Helpful Reminders: I-9’s

- **Compliance:** Review Employee Info and Your Section of the I-9 Before Submission
  - First/last name of employee on 1st and 2nd page of I-9
  - If employee has not presented documents by the end of the 4th day of employment, they should be told they cannot return to work until they present acceptable documents.
  - Make sure all Foreign national dates and required fields are complete

- **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, Personal Information>Visa and Citizenship, 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 I-9 ahead of time as well.

- Job data changes and additional pay entered on payroll deadline day may not be approved for paysheet creation.

- Start dates should match 1st day of work for pay, even if dept. was informed after the fact. Retro pay and timesheets (if applicable) should be completed to match the pay.

- Effective Nov 1st, RGA & PRO will route to HR for approval. RGA’s will require detailed comments on the additional pay approval tab in the comment box and PRO will also require detailed comments in the comment box as well as a justification sent to Tom Kraft kraftt@wustl.edu for approval. All must be routed and approved before paysheets create.

- Job data changes and additional pay needing HR approval need to be made prior to creation of pay sheet.
Helpful Reminders: Completion vs. Term

- Term/completion date should be the day after last day worked. Foreign Nationals should always be terminated no later than one day after visa status expiration. Can be prior.

- Transfer effective dates are the day after the last day worked in the old department.

- All NPR or STP roles should have Completion as the action with the corresponding reason.

- Secondary employee roles will use completion/completed addl role as the action/reason code when there is an additional prime employee role still active.
Helpful Reminders: Completion vs. Term

- If you hold the prime employee role and there are active secondaries, you must contact the secondary job to either pick up prime or complete their role prior to or the same date as your term date.

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

- Employees should not be put on FMLA until the FMLA has been approved.

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

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

- Return to work forms should be given to Supervisor the first day employee returns from leave. Employee should not be working unless they bring in the document. This applies when an employee is out on leave for their own medical condition.
Resources

- Run query in HRMS > Main Menu > Manager Self Service > Manage Exceptions the 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. High exceptions require HR intervention.

- Go to 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 issues they can be addressed before payroll closes to reduce the number of manual checks that are processed.

- Run query in HRMS > Manager Self Service > Time Management > BWK Paysheet Audit (when applicable) the day pay sheets create.
Run the queries below so you can follow up and resolve issues without having to request manual pay sheet correction:

- **WP_TL_NO_REPORTED_TIME** – be ran once a week to catch employees not reporting accurate in and out times.
- **WP_TL_NEED_SUBMIT** – be ran Monday mornings after paysheets create. Employees have until noon to submit.
- **WP_TL_NEED_APPROVAL** – be ran Monday multiple times until all employee timesheets are approved. Approvers have until Monday at midnight.
Effective immediately for all prime non-employee jobs, the ABBR field on the compensation tab should hold the total amount of the stipend. Stipend amounts should not be split when there is a prime and secondary non-employee role or a prime non-employee role and a secondary employee role. This dollar amount is used to calculate life insurance benefits and it has not been calculating properly when the stipend amount is split between 2 jobs.
HR Contacts

- Tammy DeBeaux – Mgr, HR Operations
  - debeaux@wustl.edu
  - 314-362-6962

- Stella Elder – HRMS Record Specialist
  - eldersa@wustl.edu or 314-362-4959
  - Processes for Otolaryngology & PACS

- Ruth Hagen – HRMS Record Specialist
  - Ruth.hagen@wustl.edu or 362-4979
  - Processes for Molec Micro, The Genome Center, OT, FPP & WUCA.
**HR Contacts**

- Leslie Link – HRMS Record Specialist
  - linkl@wustl.edu or 286-2395
  - Processes for Anesthesiology & Radiation Oncology
- Reggie Meyer – HRMS Record Specialist
  - meyerr@wustl.edu or 362-3099
  - Processes for FMD & the Power Plant
- Krissy Moskop – HRMS Record Specialist
  - moskopk@wustl.edu or 362-4962
  - Processes for Neurology & Orthopaedic Surgery
• Theresa Roberts – HRMS Record Specialist
  • robertst@wustl.edu or 362-2859
  • Processes for Pediatrics
• Sarah Shoopman – HRMS Record Specialist
  • shoopmans@wustl.edu or 286-2472
  • Processes for 8 divisions of Int Med (call for details)
• Vernita Smith – HRMS Record Specialist
  • washingv@wustl.edu or 362-4967
  • Processes for Psychiatry & Central Admin (call for details)
HR Contacts

- Cara Walter – HRMS Record Specialist
  - carawalter@wustl.edu or 362-6961
  - Processes for OBGYN, Ophthalmology, CCS & CARS

- HR Fax Number – 362-2500

- Appointments necessary for new hire meetings, please have new employees contact their rep.

- HR walk in hours are Tuesdays from 9am-11:30am and Thursdays 2pm – 4:30pm
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
• 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.