HUMAN RESOURCES AND PAYROLL

Employment – Hiring through Employment Conclusion

• Regular Case Staff
• Research Associate
• Temporary Employees
• Student Employees
• Graduate Student Employees
• Independent Contractors
REGULAR CASE STAFF
Phases in Employment Process

• Welcome to PeopleSoft Human Capital Management!

• Hiring New Employees

• Paying Employees

• Performance Reviews

• Conclusion of Employment
Welcome to PeopleSoft Human Capital Management!
(HCM) Human Resources and Payroll System

January 2005
New Features:
• Paper-less Payroll
• On-line Time Entry – Non-Exempt and Exempt
• Self Service for updating personal information
PeopleSoft HCM, This powerful, secure web-based system will provide employees with on-line access to pay and benefit information and features significant improvements to time and attendance tracking and timesheet processing.
The Uniform Resource Locator (URL) to access PeopleSoft HCM is as follows:

www.case.edu/erp/hcm

You may want to save this URL as a favorite in your web browser. When the sign in page appears, enter your Case Network ID and password (this is the same information that you use to check your Case email). Once you sign in, click on the blue link to go to the “Confidentiality Agreement.” Please read the document and click the indicated check box if you agree to comply with the terms. At the bottom of the page, you will see an “EmplID” number along with your name. This is your official PeopleSoft employee identification number, which will be used instead of your social security number for most payroll, benefits and time-entry transactions. Once you have checked the box, click OK on the next screen. You will be transferred to the Employee Home page and may now proceed to navigate within PeopleSoft HCM.

• HCM Training will take place through orientations and labs offered campus wide.
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Hiring

Case - Human Resources Departments

• Case Employment Office is responsible for - Administering and fulfilling the employment needs, committing to and complying with all federal and state statutes enforced by the Equal Employment Opportunity Commission (EEOC) and the U.S. Department of Labor.

• Case Compensation office is responsible for designing and administering the salary program for staff. Case is committed to excellence in all that it undertakes and to treating its staff fairly and equitably. This commitment is met, in part, by providing a total compensation package (salary plus fringe benefits) that enables the university to attract and retain highly skilled and talented employees at all levels.

• Case HR-Records office – requires each employee to attend Orientation so that all areas of concern can be discussed and the proper paperwork completed.

• Effective January 2005 orientation training on new HCM Payroll system is mandatory.
Tools for Hiring Good Employees

• Make sure you have spoken to Admin. Services and the proper person within your department before initiating a job request.
• Look inside your department/organization to see if there is an internal candidate that would fit the bill. This saves time and builds better relationships by encouraging your employees to do the best job possible for self reward, team effort and professional development.
• The Job Description - is a complete summary of the job and its functions for a given classification/job title regardless of the department in which the job may exist. The job descriptions are maintained by the departments. This information should come through Administrative Services first for approvals and processing.
• Submitting the proper paper work - each organization has it own set of forms, guidelines and deadline dates to complete within the hiring process.
Case Hiring Forms and Their Functions

• **Job Description** – This form is used as a guide when you are creating a new job or updating an existing position. Once you have done the description then you will need to complete.

• The **Staff Employment Requisition Form**. This form is a brief description as to what you are requesting, why you are making the request, when you would like this change to take place and the funded/accounts to support your decision. Please make sure you fill in all parts. The information you supply is the data we enter for your request. Please make sure Administrative Services receives all the completed signed originals, a hard copy and an emailed copy of the job description to Delores. We recommend in the email subject column put the job description title.

**Example – Subject: Research Assistant.** During the process you maybe notified if there are specific questions, concerns or revisions.
Case Hiring Forms and Their Functions cont.

• *Internal Promotion/Transfer Application* - If there is a position of interest posted within the University. This form would be completed by potential candidates along with a cover letter and an updated resume. Send to HR for review.

• *Case Temporary Staff Employment Requisition* – This form is used when you want to request temporary staff. Be specific within your description and completion of this form because it determines your needs versus the best potential candidates available.

