Employment

TEMPORARY & PERMANENT EMPLOYMENT FORMS & PROCESSES

Employment Team

- Mary Gagnon: Permanent employment actions, including leave.
- Tanya Pettus: Temporary employment, including dual employment and summer assignments for permanent staff.
- Cheryl Gomez: Student employment.
- Tracy Holbert: Technical questions related to HR systems, including the Epaf System, Applicant Tracking System, Position Management module, Performance Management module, and Employee Records module.
- Kim Sipes: Recruiting and all salary action requests for permanent employees.

Background Checks

- Background checks are required for all first-time Winthrop employees (temporary and permanent), including former student employees moving to a temporary or permanent positon and former employees who have not worked at the university for more than a year.
- **New:** Background checks are required on ALL prospective temporary and permanent employees, even those working remotely.
- The background check should be initiated once an unofficial offer of employment has been accepted (temporary and permanent positions).
- Situations occasionally arise where a temporary assignment begins before a background check can be completed. In these situations, you should initiate the background check as soon as possible and also ask the individual to complete and submit to HR a self-disclosure form **before** the assignment begins.

Background Checks

- The background check process is now fully online.
- Use the **new** online Background Check Request form under Forms on the HR webpage to request a background check (https://www.winthrop.edu/hr/background-check-request-form.aspx).
- Background checks typically take between one and five days, depending on how many locations an individual has lived in the last seven years and/or the location of the residence(s). (It takes longer to get data from some states/counties than others.)

Self-disclosure Forms

- Self-disclosure forms are required for any temporary or former permanent employee who has a break in assignments (less than a year, but not between semesters). For example, if someone worked during the Fall semester and is re-hired the following summer, he/she would need to complete a self-disclosure form.
- Self-disclosure forms also can be used when a temporary employee must begin an assignment before a background check can be completed. For example, a permanent faculty member falls ill right before the semester begins and you need to hire a new adjunct at the last minute. In these cases, self-disclosures do not replace a background check; they simply allow an employee to begin work before the background check is complete. Please be sure to contact HR when this type of situation arises.

Self-disclosure Forms

Current employees who have been convicted or have pending charges (other than minor traffic violations) also must submit a Self-Disclosure Form, as indicated on the form they signed at the time of employment.

> *By checking this box, I report that I have been convicted of a misdemeanor or felony or have pending offenses.* ***[Current employees and other individuals who had a background check at the time of employment or at the beginning of the representatives' relationship with Winthrop University (whether paid or unpaid) are, within three days of knowledge of a pending offense or conviction, required to notify the Office of Human Resources as required in the Winthrop University Background Check Policy.]*** *I am specifying below the crime for which I have been convicted or offense which is pending, the date, the location of the conviction, and the applicable court.*

Student Loan Default

- Every prospective temporary and permanent employee must submit a Student Loan Default Self-Identification form.
- State law prohibits us from hiring anyone who is in default on a student loan.
- HR collects these forms during the hiring process for permanent employees.
- The department should submit these forms for temporary employees at the time a background check is requested or shortly thereafter.

I-9 and E-verify

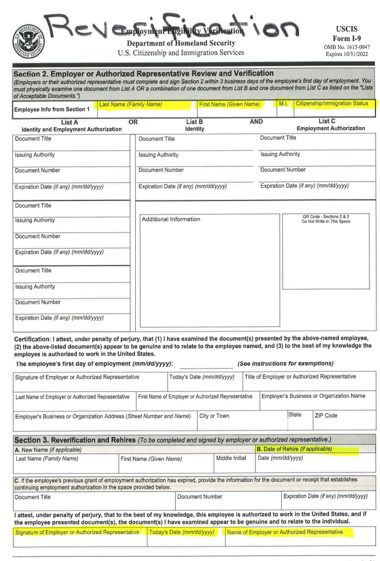
- Federal law requires that the I-9 and E-verify be completed within three days of an individual's start date.
- The employee portion (Sec. 1) must be completed no later than the first day of employment.
- The employer portion (Sec. 2) and the E-verify must be completed within three days of the employee's start date and no earlier than three months prior to the start date.
- HR handles the employer functions for all employees—students, temporaries and permanent—EXCEPT international students/employees, which must go through the International Center.
- HR can only accept original documents when completing Sec. 2.

