

Florida Agricultural & Mechanical University
New and Continuing Other Personal Services (OPS)
Appointments and Payroll Manual

The following guidelines outline the procedures for hiring new or continuing Other Personal Services (OPS) employees at Florida A&M University. Consistent application of the steps identified herein will serve to ensure the use of “best practices” throughout the hiring process.

Applicable Laws/Rules:

Sections 110.131 (1) (b), 110.131(3), 216.011(1) (dd), 440, 448.110, Florida Statutes
Fair Labor Standards Act
Article X, Section 24, Florida Constitution
Family and Medical Leave Act
Worker’s Compensation Law
Florida Agricultural & Mechanical University Board of Trustees Regulation 10.116
Office of Human Resources Internal Operating Procedure HR-3002
Graduate Assistants United – Faculty of Florida Collective Bargaining Agreement
State University System of Florida Graduate Codes
State University System of Florida- Board of Governors Glossary

Overview:

OPS employment for (i) OPS-Students, including Undergraduate and Graduate, (ii) OPS-Staff, (iii) Graduate Assistants, (iv) Adjunct Faculty, and (v) Federal Work Study students, is a temporary employer/employee relationship that is used solely for accomplishing short term or intermittent tasks. This category of employment is used to fund the compensation for services rendered by a person who is not filling an established position. OPS employees do not fill established positions and may not be assigned the duties of any vacant authorized position. Employees in the OPS pay plan serve at-will and are subject to actions such as pay changes, changes to work assignment, and terminations at the pleasure of the University President, Provost, Vice President or President’s designee. Employees may be separated from employment at any time. Notice or reason for termination is not required. Lay-off rights do not apply. This category of employment includes, but is not limited to, services or temporary employees, student or graduate assistants, persons on fellowships, part-time academic employees, board members, and consultants and other services specifically budgeted by each agency, or by the judicial branch, in this category.

OPS employees are paid for the actual number of hours worked. All work hours over 40 within a work week are paid at one and one-half times the employee's hourly rate of pay when the position is designated as "included" or "nonexempt" under the federal Fair Labor Standards Act (FLSA). OPS employees paid from Contract and Grant funding cannot exceed 40 hours within a work week. In addition, Faculty overloads cannot be paid from Contract and Grants funding. An OPS employee's rate-of-pay must be at least at minimum Federal wage rate, unless the State of Florida or the respective State for which the hours are worked is higher than the minimum Federal wage rate.

Glossary of Terms

Other Personal Services (OPS) – is an expenditure category which includes the compensation for services rendered by a person who is not a regular or full-time employee filling an established position. This definition includes, but is not limited to, services or temporary employees, student or graduate assistants, persons on fellowships and part-time academic employees.

OPS Category - comprises the following employment groups: OPS Staff (Full-time and Part-time, OPS Student (graduate and undergraduate, including College Work-study), and Adjuncts.

Part-time Student – is a graduate student enrolled for less than 9 semester credit hours in a term, or an undergraduate student enrolled for less than 12 semester credit hours in a term.

Full-Time Student – is a graduate student enrolled for 9 or more semester credit hours in a term (Fall & Spring 9 or more semester credit hours and 6 or more semester credit hours for the Summer), or an undergraduate student enrolled for 12 or more semester credit hours in a term (Fall & Spring 12 or more semester credit hours and 9 or more semester credit hours for the Summer).

Full-time Equivalency (F.T.E.) -- a budgetary term that represents one full-time position. **(To calculate an FTE: take the bi-weekly hours and divide by 80. For example, 45 bi-weekly hours divided by 80 standard bi-weekly hours = .5625).**

Established Position- is an authorized position which has been classified in terms of its job duties and pay plan as provided by the University's Classification and Pay Plan system.

Fellowship/Assistantship – funding available to a graduate student for which the graduate student must work to receive.

Contract & Grant (C&G) - is a budget entity which contains funding for activities in support of research, functions or activities being provided without change in either the scope of the program, the standard, or the quality of the services, functions or activities at the University.

Educational & General (E&G) – Appropriations by the legislature which are used to fund instructions and non-instructional activities, research, academic administration etc. These appropriations fund salaries and benefits, Other Personal Services (OPS) and Expenses.

Graduate Research Associate (Class Code-9181) – a degree seeking graduate student who performs research duties under the supervision of an appropriate faculty member or administrator of a State university. Responsible for assisting graduate faculty members with research related to student's academic program.

Graduate Research Assistant (Class Code-9182) – a degree seeking graduate student who performs research duties under the supervision of an appropriate faculty member or administrator

of a State university. Responsible for assisting graduate faculty members with research related to the student's academic program.

Graduate Assistant (Class Code-9185) – a degree seeking graduate student who performs teaching, research, or related duties under the supervision of an appropriate faculty member or administrator of a State university. Responsible for assisting graduate faculty members with teaching or research related to the student's academic program.

Graduate Teaching Associate (Class Code -9183) – a degree seeking graduate student who performs teaching duties under the supervision of an appropriate faculty member or administrator of a State university. Responsible for assisting graduate faculty members with teaching, course preparation, and activities related to the students; academic program.

Graduate Teaching Assistant (Class Code-9184) – a degree seeking graduate student who performs teaching duties under the supervision of an appropriate faculty member or administrator of a State university. Responsible for assisting faculty members with teaching, course preparation, and activities related to the student's academic program.

Adjunct Faculty (Class Codes: AJ9001, AJ9002, AJ9003 and AJ9004) - This employee class applies to temporary appointments extended to persons of satisfactory professional qualifications who perform temporary teaching. Such persons are appointed for one academic term at a time, are normally compensated on a per-course basis and are compensated from Other Personal Services (OPS) funds. Time spent in such an appointment shall not be counted as tenure-earning service.

College Work-study- student employees granted funding through the Federal Work Study employment program to attend an institution of higher education. Employees are provided the opportunity to secure academic and career-oriented employment while providing essential services to the University.

Image Now – Florida Agricultural & Mechanical University's administrative document's management workflow system for new and or reappointed employees.

PROCEDURE

I. HIRING OR REAPPOINTING AN EMPLOYEE.

Department Role

Prior to hiring a prospective employee or reappointing an existing employee, please complete the following:

1. Ensure Federal citizenship requirements are met. (Reference FORM I-9) and determine if the prospective employee is a Foreign National. If so, contact the Office of International Education and Development at 850-599-3295 or 850-599- 3562 for further directions.
2. Ensure funding is available by contacting the Budget Office or the Office of Sponsored Programs as appropriate.
3. If the prospective employee is employed in another capacity at the University and the total Full-Time Equivalency (F.T.E.) of all jobs exceeds 1.0, an Additional Employment Request form must be completed. The Additional Employment Request form can be found at: <http://www.famu.edu/index.cfm?hr&Forms> .
4. If the prospective employee has employment outside of the University, have the employee complete the Outside Employment form. The form can be found at: <http://www.famu.edu/index.cfm?hr&Forms> .
5. If the prospective employee is being hired as a student employee, verify Student Enrollment prior to hiring. Enrollment verification must be performed by the department prior to beginning the hiring process. You may verify this information by receiving a current copy of the employees' class schedule. Student hours **must** be verified. In addition, students must be enrolled at the university at least half-time (less than 9 semester credit hours for graduate students and less than 12 semester credit hours for undergraduate students) to be eligible to receive the Medicare and Social Security tax exemption for payroll purposes.

6. Have prospective employee:
 - (a). Complete the OPS New Employee Payroll Sign-up Information Packet according to the OPS New Employee Sign-up Checklist. The checklist can be found at:
<http://www.famu.edu/index.cfm?hr&Forms>
(Note: The name on the W-4 card must be the same as on the Social Security card.)
 - (b). Furnish a copy of their signed Social Security Card, Military ID, State issued ID, School ID with photograph or Social Security Number print-out from the Social Security Administration. *Once the Social Security card is received from the prospective employee, a copy must be given to the Office of Human Resources.*
 - (c). Individuals who occupy positions designated as “special trust or safety sensitive” at the University, are required to undergo a criminal history background check. *(OPS employees who will occupy and become employed in an area where a criminal history background check is required for regular and or permanent employees, must complete a criminal history background check. Contact the Office of Human Resources for further instructions).*
7. Collect all completed and signed forms by the prospective employee to include those required for non-resident aliens, when appropriate. *(Please refer to the OPS New Employee Sign-up Checklist)*
8. Review all documents for accuracy, completeness and signatures.
9. After collecting new hire forms and documents, make an evaluation to determine if the employee is eligible for hire or reappointment. If all conditions for employment have been met, then proceed to hire by completing the OPS Personnel Action Appointment form (PAAF).

II. Making revisions to the OPS Personnel Action Appointment form (PAAF)

Funding, FTE Change and Reappointment

To change the FTE, funding account number and to reappoint an employee, the department must:

1. Ensure funding is available by contacting the Budget Office or the Office of Sponsored Programs as appropriate; and
2. On the OPS Personnel Action Appointment form (PAAF), indicate “Revision”. Then include the revisions and/or changes to the FTE and or funding account number and follow the OPS hiring procedures. Justification for changes should be noted in the designated area of the PAAF. (If an employee is being reappointed, a new OPS PAAF must be completed).

III. Resignations & Terminations

When an OPS employee resigns or is terminated from his or her employment prior to the ending date documented on the OPS PAAF, complete the following:

Resignation

Employee Role

1. The employee will inform the department in writing of their decision to resign and the date of resignation.

Departmental Role

1. The departmental representative will complete the Notice of Cessation of Employment and the OPS Employee Clearance form and notify the Office of Human Resources of the employee’s resignation, to include the last work date and reason. Be sure to attach a copy of the resignation notice with the University Resignation form.

