



# NC DEPARTMENT OF **HEALTH AND HUMAN SERVICES**

## **Recording a Hiring Decision and Managing Employee Records**

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Provider User Guide  
Version 01  
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# Introduction

Providers are required to record hiring decisions in the background check system. Hiring decisions should be recorded for both provisional and permanent employees.

## Managing Employment Records for Applicants

### Hire Applicant as Provisional Employee

Once an application has been submitted and/or an applicant's fingerprints have been taken, the applicant can be hired as a provisional employee.

1. Click on **Applications > Applications In-Process**, enter the applicants **SSN/ITIN** and **Last Name** then click **Search**. Then, click **Hire Provisionally** from the **Employment Status** column. The **Hire** screen displays.

Applications: Determination In-Process

Enter Filter Options

Application #:  Provider: HEALTH & REHABILITATION CENTER A

Last Name:

**Search**

**Results**

Locked	App #	TCN	TCR	Provider	Last	First	SSN	Status	Status Date	Employment Status	Action
	11331			HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Wallace</a>	Jonathan	-1321	Background Check Started	12/13/2013		<a href="#">Withdraw</a>
	12426			HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Bloomberg</a>	Angela	-1232	Fingerprints Rejected - Federal - 1st	08/28/2014	<a href="#">Hire Provisionally</a>	<a href="#">Withdraw</a>
	12428			HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Bloomberg</a>	Bernard	-6782	Name-Based Check Required	08/28/2014	<a href="#">Hire Provisionally</a>	<a href="#">Withdraw</a>
	12435			HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Dodd</a>	B	-5541	Background Check Started	08/28/2014	<a href="#">Hire Provisionally</a>	<a href="#">Withdraw</a>
	12436			HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Dodd</a>	Carrie	-8741	Background Check Started	08/28/2014	<a href="#">Hire Provisionally</a>	<a href="#">Withdraw</a>
	12439			HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Dodd</a>	D	-6581	Fingerprints Taken - 1st	08/28/2014	<a href="#">Hire Provisionally</a>	<a href="#">Withdraw</a>
	12785			HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Knight</a>	Susan	-6562	Background Check Started	12/07/2014	<a href="#">Hire Provisionally</a>	<a href="#">Withdraw</a>

2. Enter the **Provisional Hire Date** and click **Save**.

**Hire**

Joe TestFP, 444-45-4000, 6/5/1944

*\* Required*

The provisional employment form must be completed by the onsite supervisor. See application tab on the person summary page.

Employment Status: Provisional

\* Provider: DC Pilot Provider 2

\* Position Category: Executive, Administrative, Managerial

\* Position: Nursing Home Director / Business Manager

\* Employee Type: Employee

\* Provisional Hire Date:

Cancel Save

## Hire Applicant as Permanent Employee

After a fitness determination of "Eligible" has been made, you may hire an applicant (or provisional employee) as a permanent employee. In this section, we will show you how to hire an applicant who was NOT hired provisionally.

1. Go to **Applications > Determination Available** on the navigation bar. The **Applicants: Determinations Available** screen appears. This screen presents a list of all applications that have been submitted by you and for which a fitness determination has been made.

Applications: Determination Available

**Enter Filter Options**

Application #:  Provider: HEALTH & REHABILITATION CENTER A

Last Name:

Determination Date:  to  Determination:

Employment:

**Search**

**Results**

Text-DeterminationAvailableResults.

Locked App # - Type	Provider	Last	First	SSN	Determination	Determination Date	Employment Status	Actions
12788	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Bloom</a>	Orlando	-6464	Eligible	12/07/2014	<input type="button" value="Convert to Permanent"/>	<input type="button" value="Close"/>
10757	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Smith</a>	Jimmy	-4216	Eligible	09/17/2013	<input type="button" value="Hire"/>	<input type="button" value="Close Without Hiring"/>
7247	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">GagaTen</a>	Lady	-0010	Not Eligible	09/30/2013	<input type="button" value="Terminate"/>	



The **Hire** button will only display for applicants with an "Eligible" fitness determination.

- To locate a specific application, enter application information into one or more fields in **Enter Filter Options**, then click **Search**. The search results appear. Click the **Hire** button in the **Employment Status** column. The **Hire** dialog box appears.

Applications: Determination Available

**Enter Filter Options**

Application #:  Provider: - All -

Last Name:

Determination Date:  to  Determination:

**Results**

Locked	App # - Type	Provider	Last	First	SSN	Determination	Determination Date	Employment Status	Actions
	15074	Jen's Nursing Home	<a href="#">Yeager</a>	Chuck	-1234	Eligible	05/29/2013	<input type="button" value="Hire"/>	<input type="button" value="Close Application"/>

- Choose the **Employee Type** and click on the **Permanent Hire Date** text box. Use the calendar to select a hire date or enter the hire date in MM/DD/YYYY format. Then click **Save**.

