NC STATE
UNIVERSITY

Summer Session Appointment Guide 2023

Contents

Appointment Guidelines for Summer Sessions I, II, or 10wk

This document covers summer session appointments starting during the mid May timeframe and ending no later than mid Aug. It also provides instructions on hiring summer session personnel utilizing the Job Action Request (JAR) process. Summer session payments will depend on the individual's employee classification and the FTE during the summer months. This document covers the following different scenarios:

- Active *full-time* (.75 FTE or greater) EHRA Faculty, Non-Faculty and Post Doc assignments
- Active *part-time* (.74 FTE or less) EHRA Faculty, Non-Faculty and Post Doc assignments
- Active paid graduate assistants
- EHRA Hires without an active paid assignment, including volunteers
- Active paid SHRA assignments
- Temporary Summer Session assignments

Provided below is a synopsis for each of these groups. Following the synopsis are instructions on initiating a transaction in the HR system using the Job Action Request (JAR) process.

Active <u>full-time</u> EHRA Faculty, Non-Faculty and Post Doc assignments

Individuals who already exist in the HR system with a paid EHRA Faculty, Non-Faculty or Post Doc assignment (.75 or greater FTE) should utilize the Additional Compensation Application to process summer session payments. <u>Prior to the work being performed, approvals must be granted by the appropriate department heads and dean/director</u>. Once approvals are submitted the payments will be paid automatically based on the scheduled monthly payroll dates. The following reference links access the latest EHRA Administrative instructions supporting appointment letters and additional compensation.

- https://class-comp.hr.ncsu.edu/ehra-appointment-letters/ (appointment letter)
- https://hrim.hr.ncsu.edu/additional-compensation/ (additional compensation instructions)

Per [REG 05.20.34 – Professional Faculty Ranks and Appointments,](#) EHRA non-faculty, post docs and SHRA employees teaching must meet the qualifications for faculty rank (or have an exception from the Vice Provost for Faculty Affairs) and must have been granted an academic rank (e.g., lecturer, or, if unpaid, adjunct) for the term of their teaching assignment by the appropriate academic department.

In general, payments should be made at the completion of a summer session:
- Summer Session I (SSI) work effort begins mid May - late June, (June payment only)
- Summer Session II (SSII) work effort begins late June - early Aug (July payment only)
- Summer Session 10-Week (SS10W) work effort begins mid May – early Aug (Two payments, June & July)
Academic Calendar Reference Link: https://studentservices.ncsu.edu/calendars/academic/

<u>*NOTE:*</u> Active paid EHRA Faculty & Non-Faculty, maintaining a .75 FTE or greater will be eligible to utilize the Additional Compensation online tool to process summer payments.

Active <u>part-time</u> EHRA Faculty, Non-Faculty and Post Doc assignments

Part-time EHRA individuals below .74 FTE may be hired to teach a summer session assignment. The JAR process should be used to hire non-tenure-track teaching faculty into the additional job. The job code must be entered as **F904** "*Lecturer/Summer School – 9 month assignment*" and it will appear in the HR system with no compensation/salary. The departmental time administrator will have to enter and submit the summer payment amount directly on the employee timesheet, using the appropriate summer session Time Reporting Code (TRC) listed in the table below. The payment should be made on a date that corresponds to one of the summer sessions, preferably near the end of the session. The college division is responsible for submitting the timesheet payment before the monthly payroll lockout dates.

Job Code & Description	TRC	TRC Description	Earnings Code
Empl_Class: EHRA-Faculty			

F904 Lecturer/Summer School
 	
Summer lecturer jobs should be posted in PeopleAdmin to obtain the Hiring Proposal #'s required for JAR.
 	
