HR BOOT CAMP 2015

YOU’RE READY NOW!

DATA SERVICES
HUMAN RESOURCES
EMORY UNIVERSITY
Welcome

- Housekeeping
- Introductions
- What you need to Know
  - Reminders
  - Faculty hiring
  - Student hiring
  - Staff hiring
  - HR Website Resources
  - I9 Review
What You Need to Know

• Fiscal year roll
  • Earnings distributions for 2015
  • Begin hiring effective 9/1

• Merit tool and Schedule
  • Faculty, Staff and Post Docs
# Merit Tool and Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Bi-Weekly Staff</th>
<th>Monthly Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>eHRAF is available for merit increase/pay adjustment combination of actions (closes 9/30/15)</td>
<td>8/1/15</td>
<td>8/1/15</td>
</tr>
<tr>
<td>Requests submitted to Compensation for merit &amp; bonus exceptions to Pay Plan Description</td>
<td>8/10/15</td>
<td>9/1/15</td>
</tr>
<tr>
<td>Effective date of merit increases</td>
<td>8/16/15</td>
<td>9/1/15</td>
</tr>
<tr>
<td>Deadline to submit bonus payments through Pay Request process to be paid w/FY15 money</td>
<td>8/17/15</td>
<td>8/25/15</td>
</tr>
<tr>
<td>Final date to key performance ratings, merit increases &amp; bonuses in online tool</td>
<td>8/24/15</td>
<td>9/17/15</td>
</tr>
<tr>
<td>Deadline to submit eHRAF requests to HR for all transactions except merit increases</td>
<td>8/24/15</td>
<td>9/16/15</td>
</tr>
<tr>
<td>Upload of merit increases &amp; performance ratings to employee records from online tool and pay rates adjusted to FY16 range minimum, if applicable</td>
<td>8/25/15 – 8/27/15</td>
<td>9/17/15 – 9/22/15</td>
</tr>
<tr>
<td>Range Maximum Payment Requests due to Compensation</td>
<td>9/1/15</td>
<td>9/1/15</td>
</tr>
<tr>
<td>Deadline to submit bonus payments through Pay Request process to be paid w/FY16 money</td>
<td>9/1/15</td>
<td>9/23/15</td>
</tr>
<tr>
<td>eHRAF closes for merit increase/pay adjustment combination of actions</td>
<td>N/A</td>
<td>9/18/15</td>
</tr>
<tr>
<td>First payroll run of FY16</td>
<td>9/1/15</td>
<td>9/24/15</td>
</tr>
<tr>
<td>Pay date of first payroll for FY16</td>
<td>9/4/15</td>
<td>9/30/15</td>
</tr>
<tr>
<td>Range Maximum Payments received by eligible staff</td>
<td>9/18/15</td>
<td>9/30/15</td>
</tr>
</tbody>
</table>
What You Need to Know

• Faculty Hiring- Brass Ring
  • Impacts of Data Entry
    • Prestart
    • Institutional Research

• NOCs and WOCs
  • Employee Class H vs. Employee Class V
  • Employee Class V = no compensation from Emory (Volunteer)
  • Employee Class H = at least one paying position, and have other non-paid position(s).
What You Need to Know

• Student Hiring
  Timing of the hires
  • FWS students may begin working on the FWS smartkey 8/26

• Non-Resident Alien Students will not auto-re hire into PS

• SNH process
  • HR REP identifies student to hire or rehire* Create STUDENT JOB FIRST
  • Student logs in to orientation
  • Prestart indicates to HR Rep which portion of the I9 to complete
  • Non Service Fellows (9901), No Social Security Number Required*
What You Need to Know

• Staff Hiring
  • Global considerations
    • Telecommuting (it’s a no, no)
    • Benefits
    • Us Source income and substantial presence
  • Temps and the Affordable Care Act
    • Monitor hours
    • Work with ETS
Internet Resources

What & Where

Data Services Boot Camp 2015
Have You Ever Wondered
Where to go to find________
Internet Resources

What & Where

• HR Web Site
Internet Resources

What & Where

Resources for Employees

WORK-RELATED RESOURCES
- New Hires
- Time Off & Holidays
- Time Keeping
- Performance Management
- Employee Relations
- Workers’ Compensation
- Employment Verification
- Traveling for Emory
- Workplace Flexibility
- Leaving Emory

