Issues to Follow/Summaries

- Notifications of approved time going out monthly
- Requirement (NOT!) for 634 – MPP’s
  - Process/procedure/responsibilities
  - Where to find documentation on this?
  - Delegation/correction/accountability
  - Time keepers have the ability to enter time
- Updates on ACA and students
  - Review
  - Balance
  - 5/1 Inquiry

- SUMMER STUDENT EMPLOYMENT
  - Lots of temp employees in summer
  - Length of hire and number of hours
  - Take at least 1 safety tip back to your office today!
  - Get position numbers ready for jobe code 2357 (summer state support)
  - Something CO coming this month
  - Impact on summer student fees?
    - Cost of students? Eligible for financial aid? Can we automatically cancel student appointments at their appointment end date?
    - Yes.
  - Do an ETRAC if the term is unexpected.

- AFFORDABLE CARE ACT
  - CO is running reports on Benefits eligibility.
  - Where does the money for benefits come from?
  - Will hold information sessions this month.

- SUMMER STUDENT EMPLOYMENT
  - Timekeeping for absent, terminated, or docked employees.
  - MPPs who don’t approve time hold up Payroll’s processing.
  - Time submittal tutorials on HR website/Gateway. Is there a separate class n code for:
    - Teaching associates? Yes and it will be in the forthcoming Tech. Letter.
    - Also, they won’t be on immediate pay.
  - Last day students can work as a work study is last day of finals. Spring 5/22.
  - Summer work study will be suspended for students. B. Hubler will send out a notice. (Should be able to hire work-study as of 8/25) Workers must be appointed as Student Assistants (can happen anytime). ≈90 students affected.
  - Jimmy Wilder – Associate Director, Financial Aid
  - RII GSI info – money was provided, so a 2% GSI will be provided.

EMPLOYEE UNIVERSITY – professional and personal development.
- 4 pillars: Engagement, Networking, Perf. And Retention, Lifelong Learning.
Moving out of pilot stages to campus – wide.

On-line registration this month. (29th?) Open house.

Participate! Take/teach a class, serve Board facilitate.

eu@sfsu.edu; 5-3540
  • http://hr.sfsu.edu/employee_university

**HR online service tool (Footprints)**
  • April 13 expansion to all HR (Benefits, Payroll, TMCS/Comp Class, HRMS, other)
  • Goes to a team for response. Helps HR be more responsive; escalation for help.
    • Can be used for self or other. (NO SSNs!)
    • Can it take attachments from original requestor?
    • Reply and update as process is handled.
  • Can graduating students, admitted into a graduate program, work in the summer? If so, how do we classify them?

**I-9 Verifications**

- Federal requirement to verify eligibility to work.
- Time for I-9 verification training!
- Fines and legal consequences with this process if it’s not managed well.
- Do not photocopy and keep personal info.

**EAR form documentation (i.e. name changes)**
  - Should we copy in this instance? Yes.
  - Are we providing feedback on any errors?
  - Don’t accept expired documents!
  - Must be presented within 3 days.

- Inactive positions are not being auto termed, so they still show as active and are carried forward into next semesters.
- Options for time changes:
  - Before any approval
  - Before MPP approval
  - Before Payroll finalization.

- Winnie Steele – new to HR for HR Operations.
- Lizabeth Ortiz – new Benefits Analyst.
- Omar Romero – HR Business Partner-Communications
- On-boarding.

- Document retention policy? Duplicates, dept retention needs? What can be kept, and what shouldn’t be kept?
- Can we get Etrac training or a workshop?
- Recruitment checklist for types of hires (e-hires, permanent, temp, etc.) Which does for each type?
- Providing/deleting HRMS access.
  - Who has what responsibility?
  - Ericka will meet with Jessica to integrate clearance process.
  - Especially between internal moves.