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Welcome TMC

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

TALENT MANAGEMENT COORDINATOR TRAINING PLAN

Training	Progress	Resources
Introduction to the HR Administrative Client Services Team!		Chelsea Henson
Intro Meeting with Sr. HR Administrative Client Services Director		Lila Asante-Appiah
Set-up workspace/e-mail/voicemail		Self
Order Business Cards		Brittany Thompson-Johnson
Review TMC Binder/Org Charts		Self
Accelerate Courses		Self
WSU HR Fundamentals 7/22/14 10:00-11:00 am C&IT Trailer – Lab 1		Mary Earhart
Banner Navigation 7/23/14 9:00 am -12:00 pm * C&IT Trailer – Lab 1		Les Nolan
AppXtender 7/24/14 1:00-2:00 pm C&IT Trailer – Lab 1		Les Nolan
COGNOS Reporting 7/24/14 2:00-4:00 pm C&IT Trailer – Lab 1		Les Nolan
TMC Job Shadowing		Chelsea Henson
Recall Process		Chelsea Henson
OISS Process		Chelsea Henson

Human Resources Client Services
HR Consultant/Core Team Assignments

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HR Consultant/Core Team Assignments

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Revised 07/07/14

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Wayne State University Voicemail Instructions

You may access the voice mail system 24 hours a day, 7 days a week, from any touch-tone phone in the world. Once you're familiar with the system prompts, you may override them by pressing a touch-tone command.

Set up a new mailbox

To set up a new mailbox, follow the steps below. Listen carefully to the system prompts.

1. You must FIRST submit a Telephone Service Request (TSR) and obtain a temporary PIN (password). This PIN will allow you to complete self-enrollment and begin accessing voicemail messages. When you submit your TSR, **select the checkbox for Reset Voicemail Security Code-New User**. IT Customer Services Help Desk will contact you with your temporary PIN. After you receive your temporary PIN, you may continue with the self-enrollment process.
2. Dial the voice mail access number (**7-3456 or 313-577-3456**).
3. Press **# (pound)** to access mailbox login
4. Enter your 5 digit mailbox number (ID), press **# (pound).**
5. Enter the temporary PIN (password) obtained in step 1, press **# (pound)**
6. Enter a **new security code** then press **#**. *(Use 0-9; your code may be 5 - 10 digits long.)*
7. Enter the new security code again, and then press **#.**
8. Follow the prompts to record a **mailbox name** *(for example, your name and department)*
9. Follow the prompts to record a **personal greeting** *(for example, "Hello, this is Jane Smith...").*
10. At this point, you should hear "You have finished the enrollment process".
11. Hang up the phone.

It is important to follow the auto enrollment processes until the end. If the enrollment process is incomplete, the next time you access voicemail you will be sent through the enrollment process again until it is fully completed.

Access your mailbox

Access your voice mailbox - Externally

1. Call 313-577-3456. When the system answers, press **# (pound).**
2. Enter your mailbox extension number, and press **#.**
3. Enter your PIN (password) and press **#.**

Access your voicemail – internally

1. Call 7-3456. When the system answers, press **# (pound)**.
2. Enter your 5 digit mailbox number and press **#.**
3. Enter your PIN (password) and press **#.**

Listen to new messages

1. Access the Voicemail system (7-3456 or 313-577-3456)
   The system will announce the number of new messages and play them. While listening, you may:

- **B**ack up – press **2**
- **B**ack up to the **b**eginning - press **22**
- **G**o forward - press **4**
- Obtain time and date of the message - press **9**

2. After listening to the message, do one of the following:

- **E**rase message - press **3**
- **S**ave message - press **7**

3. To listen to additional messages, at the main menu prompt, press **5**.
4. To listen to saved messages, at the main menu prompt, press **3.**
5. Hang up to exit voicemail system

Change your greeting

You may change your greeting as often as you like. IT Customer Services recommends that your greeting be changed on a daily basis. However, if that is not convenient it should definitely be changed when you will be away from the office (example, on vacation).

Record a standard greeting

1. Access your mailbox (7-3456 or 313-577-3456)
2. At the Main menu, press **4** to Change **Setup Options**.
3. Press **1** to change **Greetings**.
4. Voicemail will play your current greeting.
5. To rerecord your **Standard Greeting**, press **1**.
6. After the tone, record your new greeting.
7. To end recording, press **#**.
8. The system will then play your new greeting, if you are satisfied with the new recorded greeting, press **#**.
9. To exit mailbox, hang up or press *

An Alternate (Extended Absence) Greeting may be used when you will be on vacation and would like to block messages.

To Turn on Alternate or Extended Absence Greeting

Alternate or Extended Absence Greeting will not allow messages to be left in your mailbox.

1. Access your mailbox (7-3456 or 313-577-3456).
2. At the Main menu, press **4** to change **Setup Options**.
3. Press **1** for **Greetings.**
4. Press **3** to edit **Other Greetings.**
5. Press **3** to re-record your **Alternate Greeting** (Extended Absence)
6. Press **1** to record a customized Alternate (Extended Absence) Greeting
7. Press **#** when you finish recording your **Alternate** (Extended Absence) **Greeting**
8. Press **3** to turn the **Alternate Greeting ON**
9. Press **#** to leave it on indefinitely.
10. Press **1** if you would like to **set a date** for the system to turn it on and off.
11. To exit mailbox, hang up.

When you return from vacation, **you must activate your Standard greeting and remove the Alternate (Extended Absence) greeting.**

To Turn Off Alternate or Extended Absence Greeting

1. Access your mailbox (7-3456 or 313-577-3456).
2. At the Main menu, press **4** for **Setup Options**.
3. Press **1** for **Greetings**.
4. Press **2** to turn **OFF** Alternate (Extended Absence) Greeting.
5. **Standard Greeting** will activate.
6. Press ***.**
7. Hang up.

Change your mailbox name

Your mailbox name announces the user of the mailbox, for example, *"Jane Smith, Education."* When retrieving messages, users hear your mailbox name before they hear your message. The mailbox name also plays when someone sends a quick message.

1. Access your mailbox (7-3456 or 313-577-3456).
2. At the Main menu, press **4** for **Setup Options**.
3. Press **3** for **Preferences**.
4. Press **2** for **Recorded Name**.
5. Follow the prompts to record your name.
6. To end recording, press **#**.

Change your security code (Password/PIN)

When the individual using a voice mailbox leaves the department or is no longer using a mailbox, IT Customer Services recommends you change the security code. If you do not know the current security code, fill out a Telephone Service Request form and select the checkbox for the voicemail security code to be reset. After you submit the TSR form, the IT Customer Services Helpdesk will contact you with your temporary PIN.

1. Access your mailbox (7-3456 or 313-577-3456).
2. At the Main menu, Press **4** (**Setup Options**)
3. Press **3** (**Preferences**)
4. Press **1** (PIN)
5. When prompted, enter your new security code (PIN) and press **#**. Use digits 0 through 9. Your password (PIN) must contain a minimum of 5 digits

Quick message

To leave someone a voice mail message, it is not necessary to call their telephone number and wait to hear their greeting.

1. Access your mailbox (7-3456 or 313-577-3456).
2. Press **6** to **Send a Message.**
3. After the tone record your message. To pause or resume recording, press 8.
4. To end recording press **#**
5. Enter the desired **Mailbox Number** (the last 5 digits of the phone number). Listen for the mailbox name, press **#.**
6. Confirm the extension, press **#**
7. To stop adding names, press **#**.
8. Send the message, press **#**
9. Hang up

Forward a Voicemail Message to another User's Mailbox

To forward a message that someone has left for you to another voicemail box:

1. After listening to the message you would like to forward, press 1 3.
2. System will prompt you to record Intro Greeting. Press # when finished.
3. Enter the desired mailbox number (5 digit extension).
4. System will read back the extension entered, to confirm press #
5. Continue adding recipient's extensions until list is complete and then press #.
6. Press # to send the forwarded message.
7. Hang up.

__Important Note__: Messages can only be forwarded internally to other users of the voicemail system. External forwarding of messages is restricted.

Voicemail Defaults

- Maximum greeting length = 90 Seconds (1 ½ minute)
- Maximum message length that someone can leave in your voicemail box = 5 minutes
- Maximum storage of messages that can be left in your voicemail box = 60 minutes
- Maximum number of days that messages are kept (messages that you have not listened to) = 29 days
- Maximum number of days that saved messages are kept (messages you have listened to) 22 days
- You will be forced to change your security code every **90** days.

To manage the voice mail system's memory capacity, new messages (those that are not listened to) are purged (erased) from the system **21** days from the date they are received. If you save messages, they are erased from the system **14** days from the date you saved them. Delete any unnecessary messages on a regular basis. Saved messages kept longer than 14 days take up needless space in your mailbox since you are only allowed 60 minutes messages total in your mailbox, including saved messages.

OPTIONS AVAILABLE WHEN LISTENING TO A MESSAGE

ACTION	PRESS KEY	VOICE COMMAND
Rewind Part of Message	2	No voice command option. Switch to touch tone or repeat the entire message by saying "Repeat"
Repeat Entire Message	22	"Repeat"
Delete Message	3	"Delete"
Skip Message	5	"Skip Forward"
Mark Message as NEW	6	"Mark New"
Save or Restore as Saved Message	7	"Save"
Forward Message	1 3	"Forward"
Play Previous Message	1 5	"Previous"
Reply to Message	1 7	"Reply"
Cancel Playing Messages	*	"Cancel"

OPTIONS AVAILABLE AFTER LEAVING A MESSAGE

ACTION	PRESS KEY	VOICE COMMAND
Send Message	# or Hang Up	"Send a message to <extension number>"*
Mark Urgent	1	"Set Urgent"
Mark Private	2	"Set Private"
Play Message (Review)	3	"Review Message"
Re-Record Message	4	"Change Recording"
Add to Message	5	No voice command option. Switch to touch tone or re-record the message by saying "Change Recording"
Discard Message	6	"Cancel"

MAIN MENU OPTIONS AVAILABLE

ACTION	PRESS KEY	VOICE COMMAND
Review Messages (Saved & Deleted)	3	"Play Saved Messages" *or* "Play Deleted Messages"
Change Set Up Options	4	"Setup Options" *This command switches to phone keypad input. To switch back, keep pressing * until you hear* "Touchtone Conversation"
Hear New Messages	5	"Play New Messages"
Send a Message	6	"Send a Message to <extension number>*"
Exit	9	"End Call" *or* "Goodbye"
Repeat Menu	#	"Repeat"
Main Menu Help	0	"Help"

WAYNE STATE

TMC Workflow

Pre-OHS:

1. Create Position Numbers from PAR request

OHS:

1. Check SHL for recall eligibility
2. Post Jobs (FBO – Needs Req Approval Form)
3. Send HM/BAO – login credentials
   Business Affairs Officer
4. HR Screen (rep) – Seniority/Performance (HRA)
5. Disposition Candidates
6. Add hiring memo
7. Add disqualification memo
8. Send P&A disqualification letters
9. Add post-hire details
10. Close Req
11. Update Report

Sourcing/Selection Process:

1. HM Intake – Formulate Recruitment Strategy
2. Post jobs externally
3. Source on social media sites/job boards
4. Consult with HM to compile e-mail/phone screen/ interview questions

Sourcing/Selection Process Cont'd:

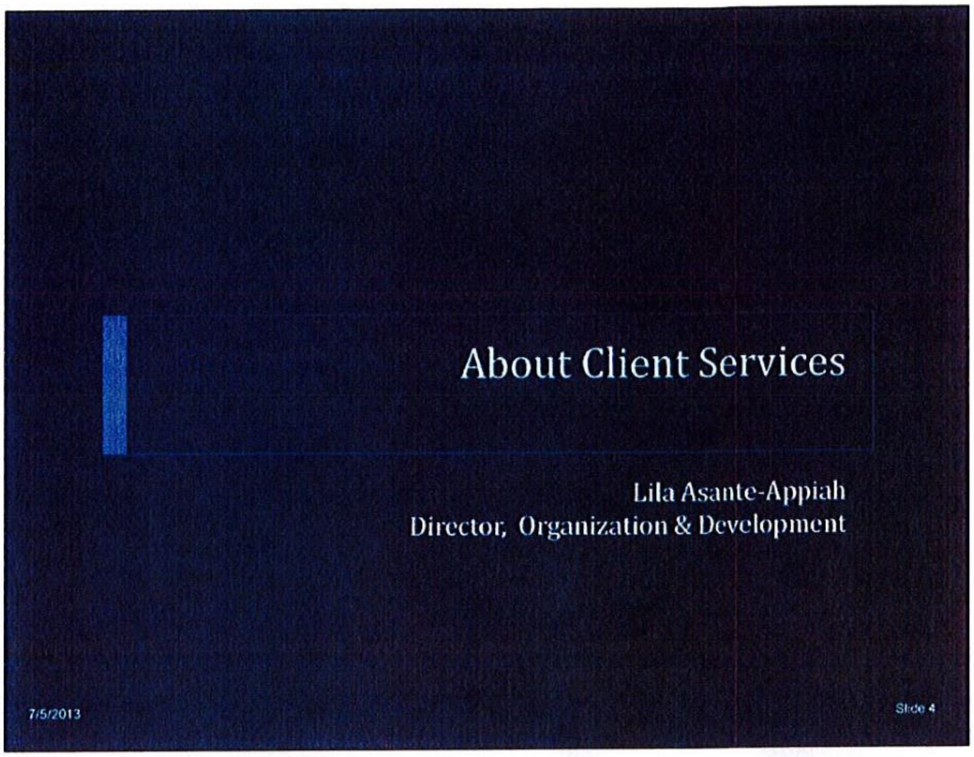
5. Schedule Interviews/Participate (HM Preference)
6. Prepare candidate package for HM – Resumes, phone screen notes, pre-qualification testing

Offer Process:

1. Extend Verbal Offer
2. Compile Offer Letter
3. Submit BG Invitation
4. Update Report
5. Review BG Results
6. Update Report
7. Create Banner/Access ID
8. Send CFH e-mail to hiring team
9. CFH – Send Candidate NH-PW (HRA)
10. Send WW e-mail (HRA)
11. Add to orientation schedule (HRA)

New Hire Orientation:

1. Create Employment Verification Forms
2. Compile Orientation Packets


About Client Services
Lila Asante-Appiah
Director, Organization & Development
7/5/2013
Slide 4

Notes: 0
PEW

Where We're Headed
& How We'll Know We Got There

Organization & Employee Development • Total Compensation & Wellness • Business Solutions

Notes:

Where We're Headed
& How We'll Know We Got There

- Better alignment and integration with field and central HR (Creates ONE HR)
- Improve Wayne State University's ability to recruit and manage employees more effectively
- Greater concentration of HR services to be focused on consultative and strategic efforts (ER/LR, talent management etc.)
- Reduction of unnecessary redundancies and creates greater consistency of service across WSU
- Leverage technology, best practices & processes to better serve our WSU clients
- Effectively and efficiently utilize HR resources across the university
- Better measure the efficiency and effectiveness of HR programs, services and policies which will help with making improvements (data driven decisions)

7/5/2013 Slide 6 WAYNE STATE

Notes:

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Defining Talent Management Coordinator Success

7/5/2013 Slide 7

Notes:

Agenda

- Introduction
- About Client Services
- The Role of the Talent Management Coordinator
- WSU Talent Management Model
- Customer Service Success for the HR Professional
- What's Staffing Got to Do With It?
- Wrap Up and Personal Development Plan

Notes:

Session Objectives

As a result of this module, Talent Management Coordinators will be able to:

- Define **WSU Client Service's mission** and how their role fits
- Identify the **knowledge, skills and abilities needed** to contribute to the success of this position
- Appreciate the unique **strengths** we each bring to create value for our S/C/D partners
- Describe **WSU's Talent Management model** and activities that could be conducted to bring each component to life
- Demonstrate effective **customer service and client partnership** behaviors
- Assess **personal development goals and strengths**

7/5/2013 Slide 3 WAYNE STATE

Notes:

The Successful Talent Management Coordinator

- Technically skilled
- Organizational knowledge
- Understands the needs of the business
- Builds/maintains effective relationships
- Effective Listener
- Facilitator
- Responsive
- Follows through
- Innovative problem solver (Gets to "yes")
- Partner (with clients and internal team members)
- Collaborative
- Proactive
- Change Agent

Trusted Advisor

Notes:

Division of Labor

HR Division of Labor Client Services

Talent Management Coordinator

Talent Acquisition (job posting – OHS and external sources, resume review, conducts phone screens, candidate testing, interview guide development*, interview & selection* participation in search committees*, provide consultation to Hiring Manager on candidate selection* extend & negotiate job offers* creates position #'s for new pool/new grant funded positions)*

Provide Guidance to Client on Hiring Practices

OHS Administration and Auditing of OHS

Pre-hire Preparation (background check per policy, reference check, I-9 eXpress, E-Verify)

Facilitates background check process for all employees, students and appropriate volunteers

Conducts New Hire Orientation

Prepares Onboarding Schedules

Conducts Exit Interviews; Compiles & Analyzes Exit Data

I9 eXpress, eVerify Daily Review & Change of Status

Tracks Talent Management Metrics (i.e., retention rates, turnover, new hire failure rate, cost per hire, time-to-fill, vacancy rate, performance appraisal metrics, etc.)

Ensures eVerify Requirement are Fulfilled

Coordinates College Work Study & Student Assistant Hiring Process

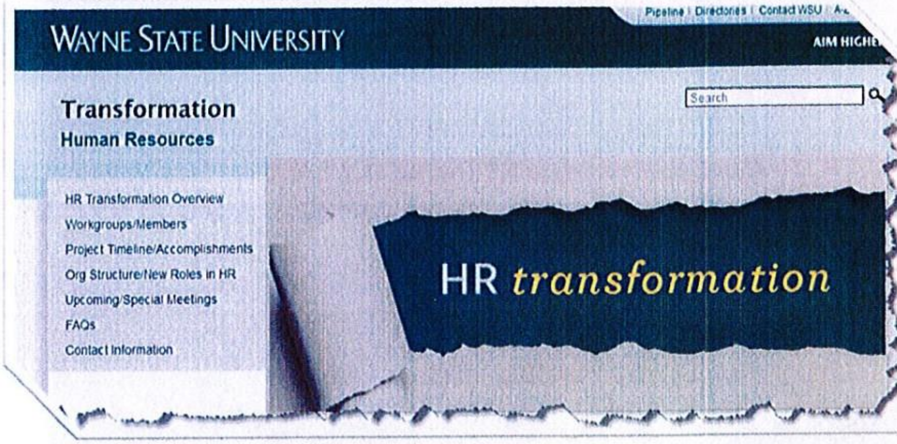
Facilitates Work Authorization Process (in partnership with OISS)

Coordinates all Temporary Direct Hires & Temporary Agency Staffing Needs (screens & interviews temp employees & temp staffing candidates)

7/5/2013 Slide 9 WAYNE STATE

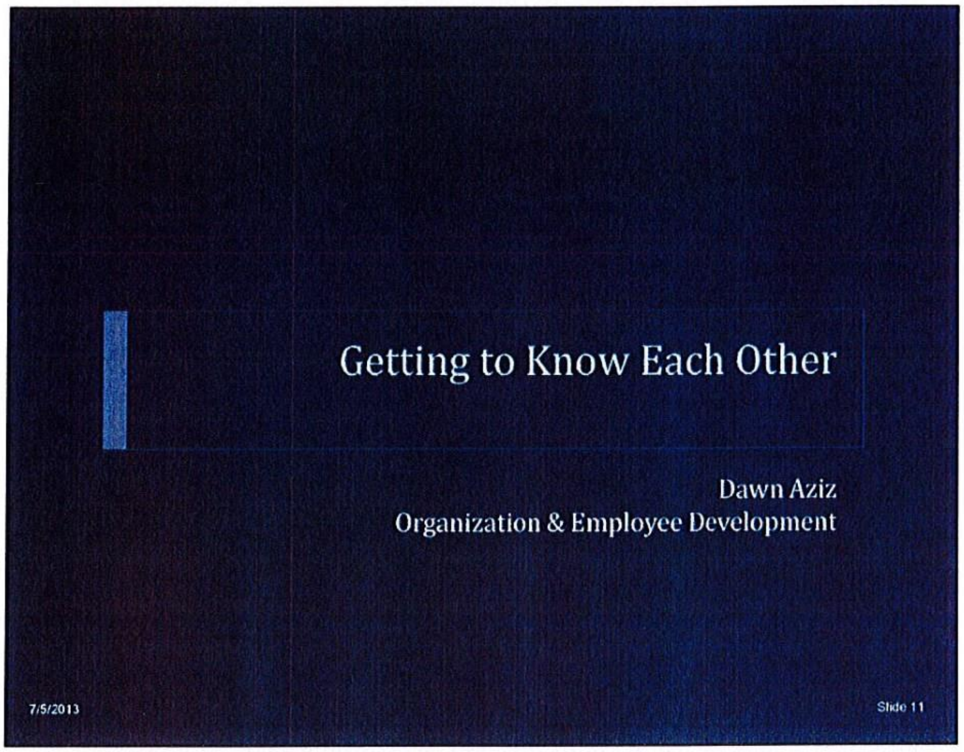
Notes:

Staying in Touch



7/5/2013 Slide 10

Notes:


Getting to Know Each Other
Dawn Aziz
Organization & Employee Development
7/5/2013
Slide 11

Notes:

Group Resume

- In small groups, create a group resume including such things as:

- ☐ Total Years of HR Experience
- ☐ Education & Certifications
- ☐ Skills
- ☐ Positions Held
- ☐ Outside Interests

- Identify a volunteer to report out

7/5/2013 Slide 12

WAYNE STATE

Notes:

The Role of the Talent Management Coordinator Pre-Workshop Questions

Please bring this completed worksheet with you to class. It will help to prompt discussion during the session as well as provide great input for OED when crafting the subsequent courses in the series. Please be sure to make note of what you hope to learn or goals you would like to address after the class.

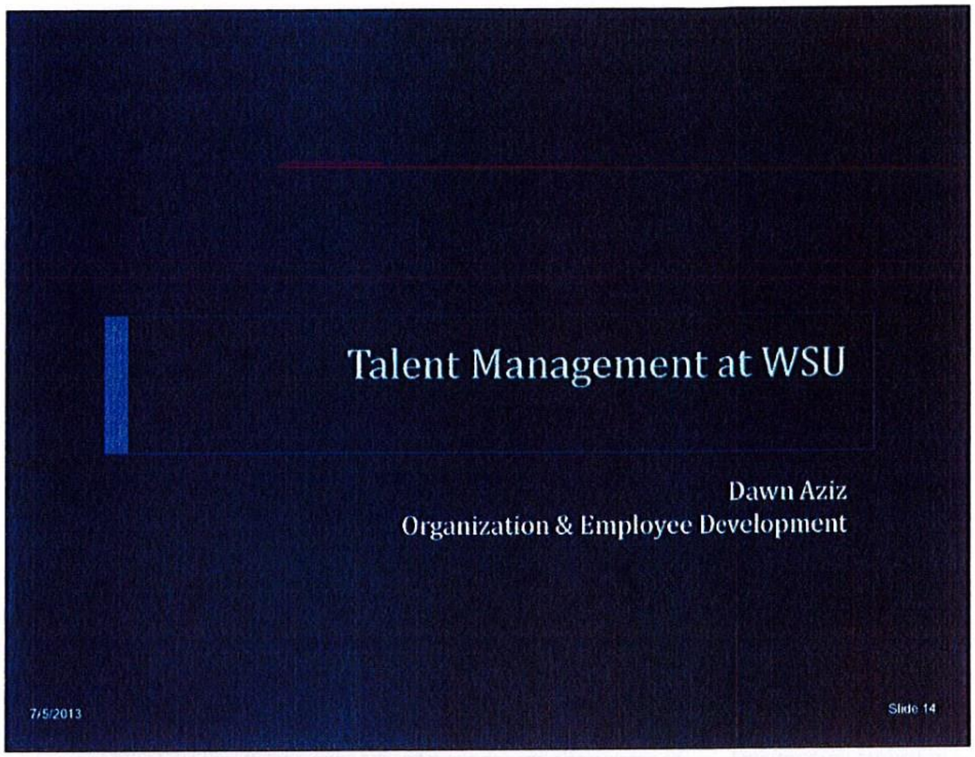
1.) Have you ever been responsible for hiring someone at WSU? What posed the most challenge?

2.) What success strategies have you found most helpful?

3.) What characteristics make a great candidate for WSU?

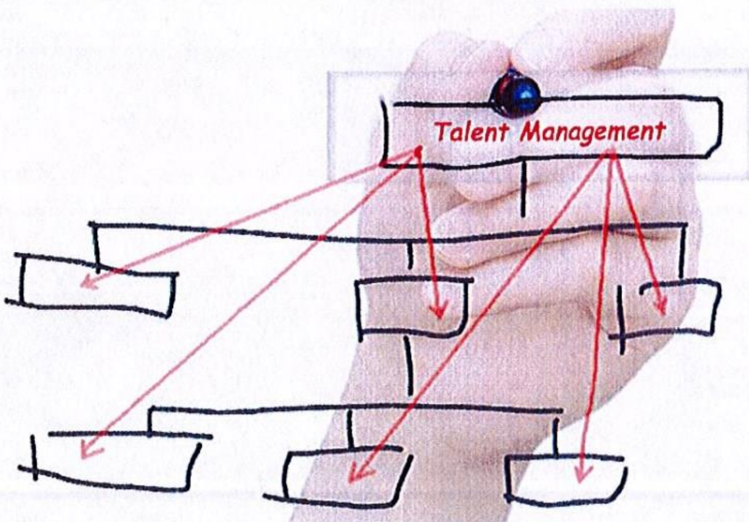
4.) What do you hope to learn from this series?

Notes:


Talent Management at WSU
Dawn Aziz
Organization & Employee Development
7/5/2013
Slide 14

Notes:

What's Talent Management?



7/5/2013 Slide 15

Notes:

What's the Connection?

What words come to mind when you hear the word

Integration?

7/5/2013 Slide 16

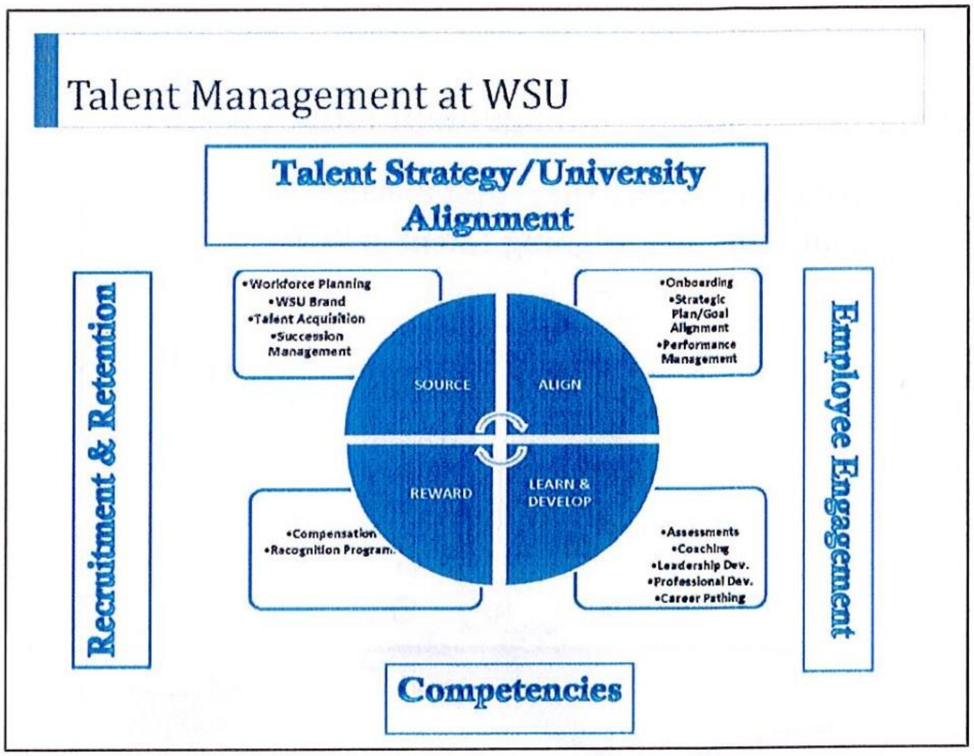
Notes:

Integrated Talent Management
Overarching Themes

- **Talent Strategy** – approach to identifying talent, referred to as a talent model
- **University Alignment** – strategic goals of the university and alignment of stated goals
- **Recruitment/Retention** – methods used to attract/retain good talent
- **Competencies** – having individuals with strong knowledge/skills/abilities
- **Engagement** – creating a work environment where individuals are enthusiastic about their work that in turn advances the organization's interests

7/5/2013 Slide 17

Notes:

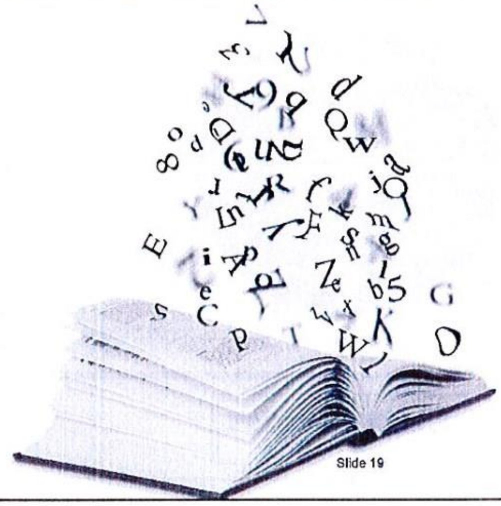


Talent Management at WSU
Talent Strategy/University Alignment
Recruitment & Retention
Employee Engagement
•Workforce Planning
•WSU Brand
•Talent Acquisition
•Succession Management
•Onboarding
•Strategic Plan/Goal Alignment
•Performance Management
SOURCE
ALIGN
REWARD
LEARN & DEVELOP
•Compensation
•Recognition Program
•Assessments
•Coaching
•Leadership Dev.
•Professional Dev.
•Career Pathing
Competencies

Notes:

Bringing the Talent Management Model to Life

What are at Least Three Best Practices for
Sourcing and Aligning Talent at WSU?

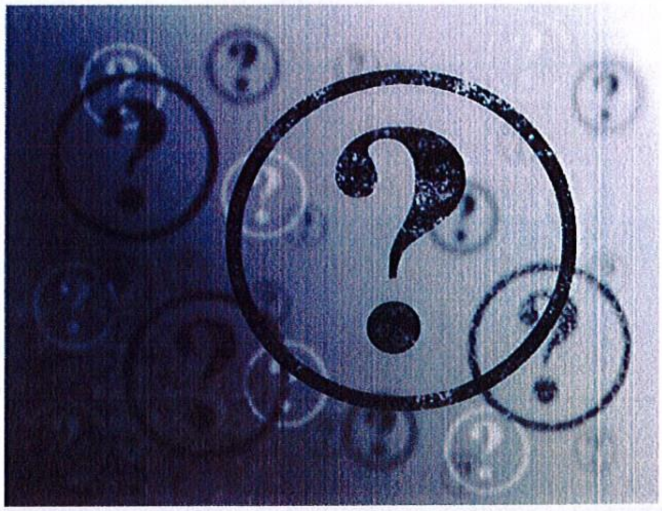


7/5/2013

Slide 19

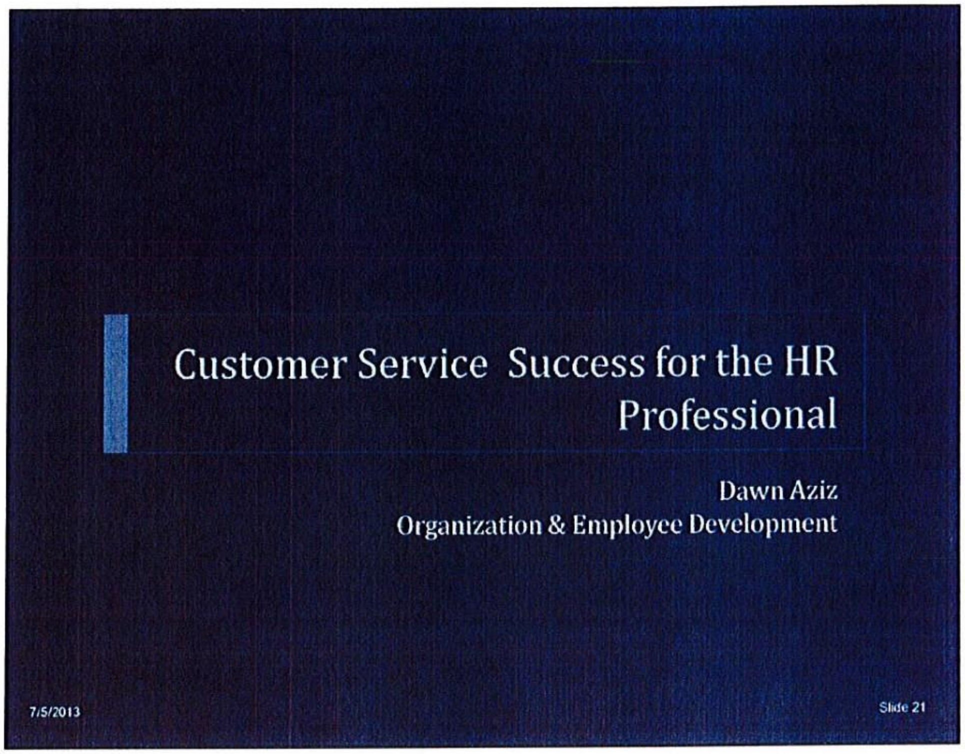
Notes:

What are S/C/D Partners' Needs?



7/5/2013 Slide 20

Notes:


Customer Service Success for the HR Professional
Dawn Aziz
Organization & Employee Development
7/5/2013
Slide 21

Notes:

What does it mean to you?

Put Your Personal Signature
on Your Job

7/5/2013 Slide 22

Notes:

Self Assessment

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

Role of a Talent Management Coordinator

CUSTOMER SERVICE ASSESSMENT

Instructions:
Use the following rating scale and circle the number associated with the rating factor that you feel is most appropriate.

1–Strongly Disagree	2-Disagree	3-Undecided	4-Agree	5-Strongly Agree

1	When I help clients, I try to delight them by exceeding their expectations.	1	2	3	4	5
2	I adjust my interaction style to suit the characteristics of the client I am helping.	1	2	3	4	5
3	I ask appropriate questions to get as much information as possible about clients' needs.	1	2	3	4	5
4	I find it easy to recall the details of what customers have said to me	1	2	3	4	5
5	I have an easy time giving feedback to coworkers.	1	2	3	4	5
6	When people try to hide their feelings, I am good at figuring out what they really feel.	1	2	3	4	5
7	When necessary, my coworkers can rely on me to meet a client's needs.	1	2	3	4	5
8	I am very comfortable using the resources available to me to do my job well.	1	2	3	4	5
9	I am comfortable dealing with clients who have personal characteristics that are different from mine.	1	2	3	4	5

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Notes:

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

Role of a Talent Management Coordinator

CUSTOMER SERVICE ASSESSMENT SCORING

Instructions:
Write your ratings from your assessment in the appropriate spaces below.

	Client Service Boosters to Achieve Great Customer Service	Your Ratings			Total
1	Takes Initiative to Meet or Exceed Expectations				
		1	*8*	*15*	
2	Valuing Differences is Important				
		2	*9*	*16*	
3	Effective Questions Get Results				
		3	*10*	*17*	
4	Listening: More Than Hearing				
		4	*11*	*18*	
5	Feedback: A Matter of Give and Take				
		5	*12*	*19*	
6	Nonverbal Cues: True Feelings Shine Through				
		6	*13*	*20*	
7	Building Internal Partnerships is Key				
		7	*14*	*21*	

Notes:

Notes:

Best Experiences Activity

In Small Groups:

- Describe Experiences
- Identify Commonalities

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

Role of a Talent Management Coordinator

My Personal Best Customer Service Experience

With customer service, as with most things in life, experience can be the best teacher, and it's important to base our customer service practices on the best of what people do—the actions that represent our highest standards.

Thus, let us begin with a discussion of the Personal Best Customer Service Experiences of all the participants.

PURPOSE OF THE ACTIVITY

- *To help you prepare to tell the story of a time when you did your very best to provide EXTRAORDINARY customer service to a co-worker or client.*
- *To begin the process of learning from your own experience*

Notes:

Creating a Partnership with Your Client

- Research from Roffey Park Institute has shown a massive 40% of non-HR Managers think HR is out of 'touch' with their needs.
- This deterioration in the relationship between HR and the client is set to continue with over a third of all clients feeling like HR adds little value to their business.

7/5/2013 Slide 27 WAYNE STATE

Notes:

Creating a Partnership with Your Client

Group A

- What can HR do to **enhance partnerships** with clients?

Group B

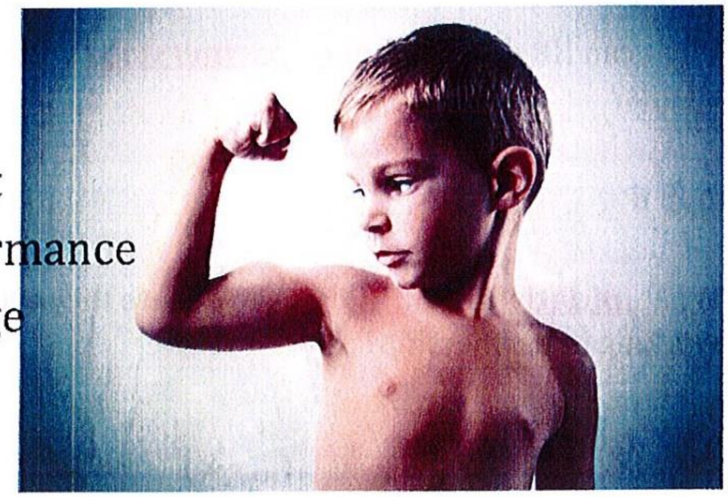
- What **initiatives can HR drive** to ensure they are working in partnership?

7/5/2013 Slide 28

Notes:

HR Initiatives that Drive Meaningful Change

- Talent
- Performance
- Change



7/5/2013 Slide 29

Notes:


What is most important?
PRAISE
SUPPORT
COACHING
CLEAR HR ROLE
HONESTY
TOOLS
COMMUNICATION
LISTENING
PARTNERS
7/5/2013
Slide 30
WAYNE STATE

Notes:

Wrap Up and Personal Development Plans

Dawn Aziz
Organization & Employee Development

7/5/2013

Slide 31

Notes:

What's Next?

WSU Applications (Week of 7/8)

Labor Relations/ Academic Personnel (7/10)

Labor Law & Employment Relations Foundations

TCW

Staffing Management (Starts 7/15)

7/5/2013 Slide 32

Notes:

Creating a Personal Development Plan

The Role of the Talent Management Coordinator Personal Development Plan

For each of the key Talent Manager Coordinator accountabilities listed below, highlight if the item is a strength you currently possess and can capitalize upon or if it is an opportunity for continuous improvement. It may be helpful to reference the job description, the Client Services mission and strategic direction and the *Staffing Management curriculum overview*

If it is a strength, note specifically how you will plan to use it in the next 90 days to achieve your goals. If it is an opportunity, identify a specific development goal by stating what you would like to learn. Keep in mind SMART goal attributes (specific, measurable, attainable, realistic and time-bound). Provide your development goals to OED for a customized personal development plan. Ideally identify at least 3 development goals that could be met by this Staffing Management curriculum and Accelerate and other resources.

Key Accountabilities *taken from the Job Description*	Strength	OR	Opportunity for Improvement
Develop Sourcing Plans		OR	
Create Postings Based Upon Job Requirements and Unit Needs		OR	
Perform First Round and Screening Interviews		OR	
Perform Background Checks and Reference Checks		OR	
Make Job Offers		OR	
Provide Temporary Staffing		OR	
Compile Statistical Reports on Staffing Metrics		OR	

7/5/2013

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WAYNE STATE

Notes:

Summary

Today we:

- Defined **WSU Client Service's mission** and how this role fits
- Identified the **knowledge, skills and abilities needed** to contribute to the success of this position
- Appreciated the unique **strengths** we each bring to create value for our S/C/D partners
- Described **WSU's Talent Management model** and activities that could be conducted to bring each component to life
- Explored how to demonstrate effective **customer service and client partnership** behaviors
- Assessed **personal development goals and strengths**

7/5/2013 Slide 34 WAYNE STATE

Notes:

PERSONAL DEVELOPMENT PLAN

For each of the key Talent Manager Coordinator accountabilities listed below, highlight if the item is a strength you currently possess and can capitalize upon or if it is an opportunity for continuous improvement. It may be helpful to reference the HR *Division of Labor Client Services* document.

If it is a strength, note specifically how you will plan to use it in the next 90 days to achieve your goals. If it is an opportunity, identify a specific development goal by stating what you would like to learn. Keep in mind SMART goal attributes (specific, measurable, attainable, realistic and time-bound). Knowing these goals can help to identify specific *Staffing Management* training sessions of interest. It may also be helpful to share these with your manager as part of an ongoing development planning process.

Key Accountabilities *from the HR Division of Labor*	**Strength**	***OR***	**Opportunity for Improvement**
Create Postings Based Upon Job Requirements and Unit Needs (OHS & External Sources)		*OR*	
Review Resumes & Conduct Phone Screens		*OR*	
Interview Candidates		*OR*	
Perform Background Checks and Reference Checks		*OR*	
Coordinate Temporary & Student Staffing		*OR*	
Conduct New Hire Orientation & Prepare Onboarding Schedules		*OR*	
Track Talent Management Metrics		*OR*	
Conduct Exit Interviews		*OR*	

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

My Personal Best Customer Service Experience

With customer service, as with most things in life, experience can be the best teacher, and it's important to base our customer service practices on the best of what people do—the actions that represent our highest standards.

Thus, let us begin with a discussion of the Personal Best Customer Service Experiences of all the participants.

PURPOSE OF THE ACTIVITY

- To help you prepare to tell the story of a time when you did your very best to provide EXTRAORDINARY customer service to a co-worker or client.
- To begin the process of learning from your own experience

HOW TO PREPARE YOUR PERSONAL BEST STORY

Recall a time when, in your opinion, you did your very best to provide EXTRAORDINARY customer service to a co-worker or client. Your Personal Best customer service experience might have taken place recently or long ago; while you were working as an individual contributor, part of a team or a leader of a team. Turn the page to jot down information regarding your personal best customer service experience.

1. Set the stage. Provide the context by briefly describing the situation: the organization, the people involved, and the challenges you, your co-worker or client faced at that time.

2. Describe what happened. Be specific. What did you do? What actions did you take to address your co-worker or client's needs? What were the results?

3. Describe how you felt at the end of this experience and the two or three major lessons about customer service that you learned.

Read over what you have written. Have you used concrete, specific details? Is there anything important missing? Make whatever revisions are needed so that you will be able to relate your story to your workshop colleagues in five minutes or less.

TOP NINE TIPS FOR BUILDING RELATIONSHIPS WITH CLIENTS

1. Coaching

Supervisors and managers now have a great deal of people management responsibility in addition to their traditional workload. They often need to offer coaching and guidance and carry out performance reviews whilst dealing with grievances and discipline. Supervisors and managers need training to improve their coaching and development skills in order to execute HR responsibilities; and HR needs to take accountability for the relevant training and support being made easily available. Having the correct tools will give them confidence related to executing their people management responsibilities.

2. Honesty

Building a relationship that is both cooperative and collaborative is beneficial to both HR and the client. Be honest with managers and appropriately involve them with decisions, this will automatically make them feel more engaged and cooperative. Introducing a new strategy or policy will involve a lot of the client's time and resources; be honest with them about why it is important, what involvement is needed and ask them how they feel about it. This collaborative approach will generate better buy-in from employees and help new HR initiatives come alive.

3. COMMUNICATION

When you are trying to communicate with any audience, timing is vital. Do not try to communicate with your clients during the busiest time for the business because it is unlikely you will be heard. Pick your moments to communicate carefully.

4. LISTENING

It is likely that supervisors and managers will have different views and attitudes to taking on the more transactional elements of HR tasks or new strategic initiatives, mainly as they do not see the tangible benefits from HR becoming a more strategic role. But their lack of understanding does not mean their views are any less important. Taking the time to properly listen and provide a platform for discussion will help build an effective working relationship. If clients feel their views are taken into consideration, they will have greater buy-in to new challenges.

5. TOOLS

If you are relying on supervisors and managers to manage many of the day-to-day duties of people management ensure that you give them the tools and equipment to make this as easy as possible. Easy access to policies and documents, and clearly defined procedures help to make tasks more manageable.

6. SUPPORT

As a member of the HR Client Services Team, make sure you provide support to supervisors and managers when needed and more importantly make sure they know HR is there to support them! It may seem obvious but regular training is essential to make sure managers are confident and up to date with their responsibilities. Even after training it is essential that HR are available to answer questions, setting up a dedicated email address and/or phone number will provide a clear support system for clients.

7. Clear HR Role

It is often hard to see a visible benefit in HR transforming itself into a strategic function and repeatedly many managers feel they are just being given more work to do without understanding the benefits to the business. Explain the role of HR as a strategic partner and showcase the benefits that it can bring to the University. Provide examples of how HR can add value to the business on a strategic level now that it has moved away from tactical activities.

8. Partners

Once Line managers understand the business advantages of HR in a strategic role, the next step is to recognize them as strategic partners of HR and the business. Giving regular recognition and reward for their responsibilities will not only encourage buy-in from the line but also enable managers to take better accountability and develop closer relationships with their teams.

9. Praise

This may sound obvious but it is important for supervisors and managers to feel valued in the role. If your clients have implemented a new policy successfully, engaged employees effectively, or are just are just doing a good job, make sure you tell them and be sincere in your communication.

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

TOP NINE TIPS FOR BUILDING RELATIONSHIPS WITH CLIENTS_EXERCISE

Instructions: Match the definition on the right with the correct term on the left by entering the appropriate letter assigned to the term.

	Terminology	[redacted]	?	Definition
A.	Communication	[redacted]		Building a relationship that is both cooperative and collaborative is beneficial to both HR and the client. Be honest with managers and appropriately involve them with decisions, this will automatically make them feel more engaged and cooperative. Introducing a new strategy or policy will involve a lot of the client's time and resources; be honest with them about why it is important, what involvement is needed and ask them how they feel about it. This collaborative approach will generate better buy-in from employees and help new HR initiatives come alive.
B.	Listening	[redacted]		As a member of the HR Client Services Team, make sure you provide support to supervisors and managers when needed and more importantly make sure they know HR is there to support them! It may seem obvious but regular training is essential to make sure managers are confident and up to date with their responsibilities. Even after training it is essential that HR are available to answer questions, setting up a dedicated email address and/or phone number will provide a clear support system for clients.
C.	Coaching	[redacted]		When you are trying to communicate with any audience, timing is vital. Do not try to communicate with your clients during the busiest time for the business because it is unlikely you will be heard. Pick your moments to communicate carefully.
D.	Tools	[redacted]		It is likely that supervisors and managers will have different views and attitudes to taking on the more transactional elements of HR tasks or new strategic initiatives, mainly as they do not see the tangible benefits from HR becoming a more strategic role. But their lack of understanding does not mean their views are any less important. Taking the time to properly listen and provide a platform for discussion will help build an effective working relationship. If clients feel their views are taken into consideration, they will have greater buy-in to new challenges.

	Terminology		?	Definition
E.	Support	[redacted]		If you are relying on supervisors and managers to manage many of the day-to-day duties of people management ensure that you give them the tools and equipment to make this as easy as possible. Easy access to policies and documents, and clearly defined procedures help to make tasks more manageable.
F.	Praise			Supervisors and managers now have a great deal of people management responsibility in addition to their traditional workload. They often need to offer coaching and guidance and carry out performance reviews whilst dealing with grievances and discipline. Supervisors and managers need training to improve their coaching and development skills in order to execute HR responsibilities; and HR needs to take accountability for the relevant training and support being made easily available. Having the correct tools will give them confidence related to executing their people management responsibilities.
G.	Clear HR Role			Once supervisors & managers understand the business advantages of HR in a strategic role, the next step is to recognize them as strategic partners of HR and the business. Giving regular recognition and reward for their responsibilities will not only encourage buy-in from the line but also enable managers to take better accountability and develop closer relationships with their teams.
H.	Honesty			This may sound obvious but it is important for supervisors and managers to feel valued in the role. If your clients have implemented a new policy successfully, engaged employees effectively, or are just are just doing a good job, make sure you tell them and be sincere in your communication.
I.	Partners			It is often hard to see a visible benefit in HR transforming itself into a strategic function and repeatedly many managers feel they are just being given more work to do without understanding the benefits to the business. Explain the role of HR as a strategic partner and showcase the benefits that it can bring to the University. Provide examples of how HR can add value to the business on a strategic level now that it has moved away from tactical activities.

HR ADMIN CLIENT GROUPS

Dina

S/C/D	BAO	HR Consultant	EPAF Exceptions
43- Business Operations	Donna Wells (AVP Office) 7-2314 Shelia Primas (Student Center & Housing) 7-2117 Elizabeth Godwin (Parking & One Card) 7-9513	Sharon Walker 7-5010	Student Assistant and College Work Study EPAF's can be requested and signed by hiring manager as proxy (see attached list) Excel Spreadsheet with multiple hires can be submitted with 1 EPAF DSW attached as long as all information to complete EPAF is provided. Require offer letter for students.
25- C&IT	Warren Doucet	Sharon Walker 7-5010	EPAF can be signed by Sharon Walker for processing
87- Marketing & Communications	Catherine Siladi 7-3297	Chelsea Henson 7-5019	
31- President	Lisa Shrader 7-8813	Lila Asante-Appiah 7-6519	
46- Public Safety	Tonya Cochran 7-2062	Chelsea Henson 7-5019	
36- Economic Development	Lisa Shrader 7-8813	Lila Asante-Appiah 7-6519	
49- HR	Kimberly Elms 7-2129	Cindy Pellow 7-5016	Assist in collecting paperwork & I-9 for HR transactions; HR Solutions processes
30- Secretary Board of Governors	Lisa Shrader 7-8813	Lila Asante-Appiah 7-6519	
47- Internal Audit	Beth King 7-2268	Cindy Pellow 7-5016	
88- General Counsel	Beth King 7-2268	Cindy Pellow 7-5016	
76- Equal Opportunity	Beth King 7-2268	Cindy Pellow 7-5016	

12 Attachment A

Service Delivery Standards

Human Resources Client Services

SERVICE	SERVICE DELIVERY EXPECTATION	COMMUNICATION STANDARD	SUCCESS MEASURES
Phone Calls and Emails - Urgent - Non-Urgent	Inquiries via phone and email will be responded to within 24 hours of receipt to initiate the first level of response to begin solution(s) planning.	Based upon the inquiry, a determination will be made as to the most appropriate form(s) of return communication (Email, phone, in-person).	Client Satisfaction
Online Hiring System (OHS)	Job Postings: Within 24 hours after receipt of created and budgeted positions (newly created positions may take longer as they need to be approved through TC&W): The Talent Management Coordinator (TMC) will review/approve and post the vacancy announcement. If there is deviation from the standard, the reason for the delay will be communicated to the Hiring Manager and/or Business Affairs Officer (BAO) and documented on the "Notes/History" tab of the posting.	The TMC will notify the Hiring Manager once the posting is open for applicants to apply.	Client Satisfaction – All activity in OHS will be posted in t the "Notes/History" tab and will be monitored for successful service delivery expectation.

Applicant Screening	Within 48 hours from posting close date, postings for represented staff will be screened and (if applicable) a seniority memo and attendance report will be attached to the "Documents" tab of the posting. Any performance reviews and disciplinary actions (from past 2 years) will be forwarded to the Hiring Manager and/or BAO for review.	The TMC will notify the Hiring Manager and/or the BAO via email once the screening process has been completed.	Client Satisfaction – All activity in OHS will be posted in t the "Notes/History" tab and will be monitored for successful service delivery expectation.
Background Checks	Within 24 hours of candidate selection, the TMC will initiate a Background check of the selected candidate(s).	The TMC will notify the Hiring Manager and/or BAO via email once the Background Check results have been received.	Client Satisfaction
Job Offers	Within 24 hours of finalizing hiring recommendation, offers will be extended to the recommended finalist(s).	The TMC will notify the Hiring Manager and/or the BAO via email once the offer has been extended, and then again after receiving a decision from the recommended finalist(s).	Client Satisfaction – All activity in OHS will be posted in t the "Notes/History" tab and will be monitored for successful service delivery expectation.

EPAF	Within 24 hours of receipt of all required transaction related documents, the HR Administrator will load all documents in Application Xtender and then originate the EPAF during apply week. Within 24 hours of receipt in the Approval queue, the HR Coordinator will review/approve the EPAF.	The HR Coordinator will notify the department and/or BAO once the transaction has been approved.	Client Satisfaction The HR Coordinator will create and run regular reports and provide to the HR Director for analysis.
Temporary Employee Monitoring	From February 1st to September 30th, on Thursday of non-apply week (so corrections can be made on current pay). The HR Coordinator will run the temporary employee report to determine which temps are close to the 1,000 hour limitation.	Email notification will be sent to the BAO when the temporary employee has reached between 800 and 900 hours worked and to terminate assignment if/when the employee has reached the 1000 hour limit.	Client Satisfaction
Electronic Personnel File requests via Pipeline Self-Service	Within 48 hours of receipt of an employee's request via Pipeline Self-Service, the HR Coordinator will	Email notifications will be sent via Electronic Personnel File workflow.	Client Satisfaction

	review and release the file.		
HRMS Data Management	Within 48 hours of receipt of a Position Action Request (PAR), the position number will be established for Pooled or Grant funded positions.	Email notification with the newly established position number will be sent to the requestor.	Client Satisfaction
Investigations, Grievances, & Dispute Resolution	Within 24 hours of notification and HR/SrHR Consultant will be assigned to assess and conduct a well planned course of action to achieve the most appropriate objective resolution.	Email, telephone and in-person as most appropriate.	Client Satisfaction

Division Code

H25	Computing Info & Technology 1
H30	Secretary Board of Governors 2
H31	President 3
H33	VP Finance & Business Operations 4
H37	Governmental & Community Aff 5
H41	Procurement & Strategic Sourcing 6
H42	Facilities Plan & Manage 7
H43	Business Operations 8
H44	Investment, Debt and Risk 9
H46	Public Safety 10
H47	Internal Audit 11
H48	Labor Relations 12
H49	Human Resources 13
H72	WDET 14
H82	Fiscal Operations 15
H86	Development & Alumni Affairs 16
H87	Marketing and Communications 17
H88	General Counsel 18
H90	Athletics 19

Posting Process

Creating Position Requisitions in the OHS

Creating a position requisition allows hiring managers to post vacant positions in the OHS. When the requisition is approved, the posting will be posted to the internet available to for applicants to apply.

I. To create a position requisition from a template:

Note: All non-academic positions are required to be posted using a template.

1) Log into the OHS using your username and password.
2) Click **From Template** under the Create Position Request Form menu.
3) Search existing templates by selecting an **E-Class** or **Position Title.**
4) After locating the template to utilize to post, click **Create.**

Editing the Posting Details

A few notes about this tab:

1) Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
2) **VERY IMPORTANT:** A Position Request Form is **Not Saved** until you click **Save and Stay on this Page** or after you have completed the final step of the posting process, clicking **Confirm** on the **Final Summary Page**. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

1) Complete the following fields (if applicable):

Posting Details

a. **Posting Title:** Defaults from template
b. **Number of Vacancies:** If more than 1 vacancy, enter "Up to" and the number "Up to #"
c. **School/College/Division/Institutes/Centers** – Select where the position is located
d. **Primary Department** – Select the department to which the position is assigned
e. **Essential Functions-** Prepopulates from the template, this field should not be altered.
f. **Unique Duties** (if appropriate) – List any duties that are unique for the position
g. **Preferred Qualifications** (if appropriate) – List any qualifications that are preferred for the ideal candidate
h. **Testing Requirements-** Select the appropriate testing for position
i. **Testing Schedule-** Enter template that directs applicants to register for testing
j. **Working Conditions-** Enter specific working condition if unique to position

Creating Position Requisitions in the OHS

k. **Job Type** – Identify whether the position is full-time, fractional time or temporary
l. **Job Category**- Select appropriate job category based on position
m. **HERC Advertising Category**- Select appropriate category
n. **E-Class and Description**- Prepopulates from the template created and approved by TCW
o. **Position Class**- Prepopulates from the template created and approved by TCW
p. **PERM Requirement**- Primarily changed by OISS
q. **EEO-** Prepopulate from the template created and approved by TCW
r. **Position Number**- Type the position number created by the Budget Office associated with the position

Department User Information

a. **Hiring Manager/Business Manager** – Select the hiring manager(s) and/or business manager responsible for the search and/or approval of position
b. **Human Resources/Academic Personnel/Admin User**- Select your name, for academic postings select your name and the provost office.
c. **Duration of Position-** Refer to "***Guide for Posting***" when selecting the posting requirements
d. **Fiscal Year of Job Open Date** – Select the fiscal year in which job is opened
e. **Is this position reposted?** – If position was posted previously, but not filled, indicate yes
f. **If position is reposted, check a Reposting Reason** – If the position was posted previously, indicate the reason that the position is reposted

Application Information

a. **Application Types Accepted**-Indicate whether position is academic, non-academic or temporary
b. **Documents that must be associated with this posting (REQUIRED)** – Check the document(s) that must be attached by applicants (Documents selected must be attached by applicant in order to complete the application process)
g. **Documents that can be associated with this posting (OPTIONAL)** – Check the document (s) that are optional for applicants to attach during the application process
h. **Instructions for submitting application-**
i. **Represented Message-** 'This position must be filled pursuant to the provisions of a collective bargaining agreement, and as such may be filled by a qualified bargaining unit member, should one apply.'
j. **Employee Pass Msg-** System generated email based on the screening questions.
k. **Employee Fail Msg-** System generated email based on the screening questions.

Funding/Salary Information

l. **Salary Minimum**- Refer to collective bargaining agreements (salary schedule) for represented positions or the salary band structure for non-represented positions
m. **Salary Hire Max**- Represented Only
n. **Salary Maximum**
o. **Hourly Rate**-Represented Only
p. **Salary Range (Academic Only)** – if the position is academic, enter the salary range or To Be Determined if the salary range is not known
q. **Shift Premium Code** (if applicable)- Select the Shift Code
r. **Source of Funding** – Select how the position is funded
s. **If other is selected, please specify (Enter NA if not applicable)** – Enter other source of funding, if appropriate

Creating Position Requisitions in the OHS

t. **Is Position Bump Ineligible?** – Select whether position is bump eligible by selecting Yes or No

2) Click **Save and Stay of this Page** or **Continue to Next Page**

Adding Posting Specific Questions

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. Questions created on this tab will be asked of all candidates who apply for this posting. .

1) If you are not adding any Screening Questions, click the **Continue to Next Page** button. To add questions, proceed to step 2.

2) To add a Screening Question to this Position Request Form, click on **Add a Question**

3) The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank).

4) After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Position Request Forms. Select one of the questions from the list if it is appropriate for this Position Request Form. If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.

To create a question from scratch:

1) Enter question text: Enter the text of the question you wish to ask.

2) Select answer type: select either Closed Ended or Open Ended (See Sections below for further instructions on adding Closed Ended and Open Ended Questions)

To Add a Closed Ended Question:

Closed Ended questions require a multiple-choice answer. For example:

Do you have experience working in an office environment?
Possible Responses: Yes or No

1) Select the "Closed Ended" radio button

2) Leave **No Response** in the "Display No Response Answer As" field.
Note: It is strongly recommended that you include "No Response" as an answer choice for all questions requiring multiple-choice answers. If it is not included some browsers default to one of the remaining choices, which may cause inaccurate data.

Creating Position Requisitions in the OHS

For example, for the question, "Do you have a bachelor's degree?" if there were only Yes and No answer choices, some older web browsers will automatically default to either Yes or No. If the applicant skipped that question, the wrong answer might accidentally be entered.

3) Enter the answer choices (up to 7 responses can be entered) that candidates can choose from in the boxes labeled "Possible Responses".

4) Click Submit Question

To Add an Open Ended Question:

Open Ended questions do NOT require a multiple-choice answer. For example:

Describe any work experience relevant to this position.

1) Selecting the "Open Ended" radio button

2) Select one of the answer-type choices from the right side of the screen under the Open Ended Answers field.

   a. **Short Text** - Limits the length of a applicant's response to less than 50 characters
   b. **Long Text** - Allows applicants to submit responses greater than 50 characters in length
   c. **Phone/Date** – If a phone or a date is the required response, this response type requires applicants to submit responses in a required format.

3) Click **Submit Question**

3) This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen. From this screen you may:

   a. Continue to add more questions by clicking the **Add a Question** button.
   b. Delete a question you have entered by clicking the box to the left of the question and click the **Delete Question(s)** button.
   c. **Edit** a question if appropriate, by clicking the Edit link at the end of the question.

   d. **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the "Required" status.

4) When you have finished adding screening questions, click the **Continue to Next Page** button.

Assigning Points

In order to assist in ranking the candidates to your Posting by objective criteria, the system enables you to assign points to the closed-ended questions created on the Posting Specific Questions screen. **Note:** Open-ended questions are not allowed to have points assigned to them, they will not appear.

Creating Position Requisitions in the OHS

1) If you did not enter any Screening Questions or if you want to ask the questions without assigning any points to the responses, click the **Continue to Next Page** button. To add points to closed-ended questions, proceed to step 2.

2) To disqualify a candidate based on a particular answer, click the corresponding box under the word **"DISQUALIFYING"**. If this box is checked, the system would disqualify them for further consideration for this posting. The candidate would receive the "Fail Message" for this position and be classified as an inactive applicant.

3) To specify how many points the applicant should receive for each response, enter a number in the **"SCORE"** column.

4) To have the system calculate the total points an applicant could receive for all the questions (useful if you have several questions to which you are assigning points), click the **Recalculate** button.

5) Clicking the **Reset** button returns all the screening question point values to 0.

6) After all the points and disqualifiers are set to your satisfaction, click the **Continue to Next Page.**

*Represented postings cannot have disqualifying questions. You can only assign points to the questions asked.

Assigning Hiring Steps

The Hiring Steps tab is used to track applicant flow throughout the process.

Note: The hiring steps will be loaded by default for templates and should only be modified under special circumstances. Such circumstances would involve a posting where the applicants will need a special routing.

Important: The last step in the process must always be Process Complete. Otherwise, all applicants will be forwarded directly to an Inactive status and will immediately receive the "Did Not Pass" message you created on the Posting Details page.

1) Follow the guide at the top of the page to indicate the hiring steps for this posting by position type by selecting the options in the drop-down menus.

2) Click Continue to Next Section.

Activating Guest Users

Guest User accounts are used by search committee members. If the search committee members require access to the posting, this tab will allow a user to create a special account into the system for the committee to view applicants who have applied to the posting.

Guest Users are only able to view the applicants to the posting to which they are assigned, and are not permitted to take action on any of the applicants. Also, Guest Users are only able to view the posting to which they are assigned.

Creating Position Requisitions in the OHS

When the posting is changed to the status of "Filled", the guest user name and password are automatically deactivated.

To set up a guest user account:

1) Click the "Activate Guest User" link. The system automatically assigns a User Name for this Position Request Form (which will be GU####).
2) Enter a password, which must be between 6 and 20 characters.
3) Record this user name and password and notify the Hiring Manager of the user name and password so that he or she can give it to the committee members.
4) Click **Continue to Next Page** to proceed to the final step.

Saving/Approving the Position Request Form

1) Select one of the posting statuses from the choices provided (See Guide to Posting Statuses):
2) click the **Continue** button either at the top or the bottom of the page to go to the confirmation page
3) Click **Confirm** to complete this step.

Creating Position Requisitions in the OHS

II. To create a position requisition from a previous posting:

1) After logging into the OHS, the Welcome screen appears
2) Click **From Previous** under the Create Position Request Form menu
3) Search previous postings by position title, job open date or posting number
4) After locating the previous posting, click **Create**

A few notes about this tab:

1) Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
2) **VERY IMPORTANT:** A Position Request Form is **Not Saved** until you click **Save and Stay on this Page** or after you have completed the final step of the posting process, clicking **Confirm** on the **Final Summary Page**. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

3) Follow the steps outlined in "Creating Requisition from a Template"

Documents

Ensure the attachments from the previous posting have been removed

Saving/Approving the Position Request Form

1) Select one of the posting statuses from the choices provided (See Guide to Posting Statuses):
2) click the **Continue** button either at the top or the bottom of the page to go to the confirmation page
3) Click **Confirm** to complete this step.

