



Submitting a Waiver of Recruitment Request in PeopleAdmin

What you need before proceeding with action: This document is intended specifically for entering Waiver information in PeopleAdmin. For full guidance on position creation and/or updating position descriptions, please follow the PeopleAdmin Position Management Guide. Step by step guidance can be found within the [PeopleAdmin Position Management Guide](#) on the [NCSU PeopleAdmin Resource page](#).

For questions regarding PeopleAdmin, updating position descriptions and/or creating positions, contact your designated [Class & Comp Consultant](#) for assistance.

To process a Waiver Action in PeopleAdmin, use the following navigation instructions to begin. **Contact your designated Class & Comp Consultant regarding questions about this process.**

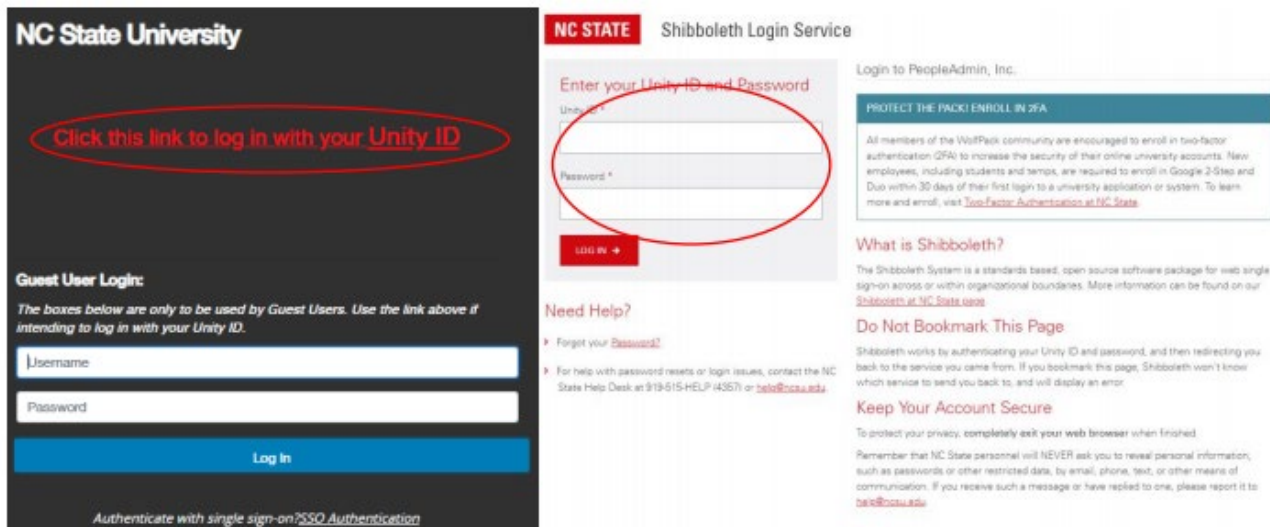
Click on the NavBar  in the top right hand corner of the MyPack Home screen.

Click on the NavBar Navigator icon  Navigator.

Then follow this navigation through the menu options.

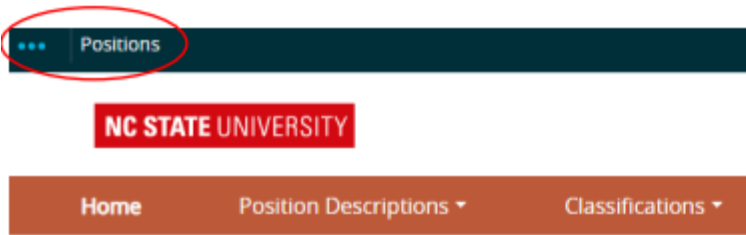
Human Resources Systems > Select PeopleAdmin

Select “Click this link to log in with your Unity ID” to login



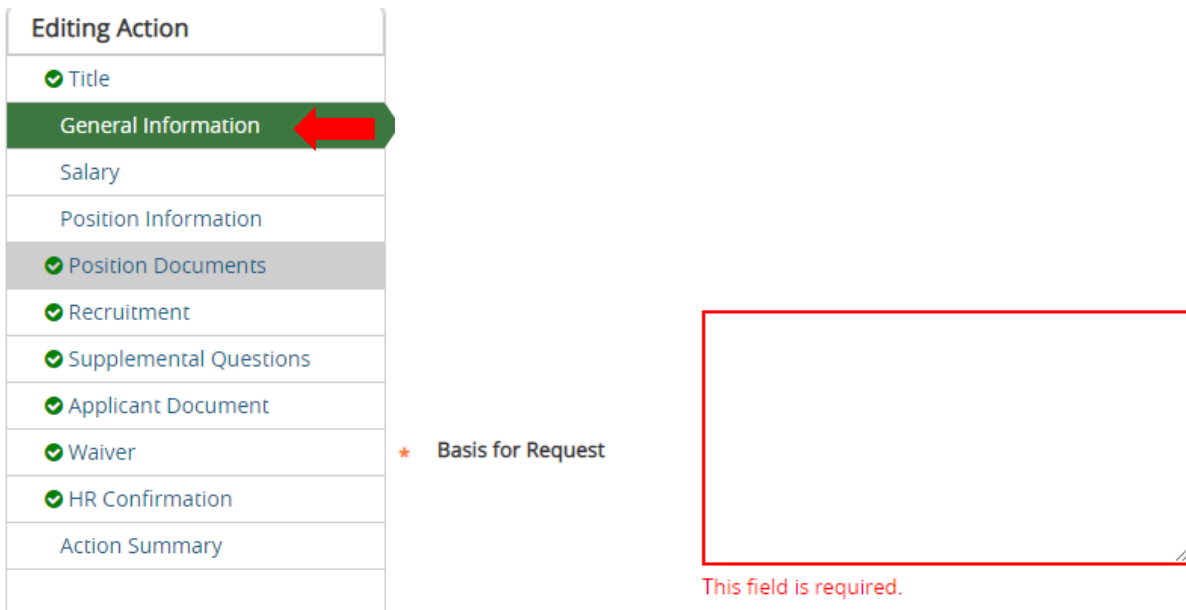
The image shows two side-by-side screenshots of login pages. The left screenshot is for 'NC State University' and features a 'Guest User Login' section with a dark background. It includes a red oval highlighting a link that says "Click this link to log in with your Unity ID". Below this are fields for 'Username' and 'Password', and a 'Log In' button. The right screenshot is for 'NC STATE Shibboleth Login Service'. It has a white background and a 'Login to PeopleAdmin, Inc.' header. A red oval highlights the 'Unity ID' and 'Password' input fields. To the right of these fields is a 'PROTECT THE PACK! ENROLL IN 2FA' section with text about two-factor authentication. Below that is a 'What is Shibboleth?' section and a 'Need Help?' section with contact information.

