

Processes:

**Job Posting:**

1. HR Support sends completed Action Request and org chart to Michelle
2. Michelle finalizes PD and creates position number
3. Position number sent to Ginny to create posting
4. Posting created, sent to Shane for approval
5. Once posted, Ginny sends confirmation email to Search Chair

*Turnaround time: 3-5 business days*

**FTE Increase:**

1. HR Support send email to Ginny with:
  - a. Employee Name
  - b. Employee ID Number
  - c. Date for change
2. Ginny processes job change forms
3. Sends to Michelle for approval then Shane for approval
4. Ginny sends HR approved changes to payroll for processing

*Turnaround time: 3-5 business days*

**FTE Decrease:**

1. HR Support sends email to Ginny with:
  - a. Employee Name
  - b. Employee ID
  - c. Date for change
  - d. Employee copied on email asking to approve the change
  - e. Employee "replies all" accepting the change
2. Ginny processes job change forms
3. Sends to Michelle for approval then Shane for approval
4. Ginny sends HR approved changes to payroll for processing

*Turnaround time: 3-5 business days*

**Offer Letter:**

Once posting closes and candidate is selected:

1. HR Support emails completed applicant disposition worksheet to Ginny with the following in the email body:
  - a. Name of applicant selected

- b. Start date
  - c. Salary
2. Ginny dispositions candidates and sends emails to those not selected (if the ADWS indicates to do so)
3. Ginny drafts offer letter, sends to Shane for approval
4. Once approved by Shane, Ginny sends the letter to HR Support with new hire documents

*Turnaround time: 3-5 business days*

#### **Seating employee into job:**

1. HR Support sends signed offer letter and completed personal demographic to Ginny  
**Once background checks pass:**
2. Ginny completes hiring proposal
3. Sends hiring proposal to Michelle for approval
4. Michelle approves and sends to Shane for approval
5. Shane approves and sends to Central HR for approval
6. Central HR approves, sends to Central payroll for processing
7. Ginny creates position number in Banner
8. Ginny creates employee ID number for employee
9. Ginny ties the employee number to the position number
10. Ginny sends Welcome Email to employee

*Turnaround time: 5-7 business days*

#### **Index Changes:**

1. HR Support sends email to Wendy Fekkers with Michelle copied:
  - a. Employee Name
  - b. Employee ID number
  - c. New index
  - d. Effective date

#### **Terminations:**

1. Supervisor emails employee resignation letter to Ginny along with address for where final check if not direct deposit
2. Ginny replies received to resignation letter and copies HR Support
3. **Employee submits final timesheet**
4. Ginny processes job termination form
5. Sends termination form to Michelle for approval
6. Michelle approves and sends to Shane for approval
7. Ginny calculates cash outs and sends to payroll
8. Ginny sends termination form to payroll with vacation cash outs