Processing a Waived Recruitment Hire 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.*

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.

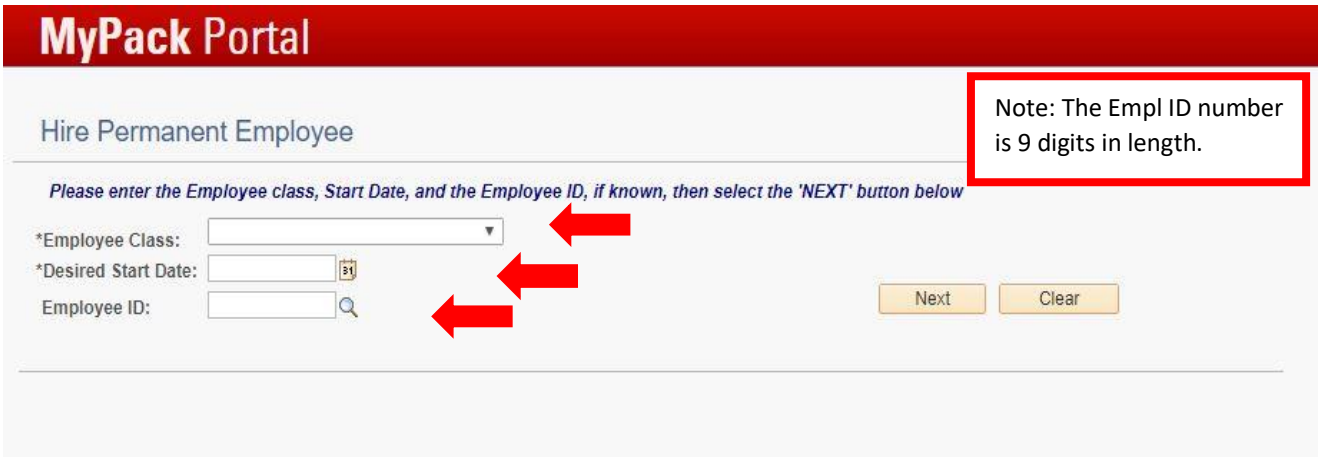
Click on the Menu icon

.

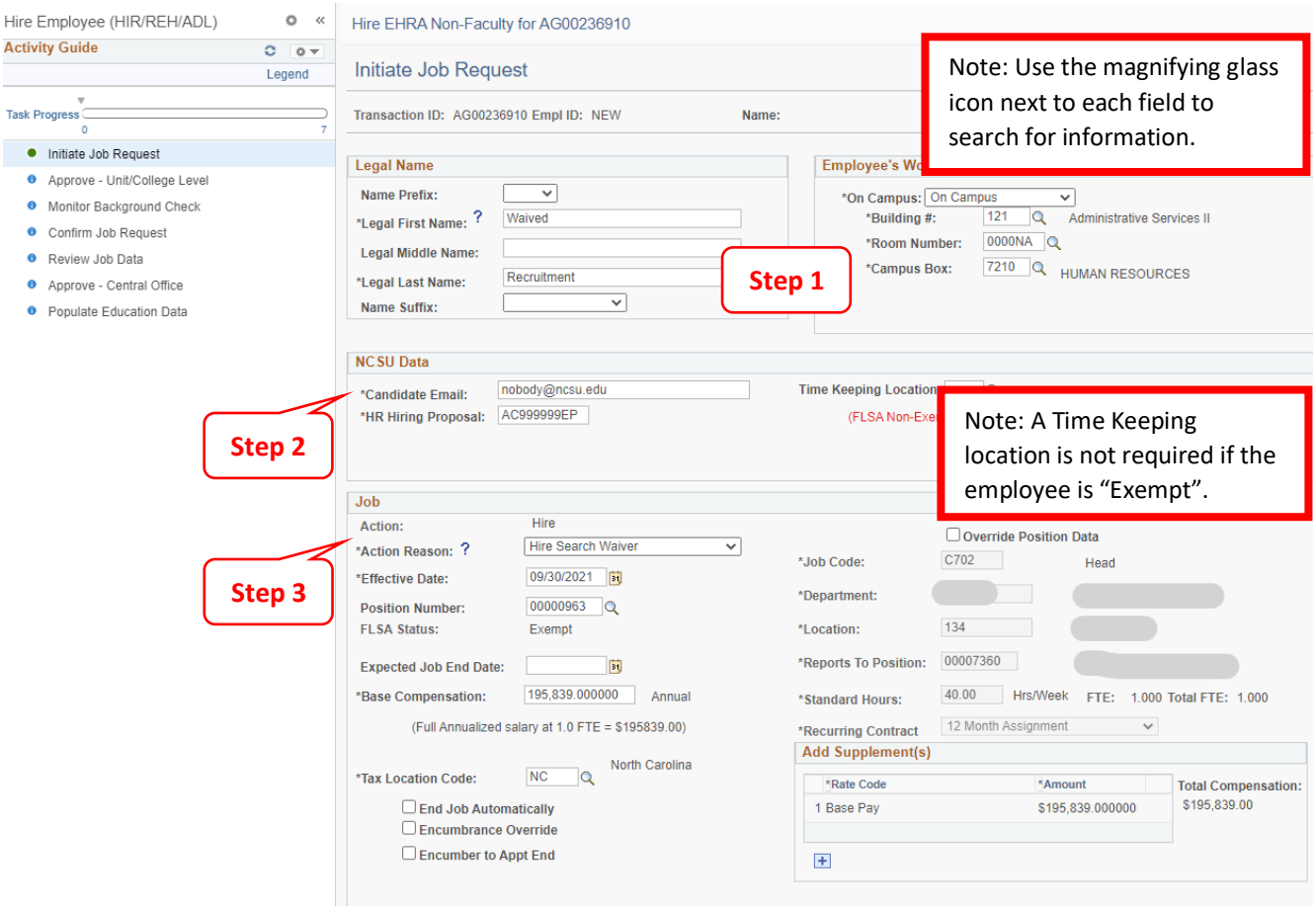
Then follow this navigation through the menu options.

