



The Office of Human Resources

Human Resources Process Overview

Kurtis Neal, SPHR
Director of Human Resources

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

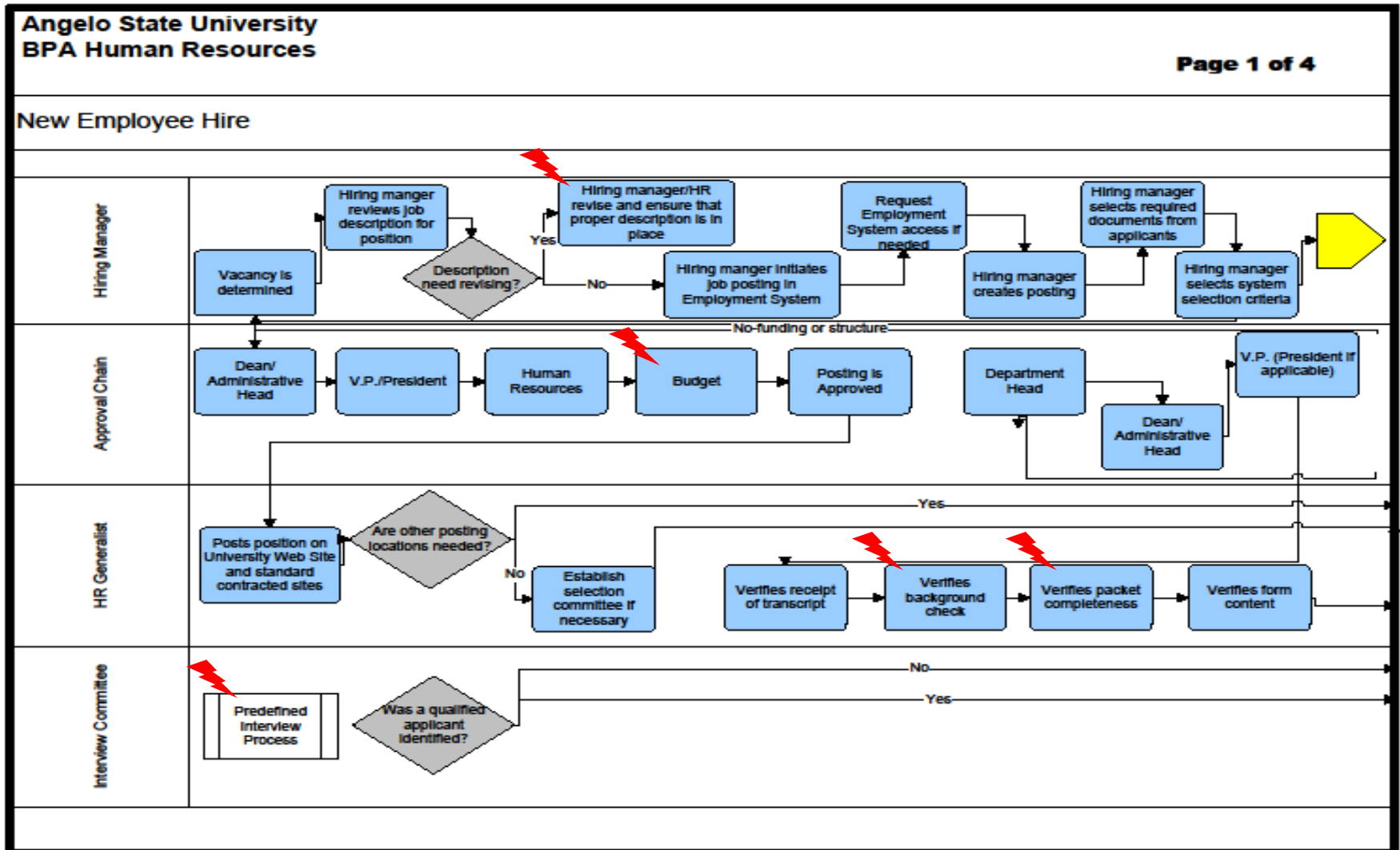