**Hire**

Chuck Yeager, XXX-XX-1234, 1/1/1945

*\* Required*

Employment Status: Permanent

\* Provider:

\* Position Category:

\* Position:

\* Employee Type:

\* Permanent Hire Date:



An applicant can also be hired from the **Person Summary** page. See **Understanding the Person Search and Person Summary** user guide.

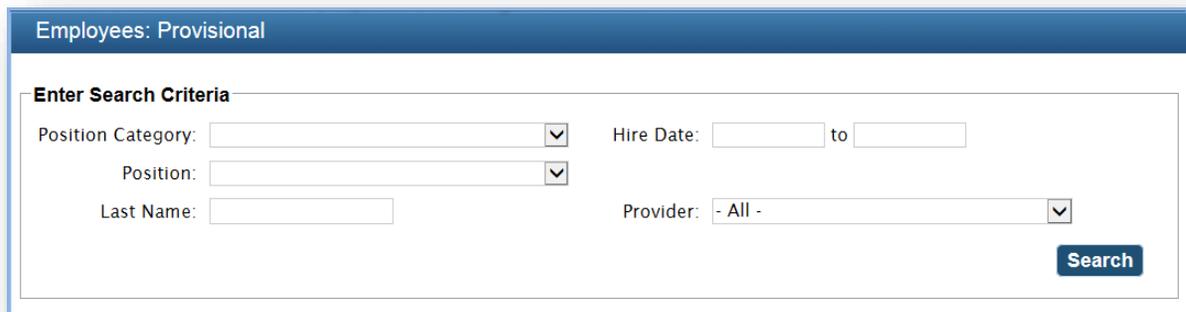
# Managing Employment Records for Provisional Employees

In some circumstances, you may decide to provisionally hire an applicant while waiting for the fitness determination result. This applicant will appear as a provisional employee in the BCS. Applicants may be hired on a provisional basis for a set number of days. After this time period has expired, the provisional employee must be terminated or hired as a permanent employee.

## View Provisional Employees

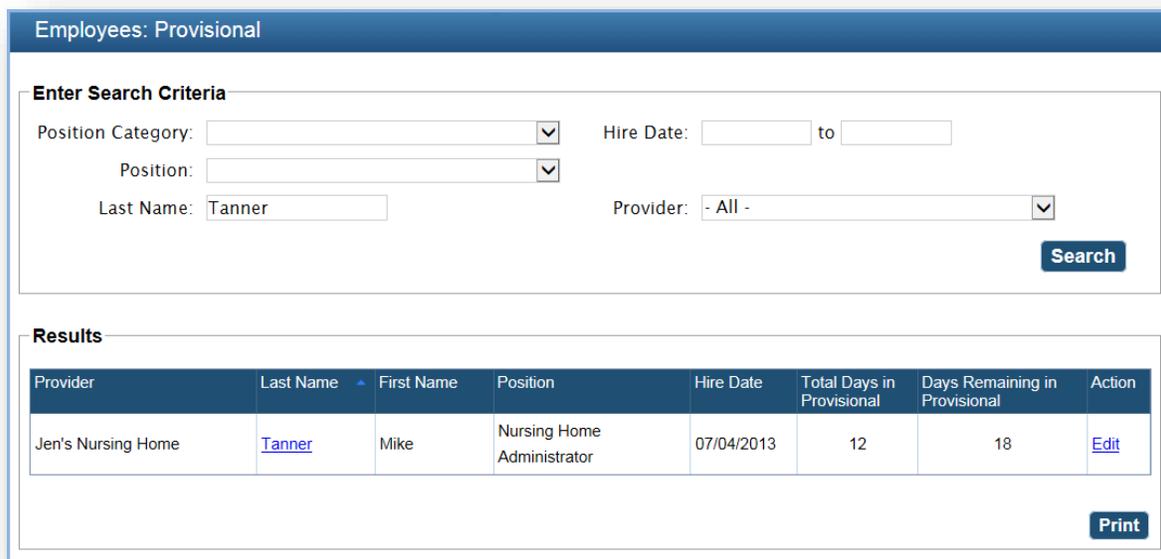
To view a list of your provisional employees:

1. Go to **Employees > Provisional** on the navigation bar. The **Employees: Provisional** screen appears.



The screenshot shows the 'Employees: Provisional' search interface. It features a header bar with the title 'Employees: Provisional'. Below the header is a section titled 'Enter Search Criteria' containing several input fields: 'Position Category' (a dropdown menu), 'Position' (a dropdown menu), 'Last Name' (a text input field), 'Hire Date' (two text input fields separated by 'to'), and 'Provider' (a dropdown menu with '- All -' selected). A blue 'Search' button is located at the bottom right of the search criteria section.