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

Once the **Hire Permanent Employee** panel appears then use the drop down option to select the appropriate EHRA **Employment Class** *(i.e.: Faculty, Non Faculty, SAAO1 or 2)*. Enter the **Desired Start Date**. Enter the **Employee ID,** if applicable. If you have completed a search match and cannot find an existing employee ID leave this field blank and an employee ID will be created during the hiring process.



Once the employee's information has been entered, you can now click **Next** to proceed to the next page.



Step 1: Complete the Legal Name and Employee's Work Location/Address Sections

- 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.

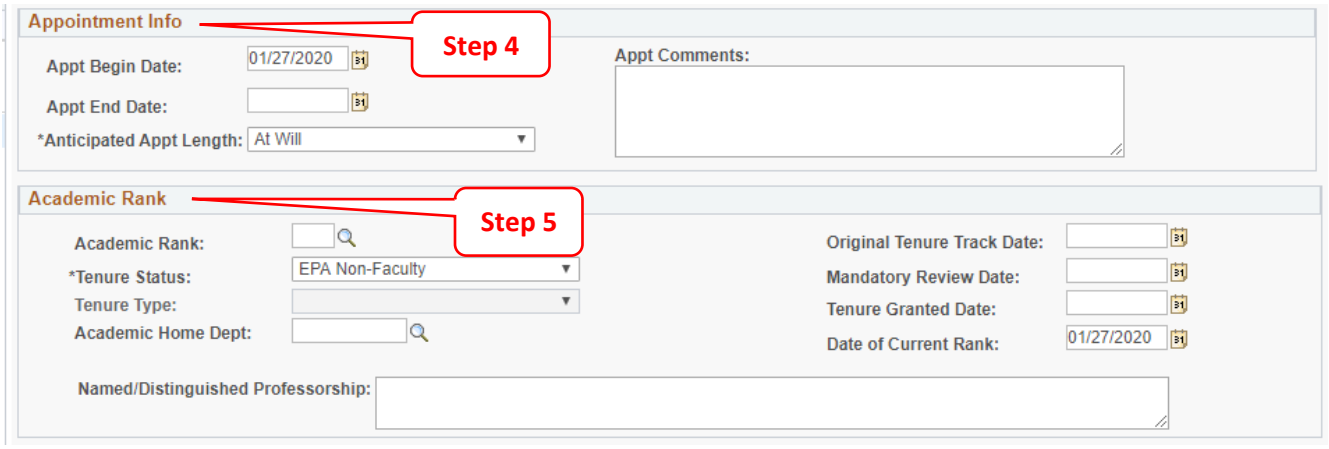
Step 2: Complete the NCSU Data Section

- **Candidate's Email** must be correct in order for 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 "Hire 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 your approved wavier action, please save the JAR action (bottom) for later and go update the Position Data before returning to complete the JAR transaction.

Note: DO NOT check the "Override Position Data" box unless approved by C&C.



