# Table of Contents

- Introduction ............................................................................................................ 1
- HRMS Process Flow .................................................................................................. 2
- HR Lead Fall Planning Guide .................................................................................... 3
- Position Management ................................................................................................ 6
- Recruiting .................................................................................................................. 7
- Appointments ............................................................................................................. 8
- Benefits ..................................................................................................................... 9
- Time and Absence, Payroll ......................................................................................... 11
- Payroll Accounting .................................................................................................... 14
This page intentionally left blank.
This planning guide is for HR Leads and HRMS end users to use as we begin a new school year. It contains tips and reminders to keep the HRMS system running smoothly. Since the system is so interconnected, accurate and timely entry is essential.
2016 Fall Reminders

- Review frozen positions. Submit a request to unfreeze.
- Review standard hours for fall positions and FTE. Submit updates.
- Enter new positions allowing for a one week approval process before recruiting can begin.
- Update position descriptions for fall.

- Post student positions in early August.
- Plan for additional time for screening and processing and background checks.
- Be aware that 8/22 to 9/16 is the peak period.
- Consider temporary staff using Kelly Services and/or Adecco.
- Proper use of Action/Reason codes is critical.
- Avoid retros. Enter appointment timely.
- Additional Pay
- Review schedules for appropriateness.
- Multiple appointment instructions including handling time and absences.
- Foreign National process for fall hires.
- Correct sequencing of appointment and payroll activities.
- Avoid retro data entry.
- Review payroll schedule and deadlines.
- Validate time and absences.
- Validate payroll before payroll close.
- Manage distributions.

- Onboarding:
  - Time Reporters – Educate on Time Reporting process.
  - Supervisors – Educate on MyU and Manager Info tab; include deadlines.
- Ensure new hires complete I-9 within 3 days of start date.
- Proper use of Action/Reason codes is critical.
HR Lead Fall Planning Guide

To prepare your team for the fall hiring and appointment activities that occur, use this checklist as a guide. This checklist covers both new hires and changes to appointments. Work with the appropriate people in your college or administrative unit to ensure the process is as smooth as possible. Ensure hiring managers know the deadlines that will allow your team to complete entry in a timely manner.

General Reminders

- Many of the activities in the system need to be sequenced in the right order and promptly in order for the integrated aspects to work properly. For example, when working with new appointments who will also have additional pay, with a position override, be sure the position for the override is set up before attempting to do additional pay.

- Communication among the various roles and hiring authorities will be critical to ensuring a smooth process.

- When completing requests that require central approvals, such as position management, include comments that indicate what you are trying to do. This will save time if central OHR has any questions.

Position Management

- Review positions to ensure they are accurate for fall appointments. This includes looking at standard hours and reports to, and updating position descriptions for any jobs that will be posted.

- Submit position requests as soon as possible. Allow up to a week for the approval process.

- Ensure smooth handoff between positions and recruiting to avoid delays. Once a position is approved, notify the unit recruiter right away.

Recruiting

- Post student positions as early as possible. Many students like to have their fall jobs confirmed before school starts.

- Plan for additional screening time of applications and processing time for background checks. August 22 to September 9 is typically the peak period for this activity.

- Use the screener and interviewer features in the job posting to make sure that all in your office that might need to see the job can do so.

- Reach out to hiring authorities to share deadlines and the importance of timely communications of offers made to candidates.

- Adecco and Kelly temporary services are available if needed.

- Ensure smooth hand off between recruiting and appointment by making use of the “Prepare for Hire” process in the recruiting system, including uploading the offer letter for easy reference.
HR Lead Fall Planning Guide (cont.)

**Onboarding New Employees**
- When a new employee is working with HR staff to complete paperwork (I-9, etc.), take the opportunity to provide Time and Absence Reporting training. Provide copies of the job aids and links to the online tutorials found in ULearn (ulearn.umn.edu).
- New supervisors should complete the online training for reviewing and approving time and absences.
- Ensure a smooth first payroll for new employees by communicating to time and absence administrators who is starting and when, so they can specifically watch for their timesheets.