Termination

Departmental Role

1. The Director and/or Dean responsible for the area will send a recommendation to the respective Provost, Vice President and or President of the area for termination. The recommendation must include a justification and or reason.

Provost, Vice President or President's Role

1. A Notice of Termination is written to the OPS employee by the President, Vice President or President's designee. Additionally, notification is provided to the Office of Human Resources.

Other Personal Services (OPS- Staff & Student Employees)

Funding Source: Educational & General (E&G) & Auxiliary Funded Appointments

Other Personal Services (OPS- Staff & Student Employees)

Funding Source: Educational & General (E&G) & Auxiliary Funded Appointments

Overview: This section provides step-by-step guidance for the remaining procedures to hire OPS Staff and Student employees on E&G and Auxiliary funded appointments at the University.

Departmental Role:

- A. Complete the OPS Personnel Action Appointment Form (PAAF) ensuring the accuracy and completeness of the information requested on the OPS PAAF.
NOTE: First and foremost, departmental managers are charged with ensuring that individuals are not allowed to begin work prior to receiving approval from the Office of Human Resources (HR);
- B. Check to ensure the minimum wage rate meets the Federal or State minimum wage rate. The current minimum wage rate can be found at:
<http://www.dol.gov/whd/minwage/america.htm>.
- D. Obtain the appropriate departmental and division signatures on the OPS PAAF;
- E. Review the OPS PAAF and OPS New Employee Sign-Up Information packet and documents for accuracy before routing the OPS PAAF for funding approval;
- F. Submit the completed OPS PAAF for employment as indicated below:
NOTE: Documents must be routed at least 14 days in advance of the anticipated start date and the department must follow the current year Payroll Documents & Pay Schedule. ([Payroll Documents & Pay Schedule link](#))
 1. For E&G, Auxiliaries and Foundation funded appointments) – Submit the OPS PAAF and OPS New Employee Sign-Up documents as follows:
 - a. Office of Graduate Studies and Research – Submit all OPS PAAFs for all graduate students from the academic departments and administrative units for processing;
 - b. Division of Academic Affairs – Submit PAAFs for areas that report to the Provost to the Office of Academic Affairs; and
 - c. All Other Divisions – Obtain the signature of the appropriate Vice President on the OPS PAAF and then submit the OPS New

Employee Sign-Up hiring documents to the Office of Human Resources (HR).

ROLE OF GRADUATE STUDIES AND RESEARCH:

Note: All OPS PAAF's for graduate students must be sent to Graduate Studies and Research for eligibility review, Dean's approval and tracking.

1. The Graduate Coordinator reviews the OPS PAAF and supplemental documents (i.e. AOR, Non-Generating and Research Activity Report Form, and if applicable, the New Employee Sign-up Checklist). In addition, enrollment eligibility (i.e. minimum of a 3.0 grade point average, current term enrollment, and a minimum of nine credit hours) will be verified and placed on the OPS PAAF. If discrepancies are found, the OPS PAAF and or supplemental documents will be returned to the department(s) or administrative unit(s) for correction(s) and resubmission.
2. The Graduate Dean approves and signs the OPS PAAF.
3. The OPS PAAF and supplemental documents are then routed to the appropriate division or office (i.e. Academic Affairs, Title III, or Sponsored Programs). Please review the appropriate division or office processes for routing of documents.

ROLE OF ACADEMIC AFFAIRS:

1. The following is checked with the OPS PAAF
 - Position Number
 - Budget
 - Calculations
 - Accuracy of info
 - Signatures
2. The OPS PAAF is forwarded to the Provost queue for signature.
3. Once the Provost signs the OPS PAAF, the OPS PAAF is forwarded to the Budget Office for review and approval. The Budget Office indicates approval by the Budget Director's signature being affixed to the OPS PAAF. The signature process is completed in ImageNow by the Budget Director or Budget Director's designee.

Note: The 100% C&G actions are not given to the budget office. These actions are processed by Sponsored Programs. Sponsored Programs indicates their approval with the notation of (PBE) on the ImageNow OPS PAAF.

ROLE OF THE BUDGET OFFICE:

- A. Verify funding.
- B. Create position in PeopleSoft (i.e. position management and the department budget table).
- C. Route documents to Human Resources.

ROLE OF HUMAN RESOURCES:

Entering Documents into PeopleSoft

1. The Human Resources Employee Data Management (EDM) section enters employment data from the forms forwarded to the Office of Human Resources by the department to hire a new employee and then forwards appropriate documents to the Human Resources Records Coordinator and the W-4 and direct deposit authorization to Payroll to be input into HCM iRattler PeopleSoft.
2. The Human Resources Records Coordinator confirms receipt and completion of all documents and files accordingly.
3. The Payroll Office will input the W-4 data and the Direct Deposit Authorization data from the new employee into HCM iRattler PeopleSoft.

E-Verify

1. Human Resources E-verify Representative will check HCM PeopleSoft system to verify official start date of employee. The start date is placed on the I-9 form.
2. If the prospective employee has not been hired into HCM iRattler PeopleSoft and given a start date for hire, the Human Resources E-Verify representative will place the I-9 to be verified in a pending file and will be checked daily for a start date for the prospective employee.
3. Human Resources E-Verify representative will enter data in E-Verify database using the Form I-9.
4. If employment is authorized:

5. Print the E-verify document and attach to Form I-9.
6. Store Form I-9 and E-Verify Authorization form in alphabetical order in an E-Verify Human Resources binder.
7. If Tentative Non-confirmed (TNC):
 - a. E-verify Representative ensures the accuracy of data entered. If necessary, re-enter data.
 - b. Immediately, Informs the department and the employee of TNC.
 - c. The employee chooses to “Contest” or Not Contest” the TNC.
 - d. If the employee contests the TNC, E-verify representative will print the non-confirmation page for employee to review and sign and refers the employee to the appropriate agency. (The agency resolves Social Security Number mismatches with the Social Security Administration and resolves Non-citizen status mismatches with the Department of Homeland Security.) The employee has eight (8) Federal workdays from the date of referral to visit or call the appropriate agency to resolve the discrepancy.
 - e. With both a SSA and DHS TNC, a response is sent to the E-verify Representative through the system.
 - f. Once resolved, the employee must inform the E-verify Representative and the department.
 - g. E-verify Representative then resolves the case in E-verify database.
 - h. If non-confirmed, employee shall be terminated, as appropriate.

Other Personal Services (OPS- Staff & Student Employees)

Funding Source: Contract & Grant (C&G) Sponsored Research

Other Personal Services (OPS- Staff & Student Employees)

Funding Source: Contracts & Grants (C&G) Sponsored Programs

Departmental Role (Schools and Colleges)

- A. VERIFY FUNDING. (Ensure that position(s) are funded in the grant/contract);
- B. Complete the OPS New Employee Payroll Sign-up Information Packet according to the OPS New Employee Sign-up Checklist. The checklist can be found at: <http://www.famu.edu/index.cfm?hr&Forms>
(Note: The name on the W-4 card must be the same as on the Social Security card.)
- C. Complete Personnel Action Appointment Form (PAAF). Include the accurate project number on the OPS PAAF.
NOTE: Employees must not be allowed to begin work prior to receiving approval from the Office of Human Resources. All OPS PAAFs for graduate students be approved by the Dean of Graduate Studies and Research. The department must complete an OPS PAAF for Graduate students who do not receive a Recommendation for Graduate Assistant Appointment and are being hired OPS. If the graduate student is enrolled he/she is categorized as an OPS Student employee. However, if the graduate student is not enrolled he/she is categorized as an OPS Staff employee.
- D. Ensure the minimum wage rate meets the Federal or State minimum wage rate. The current minimum wage rate can be found at: <http://www.dol.gov/whd/minwage/america.htm>. (Please click on the State of Florida on the map, to view the minimum wage rate);
- E. Obtain the appropriate departmental and division signatures for approval on the OPS PAAF.
- F. Submit the completed OPS PAAF and OPS as indicated below:
NOTE: Ensure that employee information is updated in the OPS New Employee Sign-Up Information packet. Documents should be routed at least 14 days in advance and the department must follow the current year Payroll Documents & Pay Schedule. (Payroll Documents & Pay Schedule link)

G. Title III funded appointments –

- Input employee information into Title III Tracking System (TTRAC)
- Submit information electronically through TTRAC to Title III for pre-approval
- Title III checks information for budget review and approval
- Title III approves document in TTRAC and notifies the program
- If document is not approved, TTRAC will return the information to the Program for correction
- Program submits original documents to Title III Program

Note: All other Contracts and Grants (C&G) funded appointments – Should be submitted directly to the Office of Sponsored Programs for budget review and approval.

ROLE OF TITLE III OFFICE:

- Clock in OPS PAAF and New Employee Sign-Up Information packet and documents at front desk;
- Title III Routing Slip is attached to the OPS PAAF and OPS New Employee Sign-Up Information packet. (Four (4) steps are completed prior to documents leaving the Title III office):
 1. Personnel Coordinator – Verifies position and funding;
 2. Program Specialist – Check the position against Proposal objectives;
 3. Director – Title III Principal Investigator’s (PI) Signature; and
 4. Administrative Assistant- Submit documents to Sponsored Programs.