New Hire Process

Benefits and Payroll

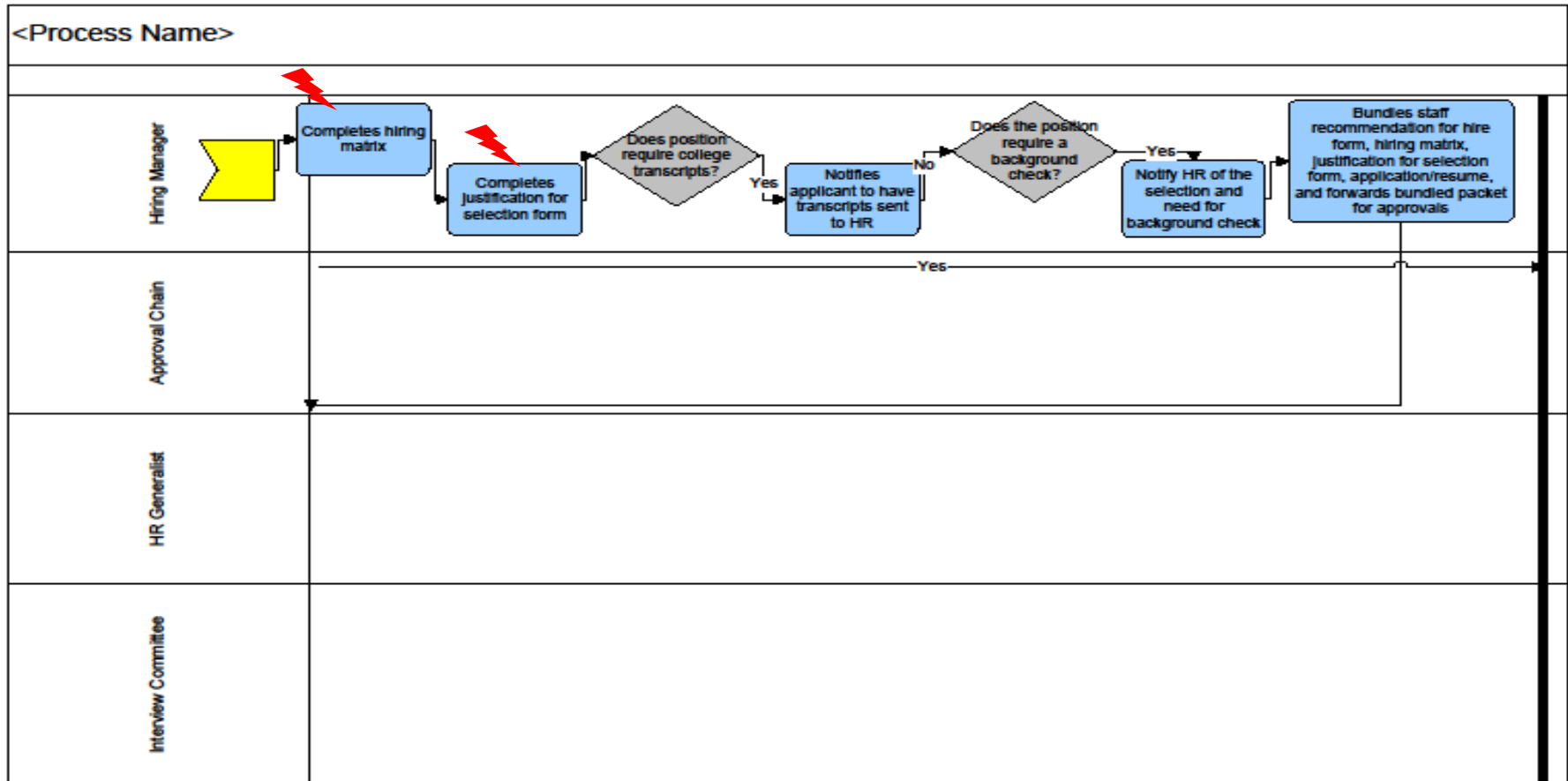
Changes to Employees

Employee Relations

Staff New Hire Process



Staff New Hire Process Continued

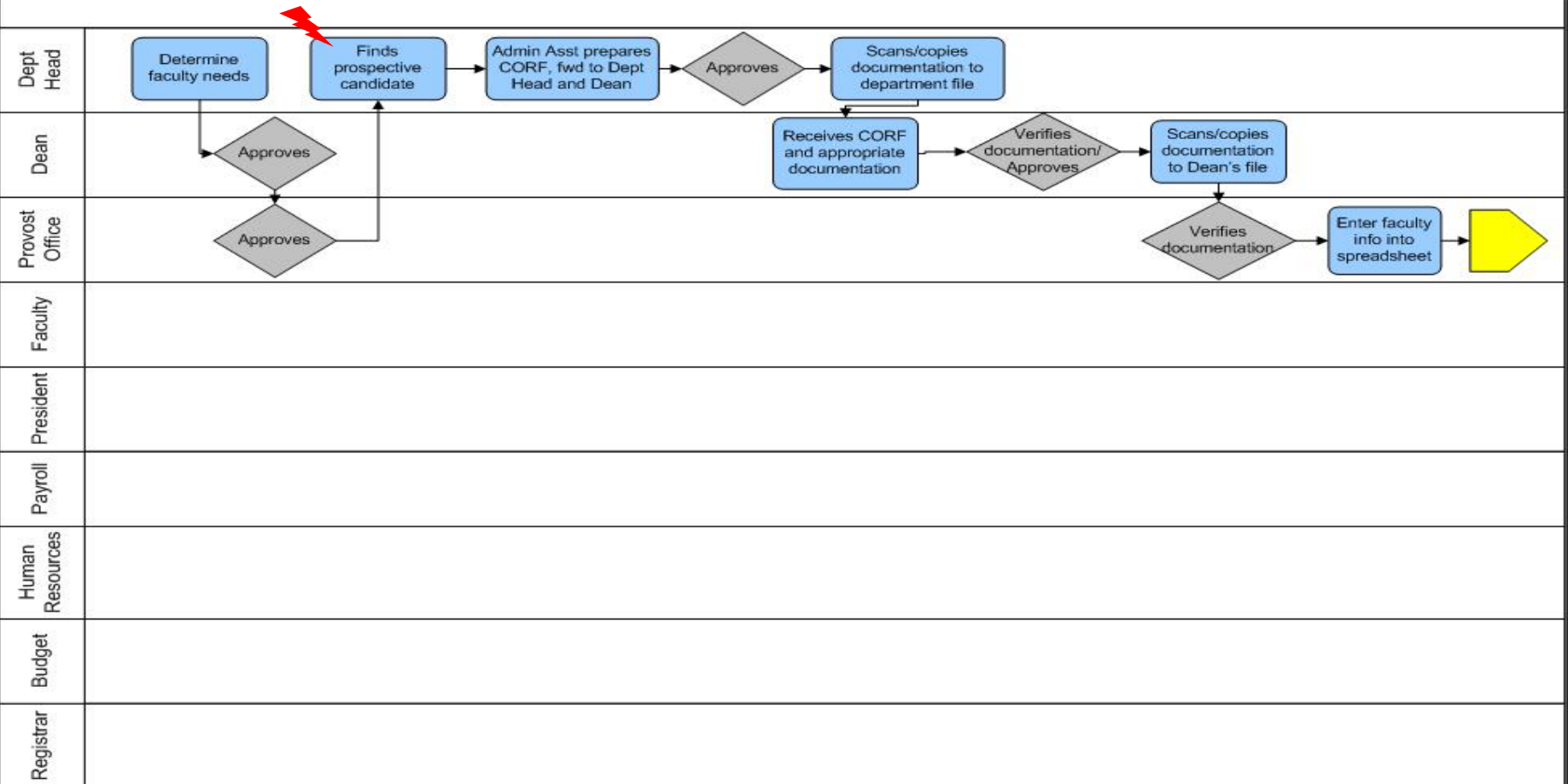


