



NEW HIRE ACTION GUIDE

JOB AID PER-27

PA

The purpose of this job aid is to explain how to determine if a New Hire action should be used vs. a Non-Beacon to Beacon action or a Reinstatement action.

- Just because an individual is not currently assigned a personnel number in the Integrated HR/Payroll System does not automatically make that individual a new hire.
- The State university system employee personnel data is not maintained in the Integrated HR/Payroll System; therefore, an individual with previous or current State university employment should not be entered as a new hire.
- Since the Integrated HR/Payroll System personnel history did not start until 2008, there may be individuals who were previously employed with an Integrated HR/Payroll System State agency prior to implementation of the Integrated HR/Payroll System so they have never been assigned an Integrated HR/Payroll System employee number.
- In the case of a current/prior State university individual or pre-Integrated HR/Payroll System State agency individual, use the **Non-Beacon to Beacon** action code instead of a new hire action code.
- If an employee who was previously employed with an agency in the Integrated HR/Payroll System and then transferred to a University or other non-Integrated HR/Payroll System State agency and then transfers back to an Integrated HR/Payroll System agency, use the **Reinstatement** Action with the appropriate **Non-Beacon** transfer reason.
- Individuals who are transferring from or previously employed with local government, the public school system, or a community college should be coded as **New Hires**.
- If it is unknown whether a previous employer is a State government agency or university, check the List of Credible Service Employers for Longevity State Service which can be viewed using the following link: <http://oshr.nc.gov/document/creditable-service-policy>. This document is located on the OSHR website in the State Human Resources Manual-Salary Administration Section on the Longevity Policy Resources page.
- The Longevity State Service list includes a column that identifies the category of each employer. Employers with categories of State Agency or State University System would not be treated as new hires.
- Employers with categories of Local SPA, Community College, or Public School System should be treated as new hires.

- If the specific employer in question is not listed on the creditable service list but there is reason to believe that it is a State agency or University, contact your agency's assigned OSHR HR Consultant with the Recruitment, Selection and Salary Administration Division to confirm the State government employer status.