HR 101

by

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Human Resources

Agenda

- Why Change?
- Review Procedures
- Recruitment (PAR)
- New Hire Paperwork
- Employee Change Form

- Terminations & Departures
- Issues and Concerns
- Questions?

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System Changes

- Audit by UWSC shows significant processing errors.
- Response to UWSC changes.
- Streamline our processes.
- New performance evaluation criteria.
- No more off-cycle or paper checks.

Ouch! Too Many Errors

UWPKS

Data on transactions entered more than 30 days after effective date

Department	Process Type									
	ACTION: HIRE	ACTION: LEAVE OF ABSENCE	ACTION: REHIRE	ACTION: RETURN FROM LEAVE	ACTION: RETURN FROM SHORT WORK BREAK	ACTION: TERMINATION	ACTION: TRANSFER	PAYGROUP CATEGORY CHANGE	WRS ELIGIBILITY CHANGE	Grand Total
Grand Total	60	2	245	11	2	121	3	1	404	849

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System Conflict

The Impact – Systems Thinking

OVERPAYMENT
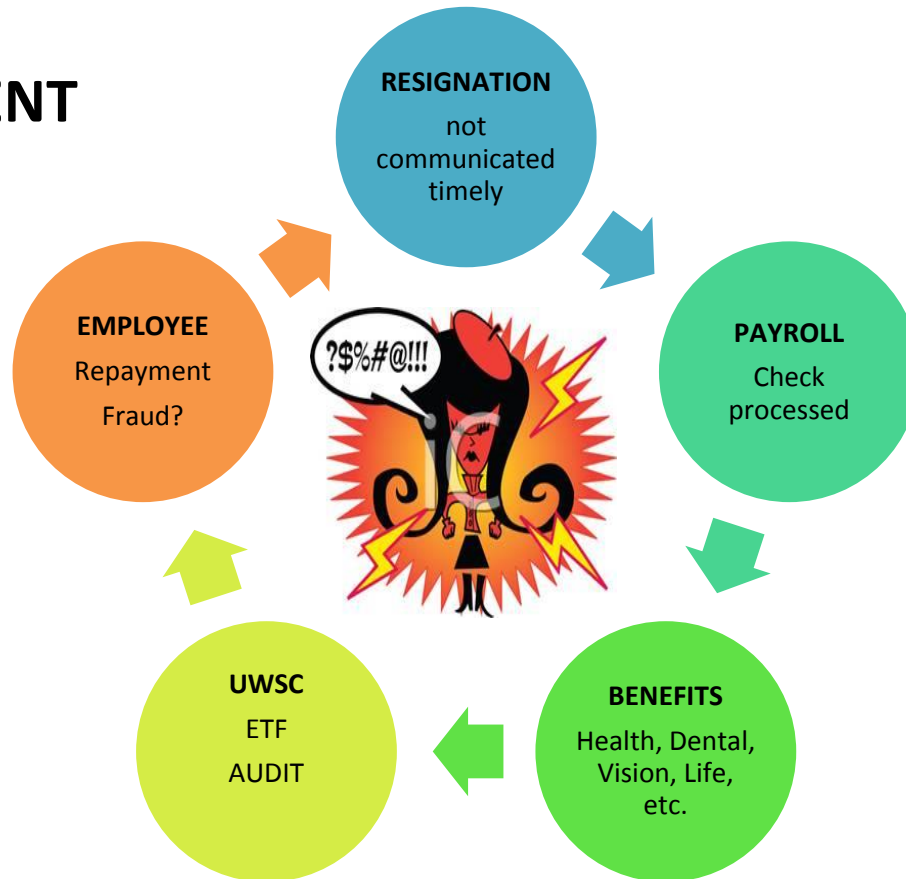
Recruitment

- A completed PAR is necessary to get recruitment started. This means ALL required signatures, including budget, prior to sending to HR.
- We highly recommend either delivering completed PAR to HR or scanning to hr@uwp.edu to ensure it has been received.
- Please keep an electronic copy of PAR for your records.
- NOTE: The PAR is not a part of an employees HR file.

New Hire Form

- Streamlined process – reduced required number of signatures.

- I-9 process centralized to HR – electronic I-9s will become a part of the criminal background check (CBC).

- Social numbers, driver's license, any other sensitive documents should not be collected at the department level.

- Employees, including student workers, may not work until ALL new hire paperwork has been completed (typically 24-72 hours after HR has been notified of intent to hire).

- HR will notify HM/Admin. when employee has been cleared to work.

Employee Change Form

- Employee change form is used for transfers/position changes, demotions, promotions, salary changes, funding changes, title changes, etc.

- Form should be submitted within 48 hours of the change.

- Lump sum payments – if there are multiple payments to be made, put all info on one form. We have the capability of future dating.

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Terminations and Departures

- A departure notice should be completed ASAP when employee has informed manager of intent to leave.

- Form should be scanned to hr@uwp.edu within 24 hours of notification.

- Employee should be directed to schedule an appointment with HR benefit specialist.

- Departures forms should also be used for students who are no longer working for us.

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Brainstorming/Improvements

- What are your issues?
- Concerns?
- Recommendations?
- Solutions?