Welcome to 2016! Wishing you all a Happy New Year! Human Resources would like to introduce our new HRMS newsletter. We hope that the new layout will make it more appealing and easier to read and find the information you want to refer back to. This edition is geared specifically to the Manager Self Service Hire Process. We hope it will be helpful and provide information to help make the transition smooth for our Users.

Manager Self Service Hires Online

As of January 1, 2016, the Manager Self Service Hires went live on the HRMS system. All divisions have been trained and will now be using the online hire process. We will continue to hold trainings for new comers and as a refresher for the current users. Here is just a quick overview of the steps that are part of this new online hire process:

1. Continue JobX, AppliTrack, Affirmative Action, and interviewing steps as before.
2. Make sure Criminal History Background Checks and I-9’s are complete before submitting the hire online (Green sheets will still be sent back to the department).
3. Employees will receive a small paper packet when completing the I-9. Benefited employees should complete forms ASAP and return them to Payroll.
4. Enter and submit the hire into system. If a brand new employee, they receive the Personal Data email as soon as the initiator hits the Submit button on the hire (Employee should complete immediately).
5. Approver workflow starts and once completed, HR will approve the hire into Job Data. If a new employee or a returning employee with a break in service, they receive the On-boarding email with the 3 steps, the day after HR approves it (Note: This may take 1-7 days after the hire is submitted by the department so employee should complete immediately).
6. Benefited employees will receive an additional email to enroll in insurance and retirement.
7. Once all these steps are completed they are done with the On-boarding.
Transfers

When we first presented Manager Self Service Hires to the Divisions, we had planned to enter as many of the Hires as we could, as transfers. In the process of trying to match up the termination with the hire, we found that it has slowed up the process too much to continue that process.

Because the term and hire are not always entered at or near the same time, we had too many of both hires and terms pending. So we will be entering the terms and hires separately most of the time. We will be using Transfer, as always, for benefited staff and for non-benefited to benefited staff (if mid pay period, will be on a new record). Please continue to indicate in the comments box if it is a transfer, to assure that we don’t miss one that needs to be a Transfer.

Do to the change, more employees will receive the 2nd email that will request the completion of the Activity Guide. We weighed the consequences of this and decided that the Pro’s of getting hires in sooner outweighed the con’s of the employee receiving additional Activity Guides. This is beneficial for employees, as they may have updated information they have not gotten to Payroll, such as address or phone number change, or even direct deposit.

Criminal History Records Check and I-9’s

**New verbiage for title of Background Checks**

Please note the name of the Criminal History Background Checks has changed to Criminal History Records Check (CHRC).

Criminal History Records Check and I-9’s must be completed before the Hire can be entered into HRMS.

Criminal History Records Check should be requested at the time you decide who you will be hiring. Please call HR and see if a background check is needed for the candidate and if so complete the CHRC form at http://und.edu/finance-operations/human-resources-payroll/_files/docs/backgroundck-form.pdf to start the process.

Direct the candidate to bring their appropriate documents (I-9 doc list) to Payroll or to the E-verify site to complete the I-9. If they come to Payroll, they will be given a “Green Sheet” to return to the department to notify them that the I-9 is done and the hire can be entered (as long as the CHRC is approved).

Email Addresses

The email addresses that are entered onto the hire form is very important in the hire process. Please make sure that you verify the email address with the employee before entering the hire. Then, once you have entered it on the hire, double check the spelling before submitting the hire.
Reminders for Manager Self Service

Required Comment Section Information in MSS

Criminal History Records check (CHRC) information is required when submitting all MSS hires. Hires cannot be processed if the information regarding records checks is not included. You must indicate when a records check was completed OR that one was not required (see what positions require a CHRC above). Individuals with previous and/or current appointments including student positions may still need a records check. Their previous position may not have required a records check OR it may have been longer than 10 months since a records check was completed.

Additionally, we are going to start asking that the I-9 completion date be included on all MSS hires; with multiple E-verify (I-9) sites on campus this will ensure that we are compliant with Federal guidelines regarding employment verification. If you call payroll and they verify that a new I-9 is not required (for current/recent employees only) indicate by entering “I-9: Current - verified by payroll XX/XX/XXXX.”

Records and I-9 information should be included in the comments section of MSS hires as shown below:

| CHRC: N/A ← If records check was not required OR |
| CHRC: XX/XX/XXXX (Date Completed) ← If records check is required |
| I-9: XX/XX/XXXX (Date Completed) OR |
| I-9: Current — verified by Payroll XX/XX/XXXX (Date Payroll verified) |

If departments are not including the information above, their hires will eventually be denied. Denied hires will require a department to resubmit the hire with the required information.

Providing us with all the required information up front will assist us in processing hires in a timely manner. Manager Self-Service has been a learning curve for all of us and we appreciate your patience while the HR team navigates the changes that this new systems brings.

Campus Address Format in MSS: When entering hires into MSS please be sure the format for campus address is entered correctly. The phone number should also be the employee’s campus phone number. See example below:

Format is important as this populates into the directory. Please make sure the phone number is a Campus number not a personal number of employee.

Helpful Hints

- Did you know the average cost of a CHRC is $46.66
- All GTA’s must have a CHRC done
- CHRC and sex offender registry (SOR) checks are required before beginning employment in the following positions:
  1. All benefited employees, and
  2. Non-benefited employees, including volunteers who:
    a. Have access to confidential or proprietary information;
    b. Have master keys;
    c. Have access to cash, credit, debit, or other University financial transactions;
    d. Are residence hall and/or apartment managers, directors, or assistants;
    e. Are child care employees and other employees who have unsupervised contact with minor children;
    f. Are responsible for, or with access to, controlled substances and other drugs, explosives and/or potentially dangerous chemicals, and other substances;
    g. Are instructional faculty and staff, including graduate teaching assistants; or,
    h. Are counselors or coaches.
- A nationwide Federal Bureau of Investigation (FBI) CHRC is authorized for all NDUS positions. Moreover, a nationwide FBI CHRC is required before beginning employment in the following positions:
  1. Police officer,
  2. Security guard; and
  3. University police dispatchers/call center operators.
Updated Forms

Please make sure to check online for updates to forms.

The Job Data Change form has been updated so please remove any saved forms on your desktop and replace with the new one.

On the Manager Self Service page under Manager’s Toolbox, the most current Manager Self Service Hire manual is there. If you were one of the first Divisions trained, please take a look at the manual as there are some additions of screenshots to help in the tracking of your hires.

A final, revised manual will be available soon.

HRMS Cleanup of Non-Working Employees

Please remember monthly to check your employees and make sure that any employee that is no longer working and will not be returning is terminated. This will help keep the system clean and will help HR with processing of terms. Late terminations require a lot of research. The closer to the actual term date that the term can be submitted, the quicker HR can process them.