NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

Recording a Hiring Decision and Managing Employee Records

**Provider User Guide
Version 01
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Contents

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.

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.

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

Note

2. 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.

3. 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**.

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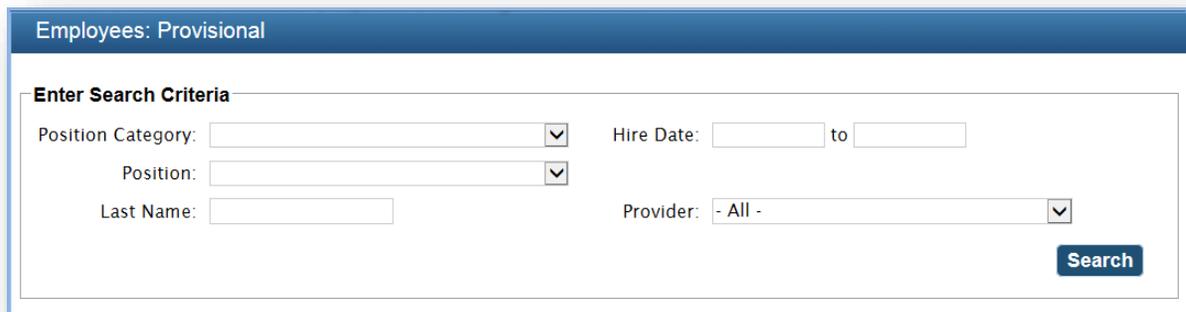
2. Click the **Search** button to see a list of all your provisional employees or search for a specific employee by entering information into the search criteria and then clicking the **Search** button.

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.

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

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.)

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.

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.

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.

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