HOW TO...
- Change Your Name
- Change Your Address

AWARDS & RECOGNITION
- Award of Distinction
- Service Awards
- Staff Fest

PROGRAMS & SERVICES
- Employee Discounts
- Employee Hardship Fund
- Emory Alliance Credit Union
- Emory Express Care Clinic
- EVIP Appointment Line
- Faculty Staff Assistance Program
- Massage Therapy
- The Pharmacy at Emory
- WorkLife Resource Center

TOOLS AND RESOURCES
- Holiday Schedule
- Map to HR (1599 Clifton Rd)
- HR Staff Directory
- HR Rep Directory
- Alternate Contact Directory
- Trust Line (Report Fraud)

CAMPUS RESOURCES
- Campus Map
- Campus Phone Numbers
- Transportation & Parking
- Bike Emory
- EmoryCard (ID Cards)
- Emory Dining
- Emergency Preparedness
- Emory Fitness Facilities
- Other Fitness Facilities
- Health & Wellness Resources
- Sustainability
- Tobacco-Free Emory

GETTING INVOLVED
- Giving & Volunteering
- Arts at Emory
- Center for Women
- Employee Council
- LGBT Life
Internet Resources

What & Where

Employment Verification

- Employment Verification
- Automated System
- Telephone Verification
- Written Verification
- Contact Information

Tools and Resources

- Visit The Work Number (TALX) Web Site
- Guide to Using The Work Number (TALX)
- Employment Verification Authorization Form

How to Change Your Address

You can make an address change in one of three ways:

- Through Self-Service/PeopleSoft. Log in, then click Personal Information > Personal Information Summary.
- By fax. Fax a Personal Information Change Form to HR Data Services at 404-727-4008.
- By email. Send an email requesting your address change to: ddlaug2@emory.edu.

How to Change Your Name

To make a name change to your employee record, you should notify your department HR Rep as soon as possible after your name changes. An updated electronic Form I-9 is required by the Federal government to verify identity and employment eligibility.

Here are the steps to making an official name change at Emory:

- Present to your department HR Rep your Social Security Card or receipt from the Social Security Administration.
- The HR Rep will then complete Section III of the electronic Form I-9 and scan/attach a copy of the Social Security Card to receipt via Emory’s PreStart system.
- You can update your marital status on your tax forms, W-2 (Federal withholding) and G-4 (Georgia Withholding) through Self-Service/PeopleSoft. After logging into Self-Service, go to Payroll and Compensation.
Internet Resources
What & Where

There is a page for Managers
Internet Resources

What & Where

Hiring
There is a page for HR Reps

Resources for HR Reps

Tools and Resources
- eHRAF Log In
- Pre-Start Service Log In
- Data Access Requests
- Exempt Leave Tracking
- Emory Learning Management System (ELMS)
- Staff Classification & Pay Rate Changes
- HR Staff Directory

MANUALS & GUIDES
- eHRAF Manual
- HR Web Manual
- TEC Physician Manual
- HR Web Student Hire Manual
- Additional Pay Form Guide

HR MANAGEMENT
- Recruiting Process
- Hiring & Onboarding Process
- Form 1-9
- E-Verify
- New Hire Orientation
- Performance Management
- Leaves of Absence & FMLA
- Terminations (Separations)
- Transfers, Promotions & Reclassifications
- Checklist for Exiting Employees
- Checklist for Employee Death

COMPENSATION
- FY16 Compensation Planning
- Compensation
- Principles of Compensation
- 2015 Payroll Schedule
- FY2015 Salary Structures
- FY2014 Salary Structures
- Salary Structures FAQs
- Job Descriptions

WORKERS' COMPENSATION
- Report on Injury
- Occupational Injury Management

EMPLOYEE RELATIONS
- Employee Relations Department
- Progressive Discipline
- Reduction in Force (Reorganization)

DATA ACCESS & REPORTS
- Data Access Requests
- Data Access Security Procedures
- Report and Label Requests
- Emory Employee Count Reports

NEWS & INFORMATION
- HR Rep Directory
- HR Rep Meeting Archive
- HR Rep Update (newsletter)

