Hire Process Changes

As of July 1, 2016, all of UND began using the new timeframe for entering hires. Training courses were held for each Division throughout May and June to present the changes, which will be strictly enforced. Please review each step carefully and make note of the suggested processing time for each step. Here is an overview of those changes:

**Candidate Selection**

**Plan for roughly 21-28 days to complete the following items:**

- **Benefited Employees**
  - Approval of requisition and position description
  - Posting position in AppliTrak
  - Applicant screening
  - Interviewing and selection of candidate
  - Approval of selected candidate
  - Affirmative Action approval

- **Temp Employees**
  - Interviewing (if applicable) and selection of candidate

- **Student Employees**
  - Post job on JobX
  - Interviewing and selection of candidate
  - Send selection to HR

**Criminal History Records Check**

**Plan for roughly 2-7 days for the CHRC to process**

- Submit CHRC request to HR
- HR initiates the CHRC
I-9 Completion

Please direct all employees who come to Payroll to complete the I-9 to 312 Twamley Hall, 3rd floor.

Video Presentation–Hire Process Change Training

To watch the video presentation of the Hire Process Change Training, follow this link:

http://und.edu/finance-operations/human-resources-payroll/_files/audio-video/smhs-presentation1.wmv

- Candidate completes CHRC steps when Sterling email is received
- HR notifies Department when CHRC is complete
- Enter CHRC and the date in the Request Comments box on the hire form

Pre-hire Steps

Roughly allow 2-5 days for completion

- Set up pre-hire appointment (If meeting one-on-one with all hires)
- Enter hire into HRMS (7-10 days prior to the start date) and submit (If meeting one-on-one and they are brand new to UND, have them find the Personal Data email, login, and complete. Otherwise direct employee to login from home and complete ASAP)
- Hire flows through approvers and to final approver in HR
- All new hires and rehires with break in service will complete the steps in the second email
- HR will email benefited employees the Offer Letter, Position Description and Benefit Forms
  Employee will print and sign Offer Letter and email tback to HR
- All employees will print the Welcome and Instructions page from Activity Guide and bring them to E-Verify Site or Payroll along with their acceptable documents to complete Section 2 of the I-9 on or before their hire date (benefited forms should be turned in at the same time)
- Welcome and Instructions sheet will be stamped by Payroll and employee will return it to employing department to verify all paperwork has been completed
- Employee receives email to complete online benefit enrollment
- Employing department requests all required access for the employee

Start Day

Roughly 25-37 days from start to finish for hire process (benefited)

- Employee reports to work
- Employee completes online benefit enrollment if not previously completed
- Employee attends orientation within 30 days of start date

All new or returning employees will be required to return the Welcome & Instructions page or a green sheet to the employing department before being allowed to work. Supervisors will not allow an employee to start working prior to their start date or prior to completing Section 2 of the I-9 form.

These changes will allow an employee to have access to computers, buildings, keys, email, blackboard, etcetera on their first day of work. Please plan ahead to start the process sooner so you can meet the required timelines.
New Hire Approve/Review in HRMS

Use the New Hire Approve/Review page in HRMS to track the progress of your hires. This page will help you track when the Personal Data email is complete, where the hire is in the workflow and if the hire has been approved. Please refer to pages 9-13 in the updated training manual: mss-onboarding-manual.

Remember to have each new hire print out and return the Welcome & Instructions page from the Activity Guide (step two of the Onboarding [2nd] email) after they have completed it. This verifies that the required paperwork has been completed.

All paperwork must be completed prior to the start date. If there are any missing forms by the start date, the employee cannot start working. Please keep in touch with the new employee throughout the process to assure there are no delays in starting work.

Will I Receive the Personal Data (1st) Email?

If your new hire has ever worked for UND (and has an HR record in HRMS) they will not receive the personal data email. Exception: If you do not enter their EMPL ID on the MSS Hire they will receive the personal data email even if they have worked at UND previously. If your new hire has not worked at UND and does NOT have an HR record in HRMS they WILL receive the personal data email.

