

Division of Human Resources North Carolina State University SOP Manual	Section: EHRA Waiver of Recruitment
	Subject: Classification and Compensation
	Positions: Hiring Manager or System Initiator, Approver, Unit AA, Class & Comp, OIED/System University AA Officer, HRIM Specialist
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	References: (Related SOPs)
	Issued Date: 12/16/2019 Updated: 1/17/2020

This SOP is used to initiate a job waiver at the University

Process Steps	Responsibility Task	Resources/Systems/ Key Policy Rules
Hiring Manager/Initiator Initiates Waiver Request	<p>Step 1a. Initiate waiver action in PeopleAdmin; complete each section</p> <ol style="list-style-type: none"> 1. Under “General information”, select waiver as type of EHRA action and provide basis for request 2. Under “Position documents”, uploads CV/Resume of requested individual 3. Under “Waiver” section, Identify waiver type from drop-down menu 4. Under the “Recruitment” section, it is highly recommended to complete if you plan on recruiting for position in the event the waiver request is denied <p>Step 1b. Submit waiver request and route action based on college/unit internal approval process</p>	<p>PeopleAdmin https://jobs.ncsu.edu/hr/sessions/new</p> <p>PeopleAdmin User Guide (pdf of Waiver of Recruitment User Guide)</p> <p>Waiver type definitions https://employment.hr.ncsu.edu/ehra-waiver-of-recruitment/</p>
Unit Review and Approve Waiver	<p>Step 2a. Assesses request for waiver</p> <ol style="list-style-type: none"> 1. Reviews funding sources/budget to ensure adequate funding for proposed salary 2. Reviews internal equity 3. Reviews Candidate CV/Resume 4. Reviews and confirms waiver type 5. Consults with Hiring Manager and/or UHR class & comp consultant 	<p>Waiver type definitions https://employment.hr.ncsu.edu/ehra-waiver-of-recruitment/</p>

	<p>Step 2b. PeopleAdmin role: Reviews and transitions request in PeopleAdmin to Unit AA Officer</p>	<p>PeopleAdmin (https://jobs.ncsu.edu/hr/sessions/new)</p>
<p>Unit AA Reviews and Approves Waiver</p>	<p>Step 3a. Reviews college/department diversity goals</p> <p>Step 3b. Communicates with stakeholders</p> <p>Step 3c. PeopleAdmin role: Reviews and routes in PeopleAdmin to UHR Class & Comp</p>	<p>PeopleAdmin (https://jobs.ncsu.edu/hr/sessions/new)</p>
<p>UHR Classification & Compensation 1st Review</p>	<p>Step 4a. Performs compensation analysis</p> <ul style="list-style-type: none"> ● Reviews job description. ● Reviews applicant qualifications. ● Identifies need for prior external approvals. ● Creates or assigns position number. <p>Step 4b. PeopleAdmin role: Reviews and routes in PeopleAdmin to OIED/System University AA Officer</p>	<p>Class & Comp User Guides</p> <p>PeopleAdmin (https://jobs.ncsu.edu/hr/sessions/new)</p>
<p>Review by OIED and System University AA Officer</p>	<p>Step 5a. Reviews business need for Waiver.</p> <p>Step 5b. Analyzes unit affirmative action data</p> <p>Step 5c. Performs a holistic review of waiver materials.</p> <p>Step 5d. Communicates with Stakeholders</p> <p>Step 5e. Confirms waiver type.</p> <p>Step 5f. PeopleAdmin role: Reviews and routes in PeopleAdmin to UHR Class & Comp</p>	<p>PeopleAdmin (https://jobs.ncsu.edu/hr/sessions/new)</p>
<p>UHR Classification & Compensation Communicates Approval to Stakeholders.</p>	<p>Step 6a. Communicates approval to stakeholders</p> <p>Step 6b. System role: Communicates approval via PeopleAdmin to stakeholders. Uploads approval documentation into PeopleSoft JAR</p>	<p>PeopleAdmin (https://jobs.ncsu.edu/hr/sessions/new)</p>

Hiring Manager/System Initiator Enters Information into JAR System	<p>Step 7a. Enter hire into PeopleSoft - JAR.</p> <p>Step 7b. Routes in JAR workflow to HRIM.</p>	
UHR HRIM Specialist	<p>Step 8. Reviews/Approves transaction in PeopleSoft for data integrity. Core items being reviewed.</p> <ul style="list-style-type: none"> ● Offer letter ● Effective start date ● Contractual appt. dates ● Compensation ● FTE/STD hours ● Rank/Tenure (if applicable) 	<p>Once approved the JAR data transitions into a job data record in PeopleSoft.</p> <p>If the JAR transaction is pushed back by HRIM, it goes back to step 7a and routes back to HRIM once resolved.</p>

Additional Resources and References