BUSINESS MANAGER MEETING

MARCH 7, 2024

AGENDA

- Human Resources
  - Create Position & Job Requisition Process
  - Recruiting Best Practices
  - I-9 Employment Eligibility
  - Delayed Hiring Initiative

- The CMS/Signature item

- Workday Updates

- Asset Management Audit Process

CREATE POSITION

Current Process

❑ Process initiator submits the request to create a new or update an existing job description

❑ Official job description exists in Workday -job description auto populates within the workflow - process initiator makes their desired additions and/or edits within the workflow

❑ Official job description does not already exist - process initiator submits desired job description language within the workflow

❑ Desired language (new or edited) continues to flow with the business process - does not automatically result in an update to the official job description of record in Workday

❑ Concern: Job Descriptions (new or edited) are submitted without discussion with HR or Compensation

Process Change

❑ Process initiator engages HR & Compensation prior to the business process being initiated in Workday

❑ Compensation creates or updates the official job description record in Workday

❑ The official job description, as created or edited by Compensation, automatically pulls into the business process; job description is locked; process initiator cannot make any changes once the business process has been initiated

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CREATE POSITION

Rationale

- ❑ Supports a more collaborative approach to creating/updating job descriptions
  - – Compensation & HR are engaged earlier in the job description creation/update process
- ❑ Establishes Compensation as the central party responsible for job description creation & maintenance
- ❑ Provides clarity as to the official document of record
- ❑ Supports fair & equitable pay across the institution (similar pay for similar work)
  - – Compensation & HR are engaged earlier in the process of determining the appropriate value for the job
  - – Compensation is better able to manage the expectations of the business manager and/or hiring manager (obtain agreement on the front end re: job titling, pay grade, etc.)

Impact

- ❑ Process initiator can no longer submit new/edited job description language during the business process
- ❑ Compensation would have to create/update the job description on behalf of faculty (NOTE: this is a change for faculty jobs)

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JOB REQUISITION

Current Process

❑ Process initiator submits request to create a new or update an existing job description

❑ Official job description already exists in Workday, - job description auto populates within the workflow; process initiator makes desired additions and/or edits to the job description field within the workflow

❑ Official job description does not already exist - process initiator submits desired job description language within the workflow

❑ Desired language (new or edited) continues to flow with the business process, but does not automatically result in update to the official job description of record

❑ Concern: Job Descriptions (new or edited) are submitted without discussion with HR or Compensation

Process Change

❑ Process initiator engages HR & Compensation prior to the request being submitted

❑ Compensation creates or updates the official job description record in Workday

❑ Official job description, as created or edited by Compensation, automatically pulls into business process; job description is locked; process initiator cannot make changes once the business process has been initiated

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  – Compensation & HR are engaged earlier in the process of determining the appropriate value for the job
  – Compensation is better able to manage the expectations of the business manager and/or hiring manager (obtain agreement on the front end re: job titling, pay grade, etc.)

<u>Impact</u>

❑ Process initiator can no longer submit new/edited job description language during the business process

❑ No changes on the faculty side

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GOING FORWARD

❑ Go-live date = Monday, March 18

❑ Follow up communications via email

❑ Job aids to be posted in Workday

❑ Timing for major changes/updates to job descriptions

❑ Be proactive in submitting job descriptions

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RECRUITING BEST PRACTICES

AGENDA

- ❑ Terminology Review
- ❑ Job Change Process
- ❑ Recruitment Process
- ❑ Offer Process
- ❑ Hiring/Onboarding
- ❑ I-9 Compliance

Job Profile

Identifier for a position

Job Description & Compensation Grade Level

Position

Attaches a person to a job profile and vacancy on your org chart

FTE is attached

Job Requisition

Includes job profile and open position

Conduit to recruit new talent to your role

JOB CHANGE

Reasons for Job Change

❑ In-Line Promotion
    ❑ Move a worker to a higher-level position
❑ Transfer
    ❑ Move a worker to another supervisory org
❑ Data Change
    ❑ Change FTE, title, or time status
❑ Demotion
    ❑ Move a worker to a lower-level position
❑ Lateral Move
    ❑ Move the worker to another job at the same level

JOB CHANGE DECISION TREE

Will the security for the new job be the same as the current security held by the employee?