Faculty New Hire Process

Angelo State University
Provost Office
BPA

Page 1 of 3

Faculty New Hires

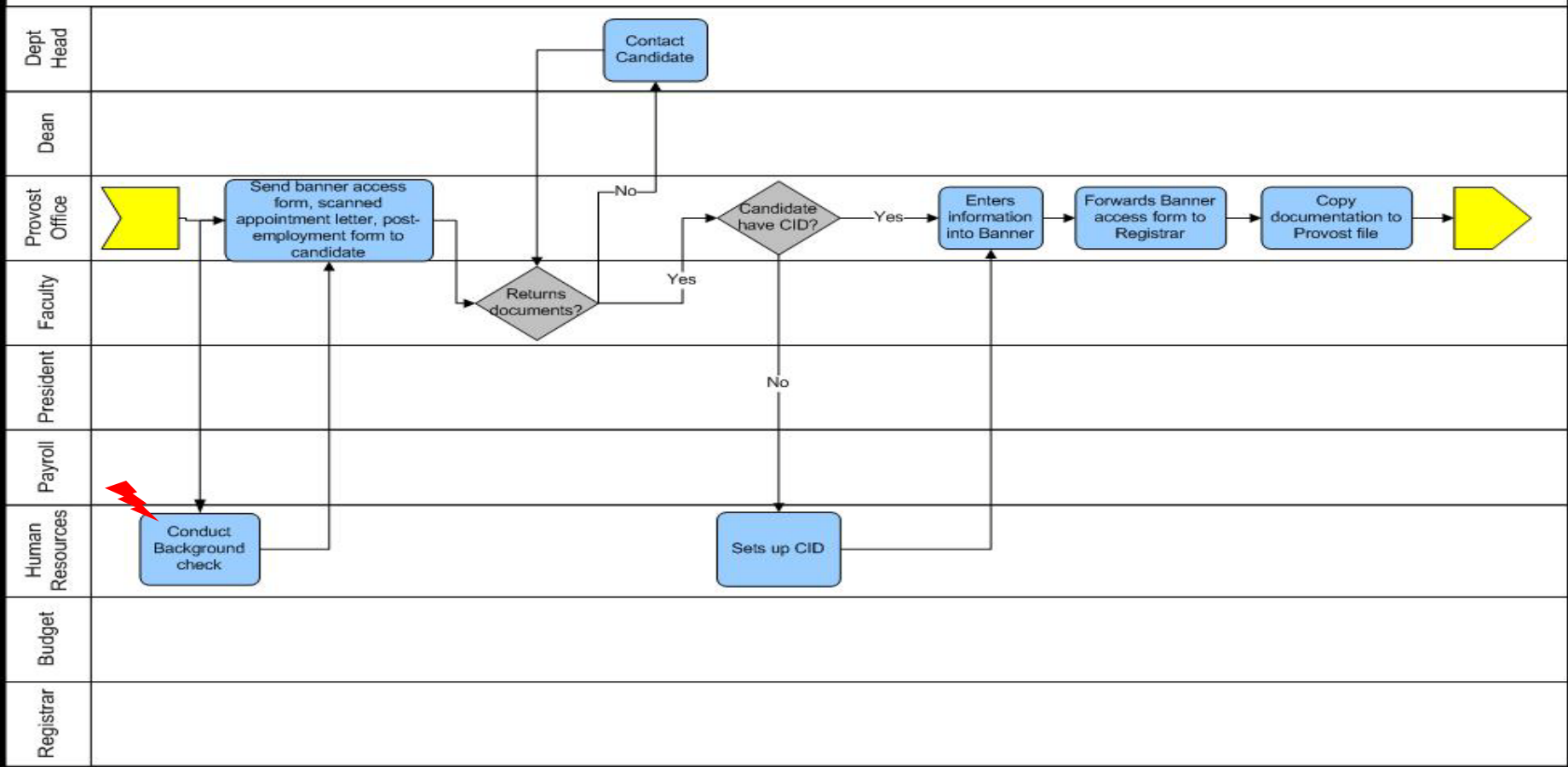


Faculty New Hire Process Continued

