NC STATE UNIVERSITY

HR Dashboard & Job Action Request (JAR) Overview
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Functional Summary of the 9.2 Update

The PeopleSoft 9.2 update 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 which access specific transaction pages associated with updating the 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 also a new feature with the 9.2 version that utilizes step-by-step instructions to complete a transaction in the HR system. The JAR tool 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 and the JAR tool.

All hire/rehire actions, additional jobs, transfers, promotions, and separations will be processed using JAR. The JAR tool will step the user through the job data pages and fields required to initiate the transaction. The user’s security level access, job role and the type of employment classification associated with the action will dictate which JAR transaction can be performed within the dept. and/or Central HR level. Once a transaction completes the different levels of approval (dept. and/or Central HR) it will transition over into job data and the dept. can verify the data.

A new feature within JAR is the ability to request a background check as part of the hiring process. The tool allows the user to select which background check options they would like performed based on the job attributes. Once the transaction is submitted the candidate will receive a randomly created temporary ID and password to log into the NC State University portal. The candidate will complete all the electronic forms and paperwork associated with hiring the individual. When the university receives the electronic forms from the candidate the background check will be the next step in the approval process.

Another new feature with JAR is the ability to attach the hiring paperwork associated with the transaction, (e.g. offer letters, reference checks, patent agreements). Once attached and submitted the transaction approver can review the data and process the transaction. The attachments will be stored in the Onbase repository.

College divisions/depts will need to be proactive considering the time it may take to process transactions starting with the hiring dept. followed by the candidate completing the electronic forms and moving to the next stages of approval. All divisions should allow enough time for transactions to progress through the system with necessary approvals. HRIM will review progression time as we collect data from JAR and provide stats on average processing time, but to begin with, all divisions should allow two weeks from start to finish when hiring new employees.

The following flow chart will provide a high level view of the JAR transaction progression for each employee type.
JAR System Overview Flowchart

JAR Transactions

<table>
<thead>
<tr>
<th>No Pays, Temps and Student Workers</th>
<th>EHRA, SHRA, Post Doc, and County Workers with Department initiating</th>
<th>EHRA, SHRA, Post Doc, and County Workers with College initiating</th>
<th>Transfer/Promotion of SHRA or EHRA</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image_url" alt="Flowchart" /></td>
<td><img src="image_url" alt="Flowchart" /></td>
<td><img src="image_url" alt="Flowchart" /></td>
<td><img src="image_url" alt="Flowchart" /></td>
</tr>
</tbody>
</table>

**Email Notification Legend**

- >Candidate Notified
- >Initiator Notified
- >Approver Notified
Basic Overview of JAR Progression

Job Action Request (JAR) is similar to the Start Employment Process (SEP) used in version 9.1 regarding how a transaction must be approved before job data is updated in the HR System. As the flow chart illustrates, there will be stages of progression where the hiring departments enter required data with each different type of employee classification. There will also be times when the selected candidate is required to submit data before a transaction can progress forward to the next stage of approval. Now that the background check is incorporated into the process, the speed at which the transaction progresses is dependent on the candidate completing and submitting the electronic forms.

JAR will be new for each divisional HR representative and dept. Each campus division/dept. utilizing JAR must account for the time it may take to complete a transaction and migrate to job data. Central HR recommends a two week window from the time a transaction is initiated to the time it takes to reach the last stage of approval. Once we collect data on transaction progression (start to finish) we can provide more accurate data.

The following reflect some variables associated with the completion of a transaction:

- Once a transaction has been initiated by the hiring dept. a notification will be sent to the candidate to complete the electronic forms associated with the hire action (exception: student workers)
- When a candidate receives an electronic notification they will have up to 14 days of temp access to complete the electronic forms required for the background check
  - Communication is essential between the hiring dept. and the candidate selected for employment to help expedite a hire transaction
  - Typically, background checks can be endorsed within 3-5 days, but it could take longer dependent on the information provided by the candidate
- New candidates for employment should not start working before all stages of the transaction have been approved
- If the selected candidate falls under the EHRA or SHRA employment classification all required paperwork must be attached to the transaction before Central HR will approve
## Job Action Request (JAR) – SAR Roles