If a lecturer returns on a recurring basis in consecutive academic years in the same academic discipline/dept., utilize one of the following Hiring Proposal #'s in JAR:
   ● *Session I & 10wk – 20xxxxxxSS*
   ● *Session II – 20xxxxxxSS*
Note: *x's should reflect the last two digits of the current year and summer session start date, (i.e 20230517SS, 4 digit year, 2 digit month, 2 digit day, SS)*
	651	Sum 1 Instructor	650

	652	Sum 2 Instructor	650
	653	Sum 10 Wk Instructor	650
	655	Maymester (3 Wk Instructor)	650

As with all part-time professional rank faculty appointments, please keep the following in mind:
- In accordance with federal law, positions must be posted, except for those situations when a department is hiring faculty **who returns to teach on a recurring basis in consecutive academic years (AY) in the same academic discipline/department** -- in which case, the position does not need to be posted again. Reference Link: https://hr.ncsu.edu/wp-content/uploads/2015/10/PostingProcedurestable.pdf

- Use UNC-GA's Translation of Non-Tenure-Track Working Hours to FTE Chart to assign an FTE that corresponds to the number of credit hours being taught.

- NOTE: Under provisions of the Affordable Care Act (ACA) effective 1/1/15, any appointment that results in the employee having a **cumulative FTE of .75 and 3 months or more** will result in **healthcare-eligibility**, with cost of benefits split proportionately across the paying budgets. If you are going to make another unit's part-time employee healthcare-eligible, you must have that department's written concurrence first for its portion of the benefit cost.

Graduate Assistantships

If you have a graduate student teaching a course over the summer, they should be hired into either a Graduate Teaching Assistantship (A138) or Graduate Research & Teaching Assistantship (A178) position through the [NextGen Graduate Appointment System](#).

New Graduate Teaching Appointments

If the graduate student *does not* have an existing summer graduate appointment of any kind, please use the appropriate job code from the scenarios below.

Will only have teaching responsibilities over the summer	Use the Graduate Teaching Assistantship (A138) job code.
Will have teaching *and* research responsibilities over the summer	Use the Graduate Research & Teaching Assistantship (A178) job code.

Adding Graduate Teaching Appointment to Existing Graduate Appointment

If the graduate student has an existing summer graduate assistantship (Graduate Research (A148) or Graduate Research & Teaching (A178), please use one of the following methods for *adding* the additional graduate teaching responsibilities.

If the graduate student has an existing Graduate Research Assistantship (A148)	***OPTION 1*** 1) Modify the graduate assistantship job code to a Graduate Research & Teaching Assistantship (A178) for only the appropriate summer period - AND - 2) If necessary, increase the *FTEs and compensation* commensurate with the additional teaching hours and responsibilities ***OPTION 2*** 1) Add an additional/separate Graduate Teaching Assistantship (A138) appointment for only the appropriate summer period
If the graduate student has an existing Graduate Research & Teaching (A178)	1) If applicable, increase the *FTEs and compensation* commensurate with the additional teaching hours and responsibilities

If the graduate student has an existing Graduate Services Assistantship (A198)	*OPTION 1* 1) Modify the graduate assistantship job code to either a Graduate Teaching Assistantship (A138) or Graduate Research & Teaching Assistantship (A178), for only the appropriate summer period - AND - (2) If applicable, increase the *FTEs and compensation* commensurate with the additional teaching hours and responsibilities *OPTION 2* Add an additional/separate Graduate Teaching Assistantship (A138) appointment for only the appropriate summer period

Summer Graduate Teaching Appointment Periods

Summer I (10-Week)	5/16 – 8/15
Summer I	5/16 – 6/30
Summer II	7/1 – 8/15

Students who were Graduate Student Support Plan (GSSP) eligible through the Spring semester and participating in the Graduate Student Health Insurance (GSHI) Plan will retain their coverage through 7/31, no matter their graduate assignment over the summer. If a graduate student did not participate in the GSHI Plan during the Spring semester, they are ineligible for enrolling in the GSHI Plan over the summer terms. The eligibility period for the GSHI Plan will reopen in the Fall semester with the new academic year. In addition, GSSP tuition benefit is not available for summer GA appointments.

Please be aware of any work restrictions, both international and domestic, as well as ACA policy implications while making summer graduate teaching assignments.

If there are questions regarding summer work for international graduate students, please contact the Office of International Services (OIS).

If there are questions regarding I-9 & E-Verify, please contact the Office of International Employment (OIE).

For more information about Graduate Assistantships, please see the Graduate Assistantships website.

If you have any questions regarding summer graduate assistantship transactions, please email the Graduate School at gradschool-assistantships@ncsu.edu.