Step 4: The Appointment Info Section **is ONLY available for EHRA Employment Classifications.**

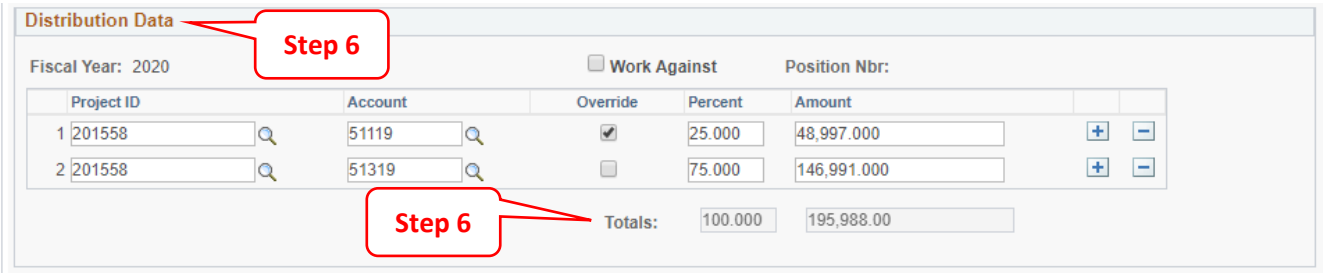
- **Appt. Begin & End Dates** enter the contract appointment dates listed in the offer letter
- **Anticipated Appt. Length** select the contract appointment length option listed in the offer letter

Step 5: The Academic Rank Section **is ONLY available for EHRA Employment Classifications.**

- **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

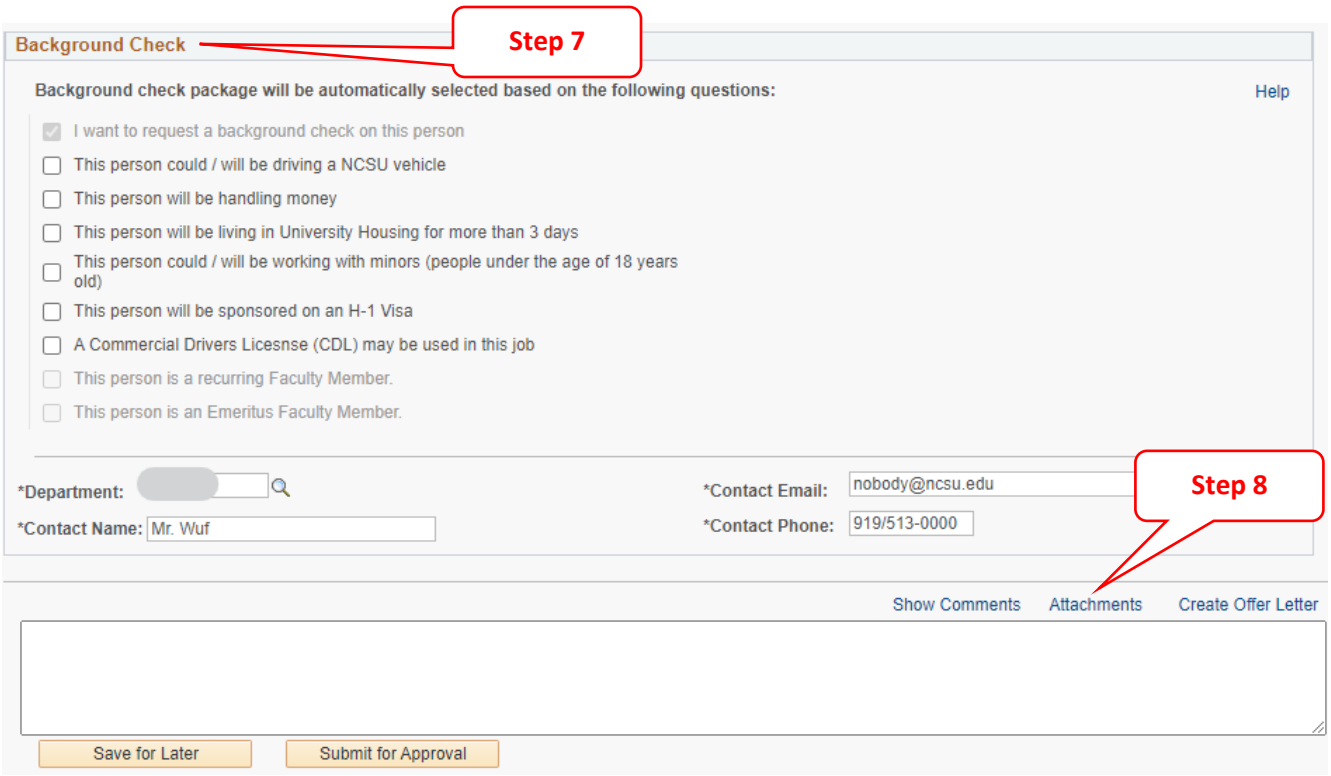
  If the person has tenure or is currently on Tenure/Tenure-Track (T/TT) with the university the academic rank/home fields, tenure type and dates will need to be update.

  - 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. Verify **Project ID(s)** and confirm the total percentage equals 100.