Will I Receive the Onboarding (2nd) Email?

If your new hire does not have any other active positions they will receive the onboarding email. If they are currently active in another position at UND they will not receive the onboarding email.

Attach Graduate Contracts to Hire

Graduate contracts will be sent to the candidate by the School of Graduate Studies. Once the candidate has signed the contract they will return it to the employing department. The initiator of the hire will attach the contract to the hire before submitting. If the contract is not attached the hire may be denied for resubmittal.
FAQ's

When can my employee start working?
Your employee can start working after they have returned, either the Welcome & Instructions page or the Green Sheet that is stamped by Payroll to you. This assures the department that all the required paperwork has been completed.

What items should the employee bring when completing Section 2 of the I-9?
The following items should be with the employee when completing Section 2 of the I-9:

- Documents they chose from the List of Acceptable Documents
- The Welcome & Instructions page printout
- Benefited employees: Signed Offer Letter and the completed benefit forms

Where can the employee complete the Personal Data and On-boarding emails?
All items in the emails can be completed online from any computer, smartphone, or tablet.

When and how is the required training completed?
A week after the employee starts, an email from SafeColleges is sent with all the training the employee will need to complete. They will follow the instructions in the email to navigate to the training and complete it. The employee will receive an email each week as a reminder until all training is completed.
Questions:
If you have any questions while implementing the new process please don’t hesitate to call the HRMS Team:

Customer Support: (General Questions with Processes & MSS)
Kayla Dickelman – 7-6124
(Customer Service for Staff & New Employees, Benefitted, Student, & Temp Hires)

Tyler Clauson – 7-4194
(Customer Service for Staff & New Employees, Terminations)

Heidi Gerszewski – 7-4988
(Customer Service for Staff & New Employees, Faculty (Contract) Hires & Terms)

Technical Support: (Issues with MSS/ HRMS)
Joanne Barstad – 7-2156
(Technical Support for Staff)

Retirees and ID Cards (UCards)
Effective immediately, retirees may keep their ID cards, instead of turning them into their department. For a limited time, if new retirees turned in their ID card and would like to have an ID card re-issued, they may request a new card from the UCard office. All other employees must turn in their ID cards to their department, prior to leaving employment. The department should cut the ID card in half and return to the UCard Office, Stop 9043.
The In/Out Processing Checklist has been updated to reflect this change. The Checklist is located on the Human Resources website, under Manager’s Toolbox and Checklists.

2016 Fall Family Member Tuition Waiver Due Reminder
The 2016 Fall Family Member Tuition Waiver is due Friday, July 22, 2016 by 4:30 pm.
Effective May 1, 2016 documentation for verification of Family Member status is required. If documentation was turned in for the student with a Summer 2016 waiver form, you will not be required to submit another copy. If you have any questions on the Family Member Tuition Waiver you may contact Heidi Gerszewski at heidi.gerszewski@und.edu or 701-777-4988.

Offer Letter & Position Description
The department contact who initiates the hire should be the person who fills in the pertinent hire information on the offer letter found at http://und.edu/finance-operations/human-resources-payroll/_files/docs/offer-letter-template.docx.
The offer letter and position description (signed by the supervisor) found at http://und.edu/finance-operations/human-resources-payroll/_files/docs/position-description2-05-15.docx should be attached to the MSS hire when submitting it (upload both documents). When the hire is processed by HR the offer letter, position description, and benefit forms will be emailed to the new employee.

New employees are asked to return the signed offer letter and benefit forms to Payroll or their e-verify site via U.S. Mail or email. The offer letter will then be scanned to their employee file.

During the first two weeks of employment, the supervisor and new employee should review and sign the position description together. The supervisor will then return it to Human Resources where it will be uploaded into the employee’s file.