**Appointments**
- “Prepare for Hire” process in the recruiting system pushes new hires, rehires, and transfers into the Manage Hires page. Make sure to use integrated functionality for a smooth transition into Job Data.
- Use action/reason codes appropriately. Action/reason codes drive benefits, time and absence, and other pieces too. Using the incorrect codes can cause significant delays or errors for an employee. See the updated Action/Reason list on the OHR website.
- Enter appointments on or before the start date of work. Appointment setup triggers benefits and time and absence processes. Entering appointments late can cause delays or errors for an employee and trigger the need for retro processing. Use the offer letter uploaded by the unit recruiter as a guide for timely entry.
- Verify the schedule of all new employees at the time of appointment setup to avoid time and absence problems later. Ensure standard hours are correct for salaried and exception hourly employees.
- Follow the guidelines for multiple appointments and setting up the schedule and absences to follow the appointments.
- Ensure I-9 employment verification is completed by the third day of employment. If the I-9 is not complete by day three, the employee may NOT work until the form is complete. For foreign nationals, review the Foreign National process on the I-9 FAQs web page at humanresources.umn.edu/recruiting-and-hiring/online-i9-faq.
- Ensure smooth handoff of appointments to Payroll Accounting by setting up a process to review/discuss all appointments with the Payroll Accounting staff.

**Benefits**
- Select the correct action/reason to ensure the employee is given the correct benefits.
HR Lead Fall Planning Guide (cont.)

- Do not insert any “end” rows unless it is within 30 days of the end date. Otherwise, this generates a benefit action that may need to be corrected.

- Enter all terminations and retirements promptly. Delays can cause problems with the benefits of the employee.

**Time and Absence**

- Provide additional oversight and support for new employees who will report time. Refer them to online training and job aids.

- Monitor supervisors’ approval of all time and absences to ensure new supervisors are remembering to complete this function and existing supervisors complete it on time.

- Validate the accuracy of time and absence reporting each pay period using the queries and reports available in the Reporting Center via MyU. Communicate issues and how to correct them to employees and supervisors.

**Payroll**

- Validate payroll before payroll is closed using the pre-payroll confirmation report in the Reporting Center via MyU.

- Use the payroll update process to make corrections before the payroll close deadline at 10:00 a.m. on the Friday of payroll close week. See the payroll calendar at humanresources.umn.edu/payroll-administration/payroll-hrms-calendars.

- Ensure the payroll confirmation report (Payroll Abstract) is reviewed and approved the Monday before each payday.

**Payroll Accounting**

- Remember that all new appointments will automatically have a distribution set up to pay against the department level funding that has been set up.

- Avoid retro distributions by adjusting funding sources as soon as the appointment has been set up if needed.

- Ensure a smooth handoff from appointments. Set up a process to review/discuss all appointments and where they should be funded from at the time of hire.
Position Management

To Do

• Unfreeze positions needed for the fall.
• Review active fall positions and submit updates. Key fields to review include:
  • Standard hours
  • FTE
  • Position description (for any jobs that will be posted)
  • Reports to
• Enter new positions.

Planning Tips

• Plan for up to five business days for approvals on all positions.
• Set up positions early to avoid delays in creating job openings.
Recruiting

To Do

• Set up positions early.

• Post student openings in early August.

• Create job openings as soon as the position is approved.

• Use the Prepare for Hire process to complete recruiting and to integrate Position and Recruiting with the hire process.

Planning Tips

• Most students will want to find a job before fall semester classes begin. Posting student jobs in August provides a better applicant pool.

• Allow extra time for screening applicants and background checks during the fall hiring process.

• August 22 to September 16 is the busiest time for recruiting.

• Adecco and Kelly Services are available for temporary staffing needs. Find more information on OHR’s temporary staffing web page at humanresources.umn.edu/recruiting-and-hiring/temporary-staffing-agencies.
Appointments

To Do

- For UNS appointments, set up as a Person of Interest (POI) – Other Payee and enter job data and FSR earnings into Additional Pay according to the “UNS Appointments” job aid.

- Return your employees from short work break and enter the 2016-17 merit increases for eligible employees.

- Set up new hires using the Manage Hires process to integrate Recruiting and Position into the job data.

- For fall, it is very important to use HIR/ADL (Hire/Additional Job) for any job other than a person's first University job.