• *Case New Hires* – have mandatory orientation to complete necessary paperwork and HCM-Payroll system training. Without it you will not be paid. This is also an opportunity to address any concerns you have.
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Hiring

Important Points to remember when Hiring Staff

• Work with Administrative Services. Do not go directly to Case HR. HR, like all Central Offices, prefer to deal with a limited number of people in each School.
• Jobs must be posted for a minimum of a week. Some jobs may need to be advertised.
• Expect the hiring process to take a minimum of several weeks.
• Do not discuss salary prior to Case HR and MSASS Admin Services approval.
• Supervisors should bring new hires to Administrative Services HR/Payroll Coordinator Room 210 for a brief orientation.
• When writing job descriptions, remember that it should be written for the “job”, not the person. It should be somewhat standardized so that they do not have to be rewritten each time the position is filled. Also, be reasonable in education and experience requirements.
Types of Employees

Non-Exempt employees
• 37.5 hours per week
• Eligible for Overtime
• Eligible for Compensatory Time

Exempt Employees
• 40 hours per week – hired “to do a job”
• Not eligible for Overtime
Additional Compensation

Overtime
• Non-Exempt employees are eligible for Overtime Pay.
• Overtime is paid by entering your approved time on your time exception sheet with the speed type if applicable.

Additional Pay
• A lump sum may be paid when an employee works beyond the level and scope of their job description.
• Additional pay requests are paid by authorized personnel submitting paperwork and speed type information to Delores in admin. services.
*Please make sure the time is approved before you do the work.
*If you are paying someone that works for another department. You have to notify Admin. Services before the person does the work for approval of charges and contact the employees department for your request.
• This is not for an increased workload.
  • A non-exempt employee should receive OT if an increased work load results in extra hours.
  • An exempt employee does not receive additional pay for an increased workload. The work must be at a higher level than the employee is currently rated.
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Paying Employees

Additional Payroll Functions

Time and Attendance

**Effective January 2005 a New HCM Payroll system is in place.**

- The new exception time sheet must be completed by all non-exempt and exempt staff on a timely basis.
- The exception time sheet records and updates hours worked, vacation days, holidays, sick days, in addition to the various accounts that an employee worked on. This is the only method for non-exempt staff to receive approved overtime pay.

Reduction in pay

- Docking may become necessary when an employee has run out of vacation and sick days.
- The employee would record these hours on their exception time sheet and using the TRC drop down box. When the information is approved by supervisor and processed, the HCM System would make the adjustments to the salary for the given pay period.

Leave of Absence

- LOA forms are used for personal, family, or medical leaves.
- Timely completion of this form is essential to provide accurate payments both when the leave is starting and when it is ending.
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Performance Reviews

Staff Performance Reviews

• Orientation Period
The Orientation Period varies depending on type of employee or whether they are an internal transfer or new to the University. This should be completed and returned to Administrative Services to be included in an employees official record.

• Six Month Review
The six-month review does not need to be returned to Case HR. A Supervisor may return it to Administrative Services for placement in the staff members records.

• Annual Review
The Annual Review allows the Supervisor the opportunity to provide detailed information on an employees performance, in addition to recommending a merit increase.
Common Review Dates for Staff

- Effective July 1, 2004, all MSASS staff will receive annual performance reviews on a common date – July 1.

- All reviews due on June 23.

- Late reviews will hold up all performance reviews.
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Performance Reviews

Common Review Dates for Staff

Benefits of Common Review Dates
• University plans to switch to July 1 as a common review date for all staff.
• Easier for departments and School to budget salaries with common review date.
• Allows supervisor to give increases based on merit rather than budgetary constraints.
• Allows for easier grants management with consistent salary changes.
• Other University Divisions have successfully implemented common review dates.
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Performance Reviews

Merit Increases
• The Case Budget Office and University Provost establish a budgetary guideline for staff merit increases.
• The budgetary guideline for increases is an average of 3%.
• It is important to stay within the guidelines for both budgetary and equity reasons. Whether a department, center, or grant can “afford” higher increases is not justification for going beyond University guidelines. All staff work for Case and equity applies to both the School/Division and the University.

