Completing Hires in JEMS Hire via TREMS

Click on <My New Hire Basket>
Click on <Advanced Search>

Enter the PVL Number and click on <Search>
Review Selected Candidate’s name and click on <Modify>
Review information that populated from TREMS in Person Tab

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

Click on <Find/Add Hire> tab to review PVL number
Review PVL Number mapped from TREMS
Click on <Person Contact> tab

Review home address and add Office address and phone number
Click on <Position> 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.
Add <HR Dept Location>

Add <Continuity>
Review information on the <Job> tab - 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.

Click on in Hire Type field and select appropriate Hire Type (This comes over as “Hire” from TREMS but it doesn’t automatically populate the Action and Action Reason)

Review fields and complete as necessary

(Working Title will populate in Production Environment)
Review information on the <Benefits> tab and make changes as necessary
Enter Contact Information on the <HR Contact> tab
Just a screen shot of the <Comments> tab
Just a screen shot of the <Status History> tab
Once complete click on <Actions> and select <Submit> from the dropdown list.