NC STATE UNIVERSITY

HR Dashboard & Job Action Request (JAR) Overview

Contents

Functional Summary of the 9.2 Update	3
Basic Overview of JAR Progression	4
Monitoring the Background Check (BGC)	5
Job Action Request (JAR) – SAR Roles	6
The HR DASHBOARD Panel	7
Accessing the HR DASHBOARD	8
HR Dashboard Hire Options	9
HR Dashboard Modify Options	10
HR Dashboard Position Options	11
HR Dashboard Time & Compensation Options	12
HR Dashboard Reporting & Query Tools	13
HR Dashboard Other System Options	14
Hire/Rehire Functionality	15
STW (Student Worker) Job Request Page	16
TME (Temp-Exempt from FLSA) Job Request Page	17
TMS (Temp-Subject to FLSA) Job Request Page	18
ZNP (Visitor No Pay) & UNF (Unpaid Non-Faculty) Job Request Page	19
UFC (Unpaid Faculty) JAR Page	20
PDC (Post Doc), CHO (CVM House Officer) JAR Page	21
SHRA (Subject to Human Resources Act) JAR Page	22
EHRA (Exempt from Human Resources Act) JAR Page	23
Activity Menu & Task Progression	24
Attaching Supporting Documents	25
Worklist Page	26
Promotion / Transfer Page (example for EHRA)	27
Rapid Rehire Transaction	28
Background Check – Disclosure & Release Acknowledgment	29
Modify existing JOB (Students, Temps and No Pays)	32
Employee Separation (Students, Temps and No Pays)	34

Functional Summary of the 9.2 Update

PeopleSoft 9.2 will offer some new features and help streamline transaction processing for HR campus users. The new HR Dashboard will allow users to select from multiple quick link options accessing specific transaction pages associated with the updated HR System. The "*HR Quick Links*" will streamline the navigation process using the HR Dashboard, making it easier for users to initiate, modify, review and/or approve transactions.

Job Action Request (JAR) is a new feature with the 9.2 upgrade that utilizes an activity menu to track the progression through the different stages of approval. This document covers the fundamentals of accessing and utilizing the HR Dashboard within the JAR application.

Users with the appropriate security level access or SAR access can initiate hire/rehire transactions, additional jobs, transfers, promotions, and separations using JAR. The JAR process guides the user through the job data pagelets and fields required to initiate a transaction. The individual user's SAR access will dictate which JAR transactions can be performed within the college division. Once a transaction completes the approval process (Dept./Central HR) it will transition over into job data and the JAR transaction will become a permanent record in the HR system.

Background Checks (BGC) have been incorporated into the JAR as part of the hiring process. The JAR transaction allows the initiator to select which background check options they would like performed based on the job attributes. Once the transaction is submitted, the selected candidate will receive an email notification containing a link to the NC State University portal. For security purposes, a second email will follow the first email providing a user ID and password to log into the portal. The candidate will have two weeks to complete and submit the BGC form back to NC State University for processing. Once the BGC is approved, the transaction will advance to the next stage.

Another new feature within JAR is the ability to attach the hiring paperwork associated with the transaction (e.g. offer letters, reference checks & patent agreement). Transaction approvers can review the attached documents and it will become a part of the permanent record in the HR system.

The JAR tool will streamline the overall hiring process and create a permanent transaction file that can be retrieved in the HR system. College divisions should account for the time it takes to process a JAR transaction through all the approval stages and plan accordingly. Central HR recommends allowing a minimum of two weeks from the start of a JAR transaction to the final stage of approval. If you have questions, consult with your HRIM representative, <u>https://www.ncsu.edu/human_resources/hrim/csr.php</u>.

Basic Overview of JAR Progression

Job Action Requests (JAR) will be new for college division HR representatives, but it is similar to the Start Employment Process (SEP) used in version 9.1. JAR transactions will progress through different stages of approval before migrating over to job data in the HR System. Transaction progression will be similar with both Perm (Faculty, Non-Faculty, Postdocs & Staff) and Non-Perm (Students, Temps & No Pays) hires.

- Perms equate to EHRA, Postdoc or SHRA employee classes
- Non-Perms equate to Students, Temps or No Pay employee classes

Note: All Student Graduate (Grad) Transactions should be processed using NextGen

The following table provides an overview of the JAR progression stages. It also indicates when email notifications are sent to the candidate, transaction initiator and transaction approver.

JAR Progression	Description	Email Notification
Stages		
Initiate JAR	Divisional or Department HR Rep.	Non-Perm hire
	initiates the transaction.	Candidates
College/Unit Level	1. Only required when a dept. level initiator	Perm hire Candidates
Approval	hires a Perm employee.	
	2. College level 2 approval required before	
	email notification.	
	<u>Note:</u> If a college level 2 approver initiates	
	the Perm hire, this would be considered a	
	pass through stage.	
Monitor Background	Required with all hires except student	Candidate when BGC
Check (BGC)	workers and visitor no pays.	is submitted back to
		NCSU
	Note: The Empl_ID is generated after the	JAR Initiator when
	BGC has been approved (new hires only)	complete
Confirm Job Request	Only required when BGC endorsement has	JAR Initiator
	conditional, risk-based duties.	
Review Job Request	Initiator review	JAR Initiator
College/Central HR	Final Approval before transitioning to job	College Approver
Level Approval	data.	
Populate Education Data	Updated by Central HR when education is	N/A
	confirmed.	

Monitoring the Background Check (BGC)

As illustrated in the previous table, the Background Check (BGC) has been incorporated into the JAR progression. This means the hiring dept. will no long have to process:

- The Personal Information Form (PIF)
- Person of Interest (POI) request for brand new employment
- The paper Background Check (BGC) Form

When a transaction has been submitted for approval, it will automatically generate an email notification to the candidate. The email notifications will contain the necessary information to log into the MYPACK Portal and complete the personal data required for the BGC. The candidate must do the following:

- Complete the form
- Electronically sign the form
- Submit the form back to NC State University to begin BGC program

Once the BGC has been approved/endorsed, it will advance to the next stage of approval. The *Employee_ID* will be generated for brand new employees, including employment classes that do not require a BGC.

Campus divisions will probably make adjustments to their own internal hiring process with the implementation of JAR. Each division must account for the time it takes to imitate and complete a transaction before it transitions over to job data.

Central HR recommends a <u>minimum of two weeks</u> from the time a transaction is initiated to the time it reaches the last stage in the approval process. The following items reflect some variables associated with the completion of a transaction:

- The candidate will not receive the hiring email notification to complete the electronic BGC form until the JAR (hire) transaction is initiated and submitted.
- Once the candidate receives the email notifications, they will have up to 14 days to complete the electronic form and send it back to NC State University.
 - Communication is essential between the hiring dept. and the candidate to help expedite a hire transaction.
 - Typically, background checks can be endorsed within 3-5 days but it could take longer depending on the information provided by the candidate and the various locations they may have lived.
- A candidate selected for employment should not start working until the transaction has been approved at all levels.
- All required paperwork must be attached to the transaction before Central HR will approve any Perm hires.

Job Action Request (JAR) – SAR Roles

SEP/VPAF Role	New JAR Role	JAR Description
NCH HR CAMPUS	JAR-Modify &	This role will allow users to initiate JAR
VPAF	Separate Non-Perm	Modifications & Separations on "Active"
	Transactions	temps, students and no pay employees.
NCH HR CAMPUS	JAR-Initiator for	This role will allow users to initiate JAR
SEP Initiator	Perm & Non-Perm	transactions on both Perm and Non-Perm
	Transactions	hire/rehire transactions.
NCH HR CAMPUS	JAR-Approver 1 *	This role will allow users to approve
VPAF Approver 1	Non-Perm	JAR Non-Perm transactions for temps,
	transactions	students and no pay employees at the
		college level.
NCH HR CAMPUS	JAR-Approver 2 **	This role will allow users the ability to
Base User	College/Central HR	review "Perm-Hire" JAR transactions
	Level	initiated by JAR Initiators before a
		Background Check is sent to the
		candidate.

Divisional HR personnel currently set up in PeopleSoft (PS) 9.1 with the "SEP/VPAF" roles (left column) will automatically transition to the equivalent JAR Role in the middle column.

College divisions will have to determine which new "JAR Roles" their HR personnel will require and submit a Security Access Request (SAR) to make updates for each individual.

If a new college level HR administrator is hired after we go live with PS 9.2, each individual JAR Role will have to be assigned to the individual in SAR.

**Note:* If a user is set up in PS 9.2 with the "JAR-Approver 1" role, they will also be able to Initiate JAR transactions.

*******Note:* If a user is set up in PS 9.2 with the "JAR-Approver 2" role, they will also be able to Initiate JAR transactions.

FYI: If a user is set up with "JAR Approver (1 or 2)" role, they will not be able to approve any transaction they initiated.

The HR DASHBOARD Panel

The "HR DASHBOARD" contains information and quick access to the most common management areas in the HR System. The following reflects a snapshot of the HR DASHBOARD panel:



The HR Dashboard data is dependent on the user's security level access, and the panel can be organized by the individual user. The following provides a brief description of the panels or monitors starting from the top left corner, then moving down and across:

- **HR Quicklinks** quick navigation to the most common transactions panels
- Pay Lockout Monitor "YES" indicates payroll lockout for the current pay period
- Separation Monitor reflects the latest separations within a 4 week timeframe of the current date
- Perm Worklist reflects a dynamic list of transactions for Faculty, Non-Faculty, Postdocs & Staff
- Non-Perm Worklist reflects a dynamic list of transactions for students, temps & no pay workers
- My Temporary Employees Time quick access to direct report timesheet data
- SHRA Probation Dates reflects an SHRA employee is within a month of achieving career status
- Employee Headcount reflects the latest headcount by employee classification within the division/dept.

Users can customize their DashBoard by clicking on the "Content" link and selecting the pagelets they would like displayed.

Note: The remainder of this training material will focus on the HR Quicklink options.

Accessing the HR DASHBOARD

The "HR DASHBOARD" highlighted below contains *HR Quicklinks* navigation to the most common transaction areas that will be managed in the HR System:

	MYDACK HOME	FOR FACILITY & STAFE	MYTAR	
Favorites 👻	Main Menu 🗸	TOR FACULTE & STAFF	MITTAD	
HR Quicklink	S			0 •
Hire	Rehire Employees			
Se Mod	lify or Separate Employee			
Posi	tion / Distribution			
() Time	e and Compensation			
Rep	orting and Query Tools			
othe	er Systems			
? Help	o and User Guides			

HR Quicklinks allow the user to navigate to following options:

- Hire/Rehire Employees used to process hire transactions for all employee classifications
- **Modify or Separate Employee** used to process specific transaction modifications on active employees in the HR system. The modifications that can be performed are limited and based on the employee classification. Once the drop down list opens, the user can see the modifications that can be performed.
- **Position/Distribution** used to update position data and distribution setup information
- **Time and Compensation** used by time administrators to access and update employee timesheet. EHRA "Additional Compensations can also be accessed from the drop down list
- **Reporting and Query Tools** used by departmental HR personnel to access Query Manage, Report2Web and Labor Distribution
- Other Systems used by key departmental HR personnel to access Web Leave and PeopleAdmin
- Help and User Guides being developed...

HR Dashboard Hire Options

Hire/Rehire Employees

HR Quicklinks	0 -
Hire/Rehire Employees	
 Faculty, Non - Faculty, Post Doc and Staff Assignments Student Workers and Temporary Assignments Unpaid Assignments Rapid Rehire - Faculty, Non - Faculty, Post Doc and Staff Assignments Rapid Rehire - Student Workers and Temporary Assignments Rapid Rehire - Unpaid Assignments 	
Modify or Separate Employee	
Position / Distribution	
Time and Compensation	
Reporting and Query Tools	
Other Systems	
Help and User Guides	

Hire/Rehire Employees options

- Faculty, Non-Faculty & Staff used when processing faculty, post docs, non-faculty & staff hires
- Students Worker and Temporary Assignments used when processing biweekly temp & student worker hires
- Unpaid Assignments used when processing no pay or unpaid assignments
- **Rapid Rehire** (All empl_classes) used if the individual has been employed within the past 6 months at NC State University. The individual being rehired must be returning to the same dept., job code and compensation rate. This option is typically used with temp employees returning after a 32 day break in service or with adjunct lecturers returning to teach a course within the same academic year. If the system does not locate the employee ID using the rapid rehire link, then use the hiring option that best describes the employee class.

HR Dashboard Modify Options

Modify or Separate Employees:



Modify or Separate Employee options

- Modify Students Workers and Temporary Assignments used when processing transactions on current active temp & student workers
- **Modify Unpaid Assignments** used when processing transactions on current active no pay and/or unpaid personnel
- **Modify Personnel Information** used to update employee personal data but limited to (base user) HR personnel who have the appropriate security level access to make modifications
- Modify Work Location used to update the employee's work location
- Separate Student Workers, Temporary and Unpaid Assignments used to process separation actions for active students, temps & unpaid employees
- **Transfer Faculty, Non-Faculty & Staff Appointments** used to process a transfer action involving a faculty, non-faculty or staff member. The <u>receiving dept.</u> is responsible for initiating the transaction.
- **Promotion Faculty, Non-Faculty & Staff Appointments** used when processing a promotion action involving a faculty, non-faculty or staff member. The <u>receiving dept.</u> is responsible for initiating the transaction.
- Create Job Data Transaction used to access the job data panel (base users only)

HR Dashboard Position Options

Position/Distribution:

HR Quicklinks	
Hire/Rehire Employees	
Modify or Separate Employee	
Position / Distribution	
 Enter the description, work location, and other information about a position. Distribution Setup (Employee/Position Funding) Create TMP and supplemental Pay Redistributions View and Update Redistributions 	
C Time and Compensation	
Reporting and Query Tools	
Other Systems	
PHelp and User Guides	

Position/Distribution options:

- Enter the description, work location and other information about a position used to access and update position data
- **Distribution Setup** used to access and update distribution data on a specific position number and/or the employee ID
- Create Redistribution for Temps and Supplemental Pay used to create redistribution for temporary employees and employees receiving supplemental pay
- View and Update Redistribution used to view and update any redistributions

HR Dashboard Time & Compensation Options

Time and Compensation:

HR Quicklinks
Hire/Rehire Employees
Modify or Separate Employee
Position / Distribution
Time and Compensation
 Enter and Edit Timesheets Display/Print Timesheet (Timekeeper) Approve Reported Time EHRA Additional Compensation Request
Reporting and Query Tools
Other Systems
PHelp and User Guides

Time and Compensation options:

- Enter and Edit Timesheets used to access, review and/or update employee timesheets
- **Display/Print Timesheet (Timekeeper)** allows the timekeeper to print out employee timesheets
- **Approve Reported Time** used to access employee timesheets that require approval before they can be processed for payment
- **EHRA Additional Compensation Request** used to open up the additional comp panel and initiate EHRA additional payments that require approval

HR Dashboard Reporting & Query Tools

Reporting and Query Tools:

HR Quicklinks	
Hire/Rehire Employees	
Modify or Separate Employee	
Position / Distribution	
C Time and Compensation	
Reporting and Query Tools	
Query Viewer	
Report2Web Report2Web Report2Web	
E Labor Distribution	
Other Systems	
Pelp and User Guides	

Reporting and Query Tools

- Query Manager allows the user to create, edit and run queries
- **Query Viewer** allows the user to create, edit and run queries
- **Report2Web** used to access Report2Web (comp-control reports)
- **Position Control** used to access the position control reports to retrieve Financial System salary budget data and HR Position budget data (base users only)
- Labor Distribution used to access labor distribution reporting data

HR Dashboard Other System Options

Other Systems:



Reporting and Query Tools

- Web Leave used to access and manage the web leave request
- PeopleAdmin used to access the PeopleAdmin system with a valid user ID & password

Hire/Rehire Functionality

The following example reflects the initial page that appears when hiring a new employee or rehiring a previous employee who has been inactive in the HR system more than 6 months.