ROLE OF SPONSORED PROGRAMS:

Check to ensure the Form I-9 is included in the signup packet to include the following items listed on the New Employee Sign-Up Checklist form:

- Collection of Employee’s Social Security Number (signed and dated)
- Personal Information Form (signed and dated)
- Oath of Loyalty (notarized)
- Authorization for Fingerprinting
- W-4 Card (signed and dated)
- I-9 Form with the following documentation
 - Copy of Social Security Card
 - Copy of Driver’s License or Photo Identification Card
- Direct Deposit Authorization Form (Mandatory)
- Terms and Conditions of OPS Employment Form

- Completed Employment Application
- B. Scan documents into ImageNow.
- C. Verify Funding.
- D. Set-up 100% C&G funded positions in Human Capital Management (HCM) iRattler PeopleSoft Module.
- E. Route to the Office of Academic Affairs

ROLE OF GRADUATE STUDIES AND RESEARCH:

Note: All OPS PAAF's for graduate students must be sent to Graduate Studies and Research for eligibility review, Dean's approval and tracking.

1. The Graduate Coordinator reviews the OPS PAAF and supplemental documents (i.e. AOR, Non-Generating and Research Activity Report Form, and if applicable, the New Employee Sign-up Checklist). In addition, enrollment eligibility (i.e. minimum of a 3.0 grade point average, current term enrollment, and a minimum of nine credit hours) will be verified and placed on the OPS PAAF. If discrepancies are found, the OPS PAAF and or supplemental documents will be returned to the department(s) or administrative unit(s) for correction(s) and resubmission.
2. The Graduate Dean approves and signs the OPS PAAF.
3. The OPS PAAF and supplemental documents are then routed to the appropriate division or office (i.e. Academic Affairs, Title III, or Sponsored Programs). Please review the appropriate division or office processes for routing of documents.

ROLE OF THE BUDGET OFFICE:

If the position for the Recommendation for Graduate Assistant Appointment Form is 100% funded from Contracts & Grants, then the Recommendation for Graduate Assistant Appointment Form does not get routed to the Budget Office for processing.

If the position is a split funded position (E&G and C&G) then Sponsored Programs will approve the C&G portion of the split and route the Recommendation for Graduate Assistant Appointment Form to the Budget Office and use the steps below for processing:

- A. Verify funding.

- B. Create position by using the position number that has been assigned to the employee by Academic Affairs in in PeopleSoft (i.e. position management and the department budget table).
- C. Route documents to Academic Affairs.

ROLE OF ACADEMIC AFFAIRS:

1. The following is checked with the RGA
 - Position Number
 - Budget
 - Calculations
 - Accuracy of info
 - Signatures
2. The RGA is given to Sponsored Programs for processing. Sponsored Programs indicates their approval by stamping a (PBE) on the ImageNow RGA. The RGA is forwarded to the Provost queue for signature.
3. The RGA is then returned to the appropriate AA queue and a contract is prepared.
4. The Provost signs the contract.
5. The contract is submitted to the Department for the graduate assistant signature
6. The contract is returned to AA (signed by all parties).
7. E-Verify
 - a. The Academic Affairs E-verify Representative will check HCM iRattler PeopleSoft system to verify official state date of employee. The start date is place on the I-9 form.
 - b. If the prospective employee has not been hired into HCM iRattler PeopleSoft and given a start date for hire, the Academic Affairs E-Verify representative will place the I-9 to be verified in a pending file and will be checked daily for a start date for the prospective employee.
 - c. The Academic Affairs E-Verify representative will enter data in E-Verify database using the Form I-9.

- d. If employment is authorized:
 - e. Print the E-verify document and attach to Form I-9.
 - f. Store Form I-9 and E-Verify Authorization form in alphabetical order in an E-Verify Human Resources binder.
 - g. If Tentative Non-confirmed (TNC):
 - i. E-verify Representative ensures the accuracy of data entered. If necessary, re-enter data.
 - ii. Immediately, Informs the department and the employee of TNC.
 - iii. The employee chooses to “Contest” or Not Contest” the TNC.
 - iv. If the employee contests the TNC, E-verify representative will print the non-confirmation page for employee to review and sign and refers the employee to the appropriate agency. (The agency resolves Social Security Number mismatches with the Social Security Administration and resolves Non-citizen status mismatches with the Department of Homeland Security.) The employee has eight (8) Federal workdays from the date of referral to visit or call the appropriate agency to resolve the discrepancy.
 - v. With both a SSA and DHS TNC, a response is sent to the E-verify Representative through the system.
 - vi. Once resolved, the employee must inform the E-verify Representative and the department.
 - vii. E-verify Representative then resolves the case in E-verify database.
 - vii. If non-confirmed, employee shall be terminated, as appropriate.
8. The contract and the RGA are scanned to Human Resources for payroll processing.

ROLE OF HUMAN RESOURCES:

Entering Documents into HCM iRattler PeopleSoft

1. The Human Resources Employee Data Management (EDM) section enters employment data from the forms forwarded to the Office of Human Resources by the department to hire a new employee and then forwards appropriate documents to the Human Resources Records Coordinator and the W-4 and direct deposit authorization to Payroll to be input into HCM iRattler PeopleSoft.
2. The Human Resources Records Coordinator confirms receipt and completion of all documents and files accordingly.
3. The Payroll Office will input the W-4 data and the Direct Deposit Authorization data from the new employee into HCM iRattler PeopleSoft.

OPS Staff & Student Employees

Funding Source: Foundation Funded Appointments

Other Personal Services (OPS- Staff & Student Employees)

Funding Source: Foundation Funded Appointments

Departmental Role

- A. Complete the OPS Personnel Action Appointment Form (PAAF).
NOTE: Employees must not be allowed to begin work prior to receiving approval from the Office of Human Resources (HR);
- B. Ensure the minimum wage rate meets the Federal or State minimum wage rate. The current minimum wage rate can be found at:
<http://www.dol.gov/whd.minwage/america.htm>. (Please click on the State of Florida, on the map to view the minimum wage rate);
- C. Ensure that all required information is complete and accurate on the OPS PAAF;
- D. Obtain the appropriate departmental and division signatures for approval on the OPS PAAF.
- E. Review the OPS PAAF and OPS New Employee Sign-Up Information packet and documents and forms for accuracy before routing the OPS PAAF for funding approval.
- F. Submit the completed OPS PAAF for employment as indicated below:
NOTE: Documents must be routed at least 14 days in advance and the department must follow the current year Payroll Documents & Pay Schedule. ([Payroll Documents & Pay Schedule link](#))
 1. E&G, Auxiliaries, Local Funds and the Foundation) – Submit as follows:
 - a. Office of Graduate Studies and Research – Submit all OPS PAAFs for processing for graduate assistant employment actions.
 - b. Division of Academic Affairs – Submit forms for areas reporting to the Provost to the Office of Academic Affairs.
 - c. All Other Divisions – Obtain the signature of the appropriate Vice President on the OPS PAAF and then submit the OPS New Employee Sign-Up hiring documents to the Office of Human Resources (HR).

2. Foundation funded appointments- Submit to the Foundation Office. Appropriate Department and Division Head signatures are required prior to funding requests and documents are submitted to the Foundation Office. (i.e.: Fund Administrator, Dean or Director and Vice President, Provost or President's signature).

ROLE OF THE FOUNDATION OFFICE:

- A. Verify the Direct Disbursement Request (DDR) matches the OPS PAAF and the amounts prepared by the department.
 1. The DDR must include a description which identifies the employee. The DDR must also state if benefits are applicable. Benefits will include employer matching fringe benefits for Non-Students (Social Security and Medicare taxes. Check with Human Resources to get appropriate rate for taxes). There is no matching fringe benefit for student employees.
 2. The OPS PAAF must have correct amounts and reflect a foundation approved Fund Administrator and be signed by a Dean and or Director and the appropriate Vice President, Provost or President.
- B. Verify that the Fund Administrator is authorized to sign on the foundation account and the specific project presented on the OPS PAAF for which the funds are being requested.
- C. After verification of Fund Administrator, Fund Account and availability of funds the Foundation Office will enter pay data such as: project number, account code for expense being requested, account code for benefits, if applicable into the Foundations Financial Accounting system and a check is generated. (All checks are made payable to Florida Agricultural and Mechanical University's Controller's Office).
- D. The Foundation Office notifies the department when the check is available for distribution to the Controller's Office for further processing.
- E. When the department picks- up the check, a signature and date are required before the check is released to the department.
- F. The Foundation Office will keep a copy of the check generated from the foundation, the DDR and the OPS PAAF.

ROLE OF THE CONTROLLER'S OFFICE

- A. The department submits a check to the Administrative Section in the Controller's Office from the Foundation Office along with an original OPS PAAF.
- B. A deposit transmittal is prepared by the Administrative Section in the Controller's Office and is transmitted to General Accounting along with an OPS PAAF and attachments for processing. (The deposit transmittal includes: Employee Name, Department Number, Fund Code, Account Code, Program Number, Check amount for deposit, Number of checks being deposited, Transmittal preparers name and the date of the transaction).
- C. General Accounting will notate the Department Number, Fund Code, Program Code, and Project Number, if applicable on the OPS PAAF.
(Foundation Salaries are notated with Department Number 050500, Fund 203, Program Code 46 and Project number 39025. All OPS salaries are notated with Department Number 446500, Fund Code 903 and Program Code 93. All other salaries, Other- Than –OPS, are notated on the contract according to Department Number, Fund Code, Program Code and Project number of the respective department).
- D. General Accounting will take the check from the Foundation Office along with a copy of the OPS PAAF and documents and complete a deposit transmittal for deposit in the University's Cashier's Office. The deposit transmittal contains the following information: Employee name, Department number, Fund code, Account code, Program code, Project number, Amount for deposit, Number of checks for deposit, Transmittal preparer name and date of transaction.
- E. The Cashier's Office will post the check for deposit and provide General Accounting with a receipt.
- F. General Accounting will keep a copy of the OPS PAAF, check, deposit transmittal, supporting documentation and receipt from the Cashier's Office.
- G. General Accounting or the Administrative Section in the Controller's Office will transmit to Human Resources:
 - 1. Original OPS PAAF with notated Department number, Fund code, Account code, Program number and Project number and supporting documentation.
- H. Human Resources will scan the OPS PAAF and supporting documentation received from the Controller's Office into Image Now and route to Sponsored Research for processing.