- Establish Additional Pay records using pay period start/end dates. Use End Date, not Goal Amount, to end an Additional Pay record. Do not prorate in Additional Pay; allow the effective date in job data to determine if prorating is needed. Review these job aids for more information: “Additional Pay Instructions” and “Understanding Additional Pay Prorating.”

- Enter new appointments on or before the effective date of the appointment. This is extremely important to minimize retro issues with time entry, absence requests, distributions, and benefits.

- Ensure that new employees complete the employment verification process (I-9 form) by their third day of employment. Foreign national employees must complete their employment verification with Payroll Services at WBOB or at the on-campus foreign national I-9 processing day. More information can be found on the I-9 FAQs web page at humanresources.umn.edu/recruiting-and-hiring/online-i9-faq.
The combination of an effective date and an action/reason will trigger a “benefit event” in the Benefits module. This benefit event will generally start, stop, or change the timing and eligibility of a person’s benefits. For example, a New Hire (Hire/Hire) event can trigger a benefits enrollment event for eligible employees. As a result, if Hire/Hire is used incorrectly for additional jobs, a benefits enrollment event could incorrectly occur for employees already enrolled in benefits.

When a previously entered effective date or action/reason is changed, either through a correction or a deletion and re-entry, it creates a new benefit event. It does not cancel the previous benefit event, which would now be incorrect. The Benefits team has to manually intervene and watch reports to find these incorrect events. For that reason, it is important to make sure that effective dates and action/reasons are entered correctly the first time.

This information is meant to provide context around some of the business processes in the appointment process. Keeping an employee’s job data accurate is essential. Data should be correct when it is entered and should be entered on or just before the date of the change, if possible.

**Planning Tips**

- Action/reason codes drive benefits. Select the correct action/reason code to ensure an employee’s record accurately reflects what is occurring in the employee’s position or job.

- Do not enter suspension, short work break, or termination rows more than 30 days before the actual end of the appointment. This helps ensure accuracy and lessens the chance of a change occurring in the effective date. As mentioned above, changing an effective date will create a new benefit event without canceling the previous benefit event.

- Enter all terminations and retirements promptly. Employees cannot select any retirement/termination benefits they are eligible for until this action has been entered. Delays can cause benefit issues for the employee. This is particularly important in retirement situations where Medicare is involved, as Medicare has inflexible enrollment deadlines.

- Review action/reason codes at [humanresources.umn.edu > Working at the U > HRMS Training & Resources > Action/Reason Codes](humanresources.umn.edu) to understand how they work. In particular, review the codes for Unpaid Leave of Absence/Work Hiatus and review the definition for Retired with Benefits/Severance. These action/reasons are frequently misused.

- Avoid retro data entry on any appointment actions. This causes a delay in employee benefits and could mean the employee will have a gap in their benefits.
Benefits (cont.)

Planning Tips (cont.)  •  Become familiar with the “Hiring a Retiree” job aid.
• Educate supervisors on the process for ending appointments. Be sure they know what information is needed and by when.
• Refer employees to the Benefit Service Center (612-624-8647 or 800-756-2363) or benefits@umn.edu to answer questions about eligibility for benefits and impacts of actions such as retirement.
Like the Benefits module, Time, Absence, and Payroll are triggered by actions taken in the appointment data. Ensuring that the appointment data is timely and accurate will significantly reduce errors and retro data entry in these areas.

**TIME ADMINISTRATION TO DO**

**Prepare Your Employees**

- Review your unit’s onboarding procedures for new employees. When meeting new staff, take the opportunity to educate them on their role in time entry, either as a time reporter or as a supervisor approving time. Provide job aids, a link to the training, and a payroll calendar that highlights deadlines for employee entry and supervisor approvals.

- Consider holding time-reporting labs for new employees each week in September.

- Discuss the rules of elapsed-time entry with exception hourly staff, including the impacts of schedules on time reporting and how to adjust for schedules when reporting time.

- Discuss the rules of punched-time entry with hourly staff, including use of the *Break* field and your departmental procedures.

- Discuss the process of reporting time on multiple appointments, where appropriate.

- Remind employees and supervisors of the two pay period limitation for late time entry.

**Ensure Accurate Time Reporting**

- Once Job Data is entered, verify employee schedules. Ensure alternate schedules are entered and/or revised promptly.