Creating Position Requisitions in the OHS

III.To create a position requisition from scratch:

1) After logging into the OHS, the Welcome screen appears
2) Click **From Scratch** under the Create Position Request Form menu
3) Search previous postings by position title, job open date or posting number
4) After locating the previous posting, click Create

Editing the Posting Details

A few notes about this tab:

1) Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
2) **VERY IMPORTANT:** A Position Request Form is **Not Saved** until you click **Save and Stay on this Page** or after you have completed the final step of the posting process, clicking **Confirm** on the **Final Summary Page**. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

Follow the steps outlined in "Creating Requisition from a Template"

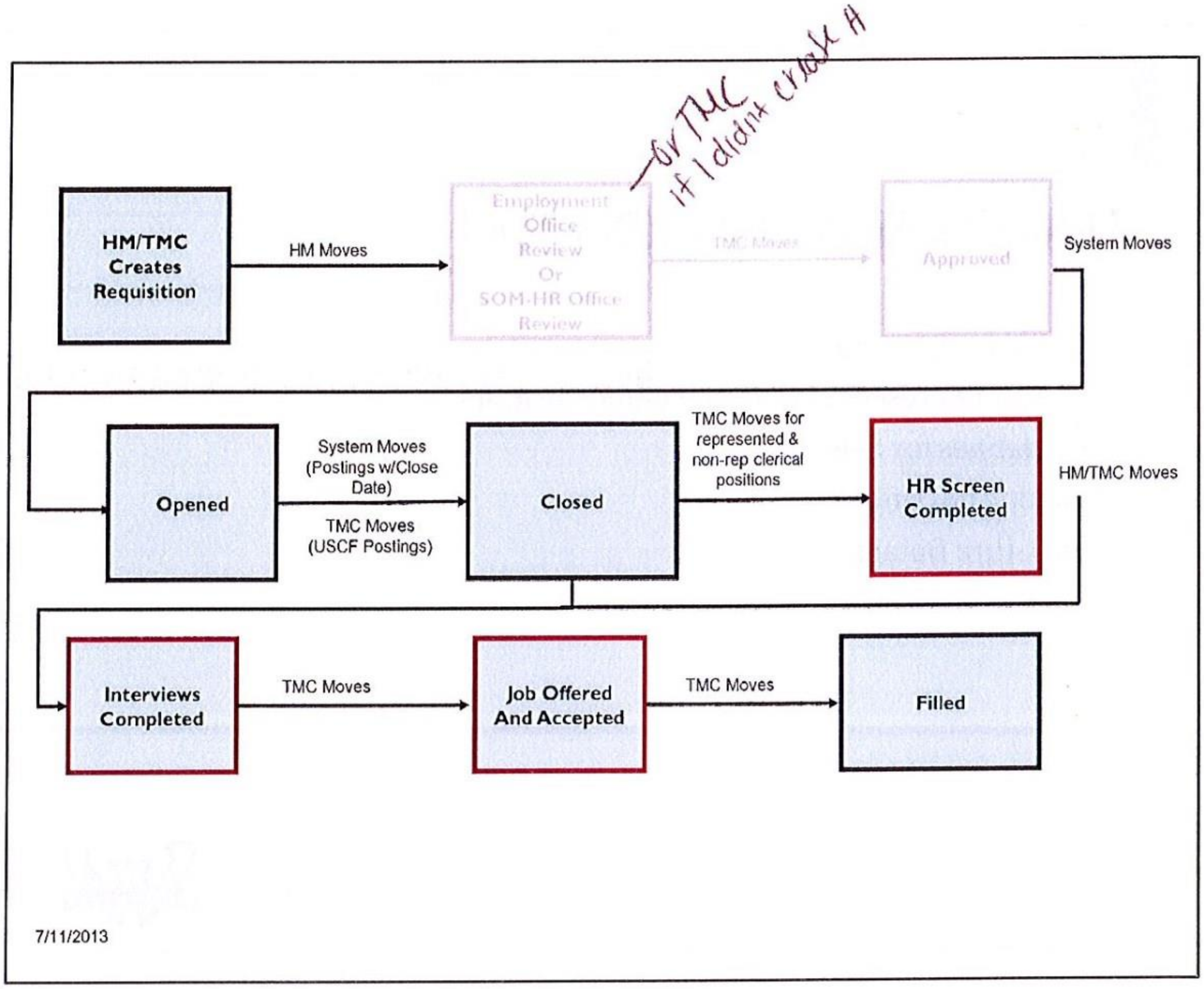
Agenda

Managing Applications (Day Two)

- Guide for Screening
  - Non Represented & Represented Positions
- Guidelines for Selection
- Making Job Offers
- Post-Hire Details

7/11/2013

Notes:


HM/TMC Creates Requisition
HM Moves
Employment Office Review Or SOM-HR Office Review
or TMC if I didn't create it
TMC Moves
Approved
System Moves
Opened
System Moves (Postings w/Close Date)
TMC Moves (USCF Postings)
Closed
TMC Moves for represented & non-rep clerical positions
HR Screen Completed
HM/TMC Moves
Interviews Completed
TMC Moves
Job Offered And Accepted
TMC Moves
Filled
7/11/2013

Notes:

General Diversity Publications

NAME AND LINK	TARGET AUDIENCE	COST	NOTES
The Journal of Blacks in Higher Education http://www.jbhe.com/	African American	$150 and up for online posting	Online only
Asian Life http://www.asianlife.com	Asian	$100-$180 for online depending on frequency	Online only
National Association of Asian American Professionals http://www.naaap.org/	Asian	$100 and up depending on number of postings purchased and length of time	Online only
Ability Links AbilityLinks.org	Differently abled persons	FREE	Online only
Disaboom Jobs http://www.disaboomjobs.com	Differently abled persons	Price per post starting at $90 and going down with frequency of posts	Online only
National Society for Hispanic Professionals http://network.nshp.org/	Latino	Available upon request	Online only
Latinos in Higher Education http://www.latinosinhighered.com/	Latino	$150 and up for online	Online only http://www.latinosinhighered.com/index.php?page=products
Tribal Employment Newsletter http://www.nativejobs.com/	Native American	$80 per announcement or $249 per year	Online only

Tribal College Journal of American Indian Higher Education http://tribalcollegejournal.org/	Native American	$80-240 for individual online postings, frequency discounts available	Online only
Native American Jobs http://nativeamericanjobs.com/	Native American	$100-400 for online posting	Online only
Women in Higher Education http://www.wihe.com/	Women	Print ads start at $558, web only start at $180	Web and print
American Association of University Women—AAUW Outlook http://www.aauw.org/about/sponsors/advertise.cfm	Women	$1200-5500 depending on size, web only prices available	Print and online
Advancing Women http://www.careers.advancingwomen.com/r/jobs/post/index.cfm?site_id=299	Women	$150 and up for online posting, frequency discounts available	Online only
Faculty for the Future http://www.engr.psu.edu/fff/misc/services_positions.asp	Diverse	FREE	Online Only
IMDiversity http://www.iminorities.com/	Diverse	$95-200 depending on length of time of post	Online only
Insight Into Diversity http://www.insightintodiversity.com/	Diverse	$330-4925, depending on size, website ads start at $290 with repeat discounts	Online and in print. Formerly Affirmative Action Register

Diverse Issues in Higher Education http://diverseeducation.com/	Diverse	$520-2510 depending on size, includes online posting as well, web only prices available	Print and online

Department/Discipline Specific

Discipline/Area	Name	Target Audience	Cost	Notes
African American Studies, Ethnic Studies	The Black Scholar http://www.theblackscholar.org/	African American	$480-1320	
Business	National Society of Hispanic MBAs http://www.nshmba.org/	Latino	$250 and up for online	
Business	Association of Latino Professionals in Finance and Accounting http://www.alpfa.org/	Latino	$300 and up, online only	Online only
Business	National Association of Black Accountants	African American	$285 and up for online	Online only
Business	National Black MBA Association http://www.nbmbaa.org	African American	$250 and up	Online only
Business	American Society of Women Accountants http://www.aswa.org	Women	$150 for online	Online only
Business	International Association of Black Actuaries http://www.blackactuaries.org/careers/create	African American	$250 for 90 days online	Online only
Communications	Association for Women in Communications http://womcom.org/	Women	$450 and up for online, $125 and up for e-newsletter	Online only
Journalism, English	National Association of Black Journalists http://www.nabj.org/	African American	$150 and up for online	Online only

Journalism, English	National Association of Hispanic Journalists http://www.nahj.org/	Latino	$100 for single online ad	Online only http://nahj.ihispano.com/user/register/company
Journalism, English	Native American Journalists Association http://www.naja.com/	Native American	Unknown	Call 405-325-9008
Journalism, English	Asian American Journalists Association http://www.aaja.org/	Asian	$100 and up	Online only
Law	Hispanic National Bar Association http://www.hnba.com/	Latino	$150 for online	Online only
Library Sciences	Asian Pacific American Librarians Association http://www.apalaweb.org/	Asian	Rates upon request	http://www.apalaweb.org/resources/job-postings/
Library Sciences	Black Caucus of the American Library Association	African American	$150 and up for online	Online only http://www.bcala.org/jobsubmis.htm
Medicine	Association of Black Cardiologists http://www.abcardio.org/	African American	$250 and up for online,	Online only
Nursing	National Association of Hispanic Nurses http://www.thehispanicnurses.org	Latino	$200 and up for online	Online only
Nursing	National Black Nurses Association, Inc. http://www.nbna.org/	African American	$200 and up for print, $350 and up for online	http://www.nbna.org/pdf/NBNA_AD_IO.pdf
Nursing	Diversity Nursing http://www.diversitynursing.com	Diverse	$250 and up	Online only
Nursing	Minority Nurse http://www.minoritynurse.com/	Diverse	$149 and up	Online only

Psychology	Association of Black Psychologists http://pd-online.abpsi.org/	African American	$200 and up	http://pd-online.abpsi.org/index.php?option=com_content&view=article&id=70&Itemid=70
Science, Engineering, Technology	Winds of Change—American Indian Science and Engineering Society http://aises.org/wocnews	Native American	$560 and up for print ads for colleges, frequency discounts	http://www.pohlyco.com/images/woc-AdRates-2011.pdf
Science, Engineering, Technology	Association for Women in Science http://www.awis.org/	Women	$300	Online only
Science, Engineering, Technology	Association for Women Geoscientists http://www.awg.org/	Women	$15-400 based on size	Published six times a year,
Science, Engineering, Technology	Association for Women Soil Scientists http://www.womeninsoils.org/	Women	Unknown	Email for rates
Science, Engineering, Technology	National Organization for the Professional Advancement of Black Chemists and Chemical Engineers http://www.nobcche.org/	African American	$100 per year for membership then $100 per ad posted online	Online only
Science, Engineering, Technology	Society of Hispanic Professional Engineers	Latino	$2481 and up for print, online opportunities available	
Science, Engineering, Technology	Society of Mexican American Engineers and Scientists http://www.maes-natl.org/	Latino	$100 and up for online	Online only http://maes.ihispano.com/user/register/company
Science, Engineering, Technology	Society of Women Engineers http://societyofwomenengineers.swe.org/	Women	Rates upon request	http://societyofwomenengineers.swe.org/index.php?option=com_content&task=view&id=21&Itemid=50
Science, Engineering, Technology	National Association of Black Geologists and Geophysicists http://www.nabgg.com/	African American	FREE for online text	Online only

Science, Engineering, Technology	American Association of Blacks in Energy http://www.aabe.org	African American	Unknown	Online only

Recruitment Strategy Planning T plate

Strategy	Strategy is Designed to Close this Gap:	Description	Possible Tactics:	Action Items:	Responsible Individual	Deadline(s)
Online Recruiting	Not reaching majority of applicants, especially young college grads	A large percentage of employees hired by human services agencies for entry level jobs are seeking their first "career job." Many are young, either fresh out of college, looking to establish a new career, or relocating to a new area. The newspaper want-ads are not an effective recruitment source for most of today's applicants. Placing vacancy announcements online is more effective and economical than using most traditional forms of advertising.	▪ www.Monster.com ▪ www.CareerBuilder.com ▪ www.Jobs.net ▪ www.Linkedin.com			
Job Fairs	Need to improve overall applicant pool	Job fairs can be a very effective method for attracting applicants for professional jobs.	Attend job fairs solo or with someone from your client group who can speak about the technical aspects of the open positions, while you as the TMC focus on the WSU employment brand, hiring process & benefits questions.			
Targeted Recruitment	Lack of diversity in targeted job/s	You may need a more diverse workforce that better reflects our community and student population.	Target community job fairs to increase diversity among new recruits.			

Recruitment Strategy Planning Template

Strategy	Strategy is Designed to Close this Gap:	Description	Possible Tactics:	Action Items:	Responsible Individual	Deadline(s)
Student Asst/ College Work Study	Need to improve overall applicant pool	This is a great resource to tap into that	Partner with the career planning and placement office http://careerservices.wayne.edu/New/StudentEmp%20Guide%20REVISED%20ADDITION%202010.pdf			
Word of Mouth	Need to improve overall applicant pool	If current employees are happy in their jobs, they become one of the best sources of recruitment.	Even if employees are not actively referring vacancies to friends and acquaintances, their positive "word of mouth" about the agency is a powerful recruitment source. Great frontline supervisors in organizations that engage and value employees are critical to being considered a "great place to work."			
Employees as Recruiters	Need to improve overall applicant pool	The next step beyond "word of mouth" recruiting is encouraging employees to recruit others.	Issue periodic reminders to staff that vacancies exist and their referrals are appreciated. Offer "recruitment bonuses" to staff that refer applicants who are eventually hired. Tie the bonus to the successful completion of the probationary period			

Recruitment Strategy Planning T plate

Strategy	Strategy is Designed to Close this Gap:	Description	Possible Tactics:	Action Items:	Responsible Individual	Deadline(s)
Maintain a pre-screened applicant pool	Too many applicants get hired with only the minimum credentials	Some organizations delay hiring until staff vacancies reach crisis proportions. They then initiate a recruitment process that is designed to bring new employees on board as soon as possible. This unfortunately results in hiring employees who meet the minimum requirements, but nothing more.	Where is it feasible, have a pool of pre-screened, interviewed applicants always available to be called for a second interview with the hiring supervisor. When using this approach, it's important to minimize the amount of time between the initial interview and the second interview to prevent top-quality applicants from being hired elsewhere. TMC's will need to do continuous recruiting and screening, even when there are no current vacancies.			
Realistic Job Previews (RJP)	Unwanted turnover among new workers who did not understand their job when they were hired	Realistic Job Previews are designed to prevent applicants from taking jobs that they have little knowledge of, or are not suited to perform. A RJP is a recruiting tool designed to reduce "early" turnover by communicating both the desirable and the undesirable aspects of a job before applicants accept a job offer. RJPs can be in the form of videos, oral presentations, job-shadowing opportunities, and pamphlets or brochures.	Develop a Realistic Job Preview (RJP)			

Pooled and Grant Funded Positions

Pooled positions (those with more than one person in them, including all Student Assistants, Technicians, College Work Study, Graduate Assistants, Part-time Faculty and Substitute Teachers) and positions that are fully grant funded positions (Indexes starting with 3, 4, or 14) are maintained by the Division of Human Resources.

↳only create position #'s w/ indexes start w/ that. if not, has to go to budget office

If the position is not a pooled position or receives any of its funding from non-grant funds, the University Budget Office will maintain the position.

Note: If position labor distribution is mixed and/or does not begin with indexes 3, 4, or 14 the University Budget Office must process (Alan Jacobson or Helen Smith)

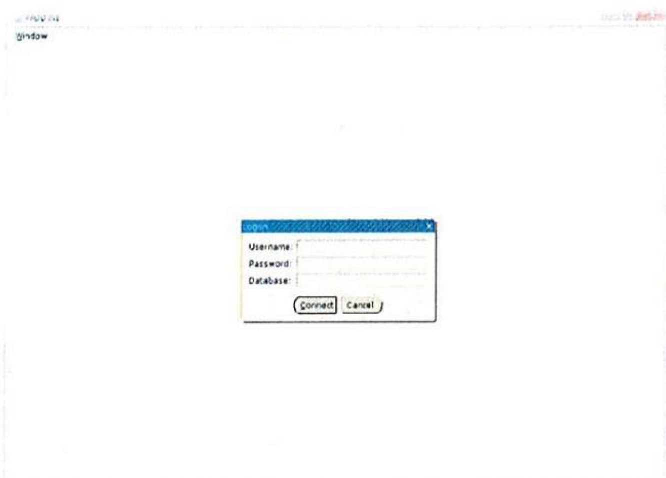
-Pooled position if shared by more than 1 employee

-cannot delete a position # once created

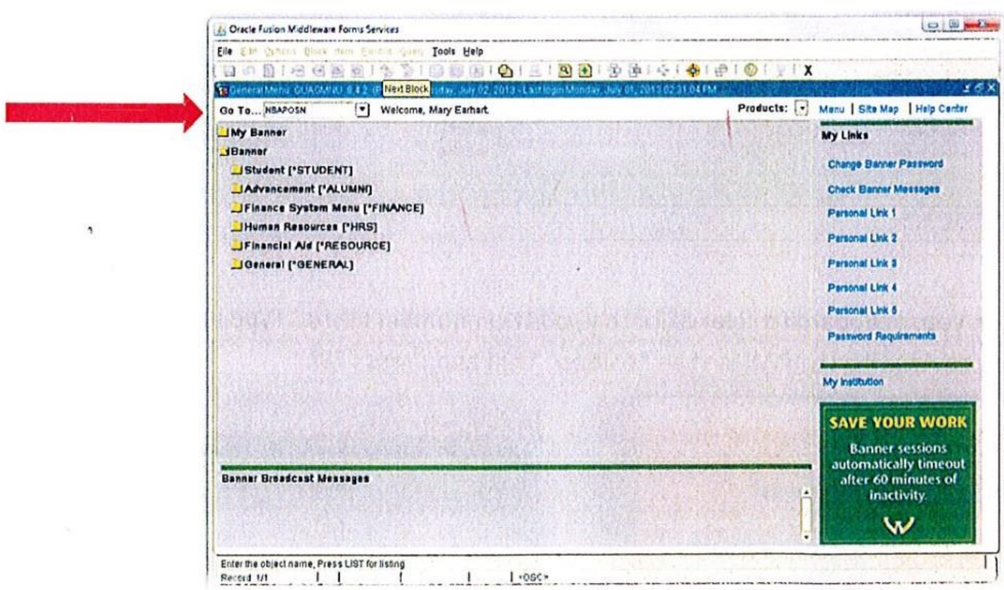
-BAO signed

Creating a New Position Number

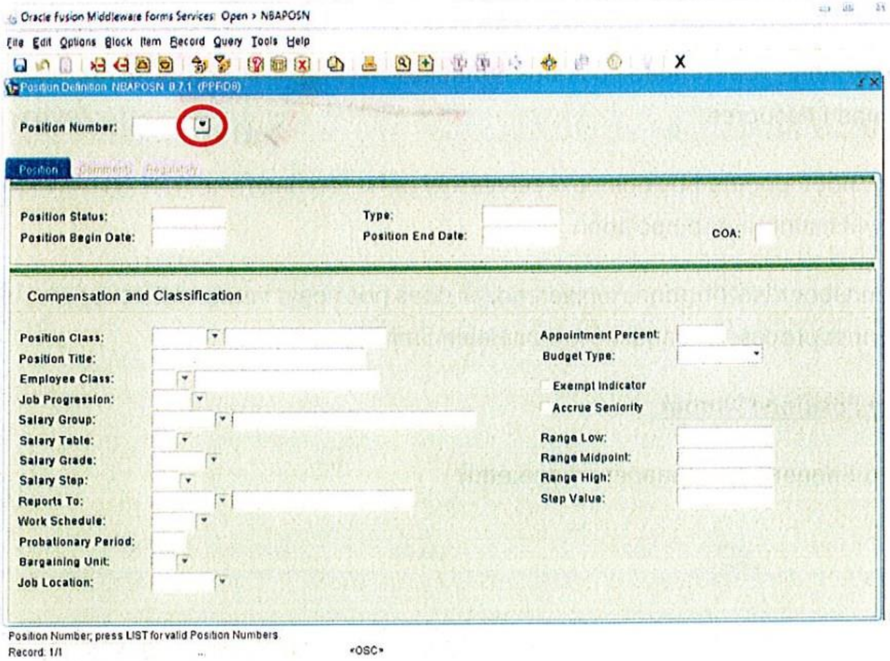
1. Log into Banner (www.banner.wayne.edu)



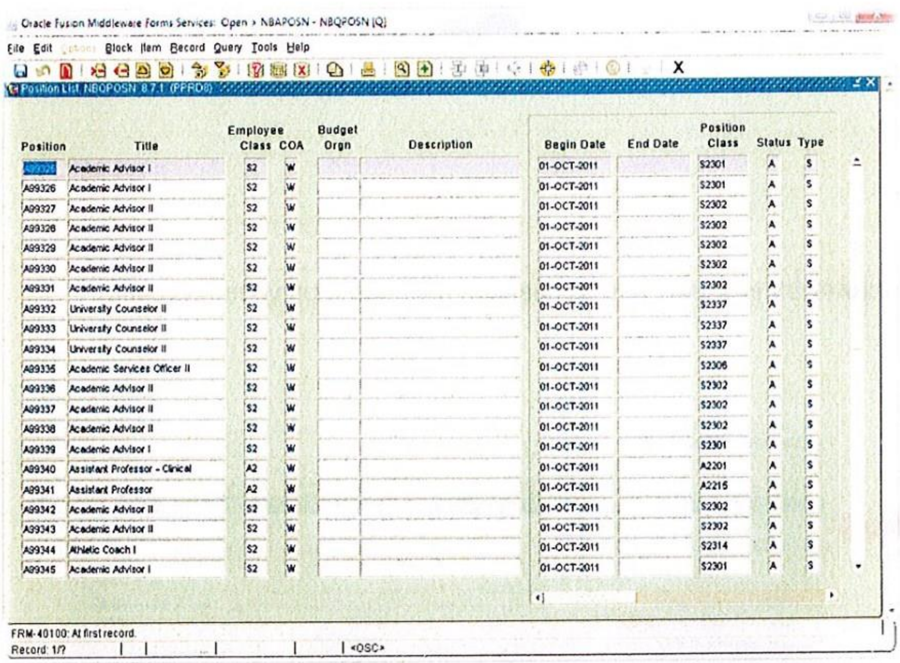
2. Type: NBAPOSN into the "Go To" field and hit "Enter" on your keyboard



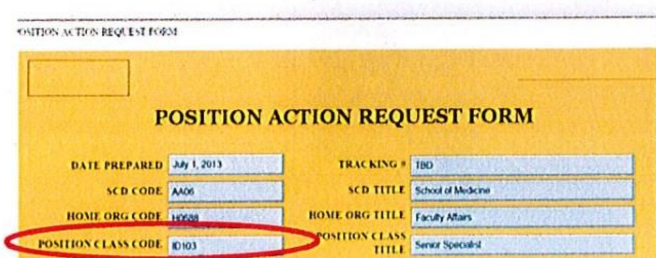
3. Click on the radio button located next to the "Position Number" field

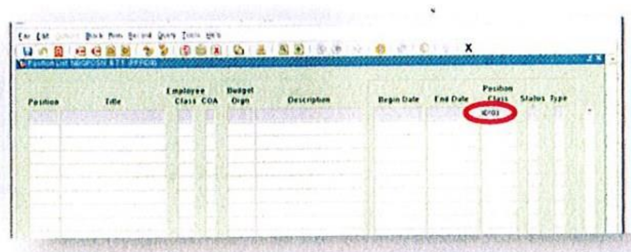


Several position numbers will appear on your screen

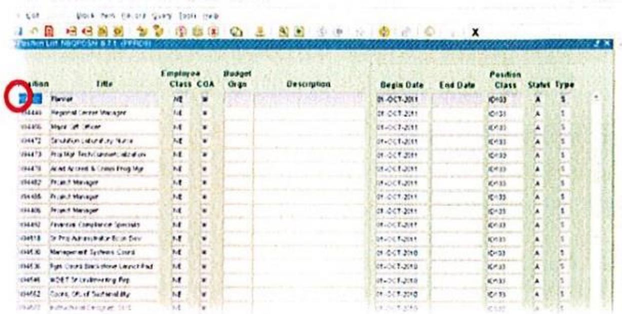


4. Press "F7" on your keyboard to clear all of the position numbers listed. Type in the "Position Class Code" provided on the PAR in the "Position" field and press "F8"

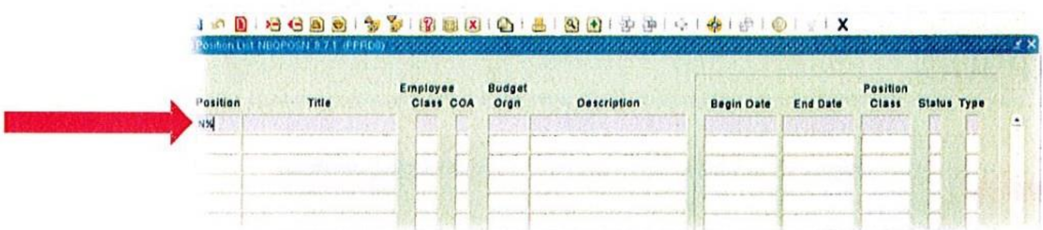




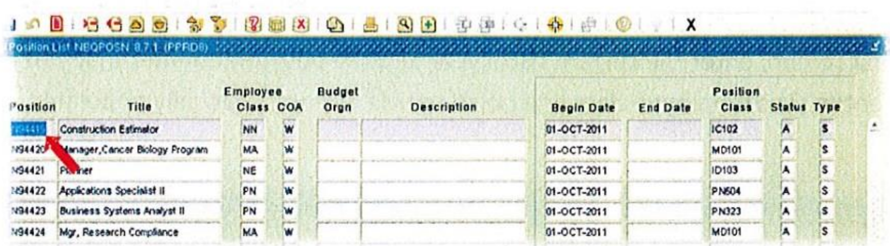
This is the image you will see after pressing "F8"; you will need to take note of the letter of the position numbers listed



5. Press "F7" to clear the results. Then type the letter you received in the previous screen followed by the wildcard (%).

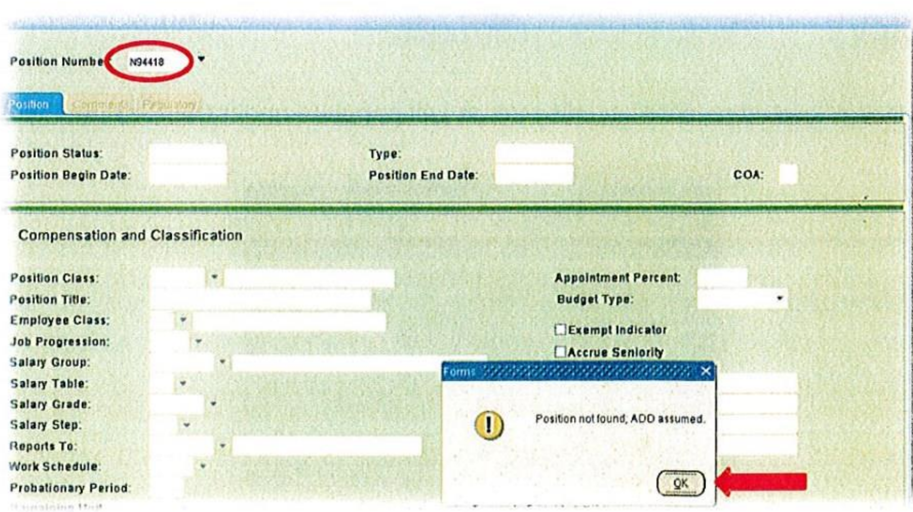


Press "F8" to populate the list of position numbers and double click on the first position number listed.

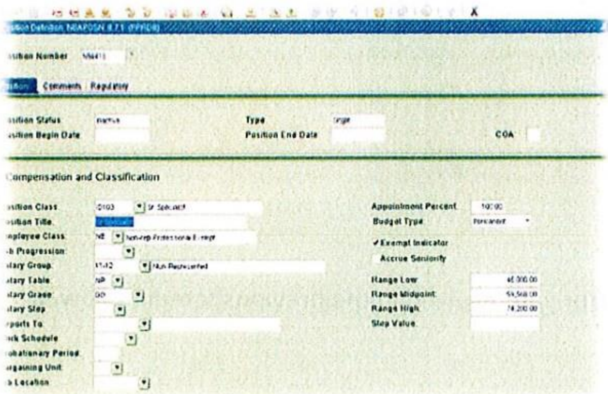


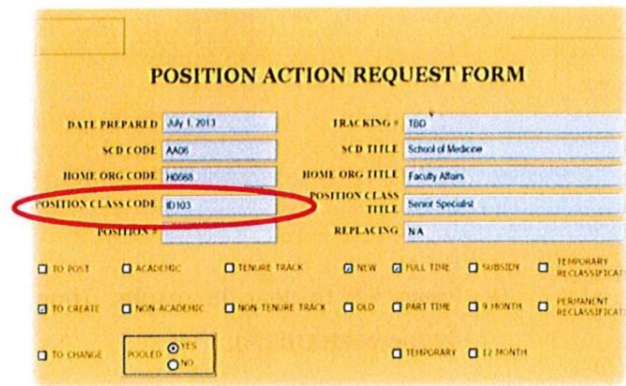
6. Change the number selected to one number lower (in example previous position number was N94419)

A message will appear that reads "Position not found; ADD assumed"; click "ok"

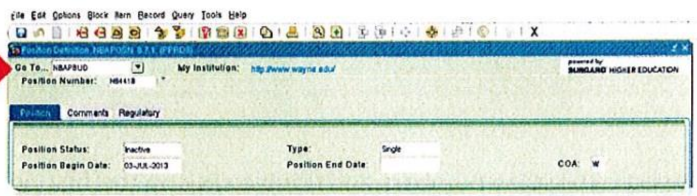


7. Enter the position class found on the PAR form; once the position class is entered all the required fields will automatically populate. DO NOT CHANGE ANY OF THE FIELDS.
   Click Save

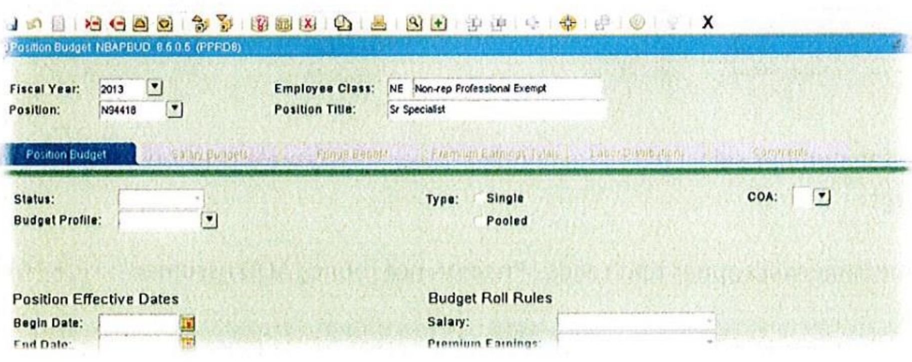




Go to NBAPBUD

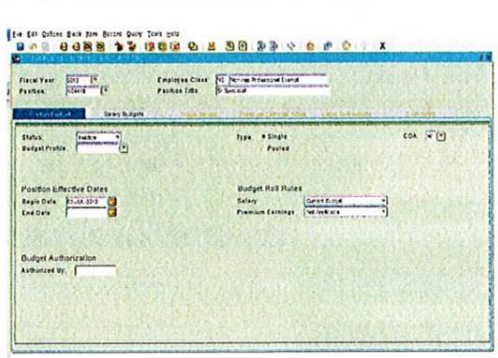


1. In the first screen, enter the current fiscal year and the position number that you just created and hit enter. The employee class and position title will automatically populate.



position effective date - always 1st date the fiscal yr begins 10/1/20--

Press "Ctrl Page Down" and some position information will populate under the "Position Budget" tab



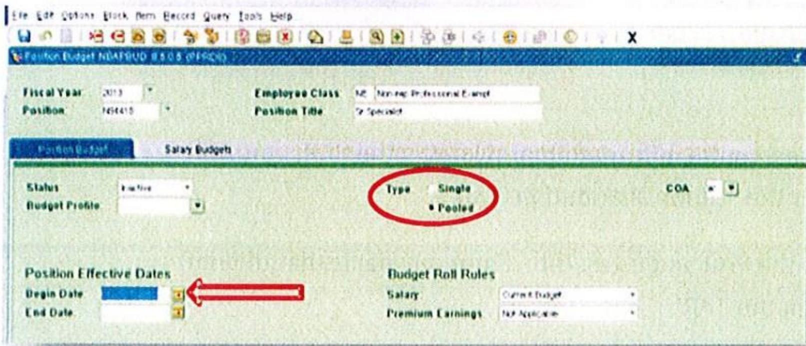
2. Based on the information provided in the PAR, you will begin to change the following fields under the "Position Budget" tab:

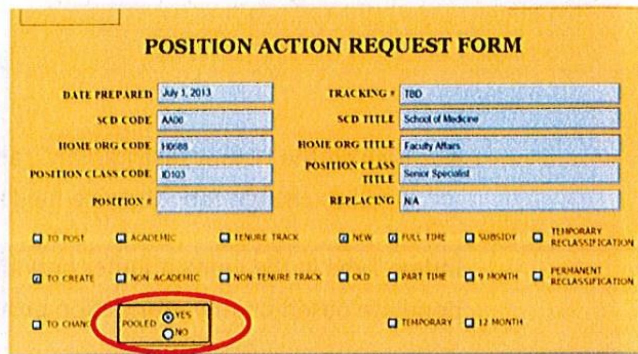
Type: Indicate if the position is single or pooled based on information provided in the PAR

Position Effective Date: Type the first day of the current fiscal year (100112. 100113, etc.); you will ONLY enter a date in the "Begin Date" field

Click Save

DO NOT CHANGE ANY OTHER FIELDS





3. Click on the "Salary Budgets" tab. Based on the information provided in the PAR, you will begin to change the following fields under the "Salary Budgets" tab:

(Be sure to tab through the fields)

Fiscal Year: Enter current fiscal year (2012, 2013, etc.)

Organization: Enter the "Home Org Code" provided on the PAR. This is a five digit code which begins with H

Budget ID: Type in "FY" followed by the last two digits of the current fiscal year (FY12, FY13, etc.)

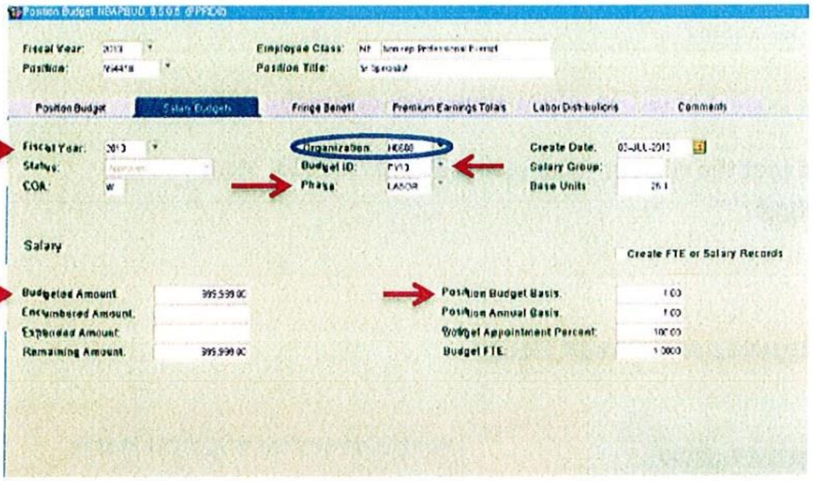
Phase: Type "LABOR"; this field will be the same regardless of any position

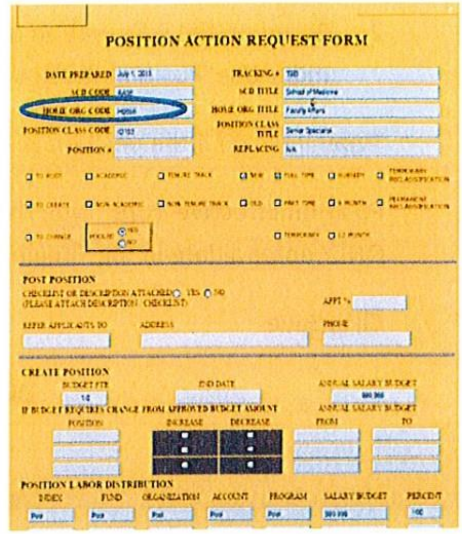
Salary-Budgeted Amount: Type in the salary provided on the PAR — (most pooled positions salary change so use 999,999.00 unless given a specific # on PAR

Position Budget Basis & Position Annual Basis: Enter the FTE as indicated on the PAR

Click Save

DO NOT CHANGE ANY OTHER FIELDS





4. Click on the "Labor Distribution" tab. Based on the information provided in the PAR, you will begin to change the following fields under the "Labor Distribution" tab:

Index: Type in the index number provided on the PAR and press Tab. Enter any fields that did not populate based on the information provided in the PAR

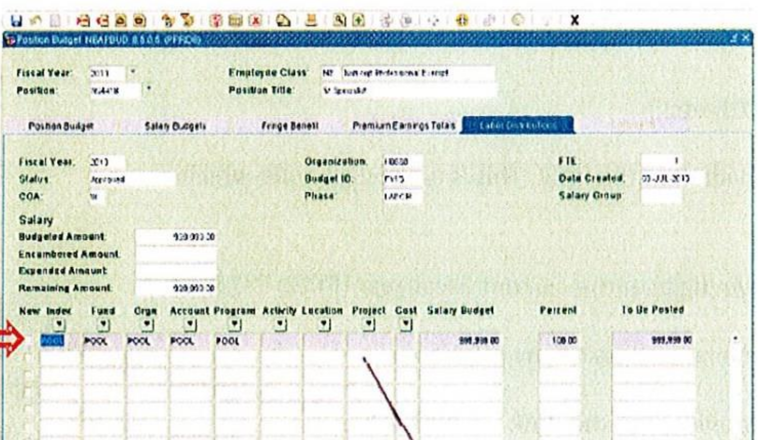
Salary Budget: Enter the salary as indicated on the PAR and press Tab

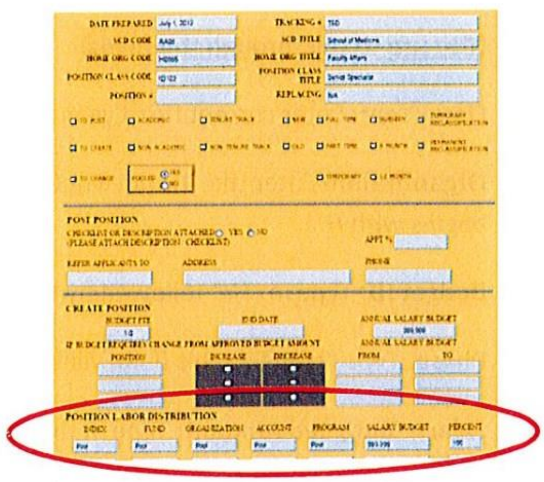
Click Save

L go to labor distribution tab

DO NOT CHANGE ANY OTHER FIELDS

1) type index





2) type account code under "account"

" have to enter "grant" if grant funded

Provide the customer with the position number you have just created.

3) enter salary budget if it doesn't default

4) click save

* second # in position annual basis = 1.00

ALL DONE - DONT PROCEED TO NEXT PAGE

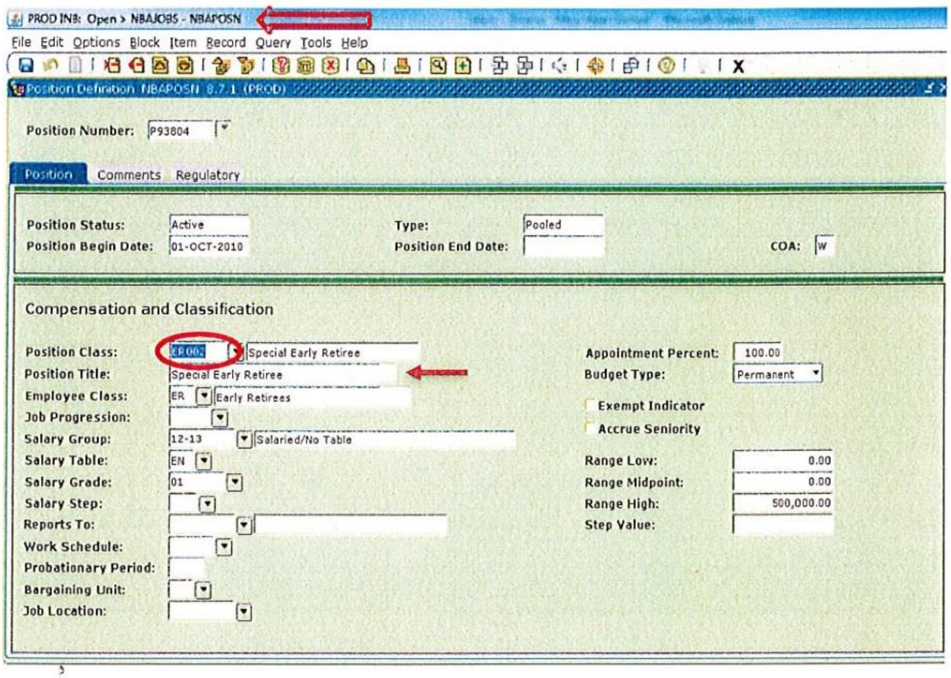
CHANGING POSITION ATTRIBUTES:

Please note: you are only allowed to change Compensation and Classification information, Salary Budget and Labor Distribution information. If you receive a request to change a Position Organization (HOME ORG CODE) a request needs to be submitted to fbo-itech@wayne.edu

If you receive a PAR for changes to a position **Compensation and Classification information, DO NOT CREATE A NEW POSITION**.

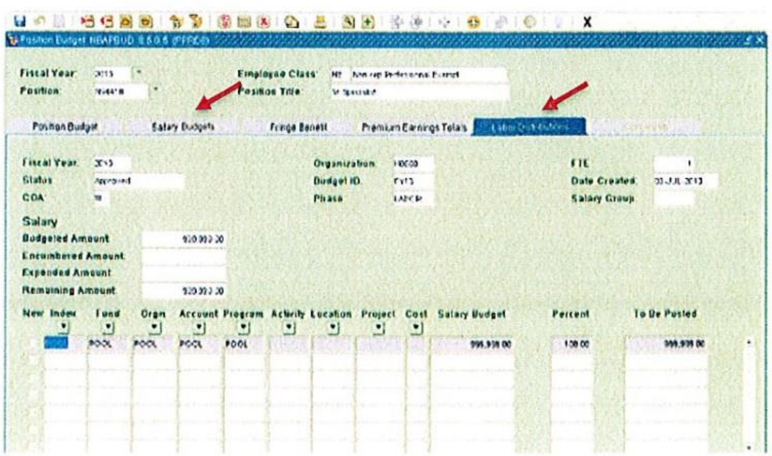
Go to NBAPOSN in order to change the Position Class or Position Title. Be sure to Save all the changes made.

Note: If you change a Position Class, you must re-type the Position Title



Changing Salary Budget and Labor Distribution information

Go to NBAPBUD Be sure to Save all the changes made.



WAYNE STATE UNIVERSITY

BACK TO WEB FORM LIST

POSITION ACTION REQUEST FORM

SET BROWSER PAGE SETUP TO 100% AND PORTRAIT

DATE PREPARED	08/13/2012	TRACKING #	
SCD CODE	06	SCD TITLE	Medicine
HOME ORG CODE	H0632	HOME ORG TITLE	Oncology
POSITION CLASS CODE	R2302	POSITION CLASS TITLE	Research Assistant
POSITION #	H98621	REPLACING	

TO POST	X ACADEMIC	X TENURE TRACK	NEW	X FULL TIME	X SUBSIDY	TEMPORARY RECLASSIFICATION
TO CREATE	NON-ACADEMIC	NON-TENURE TRACK	OLD	PART TIME	9 MONTH	PERMANENT RECLASSIFICATION
X TO CHANGE	POOLED ~~YES~~ no			TEMPORARY	X 12 MONTH	

	FROM	TO
ANNUAL BUDGET SALARY	999,999	

IF BUDGET AMOUNT CHANGES FROM FUNDED AMOUNT

POSITION	H98621	INCREASE	X FROM	0	TO	999,999

CURRENT POSITION LABOR DISTRIBUTION

INDEX	FUND	ORGANIZATION	ACCOUNT	PROGRAM	SALARY BUDGET	PERCENT
332049	2L131	06CAC1	61151	31	0	100

NEW POSITION LABOR DISTRIBUTION

INDEX	FUND	ORGANIZATION	ACCOUNT	PROGRAM	SALARY BUDGET	PERCENT
grant	grant	grant	grant	grant	999,999	100

COMMENTS

Linda Seibert

ORIGINATOR

NAME	Carol Maconochie	PHONE	313.576.9673	DEPT NAME	Oncology	DATE	08/13/2012

Gerold Bepler, MD — 8/14/12

DEAN / DIRECTOR / EXECUTIVE OFFICER — DATE

Jean F. Diomede — 8/15/12

PROVOST OR CLASSIFICATION & COMPENSATION — DATE

BUDGET / PERSONNEL PROCESSING & RECORDS — DATE

WAYNE STATE UNIVERSITY

BACK TO WEB FORM LIST

POSITION ACTION REQUEST FORM

SET BROWSER PAGE SETUP TO 100% AND PORTRAIT

DATE PREPARED	08/13/2012	TRACKING #	
SCD CODE	06	SCD TITLE	Medicine
HOME ORG CODE	H0632	HOME ORG TITLE	Oncology
POSITION CLASS CODE	R2 362	POSITION CLASS TITLE	Research Assistant
POSITION #	H97749	REPLACING	

TO POST	X ACADEMIC	TENURE TRACK	NEW	X FULL TIME	X SUBSIDY	TEMPORARY RECLASSIFICATION
TO CREATE	NON-ACADEMIC	X NON-TENURE TRACK	OLD	PART TIME	9 MONTH	PERMANENT RECLASSIFICATION
✓ TO CHANGE	POOLED YES NO			TEMPORARY	X 12 MONTH	

FROM TO

35,000

IF BUDGET AMOUNT CHANGES FROM FUNDED AMOUNT

POSITION	H97749	INCREASE	X	FROM	35,000	TO	999,999

CURRENT POSITION LABOR DISTRIBUTION

INDEX	FUND	ORGANIZATION	ACCOUNT	PROGRAM	SALARY BUDGET	PERCENT
221497	120D12	06C921	61151	21	35,000	100

NEW POSITION LABOR DISTRIBUTION

INDEX	FUND	ORGANIZATION	ACCOUNT	PROGRAM	SALARY BUDGET	PERCENT
grant	grant	grant	grant	grant	999,999	100

COMMENTS

Sharon Simpson

ORIGINATOR

NAME Carol Maconochie PHONE 313.576.9673 DEPT NAME Oncology DATE 08/01/2012

Gerold Bepler — 8/14/12

DEAN / DIRECTOR / EXECUTIVE OFFICER — DATE

Jean T. Diamuke — 8/15/12

PROVOST OR CLASSIFICATION & COMPENSATION — DATE

BUDGET / PERSONNEL PROCESSING & RECORDS — DATE

WAYNE STATE UNIVERSITY

BACK TO WEB FORM LIST

POSITION ACTION REQUEST FORM

SET BROWSER PAGE SETUP TO 100% AND PORTRAIT

DATE PREPARED	08/13/2012	TRACKING #	
SCD CODE	06	SCD TITLE	Medicine
HOME ORG CODE	H0632	HOME ORG TITLE	Oncology
POSITION CLASS CODE	R2 302	POSITION CLASS TITLE	Research Assistant ✓
POSITION #	H98578 ✓	REPLACING	

TO POST	X ACADEMIC	X TENURE TRACK	NEW	X FULL TIME	X SUBSIDY	TEMPORARY RECLASSIFICATION
TO CREATE	NON-ACADEMIC	NON-TENURE TRACK	OLD	PART TIME	9 MONTH	PERMANENT RECLASSIFICATION
X TO CHANGE	POOLED YES NO			TEMPORARY	X 12 MONTH	

	FROM	TO
ANNUAL BUDGET SALARY	1,572	999,999

IF BUDGET AMOUNT CHANGES FROM FUNDED AMOUNT

POSITION	H98578	INCREASE	X	FROM	1,572	TO	999,999 ✓

CURRENT POSITION LABOR DISTRIBUTION

INDEX	FUND	ORGANIZATION	ACCOUNT	PROGRAM	SALARY BUDGET	PERCENT
334844	2F245E	06C911	61151	22	1,572.00	100 ✓

NEW POSITION LABOR DISTRIBUTION

INDEX	FUND	ORGANIZATION	ACCOUNT	PROGRAM	SALARY BUDGET	PERCENT
grant	grant	grant	grant	grant	999,999	100 ✓

COMMENTS

Kayla White

ORIGINATOR

NAME	Carol Maconochie	PHONE	313.576.9673	DEPT NAME	Oncology	DATE	08/13/2012

Gerold Bepler, MD — 8/13/12

DEAN / DIRECTOR / EXECUTIVE OFFICER — DATE

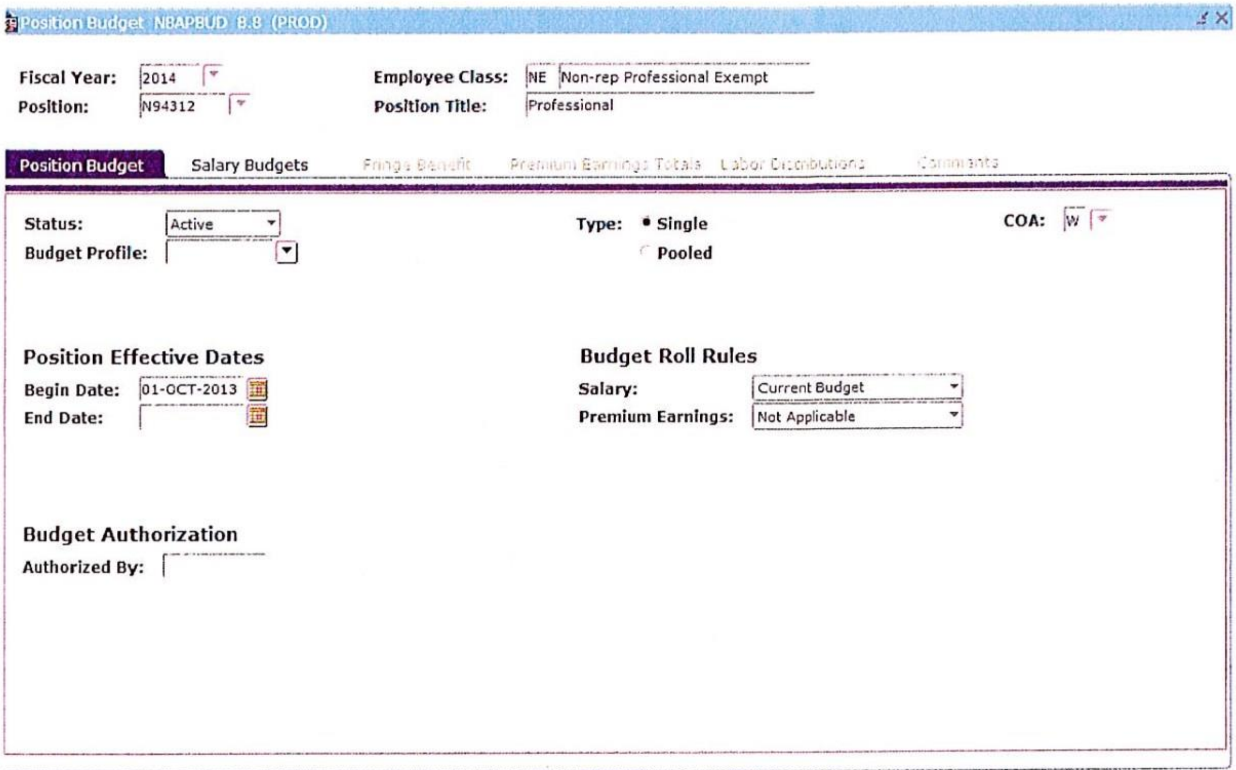
Jean F. Dismuke — 8/15/12

PROVOST OR CLASSIFICATION & COMPENSATION — DATE

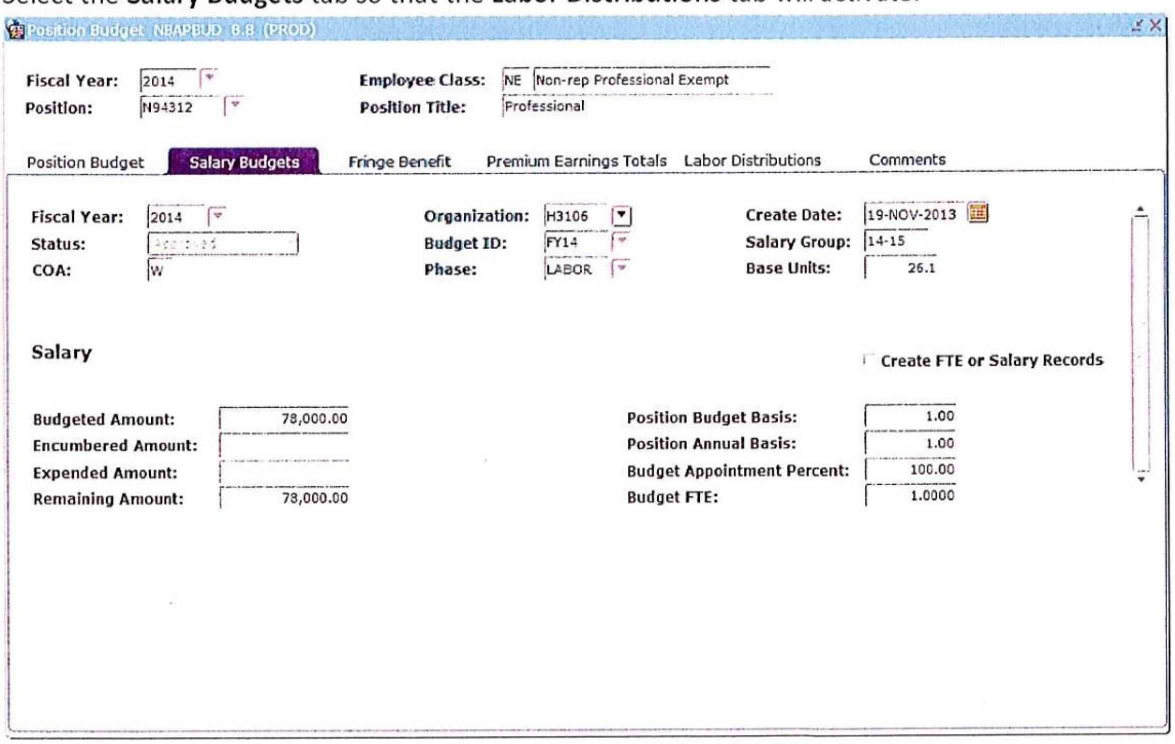
BUDGET / PERSONNEL PROCESSING & RECORDS — DATE

Changing Salary Budget and Labor Distribution Information

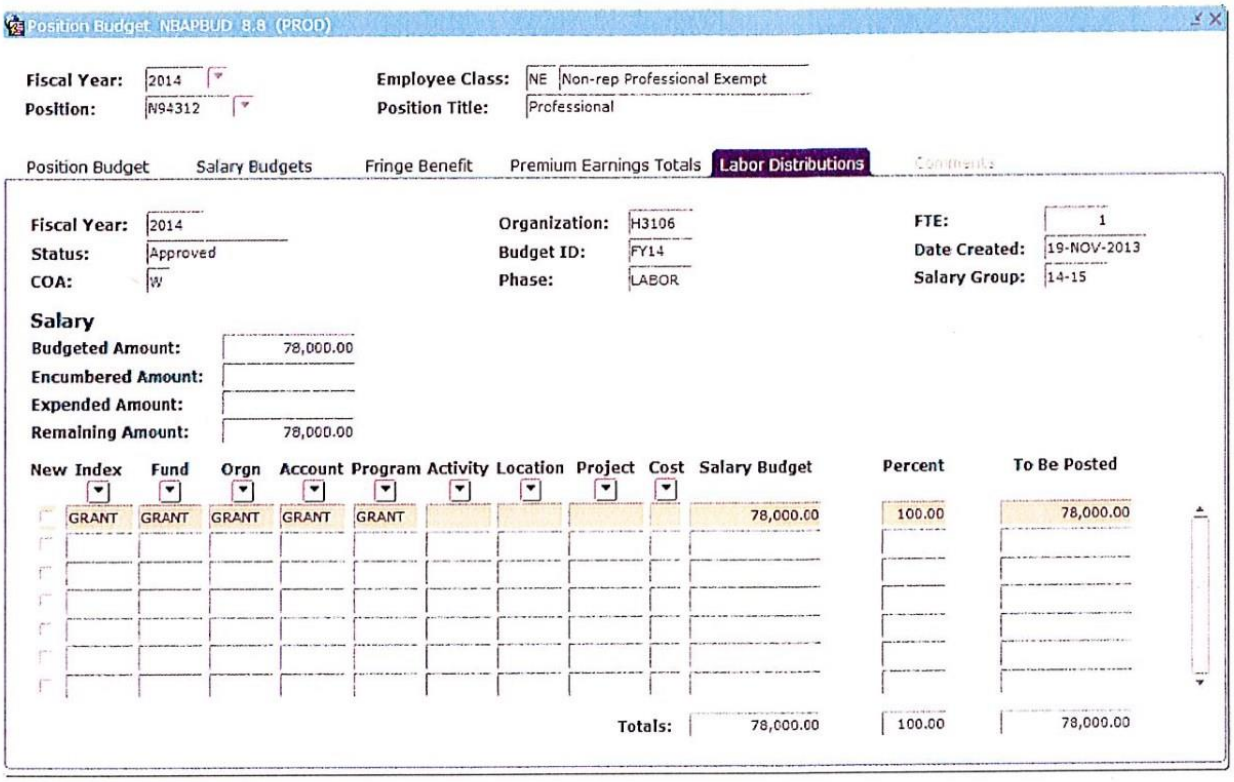
Go to **NBAPBUD** and input the **Fiscal Year** and **Position Number**.



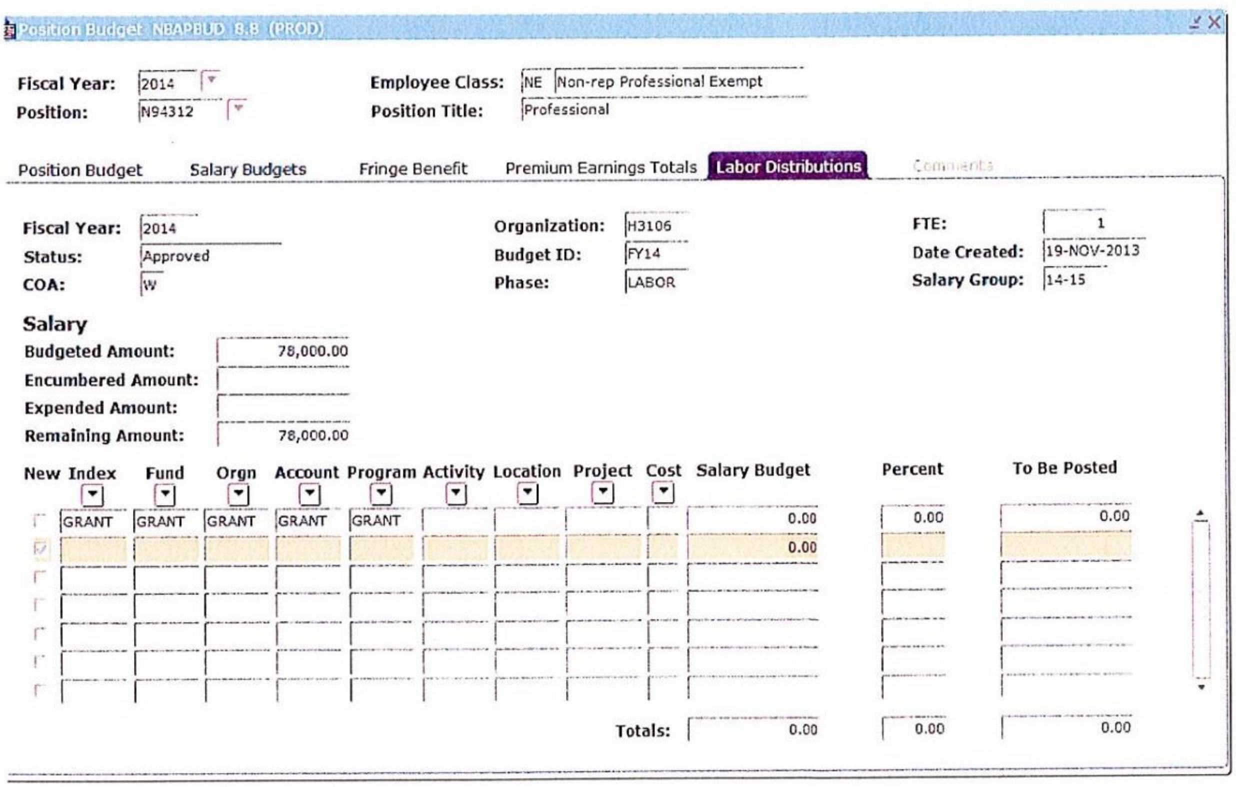
Select the **Salary Budgets** tab so that the **Labor Distributions** tab will activate.



Select the **Labor Distributions** tab

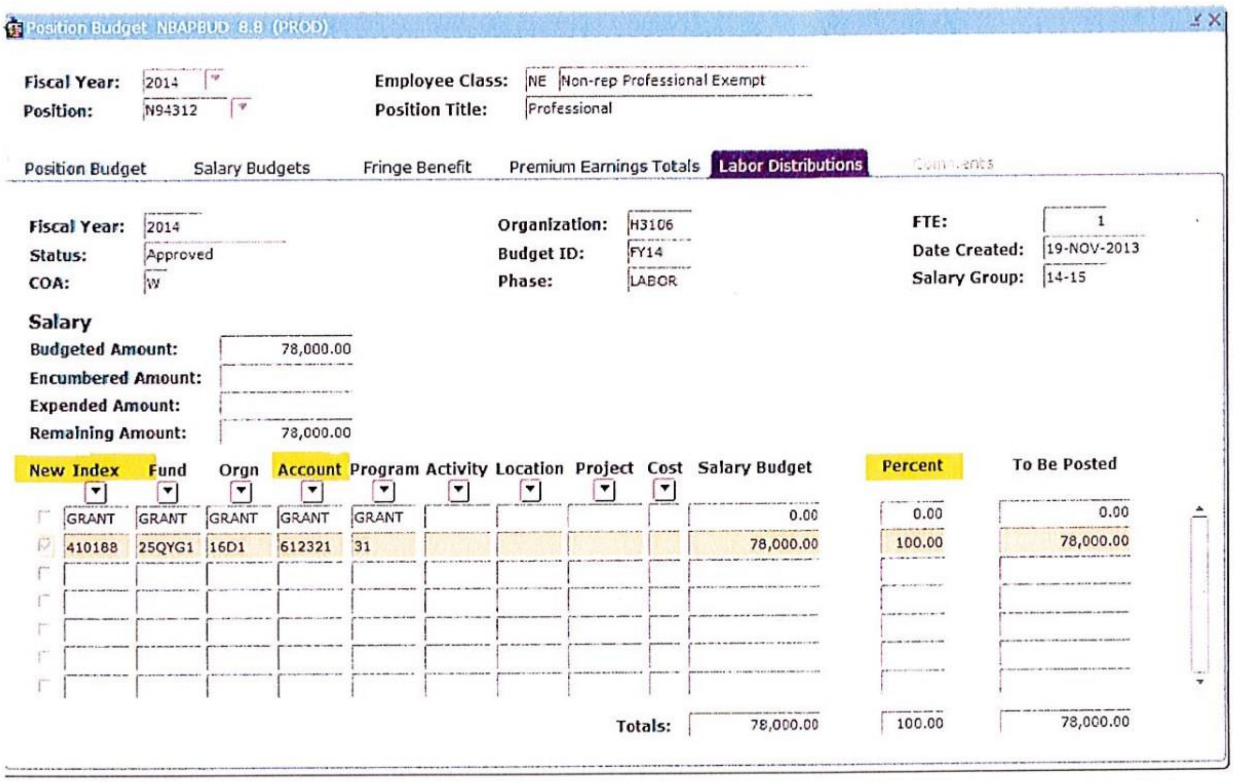


Under the Percent Column, change it from **100** to **0,** and then click into the next row.

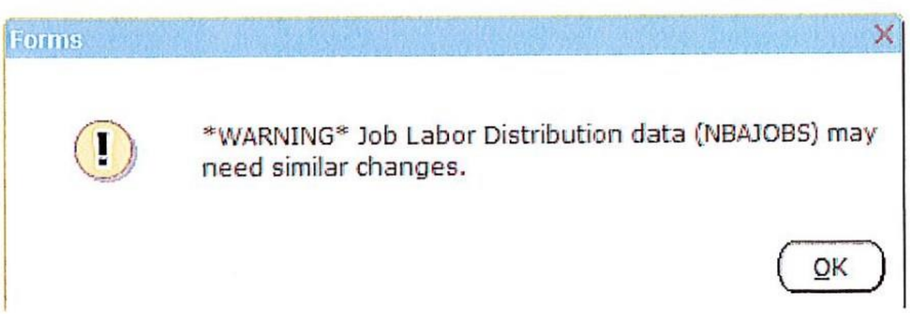


You will only need to input data in the **New Index** field, and the **Account** field.

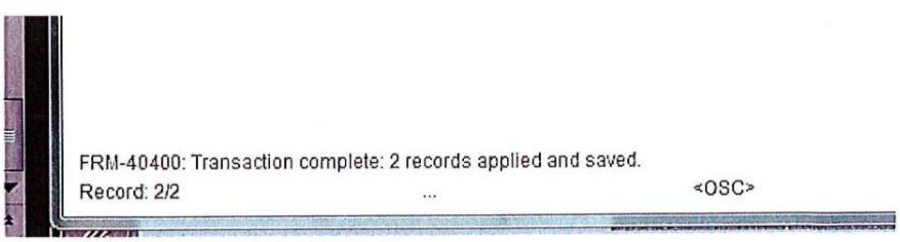
Once you tab out of the **New Index** field the *Fund*, *Orgn*, and *Program* fields will auto-populate. Click in the **Salary Budget** field and the salary will populate, then input 100 in the Percent field and F10 to Save.



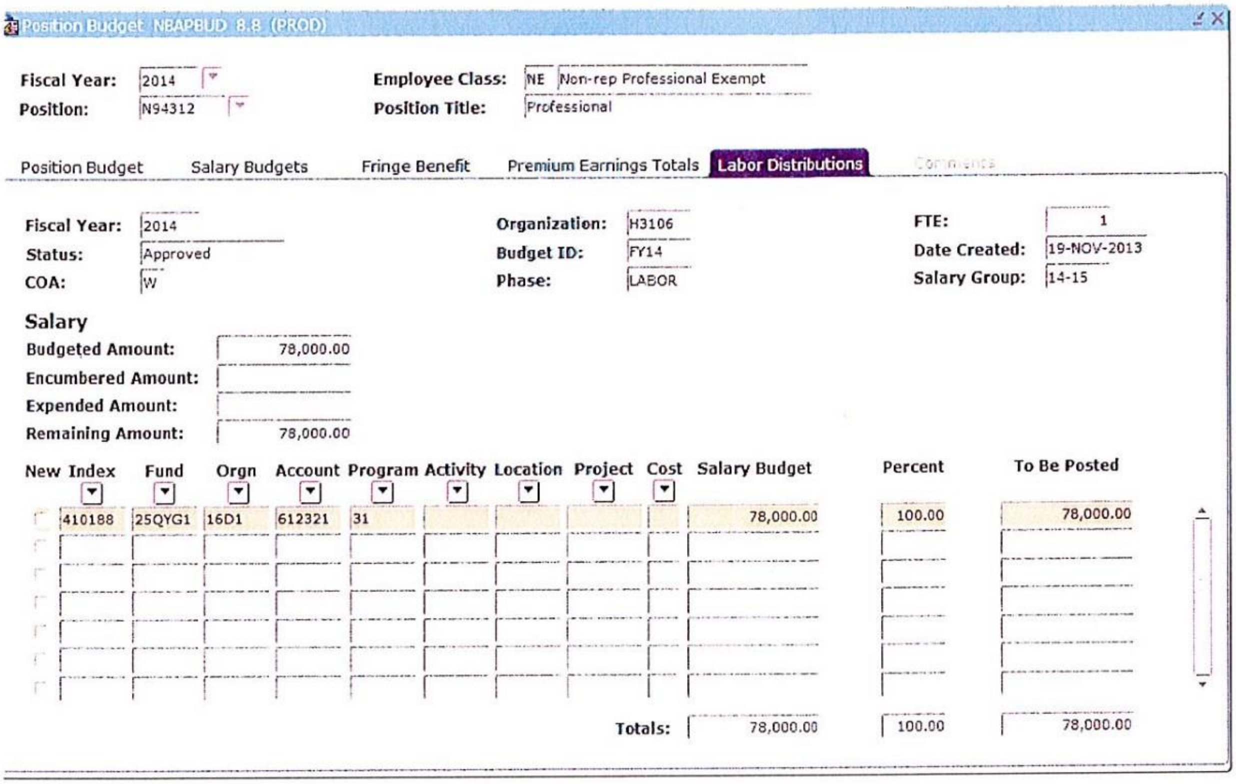
Upon saving you will receive this *Warning* message. Select OK



You have successfully applied and saved the transaction



In order to see the updated Budget Information just select another Tab and then re-select the Labor Distributions tab to see the new data


Position Budget NBAPBUD 8.8 (PROD)

Fiscal Year: 2014 **Employee Class:** NE Non-rep Professional Exempt
Position: N94312 **Position Title:** Professional

Position Budget | Salary Budgets | Fringe Benefit | Premium Earnings Totals | **Labor Distributions** | Comments

Fiscal Year: 2014 **Organization:** H3106 **FTE:** 1
Status: Approved **Budget ID:** FY14 **Date Created:** 19-NOV-2013
COA: W **Phase:** LABOR **Salary Group:** 14-15

Salary
Budgeted Amount: 78,000.00
Encumbered Amount:
Expended Amount:
Remaining Amount: 78,000.00

New	Index	Fund	Orgn	Account	Program	Activity	Location	Project	Cost	Salary Budget	Percent	To Be Posted
	410188	25QYG1	16D1	612321	31					78,000.00	100.00	78,000.00
									Totals:	78,000.00	100.00	78,000.00

Sourcing Selection

Boolean Search Strings

Five Search Parameters for Boolean Sourcing

1. AND

AND is the simplest function to apply. Any search terms that follow an AND command must appear in the result. For example:

Engineer AND *"Senior Developer"*

in LinkedIn - Engineer AND "Senior Developer"

Will give results that include **both** the word engineer **and** the phrase "senior developer". All search results will include both, and any resumes that have either engineer or "senior developer" (but not both) will not appear.

2. OR

OR provides options into a search. Usage of the OR command allows you to create a list of possibilities for which only one match is important.

For example, the following search phrase would give you results that contain **one or more** of the stated words:

Hospitality OR Catering OR Hotelier

Indeed - Hospitality OR Caterin indeed resume

3. NOT

NOT is the command of exclusion. If there are closely related terms that mean very different things, then usage of the NOT command is extremely valuable. An example could be as follows:

Architect NOT "Software Architect" indeed resume

Indeed - Architect NOT "Software Architect"

This would give you results that contain the word architect, but leaving out any that use the phrase "software architects". Very useful if you are looking for a specific architect not any type of architect.

4. ( )

Using Parenthesis allows you to combine multiple search strings, in order to find a specific combination of what you're trying to find. For example:

"Software Architect" AND (IBM or GM)

Would give results that have the phrase software architect together and IBM or GM

Indeed - "Software Architect" AND (IBM OR GM)

This is helpful when you're trying to find someone in this title who worked for a specific company.

5. " "

These quotation marks capture a exact phrase. Not using "" around a phrase will mean that each word is treated separately. For example:

Software Architect would give results that contain '*software*' and '*architect*', but not necessarily in the same sentence or paragraph!

Indeed - Software Architect

"Software Architect" would give results that only contain the phrase '*software architect*'

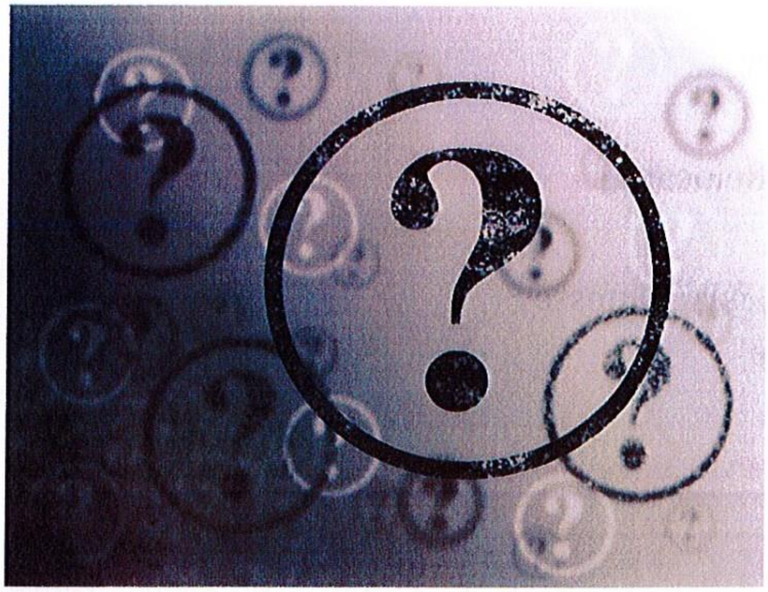
Indeed - "Software Architect"

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

Screening Resumes & Applications

Dawn Aziz
Organization and Employee Development

What Phone Screen Questions Would You Ask a Potential Program Specialist?



7/11/2013

Slide 16

WAYNE STATE

Notes:

Phone Interviews – Possible Questions

- Job History
- Salary
- Travel & Relocation
- Goals
- Strengths & Weaknesses
- Start Date

7/11/2013 Slide 17

WAYNE STATE

Notes:

Areas of Focus

- Value of Screening Applicants
- How to Screen Applicants
- Considerations When Screening
- Practice Opportunity

7/11/2013 Slide 18

Notes:

RECRUITING, INTERVIEWING, SELECTING & ORIENTING NEW EMPLOYEES
DIANE ARTHUR

Chapter 10 - Types of Employment Interviews

Recruiting, Interviewing, Selecting & Orienting New Employees, Fifth Edition

by Diane Arthur

AMACOM © 2012

<< Previous Chapter Contents Next >>

Telephone Screening Interviews

Telephone screening is intended to accomplish one of two objectives: (1) to establish continued interest in a job applicant that results in an appointment for an in-depth interview, or (2) to determine that an applicant's qualifications do not sufficiently meet the job's specifications. Under no circumstances should telephone screening be viewed as a substitute for the face-to-face interview.