ROLE OF HUMAN RESOURCES:

Entering Documents into HCM iRattler PeopleSoft

1. The Human Resources Employee Data Management (EDM) section enters employment data from the forms forwarded to the Office of Human Resources by the department to hire a new employee and then forwards appropriate documents to the Human Resources Records Coordinator and the W-4 and direct deposit authorization to Payroll to be input into HCM iRattler PeopleSoft.
2. The Human Resources Records Coordinator confirms receipt and completion of all documents and files accordingly.
3. The Payroll Office will input the W-4 data and the Direct Deposit Authorization data from the new employee into HCM iRattler PeopleSoft.

E-Verify

1. Human Resources E-verify Representative will check HCM iRattler PeopleSoft system to verify official state date of employee. The start date is place on the I-9 form.
2. If the prospective employee has not been hired into HCM iRattler PeopleSoft and given a start date for hire, the Human Resources E-Verify representative will place the I-9 to be verified in a pending file and will be checked daily for a start date for the prospective employee.
3. Human Resources E-Verify representative will enter data in E-Verify database using the Form I-9.
4. If employment is authorized:
 - A. Print the E-verify document and attach to Form I-9.
 - B. Store Form I-9 and E-Verify Authorization form in alphabetical order in an E-Verify Human Resources binder.
5. If Tentative Non-confirmed (TNC):
 - a. E-verify Representative ensures the accuracy of data entered. If necessary, re-enter data.

- b. Immediately, Informs the department and the employee of TNC.
- c. The employee chooses to “Contest” or Not Contest” the TNC.
- d. If the employee contests the TNC, E-verify representative will print the non-confirmation page for employee to review and sign and refers the employee to the appropriate agency. (The agency resolves Social Security Number mismatches with the Social Security Administration and resolves Non-citizen status mismatches with the Department of Homeland Security.) The employee has eight (8) Federal workdays from the date of referral to visit or call the appropriate agency to resolve the discrepancy.
- e. With both a SSA and DHS TNC, a response is sent to the E-verify Representative through the system.
- f. Once resolved, the employee must inform the E-verify Representative and the department.
- g. E-verify Representative then resolves the case in E-verify database.
- h. If non-confirmed, employee shall be terminated, as appropriate.

Graduate Assistants

Funding Source: Educational & General (E&G) & Auxiliary Funded Appointments

Graduate Assistants

Funding Source: Educational & General (E&G) & Auxiliary Funded Appointments

Overview: This section provides step-by-step guidance for the remaining procedures to hire graduate assistants from E&G and Auxiliary funded appointments.

Department Role:

- A. Complete the Recommendation for Graduate Assistant Appointment form.
NOTE: Employees must not be allowed to begin work prior to receiving approval from the Office of Human Resources (HR);
- B. Ensure the wage rate meets the Graduate Assistants United (GAU) Rate. The current wage rate can be found at:
(Please reference the GAU to view the wage rate);
- C. Ensure that all required information is complete and accurate on the Recommendation for Graduate Assistant Appointment form;
- D. Obtain the appropriate departmental and division signatures for approval on the Recommendation for Graduate Assistant Appointment form;
- D. Review the Recommendation for Graduate Assistant Appointment form and the OPS New Employee Sign-Up Information packet and documents for accuracy before routing for funding approval;
- E. Submit the completed Recommendation for Graduate Assistant Appointment for employment as indicated below:
NOTE: Documents must be routed at least 14 days in advance and the department must follow the current year Payroll Documents & Pay Schedule. ([Payroll Documents & Pay Schedule link](#))

E&G, Auxiliaries, and the Foundation) – Submit as follows:

- a. Office of Graduate Studies and Research – Submit all graduate assistant recommendations for all graduate students from the academic departments and administrative units for processing.
- b. Division of Academic Affairs – Submit the Recommendation for Graduate Assistant Appointment

form for areas reporting directly to the Provost to the Office of Academic Affairs.

- c. All Other Divisions – Obtain the signature of the appropriate Vice President on the Recommendation for Graduate Assistant Appointment form and then submit hiring documents to the Office of Human Resources (HR).

ROLE OF GRADUATE STUDIES AND RESEARCH:

Note: All Recommendations for Graduate Assistant Appointments (RGAAF's) must be sent to Graduate Studies and Research for eligibility, review, Dean's approval and tracking.

1. The Departmental Graduate Coordinator reviews the RGAAF and supplemental documents (i.e. AOR, Non-Generating and Research Activity Report Form, and if applicable, the New Employee Sign-up Checklist). In addition, enrollment eligibility (i.e. minimum of a 3.0 grade point average, current term enrollment, and a minimum of nine (9) credit hours during the fall and spring semesters and six (6) credit hours for the summer semester.) will be verified and placed on the RGAAF. If discrepancies are found, the RGAAF and or supplemental documents will be returned to the department(s) or administrative unit(s) for correction(s) and resubmission.
2. The Graduate Coordinator contacts Academic Affairs to obtain position number for all new hires.
3. The Graduate Dean approves and signs the RGAAF.
4. The RGAAF and supplemental documents are then routed to the appropriate division or office (i.e. Academic Affairs, Title III, or Sponsored Programs). Please review the appropriate division or office processes for the routing of documents.

ROLE OF ACADEMIC AFFAIRS:

1. The following is checked on the Recommendation for Graduate Assistant Appointment form (RGA)
 - Position Number
 - Budget
 - Calculations
 - Accuracy of info

- Signatures

2. The RGA is forwarded to the Provost queue for signature
3. Once the Provost signs, the RGA is forwarded to the Budget Office queue. The Budget Office indicates their approval by stamping a (PBE) on the ImageNow RGA.

Note: The 100% C&G actions are not given to the budget office. These actions are processed by Sponsored Programs. Sponsored Programs indicates their approval with a (PBE) on the ImageNow RGA.

1. The RGA is then returned from the Budget Office to the appropriate AA queue and a contract is prepared.
2. The Provost signs the contract.
3. The contract is submitted to the Department for the graduate assistant signature
4. The contract is returned to AA (signed by all parties)
5. The contract and the RGA are scanned to Human Resources for payroll processing.

ROLE OF THE BUDGET OFFICE:

- A. Verify funding.
- B. Create position by using the position number that has been assigned to the employee by Academic Affairs in in PeopleSoft (i.e. position management and the department budget table).
- C. Route documents to Academic Affairs.

ROLE OF HUMAN RESOURCES:

Entering Documents into HCM iRattler PeopleSoft

1. The Human Resources Employee Data Management (EDM) section enters employment data from the forms forwarded to the Office of Human Resources by the department to hire a new employee and then forwards appropriate documents to the Human Resources Records Coordinator and the W-4

and direct deposit authorization to Payroll to be input into HCM iRattler PeopleSoft.

2. The Human Resources Records Coordinator confirms receipt and completion of all documents and files accordingly.
3. The Payroll Office will input the W-4 data and the Direct Deposit Authorization data from the new employee into HCM iRattler PeopleSoft.

E-Verify

1. Human Resources E-verify Representative will check HCM iRattler PeopleSoft system to verify official state date of employee. The start date is place on the I-9 form.
2. If the prospective employee has not been hired into HCM iRattler PeopleSoft and given a start date for hire, the Human Resources E-Verify representative will place the I-9 to be verified in a pending file and will be checked daily for a start date for the prospective employee.
3. Human Resources E-Verify representative will enter data in E-Verify database using the Form I-9.
4. If employment is authorized:
 - A. Print the E-verify document and attach to Form I-9.
 - B. Store Form I-9 and E-Verify Authorization form in alphabetical order in an E-Verify Human Resources binder.
5. If Tentative Non-confirmed (TNC):
 - a. E-verify Representative ensures the accuracy of data entered. If necessary, re-enter data.
 - b. Immediately, Informs the department and the employee of TNC.
 - c. The employee chooses to “Contest” or Not Contest” the TNC.
 - d. If the employee contests the TNC, E-verify representative will print the non-confirmation page for employee to review and sign and refers the employee to the appropriate agency. (The agency

resolves Social Security Number mismatches with the Social Security Administration and resolves Non-citizen status mismatches with the Department of Homeland Security.) The employee has eight (8) Federal workdays from the date of referral to visit or call the appropriate agency to resolve the discrepancy.

- e. With both a SSA and DHS TNC, a response is sent to the E-verify Representative through the system.
- f. Once resolved, the employee must inform the E-verify Representative and the department.
- g. E-verify Representative then resolves the case in E-verify database.
- h. If non-confirmed, employee shall be terminated, as appropriate.

Graduate Assistants

Funding Source: Contract & Grant (C&G) Sponsored Research

Graduate Assistants

Funding Source: Contract & Grant (C&G) Sponsored Research

Overview: This section provides step-by-step guidance for the remaining procedures to hire graduate assistants from C&G funded appointments.