- Review the queries available for time and absence validation.

- Review the *Timesheet Summary* page each pay period to ensure employee time is approved prior to noon on Wednesday of payroll close. Contact supervisors who have not approved timesheets by the deadline.

- Use the Reporting Center’s “Payroll Pre-Confirmation” query to find errors and fix them. Run this new query the Thursday of payroll close week to review your employees’ pay data before payroll close. Submit a payroll update request to make corrections. Note that you can run the report again Thursday afternoon or Friday morning to review payroll updates.

- Understand when and how to use a payroll update request to update an employee’s time after the Wednesday deadline but before Friday’s payroll close. Know the payroll calendar.
Time and Absence, Payroll (cont.)

- Use the **Payable Time** tab in Time and Labor to answer your questions about how an employee's time is being paid.

- During the first two pay periods for every new employee, review their timesheets each week and tell the employee and supervisor about any needed adjustments.

### ABSENCE ADMINISTRATION TO DO

#### Prepare Your Employees

- Review your unit’s onboarding procedures for new employees. When meeting new staff, take the opportunity to educate them on their role in absence requests, either as an employee or as a supervisor approving absences. Provide job aids, a link to the training, and a payroll calendar that highlights deadlines for employee entry and supervisor approvals.

- Verify employee schedules and enter revised schedules promptly.

- Consider holding absence-reporting labs for new employees each week in September.

- Discuss the rules of absence requests with faculty and staff. Be sure to review the partial-day feature and whether absences are recorded in hours or half-day increments.

- Discuss the process of submitting absences on multiple appointments, where appropriate.

- Remind employees and supervisors of the two pay period limitation for late absence entry.

#### Ensure Accurate Absence Reporting

- Review the queries available for time and absence validation.

- Use the Reporting Center’s “Payroll Pre-Confirmation” query to find errors and fix them. Run this new query the Thursday of payroll close week to review your employees’ pay data before payroll close. Submit a payroll update request to make corrections. Note that you can run the report again Thursday afternoon or Friday morning to review payroll updates.

- Understand when and how to use a payroll update request. Know the payroll calendar.

- Use the **Payable Time** tab in Time and Labor to answer your questions about how your employees’ absences are being paid along with their time.
PAYROLL TO DO

Prepare for Accurate Payroll Processing

- Work within your unit to discuss the sequencing of data entry and its impact on payroll.
- Review job aids: “Additional Pay Instructions” and “Understanding Additional Pay Prorating.”
- Timely entry of appointments, additional pay, and time and absence is essential to avoid errors in employee pay.
- Ensure that new employees complete the employment verification process (I-9 form) by their third day of employment. If the I-9 is not completed by day three, the employee may NOT work again until the form is completed.
- Foreign national employees must complete their employment verification with Payroll Services at West Bank Office Building (WBOB) or at the on-campus foreign national I-9 processing day. More information can be found on the I-9 FAQs web page at humanresources.umn.edu/recruiting-and-hiring/online-i9-faq.
- Reserve rooms now in your area and advertise trainings and labs you will be holding.
- Consider having new employees spend more time with HR when completing the I-9 process, and review time and absence procedures as part of the process.
- Give payroll calendars to all supervisors with their deadlines on it. Educate them on the importance of reviewing and approving their employees’ time and absence reporting.
- Consider working with other units or central OHR to offer training labs for new supervisors and staff.

Validate the Accuracy of Your Employees’ Pay

- Use the Reporting Center’s “Payroll Pre-Confirmation” query to find errors and fix them. Run this report the Thursday of payroll close week to review your employees’ pay data before payroll close. Submit a payroll update request to make corrections.
- Understand when and how to use a payroll update request. Know the deadlines listed in the payroll calendar.
- Review and approve the Payroll Confirmation Report (Payroll Abstract) on the Monday prior to pay day.
Payroll Accounting

To Do

- Meet with HR team to identify new hires and any funding changes needed.
- Complete funding changes before the first payroll is closed to avoid retros.
- Communicate with other departments when sharing funding on an appointment or setting up a position override in another department.
- If your employees will override appointment funding using their timesheet, ensure they are trained in how to do so.