Yes → Will the previous job be backfilled?

No → Will the previous job be backfilled

Yes → Use same position for Job Change; create new position for the backfill

No → Use same position for Job Change; update job profile only

Yes → Create new position for the job change; submit job requisition for backfill using old position

No → Create new position for the job change; close old position

NEW REQUISITION INTAKE MEETING

- ❑ The goal of the intake meeting is for your recruiter to fully understand your hiring needs for your position to help fill the role in a quick, efficient, and compliant manner.
- ❑ Are there any internal candidates who are a match?
- ❑ The budgeted amount for the role should not be the set offer amount, pay is commensurate with experience.
- ❑ Does the job description ensure the needs of the department? Include department highlights.
- ❑ Discuss the interview process, screening questions, timelines, etc. to manage candidate expectations.

Where do our job postings feed to?

KansasCityDiversity.com

StLouisDiversity.com

MissouriJobNetwork.com

JobInIndependence.com

JobsInJeffersonCity.com

MetroKansasCityJobs.com

MetroStLouisJobs.com

MissouriDiversity.com

IndependenceDiversity.com

Local Job Network

HERCjobs

HigherEdJobs

Indeed.com

Jobs.mo.gov

INTERVIEWING

❑ Never set an offer or salary expectation during an interview. Refer candidates to your Recruiter if they ask about salary.

❑ Goal in posting a requisition is to hold a competitive interview process

❑ Once there is an adequate pool of candidates the job will be unposted to stop gathering applications

❑ We should consider internal if they are meeting the requirements.

❑ Do you have a consistent interview guide? Do you need assistance with creating one?

HIRING DECISIONS

❑ Do NOT base hiring decisions on the applicant's protected characteristics including race, color, religion, sex, age, national origin, disability, marital status, sexual orientation, military/veteran status, gender identity, or anything related to such

❑ Once a final candidate is chosen consult with your recruiter to begin offer process

DISPOSITIONING

- ❑ The Recruiters are responsible for dispositioning.

- ❑ Saint Louis University is required by the OFCCP to document the reason why each applicant has/has not been selected for screening, interviewing, or hiring.

DISPOSITIONING

- Candidate Withdrew from Consideration
- Could not contact/failed to return calls
- Did not meet min quals
- Duplicate Candidate
- Inadequate publications/established scholarly reputation
- Not best qualified: Education, Degree in field
- Not best qualified: Experience (Amount)
- Not best qualified: Experience (Relevance)
- Not best qualified: License, certification
- Not best qualified: Skills

- Not eligible for re-hire or hire
- Position Canceled
- Position Canceled - SSM Integration
- Resume not reviewed (Application received after finalist selected)
- Unable to articulate contributions to University's mission
- Unable to Schedule Interview Time
- Unsatisfactory deficiencies in application, work history
- US work authorization/eligibility/sponsorship

OFFER REQUIREMENTS

❑ All offers are subject to review by Human Resources to ensure they follow our Pay Administration Guidelines.

❑ All offers must be submitted in Workday. Use a start date 2 weeks out as a placeholder.

❑ Any offers outside of the guidelines will require further review.

❑ Recruiters are the only people to extend offers.

INTERNAL OFFER FORMULATION

❑ Internals must have been in their previous role for at least 6 months to be eligible for a new internal position

❑ Promotional Increases allow
- ❑ 5%-10% for each grade level promotion
- ❑ or they are brought to the minimum of the grade level, which ever is higher

❑ Lateral Moves
- ❑ Up to 5% increase

❑ Demotions
- ❑ Pay reduction could occur if current pay is outside grade level pay range
- ❑ If current base salary falls within in the range of the new grade level, there may be no reduction in pay

ONBOARDING

❑ Onboarding requirements start at the point of offer accept.