Contract & Grant (C&G) Sponsored Research

Departmental Role (Schools and Colleges)

- A. VERIFY FUNDING. (Ensure that position(s) are funded in the grant/contract);
- B. Complete the OPS New Employee Payroll Sign-up Information Packet according to the OPS New Employee Sign-up Checklist. The checklist can be found at: <http://www.famu.edu/index.cfm?hr&Forms>
(Note: The name on the W-4 card must be the same as on the Social Security card.)
- C. Complete Personnel Action Appointment Form (PAAF). Include the accurate project number on the OPS PAAF.
NOTE: Employees must not be allowed to begin work prior to receiving approval from the Office of Human Resources. All OPS PAAFs for graduate students be approved by the Dean of Graduate Studies and Research. The department must complete an OPS PAAF for Graduate students who do not receive a Recommendation for Graduate Assistant Appointment and are being hired OPS. If the graduate student is enrolled he/she is categorized as an OPS Student employee. However, if the graduate student is not enrolled he/she is categorized as an OPS Staff employee.
- D. Ensure the minimum wage rate meets the Federal or State minimum wage rate. The current minimum wage rate can be found at: <http://www.dol.gov/whd/minwage/america.htm>. (Please click on the State of Florida on the map, to view the minimum wage rate);
- E. Obtain the appropriate departmental and division signatures for approval on the OPS PAAF.

F. Submit the completed OPS PAAF and OPS as indicated below:
NOTE: Ensure that employee information is updated in the OPS New Employee Sign-Up Information packet. Documents should be routed at least 14 days in advance and the department must follow the current year Payroll Documents & Pay Schedule. (Payroll Documents & Pay Schedule link)

H. Title III funded appointments –

- Input employee information into Title III Tracking System (TTRAC)
- Submit information electronically through TTRAC to Title III for pre-approval
- Title III checks information for budget review and approval
- Title III approves document in TTRAC and notifies the program
- If document is not approved, TTRAC will return the information to the Program for correction
- Program submits original documents to Title III Program

ROLE OF GRADUATE STUDIES AND RESEARCH:

Note: All Recommendations for Graduate Assistant Appointments (RGAAF's) must be sent to Graduate Studies and Research for eligibility, review, Dean's approval and tracking.

1. The Departmental Graduate Coordinator reviews the RGAAF and supplemental documents (i.e. AOR, Non-Generating and Research Activity Report Form, and if applicable, the New Employee Sign-up Checklist). In addition, enrollment eligibility (i.e. minimum of a 3.0 grade point average, current term enrollment, and a minimum of nine (9) credit hours during the fall and spring semesters and six (6) credit hours for the summer semester.) will be verified and placed on the RGAAF. If discrepancies are found, the RGAAF and or supplemental documents will be returned to the department(s) or administrative unit(s) for correction(s) and resubmission.
2. The Graduate Coordinator contacts Academic Affairs to obtain position number for all new hires.
3. The Graduate Dean approves and signs the RGAAF.
4. The RGAAF and supplemental documents are then routed to the appropriate division or office (i.e. Academic Affairs, Title III, or Sponsored Programs). Please review the appropriate division or office processes for the routing of documents.

Note: All other Contracts and Grants (C&G) funded appointments – Should be submitted directly to the Office of Sponsored Programs for budget review and approval.

ROLE OF TITLE III OFFICE:

1. Clock in OPS PAAF and New Employee Sign-Up Information packet and documents at front desk;
2. Title III Routing Slip is attached to the OPS PAAF and OPS New Employee Sign-Up Information packet. (Four (4) steps are completed prior to documents leaving the Title III office):
 - a. Personnel Coordinator – Verifies position and funding;
 - b. Program Specialist – Check the position against Proposal objectives;
 - c. Director – Title III Principal Investigator’s (PI) Signature; and
 - d. Administrative Assistant- Submit documents to Sponsored Programs.

ROLE OF SPONSORED PROGRAMS:

Check to ensure the Form I-9 is included in the signup packet to include the following items listed on the New Employee Sign-Up Checklist form:

- Collection of Employee’s Social Security Number (signed and dated)
 - Personal Information Form (signed and dated)
 - Oath of Loyalty (notarized)
 - Authorization for Fingerprinting
 - W-4 Card (signed and dated)
 - I-9 Form with the following documentation
 - Copy of Social Security Card
 - Copy of Driver’s License or Photo Identification Card
 - Direct Deposit Authorization Form (Mandatory)
 - Terms and Conditions of OPS Employment Form
 - Completed Employment Application
- B. Scan documents into ImageNow.
- C. Verify Funding.

- D. Set-up 100% C&G funded positions in Human Capital Management (HCM) iRattler PeopleSoft Module.
- E. Route to the Office of Academic Affairs or the Budget Office.

ROLE OF THE BUDGET OFFICE:

If the position for the Recommendation for Graduate Assistant Appointment Form is 100% funded from Contracts & Grants, then the Recommendation for Graduate Assistant Appointment Form does not get routed to the Budget Office for processing.

If the position is a split funded position (E&G and C&G) then Sponsored Programs will approve the C&G portion of the split and route the Recommendation for Graduate Assistant Appointment Form to the Budget Office and use the steps below for processing:

- A. Verify funding.
- B. Create position by using the position number that has been assigned to the employee by Academic Affairs in in PeopleSoft (i.e. position management and the department budget table).
- C. Route documents to Academic Affairs.

ROLE OF ACADEMIC AFFAIRS:

1. The following is checked with the Recommendation for Graduate Assistant Appointment Form (RGA)
 - Position Number
 - Budget
 - Calculations
 - Accuracy of info
 - Signatures
2. The RGA is given to Sponsored Programs for processing. Sponsored Programs indicates their approval by stamping a (PBE) on the ImageNow RGA. The RGA is forwarded to the Provost queue in ImageNow for approval and signature.
3. The RGA is then returned to the appropriate Academic Affairs (AA) queue in ImageNow and a contract is prepared for the Graduate Assistant.
4. The Provost signs the Graduate Assistant contract.

5. The contract is submitted to the hiring department to obtain the signature of the graduate assistant.
6. The signed Graduate Assistant contract is returned to AA (signed by all parties).
7. E-Verify
 - a. The Academic Affairs E-verify Representative will check HCM iRattler PeopleSoft system to verify official state date of employee. The start date is place on the I-9 form.
 - b. If the prospective employee has not been hired into HCM iRattler PeopleSoft and given a start date for hire, the Academic Affairs E-Verify representative will place the I-9 to be verified in a pending file and will be checked daily for a start date for the prospective employee.
 - c. The Academic Affairs E-Verify representative will enter data in E-Verify database using the Form I-9.
 - d. If employment is authorized:
 - e. Print the E-verify document and attach to Form I-9.
 - f. Store Form I-9 and E-Verify Authorization form in alphabetical order in an E-Verify Human Resources binder.
 - g. If Tentative Non-confirmed (TNC):
 - i. E-verify Representative ensures the accuracy of data entered. If necessary, re-enter data.
 - ii. Immediately, Informs the department and the employee of TNC.
 - iii. The employee chooses to “Contest” or Not Contest” the TNC.
 - iv. If the employee contests the TNC, E-verify representative will print the non-confirmation page for employee to review and sign and refers the employee to the appropriate agency. (The agency resolves Social Security Number mismatches with the Social

Security Administration and resolves Non-citizen status mismatches with the Department of Homeland Security.) The employee has eight (8) Federal workdays from the date of referral to visit or call the appropriate agency to resolve the discrepancy.

- v. With both a SSA and DHS TNC, a response is sent to the E-verify Representative through the system.
 - vi. Once resolved, the employee must inform the E-verify Representative and the department.
 - vii. E-verify Representative then resolves the case in E-verify database.
 - vii. If non-confirmed, employee shall be terminated, as appropriate.
8. The contract and the RGA are scanned to Human Resources for payroll processing.
9. The Graduate Assistant contract and the RGA are scanned to Human Resources for payroll processing.

ROLE OF HUMAN RESOURCES:

Entering Documents into HCM iRattler PeopleSoft

1. The Human Resources Employee Data Management (EDM) section enters employment data from the forms forwarded to the Office of Human Resources by the department to hire a new employee and then forwards appropriate documents to the Human Resources Records Coordinator and the W-4 and direct deposit authorization to Payroll to be input into HCM iRattler PeopleSoft.
2. The Human Resources Records Coordinator confirms receipt and completion of all documents and files accordingly.
3. The Payroll Office will input the W-4 data and the Direct Deposit Authorization data from the new employee into HCM iRattler PeopleSoft.

Adjunct Faculty (Non-Graduate Assistant)

Funding Source: Educational & General (E&G) & Auxiliary Funded Appointments

Adjunct Faculty (Non-Graduate Assistant)

Funding Source: Educational & General (E&G) & Auxiliary Funded Appointments

Overview: This section provides step-by-step guidance for the remaining procedures to hire Adjunct Faculty (Non-Grate Assistant) from E&G and Auxiliary funded appointments.

To insure the subject area's need for coverage is addressed, the Department chair in consultation with the Dean will determine the need to employ an adjunct. Compensation for adjunct faculty is paid from OPS funds. When hiring adjunct faculty, the following process will apply:

Departmental Role:

- A. VERIFY FUNDING (Ensure that funds are available for the adjunct position).
- B. Complete the OPS New Employee payroll Sign-up Information packet according to the OPS new employee Sign-up Checklist. The checklist can be found at: <http://www.famu.edu/index.cfm?hr&Forms>.
(Note: The name on the W-4card must be the same as on the Social Security card.)
- C. If the adjunct is a NEW hire, prior to the date of employment, the hiring department will accurately complete the OPS Personal Action Appointment Form (PAAF) and other required documents as indicated on the Faculty Employment Checklist (see below) as required by the Office of the Provost and Vice President for Academic Affairs (VPAA). The OPS PAAF must include the accurate project number. Ensure the minimum wage rate meets the Federal or State minimum wage rate. The current minimum wage rate can be found at: <http://www.dol.gov/whd/minwage/america.htm>. (Please click on the State of Florida on the map, to view the minimum wage rate). Adjuncts funded by Contracts and Grants are assigned wages according to the proposal submitted.

