

CEHS HR Policies - January 2019

The Business Center will hold an annual information session in January/February for any changes/updates in HR Guidelines

Department (DC)	Business Center (BC)
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Permanent or long term faculty and Staff positions:

Department informs the BC of what type of appointment they would like to fill.	BC will provide the proper procedures based on the appointment type and send appropriate PeopleAdmin template to DC to collect all information needed for posting the position.
<i>If IANR faculty position: Department Chair will follow procedures for recruitment found at:</i> https://unl.app.box.com/files	Business Center will provide IANR Checklist for Faculty positions.
Department Chair/DC submits to BC: -Completed PeopleAdmin template -Search Committee information (if required) including email addresses -Draft ad and locations (paid and unpaid) to advertise	BC will enter the information in People Admin and begin the routing process. BC will include the department contact as a Hiring Manager on the People Admin requisition.
Once approved DC responsible for posting any advertising, except as noted for Highered Jobs.	BC will coordinate with department contact in regards to getting approval for any advertising. BC can place job announcement on Highered Jobs website at department's request: https://www.higheredjobs.com/default.cfm
	Once position is posted, BC will provide an applicant log template to the Search Committee Chair and DC that will be used to screen all applicants for the position.
Search Committee screens applicants and submits completed applicant log to the BC with information as to applicants meeting minimum/preferred qualifications and candidates they would like to Short List/bring to campus for an interview. If Skype or telephone preliminary interviews are being requested, please indicate on the applicant log. After preliminary interviews, send updated applicant log to BC indicating Short List for on-campus interviews.	BC will update the status of the short list candidates in People Admin and will email the completed applicant log to IEC with copies to the search committee chair and department contact. Any questions IEC has regarding the applicant log will be referred to the Search Committee Chair. IEC notifies Search Committee Chair and hiring manager via email when approved.
Department and Search Committee will be responsible for setting up interviews, travel and another other issues related to bringing potential candidates to campus for interviews.	
Faculty positions: Department Chair will negotiate with appropriate Deans once a final candidate has been selected. Staff positions: Department Chair or Hiring Official will inform BC of applicant they would like to make an offer to. <i>For IANR-funded (or partially funded) positions, refer to "Checklist for Recruiting Faculty Positions"</i>	Faculty positions: BC will be notified who has been selected and will coordinate the letter of offer, start up commitment and funding commitment forms required by SVCAA/IANR. Staff positions: BC will contact HR for approval to make offer.
Department Chair will draft letter of offer and commitment forms and forward (electronically in editable format) to BC for review.	AA faculty positions: BC will review the letter of offer before it is sent to the Dean for signature. Alternatively, BC can draft offer letter and commitment forms and send to Department Chair for review/signature.
	Staff positions: BC will draft letter of offer and send to DC for department signature. Letter will include a statement that the offer is contingent upon positive results of a background check.
Faculty: Department Chair will sign letter of offer and commitment sheets then forward to BC for routing for additional signatures	BC will monitor status of letter of offer throughout the routing process.
	BC will consult with Department Chair regarding any additional information that needs to be included with the letter offer before it is mailed to candidate. BC has information regarding Benefits, research opportunities within CEHS, new employee orientation, and parking.
Department returns signed letter of offer to BC to coordinate remaining hiring process	Once signed letter of offer is returned, BC will coordinate with search committee and department chair to close out People Admin and finalize hiring details
	BC will contact employee regarding payroll paperwork, if needed, complete PAF and will email new employee (with a copy to the dept. contact) concerning the onboarding process

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Temporary Positions (Students/OnCall):

<p>Temporary Staff: Department will complete BC Temporary Employment Request Form and give to business center. Form available at: http://cehs.unl.edu/cehs/cehs-business-center/ Submit completed hiring form to: cehs-studentHR@unl.edu</p>	<p>BC will review Temporary Hiring Form and contact employee if hiring paperwork needed.</p>
<p>No letter of offer required; please make sure there is a signature of hiring authority on the form. Minimum hour rate = \$9.00/hr Maximum hourly rate = \$14.00/hr</p>	<p>BC will contact employee regarding payroll paperwork, if needed, including background check when required, complete PAF and will email new employee (with a copy to the dept. contact) concerning the onboarding process</p>
<p>Note: It is requested that temporary hiring requests be received in the BC, if possible, at least 10 days before the employee start date to allow time for paperwork processing.</p>	

Temporary Positions (Temporary Lecturers/Other Temporary Positions)

<p>Department will use proper letter of offer template (web link below). Consult BC, if necessary, as to which letter to use. Please include email in the address block http://svcaa.unl.edu/searches-appointments/appointments-templates</p>	<p>Business Center will verify letter of offer template and submit back to department for letter(s) preparation</p>
<p>Letters of offers will be mailed/emailed</p>	
<p>Department returns signed letters of offer to BC to coordinate remaining hiring process</p>	<p>BC will contact employee regarding payroll paperwork, if needed, complete PAF and will email new employee (with a copy to the dept. contact) concerning the onboarding process</p>

Graduate Assistants:

<p>All templates are available on CEHS website: http://cehs.unl.edu/cehs/cehs-business-center/</p>	<p>BC will annually review/update Graduate Assistant/Fellowship offer letter templates and the CEHS Assistantship/Fellowship Recipients reporting form and post on BC website.</p>
<p>Additional notes on offer letters: *Use complete legal name (first and last); if student uses a nickname, include in () *Use full mailing address; include email address</p>	
<p>DC will complete CEHS Assistantship/Fellowship Recipients reporting form and draft GA/Fellowship letters of offer. Reporting form and draft letters sent to BC for review/approval. DUE: May 6 to BC from Departments <i>If revisions (additions/deletions/changes) are needed, DC will use additional tabs, clearly identify changes and send to BC for review and forwarding to Graduate Studies. Please do not send directly to Graduate Studies.</i></p>	<p>BC will review letters of offer and CEHS Assistantship/Fellowship reporting form and notify department to send letters. BC will submit reporting form to Graduate Studies.</p>
<p>General guidelines for department Fellowship payments: <i>If student is domestic, they will receive their fellowship payments via Student Accounts at in August and/or January depending on the structure of their letter. Students must have direct deposit set up in order to receive their fellowship payments.</i> <i>If student is non-domestic, they will receive their fellowship payments via Payroll and will need to complete new hire paperwork if not already set up in Payroll.</i></p>	<p>Graduate Fellowships balances are available April 1 of each year from BC.</p>
	<p>Grant specialist will work with department contact on grant funded grad assistants.</p>
<p>Letters of offers will be mailed/emailed</p>	<p>BC will contact employee if hiring paperwork needed.</p>
<p>Department returns signed letters of offer to BC to coordinate remaining hiring process. Scanned, signed letters are acceptable</p>	<p>BC will complete PAF</p>
	<p>BC has 'business cards' available to hand out to graduate assistants with information available to GA's in Firefly.</p>
<p>Important Timing Note: Graduate Studies/Payroll request all PAF's be entered by July 31; this means <u>signed</u> acceptance letters are needed as soon as possible in the BC but no later than <u>June 3</u>; please submit as you receive them instead of holding until the deadline.</p>	<p>If PAF's are not entered by the deadline, students receive the incorrect Financial Aid Package, have tuition charged on their bill, have no health insurance coverage and may have late charges assessed.</p>

Department (DC)	Business Center (BC)
Summer Procedures:	
	BC will send out summer sessions funded spreadsheet and letter of offer templates for all summer appointment types to Department Chairs and copy DC
DC will complete summer session spreadsheet and letters of offer and submit to BC by April 15.	BC will contact employee if hiring paperwork needed.
	BC will complete PAF and will email new employee (with a copy to the dept. contact) concerning the onboarding process
Summer GTAs: Department will include GTA's on summer session spreadsheet.	
Summer GRAs: Grant Specialists will work with PI's to complete GRA Summer Salary Spreadsheet.	BC will review GA offer letters and notify department to send letters.
Letter of offer will be mailed	BC will contact employee regarding payroll paperwork, if needed, complete PAF and will email new employee (with a copy to the dept. contact) concerning the onboarding process
Any changes in class offering (canceling, reduced enrollment etc) that affect instructor pay, DC will inform BC asap and submit changes on SS budget spreadsheet	BC will complete PAF and reallocate any savings to other departments as needed.

Separations:

RIFs or performance issues - DC discuss with BC regarding proper procedures.	BC will monitor reports to determine if appointments need to be continued or RIF/Separation procedures should be started.
Resignation and retirement letters from employees will be given to BC.	BC will provide the CEHS Off-Boarding Checklist to employee and DC.
Department will complete CEHS Off-Boarding Checklist with employee separating (other than students/temporary On-Call employees) Objects on Loan list available from BC	BC will complete separation PAFs, and consult with department on any services that need to be kept active.
Completed CEHS Off-Boarding Checklist submitted to BC to file with separation paperwork.	
Separations for Graduate Assistants/Fellowships, student hourly, On-Call - If department faculty/staff can notify BC of last day worked (i.e, graduation, resignation) it is very helpful!	BC will periodically generate reports of student/on-call employees with active appointment but not being paid and consult with supervisor to determine if separation can be done.

Business Center Contacts:	
Tammie Herrington 472-2390 therrington1@unl.edu	PeopleAdmin - Faculty/Staff Searches - College-wide Permanent faculty/staff offer letters & PAF's - City Campus Temporary faculty PAF's - City Campus
Mary Miesbach 472-4729 mmiesbach3@unl.edu	Graduate Student PAF's - College-wide Student/On-Call/Temporary staff PAF's - College-wide Permanent faculty/staff PAF's - East Campus Temporary faculty PAF's - East Campus
Melanie Kellogg 472-9359 mkellogg1@unl.edu	Review of Graduate Fellowship letters - College-wide
Carrie Brownyard 472-8674 cbrownyard@unl.edu	Bi-weekly payroll/timecards - College-wide
Sarah Goodrich 254-716-8252 sgoodrich3@unl.edu	Permanent faculty/staff offer letters - East Campus Review Graduate Assistant/Fellowship spreadsheet - College-wide Oversight for HR functions - College-wide
CEHS-studentHR@unl.edu	All correspondence for undergraduate, graduate and temporary payroll