<table>
<thead>
<tr>
<th>SAR Role</th>
<th>Description</th>
<th>JAR access</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCH HR CAMPUS VPAF</td>
<td>JAR-Initiator Non-Perm transactions</td>
<td>This role will allow users to initiate transactions on “Active” temps, students and no pay employees in the HR System.</td>
</tr>
<tr>
<td>NCH HR CAMPUS VPAF Approver 1 *</td>
<td>JAR-Approver Non-Perm transactions</td>
<td>This role will allow users to approve transactions for “Active” temps, students and no pay employees in the HR System.</td>
</tr>
<tr>
<td>NCH HR CAMPUS SEP Initiator</td>
<td>JAR-Initiator for Perm transactions</td>
<td>This role will allow users to initiate transactions on Faculty, Non-Faculty and Staff employees in the HR System.</td>
</tr>
<tr>
<td>NCH HR CAMPUS VPAF Approver 2 **</td>
<td>JAR-College Initiator/Approver</td>
<td>This role will allow users to approve transactions for Faculty, Non-Faculty and Staff employees in the HR System.</td>
</tr>
</tbody>
</table>

College divisions will have to determine which key HR personnel will require the roles listed above and submit a Security Access Request (SAR) for each individual. Divisional HR personnel currently performing similar (SEP) transactions in the system will automatically transition to the equivalent role in JAR.

- **Note:** If a user is setup with the “NCH HR CAMPUS VPAF Approver 1” they will also be able to Initiate Non-Perm transaction
- **Note:** If a user is setup with the “NCH HR CAMPUS VPAF Approver 2” they will also be able to Initiate Perm transaction
The HR DASHBOARD Panel

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

Descriptions starting from top left corner then moving down and to the right:

- **HR Quicklinks** – quick navigation to the most common transactions panels
- **Pay Lockout Monitor** – “YES” indicates payroll lockout for the current pay period
- **Addl Comp Pending Approval** – EHRA pending payments requiring approval
- **Graduate Worklist** – quick access to the “NEXTGEN” portal for grads
- **My Temporary Employees Time** – quick access to direct report timesheet data
- **Position Control Pagelet** – access to financial system data (base users only)
- **Employee Headcount** – reflects the latest job count within the division/dept. (based on access)
- **Separation Monitor** – reflects the latest separations within a 4 week timeframe of the current date

**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:

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 modification 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

- **Students, Temps Exempt & Subject to FLSA Assignments** – used when processing biweekly temp & student worker hires
- **Access-Only No-Pay/Unpaid Faculty/Unpaid Non-faculty Assignments** – used when processing no pay or unpaid assignments
- **Faculty, Non-Faculty & Staff** – used when processing faculty, post docs, non-faculty & staff hires
HR Dashboard Modify Options

Modify or Separate Employees:

Modify or Separate Employees utilizing JAR

- **Modify Students, Temps Exempt & Subject to FLSA Assignments** – used when processing transactions on current active temp & student workers
- **Modify Access-Only No-Pay/Unpaid Faculty/Unpaid Non-faculty 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/Temp/No Pay** – used to process separation actions for active students, tems & no pay employees
- **Transfer Faculty, Non-Faculty & Staff** – used when processing a transfer action of a faculty, non-faculty or staff member. The receiving dept. is responsible for initiating the transaction.
- **Promotion Faculty, Non-Faculty & Staff** – used when processing a promotion action of a faculty, non-faculty or staff member. The receiving dept. 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:

- **Enter the description, work location, and other information about a position.** – used to access and update position data
- **Distribution Setup (Employee/Position Funding)**
- **Create TMP and supplemental Pay Redistributions**
- **View and Update Redistributions**

### Updating or Viewing Position Data and/or Distribution Setup Data

- **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 Redistributions** – used to view and update any redistributions
### HR Dashboard Time & Compensation Options

**Time and Compensation:**

<table>
<thead>
<tr>
<th>HR Quicklinks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire/Rehire Employees</td>
</tr>
<tr>
<td>Modify or Separate Employee</td>
</tr>
<tr>
<td>Position / Distribution</td>
</tr>
<tr>
<td><strong>Time and Compensation</strong></td>
</tr>
<tr>
<td>Enter and Edit Timesheets</td>
</tr>
<tr>
<td>Display/Print Timesheet (Timekeeper)</td>
</tr>
<tr>
<td>Approve Reported Time</td>
</tr>
<tr>
<td>EHRA Additional Compensation Request</td>
</tr>
<tr>
<td><strong>Reporting and Query Tools</strong></td>
</tr>
<tr>
<td><strong>Other Systems</strong></td>
</tr>
<tr>
<td><strong>Help and User Guides</strong></td>
</tr>
</tbody>
</table>

#### Reviewing or Updating Employee Time and Compensation

- **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:

<table>
<thead>
<tr>
<th>HR Quicklinks</th>
<th>Reporting and Query Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire/Rehire Employees</td>
<td>Query Manager</td>
</tr>
<tr>
<td>Modify or Separate Employee</td>
<td>Query Viewer</td>
</tr>
<tr>
<td>Position / Distribution</td>
<td>Report2Web</td>
</tr>
<tr>
<td>Time and Compensation</td>
<td>Position Control</td>
</tr>
<tr>
<td></td>
<td>Labor Distribution</td>
</tr>
<tr>
<td></td>
<td>Other Systems</td>
</tr>
<tr>
<td></td>
<td>Help and User Guides</td>
</tr>
</tbody>
</table>

**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 work center to retrieve financial data
- **Labor Distribution** – used to access labor distribution reporting data
HR Dashboard Other System Options

Other Systems:

<table>
<thead>
<tr>
<th>HR Quicklinks</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Hire/Rehire Employees</td>
</tr>
<tr>
<td>⌚ Modify or Separate Employee</td>
</tr>
<tr>
<td>📊 Position / Distribution</td>
</tr>
<tr>
<td>⌚ Time and Compensation</td>
</tr>
<tr>
<td>📊 Reporting and Query Tools</td>
</tr>
<tr>
<td>➡ Other Systems</td>
</tr>
<tr>
<td>🔴 Web Leave</td>
</tr>
<tr>
<td>🔴 PeopleAdmin</td>
</tr>
<tr>
<td>📜 Help and User Guides</td>
</tr>
</tbody>
</table>

**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 panel when hiring a new employee or rehiring a previous employee who has been inactive in the HR system more than 6 months.

Employee Class and Desired Start Date are required fields on the panel above. The following examples reflect the employee class option available:

<table>
<thead>
<tr>
<th>Faculty, Post Docs, Non-Faculty &amp; Staff</th>
<th>No Pay, Temps &amp; Student Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVM House Officers</td>
<td>Access Only - No Pay</td>
</tr>
<tr>
<td>County Operational Supp</td>
<td>Student Workers</td>
</tr>
<tr>
<td>EHRA County Extension</td>
<td>Temp - Subject to FLSA (TME)</td>
</tr>
<tr>
<td>EHRA Faculty</td>
<td>Temp - Exempt from FLSA (TME)</td>
</tr>
<tr>
<td>EHRA Non-Faculty</td>
<td>Unpaid Faculty</td>
</tr>
<tr>
<td>EHRA SAAO Tier 1</td>
<td>Unpaid Non-Faculty</td>
</tr>
<tr>
<td>EHRA SAAO Tier 2</td>
<td></td>
</tr>
<tr>
<td>Law Enforcement Officers</td>
<td></td>
</tr>
<tr>
<td>Post Doc</td>
<td></td>
</tr>
<tr>
<td>SHRA Employee</td>
<td></td>
</tr>
</tbody>
</table>

If pending transactions exist, the user would get a message and would not be able to continue.

If no pending transactions exist the user should select the NEXT button. If a pending transaction does exist it has priority over any additional jobs.
If the selected candidate associated with the hire transaction has applied to be a student, enrolled as a student or been previously employed in a paid or unpaid capacity at NC State University, an employee ID already exists in the HR system as illustrated above.

If the selected candidate has never been employed or associated with NC State University in any capacity an employee ID will be generated after the background check has been endorsed.

The following examples reflect the JAR hiring page with different employment classifications.
**NOTE:**

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, terminate the current transaction and start a new one with a different Empl_Class.
**NOTE:**

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.

Time tracking is not required and a portion of the annualized salary is paid each biweekly pay period.

If you have questions regarding temp exempt status contact your HRIM or TOS consultant.
NOTE:
TMS indicates a temporary employee performing hourly work subject to FLSA.

The “Standard Hours” field should reflect what the employee plans to work each week. HR Benefits runs reports to determine if temp employees are eligible for healthcare benefits.

TMS employees are paid on a biweekly basis for the hours worked each week. Hours over 40 per/wk are paid as overtime.

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

The employee is responsible for clocking in/out of the KABA system when scheduled to work.

Any missing timesheet data or exceptions alarms would have to be resolved before the biweekly lockout deadline.
NOTE:
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 periodically and terminated when the access is no longer required.
NOTE:
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 paid directly by the military; clerics paid directly by their religious order.

An offer letter should accompany these type of appointments that reflect the work being performed and the duration of time it will take to complete the assignment.
NOTE:
Postdocs are "At-Will" appointments holding the title Postdoctoral Research Scholar, Teaching Scholar or Fellows which purpose is to gain important training and research experience through their relationship with the University in ways that support and fulfill the research and scholarship missions of the institution.

