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 Personnel Action Form (PAF). Reference the Manager Self-Service course 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.

1. 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.

2. 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.
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”.

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.

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.
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.