Completing Hires in JEMS CHRIS-HR via TREMS

Hiring for US and US-FTF

Click on <University Staff/US-Fixed Term Processing>

Enter the JEMS Transaction ID in the <Vacancy ID> field
Click on either <Referred Applicants – Rank> or <Referred Applicants – Alpha>
When clicking on Referred Applicants – Alpha

Click on <Detail> to open applicant data

When clicking on Referred Applicant – Rank

Click on <Detail> to open applicant data
Review Selected Candidate’s data - **Note:** If information is incorrect, corrections will need to be made in TREMS on the Offer Card which could result in an amended appointment letter.

If the selected candidate is a current or former employee the Empl ID will populate

Enter or edit the Adjusted Continuous Service Date as necessary

Click on <Appointment Data>

Review Data - **Note:** If information is incorrect, corrections will need to be made in TREMS on the Offer Card which could result in an amended appointment letter.

Enter <Hire Type>, <Action Reason>, <At Risk Emp>, <Prior Employer>
Click <ok>

Click on <Push Hire to HRS>
Enter JEMS Transaction ID in <Edit/View HR Transaction> field and click on <Edit>.

Click on <TE Detail> tab.
Review Data – Note: If information is incorrect, corrections will need to be made in TREMS on the Offer Card which could result in an amended appointment letter.

Enter <Hire Type>, <Action Reason>, <Rehired Annuitant> and other information as necessary

Click <Save>

Click on <Actions> dropdown list

Click on <LTE Action>
Click on <Approve LTE Applicant Only>

Hire will automatically push to HRS