❑ Welcome to SLU email is sent to candidate by the Recruiter.

❑ Official hire is contingent upon cleared Criminal Background Check

  ❑ And Drug Screen depending on role.

❑ Once CBC/DS is cleared our HR Associate will assist in confirming a start date.

  ❑ We require a 10-day lead time from the date of clearance to start date

  ❑ Onboarding details email sent from Workday a few days after new hire has been provisioned.

ONBOARDING

❑All new hires will be required to complete an I-9 prior to or on their start date <u>before they can start work in the department</u>

❑There are several tasks the new employee will need to complete prior to their I-9 appointment/start date

   ❑ Government IDs, Veteran Status, Disability, Payment Elections, W-4s, etc.

❑Once the new hire completes their onboarding, they will receive a scheduling link to arrange their I-9 appointment to show their proof of identity

   ❑ This appointment can be for the morning of their start date or prior to their start date

ONBOARDING

Welcome to Saint Louis University: Onboarding Details

S slu@myworkday.com
To ○ hr@slu.edu

ⓘ You replied to this message on 2/26/2024 7:33 AM.

☺ ↩ Reply ↩ Reply All → Forward ⬚ ⋯

SAINT LOUIS UNIVERSITY.
— EST. 1818 —

Dear ▓▓▓▓▓▓,

Welcome to Saint Louis University! In order to prepare for your arrival on your start date, 03/04/2024 , you will need to complete the requirements of our new employee onboarding process. You will report directly to your department. Please follow the instructions provided to you by your manager regarding the specific details of your first day. This includes:

1. Setting up your mySLU login
2. Completing the onboarding tasks in Workday
3. Completing Section 2 of Form I-9 in the Wool Center
4. Registering for parking and obtaining your photo ID
5. Completing additional document review.

Please see your mySLU login information below to begin the process.

1. mySLU Login Information:

Setup Multifactor Authentication and change your initial SLU Net Password by going to https://auth.slu.edu/..Instructions can be found at SLU New Account Holder Instructions..

Employee ID: ▓▓▓▓▓▓
Password: (Id + Employee ID + pa$s)
SLUNet ID: [not available]
SLU Email: [not available]

2. Complete Onboarding Tasks: If you need any assistance completing this, please see the New Hire Workday On-boarding Job Aid. . You must be logged into your SLU account to access this document.

• Once you have reset your password, please login into

ONBOARDING

Dear ▮▮▮

Welcome to SLU! We would like to schedule a time for you to come into HR for I-9 processing. We need to schedule a time to verify your documents. **Documents must be originals.** These are government regulations set forth by the department of Homeland Security.

Please use this link to book an appointment with HR to start your I-9: https://saintlouisuniversity.zohobookings.com/#/customer/4579110000000048030

NOTE: Please ensure that your scheduled appointment is on or before your start date. HR will provide you with a signed sheet to confirm the I-9 was completed. Your supervisor cannot allow you to work without receiving that sheet.

Our office is located on the 1st floor of Wool Center, 3545 Lindell Blvd. See the acceptable documents needed to complete your I-9.

Please be sure to complete your on-boarding tasks in Workday prior to coming to HR (on or before your start date).

If you need any assistance completing this, please see the New Hire Workday On-boarding Job Aid.

Please be sure to hit **"REPLY ALL"** when responding to this outreach.