Angelo State University
Provost Office
BPA

Page 2 of 3

Faculty New Hires

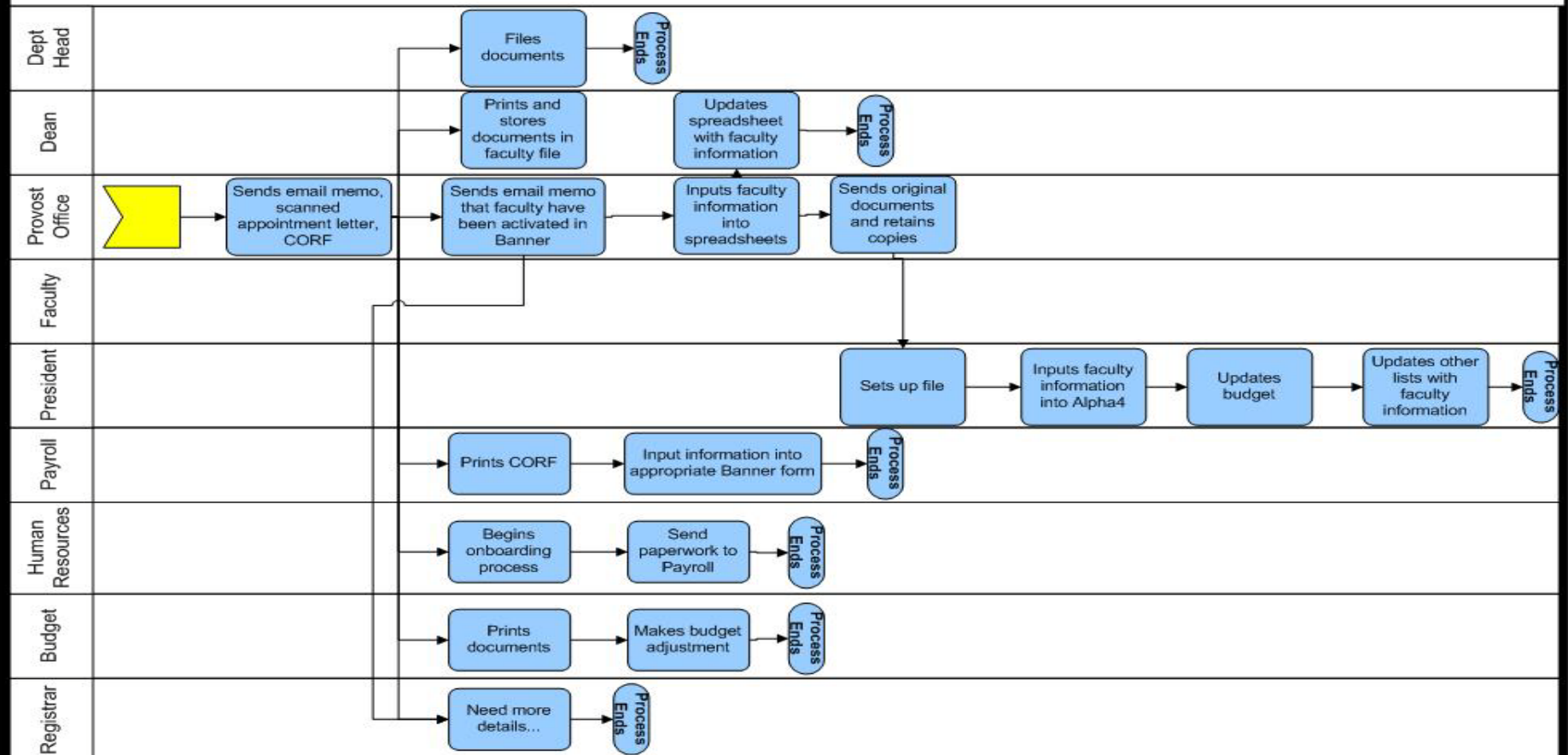


Faculty New Hire Process Continued

Angelo State University
Provost Office
BPA

Page 3 of 3

