



Managers Meeting

HR and Payroll Departments

Agenda

- HR Department updates
- Finance Department updates
- Reminders of the pay process and the deadlines
- New COS Form
- How to complete the COS form, examples, and what is required
- Other HR Reminders....
 - ▶ Offer Form
 - ▶ Deadlines to submit offer information for each NEO cohort
- On the horizon
- Key dates

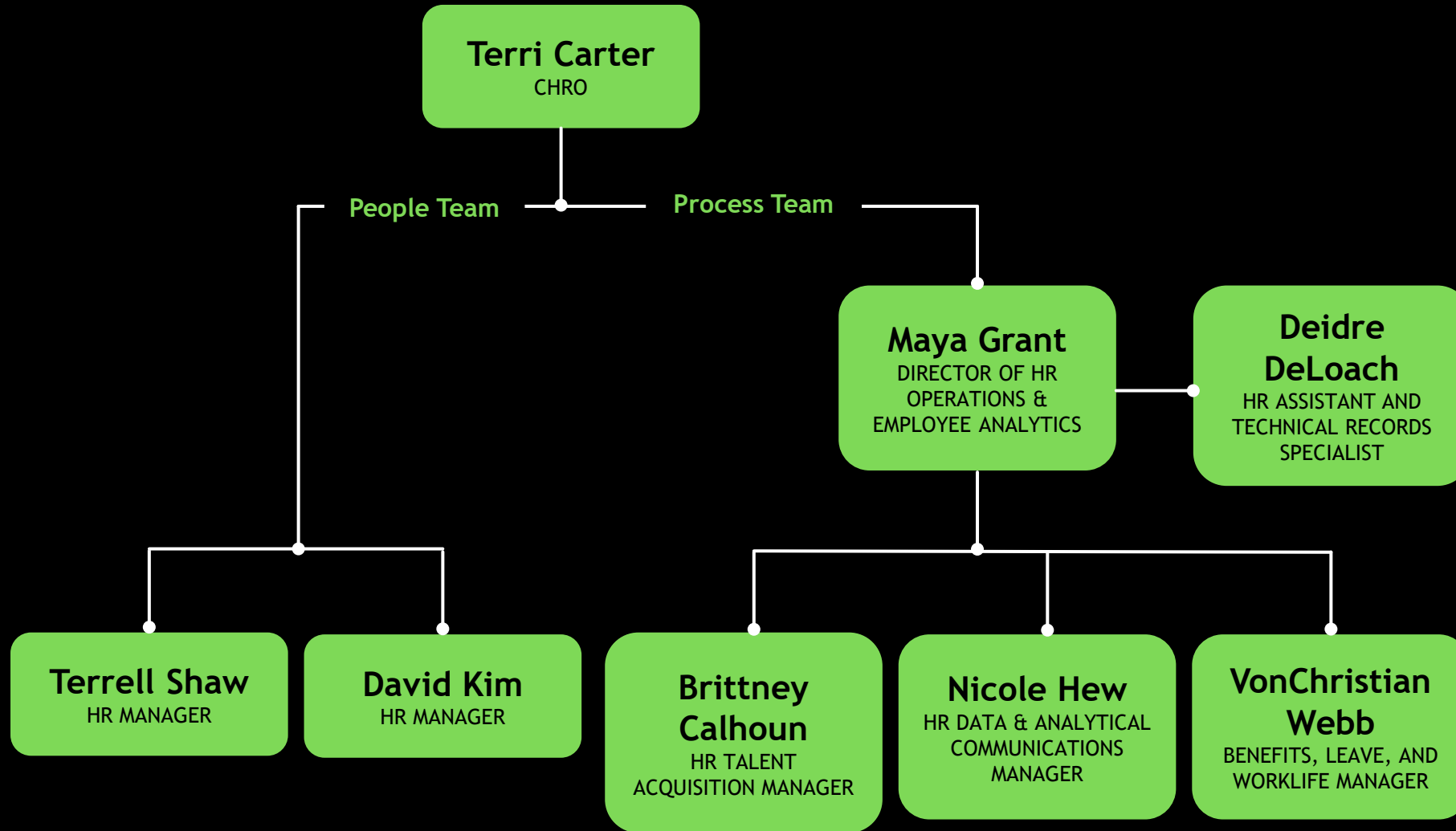
HR Team Design

- ▶ Restructured and built with a focus on Customer Service and accuracy
- ▶ Comprised of a community facing people team and backoffice HR process team
- ▶ Current design provide one direct point of contact for HR Related issues with a warm hand off to functional experts