The Faculty Employment Check list is listed below. The faculty Employment Checklist can also be found at:

<http://www/famu.edu/index.cfm?AcademicAffairs&FacultyResources>.

- a. Application for Employment
 - b. I-9 Form with Verification Documents
(Social Security Card must be signed)
Note: The Personnel Liaison/Time & labor Representative or authorized employee will sign Section II of the Form I-9, certifying that the identifying documents presented by the employee have been thoroughly examined and appear to be genuine and relate to the employee named. Do not insert a beginning work date on Form I-9 at this time.
 - c. Letters of Recommendation
 - d. Official Transcript (Original Copy)
 - e. Assignment of Responsibilities (AOR)
 - f. Resume/VITA
 - g. English Language Proficiency
 - h. Faculty Credential Form
 - i. Collection of Employee's Social Security number
 - j. Personal Information Form (signed and dated)
 - k. Oath of Loyalty (notarized)
 - l. W-4 Card (signed and dated)
 - m. Direct Deposit Authorization Form (Mandatory)
- D. Obtain the appropriate employee and departmental signatures for each form including the Recommending Official (i.e.: Department Chair, Dean/Director, Supervisor, etc.) for approval.
- E. Submit the completed documents for employment as indicated below:
NOTE: Documents should be routed at least 14 days in advance and the department must follow the current year Payroll Documents & Pay schedule. ([Payroll Documents & Pay Schedule link](#)).
1. E&G, Auxiliaries, and the Foundation – Submit as follows:
 - a. Division of Academic Affairs – Submit forms for areas reporting directly to the Provost to the Office of Academic Affairs.
 - b. All Other Divisions – Obtain the signature of the appropriate Vice President on the PAR form and then submit hiring documents to the Office of Human Resources (HR).

ROLE OF ACADEMIC AFFAIRS:

1. The following is checked by the appropriate ImageNow user:
 - Budget
 - Calculations
 - Accuracy of information
 - Signatures
2. The OPS PAAF is then routed to the Provost's queue in ImageNow for approval and signature.
3. Once the Provost signs the OPS PAAF, it is routed to the Budget Office queue in ImageNow for approval.

ROLE OF THE BUDGET OFFICE:

- A. Verify funding.
- B. Create position in PeopleSoft (i.e. position management and the department budget table).
- C. Route documents to Human Resources.

ROLE OF HUMAN RESOURCES:

Entering Documents into HCM iRattler PeopleSoft

1. The Human Resources Employee Data Management (EDM) section enters employment data from the forms forwarded to the Office of Human Resources by the department to hire a new employee and then forwards appropriate documents to the Human Resources Records Coordinator and the W-4 and direct deposit authorization to Payroll to be input into HCM iRattler PeopleSoft.
2. The Human Resources Records Coordinator confirms receipt and completion of all documents and files accordingly.
3. The Payroll Office will input the W-4 data and the Direct Deposit Authorization data from the new employee into HCM iRattler PeopleSoft.

E-Verify

1. Human Resources E-verify Representative will check HCM iRattler PeopleSoft system to verify official state date of employee. The start date is place on the I-9 form.
2. If the prospective employee has not been hired into HCM iRattler PeopleSoft and given a start date for hire, the Human Resources E-Verify representative will place the I-9 to be verified in a pending file and will be checked daily for a start date for the prospective employee.
3. Human Resources E-Verify representative will enter data in E-Verify database using the Form I-9.
4. If employment is authorized:
 - A. Print the E-verify document and attach to Form I-9.
 - B. Store Form I-9 and E-Verify Authorization form in alphabetical order in an E-Verify Human Resources binder.
5. If Tentative Non-confirmed (TNC):
 - a. E-verify Representative ensures the accuracy of data entered. If necessary, re-enter data.
 - b. Immediately, Informs the department and the employee of TNC.
 - c. The employee chooses to “Contest” or Not Contest” the TNC.
 - d. If the employee contests the TNC, E-verify representative will print the non-confirmation page for employee to review and sign and refers the employee to the appropriate agency. (The agency resolves Social Security Number mismatches with the Social Security Administration and resolves Non-citizen status mismatches with the Department of Homeland Security.) The employee has eight (8) Federal workdays from the date of referral to visit or call the appropriate agency to resolve the discrepancy.

- e. With both a SSA and DHS TNC, a response is sent to the E-verify Representative through the system.
 - f. Once resolved, the employee must inform the E-verify Representative and the department.
 - g. E-verify Representative then resolves the case in E-verify database.
- h. If non-confirmed, employee shall be terminated, as appropriate.

Adjunct Faculty (Non-Graduate Assistant)

Funding Source: Contract & Grant (C&G) Funded Appointments

Adjunct Faculty (Non-Graduate Assistant)

Funding Source: Contracts & Grants (C&G) Funded Appointments

Overview: This section provides step-by-step guidance for the remaining procedures to hire Adjunct Faculty (Non-Graduate Assistant) from C&G funded appointments.

To insure the subject area's need for coverage is addressed, the Department Chair in consultation with the Dean will determine the need to employ an adjunct. Compensation for adjunct faculty is paid from OPS funds. When hiring adjunct faculty, the following process will apply:

Departmental Role (Schools and Colleges)

- A. VERIFY FUNDING. (Ensure that position(s) are funded in the grant/contract);
- B. Complete the OPS New Employee Payroll Sign-up Information Packet according to the OPS New Employee Sign-up Checklist. The checklist can be found at: <http://www.famu.edu/index.cfm?hr&Forms>
(Note: The name on the W-4 card must be the same as on the Social Security card.)
- C. If the adjunct is a NEW hire, prior to the date of employment, the hiring department will accurately complete the OPS Personal Action Appointment Form (PAAF) and other required documents as indicated on the Faculty Employment Checklist (see below) as required by the Office of the Provost and Vice President for Academic Affairs (VPAA). The OPS PAAF must include the accurate project number. Ensure the minimum wage rate meets the Federal or State minimum wage rate. The current minimum wage rate can be found at: <http://www.dol.gov/whd/minwage/america.htm>. (Please click on the State of Florida on the map, to view the minimum wage rate). Adjuncts funded by Contracts and Grants are assigned wages according to the proposal submitted.

The Faculty Employment Check list is listed below. The faculty Employment Checklist can also be found at:

<http://www/famu.edu/index.cfm?AcademicAffairs&FacultyResources>.

- a. Application for Employment
 - b. I-9 Form with Verification Documents
(Social Security Card must be signed)
Note: The Personnel Liaison/Time & labor Representative or authorized employee will sign Section II of the Form I-9, certifying that the identifying documents presented by the employee have been thoroughly examined and appear to be genuine and relate to the employee named. Do not insert a beginning work date on Form I-9 at this time.
 - c. Letters of Recommendation
 - d. Official Transcript (Original Copy)
 - e. Assignment of Responsibilities (AOR)
 - f. Resume/VITA
 - g. English Language Proficiency
 - h. Faculty Credential Form
 - i. Collection of Employee's Social Security number
 - j. Personal Information Form (signed and dated)
 - k. Oath of Loyalty (notarized)
 - l. W-4 Card (signed and dated)
 - m. Direct Deposit Authorization Form (Mandatory)
- D. Obtain the appropriate employee and departmental signatures for each form including the Recommending Official (i.e.: Department chair, Dean/Director, Principal Investigator (PI), Supervisor, etc.) for approval.
- E. Submit the completed documents to the Office of Sponsored Programs for further processing. If the OPS PAAF is a Title III appointment, then skip to Section F below.
- NOTE: Ensure that employee information is updated in the OPS New Employee Sign-Up Information packet. Documents should be routed at least 14 days in advance and the department must follow the current year Payroll Documents & Pay Schedule. (Payroll Documents & Pay Schedule link)***

F. Title III funded appointments –

- Input employee information into Title III Tracking System (TTRAC)
- Submit information electronically through TTRAC to Title III for pre-approval
- Title III checks information for budget review and approval
- Title III approves document in TTRAC and notifies the program
- If document is not approved, TTRAC will return the information to the Program for correction
- Program submits original documents to Title III Program

Note: All other Contracts and Grants (C&G) funded appointments – Should be submitted directly to the Office of Sponsored Programs for budget review and approval.

ROLE OF TITLE III OFFICE:

1. Clock in OPS PAAF and New Employee Sign-Up Information packet and documents at front desk;
2. Title III Routing Slip is attached to the OPS PAAF and OPS New Employee Sign-Up Information packet. (Four (4) steps are completed prior to documents leaving the Title III office):
 - a. Personnel Coordinator – Verifies position and funding;
 - b. Program Specialist – Check the position against Proposal objectives;
 - c. Director – Title III Principal Investigator’s (PI) Signature; and
 - d. Administrative Assistant- Submit documents to Sponsored Programs.

ROLE OF SPONSORED PROGRAMS:

Check to ensure the Form I-9 is included in the signup packet to include the following items listed on the New Employee Sign-Up Checklist form:

- Collection of Employee’s Social Security Number (signed and dated)
- Personal Information Form (signed and dated)
- Oath of Loyalty (notarized)
- Authorization for Fingerprinting
- W-4 Card (signed and dated)

- I-9 Form with the following documentation
 - Copy of Social Security Card
 - Copy of Driver's License or Photo Identification Card
 - Direct Deposit Authorization Form (Mandatory)
 - Terms and Conditions of OPS Employment Form
 - Completed Employment Application
- A. Scan documents into ImageNow.
 - B. Verify Funding.
 - C. Set-up 100% C&G funded positions in Human Capital Management (HCM) iRattler PeopleSoft Module.
 - D. Route to the Office of Academic Affairs

ROLE OF THE BUDGET OFFICE:

If the position is 100% funded from Contracts & Grants, then the OPS PAAF does not get routed to the Budget Office for processing.