Please enter the Employee class, Start Date, and the Employee ID, if known, then select the 'NEXT' be	utton below
*Employee Class:	
*Desired Start Date:	
Employee ID:	Next Clear

Employee Class is a required field. The following examples reflect the employee class option available:

Faculty, Post Docs, Non-Facult	ty & Staff	No Pay, Temps & Student Workers
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		Access Only - No Pay Student Workers Temp - Exempt from FLSA (TME) Temp- Subject to FLSA Unpaid Faculty Unpaid Non-Faculty

Desired Start Date is also a required field and indicates the first day of employment with NCSU.

If the selected candidate associated with the hire transaction has applied to be a student, enrolled as a student or been previously employed in any capacity at NC State University, an employee ID already exists in the HR system and should be entered in the *"Employee ID"* field above. Use search match if you are not sure the person has been affiliated with NC State University.

If a pending transaction already exists, the user would get results similar to the one illustrated below. The latest transaction <u>cannot continue</u> until the pending transaction has been approved or cancelled.

Current Active J	obs, Future J	Jobs and Pendi	ng Actions							Personalize Fi	nd 🛛 🚺	First 🕚 1 of 1 🔍 Last
Empl ID	Empl Record	Effective Date	Empl Class	Dept ID	Dept Description	Supervisor	Job Code	Job Title	Hours/Week	Hire Date	Job Status	Expected End Dt
1 001115543	99	9 02/28/2016	EHRA Faculty	120501	Art and Design	Chandra Cox	F011	Professor	40.	00 02/28/2016	Pending	06/30/2017
1 001115543	33	9 02/28/2016	EHRA Facuity	120501	Art and Design	Chandra Cox	FUTT	Protessor	40.	00 02/28/2016	Pending	06/30/2017
	Penc New	transaction not all	xist lowed until pending transac	ion is approved or	canceled.							

If no pending transactions exist, the user would click the "*Next*" button to access the "Initiate Job Request" page.

The following examples reflect the JAR hiring page with different employment classes.

STW (Student Worker) Job Request Page

anaction ID: ACCOUNCING EXPLICE: Name: Employaes: Subert Workers Imme First Name: Employee's Work Location / Address Con Campus: Contacting A dollarss Campus: Bore:	nitiate Job Request	
Same Imployee's Work Location Address Name Print: Print Name: Print Name: Imployee's Work Location Address Campus: Compus: Mation Name: Imployee's Work Location Address Last Name: Imployee's Work Location Address CSU Data Imployee's Work Location (Fig. Q. COEE Las (WASA-Purch EE's Cry)) Ob (WASA-Purch EE's Cry) Ob (Work Agathat Standard Hours: (Di Cocitie) Standard Hours: (Di Cocitie) Standard Hours: (Di Cocitie) The presention Barring en manipri agatowthe aget	ransaction ID: AG00005138 Empl ID:	e: Empl Class: Student Workers
Name Putitic On Campus: Or Campus	Name	Employee's Work Location / Address
Find Name: *Building #: *Guilding #: Guilding #:	Name Prefix:	On Campus: On Campus
Middle Name:	First Name: 2	*Building #:
Last Name Name Suffic Cardidate Email: R Hing Proposi: Cardidate Email: R Hing Proposi: R Hing Proposi: Cardidate Email: R Hing Proposi: Cardidate	Middle Name:	*Room Number:
Name Suffic: CSU Data Candidate Email: @@rocursdu If R Hing Proposal: @@rocursdu ob (xABA Purch EE's City) ob (xABA Purch EE's City) ob	Last Name:	*Campus Box:
CSU Data Candidate Email: @rcsuledu If Hing Propose:	Name Suffix:	
CSU Data Candidate Email: @nosusou R Himg Proposal: (xABA Punch EE's City) ob (xABA Punch EE's City) action: Hire		
Cardidate Email: @rosuedu Time Keeping Location: Eisi Q CCEE Lab Ak Hing Proposal: (XABA Punch EE's City) Action: Hire Student Worker • • • • • • • • • • • • • • • • • • •	NCSU Data	
AR Hining Proposal: (KABA Purch EEs Only) ob Action: Hire Action Reason: ? Hire Student Worker * Job Code: ? TSW910 Q Student Worker, Enrolled@NCSU Action Reason: ? Hire Student Worker * Oppartment: 1212 Q Civil Engineering-Dear's Office Expected Job End Date: 1201077 B * Location: 122 Q Engineering-Dear's Office Expected Job End Date: 1201077 B * Location: 122 Q Engineering-Dear's Office Expected Job End Date: 1201077 B * Location: 122 Q Engineering-Dear's Office Expected Job End Data: 1000000 Hours: * Standard Hours: * St	*Candidate Email: /@ncsu.edu	Time Keeping Location: E15 Q CCEE Lab
ob Action: Hire -Vob Code: ? TSV910 Student Worker, Enrolled@NCSU Child Reason: ? DS012016 ····································	HR Hiring Proposal:	(KABA Punch EE's Only)
Lation: Hire Hire -Vob Code: ? ENVISID Student Worker, Enrolled@NCSU Action Reason: ? ESVISID Student Worker, Enrolled@NCSU Effective Date: CSIT(2016) ************************************	Job	
Action Reason: ? Hire Budent Worker Image: Status Data:	Action: Hire	*Job Code: ? TSW910 Q. Student Worker, Enrolled @NC.SU
Effective Data: 13012016 Propartment: 14123 C Civil Engineering-Dearts Office Expected Job End Data: 13012017 Propartment: 121 C Engineering-Dearts Office Expected Job End Data: 1500 Houry Tax Location Code: NC NO North Carolina *Supervisor ID: 1500 HrsWeek FTE: 0.375 Total FTE: 0.375 istribution Data Fiscal Year: 2016 Vorr Against Fiscal Year: 2016 Vorr Against Fiscal Year: 2016 Vorr Against Fiscal Year: 2016 Total: 100.000 100.000 Vorride *Supervisor ID: 100.000 Vorride *Standard Houre: 1500 HrsWeek FTE: 0.375 Total FTE: 0.375 istribution Data Fiscal Year: 2016 Vorr Against Fiscal Year: 2016 Vorr Against Totals: 100.000 100.000 Vorride *Supervisor ID: 100.0	*Action Reason: ? Hire Student Worker *	
Expected Job End Data: D3012017 Image: Companisation:	*Effective Date: 03/01/2016 🛐	*Department: 140123 Q. Civil Engineering-inactive
Base Companiation: [®] Supervisor ID: [®] Supervisor ID: [®] Standard Hours: <td>*Expected Job End Date: 03/01/2017</td> <td>*Location: 021 Q Engineering-Dear's Office</td>	*Expected Job End Date: 03/01/2017	*Location: 021 Q Engineering-Dear's Office
Tax Location Code: NC North Carolina *standard Hours: 15.00 HrsWeek PTE: 0.375 Total FTE: 0.375 istribution Data Filesal Year: 2016 Work Again et Poation Nbr: Percent Amount Image: Percent Amount Ima	*Base Compensation: ? 10.000000 Hourly	*Supervisor ID: 000405721 Q
Standard Hours: ILSUE Privewerk PIE: 0.375 Total FTE: 0.375 istribution Data Fileal Year: 2016 Percent Amount Percent Amount I (21013) (15450) (1000	*Tax Location Code: NC Q North Carolina	
istribution Data Fiscal Year: 2015 Work Against Poattion Nbr: I*ProjectID *Account Override *Percent Amount 1 221013 G 51450 G 100000 10.000 ackground Check Totals: 100000 10.00 10.00 Include Include <td< td=""><td></td><td>"standard Hours: 10.00 Provveek FTE: 0.375 total FTE: 0.375</td></td<>		"standard Hours: 10.00 Provveek FTE: 0.375 total FTE: 0.375
Filesal Year: 2016 Work Against Position Nbr: **Project ID *Assount Override **Percent Amount 1 121013 \$1450 100.000 10.000 10.000 ackground Check Image: 100.000 10.000 10.000 Image: 100.000 10.000 Pesse check all of the following that apply: Image: 100.000 10.000 10.000 Image: 100.000 10.000 I want to request a background check on this person This person couldwill be driving an NCSU vehicle Comments for Background Check Group (include Working Title from Posting Number, If applicable): Comments for Background Check Group (include Working Title from Posting Number, If applicable): This person will be working with minors (people under the age of 18 years old) This person will be king in University Housing from more than 3 days This person will be sponsered on an H-1 Visa A Commental Drivers License (CDL) may be used in this job Pease RUSH this Background Check epartment 430201 Contact Email Viprince@mosu.edu epartment 430201 *Contact Phone 919515-4232 Comments for Reviewers / Approvers Show Comments Attachments	Distribution Data	
*Project ID *Aecount Override *Precent Amount 1 221013 51450 100.000 10.000 ************************************	Fiscal Year: 2016	Work Against Position Nbr:
1 221013 E1450 100.000 10.000 Totals: 100.000 10.00 Totals: 100.000 10.00 ackground Check Please check all of the following that apply: 1 Iwart to request a background check on this person Comments for Background Check Group (include Working Title from Posting Number, if applicable): 1 This person couldwill be driving an NCSU vehicle Comments for Background Check Group (include Working Title from Posting Number, if applicable): 1 This person couldwill be working with minors (people under the age of 18 years old) This person will be sponsored on an H-1 Wea A Commercial Drivers License (CDL) may be used in this job Please RUSH this Background Check epartment 400201 Contact Email vanee Vance Prince *Contact Phone 919/515-4292 Comments for Reviewers / Approvers	*Project ID *Account	Override *Percent Amount
Totals: 10.000 10.00 ackground Check Please Check all of the following that apply: Comments for Background Check Group (Include Working Title from Posting Number, If applicable): I This person couldwill be driving an NCSU vehicle Comments for Background Check Group (Include Working Title from Posting Number, If applicable): This person couldwill be driving an NCSU vehicle Comments for Background Check Group (Include Working Title from Posting Number, If applicable): This person couldwill be working with minors (people under the age of 18 years old) This person will be ponsored on an H-1 Visa A Commercial Drivers License (CDL) may be used in this job Please RUSH this Background Check epartment 40001 Contact Email Wprince@ncsu.edu 919/015-202 Comments for Reviewers / Approvers Show Comments Attachments	1 221013 Q 51450 Q	iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii
ackground Check Please check all of the following that apply: I want to request a background check on this person This person couldwill be driving an NCSU vehicle This person couldwill be working with minors (people under the age of 18 years old) This person will be living in University Housing for more than 3 days This person will be promoved on an H-1 Visa A Commercial Drivers License (CDL) may be used in this job Please RUSH this Background Check epartment 40201 40201 *Contact Email Vance Prince *Contact Email Vance Prince *Contact Email Ontact Name Vance Prince Show Comments Attachments		Totals: 100.000 10.00
Please check all of the following that apply: I want to request a background check on this person This person couldwill be driving an NCSU vehicle This person couldwill be working with minors (people under the age of 18 years old) This person will be living in University Housing for more than 3 days This person will be sponsored on an H-1 Visa A Commercial Drivers License (CDL) may be used in this job Please RUSH this Background Check epartment 480201 • Contact Email Mprince@ncsu.edu Show Comments Attachments	Background Check	
I want to request a background check on this person Interview of the person This person couldwill be driving an NCSU vehicle Interview of the person couldwill be handling money or managing accounts This person couldwill be working with minors (people under the age of 18 years old) Interview of the person of the person of the person of the person will be living in University Housing for more than 3 days This person will be living in University Housing for more than 3 days This person will be sponsored on an H-1 Visa A Commercial Drivers License (CDL) may be used in this job Imprince@ncsu.edu Please RUSH this Background Check Imprince@ncsu.edu epartment 450201 Q *Contact Email ontact Name Vance Prince *Contact Phone 919/515-4292 Comments for Reviewers / Approvers Show Comments Attachments	Please check all of the following that apply:	Comments for Background Check Group (include Working Title from Posting Number, if applicable):
This perior could will be handling an HCLD Viet Met This person could will be handling money or managing accounts This person could will be working with minors (people under the age of 18 years old) This person will be living in University Housing for more than 3 days This person will be living in University Housing for more than 3 days This person will be living in University Housing for more than 3 days This person will be living in University Housing for more than 3 days Private RUSH this Background Check epartment 480201 Q *Contact Email Vance Prince *Contact Email Vance Prince *Contact Phone 919/515-4292 Comments for Reviewers / Approvers Show Comments	I want to request a background check on this person This person on ideally be defined to AVCPU weblate	
This person could/will be working with minors (people under the age of 18 years old) This person will be living in University Housing for more than 3 days This person will be sponsored on an H-1 Visa A Commercial Drivers License (CDL) may be used in this job Please RUSH this Background Check epartment 480201 Q *Contact Email Mprince@ncsu.edu ontact Name Vance Prince *Contact Phone 919/515-4292 Comments for Reviewers / Approvers Show Comments Attachments	This person could will be handling morey or managing accounts	
This person will be living in University Housing for more than 3 days This person will be sponsored on an H-1 Visa A Commercial Drivers License (CDL) may be used in this job Please RUSH this Background Check epartment 480201 A *Contact Email Mprince@ncsu.edu ontact Name Vance Prince *Contact Phone 919:515-4292 Comments for Reviewers / Approvers Show Comments Attachments	This person could will be working with minors (people under the age of	f 18 years old)
This person will be sponsored on an H-1 Visa A Commercial Drivers License (CDL) may be used in this job Please RUSH this Background Check epartment 480201 A Contact Email Mprince@ncsu.edu ontact Name Vance Prince Comments for Reviewers / Approvers Show Comments Attachments	This person will be living in University Housing for more than 3 days	
A Contract Email Please RUSH this Background Check epartment 480201 Q *Contact Email Mprince@ncsu.edu ontact Name Vance Prince *Contact Phone 9191515-4292 Comments for Reviewers / Approvers Show Comments Attachments	This person will be sponsored on an H-1 Visa	
Please RUSH this Background Check epartment 450201 Q *Contact Email Viprince@nosu.edu ontact Name Vance Prince *Contact Phone 9191515-4292 Comments for Reviewers / Approvers Show Comments Attachments	A commercial Drivers License (CDL) may be used in this job	
epartment 480201 Q *Contact Email Mprince@ncsu.edu ontact Name Vance Prince *Contact Phone 919/515-4292 Comments for Reviewers / Approvers Show Comments Attachments	Please RUSH this Background Check	
epartment 100001 Q Contract Phane Prince 919/515-4232 Comments for Reviewers / Approvers Show Comments Attachments	499994	AD and and Empire
Comments for Reviewers / Approvers Show Comments Attachments	Department Houzon	Contact Diana 010(515,/002
Comments for Reviewers / Approvers Show Comments Attachments	Contact Name Vance Prince	"Contact Phone 919/010-4292
	Comments for Reviewers / Approvers	Show Comments Attachments
Save for Later Submit for Ammunal	Save for Later Submit for Americal	

NOTES:

The HR system is able to detect if a student worker meets the minimum criteria to be classified as a student.