HR Staffing Updates

- ▶ *Monica Ward and Aisha Coore are no longer with the organization*

LIFE UNIVERSITY HUMAN RESOURCES



MEET OUR TEAM

NEW TEAM MEMBERS!
(People Team)



Terri Carter
Chief Human
Resources Officer



David Kim
HR MANAGER



Terrell Shaw,
M.Ed., SHRM-CP
HR MANAGER

*The HR Managers will serve as the
primary points of contact for all HR
related issues.*



Deidre DeLoach,
BA
HR ASSISTANT AND TECHNICAL
RECORDS SPECIALIST

MEET OUR TEAM

(Process Team)



**Maya
Grant, M.S.**
DIRECTOR OF HR
OPERATIONS &
EMPLOYEE ANALYTICS



**Nicole
Hew**
HR DATA &
ANALYTICAL
COMMUNICATIONS
MANAGER



**Brittney
Calhoun, B.B.A.**
HR TALENT ACQUISITION
MANAGER



**VonChristian
Webb**
BENEFITS, LEAVE, AND
WORKLIFE MANAGER

HR Managers Department List

David Kim

david.kim@life.edu

- Athletics & Athletic Care
- Auxiliary Services
- Campus Recreation and Wellness
- Facilities
- Finance
- Financial Aid
- Grounds
- Housing & Residence Life
- Human Resources
- Information Technology
- Mail Room
- Public Safety
- Purchasing
- Student Accounting
- 30/60/90 Day Check-ins for all employees.

Terrell Shaw

terrell.shaw@life.edu

- Academic Learning Center
- Academics (CGUS, COC, COE)
- CETL & CEAL
- Chiropractic Research Center
- Disability Services
- Enrollment
- International Affairs
- Library
- Marketing
- Operations
- Post-Graduate/Alumni
- Public C-Hop
- Registrar
- Student Affairs
- University Advisement

UPDATES TO FINANCE DEPARTMENT

- ▶ Staffing changes
 - Resignation
 - New Staff
- ▶ Processing of transactions through DocuSign
 - Blanket Purchase Orders
 - Vouchers/ Invoices
- ▶ Implementing updating Ellucian/ Colleague
 - Implementing existing modules
 - Budget
 - Procurement

Payroll Processing Reminders

- ▶ Changes to the payroll are effective at the beginning of the pay period.
- ▶ Pay changes, pay components, etc., must be submitted to HR/Payroll the Friday prior to the upcoming payday.
- ▶ All approved stipends must be approved/ reapproved every 6 months
- ▶ Pay increases and stipends must be approved by the Finance department

Payroll Calendars

Year 2024 Pay Periods

Pay Period	From	To	Check Date	Insurance Month	FI Posting
1	12/25/2023	01/07/2024	01/12/2024	February	01/10/2024
2	01/08/2024	01/21/2024	01/26/2024		01/24/2024
3	01/22/2024	02/04/2024	02/09/2024	March	02/07/2024
4	02/05/2024	02/18/2024	02/23/2024		02/21/2024
5	02/19/2024	03/03/2024	03/08/2024	April	03/06/2024
6	03/04/2024	03/17/2024	03/22/2024		03/20/2024
7	03/18/2024	03/31/2024	04/05/2024	May	04/03/2024
8	04/01/2024	04/14/2024	04/19/2024		04/17/2024
9	04/15/2024	04/28/2024	05/03/2024	June	05/01/2024
10	04/29/2024	05/12/2024	05/17/2024		05/15/2024
11	05/13/2024	05/26/2024	05/31/2024	Free	05/29/2024
12	05/27/2024	06/09/2024	06/14/2024	July	06/12/2024
13	06/10/2024	06/23/2024	06/28/2024		06/26/2024
14	06/24/2024	07/07/2024	07/12/2024	August	07/10/2024
15	07/08/2024	07/21/2024	07/26/2024		07/24/2024
16	07/22/2024	08/04/2024	08/09/2024	September	08/07/2024
17	08/05/2024	08/18/2024	08/23/2024		08/21/2024
18	08/19/2024	09/01/2024	09/06/2024	October	09/04/2024
19	09/02/2024	09/15/2024	09/20/2024		09/18/2024
20	09/16/2024	09/29/2024	10/04/2024	November	10/02/2024
21	09/30/2024	10/13/2024	10/18/2024		10/16/2024
22	10/14/2024	10/27/2024	11/01/2024	December	*10/30/2024
23	10/28/2024	11/10/2024	11/15/2024		11/13/2024
24	11/11/2024	11/24/2024	11/29/2024	Free	11/27/2024
25	11/25/2024	12/08/2024	12/13/2024	January	12/11/2024
26	12/09/2024	12/22/2024	12/27/2024		12/25/2024

