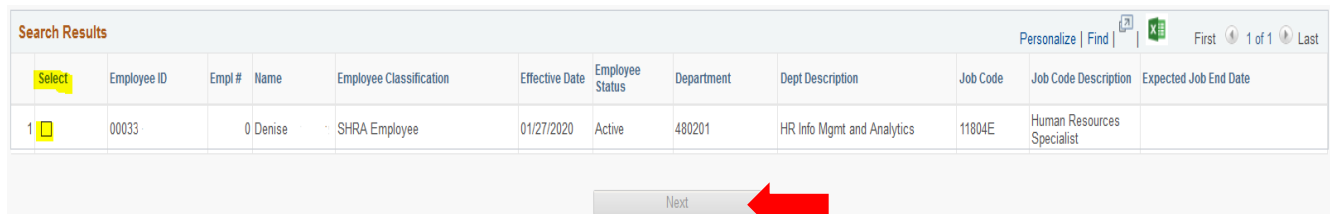
Human Resources Systems > Job Action Requests (JAR) > JAR (SHRA, EHRA, Post Docs) > Transfer

Once the **Transfer** 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**.



The screenshot shows the 'MyPack Portal' header in red. Below it is the 'Transfer' panel with the sub-header 'EHRA or SHRA'. There are three input fields: '*Desired Employee Class:' with a dropdown arrow, '*Desired Start Date:' with a calendar icon, and '*Employee ID:' with a magnifying glass icon. Red arrows point to each of these fields. To the right of the fields is a red-bordered box containing the text: 'Note: The Empl ID number is 9 digits in length.' Below the input fields are 'Search' and 'Clear' buttons. At the bottom right of the panel is a 'Next' button.

Once the transfer 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 transfer process.



The screenshot shows a 'Search Results' table with 11 columns: Select, Employee ID, Empl #, Name, Employee Classification, Effective Date, Employee Status, Department, Dept Description, Job Code, Job Code Description, and Expected Job End Date. The first row of data shows an active employee. A red arrow points to the 'Next' button at the bottom of the table.

Select	Employee ID	Empl #	Name	Employee Classification	Effective Date	Employee Status	Department	Dept Description	Job Code	Job Code Description	Expected Job End Date
1 <input type="checkbox"/>	00033	0	Denise	SHRA Employee	01/27/2020	Active	480201	HR Info Mgmt and Analytics	11804E	Human Resources Specialist	

Transfer SHRA or EHRA

Activity Guide

Legend

Task Progress

Initiate Job Request

Monitor Background Check

Confirm Job Request

Review Job Data

Approve - Central Office

Populate Education Data

Transfer EHRA Non-Faculty for AG00225504

Initiate Job Request

Transaction ID: AG00225504 Empl ID: Rcd #: 0 Name:

Legal Name

Name Prefix: Ms

Legal First Name: ?

Legal Middle Name:

Legal Last Name:

Name Suffix:

Employee's Work Location / Address

*On Campus: On Campus

*Building #: 121 Administrative Services II

*Room Number: 0000NA

*Campus Box: 7210 HUMAN RESOURCES

NCSU Data

*Candidate Email: nobody@ncsu.edu

*HR Hiring Proposal: AC999999EP

Time Keeping Location: (FLSA Non-Exempt)

Job

Action: Transfer

*Action Reason: ? Interim Appointment

*Effective Date: 09/30/2021

Position Number: 00000118

FLSA Status: Exempt

Expected Job End Date:

*Base Compensation: 119,000.00 Annual

(Full Annualized salary at 1.0 FTE = \$119000.00)

*Tax Location Code: NC North Carolina

☐ End Job Automatically

☐ Encumbrance Override

☐ Encumber to Appt End

*Job Code: C669R Director

*Department:

*Location:

Reports To Position: 00001730

*Standard Hours: 40.00 Hrs/Week FTE: 1.000 Total FTE: 1.000

*Recurring Contract: 12 Month Assignment

Add Supplement(s)

Rate Code	Amount	Total Compensation:
1 Base Pay	\$119,000.000000	\$119,000.00

Step 1: The Legal 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 transfer.
- 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 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 "Interim Appointment" 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.

