

Processing a Temporary Employee to a Permanent Employee

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This document provides a step-by-step guide to ensure a smooth transition for employees moving between temporary and permanent positions within the agency.

Important Information for Processing a Temporary Employee to a Permanent Employee

- **Submit Temp to Perm Job Order Request:**
Submit a job order through the [NC OSHR: Job Order Portal](#). **Selecting** “Notify us of a Temporary to Permanent Transfer”
- **Information needed to complete request:**
FName, LName, Personnel #, last day worked as temporary, paper or electronic time submittal, first day as in permanent position, hiring agency and human resources contact.
- **Verify Last Day Temporary will work prior to permanent position:**
Confirm last work time with employee or supervisor.
- **Verify Time Entries:**
Ensure all previous time is entered, released, and approved in FLORI.
- **Verify Separation:**
If employee is currently inactive for less than 30 days, authorization is required. Inactive for more than 30 days, you do not need authorization for reinstate employee.
- **Obtain Authorization Release for transfer or reinstatement notification:**
When TS has confirmed all final time worked has been completed, an email release notification will be sent to the human resources contact on the request. The release will indicate transfer or reinstatement action.
- **Initiate correct action through PCR:**
Initiate the transfer action (PCR) including release email information.

Submit Heat Ticket:

The hiring agency will submit a Heat Ticket for OSC to process the transfer.

- Please note: if there are hours worked and owed to employee when transferred to monthly, those hours will be included in the monthly paycheck.

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