

Processing a Faculty Summer Pre-Hire, Payment, and Subsequent Contract

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Entering the Summer Pre-Hire JAR Transaction


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

If an employee ID is not provided in the hiring proposal (HP) 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 Summer Pre-Hire 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.

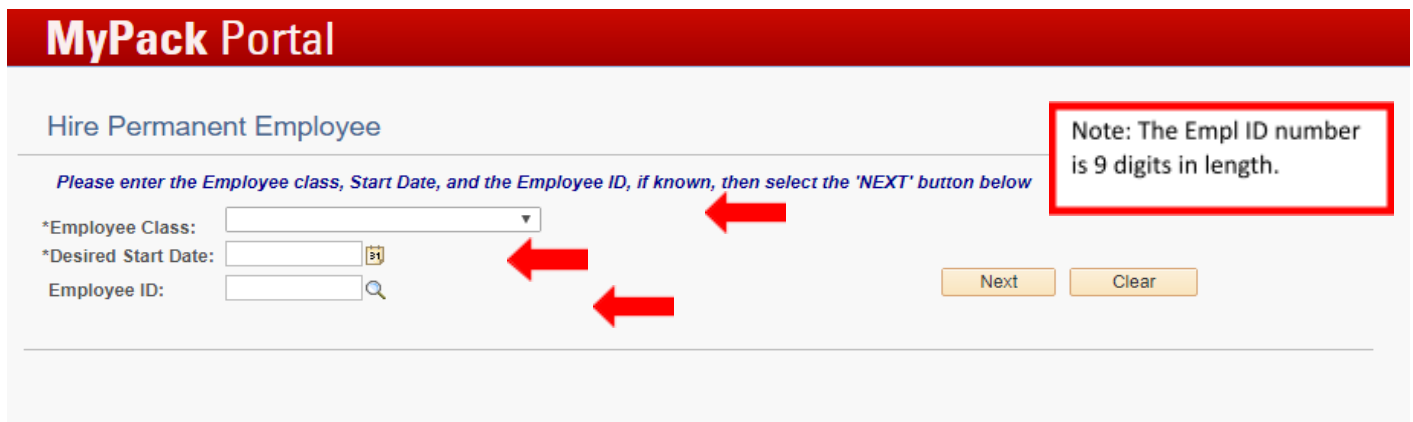
Click on the Menu icon .

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 "EHRA Faculty" as the **Employee Class**. Enter the **Desired Start Date** (may vary depending on the agreed upon date of the new faculty member. In general, this effective date should be between May 16 and June 30). 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.

Legal Name

Name Prefix:

*Legal First Name: **Step 1**

Legal Middle Name:

*Legal Last Name:

Name Suffix:

Employee's Work Location / Address

*On Campus:

*Building #:

*Room Number:

*Campus Box:

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

NCSU Data

*Candidate Email:

*HR Hiring Proposal: **Step 2**

Time Keeping Location:

(FLSA Non-Exempt Punch EE's Only)

Job

Action: **Step 3**

*Action Reason:

*Effective Date:

Position Number:

FLSA Status:

Expected Job End Date:

*Base Compensation: Annual
(Full Annualized salary at 1.0 FTE = \$1.00)

*Tax Location Code: North Carolina

End Job Automatically
 Encumbrance Override
 Encumber to Appt End

Override Position Data

*Job Code: Asst Professor

*Department: Sci, Tech, Engr & Math (STEM)

*Location: Education

*Supervisor ID: Clark, Aaron Catron

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

*Recurring Contract:

Add Supplement(s)

*Rate Code	*Amount	Total Compensation:
1 Base Pay	\$1.000000	\$1.00

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.

Step 3: Complete Job section.

- **Action Reason** Select the “Summer-Pre Hire” action from the drop down box
- **Effective Date** feeds in the “Desired Start Date” from the initial JAR transaction panel
- Leave the **Position Number** field blank. The position number will be added when the subsequent contract is entered.
- Enter applicable Job Code, Department, Location, Supervisor, and applicable hours per week.
- **Base Compensation** is \$1.00 (payments will be entered on the timesheet as outlined later in this doc).
- **Recurring Contract** must always be a 9 month assignment.