• Remember that increases on Performance Reviews are recommendations. If they do not fit in the appropriate guidelines you may be instructed to change them. If unsure of your recommendation, please ask before you “promise” an increase to an employee.
• When determining increases for your department or staff, keep in mind the performance of all staff you are reviewing, the quartile that each employee is in, and your overall position of your budget.
REGULAR CASE STAFF
Performance Reviews

Equity concerns
Occasionally there will be an employee who should receive an increase beyond the University guideline.

Exceptions
• If there is an exception in your department, please provide written justification as to why an employee should be exempt from the guideline.
• Please make this request prior to discussing the merit increase with the employee.

Equity Adjustments
• In a limited number of cases, an equity adjustment may be justified.
  • The employee remains in the first quartile for an extended period.
  • Other employees of similar level and experience are paid at a higher rate.

This is not a performance based change in salary.
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Performance Reviews

Progressive Counseling

• If performance issues exist, the proper channel to deal with the problem is through Progressive Counseling.
• Employees will have reasonable opportunity to improve their performance once they have been notified that their performance is falling below a satisfactory level.
• Progressive counseling offers the employee a fair, objective, and consistent process for professional development while offering the supervisor an unbiased and expeditious method for communicating expectations and performance standards.
• Progressive counseling is used for performance related situations that affect productivity, quality, interpersonal relations, and efficiency.
• The focus of progressive counseling is to promote employee success by identifying causes and agreeing on methods for improving employee performance to a satisfactory level.
• Examples of performance related issues that may require counseling are:
  - Consistent errors in work
  - Inability to perform assigned work
  - Inconsistent performance
  - Poor communication
  - Adversely affecting others' ability to do work

Progressive counseling entails a three-step process.
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Conclusion of Employment

Termination of an employee includes any form of or end to employment in the School/Division.

- *Please work with Administrative Services when an employee is leaving the School.*
- *Remember that when employment ends, whether it be due to a grant ending or employee leaving the University, all accrued vacation time will be paid to the employee from the department or grant they worked in.*
RESEARCH ASSOCIATES

• Research Associate Appointments are generally PhD, non-tenure track, non-faculty appointments for a predefined period of time with the possibility of renewal.

• Appointments are generally recommended by a faculty member/principle investigator and approved by the Dean of the School. The appointment letter describes the terms of appointment. Once signed, the details of the appointment stay in effect until the end date or employment is terminated.

• Research Associates are exempt staff and have similar benefits as exempt senior staff/faculty. Like all employees, Research Associates are required to attend orientation. Effective January 1, 2005 The New HCM payroll system was put into place.

• Reappointment requests should be submitted in a timely fashion so the pay cycle is not interrupted. At this point salary changes can also be addressed.

• Performance Reviews – while standard performance reviews are not completed for Research Associates, performance should be considered when making salary changes during the reappointment process.

• Conclusion of Employment – If employment is terminated prior to original end date, standard termination process is followed. Important to remember: Research Associates accrue discretionary time like staff. When employment ends, if the Research Associates has not used all discretionary time, they will receive this in their final check. PIs should be aware that they may need to pay accrued vacation after the contract end date.
TEMPORARY EMPLOYEES
Adjunct Appointments

• **Adjunct Faculty Appointments** are short term teaching assignments between instructors and the School for specific semesters or time frames. The appointment letter describes the terms of appointment: scope of work, class scheduling and timely submission of grades.

• **Payroll Process** - These appointments are monthly temporary pay positions and have no benefits. Letters are distributed through, and returned to the Office of the Associate Dean of Academic Affairs. Human Resources and Payroll paperwork and processing is completed through Administrative Services.