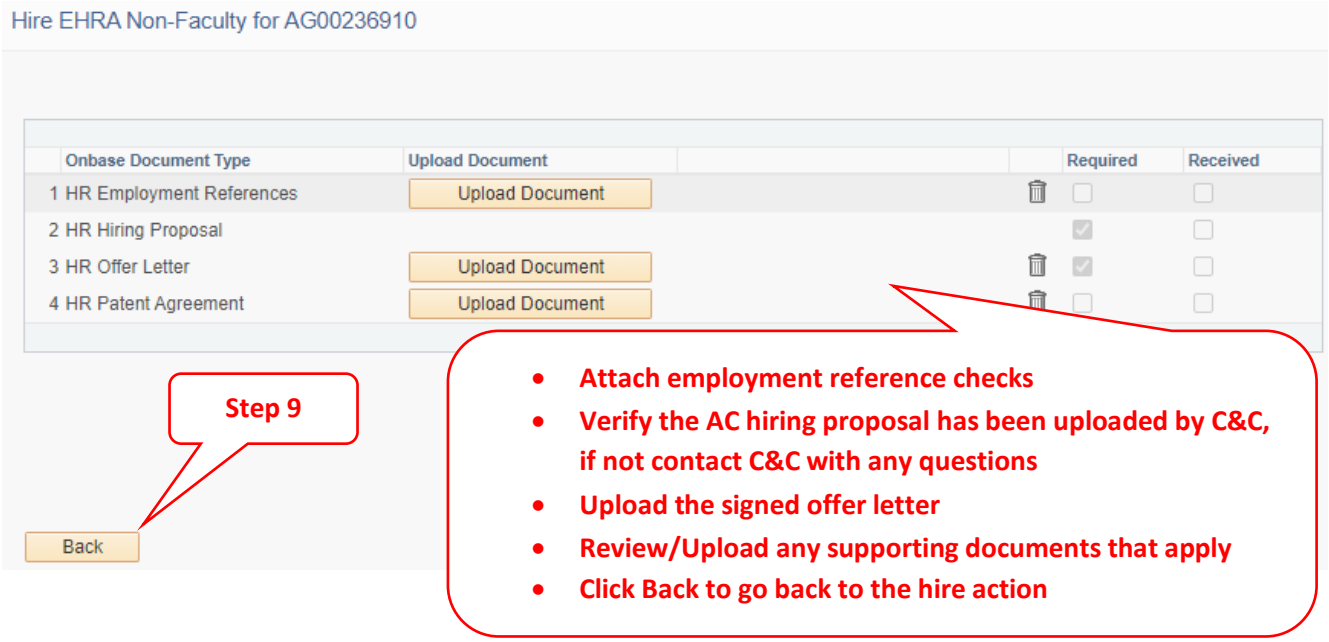
- If you have questions regarding distributions please contact the Budget Office: https://budget.ncsu.edu/budgetoffice/.



Step 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.

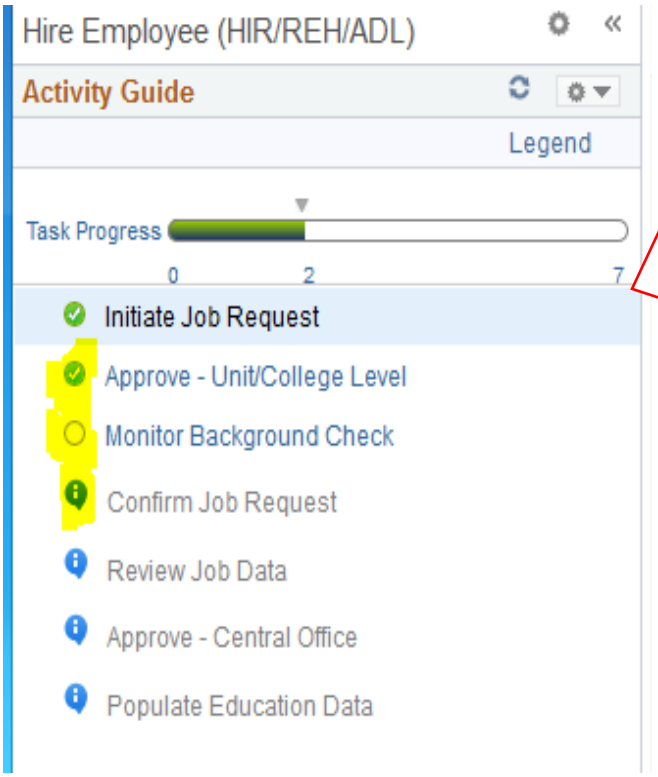
- If you have questions please contact Background Checks: https://backgroundchecks.hr.ncsu.edu/
- The "This person is a recurring Faculty Member" option will only be available for selection on EHRA Faculty transactions and should NOT be selected for new hires who have not worked at NC State University 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



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.