Appointment Info

Appt Begin Date: 06/30/2022 **Step 4**

*Appt End Date: 08/15/2022

*Anticipated Appt Length: <9 Month-renewal possible

Appt Comments:
Summer Pre-Hire

Distribution Data **Step 5**

Fiscal Year: 2022 Work Against Position Nbr:

*Project ID	*Account	Override	*Percent	Amount
1 201445	51319	<input type="checkbox"/>	100.000	1.000
Totals:			100.000	1.00

Background Check **Step 6**

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 could/will be handling money or managing accounts
- 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: 480201

*Contact Email: nobody@ncsu.edu

*Contact Name: T Bate

*Contact Phone: 561/515-0000

Step 4: Complete Appointment Info.

- **Appointment Begin and End Date** fields should only reflect the pre-summer appointment dates with an end date of 6/30.
- **Appointment Length:** 9 Mth-renewal possible **Note:** “<9Mth” is not benefit eligible.
- Indicate “summer pre-hire” in the **Appt Comments** field

Step 5: Complete Distribution Data. Verify/Update **Project ID(s)** and confirm the total percentage equals 100.

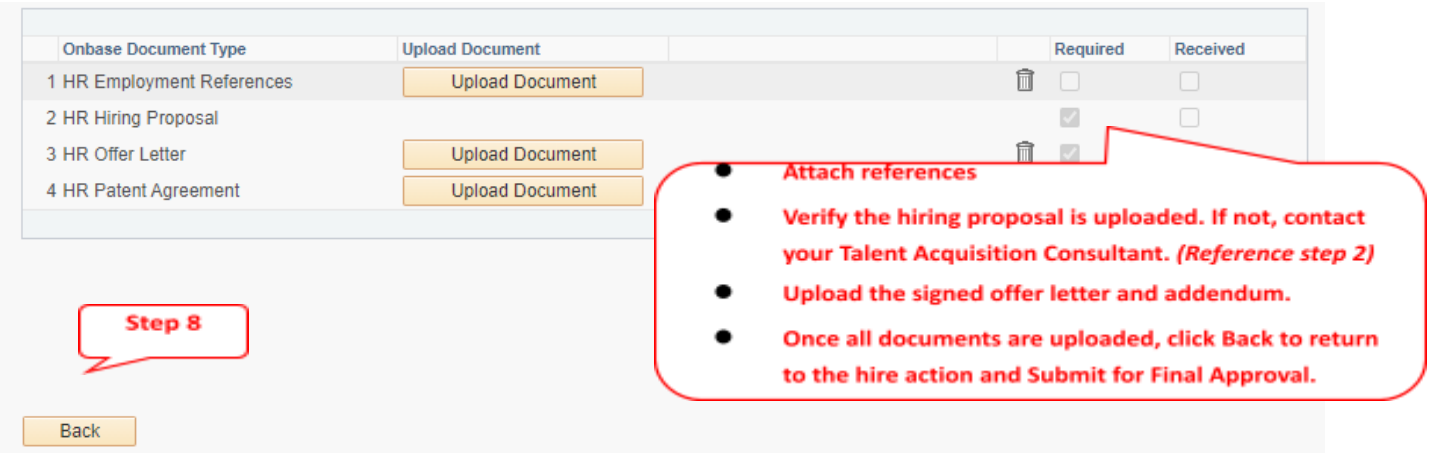
- If you have questions regarding distributions please contact the Budget Office:
<https://budget.ncsu.edu/budgetoffice/>

Step 6: 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/staff-directory/>



Step 7: Click Attachments to upload and/or review supporting documents



Step 8: 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 it currently resides. A description of the Activity Guide icons (below) explain what is happening at each stage of approval

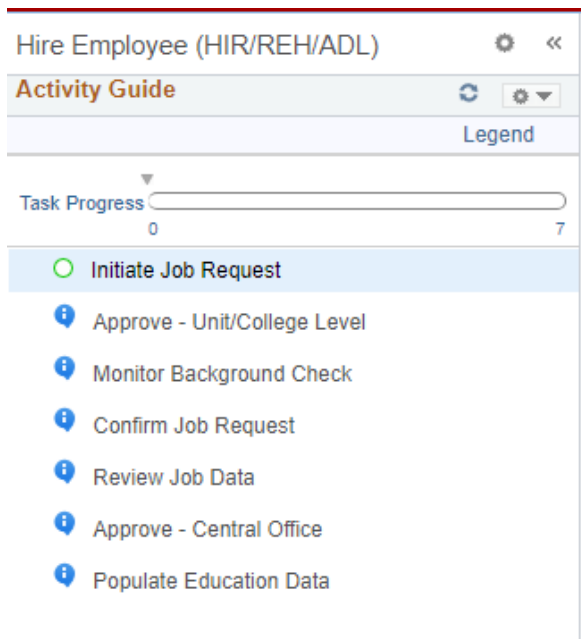
Note: When the JAR transaction is open the Activity Guide/Task Progress appears on the left hand side indicating the current progression status.