EHRA Hires & Volunteers <u>without</u> an active paid assignment

The JAR process should be used to hire individuals teaching summer sessions, who do not have existing paid NCSU appointments. The Job Code must be entered as **F904** "*Summer Lecturer – 9 month assignment*" and it will appear in the HR system with no compensation/salary. Once the transaction has been approved and in job data the dept. administrator will enter and submit the summer payment amount directly on the employee timesheet using the appropriate summer session Time Reporting Code (TRC) listed in the table below. Payments should be during the June or July Summer Session timeframe, preferably near the end of the session.

NOTE: Individuals <u>volunteering</u> their services in an unpaid capacity and mentoring minors utilize the "UP" job code listed in the table below. A background check is required.

Job Code & Description	TRC	TRC Description	Earnings Code
Empl_Class: EHRA-Faculty			
F904 Lecturer/Summer School *Summer lecturer jobs should be posted in PeopleAdmin to obtain the Hiring Proposal #'s required for JAR.* *If a lecturer returns on a recurring basis in consecutive academic years in the same academic discipline/dept., utilize one of the following Hiring Proposal #'s in JAR:* ● *Session I & 10wk – 20xxxxxxSS* ● *Session II – 20xxxxxxSS*	651	Sum 1 Instructor	650
	652	Sum 2 Instructor	650
	653 655	Sum 10 Wk Instructor Maymester (3 Wk Instructor)	650 650
UP05 Unpaid Volunteer or Intern *Individuals volunteering their services in an unpaid capacity. Utilize one of the following Hiring Proposal #'s in JAR:* ● *Session I & 10wk – 20xxxxxxSS* ● *Session II – 20xxxxxxSS*	N/A	N/A	N/A

Summer teaching jobs should be posted with the exception that some departments may hire an individual on a recurring basis in consecutive academic years (AY) in the same academic discipline/department in which case the job does not need to be posted. Reference the "*Job Code & Description*" table above regarding a hiring proposal #. *(Note: x's should reflect the last two digits of the current year and summer session start date, (i.e 20230517SS, 4 digit year, 2 digit month, 2 digit day, SS)).*

- Allow time for completion of the Background Check process if required.
- Use the [Translation of Non-Tenure-Track Working Hours to FTE Chart](#) to assign an FTE that corresponds to the number of credit hours being taught.
- **NOTE**: Under ACA, any appointment that totals .75 FTE or more for 3 months or more will be healthcare-eligible, with cost of benefits split proportionately across the paying budgets. If you are going to make another unit's graduate assistant benefits eligible, you must have that department's written concurrence first for its portion of the benefit cost.

Active Paid SHRA Appointments

Departments utilizing SHRA employees **"Exempt"** from FLSA must fill out the "SHRA Exempt Supplemental Pay Request" form and send it to their Class and Comp Consultant with the appropriate signatures from both home and borrowing depts. The form will be reviewed and returned to the requestor with a copy to hrimspecialist@ncsu.edu if approved by University Human Resources. These additional duties must not interfere with the individual's normal work assignment. The approved payment amount for summer session duties should be paid directly on the employee's HR system timesheet using earnings code TRC-100 with a comment added confirming Class and Comp's approval.

*Note: Departments utilizing **SHRA employees subject to FLSA (Non-Exempt)** must inform the individual to track the hours spent on the additional summer session through the WolfTime system, according to FLSA regulations. The hours recorded for summer session work will normally transition into comp time if the employee exceeds their standard workweek target and their direct supervisor approves the hours worked. Once the comp hours become available the employee can utilize them as leave or the hours can be paid out. Contact the WolfTime team if you have payout questions,* https://wolftime.hr.ncsu.edu/contact-us/