* Indicates payroll posting completed in a different month from payday.

Year 2025 Pay Periods

Pay Period	From	To	Check Date	Insurance Month	FI Posting
1	12/23/2024	01/05/2025	01/10/2025	February	01/08/2025
2	01/06/2025	01/19/2025	01/24/2025		01/22/2025
3	01/20/2025	02/02/2025	02/07/2025	March	02/05/2025
4	02/03/2025	02/16/2025	02/21/2025		02/19/2025
5	02/17/2025	03/02/2025	03/07/2025	April	03/05/2025
6	03/03/2025	03/16/2025	03/21/2025		03/19/2025
7	03/17/2025	03/30/2025	04/04/2025	May	04/02/2025
8	03/31/2025	04/13/2025	04/18/2025		04/16/2025
9	04/14/2025	04/27/2025	05/02/2025	June	*04/30/2025
10	04/28/2025	05/11/2025	05/16/2025		05/14/2025
11	05/12/2025	05/25/2025	05/30/2025	Free	05/28/2025
12	05/26/2025	06/08/2025	06/13/2025	July	06/11/2025
13	06/09/2025	06/22/2025	06/27/2025		06/25/2025
14	06/23/2025	07/06/2025	07/11/2025	August	07/09/2025
15	07/07/2025	07/20/2025	07/25/2025		07/23/2025
16	07/21/2025	08/03/2025	08/08/2025	September	08/06/2025
17	08/04/2025	08/17/2025	08/22/2025		08/20/2025
18	08/18/2025	08/31/2025	09/05/2025	October	09/03/2025
19	09/01/2025	09/14/2025	09/19/2025		09/17/2025
20	09/15/2025	09/28/2025	10/03/2025	November	10/01/2025
21	09/29/2025	10/12/2025	10/17/2025		10/15/2025
22	10/13/2025	10/26/2025	10/31/2025	Free	10/29/2025
23	10/27/2025	11/09/2025	11/14/2025	December	11/12/2025
24	11/10/2025	11/23/2025	11/28/2025		11/26/2025
25	11/24/2025	12/07/2025	12/12/2025	January	12/10/2025
26	12/08/2025	12/21/2025	12/26/2025		12/24/2025

* Indicates payroll posting completed in a different month from payday.

NEW COS FORMS

Includes Examples

New Form

EMPLOYEE INFORMATION			
Last Name:	First Name:	Middle Name:	Employee ID #:
Reason for Payroll Status Change (Check one of the following.)			
<input type="checkbox"/> Employee Status Change (Effective Date of Change: _____) <input type="checkbox"/> Update current position details. <input type="checkbox"/> Replace with new position. <input type="checkbox"/> Add position <i>in addition</i> to current position. <input type="checkbox"/> Stipend or Additional Payment(s)			

