OVERVIEW

- Managers/supervisors tools
- Recruiting & Onboarding
- Signing Hire Letter (contract)
- Termination Notice Form
- Timeliness: Employment paperwork
- Non resident alien visas
MANAGERS/SUPERVISORS TOOLS

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

Forms & Documents
- Arranged in alphabetical order from A-Z
- Use updated forms on website
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)

• Union papers: No Admin Assistant

• Manage applications
  • Select decisions (YES/NO/CONSIDERING)
  • Closure request
  • Regret email option
SIGNING HIRE LETTER (CONTRACT)

Hire letters

- Why sign before start of work: Traditional written agreement that is signed and agreed to by employer and employee with give us legal backing.

- Possible Job suspension if hire letter is not signed within 2 weeks of hire.

- Check signed hire letter on New Employee Checklist form.

- No Letter for Hourly under half time positions.
# TERMINATION NOTICE FORM

**Andrews University**

## TERMINATION NOTICE

**NAME:** __________________________ **ID:** ____________ **Last day:** ____________

**INSTRUCTIONS:** The purpose of this form is to notify Human Resources when there is a termination of regular employment within the department, transfer to another department, or terminating AU employment.

**Title:** __________________________ **Department:** __________________________

**Reason for leaving this position:**

- [ ] Voluntary
- [ ] For Cause
- [ ] Laid Off
- [ ] Disability

- [ ] Leave of Absence. Expected Return: __________________________

- [ ] Transfer to another department. Department name (if known): __________________________

- [ ] Transition to non-regular position (e.g. Temp, Student, and Contract): Please submit appropriate paperwork a minimum of 2 weeks prior to the effective date to ensure appropriate processing.

- [ ] Retirement. If continuing in any paid/unpaid capacity, please submit appropriate paperwork a minimum of 2 weeks prior to the effective date to ensure appropriate processing.

- [ ] Other: __________________________

**Other Comments:**

_______________________________

_______________________________

_______________________________

**Supervisor Signature:** __________________________ **Date:** ____________ **ID:** __________________________

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**Human Resources Use Only**

- [ ] Campus notification sent: __________________
- [ ] Job posted: __________________
- [ ] Exit Procedure applicable
- [ ] No
- [ ] Yes, received: __________________

- [ ] Posn: __________________
- [ ] NBAJOBS end date: __________________
- [ ] CT [ ] No [ ] Yes, Date: __________________

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TIMELINESS: EMPLOYMENT PAPERWORK

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

RAF: Credential Verification

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

Use work Permit: Orange/Green form

**What it affects**

**Pay**: processing time can between ONE to TWO WEEKS

**Benefits**: election within 30 days from effective date of hire as well as current auto enroll retirement plan

**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
NON RESIDENT ALIEN VISAS

- Andrews University uses a web-based tax compliance system, called Tax Navigator and FNIS, to assist us in complying with these regulations. Any time you are thinking of inviting a Guest speaker and you will need to make some form of payment such as for services, an award, or a fellowship, they will need to create or update their records in FNIS
  - Because not all Visas are the same
  - If Possible try to choose the appropriate visa for an individual before they come to the US
- There are different restrictions for paying compensation and for reimbursing travel expenses pose by IRS and USCIS for Non-Resident Aliens.
- Because of the complicated nature of the process, you must contact Lilian in Employment &/or Ildiko in Accounting Office so we can properly guide you
Contact

• Email: employment@andrews.edu
• Phone: 471 3570

• Account Office
  Email Address: Ildiko Gyeresi- igyeresi@andrews.edu
  Phone: 471-6330