

Human Resources Information Management Updates

Thursday, April 20, 2017

JAR Updates

It is the goal of HRIM to approve transactions in a timely manner to ensure employees receive the necessary access prior to beginning their employment at NC State University. In some instances, there is a delay in the Central Office approval step. HRIM has developed a standardized process for reviewing JAR transactions and determining when it is necessary to push a transaction back to the Initiator.

JAR Updates (continued)

Examples that require HRIM to push back transactions are:

- A signed offer letter and addendum is not attached
- A signed patent agreement is not attached (if applicable)
- The Hiring Proposal Number (HP# or AC#) is missing or incorrect and hiring documents are not attached
- Incorrect JAR transaction selected (Promotion vs Transfer)

In all other instances, we will work with the Initiator to review and approve the transactions as quickly as possible.

SHRA Nonexempt TKL Assignments

- Beginning July, 1, 2017, the new WolfTime system will require SHRA nonexempt staff to clock In/Out.
- HRIM (Andy Naylor) will be contacting college/division level HR Administrators to identify which Time Keeping Location (TKL) the SHRA employees will need to be assigned.
- Current TKL's can be utilized however if new TKL's are required, the HR Administrators will have to provide updates to HRIM (Andy Naylor)

July Actions

- July is almost here which brings with it the **WolfTime system** conversion and the possibility of a **Legislative Increase**. Please hold off on processing Job Data and Position actions for monthly employees in the HR system with an effective date of **July 2nd or later** with the exception of the following:
 - JAR Hire, Promotion and Transfer transactions
 - Unpaid Leave of Absence
 - Return from UNPAID Leave of Absence
 - Separation or Retirement actions
 - FTE Changes (increase or decrease)

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