Temporary Summer Session Assignments

Unique job codes have been created to reflect Summer Session temp hourly employment for NC State students and Non-NC State students from another university. During the summer timeframe, (mid May – early Aug), NC State students meeting the minimum course credit hours can work up to 29 hours per/week. If the NC State student will exceed 29 hours per/week the Work Hour Exception Form for ACA should be completed, signed, and sent to HR Benefits. However, the (NC State) student may not be registered for summer courses which means the system warns the initiator the person does not currently meet the minimum credit hours to be classified as a student worker. If the hiring dept confirms the student will be registering for the upcoming fall semester, utilize the TSW job code below and the dept will have to work through the warning messages in JAR. If the summer student hire is new or from another university registering for the upcoming fall semester, utilize the TNS job code and the appropriate posting # below. Please review the table below and match the temp assignment to the appropriate job code. All other temp hires during the summer should follow the standard job posting requirements and the standard (TN) job code for temp hourly employment. Reference link to TN job codes: https://hrim.hr.ncsu.edu/wp-content/uploads/sites/13/2016/02/tempjobcodes.pdf

All temp hourly and student worker personnel should utilize the WolfTime system to capture and document hours worked each workweek.

| Job Code	Description	Temp Time Reporting Codes (TRC)
TSW930	Summer Student Worker (NCSU)	WolfTime should be utilized to capture reported hours worked and the punch data will be transferred directly to the employee timesheet. The HR system will automatically calculate total hours worked each day and apply the correct TRC. If the employee works over 40 hours per/week or on a designated NCSU holiday the
TNS220	Summer Student (Non-NCSU)	

|	
Summer Session Posting# Assignment *Note: x's should reflect the last two digits of the current year and summer session start date*	system will automatically calculate the appropriate overtime and/or holiday pay.
Summer Session I & 10wk – 20*xxxxxx*SS	
Summer Session II – 20*xxxxxx*SS	

*Additionally, because of the restrictions placed on the number of hours that F-1 and J-1 student visa holders can work while attending classes during the summer session, please enter the standard hours these individuals are working during summer session. Please remember all foreign nationals should be submitted to Steve Thomas, International Compensation and Taxation Manager **in advance of payroll lockout** for approval.*

HR System Homepage

All Job Action Request (JAR) transactions can be initiated from the *HR DASHBOARD* drop down page and selecting the *HR QUICKLINKS* tile below.
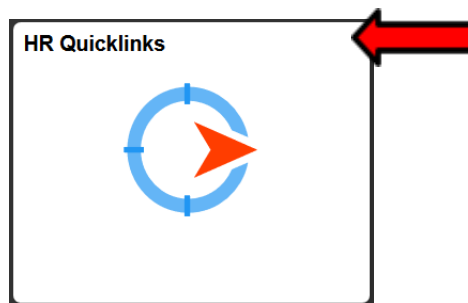
The HR Quicklink & Dashboard page supports a "Hire/Rehire Employees" drop list to process JAR transactions. Below is an example utilizing the HR Quicklinks tile highlighted above.
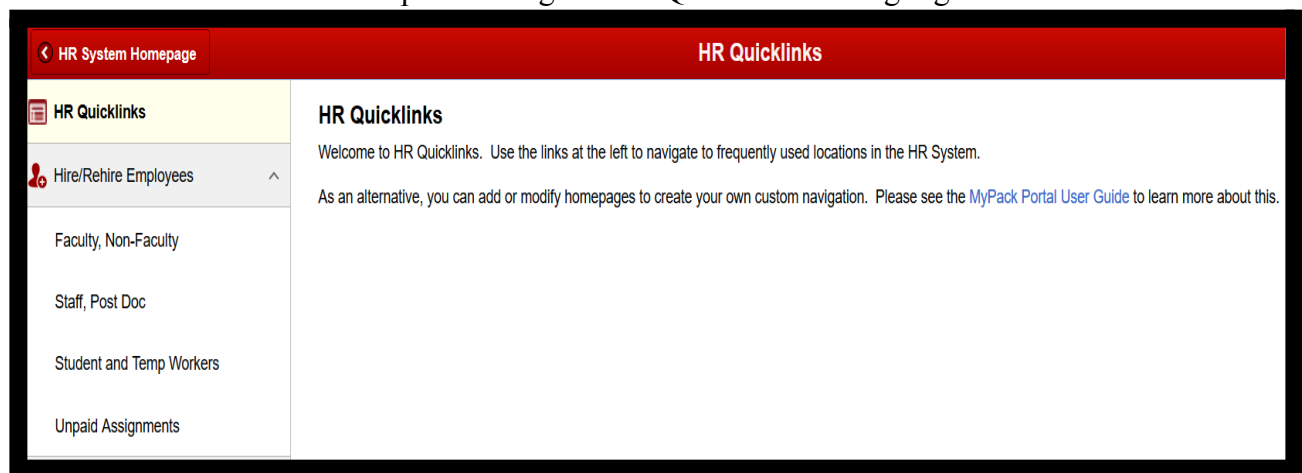
To process a JAR (hire or rehire) click on the best option from the drop down list that indicates the type of employee being hired.