SECTION ONE. EMPLOYEE STATUS CHANGE INFORMATION: Select the checkboxes in the left column to indicate a change.					
TYPE OF CHANGE	OLD/CURRENT STATUS			NEW STATUS	
Job Title					
Dept. Name & Code					
Reporting Mgr. & Timekeeping Mgr.					
Job Type and Classification <i>If changing, must select a Job Type (Faculty, Staff, or Student) AND a Job Classification listed under each Job Type.</i>	<input type="checkbox"/> FACULTY	<input type="checkbox"/> Full-Time (L8H, 5250) <input type="checkbox"/> Adjunct (KS7, 5280)	<input type="checkbox"/> FACULTY	<input type="checkbox"/> Full-Time (L8H, 5250) <input type="checkbox"/> Adjunct (KS7, 5280)	
	<input type="checkbox"/> STAFF (L8H)	<input type="checkbox"/> FT Salaried Staff, Exempt <input type="checkbox"/> FT Hourly, Non-Exempt <input type="checkbox"/> PT Hourly, Non-Exempt <input type="checkbox"/> PT Help/Other (5850) <input type="checkbox"/> Temporary Staff (5860)	<input type="checkbox"/> STAFF (L8H)	<input type="checkbox"/> FT Salaried Staff, Exempt <input type="checkbox"/> FT Hourly, Non-Exempt <input type="checkbox"/> PT Hourly, Non-Exempt <input type="checkbox"/> PT Help/Other (5850) <input type="checkbox"/> Temporary Staff (5860)	
	<input type="checkbox"/> STUDENTS (VCN)	<input type="checkbox"/> Part-Time Student (5800) <input type="checkbox"/> Work Study (5790) <input type="checkbox"/> Com. Service WS (5780)	<input type="checkbox"/> STUDENTS (VCN)	<input type="checkbox"/> Part-Time Student (5800) <input type="checkbox"/> Work Study (5790) <input type="checkbox"/> Com. Service WS (5780)	
Salary Payrate	<input type="checkbox"/> \$ _____ Hourly (Non-Exempt only) <input type="checkbox"/> \$ _____ Annually (Exempt only)		<input type="checkbox"/> \$ _____ Hourly (Non-Exempt only) <input type="checkbox"/> \$ _____ Annually (Exempt only)		

SECTION TWO. STIPEND/ADDITIONAL PAYMENT(S) INFORMATION:				
Stipends and additional payments will be issued as a one-time payment or recurring payment. Payment effective dates must align with pay periods, and the end dates will match the last day of the final pay period. <i>Payments should not exceed six months and will need to be reapproved if continued payments are needed.</i>				
<input type="checkbox"/> One-Time Payment of \$ _____	Payment Effective / Start Date	Payment End Date	Dept. Name (for payment)	Dept. Code:
<input type="checkbox"/> Recurring Payment of \$ _____ / pay period				
Reason for Payment (Duties must exceed employee's current job description and be approved by Human Resources.)				

Requestor _____ Date _____

Finance _____ Date _____

Department Head _____ Date _____

Human Resources Director _____ Date _____

HR: Talent Acquisition Manager _____ Date _____

Example: Recurring Payment

LIFE University Life University
PAYROLL STATUS CHANGE FORM

EMPLOYEE INFORMATION				
Last Name: Hampton	First Name: Fred	Middle Name:	Employee ID #: 012345	
Reason for Payroll Status Change (Check one of the following.)				
<input type="checkbox"/> Employee Status Change (Effective Date of Change: _____) <input type="checkbox"/> Update current position details. <input type="checkbox"/> Replace with new position. <input type="checkbox"/> Add position <i>in addition</i> to current position.				
<input checked="" type="checkbox"/> Stipend or Additional Payment(s)				
SECTION ONE. EMPLOYEE STATUS CHANGE INFORMATION: Select the checkboxes in the left column to indicate a change.				
TYPE OF CHANGE	OLD/CURRENT STATUS		NEW STATUS	
Job Title				
Dept. Name & Code				
Reporting Mgr. & Timekeeping Mgr.				
Job Type and Classification <i>If changing, must select a Job Type (Faculty, Staff, or Student) AND a Job Classification listed under each Job Type.</i>	<input type="checkbox"/> FACULTY	<input type="checkbox"/> Full-Time (L8H, 5250) <input type="checkbox"/> Adjunct (KS7, 5280)	<input type="checkbox"/> FACULTY	<input type="checkbox"/> Full-Time (L8H, 5250) <input type="checkbox"/> Adjunct (KS7, 5280)
	<input type="checkbox"/> STAFF (L8H)	<input type="checkbox"/> FT Salaried Staff, Exempt <input type="checkbox"/> FT Hourly, Non-Exempt <input type="checkbox"/> PT Hourly, Non-Exempt <input type="checkbox"/> PT Help/Other (5850) <input type="checkbox"/> Temporary Staff (5860)	<input type="checkbox"/> STAFF (L8H)	<input type="checkbox"/> FT Salaried Staff, Exempt <input type="checkbox"/> FT Hourly, Non-Exempt <input type="checkbox"/> PT Hourly, Non-Exempt <input type="checkbox"/> PT Help/Other (5850) <input type="checkbox"/> Temporary Staff (5860)
	<input type="checkbox"/> STUDENTS (VCN)	<input type="checkbox"/> Part-Time Student (5800) <input type="checkbox"/> Work Study (5790) <input type="checkbox"/> Com. Service WS (5780)	<input type="checkbox"/> STUDENTS (VCN)	<input type="checkbox"/> Part-Time Student (5800) <input type="checkbox"/> Work Study (5790) <input type="checkbox"/> Com. Service WS (5780)
Salary Payrate	<input type="checkbox"/> \$ _____ Hourly (Non-Exempt only) <input type="checkbox"/> \$ _____ Annually (Exempt only)		<input type="checkbox"/> \$ _____ Hourly (Non-Exempt only) <input type="checkbox"/> \$ _____ Annually (Exempt only)	
SECTION TWO. STIPEND/ADDITIONAL PAYMENT(S) INFORMATION:				
Stipends and additional payments will be issued as a one-time payment or recurring payment. Payment effective dates must align with pay periods, and the end dates will match the last day of the final pay period. <i>Payments should not exceed six months and will need to be reapproved if continued payments are needed.</i>				
<input type="checkbox"/> One-Time Payment of \$ _____	Payment Effective / Start Date	Payment End Date	Dept. Name (for payment)	Dept. Code:
<input checked="" type="checkbox"/> Recurring Payment of \$ 250 / pay period	08/19/2024	11/10/2024	Human Resources	1234
Reason for Payment (Duties must exceed employee's current job description and be approved by Human Resources.) Stipend for additional security responsibilities for Human Resource department.				