• **Conclusion of Employment** – If an adjunct terminates employment before the date addressed in the letter, the standard termination process is followed.
TEMPORARY EMPLOYEES
Kelly Services Employees

Kelly is a temporary employment agency that administers the placement of temporary workers at Case until a permanent employee is found or while a staff member is on leave. Please note: If you are requesting a temporary employee, Kelly Services must conduct the necessary Case-mandated background screening on all temporary employees prior to the start of their assignment at Case.

Hiring Temps through Kelly
• Complete the Kelley Requisition Form.
• Be specific in your employment needs.
• Submit completed and signed forms to Administrative Services for Management Center signature.
• Temporary positions are a maximum of one year in duration.

Paying Temps through Kelly
• Include valid Speedtype number on pay sheet.
• Submit a copy of approved pay sheet to Administrative Services.
• If the project/department group number needs to be changed, Kelly will need to be notified. Changing the project/department group number on the time sheet will not necessarily result in a correction.
STUDENT EMPLOYMENT

- The Office of Student Employment serves students, both undergraduate and graduate, seeking part-time employment on and off campus during the academic year and summer term. The university has made a commitment to utilize student employees whenever possible.

- A Student Employee is a Case student whose employment is a referral from Student Employment. Student Employees are restricted to 20 hours/week or part of an academic program.

- No student may be hired by a department without the approval of the Office of Student Employment.

- Employment can affect a student's financial aid package; it is therefore essential that both the department and student follow the established procedures.
STUDENT EMPLOYMENT

Hiring Process
• Complete the Request for Student Employee Form. Include a description of the activities that will be performed.
• Once a student is chosen, he/she will bring a Referral form for signature.
• Submit a copy of the referral upon submission to Administrative Services. International Students must go to International Student Services Office prior to beginning employment.
• Work Study students are also available for employment. The department pays 25% of the hourly wage. Once the students available Federal Work Study dollars are used, he or she may continue employment as a student employee with the department covering the full hourly rate.

Payroll
• Students will be able to submit their time daily through The New HCM Payroll System for payment. The supervisor or authorized personnel for that department will be able to approve time entered. Notifications will be sent via email but approvers should approve time daily. Any time not approved will be processed in the next pay cycle.
GRADUATE STUDENT PAYROLL

- Graduate Student payroll includes stipends and fellowships for master’s or PhD level students.

- Stipends and Fellowships are paid in lieu of hourly wages. Payment is based on a letter of appointment which describes the terms of the appointment.

Stipends
- A stipend is paid to a student for specific work responsibilities for a department, academic program or research project.
- Stipends are taxable income.
- A student may receive a stipend and be a student employee as long as he/she does not work more than 20 hours per week.
GRADUATE STUDENT PAYROLL

Fellowships
• A fellowship is awarded to a student for merit, to work with an advisor, or work on an academic/research project.
• Taxes are not withheld on Fellowships.
• Recipients of Fellowships cannot be on any other form of payroll – except as an hourly student or employee.

Payroll
• Student must complete a Tax Information packet and Direct Deposit Request form with deposit ticket. Completed forms should be turned in to Administrative Services. Copies of id, drivers license, social security card and/or passport will be required.
• International Students must contact International Student Services Office prior to employment.
• Graduate Student payroll is processed on a monthly basis.
• Students are not to work more than 20 hours per week.
HONORARIA

• An honorarium may be given to an individual for speaking at an engagement, sharing of expertise in a casual manner (not as consultant), or as a token appreciation for a protocol, manuscript, or tenure review.

Payment
• Submit a check request along with back up to Admin. Services. This is done under account 3320 – Professional and Consulting. Other expense classes may be included on the check request (such as travel expenses).
• Attach a letter of invitation or thank you, flyer or brochure announcing the event as supporting documentation.
• Check requests submitted to pay individuals must have a home address for IRS Form 1099 reporting.
• Administrative Services will submit request upon completion of services rendered.
• If Honoraria recipient is not in Case ERP system, a Vendor Supplier Information form will need to be completed.
• Honoraria cannot be paid to current Case employee.
INDEPENDENT CONTRACTORS

• Independent contractors are individuals who perform services for Case but are self-employed or employed by another organization.