Vivian Vaughn
Human Resources Associate
Saint Louis University
314-977-8589
8:00 am - 4:00 pm
vivian.vaughn.1@slu.edu

QUESTIONS

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HUMAN RESOURCE COMPLIANCE REMINDERS

I-9 AND SOCIAL SECURITY NUMBER

AGENDA

Importance of I-9 compliance

I-9 Non-compliance risks

Hiring, onboarding, and I-9 timeliness

Social Security Numbers and onboarding

Social Security Numbers for Noncitizen hires

Business Manager responsibilities in hiring

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IMPORTANCE OF I-9 COMPLIANCE

- The U.S. Citizenship and Immigration Services (USCIS) requires all US employers to properly complete form I-9 to verify the identity and employment authorization for <u>every</u> individual hired to work in the U.S.
  - Including both U.S. Citizens and Noncitizens

- Employee Responsibilities
  - Attest to their employment authorization
  - Present acceptable documents of identity and employment authorization. Form I-9 Acceptable Documents | USCIS

- Employer Responsibilities
  - Physically examine provided documents to determine if they reasonably appear to be genuine (HR does this during Section 2)
  - Record and maintain documented information

RISKS OF I-9 NON-COMPLIANCE

Fines for administrative violations range up to $2,701 per occurrence, and fines increase with each repeated violation

If an employer knowingly hired or continued to employ a worker without work authorization (second and subsequent offenses), penalties range up to $27,188 per worker

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) which governs <u>all Federal contractors</u> and conducts *routine* audits, includes I-9 inspection procedures

> *I-9 non-compliance can affect SLU's status as a federal contractor*

HIRING, ONBOARDING, AND I-9 TIMELINESS

Before submitting a new hire in Workday, inform the applicant of the I-9 requirements

> Advise applicant that both Section 1 must be completed **on or before** their Workday start date
>
> Advise applicant that Section 2 must be completed **within 3 business days** after their start date
>
> **Do not proceed** with hire if the applicant cannot meet the criteria, using **original** documents

New hires should be **submitted** in Workday **two weeks (10 business days)** before their start date

New hire completes **Section 1** in Workday **on or before their start date** indicated in Workday

HIRING, ONBOARDING, AND I-9 TIMELINESS

New hire completes Section 2 in Workday by visiting the Division of Human Resources on 1st Floor Wool Center within 3 business days after the employees first day of employment

> New hires can now schedule their Section 2 appointment at: https://saintlouisuniversity.zohobookings.com/#/customer/4579110000000048030
>
> This 3-day deadline is an inflexible USCIS standard. If an employee cannot complete Section 2 within 3 days after their start date, their employment should be terminated. A re-hire can be subsequently initiated if desired

Employees **are not authorized** to work at SLU before their start date indicated in Workday or before I-9 Section 1 is completed

Workday job aid for New Hire Tasks:
Complete-New-Hire-Tasks.pdf - Google Drive

SOCIAL SECURITY NUMBERS AND ONBOARDING

SLU Immigration Reform and Control Act policy requires:

A valid social security number is required for all employees

In the event that a new hire needs to apply for a social security number, the application receipt from the Social Security Administration will be accepted as a temporary document for purposes of new hire processing

The employee must present the actual social security card in Human Resources within 90 days of the date of application for the card. Failure to present the card could result in termination of the job

SOCIAL SECURITY NUMBERS AND ONBOARDING

SLU participates in E-Verify, which allows employers to confirm the eligibility of their employees to work in the United States based on information provided in the I-9 submission

E-Verify eligibility confirmation requires submission of the Social Security Number. SS# is also needed to <u>issue payroll and for SLU Benefit eligibility (when applicable)</u>

> All US Citizens are required to provide their Social Security number as part of the E-Verify process, on or before their employment start date
>
> All Noncitizens are also required to provide their Social Security number - or their Social Security Administration receipt of application - on or before their employment start date

SOCIAL SECURITY NUMBERS AND NONCITIZENS

Noncitizen new hires <u>only</u> <u>in the following employee types</u> can begin working before receipt of either SS# submission or SS# application receipt from SSA, if both Section 1 and Section 2 of the I-9 has been completed

Full-time Faculty	Post-Doctoral Fellows
Housestaff	Full-time Staff

This exception approach should be pursued only when good faith and planned efforts made by the Employee and Business Manager to obtain a SS# or application receipt prior to start date have been unsuccessful

