

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, submit a <u>Personnel Action Form (PAF)</u>. Reference the <u>Manager</u> <u>Self-Service course</u> for more information on how to submit the PAC using the Paper Transaction Module in PAC.

The following criteria must be met for new hire data in *TalentLink* to be exported into PAC and the draft TBH created.

- Both sections of the background check (Education/Employment and Criminal) have cleared.
- Finalist has accepted the offer through TalentLink.
- New Hire/Rehire Form is completed.
- The salary range as well as the included salary are listed on the Offer Card.
- The finalist status must be updated to Hired/Initiated Onboarding.

Step 1: Confirm Finalist Accepted the Offer through TalentLink

To confirm a finalist has accepted the offer, review the status on the offer card in TalentLink.

 To access the offer card, go to the Applicant Card and click on the Offer status in the Applications section. Note that if the applicant accepted, the Offer status reads, Offer Accepted.

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View profile View references	1 A M					
Address			Phone			
	New York, New York 10025, United States					
Level	ecolumbia.edu		Number	25924		
Employment Status	👙 Curset Enpioyee		Applicard ID	5		
Original source	Careers website		e-Zines comms hold	Nia Nia		
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 To review the details of the Offer Card, scroll down to the OFFER PROGRESS section. If the finalist accepted, the Offer accepted radio button = Yes and Date offer accepted is displayed below.

	The following fields will be automatically updated by the sustem
Offer accepted:	Yes No
Date offer accepted:	Sep 17, 2010
Offer declined:	⊙ Yes ®No
Date offer declined:	m

Confirming offer accepted on Offer Card

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Step 2: Confirm the Finalist Completed the New Hire/Rehire Form

Return to the Applicant Card and select the **History** tab to confirm the finalist completed the correct **New Hire/Rehire Form** or **Transfer Only** form. The **New Hire/Rehire Form** should always be selected for external applicants, including rehires. Note that transfers do not create draft TBHs, a PAF must be submitted.



1. Access the finalist's Hire/Rehire Form History on the Applicant Card. Look for "New Hire Form Completed".

Confirming New Hire/Rehire Form completed on Applicant Card

Step 3: Confirm the Salary Information

- 1. Return to the Offer Card and click on Offer Accepted.
- 2. Scroll down to the Salary section to confirm,
 - Salary range is consistent with the posting, and
 - The offered Annual Salary or Hourly Rate fields are filled out and within the posted range.

SALARY		
Grant-Funded:	Select	٣
Salary Range:*	\$75,000 - \$85,000	
	Enter the salary range you included in the posting	
Annual Salary:	\$78,000	
Hourly Rate (if not Annual Salary):		
Overtime Rate:		
Pay Frequency:	semi-monthly	٣
Wage per Pay Period:	3,250	

Important! Ensure either the **Annual Salary** *or* **Hourly Rate** field is completed as TalentLink does not export both values to the TBH. If both values are completed, TalentLink will feed the template with a \$0 annual salary into the Comp Rate field. If this happens, ensure the salary fields are correctly updated when completing the TBH.

Last update 01/27/2023

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Step 4: Change the finalist's status to Hired/Initiate Onboarding

Once you have completed the above, change the finalist's status to **Hired/Initiate Onboarding**. If the status is not changed, the TBH will generate.

Note: The export of data from TalentLink to PAC occurs twice per day.

If the TalentLink steps are completed *before* 12pm (excluding Saturday and Sunday), the draft TBH will appear in PAC in the afternoon of the same day around 1:30pm.

If the TalentLink steps are completed *after* 12pm (excluding Saturday and Sunday), the draft TBH will appear in PAC the following morning.

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hange application status	
Offer Accepted - AUTOMATIC	SYSTEM STATUS
Offer Declined	
Offer Rescinded	
New Hire Form Completed - A	AUTOMATIC SYSTEM STATUS
Step 2: Post-Offer Criminal Ba	ackground Check
Background Check Complete	
Background Check Not Cleare	ed
Hired / Initiate Onboarding	
Interviewed, Not Hired	
Not Interviewed Not Hired	
Not miterviewed, Not mited	