

### Issues to Follow-up/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
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- **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 job 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.
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- **AFFORDABLE CARE ACT**
    - CO is running reports on Benefits eligibility.
  - Where does the money for benefits come from?
  - Will hold information sessions this month.
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- **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.
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### **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. (29<sup>th</sup>?) Open house.
  - Participate! Take/teach a class, serve Board facilitate.
  - [eu@sfsu.edu](mailto:eu@sfsu.edu); 5-3540
    - [http://hr.sfsu.edu/employee\\_university](http://hr.sfsu.edu/employee_university)
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- **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.
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- 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.
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- 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.
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- Winnie Steele – new to HR for HR Operations.
  - Lizabeth Ortiz – new Benefits Analyst.
  - Omar Romero – HR Business Partner-Communications
  - On-boarding.
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- 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.