If the HR system rejects the student worker employee classification, cancel the current transaction and start a new one with the correct Empl Class.

"HR Hiring Proposal" is not required with student hires.

A Background Check (BGC) is not required for student hires unless the dept selects any option related to job duties listed under BGC.

If a BGC is required, verify the "Candidate Email" is correct in order for the electronic form to be sent to the student.

Time tracking is required for hourly employees and captured by identifying the unique Time Keeping Location (TKL).

Once the initial job page is completed, click the "Submit for Approval" button at the bottom of the page to advance to the next stage of approval.

TME (Temp-Exempt from FLSA) Job Request Page

Initiate Job Request	
Transaction ID: AG00005244 Empl ID: NEW Name: Steve McQueen Empl Class: Temp- Exempt from FLSA Name Name First Name: Image: Concampus (Image: C	NOTES: TME indicates a temporary employee performing exempt work from FLSA. Temporary employees Exempt
	from FLSA are normally certified in a unique field of work and typically have supporting credentials.
Job Action: Hire *Job Code: ? Temp Fiscal Attains Prof *Action Reason: ? *Effective Date: 03/01/2016 *Department: 020502 *Expected Job End Date: 0201/2017 *I ocation: 210 University Targeted Station	The "HR Hiring Proposal" should reflect the approved "HP" number from PeopleAdmin.
*Base Compensation: ? 35.000.00000 Annual *Supervisor ID: 000003799 (Full Annualized salary at 1.0 FTE - \$140000.00) *Tax Location Code: NC Q North Carolina *Standard Hours: 10.00 Hrs/Week FTE: 0.250 Total FTE: 0.250	Once the HR Hiring Proposal number is entered, the system will attach the hiring application documents supporting the transaction.
Fiscal Year: 2016 Work Against Position Nbr: '*Project ID *Account Override *Percent *Amount 1 301025 0 51410 0 100.000 35,000.000 Totals: 100.000 35,000.00	Time tracking is not required and a portion of the person's annualized salary is paid each biweekly pay period.
Background Check Please check all of the following that apply: I want to request a background check on this person This person confidually that during an NCSU ueblois	reflect the number of hours worked each pay week.
This person could will be handling money or managing accounts This person could will be working with minors (people under the age of 18 years old) This person will be living in University Housing for more than 3 days This person will be sponsored on an H-1 Visa A Commercial Drivers License (CDL) may be used in this Job Please RUSH this Background Check	required. Select the BGC items associated with the job and provide the "Candidate Email" in order for the electronic form to be sent to the candidate.
*Department 480201 Q. *Contact Email Midriver@ncsu.edu *Contact Name Wallace Driver *Contact Phone 9191515-7673	Once the initial job page is completed, click the "Submit for Approval" button at the bottom of the page to advance
Comments for Reviewers / Approvers Show Comments Attachments	to the next stage of approval.

TMS (Temp-Subject to FLSA) Job Request Page

Initiate Job Request	
Transaction ID: AG00005083 Empl ID: NEW Name: Empl Class: Temp- Subject to FLSA Name •	NOTES: TMS indicates a temporary employee performing hourly work subject to FLSA. The "HR Hiring Proposal" should reflect the approved "HP" number from PeopleAdmin.
NCSU Data *Candidate Email: *Temp Category: *Time Keeping Location: (KABA Purch EE's Criv)	Once the HR Hiring Proposal number is entered, the system will attach the hiring application documents supporting the transaction.
Action: Hire *Job Code: ? *Action Reason: ?	Time tracking is required for hourly employees and captured by identifying the unique Time Keeping Location (TKL). "Standard Hours" should
Distribution Data Flocal Year: 2016 Work Against Position Nbr: Project ID Amount Static Totals: D.00	reflect the number of hours worked each pay week. The TMS employee is responsible for clocking In/Out of the KABA system.
Background Check Please check all of the following that apply: I want to request a background check on this person Comments for Background Check Group (Include Working Title from Posting Number, If applicable): This person couldwill be background check on this person Include Working Title This person couldwill be background check on this person Include Working Title	Time is processed biweekly for the hours worked each pay week. Hours exceeding 40 per/wk are paid as overtime.
This person could will be working with minors (people under the age of 18 years old) This person will be living in University Housing for more than 3 days This person will be sponsored on an H-1 Visa A Commercial Drivers License (CDL) may be used in this job Please RUSH this Background Check	A Background Check (BGC) is required. Select the BGC items associated with the job and provide the "Candidate Email" in order for the electronic form to be sent to
*Department 515001 Q *Contact Email abcoggin@ncsu.edu *Contact Name Amy Coggins *Contact Phone 919(513-3367 Comments for Reviewers / Approvers Show Comments Attachments	Once the initial job page is completed, click the "Submit for Approval" button at the bottom of the page to advance to the next stage of approval.
Save for Later Submit for Approval	

		Empl Class: Access Only - No Pay
Name	Employe	e's Work Location / Address
Name Prefix:	On Ca	ampus: On Campus *
*First Name:	*B	uliding #:
Middle Name:	*R	oom Number:
ti at Nama	*C	ampus Box:
-Last Name.		
Name sumx.		
NCSU Data		
*Candidate Email:		
Job Hire		
Action.	*Job Code:	Z547 Q, Visitor/No Pay
*Effective Date: 02/29/2016	*Department:	Q
Encoded to End Date: Dispose 1	t Runan daga (D.	
"Expected Job End Date: 1/1/25/2017 19	-subervisol, ID:	V.
Background Check		
Diases check all of the following that apply:		Comments for Background Check Group (Include Working Title
I want to request a background check on this person		from Posting Number, if applicable):
This person could will be driving an NCSU vehicle		
This person could/will be handling money or managing accounts		
$\hfill\square$ This person could will be working with minors (people under the age of	18 years old)	
This person will be living in University Housing for more than 3 days		
This person will be sponsored on an H-1 Visa		
 A commercial univers license (CUL) may be used in this job 		
Please RUSH this Background Check		
Please RUSH this Background Check		
Please RUSH this Background Check Department 450201 Q	*Contact Email	viprince@ncsu.edu
Please RUSH this Background Check Department 450201 Q Contact Name Vance Prince	*Contact Email *Contact Phone	viprince@ncsu.edu 9191515-4292
Please RUSH this Background Check Department 480201 Q Contact Name Vance Prince	*Contact Email *Contact Phone	viprince@ncsu.edu 9191515-4292
Please RUSH this Background Check Department 480201 Contact Name Vance Prince	*Contact Email *Contact Phone	Viprince@ncsu.edu 919/515-4292
Please RUSH this Background Check Department 450201 Contact Name Vance Prince Comments for Reviewers / Approvers	*Contact Email *Contact Phone	vlprince@ncsu.edu 9191515-4292 Show Comments Attachments
Please RUSH this Background Check Department 450201 Contact Name Vance Prince Comments for Reviewers / Approvers	*Contact Email *Contact Phone	Viprince@ncsu.edu 919/515-4292 Show Comments Attachments
Please RUSH this Background Check Department 450201 Q Contact Name Vance Prince Comments for Reviewers / Approvers	*Contact Email *Contact Phone	Viprince@ncsu.edu 9191515-4292 Show Comments Attachments
Please RUSH this Background Check Department 480201 Contact Name Vance Prince Comments for Reviewers / Approvers	*Contact Email *Contact Phone	Viprince@ncsu.edu 9191515-4292 Show Comments Attachments

ZNP (Visitor No Pay) & UNF (Unpaid Non-Faculty) Job Request Page

NOTES: r or Non-F

Visitor or Non-Faculty personnel whose primary assignment requires a courtesy/visitor access account to specific NC State University facilities and services.

Examples: loaned execs, visitor or consultants who must be known to HR System for IT access, parking, etc...

These type of appointments should be reviewed annually and terminated when the access is no longer required.

Typically a Background Check (BGC) is not required for no pay hires.

Once the initial job page is completed, click the "Submit for Approval" button at the bottom of the page to advance to the next stage of approval.

UFC (Unpaid Faculty) JAR Page

ransaction ID: AG00005087Emp1 ID			
	2: NEW Name:		Empl Class: Urpsid Faculty
Name		Employee	s Work Location / Address
Name Prefix: T		On Can	pus: On Gerpus 🔹
"First Name:		"Bui	Iding &
Middle Name:		"Rox	om Number:
"Last Name:		"Car	npus Box:
Name Suffix:	•		
NC 8U Data			
'Candidate Email:			
HR Hiring Proposal:			
Job Hite			
Accon:		'Job Code:	Q
Without and a second se	2018	'Department:	Q
		Supervisor (2)	9
Expected Job End Date:	3	supervisor (d)	
Appointment Info			
Appt Begin Date: 01/28/20	118 😇	Appt Comments	
'Appt End Date:	B		
'Anticipated Appt Length:	T		
Anndamia Panis			
Academic Rank	0	Prove C	tel Data
Academic Rank:		Tenure Gra	
Tenure Status:	Ŧ	"Date of Cur	TERT K
"Tenure Type:	0		
'Academic Home Dent:			
Named/Distinguished Professional	(p:		
			//
Background Check			
Please check at of the following the	hal apply: Loback on this namen		Comments for Background Check Group (include Working Title from Posting Number, if applicable):
This person could all be drived	an NCSU vehicle		
This person could/will be handlin	ig money or managing accounts		
This person could/will be working	g with minors (people under the age of 18	years old)	
This person will be living in Univ	erally Housing for more than 3 days		
This person will be sponsored or	in an H-1 Mka		
	(CDL) may be used in this job		
A Commercial Drivers License			
A Commercial Drivers License Prease RUSH this Background	Chuck		
A Commercial Drivers License Passes RUSH this Background	Chuck		arrest millions and
A Commercial Drivers Losses Pieces RUSH this Background Department <u>b15001</u> Q	Check	Contact Email	arrostongrosu etu
A Commercial Drivers License Pieces RUSH this Background Pieces RUSH this Background Vepartment 515001 Q, Contact Name Streen Calon	Chack	'Contact Email 'Contact Phone	amatongnasi etu 540°557-7888
A Commercial Drivers License (Please RUSH life Background Please RUSH life Backg	Chack	'Contact Email 'Contact Phone	amodon@mou.adu 540/56/-/7888
A Commercial Drivers License i Preses RUSH Itis Background Preses RUSH Itis Background Presen RUSH Itis Background Contact Name Streen Calon Comments for Reviewers / Approx	Oneck.	"Contact Email "Contact Phone	amatangnasi etu 540/55/-7888 Shoe Commerta Attachmenta Create Ofer Letter
A Commercial Drivers License Pieces RUSH this Background Department <u>515001</u> Q, Contact Name <u>Steen Calon</u>	Chack	"Contact Email "Contact Phone	amatongnasu edu 540/557-7888 Shoe Commeria: Attachmenia: Create Ofer Letter
A Commendal Diverse License / Please RUSH life Background Department <u>515001</u> Q. Contact Name <u>Shean Calon</u> Comments for Reviewers / Approx	Chack .	'Contact Email 'Contact Phone	smaten@rosu.ekr 540'507-7888 Show Comments Altachments Create Ofer Letter
A Commercial Drivers License / Please RUSH this Background Department <u>515001</u> Q, Contract Name <u>Sheen Celon</u> Comments for Reviewers / Approx	Chack	"Contact Email	amoton@rosu.ekr 540:564-7888 Show Commeria Attachmeria Oneire Ofer Letter

NOTES:

Unpaid Faculty whose primary assignments are for the purpose of conducting instruction, research, and/or public service, who while not paid by NCSU, need to appear in the system for tracking purposes.

Examples: ROTC faculty, Adjunct faculty

An offer letter should accompany this type of appointment reflecting the work being performed and the duration of time it will take to complete the assignment.

Select any BGC items associated with the work duties. The candidate must complete the BGC form regardless. Provide the "Candidate Email" in order for the electronic form to be sent to the candidate.

If a BGC <u>should not be</u> <u>processed</u>, insert a note in the comment section.

Once the initial job page is completed, click the "Submit for Approval" button at the bottom of the page to advance to the next stage of approval.