Successful telephone screening depends on establishing and following a certain format. Contact the applicant, confirm his interest in a specific job, and agree on a time to talk. Suggest that an applicant for a nonexempt job allot approximately twenty minutes for the call; an applicant for an exempt job should set aside about thirty minutes.

When the specified time arrives, describe the available position, being careful not to identify the qualities that would make the best fit. Encourage the applicant to ask questions related to the specific opening and the company. Have ready a series of questions to assist you in determining whether continued interest is warranted. Some questions to ask nonexempt-level applicants are:

- "Why are you leaving your present (or last) employer?"
- "What do (or did) you do in a typical day?"
- "What do you like (or did you like) most and least about your present (or last) job?"
- "Why are you applying for this particular position?"

In addition, ask questions relative to any significant aspects of the job. For example, if it requires standing for long periods of time, ask applicants to describe jobs where they've had to do this. Also, describe a typical situation that is likely to occur with this job and ask the applicants to describe how they've handled similar situations in the past.

Appropriate questions to ask exempt-level applicants include:

- "Why are you leaving your present (or last) employer?"
- "Why are you applying for this particular position?"
- "What do you know about this organization?"
- "What have you contributed in past positions?"
- "What contributions do you anticipate being able to make in this position?"
- "What do you expect to receive from this company?"
- "How does this position fit in with your long-term goals?

Then, based on the particulars of the job, ask a series of questions regarding how they have handled certain situations in past positions.

As applicants respond, remind yourself of the purpose of the call: you're deciding whether a face-to-face interview is in order, not whether they should be hired. Take notes as they talk; if the conversation itself is not determinative, reviewing their responses after the call can help you decide whether to schedule an interview. If you do decide to bring them in, these notes can be used as a point of reference and comparison as you repeat some of the questions asked on the phone, seeking more in-depth information.

Be careful not to judge the quality of an applicant's telephone presentation if effective verbal communication skills are not a job-related criterion. On the other hand, some people, especially those in sales or marketing, do very well communicating on the phone; consequently, you must be able to separate style from substance.

Before concluding the conversation, go over a brief checklist:

- Does the applicant understand the job?

- Did you ask questions that will enable you to determine whether further interest is warranted?
- Did the applicant ask pertinent questions?
- Has the applicant expressed interest in the job?
- Does the applicant meet the basic qualifications for the job?
- Is there consistency between the information on the resume or application and what the applicant has told you?

If there's no doubt in your mind that the person should be invited in for an interview, make the invitation before the conversation is completed. If you are not certain and want to review your notes before making a decision, thank the applicant for his time, describe the next step, and estimate when he may expect to hear from you. If you are absolutely certain that the applicant is not suitable for the job, you have two choices: be honest and say that his qualifications are not suitable or that there is a lack of specific expertise or knowledge necessary for the job, or say that you will be reviewing the results of your conversations with all the applicants before taking any further action. If you do reject the applicant outright, be certain to explain your policy on keeping applications and resumes on file and encourage him to apply again in the future for other openings. If you have handled the situation tactfully, the person can hang up feeling good, even though no job interview is forthcoming.

Telephone screening offers numerous benefits. The process enables you to weed out applicants who are not qualified, allowing more time to devote to viable potential employees. It's also an impartial process; that is, neither party can be influenced or distracted by such visual factors as appearance, clothing, or grooming. While these can be important job-related intangibles, they are irrelevant at this screening stage.

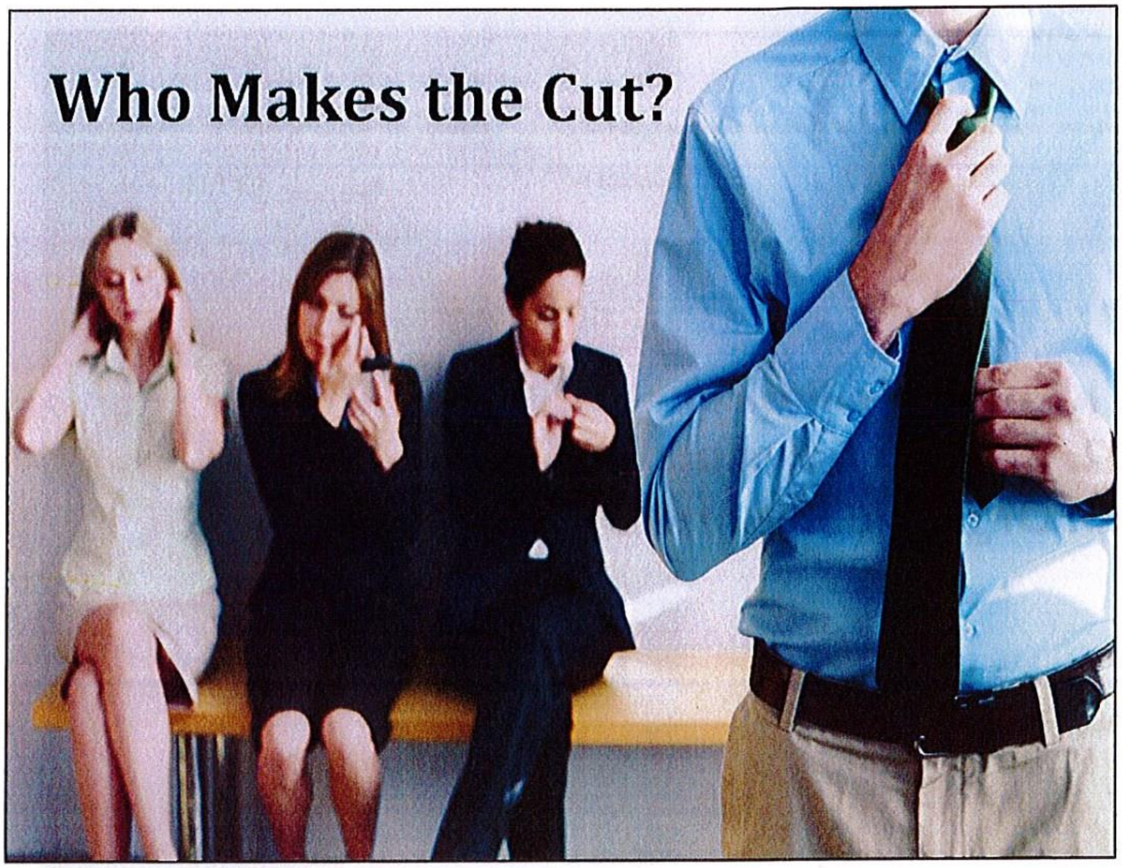
<< Previous Top of page Next >>

Chapter 10

- Exploratory Interviews
- **Telephone Screening Interviews**
- Video Screening Interviews
- HR Interviews
- Departmental Interviews
- Panel Interviews
- Peer Interviews
- Interviews with Less-Than-Ideal Applicants
- Stress Interviews (How and Why to Avoid Them)
- Interviewing Pitfalls
- Summary

Table of contents

Search this book: GO



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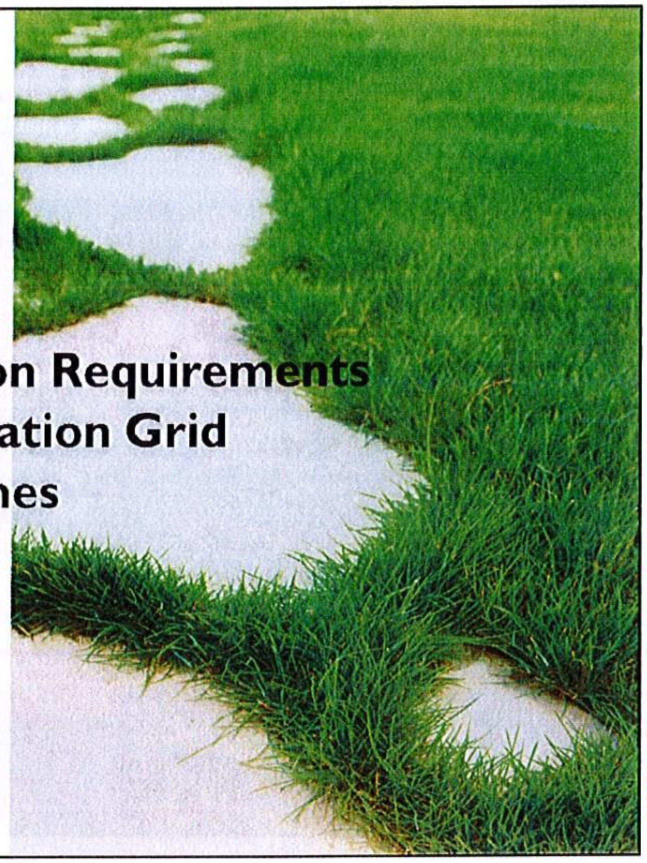


1. Know the Position Requirements
2. Create an Evaluation Grid
3. Organize Resumes

Notes: Send an eval grid/matrix by quals to app

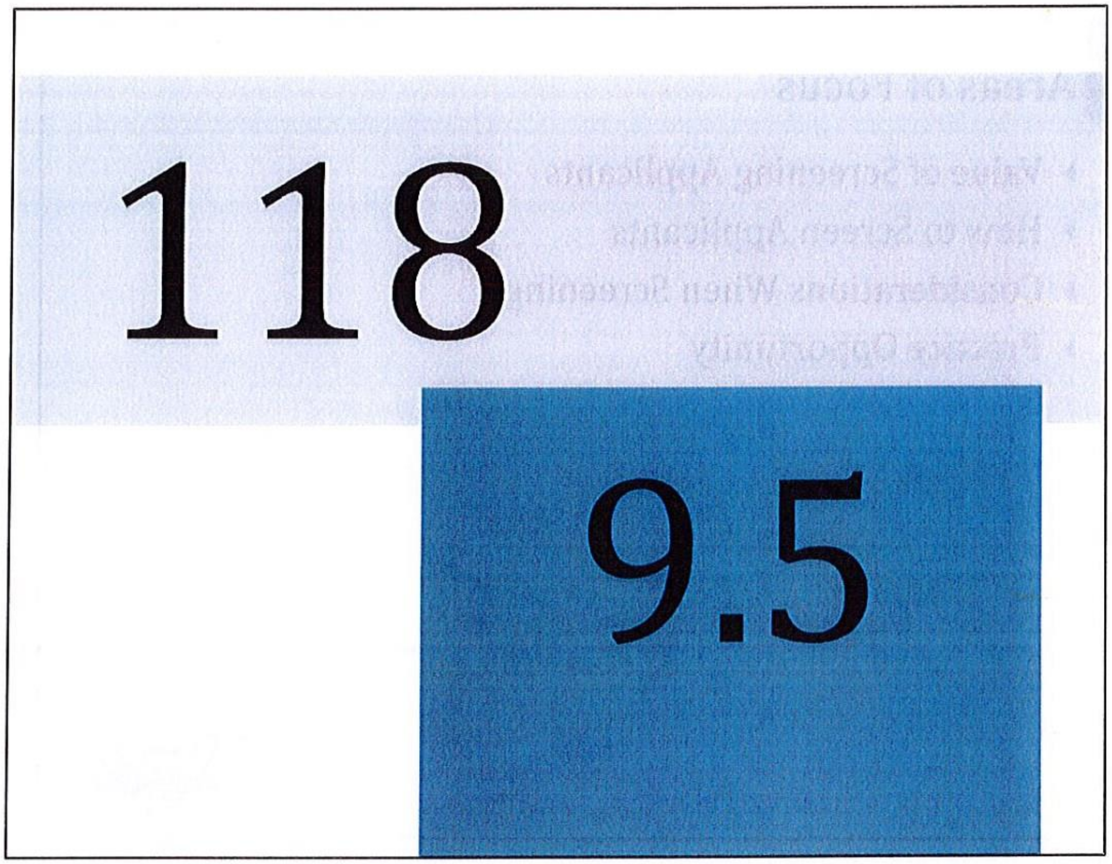
Areas of Focus

- Value of Screening Applicants
- How to Screen Applicants
- Considerations When Screening
- Practice Opportunity

7/11/2013 Slide 2

WAYNE STATE

Notes:



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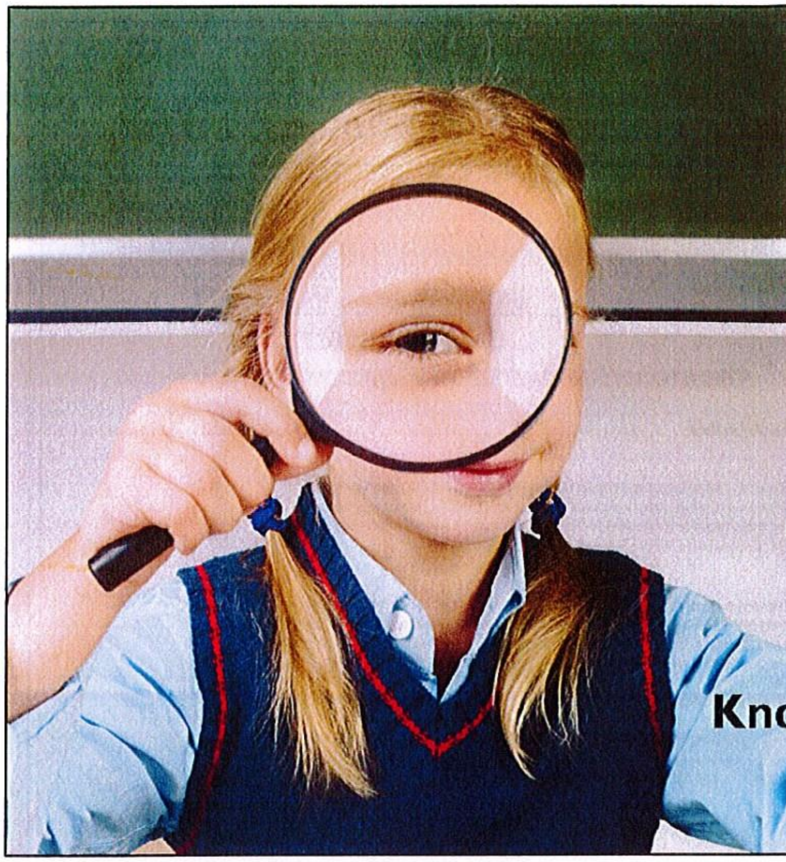


Job Duties
Qualifications
Education
Experience
Knowledge, Skills
& Abilities

Notes:

Screening Activity: Highlight Key Factors in Job Description

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

Role of a Talent Management Coordinator

SCREENING ACTIVITY
PROGRAM SPECIALIST JOB DESCRIPTION

Essential Functions (Job Duties)

JOB PURPOSE
Provides program management and administrative support to meet the needs of the Organization and Employee Development (OED) Department within the Human Resources Division. Plans, organizes and coordinates training programs and marketing activities for the promotion of new and existing OED initiatives and interventions. Provides administrative support for day-to-day office operations.

ESSENTIAL FUNCTIONS
Administer day-to-day office operations: receiving and directing incoming phone calls, visitors and guest trainers/facilitators; ensuring and adhering to departmental procedures as they pertain to "checking in and out" of training rooms; oversee departmental record keeping; handling all departmental financial record keeping (account reconciliation and projections), processing personnel and payroll transactions; prepare Special Payment Authorizations, Purchase Requisitions, Change Order Requests, Internal Requisition and Inter-account Bills, Travel Expense and Authorization Reports, and other documentation as needed to process transactions.

Coordinate department training calendars and schedules through the use of outlook/Zimbra and through the utilization of Training Seminars and Workshops. Provide training support for other departments who seek

Notes:

Screening Activity:
Creating an Evaluation Grid

OED Program Specialist – Screening Questions

	3 Years Office Administration • Budget reconciliation/ finance record keeping/ transactions • Coordinate calendars with Outlook/ Zimbra	Marketing Expertise • Initiate/plan thorough "marketing plans/campaigns" to extend reach of message • Design & develop materials	Program/Project Management	Associate Degree - courses in: • Project mgmt. • Business • Marketing • HR Bachelor pref.	Computer Skills • MS Office • Publisher or Adobe Create Suite	Customer Service Experience	Prior Work Experience in Marketing, HR, Training
	Number of Years	Number of Years	Number of Years	Yes/No Degree Title	Software Skill	Yes/No	Yes/No
Candidate Name							

Notes:

Put Lots of Weight on Cover Letters

- Shows personality
- Quickly summarizes
- First impressions
- No letter = no interview?

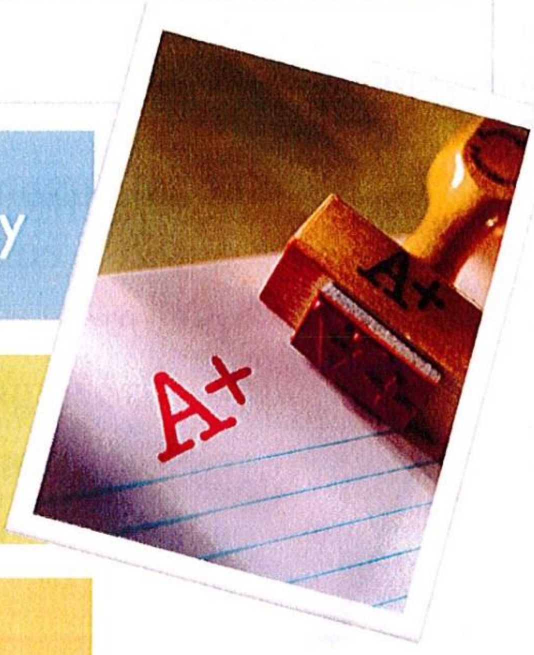
Notes:

Grading Resumes

Readability

Match the position

Job characteristics



WAYNE STATE

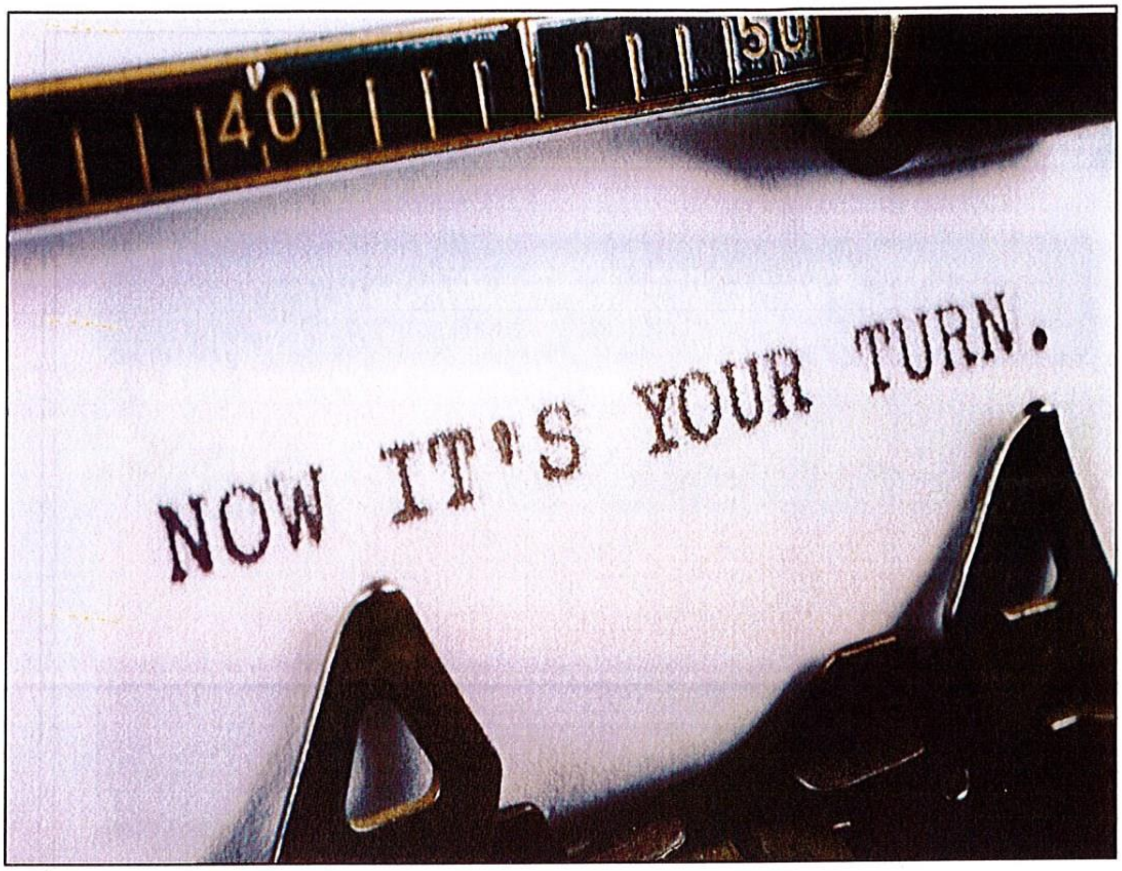
Notes:

layout/ how it looks

Internet Search?

- Good source of information
- Use it as a tool
- Not a deciding factor

Notes:



Notes:

Initial Phone Interview

- First impression
- Prepare questions
- Communication skills
- Quick and easy

Notes:

OED Program Specialist – Screening Questions

	3 Years Office Administration • Budget reconciliation/ finance record keeping/ transactions • Coordinate calendars with Outlook/ Zimbra	Marketing Expertise • Initiate/plan thorough "marketing plans/campaigns" to extend reach of message • Design & develop materials	Program/ Project Management	Associate Degree - courses in: • Project mgmt. • Business • Marketing • HR Bachelor pref.	Computer Skills • MS Office • Publisher or Adobe Create Suite	Customer Service Experience	Prior Work Experience in Marketing, HR, Training
	Number of Years	Number of Years	Number of Years	Yes/No Degree Title	Software Skill	Yes/No	Yes/No
Candidate							
Warren	4	3		min BS - Community Devl 4			

OED Program Specialist – Screening Matrix

Using the matrix below, write the qualifications at the top of each column and use the rows to compare candidates.

Add to My Plan

Print-friendly version
Close this window

SkillBrief

skillsoft

Recognizing Red Flags

Recognizing red flags

As you screen resumes, you should check for "red flags" – warning signals that something is not quite right about the applicant or the person's apparent suitability for a position.

Unexplained career gaps

Such gaps commonly indicate periods of unemployment. But it could be that the candidate is concealing information. For example, an applicant may not be proud of a career gap spent

- in a rehabilitation center
- suffering from depression, or
- incarcerated

You may find that a candidate has a good reason for a career gap. For example, the candidate might have taken time off to

- serve in the military
- travel
- take care of a sick parent, child, or other family member
- recover from a serious injury or illness, or
- be with a new child

Job hopping

Job hopping refers to candidates who repeatedly work in jobs for only a short period before moving on. It could signal a recurring problem. For example, a candidate may have a problem with authority – leading to repeated resignations or dismissals.

Job hopping might also indicate that candidates haven't yet found jobs meeting their requirements – in which case, you'll need to think carefully about whether your vacancy suits them. Some candidates may use job hopping strategically, to build a professional network, to keep progressing in their career, or to maintain passion by taking on new challenges.

Vague statements

Vague statements may fail to explain the candidate's responsibilities in one or more previous jobs. Vagueness may consist of

- a lack of definition – A previous employer might have failed to define the candidate's job clearly. Despite knowing exactly what the job entailed, the candidate might repeat the vague wording in a resume.
- an inflated job title – Candidates might use misleading job titles to exaggerate their authority or responsibility in previous jobs. Job descriptions should indicate the relationship of the job to what the company does to stay in business.
- ambiguous phrases – This kind of phrasing may convey the idea that the candidate has solid experience in an area whereas the candidate may have done very little of the relevant work.

Static careers
You may find that a candidate changes jobs but keeps moving into new jobs at the same level. Or you may find that the candidate has held the same position at a single company for an unusually long time.

Limited promotion within a company or across a career suggests that the candidate is not advancing to greater levels of responsibility. This could indicate that the candidate doesn't do a good job. Alternatively, the candidate may be stuck in a comfort zone and lacks the ambition to push for promotion.

However, this red flag might also result from the candidate's circumstances. The candidate may hold a specialized job. Or it may be impossible for the candidate to attain a higher position until a senior person either retires or resigns.

Sloppy resumes
A sloppy resume may be untidy, contain spelling errors, grammatical mistakes, or other errors. Such resumes may indicate a candidate lacking in presentation skills. Or the candidate isn't serious enough about the position to put in sufficient effort to create a presentable resume.

Two further red flags are

- potentially irresponsible behavior – Although candidates may enjoy dangerous and risky activities in their free time, you should be careful that these activities don't impact their work performance.
- a lack of commitment – a candidate may overemphasize activities or events unrelated to the advertised position due to a lack of interest in that position.

Dealing with Red Flags

Sometimes a resume appears to meet all your requirements. On closer inspection, you spot a red flag issue. If you feel the candidate is right for an interview, highlight the issue and make a note to address it during the interview. You may wish to employ a system using the letters "C," "D," and "T."

- C stands for clarify – If you find vague statements, or you're confused about an item on a resume, you place a "C" on that item to remind you to get clarification.
- D stands for define – When you come across a term that you don't understand, place a "D" on the term to remind you to ask the candidate to define it.
- T stands for tighten – When a detail in a resume is not specific, place a "T" on it to remind you that you need to ask the candidate for substantiating information. Information that may need tightening could include dates, growth statistics, and multiple positions in the same company.

The "CDT" method is a simple way of dealing with red flags. Other methods exist, or you can develop your own.

If you've decided that some candidates are unsuitable – based on their resumes – make sure you're excluding them for the right reasons. You should avoid letting your unconscious biases influence your decisions about which candidates to interview. Two areas of unconscious bias are

- personal preferences – Although you may think you base your decisions on professional criteria alone, your personal preferences may sometimes influence you.
- potentially discriminatory information – When candidates include information such as their age, race, religion, or dependents, it's possible that you'll use these attributes to discriminate against them.

To remain objective, focus on each candidate's ability to do the job. Try to block out factors that don't directly relate to the candidate's likely on-the-job performance.

Sometimes a resume may contain warning signs – or red flags – alerting you to potential risks in hiring a job candidate. Common red flags include unexplained career gaps, job hopping, vague statements about responsibilities, lack of promotion, sloppy resume appearance, and an overemphasis of hobbies.

You should highlight red flag issues for candidates you don't exclude from further consideration so that you can follow up on them. However, if you decide to exclude a candidate based on their resume, ensure that personal bias has not influenced your decision.

Offer Process

JOB OFFERS PROCESS

Step 1: Unit submits Hiring Recommendation/Disqualification memo (Disqualification is necessary for P&A and SA).

Step 2: Review Hiring Recommendation and Disqualification memos (Candidates interview recommended finalist, salary, start date, etc.)

Step 3: Go to OHS to see posting and ensure the following steps were properly taken:

i. Posting status at "Interviews Completed (Non-Academic Positions)"
ii. Finalist's status at "Recommended Finalist"
iii. Hiring Recommendation/Disqualification Memo under the "Documents" tab

NOTE: If these steps have not been taken, send e-mail #3 (see below) to Hiring Manager

Step 4: Review Recommended Finalist against minimum qualifications of posting

Step 5: If you have any concerns, please see the HR Consultant for that assigned S/C/D

Step 6: Extend job offer

i. As you are making the job offer, obtain e-mail (to send orientation packet), SSN, DOB and legal name of candidate, if there are no records in Banner as you would need this info to create a Banner ID (for orientation purpose) - (FP&H)

NOTE: see **"Physical Exam process"** on page #4 when extending job offers to individuals going into one of these E-Classes: **24, 7M, AS, HX, OE, OS** and **SK.**

Step 7: Once the offer is made and the candidate **accepts**:

i. Email the candidate A-Check instructions regarding the information required to begin the background process.
ii. Change candidate status to "Job Offered"
See email #1 Contingent offer accepted (Candidate Email) below.

If candidate **does not accept** the offer

i. Change candidate status to "Declined Offer"
ii. Contact the Hiring Manager and let him/her know of candidate's decision

Step 8: Login to A-Check to begin the process for the submission of the background www.acheckamerica.com. *Refer to **Background Process – HR** job aid*

Step 9: Notify the Hiring Manager that the contingent offer was accepted and upon successfully completion of the background check, the department will be notified when the candidate is eligible to begin employment. **See Email #2 Contingent offer accepted (Hiring Manager Email) below.**

Step 10: Once the background process is complete and assessment is made:

a) **<u>If determination is that candidate is cleared for hire:</u>** contact the hiring manager with "Background Results" e-mail and to determine the start date and create the Banner ID via PPAIDEN (if the candidate does not have a record in Banner) – only enter the DOB and SSN information. The unit should complete the rest when processing the EPAF: ID transaction

Log on to OHS and follow the steps below:

i. Change candidate status to Hired
ii. Complete Post Hire Details Tab
iii. Change Posting status to "Job Offered and Accepted"

b) **<u>If determination is that candidate is NOT cleared for hire</u>:**

a. Contact the hiring manager with "Background Results" e-mail.

b. Log on to OHS and follow the steps below:

i. Change candidate status to "job offer revoked" – ***waiting on P.A. to create new applicant status – with no e-mail to applicant***

NOTE: <u>STEPS 11-13 ARE TO BE FOLLOWED WHEN CANDIDATE IS **CLEARED FOR HIRE**</u>

Step 11: Add the new employee's information to the Orientation schedule titled PE – located in the L: Drive

Step 12: Contact the candidate to discuss the start date and inform them of the email that they will receive. Send the Orientation materials and welcome warrior email to employee via e-mail and cc the assigned HR Consultant for that S/C/D

Step 13: Send one of the following e-mail to the Hiring Manager along with a copy of the *NEW EMPLOYEE CHECKLIST* and cc the assigned HR Consultant for that S/C/D:

i. Email #3 – If employee is new to University

ii. E-mail #4 – If this a Promotion, Transfer, Lateral, Demotion for a current WSU employee (**REMEMBER:** if position is in one of the areas as outlined in APPM 9.5 SECURITY CLEARANCE - WARRANT CHECK AND FINGERPRINTING

#1 CONTINGENT OFFER ACCEPTED (CANDIDATE EMAIL):

Greetings NAME:

Congratulations on your recent job offer at Wayne State University. As previously mentioned, this offer is contingent upon the completion of a satisfactory background check that is required by University policy for this position, including, but not limited to, a criminal background check. If the University determines that your background check results are unsatisfactory, this offer shall be revoked.

As part of this process, you will receive an e-mail invitation with instructions from A-Check America to complete the background screening application.

Attached you will find a document with directions on how to begin the background process. Once the background process has been completed, you will be contacted by our team for further instructions regarding your first day of employment, employment documents, benefit information, and so forth.

Please note you have been given **72 hours** to complete the background screening application. Failure to complete this application may result in revocation of your job offer.

If you do not receive an invitation e-mail within 24 hours please contact me immediately. Feel free to contact me if you have any questions regarding this process.

Thank You

#2 CONTINGENT OFFER ACCEPTED (HIRNG MANGER EMAIL):

Good Morning NAME:

Mr./Ms. NAME has accepted the contingent offer for the position of ________________. Her/His salary/hourly rate is ___________. The proposed start date for this position is XX-XX-XXXX. The candidate has been provided with instructions on how to begin the background investigation process. This process will take approximately 5-7 business days ~~3 days~~ to complete. While the background check is pending, the candidate CAN NOT begin employment. Our team will notify you when the candidate has been cleared for hire and at that time the start date will be finalized.

Feel free to contact me if you have additional questions.

Thank You

#3 MAKING JOB OFFERS FOR SOMEONE NEW TO THE UNIVERSITY:

Good morning NAME:

Ms. NAME background investigation has been completed. The salary offered was $$$ and the start date is XX-XX-XXX.

The following are some key points of information and things that need to occur in order to ensure that Ms. NAME has a smooth transition to WSU:

Orientation - orientation date will occur on that same day at 8:45am in the Welcome Center.

Employee Performance Management – For Performance Planning and Development information go to http://www.wayne.edu/hr/managers/performance.php

Official Offer Letter- Providing new employees with an official offer letter of employment is typically handled by the department. A Non-Academic Non-Represented offer letter template has been prepared for your convenience. If you have any questions or need assistance, feel free to contact the ESC team.

Closing Out the Position in the Online Hiring System - I have changed Ms. NAME 's application status to "Hired" in the Online Hiring System and completed the post-hire details tab and changed the status of the posting to "Job Offered and Accepted". Please log into the system and change the statuses of the remaining applicants to either "Interviewed, Not Hired" or "Not Interviewed, Not Hired". Then change the status of the posting to "Filled".

EPAF-Transaction: A banner ID has been created for NAME, it is **XXXXXXXXX**. Please DO NOT attempt to create a new ID (Biographical and Address Information), you would only need to update it by completing the Biographical and Address Information (ID) before processing the NEWPOS transaction. FYI- ESC will scan and index the forms completed at orientation.

Please let me know if you have any questions or need any assistance with EPAF

#4 MAKING JOB OFFERS FOR A PROMOTION, TRANSFER, LATERAL, DEMOTIONS, ETC (Samnple used below: PROMOTION):

Ms. NAME has accepted the offer with a salary of $$$. Her/His start date is DATE.

Closing Out the Position in the Online Hiring System - I have changed Ms. NAME's application status to "Hired" in the Online Hiring System and completed the post-hire details tab and changed the status of the posting to "Job Offered and Accepted". Please log into the system and change the statuses of the remaining applicants to either "Interviewed, Not Hired" or "Not Interviewed, Not Hired". Then change the status of the posting to "Filled".

Employee Performance Management – For Performance Planning and Development information go to http://www.wayne.edu/hr/managers/performance.php

Official Offer Letter- Providing new employees with an official offer letter of employment is typically handled by the department. An offer letter template has been prepared for your convenience. If you have any questions or need assistance, feel free to contact the ESC team.

EPAF-Transaction: Please process the TERM-J and the NEWPOS EPAF transactions with Job Change Reason on both transactions of CJPRO for Ms. NAME. **IMPORTANT NOTE**: If the employee is coming from another S/C/D, you will need to coordinate with the Business Affairs Officer from that S/C/D so that they may process the TERM-J EPAF transaction.

If you need any assistance, please let me know.

Thank you,

#5 IF THE HIRING MANAGER HAS NOT COMPLETED (x) STEP(S) IN OHS BEFORE OFFER IS EXTENDED:

I am ready to make the offer, but the following must be completed before we move forward on making any job offers:

1) Add the Hiring Recommendation/Disqualification Memo under the "Documents" tab in OHS. Once confirmed make sure you click on the "Save and stay on this page" button.

2) Change the finalist's status to "Recommended Finalist". PLEASE Do not change the rest of the applicants yet.

3) Change the posting's status to "Interviews Completed (Non-Academic Positions)"

4) ????

Thank you,

Physical Exam process
for:

24, 7M, AS, HX, OE, OS and SK

Physical Exam:

a) Inform individual that you will schedule him/her for a physical exam and will call back with the details. *IMPORTANT! Be sure to obtain mailing address, date of birth and Social Security Number.*

b) As soon as the job offer is made: Contact the University Health Center at the number below and schedule the appointment.

   NOTE: Appointments **MUST** be made prior to their start date

   Address: University Health Center
   Detroit Receiving Hospital
   4201 St. Antoine Blvd.
   Suite 4K
   Detroit, MI 48201

   Phone: 313-745-3349

c) Follow up with the individual with date and time information

d) Results may be sent to ESC as Return to Work forms or new hire may bring it to orientation. When sent to ESC, because the person may not have a record in Banner yet, the Customer Relations Associate must do the following:

   i) Check the orientation folder, OHS and/or follow up with the HRRs to obtain the S/C/D where the results should be sent to.

   ii) Once the S/C/D is confirmed, send the results to the Business Affairs Officer of the S/C/D indicating – 1) Clear to return to work OR not clear to return to work.

Exam Hours
730-4

Physical Exam process
for:

24, 7M, AS, HX, OE, OS and SK

Physical Exam:

a) Inform individual that you will schedule him/her for a physical exam and will call back with the details. *IMPORTANT! Be sure to obtain mailing address, date of birth and Social Security Number.*

b) As soon as the job offer is made: Contact the University Health Center at the number below and schedule the appointment.

NOTE: Appointments **MUST** be made prior to their start date

Address: University Health Center
Detroit Receiving Hospital
4201 St. Antoine Blvd.
Suite 4K
Detroit, MI 48201

Phone: 313-745-3349 or 313-745-4492 (Felicia)

c) Follow up with the individual with date and time information

d) Results may be sent to ESC as Return to Work forms or new hire may bring it to orientation. When sent to ESC, because the person may not have a record in Banner yet, the Customer Relations Associate must do the following:

i) Check the orientation folder, OHS and/or follow up with the HRRs to obtain the S/C/D where the results should be sent to.

ii) Once the S/C/D is confirmed, send the results to the Business Affairs Officer of the S/C/D indicating – 1) Clear to return to work OR not clear to return to work.

Needed:
- DOB
- address
- Phone #
- SSN
- marital status
- Race

WAYNE STATE UNIVERSITY

"Employment Options and Guidelines for Hiring Foreign Employees"

Kelli E. Dixon, PH.D.
Director, Study Abroad and Global Programs and
Acting Director, Office of International Students and Scholars

Office of International Students & Scholars
Wayne State University
August 2, 2013

WAYNE STATE UNIVERSITY

Overview

- Different visa types that allows foreign nationals to be employed at WSU.
- Key questions for departments when hiring foreign nationals.

WAYNE STATE UNIVERSITY

Status Overview: TN

- Canadian and Mexican citizens
- To qualify for TN (NAFTA) - Research and teaching positions should be on the Occupation List
- Non-tenure track
- 3 year period subsequent (1-3 year renewals depending on contract) and indefinite renewals.
- Not processed at OISS, processed at the border (either tunnel or bridge).
- Temporary—no desire to sponsor individual for Lawful Permanent Residency (LPR).

WAYNE STATE UNIVERSITY

Status Overview: J-1

- J1 – Short-term scholar (6 month maximum not subject to any Bars or restrictions except no extensions beyond 6 months allowed)
- J-1 – Research Scholar (5 year maximum)
- Temporary—no desire to sponsor individual for Lawful Permanent Residency (LPR)
- Strictly a temporary project where individual desires to return home upon completion of project

WAYNE STATE UNIVERSITY

Special Conditions for J-1 Exchange Visitor

Student / Researcher

- 24 month Bar – J-1 Research Scholar who leaves the U.S. and the SEVIS record is closed cannot reenter the U.S. in another Professor/Research Scholar category for 24 months
- 12 month Bar – Cannot begin a "new" exchange program as Professor/Research Scholar if he or she was physically present in any "J" status (including J-2) all or part of the 12 month period immediately preceding the date of program commencement

WAYNE STATE UNIVERSITY

Special Conditions for J-1* Exchange Visitor

- Cannot hold tenure or tenure-track position
- J-1 may be subject to 212(e) two year home residency requirement based on skill or funding
- Can apply for waiver of 212(e); no waiver or fulfillment prevents H-1B or LPR sponsorship

- H1-B can only be back-dated
- everyone else have to submit "WAR" prior to start date

TN, J^5, & H1B1
L No sponsorship for permanent residency

WAYNE STATE UNIVERSITY

Status Overview: J-2

- Dependent of J-1
- May apply for work authorization (EAD) card
- No restrictions with EAD card
- Full or part-time work is allowed

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Status Overview: H1B1

- Chilean or Singapore citizens
- Strictly a temporary project where individual desires to return home upon completion of project
- Research and teaching positions
- Should be a skilled worker (Similar to H-1B)
- Non-tenure track
- H1B1 –initial one year maximum (renewable in 1 year increments)
- No desire to sponsor individual for Lawful Permanent Residency (LPR)

WAYNE STATE UNIVERSITY

Status Overview: E-3

- Australian national
- Temporary
- Non-tenure track
- "Specialty Worker"
- Similar to H-1B requirements
- Maximum of 10,500 available per fiscal year
- No extension limit
- Temporary—no desire to sponsor individual for Lawful Permanent Residency (LPR)

WAYNE STATE UNIVERSITY

Status Overview: H1B

- H-1B – Temporary Worker in a Specialty Occupation—Minimum Bachelor's degree required.
- Specialized body of knowledge
- Dual intent
- Tenure track
- May sponsor for LPR
- Six year maximum can do initial 1-3 years and subsequent 1-3 year renewals.
- Must have 212(e) waiver

WAYNE STATE UNIVERSITY

Special Conditions for H1B/H1B1/E3

- For all these categories: Increased processing times prior to submitting the petition to USCIS:
  - prevailing wage requirement
  - LABOR certification
- Submit to OISS at least six months prior to position start date or if extension, six months prior to position end date
- Challenging for late notifications of grant renewal
- Changes in any one of the following could initiate audits from USCIS
  - Changes in employee's salary
  - Changes in employee's title
  - Changes in employee's position duties
  - Changes in employee's location

WAYNE STATE UNIVERSITY

Status Overview: O1

- "Person of Extraordinary Ability"
- "Must demonstrate extraordinary qualifications ("Nobel prize worthy")
- Tenure track position
- May sponsor for Permanent Residency
- Initial 3 years, renewable in 1 year increments.
- No extension limit.
- People subject to 212(e) – 2 year home residency requirement could change to this O-1 status without the waiver.

optional practical training

Student Full-time - your 1st semester except spr/sum

Companies like [illegible] class cost)

WAYNE STATE UNIVERSITY

Status Overview: F1 (OPT)

- Position must be within the student's field and level of studies.
- Can work for any department in WSU as long as the requirement is met.
- OPT is granted by USCIS for one year and then could be extended for another 17 months if the student meets the eligibility.
- Student cannot work until the start date of OPT and until they receive the EAD card.

└ 12 mths of OPT
  └ can apply before grad from masters/phd
  └ Stems field can get a 17mth extension max 29 mths

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Key Questions

- Position Title?
- Full-time/Part-time ?
- How long is the intended visit?
- Individual's country of citizenship?
- Intended start date?
- Credentials?
- Will they take classes?
- Who is paying the salary?
- Are they currently in the U.S., if so, how long and what status?
- Do they have dependents?

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Key Questions (Cont'd).

- Have they been in J-1 status before? especially as a Research Scholar
- Are they subject to 212(e)?
- Does the individual have long term intentions to stay in the U.S.?
- Are they an M.D.? Is patient care involved?
- Will the person work in multiple sites?
- Is the person from Australia, Canada, Mexico, Chile or Singapore?
- Is the person "Nobel Prize worthy?"
- When should PR process be initiated and 18 months window –special handling?

WAYNE STATE UNIVERSITY

How to Hire

- H-1B
- J-1 Short Term Scholar – Non-Tenure Track Research Assistant/Assistant Professor
- F-1 - OPT

WAYNE STATE UNIVERSITY

Questions, comments, concerns?

- Cannot begin permanent processing until they are employed, has to start first!

- ~~[illegible] was made for their start date~~

- 18 mth window, depts have to decide to start the perm. residency document can use posting, hiring details, interviews, etc

- China/India - needs to be sponsored due to limits

- ~~[illegible]~~ If process (sponsorship) is still going on through their employment & they quit, then they will lose [illegible]

OISS PERMANENT RESIDENCY PROCESS

The Sponsoring department submits a **PR Initial Review Form** to OISS.

↓

Within 5-10 business days, OISS reviews the suitability of the position being offered for University sponsorship.

↓

If suitable, OISS requests the sponsoring department to complete:

- Statement of Responsibility for Legal Costs;
- PR Biographic Information Form(s);
- PR Questionnaire for the Sponsoring Department; and
- PR Questionnaire for the Foreign National.

If not suitable for University sponsorship, the case is closed.

↓

OISS contacts the sponsoring department and the immigration attorney to set up the meeting.

* Above-mentioned three forms and the employee's resume must be received by OISS 7 business days prior to the scheduled meeting with the attorney.

↓

The PR meeting takes place in OISS.

* The attorney chairs the meeting. The OISS advisor attends the meeting to answer any questions that may arise. However, the meeting is basically to gather additional information, to select the best PR category for the employee, and to discuss issues/concerns/future actions.

↓

The attorney corresponds directly with the sponsoring department and copies OISS.

↓

The attorney sends forms to OISS for signature. The attorney sends correspondence regarding the applications to the sponsoring department and copies OISS.

H1B - need to apply for permanent residency by the beginning of the 5th year, even though the max is 6 year Can be extended to 7 yrs if show they applied 1 year (365) days prior to expiration date.

December 2008
Office of International Students and Scholars
Wayne State University

H-1B TEMPORARY WORKER APPLICATION CHECKLIST

SCHOLAR'S NAME:______________________________

- ☐ An IRB for $700 payable to OISS
- ☐ A check for $500 payable to Department of Homeland Security to cover the Fraud Prevention and Detection Fee (effective 3/8/05 -- must be paid by the hiring department under any circumstances)
- ☐ A check for $325 (effective 11/23/2010) payable to Department of Homeland Security to cover the filing fee for the I-129 petition
- ☐ A check for $1225 (effective 11/23/2010) payable to Department of Homeland Security for Premium Processing
  expedites
- ☐ H-1B Request Form – Part A (by Department)
- ☐ H-1B Request Form – Part B (by Foreign National)
- ☐ Copy of Wayne State University's offer letter
- ☐ Copy of Description of Position
- ☐ Copy of Job Posting from WSU Online Hiring System
  (If Job Posting is not required, state so on top of the H-1B Request Form in big, bold letters.)
- ☐ Actual Wage Worksheet
- ☐ Copy of transcripts and diplomas
- ☐ Copy of credential evaluation (if degree earned outside the U.S including Canada.)
- ☐ Copy of curriculum vitae
- ☐ Copy of beneficiary's passport showing validity date (The passport cannot be 6 months or less away from expiration)
- ☐ Copy of beneficiary's I-94(s), if the person is in the U.S.
- ☐ Copy of current/previous H-1B/H-4 approval notices (if applicable)
- ☐ Copy of beneficiary's previous I-20(s), DS-2019/IAP-66(s), DS-2019(s) or EAD (if applicable)
- ☐ If **J-1** subject to 212(e), USCIS waiver approval notice or Department of State's waiver recommendation letter
- ☐ **Portability** (H-1B transfer from other employer to WSU): 2-3 recent pay stubs and a letter from current Employer
- ☐ **Concurrent** H-1B: Copy of the other LCA, Offer Letter & Approval Notice.
- ☐ Form I-539 (if dependents in the U.S. – to be completed by dependents)
- ☐ A check for $290 (effective 11/23/2010) payable to Department of Homeland Security for I-539
- ☐ Copy of dependent's passport & I-94 card
- ☐ Proof of relationship, such as a marriage certificate for a spouse and a birth certificate for children
- ☐ Other ______________________________

WAYNE STATE UNIVERSITY

Guide to Hiring Foreign Employees

Office of International Students and Scholars
42 W. Warren Avenue, Suite 416 Welcome Center
Detroit, MI 48202
Phone (313) 577-3422
Fax: (313) 577-2962
www.oiss.wayne.edu

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Foreign Employment Options

Most non-immigrants coming to work, teach, perform research, or other related duties at WSU will need to be sponsored by a WSU Department and have their non-immigrant classification processed through the Office of International Students and Scholars. This guide will help you as you make your hiring decisions.

We have outlined a list of common non-immigrant classifications that allow individuals to work legally in the United States, as well as for WSU. Communication between OISS, WSU departments, and the prospective scholar provides the foundation to identify the best non-immigrant classification. There are some key questions that you need to answer in order to determine which non-immigrant classification will best serve your needs.

Short-Term vs. Long-Term Foreign Employment

Short-Term

Short-term employment should be considered if the assignment is temporary and there is also no desire to sponsor the individual for Lawful Permanent Residency (LPR). The individual must plan to return home upon completion of stay or assignment.

Long-Term

Long-Term employment should be considered for any assignments that are going to last six months or longer. Careful selection of these individuals' non-immigrant category is imperative to ensure that a stoppage in future immigration opportunities does not occur. The questions below will help you determine which category is best for your specific need:

- What is the position title?
- Is this Full-time/Part-time?
- How long is the intended visit?
- Individual's country of residence?
- Intended start date?
- Credentials?
- Will they take classes?
- Who is paying the salary?
- Are they currently in the U.S., if so, how long and what status?
- Do they have dependents?
- Are they Nobel Prize worthy?

J-1 Visa Short-Term Scholar

Definition: The J1 Exchange Visitor Program was created "to increase mutual understanding between people of the United States and the people of other countries by means of educational and cultural exchanges."

The purpose of the J-1 visit is to lecture, observe, consult, train staff, and demonstrate their special skill. The current position they hold in their home country can be any of the following categories: ***Professor, Researcher (post-doctoral, pre-doctoral /graduate student), or someone with similar credentials.***

Length of Stay: 1 day - 6 months.

Challenges: Dual-intention not allowed.

Dependents: J-2's are eligible to participate in employment and incidental study.
Advantages: Individuals in the short-term category may return an unlimited amount of times as long they don't stay in the U.S. longer than 6 months.

Application Processing time: 10 business days

Fees:

- An IRB for $150 payable to OISS
- A payment to SEVP for $180

Long-Term Employment – Specific to Researchers and Professors

In general, long-term employment is considered to be any length beyond 6 months. Individuals in this category are generally researchers and professors.

J-1 Visa Researchers and Visiting Professors

Here are some basic questions to be addressed to determine if the department should sponsor someone on a J-1 visa. For example:

- Is this a tenure track position?

  If yes, then the J-1 option does not work because the category does not allow immigrant-intent.

- Has the scholar held J status (including J student, researcher, professor, specialists or dependent) in the U.S. for more than six months during the preceding 12 months?

  If yes, they are not eligible for a J-1 research scholar or professor status. The individual may be subject to what is commonly referred to as the two-year rule or two-year home residence requirement in their home country (212(e)), their skill and/or country of citizenship will determine that. For instance, a person coming from China will be subject to the two-year home residency requirement.

Definition: The J-1 Exchange Visitor Program was created "To increase mutual understanding between people of the United States and the people of other countries by means of educational and cultural exchanges." U.S. Department of State.

J-1 Professor

A J-1 Professor is an individual primarily teaching, lecturing, observing, or consulting at a post-secondary accredited educational institution. A professor may also conduct research, unless disallowed by the sponsor.

J-1 Researcher

A J-1 Researcher is an individual primarily conducting research, observing, or consulting in connection with a research project. The research scholar may also teach or lecture.

For both J-1 Professor and Researcher the current position they hold in their home country may be a professor, a researcher (post-doctoral or pre-doctoral/graduate student), or someone with similar credentials (e.g., doctor, attorney, etc.)

Length of Stay: 3 weeks- 5 years

Challenges: Individual is subject to the 12- or 24-month bar and individuals who are required to complete the home residency requirement will not be able to pursue permanent residency until that obligation is met or they receive a waiver from 212(e).

Dependents: J-2s are eligible to participate in employment and incidental study.

Advantages: Dependents can participate in employment and incidental study.

Processing time: 10 business days

Fees:

- An IRB for $150 payable to OISS.
- A payment to SEVP for $180

H1-B Specialty Worker

Some of the questions to be addressed before the department decides to sponsor someone in H-1B status as a Research Assistant, Research Associate, Assistant Professor or Associate Professor are:

- Has this individual been in J-1 status before especially in the Research Scholar category? If yes, is this person subject to 212(e) and if so has this person fulfilled the 212(e) requirement or received a waiver for 212(e)?

  If the person has not received a waiver or "no objection letter, or fulfilled the requirement, they are not eligible for the H-1B category. Perhaps the O-1 or other categories specific to nationality may be conducive.

- Does this person have a long-term intention to stay in the U.S.? If so, is the department ready to sponsor Permanent Residency for this person?

  For faculty positions, you can use the same recruitment documents used for hiring the individual within 18 months of the hire. That's why it's beneficial to determine PR within 18 months so you do not have to re-recruit.

Definition: The H1-B visa is a specialty occupation visa classification for individuals who are identified as highly skilled workers with a minimum of a bachelor's degree or higher in the relevant field of study and occupation. H1-B status allows dual intent, and it is appropriate for both non-tenure track and tenure track positions.

Length of Stay: Up to 3 years at a time, for up to 6 years total. Additional extensions beyond 6 years are allowed in limited cases, including when the permanent residency petition ("green card") has been pending for over 365 days and when the H1-B employee has spent time outside of the U.S. during the period of H1-B employment.

Employee-Employer Relationship Clause – Important: USCIS says that "an employer who seeks to sponsor a temporary worker in an H-1B specialty occupation is required to establish a valid employer-employee relationship." The memo instructs adjudicators that a petitioner "must be able to establish that it has control over when, where, and how the beneficiary performs the job," and lists 11 factors that an adjudicator can consider (with no one factor being decisive) when evaluating whether a petitioner has satisfactorily established the required employer-employee relationship. **Please check all that are applicable:**

1. Does the petitioner supervise the beneficiary and is such supervision off-site or on-site?
2. If the supervision is off-site, how does the petitioner maintain such supervision, i.e. weekly calls, reporting back to the main office routinely, or site visits by the petitioner?
3. Does the petitioner have the right to control the work of the beneficiary on a day-to-day basis if such control is required?
4. Does the petitioner have the tools or instrumentalities needed for the beneficiary to perform the duties of employment?
5. Does the petitioner hire, pay, and have the ability to fire the beneficiary?
6. Does the petitioner evaluate the work-product of beneficiary, i.e. progress/performance review?
7. Does the petitioner claim the beneficiary for tax purposes?
8. Does the petitioner provide the beneficiary with any type of employee benefits?
9. Does the beneficiary use proprietary information of the petitioner in order to perform the duties of employment?
10. Does the beneficiary produce an end-product that is directly linked to the petitioner's line of business?
11. Does the petitioner have the ability to control the manner and means in which the work product of the beneficiary is accomplished?

Therefore, the relationship test is met if petitioner is able to present evidence to establish its right to control the beneficiary's employment, if requested by USCIS.

Restrictions:

1) Those individuals subject to the two-year home residency requirement, 212(e), as a result of previous J-1 status do not qualify, unless the J-1 visitor completes the home residence requirement or obtains a recommendation from the Department of State for a waiver.

2) A minimum salary is required; however, the minimum acceptable salary will be determined by the Department of Labor through the prevailing wage determination.

3) H1-B status requires that the international researchers be paid by Wayne State University only. Researchers with funding from overseas are ineligible for H1-B visas and must use J-1 visas.

Processing time:

Step 1: Prevailing Wage Determination (PWD) takes up to 60 days to obtain.
Step 2: Labor Certification Application (LCA) takes 2-4 weeks to be certified, after we receive the approved prevailing wage.
Step 3: USCIS takes 3-4 months for regular processing and 15 days for premium processing.

Fees:

- An IRB for $700 payable to OISS.
- A check for $500 payable to the Department of Homeland Security to cover the Fraud Prevention and Detection and this fee is not required for H1-B extensions.
- A check for $325 payable to Department of Homeland Security to cover the filing fee for the I-129 petition
- A check for $1225 payable to Department of Homeland Security for Premium Processing

Dependents H-4 can participate in incidental study but are not eligible to work.

Advantages H1-B has a dual intent and is a pathway for Permanent Residency. Individuals in H1-B status can accept Tenured or Tenure-Track positions, unlike individuals in J-1 status.

Termination of H-1B: If the employment is terminated for reasons other than voluntary resignation, the employer is liable for the reasonable cost of return transportation of the individual to his/her last place of residence prior to entry into the U.S.

O-1 Aliens of Extraordinary Ability

Some of the questions to be addressed before the department decides to sponsor someone on O-1 for Assistant Professor or Associate Professor are:

- Has this individual been in J-1 status before, especially in the Research Scholar category?
- If so, is this person subjected to 212(e), has this person fulfilled the 212(e) requirement or received a waiver for 212(e).
- Does this person have a long-term intention to stay in the U.S.?

If the answer is no to all of the above, perhaps the H-1B is better. Less expensive, and less documentation needed.

Unlike for H1B, the individual does not have to fulfill the 212(e) requirement or receive a waiver for 212(e) in order to process O-1. However, if this person has the intention to stay in the U.S. long-term and if the department is ready to sponsor Permanent Residency, the 212 (e) requirement has to be met to move forward.

Definition: The O-1 category is available to foreign nationals who have extraordinary ability in science, art, education, business, or athletics demonstrated by sustained national or international acclaim whose achievements have been recognized in the field through extensive documentation. Extraordinary ability is a high level of expertise and indicates that the person is one of a small percentage who has risen to the very top of their field. The foreign national must seek to enter the United States to continue work in an area in which he or she is extraordinary.

Length of Stay: The O-1 visa can be issued for a period of up to three years, with unlimited extensions in increments of one year.

Processing time: Overall 5-6 months for regular processing, and 2-3 months for premium processing (15 days to receive a response from USCIS). OISS coordinates the process, but an immigration attorney will process the petition for O-1.

Fees:

- A check for $325 payable to Department of Homeland Security to cover the filing fee for the I-129 petition.
- A check for $1225 payable to Department of Homeland Security for Premium Processing.
- Attorney Fee $2,200 paid by the Department.

Dependents O-3 can participate in incidental study but cannot work.

Advantages O-1 has a dual intent and is the pathway for Permanent Residency. Individuals in O-1 status can accept Tenured or Tenure-Track positions unlike individuals in J-1 status.

Termination of O-1: If employment is terminated for reasons other than voluntary resignation, the employer is liable for the reasonable cost of return transportation of the individual to his/her last place of residence prior to entry into the US.

Employment Options that are an Alternative to the H1-B

There are a few long-term employment options that are an alternative to the H1B. These categories can be used if the researcher or professor you would like to hire cannot extend their current non-immigrant classification or qualify for another classification based on country of citizenship.

F-1 OPT (EAD)

Definition: F-1 student will apply for work authorization for optional practical training directly related to the student's major area of study for 12 months.

Length of Stay: All F-1 students are eligible for an initial 12 months of OPT, and will be eligible for an additional 17 months if they are in one of DOL's specified fields in Science, Technology, Engineering, and Mathematics programs and their employer is E-Verified (WSU is E-Verified).

Processing Time: 2-3 months

Fees: Department is not required to pay for the OPT process, and it is the student's responsibility to apply for OPT EAD.

Dependents: F-2's can neither do incidental study nor work.

Advantages: Department is not required to pay the OPT filing fees. This process is the responsibility of the student.

TN

This category was created under NAFTA to facilitate the entry of qualified citizens from Canada and Mexico to engage in professional business activities, or pertaining to certain professions, most teaching and research positions on a temporary basis (the TN category cannot be used for physicians with clinical responsibilities). The position must be listed on the NAFTA skills list found on the OISS website.

Length of Stay: May be granted in three year increments, with unlimited extensions.

Dependents: TD can engage in study, but cannot work.

Processing Time: Must show letter of job offer and educational credentials to obtain status at the port of entry, and usually takes one or two days.

Fees: $56.00 must be paid to the Customs and Border Protection Officer during application.

Advantages: Individuals can gain employment by presenting the above documents at the U.S./Canadian land border.

H1-B1

If your researcher or professor is from Chile and Singapore, this will serve as a good alternative to the H-1B.

Definition: H1-B1 is for individuals from Chile and Singapore. It is based on international trade agreements made in 2004. 6,800 H1-B1's have been set aside from the 65,000 cap for professional workers from Chile and Singapore.

Length of Stay: Petitions are only one year in duration and can be extended one year at a time.

Restrictions: H1-B1's do not benefit from dual intent.

Processing times:

Step 1: Prevailing Wage Determination (PWD) takes up to 60 days to obtain.
Step 2: Labor Certification Application (LCA) takes 2-4 weeks to be certified, after we receive the approved prevailing wage.
Step 3: USCIS takes 3-4 months for regular processing and 15 days for premium processing.

Fees:

- An IRB for $700 payable to OISS.
- A check for $500 payable to Department of Homeland Security to cover the Fraud Prevention and Detection and this fee is not required for H1B extensions.
- A check for $325 payable to Department of Homeland Security to cover the filing fee for the I-129 petition
- A check for $1225 payable to Department of Homeland Security for Premium Processing

Dependents: H-4 status may do incidental study, but may not be employed.

Advantages: This is an excellent option for an individual who is running out of time on another non-immigrant visa, is a citizen of Singapore or Chile, and is not looking to become a permanent resident of the United States.

Termination of H1-B1: If the employment is terminated for reasons other than voluntary resignation, the employer is liable for the reasonable cost of return transportation of the individual to his/her last place of residence prior to entry into the US.

E-3

The E-3 visa, enacted in May 2005, allows for the admission of an individual who is a national of Australia and is entering the U.S. to perform services in a "specialty occupation." Citizens of Australia may work in the U.S. in E-3 status under the following conditions:

- Possess required academic or other qualifying certificates (i.e. at least a bachelor's degree and depending on profession, master's or Ph.D. diplomas, transcripts, etc.).
- Have a lawful offer of employment from WSU.
- Position they are coming to fill in the U.S. qualifies as a specialty occupation.
- Stay in the U.S. will be temporary.
- May need to have additional necessary licenses or other official permission to perform the specialty occupation.

Definition: A specialty occupation for an E-3 alien is defined in the same manner as the H1-B context, that is, a specialty occupation means an occupation that requires the theoretical and practical application of a body of highly specialized knowledge, and attainment of a bachelor's or higher degree in the specific specialty (or its equivalent) as a minimum for entry into the occupation.

Length of stay: E-3 workers may be admitted initially for a period up to two years, and extensions of stay may be granted indefinitely in increments of up to two years. There is no limit on the total length of stay for an E-3. Under current regulations, E-3 non-immigrants will maintain an intention to depart the U.S. upon the expiration of termination of E-3 status.

Restrictions: Permanent residents of Australia are not able to apply to work pursuant to an E-3. This category is regulated by the United States Citizenship & Immigration Service (USCIS). E-3 status is available for faculty, post-doctoral and staff positions. Dual intent is NOT allowed in E-3 status.

Processing time: Citizens of Australia apply directly to the U.S. consulate for an E-3 visa by presenting the following documents:

Step 1: Certified Labor Condition Application, filed with the Department of Labor. (This document would be provided by OISS.)
Step 2. Job offer letter describing the specialty occupation, the salary offered, the minimum requirements for the position and how the individual meets these requirements.
Step 3. Evidence of a U.S. bachelor's degree in the field or its equivalent and U.S. professional license if applicable.
Step 4. Evidence establishing that the applicant's stay in the United States will be temporary. For complete information about applying for E-3 status visit the U.S. State Department's E-3 Web site.

OR:

The hiring department should contact OISS as soon as an offer of employment is made to a foreign national who is a citizen of Australia needing work authorization. Although OISS will process each E-3 application as quickly as possible, our office ideally needs at least **six weeks** notice for any new E-3 applications. If the foreign national is currently outside the U.S., time must also be allowed for employees in Australia to obtain a visa at the US consulate or embassy to enter the US.

Step 1: Prevailing Wage Determination (PWD) takes up to 60 days to obtain.
Step 2: Labor Certification Application (LCA) takes 2-4 weeks to be certified after we receive the approved prevailing wage.
Step 3: USCIS takes 3-4 months for regular processing and 15 days for premium processing.

Application for an extension: Scholars in E-3 status have two options for extending their stay:

1. They may return to Australia and re-apply at the U.S. embassy or consulate with the same documentation that is required for an original application, or
2. They may have their employer file form I-129 with USCIS. This option does not require the employee to leave the U.S., but requires a USCIS fee of $325 and can take approximately 3 months.

Advantages: The E-3 is an attractive alternative to H1B status for an Australian national who is coming to the U.S. with a spouse who hopes to work in the U.S. It is also an option for an individual who may not be eligible for H1B status or who has exhausted the 6 year limit on H1B status. The other advantage is that the petition does not require approval by USCIS which saves time and money. For a person contemplating an application for U.S. permanent resident status, the H1B may be a more suitable option.

Dependents: E-3 can do incidental study and are permitted to work with a valid work permit. E-3 dependents must apply for an EAD and have it in hand before beginning employment.

P-3

This is a category for individuals who are artists, musicians, actors, dancers, or groups of artists in various mediums who are coming to perform for a short time period.

Definition: The P-3 visa is a non-immigrant visa which allows foreign nationals to enter into the U.S. to perform, teach or coach as artists or entertainers, individually or as part of a group, under a program that is culturally unique.

Length of stay: P-3 visa is generally issued for the period of time necessary to complete the event, activity or performance usually not exceeding one year. An extension may be granted in increments of one year in order to complete the same event for which the P3 entered the U.S. Extensions may be granted as long as the performances of the event continue.

Restrictions: This process is rather lengthy and is only for a short period of time. If the performer will be performing more than one year, H1-B1 may need to be considered.

Processing: Very detailed information must be provided to USCIS. A U.S. employer has to sponsor the P-3 visa. Prior to the filing of the P-3 petition, your employer must obtain an advisory opinion from an appropriate consulting entity or a labor organization, or show that an appropriate peer group, labor organization or management organization does not exist. A letter of no objection from the corresponding union should be obtained. You must provide an explanation of the event and its itinerary. A written contract between the individual or group and the sponsoring employer must be provided. A contract and schedule of events describing terms and conditions of the employment and conditions of the performance include pay, performance dates, and duration of contract. Evidence describing your experience, skills, and proof of being outstanding in the field is required.

Fees: An IRB for $700 payable to OISS. A check for $325 payable is required to Department of Homeland Security to cover the filing fee for the I-129 petition. A check for $1225 payable to Department of Homeland Security is required for Premium Processing

Dependents: Dependents of the beneficiary can stay as long as the beneficiary remains in P-3 status. They can also attend school. Spouse and or children under the age of 21 who wish to accompany the P-3 need to apply for a P-4 visa.

Advantages: The beneficiary and their dependents can travel freely in and out of the U.S. provided they have a valid visa. Visas can be renewed in one year increments. They receive pay for performances. Assignments can be multiple and can be for a short or long duration, not exceeding one year at a time.

Other Categories for Non-Employment Needs:

B-1

Definition: The B-1 is used to enter the U.S. to engage in such business activities as negotiating contracts for an overseas employer, consulting with business associates, attending professional conferences, giving lectures, or conducting independent research. The B-1 visa should be used by foreign visitors to enter the U.S. to participate in these types of activities within the University System.

Length of Stay: Visits typically lasting not longer than nine days at a single institution, providing that the services performed are for the benefit of the academic institution.

Restrictions: The B-1 visa may not be used for employment purposes as immigration law does not permit a B-1 visitor to engage in any form of employment in the U.S. including salaried work or services performed on an independent basis. The visitor cannot accept payment of expenses and/or honorarium from more than five U.S. institutions or organizations in the previous six months. If either of these conditions is exceeded the individual may NOT receive any honorarium or honorarium plus reimbursement for expenses.

Processing: If the visitor does not already have a B visa stamp in his or her passport, he or she must apply for one at a U.S. Embassy or Consulate, unless eligible for the visa waiver program. (For information about applying for visas at a particular embassy or consulate, check the Department of State's Links to United States Embassies and Consulates Worldwide at travel.state.gov/links.html. In addition to the visa application form, the visitor should present to the consulate a letter of invitation outlining the terms of the proposed visit to WSU.

Advantages: A B-1 visitor may be paid honoraria for "usual academic activities" lasting not longer than nine days at a single institution, providing that the services performed are for the benefit of the academic institution.

Disadvantages: The individual cannot apply for Permanent residency as this is intended for only a short stay.

Visa Waiver Program

Visa Waiver Program, WB, Visitor for Business, WT, and Visitor for Pleasure are designations under the visa waiver program that are currently available only to citizens of Andorra, Austria, Australia, Belgium, Brunei, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, the United Kingdom and Uruguay. Persons in WB or WT status will have a green (rather than white) I-94 card. Eligible individuals need not apply for a visa at an American consulate or embassy, but simply present WSU's letter of invitation to the U.S. immigration inspector at the point of entry.