Job Action Request (JAR) Process

The category page (below) allows the user to select the employee class associated with the JAR transaction. All hire transactions require certain fields (*) be completed before the user can advance. Once the fields have been updated, click **"Next"** to initiate a JAR transaction.

Hire Permanent Employee

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

Search

*Employee Class:

*Desired Start Date:

Employee ID:

As Of Date:
03/07/2022

Note: As Of Date is used only in development/testing.

[Next]   [Clear]

The following information reflects samples of different "Perm & Non-Perm" employee classes.

Perm Empl_Class

CVM House Officers
County Operational Supp
EHRA County Extension
EHRA Faculty
EHRA Non-Faculty
EHRA SAAO Tier 1
EHRA SAAO Tier 2
Law Enforcement Officers
Post Doc
SHRA Employee

Non-Perm Empl_Class

No Pay
Student Workers
Temp - Exempt from FLSA
Temp- Subject to FLSA

In this example the user selected a (Perm) EHRA Faculty Employee Class.

Hire Permanent Employee

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

Search

*Employee Class:
EHRA Faculty

*Desired Start Date:

Employee ID:

As Of Date:
03/07/2022

Note: As Of Date is used only in development/testing.

[Next]   [Clear]

- **Employment Class** - *EHRA Faculty*
- **Desired Start Date** - Select the date of the first day of classes for the Summer Session being hired. (*Note: mid May – mid Aug otherwise it will not be accepted*)
- **Employee ID** - Enter the individual's Empl ID if they have been assigned one, otherwise leave this field blank.
  (*Note: All NC State student hires should have an existing Student/Employee ID*)
- Click **"NEXT"** to continue

The following information reflects the "Initiate Job Request" page that has to be completed at the dept. or division level.

Initiate Job Request Page (Part_Time EHRA)

All JAR hire transactions will require the user to complete and submit the "Initiate Job Request" page for approval. Each section (highlighted below) of the page will have required fields indicated by an asterisk (*) and the system will indicate any data that is missing when the transaction is submitted for approval. The data collected with each employee classification is similar but some sections and fields will be unique based on the employee classification. The following screenshot reflects the information entered for a summer session *EHRA Faculty* hire.

Hire EHRA Faculty for AG00256792

Initiate Job Request

Transaction ID: AG00256792 Empl ID: NEW   Name: Empl Class: EHRA Faculty

Legal Name

Name Prefix: [▼]
*Legal First Name: ? Mr.
Legal Middle Name: [   ]
*Legal Last Name: Wuf
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: mrwuf@ncsu.edu
*HR Hiring Proposal: 20220518SS

Time Keeping Location: [   ] 🔍
(FLSA Non-Exempt Punch EE's Only)

Job

Action: Hire
*Action Reason: ? Hire Temporary Faculty [▼]
*Effective Date: 05/18/2022 📅
Position Number: [   ] 🔍
FLSA Status: Exempt
Expected Job End Date: 08/04/2022 📅 ⬅
*Base Compensation: [   ] Annual

*Tax Location Code: NC 🔍 North Carolina
⬅ ☑ End Job Automatically
☐ Encumbrance Override
☐ Encumber to Appt End

☐ Override Position Data
*Job Code: F904 🔍 Lecturer,Summer School
*Department: 160301 🔍 History
*Location: 036 🔍 History
*Supervisor ID: 001004400 🔍 Woodson,William Randolph
*Standard Hours: 9.00 Hrs/Week FTE: 0.225 Total FTE: 0.225 ⬅
*Recurring Contract 12 Month Assignment [▼]

Add Supplement(s)