PDC (Post Doc), CHO (CVM House Officer) JAR Page

anauction ID: AG0000-R0 Empt ID:	NEW Nat	ne: Mary J. Puppara Jr	empt Class: Phat Do	E
ame		Employee's We	ork Location / Address	1
Name Prefix: T		The Campoor	TOn Campos	1
'First Name: Mary		"Building	A 129 Q 1	WeiGenman Genter
Michille Hanna Lie		'Ream N	amber: 00204 Q	
inversion reality.		*Cempus	Box: [401 Q	Commentar Constant Commenter
"Laat Name: Poppin		1000		JUCATION
Name Suffix: (Jr	*			
iC 8U Data				
Cendidate Email: 200462000 HR Henry Proposal: HTTTTS/	u selu			
ob				
Action: Hes			D Override Position 1	Data
Action Namon ?	Makari •		- Contract Contracts	
Effective Date: 0000/20	ne 🖻	"Job Code:	10433 0,	Executive Assistant
and the second sec	0	2010/01/01	Louis La	200102020000000000000000000000000000000
Powtion Number:	4	"Department:		Office of Prof Development
Expected Job End Date: 1/30/20	10 3	Location:	[141 Q	Unlang Education
Base Compensation: 21.0310	Armai	Section and		CONSTRUCTION OF THE OWNER
(Full Annualized solary of 1.0)	FTE = \$25000.00)	Supervisor ID:	mmzrsd	Bultack, Marcy L
Tax Location Code: NC	C. North Cardina	"Standard Hours:	40.00 Hrx/Made	PTE: 1.000Tobal PTE: 1.000
End Job Automatically		"Recurring Contract	12 Month Assignment	•
Encumbrance Override				
Encumber to Appt End				
ppointment info				
involution involution	18 19	Appt Comments:		100
Contract Planetics, Chapter Party 1911 and	and the second se			
Appt begin Date:	100			
Appt Begin Date:	8			
Appt End Date:	3			
Appt Begin Date:	8			
Appt Degin Later Appt End Date: Anticipated Appt Length: AI Wil Retribution Data Incel Yee: 2016 Dept ID: 02800	 01	Work Against	Position Nor.	
Appt Degin Late: Appt End Date: Anticipated Appt End Date: Anticipated Appt Length: AI Will Netribution Data Proced Year: 2016 Dept ID: 02600 Proced ID	01 TAccount	Work Against Override Percent	Position Nor.	
Appt Degin Late: Appt End Date: Anticipated Appt Length: AI Wil Retribution Data Fredel Yeer: 2016 Dept ID: 0980 Yhoject ID 1 (2022) 0,	01 (*Account 5119 0.	Work Against Override "Percent	Position Nor: Amount Do 000.000	
Appt Degin Lake Appt End Date: Anticipated Appt Length: AI Wil Netribution Data Proced Year: 2016 Dept ID: 02600 1 2002/01 00 1 2002/01 00	01 14000unt <u>5119</u> Q,	Work Against Override "Percent	Position Nor: Amount [25 000.000	
Appt Begin Date Appt End Date Anticopated Appt Length: AI Wil Netribution Data Fracel Year: 2016 Dept ID: 0200 Thoject ID 1 200270 Q,	01 TACODUME	Work Againat Override Percent Distance Fotals: 000000	Position Nor: Amount (25 000 00	
Appt Degin Late: Appt End Date: Anticipated Appt Length: At Wil Netribution Data Frederi Yeer: 2016 Dept ID: 0980 1 100270 Q,	01 *Account 51159Q	Work Againat Overnde "Percent 102.000 Yotate 102.000	Position Nor: Amount (25.000.000 (25.000.00	
Appt begin date: Appt End Date: Anticopated Appt Length: At Will Netribution Data Precei Year: 2016 Dept ID: 0200 "Preject ID 1 2002/0 Q, Stockground Check	TACCOUNT	Work Ageinat Override "Percent Distaine 100.000"	Position Nor: Amount 25:002:00 25:002:00	
Appt Begin Late: Appt End Date: Anticopated Appt Length: At Will Retribution Data Provid Year: 2016 Dept ID: 0280 "Project ID 1 202270 00, Isokground Check Places check all of Ter Internet the Tables check all of Ter Internet the	TACCOUNT	Work Against Override "Percent 10 100 000 Totals: 100 000 Corr feor	Position Nor. Amount (25:000:00) (25:000:000:00) (25:000:000:00) (25:000:000:000:000:000:000:000:000:000:0	hack Group (Include Working Tit
Appt Begin Date: Appt End Date: Anticopated Appt Length: At Will Istribution Data Istribution Data Internet 2016 Dept ID: 02800 Internet 2016 Dept ID: 02800 Internet Sect, all of the following the Reserved to repeat a background (Internet to repeat a background (Theorems of the paners of the	Work Against Override "Percent In 101.000 Totals: 100.000 Corr from	Position Nor: Amount (25 000 000 (25 000 00) (25 000 0	teck Group (Include Werking Tit
Appt begin Late: Appt End Date: Anticopated Appt Length: At Will Refribution Data Provid Year: 2016 Dept ID: 02800 Thomas Card, all of the following the Ref to repeat a background This preven cardfull be through This preven cardfull be through This preven cardfull be through		Work Against Override "Percent In 101.000 Totals: 100.000 Corr from	Position Nor: Amount (25 000 000 (25 000 00) (25 000 0	hack Group (Include Working Tit
Appt begin Late: Appt End Date: Anticopated Appt Length: At Wil Refribution Data Trool Yee: 2016 Dept ID: 0260 Tropied ID 1 100270 00, Redeground Check Passes check, all of the following the all inter to repeat a background This perior coubled be shoring to This perior coubled be shoring to		Work Againat Work Againat Work Content Totals Content Conten	Position Nor: Amount (25:00:00) (25:00) (25:00) (25:00) (25:00) (25:00) (25:0	heck Group (Include Working Tit
Appt begin Late: Appt End Date: Anticopated Appt Length: At Wil Refribution Data Tread Year: 2016 Dept ID: 02600 Trepied ID 1 303270 Q, Background Check Passes check, all of the following the all Two person could/will be interform The person could/will be interform		Work Againat Override "Percent Dotate 100.000 Sotate 100.000 Corr form	Position Nor: Amount [2:00:00 2:00:00 2:00:00 Positing Number If appl	hack Group (include Working Til
Appt Begin Cale: Appt End Date: Anticopated Appt Length: At Will Retribution Data Prepet ID 1 2022/0 Out 10 0000 Solkground Check Pases check, all of the future plin 2 1 west to respect a background of The period coath/of bis feeting The period coath/of bis feeting 1 the period coath/of bis feeting		Work Againat Overnide "Percent District COLOD Tobals: 100.000 Corr for for	Position Nor. Amount (25.000.00) (25.000.0	hack Group (Include Working Tit
Appl Degin Date: Appl End Date: Appl End Date: Anticopated Appl Length: Al Will Istribution Data Istribution Data Istribution Data Istribution Data Istribution Data Istribution Data Information Data Istribution Data Information Data Istribution Data		Work Againat Overnide "Percent Distantes (00.000) Totals (00.000) Confident for for	Position Nor: Amount (25.000.00) (25.000.0	hade Group (Include Werking Tit
Appt Begin Late: Appt End Date: Anticopated Appt Length: At Will Retribution Data Proved Year: 2016 Dept ID: 0980 Project ID 1 (2020) QL 2008 Project ID 1 (2020) QL 1 (2020) QL		Work Againat Override "Percent Dobate: 100.000 Sobate: 100.000 Goor for for for	Position Nor: Amount [2:00:00 2:00:00 [2:00:00 Positing Number If appl	hack Group (include Working Til
Appt Begin Late: Appt End Date: Anticopated Appt Length: At Will Rebribution Data Precei Year: 2016 Dept ID: 0280 Precei Year: 2016 Dept ID: 0280 Preceit ID 1 000270 Q, Rebribution Data Preceit Year: 2016 Dept ID: 0280 Preceit To 1 000270 Q, Rebribution Data Preceit Year: 2016 Dept ID: 0280 Preceit To 1 000270 Q, Rebribution Data Preceit To 1 000270 Q, Rebribution Data Preceit To 1 000270 Q, 1 00		Work Againat Overnide "Percent Data: 100.000 Totals: 100.000 Corr for for	Position Nor: Amount (25.000.00) (25.000.0	hack Group (Include Working Tit
Appt Begin Late: Appt End Date: Anticopated Appt Length: At Will Retribution Date Facal Year: 2016 Dept ID: 0280 Phoject ID 1 (2002/0) Q, Solkground Check Phose check, all of the following the all is work to repare a background of This perior coath/of be retring This perior coath/of be retring the perior		Work Againat Override "Percent Distant 100.000 Tobals 100.000 I 18 years old)	Position Nor: Amount (25:00:00 (25:00:00 (25:00:00 (25:00:00) (25:00) (25:00:00) (25:0	hack Group (Include Werking Til
Appt Begin Late: Appt End Date: Anticopated Appt Length: At Will Retribution Date Facal Year: 2016 Dept ID: 0260 Thomas 2016		Work Against Override Vector Vector Override Vector Override Vector Override Vector Vector Vector Vector Override Vector Vect	Position Nor: Amount <u>(25:000:00</u> 25:000:00 menta for Background C Positing Number if appl stylgmous sets	hack Group (Include Werking Til
Appt Begin Late: Appt End Date: Anticopated Appt Length: At Will Rebribution Data Proceil Year: 2016 Dept ID: 0280 Project ID 1 0002/0 Q, Bookground Check Proceil to 1 1 0002/0 Q, Bookground Check Proceil to 1 1 0002/0 Q, Bookground Check Proceil to 1 1 0002/0 Q, 1 0002/0 Q, 1 0002/0 Q, 1 0002/0 Q, 1 0002/0 Q, 1 10002/0 Q, 1 1000		Work Againat Override "Percent ID ID Totals: ID Totals: ID ID ID	Position Nor: Amount (25,000,000) (25,000,00	hack Group (include Working Til
Appt Begin Late: Appt End Date: Anticopated Appt Length: At Will Netribution Data Freed Year: 2016 Dept ID: 0200 Project ID 1 2002/0 Q, Biologround Check Prove Check of of the Information Prove Check of the Informat		Work Against Override	Position Nor: Amount (25 000 00 25 000 00 ments for Background C Posting Number if appl styggrous with 215-2144	heck Group (Include Working Til
Appt Bagin Late: Appt End Date: Anticopatiest Appt Langth: At Will Netribution Data Preced Year: 2018 Dept ID: 0200 Prepet 10 1 2002/0 Q, Stokground Check Preced to repare table for any of the Preced Check of the Interreg ID Preced		Work Against Override 'Percent Dotate Totate Override Contact Email Contact Email Contact Phone 20	Position Nor: Amount (25 000 00 25 000 00 Posting Number if appl stydgrous wis 255-2144 Show Carr	heck Group (Include Working Til Include)
Appt Bagin Late: Appt End Date: Anticopated Appt Length: At Wil Netribution Data Preced Year: 2018 Dept ID: 0200 "Preject ID 1 200270 Q, Background Check Passes check at of the Interarg the Table percent at background C This percent activity is thereing This percent activity is thereing This percent activity is thereing This percent will be specied on A Commental Dates (C Passes (UDP) this Sectory (C Passes (UDP) this Decision (C Passes (C)Passes (C)Passes Comments for Mexicovers (Approve		Work Against Overnide Procent Dotate Totate Contact Email Contact Phone Contact Phone	Position Nor: Amount <u>[25:001:00]</u> 25:001:00 25:001:00 menta for Background C menta for Background C menta for Background C state of Background C menta for Background C state of Background C menta for Background	heck Group (Include Westeing Tit

NOTES:

Postdocs are "At-Will" appointments holding the title Postdoctoral: Research Scholar, Teaching Scholar or Fellowships

The "HR Hiring Proposal" should reflect the approved "HP" number from PeopleAdmin or approved "AC" posting wavier number.

Once the HR Hiring Proposal number is entered, the system will attach the hiring application documents supporting the transaction.

Position updates should be performed prior to initiating the hire transaction.

Postdocs typically register for classes at NCSU and normally have a student ID which should be entered when selecting the employee class.

A Background Check (BGC) is required. Select the BGC items associated with the job and provide the "Candidate Email" in order for the electronic form to be sent to the candidate.

Once the initial job page is completed, click the "Submit for Approval" button at the bottom of the page to advance to the next stage of approval.