Please remember to have the MSS hire entered and approved 7-10 days prior to the new employee’s start date.
Human Resources Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Hanson</td>
<td>7-4228</td>
<td>Director</td>
</tr>
<tr>
<td>Cheryl Arntz</td>
<td>7-4423</td>
<td>Flex Comp</td>
</tr>
<tr>
<td>Joanne Barstad</td>
<td>7-2156</td>
<td>Special Projects</td>
</tr>
<tr>
<td>Tyler Clauson</td>
<td>7-4194</td>
<td>Payroll Paperwork</td>
</tr>
<tr>
<td>Kayla Dickelman</td>
<td>7-6124</td>
<td>Payroll Paperwork</td>
</tr>
<tr>
<td>Katie Douthit</td>
<td>7-2157</td>
<td>Retirement</td>
</tr>
<tr>
<td>Heidi Gerzewski</td>
<td>7-4988</td>
<td>Payroll Paperwork</td>
</tr>
<tr>
<td>Jade Gourneau</td>
<td>7-0762</td>
<td>Learning &amp; Development</td>
</tr>
<tr>
<td>Carrie Herrig</td>
<td>7-0720</td>
<td>Learning &amp; Development</td>
</tr>
<tr>
<td>Alex Holte</td>
<td>7-2154</td>
<td>Kronos &amp; Hourly Reporting</td>
</tr>
<tr>
<td>Joy Johnson</td>
<td>7-4367</td>
<td>Sr. HR Manager</td>
</tr>
<tr>
<td>Anita Kemnitz</td>
<td>7-2163</td>
<td>Payroll Paperwork/Salaried Leave/1-9’s</td>
</tr>
<tr>
<td>Kevin Kuntz</td>
<td>7-4227</td>
<td>Taxes</td>
</tr>
<tr>
<td>Trish Muir</td>
<td>7-6973</td>
<td>Payroll Manager</td>
</tr>
<tr>
<td>Vicki Robertson</td>
<td>7-2158</td>
<td>Insurance</td>
</tr>
<tr>
<td>Peggy Varberg</td>
<td>7-4802</td>
<td>HR Manager</td>
</tr>
</tbody>
</table>

Human Resources Contacts

What is your job title? Peggy Varberg
Human Resources Manager

How long have you worked at UND? Peggy Varberg
Almost 3 years

Where have you worked on Campus? Peggy Varberg
Human Resources

What is your education background? Peggy Varberg
I have a Bachelor’s in History/Political Science from Black Hills State College and Master’s work in Organizational Leadership from Gonzaga University.

What can you help people with at UND? Peggy Varberg
I can assist with recruiting, employee relations, employee development, training, job development, policy interpretation.

Interesting facts about you? Peggy Varberg
I am an Air Force Brat and have lived in 8 states (Both coasts and in the middle) and one US Territory.

What are some favorite things you like to do? Peggy Varberg
I love the water and spending time at the ocean (shore- and yes, I have spent a ton of time at the Jersey Shore-but south Jersey where it is very pretty), my favorite place on earth is Hawaii and I love vacationing there with my family. I also like to do photography and read but my favorite thing is spending time with my family.

What is your job title? Kayla Dickelman
HRMS Specialist

How long have you worked at UND? Kayla Dickelman
Since Fall 2015

Where have you worked on Campus? Kayla Dickelman
Human Resources

What is your education background? Kayla Dickelman
BS in Human Resources Management

What can you help people with at UND? Kayla Dickelman
Primarily with anything related to Manager Self Service hires but I can also assist with any other Payroll paperwork questions as well.

Interesting facts about you? Kayla Dickelman
I have a wonderful husband and three great kiddos ages 11, 10, & 9. We lived in Japan for 4 years and Minot for 5 prior to moving back to Grand Forks in 2014.

What are some favorite things you like to do? Kayla Dickelman
Reading, baking, camping, and spending time with my family.