TRAINING & DEVELOPMENT
- HR Rep Certification Program
- HR Training Videos
- HR Hiring Boot Camp Presentations
- Professional HR Associations

frequently asked questions
Resources for HR Reps

Emory Learning Management System

Tools and Resources
- eHRAF Log In
- Pre-Start Service Log in
- Data Access Requests
- Exempt Leave Tracking
- Emory Learning Management System (ELMS)
- Staff Classification & Pay Rate Changes
- HR Staff Directory

Emory Learning Management System

Access ELMS system

ELMS User Guide
User Guide with how-to's on using the system and frequently asked questions and answers.
Internet Resources

What & Where

URL for Orientation
http://apps.hr.emory.edu/Orientation

URL for EHRAF
https://apps.hr.emory.edu/hraf

URL for Pre-Start
https://apps.hr.emory.edu/Prestart
Internet Resources

What & Where

How do I make changes via PSHRWEB?

I need visual guidance

I need Data Access

TRAINING & DEVELOPMENT
- HR Rep Certification Program
- HR Training Videos
- HR Hiring Boot Camp Presentations
- Professional HR Associations

DATA ACCESS & REPORTS
- Data Access Requests
- Data Access Security Procedures
- Report and Label Requests
- Emory Employee Count Reports

RESOURCES
- HRAF Manual
- HR Web Manual
- TEC Physician Manual
- HR Web Student Hire Manual
- Additional Pay Form Guide
**Internet Resources**

**What & Where**

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**HR Web Manual**

- Emory Medicine Faculty Activity
- Employee Class Codes
- Entering Additional Pay Data
- Entering Leave of Absence
- Entering Pay Rate Change
- Entering Reporting Changes
- Entering Retirements
- Entering Terminations
- HR Web Reports
- Printing HRAFs
- Updating Earnings Distribution
- Updating Employee’s Work Location
- Updating Future Terms
- Updating Mailstops
- Updating Pay Location
- Updating Review Data Only
- Viewing and Updating Emergency Contact
- Viewing and Updating Personal Data
- Viewing Additional Pay Data
- Viewing Appointment Summary - SOM
- Viewing Faculty Data
- Viewing Job Summary

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**HR Training Videos**

If you cannot access the videos below, download Adobe Flash Player.

- **HR WEB ONLINE TRAINING**
  - Pay Rate Adjustments
  - Mailstop Changes
  - Supervisor Changes - Making a Reporting Change
  - Review Data Change
  - Change Location, Retire Employee, Terminate Employee

- **HR WEB STUDENT HIERES**
  - Job Code 9900 - Assigning a Biweekly Non-Work Study
  - Job Code 9901 - Assigning a Monthly Stipend
  - Job Code 9905 - Assigning a NASA Stipend
  - Job Code 9910 - Assigning a Monthly Non-Stipend
  - Job Code 9990 - Assigning a Work Study
  - Student Hire Information - Updating

- **EXEMPT LEAVE TRACKING**
  - Exempt Employee Training
  - Manager Training
  - Leave Administrator Training
  - Exempt Leave Frequently Asked Questions

- **PRESTART, I-9 PROCESS & ONLINE ORIENTATION**
  - Online Orientation: The Employee’s Experience
  - Completing I-9 Section 1 and Section 2
  - Making Corrections to the I-9
  - Completing I-9 Section 1
  - Completing I-9 Section 2

- **EHRAF - ONLINE NEW HIRE HR/AF FOR FACULTY & POST DOCS (ALSO FOR NON-ETS STAFF TEMPS)**
  - New Hire HR/AF for Faculty and Post Docs (also for Non-ETS staff temps)
Internet Resources

What & Where

Emory Human Resources Access Request

1. Only you and your supervisor(s) designated in PeopleSoft may request access to HR Data for valid business purposes.
2. If you supervise employees and do not have ERS access, your reporting relationships need to be updated in PeopleSoft. (See Entering Reporting Changes in the HRWEB Manual.)
3. You may request access to the Emory Recruiting System (ERS) if you are involved in the employment process.
4. You must request removal of existing access to HR data if any of the following occur: a transfer, a change in job duties or a termination.
5. All TEC Physician departments and selected other departments now have 'Specific Approvers.' This means that, in some cases, you will not name your approver; the approver will be selected by the system.
6. It is possible for a request to have multiple approvers in certain circumstances. Requests with multiple approvers will not move ahead until all approvals are received.