SHRA (Subject to Human Resources Act) JAR Page

International State Sta	*First Name: Jane	r A GUUUU0939	"Building #: "Room Number:Q
CSU Data Candida Endi, Rit Reng Propeat Pressing Location: (VAR And E S On) Action: Hits Action: Hits Obtaine: Hits Option Number Dispatiment: Problem Number: Maximum Option Number: Maximum Problem Number: Maximum (Mi Analted stary & 10 PTE - \$1020.00) *Loo Code: Problem Number: Maximum (Mi Analted stary & 10 PTE - \$1020.00) *Loadion: Problem Number: Maximum (Mi Analted stary & 10 PTE - \$1020.00) *Loadion: Problem Number: *Reports To Postion: Problem Number: *Report To Postion: Problem Number: *Report To Postion: Problem Number: *Report To Postion: Prostent Number: *Report To Postion: Prostent Number: *Repart To Postion:	*Last Name: Doe Name Suffix:	r	*Campus Box:
CSU Data Canadad Enda Pre-sedgymal com If Hinding Propage PP1111129 Addon: Hile Addon: Hile Pregistal Enginymet - Prestow Number: DO20203 Prestow Number: D020203 Prestow Number: D02020 Prestow Number: D02020 Prestow Number: D0203 Prestow Number: D0204 Prestow Number: D0200 Prestow Number: D0200 Prestow Number: Prestow Number: Prestow Number: Prestow Number: Prestow Number: Prestow Number: Prestow Number: Prestow Number:			
Ador: His If the tring	ICSU Data Candidate Email: Jan <mark>HR Hiring Proposal:</mark> HF	e.doe@gmail.com 1111111SP	Time Keeping Location: Q (KABA Punch EE's Only)
within the second of the standard former to a standard former	ob		
Addon Reason: ? Inite for Regular Engloyment • Protein Number: 0000000 • Position Number: 0000000 • Expected Job End Date: 1975 Base Compensation: 91.327.00000 • Annual *Reports To Position: (r/ul Annualced salary at 10 PTE - \$31.327.00) *Reports To Position: Probationary ? *Reports To Position: • Probationary ? *Reports To Position: • Probationary ? *Report ** • Probationary ? *Report ** • Probationary ? *Report ** • Probationary ? * • Probationary ? * • Probationary ? * • Contract Enall Opertionary	Action:	Hire	Override Position Data
Effective Data: 02352016 9 · Vob Code: 1655 Building Environmental TechTin Position Number: 004002 · Vob Cade: 1655 Building Environmental TechTin Position Number: 004002 · Vob Cade: 1655 Building Environmental TechTin Popartiment: 447301 Charolelos Res Repar & Reov Location: 292 Paulitee-Housekeeping Reports To Position: 004442 Wilkins.Lenvy Probationary ? · · · · · · · · · · · · · · · · · ·	Action Reason: ?	Hire for Regular Employment	
Postion Number: 001003 Expected Job End Dafx: Expected Job End Job	Effective Date:	03/25/2016	*Job Code: 16785 Building Environmental Tech'n
Expected Job End Dafa: Base Compensation: 13.227.00000 Anual (Full Anualized statay at 10 FTE - \$31327.000 Trai Location Code: NC North Carolina Probationary ? Encountranse Override Encountranse Override Encounter In Applicable Encounter In Applicable Encoun	Position Number:	00040005	*Department: 447301 Channellors Res Repair & Renov
Base Compensation: 13:327.00000 Anual "Location: 242 Failite-Housekeeping (Full Annualized stary at 10 FTE - 53:327.00) Tau Location Code: NO Noth Carolina *Reports To Position: 2003;322 Wilkins,Leroy Probationary ? Recurring Contract Commerise to Appl End True Limited Field Ner: 2016 Dept ID: 477:01 Project ID Position Nbr: Positi	Expected Job End Date:	Ħ	
(Full Annualized sating at 10 FTE - \$51327.00) *Reports To Position: 00001422 Wilkins.Leroy Tax Location Code: NC NC North Carolina *Standard Hours: 0000 Hrs.Week FTE: 1000 Total FTE: 1000 * Probationary ? *Recurring Contract 12 Month Assignment * * * Stage Admin Plan: 0000 * Stage Admin Plan: 00000 \$ Stage Admin Plan: 000000 \$ Stage Admin	Base Compensation:	31,327.000000 Annual	"Location: 252 Facilities-Housekeeping
Tax Losation Code: C Noth Carolina + standard Houre: UDD HrsWeek FTE: 1.00 Total FTE: 1.00 Probationary Recumbrance Override C membrance C membran	(Full Annualized sa	alary at 1.0 FTE = \$31327.00)	*Reports To Position: 00043452 Wilkins,Leroy
Probationary Prob	Tax Location Code:	NC Q North Carolina	*Standard Hours; 40.00 Hrs/Week FTE: 1.000 Total FTE: 1.000
"Housing to apple End "Stating Contract Encumber to Appl End "Stating Admin Plan: D/C "Imme Limited "Stating Admin Plan: D/C istribution Data Fised Year: 2016 Dept ID: 447301 Work Against Position Nbr: "Fraget ID "Account Override "Brownet" 1 224178 Q St219 Q 100.000 S1.327.000 Imme Immediate ackground Check Totals: 100.000 S1.327.000 Immediate Immediate Passe check all of the following that appy: Totals: 100.000 S1.327.000 Immediate "I this person couldwill be driving an NCSU vehicle Totals: Totals: Totals: Totals: This person wildwill be driving an NCSU vehicle This person wildwill be driving an NCSU vehicle Immediate bit on University Housing for more than 3 days Immediate bit on University Housing for more than 3 days This person wildwill be upon under the age of 15 years oid) Please RUSH this Background Check Immediate Bit on University Housing for more than 3 days Please RUSH this Background Check "Contact Email Mprince@ncsu.edu ontact Name Vance Prince "Contact Email	2 Destadores	2	12 Month Assignment
Encommente Override "samary Adminis Plant; ever.g. ever.g. ever.g. Encommber to Appt End Time Limited Istribution Data Fiscal Year: 2016 Dept ID: 447301 Work Against Position Nbr: 'Project ID 'Account Override 'Percent Amount 1 224173 Q 15129 Image Vacuum Image Vacuum Image Vacuum 24173 Q 15129 Image Vacuum Image Vacuu	Probationary		*Recurring Contract SMC *Level n1 Sten 3
In the Limited Inter Limited Inter Limited Inter Limited Inter Limited Inter Limited Inter Limited Inter Limited Inter Limited Inter Limited Inte	Encumbrance O	verride	"salary Admin Plan: 500 const. of outplane
Instruction Data Field Year: 2016 Dept ID: 447301 Work Against Position Nbr: **Project ID *Account Override *Percent Amount 1 (24178 Q 51219 (00.000) 31.327.00 (************************************	Encumber to Ap	ppt End	
1 1	*Project ID	*Account	Override +Percent Amount
Totals: [100.000] [31,327.00] Sackground Check Please check all of the bilowing that apply: Comments for Background Check Group (Include Working Title from Posting Number, If applicable): I want to request a background check on this person This person couldwill be handling money or managing accounts Comments for Background Check Group (Include Working Title from Posting Number, If applicable): This person couldwill be handling money or managing accounts This person couldwill be working with minors (people under the age of 18 years old) Improvements for Background Check This person will be glongs or do an H-1 Visa A Commercial Drivers License (CDL) may be used in this job Imprive glonesu edu Pease RUSH this Background Check *Contact Email Mprinee@ncsu.edu expartment #20201 *Contact Phone 919515-4232 comments for Reviewers / Approvers Show Comments Attachments Create Other	1 224178	Q 51219 Q	
Sackground Check Please check all of the following that apply: I want to request a background check on this person This person couldwill be driving an NCSU vehicle This person couldwill be handling money or managing accounts This person couldwill be working with minors (people under the age of 18 years oid) This person will be living in University Housing for more than 3 days This person will be living in University Housing for more than 3 days A Commercial Drivers Ucense (CDL) may be used in this job Please RUSH this Background Check Please RUSH this Background Check wortact Name Vance Prince *Contact Email *Contact Phone 919/515-4292			Totalis: 100.000 (31,527.00
Please check all of the following that apply: Comments for Background Check Group (include Working Title from Posting Number, If applicable): I want to request a background check on this person This person couldwill be driving an NCSU vehicle This person couldwill be driving an NCSU vehicle This person couldwill be working with minors (people under the age of 18 years old) This person will be living in University Housing for more than 3 days This person will be sponsored on an H-1 Visa A Commercial Drivers License (CDL) may be used in this job Ventrate Email Imprince@ncsu.edu Imprince@ncsu.edu ontact Name Vance Prince *Contact Email Comments for Reviewers / Approvers Show Comments	ackground Check		
This person couldwill be working with minors (people under the age of 18 years old) This person will be itving in University Housing for more than 3 days This person will be ponsored on an H-1 Visa A Commercial Drivers License (CDL) may be used in this job Please RUSH this Background Check epartment 480201 Q *Contact Email Mprince@ncsu.edu iontact Name Vance Prince *Contact Phone 919/515-4292 Comments for Reviewers / Approvers Create Offer	Please check all of the fo I want to request a bac This person could/will This person could/will	ilowing that apply: kground check on this person be driving an NCSU vehicle be handling money or managing accounts	Comments for Background Check Group (include Working Title from Poeting Number, if applicable):
Please RUSH this Background Check spartment 480201 Contact Name Vance Prince Comments for Reviewers / Approvers Create Offer Show Comments Attachments Create Offer	This person could will This person will be liv This person will be sp A Commercial Driver	be working with minors (people under the a ing in University Housing for more than 3 da onsored on an H-1 Visa s License (CDL) may be used in this job	ige of 13 years old) ays
Appartment 480201 Q *Contact Email Mprince@ncsu.edu contact Name Vance Prince 'Contact Phone 9191515-4292 Comments for Reviewers / Approvers Show Comments Attachments Create Offer	Please RUSH this Bar	ckground Check	
lepartment 420201 Q *Contact Email Morine@ncsu.edu contact Name Varce Prince contact Name Varce Prince Comments for Reviewers / Approvers Show Comments Attachments Create Offer			
Contact Name Varioe Prince *Contact Phone 9191515-4292 Comments for Reviewers / Approvers Show Comments Attachments Create Offer	epartment 480201	Q	*Contact Email Mprince@ncsu.edu
Comments for Reviewers / Approvers Show Comments Attachments Create Offer	contact Name Vance Prince	9	*Contact Phone 9191515-4292
	Comments for Reviewers	a/Approvers	Show Comments Attachments Create Offer Le

NOTES: SHRA includes campus staff Subjection of ELSA and Employed Staff Subjection of Staff Subjection of Staff Staff	
SHRA includes campus staff Subject	
CELCA ILE CONTRA	ct
to FLSA and Exempt from FLSA.	
It also includes	
Law Enforcement Officers formall	y
called SLE and CSX county	
operation support staff.	
The "HR Hiring Proposal" should	ł
reflect the approved "HP" number	r
from PeopleAdmin or approved	
"AC" posting wavier number.	
Once the HR Hiring Proposal	
number is entered, the system will	1
attach the hiring application	
documents supporting the	
transaction.	
FISA status and job code are base	d
on position data	u
on position adia.	
Any approved position data update	<u>s</u>
should be performed prior to	
initiating the SHRA hire transaction	n.
The Job and Distribution data	
sections on this page will populate	?
automatically when the position	
number is entered and the user tab	s
out of the position field.	
By default, the probation box will b	ре
checked for all SHRA hires/rehires	<i>.</i>
If an SHRA employee is transferrin	g
from another North Carolina State	2
agency, use the appropriate	
Action/Reason (Transfer for Regula	ır
Employment) If an employee has	.,
prior state service, it will have to h	0
prior side service, il will have to b	e
conjirmea.	
A Background Check (BGC) is	
required. Select the BGC items	
associated with the job and provid	е
the "Candidate Email" in order fo	r
the electronic form to be sent to th	e
candidate.	
Once the initial job page is	
completed click the "Submit for	
Approval" button at the bottom of	ç
	10
the page to advance to the next star	
the page to advance to the next stag	50

NOTES: The following EHRA employment classifications exist:

ES1 & ES2 – Senior Administrative Academic Officers

ENF – Non-Faculty

EFX – Faculty

ECX – County Extensions

The "HR Hiring Proposal" should reflect the approved "HP" number from PeopleAdmin or approved "AC" posting wavier number.

Once the HR Hiring Proposal number is entered, the system will attach the hiring application documents supporting the transaction.

If the EHRA employee is assigned to a position, the Job and Distribution Data sections will be populated automatically when the position number is entered and the user tabs out of the position field.

Any position data updates should be performed prior to initiating an EHRA hire transaction.

The "Appointment Information" is used to define the contract dates and the "Anticipated Appt. Length" is essential in determining benefits eligibility.

"Rank/Tenure Data" will need to be updated if the employee holds rank within the University.

A Background Check (BGC) is required. Select the BGC items associated with the job and provide the "Candidate Email" in order for the electronic form to be sent to the candidate.

Once the initial job page is completed, click the "Submit for Approval" button at the bottom of the page to advance to the next stage of approval.

EHRA (Exempt from Human Resources Act) JAR Page

anasction ID: AGUILODHEmpl ID: NEW N	tame: Empi Crass: EMICA Pacify
ime.	Employee's Work Location / Address
Name Profile:	*On Campus: On Campus *
'Finit Name	"Building #: Q,
Middle Name	18com Number: Q
-	Campus Box. Q
Las Nere	
o au nata	
	1
Will House Proceed	
ob	
Adion: Min	Override Position Data
Action Reason: ?	
Effective Date: 01/04/2018	Vob Code:
Position Number: Q	*Department: 0,
Expected Job End Date:	3
Base Companiation: Article	
	"Supervisor ID
In Location Code Inc. 10 North Caulta	Standard Hours: Ptx/Weik FTE: Total FTE:
and a second second the second s	
End Job Automatically	Recurring Contract
Encumorance unamos	Add Supplement(s)
Chorace to Appr and	"Mate Code "Amount Total
	1 Galesi Pay \$1.00000 \$1.00
	(±)
ppointment info	
Appt Begin Date: 01/04/2018	Appt Commental
These Read These	
"Appl End Date:	
*Appt End Date: 0 Anticipated Appt Length: 7	(
"Appt End Date: 0" Atticipated Appt Langth:" coademic Rank	•
	Griginal Tenure Track Date:
"Appt End Date: !!" Anticipated Appt Length: coademile Rank	Criginal Tenses Track Date: 5 Machaeve Mercer Date: 8
	Criginal Tenure Track Date:
"Appt End Date: 0 Anticipated Appt Langth: * oademic Rank * Academic Rank: Q. Return Status: * Insure Type: * Academic Home Dept. Q.	Griginal Tenurs Track Date: 5 Mandatory Neview Date: 5 Tenurs Granted Date: 5 Date of Current Nani: 5
	Griginal Tenure Track Date: 5 Mandatory Neview Date: 5 Tenure Granted Date: 5 Date of Current Nanie: 5
"Appt End Date: O" Acticipated Appt Langth: cademic Rank	Conginal Tenure Track Date:
"Appt End Date: (IP) Acticipated Appt Langth:	Griginal Tenses Track Date: Griginal Tenses Track Date: Griginal Tenses Track Date: Griginal Tenses Date: Griginal Date: Griginal Tenses
"Appt End Date:	
"Appt End Date: ID" Acticipated Appt Length: ID" cademic Rank ID" Academic Rank: ID"	Criginal Tenum Track Date:
"Appt End Date: (0) Acticipated Appt Longth: (1) coddemic Rank (2) Academic Rank: (2) forum Status: (*) forum Sta	
"Appt End Date: 0" Acticipated Appt Longth: " coddemic Rank " Academic Rank: " Academic Rank: " Insure Status: " Insure Status: " Academic Rank: " <	
"Appt End Date: ID" Acticipated Appt Length: IV coddemic Rank IV Academic Rank: IV Academic Ran	Criginal Tenurs Track Date:
"Appt End Date:	
"Appt End Date: Image: Image	Original Teruer Track Bill: Image: Compare Track Dill: Martalocy Mexico Dille: Image: Compare Track Dille: Date of Current Maxie Image: Compare Track Dille: Image: Compare Track Dille: Image: Compare Track Dille:
"Appt End Date: ID" Anticipated Appt Langth: IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Original Teruer Track Date: B Mendatory Nerview Date: B Date of Current Name: B Date of Current Name: B Ownide Position Name: Ownide Paraett Tetals: 100 Tetals: 100 Commenta for Background Check Group (include Working Titte from Paraett Amplication):
"Appt End Date: ID" Acticipated Appt Langth: ID" cademic Rank ID Academic Rank: ID Insure Status: ID" Academic Home: ID" Internet/Datinguished Profession/hip: ID"	
"Appt End Date: Image: Image	
"Appl End Date: ID" Acticipated Appl Langth: ID" cademic Rank ID" Academic Rank: ID" Academic Rank: ID" Insure Status: ID" Insure Status: ID" Academic Horizon Dept: ID" Italian Type: ID" Academic Horizon Dept: ID" Italian Type: ID" <t< td=""><td>Compared Tensors Track Date: B Mandadory Neview Date: B Mandadory Neview Date: B Date of Current Name: Date of Curr</td></t<>	Compared Tensors Track Date: B Mandadory Neview Date: B Mandadory Neview Date: B Date of Current Name: Date of Curr
"Appl End Date: ID" Anticipated Appl Langth: ID" cademic Rank ID cademic Rank: ID kasterric Rank: ID istribution Data ID Inthe paramatic addata	Correct for Background Check Group (include Working Title correct for Background Ch
"Appl End Date: Image: Image	Arount Track Date: Bet of Current Healt: Date of Current Healt
"Appl End Date: (D) Acticipated Appl Langth: (I) cademic Rank (I) Academic Rank: (I) Academic Rank: (I) Insure Status: (I) Insure Type: (I) Academic Home: (I) Insure Type: (I) Insure:	
"Appl End Date: Image: Image	get if 16 years often
"Appl End Date: Image: Image	
"Appl End Date: Image: Image	Contract Enset Contract
"Appl End Date: ID" Acticipated Appl Langth: ID" cademic Rank ID Result Status: ID" Insure Status: ID" Result Type: ID" Result Type: ID" Result Type: ID" Result Year: 2016 "Project ID "Account 1 ID" Sckground Check ID" "Project ID "Account 1 ID" "Project ID" "Account "Project ID" "Account "Project ID" "Account "Project ID" "Account The parent caddwid be onlying an NCSD watch The paren	Contract Data:
"Appl End Date: Image: Image	Arginal Texes Track Date: Original Texes Track Date: Bate of Current Real: Date of Current Real: Override Textal: Correnta for Background Check Group (include Working Tills realing Number, if applicable): Set of 16 years (att) Set of 16 years (att) Correnta for Background Check Group (include Working Tills realing Number, if applicable): Set of 16 years (att) Set of 16 years (att) Set of 16 years (att) Yearset Original Texes
"Appl End Date: Implementation of the second se	
"Appl End Date: IP Acticipated Appl Langth: IV cademic Rank: IV Academic Rank: IV ferrar Status: IV	Area and a constant of the second of th
"Appl End Data Caddemic Rank: Caddemic Rank: Insure Status: Insure	Correct for Marker of Applicability Correct for Marker of Applicabil

Activity Menu & Task Progression

The <u>"Activity Guide"</u> will always appear when a JAR transaction is initiated or re-opened from the worklist. The example on the *left* illustrates the "Initiate Job Request" is being updated but has not been submitted. The example on the *right* illustrates the "Initiate Job Request" has been submitted and progressed to "Monitor Background Check".