Payment Start Date:

- Beginning of Pay Period.
- Payout date will coincide with payroll calendar.

Payment End Date:

- Last day in the pay period for the final payment.

Example: Fred Hampton

- **Payment Start Date: 08/19/2024**
- **Payment End Date: 11/10/2024**
- **First paycheck with payment: 09/06/2024**
- **Final paycheck with payment: 11/15/2024**
- **Total Payments: 6**
- **Total Payout: \$1500**

Payment Examples Continued

Recurring Payment

SECTION TWO. STIPEND/ADDITIONAL PAYMENT(S) INFORMATION:				
Stipends and additional payments will be issued as a one-time payment or recurring payment. Payment effective dates must align with pay periods, and the end dates will match the last day of the final pay period. <i>Payments should not exceed six months and will need to be reapproved if continued payments are needed.</i>				
<input type="checkbox"/> One-Time Payment of \$ _____	<i>Payment Effective / Start Date</i>	<i>Payment End Date</i>	<i>Dept. Name (for payment)</i>	<i>Dept. Code:</i>
<input checked="" type="checkbox"/> Recurring Payment of \$ <u>250</u> / pay period	08/19/2024	11/10/2024	Human Resources	1234
Reason for Payment (<i>Duties must exceed employee's current job description and be approved by Human Resources.</i>)				
Stipend for additional security responsibilities for Human Resource department.				

One-Time Payment

SECTION TWO. STIPEND/ADDITIONAL PAYMENT(S) INFORMATION:				
Stipends and additional payments will be issued as a one-time payment or recurring payment. Payment effective dates must align with pay periods, and the end dates will match the last day of the final pay period. <i>Payments should not exceed six months and will need to be reapproved if continued payments are needed.</i>				
<input checked="" type="checkbox"/> One-Time Payment of \$ <u>123.00</u>	<i>Payment Effective / Start Date</i>	<i>Payment End Date</i>	<i>Dept. Name (for payment)</i>	<i>Dept. Code:</i>
<input type="checkbox"/> Recurring Payment of \$ _____ / pay period	11/25/2024		Walt Disney World	123456
Reason for Payment (<i>Duties must exceed employee's current job description and be approved by Human Resources.</i>)				
Mickey Mouse participated in the Thanksgiving Day Parade in Disney World.				

Example: Employee Status Change Promotion, Title Change, etc.