• When a person is an independent contractor, Case has the right to control or direct only the result of the work and not the means and methods of accomplishing the result.

• The contract process should be completed before the work begins. Once Independent Contractor status has been established, complete the appropriate contract form, individual or business.
Research Related Independent Contractor Agreements

The following applies only to RESEARCH RELATED independent contractor agreements (also called consulting agreements).
“Research related” does not include contracts providing such routine services as equipment maintenance or repair.

**CONTRACT TEMPLATES:**

The independent contractor templates, as MS Word or .rtf files, may be downloaded from the OSPA website at: [http://ora.ra.cwru.edu/ospa/forms/index.cfm](http://ora.ra.cwru.edu/ospa/forms/index.cfm).

There are two possible templates to use. Which contract template to use, depends upon whether or not the contractor is an individual or a business. “Independent Contractor Agreement – Individual”, is appropriate for most scopes of work. For a company, use the two-page template, “Consulting Agreement – Business”.
Sole-proprietor businesses - For these use the two-page form.
Research Related Independent Contractor Agreements

PROCEDURE:
1. Fill out the contract template **completely**. For obvious reasons, incomplete contracts will slow the review process.

2. Print **TWO** copies of each completed contract. These will be the “originals” to be signed. An “original” is a document containing original signatures, i.e., *not photocopied signatures*. Good contract practice mandates that at least TWO originals be signed so that each party to the contract may keep one original for his/her files. OSPA follows this practice.

3. Attach Exhibit A to each original. It is the responsibility of the Principal Investigator (PI) or Project Manager (PM) to attach the Exhibit A. Contracts without an attached Exhibit A are considered incomplete. *The PI or his/her designated administrator must indicate approval of the contract terms by signing the Exhibit A on both originals.*
4. Exhibit A should contain:
   • a. Budget
   • b. Scope of Work
   • c. Term of contract (start date + end date)

5. Send the completed contracts to MSASS Administrative Services Room 210 for budget approval. Admin Services will forward to OSPA. The contracts do not need to be executed (signed) by the contractor prior to being sent to OSPA. If the independent contractor (or consultant) is an individual, to assure compliance with IRS regulations, OSPA must obtain an approval to hire from Human Resources (HR) before the contract is executed by CWRU.
6. Eric Cottington will execute the completed approved contract. After the contract is fully executed, one fully executed original will be mailed to the contractor. Photocopies will be sent to the PI/PM, the management center, the department administrator and HR (for individuals) or Purchasing (for companies).

7. Payment can be arranged only after a fully executed contract is received by CWRU.
Research Related Independent Contractor Agreements

- **7 a) Individuals** are paid via the PeopleSoft system under Accounts Payable. A Payment Request will need to be completed. If the contractor is not in the Vendor Listing then a Supplier Information Form will have to be completed. All REQUIRED areas on this form need to be filled out. Payment requests are sent to HR for approval. HR then sends them to Accounts Payable, where the checks are issued.

- **7 b) Companies** are paid via a purchase order (PO). The request for a PO needs to be completed via the PeopleSoft eProcurement process. When you receive an invoice from the company, you should add the blanket PO number on the invoice and send it to Accounts/Payable. If the check is to go to a foreign country, a wire transfer is advisable. The form you will need to set up a wire transfer is on the web at: http://www.cwru.edu/finadmin/controller/pdf/wire_req_intl.pdf
ERP HCM

Human Capital Management (HCM)
Human Resources and Payroll System

Go live date Jan. 1, 2005

New Features:
• Paper-less Payroll
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• Self Service for updating personal information
• HCM Training will begin in December

ERP HCM Campus Wide Information Session – Monday, November 22 2:00-3:30 Allen Memorial Library

Student Payroll Information Session – Friday, November 19 3:00-4:30