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)
There is also a "Task Progress" bar at the top on the Activity Guide

Attaching Supporting Documents

Hire SHRA Employee for AG00005071

Back

Onbase Document Type	Upload Document		Required	Received
1 HR Employment References	Upload Document	Î	A	
2 HR Hiring Proposal	Hiring Proposal 4484384		4	A.
3 HR Hiring Proposal	Hiring Proposal 4484385		4	A.
4 HR Offer Letter	Upload Document	Û	A	
5 HR Patent Agreement	Upload Document	â	1	

NOTES:

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

The HR Hiring Proposal documents will automatically be attached when the corresponding "HR Hiring Proposal" number has been entered.

The "Upload Document" button allows the campus HR rep. to upload supporting documents required by Central HR for transaction approval. Supporting documents can be attached at any time 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.

Clear

Search

Worklist Page

Perm Worklist

Worklist				
Transaction ID: Employee ID: Employee Class:	Q	Request Type Hire EHRA, SHRA, or PostDoc Promote EHRA or SHRA Pabira EHRA SHRA or PostDoc	** А ** ▼ ** А ** ▼ ** Δ ** ▼	Transaction Status In Progress Complete
Department:	Q	 Transfer EHRA or SHRA 	** All **	Cancelled

Non-Perm Worklist

VVOIKIISL												
Transaction ID:	Q	Request Ty	rpe			Transaction Status						
Employee ID:	0	Hire Em	nployees	500 - Approve	Job Reques 🔻	In Progress						
Employee ID:	~	Modify I	Employees	** All **		Complete						
Employee Class:	*	Rehire	Employees	** All **								
Department:	Q	🗌 Separa	te Employees	** All **		- Oancened						
14 rows returned						Sea	arch Clear					
Results								Personalize Find	View All	First	1-14 of 14	🕑 Last
Transaction ID	Current Step	Action Request	Employee ID	Name	Department		Job Code	Location	Start Date	Entered By	Action Status	Details
1 AG00005228	Approve Job Request	Hire	001115533	Retro Employee	251001 - Direc	tors Office	TN500 - Temp Admin / Offc Suppt Staff	044	01/01/2016	Wallace Driver	In Progress	Þ
2 AG00005346	Approve Job Request	Hire	001062568	Michael J. Meli	140488 - Electr &Temp	rl & Comp Engr Grad	Z547 - Visitor/No Pay	024	01/01/2016	Shannon Williams	In Progress	ē
3 AG00005359	Approve Job Request	Hire	200061522	shannon williams	140488 - Electi &Temp	rl & Comp Engr Grad	TE100 - Temporary Executive	024	01/01/2016	Shannon Williams	In Progress	Þ
4 AG00005386	Approve Job Request	Hire	200111532	Shalini Maheshbhai Seiwani	242274 - Wolf	Ridge Apartments	TSW910 - Student Worker, Enrolled@NCSU	237	03/07/2016	Signa Carter	In Progress	

NOTES:

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.

<u>Current Step</u>: (highlighted above) reflects where the transaction is currently at in the transaction progression. <u>Action Status</u>: (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#"

NOTES: Promotions or Transfers can occur with active SHRA and/or EHRA employees.

When a person is selected for a promotion or transfer, the (receiving) College/Unit is responsible for initiating the transaction.

A Background Check (BGC) is typically required. Select the BGC items associated with the job and verify the "Candidate Email" in order for the electronic form to be sent to the candidate.

Once the initial page is completed, click the "Submit for Approval" button at the bottom of the page to advance to the next stage of approval.

Promotion / Transfer Page (example for EHRA)

First Name: Diama			*Building #:	Q		
The Marie. Sidi'd			*Room Number			
Middle Name: Yvonne			tCompus Box:			
Last Name: Dickey			Gampus box.	~		
Name Suffix:						
IC SU Data						
Candidate Email: no	body@ncsu.edu	Tim	e Keeping Location:	Q		
HR Hiring Proposal:			(KABA Punch EE's (Dnly)		
lob	Promotion					
Action:	Fromoson			Override Position Data		
*Action Reason: 1	20101-0015 (B)			0		
*Effective Date:	U2/21/2016 M	*Job	Code:	Q		
Position Number:	٩	*Dep	artment:	Q		
Expected Job End Date:	Ħ					
*Base Compensation	Ann	*Loca	ation:	q		
- the second streater.		*Rep	orts To Position:	Q		
	turn In Marth Country			Har Marsh		F .
*Tax Location Code:		a *sta	ndard Hours:	HIS/Week FTE:	Total FT	E:
Probationary	?	*Recu	urring Contract [12]	Month Assignment		
Encumbrance O	verride	*Sala	ry Admin Plan:	Q *Level: Q S	tep: 🔍 🔍	
Encumber to An	unt End					
Time Limited	pr Lina					
Distribution Data	in-	Work	(Analinet Double	lan libr		
Distribution Data Flecal Year: 2016 Dept *Project ID	t ID: *Assount	Override	(Against Posit	Ion Nbr:]
Distribution Data Flecal Year: 2016 Depl *Project ID 1	t ID: *Account Q 51219	Work Override	(Against Posit	ion Nbr: sunt	+ -	
Distribution Data Flecal Year: 2016 Dept Project ID 1	t ID: *Assount 	Uvoride	(Against Posit	ion Nbr: sunt	•	
Distribution Data Flecal Year: 2016 Dept Project ID 1	HD: *Assount Q. 51219	Override Q Total	KAgainst Posit	Ion Nbr: wnt	•	
Distribution Data Flecal Year: 2016 Depl *Project ID 1	t ID: *Assount 	Work Override Q Total	KAgainst Posit	ion Nbr: uunt	•	
Distribution Data Flecal Year: 2016 Dept Project ID 1 Background Check	t ID: *Account Q 51219	© Wori Override Q Total	(Against Posit	ion Nbr: wmt	•	
Distribution Data Flecal Year: 2016 Dept Project ID 1 3ackground Check Please check all of the fo	t ID: *Account 51219 flowing that apply: knowing that apply:	Override	(Against Posit Percent Amo 8: 0.0 Comments from Postin	Ion Nbr: wint 0 10 Background Check Gro 1g Number, If applicable):	up (include Wor	king Title
Distribution Data Flecal Year: 2016 Dept Project ID 1 3ackground Check Please check all of the to W I want to request a back This prevention	t ID: *Account 51219 flowing that apply: kground check on this person be driving an NCRL webtrie	Override	(Against Posit	Ion Nbr: wint 0 for Background Check Groi g Number, If applicable):	up (include Wor	king Title
Distribution Data Flecal Year: 2016 Dept Project ID 1 3ackground Check Please check all of the fo V I want to request a bac This person couldwill This person couldwill This person couldwill	t ID: *Account 51219 flowing that apply: kground check on this person be driving an NCSU vehicle be handling money or manatin	Override	(Against Posit	ion Nbr: wint 0 10 for Background Check Groi	up (include Wor	king Titie
Distribution Data Flecal Year: 2016 Dept Project ID 1 Background Check Please check all of the fo W I want to request a baci This person couldwill This person couldwill This person couldwill	t ID: *Account 51219 flowing that apply: kground check on this person be driving an NCSU vehicle be handling money or managin be working with minors (seed)	g accounts	(Against Posit	Ion Nbr: wint 0 10 Background Check Gro g Number, If applicable):	up (include Wor	king Title
Distribution Data Flecal Year: 2016 Dept Project ID 1 3ackground Check Please check all of the fo W I want to request a bac This person couldwill This person couldwill This person couldwill This person will be livi	t ID: *Account 51219 flowing that apply: kground check on this person be driving an NCSU vehicle be handling money or managin be working with minors (peopi ng in University Housing for m	g accounts under the age of 18 years of ore than 3 days	(Against Posit	Ion Nbr: wint 0 10 for Background Check Grou g Number, If applicable):	up (include Wor	king Title
Distribution Data Fiscal Year: 2016 Depl Project ID 1 Background Check Please check all of the fo V I want to request a baci This person couldwill This person couldwill This person will be spi This person will be spi	t ID: *Account 51219 (lowing that apply: kground check on this person be driving an NCSU vehicle be handling money or managin be working with minors (peopi ing in University Housing for m onsored on an H-1 Visa	g accounts eunder the age of 18 years of ore than 3 days	(Against Posit	Ion Nbr: wint 0 10 Background Check Gro 19 Number, if applicable):	up (include Wor	king Titie
Distribution Data Flecal Year: 2016 Depl Project ID 1 Background Check Please check all of the fo W I want to request a baci This person couldwill This person couldwill This person couldwill This person will be spi A Commercial Drivers A Commercial Drivers	t ID: *Account 51219 (Iowing that apply: kground check on this person be driving an NCSU vehicle be handling money or managin be working with minors (peopi ing in University Housing for m onsored on an H-1 Visa s License (CDL) may be used 1	g accounts eunder the age of 18 years of ore than 3 days	(Against Posit	Ion Nbr: wint 0 10 Background Check Gro g Number, If applicable):	up (include Wor	king Title
Distribution Data Flecal Vear: 2016 Dept Project ID 1 Background Check Please check all of the fo Veart to request a back This person couldwill This person couldwill This person couldwill This person will be pix A Commercial Driver Please RLINH this Rex	t ID: *Account 51219 Iowing that apply: kground check on this person be driving an NCSU vehicle be handling money or managin be working with minors (peopling in University Housing for m onsored on an H-1 Visa s License (CDL) may be used 1 kirround Check	g accounts e under the age of 18 years of ore than 3 days n this job	(Against Posit	Ion Nbr: wnt IO Tor Background Check Gro Ig Number, If applicable):	up (include Wor	king Title
Distribution Data Flecal Year: 2016 Depl ProjectID 1 Background Check Please check all of the fo I want to request a bac This person couldwill This person couldwill This person couldwill This person will be spu A Commercial Driver Please RUSH this Bac	t ID: *Account Q [51219 Iowing that apply: kground check on this person be driving an NCSU vehicle be handling money or managin be working with minors (peopling ing in University Housing for m onsored on an H-1 Visa is Ucense (CDL) may be used in skground Check	g accounts e under the age of 18 years of ore than 3 days	(Against Post Percent Ame 8: 00 8: 00 Comments from Postin 1d)	ion Nbr: wint	up (Include Wor	king Title
Distribution Data Fiscal Year: 2016 Depl Project ID 1 Background Check Please check all of the fo W I want to request a bac This person couldwill This person couldwill This person couldwill This person will be spi A Commercial Driver Please RUSH this Bac Department 480201	t ID: *Account S1219 (Iowing that apply: kground check on this person be driving an NCSU vehicle be handling money or managin be working with minors (peopli nonsored on an H-1 Visa s License (CDL) may be used 1 skground Check	g accounts e under the age of 18 years of one than 3 days	(Against Posit Percent Ame 8: 0 Comments from Positr 1d) (Vprince@m	Ion Nbr: wint 0 10 10 10 10 10 10 10 10 10	up (Include Wor	king Title
Distribution Data Flecal Year: 2016 Depl Project ID 1 Background Check Please check all of the fo W I want to request a bac This person couldwill This person couldwill This person will be spi A Commercial Driver Please RUSH this Bac Department 480201 Contact Name Vance Prince	t ID: Account S1219 (Iowing that apply: kground check on this person be driving an NCSU vehicle be handling money or managin be working with minors (peopli nonsored on an H-1 Visa s License (CDL) may be used 1 skground Check	g accounts e under the age of 18 years of re than 3 days this job	(Against Posit Percent Ame 8: 00 8: 00 Comments from Positr 1d) dt Percent Mprince@n sct Email Mprince@n sct Phone \$19:515-423	Ion Nbr: wint 0 10 10 10 10 10 10 10 10 10	up (Include Wor	king Title
Distribution Data Fiscal Year: 2016 Depl 'Project ID 1 3ackground Check Please check all of the fo V I want to request a bac This person couldwill This person couldwill This person couldwill This person will be spi A Commercial Drivers Please RUSH this Bac Separtment 480201 Contact Name Vance Prince	t ID: *Account \$1219 \$1219 \$10wing that apply: \$10wing that apply:	g accounts e under the age of 18 years of ore than 3 days httis job *Conta *Conta	Against Poelt	Ion Nbr: wint D D for Background Check Gro Ig Number, If applicable): Stutedu 2	up (Include Wor	king Title
Distribution Data Flecal Year: 2016 Dept 'Project ID 1 Background Check Please check all of the fo W I want to request a bac This person couldwill This person couldwill This person couldwill This person will be livi This person will be livi Please RUSH this Bac Department 450201 Contract Name Vance Prince Commenda for Partment	t ID: Account Account Account Account Account Account Account Account Account Account Account Account Account Account Account Account Account Accou	g accounts e under the age of 18 years of re than 3 days n this job *Conta	(Against Position *Percent Ame *Percent Ame 8: 0.0 8: 0.0 8: 0.0 8: 0.0 10) Comments from Postin 10) (Iprince@n 10 (Iprince@n 10 919615-429	ion Nbr: wint 0 10 10 10 10 10 10 10 10 10	up (Include Wor	king Title
Distribution Data Flecal Year: 2016 Dept 'Project ID 1 Background Check Please check all of the fo V I want to request a bac This person couldwill This person couldwill This person couldwill This person will be spi A Commercial Driver Please RUSH this Bac Department 450201 Contact Name Vance Prince Comments for Reviewers	t ID: Account Account Account Account Account Account Account Account Account Account Account Account Account Account Account Account Account Account Account Accou	g accounts e under the age of 18 years of n this job "Conta	(Against Post Percent Ame 8: 02 8: 02 10 10 10 10 10 10 10 10 10 10	ion Nbr: wint 0 10 10 10 10 10 10 10 10 10	up (Include Wor	king Title
Distribution Data Flecal Year: 2016 Dept Project ID 1 Background Check Please check all of the fo W I want to request a bac This person couldwill This person couldwill This person will be spi A Commercial Drivers Please RUSH this Bac Department 480201 Contract Name Vance Prince Comments for Reviewers	t ID: Account ID:	g accounts e under the age of 18 years of ne than 3 days n this job	(Against Posit Percent Ame 8: 02 8: 02 Comments from Positr 1d) (Iprince@n ct Email (Iprince@n ct Phone 919:515-423	ion Nbr: wint ion Nbr: ion	up (Include Wor	king Title
Distribution Data Flecal Year: 2016 Depl Project ID 1 Background Check Please check all of the fo W I want to request a bac This person couldwill This person couldwill This person will be spi A Commercial Driver Please RUSH this Bac Department 480201 Contract Name Vance Prince Comments for Reviewers	t ID: Account ID:	g accounts e under the age of 18 years of ne than 3 days n this job	(Against Posit Percent Ame 8: 0 8: 0 Comments from Positr 1d) (Interpreted to the second secon	Ion Nbr:	up (Include Wor	king Title

