EMPLOYMENT PROCESSES

HR ADMINISTRATIVE PROCESS TRAINING – NOVEMBER 2014
OVERVIEW

• HR website: Managers/Supervisor Tools
  • Employment Life Cycle
  • Manager Resources

• Form I-9

• Remote Employees

• Timeliness of Employment Paperwork

• Hourly Employees

• Student Audits

• Michigan Youth Work Permit
Designed to assist campus manager/supervisors with responsibility for administering day to day HR policies and processes for their faculty, staff, and student employees.

Employment Life Cycle

- Getting Started
- During Employment
- At the End

Managers/Supervisor Tools

Our goal in HR is to help create an efficient and effective working environment for everyone at Andrews. With that in mind, this Tools page is designed to assist staff/faculty in the schools and departments who have responsibility for administering human resources policies and processes for their faculty, staff, and student employees. It provides quick access to important information and resources to help to complete these day-to-day HR activities. We solicit your feedback regarding this section of our website, as we continually seek ways to better serve our campus.

Employment Life Cycle

1. Getting Started: Recruitment & Onboarding
2. During Employment: Managing Employees/Positions
3. At the End: Employee Separation/Transition

Manager Resources

- Job Postings (request/manage postings)
- Job Applicants (view/manage applicants)
- Manager/Supervisor HR Forms
  - Employment Forms
  - Payroll Forms
  - Benefits Forms
- HR Administrative Process Training
  - Employment Process
  - Workers' Compensation
  - Payroll Processes
  - Compensation Process
- Payroll Schedules
- HR Reports
- Manager Time Clock Access
- NODA Lookup
EMPLOYMENT LIFE CYCLE: RECRUITING & ONBOARDING

Recruitment

- IMPORTANT to review Recruitment and Selection Checklist
- Job Posting Process
  - Internal-hire job posting request
  - Leaving/Transferring info box
  - Procedure notifications (submission & closure)
- Manage applications
  - Select decisions (YES/NO/CONSIDERING)
  - Closure request
  - Regret email option

Recruitment & Onboarding

One of the most important decisions a manager will make is to hire the right person for the right position. This section of the Tools page will help you with this objective by reviewing the procedures in developing, recruiting and hiring for a position. As important, to ensure that new hires feel welcome and experience a smooth transition at Andrews University, we also provide information for you to help them get off to a good start. Your new hires should have reviewed the New Employees section of the website before or at the start of their employment.

Recruitment/Hiring
- Recruitment & Selection checklist
- Job posting process
- Managing job applications
- Click here for necessary personnel action and hiring forms.

HR Hiring Process
- HR New Hire Checklist (HR use only)
  This document outlines the additional steps to be completed by HR once employment paperwork is submitted by the hiring department (near end of Recruitment & Selection checklist).

Onboarding
- New Employee Checklist [area specific]
- New employee orientation (CEO)
EMPLOYMENT LIFE CYCLE: RECRUITING & ONBOARDING

Recruitment (cont.)

- Forms
  - REVISED: Staff Rate Sheet & Recommendation for Appointment (RAF) with new instruction sheets
  - Verification of Credentials

HR Hiring Process

- Additional processing after RS/RAF submission (HR New Hire Checklist)
- Various communication from Employment/Benefits Office

Onboarding

- New Employee Checklist: Department Specific
- New Employee Orientation: Monthly
EMPLOYMENT LIFE CYCLE:
MANAGING EMPLOYEE/POSITIONS

REVIEW
• NEW Staff Evaluation Process
• Temporary Hourly Assignment
• Unpaid Non-Employee Resident

Other topics – next presentations
EMPLOYMENT LIFE CYCLE:
SEPARATION/TRANSITION

Exit Process

• Resignation, retirement, termination, transfer

Forms

• Exit Procedure Form

• NEW question: retiree continuing service

• Dept submit form ASAP
  • Contract (paid)
  • Guest Staff Form (unpaid)
  • Job posting process
GOVT FORM I-9: EMPLOYMENT ELIGIBILITY VERIFICATION

PURPOSE: document verification done by the employer to the identity and employment authorization of each new employee (citizen/noncitizen)

Must be completed within three days of hire

- Section 1 – completed by employee
- Section 2 – completed by AU Employment Office representative/designated agent for AU

NEW I-9 may be required upon rehire:

- Government retention policy of prior I-9
- Expired I-9 form (govt expiration)

If employed as of Nov 6, 1986 (start of government program):
GRANDFATHERED—no I-9 needed

Some retirees who continue service must complete I-9 (none on file)
DISTANCE/REMOTE EMPLOYEES:
CONTRACT FORM & I-9 COMPLETION

Contract Form

• Indicate on form if employee is distance/remote worker
• If remote employee, indicate email/name of contact person in the department to assist with coordinating of paperwork