2. Click the **Search** button to see a list of all your provisional employees or search for a specific employee by entering information into the search criteria and then clicking the **Search** button.



The screenshot shows the 'Employees: Provisional' search results page. It features a header bar with the title 'Employees: Provisional'. Below the header is a section titled 'Enter Search Criteria' with the same fields as the previous screenshot, but with 'Last Name' filled with 'Tanner'. A blue 'Search' button is located at the bottom right of the search criteria section. Below the search criteria is a section titled 'Results' containing a table with the following data:

Provider	Last Name	First Name	Position	Hire Date	Total Days in Provisional	Days Remaining in Provisional	Action
Jen's Nursing Home	<a href="#">Tanner</a>	Mike	Nursing Home Administrator	07/04/2013	12	18	<a href="#">Edit</a>

A blue 'Print' button is located at the bottom right of the results section.

## Hire Provisional Employee as Permanent Employee

Once an eligible fitness determination has been made for a provisional employee, you can hire the provisional employee if you wish.

1. Click on **Applications > Determinations Available**. Then, click **Convert to Permanent** from the **Employment Status** column. (**Convert to Permanent** displays for applicants with an "Eligible" determination who have already been hired as provisional employees.) The **Hire** screen displays.

**Applications: Determination Available**

**Enter Filter Options**

Application #:  Provider: HEALTH & REHABILITATION CENTER A

Last Name:

Determination Date:  to  Determination:

Employment:

**Search**

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**Results**

Text-DeterminationAvailableResults.

Locked App # - Type	Provider	Last	First	SSN	Determination	Determination Date	Employment Status	Actions
12788	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Bloom</a>	Orlando	-6464	Eligible	12/07/2014	<a href="#">Convert to Permanent</a>	<a href="#">Close</a>
10757	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Smith</a>	Jimmy	-4216	Eligible	09/17/2013	<a href="#">Hire</a>	<a href="#">Close Without Hiring</a>
7247	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">GagaTen</a>	Lady	-0010	Not Eligible	09/30/2013	<a href="#">Terminate</a>	

2. Enter the **Permanent Hire Date**, Click **Edit** in the **Action** column then enter the **Permanent Hire Date** and click **Save**.

**Person Summary**

Christina Alston, 006-19-2017, 6/19/1982

[Add New Application](#) [Case Notes](#)

Profile Applications Employment Documents History

Application #	Provider	Position	Status	Hire Date	Separation Date	Employment Last Verified	Action
25	<a href="#">Sunrise of Raleigh - HAL-092-096</a>	Medication Aide	Provisional	06/19/2017		06/19/2017	<a href="#">Edit</a>

[History of Changes](#)

## Terminate Provisional Employee

You must end employment of the provisional employee and record the employee's separation in the BCS:

- If a determination has been made and a provisional employee is not eligible for employment; or,
- If the provisional period for an applicant has expired and you do not want to hire the applicant permanently.

1. Click on **Applications > Determinations Available** on the navigation bar. Click **Terminate** in the **Action** column for the corresponding employee. The **Terminate Employment** dialog box appears. (**Terminate Employment** will only display when the applicant has received a "Not Eligible" determination or if the provisional period has expired for the applicant.)

Applications: Determination Available

Enter Filter Options

Application #:  Provider: HEALTH & REHABILITATION CENTER A

Last Name:

Determination Date:  to  Determination:

Employment:

Results

Text-DeterminationAvailableResults

Locked App # - Type	Provider	Last	First	SSN	Determination	Determination Date	Employment Status	Actions
12788	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Bloom</a>	Orlando	-6464	Eligible	12/07/2014	<input type="button" value="Convert to Permanent"/>	<input type="button" value="Close"/>
10757	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Smith</a>	Jimmy	-4216	Eligible	09/17/2013	<input type="button" value="Hire"/>	<input type="button" value="Close Without Hiring"/>
7247	HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">GagaTen</a>	Lady	-0010	Not Eligible	09/30/2013	<input type="button" value="Terminate"/>	

2. In **Separation Date**, use the calendar to select a date or enter a date in MM/DD/YYYY format. Then click **Save**. Same question as #2 in previous section.

Edit Employment

Christina Alston, 006-19-2017, 6/19/1982

\* Required

Changing the Provisional hire date does not change the Provisional employment expiration date of 8/18/2017.