Rapid Rehire Transaction

*Employee Class: *Desired Start Date: *Employee ID:		Temp- Subje	tt to FLSA	Ŧ										
		000315518]a	Kevin Wahl		Search	Clear							
row returned in	0.55 seconds													
earch Result	i.									P	ersonalize Find	First	(1) 1 of 1 (1) Last	
Select	Employee ID	Empl #	Name	me Employee Classificat		Effective Date	Employee Status Department		Dept Description	Job Code	Job Code Job Code Description		ind Date	
י צ	000315518			Temp <mark>-</mark> Subject to FL	SA	01/06/2016	Terminated	425301	Public Safety Support Service:	TN840	Temporary Public Safety Office			
urrent Termin	ated Jobs and	d Pending Ac	tions								Personalize F	Find	First 🛞 1 of 1 🛞	
Empl ID	Empl Record	Effective Da	te Empl Clas	9 1	Dept ID	Dept Description	Supervisor	Job Code	Job Title	Hours/Week	Hire Date	Job Status	Expected End Dt	
000315518		0 01/06/2016	Temp- Su	bject to FLSA	425301	Public Safety Suppo Services	ort Ian Kendrick	K TN840	Temporary Public Safety Office		4.00 09/29/2001	Terminated		

NOTES:

Rapid Rehire only works if the employee has been separated from the University within the past 6 months and is returning to the same job, same dept./OUC and the same rate of pay.

Once the "Employee Class, Desired Start Date and Employee ID" are entered at the top, simply click the "Search" button to retrieve the results.

If the system locates the previous employee, it will reflect the latest employment status. In this example, the last job data entry was a separation. If no results are found within the past 6 months, the user will have to use the Hire/Rehire HR Quicklink.

Users could also see pending job actions (not displayed in this ex.) entered by a different dept. attempting to hire the same candidate. If the search results indicate any pending transaction, the user will have to wait until the transaction is approved or cancelled before processing the rapid rehire.

To initiate a rapid rehire, simply check the box in the "Select" column then click the "Rehire Employee" button at the bottom.

The "Initiate Job Request" page will open (below) and populate the demographic and job data information from the previous job.

Rehire Temp- Subject to FLSA for AG00006064	
Initiate Job Request	
Transaction ID: AG00006064 Empl ID: 000315518 Rcd #: 0 Name: 1	Mr Kevin M. Wahl Empl Class: Temp- Subject to FLSA
Name	Employee's Work Location / Address
Name Prefix: Mr v *First Name: Kevin Middle Name: *Last Name: Name Suffix: v	On Campus: On Campus *Building #: 238 Q Public Safety Center *Room Number: 00122 Q *Campus Box: 7220 Q PUBLIC SAFETY

Background Check – Disclosure & Release Acknowledgment

FOR FACULTY & STAFF MYPACK HOME МуТАВ HR Dashbo Favorites + Main Menu -Human Resources Systems + Job Action Requests(JAR) -Background Check Processing + > BGC Worklist

Background Check Disclosure and Release

Questions about this form? Contact the Background Check Program at (919) 513-2283

Notice

Notice As part of the University's ongoing security efforts and to ensure a safer environment for our students, staff and visitors, University policy requires that a background check be conducted on final candidates for staff and faculty appointments, temporary employees, interns, visiting scholars, individuals who work or volunteer as part of a University-sponsored program or summer camp that is offered to pre-college-age minors, and household members, ages 18 and over, who live with a University employee in University-controlled housing. Current employees who change jobs due to promotion, lateral transfer or reassignment or who assume new duties that warrant a background check may also be subject to background checks. Current employees must notify the University Regulation 05.55.08.

Disclosure

Disclosure This form, which you should read carefully, has been provided to you because North Carolina State University may obtain information about you for employment purposes through a third party consumer reporting agency. Thus, you may be the subject of a ¿consumer report¿ and/or an ¿investigative consumer report¿ which may include information about your character, general reputation, personal characteristics, credit standing and/or mode of living. The types of information that may be obtained include, but may not be limited to information regarding your credit history, criminal history, social security number verification, motor vehicle records (¿driving records.), verification of your education or employment history, personal or professional reference checks, licensing or certification checks, etc. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report; willington, NC 28405, 888-723-4263, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the University to obtain from any outside organization all manner of consumer reports pords and throughout the course of your employment to the event outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law unless permission is revoked in writing. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report

If you are denied employment as a result of information obtained from your background check, North Carolina State University will provide a copy of <u>A Summary of</u> Your Rights Under the Fair Credit Reporting Act in addition to a copy of any report furnished by a consumer reporting agency during the background check process

Additional State Law Notices (outside of NC)

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address, and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

New York applicants or employees only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Oregon applicants or employees only: Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available to you should you suspect or find that the Company has not maintained secured records is available to you upon request.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

California applicants or employees only: By signing below you also acknowledge receipt of the <u>Notice Regarding Background Investigation Pursuant to California</u> Law, Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California Law.

California Applicant

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Minnesota/Oklahoma Applicant

I acknowledge I have read the above information

Next

NOTE:

The background check has been incorporated into the hiring process. It is one of the key approvals in the transaction progression and must be endorsed before moving to the next stage of approval.

The individual selected for employment will have up to 14 days to complete and submit the background check forms. Temporary access will expire after 14 days.

Employees should not start working before the effective hire date in the HR system.

If an individual needs to be active in the HR system prior to the effective approval date from BGC, an exception will have to be granted by the Central HR - Assoc Vice Chancellor or Designee (AVC).

Background Check – Page 2

ekground Check Disclosure and Palaara			
ckground check Disclosure and Release		TO BE COMPLETED BY FINALIST C	ANDIDAT
Are you a Current or Former NCSU Student?		O Yes ® No	
Are you a Current or Former NCSU Employee or	Temp Employee?	Ves No	
Are you a Current or Former State of NC Govern	ment Employee?	Ves ® No	
Please enter Employ	ee/Campus ID, if known:		
agal Nama			
egar Hame	*Legal First Name:		
Please enter your First, Middle, and Last name as it is shown on your Passport or Social	Legal Middle Name:		
Security Card	*Legal Last Name:		
	Legal Suffix:	· · · · · · · · · · · · · · · · · · ·	
eferred Name			
	Prefix:	•	
	First Name:		
Please enter your preferred name	Middle Name:		
	Last Name:		
	Cuffix	• • • • • • • • • • • • • • • • • • •	
Social Security #: (Enter 9 Xs if no SSN)	Driver's	License Number:	
Other Social Security # used in past:	Expirat	on Date:	
Date of Birth:	State of	Issue:	
all Phone:			
Disease Disease	+C	O Male R Francis	
iome Prione:	*Gende	: • Male • Female	
mail:			
thnicity Information			
Are you Hispanic or Latino?	What is your race?	American Indian or Alaska Native	
O Yes 🛞 No	Select one or more:	Risek or African American	
		Native Hawaiian or Pacific Islander	
Explain		🗹 White	
Current Address			
Country			
	Ed	t Address	
Address		- Houress	
I Acknowledge that	I have reviewed the above inf	ormation and it is correct	

NOTE:

Prior state service will have to be verified with the previous state agency before the Benefit service date can be updated in the HR system. This does not apply for temporary work performed during their employment.

HRIM will process the prior state service form after the person has completed all stages of approval.