Foreign Employment Options at a Glance:

Category	Definition	Advantages	Disadvantages	Length of Stay	Dependent
B-1	If the purpose for your planned travel is to consult with business associates, travel for a scientific, educational, and professional or business convention, or conference on specific dates, then a business visitor visa (B-1)	May receive honorarium & reimbursements	This visitor for business, may not be employed, Time constraint: less than 9 days), 6 month limit.	Maximum 6 months	Not available
B-2 Length	If the purpose of your planned travel is recreational in nature, including tourism, amusement, visits with friends or relatives	Specifically designed for pleasure and tourism	May not be employed, may receive honorarium but not reimbursements, 6 month limit	Maximum 6 months	Not available
WB/WT	Travelers coming from specific countries to the U.S. for tourism or business for 90 days or less from qualified countries may be eligible to visit the U.S. without a visa if they meet the visa waiver program requirements	Specifically designed for pleasure and tourism	May not be employed, may receive honorarium but not reimbursements, 6 month limit. Must review country list to determine eligibility.	Maximum 90 days	Not available
E-3	The E-3 is a new visa for Australian nationals to work	Maximum of 10,500 per fiscal year	Only available for citizens of Australia	One year maximum and renewal	E-3D

	in specialty occupations in the U.S. Similar to H-1B requirements	Spouses of E-3 visa holders may accept employment in the U.S. by obtaining an Employment Authorization Document No extension limit Can participate in incidental study	Can be approved in one year increments only	annually	
H1-B	Temporary Worker in a Specialty Occupation" Must demonstrate that they have specialized skills	Pathway to Permanent Residency Bachelor degree minimum H1 and dependents can study	Must be sponsored by a U.S. employer and paid by that employer Dependents cannot work Petition costs can be expensive 6 year limit	6 Year Maximum	H-4
H1-B1	Only for nationals of Chile or Singapore may apply at consular sections around the world for a nonimmigrant professional H-1B1 visa	H1B1 and dependents can study	Must be sponsored by a U.S. employer and paid by that employer Dependents cannot work Petition costs can be expensive	One year maximum and renewal annually	H-4
J-1	Exchange Visitor, (Short-term Scholar, Research Scholar/Professor, Specialist) Must demonstrate expertise Usually a bachelor degree minimum May be employed by U.S. institution, or sponsored at U.S. institution with self-funding	Dependents can work Can participate in incidental study	Category has limitation specific to the program and research objective 212 e 24 month Bar 12 month Bar Time constraints: 5 years – Research Scholar 1 year – Specialist, 6 months – Short-term Scholar	5 years – Research Scholar 1 year – Specialist, 6 months – Short-term Scholar	J-2
J-2	Dependent of J-1	May apply for work authorization (EAD) card	Their status is dependent upon J-1	Their length of stay is dependent upon	Not available

		No restrictions with EAD card Full or part-time study O.K.		J-1	
P-3	The P-3 visa is a nonimmigrant visa which allows foreign nationals to enter into the U.S. to perform teach or coach as artists or entertainers, individually or as part of a group, under a program that is culturally unique.	The beneficiary and their dependents can travel freely in and out of the U.S provided they have a valid visa. Visa can be renewed in one year increments. Can receive pay for performances. Assignments can be multiple and can be for a short or long duration, not exceeding one year at a time.	Very detailed information must be provided to USCIS A U.S employer has to sponsor the P3 visa. A letter of no objection from the corresponding union should be obtained. Must provide an explanation of the event and its itinerary. A written contract between the individual or group and the sponsoring employer must be provided. A contract and schedule of events describing terms and conditions of the employment and conditions of the performance include pay, performance dates and duration of contract. Copies of evidence describing your experience and skills. Proof of your standing as outstanding in the field.	P-3 generally issued for the period of time necessary to complete the event, activity or performance usually not exceeding one year. Extensions can be granted.	Dependents can attend school. Spouse and or children under the age of 21 who wish to accompany the P-3 need to apply for a P-4 visa.
O-1	Foreign nationals with extraordinary ability in the sciences, arts, education, business or athletics.	O-1 can have unlimited extensions in increments of one year. An individual can engage in full time or part time study on O-3 visa	The person applying for O-1 should have a level of expertise indicating that the individual is one of the small percentage who have risen to the very top of the field of endeavor.	The O-1 visa can be issued for a period of up to three years, with unlimited extensions in increments of one year.	O-3

TN	Pursuant to the North American Free Trade Agreement ("NAFTA"), Canadian and Mexican nationals are eligible for classification as TN-1 non-immigrants. Must be from a specific list of professions, Must be sponsored by a U.S. employer and paid by that employer	Canadians may make an application directly at the port of entry, and no specific petition is required. Normally, the request is acted upon at the time the application is made. Mexican citizens must apply at a U.S. Consular office for a TN-1 visa.	Can work in only one of a specific list of professions	Initial limit is 3 years with 1 year unlimited number of extensions permitted	TD
OPT EAD	F-1 student will apply for work authorization for optional practical training directly related to the student's major area of study.	Student is STEM program and working for E-verified company will get up to 29 months of OPT. OPT is available for each degree level.	OPT application process takes up to 90 days for approval.	Initial limit is 1 year with 17 months extension if the student is in one of the STEM program and also working for a E-Verified company.	F-2
Permanent Residency based Employment Authorization Document (EAD)	With Permanent Residency based Employment Authorization Document (EAD), he/she is authorized to work without having the employer file a petition for non-immigrant worker.	EAD is renewable and also allows the person to switch employer while in the process of Permanent Residency.	If Permanent Residency process is denied, the person can no longer use the EAD card to work.	The EAD allows the alien to work in the United States for a limited period of time, generally one year and it is renewable.	Not available
Permanent Resident	A permanent resident is someone who has been granted authorization to live and work in the United States on a permanent basis.	Allows the person to work without an employer work permit sponsorship and also it is given for 10 years and is renewable.	None	Initial limit is 10 years and renewable	Not Available

For additional information please contact our Scholar Services Team at 313-577-3423 or

OISSScholars@wayne.edu

GLOSSARY OF TERMS

212 (e): J Exchange visitors who are subject to the two-year residence requirement must "reside and be physically present" in their "home" country for an aggregate of two years before being eligible for certain immigration benefits.

Country of Residence: Country in which a visitor established his/her legal permanent residence. It may be different from the visitor's country of birth.

DOL: Department of Labor is a department of the United States government that is responsible for occupational safety, wage and hour standards, unemployment insurance benefits, re-employment services, and some economic statistics.

Dual Intent: Generally refers to the fact that certain U.S. Visas allow foreigners to be temporarily present in the USA with lawful status and immigrant intent. This allows those visa holders, particularly H-1B professionals, to work in U.S. while simultaneously seeking lawful permanent residency (green card status).

LCA: stands for Labor Condition Application. Before an employer may file an H1-B petition, the employer must first file an LCA with the Department of Labor. In filing an LCA, the employer attests to a number of conditions that must be followed during the term of the LCA.

NAFTA: NAFTA is the North American Free Trade Agreement. It creates special economic and trade relationships for the United States, Canada and Mexico. The nonimmigrant NAFTA Professional (TN) visa allows citizens of Canada and Mexico, as NAFTA professionals to work in the United States. Permanent residents, including Canadian permanent residents, are not able to apply to work as a NAFTA professional.

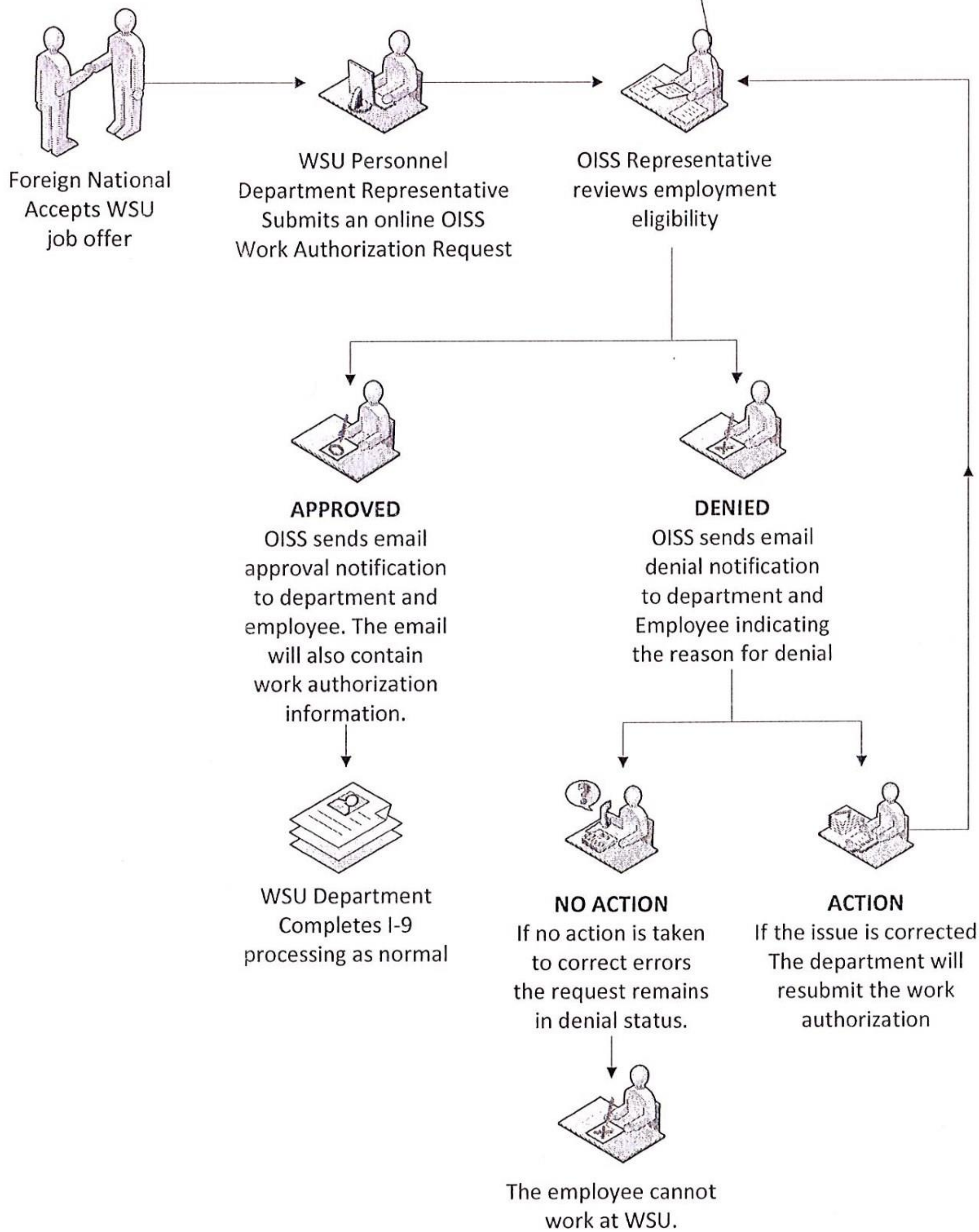
Permanent Resident: An alien who may lawfully reside in the U.S. after having a petition for permanent residency approved.

Prevailing Wage: Is the average salary paid to workers in the area of intended employment. The prevailing wage is often obtained through a request to the Department of Labor. However, other sources of prevailing wages are permitted and may be used.

SEVIS: Student and Exchange Visitor Information System which is an international student/scholar data bank. SEVIS is an internet-based system that allows schools and the Department of Homeland Security and other relevant government agencies to exchange data on the visa status of F and J international students and J scholars

USCIS: United States Citizenship and Immigration Services. The USCIS is a bureau of the Department of Homeland Security (DHS) which is responsible for the administration of immigration and naturalization adjudication functions and establishing immigration service's policies and priorities. These functions include: adjudication of immigrant visa petitions; adjudication of naturalization petitions, adjudication of asylum and refugee applications, adjudications performed at the service centers, and all other adjudications.

OISS Work Authorization Request Workflow



Last revised 5/29/2013

Student Employment

as3591@wayne - Guru for Student Hiring

~~GSA~~
GSA

STA | CWS

- students may not be hired as fractional or PT employees

Undergrad Students have to be enrolled - 6 credit hours
  grad stud - 4 credit hours during F & W, & 1 credit in S & S
  * Students cant work more than 20 hours - during semesters

International Students
  └ F-1 Visas - up to 20 hours per school / 40 hrs in off semester

CWS
  └ Funding / Grant - 6 credit hour
  └ any eligible student can receive

Min. Rate / Wage = 7.40 (most 8.00) cap of $20.00 anything beyond needs a letter

Job Postings - careerservices.wayne.edu
  └ Career Services · └ 21 days posted on CSO database & office
  └ SA - paid by grant / dept | - posting may not be opened as late (21 days)
  └ not all jobs posted / dept might post it
  └ tutoring Jobs | - academics might post

Off Semester → not enrolled in school or only enrolled in 6 credit or less
  can work 40 hours / Form avail on site - approval by sponsor
  └ they can work 2 assignments - need approval for 3-4 jobs
  └ students cant be hired into another classification
  └ all CWS have start & end contract dates 8/19/13 - 4/27/14
  └ Contract dates for Fall/Winter & Spr/Sum

* Students who have assistanship / stipend

~~GSA~~ └ Career services has Grad students if not funded by Stipend / assistanship
  └ hourly / no benefits

└ make sure additional assignments are entered by ... [illegible]

Re-hire / Renewal - a

CWS - has 2 indexes - will always see a split (usually a 75/25)

- webtime entry for students

CWS / SA - should pay the same for the same work

- ~~new~~ International students - can start w/out SSN, but need it within 30 days - max 90 days

OISS Work Authorization Document Requirement Table

Banner screen to view
Visa status
GOAINTL

Visa Type	Offer Letter or Work Verification Letter	Passport	I-20 or DS-2019	I-94 *(both sides)*	EAD Card *(both sides)*
E-2	✓				✓
E-3	✓	✓		✓	
F-1	✓	✓	✓	✓	
F-1 CPT	✓	✓	✓	✓	
F-1 OPT	✓		✓		✓
H-1B	✓			✓	
H-1B Ext	✓			✓	
H-4 EAD	✓	✓			✓
J-1 Intern	✓	✓	✓	✓	
J-1 Scholar	✓	✓	✓	✓	
J-1 Student	✓	✓	✓	✓	
J-2 EAD	✓	✓			✓
K-1 EAD	✓	✓			✓
K-2 EAD	✓	✓			✓
K-3 EAD	✓	✓			✓
L-2 EAD	✓	✓			✓
O-1	✓			✓	
O-1 Ext	✓			✓	
Other	✓	✓			✓
PR Pending EAD	✓	✓			✓
TN	✓	✓		✓	

Has to work which hrs in his program

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

WSU Background Check Program

Thomas Cavalier, OGC

Mary Earhart, HR

Agenda

- Introduction
- What is Background Check Screening
- Background Screening Process Overview
  - Why WSU is instituting background check program
  - Benefits for WSU
- The Legal Environment
- Ethics/Confidentiality
- WSU Background Check Policy
  - Types of Background Checks

Slide 2

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Agenda

- Roles and Responsibilities
- WSU Background Check Process
  - Job offer/Forms/Background Services/Assessment & Eligibility for Hire/Escalation Points/Record Retention
- Record Retention
- Standards and WSU Protocol/Escalation Points
- Wrap-up/Post-test

Slide 3

WAYNE STATE

Introduction

Learning Objectives

Slide 4

Session Objectives

As a result of this module, participants will be able to:

- Define the **terminology** background check screen
- **Explain** the various types of **background check** screens
- Describe the **laws governing** the use of **background check screens**
- Demonstrate **ethical standards** of behavior at all times when conducting background check screening
- Interpret **WSU's background check** policy
- **Differentiate** between the various **roles & responsibilities** associated with this **program**
- Apply **WSU's process** for conducting background check **screens**
- **Assess** background **check results**

Slide 5

Overview

What is Background Screening

Background Screening Process Overview

Slide 6

What is Background Screening?

Type	Purpose
SSN Trace	Used to match a person's Social Security Number to his or her name. Also verifies previous address history that will be utilized to conduct the check.
Criminal Records	Used to help identify past instances of criminal felonies and misdemeanors. Usually a SSN trace is required to verify SSN to name match before check is completed. Also, national and state sex offender registries are checked.
Educational and Licensing	Used to verify if a degree or credential was issued and to confirm the institution and date awarded. Used to also check candidate's past driving records and/or to ensure candidate is permitted to operate various types of machinery as required by position responsibilities.
Employment History	Used to verify the dates of employment, position, and salary history.
Credit History	Used to identify if an applicant has any financial accounts in collections, open loans, etc. by accessing credit bureau information.
Drug Screen	Used to test for illegal substances.
Motor Vehicle Check	Used to provide information regarding a person's driver license and driving record.

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Background Screening Process Overview

1. Individual is provided contingent offer of employment/service
2. Candidate - Individual completes invitation; signs/provides FCRA release form and personal data to screening agency
3. Screening Agency conducts investigation according to federal, state, local laws
4. Results provided to Employer, usually within 48-72 hours
5. Assessment/eligibility for hire determination
6. Employer shares results with individual, as required by law
7. Based on preliminary and final ineligibility decision, pre-adverse and adverse action letters are provided to individual.

Slide 8

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Why WSU is Instituting this Program

- Recent nationally publicized events heightened the need for a comprehensive background screening process at WSU
- There was not a consistent comprehensive background check policy
- WSU lagged behind peers in background check policies and processes
- At Cabinet's direction, and working with Office of the General Counsel, a revised policy was approved for implementation.

Slide 9

WSU Benefits

- Improved workplace safety & security
  - Conducting a background check will assist us in determining if employees can safely and competently perform their jobs (i.e. reduces our exposure to theft, fraud, violence, etc.)
- Public perception – public/community image and reputation of Wayne State University
  - WSU has taken precautions to protect students and public from employees who may behave violently or otherwise inappropriately towards others

Slide 10

The Legal Environment

Federal Law

Slide 11

Fair Credit Reporting Act

Disclosure Required

- An employer may not obtain a consumer report unless:
  - A clear and conspicuous disclosure has been made in writing that the employer may obtain a consumer report on that individual, and
  - The individual authorizes in writing the procurement of that consumer report

Pre-Adverse Action Letter

- Before taking an adverse action based on a consumer report, the employer must:
  - Provide the person with a copy of the report, and
  - Describe in writing the rights of the individual concerning the report

Slide 12

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Fair Credit Reporting Act

Adverse Action Letter

- An employer who takes an adverse action based on information in a consumer report must:
  - Notify the individual of the adverse action
  - Provide to the individual:
    - The name, address, and phone number of the reporting agency and
    - A statement that the reporting agency did not make the decision to take the adverse action and is unable to provide the reasons for the decision
  - Notify the individual of the right to:
    - Obtain a free copy of the consumer report and
    - Dispute with the reporting agency the accuracy or completeness of the information in the report

Slide 13

1) Nature/Seriousness of offense
- Crime of violence - nature
- ~~felon~~ serious - (low/med/high)
- Rank each crime

2) How it affects organization

3) Age of offense/individual

4) - status of case
- rehabilitation? - probation

Ethics/

Slide 14

Ethics/Disclosure/Need to Know

- All results of background checks are to remain strictly confidential and only to be shared with individuals that have a "need to know". These individuals may include:
  - HR Directors & Senior Management
  - Office of General Counsel
  - Academic Leadership (for academic employee only)

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Roles & Responsibilities

Slide 16

Talent Management Coordinator

- Extends *contingent* offer of employment or service to external final candidate, volunteer, temporary employee or child program worker (if worker is *not* acting as a representative of an organization)
- Responsible for providing the external final candidate, volunteer, temporary employee or child program worker with background check forms to be completed. If documents are completed in paper format, TMC must upload completed documents to A-Check website.
- Processes request for appropriate background check package based on position and job requirements before job is posted.
- Partners with hiring manager in gathering position details to inform decision-making.

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Talent Management Coordinator

- Reviews and assesses all background check results received from A-Check.
- Works in consultation with OGC, AVP/HR and Associate Provost for Academic Personnel (for faculty, academic administrator or academic staff positions) in determining eligibility related to various categories of background checks.
- Administers pre-adverse and adverse action procedures.
- Communicates with External Final Candidate throughout administration of background check process, as necessary.
- Communicates final eligibility decision (**only**) to hiring manager.
- Handles appropriately and confidentially, information contained in background checks and follows record retention procedures.

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A Check

- Third party background check vendor contracted by WSU to conduct all background checks.
- Follows WSU account policy/protocol while conducting background checks.
- Owner of Easy App web based system used to facilitate background checks.
- May communicate with External Final Candidates, if needed.

Slide 19

Final Candidate/Volunteer/Temporary Employee/ Staffing Agency Worker/Child Program Worker

- Completes invitation for background screening application upon receiving contingent offer from TMC.
- Reviews and completes online screening application via A-check Easy App.
- Voluntarily completes all required steps related to background check process and complies with requests for additional information requested by TMC and/or A-Check representative.

Slide 20

Client Services Director

- Provides counsel and direction to TMC on background check process.
- Provides guidance on background check policy interpretation.
- Participates in decision-making process for determining final candidate eligibility.
- May communicate final eligibility decision (**only**) to hiring manager.
- Handles appropriately and confidentially, information contained in background checks and follows record retention procedures.

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Office of the General Counsel

Consults, provides guidance and interpretation on various types of background check results.

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Associate VP/HR and Associate Provost for Academic Personnel

For various types of background checks, is consulted on final candidate eligibility decisions for faculty, academic administrators and academic staff positions.

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Hiring Manager

- For faculty positions, may extend contingent job offer to final candidate.
- Partners with TMC to provide position details to appropriately select background check package and a-la-carte checks (if any) for the position.
- Follows appropriate steps related to the use of criminal information disclosed during the interview process.
- Provides Human Resources with pertinent background check information gained during the interview process.

Slide 24

HR Solutions (formerly ESC)

Provides technical assistance and oversight of EasyApp system in partnership with A-Check.

Slide 25

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Background Check Procedure

Job Offer/Obtaining Background Check

Slide 26

Required Background Checks for External Final Candidates

There are **four (4) standard** background checks that all External final candidates (EFC) for **all positions** shall receive:

1. SSN* Trace
   *Social Security Number
2. Criminal Records Check
3. National Sex Offender Registry Check
4. Employment History Verification

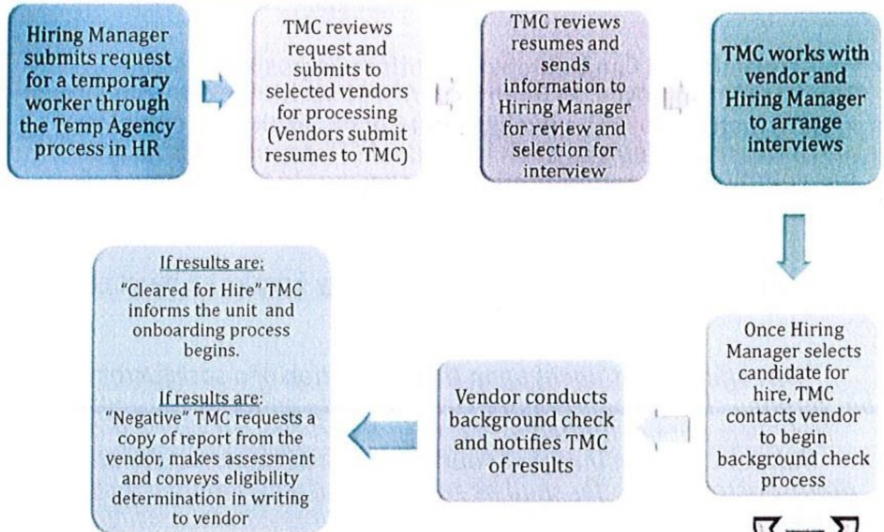
Slide 27

External Final Candidate or Volunteer

- Hiring Manager selects Final Candidate and submits Hiring Recommendation to TMC
- TMC reviews Hiring Recommendation and makes contingent offer to final candidate
- If candidate accepts contingent offer, TMC provides candidate with:
  1) Candidate Reference Guide - Background Screening Application *(Candidate completes online)* ***OR***
  2) Background Check Disclosure, Authorization, and Release forms *(TMC enters application for Candidate)*
- TMC submits invitation ***OR*** process application on behalf of candidate via A-Check system
- A-Check conducts requested background checks based on the nature of position
- TMC receives results of background check via A-Check system

Slide 28

Staffing Agency Worker



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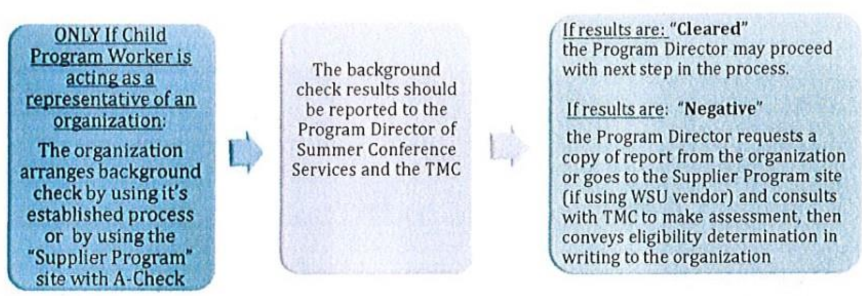
Child Program Worker



Slide 30

Temporary Worker

- An External Final Candidate who is offered a position as a Temporary Employee, as defined in APPM Section 3.2.3., may begin employment **before** the Background Check results are completed and assessed ***as long as*** such individual ("Temporary Employee") has completed and submitted the Background Check Forms before beginning employment.

The offer of employment given to a Temporary Employee must state as follows:

"This offer is contingent upon the completion of a satisfactory background check that is required by University policy for this position, including, but not limited to, a criminal background check. If the University determines that your background check results are unsatisfactory, this offer shall be revoked or, if your employment has already commenced, your employment will be immediately terminated."

Slide 31

Temporary Worker

- TMC must follow the procedure applicable to an **External Final Candidate** for obtaining a background check and assessing background check results.

If the TMC determines that the background check results disqualify the TE from the position, the TMC will follow the adverse action procedures.

The TMC must make a final eligibility determination using the supplemental information provided by the TE, if any.

The TMC shall communicate the eligibility determination to the hiring unit

If the TE is eligible for the position, his or her employment may continue.

If the TE is ineligible, the hiring unit shall immediately terminate the TE's employment.

Slide 32

Background Check Procedure

Types of Background Checks
Assessing Background Check Results

Slide 33

SSN Trace

SSN check verifies the identity of the EFC by matching his/her SSN with his/her name

IF	• the SSN trace confirms the individual's identity
THEN	• the individual remains eligible pending assessment of the *remaining* background check results

however

IF	• the information obtained fails to confirm the individual's identity
THEN	• the individual is preliminarily **ineligible** for hire. TMC must follow adverse action procedures

Slide 34

Criminal History

- The assessment of an EFC's criminal history is based on results obtained from two sources:
  - Criminal Records Check (CRC) **and**
  - The National Sex Offender Registry Check (NSORC)
- The criminal history assessment may ONLY consider convictions for a felony **or** the conduct underlying an arrest for a felony in an open case (when felony charges arising out of the conduct have been filed), but not finally resolved.
- A felony conviction or conduct shall be referred to as a "*Criminal Event*".

Slide 35

Criminal History

- WSU **will not** consider convictions for misdemeanors (except for Public Safety positions) nor arrests for felonies in closed cases.
- Closed cases are those cases either not resulting in a filing of felony charges or not resulting in a felony conviction.
- WSU will also not consider any misdemeanor arrests, whether in a closed or open case.

Slide 36

Criminal History - Assessment

IF	• the criminal records check and the national sex offender registry check indicate no criminal events
THEN	• the individual remains eligible for the position. The TMC should proceed to assess the results of any other background checks required.

- If a criminal event appears on the CRC, then the TMC must complete the assessment steps listed on the following slides.

Slide 37

Criminal History Assessment

- Please note that the existence of a criminal event in an EFC's criminal history **DOES NOT** necessarily render the EFC ineligible for the position.
- An EFC may be determined to be ineligible for the position due to a criminal event **only if** the exclusion is based on *reasons related to the safe and efficient performance of the duties of the position and is consistent with business necessity.*

Slide 38

Criminal History Assessment

- The following standard shall be applied by considering **all** of the factors below:
- The nature and gravity of the offense or conduct
- The time that has passed since the offense, conduct and/or completion of the sentence. In considering this factor, the following will be evaluated:
  - *Age of EFC at time of conviction*
  - *Evidence that the individual performed the same type of work for which he or she is being considered, post-conviction, with the same or a different employer, with no known subsequent incidents of criminal conduct*
  - *The length and consistency of employment history before and after the offense or conduct*
  - *The nature of the position for which the EFC was selected*

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Criminal History Assessment

IF

the criminal records check or the national sex offender registry check reveals a criminal event

THEN

the TMC shall consult with the Office of General Counsel **AND** if the EFC was offered a faculty, academic administrator or academic staff position, the TMC must also consult with the AVP/HR & Associate Provost for Academic Personnel before making a preliminary determination regarding the EFC's eligibility for the position.

IF

after such consultation, it is determined that the EFC remains eligible, the TMC should proceed to assess the results of any other background checks required for the position.

Slide 40

Criminal History Assessment

IF
- it is determined that the EFC is ineligible for the position

THEN
- the TMC should move forward with the pre-adverse action procedures

IF the EFC responds to the pre-adverse action letter with supplemental documentation, all such documentation will be considered. Particularly relevant and significant documentation is:

The facts or circumstances surrounding the offense or conduct;

Rehabilitation efforts such as education/training;

Employment or character references and any other information regarding fitness for the particular position;

Whether the individual is bonded under a federal, state, or local bonding program.

Slide 41

Criminal History Assessment

- Under special circumstances, Human Resources may extend the adverse action procedure's seven-day period for submission of supplementary documentation.
- **IF** the individual submits supplementary documentation, the TMC should consult with the OGC **and** the AVP/HR & Associate Provost for Academic Personnel, if the EFC was offered a faculty, academic administrator or academic staff position.
- Reconsideration of the preliminary determination may be made in light of the supplementary documentation leading to a **final** determination regarding the EFC's eligibility for the position.

If it is determined that the EFC remains eligible for the position, the TMC shall proceed to assess the results of any other background check required for the position.

Slide 42

Criminal History Assessment

- **IF** it is finally determined that the EFC is ineligible for the position, the TMC will do the following:
  - Notify the hiring manager
  - Notify the EFC that the contingent offer is being withdrawn and send an adverse action letter to the EFC.

The TMC ***will not disclose*** *to the hiring manager any information revealed by the criminal records check or the national sex offender registry check.* ***Such information shall be kept confidential.***

Slide 43

Employment Verification

- The employment verification is used to confirm that the EFC has accurately represented his or her:
  - Past employers
  - Position held
  - Dates of employment
  - Salary earned
- This verification is required for no more than the last two places of employment

IF
- the results confirm that the EFC did work for the two previous employers stated on the application and/or resume

THEN
- the individual remains eligible pending assessment of the remaining background check results

Slide 44

Employment Verification

IF
- the individual is preliminarily ineligible for the position

THEN
- the TMC shall follow the pre-adverse action procedure, making a final eligibility determination for this background check using the supplemental information provided by the EFC, if any.*

**If the EFC was offered a faculty, academic administrator or academic staff position, the TMC/HR shall consult with AVP/HR & Associate Provost before making a preliminary or final determination of eligibility.*

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Slide 45

Required Background Checks for External Final Candidates

In addition to the standard 4 background checks, for positions that require a degree and/or professional license EFCs shall **also** receive:

- SSN Trace
- Criminal Records Check
- Nat'l Sex Offender Registry
- Employment History Verification

PLUS

Educational & Licensing Check

Slide 46

Education and Licensing

- The education and licensing check is used to
  - verify that a degree, professional license and/or certification were issued to the EFC
  - confirm the granting institution

IF
- the results verify the EFC possesses the required degree, professional license and/or certification

AND
- confirms the granting institution

THEN
- the individual remains eligible for the position

h o w e v e r

IF
- the results fail to verify the EFC possesses the educational credentials required for the position

THEN
- the individual shall be preliminarily ineligible for position*

**TMC /HR should follow the pre-adverse action procedures & then make a final eligibility determination for the background check. Consultation with AVP/HR & Associate Provost required for faculty, academic administrator or academic staff position.*

Slide 47

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Required Background Checks for External Final Candidates

In addition to the standard 4 background checks, for positions that require a driver's license and/or satisfactory driving record EFCs shall **also** receive:

- SSN Trace
- Criminal Records Check
- Nat'l Sex Offender Registry
- Employment History Verification

PLUS

- Motor Vehicle (Driving) Record Check

Slide 48

Motor Vehicle (Driving) Record

- The Motor Vehicle (Driving) Records check is used to
  - verify that the EFC possesses a current and valid driver's license
  - **where required** (specified by university policy or appropriate collective bargaining agreement), the EFC has a satisfactory driving record

IF
- the results verify that the EFC possesses a current AND valid driver's license

THEN
- the individual remains eligible for the position

h o w e v e r

IF
- the results fail to verify the EFC possesses a current AND valid driver's license

THEN
- the individual shall be preliminarily ineligible for position.*

**TMC/HR should follow the pre-adverse action procedures & then make a final eligibility determination for the background check.*

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Slide 49

Motor Vehicle (Driving) Record

- For positions that require a satisfactory driving record and past driving records for the required time period specified by:
- University Policy, APPM or Non-Rep Manual
- appropriate collective bargaining agreement

IF
- the results verify that the EFC possesses the required driver's license & satisfactory driving record

THEN
- the individual remains eligible for the position

h o w e v e r

IF
- the results verify that the EFC possesses a current AND valid driver's license

THEN
- the individual remains eligible for the position

Slide 50

WAYNE STATE

Required Background Checks for External Final Candidates

In addition to the standard 4 background checks, EFCs for positions that require the handling of cash or have significant budgetary or financial responsibilities EFCs shall **also** receive:

- SSN Trace
- Criminal Records Check
- Nat'l Sex Offender Registry
- Employment History Verification

PLUS

Credit History Check

Slide 51

Credit History

- The credit history check results are evaluated to determine the **level of risk** associated with an EFC who is being considered to fill a position that
  - involves the handling of cash or significant budgetary or financial responsibilities
- *The decision under review is specific to whether the EFC is able to competently and responsibly perform the position duties.*

IF
- the results reveal no risk or an acceptable level of risk

THEN
- the individual remains eligible for the position

however

IF
- the results reveal an unacceptable level of risk

THEN
- follow pre-adverse action procedures & make final decision using supplemental information provided by EFC.

Slide 52

Required Background Checks for External Final Candidates

In addition to the standard 4 background checks, for positions that require routine operation of university-owned vehicles, use heavy equipment or access and/or use firearms EFCs shall **also** receive:

- SSN Trace
- Criminal Records Check
- Nat'l Sex Offender Registry
- Employment History Verification

PLUS

Drug Screen

Slide 53

Drug Screen

- Applies to all EFC's for positions that:
  - require the routine operation of motor vehicles or heavy equipment **or**
  - allow access to and use of firearms are required to undergo a drug screen
- WSU requires **ONLY** a five-panel drug screen, which is a test that identifies the presence of:
  - marijuana
  - cocaine
  - opiates
  - amphetamines
  - phencyclidine

in a sample taken from the EFC.

Slide 54

Drug Screen Process

Step One — TMC/HR notifies EFC to appear at collection site

Step Two — EFC has three ~~business~~ calendar days to complete drug screen*

Step Three — EFC completes drug screen at collection site. TMC/HR is notified of results

**EFC who refuses, or fails without an adequate excuse, to appear at the collection site within the three (3) business day time frame shall be ineligible for the position.*

WAYNE STATE

Slide 55

Drug Screen Results

- Positive results:
  - Indicated by the presence of cocaine, opiates, amphetamines, phencyclidine or marijuana (*other than medical marijuana*)
  - IF the drug screen results are positive, the individual is preliminarily ineligible for the position and the TMC shall follow the pre adverse action procedures.
  - If the supplemental documentation obtained during the pre-adverse action procedure correct the drug screen result from a positive to a negative (result), the individual shall remain eligible for the position pending assessment of the remaining background check results. Otherwise, the individual will remain **ineligible** for the position.

The TMC/HR shall not communicate to the hiring manager any information revealed by the drug screen. Such information shall be kept confidential.

WAYNE STATE

Slide 56

Drug Screen Results

- Negative results:
  - IF the drug screen results are negative, the EFC shall continue to be eligible for the position pending assessment of the remaining background check results

2 step. only
If they operate WSU equipment
or heavy machinery
that's it

Slide 57

Record Retention

Slide 58

Record Retention - Hired

- For External Final Candidates who are hired, and for Staffing Agency Workers or Child Program Workers whose services are retained, the individual's Background Check Disclosure, Authorization, Release form and Background Check results (collectively, "Background Check Records") shall be retained by Human Resources in a secured location for the length of employment, or service, plus three years thereafter.

- Records shall be maintained in a location that is separate from the individual's personnel file.

Slide 59

Record Retention – Not Hired

- For External Final Candidates who are not hired, and for Staffing Agency Workers or Child Program Workers whose services are not retained, the individual's Background Check Records shall be retained by Human Resources in a file separate from other documents generated by the selection process for three years from the date that Human Resources received the Background Check results.

Slide 60

Escalation Points
Standards and WSU Protocol

Slide 61

Escalation Points

Below are a few situations that require escalation to a higher authority.

Situation	Escalate To
Hiring Manager requests that a particular type of background check is run on an EFC that is inconsistent with the scope of the job as outlined in the job description.	Client Services Director
Credit Check & Criminal Records Check that reveal a criminal event (non-academic position)	Notify Client Services Director and consult with Office of General Counsel
Employment Verification, Education/Licensing Check, Criminal Records Check that reveals a criminal event (faculty, academic administrator, academic staff positions)	Notify Client Services Director and consult with Office of General Counsel, AVP/HR, Associate Provost for Academic Personnel
EFC refuses or fails to appear at collection site for drug screen, offers excuse and requests consideration.	Client Services Director
Any administration of and/or decision that results in a deviation from the WSU Background Check Policy.	Client Services Director

Slide 62

Wrap-up

Post Test

Slide 63

STANDARD PACKAGES FOR JOBS UNDER "GROUP A – E-CLASSES)

Employee Classification	**Standard Package**
Student Assistant **(ST)**	Package 1 – Student , Temporary, and Volunteer positions - Degree and/or license not required
College Work Study **(CW)**	Package 1 – Student , Temporary, and Volunteer positions - Degree and/or license not required
Graduates (Students, Research, Teaching) **(U2 and U9)**	Package 4 – All Positions - Degree and/or license required
Temporary Employees (Direct Hire) **(TE)**	Package 1 – Student , Temporary, and Volunteer positions - Degree and/or license not required
Voluntary Employees **(VO)**	Package 1 – Student , Temporary, and Volunteer positions - Degree and/or license not required. **NOTE:** If volunteer is a faculty, then package #4 should be selected for degree information...
Academic Faculty **(A2, A9, F1, F2, F9, FA)**	Package 4 – All Positions - Degree and/or license required
Part-Time Faculty **(PT, P5, HP)**	Package 4 – All Positions - Degree and/or license required
Academic Staff **(C2, C9, D2, D9, S2, S9)**	Package 4 – All Positions - Degree and/or license required
Research Assistants **(R2, R9)**	Package 4 – All Positions - Degree and/or license required
Medical Residents **(MR)**	Package 4 – All Positions - Degree and/or license required

Background

Screen for:
- SSN trace
- Criminal records
- Education / licensing

— Rest ~~of~~ on slide 7

- Contingent offer on bg results
- A-Check bg vendor
- * - ACheck - we need to make sure the applicant has e-mail, so we can send them the background

~ Legal
- Fair Credit Reporting Act - Slide 6
- Can't tell HM they didnt pass the BG only that their "not clear"

OGC - Office of General Counsel
- Have 72 hours to complete BG invitation

* WSU - doesnt rescind an offer due to misdemeanors - pg 36
* The crime must fit the position - would be ineligible
* Pre-Adverse gets 7 days from the day of letter to present documentation
* encrypt / pw protected offer

* We have to select what package to order based off the JD

Pre-Adverse Letter
L 7 days to get info back

Date: 2/1/2013

Applicant Name
1501 Research Park Drive
Riverside, CA 92507 USA

Dear [APPLICANT NAME],

A-Check America, Inc., a consumer-reporting agency, compiled and provided a consumer report concerning you, which was obtained with your written permission. With the information provided, [EMPLOYER] intends on taking action regarding your eligibility for employment. Enclosed you will find the following:

- A copy of the consumer report, obtained by [EMPLOYER] with your written permission, which will be used in making a final hiring decision; and

- A Summary of Your Rights (as a "consumer") Under the Fair Credit Reporting Act.

As [EMPLOYER]'s decision to employ you may be based in whole or part upon the enclosed consumer report, it is important that you contact the consumer-reporting agency, A-Check America, Inc. Toll Free at 877-345-2021 within three business days of receipt of this letter to alert them to any inaccurate or incomplete information in the report.

Sincerely,

Human Resources Department

SAMPLE ADVERSE ACTION LETTER

Date: 2/1/2013

Applicant Name
1501 Research Park Drive
Riverside, CA 92507 USA

Dear [APPLICANT NAME],

A-Check America, Inc., a consumer-reporting agency, compiled and provided a consumer report concerning you, which was obtained with your written permission. Unfortunately, based in whole or in part on that report, you are not eligible for employment with [EMPLOYER].

Contact information for this agency is as follows:

A-Check America, Inc.
P.O. Box 5615
Riverside CA 92517-5615

1-877-345-2021

This consumer-reporting agency did not make the decision to take this action and cannot provide you the reason for that decision. You, nevertheless, have a right to contact the consumer-reporting agency to dispute any information in your consumer report that you believe to be inaccurate or incomplete. You also have a right to obtain an additional free copy of any consumer reports provided to the Company. You have sixty (60) days from the date you receive this notice to request this free copy of the report from the consumer-reporting agency.

Sincerely,

Human Resources Department

A-CHECK

Wayne State University

Account Policy

General Policy

- A-Check representatives will reach out to requestors directly if assistance is needed
- A-Check representatives will contact applicant via phone and e-mail if assistance is needed
- E-Signature authorization forms will be provided via EasyApp submission; if a wet-signature is needed A-Check will reach out to the applicant directly

Registration:

- EasyApp submission; applicants have three full business days to complete invitation
- Package policies: Basic package is one name and current state of residence. All other packages are two names, all counties from Social Security Trace.
- Date of Birth (DOB) Mismatch:
    - Contact candidate to confirm date of birth; if date of birth remains the same do not FCR; if date of birth is updated A-Check will update and notate the file.

For Client Review (FCR) Parameters:

- If there is a completely different name on the Social Security Trace
- If the Social Security Validation reports "deceased"
- If the year of the Social Security Validation does not coincide with the applicant's date of birth
- If Credit Report reports any adverse data
- If the Social Security Trace is returned as a Trace No Hit
- If there is a Date of Birth (DOB) mismatch

Drug Screening:

- Applicants will call in to the Scheduling Center and will be set-up with an online facility
- Applicants have three full business days from the date/time the EasyApp invitation is sent to complete a drug screen collection
- Extensions need to be approved by the requestor; extensions will be approved for an additional three full business days
- If a result is dilute negative the candidate will need to re-test (max two tests total)
- All non-negatives will go to Medical Review Officer

Records:

- Package policies: Basic package is one name and current state of residence. All other packages are two names, all counties from Social Security Trace.
- If additional counties are found at the National Criminal Locator level, no approval is needed to add the additional search
- Contact requestor for approval to process any international criminal searches
- A-Check will report according to State Reporting Guidelines
- Applicants will be instructed to provide all driver's licenses within the past 3 years

For Client Review (FCR) Parameters:

- Any record found
- Any pending case information found
- Any open warrant
- Different name or SSN reported on SST (advise recruiter)
- Any adverse information on Credit report

-CONFIDENTIAL-

Procedures for Completing the Post-Hire Details

The post-hire details tab should be completed within ~~48~~ 24 hours after a candidate has accepted an offer of employment.

Position Type	Responsibility for Ensuring Post-Hire Details is Completed
Academic Positions	Hiring Manager/Business Manager
Non-Academic Positions	Employment Service Center SOM Human Resources Representative (School of Medicine Postings)
Research Positions	Business Manager

The post-hire details tab should be completed as follows:

1) After logging into the OHS, locate the position that has been filled.
2) Click View under the Job Title
3) Locate the applicant that has accepted the offer of employment.
4) Under the Status column, click **Change Status**.
5) Change the applicant's status to **Hired**.
6) Click on the Post-Hire Details tab.
7) Click **Add New Entry**
8) Complete the required and any additional applicable fields (Action, Candidate Hired, Position Number, Job Type, Appt %, Start Date, Offer Accepted Date, and Annual Salary or Hourly Rate)
9) Click **Add Entry** or **Cancel** (If you do not wish to add a new entry)

Procedures for Completing the Post-Hire Details

Guide to Post-Hire Details Fields	
Field Name	**Definition**
Action	The hiring action that is taking place
Candidate Hired	The name of the candidate(s) hired for position
Position Number	Position number created by Budget Office
Job Type	Position Full-time, part-time, temporary full-time or temporary part-time
Appt %	Appointment percentage the new employee will work
Banner ID	Employee's banner ID
Start Date	Employee's actual start date
Offer Accepted Date	**Non-academic positions** – Date candidate accepted verbal offer **Academic positions** – Date candidate signed letter of offer
Orientation Date	Date employee is scheduled to attend Faculty/Staff orientation
Date of Physical	Date employee completes pre-employment physical examination
Date Sent for Security Clearance	Date employee sent for fingerprinting
Annual Salary/Hourly Rate	Employee's offered annual salary or hourly rate
Shift Code (if applicable)	Employee's work shift

Steps for Changing an Applicant's Status

The status of applicants can be changed as the applications for applicants are reviewed, and as interviewing and hiring decisions are made. Changing an applicant's status may result in the applicant receiving a system generated email as notification to the applicant. *See **Guide to Applicant Statuses** and **Guide to Not Hired Reasons** for definitions and information on email notifications.*

1) Log into the OHS using your username and password
2) Locate an Open or Closed position
3) Select a posting to view, click View under the Job Title.
4) To change the status of one applicant, click the **Change Status** link under the Status column heading.
5) Select the status to which you wish to change the applicant.
6) Click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.
7) To change the status of multiple applicants at the same time:
    a. Check the box under the All/None column for each applicant
    b. Click the button labeled **Change Multiple Applicant Statuses**. You may also click the **All** link to select all applicants at the same time. To deselect all applicants, click the **None** link.
    c. Select the status to which you wish to change each applicant and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

Note: You may also change all selected applicants' statuses at the same time, <u>to the same status</u>, by using the **Change For All Applicants** feature at the top of the screen.

8) Click on the **Continue to Confirm Page** button
9) Select the **Save Status Changes**
10) Select the **Cancel** button to return to the previous screen to edit your changes.

Guide to Applicant Statuses

The following table represents the statuses an application may be in at any time during and/or after the search process:

Applicant Status	Definition
HR Screen	Default status for applicants that have successfully applied for a non-academic position
Department Screen	HR has completed screening of applicant and has hiring managers can begin reviewing applicants
Search Committee Review	Applicant has been forwarded to the search committee for an interview
Disqualified – Does Not Meet Testing Requirements	Applicant has been disqualified because of the testing requirements have not been fulfilled before the posting close date
Interviewed	Hiring Manager has interviewed applicant for the position
Recommended Finalist	Hiring manager has completed interviews and has recommended applicant as a finalist for the position
Offered Job	Candidate was offered employment
Hired	Candidate has accepted offer of employment and agreed on start date
Declined Offer	Candidate has declined offer of employment
Interviewed, Not Hired	Applicant interviewed for the position; has not been extended an offer of employment
Not Interviewed, Not Hired	Applicant was not selected to interview for the position

Guide to Not Hired Reasons

The following table lists the reasons that a hiring manager may select when changing an applicant's status to Interviewed, Not Hired or Not Interviewed, Not Hired:

Not Hired Reason	Definition
Insufficient required work experience	Applicant that does not meet minimum experience requirements
Insufficient required skill set	Applicant that does not demonstrate sufficient skills
Insufficient required training/certification	Applicant that does not possess appropriate training and/or certifications
Unable to contact to schedule interview	Applicant that meet minimum qualifications, but was unable to reach to schedule interview
Did not report for interview	Applicant that was scheduled for interview, but failed to report at scheduled time
Withdrew from consideration	Candidate that withdrew from consideration after given consideration by department
Falsification of information on application	Applicant that does not provide accurate information on application
Unsatisfactory reference check	Candidate that is a finalist but references checks are not satisfactory
Position filled per collective bargaining agreement – non academic	Applicants that does not receive consideration due to position filled by an employee or laid-off employee subject to bumping or recall
Posting cancelled	Position that is under review by department for changes
Another candidate more closely matched the requirements of the department	Candidate that met the requirements of the position, but was not the most qualified.
Other	Other legitimate reason that is not covered by any other not hired reason

Guide to Applicant Email Notifications

Applicant Status	Email Content
HR Screen	Your application for the following position has been received: Position Title: Posting Number: Department: Should your qualifications match the department's needs, the hiring manager will contact you directly for an interview. Please log on periodically to http://jobs.wayne.edu to review the status of your application. Thank you for your interest in employment with Wayne State University. Best wishes to you in your job search! Wayne State University
Department Screen	Your application for the following position has been received by the hiring manager: Position Title: Posting Number: Department: Should your qualifications match the department's needs, the hiring manager will contact you directly for an interview. Please log on periodically to http://jobs.wayne.edu to review the status of your application. Thank you for your interest in employment with Wayne State University. Best wishes to you in your job search! Wayne State University
Search Committee Review	Your application for the following position has been received by the search committee: Position Title: Posting Number: Department: Should your qualifications match the department's needs, the hiring manager will contact you directly for an interview. Please log on periodically to http://jobs.wayne.edu to review the status of your application. Thank you for your interest in employment with Wayne State University. Best wishes to you in your job search! Wayne State University
Disqualified – Does Not Meet Testing Requirements	Your application for the following position has been disqualified because the testing requirements for this position have not been fulfilled before the posting close date: Position Title: Posting Number: Department: If you wish to be considered for other positions which require testing, or if you have previously taken the exams and would like to re-test, please contact the Employment Service Center at (313) 577-2010 in order to schedule an appointment for testing. Thank you for your interest in employment with Wayne State University. Best wishes to you in your job search! Wayne State University

Guide to Applicant Email Notifications

Applicant Status	Email Content
Hired	Congratulations on your new position! Here is some important information to aid in your transition: If you are a new hire, you will be contacted separately to arrange an appointment for your initial orientation. At your initial orientation, in addition to other employment-related documents, you will be asked to complete Form I-9, Employment Eligibility Verification which verifies your eligibility to work in the United States. To view the list of acceptable documents, please go to: http://www.hr.wayne.edu/esc/formI-9.php. New Hire Benefits - For a list of benefits that you may qualify for as a new hire, please go to http://www.hr.wayne.edu/tcw/benefits/newhire_checklist.php to obtain employee benefit information. Department Orientation – Your supervisor will provide you with a department orientation beginning with your first day of work. University Orientation - Go to http://www.hr.wayne.edu/oed/ and view the training events calendar to determine when the next University Orientation will be held. Thank you for choosing Wayne State University as your career choice. We wish you well in your employment endeavors. Wayne State University
Interviewed, Not Hired	Thank you for taking the time to interview for the following position: Position Title: Posting Number: Department: Your experience and education has been reviewed against our current requirements. Another candidate more closely matched the requirements of the department. We sincerely appreciate your interest in this position. We regret that this response cannot be more favorable, and we wish you well in locating the opportunity you desire. Please log on to http://jobs.wayne.edu to apply for other job opportunities at WSU for which you feel you qualify. Best wishes to you in your job search! Wayne State University
Not Interviewed, Not Hired	Thank you for your interest in the following position: Position Title: Posting Number: Department: Your application has been reviewed and based on our current pool of applicants, you will not be considered for an interview at this time. We appreciate your interest in this position and we wish you well in locating the opportunity you desire. We invite you to log on to http://jobs.wayne.edu to apply for other job opportunities at WSU for which you feel you qualify. Wayne State University
Cancelled	Thank you for submitting your application for the following position: Position Title: Posting Number: Department: This position has been cancelled. Please log on to http://jobs.wayne.edu to apply for other job opportunities at WSU for which you feel you qualify. Best wishes to you in your job search! Wayne State University

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

Staffing Overview

Mary Earhart, HR Solutions
Isabel Gutierrez, Academic Personnel and
Kimberly Saks-McManaway, Office of Equal Opportunity Employer

Agenda

- Introduction
- Client Services Roles & Key Interactions
- WSU Talent Management Model
- WSU Recruitment & Onboarding Process
  - Non-Academic (Mary Earhart)
  - Academic (Isabel Gutierrez and Kimberly Saks-McManaway)
- WSU Key Central Units & Support Resources
- Selling WSU

7/15/2013 Slide 2

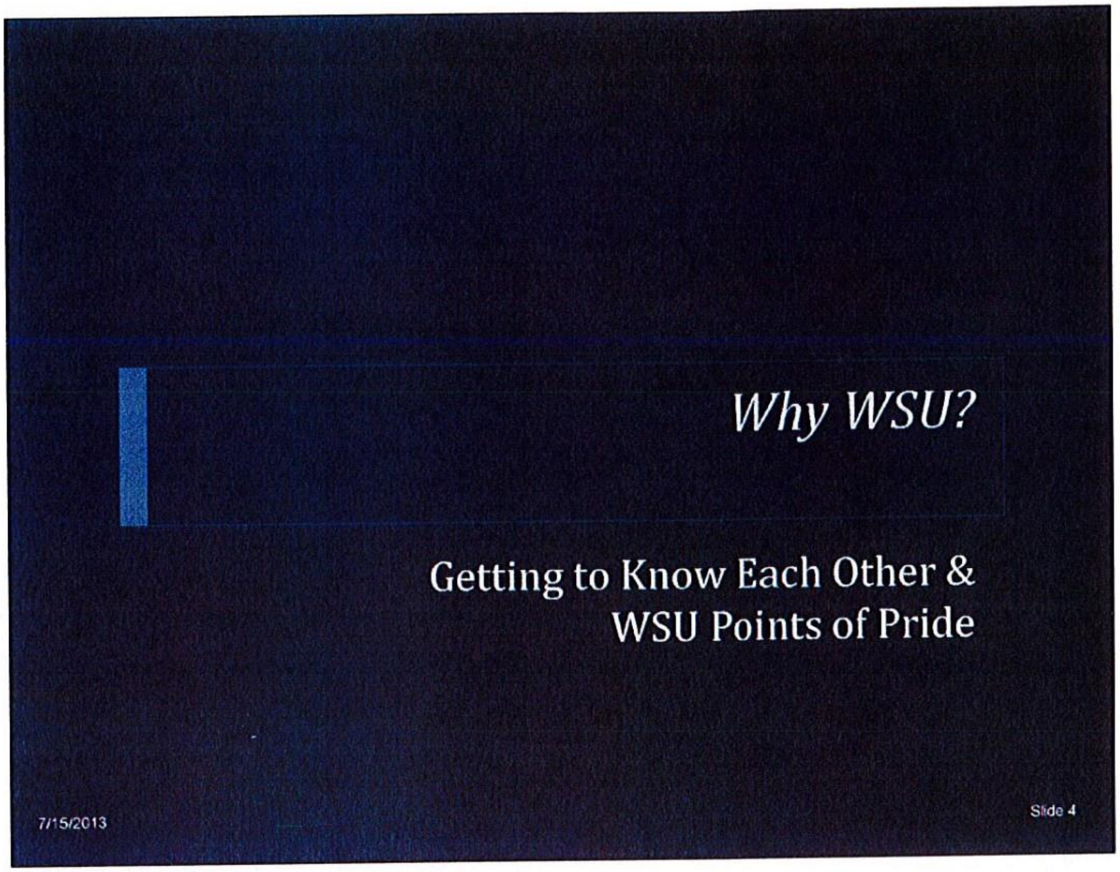
Notes:

Session Objectives

As a result of this module, participants will be able to:

- Describe **the Role and Expectations of Client Services** as it pertains to staffing
- Reference **WSU's Talent Management model** as part of a strategic approach to recruitment and retention
- Understand **WSU's recruitment process** including key policies and procedures, collective bargaining agreement articles, and systems for academic and non-academic, represented and non-represented faculty and staff
- Contact appropriate **WSU central units** for support as needed

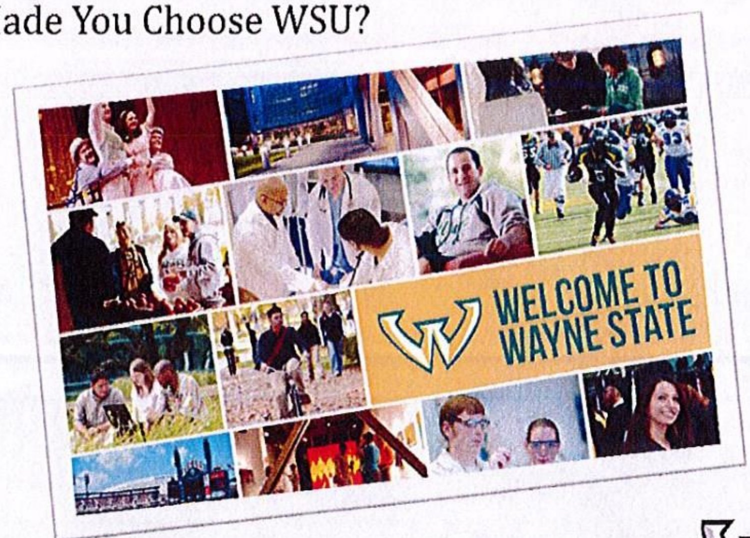
Notes:


Why WSU?
Getting to Know Each Other &
WSU Points of Pride
7/15/2013
Slide 4

Notes:

Getting to Know You

- Share Your Name, Region
- What Made You Choose WSU?



Notes:

Making Job Offers

Non-represented Hiring Recommendations:

- Candidates Interviewed for the Position
- Recommended Finalist
- Starting Salary for Finalist
- Desired Start Date

Represented Hiring Recommendations

- Disqualification Memos for any Bargaining Unit Members Not Selected if applicable
- Candidates Interviewed for the Position
- Recommended Finalist
- Starting Salary for Finalist
- Desired Start Date

TMC must:

- Review the Hiring Recommendations & Disqualification Memos prior to proceeding with an offer.
- Proceed with following the steps as outlined in the Job Offers Process

7/11/2013

Notes: Creating banner ID:

* If you create a banner Id error, we can't delete it from system, can mark it delete.

-> Search SSN & name (click F8) (If nothing comes up, then you know you don't have one)

-> Input info, then select generate ID, then save it

-> Go to biographical, enter birth date, save

* only enter birth date, n

-> click on Alternate Identification to get access ID

-> e

Post-Hire Details

The post-hire details tab should be completed within 24 hours after a candidate has accepted an offer of employment.

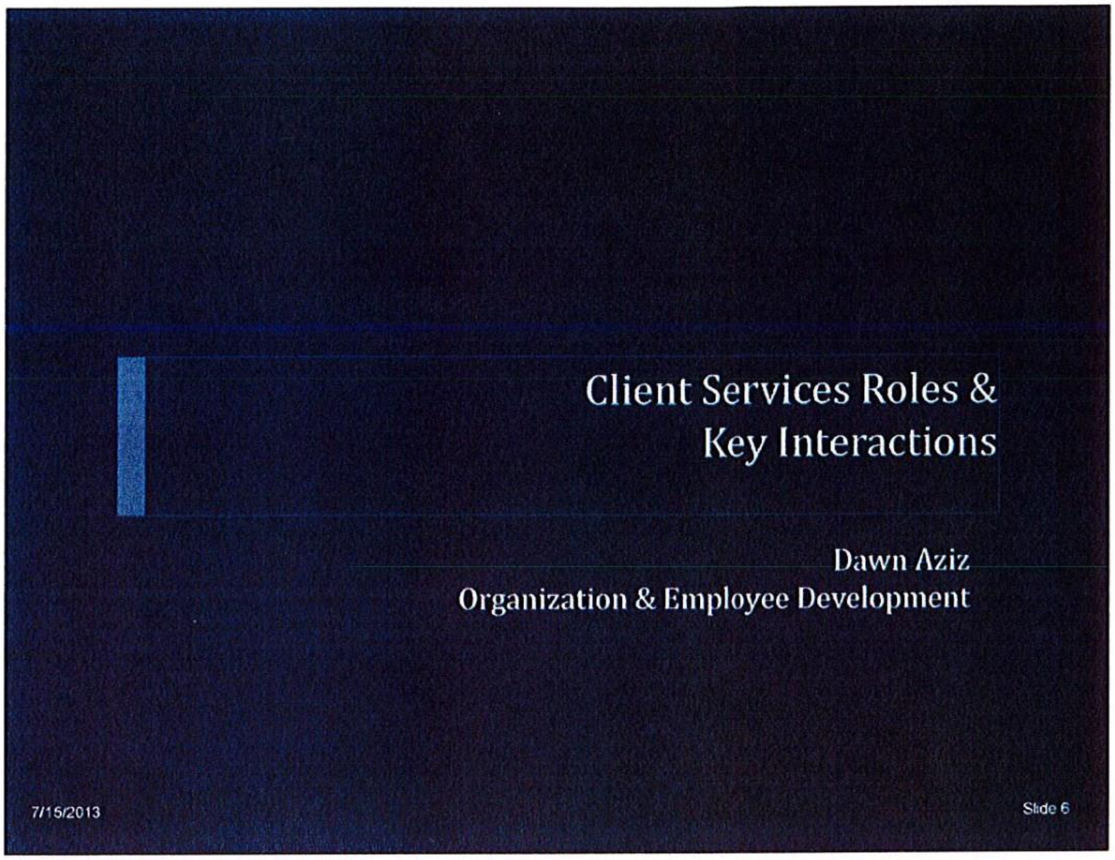
Position Type	Responsibility for Ensuring Post-Hire Details is Completed
Academic Positions	Hiring Manager/Business Manager
Non-Academic Positions	Talent Management Coordinator
Research Positions	Business Manager

After the final candidate is cleared for hire, the status of remaining applicants can be changed in OHS. Please review Steps for Changing an Applicant's Status for further directions.

7/11/2013

Notes: pg 41, 42

* have to make sure post-hire details are done, so it shows on Cognos - time to fill report

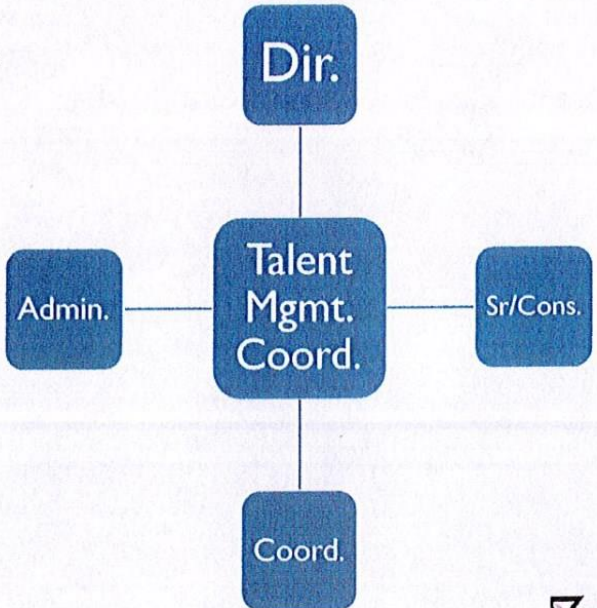

Client Services Roles &
Key Interactions
Dawn Aziz
Organization & Employee Development
7/15/2013
Slide 6

Notes:

Staffing Within the Regions

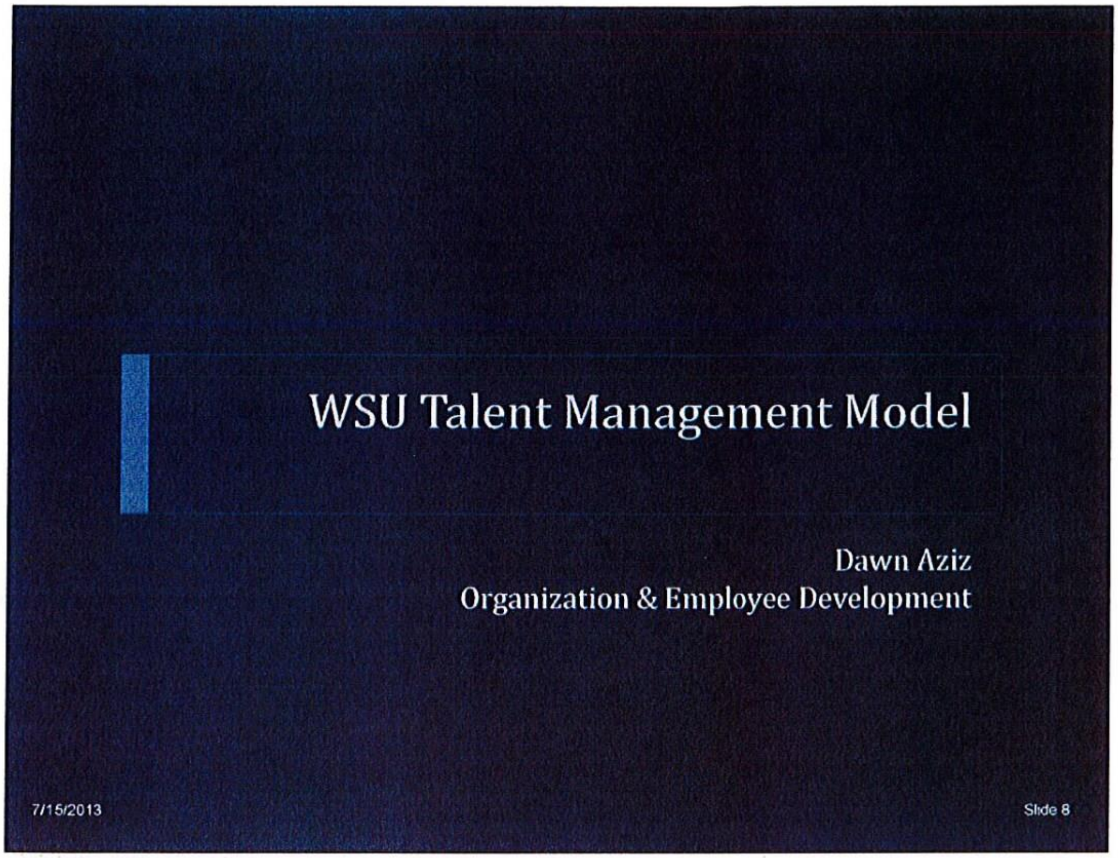
Interfaces: / consult with

Dean/Exec Leader
BAO
Department
TCW
Academic Personnel
Labor Relations
OEO/OGC
OISS
Payroll
Purchasing



7/15/2013 Slide 7 WAYNE STATE

Notes:


WSU Talent Management Model
Dawn Aziz
Organization & Employee Development
7/15/2013
Slide 8

Notes:

What's the Connection?

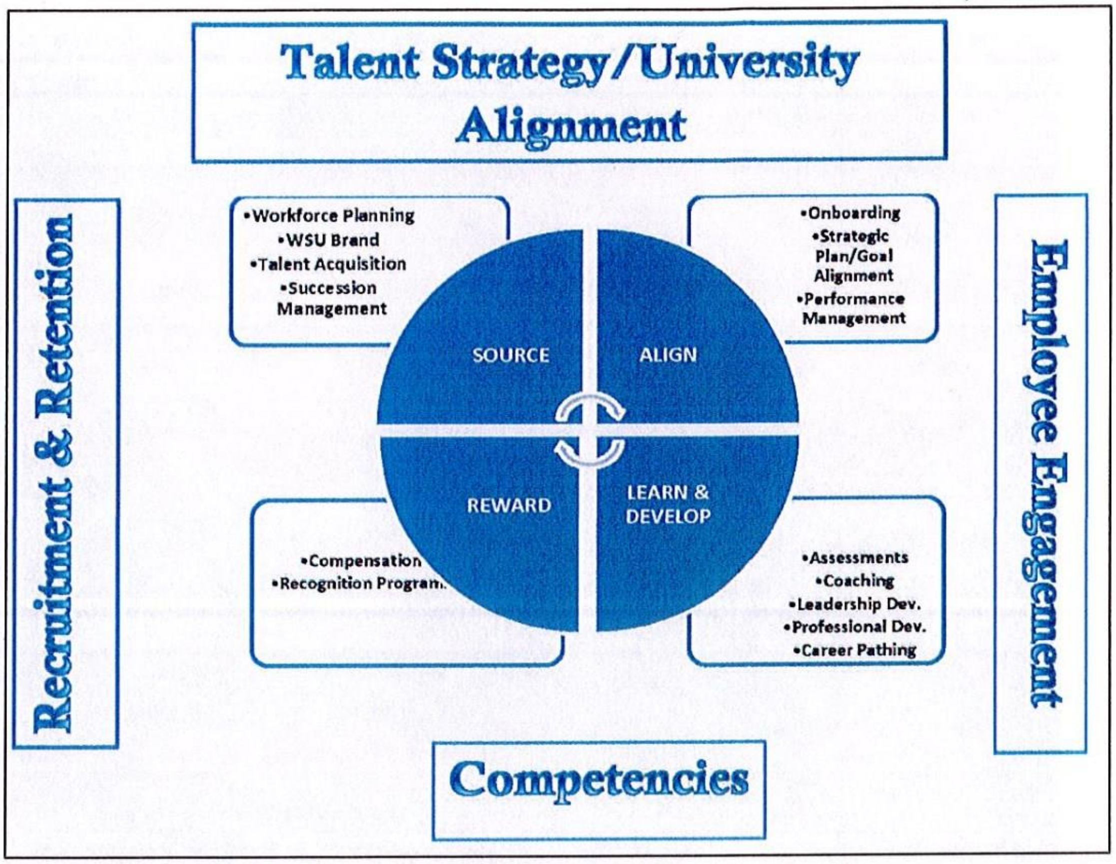
- What words come to mind when you hear the word

Integration?

