EMPLOYMENT PROCESSES

HR ADMINISTRATIVE PROCESS TRAINING - NOVEMBER 2017

OVERVIEW

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

MANAGERS/SUPERVISORS TOOLS

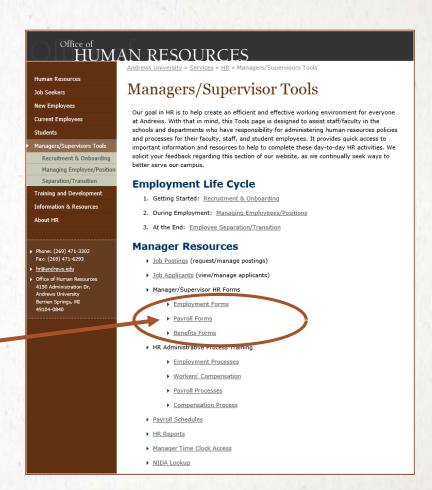
Designed to assist campus manager/supervisors with responsibility for administering day-to-day HR policies and processes for their faculty, staff, and student employees.

Employment Life Cycle

- Getting Started
- During Employment
- At the End

Forms & Documents

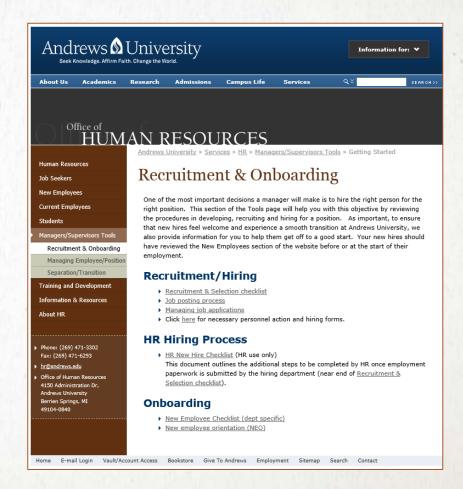
- Arranged in alphabetical order from A- Z
- Use updated forms on website



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 with in 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

FI 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	92	Date:	ID:
Human Resources Use Only			
Campus notification s	ent :		Posn:
Job posted:			NBAJOBS end date:
Exit Procedure application □ No □ Yes, received			CT No Yes, Date:
Lito Lies, lecely	cu.		

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