Background Check – Page 3

:kg	ground Check Dis	closure and Releas	5e			Questio	ons ab	out th	is form? C	ontact ti	ne Back	ground Chec	k Program a	t (919)	513-2283			
tin	nal Residence	History														-		
you is s	u have lived in an section if you wer	y Country besides t e active Military Per	the Unit rsonnel	ted States si at the time)	ince the	e age of 16,	, pleas	se fill (out the sec	tion belo	w. (Dis	regard						
Cou	Intry of Birth:	Q									[7]	E. (1) 4						
	First Name Used	Middle Name Used		Last Name Us	bed	Approx F	rom D	ate	Approx To	Date	Cou	ntry	or 1 = Las	1				
1								H		6	3	Q	+	1				
et	IIS Addrosses	Other than NC o	r Othe	r Namos II	lead .	Fill in Role	ow if	VOU									-	
har	ve been known by	ANY OTHER NAME	F to inc	lude legal na	ame ch:	ance marrie	ed ali	you .	 Irnama fan	nihi name	a etc						-	
R	ve LIVED OUTSIC	E OF North Carolin	a SINC	E AGE OF 1	6	inge, mann	eu, an	10.5, 50	inanie, ian	iny name	r, etc.							
					-									irst	1 of 1	la:	st	
	First Name Used	Middle Name Used		Last Name U	J eed	City	C	ounty	State	Ð	Approx	From Date	Approx To D	ate				
1										Q		H		(B)		+	-	
due	ation																	
Plea	ase enter all educ	ation information fo	you ha r degre	ve a GED? es completer	d after l	High Schoo	al	C) Yes (D No					10	Fi	rst 🚯 1 of	1 🚯 Las
Plei	ase enter all educ Degree	Name of College	you ha r degree a/Univer	ve a GED? es completed sity	d after I Country	High Schoo	ol tate	0) Yes (City/Provinc	© No e		Month Earned	Year Earn	d Maj	or Field of	Fi Study	rst 🚯 1 of	1 🕑 Las
Ple:	Degree	ation information fo	you har r degre a/Univer	ve a GED? es completed	d after l Country	High Schoo / st	ol tate	٩) Yes (City/Provinc	© No 8		Month Earned	Year Earn	d Ma	or Field of	Fi Study	rst 🚯 1 of	1 🖲 Las
Ple: 1 imi	Degree inal History e you ever been c	Name of College	you har r degre a/Univers	ve a GED? es completed alty	d after l Country	High Schoo	tate	Q lation?) Yes (City/Provinc	8 No		Month Earned	Year Earn	d Ma	🗷	Fi Study	rst 🕚 1 of	1 🔍 Las
Ple: 1 rimi Have felor expu If Y auto you acti	ase enter all educ Degree inal History e you ever been c includes DU//DV unged from your n YES, list below th omatically disquartion may icen up to and incl	A stand of college A many of College A many of College A monitor of any unit A workhless check redicts, guilty puear (if) you from empire be removed from using termination of	you har r degree a/Univern lawful c s, viola s, pray es), st conside employ	ve a GED? es completed alty offense other ations of locca However, fi However, fi However, fi However, fi	d after I Country than a al ordin ment (P specific tis listicati u are ur	High School	tate fic viol state : no-cor Use c compli and y ur con	alation? statute intest" continun lete an victior) Yes (City/Provino es that res pleas must ation shee d acourate currently h history pl	No e ulted in t be inclu t if nece e informa employe ease ver	© Yes a fine uded un issary. tion is d, you	Month Earned No or incarcerat less the con A previous considered may be subjerto answering	I Year Earn	d Ma anors, e been (not and inary	🔊	Fi	rst 🕚 1 of	1 🔹 Las
Ple: 1 Have Ple: Ple: Ple:	ase enter all educ Degree inal History e you ever been o includes DUI/DW nies, etc. Guilty v unged from your m YES, list below th formatically disqua ur application may tion up to and inclu- tase note: Pending	Name of College Name of College Name of College Name of College Name of College Name of College Name of College Provided of any unit Name of College Name of College N	you har r degree wUnivern lawful o s, viola s, viola viola s, viola s, viola s, viol	ve a GED? es completed alty offense other ations of loc: ers for judge ate(s) and s However, f eration. If fai yment. If you ay the Unive	d after I Country than a al ordin failure t isficati u are ur ersity's i	High School	tate fic viol state : Use c compl and y ur con t deci	alation?) Yes (City/Provino es that res pleas must ation shee d accurate e currently n history pi ntil after a	No e ulted in t be incli t if nece e informa ease ver verdict in	Yes a fine uded un vissary. tion is d, you ify prio n the ca	Month Earner No or incarcerat less the con A previous r to answerin ase has been (a) E	Vear Earn	d Ma vanors, i been f not and inary	[2]	Fi	rst 🕚 1 of	1 🔹 Las
Ple: 1 rimi Have Ple: Ple:	ase enter all educ Degree inal History e you ever been o includes DUI/DW nies, etc. Guity vour unged from your r YES, list below th formatically disqua tion up to and incl wase note: Pending Approx Date	Annual School of Co ation information for Name of College Convicted of any uni A, worthless check erdicts, guilty plea ectors, guilty plea ectors, guilty plea ectors, guilty plea be removed from up of rom empty be removed from up or minal charges in County	you ha r degree a/Univern lawful c s, viola s, pray ies), st yoment. considk employ nay del state	ve a GED? es completer alty offense other ations of loc: ers for judge ate(s) and s However, f However, f However, f yment. If you ay the Unive Convil	d after I Country r than a ail ail ordin ailure t Isificati u are ur srsity's i iction	High Schoo , st minor traff sances or s JC), and "r crime(s). U o provide o provide o provide o sure of you employment	tate fic viol state : no-cor Use c compl and y ur con t deci	alation? statute ntest" stontinu lefe an oviction sision u) Yes (City/Provino es that res pleas must ation shee d acourate courrently n history p) ntil after a mment	No ulted in it be included in the included in the included information of the i	Yes a fine uded un rssary. d, you offy prio n the c:	Month Earned Month Earned No or incarcerat naises the con A previous of considered ' may be subject r to answering ase has been [I P F	in, misdema ion, misdema convictions hav conviction vir falsification, rendered. rst 1 of	d Ma anors, e been I not and inary	l (3)	Fi	rst 🕚 1 of	1 🕢 Las
Ple: 1 Have This ielon expu If Y you acti Ple:	ase enter all educ Degree inal History e you ever been c includes DU//DW unged from your n YES, list below th omatically disqua icon up to and incl case note: Pending Approx Date 1	A strong of college A strong	you har r degree a/Universi lawful c s, violo s, pray ies), st considé employ nay del state	ve a GED? es completed alty offense other ations of loc: ers for judant However, f reation, if dia However, f reation, if dia ment. If you way the Unive Convil	d after i Country r than a al ordin ment (P specific is ficati u are ur ersity's i iction	High School winor traff ances or s JC), and "r crime(s). U o provide o n occurs issure of you employment	tate tate tic viol state : compl and y ur con t deci	Q lation? statute intest" ision u Cor) Yes (City/Provino es that res pleas must ation sheet d accurate e currently n history pl ntil after a mment	No e ulted in t if nece e informa employe exact verdict ii	Yes a fine uded un rssary. tion is d, you nfy prio n the ca	Month Earned No or incarcerat ness the con A previous considered may be subj rto answerin ase has been [2] F	i Year Earn	d Ma anors, e been I not and inary	Last	Fi	rst 🕚 1 of	1 🕢 Las
Ple: 1 rimi Have This felor expu If Y auto you acti Ple:	ase enter all educ Degree inal History e you ever been c includes DUI/DW nies, etc. Guilty v unged from your m YES, list below th formatically disqua ur application may icon up to and incl icase note: Pending Approx Date	Name of College Name o	you har r degree avUnivern lawful c s, violo s, violo s, ray ies), st s, pray ies), st state	ve a GED? es completed alty offense other ations of locci ers for judge terstion. If fail yment. If you ay the Unive Convil	d after i Country r than a al ordin ment (P failure t isficati u are ur ersity's i	High Schoo , st minor traffi tances or s JC), and "r crime(s). U o provide (on occurs i isure of you employment	tate fic viol state : no-cor Use c comd y ur con t deci	Continue lation? statute tet an ou are nviction usion un continue) Yes (City/Provino es that res pleas must ation shee d accurate e currently h history p) ntil after a mment	No e ulted in t if nece information of the inclusion of the inclusion of the information of the informa	Yes a fine uded u issary. tion is d, you ify prio n the ca	Month Earner No or incarcerat less the considered A previous d considered may be subj r to answering ase has been []] F	I Year Earn ion, misdems victions hav conviction with faisfication, ect to discip rendered. rst 1 of	d Ma anors, e been I not and inary	Last	Fi	rst 🕚 1 of	1 🐮 Las
Ple: 1 rimi Have This felor expl auto you acti Ple: Ple:	ase enter all educ Degree inal History e you ever been o includes DUI/DW nies, etc. Guity v unged from your n VES, list below th tomatically disqua tion up to and incl ase note: Pending Approx Date 1 Prization to Con rreby certify that a	All School of Co ation information for Name of College Onvicted of any uni A, worthless check erdicts, guilty please cord. If you from emplo be removed from of the date(s), county(if you from emplo be removed from of goriminal charges n County County duct Backgroun all information 1 have	you har r degree a/Univern lawful c s, violo s,	ve a GED? es completer alty offense other ations of loc: ers for judge ate(s) and s However, f erstion. If fay wment. If you ay the Unive ay the Unive convi Q Convi Q	d after i Country r than a al ordiri specific isificati u are ur isificati u are ur isificati u ction	High School	tate tic viol state : no-cor Use c compli and y ur con t deci	Continue lation? statute ane viction sision u Continue continue sision u continue sision u sision sision sision sision sision sision sision sision sision si) Yes (City/Provino es that res pleas must ation shee d accurate courrently ntil after a mment continuatio d my emplo	No No e ulted in it t if nece information ease very verdict if on sheet	Yess a fine uded un rssary. issary. iss true iss true	Month Earner	i Year Eami	d Ma anors, a been i not and inary 1 Delow, sity to	Last	Fi	rst 🕚 1 of	1 🕢 Las
Ple: 1 rimi Have This felor expu If Y author Ple: Ple: Ple: uthor back conv inclu emp	ase enter all educ Degree inal History e you ever been or includes DUI/DW nies, etc. Guity vour unged from your n YES, list below th tomatically disqua tion up to and inclu- ase note: Pending Approx Date 1 mrable or federal agen kground informati thorize the Unive ain "consumer rep orization to Con- metaly dentify that a thorize the Unive ain "consumer rep vertify that a thorize the Unive ain "consumer rep thorize the thorize thorize th	All School of Co ation information for ation information for onvicted of any uni A, worthless check erdicts, guilty plea ectors, guilty plea ectors, guilty plea ectors, guilty plea be removed from duig termination of g criminal charges n County duct Backgroun and charges n County duct Backgroun dil information 1 have rsity's verification on requested by the entation, or an omis f hired, and/or crim	you har r degree a/Univern lawful o s, violo s, pray es), st syment. s, pray es), st syment. s, pray es), st syment. s, violo employ may del state d Cher e provio f any i s, pray solo employ f any i s, pray el linot b sision on sision or sision or or or or or or or or or or or or or o	ve a GED? es completer alty offense other ations of loc: ers for judgr ate(s) and s However, f However, f Howe	d after i Country r than a al ordin ment (Pf ailure t specific tailure t u are ur rrsity's i ction	High School	tate fic viol state in no-comp Use c comp ur con t deci inform con t deci inform cor cor cor cor co cor co cor cor co co cor co co co co co co co co co co	Internation of the second seco	City/Provino City/Provino es that res pleas must ation shee d acourate coursety n history pi n history pi half of the history pi half of the history pi half of the history pi half of the history pi half of the history pi half of th	No No e ulted in t if nece information ease very verdict is on sheet ze any on sheet t in rejeance t on involvery	Yes a fine uded u is true applicat is true applicat is true awrance it. I un tion of itate law	Month Earned Month Earned No or incarcerat ness the con A previous considered ' may be subject to answerin ase has been [] F F and completion. I authori orcement age comparts of the derstand that my application w and is required w and is required.	in, misdemwictions hav convictions hav conviction shav conviction wifalsification, rendered. rendered. rist 1 of the business of the share rendered. rist 1 of the share share rendered to termin the share share share the university of the share share share share the share share share share share share the share	d Ma anors, a been i not and and inary to and al g to a and al eading to and al	Last	Fi	rst 🕚 1 of	1 De Las

Modify existing JOB (Students, Temps and No Pays)

Modify Job Search Page

Job Action F	Request - Mo	dify									
Employee	ID:		Q								
Employee	Class:	Student Worke Temp- Exempt Temp- Subject Unpaid Faculty Unpaid Non-Fa Visitor No Pay	from FLSA to FLSA culty				Search		ear		
Current	and Future	Jobs									- I
Emplid Empl Rcd Name Empl Class Deptid Job Code Supervisor He 200014864 0 Amy Bryant STW 110901 NCSU Student worker Jane Jones 14 200014864 1 Amy Bryant TMS 110902 Office Support Jane Jones 8							Hours per week	Empl Status Active	Expected End	Date Select	
00001	3695 2	Todd Bryan	t TME 11090	01 Lab Assis	pport	Jane Jones Jane Jones	20	Active	10/15/2014		
				[Modify Job i	nformation					
Incorre	ct										
Modify No	on-Perm Em	ployees									
*Employee Cla *Effective Date Employee ID:	ss: Student W 12/01/2015 000000809	Forkers	 Departu First Na y Last Na 	ment:	Q Search	Clear					
Search Results	s							Pers	sonalize Find	First 🕚 1 of 1 🖲	Last
Select	Employee ID	Empl # Name	Employee Classification	Effective Date	Employee Status	Department	Dept Description	Job Code	Job Code Description	Expected Job End Date	
1		0		02/09/2016							
Correct	÷		Mod	dify Job Information							
Modify Non	ı-Perm Empl	oyees									
*Employee Class *Effective Date: Employee ID:	Temp-Subje	ect to FLSA ▼ III Q Kathleen Reilly	Departme First Nam Last Nam	ent: e: Se:	Q arch Clu	ear					
Search Results								Pe	ersonalize Find	First 🕢 1 of 1	Last
Select	Employee ID	Empl# Name	Employee Classification	Effective Date	Employee Status	Department	Dept Description	Job Code	Job Code Description	Expected Job End Date	
1 -	00000809	0 Kathleen Rei	lly Temp-Subject to FLSA	08/17/2015	Active	244030	Student Health Services	TN710	Temporary Skilled Craftsperson	07/17/2016	
			Modif	y Job Information	4						
	"]	Job Red Text ²	modification " will appear	s can or • if the d	N nly be p ata pro	OTES : performe pvided in	d on "ACT the require	IVE" er ed fields	nployees s is "Inco	prrect".	
	Once	box and	rrect" data i. click on the	s provid "Modify	ed, the v Job Ir	user can nformatio	i locate the on" to adve	employ ance to t	ee, chech the next p	the select page.	

Modify Job Page

ransaction ID: AG00	006067 Empl ID: 001	1115422 Rcd #: 0	Name: Josep	h Temp Emj	pl Class: Temp- Sub	ject to FL	SA				
Make Changes effection ate:	ve on this	01/2016									
Current Information	1			New Information							
Department:	515001 E	nterprise Application Sv	/cs	Department:	515001	Enterprise Application Svcs					
Location:	394 E	nterprise Application Sv	/cs	*Location:	394 🔍	Enterpris	e Application Svcs				
Supervisor ID:	000973185 S	oifer, Richard		*Supervisor ID:	000973185	Soifer R	ichard				
Job Code:	TN500 T	emp Admin / Offc Suppl	t Staff	*Job Code	TN500	Temp Ad	Imin / Offc Suppt Staff				
Expected Job End Da	ite: 05/31/2016			*Expected Job End	05/31/2016						
Standard Hours:	17.00			Date:	17.00						
FTF:	0.425			ETE:	0.425	Total ET	E: 0 420000				
Annual Salary:	10608.000			Annual Salany	10608.00	rotarr'i	L+ 0.430000				
Monthly:	884 000			Annual Salary:	10608.00						
Bi-Weekly:	408.000			Monthly:	408.000						
Hourby	12.000000			*Hourby:	12.00						
Nonual Data if 1.0 ET	Et 24060.000			Appual Date if 1.0 ETE	1.0 FTE 24960.000						
Calany Change Amou	L. 24900.000			Salary Change Amount: 0.000000							
Salary Change Amou	nt;			Salary Change Amount: 0,000000							
salary Change Percer	11:			Salary Change Percent: 0.000							
Time Keeping Location	on: 141			*Time Keeping 141 Q OIT EAS							
Encumbrance Overrid	le: N			Encumbrance Override:							
Encumber to Appt En	nd: N			Encumber to Appt End:							
Distribution as of Ef	fdt above				Dereonalize Find	a x	First (1) 1 of 1 (1) Last				
ffective Date	Department	Pro	piect/Grant		Account		Distrb %				
1/30/2016	515001	22	1700		51410		100.000				
1/30/2010	515001	22	1700		51410		100.000				
Comments for Review	wers / Approvers				Show Comments	;					
	Submi	t for Approval					Cancel				

NOTE:

The job modification page above reflects the "Current (job) Information" displayed on the left side of the page.

The user could make modifications under the "New Information" column on the right side of the page.

Once the new information has been updated, click the "Submit for Approval" button to process the transaction.

Employee Separation (Students, Temps and No Pays)

To separate an active student and/or temporary worker first select the Employee Class, Effective Date and Employee ID. Click the "Search" button to retrieve the results.

mp ffe	ployee Class: Temp- Subject to FLSA Department: Curve Date: 03/31/2016 Exter the day after the last day of work: First Name:																
ployee ID: 001115422 Q Joseph Temp Last Name: Search Clear																	
w	returned in 0.71	seconds													12		
ir	ch Results													Perso	onalize Find	Firs	t 🕚 1 of 1 🕑 Last
	Select Em	nployee ID	Empl #	Name	Employee Classificati	on		Effective Date	Employee Status	Department Dept Description		Dept Description	Job Code	Job Code Description		Expected Job End Date	
-	00	1115422		0 Joseph Temp	Temp- Subject to FL	.SA		01/30/2016	Active	515001		Enterprise Application Svcs	TN500	Tem Supp	p Admin / Offc ot Staff	05/31/2016	
re	nt Active Jobs	s. Future J	obs and Per	nding Actions											Descention		First @ 4 af 4
		Empl													Personalize	rind	
Er	mpl ID	Record	Effective Date	e Empl Class		Dept ID	Dept De	escription	Supervisor		Job Code	Job Title	Hours/Week		Hire Date	Job Status	Expected End Dt
00	01115422		0 01/30/2016	Temp- Sul	oject to FLSA	515001	Enterp Svcs	prise Application	n Richard Soifer		TN500	Temp Admin / Offc Suppt Staff	17.00 01/30/2016		Active	05/31/2016	

Check the box under the "Select" column followed by clicking on the "Process Separation" button.

Separate temp- Subject to FLSA for AGUUU06068	
Initiate Job Request	As Of Date: 03/31/2016 🔞
Transaction ID: AG00006068 Empl ID: 001115422 Rcd #: 0 Name: Joseph Temp Empl Class: Temp-Subjection Department: 515001 Enterprise Application Svcs Supervisor: Richard Soffer "Wake this senaration effective on this date: 10/01/016	ct to FLSA Ct to FLSA Select the appropriate separation option from the drop-down list.
(Enter the day after the last day of work) Please select the reason for Separation	Click the "Submit for
Separation Reason: Death Comments for Revie End Appt. Temp/Grad Assignment Voluntary Sep. Did Not Report Voluntary Separation	Approval" button to process the transaction.
Submit for Approval	Cancel

This concludes the 9.2 HR Dashboard & JAR Overview. If you have any questions regarding the JAR process, contact your HRIM Specialist.