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.



Entering Payments on the Elapsed Timesheet (≤0.75 FTE)

Summer pre-hire payments for faculty with a FTE less than 0.75 are entered on the elapsed timesheet.

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 > Manager Self Service > Time Management > Report Time > Timesheet

Once the **Timesheet Summary** panel appears, type in the employee ID number (Empl ID) or name, and date for payment entry, then click Get Employees.

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Location Code	<input type="text"/>
North American Pay Group	<input type="text"/>

Note: The Empl ID number is 9 digits in length. To search by NAME type in the full first and last name then click Search.

Change View

*View By

Date

Show Schedule Information

[Previous Week](#) [Next Week](#)

Once the employee's information has been located in Timesheet Summary, click the employee's name to open the elapsed timesheet and proceed with processing the action.

*View By [Previous Week](#) [Next Week](#)

*Date

Reported Hours: 0:00 [Punch Timesheet](#)

Step 1

Sun 7/11	Mon 7/12	Tue 7/13	Wed 7/14	Thu 7/15	Fri 7/16	Total Time Reporting Code/Account	TRC Help	Override Rate	Override Reason	Description 1	Description 2	Off-Cycle Check	Project ID
				4111.00		4111.00 019 - Overload - Instruction Related - 1	?						201442

Step 2

Reported Time Status | Summary | Absence | Exceptions | Payable Time

Reported Time Status

1-1 of 1 **Step 3**

Date	Reported Status	Total	TRC	Description	Review Comments
07/15/2021	Submitted	4111.00	619	Overload - Instruction Related	

Step 1: Complete payment amount on the elapsed timesheet

- **Total:** enter total payment amount into one of the open fields for a date toward the end of the month
- **Time Reporting Code:** 619
- Enter Project ID for the project that the payment should be charged to

Step 2: Click **Submit** button above Reported Time Status to submit the payment

Step 3: Click the comment bubble under **Reviewer Comments** to indicate what the payment is for

Entering Payments via Additional Compensation (≥0.75 FTE)

Summer payments for faculty with a FTE equal to or greater than 0.75 are entered through the Additional Compensation system. Separate [video](#) and [read along](#) tutorials are available to walk you through entering payments in the system. Be sure to use one of the following TRCs, depending on the purpose and date of the payment:

601 – Research-Summer, 5/16-6/30

Summer research pay to a 9-month faculty for scholarly research-related activities performed between May 16 and June 30. Generally, paid from an externally funded source (i.e. grant, contract, or project) but can be funded from internal sources. These transactions must be entered no sooner than May 1 and no later than September 30th.

602 – Research-Summer, 7/1-8/15


Summer research pay to a 9-month faculty for scholarly research-related activities performed between July 1 and August 15. Generally, paid from an externally funded source (i.e. grant, contract, or project) but can be funded from internal sources. These transactions must be entered no sooner than May 1 and no later than September 30th.

619 – Overload-Instructional Related

For faculty and EHRA non-faculty (9- or 12-months) performing instruction-related duties as overload beyond their contract/appointment course load and responsibilities. Includes summer startup support.

Entering the Subsequent Contract

To move the faculty member into his/her permanent role, a subsequent contract action indicating the employee's 9 month position number will need to be entered in **Job Data** at the end of June with an effective start date of 7/1. All job data tabs will need to be reviewed to make sure the data reflects the 9 month position and contract agreement starting in the fall semester.