If the position is a split funded position (E&G and C&G) then Sponsored Programs will approve the C&G portion of the split by:

- A. Verifying funding.
- B. Create position by using the position number that has been assigned to the employee by Academic Affairs in in PeopleSoft (i.e. position management and the department budget table).
- C. Route documents to Academic Affairs for approval.

ROLE OF ACADEMIC AFFAIRS:

1. The following is checked by the appropriate ImageNow user:
 - Calculations
 - Accuracy of info
 - Signatures
2. E-Verify

- a. The Academic Affairs E-verify Representative will check HCM iRattler PeopleSoft system to verify official state date of employee. The start date is place on the I-9 form.
- b. If the prospective employee has not been hired into HCM iRattler PeopleSoft and given a start date for hire, the Academic Affairs E-Verify representative will place the I-9 to be verified in a pending file and will be checked daily for a start date for the prospective employee.
- c. The Academic Affairs E-Verify representative will enter data in E-Verify database using the Form I-9.
- d. If employment is authorized:
- e. Print the E-verify document and attach to Form I-9.
- f. Store Form I-9 and E-Verify Authorization form in alphabetical order in an E-Verify Human Resources binder.
- g. If Tentative Non-confirmed (TNC):
 - i. E-verify Representative ensures the accuracy of data entered. If necessary, re-enter data.
 - ii. Immediately, Informs the department and the employee of TNC.
 - iii. The employee chooses to “Contest” or Not Contest” the TNC.
 - iv. If the employee contests the TNC, E-verify representative will print the non-confirmation page for employee to review and sign and refers the employee to the appropriate agency. (The agency resolves Social Security Number mismatches with the Social Security Administration and resolves Non-citizen status mismatches with the Department of Homeland Security.) The employee has eight (8) Federal workdays from the date of referral to visit or call the appropriate agency to resolve the discrepancy.

- v. With both a SSA and DHS TNC, a response is sent to the E-verify Representative through the system.
 - vi. Once resolved, the employee must inform the E-verify Representative and the department.
 - vii. E-verify Representative then resolves the case in E-verify database.
 - vii. If non-confirmed, employee shall be terminated, as appropriate.
3. The OPS PAAF is then routed to the Provost's queue in ImageNow for signature and then routed to Human Resources for processing.

ROLE OF HUMAN RESOURCES:

Entering Documents into HCM iRattler PeopleSoft

1. The Human Resources Employee Data Management (EDM) section enters employment data from the forms forwarded to the Office of Human Resources by the department to hire a new employee and then forwards appropriate documents to the Human Resources Records Coordinator and the W-4 and direct deposit authorization to Payroll to be input into HCM iRattler PeopleSoft.
2. The Human Resources Records Coordinator confirms receipt and completion of all documents and files accordingly.
3. The Payroll Office will input the W-4 data and the Direct Deposit Authorization data from the new employee into HCM iRattler PeopleSoft.

**Other Personal Services (OPS)
Hours of Work**

Hours of Work - This section provides guidance for determining work hours for OPS employees.

1. OPS employees may be allowed up to a fifteen (15) minute work break period during the first half and another fifteen (15) minutes during the second half of the workday. Work breaks cannot be accumulated as substitution for a lunch period or be used to compensate for late arrival or early departure from work.
2. OPS employees who work six (6) or more hours during the work day, shall be granted at least a thirty (30) minute unpaid meal break period. All non-exempt employees must leave their work areas during meal breaks.

B. OPS Exempt Employees

- i. OPS employees appointed to exempt status are expected to work and are paid according to the standard hours of their appointment.
- ii. A full-time OPS exempt employee is expected to work a minimum of forty (40) hours in a workweek and is not paid overtime.

C. OPS Non-Exempt Employees

- i. An OPS non-exempt employee who occupies a class that is covered by the Fair Labor Standards Act (FLSA) is eligible to receive payment for FLSA overtime or regular overtime at the rate of at least one and one-half times their regular rate of pay for hours worked beyond forty (40) in a workweek. **This may include a combination of more than one OPS position(s) within the University.** For OPS employees with multiple jobs, overtime maybe charged to both jobs depending on the number of hours worked per week.
- ii. An OPS non-exempt employee shall not be permitted to begin work before the established starting time or work after the established quitting time unless it is specifically authorized and required in advance by the supervisor.
- iii. OPS non-exempt employees must record the exact time they begin and end work to include leaving and returning from meal breaks and other time off (excluding work breaks).

- iv. Non-exempt employees should normally be supervised and shall not take work home.
- v. Total hours to be paid bi-weekly will include only hours physically worked at the University.
- vi. An OPS non-exempt employee shall be compensated for overtime worked during the workweek no later than the end of the following pay period on the basis of one and one-half times the employee's hourly regular rate of pay for each hour of overtime worked.
- vii. If an OPS employee is authorized to work overtime, an overtime request form must be completed and approved by the President or President's designee (Provost or Vice Presidents)
- viii. OPS students total Full-time Equivalency (F.T.E.) from all jobs cannot exceed .625 or 50 hours within a bi-weekly pay period.

D. Seven Minute Rule for Minutes Conversion for compensable time is indicated below:

MINUTES	DECIMAL OF HOUR	QUARTER HOUR
00-07	0.0000 - 0.1249	0.00
08-22	0.1250 - 0.3749	0.25
23-37	0.3750 - 0.6249	0.50
38-52	0.6250 - 0.8749	0.75
53-60	0.8750 - 0.9999	1.00

Note: At the end of each day, the hours worked will be rounded to the nearest quarter of an hour according to the Seven (7) Minute Rule above.

**Other Personal Services (OPS)
One-Time Pays**

OPS One Time Pays – This procedure provides guidance for One-Time pay appointments from OPS funds.

Overview:

One-Time Pays are to be used for occasional or sporadic employment, which means infrequent, irregular or occurring in scattered instances. (Example: speaking engagements, seminars, etc.)

One-Time pays must be paid from OPS funds; retirement credit will not be given.

The occasional or sporadic assignment must not be the same general occupational category as the employee's regular work or performed during regular work hours.

If the employee is already employed with the University, an Additional Employment Request form must be approved before the work is performed. (Attach the approved Additional Employment Request form to the OPS PAR form)

Departmental Role

An OPS PAR form is completed by the hiring department. The OPS PAR form should follow the OPS hiring procedures as stated in the hiring procedures section to include: sign-up packet, form I-9, W-4, Oath of Loyalty, if necessary and follow the OPS hiring process.

Complete the Additional Employment Request form. Describe Action In Detail (must indicate the type for occasional or sporadic employment and job duties for which payment is due) and verify that this is not a part of their regular duties and that the duties are not performed during regular work hours.

Obtain the appropriate signatures and submit the Additional Employment Request form to Human Resources, the Office of Academic Affairs or Sponsored Research for payment. If the one-time pay is for a new employee appropriate documentation as listed below must accompany the Additional Pay request form.

Documentation needed for appointing and paying a New Employee:

Federal and State law and University Procedures require an employee to complete and sign certain documents as condition of employment and are provided specific information. These documents and forms can be retrieved from the Human Resources forms website.

Have employee:

Complete the required appointment backup document forms and attach to the Additional Employment Request form.

Furnish a copy of their Social Security Card, Military ID or a receipt for a duplicate Social Security Card.

NOTE: *The name on the W4 card MUST be the same as on the Social Security Card.*

OPS Attendance and Leave

OPS Attendance and Leave – The provisions set-forth in this procedure are applicable to OPS employees and provides guidance on OPS attendance and leave.

Employees are required to be present on their assigned jobs for the total hours in the established workday or work period as stated on the OPS appointment. Standard business/office hours at Florida Agricultural and Mechanical University are from 8 a.m. to 5 p.m., unless otherwise approved. The workweek for Florida Agricultural and Mechanical University is from 12:01 a.m. Friday to 12: 00 midnight the following Thursday.

The supervisor and approving authority shall be responsible for arranging the work schedule to minimize overtime for OPS employees covered by the Federal Fair Labor Standards Act.

Time spent by an employee who is subpoenaed in line of duty to represent the University as a witness or defendant shall be considered time worked.

Time spent by an employee to attend meetings and conferences that are required by the supervisor shall be considered as time worked.

Unless specifically provided by law, OPS employees are not eligible for any form of paid leave, paid holidays, a paid personal day or retirement benefits.

OPS employees may be eligible for twelve (12) workweeks of unpaid Family and Medical Leave within a twelve (12) month period in compliance with the Family and Medical Leave Act (FMLA) of 1993 (Public Law 103-3) and the Final Regulations of the Family and Medical Leave Act of 1993 (29 CFR Part 825). The twelve (12) month period is defined from July 1st through June 30th of the following year. Each time an employee takes Family and Medical Leave, the remaining leave entitlement would be any balance of the 12 workweeks which has not been used during the immediate preceding 12 months.

Responsibilities of the Employee and Supervisor

Employees and supervisors are required to report accurate hours worked. Florida Agricultural and Mechanical University uses the OPS time-sheet to record hours worked. Employees are to complete a time-sheet each bi-weekly pay period and submit the completed time-sheet to an appropriate supervisor or manager for approval.

Employees are required on a bi-weekly basis to input hours of work through the self-service component of the Human Capital Management (HCM) IRattler PeopleSoft system. There are exceptions for employees employed in areas where access is not provided or is limited. In the case of an exception, approved time-sheets are submitted to the designated time and labor representative for the department and or area for input and subsequent approval by the supervisor or manager for approval in HCM IRattler PeopleSoft.