7/15/2013 Slide 9

Notes:

WSU Talent Mgmt Model
4



Notes:

WSU Recruitment Process

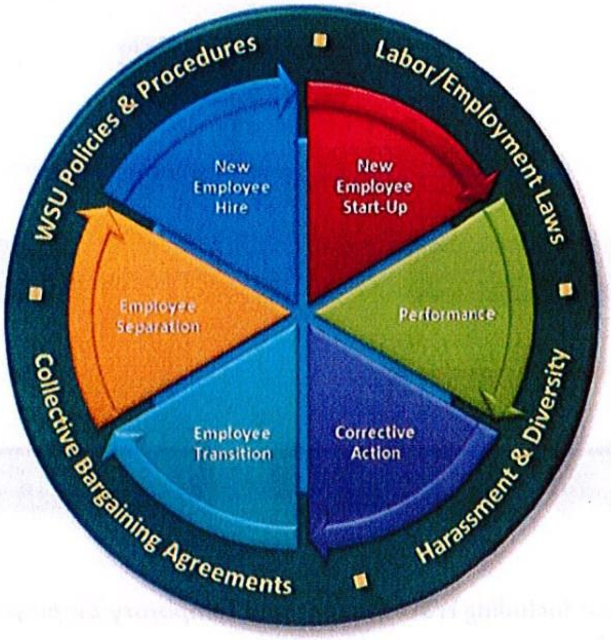
Dawn Aziz
Organization & Employee Development

7/15/2013

Slide 11

Notes:

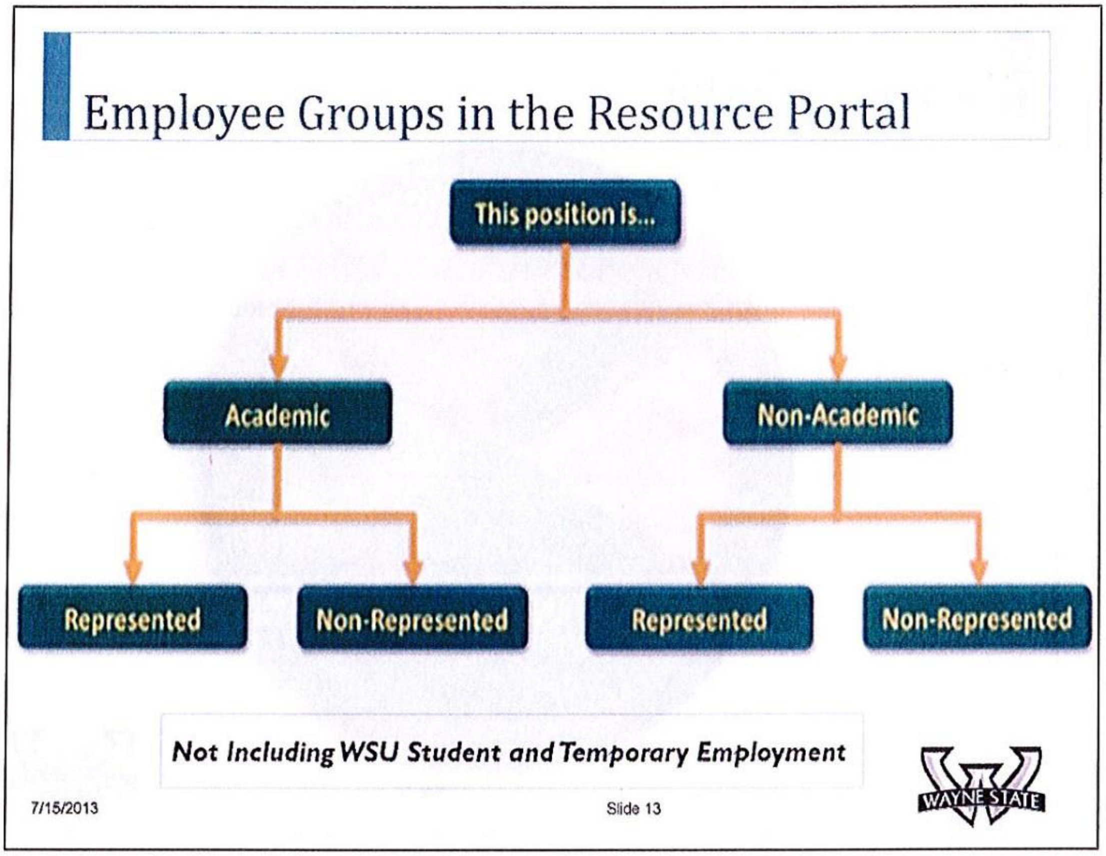
Resource Portal



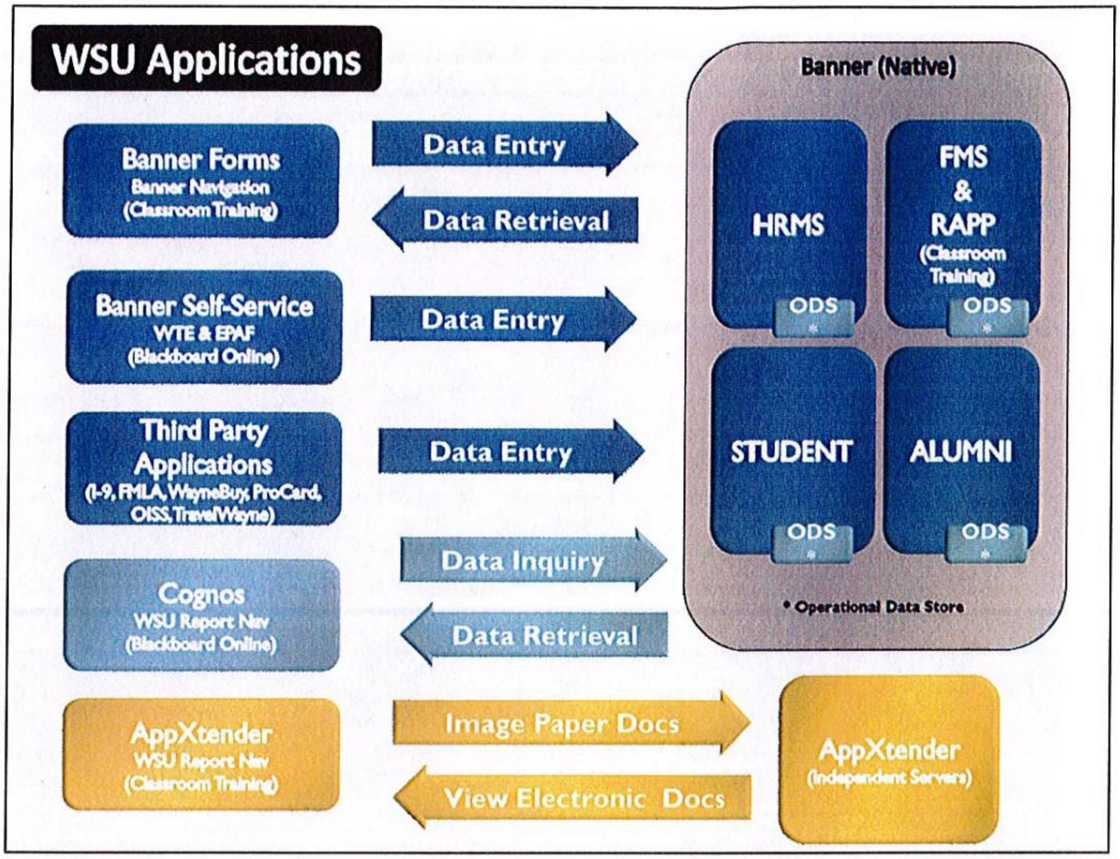
7/15/2013

Slide 12

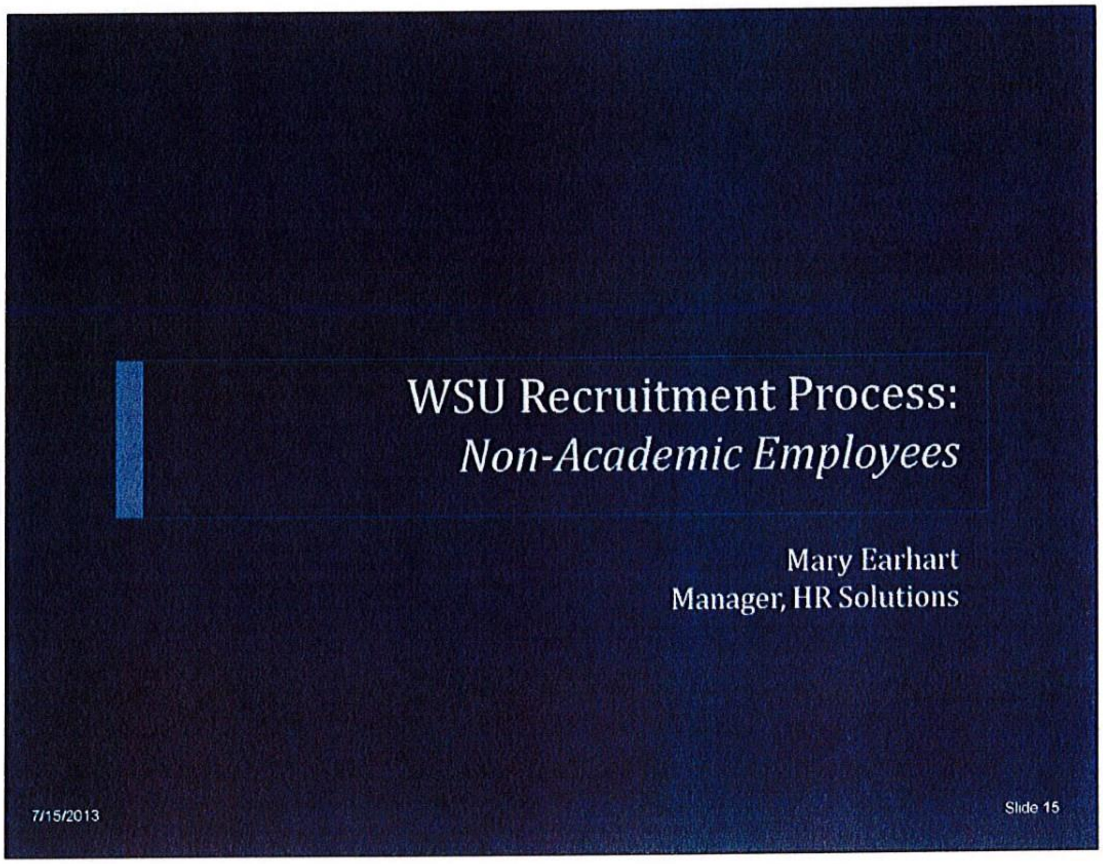
Notes:


Employee Groups in the Resource Portal
This position is...
Academic
Non-Academic
Represented
Non-Represented
Represented
Non-Represented
Not Including WSU Student and Temporary Employment
7/15/2013
Slide 13
WAYNE STATE

Notes:

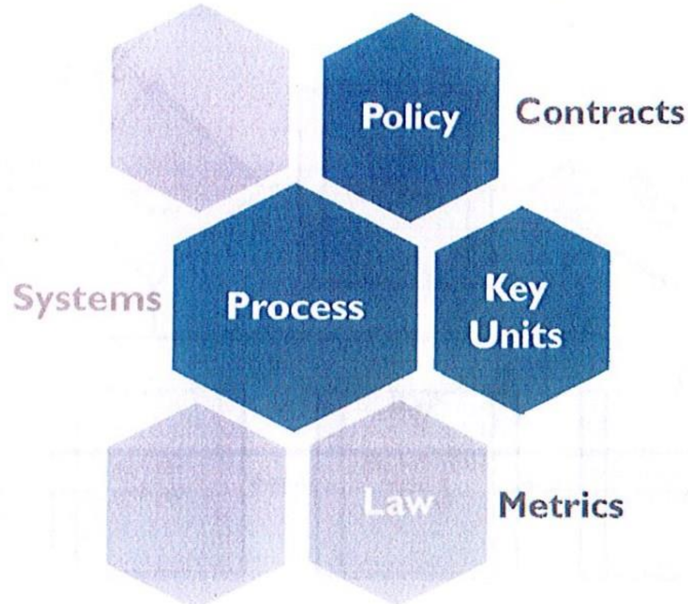

WSU Applications
Banner (Native)
Banner Forms
Banner Navigation
(Classroom Training)
Data Entry
Data Retrieval
HRMS
FMS
&
RAPP
(Classroom Training)
ODS *
ODS *
Banner Self-Service
WTE & EPAF
(Blackboard Online)
Data Entry
Third Party Applications
(I-9, FMLA, WayneBuy, ProCard, OISS, TravelWayne)
Data Entry
STUDENT
ALUMNI
ODS *
ODS *
Cognos
WSU Report Nav
(Blackboard Online)
Data Inquiry
Data Retrieval
* Operational Data Store
AppXtender
WSU Report Nav
(Classroom Training)
Image Paper Docs
View Electronic Docs
AppXtender
(Independent Servers)

Notes:


WSU Recruitment Process:
Non-Academic Employees
Mary Earhart
Manager, HR Solutions
7/15/2013
Slide 15

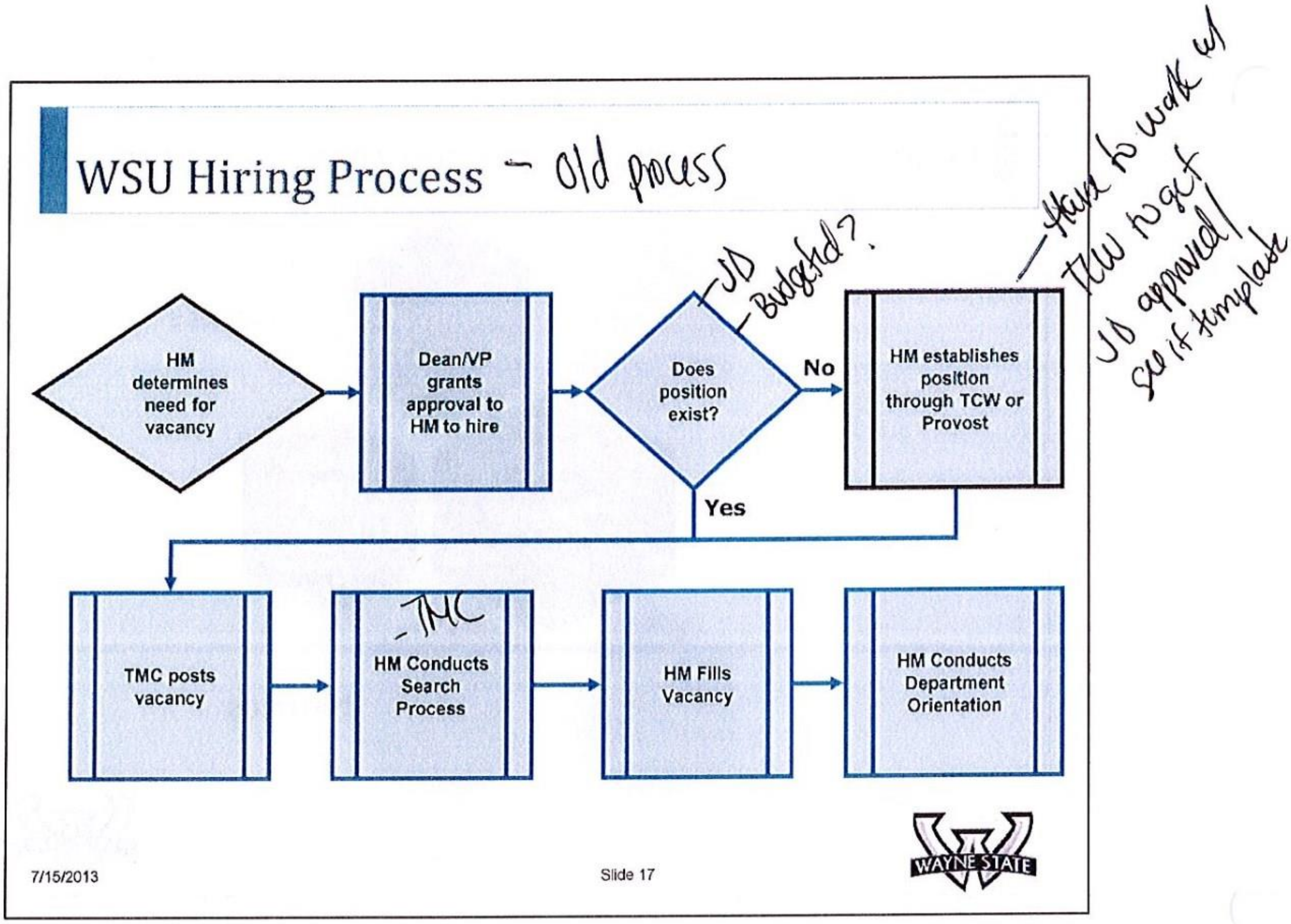
Notes:

Resource Portal: Non-Academic/Non-Rep Tools



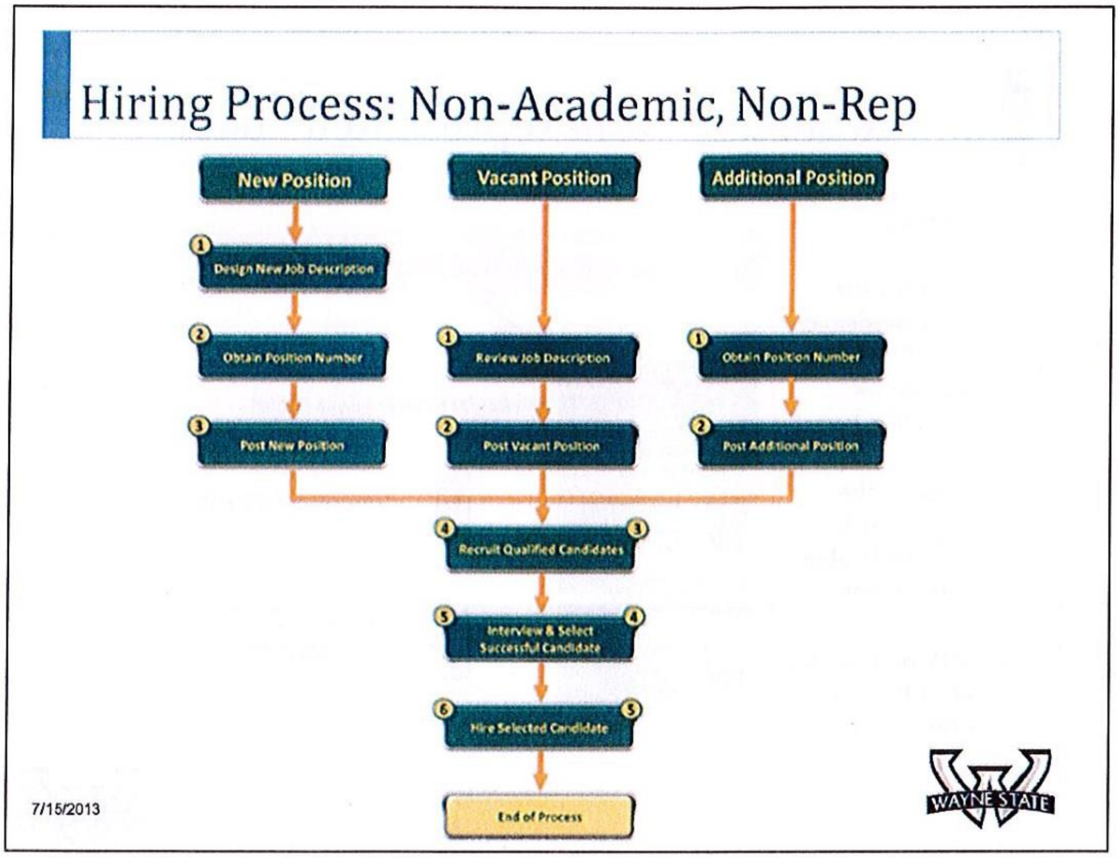
7/15/2013 Slide 16

Notes:



Notes:

- position # TMC has to get from Finance "BAO" - get it from Banner
- Non-Academic positions - most are outdated
- VP cannot modify JD - except prefences



Notes:

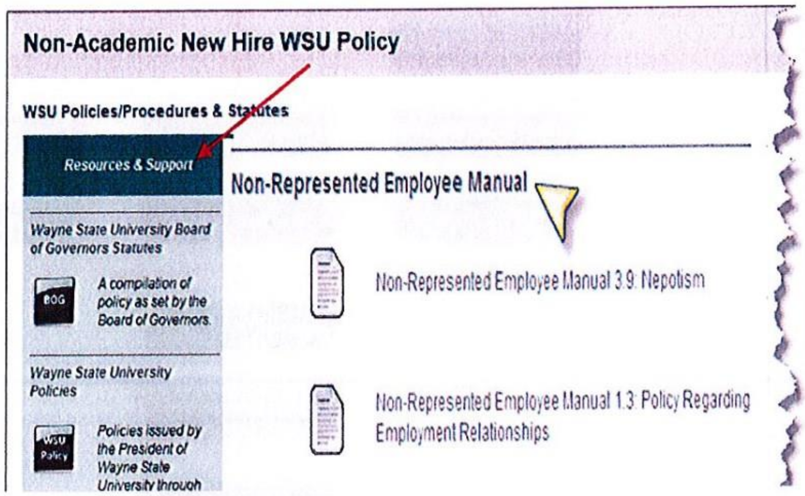
AFSME

L – Jobs cant be posted until the internal polling is complete.

Non-Academic/Non-Represented Policy

To Access:

1. Click on any Non-Academic, Non-Rep hiring step in the Resource Portal
2. Refer to the Resources & Support shaded menu on left
3. Click on Relevant WSU Policies icon



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Slide 19

WAYNE STATE

Notes:

Hiring Process: Non-Academic, Represented

- UAW Staff Association Local 2071 — CBA
- UNITE HERE! Local 24 Housing - Housekeeping — CBA
- AFSCME Local 1497 — CBA
- Operating Engineers Local 324 — CBA
- UAW P&A Local 1979 — CBA
- Operating Engineers Supervisors Local 324 — CBA
- SEIU Local 517M — CBA
- Michigan Building & Construction Trades Council — CBA
- UNITE HERE! Local 24 FP&M - Janitors — CBA
- Police Officers Labor Council — CBA

7/15/2013 Slide 20 WAYNE STATE

Notes:

Non-Academic Collective Bargaining Agreement: Sampling of Contract Considerations

Collective Bargaining Agreement	Article/Resource
Professional & Administrative (P&A)	Article 15: Promotions & Transfers for ***Method I (seniority-based hiring) & Method II (most qualified based hiring);*** Article 21: Postings (duration)
Staff Association	Article 19: Promotions & Transfers (posting duration); General Clerical Skills Testing Program
AFSCME	Article 24: Promotions & Demotions (posting duration)
Michigan Building and Construction Trades Council (e-class SK)	External notification to Union Hall required for position posting
Operating and ~~Supervising~~ Engineers	Code of Employment Ethics and Conduct
Greater Detroit Building and Construction Trades Council	Work Rules

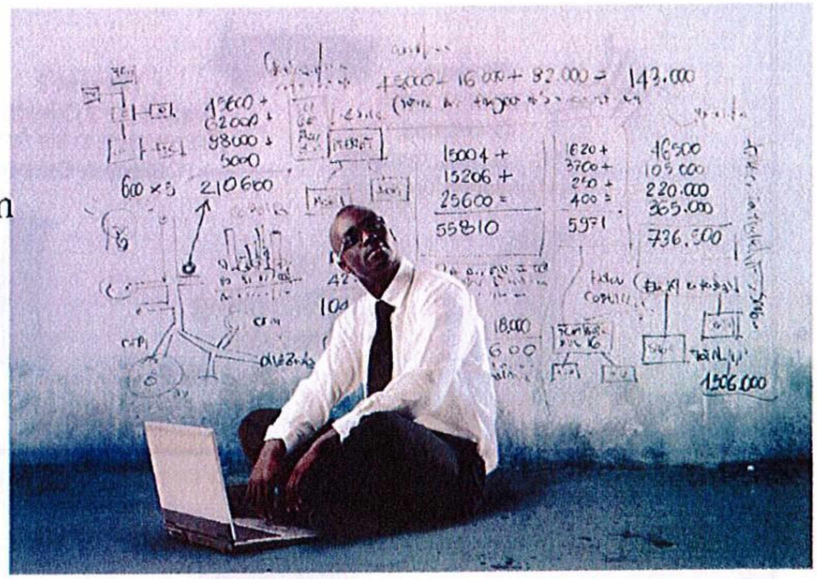
Notes: Candidate has to apply for role via OTIS

- min 5 calendar days - non-Rep

Staffing Metrics

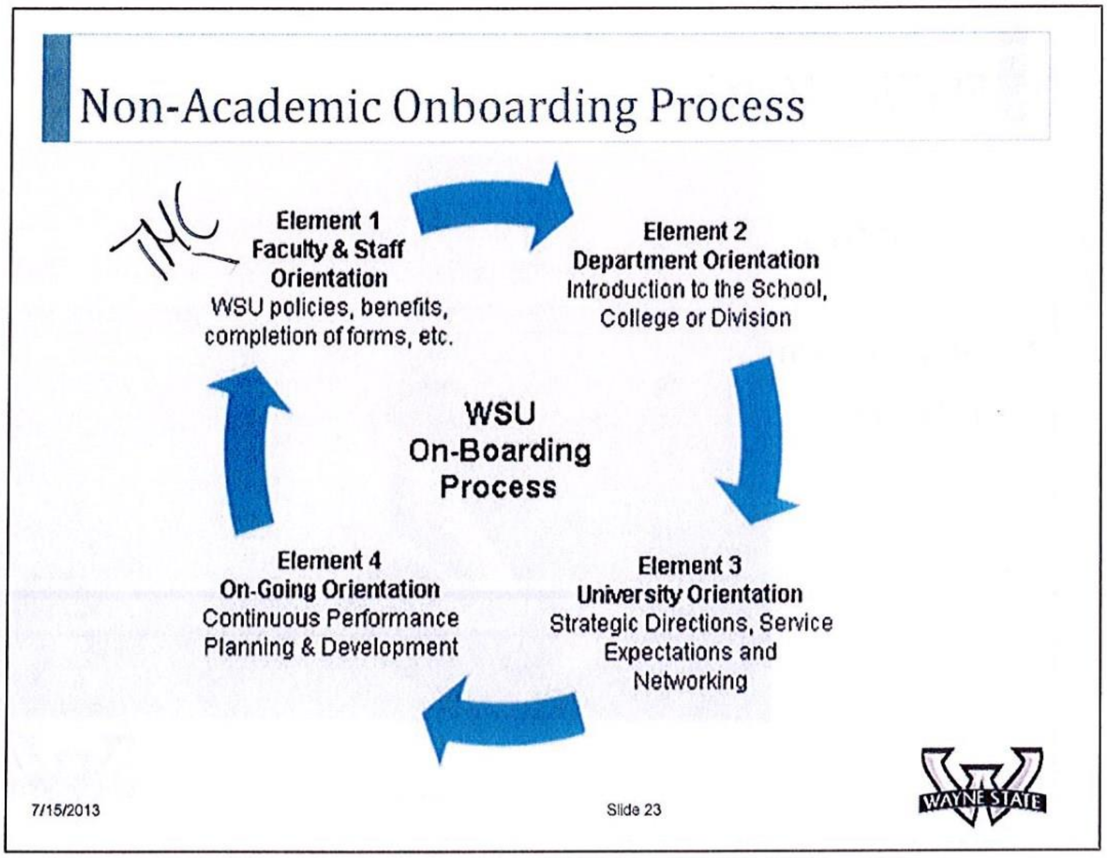
Cognos

- Turnover
- Time to Fill
- Absenteeism
- I-9 data



WAYNE STATE

Notes:


Non-Academic Onboarding Process
Element 1
Faculty & Staff Orientation
WSU policies, benefits, completion of forms, etc.
Element 2
Department Orientation
Introduction to the School, College or Division
WSU
On-Boarding
Process
Element 3
University Orientation
Strategic Directions, Service Expectations and Networking
Element 4
On-Going Orientation
Continuous Performance Planning & Development
7/15/2013
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WAYNE STATE

Notes:

Additional Key Resources for New Employees

7/15/2013 Slide 24

Notes:

Key Non-Academic Contacts

Department	Focus
HR Solutions Phone: (313) 577-2010	Data Integrity, Reporting, Systems Vendor Management
Labor Relations Phone: (313) 577-2081	Non-Academic, Represented (unionized) Employees
Office of Equal Opportunity Phone: (313) 577-2280	Non-Discrimination
Office of International Students & Scholars Phone: (313) 577-3422	Foreign Nationals
Organization & Employee Development Phone: (313) 577-2111	Onboarding, Performance Management, Training/OD Support
Payroll Phone: (313) 577-2138	Payroll
Total Compensation & Wellness Phone: (313) 577-3717	Non-Academic Job Classification & Benefits for All Employees

Notes:

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

Non-Academic Recruitment

Kristan Darty and Toya Glenn
Employment Service Center

Posting

- have a position # for each vacancy
- If you have more than 1, say "up to 3"
- Quals cant be changed w/out approval from TCW
- Jen will schedule ppl for tests, call main # to schedule
  - └ customer relations area
- If you see "C" before posting needs to be tested
  - "t" technical
- Job category - have to select which one - doesn't populate
  - └ have to confirm w/ TCW, if not sure
  - └ general is staff & executive if you can't find which one
- make sure dates are populated, so it will post
- make sure to select correct app type is selected for the role/unit
- Represented Position Message - has to be entered if rep position
- Bump Ineligible - typically only if its grant funded
- Lip can not disqualify (screening questions)
- Shouldn't attach any docs attached - in the posting

Temp Staff
- └ have to send to all vendors
- └ Comptech - IT
- └ HC Staffing - medicine
- └ Snelling
- └ Kelly
- Vendors can only take orders from us
- *1000 hours - temp cant work over 1000 yr (6 months) fiscal year
- they can only request the same person under the 1000 hours
- report available

under 1000 hours

2 temp employees - Direct Hire / Staffing
- FPM can post temp employees

Agenda

TMC Roles & Responsibilities/OHS Introduction

- Role Clarification
- WSU Hiring Process
- System Overview
  - Special Handling List (Recall List)
  - Searches (Applicants, users, etc.)
  - Creating, Approving, Inactivating User Accounts, and Resetting Passwords
- Guide for Posting Jobs

Notes:

Role Clarification

- Human Resources Solutions – O&D
- Talent Management Coordinator (TMC)
- Academic Personnel (AP)
- Business Manager (BM)
- Hiring Manager (HM)
- Office of Equal Opportunity (OEO)

7/11/2013

Notes:

Role Clarification

Human Resources Solutions —Hari & Ham

- System Oversight & Maintenance
  - Ensure system is operating effectively
  - Resolve any system issues
  - Work with vendor when necessary

Academic Personnel

- Guide TMC, BM, and HM in the academic hiring process
- Requisition review and approvals
- Offer letter packet review & approvals
- Requisition maintenance & oversight

Office of Equal Opportunity

- Guide TMC, BM, and HM and search committees in academic search process
- Federal and State Reporting

7/11/2013

WAYNE STATE

Notes:

Role Clarification

Business Manager

- Partner with TMC to guide HM in the non-academic hiring process and search process
- Guide HM in the academic hiring and search process
- Requisition review and approvals
- Review offer letters
- Requisition maintenance & oversight
- Application management

Hiring Manager

- Requisition maintenance & oversight
- Conduct and search process
- Applicant Management

Notes:

Role Clarification

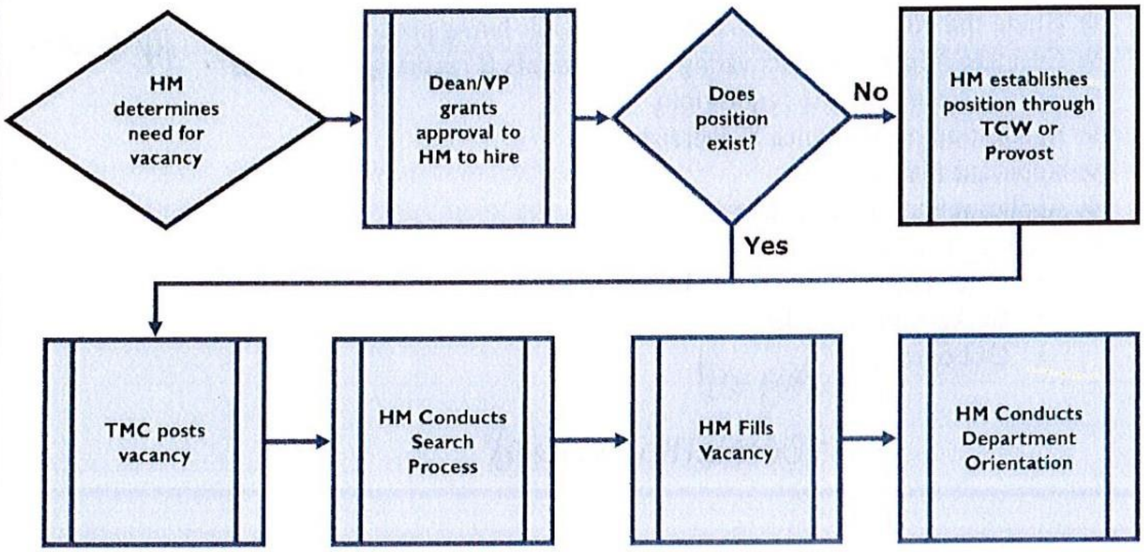
Talent Management Coordinator

- Guide the HM in the non-academic/academic hiring process
- ~~Creating,~~ Approving, Inactivating ~~user accounts & resetting~~ passwords — HR Solutions
- Create, review & post requisitions
- Requisition maintenance & oversight
- Applicant Management
- Applicant Screening & Selection
- Employment offers
  - Offer Letters — website
  - Background Checks
  - Onboarding
    - Aug 2nd
    - Orientation/Benefits

7/11/2013

Notes:

WSU Hiring Process



7/11/2013

Notes:

1) - Have to tell HM have someone on the Recall list & they have to talk to the person or cancel the position, if cancelled can't bring back a year.

Special Handling List Guidelines

The Special Handling List is utilized for the following situations:

- Separated employees that have been determined to be ineligible for re-hire by the one of the following offices:
  - Labor Relations
  - Office of General Counsel
  - Human Resources
- Laid off employees that are eligible to receive preferential consideration when applying for positions per collective bargaining agreement provisions
- Laid off employees that are eligible for recall per collective bargaining agreement provisions

APPLICANTS

I. Placing applicants on the Special Handling List

Talent Management Coordinators are the only users authorized to place an applicant on the Special Handling List.

Authorization to place an employee on the Special Handling list should be obtained from Labor Relations for represented employees and General Counsel or HR Consultants for non-represented employees.

After placing a former employee on the Special Handling List, be sure to view the application history of the former employee to determine if the individual applied for any vacancies prior to the "Not Eligible for Re-hire" designation. If so, be sure to remove the application from any active applicant pools by following the procedures below.

II. Handling applicants that have a status of "Special Handling List"

Employees that have been placed on the list will have an applicant status of "Special Handling List".

Talent Management Coordinators should take the following steps in handling applicants that have such a status:

1. Check the Special Handling List to determine the reason that the individual has been placed on the list
   a. For individuals that are ineligible for re-hire, change the status if the applicant to "Not Interviewed, Not Hired", reason, "Another candidate more closely matched the requirements of the department".

For applicants that have preferential consideration, handle these applicants according to the provisions of the collective bargaining agreement and change the applicant's status to "Department Screen" so that the hiring manager can view the applicant's credentials.

Special Handling List Guidelines

LAID OFF EMPLOYEES

I. Placing Laid-Off Employees on the Special Handling List

In RIF or recall situations, the coordinating staff member in Human Resources is responsible for adding the affected employees to the list that fit the above-mentioned criteria, with the appropriate bargaining unit, position title, layoff date and recall rights expiration date. Please note, only the last affected person in the RIF who is laid off (not placed in a position) should be added to the list.

II. Viewing Laid Off employees that have been placed on the Special Handling List

The following user types have access to view applicants that have been placed on the Special Handling List:

- Talent Management Coordinator
- Human Resources
- Labor Relations

The Special Handling list must be reviewed by HR Consultants and Talent Management Coordinators, before posting positions, to identify any laid-off employees that may have rights to the vacancy. If there is a laid-off employee that does have rights to the position, the position should NOT be posted and normal RIF/Recall procedures should be followed.

III. Removing laid-off Employees from the List

In the event that a laid off employee is recalled, the coordinating Talent Management Coordinators should inactivate the employee's special handling list record.

The list should be reviewed quarterly by each HRC to inactivate any employees for which recall rights have expired.

Guidelines for Selection-Staff Association

Hiring managers must utilize the following steps when considering Staff Association employees:

1. The employee with the most seniority should be the first employee considered for the position by the hiring manager.
2. If the hiring manager determines that the employee with the most seniority does not meet the qualifications as stated on the posting; then the hiring manager should proceed to the next most senior employee and so on until the hiring manager finds a qualified bargaining unit member.
3. A written justification of disqualification should be provided for each bargaining unit employee that is not selected.
4. The disqualification should be based upon the qualifications as listed in the posing.
5. **For Staff Association Positions**: An employee cannot be disqualified if the skill is listed as being either **preferred or desired**. Also, posting-specific questions may not be used for disqualification.

Hiring managers may use the following additional factors for selection:

1. **Seniority**- Hiring managers may select the Staff Association member with the highest seniority provided the employee has satisfactory attendance, performance, and meets the qualifications of the position.
2. **Attendance**- Hiring managers may select the Staff Association member with the best attendance provided the employee has satisfactory performance and meets the qualifications of the position.
3. **Grade 5 Positions or Above**: Hiring managers may select the most qualified applicant with the most seniority or the best attendance prior to interviewing. A maximum of ten (10) Staff Association members must be interviewed in order of seniority (or attendance).

* Salary grade 4 and below can go external, but has to disqualify the senior bargaining unit

4. **Grade 4 Positions or Below**: Hiring managers may select the most qualified applicant (internal or external) for the position. A maximum of ten (10) Staff Association members, who best meet the requirements of the position, must be interviewed.

5. Bargaining unit members should be offered the position if the following criteria are met:

   a. Satisfactory attendance

   b. Satisfactory performance

   c. Is more qualified than any other internal or external applicant

Before proceeding with interviews, hiring managers can disqualify Staff Association employees for the following reasons:

1. **In Violation of Attendance Standards**: Employees that have accrued more than 6 occasions, or a total of more than 45 hours of unscheduled absence (more than 48 hours for 8 hr/day employees) involving 4 or more occasions.

2. **Less Than Satisfactory Performance**: Employees that have received an overall Less than satisfactory (LS) rating on the most recent performance review. Also, any disciplinary actions received within the last two years may be considered by hiring managers as a basis for disqualification.

Sample Staff Association Disqualification Memo

MEMORANDUM

TO:	Employment Service Center
FROM:	Hiring Manager
SUBJECT:	Posting # 033333 – Office Services Clerk Senior
DATE:	Month DD, YYYY

I would like to offer the Office Services Clerk Senior position to John Doe. John Doe is the most qualified candidate out of all the other applicants. John Doe is currently utilizing bookkeeping skills that require the use of the Financial Accounting System by processing various purchasing, and other university forms. John Doe also has experience tracking expenditures and processing billings.

I did not select any of the other candidates that preceded John Doe in regards seniority for the following reasons:

- **Jane Doe** has more than 6 occurrences, and did not pass Clerical Skills test.
- **Susan Doe** does not currently perform bookkeeping duties that require the use of the Financial Accounting System, and she does not currently prepare and process billings, track expenditures, or receive and post payments.
- **Mary Doe** has more than 6 occurrences, and failed the typing test.
- **Lisa Doe** does not currently perform bookkeeping duties that require the use to the Financial Accounting System, and she does not currently prepare and process billings, track expenditures, or receive and post payments.

It would be helpful to me if you'd let me know what salary John Doe is currently receiving here at the university, as I would like to offer John Doe 5% above her current salary, providing she's not currently at hire max.

Your assistance is greatly appreciated.

* have to include names in union, who didn't interview, but applied. One reason why we didnt chose them

Guidelines for Selection-P&A

Hiring managers may use the following factors for selection:

1. **Method 1- Most Senior**- Hiring managers may select the P&A member with the highest seniority provided the employee has satisfactory attendance, performance, and meets the qualifications of the position. A maximum of ten (10) most senior P&A employees **must** be interviewed.

2. **Method 2- Most Qualified**- Hiring managers may select the most qualified applicant (internal or external) for the position. A maximum of ten (10) P&A employees, who best meet the requirements of the position, must be interviewed. Bargaining unit members should be offered the position if the following criteria are met:

    a. Satisfactory attendance

    b. Satisfactory performance

    c. Is more qualified than any other internal or external applicant

Hiring managers must utilize the following steps when considering P&A employees:

1. The employee with the most seniority should be the first employee considered for the position by the hiring manager.

2. If the hiring manager determines that the employee with the most seniority does not meet the qualifications as stated on the posting; then the hiring manager should proceed to the next most senior employee and so on until the hiring manager finds a qualified bargaining unit member.

3. A written justification of disqualification should be provided for each bargaining unit employee that is not selected.

4. The disqualification should be based upon the qualifications as listed in the posing.

Before proceeding with interviews, hiring managers can disqualify P&A employees for the following reasons:

- Cant disqualify over pre-screen Questions in OHS

1. **In Violation of Attendance Standards**: Employees that have accrued more than 6 occasions, or a total of more than 45 hours of unscheduled absence (more than 48 hours for 8 hr/day employees) involving 4 or more occasions.

2. **Less Than Satisfactory Performance**: Employees that have received an overall Less than satisfactory (LS) rating on the most recent performance review. Also, any disciplinary actions received within the last two years may be considered by hiring managers as a basis for disqualification.

Memo

To: Employment Service Center

From: Hiring Manager

Date: 10-25-05

Re: Candidate Disqualification Administrative Assistant II Position

---

The purpose of this memorandum is to provide justification for the hiring of Jane Doe for the position of Administrative Assistant II. Jane Doe is not a member of the P&A bargaining unit. Therefore that I would like to formally disqualify the Professional and Administrative Staff candidates interviewed, Susan Doe, Lisa Doe, and Mary Doe.

The search committee was comprised of members of the department in addition to the Business Manager. I have completed P&A Method II Certification Training.

The Search Committee interviewed Jane Doe and determined that she was the most qualified individual for the Administrative Assistant II position. She has extensive experience in grants accounting and pre-post grant contract and compliance services. Ms. Doe gained this experience as a Budget Analyst for five years with the WSU College of Science, where she was responsible for over 40 grant accounts, totaling $200 million dollars in funding. Ms. Doe has audited grant expenditures, reconciled contract accounts against the WSU accounting system and reviewed and corrected payroll charges. She also worked closely with principal investigators to prevent deficit spending and maintain compliance with the WSU procedures relative to grant related AAUP and non-academic personnel processing. ***This department has 20 academic staff and 120 non-academic staff (including student assistants and technicians).*** Ms. Doe has also supervised Staff Association and student personnel. She has extensive knowledge and experience with the Banner Financial Management System, Human Resources Management System and RAPP. In addition Ms. Doe has served as a trainer/facilitator for Banner and RAPP with the WSU Office of Training and Development. Prior to working with the College of Science, Ms. Doe served as an Accountant I where she prepared financial reports, monitored budget compliance with WSU and external agency funding requirements.

This department consists of seven opportunity programs. Each of the programs is funded by a total of $12 million dollars in grants from the U.S. Department of Education with varying levels of general fund support. Based upon an extensive review of each of the candidate's strengths and weaknesses I believe that Ms. Doe has the best combination of training and experience for the Administrative Assistant II position. I have summarized the results of our interviews with the P&A candidates below for your review.

The Search Committee interviewed Ms. Susan Doe and determined that she does not possess a basic qualification for the position. Ms. Doe had limited grant experience, but lacks knowledge of University policy and procedures relative to personnel and human resources. The qualifications for the job require that the successful candidate have reasonable knowledge of and experience with University academic and/or non-academic personnel processing procedures and practices.

The Search Committee interviewed Ms. Lisa Doe and determined that she does not possess two basic qualifications for the position. Ms. Doe lacks knowledge of University policy and procedures relative to personnel and grants accounting. The qualifications for the job require that the successful candidate have reasonable knowledge of and experience with University academic and/or non-academic personnel processing procedures and practices. Ms. Doe has no experience with grants.

The Search Committee interviewed Ms. Mary Doe and determined that she does not possess two basic qualifications for the position. Ms. Doe lacks "reasonable" knowledge of University policy and procedures relative to personnel and grants accounting. The qualifications for the job require that the successful candidate have reasonable knowledge of and experience with University policies and procedures including academic and non-academic personnel processing procedures and practices. Ms. Doe does not have experience working with AAUP-AFT academic staff. *This department has 20 academic staff and 120 non-academic staff (including student assistants and technicians).* Her current department in Africana Studies is a very small department with a handful of faculty. Ms. Doe's grant experience is extremely dated going back to 1998. When asked what type of training she would require for this job, the candidate stated grant training, which would be a problem since this department is 90% grant funded and the candidate should have experience working with pre and post awards and the university policies and procedures associated with those processes. Ms. Doe provided the committee with a sample budget. The budget was a financial reflection of the operation at a specific point in time. The example did not include any forecasting or projection. It was an example of an E-Report that was downloaded into an Excel spreadsheet and formatted. She said that this is similar to what she provides her administration. The committee deems this an inaccurate reflection of the unit's balance since it did not include any projections or forecasting.

If there are questions or concerns please contact me.

Thank you.

Best Practice - Met . Two Hiring Matrix

Research Compliance Administrator

Required Experience (Take info from job posting – Can modify it) **Employee selected must meet job requirements.**	Name of P&A Candidate	Name of P&A Candidate	Name of P&A Candidate	Name of External Candidate	Name of External Candidate	Name of External Candidate	Name of External Candidate	Name of External Candidate
Reasonable knowledge of pertinent federal regulators and state and local laws e.g., Office of Human Research Protection, Food and Drug Administration, Office of Laboratory Animal Welfare, Office of Research Compliance and Assurance, Health Insurance Portability and Accountability Act, Office of Laboratory Animal Welfare, United States Drug Administration, etc	Indicate years of experience each applicant has in each category Example: 2 yrs							
Knowledge and experience with University policies, procedures and practices surrounding the approval of research	No experience							
Some knowledge of pharmaceutical and drug agency research requirements.	1 year							
Reasonable knowledge of and experience with PC and computer based applications.	2 years							
Some supervisory experience required.	No experience							
Ability to communicate effectively	Yes							
Strong analytic and problem solving skills	Yes							
Establish and meet deadlines, work under extreme pressure/ function independently.	Yes							
Education: Graduation from accredited college/university supplemented by coursework in research, business administration, or related field and/or an equivalent combination of education and/or experience	BS – Accounting MBA							
Discipline – Info provided by ESC								
Attendance – Info provided by ESC								
BU Seniority- Info provided by ESC								
Class/Grade – Info provided by ESC								
Appraisal – Info provided by ESC								

WAYNE STATE UNIVERSITY

5700 Cass Ave, Suite 1900 AAB
Detroit, MI 48202
Phone: (313) 577-2010
Fax: (313) 577-7508

November 12, 2008

EMPLOYEE LETTER

Name
Home Address
City, State Zip Code

Dear Sir or Madam:

Thank you for taking the time to apply for the position of *xxxxxxxxx* in the *S/C/D, Department Name*.

The purpose of this letter is to inform you that the position has been filed effective Month, Day, Year. Please be assured that your candidacy was given serious consideration, however, a more qualified candidate was selected. The reason(s) for your non-selection is/are outlined by the hiring unit as follows:

1. Reason. (Example: Lack of extensive experience in system analysis/design and solving complex business related problems.)
2. Reason. (Example: Minimal proficiency in the use of applications programming languages, tools.
   Lack of extensive experience in implementing and supporting Banner systems.)
3. Reason. (Example: Lack of extensive experience in project plan development.)

Although you were not selected for this position you are encouraged to continue to apply for any other vacancies which you feel you are qualified. Best wishes in your future career endeavors.
Sincerely,

HR Representative

cc: Labor
P&A Union

WAYNE STATE UNIVERSITY

Employment Service Center
5700 Cass Ave, Suite 1900 AAB
Detroit, MI 48202
Phone: (313) 577-2010
Fax: (313) 577-7508

UNION LETTER

Memorandum

To: Union Official

From: HR Representative

Subject: Article 15 Method 2-Name of Position, Job Posting & Position Number, S/C/D, Department.

Date: Month, Day, Year

The purpose o f this memorandum is to inform you that Method 2 was utilized in the selection process for the ***Position Title & Job Posting Number***. The following factor was used: ***Description (Example: experience)***. Please be advised that the person who was selected is not a member of the P&A bargaining unit.

Attached is a copy of the letter that was sent to the P&A bargaining unit member that was disqualified during the selection process. The reason for the disqualification is indicated in her letter.

The Candidate selected was ***Name.***

<u>Selected Candidate's Name</u>: The unit believed that **Selected Candidate's** ***Name*** was the most qualified candidate for the following reasons:

1. Reason (Example: Has extensive experience in implementing and supporting Banner systems.)
2. Reason (Example: Has extensive project management experience.)
3. Reason (Example: Has extensive experience with project plan development.)

Sincerely,

HR Representative

cc: Labor

WAYNE STATE
UNIVERSITY

- They have 5 calendar days to respond.
- have 10 days if no response in the mail, certified addr
- If declined, they have no ~~CBR~~ collective bargaining rights

Date

Name
Address
City, State Zip Code

Dear **Mr./ Ms. Last Name,**

Per the Collective Agreement between Wayne State University and The International Union, U.A.W. and its W.S.U. Professional and Administrative Union, Local 1979, U.A.W. I am writing to notify you that you are being recalled.

In the Collective Agreement d, Article 14.B. 1 and 2 states:

1. Recall shall be in inverse order of layoff, and laid off Employees shall be recalled as specified below before any new Employees are hired, provided they have the ability to perform the work available.

2. Notice of recall shall be sent to the "laid off" Employee at his/her last address of record by registered or certified mail. If the Employee fails to respond within five (5) days from the date of delivery of the notice of recall, or in the event no delivery is possible ten (10) days after mailing, and/or if he/she does not agree to report to work within ten (10) days from the date of response, he/she shall be terminated, unless reasonable cause, in writing, prior to the filling of the position, is given for not responding or not reporting. Extension of the five (5) day period of response and the ten (10) day report-to-work period may be granted by the University for Unusual Circumstances or appropriate cause.

Article 14.B.5 states:

5. Laid off Employees will return to work with the same continuing service status and seniority they had at the time of the layoff.

On **Layoff Date,** you were laid off as an **Former Classification Title** in **Former S/C/D** at a salary of **Former Salary**. You will be reinstated as an **New Classification Title** in **New S/C/D** at a salary of **New Salary** effective on **Start Date** if you choose to accept this position.

Sincerely,

Your Name
Talent Management Coordinator

I acknowledge receipt of this letter and

☐ Accept this position

☐ Decline this position

WAYNE STATE UNIVERSITY

Name

Date

WAYNE STATE UNIVERSITY

Date

Name
Address
City, State Zip Code

Dear **Mr./ Ms. Last Name,**

Per the Collective Agreement between Wayne State University and The International Union, U.A.W. and its Technical Office and Professional Union, Local 2071, W.S.U., Staff Association. I am writing to notify you that you are being recalled.

In the Collective Agreement, Article 18.C. 1 and 2 states:

1. Notice of recall shall be sent to the "laid off" Employees who shall be recalled as specified below before any new Employees are hired, provided they have the ability to perform the work available. 2. Notice of recall shall be sent to the "laid off" Employee at his/her last address of record by registered or certified mail. If the Employee fails to respond within five (5) days from the date of delivery of the notice of recall, or in the event no delivery is possible ten (10) days after mailing, and/or if such Employee does not agree to report to work within ten (10) days from the date of response, such Employee shall be terminated. Extension of the five (5) day period of response and the ten (10) day report-to-work period may be granted by the Employer.

Article 14.B.5 states:

5. Upon return to work, a layoff shall be treated as a leave of absence for determining seniority, salary, fringe benefits, and other conditions of employment.

On **Layoff Date,** you were laid off as an **Former Classification Title** in **Former S/C/D** at a salary of **Former Salary**. You will be reinstated as an **New Classification Title** in **New S/C/D** at a salary of **New Salary** effective on **Start Date** if you choose to accept this position.

Sincerely,

Your Name
Talent Management Coordinator

I acknowledge receipt of this letter and

☐ Accept this position

☐ Decline this position

__________________________ ________________
Name Date

1.) Unit that has to take someone on the rec or cancel, if cancel, has to wait a year to repo
2.) Have to call LR tell them someone on list, ask their thoughts
3.) Then contact recalled list candidate

EMAIL SENT TO LAID OFF STAFF ASSOCIATION MEMBER BEING RECALLED

Subject: Staff Association Recall

Dear Name,

Per the Collective Agreement between Wayne State University and The International Union, U.A.W. and its Technical Office and Professional Union, Local 2071, W.S.U., Staff Association. I am writing to notify you that you are being recalled.

Please review the attached documents. Per your contract, you have five (5) days from the date of delivery to respond.

If you have any questions, please let me know.

EMAIL SENT TO LAID OFF P&A MEMBER BEING RECALLED

Subject: Staff Association Recall

Dear Name,

Per the Collective Agreement between Wayne State University and The International Union, U.A.W. and its W.S.U. Professional and Administrative Union, Local 1979, U.A.W. I am writing to notify you that you are being recalled.

Please review the attached documents. Per your contract, you have five (5) days from the date of delivery to respond.

If you have any questions, please let me know.

EMAIL SENT TO UNIT INFORMING THEM OF RECALL ELIGIBLE CANDIDATE

Hello,

We may have a candidate who is eligible to be recalled into your **Job Title** vacancy. If this candidate accepts, I will provide you with all of their information.

Can you please provide the following details about the position?

Location:
Hours:
Supervisor:
Start Date:

WAYNE STATE UNIVERSITY

Recall or Bump

Assignment Acceptance/Declination Form

In accordance with Article 14 of the UAW P&A Local 1979 collective bargaining agreement Reduction of the Work Force provisions, you are being offered the following position:

Name:

Position Title:

Position Number:

Department:

School/College Division:

Location:

Effective Date:

Salary:

Hours of Work:

Supervisor's Name:

Please select one of the following options to indicate whether you accept or decline this assignment.

☐ I ______________________________ hereby <u>accept</u> this position under the Reduction of the Work Force provisions of the collective bargaining agreement.

☐ I ______________________________ hereby <u>decline</u> this position being offered under the Reduction of the Work Force provisions of the collective bargaining agreement. I understand that I have been offered appropriate employment based on the terms of the collective bargaining agreement and by declining this position, I am choosing to voluntary terminate my employment with Wayne State University. I acknowledge that I am not eligible to receive any severance package from Wayne State University or unemployment compensation benefits due to my voluntary termination. I also understand that by voluntary terminating that I forfeit any seniority or recall rights.

______________________________ ______________

Employee Signature Date

Cc: Personnel File
UAW P&A Local 1979
Labor Relations
Business Affairs Officer
Immediate Supervisor

WAYNE STATE UNIVERSITY

Assignment Acceptance/Declination Form

In accordance with Article 18 of the UAW Local 2071 WSU collective bargaining agreement Reduction of the Work Force provisions, you are being offered the following position:

Name:

Position Title:

Position Number:

Department:

School/College Division:
Location:

Effective Date:

Salary:

Hours of Work:

Supervisor's Name:

Please select one of the following options to indicate whether you accept or decline this assignment.

☐ I ________________________________ hereby accept this position under the Reduction of the Work Force provisions of the collective bargaining agreement.

☐ I ________________________________ hereby decline this position being offered under the Reduction of the Work Force provisions of the collective bargaining agreement. I understand that I have been offered appropriate employment based on the terms of the collective bargaining agreement and by declining this position, I am choosing to voluntary terminate my employment with Wayne State University. I acknowledge that I am not eligible to receive any severance package from Wayne State University or unemployment compensation benefits due to my voluntary termination. I also understand that by voluntary terminating that I forfeit any seniority or recall rights.

____ ____________________
Employee Signature Date

Cc: Personnel File
UAW Local 2071
Labor Relations
Business Affairs Officer
Immediate Supervisor

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

I-9 Management (E-Verify)

Mary Earhart

Agenda

- Roles and Responsibilities – TMC and HR Coordinator
- Know when to complete a new I-9
- Management of the Quick Search box in I-9 eXpress
- Understanding E-Verify
- How to handle E-Verify Issues
- Federal Contract Report
- Remote I-9 Process

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Session Objectives

As a result of this module, participants will be able to:

- Know when to complete a **New I-9**
- Manage the **Quick Search** box in I-9 eXpress
- Perform **E-Verify** procedures
- Perform **Remote I-9** Process
- Federal Contract Report

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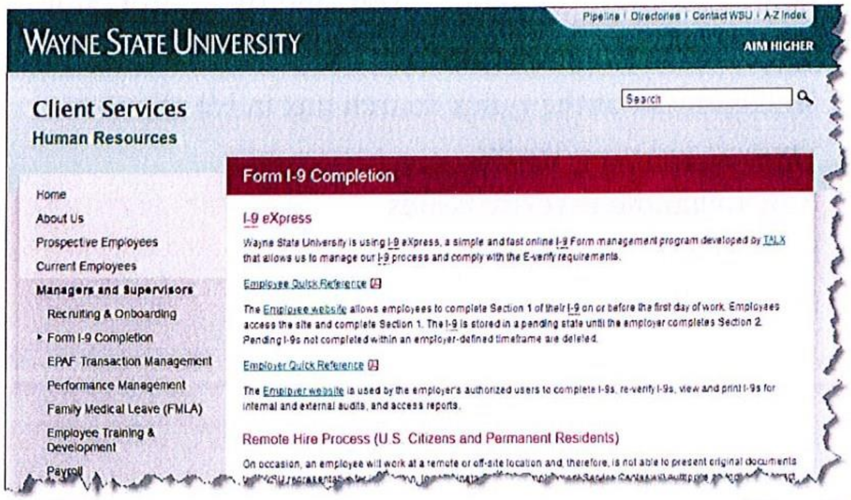
WSU Resources



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Roles and Responsibilities

<u>Talent Management Coordinator:</u>

Complete Section 2 and resolve E-Verify issue of Form I-9 for new employees during onboarding process

<u>HR Coordinator</u>

Daily maintenance of E-Verify issues and quick Search box (SSN Applied For and Reverification process)

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I-9 Management – Quick Search

8/5/2013 Slide 6

WAYNE STATE

Quick Search: **Pending**

- **What is a Pending I-9?**
  - When Section 1 completed but not Section 2
- **Two ways a Pending I-9 is created:**
  1. All I-9s completed using the employee web site (http://www.newi9.com) are pending I-9s. This is because the employee has completed Section 1, but needs to present documentation for you to complete Section 2
  2. You can create a pending I-9 through the Employer site (https://www.i9express.com) by completing Section 1 then stopping short of completing Section 2
- Pending I-9s are retained for a period of <u>90 days</u>

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WAYNE STATE

Quick Search: **Missing**

- The Missing category is a feature that provides payroll data to The Work Number
- This category show the employees who require an I-9 but do not have one in the I-9 eXpress database. This is done by comparing the SSNs in The Work Number database with the SSNs in the I-9 eXpress database

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Quick Search: **Reverification Due**

- An I-9 is listed as Reverification Due if the employee's work authorization document is expiring
  - Any employee that has a work authorization expiration date will need to be reverified prior to the expiration date of the current authorization period
- When the employee's work authorization is updated with OISS, **Section 3** must be completed in I-9 eXpress to update the employee's work authorization
- HR Coordinator will begin receiving an email notification when an employee's work authorization is up for re-verification at 90, 60 and 30 days prior to expiration

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Quick Search: **SSN Applied For**

- SSN Applied For I-9s are not submitted through E-verify yet because the employee has not obtained a SSN.
- The status for this type of I-9 is: ***"The current I-9 is not eligible for verification through E-Verify"***

DO NOT create another I-9 when receiving this status

- Employee has 90 days to provide their SSN.
- After the employee receives their SSN, you must update the SSN in I-9 eXpress so that the I-9 can go through E-Verify.

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Quick Search: **SSN Applied For**

- HR Coordinator and HR Administrators will receive notifications from Business Solutions at 30, 60 and 90 days until the SSN is updated.
- If the SSN is not obtained and updated after 90 days the employee will be removed from payroll until the SSN is obtained
- Banner MUST also be updated with the new SSN by completing an ID EPAF

(See "How to Resolve a SSN Applied For" Job Aid)

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E-Verify

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What is E-Verify?

- E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS) that allows employers to verify the employment eligibility of their employees, regardless of citizenship.
- Based on the information provided by the employee on his or her Form I-9, E-Verify checks this information electronically against records contained in DHS and Social Security Administration (SSA) databases.

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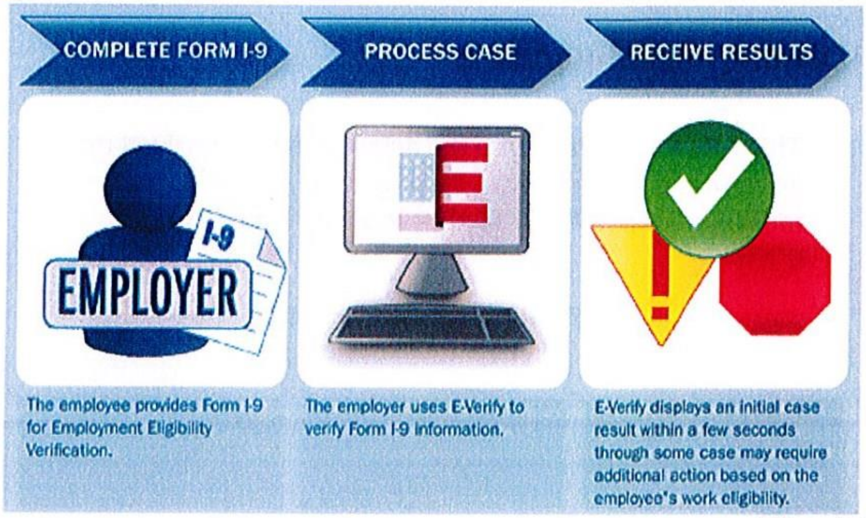
How I-9 and E-Verify Work Together



U.S. Department of Homeland Security, 2012

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E-Verify Statuses

How to handle the following E-Verify Issues:

- Employment Authorized – *Manual Case Closure*
- Photo Matching
- SSA / DHS Case Incomplete
- SSA / DHS Tentative Nonconfirmation
- SSA / DHS No Show
- SSA / DHS Final Nonconfirmation

(See Handling E-Verify Issues Reference guide)

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E-Verify Statuses

- **Employment Authorized**
  - This response means that the employee is authorized to work in the United States. Employment Authorized is the most common initial response received from E-Verify.

(See Case Closure Job Aid)

E-Verify Statuses

- The **Photo Matching** status requires you to compare the photograph on the employee's Section 2 document to the picture displayed by E-Verify.
- The status of **Photo Matching** may be returned as an initial response by E-Verify.
- You must then indicate if the photograph on the employee's document matches the photograph displayed by E-Verify.
- The documents included in the Photo Matching tool are:
  - **U.S. Passport or Passport Card,**
  - **I-766 (Employment Authorization Document)**
  - **I- 551 (Permanent Resident Card)**

(See E-Verify Photo Matching Job Aid)

E-Verify Statuses

SSA or DHS Case Incomplete

- This response indicates there are minor discrepancies in the data submitted and the data on record for the employee at SSA or DHS. This status allows the I-9 representative the chance to review/edit the data to confirm accuracy.

(See How to Handle a Case Incomplete Job Aid)

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E-Verify Statuses

SSA or DHS Tentative Nonconfirmation

- A **Tentative Nonconfirmation (TNC)** response means that the Social Security Administration (SSA) and/or the U.S. Department of Homeland Security (DHS) could not confirm that the employee's information matches government records.

It does not mean an employee is unauthorized to work or is an illegal immigrant as there are legitimate reasons why an employee may receive this result.

The employee MUST be allowed to work through this time as if nothing has happened. They must not be subject to any different treatment because of this issue!

(See How to handle a SSA or DHS Tentative Nonconfirmation (TNC Job Aid)

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E-Verify Statuses

SSA or DHS Final Nonconfirmation

- This response indicates that DHS and/or SSA could not verify the employee's eligibility to work in the United States.
- This response also occurs when an employee fails to contact SSA or DHS after receiving a tentative non-confirmation.
- Receiving a Final Nonconfirmation response may terminate the employment of the employee and shall not be civilly or criminally liable under any law for the termination, as long as the action was taken in good faith reliance of the information provided through the E-Verify system.

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E-Verify Statuses

SSA or DHS No Show

- This response indicates that the employee did not contact SSA or DHS, and 10 Federal government workdays have passed since the date of referral. **<u>This response is considered a Final Nonconfirmation</u>**, and if received, the Employer should resolve the case. Also, the Employer may now terminate employment with no civil or criminal liability.

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Federal Contract Report

As a federal contractor WSU is required to verify the employment of all employees currently working directly on existing federal contracts using the E-Verify System.

E-mail and Federal Contract report from Business Solutions

ACTION REQUIRED:

WSU is now required to verify the employment of all employees currently working directly on existing federal contracts using the E-Verify System

Next Steps:
According to our records the employees listed below are currently working on an existing federal contract. In order to be in compliance with the federal regulations each employee is required to complete a new I9 via I9 Express. The employee must first complete Section 1 of the Form I9 by logging on to www.newI9.com

The attached instructions are provided to assist in completion of Section 1 of the I9 Form using I9 eXpress. Once Section 1 of the I9 form is complete the employee must appear in person with the required documents to the I9 representative for your area for the completion of Sections 2 of the I9.

You should notify your HR Representative once the I9 has been completed.

If you have any questions, please contact me at (313) 577 2010

What is E-Verify?

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WAYNE STATE

Remote I-9 Process

- On occasion, an employee will work at a remote or off-site location and, therefore, is not able to present original documents to a WSU representative for inspection. In such instances, Client Services will authorize an individual to act as an agent of the university for the purpose of completing the Form I-9.

How does the Remote Hire Process work?

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WAYNE STATE

I-9 eXpress

HANDLING E-VERIFY ISSUES

WAYNE STATE UNIVERSITY

E-VERIFY STATUS	DESCRIPTION	STATUS IS HANDLED BY	ACTION REQUIRED
Authorized	This response means that the employee is authorized to work in the United States. Employment Authorized is the most common initial response received from E-Verify.	**S/C/D / Client Services**	http://www.hr.wayne.edu/esc/docs/case_closure_-_options.pdf
Employment Authorized with additional verification that can be requested by the employer	This response from E-Verify indicates that the employee has been determined to be Employment Authorized. However, the DHS can perform a more in-depth verification on this employee. The decision to request an additional verification is at the discretion of the employer.	**S/C/D / Client Services**	Review the reason for the additional verification and follow the necessary steps. Users may contact ESC if there are any questions about whether additional verification should be requested.
SSA Incomplete **DHS Incomplete**	This response indicates there are minor discrepancies in the data submitted and the data on record for the employee at SSA or DHS. This status allows the I-9 representative the chance to review/edit the data to confirm accuracy. *NOTE: The employee MUST be allowed to continue to work until the case is resolved.*	**S/C/D / Client Services**	http://www.hr.wayne.edu/esc/docs/how_to_handle_a_ssa-dhs_incomplete.pdf
An error has occurred *(REASON HERE)*	This response may result from an invalid entry (may be an invalid field format) when completing Section 2 of the I-9. NOTE: The employee MUST be allowed to continue to work until the case is resolved.	**S/C/D / Client Services**	Review the reason for the error and follow the necessary steps in order to process an accurate I-9 for the employee.
SSA TNC **DHS TNC**	A TNC response means that the Social Security Administration (SSA) and/or the U.S. Department of Homeland Security (DHS) could not confirm that the employee's information matches government records. *NOTE: The employee MUST be allowed to continue to work until the case is resolved.*	Initially, **S/C/D** – to review I-9 and ensure there are no data entry errors If there are no data entry errors, employee **MUST** be referred to **Client Services** to handle TNC response	http://www.hr.wayne.edu/esc/docs/how_to_handle_a_ssa_or_dhs_tentative_nonconfirmationtnc_.pdf
SSA No Show **DHS No Show**	This response indicates that the employee did not contact SSA or DHS, and 10 Federal government workdays have passed since the date of referral. This response is considered a Final Nonconfirmation, and if received, the Employer should resolve the case. Also, the Employer may now terminate employment with no civil or criminal liability.	**S/C/D / Client Services**	S/C/D **MUST** contact Client Services for further instructions.
SSA Final Nonconfirmation **DHS Final Nonconfirmation**	This response indicates that DHS and/or SSA could not verify the employee's eligibility to work in the United States. This response also occurs when an employee fails to contact SSA or DHS after receiving a tentative non-confirmation. NOTE: S/C/D MUST contact Client Services for further instructions	**S/C/D / Client Services**	S/C/D **MUST** contact Client Services for further instructions.
Photo Matching	Process that requires us to verify that the photo displayed in E-Verify is identical to the photo on the document that the employee presented for section 2 of Form I-9. *NOTE: The employee MUST be allowed to continue to work until the case is resolved.*	**Client Services**	Client Services handles the photo matching process.
Referred to SSA **Referred to DHS**	This response indicates that the employee has been referred to SSA or DHS to resolve tentative nonconfirmation findings. *NOTE: The employee MUST be allowed to continue to work until the case is resolved.*	**Client Services**	Client Services checks I-9 eXpress daily for updated results.
SSA Case in Continuance **DHS Case in Continuance**	This response indicates that the employee has contacted DHS or SSA to resolve a tentative non-confirmation but the agency needs more time to resolve the problem. *NOTE: The employee MUST be allowed to continue to work until the case is resolved.*	**Client Services**	Client Services checks I-9 eXpress daily for updated results.
Employment Authorized – With Additional Verification Requested Automatically	This response indicates that the employee has been determined to be Employment Authorized. However, the DHS can perform a more in-depth verification on this employee. The additional verification is automatically requested and no additional action is required. The status will be updated to "DHS Verification in Process". The DHS will respond within three government work days. *NOTE: The employee MUST be allowed to continue to work until the case is resolved.*	**N/A**	**No action required.** DHS will respond within 3 government business days.

HANDLING E-VERIFY ISSUES

E-VERIFY STATUS	DESCRIPTION	STATUS IS HANDLED BY	ACTION REQUIRED
DHS Verification in Process	This response means a definitive answer is not yet available. DHS responds to most of these cases within 24 hours, but has up to three government business days to respond. ***NOTE:*** *The employee MUST be allowed to continue to work until the case is resolved.*	**N/A**	**No action required.** DHS will respond within 3 government business days.

EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9) AGENT AUTHORIZATION

EMPLOYEE INSTRUCTIONS FOR COMPLETING THE FORM I-9

Please be aware that the US Citizenship and Immigration service mandates that we keep the original I-9 form on file for all employees. This includes the AGENT AUTHORIZATION page. Please follow these instructions CAREFULLY to ensure you are in compliance. **PLEASE NOTE: The law states we must have the original form on file by the 3rd day after starting your assignment.**

Step 1	The Form I-9 is attached to this document. Complete all blanks in Section 1.
Step 2	Present your original identification documents to the Authorized Agent*.
Step 3	The Agent will examine your documents to ensure that you have presented either: ▪ one document from list "A" or ▪ one document from list "B" and one document from list "C": (see the I-9 instruction form for the lists)
	THE AGENT MUST RECORD THE DOCUMENTS IN SECTION 2 OF THE I-9 FORM
Step 4	Attach to the **Form I-9**, clear and legible copies of the document(s) you presented to the Agent.
Step 5	Return all pages of the original **Form I-9** and copies of the document(s) to the hiring unit.

If the form is incomplete or the supporting documents are not received, we will return the form to you.

It is not unusual for a U.S. employer to hire a new employee who doesn't physically come to that employer's offices to complete paperwork. *The Citizenship and Immigration Services allow companies to appoint professionals as their agents to complete the I-9 form. In such cases, employers may designate agents to carry out their I-9 responsibilities. Agents may include notaries public, accountants, attorneys, personnel officers, foremen, etc. An employer should choose an agent cautiously, since it will be held responsible for the actions of that agent. ***Note***: Employers should not carry out I-9 responsibilities by means of documents faxed by a new employee or through identifying numbers appearing on acceptable documents. The employer **must review original documents**. Likewise, Forms I-9 should not be mailed to a new employee to complete Section 2 himself or herself.

If you have questions, call the Employment Service Center, 313.577.2010. Faxed copies of the I-9 Form are not acceptable. Federal law requires Wayne State University to keep **originals** on file.

Instructions for Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TDD), or visit **www.justice.gov/crt/about/osc**.

What Is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011. Employers should have used Form I-9 CNMI between November 28, 2009 and November 27, 2011.

General Instructions

Employers are responsible for completing and retaining Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Form I-9 is made up of three sections. Employers may be fined if the form is not complete. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

Section 1. Employee Information and Attestation

Newly hired employees must complete and sign Section 1 of Form I-9 **no later than the first day of employment**. Section 1 should never be completed before the employee has accepted a job offer.

Provide the following information to complete Section 1:

Name: Provide your full legal last name, first name, and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.

Other names used: Provide all other names used, if any (including maiden name). If you have had no other legal names, write "N/A."

Address: Provide the address where you currently live, including Street Number and Name, Apartment Number (if applicable), City, State, and Zip Code. Do not provide a post office box address (P.O. Box). Only border commuters from Canada or Mexico may use an international address in this field.

Date of Birth: Provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1950, should be written as 01/23/1950.

U.S. Social Security Number: Provide your 9-digit Social Security number. Providing your Social Security number is voluntary. However, if your employer participates in E-Verify, you must provide your Social Security number.

E-mail Address and Telephone Number (Optional): You may provide your e-mail address and telephone number. Department of Homeland Security (DHS) may contact you if DHS learns of a potential mismatch between the information provided and the information in DHS or Social Security Administration (SSA) records. You may write "N/A" if you choose not to provide this information.

All employees must attest in Section 1, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes provided on the form:

1. **A citizen of the United States**
2. **A noncitizen national of the United States:** Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
3. **A lawful permanent resident:** A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents. If you check this box, write either your Alien Registration Number (A-Number) or USCIS Number in the field next to your selection. At this time, the USCIS Number is the same as the A-Number without the "A" prefix.
4. **An alien authorized to work:** If you are not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States, check this box.

   If you check this box:

   a. Record the date that your employment authorization expires, if any. Aliens whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, may write "N/A" on this line.

   b. Next, enter your Alien Registration Number (A-Number)/USCIS Number. At this time, the USCIS Number is the same as your A-Number without the "A" prefix. If you have not received an A-Number/USCIS Number, record your Admission Number. You can find your Admission Number on Form I-94, "Arrival-Departure Record," or as directed by USCIS or U.S. Customs and Border Protection (CBP).

      (1) If you obtained your admission number from CBP in connection with your arrival in the United States, then also record information about the foreign passport you used to enter the United States (number and country of issuance).

      (2) If you obtained your admission number from USCIS *within the United States*, or you entered the United States without a foreign passport, you must write "N/A" in the Foreign Passport Number and Country of Issuance fields.

Sign your name in the "Signature of Employee" block and record the date you completed and signed Section 1. By signing and dating this form, you attest that the citizenship or immigration status you selected is correct and that you are aware that you may be imprisoned and/or fined for making false statements or using false documentation when completing this form. To fully complete this form, you must present to your employer documentation that establishes your identity and employment authorization. Choose which documents to present from the Lists of Acceptable Documents, found on the last page of this form. You must present this documentation no later than the third day after beginning employment, although you may present the required documentation before this date.

Preparer and/or Translator Certification

The Preparer and/or Translator Certification must be completed if the employee requires assistance to complete Section 1 (e.g., the employee needs the instructions or responses translated, someone other than the employee fills out the information blocks, or someone with disabilities needs additional assistance). The employee must still sign Section 1.

Minors and Certain Employees with Disabilities (Special Placement)

Parents or legal guardians assisting minors (individuals under 18) and certain employees with disabilities should review the guidelines in the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* on **www.uscis.gov/I-9Central** before completing Section 1. These individuals have special procedures for establishing identity if they cannot present an identity document for Form I-9. The special procedures include **(1)** the parent or legal guardian filling out Section 1 and writing "minor under age 18" or "special placement," whichever applies, in the employee signature block; and **(2)** the employer writing "minor under age 18" or "special placement" under List B in Section 2.

Section 2. Employer or Authorized Representative Review and Verification

Before completing Section 2, employers must ensure that Section 1 is completed properly and on time. Employers may not ask an individual to complete Section 1 before he or she has accepted a job offer.

Employers or their authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. For example, if an employee begins employment on Monday, the employer must complete Section 2 by Thursday of that week. However, if an employer hires an individual for less than 3 business days, Section 2 must be completed no later than the first day of employment. An employer may complete Form I-9 before the first day of employment if the employer has offered the individual a job and the individual has accepted.

Employers cannot specify which document(s) employees may present from the Lists of Acceptable Documents, found on the last page of Form I-9, to establish identity and employment authorization. Employees must present one selection from List A **OR** a combination of one selection from List B and one selection from List C. List A contains documents that show both identity and employment authorization. Some List A documents are combination documents. The employee must present combination documents together to be considered a List A document. For example, a foreign passport and a Form I-94 containing an endorsement of the alien's nonimmigrant status must be presented together to be considered a List A document. List B contains documents that show identity only, and List C contains documents that show employment authorization only. If an employee presents a List A document, he or she should **not** present a List B and List C document, and vice versa. If an employer participates in E-Verify, the List B document must include a photograph.

In the field below the Section 2 introduction, employers must enter the last name, first name and middle initial, if any, that the employee entered in Section 1. This will help to identify the pages of the form should they get separated.

Employers or their authorized representative must:

1. Physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The person who examines the documents must be the same person who signs Section 2. The examiner of the documents and the employee must both be physically present during the examination of the employee's documents.
2. Record the document title shown on the Lists of Acceptable Documents, issuing authority, document number and expiration date (if any) from the original document(s) the employee presents. You may write "N/A" in any unused fields.

   If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter in Section 2:

   a. The student's Form I-20 or DS-2019 number (Student and Exchange Visitor Information System-SEVIS Number); **and** the program end date from Form I-20 or DS-2019.
3. Under Certification, enter the employee's first day of employment. Temporary staffing agencies may enter the first day the employee was placed in a job pool. Recruiters and recruiters for a fee do not enter the employee's first day of employment.
4. Provide the name and title of the person completing Section 2 in the Signature of Employer or Authorized Representative field.
5. Sign and date the attestation on the date Section 2 is completed.
6. Record the employer's business name and address.
7. Return the employee's documentation.

Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they should be made for **ALL** new hires or reverifications. Photocopies must be retained and presented with Form I-9 in case of an inspection by DHS or other federal government agency. Employers must always complete Section 2 even if they photocopy an employee's document(s). Making photocopies of an employee's document(s) cannot take the place of completing Form I-9. Employers are still responsible for completing and retaining Form I-9.

Unexpired Documents

Generally, only unexpired, original documentation is acceptable. The only exception is that an employee may present a certified copy of a birth certificate. Additionally, in some instances, a document that appears to be expired may be acceptable if the expiration date shown on the face of the document has been extended, such as for individuals with temporary protected status. Refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* or I-9 Central (www.uscis.gov/I-9Central) for examples.

Receipts

If an employee is unable to present a required document (or documents), the employee can present an acceptable receipt in lieu of a document from the Lists of Acceptable Documents on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employers cannot accept receipts if employment will last less than 3 days. Receipts are acceptable when completing Form I-9 for a new hire or when reverification is required.

Employees must present receipts within 3 business days of their first day of employment, or in the case of reverification, by the date that reverification is required, and must present valid replacement documents within the time frames described below.

There are three types of acceptable receipts:

1. A receipt showing that the employee has applied to replace a document that was lost, stolen or damaged. The employee must present the actual document within 90 days from the date of hire.

2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual. The employee must present the actual Permanent Resident Card (Form I-551) by the expiration date of the temporary I-551 stamp, or, if there is no expiration date, within 1 year from the date of issue.

3. The departure portion of Form I-94/I-94A with a refugee admission stamp. The employee must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card within 90 days.

When the employee provides an acceptable receipt, the employer should:

1. Record the document title in Section 2 under the sections titled List A, List B, or List C, as applicable.

2. Write the word "receipt" and its document number in the "Document Number" field. Record the last day that the receipt is valid in the "Expiration Date" field.

By the end of the receipt validity period, the employer should:

1. Cross out the word "receipt" and any accompanying document number and expiration date.

2. Record the number and other required document information from the actual document presented.

3. Initial and date the change.

See the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* at **www.uscis.gov/I-9Central** for more information on receipts.

Section 3. Reverification and Rehires

Employers or their authorized representatives should complete Section 3 when reverifying that an employee is authorized to work. When rehiring an employee within 3 years of the date Form I-9 was originally completed, employers have the option to complete a new Form I-9 or complete Section 3. When completing Section 3 in either a reverification or rehire situation, if the employee's name has changed, record the name change in Block A.

For employees who provide an employment authorization expiration date in Section 1, employers must reverify employment authorization on or before the date provided.

Some employees may write "N/A" in the space provided for the expiration date in Section 1 if they are aliens whose employment authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau). Reverification does not apply for such employees unless they chose to present evidence of employment authorization in Section 2 that contains an expiration date and requires reverification, such as Form I-766, Employment Authorization Document.

Reverification applies if evidence of employment authorization (List A or List C document) presented in Section 2 expires. However, employers should not reverify:

1. U.S. citizens and noncitizen nationals; or
2. Lawful permanent residents who presented a Permanent Resident Card (Form I-551) for Section 2.

Reverification does not apply to List B documents.

If both Section 1 and Section 2 indicate expiration dates triggering the reverification requirement, the employer should reverify by the earlier date.

For reverification, an employee must present unexpired documentation from either List A or List C showing he or she is still authorized to work. Employers CANNOT require the employee to present a particular document from List A or List C. The employee may choose which document to present.

To complete Section 3, employers should follow these instructions:

1. Complete Block A if an employee's name has changed at the time you complete Section 3.
2. Complete Block B with the date of rehire if you rehire an employee within 3 years of the date this form was originally completed, and the employee is still authorized to be employed on the same basis as previously indicated on this form. Also complete the "Signature of Employer or Authorized Representative" block.
3. Complete Block C if:
   - **a.** The employment authorization or employment authorization document of a current employee is about to expire and requires reverification; or
   - **b.** You rehire an employee within 3 years of the date this form was originally completed and his or her employment authorization or employment authorization document has expired. (Complete Block B for this employee as well.)

   To complete Block C:

   - **a.** Examine either a List A or List C document the employee presents that shows that the employee is currently authorized to work in the United States; and
   - **b.** Record the document title, document number, and expiration date (if any).
4. After completing block A, B or C, complete the "Signature of Employer or Authorized Representative" block, including the date.

   For reverification purposes, employers may either complete Section 3 of a new Form I-9 or Section 3 of the previously completed Form I-9. Any new pages of Form I-9 completed during reverification must be attached to the employee's original Form I-9. If you choose to complete Section 3 of a new Form I-9, you may attach just the page containing Section 3, with the employee's name entered at the top of the page, to the employee's original Form I-9. If there is a more current version of Form I-9 at the time of reverification, you must complete Section 3 of that version of the form.

What Is the Filing Fee?

There is no fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the **"USCIS Privacy Act Statement"** below.

USCIS Forms and Information

For more detailed information about completing Form I-9, employers and employees should refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274).*

You can also obtain information about Form I-9 from the USCIS Web site at www.uscis.gov/I-9Central, by e-mailing USCIS at **I-9Central@dhs.gov**, or by calling **1-888-464-4218**. For TDD (hearing impaired), call **1-877-875-6028.**

To obtain USCIS forms or the *Handbook for Employers*, you can download them from the USCIS Web site at www.uscis.gov/forms. You may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by contacting the USCIS National Customer Service Center at **1-800-375-5283**. For TDD (hearing impaired), call **1-800-767-1833**.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from the USCIS Web site at www.dhs.gov/E-Verify, by e-mailing USCIS at **E-Verify@dhs.gov** or by calling **1-888-464-4218**. For TDD (hearing impaired), call **1-877-875-6028.**

Employees with questions about Form I-9 and/or E-Verify can reach the USCIS employee hotline by calling **1-888-897-7781**. For TDD (hearing impaired), call **1-877-875-6028.**

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided all sides are copied. The instructions and Lists of Acceptable Documents must be available to all employees completing this form. Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer. Employers are required to retain the pages of the form on which the employee and employer enter data. If copies of documentation presented by the employee are made, those copies must also be kept with the form. Once the individual's employment ends, the employer must retain this form for either 3 years after the date of hire or 1 year after the date employment ended, whichever is later.

Form I-9 may be signed and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR 274a.2.

USCIS Privacy Act Statement

AUTHORITIES: The authority for collecting this information is the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a).

PURPOSE: This information is collected by employers to comply with the requirements of the Immigration Reform and Control Act of 1986. This law requires that employers verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

DISCLOSURE: Submission of the information required in this form is voluntary. However, failure of the employer to ensure proper completion of this form for each employee may result in the imposition of civil or criminal penalties. In addition, employing individuals knowing that they are unauthorized to work in the United States may subject the employer to civil and/or criminal penalties.

ROUTINE USES: This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The employer will keep this form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 35 minutes per response, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2140; OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

▶**START HERE.** **Read instructions carefully before completing this form. The instructions must be available during completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Names Used *(if any)*

Address *(Street Number and Name)*	Apt. Number	City or Town	State	Zip Code

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	E-mail Address	Telephone Number
	☐☐☐-☐☐-☐☐☐☐		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States

☐ A noncitizen national of the United States *(See instructions)*

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): ____________________

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) ____________. Some aliens may write "N/A" in this field. *(See instructions)*

*For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:*

1. Alien Registration Number/USCIS Number: ____________________

OR

2. Form I-94 Admission Number: ____________________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: ____________________

Country of Issuance: ____________________

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (*See instructions*)

3-D Barcode
Do Not Write in This Space

Signature of Employee:	Date *(mm/dd/yyyy)*:

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:	Date *(mm/dd/yyyy)*:

Last Name *(Family Name)*	First Name *(Given Name)*

Address *(Street Number and Name)*	City or Town	State	Zip Code

STOP ***Employer Completes Next Page*** STOP

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date *(if any)(mm/dd/yyyy)*:		Expiration Date *(if any)(mm/dd/yyyy)*:		Expiration Date *(if any)(mm/dd/yyyy)*:
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date *(if any)(mm/dd/yyyy)*:				3-D Barcode Do Not Write in This Space
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date *(if any)(mm/dd/yyyy)*:				

Certification

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

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

Signature of Employer or Authorized Representative	Date *(mm/dd/yyyy)*	Title of Employer or Authorized Representative	
Last Name *(Family Name)*	First Name *(Given Name)*	Employer's Business or Organization Name	
Employer's Business or Organization Address *(Street Number and Name)*	City or Town	State	Zip Code

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

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

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

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

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

Signature of Employer or Authorized Representative:	Date *(mm/dd/yyyy)*:	Print Name of Employer or Authorized Representative:

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A
Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   - **a.** Foreign passport; and
   - **b.** Form I-94 or Form I-94A that has the following:
     - (1) The same name as the passport; and
     - (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

OR

LIST B
Documents that Establish Identity

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

AND

LIST C
Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   - (1) NOT VALID FOR EMPLOYMENT
   - (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
   - (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

I-9 eXpress

WAYNE STATE

When to complete a New I-9

1) Hiring a new employee to the University.

2) A break in service (at least 1 day) occurred for an employee, and the most recent I-9 was completed **more** than 3 years prior to resuming work.

   Note: Full time employees who are paid on the 9-Month calendar, and do not have an additional service assignment during the summer, are **not** considered to have had a break in service during the summer.

3) A break in service (at least 1 day) occurred for an employee, and the most recent I-9 was completed **less** than 3 years. However, the I-9 shows that the individual is no longer eligible to work in the United States (work authorization has expired)

4) Employee is grand-fathered (I-9 completed prior to November 6, 1986), but now has a break in service (at least 1 day).

5) A new immigration status is issued for a foreign national employee.

6) A foreign national's I-9 is due for re-verification on an expired work authorization and the original I-9 was **NOT** created in I-9 eXpress.

7) An invalid query/data entry error was discovered after completing the I-9 in I-9 eXpress.

Examples of when to complete a new I-9 for a 9 Month Faculty/9 Month Graduate Students, Temporary employees and Part Time Faculty

9 Month Faculty / 9 Month Academic Staff / 9 Month Research /9 Month Graduate Students (A9, C9, D9, F9, R9, S9, U9):

Completed I-9	Worked During the Following:	Did not work during the following:	Returned to University	Should a new I-9 be completed?
8/15/2006	**2006** 8/17/06 – 5/17/07	Summer '07	Fall '07	No
	2007 8/17/07 – 5/17/08	Summer '08	Fall '08	No
	2008 8/17/08 – 5/17/09	Summer '09	Fall '09	No
	2009 8/17/09 - 5/17/10	Academic year 2010 8/17/10 – 5/17/11	Academic year 2011 8/17/11	Yes

I-9 eXpress

When to complete a New I-9

Temporary (CW, ST, TE)

Completed I-9	Worked During the Following:	Did not work during the following:	Returned to University	Should a new I-9 be completed?
8/15/2006	8/15/2006 – 8/15/2009	8/16/2009 –12/31/2009	1/1/2010	Yes
8/15/2006	8/15/2006 – 8/15/2007	8/16/2007 – 12/31/2007	1/1/2008	No

Part-Time Faculty (PT, P5, HP)

Completed I-9	Worked During the Following:	Did not work during the following:	Returned to University	Should a new I-9 be completed?
8/15/2006	**2006** Fall '06, **2007** Winter '07, Spring '07 Summer '07,Fall '07 **2008** Winter '08, Spring '08, Summer '08, Fall '08 **2009** Winter '09, Spring '09, Summer '09, Fall '09	Winter '10	Spring '10	Yes
8/15/2006	**2006** Fall '06, **2007** Winter '07, Spring '07 Summer '07,Fall '07	Winter '08 Spring '08	Summer '08	No

I-9 MANAGEMENT
E-verify Process for handling SSA/DHS TNC Case

- Log into www.i9express.com

- Click the E-Verify Issues link located in the Quick Search box to identify cases in your assigned divisions with the status of:

  - **SSA Tentative Nonconfirmation (SSA TNC)**
  - **DHS Tentative Nonconfirmation (DHS TNC)**

  A **Tentative Nonconfirmation (TNC)** response means that the Social Security Administration (SSA) and/or the U.S. Department of Homeland Security (DHS) could not confirm that the employee's information matches government records. It does not mean an employee is unauthorized to work or is an illegal immigrant as there are legitimate reasons why an employee may receive this result.

- If the case is at one of the above statuses:

  - Click the **Employee's name.**
  - Click the "View History" link under the E-verify column to find the reason for the Nonconfirmation.
  - Click the "**Back**" button to view the employee detail page.
  - Review the Completed I9 and the attached supporting documentation to ensure data accuracy:

    - If a there are data entry errors on the completed I-9, the I-9 representative who completed Section 2, must complete the following steps:

      Step 1: Click the **Close Case** button.

      Step 2: Click the appropriate radio button (currently employed or not employed whichever is applicable).

      Step 3: Click the radio button for **The case is invalid because the data entered is incorrect.**

      Step 4: Click the **Continue** button.

      Step 5: Complete a New I-9 ensuring the data entered is correct before submitting to E-Verify.

      [End of process]

    - If there are no data entry errors on the completed I-9, the following steps must be followed:

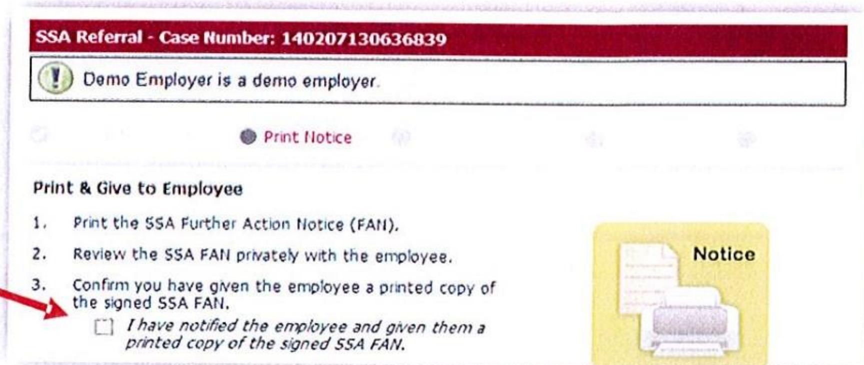
      Step 1: Explain the tentative Nonconfirmation result by using the following language:

> *"When your information was compared electronically to government records, the Social Security Administration (SSA) or Department of Homeland Security (DHS) could not confirm that you are eligible to work in the United States. As a result you must contact SSAOR DHS to resolve the situation within 8 government working days if you wish to continue remain employed with Wayne State University."*

Step 2: Print the SSAN/DHS Further Action Notice (FAN)

Step 3: Review the SSA/DHS Further Action Notice (FAN) privately with the employee and ensure all the information is correct. Again, follow the "If a there **are** data entry errors..." steps above.

Step 4: Confirm, by checking the *"I have notified the employee and given them a copy of the signed SSA or DHS FAN"* radio button located on of the "Print Notice" under the TNC wizard.



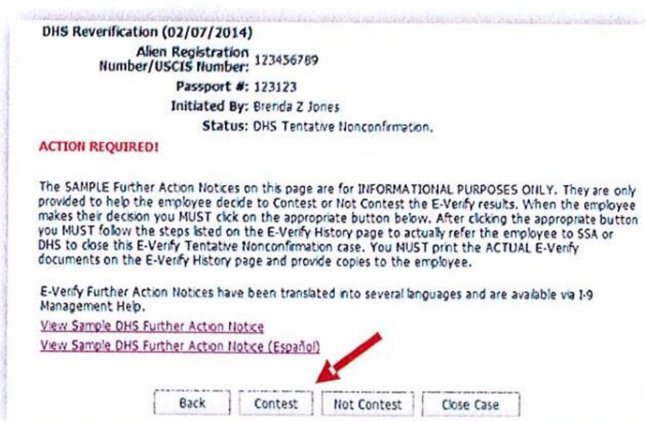
Step 5: Provide the employee with the English version and a foreign language version of the SSA/DHS Further Action Notice (FAN) if the employee does not fully understand English.

Step 6: Ask the employee if he/she wishes to Contest or Not Contest the findings:

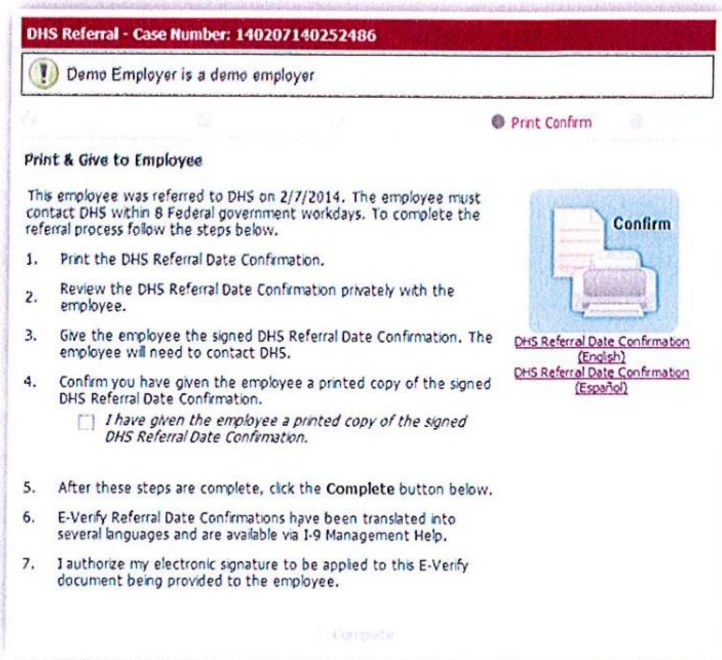
A: **Contest:** *Employee decides to challenge the SSA/DHS findings)*
B: **Not Contest:** *Employee decides not to challenge the SSA/DSH findings*

➢ **<u>If the employee chooses to Contest the findings:</u>**

a. Click the "**Contest**" button located under the Employee Detail Page.



b. *Follow steps 1-7 on the screen (Same as 1-5 below)...*



1. Print the SSA or DHS Referral Date Confirmation (RDC).

2. Review the SSA or DHS Referral Date Confirmation (RDC) privately with the employee.

3. Give the employee the signed SSA or DHS Referral Date Confirmation (RDC) – *remind employee to follow the instructions in the letter.*

4. Confirm, by checking the *"I have notified the employee and given them a copy of the signed SSA or DHS Referral Date Confirmation"* radio button located on step #4 under the TNC wizard.

5. After the steps are completed, click the **Complete** button.

IMPORTANT: The employee MUST be allowed to work through this time as if nothing has happened. They must not be subject to any different treatment because of this issue!

- ✖ With a DHS TNC, the employee must call the DHS office, not visit.
- ✖ For SSA TNC Notice, the employee must visit the SSA office.

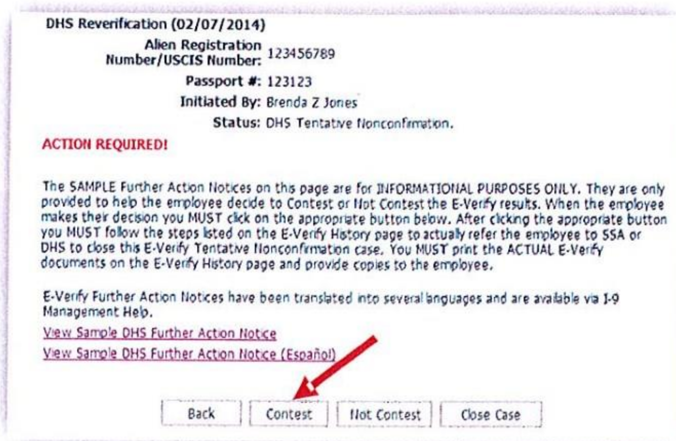
Reinforce to the employee that he/she has 8 government working days to resolve the issue displayed in the Reason field (located in the E-verify History page). If the employee cannot resolve the issue within this timeframe, inform him/her that we cannot proceed with their employment at this time, then instruct the unit to proceed with a TERM-E transaction via EPAF (if HR-POS/NEWPOS has already applied).

I-9 MANAGEMENT
E-verify Process for handling SSA/DHS TNC Case

➢ **<u>If the employee chooses to NOT Contest the findings:</u>**

CRUCIAL: If the employee chooses Not to Contest the E-verify results, the TNC result is then considered a Final Nonconfirmation , at this point, his/her employment with WSU MUST be terminated.

1. Click the **"Not Contest"** button located under the Employee Detail Page.



2. Print the SSA/DHS Further Action Notice (FAN) (*now with the decision employee made to not contest*).

3. Review the SSA/DHS Further Action Notice (FAN) privately with the employee.

4. Give the employee the signed SSA/DHS Further Action Notice (FAN).

5. Confirm, by checking the *"I have notified the employee and given them a copy of the signed SSA or DHS FAN"* radio button.

6. After the steps are completed, click the **Complete** button.

7. Click the **Close Case** button.

8. Under the "Is the employee currently employed", select "No- The employee IS NOT currently employed".

9. Select the Case Closure option "The employee was terminated for choosing not to contest a Tentative Nonconfirmation".

10. <u>Terminating the employee's job in Banner</u>: Inform the hiring manager and proceed with the steps for terminating employment via EPAF (if the HR-POS/NEWPOS transactions has already applied).

Chelsea Henson

From:	Mary Helen Earhart <mearhart@wayne.edu>
Sent:	Monday, February 24, 2014 1:24 PM
To:	'Robin Collins'; 'Kellie Renee Lauder'; 'Deborah Lynne Mccreless'; 'Marnita K. Lloyd'; 'Amy Lynn Hays'; 'Gary L. Morden'; 'Joanne Tadako Miyamoto'; 'Joanne C. Lewan'; 'Nakia Robinson'; 'Lindsay E Chismody'; 'Valecia Pearson Chandler'; 'Maria Andrea Coleman'; 'RaShan Mikole Duckworth'; Sherry M. Pruitt; 'Julianne Maruszewski'; 'Dina N. Hardeman'; Linda Ann McCraw; 'Chelsea Henson'; 'TeAundra R. Moore'; 'Dina Marie Curry-Weems'; jennifer.bidlingmaier@wayne.edu
Cc:	'Keyantee C Davis'; 'Diane Joy Dailey'; Tarry Lynn Paylor; 'Brian Nicholas Wittenberg'; ''Lila Asante-Appiah''; hrsolutions@wayne.edu
Subject:	IMPORTANT: E-Verify Enhancement: Tentative Nonconfirmation Process
Attachments:	E-verify process for handling TNC cases.docx

Good afternoon,

In an effort to streamline the E-Verify process for handling SSA/DHS Tentative Nonconfirmation (TNC) cases, the United States Citizenship and Immigration Services (USCIS) has recently implemented the following changes to the TNC notices:

- Replacement of the TNC Notice and Referral Letter with the Further Action Notice (FAN) and the Referral Date Confirmation (RDC) notice.

To comply with the USCIS new document requirements, effective **Wednesday, February 26, 2014,** I-9 eXpress will be updated to reflect these changes. Please see the table below for more information on the two new documents.

IMPORTANT: There are NO changes to the current steps you are required to follow when handling a Tentative Nonconfirmation (TNC) case.

Also, please find attached the modified Wayne State *"E-Verify Process for Handling TNC cases".* You are required to begin using these instructions effective **Wednesday, February 26, 2014.** A copy of this document is located in the **W:\HR Client Services\Common\Operational Procedures\I-9 eXpress\SSA and DHS TNC\E-verify process for handling TNC cases**

Document Title	**What does the document include (in a nutshell):**
Further Action Notice (FAN)	The Further Action Notice (FAN) appears when an employee receives a TNC. It explains the reason for the TNC, the employee's decision to contest and instructions for contesting the findings. Includes employee's information as it was entered into the I-9. You and the employee should review the document together to ensure the employee's information is accurate. You will be required to print out and give the employee a Further Action Notice (FAN). The Further Action Notice (FAN) has been translated into several languages and will be available via I-9 Management Help. Note: You must first provide a copy in English during the TNC process.
Referral Date Confirmation (RDC) notice	If the employee decides that he or she will contest the tentative nonconfirmation, you will be required to print out and give the employee a

	Referral Date Confirmation (RDC) notice. This document identifies the exact date by which the employee must visit the SSAN or contact DHS to begin resolving the TNC. It also informs the employee that if he or she fails to act by that deadline, a final nonconfirmation notice will be issued and the employer may terminate the employee. The Referral Date Confirmation (RDC) notice has been translated into several languages and will be available via I-9 Management Help. Note: You must first provide a copy in English during the TNC process.

Please let me know if you have any questions or concerns related to these changes.

Thank you for your continued support.

Mary Earhart

Consult holidays form.

•Contract/Manuals-Contract on Labor Relations website; Non-Rep manual on HR website, may request hard copy directly from Union

•Probationary Periods-See memo

•Types of Leave- consult contract/ manual

•Emergency closure information is normally available on the local news and television, WDET-FM (Public Radio 101.9), and WSU homepage, WSU Pipeline and by phone at 577-5345.

•Units may have a emergency tree system to notify employees.

•WSU Policies - discuss the location of policies and how each employee needs to read them over for clarity.

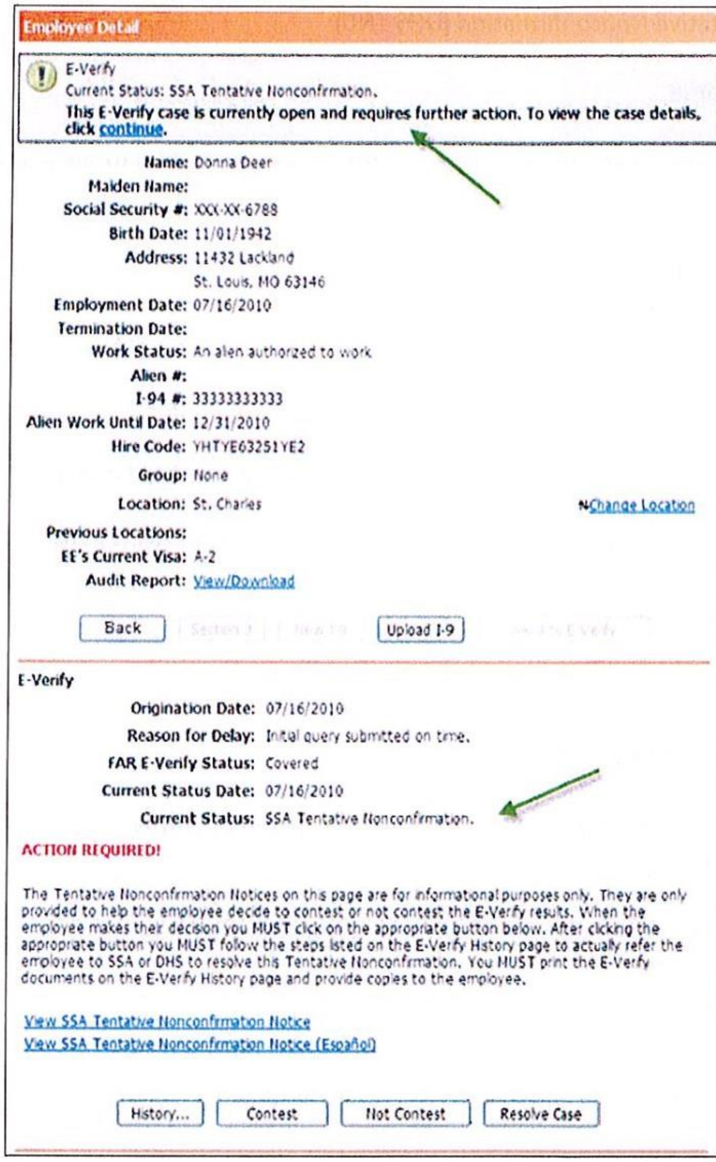
•Important Contact Information – discuss frequently called numbers/websites.

I-9 eXpress

How to handle a SSA or DHS Tentative Nonconfirmation (TNC)

A **Tentative Nonconfirmation (TNC)** response means that the Social Security Administration (SSA) and/or the U.S. Department of Homeland Security (DHS) could not confirm that the employee's information matches government records. <u>It does not mean an employee is unauthorized to work or is an illegal immigrant as there are legitimate reasons why an employee may receive this result.</u>

Below is a screenshot of a SSA Tentative Nonconfirmation status. You will still see an E-Verify banner message is displayed at the top of the Employee Detail page



I-9 eXpress

How to handle a SSA or DHS Tentative Nonconfirmation (TNC)

The first thing you need to do is check your data and documents and verify that everything is complete and error free. **In most cases, the Employee name, employment date or SSN is incorrect.** Follow the steps below to resolve the TNC.

Step 1: Click the E-Verify Issues link located in the Quick Search box to identify cases in your assigned divisions with the status of:

- **SSA Tentative Nonconfirmation (SSA TNC)**
- **DHS Tentative Nonconfirmation (DHS TNC)**

Step 2: Click Employee Name

Step 3: Review the Completed I9 and the attached supporting documentation to see if any information was entered incorrectly.

If there are data entry errors...

Step 3: Click the **Close Case** button

Step 4: Click the appropriate radio button (currently employed or not employed whichever is applicable)

Step 5: Click the radio button for **The case is invalid because the data entered is incorrect.**

Step 6: Complete a New I-9 ensuring the data entry error in the previous I-9 is entered correctly on the new I-9.

Step 7: Click the **Continue** button.

[End of process]

If there are no data entry errors...

Step 1: If the employee is not present, contact employee and instruct him/her to come see you to discuss the tentative Nonconfirmation result.

Step 2: When the employee arrives, you will need to complete the following steps:

Step 3: Log into www.i9express.com

Step 4: Click the E-Verify Issues link located in the "Quick Search" box then click the employee record.

Step 5: Explain the Tentative Nonconfirmation (TNC) result by using the following language:

How to handle a SSA or DHS Tentative Nonconfirmation (TNC)

"When your information was compared electronically to government records, the Social Security Administration (SSA) or Department of Homeland Security (DHS) could not confirm that you are eligible to work in the United States. As a result you must contact SSA to resolve the situation within 8 government working days if you wish to continue remain employed with Wayne State University."

Step 6: Review the Contest and Not Contest Options with the employee and ask if he/she wishes to **Contest** (*Employee decides to challenge the SSA findings)* or **Not Contest** (*Employee decides not to challenge the SSA findings)*

- If the employee chooses to **Contest** the E-verify results:

  a) Click the "**Contest**" button.

     ...Follow steps 1-4 on the screen (Same as b-d)...

  b) Print the SSA or DHS Tentative Nonconfirmation Notice, (whichever applies) and give it to the employee.

  c) Print the SSA or DHS Referral Letter (whichever applies), review and give it to the employee. Instruct the employee to follow the instructions in the letter.

  d) ☑ Click the checkbox to indicate that the employee has received copies of the SSA or DHS Tentative Nonconfirmation Notice (whichever applies) and the SSA or DHS Referral Letter (whichever applies), and that the employee has provided, either verbally or in writing, authorization to affix the employee's electronic signature to any E-Verify documentation.

  e) Click the "**Add Comment**" button and add a short description like *"Employee chose to contest, Employee has been referred to SSA/DHS".*

  f) Click the SSA or DHS Referral button (whichever applies).

- Once the expected date arrives I-9 eXpress will automatically be updated with the next response from E-Verify. **Please note that the employee is not obligated to come back and show proof they resolved the case.**

- Note: If the status is anything other than "Employment Authorized", please follow the additional steps given by E-Verify.

  Critical: The employee MUST be allowed to work through this time as if nothing has happened. They must not be subject to any different treatment because of this issue!

  ✖ **With a DHS TNC, the employee must call the DHS office, not visit.**

How to handle a SSA or DHS Tentative Nonconfirmation (TNC)

✘ **For SSA TNC Notice, the employee must visit the SSA office.**

*****Reinforce the employee that he/she has 8 government working days to resolve the issue displayed in the Reason field (located in the E-verify History page). If the employee cannot resolve the issue within this timeframe, inform him/her that we can not proceed with their employment at this time, then instruct the unit to proceed with a TERM-E transaction via EPAF (if HR-POS/NEWPOS has already applied)*****

➢ If the employee chooses **Not to Contest** the E-verify results:
(If employe does not contest the tentative nonconfirmation, it automatically becomes a **Final Nonconfirmation**. That means that WSU may terminate the employee's employment immediately as an unauthorized employee)

a) Click the "**Not Contest**" button.

...Follow steps 1-4 on the screen (Same as b-d)...

b) Print the SSA or DHS Tentative Nonconfirmation Notice, (whichever applies) and give it to the employee.

c) Print the SSA or DHS Referral Letter (whichever applies), review and give it to the employee. Instruct the employee to follow the instructions in the letter.

d) ☑ Click this checkbox to indicate that the employee has received copies of the SSA or DHS Tentative Nonconfirmation Notice (whichever applies) and the SSA or DHS Referral. Letter (whichever applies), and that the employee has provided, either verbally or in writing, authorization to affix the employee's electronic signature to any E-Verify documentation.

e) Click the **Add Comment** button and add a short description like *"Employee chose not to contest, case will be closed".*

f) Click the **Close Case** button

g) Under the "Is the employee currently employed", Select "No- The employee IS NOT currently employed"

h) Select the Case Closure option "The employee was terminated for choosing not to contest a Tentative Nonconfirmation"

i) Click the **Close Case** button.

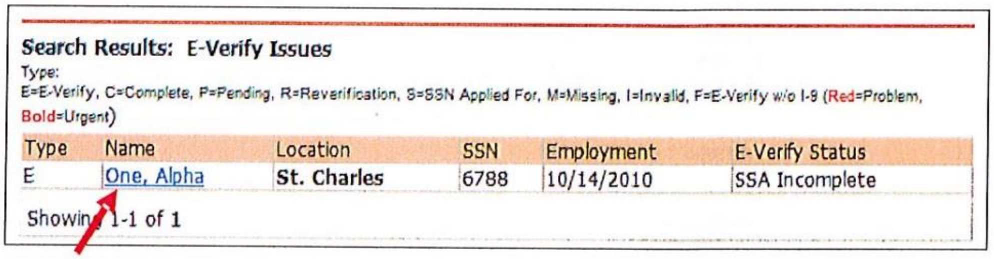
Terminating the employee's job in Banner: Process a TERM-E transaction via EPAF (if HRPOS/NEWPOS has already applied).

I-9 eXpress

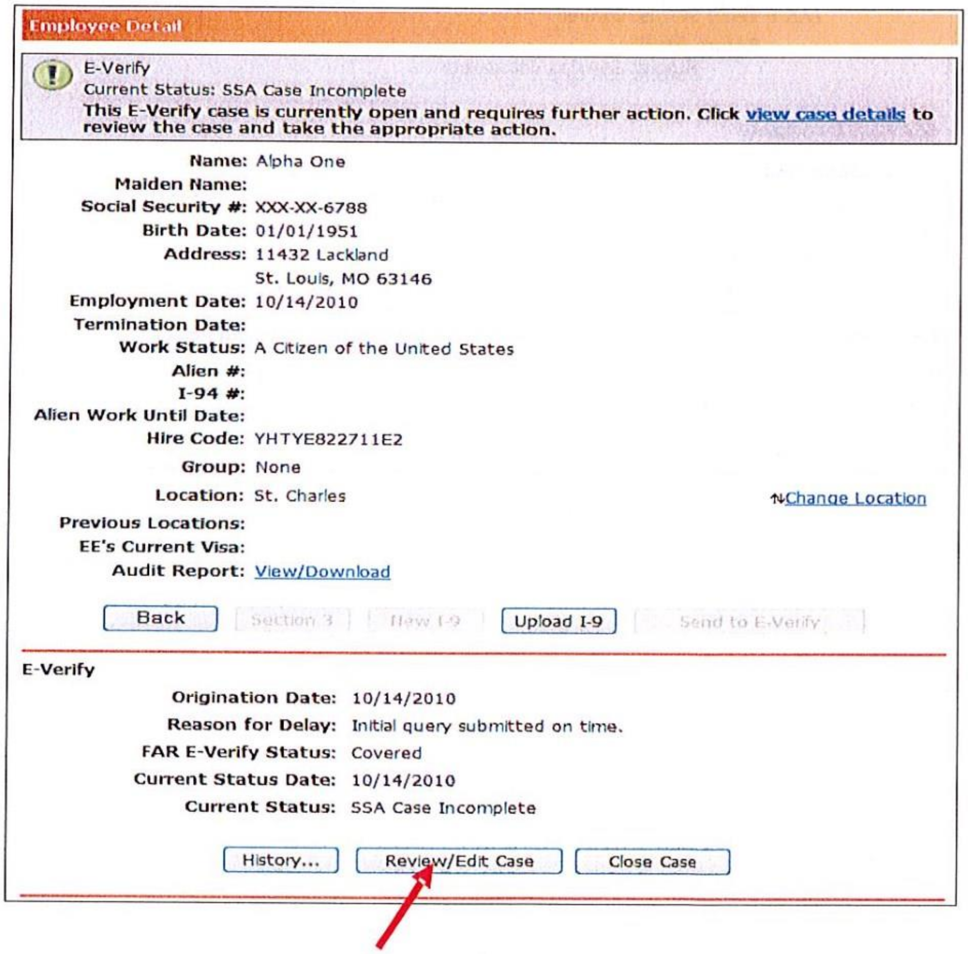
How to handle a Case Incomplete Status

Case Incomplete status is designed to help reduce the number of Tentative Nonconfirmation (TNC) cases. E-Verify returns a status of **SSA** or **DHS Case Incomplete,** if there are minor discrepancies in the data submitted and the data on record for the employee at SSA or DHS. This status allows the I-9 representative the chance to review /edit the data to confirm accuracy.

1) **Click** the employee's name. (This example displays the E-Verify status of SSA Case Incomplete)



2) **Click** the **Review/Edit Case** button to review the data submitted to E-Verify, confirm it is accurate.



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How to handle a Case Incomplete Status

E-Verify History - Case Number: 20102871727522U

Initial Verification (10/14/2010)

Name: Alpha One
Social security #: XXX-XX-6788
Birth date: 01/01/1951
Employment date: 10/14/2010
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Passport #: 195111111
Visa #:
Document Type: U.S. Passport or U.S. Passport Card
Document #:
Document Expiration Date:
Initiated By: John Smith
E-Verify Company ID Number: 11457
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Return Name:
Status: SSA Case Incomplete

SSA Case Incomplete

Check Information

The information below is on the employee?s Form I-9. Check with the employee to confirm that the information is correct.

If this information is correct, click **Continue.**

If this information is not correct, enter the correct information and click **Continue.**

Last Name:	**First Name:**	**Middle Initial:**	**Maiden Name:**
One	Alpha		

SSN:	**Date of Birth:**	
123456788	01/01/1951	*(mm/dd/yyyy)*

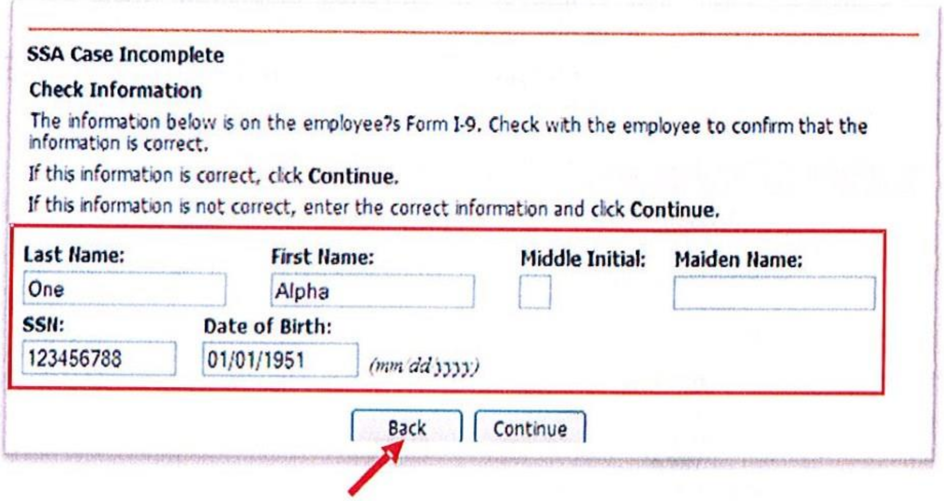
Back Continue

I-9 eXpress

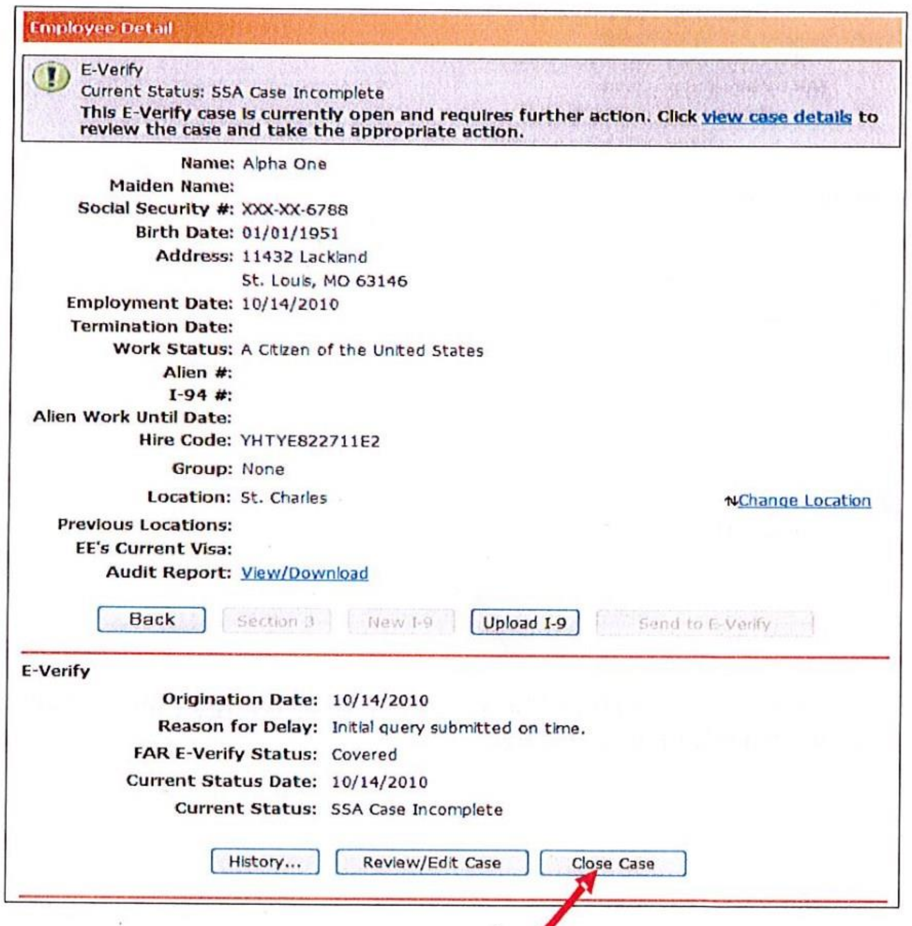
How to handle a Case Incomplete Status

3) If there are data entry errors:

a. Click **Back**



b. Click **Close Case**



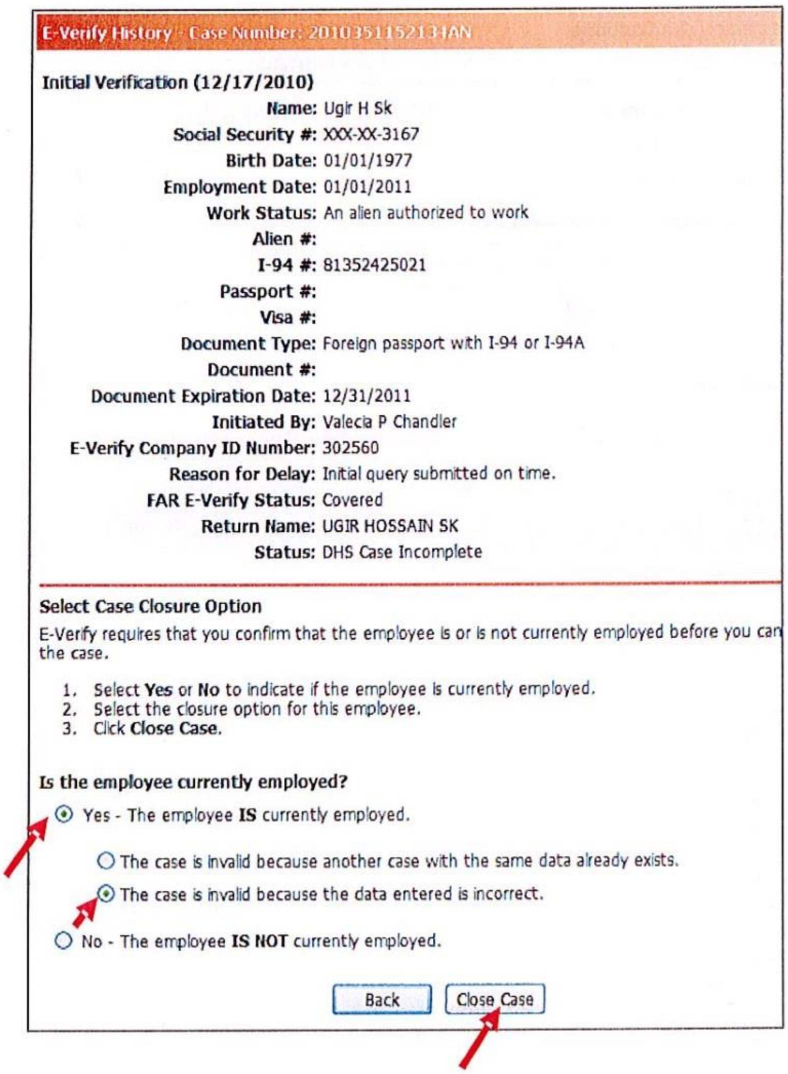
I-9 eXpress

How to handle a Case Incomplete Status

a. Click the ***"Yes – The employee IS currently employed"*** radio button which expands the page to show the closure options available

b. Click ***"The Case is invalid because the data entered is incorrect"*** option

c. Click **Close Case**


E-Verify History - Case Number: 2010351152134AN

Initial Verification (12/17/2010)

Name: Ugir H Sk
Social Security #: XXX-XX-3167
Birth Date: 01/01/1977
Employment Date: 01/01/2011
Work Status: An alien authorized to work
Alien #:
I-94 #: 81352425021
Passport #:
Visa #:
Document Type: Foreign passport with I-94 or I-94A
Document #:
Document Expiration Date: 12/31/2011
Initiated By: Valecia P Chandler
E-Verify Company ID Number: 302560
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Return Name: UGIR HOSSAIN SK
Status: DHS Case Incomplete

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not currently employed before you can the case.

1. Select **Yes** or **No** to indicate if the employee is currently employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

- (•) Yes - The employee **IS** currently employed.
  - ( ) The case is invalid because another case with the same data already exists.
  - (•) The case is invalid because the data entered is incorrect.
- ( ) No - The employee **IS NOT** currently employed.

Back | Close Case

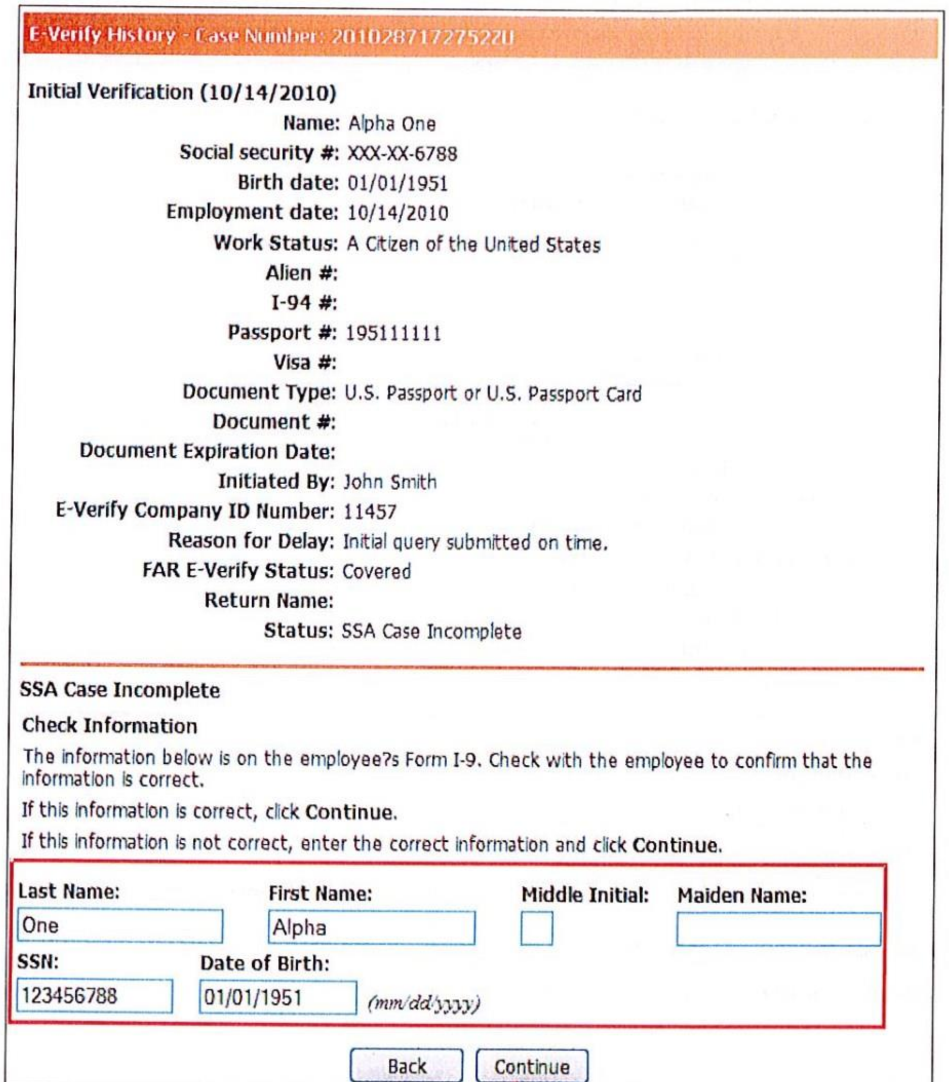
d. Complete a New I-9. **<u>Ensure the data entry error found in the previous I-9 is entered correctly on the new I-9</u>**

I-9 eXpress

How to handle a Case Incomplete Status

4) **If there <u>are no</u> data entry errors:**

   a. Click **Continue**


E-Verify History - Case Number: 2010287172752ZU

Initial Verification (10/14/2010)

Name: Alpha One
Social security #: XXX-XX-6788
Birth date: 01/01/1951
Employment date: 10/14/2010
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Passport #: 195111111
Visa #:
Document Type: U.S. Passport or U.S. Passport Card
Document #:
Document Expiration Date:
Initiated By: John Smith
E-Verify Company ID Number: 11457
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Return Name:
Status: SSA Case Incomplete

SSA Case Incomplete

Check Information

The information below is on the employee?s Form I-9. Check with the employee to confirm that the information is correct.

If this information is correct, click **Continue.**

If this information is not correct, enter the correct information and click **Continue.**

Last Name:	First Name:	Middle Initial:	Maiden Name:
One	Alpha		

SSN:	Date of Birth:
123456788	01/01/1951 *(mm/dd/yyyy)*

Back | Continue

After the **SSA or DHS Case Incomplete** status, the case is then updated by E-Verify to one of the following statuses:

- Employment Authorized
- SSA or DHS Tentative Nonconfirmation
- Photo Match

I-9 eXpress

How to handle a Case Incomplete Status

This is an example of a **DHS Incomplete** after clicking the **Review/Edit Case button**

E-Verify History - Case Number: 2010281113153NL

Initial Verification (10/08/2010)

Name: Charlie Three
Social security #: XXX-XX-6789
Birth date: 03/03/1973
Employment date: 10/08/2010
Work Status: An alien authorized to work
Alien #: 197333333
I-94 #:
Passport #:
Visa #:
Document Type: Form I-766 - Employment Authorization Document that contains a photograph
Document #: ABC1234567890
Document Expiration Date: 03/03/2013
Initiated By: John Smith
E-Verify Company ID Number: 11457
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Return Name:
Status: DHS Case Incomplete

DHS Case Incomplete

Check Information

The information below is on the employee?s Form I-9. Check with the employee to confirm that the information is correct.

If this information is correct, click **Continue**.

If this information is not correct, enter the correct information and click **Continue**.

Alien Number: 197333333

Document Number: ABC1234567890

Back Continue

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Manual Case Closure Instructions

Case Closure Scenario #1

- The E-Verify case status is **Employment Authorized** and the employee is still employed. You are attempting to close the case:
- Clicking the **Yes** radio button expands the page to show the closure options available.

Note: If the status is **Employment Authorized** and you select "Yes - the employee IS currently employed", the closure status "The employee continues to work after receiving an Employment Authorized result" is already selected for you

E-Verify History - Case Number: 101021150106102

Initial Verification (10/21/2010)

Name:	One Alien Test
Social security #:	XXX-XX-3503
Birth date:	01/01/1950
Employment date:	08/20/2009
Work Status:	An alien authorized to work
Alien #:	
I-94 #:	25846966315
Passport #:	
Visa #:	
Document Type:	Driver's License or ID Card Issued by State or Possession with Photo
Document #:	
Document Expiration Date:	
Initiated By:	E-Verify Windows Service
E-Verify Company ID Number:	11457
Reason for Delay:	Operational or technical issue encountered.
FAR E-Verify Status:	Covered
Return Name:	One Alien Test
Status:	Employment Authorized.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

Is the employee currently employed?

○ Yes - The employee **IS** currently employed.

○ No - The employee **IS NOT** currently employed.

Back | Close Case

I-9 eXpress

Manual Case Closure Instructions

- You must select the appropriate closure option and then click the **Close Case** button to complete the process.

E-Verify History - Case Number: 101021150106182

Initial Verification (10/21/2010)

Name:	One AlienTest
Social security #:	XXX-XX-3503
Birth date:	01/01/1950
Employment date:	08/20/2009
Work Status:	An alien authorized to work
Alien #:	
I-94 #:	25846966315
Passport #:	
Visa #:	
Document Type:	Driver's License or ID Card Issued by State or Possession with Photo
Document #:	
Document Expiration Date:	
Initiated By:	E-Verify Windows Service
E-Verify Company ID Number:	11457
Reason for Delay:	Operational or technical issue encountered.
FAR E-Verify Status:	Covered
Return Name:	One AlienTest
Status:	Employment Authorized.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

Is the employee currently employed?

(•) Yes - The employee **IS** currently employed.

(•) The employee continues to work after receiving an Employment Authorized result.

( ) The case is invalid because another case with the same data already exists.

( ) The case is invalid because the data entered is incorrect.

( ) No - The employee **IS NOT** currently employed.

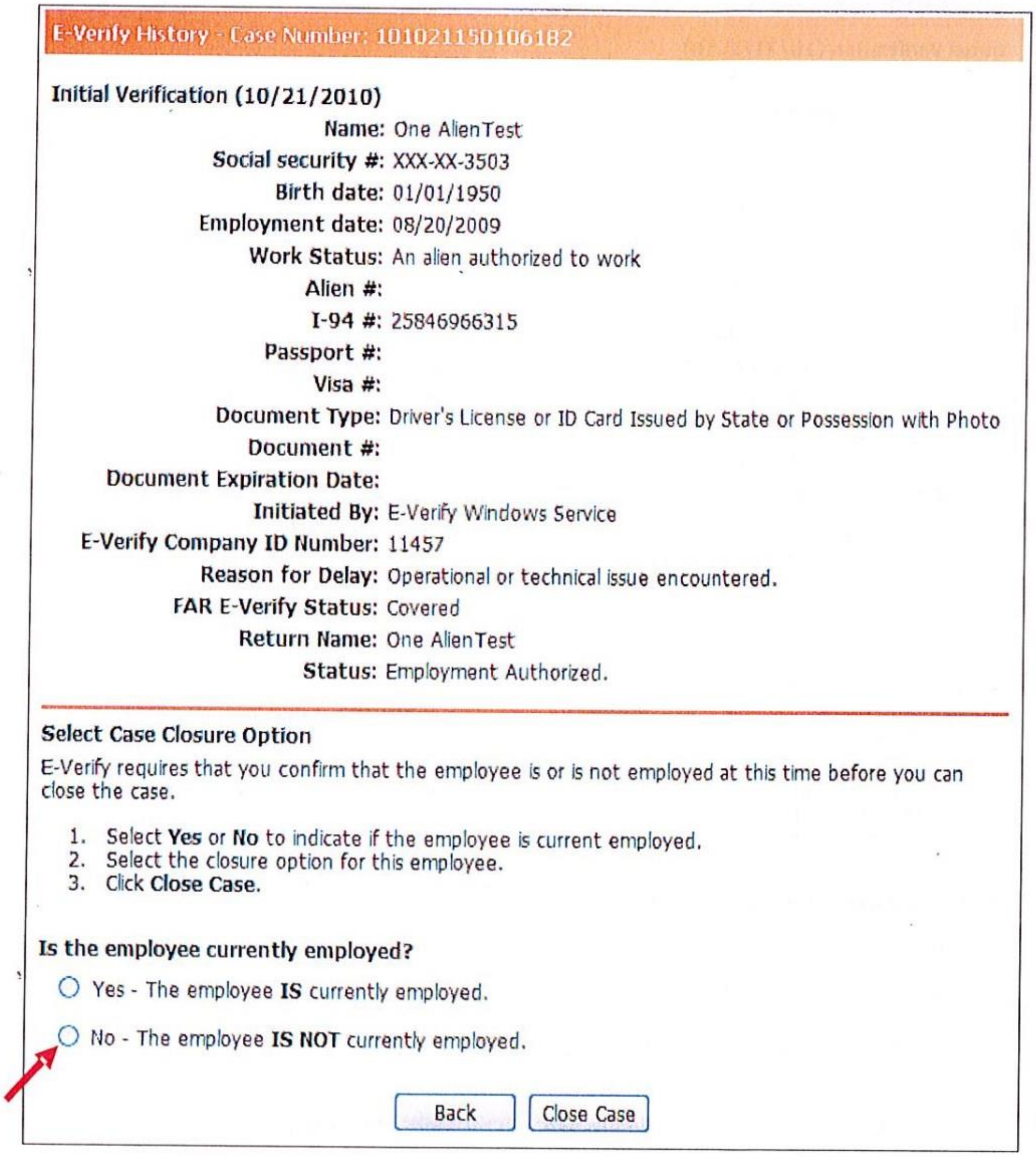
[Back] [Close Case]

I-9 eXpress

Manual Case Closure Instructions

Case Closure Scenario #2

- The E-Verify case status is **Employment Authorized** and the employee is NOT still employed.
- Clicking the **No** radio button expands the page to show the closure options availabl e.



E-Verify History - Case Number: 101021150106182

Initial Verification (10/21/2010)

Name: One AlienTest
Social security #: XXX-XX-3503
Birth date: 01/01/1950
Employment date: 08/20/2009
Work Status: An alien authorized to work
Alien #:
I-94 #: 25846966315
Passport #:
Visa #:
Document Type: Driver's License or ID Card Issued by State or Possession with Photo
Document #:
Document Expiration Date:
Initiated By: E-Verify Windows Service
E-Verify Company ID Number: 11457
Reason for Delay: Operational or technical issue encountered.
FAR E-Verify Status: Covered
Return Name: One AlienTest
Status: Employment Authorized.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

Yes - The employee **IS** currently employed.

No - The employee **IS NOT** currently employed.

Back | Close Case

I-9 eXpress

Manual Case Closure Instructions

- You must select the appropriate closure option and then click the **Close Case** button to complete the process.

E-Verify History - Case Number: 101021150106182

Initial Verification (10/21/2010)

Name: One AlienTest
Social security #: XXX-XX-3503
Birth date: 01/01/1950
Employment date: 08/20/2009
Work Status: An alien authorized to work
Alien #:
I-94 #: 25846966315
Passport #:
Visa #:
Document Type: Driver's License or ID Card Issued by State or Possession with Photo
Document #:
Document Expiration Date:
Initiated By: E-Verify Windows Service
E-Verify Company ID Number: 11457
Reason for Delay: Operational or technical issue encountered.
FAR E-Verify Status: Covered
Return Name: One AlienTest
Status: Employment Authorized.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

○ Yes - The employee **IS** currently employed.

⊙ No - The employee **IS NOT** currently employed.

○ The employee voluntarily quit working.

○ The employee was terminated for reasons other than E-Verify.

○ The case is invalid because another case with the same data already exists.

○ The case is invalid because the data entered is incorrect.

[Back] [Close Case]

I-9 eXpress

Manual Case Closure Instructions

Case Closure Scenario #3

- The E-Verify case status is **Tentative Nonconfirmation** and the employee is still employed. You are attempting to close the case:
- Clicking the **Yes** radio button expands the page to show the closure options available.

E-Verify History - Case Number: 1010250844425410

Initial Verification (10/25/2010)

Name: Test Case
Social security #: XXX-XX-7842
Birth date: 01/01/1950
Employment date: 10/24/2010
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Passport #: 154545151
Visa #:
Document Type: U.S. Passport or U.S. Passport Card
Document #:
Document Expiration Date:
Initiated By: John Smith
E-Verify Company ID Number: 11457
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Return Name: Test Case
Status: SSA Tentative Nonconfirmation.
Reason: The Social Security number entered in E-Verify is not valid according to SSA records.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

○ Yes - The employee **IS** currently employed.

○ No - The employee **IS NOT** currently employed.

Back | Close Case

I-9 eXpress

Manual Case Closure Instructions

- You must then select the appropriate closure option and then click the **Close Case** button to complete the process.