Faculty New Hires



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

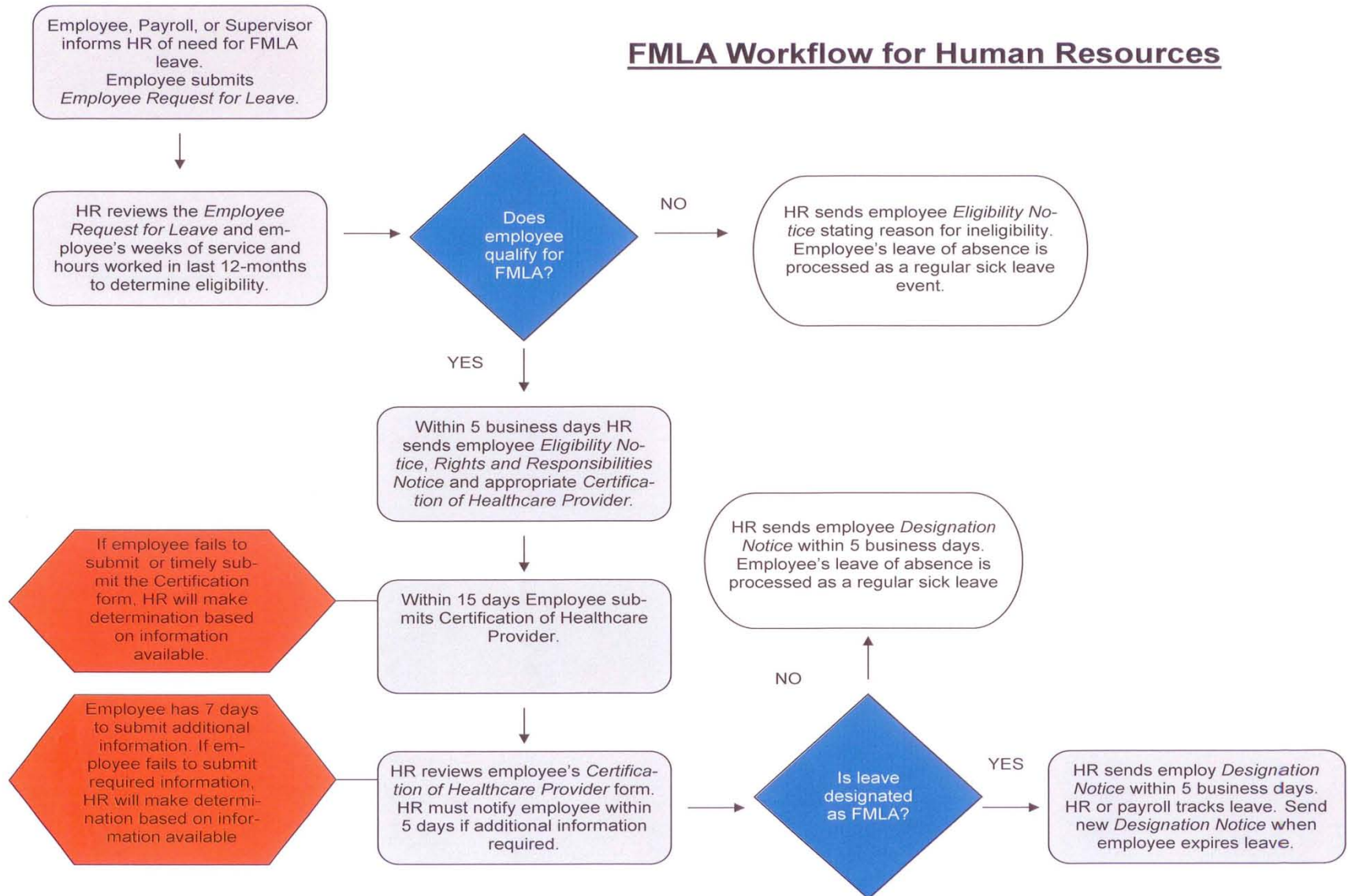
•Policies

- OP 52.16 Family Medical Leave Act
- OP 52.33 Parental Leave

ANGELO STATE UNIVERSITY

MEMBER, TEXAS TECH UNIVERSITY SYSTEM

FMLA Workflow for Human Resources





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

MISSION STATEMENT

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.