EMPLOYEE INFORMATION				
Last Name: Doe	First Name: Jane	Middle Name: Elizabeth	Employee ID #: 0123456	
Reason for Payroll Status Change (Check one of the following.)				
<input checked="" type="checkbox"/> Employee Status Change (Effective Date of Change: <u>09/16/2024</u>)				
<input checked="" type="checkbox"/> Update current position details. <input type="checkbox"/> Replace with new position. <input type="checkbox"/> Add position <i>in addition</i> to current position.				
<input type="checkbox"/> Stipend or Additional Payment(s)				
SECTION ONE. EMPLOYEE STATUS CHANGE INFORMATION: Select the checkboxes in the left column to indicate a change.				
TYPE OF CHANGE	OLD/CURRENT STATUS		NEW STATUS	
<input checked="" type="checkbox"/> Job Title	Junior Staff Member		Lead Staff Member	
Dept. Name & Code				
Reporting Mgr. & Timekeeping Mgr.				
Job Type and Classification If changing, must select a Job Type (Faculty, Staff, or Student) AND a Job Classification listed under each Job Type.	<input type="checkbox"/> FACULTY	<input type="checkbox"/> Full-Time (L8H, 5250) <input type="checkbox"/> Adjunct (KS7, 5280)	<input type="checkbox"/> FACULTY	<input type="checkbox"/> Full-Time (L8H, 5250) <input type="checkbox"/> Adjunct (KS7, 5280)
	<input type="checkbox"/> STAFF (L8H)	<input type="checkbox"/> FT Salaried Staff, Exempt <input type="checkbox"/> FT Hourly, Non-Exempt <input type="checkbox"/> PT Hourly, Non-Exempt <input type="checkbox"/> PT Help/Other (5850) <input type="checkbox"/> Temporary Staff (5860)	<input type="checkbox"/> STAFF (L8H)	<input type="checkbox"/> FT Salaried Staff, Exempt <input type="checkbox"/> FT Hourly, Non-Exempt <input type="checkbox"/> PT Hourly, Non-Exempt <input type="checkbox"/> PT Help/Other (5850) <input type="checkbox"/> Temporary Staff (5860)
	<input type="checkbox"/> STUDENTS (VCN)	<input type="checkbox"/> Part-Time Student (5800) <input type="checkbox"/> Work Study (5790) <input type="checkbox"/> Com. Service WS (5780)	<input type="checkbox"/> STUDENTS (VCN)	<input type="checkbox"/> Part-Time Student (5800) <input type="checkbox"/> Work Study (5790) <input type="checkbox"/> Com. Service WS (5780)
<input checked="" type="checkbox"/> Salary Payrate	<input checked="" type="checkbox"/> \$ <u>19.25</u> Hourly (Non-Exempt only) <input type="checkbox"/> \$ _____ Annually (Exempt only)		<input checked="" type="checkbox"/> \$ <u>22.50</u> Hourly (Non-Exempt only) <input type="checkbox"/> \$ _____ Annually (Exempt only)	

Effective date only start of a pay period.

Normal changes to the employee's information.

Only check what you need to change, such as a title change, or a salary increase.

Example: Employee Status Change Transfer



Life University
PAYROLL STATUS CHANGE FORM

EMPLOYEE INFORMATION			
Last Name: Doe (EXAMPLE)	First Name: John (EXAMPLE)	Middle Name: Wayne	Employee ID #: 0123456
Reason for Payroll Status Change (Check one of the following.)			
<input checked="" type="checkbox"/> Employee Status Change (Effective Date of Change: <u>09/16/2024</u>) <input type="checkbox"/> Update current position details. <input checked="" type="checkbox"/> Replace with new position. <input type="checkbox"/> Add position <i>in addition</i> to current position. <input type="checkbox"/> Stipend or Additional Payment(s)			

