Completing Hires in JEMS Hire - PVL Not Required or PVL Waiver

For complete step-by-step instructions, see KB 17487.

Click the Hire/Transfer button
Perform Search using Name and/or social security number and/or EmplID

If the person is found, select the box in front of the Emplid.

Select Recruitment Type:

- Hire based on PVL/Waiver
- No associated PVL/Waiver

If there is a PVL/Waiver, enter the PVL number. If there is no PVL/Waiver, leave this field blank.

Click **Add Hire**.
Complete fields on the **Person** tab. **All fields with an asterisk are required fields.**

- Effective date: Must be less than or equal to the start date in this job; usually the start date.
- First Name, Last Name: Must be legal name
- For waivers, you can click the **Waived Person** button, and the waived individual’s name and SSN will populate based on what was entered in the PVL when the waiver was originally created.

Complete fields on the **Person Contact** tab. **All fields with an asterisk are required fields.**

- Also Add Office Address
- For foreign national employees who do not yet have US address, use office address for home address.
- Be sure to add Home Email for foreign national employee as this is needed for access to Glacier software.
Complete fields on the **Position** tab. Fields with an asterisk are required.

- If this is a TA or RA position, click the **TA/RA Quick Add** button to use the wizard to complete information.
- **Position Effective Date**: Must be on or before start date. Usually the same as start date.
- **FTE**: Full-time equivalent. Entered as decimal. Reference: KB 18202.
- **Reports To**: This field is required
- **Continuity**: Click the magnifying glass to select. Reference: KB 16903.

Complete fields on the **Job** tab. Fields with an asterisk are required.

- **Effective Date**: This is the date the employee will begin the job.
- **Expected End Date**: If continuity is 02A, 02B, 02C, 05A, 05B, or 05C, Expected End Date is required.
Complete any fields on the **Benefits** tab with information that you have.

On the **HR Contact** tab complete the primary contact. If this is a paid position, also complete the Funding Contact.

Once complete, click <Actions>, then <Submit> from the menu.