Request or Edit Access
- HRWEB
- ISSS Functions
- Student Hire Functions
- ERS
- Learning Management System

Manage Access
- Approve or Deny Requests
- My Direct Reports
- Help
Internet Resources
What & Where
QUESTIONS
What You Need to Know

• What we are working on
• Student Hire
  • Slight modifications or total rebuild?
• On-boarding
  • Slight modifications or total rebuild?
• I9 annual audit data
Everyone’s Favorite Topic
Manager narrowly escapes jail time for making a false statement on an i9 form

The auditor will divide the number of violations by the number of employees for which a Form I-9 should have been prepared to obtain a violation percentage. This percentage provides a base fine amount depending on whether this is a first offense, second offense, or a third or more offense.

The standard fine amount listed in the table relates to each Form I-9 with violations. The range of the three tiers penalty amounts are …

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**Penalties for Substantive and Uncorrected Technical Violations**

<table>
<thead>
<tr>
<th>Substantive Verification Violations</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense +</th>
</tr>
</thead>
<tbody>
<tr>
<td>0% – 9%</td>
<td>$110 – $1100</td>
<td>$550 – $550</td>
<td>$1,100 – $1,100</td>
</tr>
<tr>
<td>10% – 19%</td>
<td>$275 – $275</td>
<td>$650 – $650</td>
<td>$1,100 – $1,100</td>
</tr>
<tr>
<td>20% – 29%</td>
<td>$440 – $440</td>
<td>$750 – $750</td>
<td>$1,100 – $1,100</td>
</tr>
<tr>
<td>30% – 39%</td>
<td>$605 – $605</td>
<td>$850 – $850</td>
<td>$1,100 – $1,100</td>
</tr>
<tr>
<td>40% – 49%</td>
<td>$770 – $770</td>
<td>$950 – $950</td>
<td>$1,100 – $1,100</td>
</tr>
<tr>
<td>50% or more</td>
<td>$935 – $935</td>
<td>$1,100 – $1,100</td>
<td>$1,100 – $1,100</td>
</tr>
</tbody>
</table>

*Per I9 Violation, not per I9 form*

**Enhancement Matrix**

The following matrix will be used to enhance or mitigate the recommended fine contained on the Notice of Intent to Fine. *(Id.)*

<table>
<thead>
<tr>
<th>Factor</th>
<th>Aggravating</th>
<th>Mitigating</th>
<th>Neutral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business size</td>
<td>+ 5%</td>
<td>- 5%</td>
<td>+/- 0%</td>
</tr>
<tr>
<td>Good faith</td>
<td>+ 5%</td>
<td>- 5%</td>
<td>+/- 0%</td>
</tr>
<tr>
<td>Seriousness</td>
<td>+ 5%</td>
<td>- 5%</td>
<td>+/- 0%</td>
</tr>
<tr>
<td>Unauthorized Aliens</td>
<td>+ 5%</td>
<td>- 5%</td>
<td>+/- 0%</td>
</tr>
<tr>
<td>History</td>
<td>+ 5%</td>
<td>- 5%</td>
<td>+/- 0%</td>
</tr>
<tr>
<td>Cumulative Adjustment</td>
<td>+ 25%</td>
<td>- 25%</td>
<td>+/- 0%</td>
</tr>
</tbody>
</table>
What You Need to Know

- Sessions that are next

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:10</td>
<td>Student New Hire Review</td>
<td>234</td>
</tr>
<tr>
<td></td>
<td>How to WOW New Hires</td>
<td>304</td>
</tr>
<tr>
<td></td>
<td>Performance Management at Emory</td>
<td>331</td>
</tr>
<tr>
<td></td>
<td>Faculty Hiring and Title VII Compliance</td>
<td>334</td>
</tr>
<tr>
<td></td>
<td>Student New Hire Review (Laney)</td>
<td>338</td>
</tr>
</tbody>
</table>
Thank you for coming