Noncitizen SS# must be provided to Human Resources within 90 days of employment start date in order for employment to continue

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SOCIAL SECURITY NUMBERS AND NONCITIZENS

It is strongly encouraged that Business Managers urge noncitizen new hires to apply in their home country before coming to the US when filing for an immigrant visa with the US Department of State
Social Security Numbers for Noncitizens (ssa.gov)

In addition, Business Managers can plan for Noncitizen new hires to arrive in the United States more than 10 days prior to their start date; this will meet the SSA waiting requirement and allow them to obtain the SS# application receipt prior to their start date

BUSINESS MANAGER RESPONSIBILITIES IN HIRING

Inform the selected applicant at time of job offer that Saint Louis University employs only individuals who provide employment eligibility verification

Advise all applicants that original documentation of their choice from those approved by the USCIS must be presented in Human Resources prior to their first day of work. And, an inability to submit original documentation as specified on the I-9 and to complete the I-9 form will invalidate the job offer. Acceptable documents can be found here:

Form I-9 Acceptable Documents | USCIS

When a candidate for a job indicates that they are not a U.S. Citizen or permanent resident, they must contact the SLU Office of International Services to obtain the appropriate authorization to work before their first day of work. The Office of International Services assists with determining whether the person has the appropriate Visa/Authorizations to work in the United States

DELAYED HIRING INITIATIVE OVERVIEW

- Beginning March 1, and concluding July 1, any staff position that vacates or request to create a new position will have a 90-day waiting period before posting
- Exemptions:
  - 100% Grant funded positions
  - Positions associated with the Global Graduate recruiting
  - Positions related to the Research compliance project
  - Additional exemptions will require approval from President, Provost and Chief Financial Officer

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DELAYED HIRING INITIATIVE OVERVIEW

- What about positions that were posted or vacated prior to March 1?
  - We will continue to recruit for these positions
- Why are we doing this?
  - Ensure we are allocating limited resources in thoughtful and strategic manner
  - Current budget projections for FY24 reflect a deficit and this initiative is intended to be a small but practical effort to help address the deficit while implementing increased strategic thought into the creation and refilling of positions
- What is the role of the Business Manager?
  - Facilitate thoughtful consideration on whether the position should be refilled or whether there is a more strategic approach to utilization of the resources
  - Delay submission of the position until the 90-day timeframe has passed

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QUESTIONS

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CONTRACTING POLICIES

REVISED, JANUARY 2024

POLICIES RELATED TO CONTRACTS

- Policies just underwent review by the Policy Review Committee & were approved by the University Leadership Council.

- Minor revisions to each policy were approved in January, 2024.

- Copies of the policies can be found on PolicyStat under mySLU Tools, by searching "Contracts"

POLICIES RELATED TO CONTRACTS

- Contract Management Policy
    - Dictates that all University contracts be routed through Agiloft, the University's Contract Management System.

        - Ensures review by all necessary parties

        - All contracts contained in one repository

        - Contracts signed by individuals with Signature Authority

POLICIES RELATED TO CONTRACTS

- Signature Authority Policy
  - Only those with a letter initialed by the President should sign any document on behalf of the University.

  - Authorized signers are configured into Agiloft based on dollar amount, department/division and contract type. Once contract has been approved in Agiloft, contract should be routed electronically to one of these authorized signers.

SIGNATURE AUTHORITY POLICY

- Requires annual review and approval by University Vice Presidents
  - Request will be coming in Spring, 2024 via email.

  - In addition to review of authorized signers, a request to remind their team not to sign anything without an authorized delegation letter.