Form I-9 must be completed with a designated agent of AU

• A local NAD/SDA conference, school or church representative
• Representative from remote employee’s current HR office, if they are willing
• Responsible for completing, signing and dating Section 2
• When completed, MAIL the original I-9 form with a copy/copies of the ID that was shown to the designated agent when the I-9 was being completed
• NOTARY option: Coming Soon!
TIMELINESS: EMPLOYMENT PAPERWORK

Rate Sheets, RAFs and Contracts: submitted and completed before the start of the assignment/class

Completed paperwork will be forwarded to Payroll for entry only after the I-9 form is completed at the Employment Office

What it affects

Pay: processing time can between ONE to TWO WEEKS

Benefits: election within 30 days from effective date of hire

Legal: government regulations (fines/penalties)

Solution

Do not allow employee to work until eligibility (I-9) documents are processed

Note: Anticipate some delays at the beginning of a new semester
## HOURLY EMPLOYEES

<table>
<thead>
<tr>
<th>Hourly Employees &amp; Contracts</th>
<th>New Hourly Hire Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If primary job is hourly, all work must be calculated in hours (wage &amp; hour law)</td>
<td>• Formal offer/invitation</td>
</tr>
<tr>
<td>• Contract must be translated to hourly position</td>
<td>• Will indicate</td>
</tr>
<tr>
<td>• Fill out <em>Hourly Contract Supplemental Form</em> <em>completely</em></td>
<td>• Start of employment</td>
</tr>
<tr>
<td>• Complete staff rate sheet (temporary) with hourly rate from supplemental form</td>
<td>• Hourly rate of pay</td>
</tr>
<tr>
<td>• Submit to employment</td>
<td>• Instructions for new hire</td>
</tr>
<tr>
<td>• Rate sheet</td>
<td>• May not begin working until employment paperwork completed</td>
</tr>
<tr>
<td>• Supplemental form</td>
<td></td>
</tr>
</tbody>
</table>
**STUDENT AUDITS: ENROLLMENT STATUS & HOURS WORKED**

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Weekly Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>• “Students desiring part-time employment must be enrolled full-time (12 undergraduate credits, 8 graduate credits or 9 Master of Divinity credits)” —AU Bulletin</td>
<td>• “The University allows students to work, as work is available, up to 20 hours per week during the academic year” —AU Bulletin</td>
</tr>
<tr>
<td>• Audits will be conducted after drop/add date</td>
<td>• Audits conducted to determine pattern of overages</td>
</tr>
<tr>
<td>• Exceptions: classes not offered this semester, student on semester break, finishing up requirements for graduations, their last semester</td>
<td>• Limit is 20 hours with a little grace period (no longer: occasional 5hrs extra)</td>
</tr>
<tr>
<td></td>
<td>• Exceptions: students on scheduled university or semester break (e.g. Christmas, spring, summer break)</td>
</tr>
</tbody>
</table>
MICHIGAN YOUTH WORK PERMIT

PURPOSE: Minors under the age of 18 are required to have a work permit prior to starting work regardless if the minor does not attend school, has dropped out of school, home-school, on-line school, virtual-school, cyber-school or comes from another state (out-of-state) resident to work in Michigan.

Completing a work permit

Section I: to be completed in its entirety by the minor and parent/guardian

Section II: to be completed by the employer in its entirety (including listing all work the minor will be performing, equipment and/or tools minor will use, starting and ending hours to be worked, number of days per week to be worked and number of hours per days to be worked, etc).

Section III: to be completed by school official designated as an issuing officer at the school district, intermediate school district, public school academy or nonpublic school after they have reviewed the permit. Must be brought to school in person.
Homeschoolers: The minor must present a signed, written statement from the parent or guardian, as the instructor of record, indicating how many hours per week the student is being home schooled. This will be attached to the work permit.

School officer keeps copy of the work permit in the minor's permanent school file and returns the original work permit to the minor to be given to the employer prior to the start of work (permit is kept on file at the minor's place of employment).
EXEMPTION

Minor 16 years of age completing requirements for graduation or high school equivalency: Obtain and keep on file a certification from the school the minor attended certifying that the minor has completed the requirements for graduation or a copy of the high school equivalency certificate.

Minor 17 years of age passing general educational development test; duty of employer: An employer, before employing the minor, shall obtain and keep on file proof of the minor's successful completion.
Resources

• http://www.uscis.gov/sites/default/files/files/form/m-274.pdf

• http://michigan.gov/mde/0,4615,7-140-6530_2629_59590---,00.html

• http://www.legislature.mi.gov/%28S%28veho0q5543yngezautom3x55%29%29/mileg.aspx?page=getObject&objectName=mcl-409-116

• http://www.homeschoolingmichigan.com/Michigan_MDE_info_excerpts.html