How a Draft TBH is Created

This job aid provides guidance on how a draft TBH is created in PAC for external administrative applicants hired in TalentLink. If the applicant is an internal hire, then a paper PAF must be submitted.

The following criteria must be met in order for new hire data in TalentLink to be exported into PAC and create a draft TBH:

- Applicant has accepted the offer through the system
- New Hire/Rehire Form is completed
- There is an annual salary or hourly rate on the offer card
- Applicant is in “Hired/Initiated Onboarding” Status

Reminder: This process should not begin until after the applicant has cleared the background check.

Step 1: Confirm applicant accepted the offer through the system

There are a couple of ways to confirm an applicant has accepted the offer. If you initiated the offer card, you will receive an email from the system when the applicant has accepted. Another way to confirm is via the Offer Card:

1. To access the offer card, go to the Applicant Card and click on the Offer status in the Applications section.

2. Scroll down to the OFFER PROGRESS section. The “Yes” button should be selected next to Offer Accepted with the date right below it.
Step 2: Confirm applicant completed the New Hire/Rehire Form

Remember, you choose on the Offer Card which onboarding form an applicant should complete: **New Hire/Rehire Form** or **Transfer Only** form. The **New Hire/Rehire Form** should always be selected for external applicants, including rehires.

1. View the applicant’s History on the Applicant Card. Look for “New Hire Form Completed”.

![Confirming New Hire/Rehire Form completed on Applicant Card](image)

Step 3: Confirm there is an annual salary or hourly rate on the offer card

You should have already entered an annual salary or hourly rate on the offer card when you submitted the finalist for approval. To confirm:

1. View the applicant’s Offer Card.
2. Scroll down to the **Salary** section to confirm either the **Annual Salary** or **Hourly Rate** fields are filled out.

![Salary section](image)
Note: If both Annual Salary and Hourly Rate fields are completed, then the system will not be able to export both values to the TBH. Instead, TalentLink will feed a $0 annual salary into the Comp Rate field of the TBH. Make sure it is updated when completing the TBH.

Step 4: Change the applicant’s status to “Hired/Initiate Onboarding”
Once you have confirmed the above, the last step is to change the applicant’s status to “Hired/Initiate Onboarding”.

Note: If this is done before midnight, the draft TBH will appear in PAC the following day. For example, if the status is changed on a Monday at 3pm, the draft TBH will appear in PAC the following Tuesday morning.