Appointment Info

Appt Begin Date: 09/30/2021 [31]
 Appt End Date: [31]
 *Anticipated Appt Length: At Will [v]
 Appt Comments: [text area]

Academic Rank

Academic Rank: [search]
 *Tenure Status: EPA Non-Faculty [v]
 Tenure Type: [v]
 Academic Home Dept: [search]
 Named/Distinguished Professorship: [text area]

Original Tenure Track Date: [31]
 Mandatory Review Date: [31]
 Tenure Granted Date: [31]
 Date of Current Rank: [31]

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 all EHRA hire transactions

Distribution Data

Fiscal Year: 2020 [v] ☐ Work Against Position Nbr: [text]

Project ID	Account	Override	Percent	Amount		
1 201558 [search]	51119 [search]	<input checked="" type="checkbox"/>	25.000	48,997.000	[+]	[-]
2 201558 [search]	51319 [search]	<input type="checkbox"/>	75.000	146,991.000	[+]	[-]
Totals:			100.000	195,988.00		

Step 6: Complete Distribution Data Section

- If you have questions regarding distributions please contact the Budget Office:
<https://budget.ncsu.edu/budgetoffice/>.

Background Check Step 7

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

☒ I want to request a background check on this person Run BGC Logic

☐ 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 License (CDL) may be used in this job

☐ This person is a recurring Faculty Member.

☐ This person is an Emeritus Faculty Member.

*Department:

*Contact Email:

*Contact Name:

*Contact Phone:

Step 8

[Show Comments](#) [Attachments](#) [Create Offer Letter](#)

Step 7: 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/>
- The “This person is a recurring Faculty Member” option will only be available for selection on EHRA Faculty transactions and should NOT be selected for new hires who have not worked at NC State University before and do not already have an employee ID. Utilize the help link to learn more about recurring faculty appointments.

Step 8: Click Attachments to upload and/or review supporting documents

Transfer EHRA Non-Faculty for AG00225504

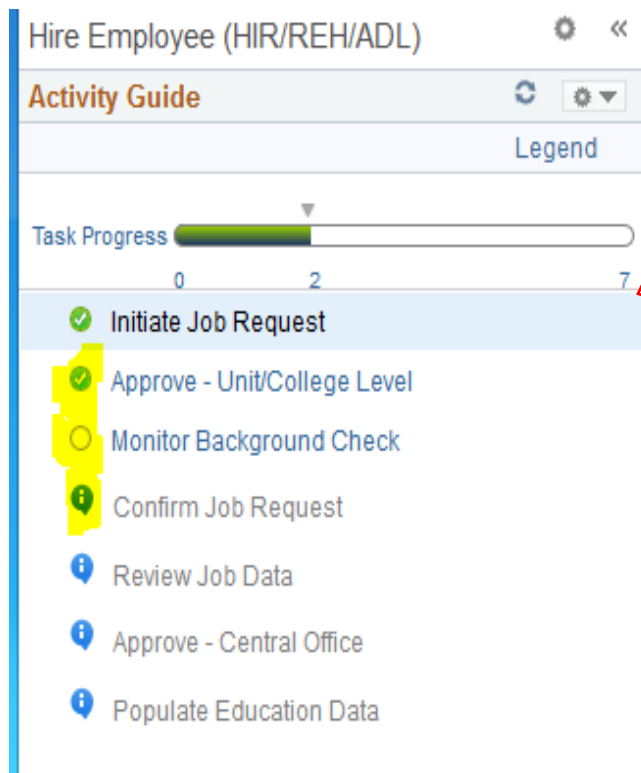
Onbase Document Type	Upload Document		Required	Received
1 HR Employment References	<input type="button" value="Upload Document"/>		<input type="checkbox"/>	<input type="checkbox"/>
2 HR Hiring Proposal			<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 HR Offer Letter	<input type="button" 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"/>

Step 9

- **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.

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.