Hours are input in HCM IRattler PeopleSoft using the quarter system as indicated in the Hours of Work section herein and approved in accordance with the deadlines as established by the University's Payroll Documents and Pay Schedule.

Responsibilities of the Time & Labor Representative

An individual designated as a departmental time and labor representative has a tremendous amount of responsibility. Time and Labor Representatives:

- Ensure that the staff in his/her department are knowledgeable about leave and attendance and hours of work polices and guidelines at the university;
- Correct and reduce errors in the preparation and maintenance of leave documents and hours worked;
- Prevent over-and under-payments and ensures that hours of work are paid in accordance with applicable Federal or Florida law and Florida Agricultural and Mechanical University regulations and policies.
- Review time-sheets on a bi-weekly basis to ensure that hours are reported and recorded correctly;
- Maintain accurate and up-to-date records within the department and or area in a centralized area for each employee. For temporary employees (OPS): maintain each bi-weekly pay-period the original time-sheet. Files should be kept by pay-period for easy reference and subsequent auditing. For example, an individual file must be kept on each employee, please follow the University Records Retention policy for guidelines on documents and records storage.
- Monitor time-sheets and leave records on a regular basis and make sure that any adjustments are entered into HCM IRattler PeopleSoft;
- Communicate changes and or updates regarding hours of work policies and or leave and attendance changes for employees and the department and or area represented;
- Each bi-weekly pay-period, run and review the Cost Center Report to ensure that employees are being paid correctly and from the correct cost center. The Cost Center Report must be signed by the Department Head and or Director as proof of payroll certification. If there are discrepancies, immediately notify the Office of Human Resources.

OPS Worker's Compensation

OPS Worker's Compensation

Overview:

General Information - All Workers' Compensation claims reported after January 1, 2009, shall be coordinated through OptaComp, the Workers' Compensation affiliate of Blue Cross and Blue Shield of Florida. All medical treatment must be authorized by OptaComp prior to an employee receiving treatment with the exception of medical emergencies.

Workers' Compensation Procedure for OPS Employees

Pursuant to Florida Statutes 440 and Florida A&M University Board of Trustees Regulation 10.116, the Workers' Compensation Program is committed to providing medical treatment to all salaried employees, including Other Personnel Services (OPS) employees, Federal Work Study, and Volunteers, in the event they experience a work-related injury or illness while performing work within the course and scope of their employment.

All work-related injuries must be reported directly to the University's manage care provider, OptaComp, the Workers' Compensation affiliate of Blue Cross and Blue Shield of Florida in partnership with the Florida Department of Financial Services, Division of Risk Management at **1-877-518-2583**. All medical treatment must be authorized by OptaComp prior to an employee receiving treatment with the exception of medical emergencies.

Requirements for Reporting a Work-Related Injury

If an employee sustains a work-related injury while performing his/her duties or injured while engaged in university business, the following steps should be followed for reporting the injury:

1. If the injury is life threatening, the supervisor or department representative is authorized to take the employee to the hospital, or contact Emergency Medical Services (EMS) by dialing 911. The immediate supervisor or the department representative should immediately contact OptaComp at **1-877-518-2583**, to provide the employee's name and date of birth. OptaComp will coordinate all medical treatment at the medical facility. *The FAMU First Report of Injury or Illness form* should be completed and forwarded to the Office of Human Resources – Employee Relations Section within 24 hours of reporting the injury.
2. If the injury is non-life threatening, the employee must notify their immediate supervisor immediately. The employee and their immediate supervisor or department representative must contact OptaComp to report their injury or illness. OptaComp will provide authorization for the employee to be evaluated at an authorized treating medical facility.

The FAMU First Report of Injury or Illness form should be completed and forwarded to the Office of Human Resources – Employee Relations Section within 24 hours of reporting the injury.

3. If the injury requires no medical treatment, the employee and their immediate supervisor or department representative must contact OptaComp to report their injury or illness as a “REPORT ONLY”. *The FAMU First Report of Injury or Illness form* should be completed and forwarded to the Office of Human Resources – Employee Relations Section within 24 hours of reporting the injury.

Reporting Work-Related Injuries Off-Campus

If an employee sustains an injury while traveling on university business, he/she should seek treatment as deemed appropriate for the injury. This could range from self-treatment initially to treatment by emergency medical personnel or other medical professionals. If the injury is not life-threatening, OptaComp should be contacted for instructions to treat the injury or to file the injury as a “REPORT ONLY” for non-medically related injuries. The employee should contact their immediate supervisor or department representative to inform them of the injury. The FAMU First Report of Injury or Illness form should be completed and forward it to the Office of Human Resources – Employee Relations Section, upon the employee’s return to campus.

For additional questions on the reporting process for work-related injuries or illness or other workers’ compensation inquiries, please refer to the Florida A&M University Internal Operating Procedure HR3002 or contact the Office of Human Resources – Employee Relations Section at (850) 599-8727 or (850) 599-3611.

Links

Florida A&M University Internal Operating Procedure HR3002

FAMU First Report of Injury or Illness form

College Work-Study

FLORIDA A&M UNIVERSITY

Office of Financial Aid



Federal Work Study Employer Procedures

WHAT IS FEDERAL WORK-STUDY?

From a financial aid administrator's perspective: Federal Work-Study (FWS) is a need-based, federal financial aid program. Under this program, funds are given to participating colleges and universities to administer in accordance with the regulations and guidelines provided by the Congress of the United States and the Department of Education.

Each institution develops awarding criteria to award FWS funds to its students in a way that will best support those students who have documented financial need. Once FWS is awarded, the Office of Financial Aid must monitor all funds paid out and reconcile at the end of each fiscal year to report to the Department of Education.

From an employer's perspective: Federal Work-Study is a source of funding to pay student workers who are eligible for the program. Although it is a benefit to have this additional funding, it also requires additional work to comply with the Office of Financial Aid requirements for verifying eligibility and tracking employment.

HOW DOES FEDERAL WORK-STUDY WORK?

- Office of Financial Aid provides Workshop for prospective student employers beginning of Fall term
- Employer provides department representative and job posting information to the Office of Financial Aid
- Eligible students log into IRattler and search for jobs and apply
- Employer department representative verifies student eligibility, interviews and completes employment paperwork
- Student works
- Employer pays student bi-weekly using FWS fund and account
- Student receives payment
- Employer tracks students' earnings
- Office of Financial Aid monitors payments

THE HIRING PROCESS

1. The student logs in to their iRattler account and selects jobs they are interested in applying for. The Department Representative contacts the student for an interview.
2. The Department interviewer makes sure the student has the necessary qualifications for the specific job and will be available to work on the required days and the needed hours. If the interviewer is satisfied with the student's qualifications and availability, the student may be hired. If the interviewer is not satisfied with the student's suitability for a particular job, the student will not be hired for that job.
3. Once the student is hired, the department completes all necessary employment forms, including:
 - a. Collection of Employee's Social Security Number (signed and dated)
 - b. Personal Information Form (signed and dated)
 - c. Oath of Loyalty (notarized)
 - d. I-9 Form with the following documentation:
 - Copy of Social Security Card
 - Copy of Driver's License or Photo Identification Card
 - e. Direct Deposit Authorization Form (Mandatory)
 - f. Terms and Conditions of OPS Employment Form

NOTE: If supervisors put students to work without sending the employment forms to Human Resources, the students will not be able to be paid.

4. ***Federal guidelines prohibit students from working during scheduled class periods.*** The department should request a copy of each student's class schedule so that work schedules can be arranged. Do not allow students to work "whenever they want"--set specific hours for students to work. If a student reports for work early or stays late because a class has been cancelled, you must document that fact.
5. The financial aid award year for work-study purposes begins with the first day of the fall semester and ends the last day of the spring semester each year. All students are terminated from their FWS jobs effective the last day of the spring semester each year.

SUPERVISING STUDENT EMPLOYEES

*Each student should be assigned to a permanent supervisor. Normally, this is the person named on the Personnel Action Form. If the department assigns a supervisor, the person should oversee the student's work. Both the supervisor and the student should have a clear understanding about how records of time worked will be kept. **It is primarily the supervisor's responsibility to make sure that timekeeping records are accurate and are submitted for payment each pay period.***



The Office of Financial Aid

101 Foote Hilyer Administration Center

Tallahassee, Florida 32307-3200

Office: (850) 599-3730

Office Hours for Student Service:

Monday 9:00 am – 4:00 pm

Tuesday- Friday 8:30 am – 4:00 pm

Email: federalworkstudy@fam.u.edu

Corrective Action for Non-Compliance of OPS Hiring Process & Payroll Procedures

Overview:

The university expects that every department or work unit will exercise the greatest of care to accurately expend and prevent unauthorized or improper expenditures of its payroll funds. Departments or work units are responsible for maintaining adequate internal controls consistent with the guidelines and procedures outlined herein for the hiring of employees and the processing of payroll. When the greatest care is not exercised and the hiring process and payroll procedures are not adhered to, the university will take corrective action(s) to ensure that non-compliant employees become compliant.

Corrective Action(s)

The following details corrective actions:

- 1st Offense** – Letter of Counseling from the respective Vice President of the employee and repeat training of the OPS Hiring Process & Payroll Procedures.
- 2nd Offense**- Written reprimand.
- 3rd Offense**- Employee suspension.

APPENDIX 1 OPS Personnel Action Appointment Form

APPENDIX 2 Notice of Cessation of Employment Form & OPS Employee Clearance Form

APPENDIX 3 Recommendation for Graduate Assistant Appointment Form