  - Questions about who can sign contracts within a division can be directed to ellen.borowiak@slu.edu

2024 MARCH RELEASE

ANNOUNCEMENTS HAVE MOVED

CURRENT

It's Monday, March 4, 2024

AFTER RELEASE

It's Monday, March 4, 2024

INBOX RENAMED 📥 ⁴

CURRENT
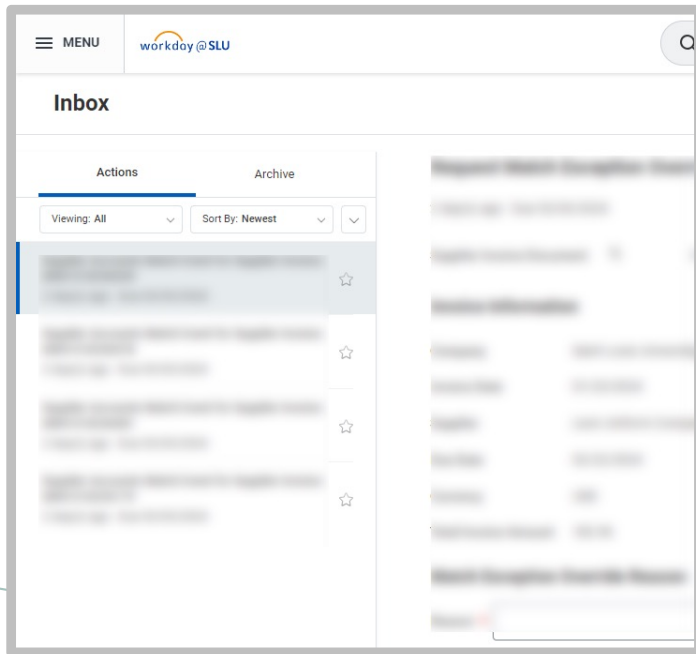
AFTER RELEASE
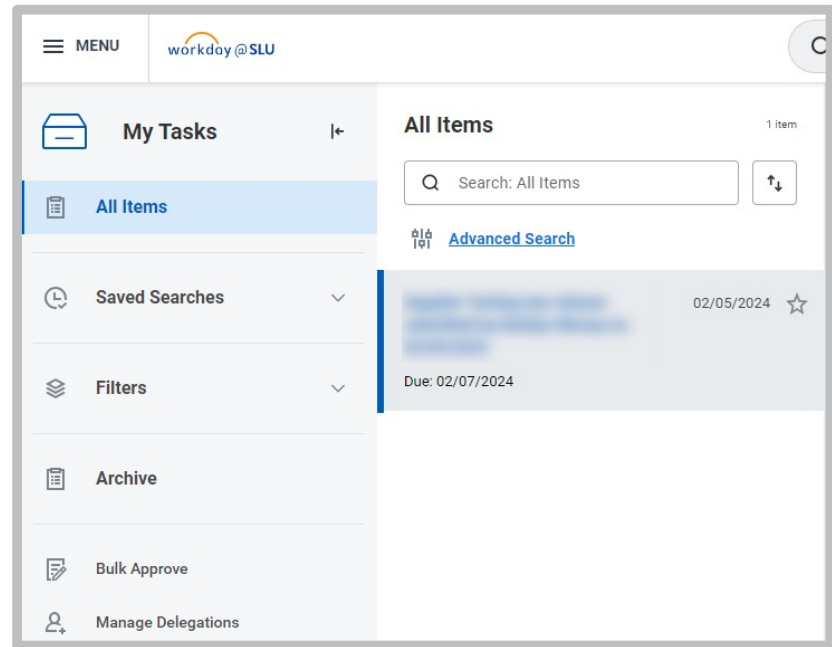
NEW BENEFITS & PAY HUB

Pay

Benefits

→

Benefits and Pay

Benefits and Pay |←

- Overview
- Benefits ⌄
- Pay ⌄
- Compensation ⌄

🔗 **Suggested Links** ⌃
- Withholding Elections
- TIAA Retirement Be… ⤴

Tasks and Reports

Payment Elections   Change Benefits   My Tax Documents

Overview

Most Recent Pay
Your next pay day is March 8, 2024.