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

Postdocs receive training, conducted under an apprenticeship model, under the supervision of a tenured, tenure-track or other appropriate faculty member who serves as a mentor.

Postdoctoral appointments are viewed as preparatory for full-time careers in research or scholarship, and the responsibilities associated with the appointment involve substantial research and/or scholarship.
NOTE:

SHRA includes campus staff subject to FLSA and exempt from FLSA.

It also includes Law Enforcement Officers formally called SLE and CSX county operation support staff.

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

The Posting Number reflects the link back to PeopleAdmin.

The Job and Distribution data sections on this page will populate automatically based on the position data.

FLSA status and job code are based on the predefined position data.

By default the probation box will be checked for all SHRA hires/rehires.

If an SHRA employee is transferring from another North Carolina State agency use the appropriate Action/Reason (Transfer for Regular Employment). If an employee has prior state service it will have to be confirmed before the probation flag is removed.
### EHRA (Exempt from Human Resources Act) JAR Page

**NOTE:**

The following reflects the different types of EHRA employment classifications:

- **ES1 & ES2** – Senior Administrative Academic Officers
- **ENF** – Non-Faculty
- **EFX** – Faculty
- **ECX** – County Extensions

If the EHRA employee is assigned to a position the Job and Distribution data sections on this page will populate automatically based on the position data.

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

The “Appointment Information” and “Rank/Tenure Data” will need to be updated based on the contract agreement.

The “Anticipated Appt. Length” is a key piece of data used by Benefits to determine eligibility.
Activity Menu & Task Progression

**NOTE:**

- The blank circle icon means the task is in progress or currently being reviewed
- The green circle icon means the task has been completed
- The blue circle icon means the task is in progress or currently being reviewed

There is also a task progression bar at the top on the Activity Guide
### Attaching Supporting Documents

<table>
<thead>
<tr>
<th>Order Document Type</th>
<th>Upload Document</th>
<th>Required</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 HR Employment References</td>
<td>Upload Document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 HR Hiring Proposal</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>3 HR Hiring Proposal</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>4 HR Offer Letter</td>
<td>Upload Document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 HR Patent Agreement</td>
<td>Upload Document</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**

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

The “Upload Document” button allows the hiring dept to upload supporting documents for HRIM transaction approval. Supporting documents can be attached at 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.
Worklist Page

EHRA, SHRA or PostDoc Worklist

Temps, Students or No Pay Worklist

NOTE:
The “Worklist” page is essential in determining overall status with every transaction the individual user has the security access to manage.

Simply clicking the “Search” button with transaction default request and/or status retrieves all transactions the individual has security access to manage.

Current Step: (highlighted above) reflects where the transaction is currently at in the transaction progression.

Action Status: (highlighted above) reflects if the transaction is “In Progress, Complete or Cancelled”.

Also note when a transaction has been initiated the “Trash Can” icon is temporarily available to terminate the transaction. However, once the transaction progresses to the next stage of approval the trash can icon is no longer available.
**NOTE:**
Promotional transfers occur when active SHRA and/or EHRA employees at the University are moving from one position to another position.

The (receiving) dept./OUC who selected the candidate for employment is responsible for indicating the new promotional Empl_Class when initiating the transaction.
NOTE:
Rapid Rehire only works if the employee has been separated from the University within the past 6 months and returning to the same job within the same dept./OUC.

Once the employee ID (Emplid) is entered and the “Search” button selected the JAR page will show current and pending jobs. To initiate a rapid rehire simply check the box in the “Select” column under results followed by the hire button in the lower right corner.

New transactions cannot be added for a person with existing pending transaction.

If the previous employee has been separated more than 6 months no search results would be found. The rehiring process would be utilized to reactivate employment status.
Background Check – Disclosure & Release Acknowledgment

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, an exception will have to be granted by the Talent & Solutions group.
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 duties performed during their employment.

HRIM will process the prior state service form after the person has completed all stages of approval.
Modify existing JOB (VPAF for Students, Temps and No Pays)

Modify Job Search Page

NOTE:
Job modifications can only be performed on “ACTIVE” employees.

“Red Text” will appear if the data provided in the required fields is incorrect.

In the example above the employee class should be “Temp-Subject to FLSA” before the user can advance forward to the next page.
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 if the boxes are available.

The visibility of the buttons at the bottom of the page, (Submit, Approve, Deny) will depend on the user’s security access level.
Employee Separation (Students, Temps and No Pays)

This concludes the 9.2 HR Dashboard & Job Action Request Overview material. If you have any questions contact Vance Prince in HRIM. Excluding temporary hourly work.