*Rate Code	*Amount	Total Compensation:
1 Base Pay	$0.000000	$0.00

[+]

This document focuses on the unique job codes for a summer session hire:
- **Name** – required data, Legal First & Last name
- **Employee's Work Location** – required data, use the search icons for assistance
- **NCSU Data**
  - A valid "**Candidate Email**" must be provided in order for the individual to receive the electronic background check form to complete & submit back to NC State
  - **HR Hiring Proposal** # *20xxxxxxSS for recurring faculty, or the HP provided from a successful recruitment*
- **Job -** Summer session hires should reflect summer start dates and job codes
  - **Effective Start Date** should reflect the first day of the summer session the individual is being hired to teach according to the academic calendar.
    - Summer I, 10wk: May 17, 2023
    - Summer I, 5wk: May 17, 2023
    - Summer II: June 26, 2023
    - Maymester 3wk: May 17, 2023

- **Base Compensation** for F904 is blank by default. The timesheet admin. will enter the payment on the person's timesheet using the appropriate summer earnings code.

- **End the summer session job** automatically by entering the *"Expected End Date"* (the date that grades are due for the summer session being hired for) and checking the *"End Job Automatically"* box.
  - Summer I, 10wk: August 3, 2023
  - Summer I, 5wk: June 26, 2023
  - Summer II: August 3, 2023
  - Maymester 3wk: June 9, 2023

- **Standard Hours** enter the hours worked each week based on the Non Tenure Track Working Hours to FTE Chart. Refer: https://ehra.hr.ncsu.edu/wp-content/uploads/sites/8/2016/01/TranslationFTE.pdf

The following sections only apply to EHRA hire transactions.

Appointment Info

- **Appt. Begin & End dates** – academic calendar class start date and date grades are due for the summer session *(the offer letter should match the summer session appointment dates)*

Session	Begin Date	End Date
Summer I, 10wk	May 17, 2023	August 3, 2023
Summer I, 5wk	May 17, 2023	June 26, 2023
Summer II	June 26, 2023	August 3, 2023
Maymester 3wk	May 17, 2023	June 9, 2023

- **Anticipated Appt Length** – summer lecturers are typically *"<9 mth-renewal not anticipated"* but if that does not apply, reference the "Anticipated Appt Length" help doc.
- **Appt Comments** - add if applicable

Academic Rank

- **Academic Rank** – 051 Lecturer
- **Tenure Status** – *"Faculty, Non Tenure Track -NTT"*
- **Academic Home Dept** – select from the drop down listing
- **Date of Current Rank** – same as effective date of summer job

Appointment Info

Appt Begin Date: 05/18/2022

*Appt End Date: 08/04/2022

*Anticipated Appt Length: <9 Month-renew not anticipated

Appt Comments:

Academic Rank

*Academic Rank: 051 🔍 Lecturer

*Tenure Status: Faculty, Non Tenure Track -NTT

Tenure Type:

*Academic Home Dept: 160301 🔍 History

Named/Distinguished Professorship:

Original Tenure Track Date:

Mandatory Review Date:

Tenure Granted Date:

*Date of Current Rank: 05/18/2022

Distribution Data should reflect the default Project/Account information the person will be paid from during the summer.

Distribution Data

Fiscal Year: 2022 ☐ Work Against Position Nbr:

	*Project ID	*Account	Override	*Percent	Amount		
1	🔍	51319 🔍	☐			+	−
			Totals:		0.00		

Background Checks (BGC) are incorporated into the JAR transaction process. The bottom portion of the transaction page allows the user to select the items they would like included in the background check. By default candidate hires *(with the exception of student workers)* will require a background check as indicated below. Reference BGC_FAQs: https://backgroundchecks.hr.ncsu.edu/background-check-program-procedures/

Note: Background Checks can be requested on student workers if their job attributes require the individual to drive a campus vehicle, handle money or consult with minors.

Background Check

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 a NC State University retiree

*Department: 480201 🔍   *Contact Email: mswuf@ncsu.edu

*Contact Name: Ms. Wuf   *Contact Phone: 919/123-4567

Show Comments   Attachments   Create Offer Letter

[Save for Later]   [Submit for Approval]

Once the background check items have been selected the user can click the *"Submit for Approval"* button to complete the first stage of the approval process.