$932.10
Take Home Pay

Gross Pay $1,520.00

View Most Recent Pay

Annual Total Rewards Package
A summarization of your annual Total Rewards package.

Deductions
Taxes and deductions from your most recent payslip.

$587.90
Total

Health Insurance- EE Plus $270.46
TIAA 403(b) Employee Contribution $152.00
Social Security (Federal) $73.48
Dental $54.90

☰ More (3)

Current Benefit Costs

$334.90
Employee Cost (Biweekly)

View Benefit Details

Bonus & One-Time Payments

Incentive $1,000.00
One-Time Payment

Incentive $750.00
One-Time Payment

WORKDAY SUPPORT

➢ Finance Issue - wdfinance@slu.edu

➢ Human Resource Issue – hr@slu.edu

➢ Workday Product Manager - cherish.hoffman@health.slu.edu

ASSET MANAGEMENT

ANNUAL AUDIT PROCESS

PURPOSE OF A YEARLY AUDIT

- Verify that all assets listed in our database actually exist and are accurately recorded.

- Help with discrepancies and irregularities that can be identified and investigated promptly.

- Regulatory requirements regarding the maintenance and reporting of assets.

- Accurate asset records are essential for producing reliable budget numbers.

- Provides insights into the condition and value of assets, helping make informed decisions about their maintenance, replacement, or disposal.

AUDIT PROCESS

- Annually we will provide a spreadsheet to all the business managers.

- We are asking for you to verify the validity of the data shown and provide additional information if possible.
  - Is this a Primary Device or shared machine
  - Does this computer belong to an FTE or Non-FTE
  - and any other notes for context.

COPY THE SPREADSHEET

- We will email all business managers the spreadsheet for them to access.

- Open the "All Active Assets (ONLY Laptop_Desktop)-02-23-2024" Excel spreadsheet.

- Click "File", then "Save As" and you will see the option to "Download a Copy".
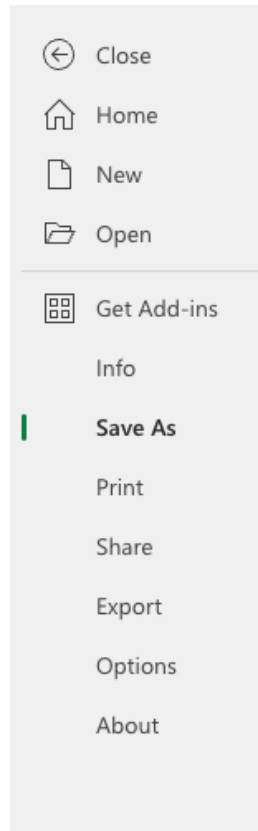
FILTERING THE DATA

- Within the Pivot Table Sheet, you will be able to filter the spreadsheet by Owning Acct/Department.

- In Column A2, you will need to click the drop-down arrow. This will open the filtering menu.

- Once this menu is open, it will allow you to filter the list to just the department(s) you wish to review.

WHAT WE NEED FROM YOU

- Primary Device – Is this the users main device?

- Shared Machine – Is this a device that is shared amongst many users, or loaned out when necessary?

- FTE or Non-FTE – Does the device belong to a Full-Time Employee, or a Part-Time/Contractor/Student Worker/Adjunct?

- Notes – Please, if necessary, provide any notes or extra information about the device.

Service Tag	Primary Device?	Shared Machine?	FTE or Non-FTE?	Notes
GP78773	No	Yes	Non-FTE	Computer is used as our departments loaner program
FDQ10Z2				
2UA4301NSN				

SUBMITTING THE INFORMATION

- Once you have completed your department(s) audit, all we ask is that you email the copy of the spreadsheet to assetmanagement@health.slu.edu.

- In the body of the email please list the department(s) that have been reviewed in the spreadsheet.

- We ask that you try to complete this audit within 30 days of receiving your email.

QUESTIONS?