***CEHS HR Highlights***

***January, 2016***

***\*Several of the CEHS HR forms have changed – Please make sure to use the newest forms/instructions provided on the Business Center website: http://cehs.unl.edu/cehs/cehs-business-center/***

* All undergraduate and graduate student correspondence should go to new student email account:
	+ ***CEHS-studentHR@unl.edu***
	+ Updated payroll questions business cards are available
* Ensure offer letters have a valid email address when they are sent out
* Confirm that a student has included their NU ID on the signed offer letter
* Signed offer letters are required for all GA/FEL offers. If you have an update to the original offer letter, designate “Updated Letter” at the top of the new letter
	+ If the change is funding only, email the change to ***CEHS-studentHR@unl.edu***
* If a student declines after they have accepted an offer, have them e-mail the decline. If they call have them follow up with an e-mail. Forward to ***CEHS-studentHR@unl.edu***so we can attach the declined offer to the original letter and update the OSFA spreadsheet.
* When emailing copies of the signed offer letters for GA’s:
	+ Send only the signed offer letter, i.e., no departmental applications etc.
	+ Send an attachment for each letter by Last Name/First Name, not in one file with multiple letters
* The Business Center will submit the OSFA spreadsheet for graduate student appointments. Departments: Do not submit to Graduate Studies
* \*New forms available on the Business Center website (address above):
	+ OSFA spreadsheet for graduate students with column for cost object on assistantships (available once the 16-17 information is sent out by Grad Studies)
	+ Required hiring forms for new employees
	+ ESS Time entry instructions all employee types and instructions for approving time for supervisors
	+ Temporary Hiring Form has been revised/updated for hiring unit to include a campus work/phone for the person being hired