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*.
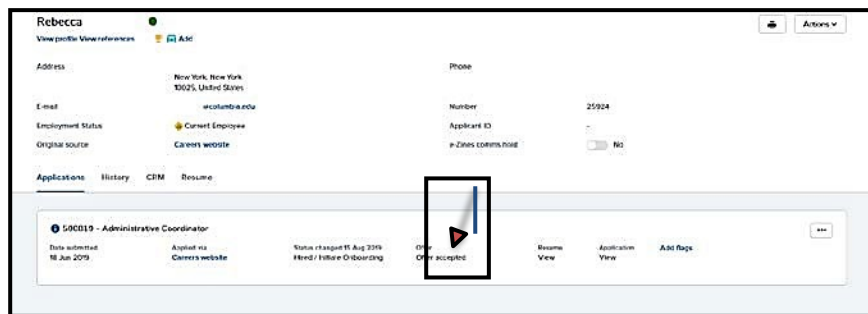
2. To review the details of the Offer Card, scroll down to the **OFFER PROGRESS** section. If the finalist accepted, the *Offer accepted* radio button = **Yes** and *Date offer accepted* is displayed below.
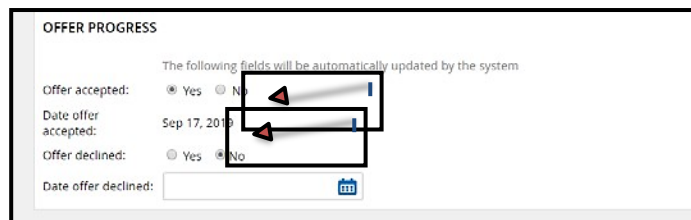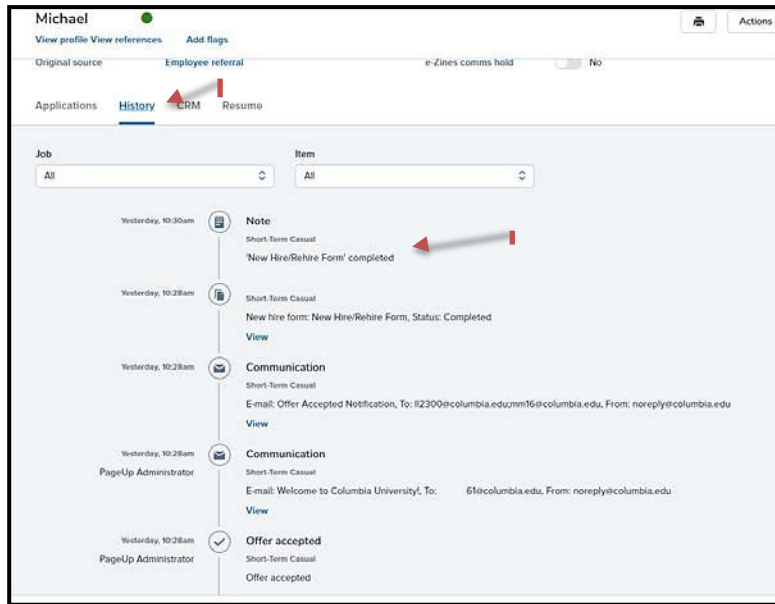

Confirming offer accepted on Offer Card

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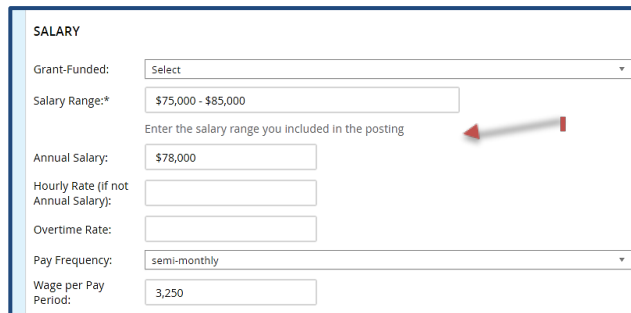
Important! Ensure either the **Annual Salary** *or* **Hourly Rate** field is completed as TalentLink does not export both values to the TBH. If both values are completed, TalentLink will feed the template with a $0 annual salary into the Comp Rate field. If this happens, ensure the salary fields are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

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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.