

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**.

Find/Add Hire | Person | Person Contact | Position | Job | Benefits | HR Contact | Comments | Status History

Find Person

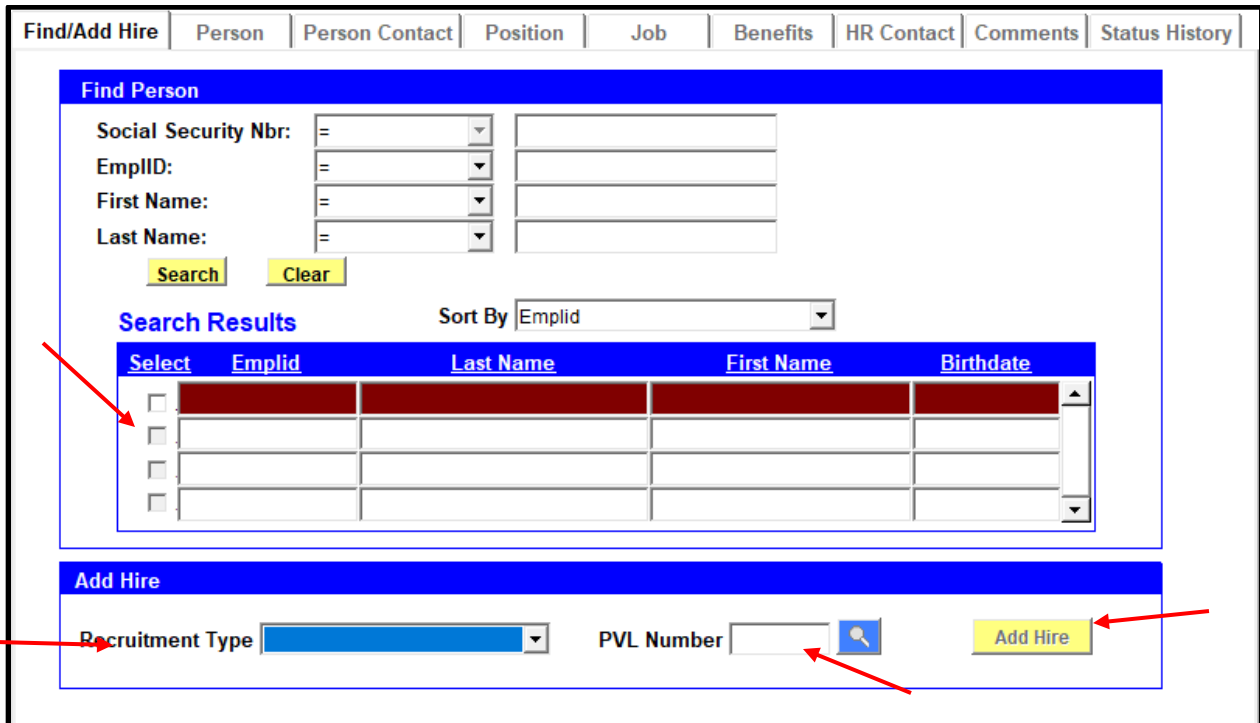
Social Security Nbr: =
EmplID: =
First Name: =
Last Name: =

Search Results Sort By ▼

Select	Emplid	Last Name	First Name	Birthdate
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Add Hire

Recruitment Type ▼ PVL Number



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.

Person Data

Biographical Details

Empl ID **Waived Person**

Effective Date*

First Name* Middle Name

Last Name* Suffix

Date of Birth*

Gender*

Ethnic Group Adj Cont Service Date

National ID

National ID

Foreign National

Foreign National

Foreign National Working Outside US

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.

Person Contact Information

Current Addresses

Release Home Information No Yes **Edit/View Address Detail**

Home Address **Address Line 1*** **Address Line 2** **City/State***

Office Address **Location** **Description** **Room #/Mail Drop**

Phone Information

Home Phone **Phone Number** **Preferred**

Office Phone

(Format: 608-262-0000)

Email Addresses

Home Email **Email Address**

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](#).

Find/Add Hire | Person | Person Contact | Position | Job | Benefits | HR Contact | Comments | Status History

Position Data

TA / RA Quick Add Position Number

Position Effective Date*

Department*

Empl Class*

Job Code*

FTE*

HR Dept Location*

Back-up for Limited Appt (Z89NN/Z99NN only)

FLSA Status

Reports To

EmplID

Position Nbr

Continuity Status Information

Continuity* Job Security Guaranteed Length

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.

Find/Add Hire | Person | Person Contact | Position | Job | Benefits | HR Contact | Comments | Status History

Job Data

Hire / Transfer

Hire Type* **Override** Empl Rcd#

Action Action Reason

Effective Date*

Working Title

Expected End Date

Criminal Background Check (CBC Date)

Position of Trust

Probation Type Probation End Date

Seasonal Status Reference Check Date

Additional Pay/Lump Sum

Compensation

Pay Basis* Comp Rate* **Conversion Calculator**

Complete any fields on the **Benefits** tab with information that you have.

The screenshot shows the 'Benefits' tab of a software application. The tab is titled 'Benefits' and is part of a menu bar that includes 'Find/Add Hire', 'Person', 'Person Contact', 'Position', 'Job', 'Benefits', 'HR Contact', 'Comments', and 'Status History'. The main content area contains the following fields:

- Rehired Annuitant:** A text input field with the value 'No' and a search icon.
- Visiting from Other Institution:** A dropdown menu.
- Work Out of State Required:** A dropdown menu with the value 'No'.
- Eligible for Full Employer Contribution *:** A dropdown menu with the value 'Full-Time'.

Below the fields, there is a note: *** This refers to health insurance premiums.**

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

The screenshot shows the 'HR Contact' tab of a software application. The window title is 'Add a Position and Job for: AUSTEN, JANE'. The status is 'DRAFT' and '(Not Validated for this Status)'. There are buttons for 'Save', 'Close', and 'Print'. The menu bar includes 'Find/Add Hire', 'Person', 'Person Contact', 'Position', 'Job', 'Benefits', 'HR Contact', 'Comments', and 'Status History'. The main content area is titled 'HR Contact' and contains the following elements:

- Contact List:** A table with columns 'Last Name', 'First Name', and 'Contact Type'. The first row is highlighted in red and contains 'Darcy', 'Max', and 'Primary'. The second row contains 'Northhanger', 'Abbey', and 'Funding'.
- Buttons:** 'Add Contact' and 'Delete Contact'.
- Copy data to another Contact:** Radio buttons for 'Primary' (selected), 'Funding', and 'Additional'.
- Detail for Selected Contact:** A section with a blue header containing the following fields:
 - Contact Type:** A dropdown menu with 'Primary' selected and a link for 'Primary Contact'.
 - Last Name:** 'Darcy'
 - First Name:** 'Max'
 - Phone:** '608-264-5555'
 - Email Address:** 'max@wisc.edu'
- Search Function:** A text area with a 'SEARCH' button and a 'SEARCH' label. A note explains: 'The SEARCH function performs a 'fuzzy' search on the last and/or first name entered on the left. In addition, if you are unsure of a spelling you can use the % wildcard. For example: pf% could result in Feen, Pfeffer, Pfender and others.' Below this are buttons for 'Search Address Listings' and 'Get My Contact Data'.

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