

MEMORANDUM

TO: Personnel Specialist

FROM: Frieda Beat

HR Contact: Human Resources, Payroll & Employee Data Liaison, 785-532-6277

DATE: January 8, 2010

RE: Important Personnel Transaction Processing Reminders

Please submit personnel transactions with all required documents to Division of Human Resources. Listed below are some of the items missing or not completed correctly that will delay processing and sometimes delay paychecks. If you have questions please do not hesitate to contact our office.

Social Security Card or a receipt is required for all new hires

When the SSN is used as a required document for Form I-9 purposes, you will have met the payroll requirement. However, if the SSN is not used in the Form I-9 process our office still requires a copy of the Social Security card or receipt.

Note: Foreign employees whose social security card indicates "Valid for Work Only with INS Authorization" cannot use this for Form I-9 purposes but it can be used for payroll purposes.

Background Check

For classified, unclassified or graduate students requiring a background check a copy of the email approving the background check must be attached to the appointment papers. Further information may be found at <http://www.k-state.edu/hr/backgrdcheck.htm>.

Form I-9 requirements

The current version of the Employment Eligibility Verification Form I-9 can be found on our website.

Section 1 of the Form I-9 is to be completed and signed by the employee no later than the first day of work. For example if someone is hired 1-11-10 the date on the Form I-9 should be 1-11-10 or earlier.

Section 2 of the Form I-9 is to be completed by the Employer within three days of the hire. For rehires, with a break in service of more than 30 days, Section 3 of Form I-9 needs to be completed or a new Form I-9 submitted. For work permit renewals on foreign employees a Form I-9 is also required.

Under Section 2, if the employee provides a valid document under one list there should be no documents listed under the other lists. For example, if an employee provides documents for List B & C, there should be no documents listed under list A or vice versa.

For more detailed instructions refer to <http://www.k-state.edu/hr/ped/compI-9.html>.

Faculty and GTA Spoken English Competency Assessment Sheet (PER-20)

The Per-20 is required for all new faculty appointments. It is required for new GTA's if their first language is not English. For GTA's both a score is required as well as signatures from the appropriate representatives. Please refer to the instructions included with the PER-20.

K-State eID – New Employee Registration

New employees (excluding student employees) need to create a K-State eID (K-State user name). Note: Undergraduate and graduate students need a K-State eID to enroll and will have an eID prior to being hired as a student employee. Please do not have student employees create another eID.

K-State eID – Granting Privileges

After the new employee creates a K-State eID, the department personnel specialists will need to grant the employee privileges to activate their e-mail account. If privileges are not granted prior to being hired in HRIS, an e-mail account will not be established prior to being hired in HRIS.

K-State eID Instructions/Information: <http://www.k-state.edu/hr/eid.html>

Federal and State Tax Withholding (W-4, K-4)

Employees may update their federal and State of Kansas marital status and withholding allowances for tax purposes in Employee Self Service.

Employees who have tax withheld for a state other than Kansas will not be able to update the State portion in Employee Self-Service. These employees will need to contact the Payroll office at (785) 532-6277 for additional instructions. Employees with non-resident alien status will continue to submit W-4 or K-4 paper forms.

Current Forms

For the most current versions of all personnel transaction forms and attachments please refer to our forms page <http://www.k-state.edu/hr/forms/>.

End of Term Appointments

The termination of an unclassified employee who has a term contract with an end date is not an automated process in HRIS. Departments must submit a Change or Separation Form (PER-39) to terminate any employee with benefits. The only employees terminated through the automatic termination process are hourly students, graduate students and non-benefit eligible temporary classified and unclassified employees. For information on how to verify those employees with End of Temporary Appointment dates, please refer to <http://www.k-state.edu/hr/hris/hris-reports.html#pay>. For information on the Appointment End Date and how it works, please refer to http://www.k-state.edu/hr/hris/Appointment_End_Date.pdf.

Hourly Student Cleanup

Personnel specialists may want to consider terminating hourly students that haven't reported hours for several months. As long as students remain active in HRIS they continue to have time sheets created and appear on reports. The easy way to terminate a student is to insert an appointment end date in HRIS. No paperwork needed! For instructions please refer to http://www.k-state.edu/hr/hris/Appointment_End_Date.pdf. HRIS currently has several hundred active students that have not reported hours in many months. Your housekeeping efforts would be greatly appreciated and your reports will be cleaner too.