\* Employment Status:

\* Employee Type:

\* Provider:

\* Provisional Hire Date:

\* Position Category:

Hire Date:

\* Position:

Separation Date:

Employment Last Verified:

# Verifying Employment

Providers may verify the continued employment of their employees on a periodic basis. Employment is verified when a person is hired, and then re-verification can be performed periodically thereafter. The **Employee: Verification** screen lists employees that need to be verified. To verify employment for current employees:

1. Go to **Employees > Verification** on the navigation bar. The **Employees: Verification** screen appears.

2. To see a list of employees whose employment needs to be verified, click on the **Employment Last Verified on or before** date box and a calendar will appear. Select a verification date. Generally, you'll be selecting today's date. Then click **Search**. The search results appear.

**Results**

If an employee name has changed, update name on Person Summary page.

Provider	Last Name	First Name	Position	Hire Date	Employment Last Verified	Verify	Action
THE WASHINGTON HOME	<a href="#">Coggin</a>	Fritz	Other Activities Staff	08/06/2013	08/06/2013	<input type="checkbox"/>	<a href="#">Edit</a>
THE WASHINGTON HOME	<a href="#">Coggin</a>	Fritz	Other Activities Staff	09/17/2013	09/17/2013	<input type="checkbox"/>	<a href="#">Edit</a>
Tammy's Ingleside at Rock Creek	<a href="#">Doe-Four</a>	Jane	Laboratory Technician	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
Tammy's Ingleside at Rock Creek	<a href="#">Doe-Four</a>	Jane	Social Worker (Graduate)	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
CAROLYN BOONE LEWIS HEALTH CARE CENTER	<a href="#">Doe-Four</a>	Jane	Laboratory Technician	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
HEALTH & REHABILITATION CENTER AT THOMAS CIRCLE	<a href="#">Doe-Four</a>	Jane	Medication Aide / Technician	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
JEANNE JUGAN RESIDENCE	<a href="#">Doe-Four</a>	Jane	Mental Health Counselor	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
DEANWOOD REHABILITATION AND WELLNESS CENTER	<a href="#">Doe-Four</a>	Jane	Laboratory Technician	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
KNOLLWOOD HSC	<a href="#">Doe-Four</a>	Jane	Medication Aide / Technician	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
CAPITOL HILL NURSING CENTER	<a href="#">Doe-Four</a>	Jane	Radiology Technician	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
CARROLL MANOR NURSING & REHAB	<a href="#">Doe-Four</a>	Jane	Pharmacist	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
Tammy's Best	<a href="#">Doe-Four</a>	Jane	Nurse Aide	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
Tammy's Nursing Home	<a href="#">Doe-Four</a>	Jane	Respiratory Care Practitioner	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
DC Pilot Provider 1	<a href="#">Doe-Four</a>	Jane	Nurse Aide	10/11/2012	09/17/2013	<input type="checkbox"/>	<a href="#">Edit</a>
DC Pilot Provider 2	<a href="#">Doe-Four</a>	Jane	Other	10/11/2012	09/17/2013	<input type="checkbox"/>	<a href="#">Edit</a>
DC Pilot Provider 2	<a href="#">Doe-Four</a>	Jane	Respiratory Care Practitioner	10/23/2012	10/23/2012	<input type="checkbox"/>	<a href="#">Edit</a>
CARROLL MANOR NURSING & REHAB	<a href="#">Doe-NinetyNine</a>	Jane	Mental Health Counselor	09/17/2013	09/17/2013	<input type="checkbox"/>	<a href="#">Edit</a>
CAPITOL HILL NURSING CENTER	<a href="#">Doe-NinetyNine</a>	Jane	Nursing Home Administrator	10/19/2012	10/19/2012	<input type="checkbox"/>	<a href="#">Edit</a>
DC Pilot Provider 1	<a href="#">Doe-Six</a>	Jane	Waiter, waitress	08/21/2013	08/21/2013	<input type="checkbox"/>	<a href="#">Edit</a>
Beth's Nursing Home	<a href="#">Dom</a>	Roger	Nursing Home Director / Business Manager	10/01/2013	10/01/2013	<input type="checkbox"/>	<a href="#">Edit</a>

1 2 3 48 Total Items

[Select All](#) [Verify Selected](#)

*When you click Verify Selected, the verification date is updated for the employees selected on this page only.*

3. To verify employment, review the employee list to see if there is any employee on the list who is no longer working for you. If you find someone on the list who has left employment, record the separation by clicking on the **Edit** button in the **Action** column. Once the separation is recorded, the employee is removed from the verification list and placed in the list of separated employees.
4. Once you have edited the employment record for all employees on the list who no longer work for you, click the **Select All** button at the bottom of the page. This will populate the checkbox for all employees remaining on the verification list. (Alternatively, you can check each employee's checkbox individually.) Click the **Verify Selected** button and the new verification date will be set to today's date.



If your list of employees is longer than one page, you must click **Select All** and **Verify Selected** on each page.

**Note**