

EMPLOYMENT PROCESSES

HR ADMINISTRATIVE PROCESS TRAINING – NOVEMBER 2017

OVERVIEW

- Managers/supervisors tools
 - Recruiting & Onboarding
 - Signing Hire Letter (contract)
 - Termination Notice Form
 - Timeliness: Employment paperwork
 - Non resident alien visas
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MANAGERS/SUPERVISORS TOOLS

Designed to assist campus manager/supervisors with responsibility for administering day-to-day HR policies and processes for their faculty, staff, and student employees.

Employment Life Cycle

- Getting Started
- During Employment
- At the End

Forms & Documents

- Arranged in alphabetical order from A- Z
- Use updated forms on website

Office of
HUMAN RESOURCES

[Andrews University](#) > [Services](#) > [HR](#) > [Managers/Supervisors Tools](#)

Managers/Supervisor Tools

Our goal in HR is to help create an efficient and effective working environment for everyone at Andrews. With that in mind, this Tools page is designed to assist staff/faculty in the schools and departments who have responsibility for administering human resources policies and processes for their faculty, staff, and student employees. It provides quick access to important information and resources to help to complete these day-to-day HR activities. We solicit your feedback regarding this section of our website, as we continually seek ways to better serve our campus.

Employment Life Cycle

1. Getting Started: [Recruitment & Onboarding](#)
2. During Employment: [Managing Employees/Positions](#)
3. At the End: [Employee Separation/Transition](#)

Manager Resources

- ▶ [Job Postings](#) (request/manage postings)
- ▶ [Job Applicants](#) (view/manage applicants)
- ▶ [Manager/Supervisor HR Forms](#)
 - ▶ [Employment Forms](#)
 - ▶ [Payroll Forms](#)
 - ▶ [Benefits Forms](#)
- ▶ [HR Administrative Process Training](#)
 - ▶ [Employment Processes](#)
 - ▶ [Workers' Compensation](#)
 - ▶ [Payroll Processes](#)
 - ▶ [Compensation Process](#)
- ▶ [Payroll Schedules](#)
- ▶ [HR Reports](#)
- ▶ [Manager Time Clock Access](#)
- ▶ [NIDA Lookup](#)

Human Resources
Job Seekers
New Employees
Current Employees
Students
▶ **Managers/Supervisors Tools**
Recruitment & Onboarding
Managing Employee/Position
Separation/Transition
Training and Development
Information & Resources
About HR

▶ Phone: (269) 471-3302
Fax: (269) 471-6293
▶ hr@andrews.edu
▶ Office of Human Resources
4150 Administration Dr,
Andrews University
Berrien Springs, MI
49104-0840

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

The screenshot displays the Andrews University website's Human Resources section. The header includes the university's name and tagline, "Seek Knowledge. Affirm Faith. Change the World." Below the header is a navigation menu with links for About Us, Academics, Research, Admissions, Campus Life, and Services. The main content area is titled "Office of HUMAN RESOURCES" and features a breadcrumb trail: Andrews University > Services > HR > Managers/Supervisors Tools > Getting Started. The page is titled "Recruitment & Onboarding" and contains a paragraph explaining the importance of hiring the right person. Below this, there are three main sections: "Recruitment/Hiring" with links to a checklist, job posting process, and managing applications; "HR Hiring Process" with a link to a new hire checklist; and "Onboarding" with links to a new employee checklist and orientation. A sidebar on the left lists various HR services, and a footer at the bottom provides contact information and additional links.

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Information for: ▾

About Us Academics Research Admissions Campus Life Services 🔍 SEARCH >>

Office of
HUMAN RESOURCES

Andrews University > Services > HR > Managers/Supervisors Tools > Getting Started

Recruitment & Onboarding

One of the most important decisions a manager will make is to hire the right person for the right position. This section of the Tools page will help you with this objective by reviewing the procedures in developing, recruiting and hiring for a position. As important, to ensure that new hires feel welcome and experience a smooth transition at Andrews University, we also provide information for you to help them get off to a good start. Your new hires should have reviewed the New Employees section of the website before or at the start of their employment.

Recruitment/Hiring

- ▶ [Recruitment & Selection checklist](#)
- ▶ [Job posting process](#)
- ▶ [Managing job applications](#)
- ▶ Click [here](#) for necessary personnel action and hiring forms.

HR Hiring Process

- ▶ [HR New Hire Checklist](#) (HR use only)
This document outlines the additional steps to be completed by HR once employment paperwork is submitted by the hiring department (near end of [Recruitment & Selection checklist](#)).

Onboarding

- ▶ [New Employee Checklist \(dept specific\)](#)
- ▶ [New employee orientation \(NEO\)](#)

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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.
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TERMINATION NOTICE FORM

Andrews  University

TERMINATION NOTICE

NAME: ID: Last day:

INSTRUCTIONS: *The purpose of this form is to notify Human Resources when there is a termination of regular employment within the department, transfer to another department, or terminating AU employment.*

Title: Department:

Reason for leaving this position:

Voluntary For Cause Laid Off Disability

Leave of Absence. Expected Return:

Transfer to another department. Department name (if known):

Transition to non-regular position (e.g. Temp, Student, and Contract): Please submit appropriate paperwork a minimum of 2 weeks prior to the effective date to ensure appropriate processing.

Retirement. If continuing in any paid/unpaid capacity, please submit appropriate paperwork a minimum of 2 weeks prior to the effective date to ensure appropriate processing.

Other:

Other Comments:

Supervisor Signature: Date: ID:

Human Resources Use Only

Campus notification sent :

Job posted:

Exit Procedure applicable

No Yes, received:

Posn:

NBAJOBS end date:

CT No Yes, Date:

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

- Andrews University uses a web-based tax compliance system, called Tax Navigator and FNIS, to assist us in complying with these regulations. Any time you are thinking of inviting a Guest speaker and you will need to make some form of payment such as for services, an award, or a fellowship, they will need to create or update their records in FNIS
 - Because not all Visas are the same
 - If Possible try to choose the appropriate visa for an individual before they come to the US
 - There are different restrictions for paying compensation and for reimbursing travel expenses pose by IRS and USCIS for Non-Resident Aliens.
 - Because of the complicated nature of the process, you must contact Lilian in Employment &/or Ildiko in Accounting Office so we can properly guide you
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Contact

- Email: employment@andrews.edu
- Phone : 471 3570
- Account Office
Email Address: Ildiko Gyeresi- igyeresi@andrews.edu
Phone: 471-6330