SECTION ONE. EMPLOYEE STATUS CHANGE INFORMATION: Select the checkboxes in the left column to indicate a change.				
TYPE OF CHANGE	OLD/CURRENT STATUS		NEW STATUS	
<input checked="" type="checkbox"/> Job Title	Faculty Member (TRANSFER EXAMPLE)		HR Assistant (TRANSFER EXAMPLE)	
<input checked="" type="checkbox"/> Dept. Name & Code	CGUS	1234	Human Resources	1234
<input checked="" type="checkbox"/> Reporting Mgr. & Timekeeping Mgr.	Fred Hampton	Fred Hampton	Terri Carter	Maya Grant
<input checked="" type="checkbox"/> Job Type and Classification <small>If changing, must select a Job Type (Faculty, Staff, or Student) AND a Job Classification listed under each Job Type.</small>	<input checked="" type="checkbox"/> FACULTY <input type="checkbox"/> STAFF (L8H) <input type="checkbox"/> STUDENTS (VCN)	<input checked="" type="checkbox"/> Full-Time (L8H, 5250) <input type="checkbox"/> Adjunct (KS7, 5280) <input type="checkbox"/> FT Salaried Staff, Exempt <input type="checkbox"/> FT Hourly, Non-Exempt <input type="checkbox"/> PT Hourly, Non-Exempt <input type="checkbox"/> PT Help/Other (5850) <input type="checkbox"/> Temporary Staff (5860) <input type="checkbox"/> Part-Time Student (5800) <input type="checkbox"/> Work Study (5790) <input type="checkbox"/> Com. Service WS (5780)	<input type="checkbox"/> FACULTY <input checked="" type="checkbox"/> STAFF (L8H) <input type="checkbox"/> STUDENTS (VCN)	<input type="checkbox"/> Full-Time (L8H, 5250) <input type="checkbox"/> Adjunct (KS7, 5280) <input type="checkbox"/> FT Salaried Staff, Exempt <input checked="" type="checkbox"/> FT Hourly, Non-Exempt <input type="checkbox"/> PT Hourly, Non-Exempt <input type="checkbox"/> PT Help/Other (5850) <input type="checkbox"/> Temporary Staff (5860) <input type="checkbox"/> Part-Time Student (5800) <input type="checkbox"/> Work Study (5790) <input type="checkbox"/> Com. Service WS (5780)
<input checked="" type="checkbox"/> Salary Payrate	<input type="checkbox"/> \$ _____ Hourly (Non-Exempt only) <input checked="" type="checkbox"/> \$ <u>12,345.00</u> Annually (Exempt only)		<input checked="" type="checkbox"/> \$ <u>123.45</u> Hourly (Non-Exempt only) <input type="checkbox"/> \$ _____ Annually (Exempt only)	

- Confirm transfer information with HR ***prior*** to notifying employee and completing the form.
- Insert the information about their previous position.
- Fill out ALL details of their new position.

Example: Employee Status Change Additional Position



Life University
PAYROLL STATUS CHANGE FORM

EMPLOYEE INFORMATION			
Last Name: Student (EXAMPLE)	First Name: Sally	Middle Name:	Employee ID #: 123456
Reason for Payroll Status Change (Check one of the following.)			
<input checked="" type="checkbox"/> Employee Status Change (Effective Date of Change: <u>10/14/2024</u>) <input type="checkbox"/> Update current position details. <input type="checkbox"/> Replace with new position. <input checked="" type="checkbox"/> Add position <i>in addition</i> to current position.			
<input type="checkbox"/> Stipend or Additional Payment(s)			

SECTION ONE. EMPLOYEE STATUS CHANGE INFORMATION: Select the checkboxes in the left column to indicate a change.			
TYPE OF CHANGE	OLD/CURRENT STATUS		NEW STATUS
Job Title			Student Orientation Leader
Dept. Name & Code			Orientation 123456
Reporting Mgr. & Timekeeping Mgr.			Marty Manager Marty Manager
Job Type and Classification <i>If changing, must select a Job Type (Faculty, Staff, or Student) AND a Job Classification listed under each Job Type.</i>	<input type="checkbox"/> FACULTY	<input type="checkbox"/> Full-Time (L8H, 5250) <input type="checkbox"/> Adjunct (KS7, 5280)	<input type="checkbox"/> FACULTY <input type="checkbox"/> Full-Time (L8H, 5250) <input type="checkbox"/> Adjunct (KS7, 5280)
	<input type="checkbox"/> STAFF (L8H)	<input type="checkbox"/> FT Salaried Staff, Exempt <input type="checkbox"/> FT Hourly, Non-Exempt <input type="checkbox"/> PT Hourly, Non-Exempt <input type="checkbox"/> PT Help/Other (5850) <input type="checkbox"/> Temporary Staff (5860)	<input type="checkbox"/> STAFF (L8H) <input type="checkbox"/> FT Salaried Staff, Exempt <input type="checkbox"/> FT Hourly, Non-Exempt <input type="checkbox"/> PT Hourly, Non-Exempt <input type="checkbox"/> PT Help/Other (5850) <input type="checkbox"/> Temporary Staff (5860)
	<input type="checkbox"/> STUDENTS (VCN)	<input type="checkbox"/> Part-Time Student (5800) <input type="checkbox"/> Work Study (5790) <input type="checkbox"/> Com. Service WS (5780)	<input checked="" type="checkbox"/> STUDENTS (VCN) <input checked="" type="checkbox"/> Part-Time Student (5800) <input type="checkbox"/> Work Study (5790) <input type="checkbox"/> Com. Service WS (5780)
Salary Payrate	<input type="checkbox"/> \$ _____ Hourly (Non-Exempt only) <input type="checkbox"/> \$ _____ Annually (Exempt only)		<input checked="" type="checkbox"/> \$ <u>10.00</u> Hourly (Non-Exempt only) <input type="checkbox"/> \$ _____ Annually (Exempt only)