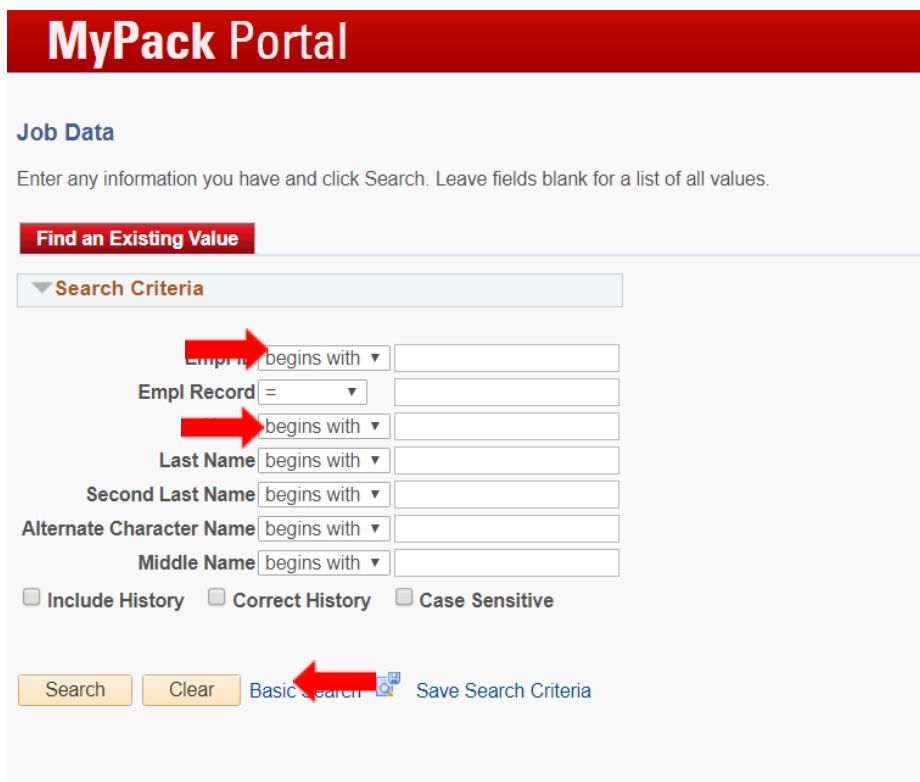
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

Click on the Menu icon  .

Then follow this navigation through the menu options.

Human Resources Systems > Workforce Administration > Job Information > Job Data

Once the **Job Data** panel appears then type in the employee ID number (Empl ID) or name then click Search.



Note: The Empl ID number is 9 digits in length. To search by NAME type in the full first and last name then click Search.

Once the employee's information has been located in Job Data, click their name to open their job data record and proceed with processing the action.

*Effective Date 07/01/2022

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Pay Rate Change

*Reason Sal Chg- Sb TTT Fac -Same Rank

*Job Indicator Primary Job

Position Number 00000000 Asst Professor

Buttons: PAF, Go To Row, +, -, Calculate Status and Dates, Override Position Data

Step 1: click on the plus sign in the top right hand corner to add a row to Job Data

Step 2: the **Effective Date** will default to the current date. Update this to the new effective date of 7/1

Step 3: in the **Action** field, select Pay Rate Change from the drop down box

Step 4: in the **Reason** field, select Sal Chg- Sb TTT Fac- Same Rank from the drop down box

Step 5: Enter the **Position Number**

Work Location | Job Information | Payroll | Salary Plan | Compensation | **Appointment Info** | Rank/Tenure Info

Employee [Redacted] Empl ID [Redacted] Empl Record 1

NCSU Additional Data 1 of 4 | View All

Effective Date 07/01/2022

Effective Sequence 2

Appointment Basis 9 Month

GRD Appointment End Date

Posting Number

Time Keeping Location

Contract Data

Appointment Begin Date 08/16/2022

Appointment End Date 05/15/2022

Anticipated Appt Length 4-5 Years

Comments 254 characters remaining

Options: Time Limited, SPA Probationary, Encumber to Appt End

Step 6: Click the **Appointment Info** tab

Step 7: Update Appointment Begin Date and Appointment End Date

Step 8: Update the anticipated appointment length

[Work Location](#) | [Job Information](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Appointment Info](#) | **Rank/Tenure Info**

Employee [Redacted] Empl ID [Redacted] Empl Record 1

Step 9

Tenure Data

Effective Date: 07/01/2022 Effective Sequence: 2
 Tenure Status: Faculty, On Tenure Track - TT
 Tenure Type: First Term Assistant Prof

Acad. Home Dept.: 131301 Sci, Tech, Engr & Math (STEM)
 Academic Rank: 031 Asst Professor

Date of Current Rank: 07/01/2022
 Orig Tenure Track Date: 06/30/2022 **Step 10**
 Mandatory Review Date: 08/16/2023

Associate Status Dept Primary:
 Associate Status Dept Second:

Tenure Clock Comments:
 254 characters remaining
 Named/Distinguished Professorship:

Step 9: Click the **Rank / Tenure Info Tab**

Step 10: Update **Date of Current Rank** to 8/16

Step 11: **Save** the action using the “Save” button in the bottom left

Once saved, the action is complete.