Human Resources: Staff Employment

Policy and Guidelines

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https://www.washington.edu/cms/provost/finance-administration/hr/
HR Campus Operations: Contacts

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HR Consultant
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Hiring: Position Development

Step 1: **Planning:** Initial in-unit planning of staffing needs and available resources

Step 2: **Define Position:**
- Review UW HR job title tables for job titles and job codes:
  - Professional Staff: [http://www.washington.edu/admin/hr/roles/mgr/comp/prostaff/payrolltitles.html](http://www.washington.edu/admin/hr/roles/mgr/comp/prostaff/payrolltitles.html)
  - Classified Staff: [http://www.washington.edu/admin/hr/ocpsp/compensation/alpha.sort.files/alpha.sort.html](http://www.washington.edu/admin/hr/ocpsp/compensation/alpha.sort.files/alpha.sort.html)
- Develop job title, position description and salary in consultation with Kim Dinh and/or the UW Office of Compensation

Step 3: **Provost Org Approvals:** Complete a Hiring Approval Request Form and submit it for approval based on the Hiring Approval Flow Chart (see Provost F&A website for forms/chart): [www.washington.edu/cms/provost/finance-administration/hr/](http://www.washington.edu/cms/provost/finance-administration/hr/)
Hiring: Recruitment

Step 4: **Job Posting**: Enter hiring requisition into UWHIRES for HR approval and posting

Step 5: **Recruiting**: Review resumes, identify qualified candidates, conduct interviews

Step 6: **Selection**: Identify semi-finalist candidates, check references, select one finalist

Step 7: **Assemble/Finalize Offer**: Consult with Kim Dinh, VPs, AVPs

Step 8: **HR Approval**: UWHR approval is required prior to extending the offer

Step 9: **Extend Conditional Offer**: Hiring manager extends approved offer to finalist. Offer may be made by phone and followed by email/letter. Templates of offer letters contingent on obtaining a satisfactory background check can be found on HR website:

https://www.washington.edu/admin/hr/roles/mgr/hire/backgroundchk/index.html

Step 10: **Negotiations**: Negotiate offer terms (if necessary) in consultation with Kim Dinh, Vice Provosts, and Assistant Vice Provosts

Step 11: **Offer Acceptance**: once offer is accepted, notify Kim Dinh to update UWHIRES
Hiring: Post-Offer

Step 12: **Background Check:** Request HR to initiate a background check (required unless UW employee applicant has already satisfied background check, consult with Joanie Moran)

Step 13: **Hiring Confirmation:** UWHR approves accepted offer

Step 14: **Appointment Letter:** Prepare draft appointment letter for review by Kim Dinh

Step 15: **Notify Candidates:** Inform other candidates not selected of decision by email/phone

Step 16: **Close out UWHIRES Requisition:** If recruitment was not done by F&A, please forward to Kim Dinh the list of candidates who were screened by phone, virtual, and/or invited to in-person interview(s)
Onboarding: Provost F&A Responsibilities

- **Payroll**
  - Complete I-9 form with the new employee (ID verification)
  - Enter appointment in OPUS
  - Create OWLS work-leave record and create UW timesheet (hourly staff only)

- **Nebula/IT**
  - Arrange Nebula & Exchange accounts
  - Arrange telephone service & UWATS long distance phone account

- **Building Access**
  - Arrange card reader access to building [Provost & Vice Provost Offices only]

- **UW Admin/Financial Systems Access**
  - Authorize access to MyFD, FIN, BGT, ARIBA, SDB, HEPPS, OWLS, OPUS, others

- **Personnel File**
  - Create permanent Provost Org personnel file
Onboarding: Hiring Unit Responsibilities

- **Payroll**
  - Provide new employee’s contact information to Provost F&A for use in appointment set-up and background check

- **Nebula/IT**
  - Provide desktop computer for new employee’s use
  - Arrange Nebula & Exchange accounts (*some Units*)
  - Arrange telephone service (*some Units*)

- **Building Access**
  - Arrange building card reader access
  - Issue office key(s)

- **UW Administrative & Financial Systems Access**
  - Authorize access to MyFD, FIN, BGT, ARIBA, SDB, HEPPS, OWLS, OPUS (*some Units*)

- **Provide equipment, furniture, and supplies for New Employee**

- **Inform New Employee of mandatory Benefits Orientation & other required training**

- **Reference for hiring managers:** UWHR Onboarding Toolkit:
  
  http://www.washington.edu/admin/hr/pod/leaders/ee-careerdev/onboarding/index.html
Onboarding: New Employee Responsibilities

- Attend mandatory UW Benefits Orientation (in-person)
- Complete mandatory UW training (online and/or in-person)
- Complete W-4 tax withholding form online (UW Employee Self Service)
- Complete UW Payroll Direct Deposit (UW Employee Self Service)
- Provide contact information for UW Directory (UW Employee Self Service)
Staff Performance Management

➤ Performance Evaluations
  • **Required at least annually** for all staff: NO SURPRISES!
  • Review job description; revise for any **permanent** job changes in consultation with Kim Dinh
  • Contract Classified Staff Evaluation Form:
    o [http://www.washington.edu/admin/hr/roles/mgr/ee-performance/perfmgmt/index.html](http://www.washington.edu/admin/hr/roles/mgr/ee-performance/perfmgmt/index.html)
  • Professional Staff Evaluation: use conversational or structured approached, described here:
    o [http://www.washington.edu/admin/hr/roles/mgr/ee-performance/perfmgmt/index.html](http://www.washington.edu/admin/hr/roles/mgr/ee-performance/perfmgmt/index.html)
  • Consistency in approach and process
  • Provide feedback: positive and negative; verbal, written and ongoing
  • Document each performance evaluation in employee’s Personnel File

➤ Managing Performance Expectations
  • Set clear and accurate expectations and maintain records of performance feedback
  • Supervisor should consult with Kim Dinh and our HR Consultant on all performance matters
  • Delegation of authority to request a personnel action (follow Provost Hiring Approval Flow Chart)

➤ Supervisor’s Responsibilities
  • Be knowledgeable of employee’s rights and benefits
  • Supervisor’s training and coaching (e.g. SLP training, peer mentor, POD coaching)
Compensation and Position Reviews

➢ When is it Appropriate? When is it Allowed?
  • Temporary salary adjustment
  • Permanent salary adjustment
  • Position Review (salary and Payroll Job Title)

➢ What is the process?
  • Approvals
  • TPI (temporary salary increase) & ADS (administrative supplement)
  • In-grade salary increase for Professional Staff
  • Position Review

➢ Resources?
  • Funding available for salary increase
Employee Separation

- **Voluntary Separation**
  - Employee leaves Provost unit for a position in another UW department
  - Employee leaves UW employment

- **Involuntary Separation**
  - Layoff
  - Medical Separation
  - Termination

- **Off-boarding Steps**
Office of the Provost
Finance & Administration

Q & A

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