HUMAN RESOURCES

REMINDERS | RECOMMENDATIONS | BEST PRACTICES

PUG MEETING 11.03.14
Helpful Reminders: I-9’s

- **Compliance:** Review Employee Info and Your Section of the I-9 Before Submission
  - First/last name of employee
  - Alternate names used
  - Foreign national dates and required fields

- **Workflow Routing**
  - Check “view workflow routing” on Approval tab in Job Data to make sure it’s in HR queue. Otherwise contact applicable party
  - Check visa and citizenship tab, under personal info tab, to see if additional OISS approval is needed
Helpful Reminders: Dates and Deadlines

- Jobs can be entered up to 6 months prior to start. Please enter as early as possible to avoid penalties. Employee can complete ahead of time as well

- Jobs, changes, work breaks, terms, LOA’s etc….entered on payroll deadline date may not have time to be approved

- Start dates should match 1st day of work for pay, even if dept. was informed after the fact

- Time approvers should be corrected, and sourcing entered, before pay sheets are issued

- HRMS changes, needing completion by HR, need to be made prior to creation of pay sheet
Helpful Reminders: Completion vs. Term

- **Term/completion date should be day after last date worked.** Not end of semester, or last date paid. FN’s should always be no later than one day after visa status expiration—can be prior.

- All NPR or STP roles should have Completion as reason code for ending job.

- Employee roles would have completion reason code when they are secondary and there is an additional employee role still active.
Helpful Reminders: Completion vs. Term

- If you are prime on an employee role, and have active secondaries under your job, you must contact the secondary job to either pick up prime or complete out their role prior to your term date. Applies to secondary non emp roles and emp jobs.

- If your employee record is last in job data your reason code will be “termination.” Even if your emp role was secondary.
Helpful Recommendations

- Although ideally we would keep prime on record 0 due to the volume of students changing jobs on campus we would want the completion of the prime and the existing secondary to do a data change on their row changing the job indicator to prime.

- Prime term date should match the date that secondary took over prime. Retro dates can be added.

- Leaves need to be entered ahead of the date that employee should be out. Paperwork needs to be sent to HR Box 1184 or 935-5146.

- Employee needs to be returned from SWB or LOA before transferring to another department on campus.
Best Practices

- Student roles all need to be terminated/complete before staff role can be entered.

- Student roles, moving to staff roles at the Med. School, need to be terminated and Med. School can re-hire. Transfers do not apply here.

- I-9 completed on or before first day or work

- Lump sum payments, especially for undergraduates, need to be cleared through Carla Becherer (5-6016) or Donna Boehne (5-8727). Hourly rate may apply
Best Practices

- Departments should view workflow link to make sure additional departmental/prime approvals do not need to be made before contacting HR to request approval.

- Changes to HRMS/I-9 records must be requested by email and sent to Bethanie, Georgiann and Jessica.

- If FNIS still needs to be done department should be pro-active and contact the employee to request prior to payroll close.

- Return from leave forms should be given to dept/HR first day employee returns from leave.
Resources

- Run query in HRMS > Main Menu > Manager Self Service > Manage Exceptions day of, or prior to, pay sheet creation. Changes can then be made prior to payroll closing. Low/Med exceptions can be corrected at dept level.

- Run search in HRMS > Main Menu > Job & Compensation > Job Inquiry > Multiple Current Jobs with Pay when needing to verify who secondary approver is on a job where you need to term the prime.

- Run query in HRMS > Main Menu > Reports > Pysht Notification & Confirmed the day pay sheets create so if there are issued you can rectify it before payroll close.

- Run query in HRMS > Manager Self Service > Time Management > BWK Paysheet Audit (when applicable) the day pay sheets create.
Resources

- Run below at least 2 days before pay sheets create so you can follow up, and resolve issues, without having to request manual pay sheet correction:
  - WP_TL_NO_REPORTED_TIME
  - WP_TL_NEED_SUBMIT
  - WP_TL_NEED_APPROVAL
HR Contacts

- Georgian Kegel – HR Faculty Records Manager
  - gkegel@wustl.edu
  - 314-935-5949

- Jessica Grimes – HR Reporting Analyst
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  - 314-935-6126

- Bethanie Becker – HR Analyst
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  - 314-935-7890
BENEFITS OF USING TAM

- Processing Hires and Rehires Through TAM has the Following Benefits:
  - It closes the Job Opening
  - Rejects the other Applicants on the Hire Job Opening
  - Rejects this applicant on other Job Openings
  - Copies any profile items (degrees, license, etc…) to HRMS
  - For hires it fills out most of the Hire Template based on the application, job opening, and PIF data
    - New – OFCCP regulation data – Veteran Status and Disability information will be transferred to HRMS
    - Inserts emergency contacts
    - Copies any profile items (degrees, etc.) to HRMS
  - For rehires it creates the job row with the new Job Code, Dept, and other TAM data; and creates a security row in HRMS that allows the hiring department to enter the transfer
    - Copies any profile items (degrees, etc.) to HRMS
BENEFITS OF USING TAM (cont.)

• Processing Transfers through TAM does the following:
  § It closes the Job Opening
  § Rejects the other Applicants
  § Rejects this applicant on other Job Openings
  § Eligibility Process – If the transfer is completed in TAM, no in-eligible notifications are sent because the applicant is removed from all Job Openings

• Negative Effect of Processing Transfers through HRMS instead of TAM:
  § If the transfer is completed in HRMS instead of TAM, and there is an Open Job Opening in TAM that this applicant has applied to; that night the applicant will get a notification that they are no longer eligible for rehire or transfer. This is very confusing for the applicant