

OFFICE OF HUMAN RESOURCES

EMPLOYMENT

1. Upon receipt of the completion of the selection process, the Human Resources Generalist (Employment) forwards the selected candidate file to the Human Resources Generalist (Benefits Coordinator) and The Human Resources Generalist (Benefits) who makes the employment offer and schedules the on-boarding process/new hire orientation. Re-hires are also required to complete the orientation process.
 - The Human Resources Generalist (Employment) ensures all interviewing documents are received including interview notes on each candidate.
 - A minimum of two telephonic reference checks on previous employers are required on all staff appointments. If they can't be completed, the three references provided with the application is sufficient.
 - All offers must remain within the budget guidelines as noted on the Requisition documents.
 - Salary exceptions must be approved by the Provost, Budget Manager, Human Resources and the President
 - Faculty pay and effective date is based on what is noted in the contract.
 - Staff employee salaries/wages are prorated to coincide with the employment date.

Note:

 - A signed Personnel Action Form (PAF) is needed for all employment transactions.
 - If the Personnel Action form is not received, one must be requested by the Human Resources Generalist (Recruitment and Employment).
 - As necessary, the Human Resources Generalist (Benefits Coordinator) may assist with the new hire input process.
2. New criteria – Background checks and drug screens will be implemented in January 2014.
 - All new hires will complete the background check and drug screen notification documents.
3. All new hires will complete the conviction statement, Privacy Act, and HIPAA statements (pending implementation).
4. On the day of Orientation, the Human Resources Generalist (Employment) partners with the Human Resources Generalist (Benefit Coordinator) to obtain completion of the I-9 form, and to make copies of the supporting documents. (Highly recommended: This process can be administered first prior to the new hire orientation program.)
 - The Human Resources Generalist (Employment) completes the e-Verify process, enters the new hire data in the Datatel (Elucian) system in order to generate the ID number and enter the personal data information.
 - i. Completes the Alabama Department of Industrial Relations New Hire Program.
 - ii. Scan the I-9 information including the eVerify document.
 - The Human Resources Generalist (Benefits) has oversight responsibility for the process and completes the New Hire Orientation process.
5. Upon completion of the new hire orientation process, the employee completed employment related documents are given to the Human Resources Administrative to complete the new hire folder.
 - A copy of the tax information and salary information is provided to the Human Resources Generalist I (Compensation)
6. The Human Resources Generalist (Benefit Coordinator) completes the benefit enrollment processes, i.e., health, and life insurance elections.
 - Benefit files are completed and maintained on all new hires.
 - If employees do not want benefits, they are to be instructed to write decline, date and sign their names on the enrollment forms.

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- TIAA-CREFF benefit. Employee will complete the payroll deduction form with the first of the month date of eligibility.
 - If the employee chooses not to enroll in the benefit, i.e, health, dental, TIAA-CREF, etc, they will indicate their selection on the enrollment document.
 - Explain the procedure regarding adding benefits after 30 days of initial employment.
 - i. Must have a qualifying event
 - ii. Can make changes during the Open Enrollment Period.
7. The Human Resources Generalist (Employment) closes out the Recruitment file, and presents the completed recruitment file to the Human Resources Generalist (Benefits Coordinator) for an audit review.
8. The Human Resources Generalist (Benefits Coordinator) completes and finalizes the Benefits file on each employee and files according to established procedures.