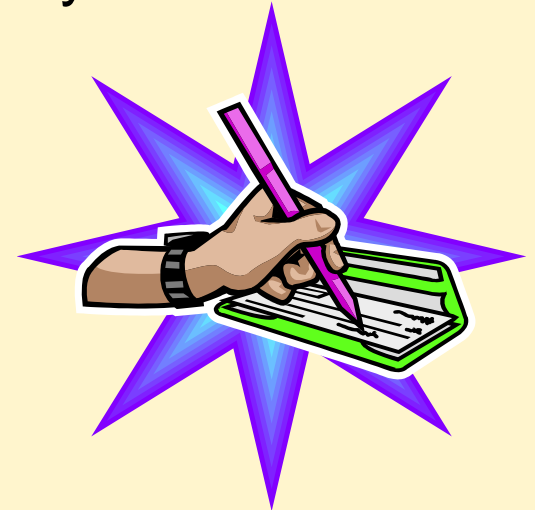


OPERATING POLICIES & PROCEDURES

- 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.

PAYROLL DUE DATES (Faculty/Staff)

Month	Pay Period	Pay ID	Pay Number	Final ePAF due for Pay Period (COMPLETELY APPROVED)*	Payday
November 2010	11/1 - 11/30	Monthly Staff/Faculty	12	11/17/2010	12/1/2010
December 2010	12/1 - 12/31	Monthly Staff/Faculty	1	12/15/2010	1/3/2011
January 2011	1/1 - 1/31	Monthly Staff/Faculty	2	1/18/2011	2/1/2011
February 2011	2/1 - 2/28	Monthly Staff/Faculty	3	2/17/2011	3/1/2011
March 2011	3/1 - 3/31	Monthly Staff/Faculty	4	3/18/2011	4/1/2011
April 2011	4/1 - 4/30	Monthly Staff/Faculty	5	4/20/2011	5/2/2011
May 2011	5/1 - 5/31	Monthly Staff/Faculty	6	5/19/2011	6/1/2011
June 2011	6/1 - 6/30	Monthly Staff/Faculty	7	6/20/2011	7/1/2011
July 2011	7/1 - 7/31	Monthly Staff/Faculty	8	7/19/2011	8/1/2011
August 2011	8/1 - 8/31	Monthly Staff/Faculty	9	8/18/2011	9/1/2011
*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)

Month	Pay Period	Pay ID	Pay Number	Web Time submitted for Pay Period (by 12:01 AM)	Web Time Completely Approved by:	Payday
November 2010	11/1 - 11/30	Monthly Student/Temp	12	12/2/2010	12/3/2010	12/15/2010
December 2010	12/1 - 12/31	Monthly Student/Temp	1	1/4/2010	1/6/2010	1/18/2011
January 2011	1/1 - 1/31	Monthly Student/Temp	2	2/2/2011	2/4/2011	2/15/2011
February 2011	2/1 - 2/28	Monthly Student/Temp	3	3/2/2011	3/4/2011	3/15/2011
March 2011	3/1 - 3/31	Monthly Student/Temp	4	4/4/2011	4/6/2011	4/15/2011
April 2011	4/1 - 4/30	Monthly Student/Temp	5	5/3/2011	5/5/2011	5/16/2011
May 2011	5/1 - 5/31	Monthly Student/Temp	6	6/2/2011	6/6/2011	6/15/2011
June 2011	6/1 - 6/30	Monthly Student/Temp	7	7/5/2011	7/6/2011	7/15/2011
July 2011	7/1 - 7/31	Monthly Student/Temp	8	8/2/2011	8/4/2011	8/15/2011

HELPFUL PUBLICATIONS & LINKS

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

IRS website – www.irs.gov

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