Requesting an I-9/E-verify

- HR automatically initiates the I-9/E-verify for permanent employees.
- To request an I-9/E-verify for a temporary employee, first check the I-9 Inquiry Database to determine if a new I-9 is required. (A new I-9 and E-verify are required every three years for temporary employees.)
- If a new I-9 is required, initiate a request by completing the electronic form, which can be found under the Forms tab on the HR website at https://www.winthrop.edu/hr/new-I-9-request-form.aspx.
- New employees should contact HR at ext. 2273 to set up an appointment.

Reverifications

- Reverifications must include the employee's legal name (last, first and middle initial) at the top of Sec. 2.
- Under Sec. 3, provide the date of the rehire, your name and signature, and the date you complete the form (within three days of the start date).
- Only complete Sec. 3A if the employee's name has changed.



Reverification

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name *(Family Name)*	First Name *(Given Name)*	M.I.	Citizenship/Immigration Status

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date *(if any) (mm/dd/yyyy)*		Expiration Date *(if any) (mm/dd/yyyy)*		Expiration Date *(if any) (mm/dd/yyyy)*
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				
Document Title				
Issuing Authority				
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: ______ ***(See instructions for exemptions)***

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name

Employer's Business or Organization Address *(Street Number and Name)*	City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)*			**B.** Date of Rehire *(if applicable)*
Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Date *(mm/dd/yyyy)*

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date *(if any) (mm/dd/yyyy)*

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*	Name of Employer or Authorized Representative

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Additional Forms-Temps

Other required forms:

- Application
- New Hire Information form
- W-4 (federal and state)
- Job description (new positions only)

A benefits administrator will reach out to new temporary employees who are eligible for health and related insurance benefits.

All temporary employees are eligible to participate in one of the state's retirement programs and will receive an email from PEBA asking the individual to enroll or opt out. **ANYONE WHO FAILS TO RESPOND TO THE EMAIL WITHIN 30 DAYS DEFAULTS INTO THE PENSION PLAN.**

Electronic Personnel Action Forms (ePAFs)

- Permanent new hires start on the 1st or 16th of the month or the first business day thereafter if the University is closed.
- Actions for current employees (e.g. promotions, reassignments, additional duties increases, etc.) ALWAYS have an effective date of the 1st or 16th.
- The termination date for an employee is the last date worked.
- When initiating an epaf for a new temporary employee, be sure the email address is accurate. If the person does not yet have a WU email address, use his/her personal email address. Do not guess what the WU email address will be.

Epafs

- For permanent employees, the approved ePAF serves as letter of employment. Verification of employment requests must be in writing and should be directed to the HR e-mail (HRHelp@Winthrop.edu).
- Changes to temporary assignments can be processed by HR before they run thru payroll by sending an e-mail to the appropriate HR team member. After a temporary assignment has run through payroll, a Revise ePAF must be completed.
- **NEW**: Epafs for temporary salary adjustments can no longer be revised. You must end the current one and initiate a new one to accommodate any changes.
- Only summer teaching assignments can cross from one fiscal year to the next. Epafs for all other assignments must end on June 30 and a second one initiated for the new fiscal year.

Payroll Adjustment Forms

Used for the following reasons:

1. Temporary employees whose timesheets were not available because the epaf was not initiated in a timely fashion or because the epaf was approved and the assignment entered in Banner after the timesheet closed.

2. Situations in which a temporary or permanent employee forgot to include hours on a timesheet. HOURS FROM A PREVIOUS PAY PERIOD SHOULD NEVER BE INCLUDED ON THE CURRENT TIMESHEET OR LEAVE REPORT.

3. Permanent staff hired on a date other than the 1st or 16th and ePAF not approved before payroll trial runs.

Dual Employment (DE)

- Applies to individuals who are permanent employees (in a state FTE).
- Only applies to faculty members during their "contract" period, which, for nine-month faculty, runs from Aug. 16 thru May 15. Most summer teaching assignments are not considered dual employment unless they overlap the contract term.
- Must check the Dual Employment box when initiating the ePAF. If the box is not checked, the system will not create the electronic DE form and HR will cancel the ePAF and ask you to re-initiate it.
- If you need to change the ePAF, contact the appropriate HR team member for assistance. Do NOT reject the DE form, or the entire ePAF will need to be canceled.
- Anyone performing a DE assignment during regular work hours must take LWOP (does not apply to faculty, who have a variable schedule).