E-Verify History - Case Number: 1010250844254l0

Initial Verification (10/25/2010)

Name:	Test Case
Social security #:	XXX-XX-7842
Birth date:	01/01/1950
Employment date:	10/24/2010
Work Status:	A Citizen of the United States
Alien #:	
I-94 #:	
Passport #:	154545151
Visa #:	
Document Type:	U.S. Passport or U.S. Passport Card
Document #:	
Document Expiration Date:	
Initiated By:	John Smith
E-Verify Company ID Number:	11457
Reason for Delay:	Initial query submitted on time.
FAR E-Verify Status:	Covered
Return Name:	Test Case
Status:	SSA Tentative Nonconfirmation.
Reason:	The Social Security number entered in E-Verify is not valid according to SSA records.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

- (•) Yes - The employee **IS** currently employed.
  - ( ) The employee continues to work after choosing not to contest a Tentative Nonconfirmation.
  - ( ) The case is invalid because another case with the same data already exists.
  - ( ) The case is invalid because the data entered is incorrect.
- ( ) No - The employee **IS NOT** currently employed.

[Back] [Close Case]

I-9 eXpress

Manual Case Closure Instructions

Case Closure Scenario #4

- The E-Verify case status is **Tentative Nonconfirmation** and the employee is NOT still employed. You are attempting to close the case.
- Clicking the **No** radio button expands the page to show the closure options available.

E-Verify History - Case Number: 101025084425410

Initial Verification (10/25/2010)

Name:	Test Case
Social security #:	XXX-XX-7842
Birth date:	01/01/1950
Employment date:	10/24/2010
Work Status:	A Citizen of the United States
Alien #:	
I-94 #:	
Passport #:	154545151
Visa #:	
Document Type:	U.S. Passport or U.S. Passport Card
Document #:	
Document Expiration Date:	
Initiated By:	John Smith
E-Verify Company ID Number:	11457
Reason for Delay:	Initial query submitted on time.
FAR E-Verify Status:	Covered
Return Name:	Test Case
Status:	SSA Tentative Nonconfirmation.
Reason:	The Social Security number entered in E-Verify is not valid according to SSA records.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

○ Yes - The employee **IS** currently employed.

○ No - The employee **IS NOT** currently employed.

Back | Close Case

Manual Case Closure Instructions

- You must then select the appropriate closure option and then click the **Close Case** button to complete the process.

E-Verify History - Case Number: 101025084425410

Initial Verification (10/25/2010)

Name: Test Case
Social security #: XXX-XX-7842
Birth date: 01/01/1950
Employment date: 10/24/2010
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Passport #: 154545151
Visa #:
Document Type: U.S. Passport or U.S. Passport Card
Document #:
Document Expiration Date:
Initiated By: John Smith
E-Verify Company ID Number: 11457
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Return Name: Test Case
Status: SSA Tentative Nonconfirmation.
Reason: The Social Security number entered in E-Verify is not valid according to SSA records.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

○ Yes - The employee **IS** currently employed.

⊙ No - The employee **IS NOT** currently employed.

○ The employee was terminated for choosing not to contest a Tentative Nonconfirmation.
○ The employee voluntarily quit working.
○ The employee was terminated for reasons other than E-Verify.
○ The case is invalid because another case with the same data already exists.
○ The case is invalid because the data entered is incorrect.

Back | Close Case

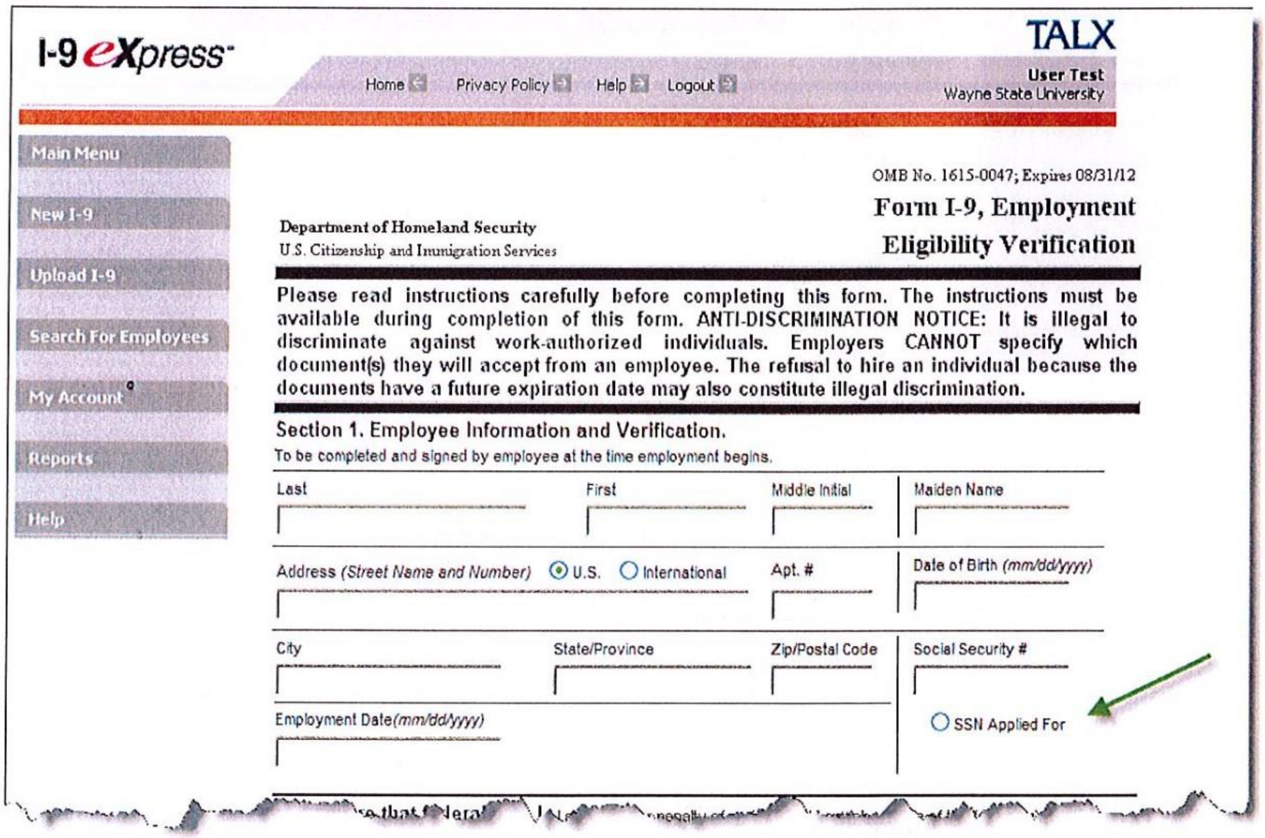
HOW TO PROCESS AND RESOLVE A SSN APPLIED FOR I-9

An Employer can complete an I-9 without the Employee's Social Security Number. However, the I-9 will be returned as a SSN Applied For with the status of *"The current I-9 is not eligible for verification through E-Verify".* This is because the E-Verify system requires the employee's SSN in order for the employee to be verified for employment.

Remember, you will need to complete sections 1 and 2 for an Employee without a SSN. Follow the steps below to complete an I-9 without the Employee's SSN. The employee should provide SSN to you within 90 days of their start date of work. If the SSN has not been received within this time, the employee **MUST** be terminated from Payroll.

Step 1: Click the New I-9 link from the Task Pane.

Step 2: Complete the I-9 form selecting the radio button for SSN Applied For.



Step 3: Complete the Preparer and/or Translator Certification section (this is usually automatically completed when you use the New I-9 feature).

Step 4: Click Continue. The Preparer and/or Translator Review screen appears.

Step 5: Verify the information is accurate on the review screen then click the Continue button.

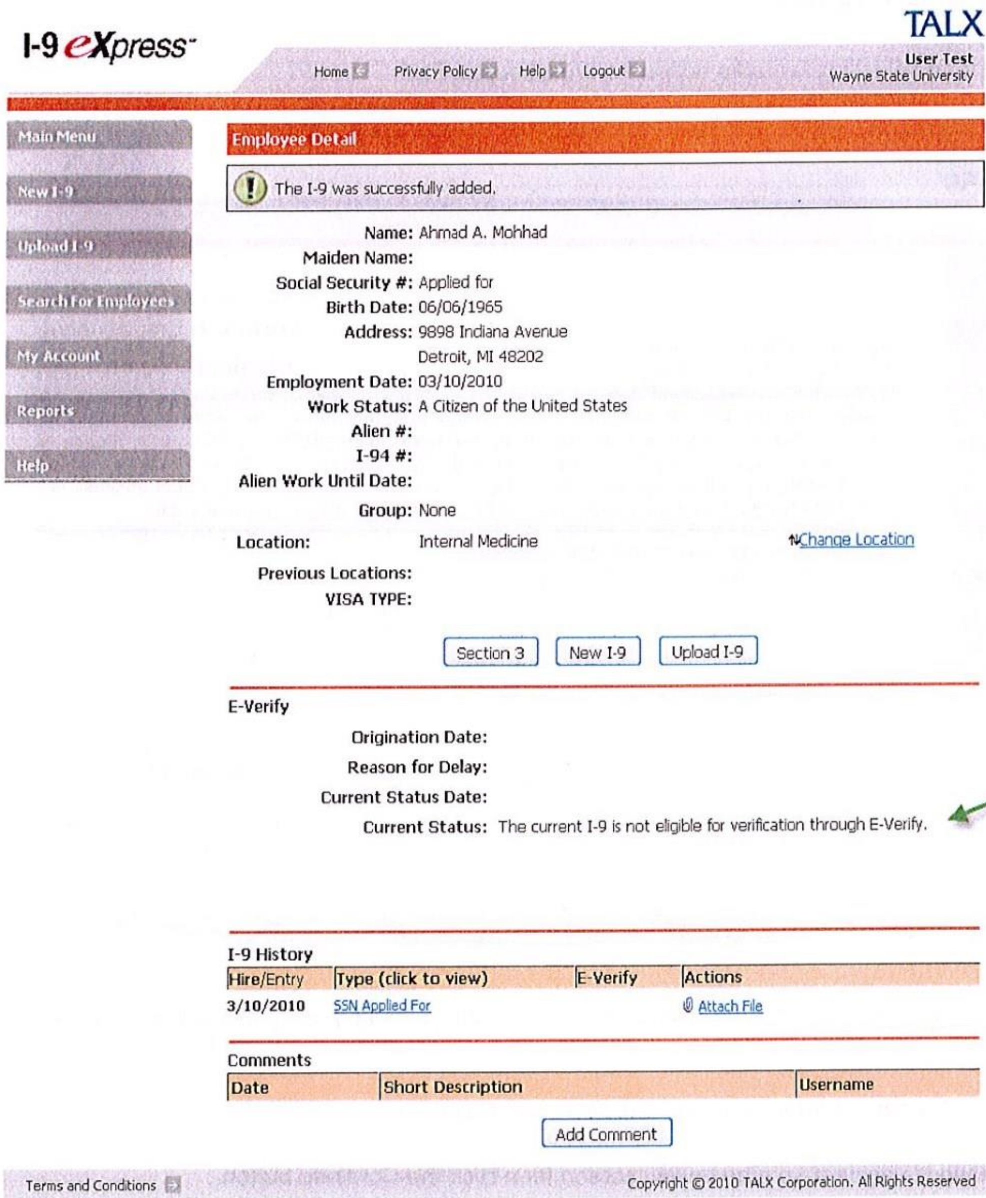
Step 6: The Employee Review Screen appears. Verify the information is accurate and electronically sign the form by checking the box.

Step 7: Click the Continue button. The I-9 is sent to Pending status and Section 2 of the I-9 Form appears. Select the work authorization documents as presented to you by the employee. For example, if the employee lost their SSN card they may presen you with a receipt for lost SSN (List C) and a driver's license (List B).

Step 8: After entering the work authorization documents, click the Continue button.

Step 9: The Employer Review screen appears. Verify that all the information is accurate and electronically sign the form.

Step 10: The Employee Detail screen appears indicating that the I-9 was successfully added to the system. E-Verify will (most likely) return a non-eligible status as shown in the image below and place the form in the SSN Applied For category.



I-9 eXpress E-Verify

HOW TO RESOLVE A SSN APPLIED FOR

After you have received the new SSN from the Employee, you can resolve the SSN Applied For I-9 by following the steps below.

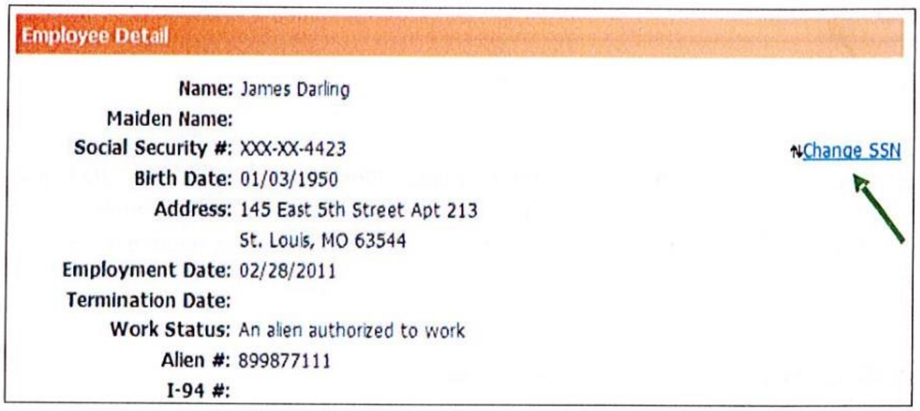
Step 1: When the employee presents you with valid work authorization (in this case their new SSN) return to the I-9 eXpress Main Menu.

Step 2: Click the SSN Applied For link from the Quick Search box.

Step 3: Click the Employee's name

Step 4: The Employee Details page appears. Notice the I-9 History shows that the Employee applied for a SSN. Click the SSN Applied For link.

Step 5: Click the **Change SSN** link on the Employee Detail page. The Change Social Security Number screen appears. Identify the work authorization document presented to you by the Employee (in this case, the new SSN).

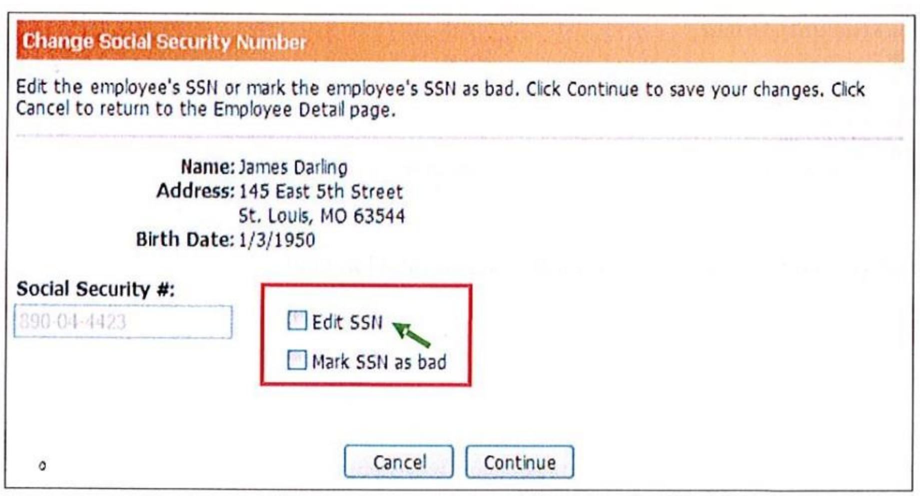


The Change Social Security Number screen appears. Identify the work authorization document presented to you by the Employee (in this case, the new SSN).

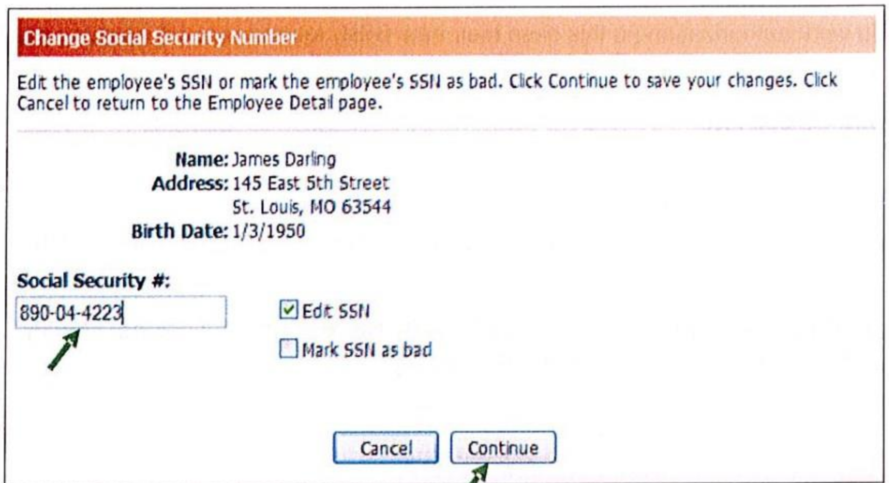
Step 6: Check the box next to **Edit SSN**

Description of options.

- ***Edit SSN*** *– employers can add an SSN if there is no SSN on the I-9 or edit an SSN*
- ***Mark SSN as Bad*** *– employers can mark an existing SSN on an I-9 as bad. This removes the SSN from the employee record. This option is used if an employee is no longer working for the employer, but they have reason to believe that the SSN does not belong to the employee.*

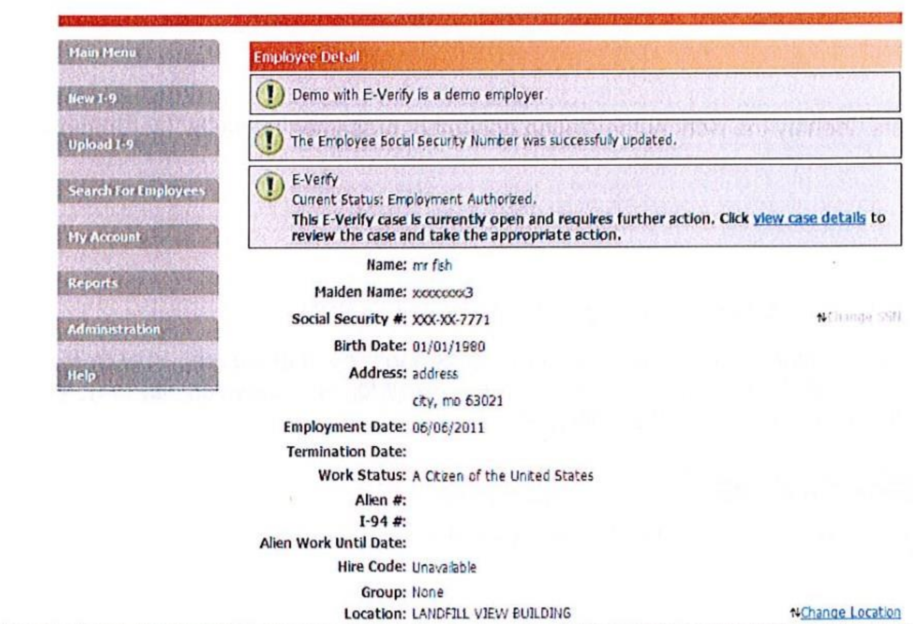


Step 7: Enter the SSN number under the **Social Security #** field and verify the information is accurate



Step 6: Click the **Continue** button.

Step 7: The **Employee Detail** page screen appears and two messages are displayed: One indicates that the SSN Number was successfully updated and 2) an E-Verify message indicating the current case status. Please note: when you enter the employee's SSN, I-9 eXpress will automatically submit the employee's information to E-Verify, if the employee was eligible for E-Verify when the original I-9 was completed.



Step 9: Attach all supporting documents (see the Attaching Supporting Documents job aid)

I-9 eXpress

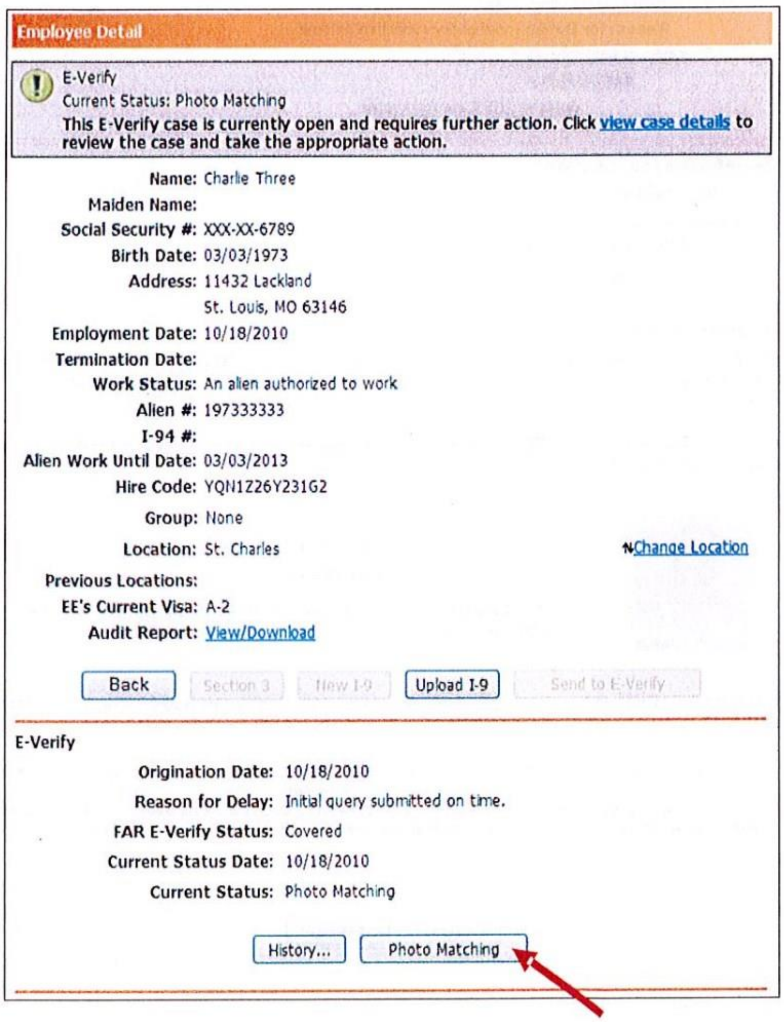
E-Verify Photo Matching

- **Photo Matching** is an E-Verify tatus regarding the E-Verify Photo Matching tool.
- The status of **Photo Matching** may be returned as an initial response by E-Verify.
- The **Photo Matching** status requires you to compare the photograph on the employee's Section 2 document to the picture displayed by E-Verify.
- You must then indicate if the photograph on the employee's document matches the photograph displayed by E-Verify. The documents included in the Photo Matching tool are **U.S. Passport or Passport Card, I-766 (Employment Authorization Document) and I-551 (Permanent Resident Card)**.

Photo Matching Scenario #1 (Photograph matches)

The employee presents a U.S. Passport or Passport Card, I-766 or I-551 document for their Form I-9. The initial response of **Photo Matching** is returned.

- To complete the photo match, click the **Photo Matching** button.



I-9 eXpress

E-Verify Photo Matching

Clicking this button takes the user to the E-Verify History page where the photograph that should be on the employee's document is displayed.

E-Verify History - Case Number: 2010291173212XH

Initial Verification (10/18/2010)

Name: Charlie Three
Social security #: XXX-XX-6789
Birth date: 03/03/1973
Employment date: 10/18/2010
Work Status: An alien authorized to work
Alien #: 197333333
I-94 #:
Passport #:
Visa #:
Document Type: Form I-766 - Employment Authorization Document that contains a photograph
Document #: ABC1234567890
Document Expiration Date: 03/03/2013
Initiated By: John Smith
E-Verify Company ID Number: 11457
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Return Name:
Status: DHS Case Incomplete

DHS Reverification (10/18/2010)

Alien Number: 197333333
Document Number: CTV2103031973
Initiated By: John Smith
Status: Photo Matching

E-Verify Photo Matching

You **MUST** compare the photo below to the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the employee. Do **NOT** compare the photo below from E-Verify to the employee directly.

Does the photo below match the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the Employee?

Click to Enlarge

○ Yes. The photographs are the same.
○ No. The photographs are different.

IMPORTANT! Make sure your selection above is correct. Then, click the **Continue** button below to conifrm your response with E-Verify.

IMPORTANT! You **MUST** retain a copy of the employee's Form I-766 - Employment Authorization Document that contains a photograph. To comply with this Federal government requirement you may either:

1. Scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page, **OR**
2. Copy the document and retain the hardcopy in a separate file. If you retain a hardcopy, use the Comment feature on the Employee Detail page to note that the hardcopy is being retained in a separate file.

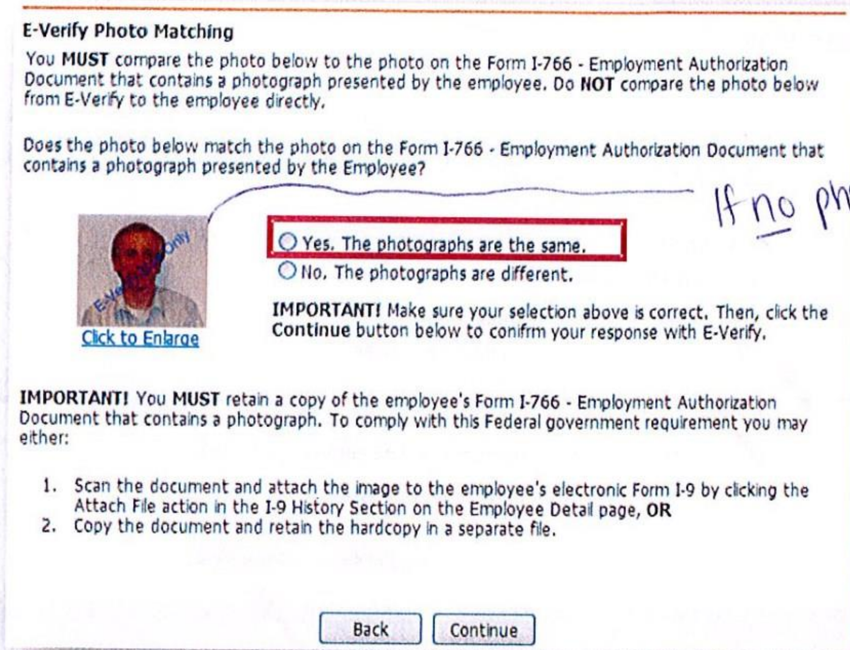
[Back] [Continue]

Instructions are displayed for the user explaining what they must do to indicate that the photographs do or do not match.

I-9 eXpress

E-Verify Photo Matching

If you Click "Yes. The photographs are the same" to confirm that the photo on the employee's document matches the photo returned by E-Verify.



E-Verify Photo Matching

You **MUST** compare the photo below to the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the employee. Do **NOT** compare the photo below from E-Verify to the employee directly.

Does the photo below match the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the Employee?

Click to Enlarge

○ Yes. The photographs are the same.

○ No. The photographs are different.

IMPORTANT! Make sure your selection above is correct. Then, click the **Continue** button below to conifrm your response with E-Verify.

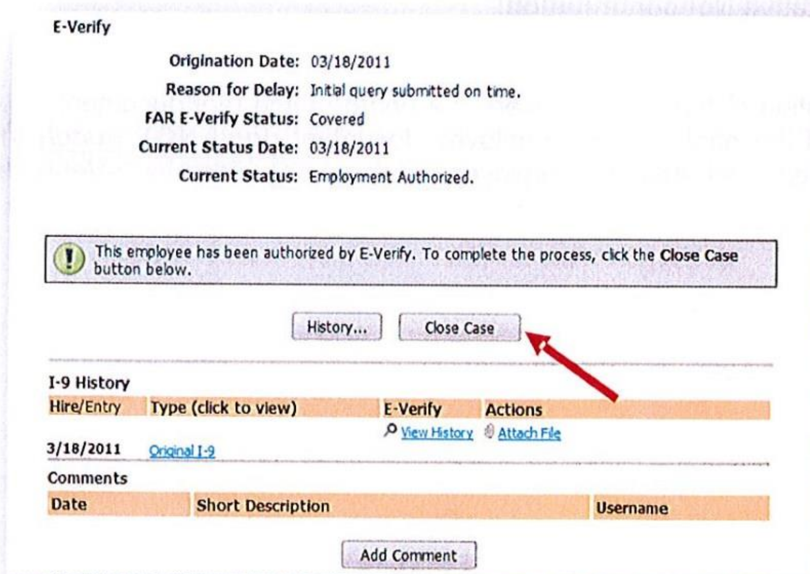
IMPORTANT! You **MUST** retain a copy of the employee's Form I-766 - Employment Authorization Document that contains a photograph. To comply with this Federal government requirement you may either:

1. Scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page, **OR**
2. Copy the document and retain the hardcopy in a separate file.

Back | Continue

If no photo displayed, still select "yes" photos a the same.

E-Verify will then update the case status to **Employment Authorized** and you can close the case



E-Verify

Origination Date: 03/18/2011
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Current Status Date: 03/18/2011
Current Status: Employment Authorized.

This employee has been authorized by E-Verify. To complete the process, click the **Close Case** button below.

History... | Close Case

I-9 History

Hire/Entry	Type (click to view)	E-Verify	Actions
		View History	Attach File
3/18/2011	Original I-9		

Comments

Date	Short Description	Username

Add Comment

- The default option is *'The employee continues to work after receiving an Employment Authorized result'*. If this is the correct response, click the Close Case button.

- Click **Close Case**

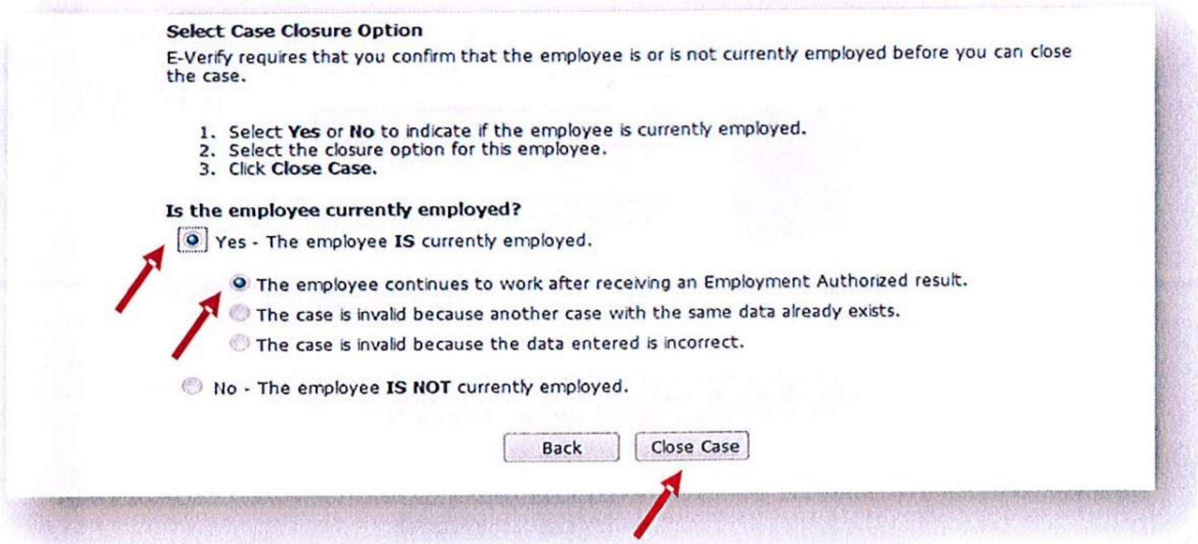


Photo Matching Scenario # 2 (Photograph do not match – Employee Contests)

If you Click "No. The photographs are different" to indicate that the photo on the employee's document does not match the photo returned by E-Verify. E-Verify will then update the case status to **DHS Tentative Nonconfirmation**.

Below is an illustration of the process users if a photo match tool document is presented, the User indicates that the photo on the employee document **does NOT match** the photograph displayed in the Photo Tool, **AND** the employee chooses to Contest the E-Verify results.

E-Verify Photo Matching

E-Verify Photo Matching

You **MUST** compare the photo below to the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the employee. Do **NOT** compare the photo below from E-Verify to the employee directly.

Does the photo below match the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the Employee?

Click to Enlarge

○ Yes. The photographs are the same.
○ No. The photographs are different.

IMPORTANT! Make sure your selection above is correct. Then, click the **Continue** button below to confirm your response with E-Verify.

IMPORTANT! You **MUST** retain a copy of the employee's Form I-766 - Employment Authorization Document that contains a photograph. To comply with this Federal government requirement you may either:

1. Scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page, **OR**
2. Copy the document and retain the hardcopy in a separate file.

[Back] [Continue]

1. A message is displayed informing the User that a hardcopy of the employee's document should be retained (based on the employer's configuration to retain hardcopy, electronic copy or either). The User should click the checkbox to confirm that the copy has been retained.

DHS Reverification (10/18/2010)
Alien Number: 197333333
Document Number: CTV2103031973
Initiated By: John Smith
Status: Photo Matching

Photo Matching (10/26/2010)
Status: Photos did not match
Initiated By: John Smith
Copy Retained: No
Status: DHS Tentative Nonconfirmation.

IMPORTANT! For a case with Photo Matching you MUST retain a copy of the employee's document. Copy the document and retain the hardcopy in a separate file. Use the Comment feature on the Employee Detail page to note that the hardcopy is being retained in a separate file.

☐ A hardcopy of the employee's document has been made and retained.

[Update status]

ACTION REQUIRED!

The Tentative Nonconfirmation Notices on this page are for informational purposes only. They are only provided to help the employee decide to contest or not contest the E-Verify results. When the employee makes their decision you MUST click on the appropriate button below. After clicking the appropriate button you MUST follow the steps listed on the E-Verify History page to actually refer the employee to SSA or DHS to close this Tentative Nonconfirmation. You MUST print the E-Verify documents on the E-Verify History page and provide copies to the employee.

View DHS Tentative Nonconfirmation Notice
View DHS Tentative Nonconfirmation Notice (Español)

[Back] [Contest] [Not Contest] [Close Case]

2. Click the appropriate Contest/Not Contest option. If the employee has elected to Contest, click the **Contest** button.
3. You will then be taken into the Contest wizard to follow the steps to process the Contest and refer the employee.

DHS Referral - Case Number: 2010291173212XH

Verify Information — Print Notice — Refer Employee — Print Letter — Complete

Verify Case Information

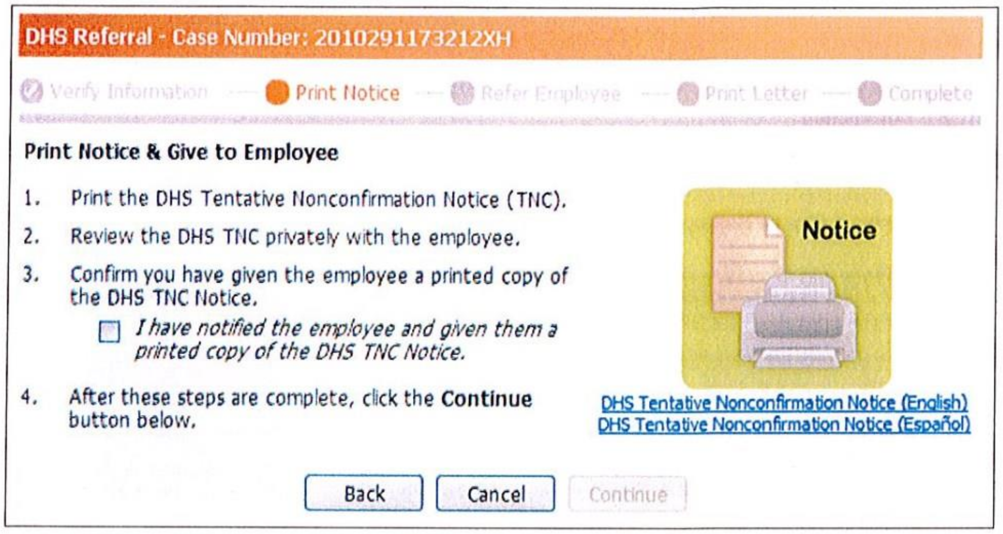
Verify case information below and click Continue.

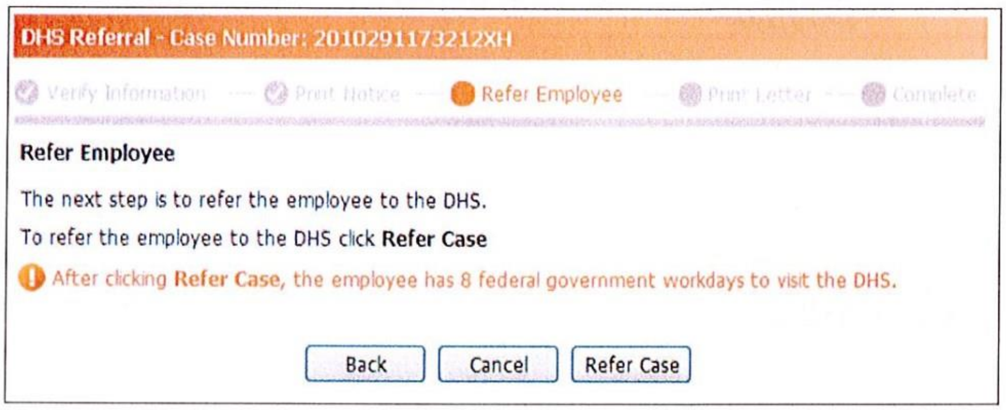
Initial Verification (10/18/2010)

Name:	Charlie Three
Social security #:	XXX-XX-6789
Birth date:	03/03/1973
Employment date:	10/18/2010
Work Status:	An alien authorized to work
Alien #:	197333333
I-94 #:	
Passport #:	
Visa #:	
Document Type:	Form I-766 - Employment Authorization Document that contains a photograph
Document #:	ABC1234567890
Document Expiration Date:	03/03/2013
Initiated By:	John Smith
E-Verify Company ID Number:	11457
Reason for Delay:	Initial query submitted on time.
FAR E-Verify Status:	Covered
Return Name:	
Status:	DHS Case Incomplete

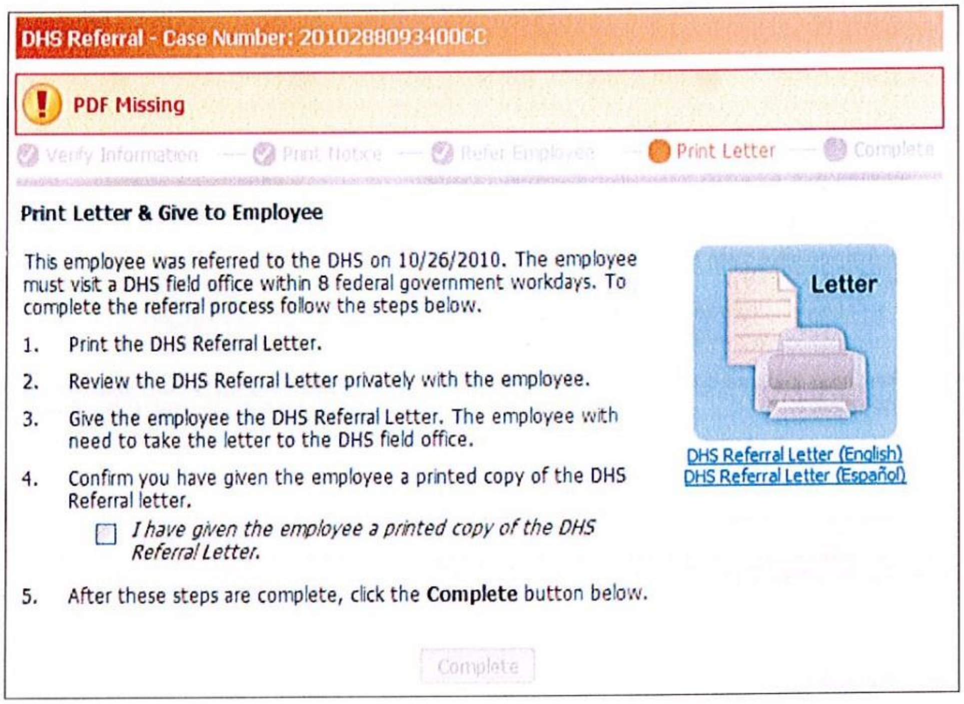
Cancel | Continue

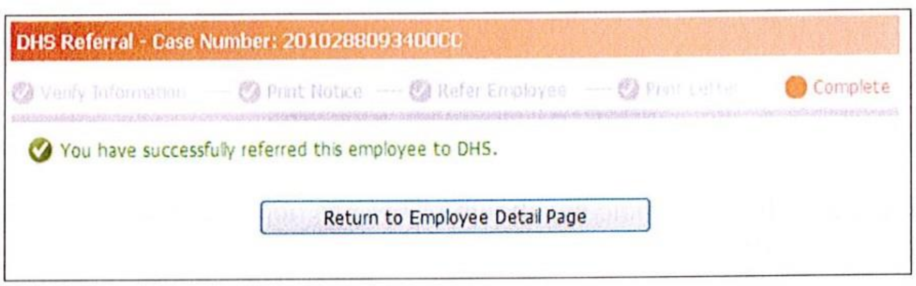
E-Verify Photo Matching





Note: the message on this page indicates that the User <u>has not</u> confirmed the hardcopy document has been retained.





Screenshot: Employee Detail page

I-9 eXpress

E-Verify Photo Matching

Employee Detail

E-Verify
Current Status: DHS Case Incomplete
This E-Verify case is currently open and requires further action. Click view case details to review the case and take the appropriate action.

Name:	Alpha One
Maiden Name:	
Social Security #:	XXX-XX-6788
Birth Date:	01/01/1951
Address:	11432 Lackland St. Louis, MO 63146
Employment Date:	10/14/2010
Termination Date:	
Work Status:	A Citizen of the United States
Alien #:	
I-94 #:	
Alien Work Until Date:	
Hire Code:	YHTYE822711E2
Group:	None
Location:	St. Charles — Change Location
Previous Locations:	
EE's Current Visa:	
Audit Report:	View/Download

Back | Section 3 | New I-9 | Upload I-9 | Send to E-Verify

E-Verify

Origination Date:	10/14/2010
Reason for Delay:	Initial query submitted on time.
FAR E-Verify Status:	Covered
Current Status Date:	10/14/2010
Current Status:	DHS Case Incomplete

History... | Review/Edit Case | Close Case

When E-Verify returns the status of **DHS Case Incomplete** for U.S Passport, you can click the **Review/Edit Case** button to review the data submitted to E-Verify.

For instructions of a Case Incomplete, refer to the **"How to handle a SSA-DHS Case Incomplete"** Job aid.

AGENT AUTHORIZATION FORM

PART 1

APPLICATION - TO BE COMPLETED BY THE AGENT

I am applying to act as the agent for Wayne State University ("WSU") for the purpose of examining and accurately recording the information on the original documentation and any other information, required to complete Section 2 of the Employment Eligibility Verification I-9 Form for ______________________________ ("Employee"), who

Employee's Name

has accepted employment at WSU. By signing below, I certify that I have received the appropriate training to complete Employment Eligibility Verification I-9 Forms and/or that I process Employment Eligibility Verification Forms I-9 as a regular part of my job. **I further represent that I am one of the following:**

- ☐ a Human Resources professional at the employee's home institution;
- ☐ a staff member in an International Center office at the employee's home institution;
- ☐ an attorney
- ☐ a notary public. **IMPORTANT:** if notary, please place the notary seal at the bottom of the ***AGENT AUTHORIZATION*** form **and** attach a notary certificate to the documents being notarized.

Agent hereby accepts such appoint.

Applicant - Print Name: ____________________________

Applicant - Signature: ___________________________________

Date: ____

IMPORTANT: *If notary, please place your notary seal below and attach a notary certificate to the documents being notarized.*

PART 2

AGENCY AGREEMENT - TO BE COMPLETED BY WSU REPRESENTATIVE

Wayne State University ("WSU") by ______________________________________, its ____________________________

Name of WSU Representative **Title**

hereby appoints ______________________________________ ("Agent"), and Agent hereby accepts such appointment

Name of Agent

to serve as WSU's agent solely for the purpose of examining and accurately recording the information on the original documentation and any other information, required to complete Section 2 of the Employment Eligibility Verification Form I-9 for Employee.

WAYNE STATE UNIVERSITY

By: ________________________

Its: ________________________

Date: ______________________

AGENT

____

____

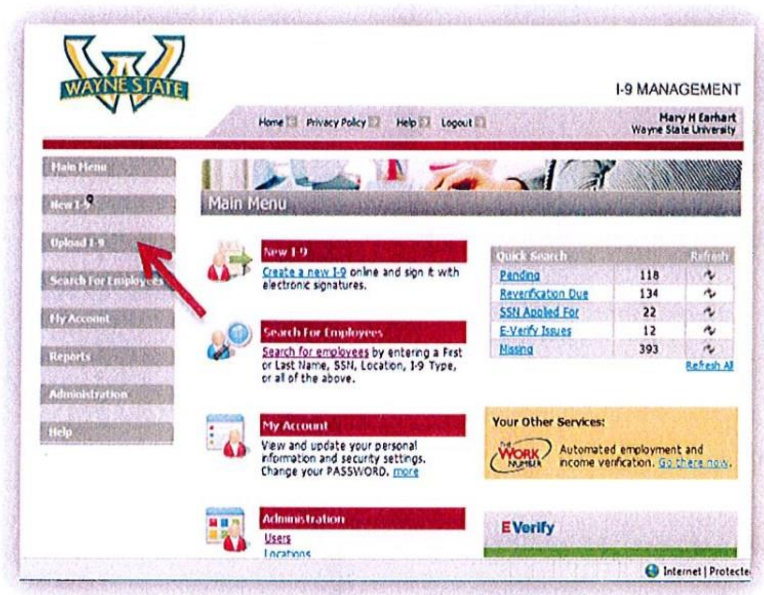
Date: ______________________

Remote I-9 Processing the completed I-9 via I-9 eXpress

IMPORTANT: Ensure the Form I-9 was accurately completed and that you have the appropriate supporting documentation before processing via the I-9 management system (I-9 eXpress). You will need to scan and save the complete Form I-9 and the supporting documentation to your desktop

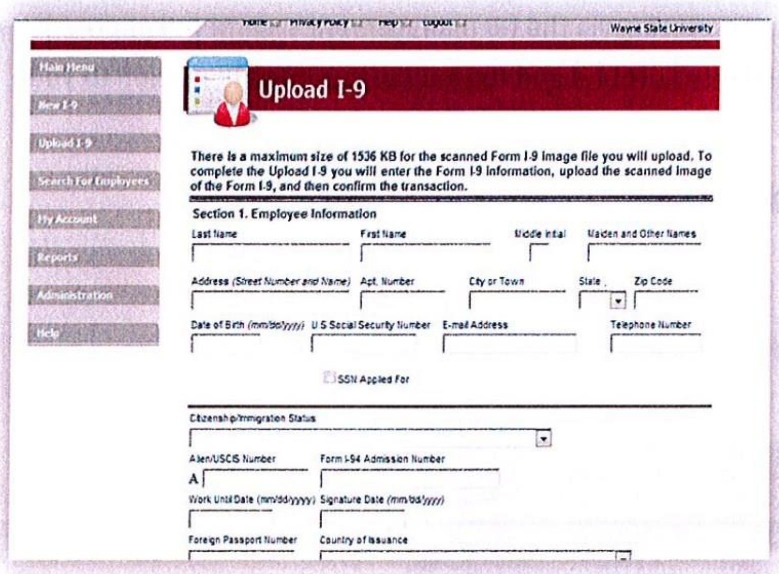
Step 1: Log in to http://www.i9express.com

Step 2: Click "Upload I-9"

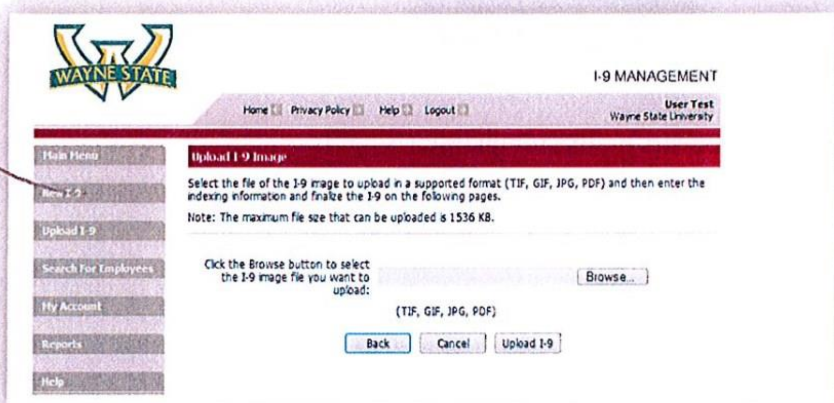


Step 3: Complete Sections 1 and 2 as it appears on the completed Form I-9

Remote I-9 Processing the completed I-9 via I-9 eXpress

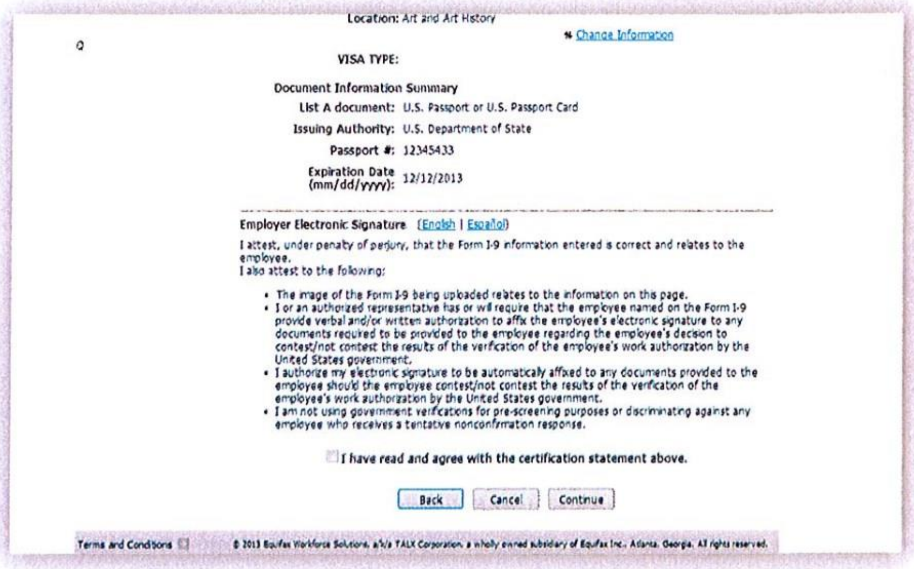


Step 4: Browse and Upload the I-9 form

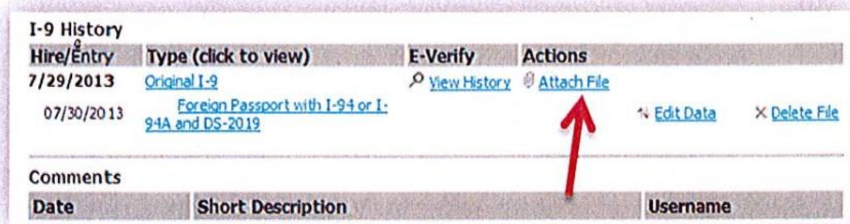


Step 5: Complete the attestation and click continue to send through E-Verify

Remote I-9 Processing the completed I-9 via I-9 eXpress



Step 6: Attach the supporting documentation to the case



Remote Hire Process

On occasion, an employee will work at a remote or off-site location and, therefore, is not able to present original documents to a WSU representative for inspection. If an employee is unable to present original documents to a WSU representative, there are two options for the completion of the employer's section (Section 2) of the Form I-9:

Option 1: if the employee is employed through a temporary employment agency, such as Kelly Services, the agency must complete the Form I-9 on behalf of WSU. The employee is still required to present original documents to the temporary employment agency.

Option 2: the University can authorize a qualified person to act as an agent of the university for the purpose of completing the Form I-9. Follow the steps below:

INSTRUCTIONS FOR HIRING UNIT

Step 1: The hiring unit should instruct the employee to identify an **agent** - a person who is knowledgeable about the Form I-9 to whom the employee could present original documents. This person must be:

- a Human Resources professional at the employee's home institution;
- a staff member in an International Center office at the employee's home institution;
- an attorney
- a notary public. **IMPORTANT:** if notary, please place the notary seal at the bottom of the ***AGENT AUTHORIZATION*** form **and** attach a notary certificate to the documents being notarized.

Step 2: After the Agent has been identified, the hiring unit prepares the Agent Authorization form as follows:

a) Part 1 (Application) -- fill in:
   1. The **Employee's Name**

b) Part 2 (Agency Agreement) – fill in:
   1. The **Name** and **Title** of the WSU representative who will sign the Agency Agreement on behalf of WSU, and
   2. The **Name of the Agent**.

Step 3: Send the prepared form to the Agent with instructions to:

a) Complete, sign and date **Part 1**,

b) Attach the Agent's notary seal, if applicable,

c) Sign and date **Part 2**

d) Return the form to the hiring unit.

Step 4: When the Agent Authorization form is received back from the Agent, the hiring unit reviews:

a) Part 1 to confirm that the Agent has checked one box and, if applicable, placed his or her notary seal on the form; and

b) Part 2 to confirm that Agent has signed and dated the Agency Agreement.

Step 5: If the Agent has properly completed Parts 1 and 2, then the WSU representative signs Part 2.

Step 6: The hiring unit:

a) Sends to the Agent a copy of the completely signed Agent Authorization form.

b) Provides a blank Form I-9 to employee along with the ***Employee Instructions For Completing The Form I-9***

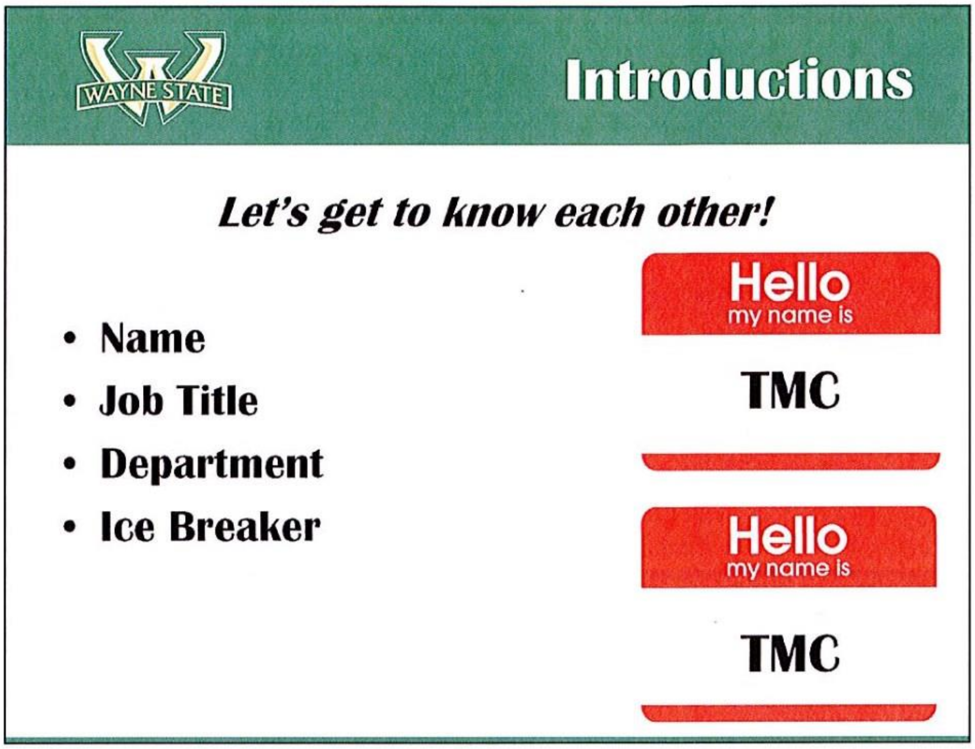
Step 7: After the completed Form I-9 is received from the employee, the hiring unit sends the completed original I-9 and the original Agent Authorization form to Employment Service Center for processing.

New Hire Orientation

WELCOME WARRIORS!!

Faculty and Staff Orientation
Facilitated By HR Client Services


WAYNE STATE
Welcome to WSU



Introductions:

Name

Title

Department

Ice Breaker- Up to the TMC – could be a fun fact about themselves, favorite color, season.

- Invite participants to grab breakfast / coffee/ juice.

Name tags are writable.

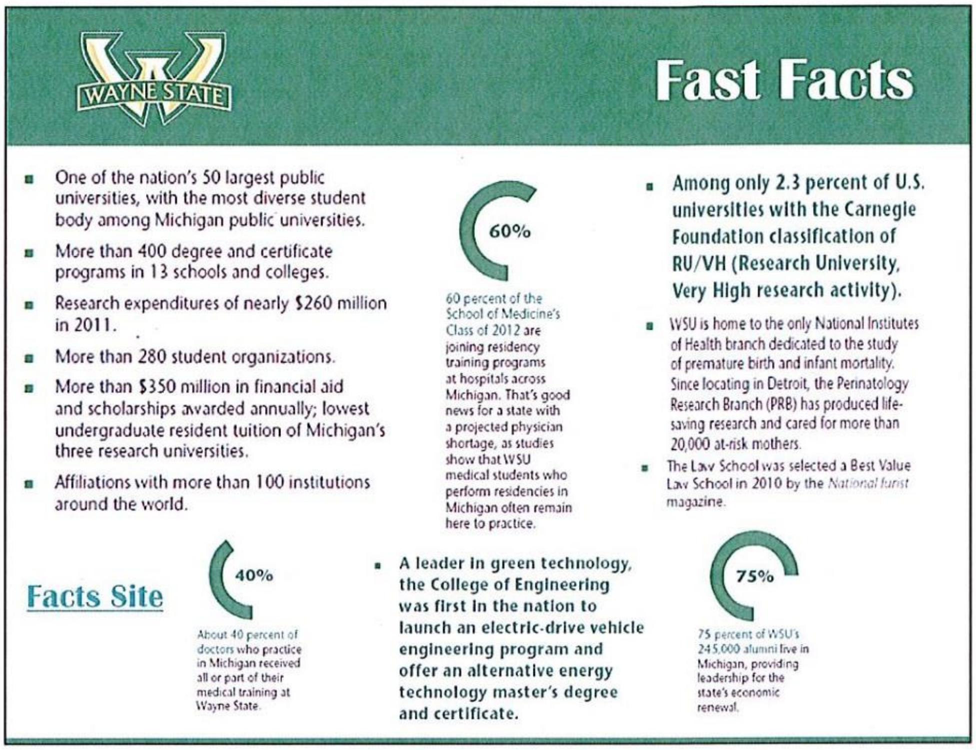
Agenda

- Fast Facts
- Orientation Process
- Contact Information
- Human Resources
- Campus Safety
- Parking & One Card
- Pipeline & Wayne Connect
- FAQ's
- New Hire Paperwork
- Benefit Overview

Tell Location of Restrooms

TCW in around 10

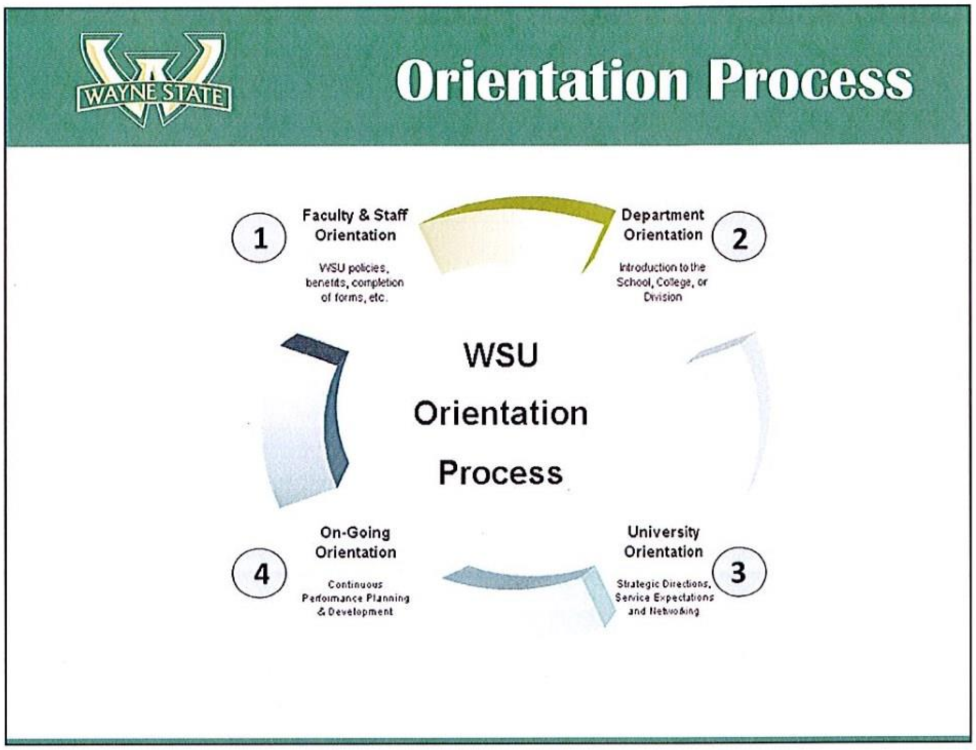
Will go until about noon.



Highlight one or two key facts.

Located towards the back on the left side of folders

http://wayne.edu/fastfacts.php



1. Faculty and Staff Orientation (Client Services)- We will be are covering University policies- going over new hire paperwork and answering any questions.
    - Part 2 of this orientation is with Albert Bowman from TCW. He is going to cover all of the benefits that WSU offers employees.

2. Department Orientation (Unit)- When you go back to your department you should have an orientation. Your supervisor should describe your job duties, show you your work area, etc. (Pull out the new hire checklist – ask to complete with supervisor)

3. University Orientation (OED)- Offered Quarterly- A fun, informative day where you get a chance to network with other new employees from around the university! Learn about resources to help you do your job at Wayne State. Find out how you can contribute to the strategic plan. Make new friends- Go on a guided bus tour of the campus -Enjoy lunch- A variety of presenters who will discuss topics from the mission, vision and strategic priorities of the University.

4. On-Going Orientation (Unit)- Performance planning and development- Annual Reviews- Career Development Planning.

Contact Information

- **Equal Opportunity** **313-577-2280**
- **Labor Relations** **313-577-2081**
- **Payroll** **313-577-2138**
- **Risk Management** **313-577-3110**
- **Office of the Provost** **313-577-2200**
- **Office Of International Students and Scholars (OISS)** **313-577-3422**

Equal Opportunity– 4324 A/AB
•Affirmative action and equal opportunity program planning
•Americans with Disabilities Act monitoring and compliance
•Veterans Administration reporting
•Conflict resolution and mediation
•Anti-discrimination, diversity and sexual harassment seminars
Labor Relations-3900 A/AB
•Negotiations for non-academic unions
•Grievances and administration for non-academic unions
•Management guidance and training
•Contract interpretation/administration
Payroll-3600 A/AB
•Issue all employee paychecks
•Receive and enter all Income Tax Withholding forms.
•Vendor payments for all deductions from employee's check.
•Issuance of W2 forms and issuing duplicates at the employee's request.
•Direct Deposit of checks.-automated via Pipeline
Risk Management-3200 A/AB
•Prevention of injuries to all University employees, students and visitors.
•Process workers' compensation claims.
Provost Office-4092 FAB
•Negotiations and grievances & administration for academic unions.
•Faculty and Academic Staff Promotion and Tenure Procedures
Office of International Students and Scholars (OISS) - 416 Welcome Center –Process work

authorizations for international students, staff and faculty.

Go over the consultant list- tell each person who their HRC is.

HR Client Services

- HR Consulting
- Recruiting & On-boarding
- Performance Management
- Interpretation and application of all HR policies and business processes
- HR Transactions (EPAF)/ Data Entry

OED

- Customized training and employee development

TCW

- Implementing, and administering employee benefits
- Conduct Job audits, Review job descriptions and manage compensation programs
- Wellness Warriors

Public Safety- 6050 Cass Ave

Ask participants to pull out their phones and program Public Safety's phone number.

<u>Campus safety/ crime prevention</u>

- Emails & Alerts
  - Monthly Emails with crime statistics for the month, year, and compared to last year.
  - Alerts- campus emergencies and emergency closure
- Safety Programs/ Prevention
  - RAD classes (Rape/Aggression/Defense)
  - Safe walks- Depending on officer availability- officer follows you while you walk. Could be escorted by a cadet or even watched by dispatch on camera's
  - Sell clubs for your car $10 each
  - VIN etching
- 297 Emergency phones on Campus- 176 are blue light phones (outdoors) and 121 emergency phones located inside campus buildings and one in every elevator on campus. – these phones automatically go to Public Safety
- Public Safety consists of fully-trained police officers- all are sworn in Detroit Police Officers

Parking

Employee Parking Program

- **Voluntary**
- **Pre-tax payroll deduction**
- **Premium vs. Standard**
- **Choose up to 3 Lots and Structures**
- **Enter using an RDIF hangtag! (one time $25 fee)**

	Current
Faculty/Staff Per Use (OneCard Debit)	$6.50
Faculty/Staff Per Use Premium (OneCard Debit)	$7.00
Faculty/Staff Bi-Weekly	$40.00
Faculty/Staff Premium Bi-Weekly	$50.00
Visitor Daily (Cash) Premium	$7.00
Visitor Daily (Cash) Non-Premium	$6.50
Faculty/Staff Reduced Lots (OneCard Debit)	$1.75
Faculty/Staff Reserved (Per Semester)	$320.00
Faculty/Staff Reserved (Per Semester) Premium	$400.00

Faculty and Staff Parking Info

Ask participants to fill out parking application to bring down to the parking office

Refer to master rates sheet

Note that if you choose 2 standard and 1 premium you will pay the premium price.

Premium lots are $50 per pay period

Standard are $40 per pay period.

Meters are enforced Mon-Sat

What is the WSU OneCard?

- Multi-purpose identification and debit card all in one (parking, building access)
- Machines throughout campus accepts cash deposits
- Can make credit/debit deposits via pipeline
- Easy to use and convenient, give access to a wide variety of campus services

Show your one card and save : food clothing discounts

More Employee Discounts: Car discounts, Hotels

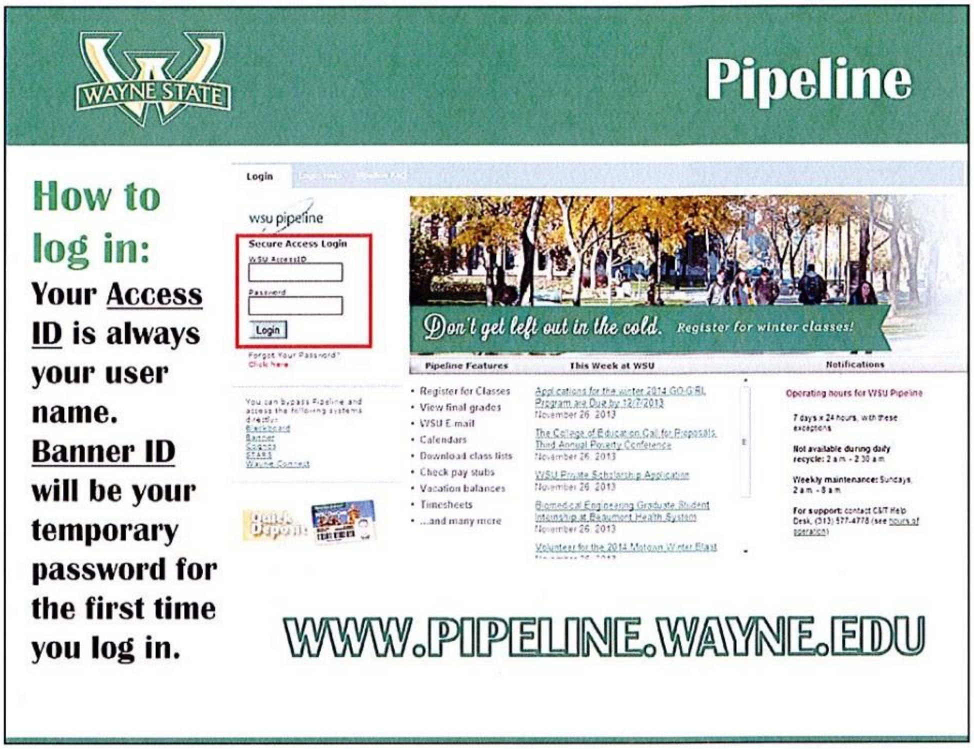
Cell Phone Discounts: Verizon, AT&T, Sprint

Lost or Stolen Card

•contact the WSU OneCard Office at (313) 577-CARD immediately

•After hours, contact Public Safety at (313) 577-2222

$10 Fee for a lost one card



How to log in: Banner ID = TEMP password

As long as you have internet access, you can access pipeline!

WAYNE STATE

Pipeline

What you see when you first log in...

- **Change Password**
- **Set Challenge Question**
- **Set E-mail Name**

Set an E-mail Name:

Personalize your WSU AccessID e-mail address by setting an E-mail Name (alias) here. You and others then can use either your AccessID or your E-mail Name in your WSU E-mail address.

For example: if your AccessID is xy6789, and you set your E-mail Name to johndoe, both these e-mail addresses would work for you: johndoe@wayne.edu or xy6789@wayne.edu

Set E-mail Name:

I do not want to set an E-mail Name at this time.

OK

Set Up WSU Electronic Services

In order to use the WSU service(s) below, follow the instructions indicated. Then click OK to continue on to your destination.

To change any settings at a later date, log in to WSU Pipeline and click the Account icon.

Your password has expired or is set to a temporary password. You must change your AccessID password now using the form below.

You can change your AccessID password at any time. This is the password you use to log in to WSU Pipeline, WSU E-mail, Blackboard, and to use many more computing services at Wayne State University.

The password change takes effect immediately. If you are logged in to WSU Pipeline, your session automatically closes. If you are in WSU WebMail, you remain logged in.

For your convenience, here is a manual method to create a strong password, or click here to automatically generate a random password that meets the WSU Strong Password Standard. After you verify your new password, be sure to click the **OK** button below.