New position in addition to current position.

The original position would not be removed.

This is step is used frequently with students and staff members who are also teaching adjunct.

IMPORTANT TO REMEMBER!

Dates on the change of status form must be the same as the effective date on the change of status form and the beginning of the pay period

Pay changes, pay components, etc., must be submitted to HR/Payroll the Friday prior to the upcoming payday!

Please note that there will be no exceptions to any request for pay, timecard reconciliations or stipends. Any requests received after this day will unfortunately be processed on the next payroll.

Offer Process Reminders

New Hire Offer Information

- ▶ Brittney Calhoun, our HR Talent Acquisition Manager, will be your main point of contact for the offer process.
- ▶ As a reminder, no hiring managers are allowed to make offers on HR's behalf. Candidates should not be notified of selection, only that the Human Resources team will reach out if they are chosen to receive an offer for the position.
- ▶ Offer Form: <https://forms.office.com/r/m5VcdiVCp8>
 - ▶ We've created a simple Offer and Onboarding Request Form. This form is used to collect important information for our team to be able to extend your offer. Your offer will not be extended until the form is complete.
 - ▶ Questions include: Candidate's Name, Job Title, Salary Amount, etc.
- ▶ **Offer deadlines discussed on the next slide!**

Offer Deadlines

- ▶ We will be publishing a full calendar that lists each of these dates.
- ▶ New Hire Orientation will be scheduled for the beginning of each pay period.
- ▶ Here is a chart that lists the deadlines to submit offer information for each New Hire Orientation cohort. This allows for 14 business days for offer acceptance, negotiation, and onboarding.
- ▶ New Hire Faculty members (Full-time and Adjunct) will be required to attend the scheduled New Hire Orientation prior to the start of Week 0.

Deadline for Offer Information	New Hire Orientation (NHO) Date
August 2 nd	August 19 th
August 9 th	August 26 th
August 29 th	September 16 th
September 13th	September 30 th
September 27 th	October 14 th
October 11 th	October 28 th
October 25 th	November 11 th

September 13th - Deadline for Faculty onboarding for the Fall Quarter.

We are finalizing the deadlines and start dates for the end of the year.

On the Horizon

Good things that are on the way!

New Payroll/HRIS System

We are pleased to announce that we have selected Paycom as our new Payroll/HRIS System.

We will begin implementation soon with hopes of processing our first payroll in December using the system.

Aside from its ease of use, Paycom has features that will CERTAINLY ensure accuracy before processing!!!!

[Beti Demo Video \(paycom.com\)](https://paycom.com)

Key Dates

Key Dates

- ▶ Grand opening of the Office of Employee Engagement- August 29th
 - ▶ Representatives of the ISO clinic will be onsite to discuss new programming.
 - ▶ Jermaine Alexander will be onsite to sign you up to participate in the “Fall Into Fitness Program” (Jermaine.alexander@life.edu)
 - ▶ Food, Fun, and Games!!!
 - ▶ Meet the entire HR Team in person
 - ▶ Learn about our new programs and future “lunch and learn” initiatives
 - ▶ Free onsite Farmers Market
- ▶ Paycom Launch- Implementation phase September 2024/ first payroll scheduled in December
- ▶ Director’s Level Training- October 2024
- ▶ Breast Cancer Awareness Month- October 2024
 - ▶ Onsite Mammography

QUESTIONS?