Initiate Job Request Page (Temporary Employee)

The hire transaction for summer session temporary employment will be similar to a standard temp hire with a few exceptions. The HR Hiring Proposal # and the summer session job codes are unique. Reference the Summer Session Temporary Employment table previously covered in this document for the HR Hiring Proposal # and the summer session job code.

The "Expected Job End Date" will typically default to 11 months from the effective start date. However, student hires for the summer should have an expected end date that coincides with the end of the summer session work. To make the adjustment, update the highlighted red arrow field with the appropriate end date.

Note: *NC State students applying for fall semester jobs should be rehired with the appropriate student worker (TSW910 or TSW912) academic job code.*

The Background Check (BGC) portion at the bottom of the transaction page allows the user to select the items they would like included in the BGC. The user can click the *"Submit for Approval"* button to advance to the next stage of approval.

Activity Guide Progression

JAR transactions will have an "Activity Guide" that reflects the latest progression through each stage of approval.

NOTE:

The blank circle icon means the task is in progress or currently being reviewed

The green circle icon means the task has been completed

The blue circle icon means the task is in progress or currently being reviewed

There is also a task progression bar at the top on the Activity Guide

Attaching Supporting Documents

At the bottom of each "Initiate Job Request" page there is a link for *(Attachments)* the user can click on and attach supporting hire documents.

Comments for Reviewers / Approvers		Show Comments	Attachments

Save for Later   Submit for Approval

F904 summer lecturers returning on a recurring basis, (summer to summer), should have a job summary report uploaded as part of the offer letter. Navigation to retrieve summary report: *NavBar/Navigator->HR Systems->Workforce Admin->Job Information->Job Summary Report*

Click Job Summary button   **Enter Empl_ID & click OK**

Generate Job Summary Report

Click the button below to generate the Job Summary Report. You may choose the output types from the dropdown below.

Job Summary Output [▼]

Job Summary

HR_EMPLOYEE_HISTORY

ID [   ]

OK   Cancel

Once the attachment page opens the user can upload documents by clicking on the appropriate *"Upload Document"* button.

Hire SHRA Employee for AG00005071

Onbase Document Type	Upload Document			Required	Received
1 HR Employment References	Upload Document		🗑	✔	☐
2 HR Hiring Proposal		Hiring Proposal 4484384		✔	✔
3 HR Hiring Proposal		Hiring Proposal 4484385		✔	✔
4 HR Offer Letter	Upload Document		🗑	✔	☐
5 HR Patent Agreement	Upload Document		🗑	✔	☐

Back

NOTE:

Transaction approval/completion cannot be achieved for EHRA & SHRA employees unless the supporting documentation has been uploaded.

The "Upload Document" button allows the hiring dept. to upload supporting documents for HRIM transaction approval. Supporting documents can be attached at anytime during the transaction progression.

If the hiring dept. uploads any incorrect supporting documents they can be trashed and reloaded by clicking on the trash can icon.

Worklist Page

The worklist page, (accessible through the HR DASHBOARD), allows users to search for a specific transaction ID or review all transactions in the worklist.

Perm Worklist (EHRA, SHRA or PostDoc)

Non-Perm Worklist (Temps, Students or No Pays)

NOTE:

Two separate "*Worklist*" pages exist (Perm & Non-Perm). The worklist is essential in determining overall transaction status.

Users can simply click the "Search" button using the transaction default setting, (top ex).

OR

Users can select specific search criteria to narrow down the results (bottom ex), then click the search button.

The results will have column names that can be sorted by clicking on the header name.
Current Step: (highlighted above) reflects where the transaction is currently at in the transaction progression.
Action Status: (highlighted above) reflects if the transaction is "In Progress, Complete or Cancelled".

A transaction can be cancelled when the "Trash Can" icon is displayed (not in this ex). However, if the trash can is not available on the worklist, the transaction can no longer be cancelled without being pushed back to the initiator from College or Central HR.

To **OPEN** a transaction from the worklist, click on the "Transaction ID #" in the first column.

If you have questions regarding a summer session hire, [contact your HRIMA Consultant](#).