Mission Statement

Human Resources’ mission is to nurture and maintain a positive workforce environment and to support the strategic mission and direction of Angelo State University. The Office of Human resources is responsible for the following major areas: recruitment and employment, benefits and retirement counseling, compensation administration, training and development for staff employees, legal and policy compliance, employee relations and communication, and policy development.
Learning Objectives

New Hire Process
Benefits and Payroll
Changes to Employees
Employee Relations
Staff New Hire Process
Staff New Hire Process Continued

1. Hiring Manager
   - Completes hiring matrix

2. Approval Chain
   - Completes justification for selection form

3. HR Generalist
   - Does position require college transcripts?
     - Yes
       - Notify applicant to have transcripts sent to HR
     - No

4. Interview Committee
   - Does the position require a background check?
     - Yes
       - Notify HR of the selection and need for background check
     - No

5. Bundles staff recommendation for hire form, hiring matrix, justification for selection form, application/resume, and forwards bundled packet for approvals
Faculty New Hire Process

Angelo State University
Provost Office
BPA

Faculty New Hires

Dept Head
- Determine faculty needs
- Finds prospective candidate
  -> Admin Asst prepares CORF, fwd to Dept Head and Dean
  -> Approves
  -> Scans/copies documentation to department file
  -> Receives CORF and appropriate documentation
  -> Verifies documentation
  -> Scans/copies documentation to Dean’s file
  -> Verifies documentation
  -> Enter faculty info into spreadsheet

Dean
- Approves

Provost Office
- Approves

Faculty

President

Payroll

Human Resources

Budget

Registrar
Points of Interest for the Employment Process

• **Budget**
  - Prior to Posting

• **Interview**
  - Our legal parameters

• **Offer**
  - Packet and Background Checks

• **Policy**
  - OP 52.21 Job Posting Advertising and Recruitment of Staff Positions
  - OP 52.34 Pay Plan
  - OP 52.15 Equal Employment Opportunity
Day 1 and Benefits

• New Hire Paperwork
  - I-9
  - W-4
  - Compliance and More
  - Who completes this paperwork?
  - OP 52.28 New Employee On-Boarding and Orientation

• Benefits
  - Health Benefit Timeframe for New/Current Employees
  - Retirement Option Timeframes

• Leave
  - Usage Timeframe
  - Approval
  - OP 52.49, 52.42, 52.41, 52.30
Family Medical Leave Act (FMLA)

• **Eligibility**
  - 12 months of employment, 1,250 hours of service
  - Serious Health Condition (Employee/Qualified Family Member)

• **Scenarios**
  - 3 Days or Intermittent Leave
  - Military Caregiver/Active Duty Leave
  - Pregnancy/Maternity Leave

• **Liability**
  - Organizational
  - Individual

• **Policies**
  - OP 52.16 Family Medical Leave Act
  - OP 52.33 Parental Leave
FMLA Workflow for Human Resources

1. **Employee submits Employee Request for Leave.**

2. HR reviews the Employee Request for Leave and employee’s weeks of service and hours worked in last 12-months to determine eligibility.

3. **Does employee qualify for FMLA?**
   - **YES:**
     - Within 5 business days HR sends employee Eligibility Notice, Rights and Responsibilities Notice and appropriate Certification of Healthcare Provider.
     - If employee fails to submit or timely submit the Certification form, HR will make determination based on information available.
     - Employee has 7 days to submit additional information. If employee fails to submit required information, HR will make determination based on information available.
   - **NO:**
     - HR sends employee Eligibility Notice stating reason for ineligibility. Employee’s leave of absence is processed as a regular sick leave event.
     - HR reviews employee’s Certification of Healthcare Provider form. HR must notify employee within 5 days if additional information required.
     - Is leave designated as FMLA?
       - **YES:** HR sends employee Designation Notice within 5 business days. HR or payroll tracks leave. Send new Designation Notice when employee expires leave.
       - **NO:** Within 15 days Employee submits Certification of Healthcare Provider.
Payroll Services

Payroll Policies & Procedures Overview

Presented by: Shonda Brooks-Payroll Coordinator
OVERVIEW

- Operating Policies and Procedures related to Payroll
- Web Time Entry Approvals
- Payroll due dates/Payroll Calendar
- Helpful publications and links
The mission of Payroll Services at Angelo State University is to ensure that all employees are paid in a timely and accurate manner and that necessary data, records and reports are maintained and submitted in accordance with acceptable business and regulatory standards while complying with state and federal regulations.
OP 50.01  Reporting Withholding Taxes on Employee Bonuses, Awards and Prizes

OP 50.02  Distribution of Payroll Checks

OP 50.03  Replacement of Payroll Checks

OP 50.04  Payroll Deduction Designated to Angelo State University for Charitable Contributions
APPROVALS

• Accountability…Accountability…Accountability

• Verify hours worked are accurate

• Electronic Approval = Personal Checkbook

• Important NOT to share passwords
PAYROLL DUE DATES

• Each payroll has to be completed no later than 3 working days before payday to allow time for the direct deposit files to be processed and disbursed by the financial institutions.

