



EMPLOYMENT PROCESSES

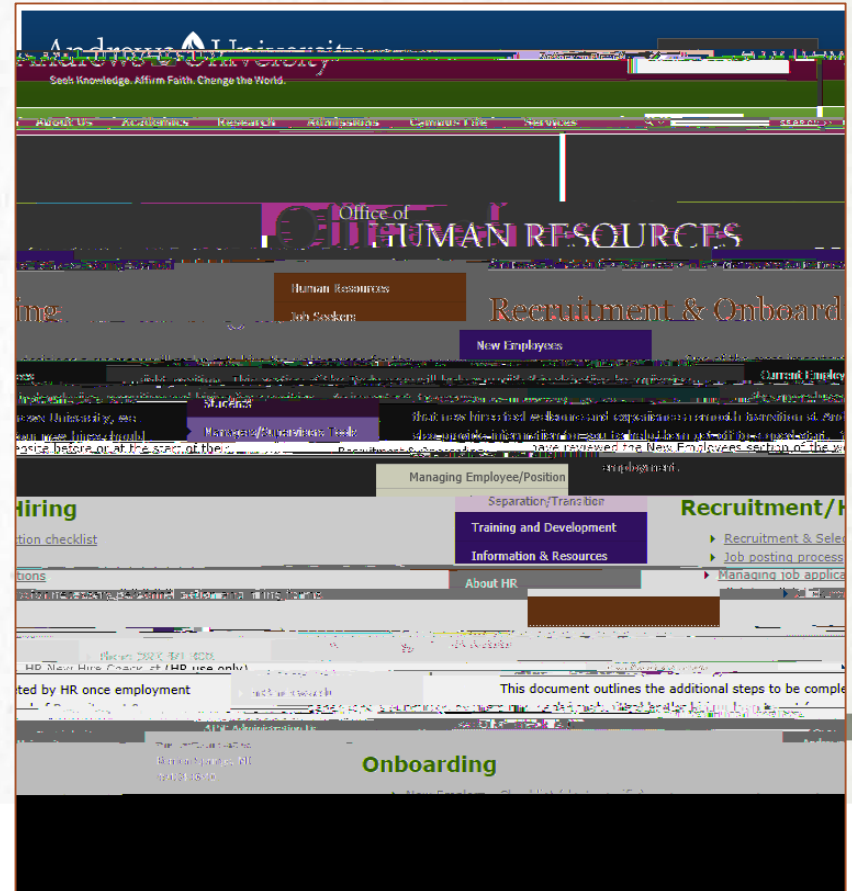
HR ADMINISTRATIVE PROCESS TRAINING – NOVEMBER 2017



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

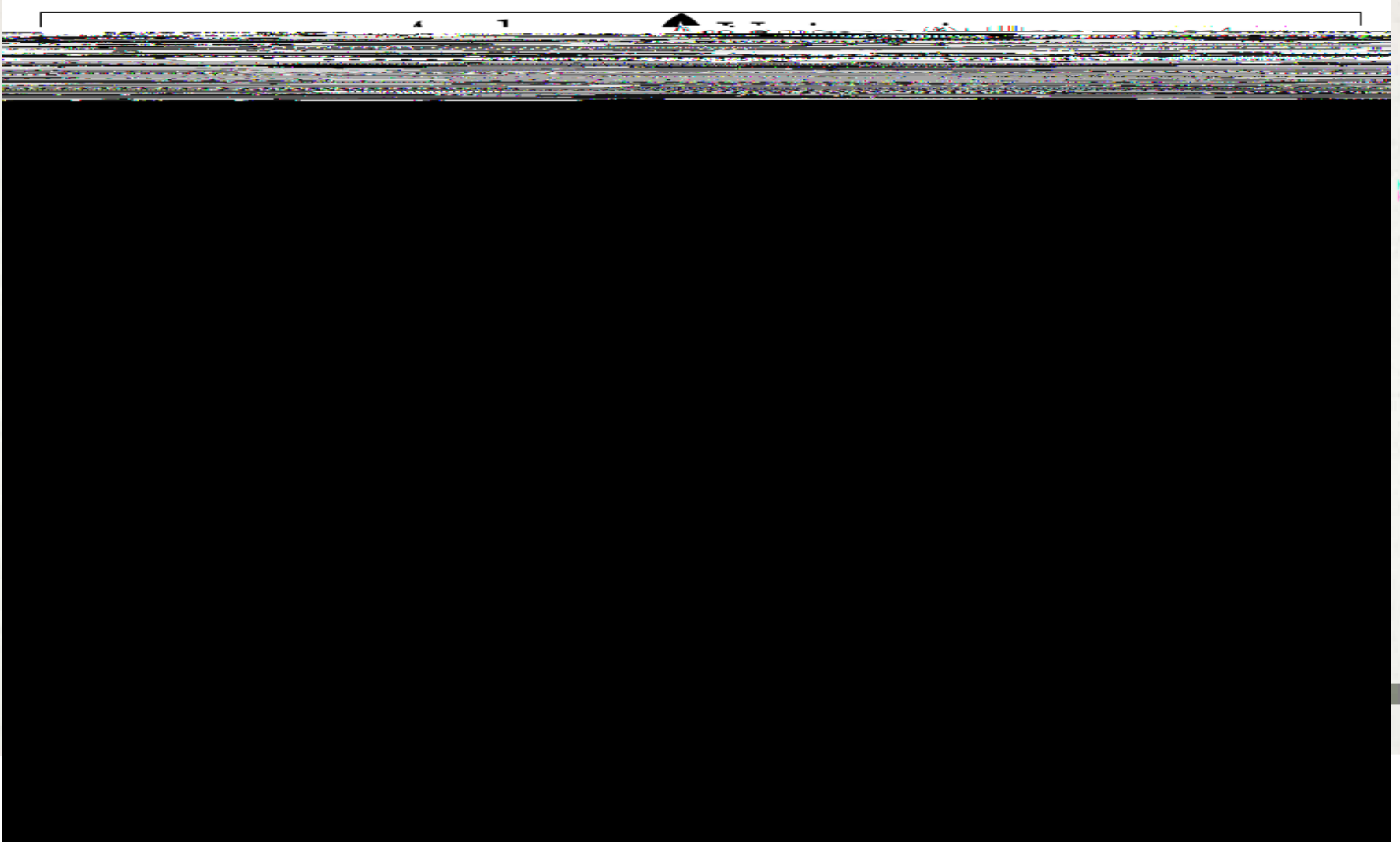


SIGNING HIRE LETTER (CONTRACT)

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



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 be between ONE to TWO WEEKS

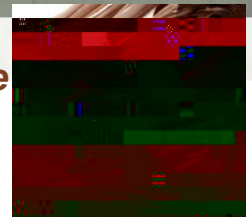
Benefits: election within 30 days from effective date of hire as well as **current auto enroll retirement plan**

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



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