DE, Temporary Salary Adjustment or Faculty Overload?

- **Faculty Overload**: When a faculty member (teaching faculty, including department chairs) takes an additional instructional assignment in his/her home college.
- **Dual Employment:** When a faculty member takes an additional assignment—instructional or non-instructional—in another college. **Dual Employment** also applies to all administrators and staff who take additional assignments—instructional and non-instructional—outside their normal duties (and to individuals from other state agencies performing work at Winthrop and Winthrop employees performing work at other state agencies).
- **Temporary Salary Adjustment (TSA):** A TSA typically is used when employees perform interim duties related to vacant positions and for assignments related to, but above and beyond, their normal duties (serving as chair of a department, for example). TSAs require the submission of a Salary Action Request form to HR and must be approved in advance. TSAs also are used for WILEY course development; in these cases, no advanced approval is required.
- **Check only one box when initiating the epaf**. If you are in doubt, please contact the HR Office.

Filling Permanent Positions

- Department sends the resignation or retirement letter to HR and initiates an End ePAF for the employee leaving.
- Department submits a completed Personnel Requisition (found on the HR web page @ www.Winthrop.edu/HR). The form must be signed by the supervisor, dean (if applicable), division vice president, and the Budget Office, which forwards the completed form to HR.
- Requests must be received by noon on Wednesday to be reviewed by the president the following week.

Contract for Professional Services

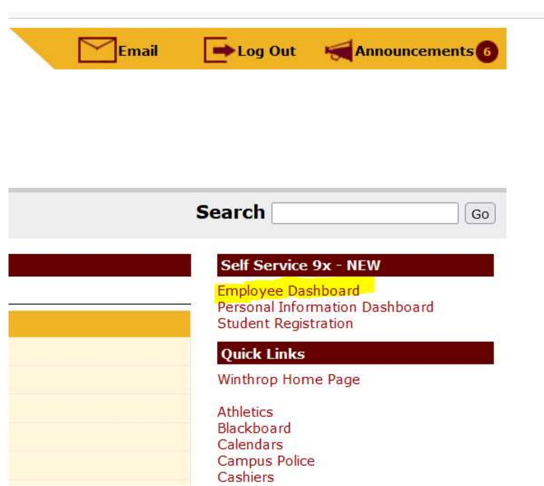
- According to the IRS, an independent contractor typically is self-employed (economically independent).
- Anyone who performs services that can be controlled by the hiring entity—what will be done and how it will be done—is NOT considered an independent contractor and must be hired as a temporary employee thru HR.
- At Winthrop, artists, musicians, conference presenters, speakers and referees are the most common independent contractors.
- Anyone who has been hired as an employee for one assignment cannot be hired as an independent contractor for a second assignment within the same calendar year and vice versa (due to tax reasons).
- If you are unsure, please contact Zan Jones @ jonesz@Winthrop.edu.

Leave Reports & Timesheets

- Timesheet (hourly, or non-exempt employees): Employee records time worked each day and leave.
- Leave Report (salaried, or exempt employees): Employee records leave only.
- Leave reports must be submitted each pay period whether or not leave is taken.

Leave Reports & Timesheets

Leave reports and timesheets are entered via the Employee Dashboard in Wingspan.



Submitting Leave Reports

- In order to submit a leave report, the employee must
  1. Open the leave report,
  2. Enter leave hours (as necessary),
  3. Preview the leave report, and
  4. Submit the leave report
- All steps must be followed, even if the employee does not have any leave to enter.
- Detailed instructions can be found on the HR web page at https://www.winthrop.edu/hr/EmployeeDashboard.aspx.

Approving Leave Reports

- The approval deadline typically is the next business day after the submission deadline.
- Deadlines can be found on the Payroll website: https://www.winthrop.edu/uploadedFiles/payroll/ALLCalendar.pdf.
- Once a deadline has passed, the employee or supervisor must contact the Payroll office (payroll@winthrop.edu) regarding timesheets and the HR office regarding leave reports (HRHelp@winthrop.edu).
- Approvers should set up an appropriate proxy to approve leave reports in their absence. Detailed instructions can be found on the HR web page: at https://www.winthrop.edu/hr/EmployeeDashboard.aspx.

Approving Leave Reports

When approving leave, the supervisor must be on the Approvals tab and select the correct pay period (the new pay period will appear as the top option close to and after a deadline).