• Each payroll typically takes 3 to 5 working days to process and complete depending on the time of year.

• A Payroll Calendar has been developed showing important due dates.
<table>
<thead>
<tr>
<th>Month</th>
<th>Pay Period</th>
<th>Pay ID</th>
<th>Pay Number</th>
<th>Final ePAF due for Pay Period (COMPLETELY APPROVED)</th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2010</td>
<td>11/1 - 11/30</td>
<td>Monthly Staff/Faculty</td>
<td>12</td>
<td>11/17/2010</td>
<td>12/1/2010</td>
</tr>
<tr>
<td>December 2010</td>
<td>12/1 - 12/31</td>
<td>Monthly Staff/Faculty</td>
<td>1</td>
<td>12/15/2010</td>
<td>1/3/2011</td>
</tr>
<tr>
<td>January 2011</td>
<td>1/1 - 1/31</td>
<td>Monthly Staff/Faculty</td>
<td>2</td>
<td>1/18/2011</td>
<td>2/1/2011</td>
</tr>
<tr>
<td>April 2011</td>
<td>4/1 - 4/30</td>
<td>Monthly Staff/Faculty</td>
<td>5</td>
<td>4/20/2011</td>
<td>5/2/2011</td>
</tr>
<tr>
<td>May 2011</td>
<td>5/1 - 5/31</td>
<td>Monthly Staff/Faculty</td>
<td>6</td>
<td>5/19/2011</td>
<td>6/1/2011</td>
</tr>
<tr>
<td>June 2011</td>
<td>6/1 - 6/30</td>
<td>Monthly Staff/Faculty</td>
<td>7</td>
<td>6/20/2011</td>
<td>7/1/2011</td>
</tr>
<tr>
<td>July 2011</td>
<td>7/1 - 7/31</td>
<td>Monthly Staff/Faculty</td>
<td>8</td>
<td>7/19/2011</td>
<td>8/1/2011</td>
</tr>
<tr>
<td>August 2011</td>
<td>8/1 - 8/31</td>
<td>Monthly Staff/Faculty</td>
<td>9</td>
<td>8/18/2011</td>
<td>9/1/2011</td>
</tr>
</tbody>
</table>

*This includes any changes that need to be included for a payroll (one-time payments, leave without pay, ePAF's, paper PAF's, memo's, etc.)
# PAYROLL DUE DATES (Student & Temp/Casual)

<table>
<thead>
<tr>
<th>Month</th>
<th>Pay Period</th>
<th>Pay ID</th>
<th>Pay Number</th>
<th>Web Time submitted for Pay Period (by 12:01 AM)</th>
<th>Web Time Completely Approved by:</th>
<th>Payday</th>
</tr>
</thead>
</table>
HELPFUL PUBLICATIONS & LINKS

Circular E (Employer’s Tax Guide) – Publication 15


Payroll Calendar and Due Dates

Payroll Services Website:
http://www.angelo.edu/services/payroll/index.html
CONTACT INFORMATION

LOCATION: Mayer Administration Building, Room 100
(Directly across from Bursar’s Office)

HOURS: Monday through Friday 8:00 am to 5:00 pm

PHONE: (325) 942-2727

FAX: (325) 942-2228

EMAIL: payroll@angelo.edu
Employment Changes

• EPAF
  - Title Changes
  - Salary Changes
  - Terminations
  - FTE and Budget Changes (Funding Sources)
  - Electronic Devices

• Transfers

• Policy
  OP 52.09 Definitions of Employee Categories
Employee Relations

• **Performance Management**
  - Document, Document, Document
  - Performance Improvement Plan (PIP)

• **Disciplinary Actions**
  - Employee Counseling Report

• **Policies**
  OP 52.10 Discipline and Dismissal
  OP 52.17 Grievances and Appeals (Staff)
CONTACT INFORMATION

LOCATION:  East Office Annex
            (New Temporary Buildings, Closest to Johnson St.)

HOURS:  Monday through Friday 8:00 am to 5:00 pm

PHONE:  (325) 942-2168

FAX:  (325) 942-2156

EMAIL:  hr@angelo.edu
Questions