Verify you are in the 'Position Management' module (orange header) and authorized to create a position description. You must be logged in as an "Initiator" for your department in order to initiate an action.



Follow the guidance on the [PeopleAdmin Position Management Guide](#) to proceed through the position management process.

Once you have navigated to the **General Information tab**, include the reason/business need for the waiver in the "Basis for Request" field. Provide a brief explanation on the nature of the waiver ([EHRA Waiver Definitions](#)). If a paid appointment, provide a brief equity analysis to include how the annualized salary was determined.



Editing Action	
✔ Title	
General Information	←
Salary	
Position Information	
✔ Position Documents	
✔ Recruitment	
✔ Supplemental Questions	
✔ Applicant Document	
✔ Waiver	* Basis for Request
✔ HR Confirmation	
Action Summary	

This field is required.

Once you have navigated to the **Position Document tab**, upload the CV/Resume along with any other supporting documents (if needed) to the following:

The screenshot shows the 'Editing Action' sidebar on the left with 'Position Documents' highlighted. The main area shows three 'Other Document' entries, each with an 'Actions' dropdown. A callout box labeled 'Step 1' points to the 'Actions' dropdown of the first document. A second callout box labeled 'Step 2' points to the 'Upload New' option in the dropdown menu. Below this, the 'Upload a Other Document 1' form is shown with fields for 'Name' (containing 'Resume/CV'), 'Description', and 'File to upload' (with a 'Choose File' button). A 'Submit' button is at the bottom, with a callout box labeled 'Step 4' pointing to it. A third callout box labeled 'Step 3' points to the 'Name' field.

Step 1: Hover over **Actions** in the **Other Document** category

Step 2: Select **Upload New** to upload document

Step 3: Title the document in the **Name** field (Ex. CV/Resume)

Step 4: Select **Submit** to save

Click **Next** to continue and save.

Once you have navigated to the **Waiver tab**, enter the candidate's information:

Step 1: Complete the **First** and **Last Name** of the candidate.

Step 2: Select the **Type of Waiver** from the drop-down menu. [EHRA Waiver definitions can be found here.](#)


Step 3: Indicate whether the person is a current NC State employee – Select “Yes” or “No” from the drop-down menu.


Click **Next** to continue and save.

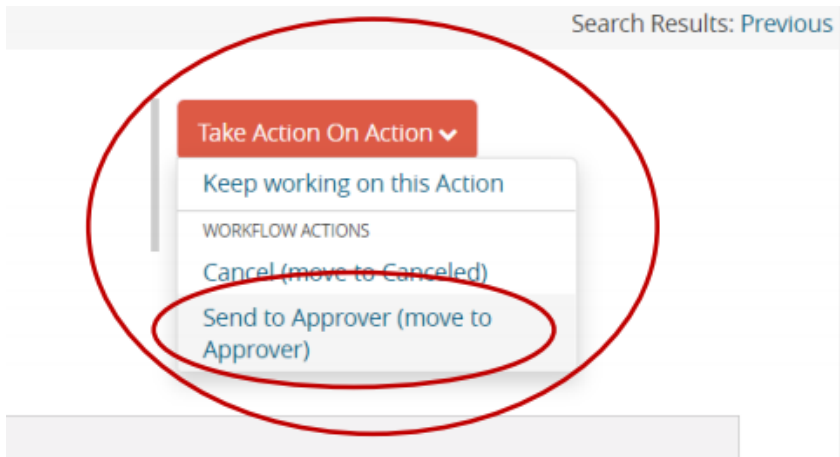
Check for errors and route to approver

When you reach the **Summary** Page, your position update/waiver is completed and you are now ready to route for approval.

The first step is to ensure that all sections have a green check  mark.

An orange exclamation point  means that there is a required field that has not been completed. Select the blue **Edit** link for that section to go back and make the required updates. Select **Save** or **Next** to save and continue. After saving, you can move to the Action Summary to review the final information for additional errors.

Once all the sections have a , you are ready to route. Select the Take **Action on Action** button in the upper right. You will receive multiple options on what action to perform. Select **Send to Approver** and select the appropriate approver from the drop-down menu to route to



For additional information, please review the following:

- [EHRA Waiver of Recruitment](#)
- [PeopleAdmin – EHRA Waiver of Recruitment Process \(Flow Chart\)](#)

If you have questions regarding a PeopleAdmin Action, contact your [Class & Comp Consultant](#) for assistance.