WSU AccessID Requirements:

Create a new password:

Strength Score: 0 (min: 4)

Verify new password:

At least 8 characters in length

Lowercase letters

Uppercase letters

At least one number

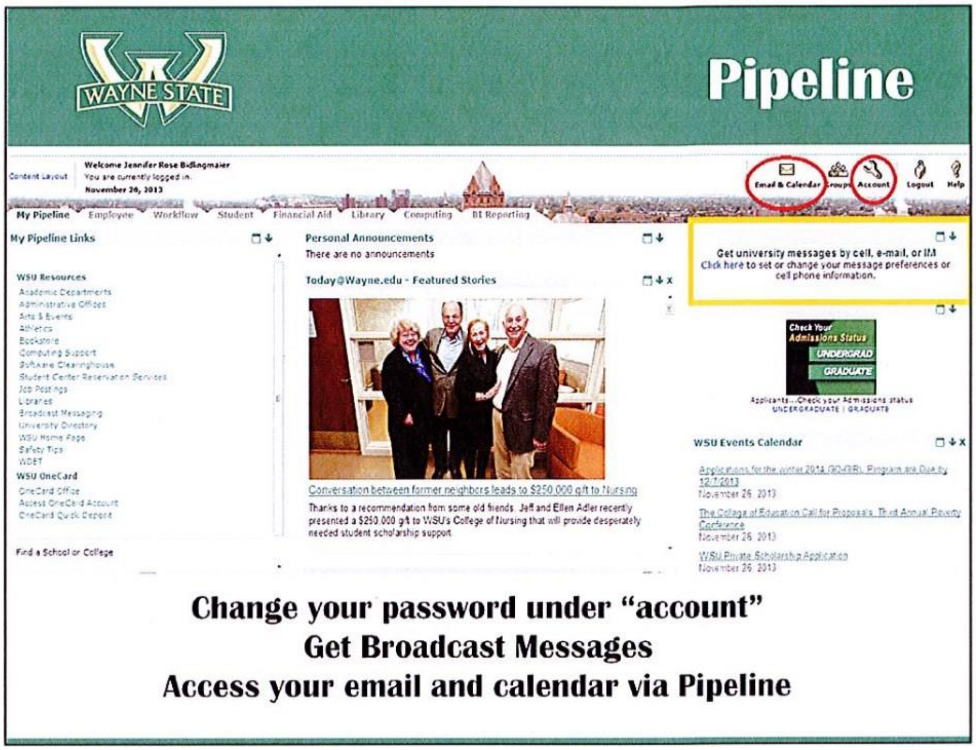
Select a Challenge Question and Response

Select a challenge question and enter your response. You can use it in the future to securely change your password if you forget it.

If you forget your AccessID password, go to WSU Pipeline or WSU WebMail, click Forgot your password? and follow the instructions.

Select a Challenge Question: Please select a question

Response to the Question:

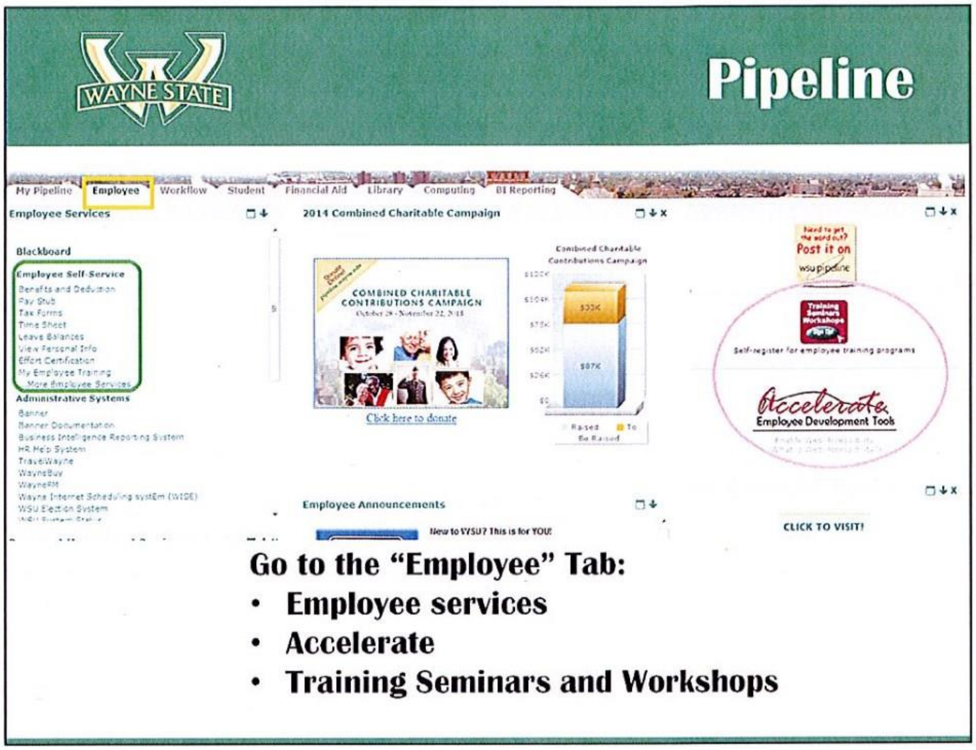


First page (My Pipeline) is general WSU info- you will see featured stories and personal announcements

Click on account to change your password or email name (default is access id)

Sign up for direct messaging

Email and Calendar



Employee Tab:

Access Banner and IBM cognos reports

View pay stub

Enroll and change Direct deposit breakdown

View leave bank balances

Accelerate- elearning- access to books and training for both work and personal growth

Training Seminars and Workshops- sign up for training classes- OED- sign up University Orientation.

FAQ's

- **Collective Bargaining Agreements**
- **Non-Rep Manual**
- **AAUP Contract**
- **Probationary Periods**
- **Illness and Vacation Days**
- **Holidays**
- **Emergency Closure**

***Essential personnel are still required to report to work when there is an emergency closure– please consult your supervisor.**

Refer to Yellow Holiday and White Policy pages

Go to labor relations website and show contracts

Non-rep manual

AAUP- Provost Office

Essential personnel are still required to report to work when there is an emergency closure– consult your supervisor

Probationary periods

- Staff Association – 6 months

•P&A – 6 months

AFSCME

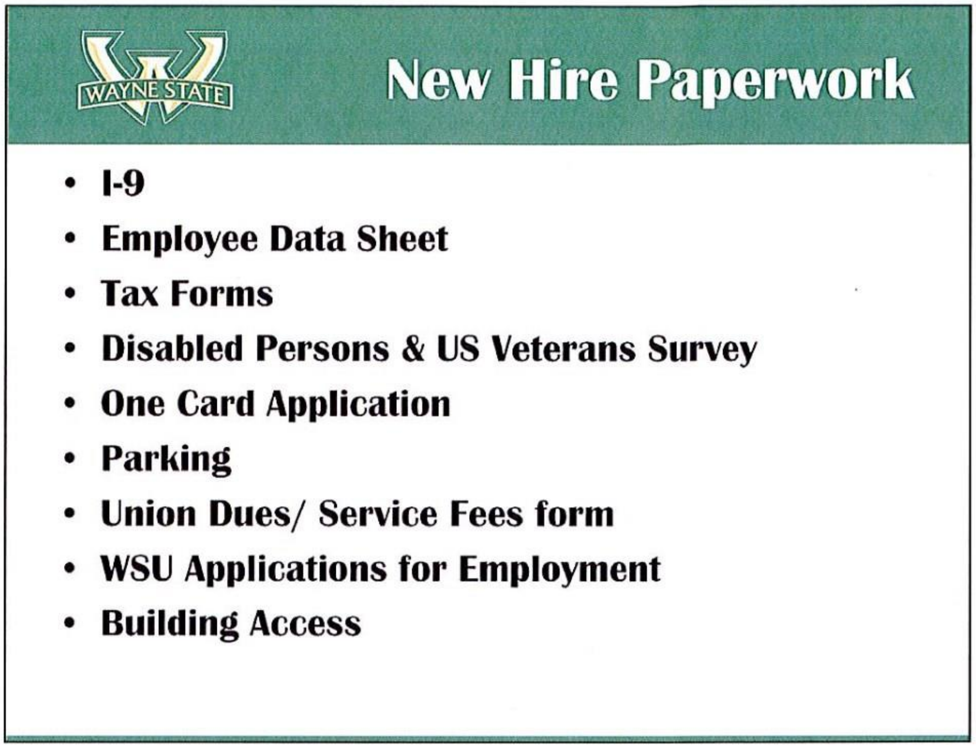
  •Parking – 6 months

  •All Others – 90 days

•Non-rep

  •General Support Staff (non-exempt) – 6 month

  •Professional (exempt) – consult your unit



Once paperwork is completed instruct participants to take out their employment verifications, one card application, parking application, and photo id- will need all these to go down to One Card office.

***Parking structure #6 ticket to be validated in the parking office.**

Have new hires sign application

Union Dues/Service Fees

•Union dues provide voting rights

•Service fees don't provide voting rights or option to attend union functions. However the employee still receives representation.

•Initiation for Staff Association is $20; union dues/service fees equal one hour of pay per pay period

•Initiation for P&A is $10; union dues/service fees equal one hour of pay per pay period

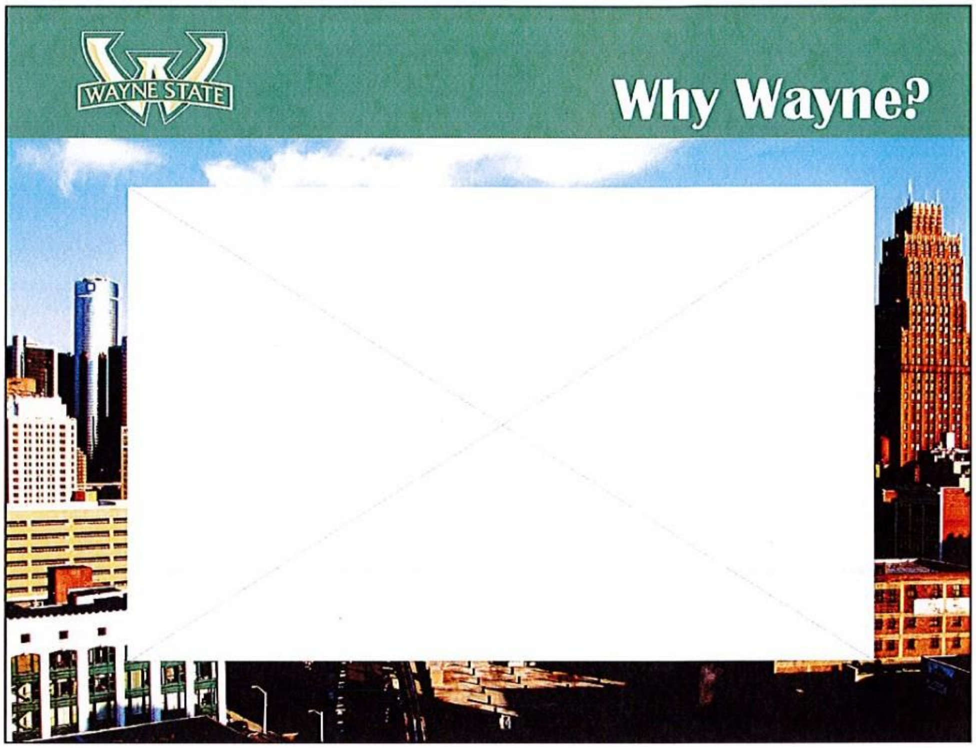
•AFSCME is responsible for union dues, no initiation fees

•AAUP forms sent separately

•For building access, remind employee to get form from their supervisor

*(*All union forms need to be submitted to HR Solutions for processing at*

hrsolutions@wayne.edu no later than 5pm on that Monday of orientation)*


WAYNE STATE
Why Wayne?

Questions?

WAYNE STATE UNIVERSITY

HR Administrative Client Services
5700 Cass Ave., 3638 AAB
Detroit, Michigan 48202
Phone: (313) 577-6866
Fax: (313) 577-3569

FACULTY & STAFF ORIENTATION

Welcome Warrior! We are happy that you have decided to join our team. Wayne State University has earned continuous acclaim for the high caliber of its academic programs, top-notch educators, diverse student body in excess of 28,000 individuals, and distinguished alumni.

Located on more than 200 acres in the heart of Detroit, Wayne State University has more than 100 research and educational buildings, tree-lined pedestrian malls, and a thriving campus life. In addition, its proximity to Detroit's cultural center continually reaffirms a steadfast commitment to a vibrant community. Among the university's closest neighbors are the Detroit Institute of Arts, Detroit Science Center, Museum of African-American History, the Fisher Theater, the New Center Area and Greek town just to name a few.

Whether you are an administrator, professional employee, faculty or staff member, Wayne State University provides an environment for career growth and satisfaction. Chief among the many benefits of making the move to Wayne State is the employee health benefits package (http://www.hr.wayne.edu/tcw/benefits/index.php) that includes the opportunity to complete or further your education with our tuition assistance program. Please check out the benefits package that is available to acquaint yourself with your many options. These will be discussed more in detail at your Employment Benefits Orientation which is scheduled for **DATE** at 8:45 a.m.

This Faculty & Staff Orientation program will take place in conference room 2A in the University Welcome Center located at the corners of West Warren and Woodward. Parking is available and validated in Parking Garage #6. The entrance to the garage is located along side the Welcome Center on Putnam between Cass and Woodward. A continental breakfast will be provided.

If you have any questions before your start date, please contact your Talent Management Coordinator or any other team members. Thank you and again welcome to Wayne State University!

Faculty/Staff Orientation – 2014 TMC Schedule

MONTH	DATE	TMC – PRIMARY	E-MAIL	PHONE	TMC – BACKUP	E-MAIL	PHONE	HR ADMIN SUPPORT
Jan	*6th & 13th **20th & 27th	Gary Morden Sherry Pruitt	ak1511@wayne.edu ab6119@wayne.edu	7-7715 7-9679	Chelsea Henson RaShan Duckworth	fm9690@wayne.edu fe3893@wayne.edu	7-5049 7-9691	[redacted]
Feb	3rd & 10th 17th & 24th	Kellie Lauder Robin Collins	ai6552@wayne.edu aa5882@wayne.edu	7-4960 7-4935	Robin Collins Kellie Lauder	aa5882@wayne.edu ai6552@wayne.edu	7-4935 7-4960	Nakia R. 7-7714 Dina W. 7-5031
Mar	3rd & 10th 17th 24th 31st	RaShan Duckworth Gary Morden Chelsea Henson Gary Morden	fe3893@wayne.edu ak1511@wayne.edu fm9690@wayne.edu ak1511@wayne.edu	7-9691 7-7715 7-5049 7-7715	Sherry Pruitt Needs Back-up Gary Morden Needs Back-up	ab6119@wayne.edu ak1511@wayne.edu 	7-9679 7-7715 	Jennifer B. 7-5039 Nakia R. 7-7714 Dina W. 7-5031 Jennifer B. 7-5039
Apr	7th 14th 21st 28th	Chelsea Henson Gary Morden Chelsea Henson Sherry Pruitt	fm9690@wayne.edu ak1511@wayne.edu fm9690@wayne.edu ab6119@wayne.edu	7-5049 7-7715 7-5049 7-9679	Gary Morden Chelsea Henson Gary Morden RaShan Duckworth	ak1511@wayne.edu fm9690@wayne.edu fe3893@wayne.edu fe3893@wayne.edu	7-7715 7-5049 7-7715 7-9691	Nakia R. 7-7714 Dina W. 7-5031 Jennifer B. 7-5039 Nakia R. 7-7714
May	5th 12th & 19th **26th	Sherry Pruitt Kellie Lauder Robin Collins	ab6119@wayne.edu ai6552@wayne.edu aa5882@wayne.edu	7-9679 7-4960 7-4935	RaShan Duckworth Robin Collins Kellie Lauder	fe3893@wayne.edu a5882@wayne.edu ai6552@wayne.edu	7-9691 7-4935 7-4960	Dina W. 7-5031 Jennifer B. 7-5039 Nakia R. 7-7714
Jun	2nd 9th & 16th 23rd & 30th	Robin Collins RaShan Duckworth Chelsea Henson	aa5882@wayne.edu fe3893@wayne.edu fm9690@wayne.edu	7-4935 7-9691 7-5049	Kellie Lauder Sherry Pruitt Marnita Lloyd	ai6552@wayne.edu ab6119@wayne.edu fa0962@wayne.edu	7-4960 7-9679 7-8559	Dina W. 7-5031 Jennifer B. 7-5039 Nakia R. 7-7714
Jul	7th & 14th 21st & 28th	Marnita Lloyd Gary Morden	fa0962@wayne.edu ak1511@wayne.edu	7-8559 7-7715	Gary Morden Chelsea Henson	ak1511@wayne.edu fm9690@wayne.edu	7-7715 7-5049	Dina W. 7-5031 Jennifer B. 7-5039
Aug	4th & 11th 18th & 25th	Sherry Pruitt Kellie Lauder	ab6119@wayne.edu ai6552@wayne.edu	7-9679 7-4960	RaShan Duckworth Robin Collins	fe3893@wayne.edu aa5882@wayne.edu	7-9691 7-4935	Nakia R. 7-7714 Dina W. 7-5031
Sept	**1st & 8th 15th & 22nd 29th	Robin Collins RaShan Duckworth Melissa Clarke	aa5882@wayne.edu fe3893@wayne.edu fm9690@wayne.edu	7-4935 7-9691 7-5049	Kellie Lauder Sherry Pruitt Marnita Lloyd	ai6552@wayne.edu ab6119@wayne.edu fa0962@wayne.edu	7-4960 7-9679 7-8559	Jennifer B. 7-5039 Nakia R. 7-7714 Dina W. 7-5031
Oct	6th 13th & 20th 27th	Melissa Clarke Marnita Lloyd Gary Morden	fm9690@wayne.edu fa0962@wayne.edu ak1511@wayne.edu	7-5049 7-8559 7-7715	Marnita Lloyd Gary Morden Melissa Clarke	fa0962@wayne.edu ak1511@wayne.edu fm9690@wayne.edu	7-8559 7-8559 7-5049	Jennifer B. 7-5039 Nakia R. 7-7714 Dina W. 7-5031
Nov	3rd 10th & 17th 24th	Gary Morden Sherry Pruitt Kellie Lauder	ak1511@wayne.edu ab6119@wayne.edu ai6552@wayne.edu	7-7715 7-9679 7-4960	Melissa Clarke RaShan Duckworth Robin Collins	fm9690@wayne.edu fe3893@wayne.edu aa5882@wayne.edu	7-5049 7-9691 7-4935	Jennifer B. 7-5039 Nakia R. 7-7714 Dina W. 7-5031
Dec	1st 8th & 15th	Kellie Lauder Robin Collins	ai6552@wayne.edu aa5882@wayne.edu	7-4960 7-4935	Robin Collins Kellie Lauder	aa5882@wayne.edu ai6552@wayne.edu	7-4935 7-4960	Jennifer B. 7-5039 Nakia R. 7-7714

	22nd	RaShan Duckworth	fe3893@wayne.edu	7-9691	Sherry Pruitt	ab6119@wayne.edu	7-9679	Dina W.	7-5031

Talent Management Consultant Contact: Kim Sayles av1906@wayne.edu 7-4986

Note: *As Per the Standard Operating Procedure (SOP), enlist the help of your back-up TMC for support only if there are 7 or more participants scheduled.*

**School Closure due to weather emergency.*

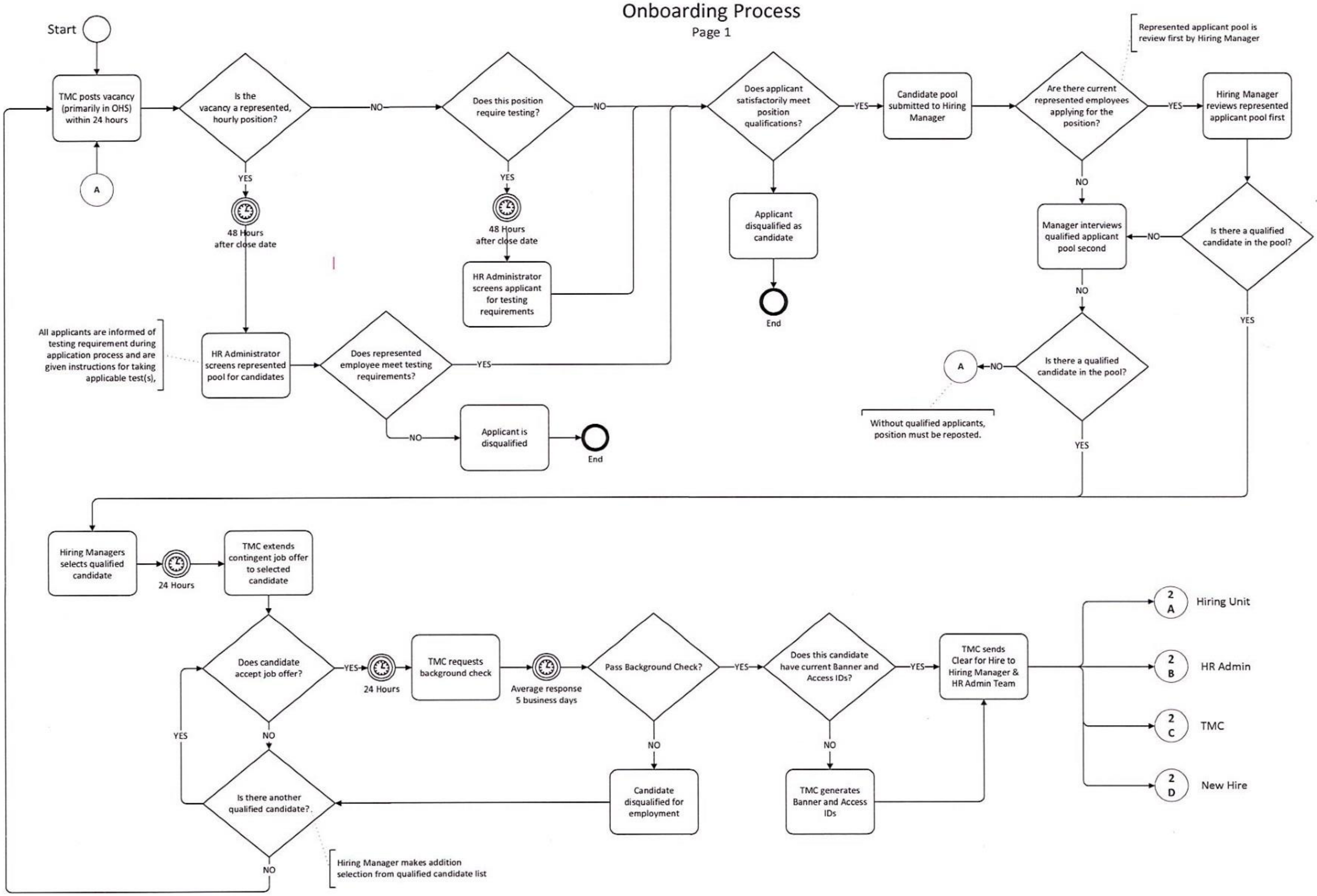
***Scheduled Holiday – NO Orientation Due to School Closure.*

****An updated schedule will be provided once Chelsea's position is filled.*

E-class Onboarding Processes

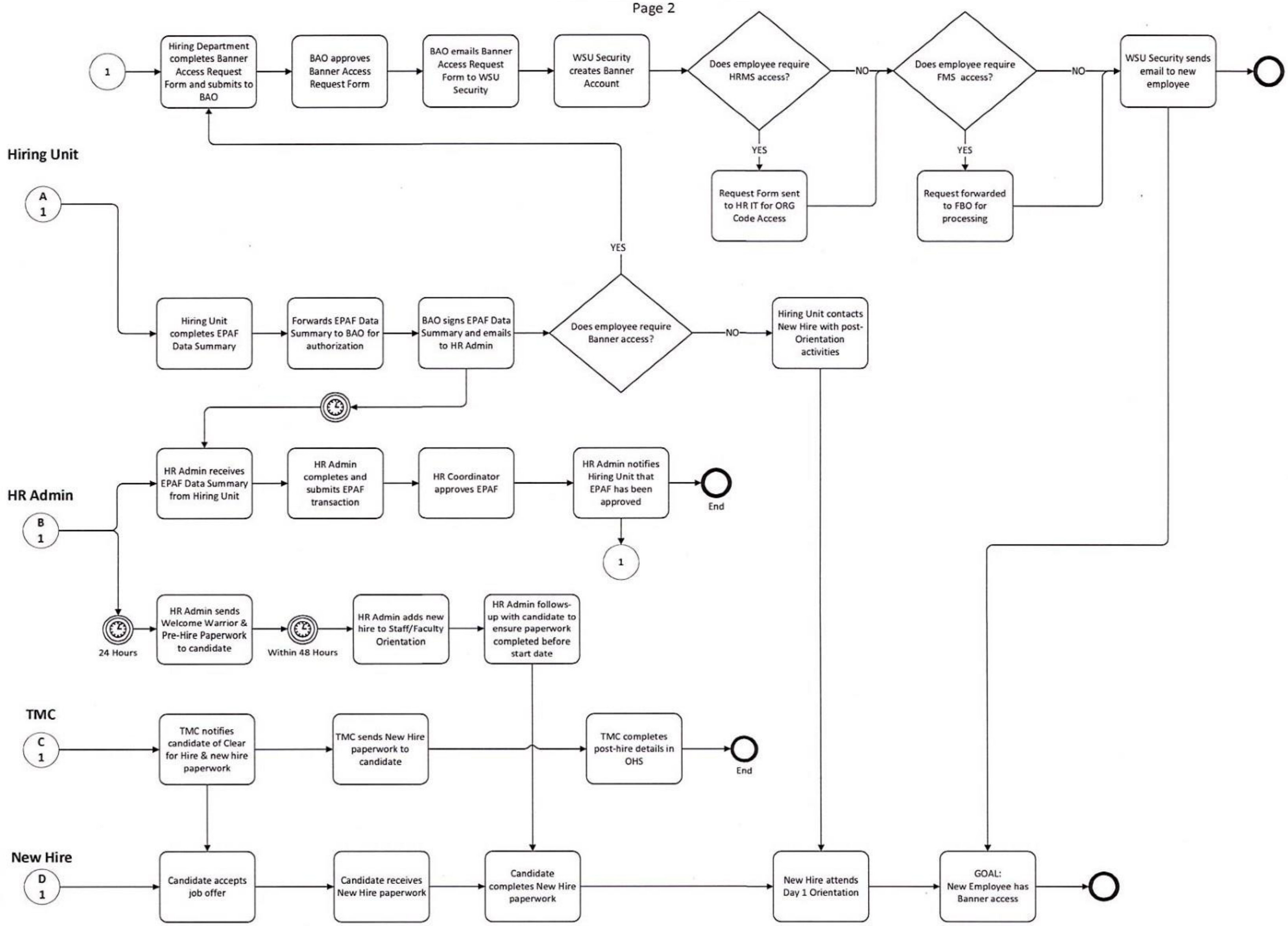
Onboarding Process

Page 1

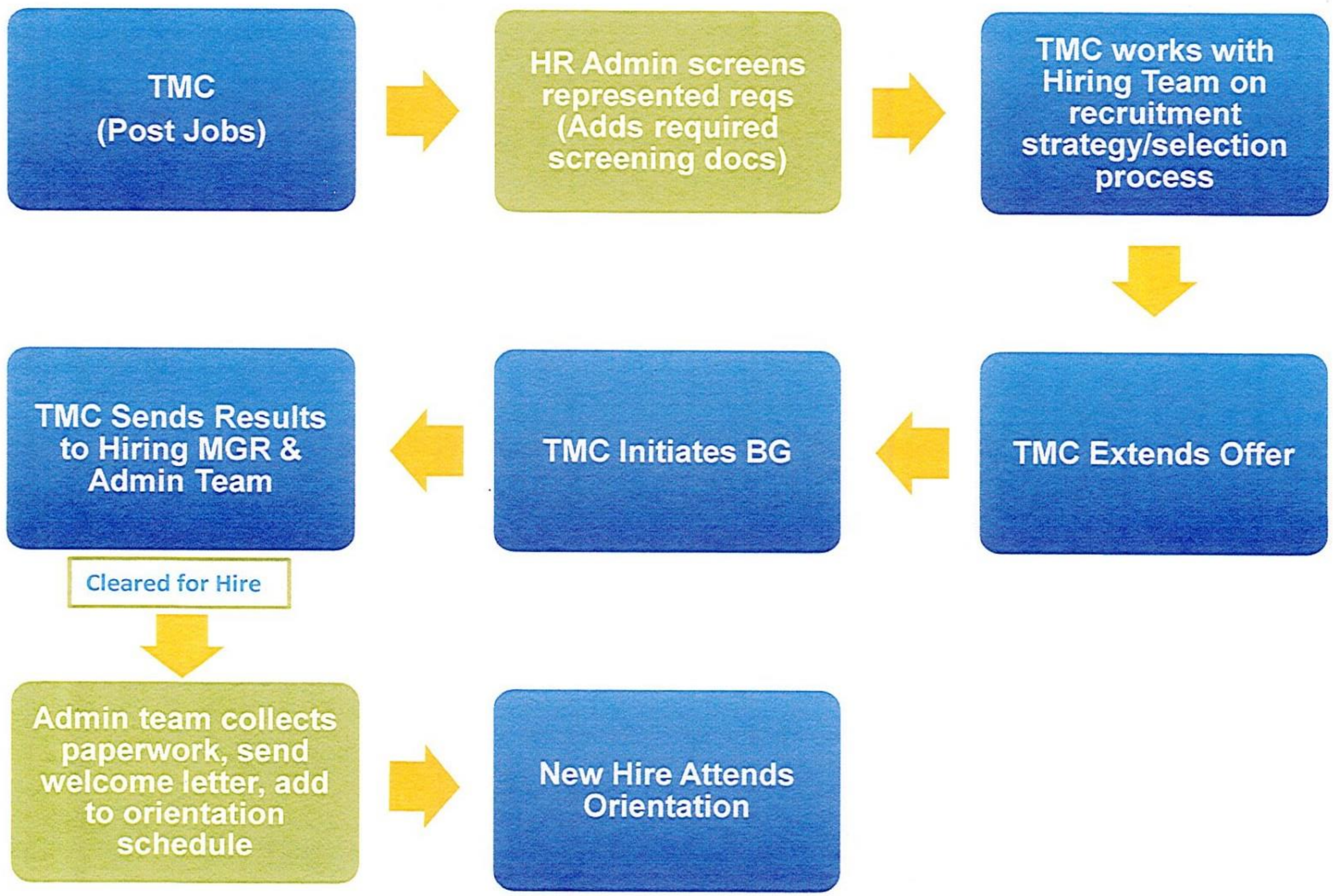


Onboarding Process

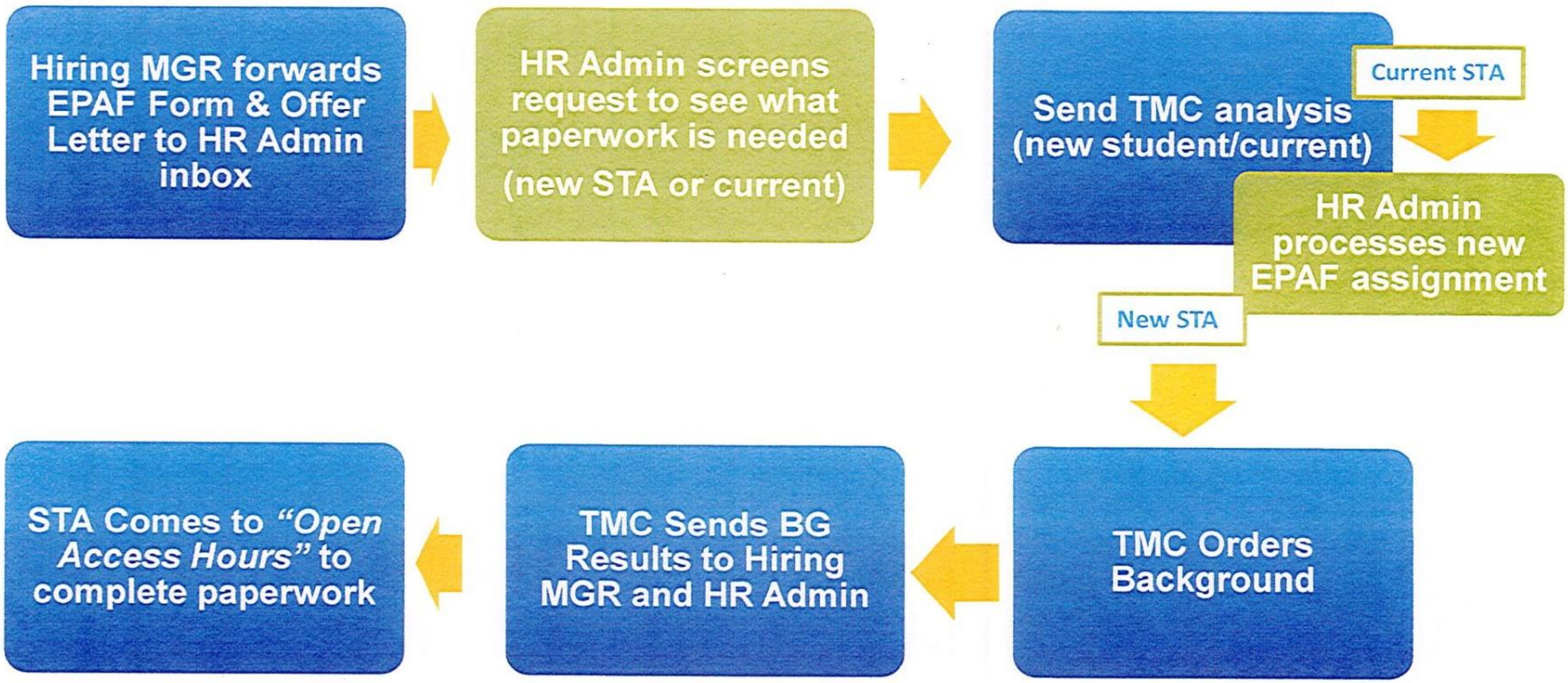
Page 2



New Hire Onboarding Process



STA Onboarding Process



WAYNE STATE UNIVERSITY
HUMAN RESOURCES

(goes to student)

Student Onboarding Instructions

Student Process – Step 1: I-9 Form

New student hires will need to complete an I-9 form, required by the United States Federal law and Wayne State University policy. The I-9 form is required to verify the employee's identity and employment authorization status to work in the United States. Students will need to complete Section 1 of the I-9 form electronically via the website listed below prior to coming into the office for paperwork processing. **The log-in name is: Wayne State University or the code is 12436.**

Employee Site	www.newi9.com

Student Process – Step 2: Paperwork Processing

The HR team will have ***Open Access Hours*** twice a week on Monday and Wednesday. During the ***Open Access Hours***, the HR Administrative team will provide students with the required new hire paperwork to complete. The HR team will collect and process their paperwork transactions. ***Open Access Hours*** are held at the time frames below. No appointment is needed. If you're unable to come at one of the open access hours, please call the number listed below to schedule another time.

Academic and Administration Building
5700 Cass Avenue, Detroit MI 48202
Suite 3638, 3rd floor
Phone: 313-577-6866 | Email: hradmin@wayne.edu

Monday	Wednesday
9:00 AM to 12:00 Noon	2:00 to 4:00 PM

Student Process – Step 3: I-9 Form Section 2

Students will need to bring document(s) to verify their identity and work authorization. These documents will be used to complete Section 2 of the I-9 form. The list of acceptable documentation is provided on the attached I-9 form. **If you do not bring your required documents, the HR team cannot process your I-9, which will delay you starting your role.**

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

(goes to HM)

ONBOARDING PROCESS
STUDENT AND COLLEGE WORK STUDY HIRES

Processing Student Hire Paperwork

The HR Administrative Client Services team will collect and process all student and college work study HR transactions (i.e., EPAF's). Please e-mail the following documents to hradmin@wayne.edu to **start** the hiring/onboarding process.

EPAF Data Summary Worksheet or Spreadsheet (depending on volume)

The HR Administrative Client Services Team will initiate the next step in the hiring process which is to extend the offer and conduct a background check. All offers are contingent upon the completion of a satisfactory background check per Wayne State University policy, including, but not limited to, a criminal background check. Within 24 hours of receiving the EPAF Data Summary Worksheet; the Talent Management Coordinator (TMC) will initiate the background check process.

The turnaround time for background checks are usually 48-72 hours, **once** the student accepts the invitation and authorizes the background check. **Note** – Processing times may be extended depending on the student volume and start date. Please send requests to start the process at least **one week** prior to when you want the student to start his/her assignment. The TMC will notify the Hiring Manager and/or BAO via e-mail once the satisfactory background check results have been received.

Any questions regarding the process, please do not hesitate to contact your Consultant directly or send an email to hradmin@wayne.edu.

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

Temporary Employee Onboarding Instructions

Step 1: I-9 Form

New temporary employees will need to complete an I-9 form, required by the United States Federal law and Wayne State University policy. The I-9 form is required to verify the employee's identity and employment authorization status to work in the United States. Temporary employees will need to complete Section 1 of the I-9 form electronically via the website listed below prior to coming into the office for paperwork processing. If they don't have access to the internet, then they can come into our office to complete this process. **The log-in name is: Wayne State University or the code is 12436.**

Employee Site	www.newi9.com

Step 2: Paperwork Processing

The HR team will have ***Open Access Hours*** twice a week on Monday and Wednesday. During the ***Open Access Hours***, the HR Administrative team will provide temporary employees with the required new hire paperwork to complete, in order to get them on payroll. The HR team will collect and process their paperwork transactions. ***Open Access Hours*** are held at the time frames below. No appointment is needed. If you're unable to come at one of the open access hours, please call the number listed below to schedule another time.

Academic and Administration Building
5700 Cass Avenue, Detroit MI 48202
Suite 3638, 3rd floor
Phone: 313-577-6866 | Email: hradmin@wayne.edu

Monday	Wednesday
9:00 AM to 12:00 Noon	2:00 PM to 4:00 PM

Step 3: I-9 Form Section 2

Temporary employees will need to bring document(s) to verify their identity and work authorization. These documents will be used to complete Section 2 of the I-9 form. The list of acceptable documentation is provided on the attached I-9 Form. **If you do not bring your required documents, the HR team cannot process your I-9, which will delay you starting your role.**

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

TEMPORARY EMPLOYEE ONBOARDING PROCESS FOR HIRING MANAGERS

Processing Temporary Employee Paperwork

The HR Administrative Client Services team will collect and process all temporary employees HR transactions (i.e., EPAF's). Please e-mail the following documents to hradmin@wayne.edu to **start** the onboarding process.

EPAF Data Summary Worksheet or Spreadsheet
Requistion to Hire Form
Conditions of Employment Form

The HR Administrative Client Services Team will initiate the next step in the hiring process which is to schedule the physical exam and initiate the background check process. All offers are contingent upon the completion of a satisfactory background check per Wayne State University policy, including, but not limited to, a criminal background check. Within 24 hours of receiving the EPAF Data Summary Worksheet; the Talent Management Coordinator (TMC) will initiate the background check process.

The turnaround time for background checks are usually 72 hours, **once** the candidate accepts the invitation and authorizes the background check. **Note** – Temporary employees can start their assignment while the background check is in progress, as long as they completed their invitation. Please send requests to start the process at least **one week** prior to when you want the candidate to start his/her assignment. The TMC will notify the Hiring Manager and/or BAO via e-mail once the satisfactory background check results have been received.

Any questions regarding the process, please do not hesitate to contact your Consultant directly or send an email to hradmin@wayne.edu.

(Admin needs to know to create transactions)

Summary of E-Classes Used in Banner
Job Aide
Effective 3/1/10

E-CLASSES	E-CLASS DESCRIPTIONS	E-CLASS EXPLANATIONS	E-CLASS POSITION NUMBERS (5 digit #)	
24	Local 24	Employees (ie: Janitors) represented by Local 24	Positions start with “N”	Rep
7M	517-M	Employees (ie: Custodial Supervisors, etc.) represented by Local 177M	Positions start with “N”	Rep
A2	12 Month Represented Faculty	Faculty (ie: Professors, Lecturers, etc.) represented by the AAUP on the BW 12 Month Calendar	Positions start with “F” or “T”	Rep
A9	9 Month Represented Faculty	Faculty (ie: Professors Lecturers, etc.) represented by the AAUP on the 9M 9 Month Academic Calendar	Positions start with “F” or “T”	Rep
AS	AFSCME	Employees (ie: Custodians, Parking Facility Attendants, Mail Clerks, etc.) represented by AFSCME	Positions start with “N”	Rep
C2	12 Month Chair/Academic Directors	Faculty Administrators (ie: Directors (Academic), Assistant Deans, Division I Athletic Coachs, Chairpersons, etc.) on the BW 12 Month Calendar	Positions start with “F” or “T”	Non-Rep
C9	9 Month Chair/Academic Directors	Faculty Administrators (ie: Directors (Academic), Assistant Deans, Division I Athletic Coachs, Chairpersons, etc.) on the 9M 9 Month Academic Calendar	Positions start with “F” or “T”	Non-Rep
CW	College Work Study	College Work Study Student Assistants	Positions start with “P”	Non-Rep (Hourly/Part-time/Temporary)
D2	12 Month Academic Administrators	Non-Faculty Academic Administrators (ie: Deans, Directors, Academic, etc.) on the BW 12 Month Calendar	Positions start with “F” or “T”	Non-Rep

Summary of E-Classes Used in Banner
Job Aide
Effective 3/1/10

E-CLASSES	E-CLASS DESCRIPTIONS	E-CLASS EXPLANATIONS	E-CLASS POSITION NUMBERS	
D9	9 Month Academic Administrators	Non-Faculty Academic Administrators (ie: Deans, Directors, Academic, etc.) on the 9M 9 Month Academic Calendar	Positions start with "F" or "T"	Non-Rep
ER	Early Retirees	Retirees receiving Early Retirement Benefits	Positions start with "P"	Non-Rep
EX	Executive	Executive Management (ie: President, Vice Presidents, Provost, Chief of Staff, Dean of Students, etc.)	Positions start with "N" or "T"	Non-Rep
F1	NR 9 Month Faculty Under 50%	Employees on the 9M 9 Month Academic Calendar working less than 50% FTE in Faculty classifications that would otherwise be represented by the AAUP (ie: Professor, Lecturer, etc.)	Positions start with "F"	Non-Rep
F2	NR 12 Month Faculty Over 50%	Faculty in classifications that are not represented by the AAUP (ie: Univ Professors, Visiting Professors, etc.) on the BW 12 Month Calendar working 50% or more FTE	Positions start with "F" or "T"	Non-Rep
F9	NR 9 Month Faculty Over 50%	Faculty in classifications that are not represented by the AAUP (ie: Univ Professors, Visiting Professors, etc.) on the 9M 9 Month Academic Calendar working 50% or more FTE	Positions start with "F" or "T"	Non-Rep
FA	NR 12 Month Faculty Under 50%	Employees on the BW 12 Month Calendar working less than 50% FTE in Faculty classifications that would otherwise be represented by the AAUP(ie: Professor, Lecturer, etc.)	Positions start with "F" or "T"	Non-Rep
HP	Hourly PTF	Part-time Faculty paid hourly	Positions start with "P"	Non-Rep (Hourly/Part-Time/Temporary)

Summary of E-Classes Used in Banner
Job Aide
Effective 3/1/10

E-CLASSES	E-CLASS DESCRIPTIONS	E-CLASS EXPLANATIONS	E-CLASS POSITION NUMBERS	
HX	Housing Local 24	Employees (ie: Handyperson, Housekeeper) employed by the Wayne State University Housing Authority that are represented by Local 24	Position starts with "N"	Rep
MA	Management	Non-executive Management (ie: Directors, Managers, Administrative Assistant Deans, etc.)	Positions start with "N" or "T"	Non-Rep
MC	McGregor (NOT USED)	Was for Employees working at the McGregor Conference Center (ie: Waitresses, Cooks, Concession Attendants, etc.)	Positions start with "P"	
MR	Medical Resident	Medical Residents (ie: Medical Resident 1, Medical Resident 2, Chief Medical Resident, etc.) in the School of Medicine	Positions start with "P"	Non-Rep
NC	Non-rep Clerical	Clerical employees in areas (ie: Human Resources, Board of Governors, etc.) or positions (ie: Executive Secretary, Word Processing Trainer, etc.) that are not represented by the Staff Association Union Local 2071	Positions start with "N" or "T"	Non-Rep
NE	Non-rep Professional Exempt	Professional employees that are not eligible for overtime in areas (ie: Human Resources, General Counsel, etc.) or positions (ie: Research Engineers, Curator, etc.) that are not represented by the Professional and Administrative Union Local 1979	Positions start with "N" or "T"	Non-Rep
NN	Non-rep Professional Non-exempt	Professional employees that are eligible for overtime in areas (ie: Human Resources, Institutional Analysis, etc.) or positions (ie: Public Safety Lieutenants & Sergeant, Training Coordinator, etc.) that are not represented by the Police Officers Labor Council or by the Professional and Administrative Union Local 1979	Positions start with "N" or "T"	Non-Rep

Summary of E-Classes Used in Banner
Job Aide
Effective 3/1/10

E-CLASSES	E-CLASS DESCRIPTIONS	E-CLASS EXPLANATIONS	E-CLASS POSITION NUMBERS	
OE	Operating Engineer	Facility Engineers in non-supervisory positions (ie: First, Second or Third Class Engineers and Apprentice Engineers) represented by the International Union of Operating Engineers Local 547	Positions start with "N"	Rep
OS	Operating Engineer Supervisors	Facility Engineer Supervisors (ie: Shift Supervisors) represented by the International Union of Operating Engineers Local 574	Positions start with "N"	Rep
P2	PTF (UPTF Excluded)	Additional service Part-time Faculty employees (ie:Part-Time Faculty, Instructional Assistants) that have another WSU position excluded per the UPTF contract article I.B	Positions start with "P"	Non-Rep (Part-time/Temporary)
P5	PTF Non-Instructional (NR)	Part-Time Faculty employees (ie: Part-Time Faculty, Instructional Assistants) that are not teaching or are teaching a non-credit course.	Positions start with "P"	Non-Rep (Part-time/Temporary)
P6	PTF Addtl Svc Instr (NR) w/Ret	Employees represented by the AAUP have an Additional Service Part-Time Faculty teaching assignment	Positions start with "P"	Non-Rep (Part-time/Temporary)
PA	University Public School Admin (NOT USED)	Was for University Public School Administrators	Positions start with "N"	Non-Rep
PE	P&A Exempt	Professional employees (ie: Administrative Assistants Personnel Officers, etc.) that are not eligible for overtime represented by the Professional and Administrative Union Local 1979	Positions start with "N" or "T"	Rep
PN	P&A Non-exempt	Professional employees (ie: Administrative Assistants Personnel Officers, etc.) that are not eligible for overtime represented by the Professional and Administrative Union Local 1979	Positions start with "N" or "T"	Rep

Summary of E-Classes Used in Banner
Job Aide
Effective 3/1/10

E-CLASSES	E-CLASS DESCRIPTIONS	E-CLASS EXPLANATIONS	E-CLASS POSITION NUMBERS	
PS	Public Safety	Employees (ie: Public Safety Officers) represented by the Police Officers Labor Council	Positions start with "N"	Rep
PT	Part time Faculty (Rep)	Part-Time Faculty employees (ie: Part-Time Faculty, Instructional Assistants) represented by UPTF	Positions start with "P"	Rep (Part-time/Temporary)
R2	12 Month Research	Research Employees (ie: Research Assistants, Research Associates, Post-Doctoral Research Fellows, Research Scientists) on the BW 12 Month Calendar	Positions start with "H"	Non-Rep
R9	9 Month Research	Research Employees (ie: Research Assistants, Research Associates, Post-Doctoral Research Fellows, Research Scientists) on the 9M 9 Month Academic Calendar	Positions start with "H"	Non-Rep
S2	12 Month Academic Staff	Academic employees (ie: Academic Advisors, LibrariansUniversity Counselors, Financial Aid Officers, etc.) represented by the AAUP on the BW 12 Month Calendar	Positions start with "A" or "T"	Rep
S9	9 Month Academic Staff	Academic employees (ie: Academic Advisors, Librarians, University Counselors, Financial Aid Officers, etc.) represented by the AAUP on the 9M 9 Month Academic Calendar	Positions start with "A" or "T"	Rep
SA	Staff Association	Employees (ie: Office Clerks, Parking Supervisors, Receptionists, Storekeepers, etc.) represented by the Staff Association Union Local 2071	Positions start with "N" or "T"	Rep
SK	Skilled Trades	Employees (ie: Painters, Plumbers, Carpenters, etc.) represented by the Detroit Building and Construction Trades Council	Positions start with "N"	Rep

E-CLASSES	E-CLASS DESCRIPTIONS	E-CLASS EXPLANATIONS	E-CLASS POSITION NUMBERS	
ST	Student Assistant	Student Assistants	Positions start with "P"	Non-Rep (Hourly/Part-time/Temporary)
SU	Substitute Teacher (NOT USED)	Was for University Public School Substitute Employees (ie: Substitute Teachers, Co-curriculum, etc.)	Positions start with "P"	Non-Rep (Hourly/Part-time/Temporary)
TE	Temporary	Hourly Temporary (non-Student) employees (ie: Clerical Temporary, Professional Temporary On-Air Host, etc.)	Positions start with "P"	Non-Rep (Hourly/Part-time/Temporary)
TR	Public School Teacher (NOT USED)	Was for University Public School Academic employees (ie: School Counselors, Teachers, etc.)	Positions start with "N"	Non-Rep
U2	12 Month Graduate Assistant	Graduate Student employees (ie: Graduate Teaching Assistants, Graduate Research Assistants, etc.) represented by the GEOC on the BW 12 Month Calendar	Positions start with "P"	Rep
U9	9 Month Graduate Assistant	Graduate Student employees (ie: Graduate Teaching Assistants, Graduate Research Assistants, etc.) represented by the GEOC on the 9M 9 Month Academic Calendar	Positions start with "P"	Rep
Stipend E-Classes				
SD	Stipend Recipient – 9 Month	Non-service stipend payment to fellows or trainees on the 9 Month Academic Calendar **(STIPEND RECIPIENTS ARE NOT EMPLOYEES)**	Position starts with "P"	
SE	Stipend Recipient – 12 Month	Non-service stipend payment to fellows or trainees on the 12 Month Calendar **(STIPEND RECIPIENTS ARE NOT EMPLOYEES)**	Position starts with "P"	

E-CLASSES	E-CLASS DESCRIPTIONS	E-CLASS EXPLANATIONS	E-CLASS POSITION NUMBERS	
Other E-Classes				
XA	Attachment	Salary attachment for employees on any classification (Attachment totals are included in the salary on the employee's main assignment and the actual Attachment E-Class is unpaid)	Position is "ATTACH"	
XB	Retiree	Retired employees and Surviving Beneficiaries in any classification (Benefits Administration responsible for Retiree and Survivor actions)	Positions RETIRE or SURVIV	
XD	Long-Term Disability	Employees in any classification on Long-Term Disability	Position is LTD001	
XO	Non Paid but Benefitted	Employees receiving Cobra Benefits (Benefits Administration responsible for Cobra actions)	Position is COBRA	
VO	Voluntary Faculty	Voluntary Faculty employees (ie: Clinical Professors, Instructors (FTA), Adjunct Assistant Professor, etc.)	NO POSITION NUMBER	
HC	Housing Clerical (NOT USED)	Clerical Employees (ie: Office Services Clerk II, Accounting Clerk Senior, etc.) employed by the Wayne State University Housing Authority	Position starts with "N"	Non-Rep
HE	Housing NR Professional Exempt (NOT USED)	Professional employees (ie: Community Director, Housing Assignments Coord., etc.) employed by the Wayne State University Housing Authority that are not eligible for overtime	Position starts with "N"	Non-Rep

E-CLASSES	E-CLASS DESCRIPTIONS	E-CLASS EXPLANATIONS	E-CLASS POSITION NUMBERS	
HK	Housing Student Assistants (NOT USED)	Student Assistants employed by the Wayne State University Housing Authority	Position starts with "P"	Non-Rep (Hourly/Part-time/Temporary)
HT	Housing Technicians (NOT USED)	Hourly Technician employees (ie: Housing Non Rep Clerical Tech) employed by the Wayne State University Housing Authority	Position starts with "P"	Non-Rep (Hourly/Part-time/Temporary)
HU	Housing Union Local 24 (NOT USED)	Employees (ie: Handyperson, Housekeeper) employed by the Wayne State University Housing Authority that are represented by Local 24	Position starts with "N"	Rep

Information Needed	Where to locate info in Banner
Leave Balances	PEILHIS, PHIACCR, PHAHOUR, PEAEMPL, PEAFMLA
Time Off/Attendance	PHAHOUR, PEAFMLA, PEIATND
Termination Info/Date	PEAEMPL, PEIEHIS, PEIRTWK, PTRTREA
I-9 Information	PEAEMPL
Job Begin/End Dates	NBAJOBS, NBIJLST
Attachment Info	NBAJOBS (Job Type)
FTE/Appt. %	NBAJOBS, NBAPOSN, NBIBHSP, NBAPBUD
Exempt/Non/Exempt ?	NBAPOSN
Salary	PEISTAN, NBAPOSN, PEISALH
Salary Range of Position	NBAPOSN, PAAREQU
Budgeted Amt. Of Position	NBAPBUD, NBIBHSP, NBIBTOT
Leave Codes	PTRLCAT
Relocation Expenses?	PAAREQU
EEO-1 Data	PEAEEO1, PEAXJOB
Organizational Security	PSAORGN
Banner Security Forms	PTRUSER, PSAECLS, PSAEMPR, GOATPAC, GOAEACC
Web Access	GOATPAC
Accrual Info	PEILHIS, PTRLCAT, PHIACCR
Performance Review Info	PEAREVW, PEIFACT
Leave of Absence Info	PEAFMLA, PEAFACT, PEILHIS, PDABENE, PEAEMPL
Seniority Dates	PEAEMPL, PEABARG, PEIRTWK
Job Seniority Dates	PEABARG, PEIRTWK
Benefits/Fringe Budg. Amt	NBIBHSF
Fiscal Year Info	NBAFISC
Name/Address/Demograp	PPAIDEN, GOAADDR
Who Did PPAIDEN	PPAIDEN - click current name/ID source under options. Gives User name for creator
Citizenship Info	PPAIDEN, PPAINTL
Telephone Number	PPATELE, PPAIDEN (Address Info window)
E-Mail Address	GOAEMAL, GTVEMAL
Training/Event Forms	GEAFUNC, GEAPART, GEIATTD, GEAATTD, GEAFCOM
Graphs	GOAGWIZ, GOAGDEF
Letter Generation	GUALETR
Report Writing Forms	GJAPCTL, GJAJOBS, GJIREVO
Direct Deposit Form	GXADIRD
Quickflow Forms	GUAQFLW, GUAQUIK, GTVQUIK
Personal Menu	GUAPMNU, GUTPMNU, GUAUPRF, GUTGMNU
Workflow Forms	GOAWFIZ, GORWFDD, GORWFDB, GOAWFED, GORWFDS, GTVWFED
Web for Employees	GOAWRUL, GOAWMNU, GOADPRF
WSU Directory Info	GOADIRO, GTVDIRO, GUASYST, GUAINST
Survey Data	GUASRVY, GUISRVS
To View Address Changes	GOAADDR
Paycheck Detail	PHICHEK
Savings Bond Process	PHPBOND
Electronic Approv. Rules	NTRINST
Work Comp Forms	PEAHSIN, PEIHSIH, PEIHSIT, PEIHSPS, PEIHSIP, PEAPNHZ
Environmental Health	PEAPNHZ
Return to Work Form/Layoff	PEIRTWK
Bargaining Unit Info	PEABARB, PEIRTWK, PEIEBRG, PEIPBRG
Position Changes	NBIPOSH, NBIJLST
Who's In a Position?	NBIPINC
Positions by Org/Dept	NBIPORG

PTRCALN - Payroll Calendar Rules

pg

GOAINTL - Visa

EPAF Approval Category Descriptions

Person Search
Revised: 3/15/09

When searching for an Employee's Banner ID, the search must be conducted twice: once by Last Name/First Name and a second time by using the person's Social Security Number. This job aid takes you through the steps of completing a thorough person search.

Note: Although Person Search is not an EPAF Approval Category, it is included here because of its use with with several EPAF transactions.

ID
Revised: 3/15/09

This Approval Category is used to enter an employee's biographical and (personnel) address information. Contained within this Approval Category is the functionality for generate employee Banner IDs. Because of the nature of this Approval Category, some units have selected one or two user who will originate ID transactions.

Important: Since the original publishing of this job aid, additional data fields have been added to this Approval Category. Click this link, ***Recent changes to Biographical and Address Information, ID***, for instructions regarding the new fields.

CAMPUS
Revised: 3/15/09

This Approval Category is used to add new or make changes to an employee's WSU campus address.

NEWPOS
Revised: 7/31/10

This Approval Category is used to process a new-hire or assign an employee to a new position number or suffix. This category **IS NOT** used for positive hourly positions (e.g. student assistant, temporary employee, etc.) or attachments.

Important: Since the original publishing of this job aid, additional data fields have been added to this Approval Category. If you have a printed copy of this job aid, please destroy it and reprint from the online copy.

HR-POS
Revised: 5/20/09

This Approval Category is used to process hourly new-hire or assign an employee to a new position number or suffix. This category **IS** used for positive hourly positions, e.g. student assistant, temporary employee, etc.

AT-POS
Revised: 5/20/09

This Approval Category is used for creating new attachments.

JOBDTL
Revised: 6/30/09

This Approval Category is used for making changes to an employee's current or existing job. JOBDTL can only be used on existing and active position numbers and suffixes.

HR-DTL
Revised: 2/27/09

This Approval Category is used for making changes to positive hourly employee's current or existing job. In addition, it can only be used on existing and active position numbers and suffixes. HR-DTL is applicable for these E-classes: **CW**, **HK**, **HP**, **HT**, **SK**, **ST**, and **TE**.

AT-DTL
Revised: 2/27/09

This Approval Category is used for making changes to attachment associated with current or existing jobs. In addition, it can only be used with existing or active position numbers and suffixes.

CONDAT
Revised: 9/15/08

This Approval Category is used for making changes or deleting employee contract dates.

LABOR
Revised: 9/15/08

This Approval Category is used for making changes to the index and account that an employee's job is charged to. This category can **ONLY** be used for current or future actions (first day of the current pay period and forward). You CANNOT use an EPAF LABOR transaction for retro actions. Retro labor transaction processing remains a paper process.

ORGCDS
Revised: 9/15/08

This Approval Category is used for making changes or corrections to an employee's **Home Org Code**, **Check Distribution Code**, and/or **Timesheet Org Code**.

TERM-J
Revised: 9/15/08

This Approval Category is used to terminate an assignment when an employee has two or more active assignments. After this transaction is complete, the employee will still have at least one active assignment.

TERM-E
Revised: 9/15/08

This Approval Category is used to terminate an employee's WSU employment. To process a TERM-E, an employee must have only one active assignment.

Live Training Courses

WHEN TO CALL THE OEO

• Call 1st before email or email & ask for a good time to talk

A set of guidelines from the Office of Equal Opportunity

The OEO is the Wayne State University office that is responsible for the implementation of the University's Non-Discrimination / Affirmative Action Policy, Sexual Harassment Policy and Sexual Assault Policy. The OEO follows the procedures under the Discrimination and Harassment Complaint Process to ensure that employees and students are not discriminated against in employment, educational programs and activities on the basis of race, color, sex (including gender identity), national origin, sexual orientation, marital status, familial status, disability, height, weight or veteran status. To that end, the OEO may be utilized by staff, faculty and students alike.

This informational sheet is meant to be a guide to help you determine when an issue needs OEO involvement. ***This is only a set of guidelines and cannot replace individual consultation with the OEO. If you think issues involving the OEO might be involved, please call us as soon as possible.***

Phone: 577-2280

Or email: ~~**Kimberly Saks, Equal Opportunity Specialist:** Kimberly.saks@wayne.edu~~

Tommy Martin, Equal Opportunity Specialist: tommy.martin@wayne.edu

COMMON HR ISSUES INVOLVING THE OEO

The need for an accommodation

- Remember, the employee does not need to say any "magic words" to trigger the employer's obligation to provide a possible accommodation.

A potential situation of harassment

- Not all harassment is covered by the policies OEO enforces. But that determination is often one that needs to be made by the OEO.

A claim of discrimination

- The employee may use the word "discrimination" and it may not be something covered by our policies. S/he might also use an entirely different set of words that triggers our knowledge of potential discrimination. Listen carefully and follow up with the OEO.

Knowledge of sexual harassment:

- Do not attempt to address the situation yourself without consulting OEO to determine the best course of action to enforce the University's Sexual Harassment Policy. Call the OEO right away.

Knowledge of a problematic unit in need of diversity training, respect in the workplace training, sexual harassment training or intervention on any of those issues:

- Contact the OEO and speak with a specialist about setting up special training and any individual claims that need to be addressed prior to such training.

THIS LIST IS NOT EXHAUSTIVE. CONTACT THE OEO FOR ALL QUESTIONS RELATED TO ISSUES OF EQUAL OPPORTUNITY.

Frequently Asked Questions

Who can file a complaint at the OEO?

Any member of the campus community can file a complaint with the OEO. This includes staff, faculty and students.

Does the OEO advocate for one side or another?

No. The OEO advocates for equal opportunity on Wayne State's campus and in its programs and activities. As such, the OEO implements its policies in a neutral fashion.

When should you call the OEO?

Any time you encounter an issue involving an employee, supervisor or manager that involves a potential equal opportunity issue such as discrimination, harassment or disability accommodation.

Basic Definitions

(These definitions are only guidelines and not meant to replace contact with the OEO.)

Discrimination and Harassment

Discrimination: Discrimination simply means noticing the differences between things or people that are otherwise alike, and making decisions based on those differences. Discrimination in employment is differential treatment of a person by category, class or group rather than objective treatment on the basis of merit. Under equal employment opportunity law and policy in effect at WSU, it is unlawful and/or against University policy to discriminate on the basis of race, color, religion, national origin, sex (including gender identity), age, height, weight, marital status, familial status, sexual orientation, gender identity or on the basis of disability or veteran status.

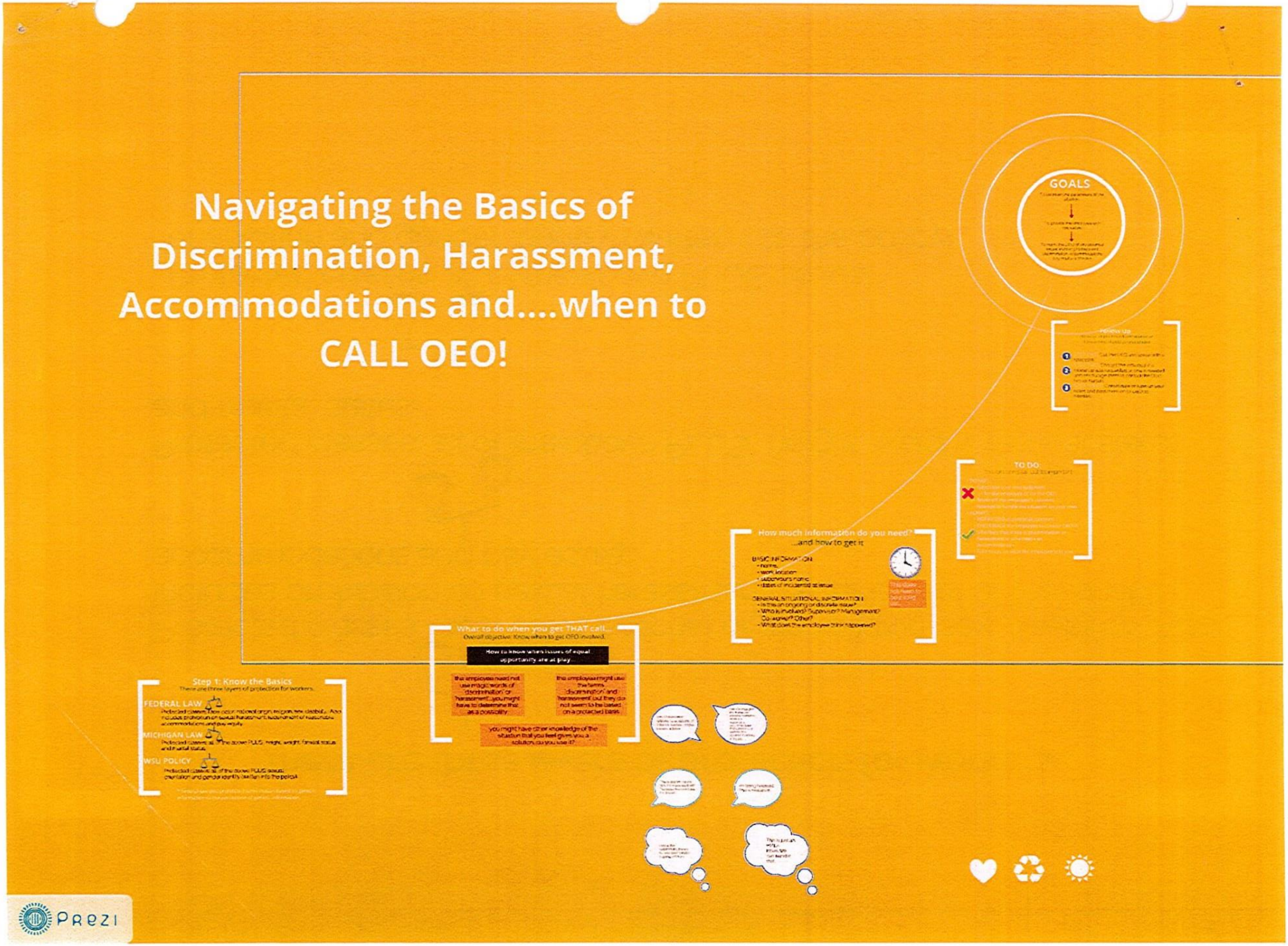
Harassment: There are different forms of harassment. Harassment broadly means any kind is bothersome, demeaning, irritating and annoying behavior. Sexual Harassment is one form of harassment, specifically of a sexual nature and is prohibited by statute under both state and federal law. Sexual harassment is a form of sex discrimination prohibited under Title VII of the Civil Rights Act of 1964, as amended. The Michigan statute prohibiting sex harassment is the Elliot-Larsen Civil Rights Act of 1976.

Disabilities and Accommodations

Disability law: The Americans with Disabilities Act (ADA) gives civil rights protection to individuals with disabilities. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation and government services. Michigan law provides similar protections. Wayne State University supports the rights of all persons, including those with disabilities. To that end, the OEO is charged with ensuring equal opportunity for all persons with disabilities and is the entity and receives requests for accommodation, processing them in accordance with applicable laws and procedures. If you have a question about equal opportunity for persons with disabilities, please contact the OEO.

Qualified person with a disability: Under the ADA, a qualified person with a disabilitys is a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment.

Reasonable accommodation: any change or adjustment in the workplace that permits a qualified person with a disability to apply for a job, perform the essential functions of a job, or enjoy the benefits and privileges of employment. An employer is required to make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. This is a determination made in consultation with the OEO.



Navigating the Basics of Discrimination, Harassment, Accommodations and....when to CALL OEO!
GOALS
TO DO
How much information do you need?
...and how to get it
What to do when you get THAT call...
How to know when issues of equal opportunity are at play...
Step 1: Know the Basics
There are three layers of protection for workers.
FEDERAL LAW
MICHIGAN LAW
WSU POLICY
Prezi

Step 1: Know the Basics

There are three layers of protection for workers.

FEDERAL LAW

Protected classes: race, color, national origin, religion, sex, disability. Also includes prohibition on sexual harassment, requirement of reasonable accommodations and pay equity.

MICHIGAN LAW

Protected classes: all of the above PLUS height, weight, familial status and marital status.

WSU POLICY

Protected classes: all of the above PLUS: sexual orientation and gender identity (written into the policy).

* Federal law also prohibits discrimination based on genetic information or the perception of genetic information.

What to do when you get THAT call...

Overall objective: Know when to get OEO involved.

How to know when issues of equal opportunity are at play...

the employee need not use magic words of 'discrimination' or 'harassment'...you might have to determine that as a possibility

the employee might use the terms 'discrimination' and 'harassment' but they do not seem to be based on a protected basis

you might have other knowledge of the situation that you feel gives you a solution...do you use it?

How much information do you need?

...and how to get it.

BASIC INFORMATION:

- name.
- work location
- supervisor's name
- dates of incident(s) at issue

GENERAL SITUATIONAL INFORMATION:

- Is this an ongoing or discrete issue?
- Who is involved? Supervisor? Management? Co-worker? Other?
- What does the employee think happened?

This does not need to be a long call.

TO DO:
This isn't complex, but it's important

- DO NOT:
  - Substitute your own judgment
    - for the employee or for the OEO
  - Brush off the employee's concerns
  - Attempt to handle the situation on your own
- ALWAYS:
  - NOTIFY OEO of potential concerns
  - ENCOURAGE the employee to contact OEO if s/he feels that there is discrimination or harassment or s/he needs an accommodation.
  - Take notes on what the employee tells you.

Follow Up

No issue of potential discrimination or harassment should go unattended

1. STEP ONE: Call the OEO and speak with a specialist.
2. STEP TWO: Contact the individual if a follow up was requested or one is needed and encourage them to contact the OEO him or herself.
3. STEP THREE: Consolidate or type up your notes and pass them on to OEO as needed.

GOALS

To ascertain the parameters of the situation.

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To provide the employee with resources.

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To notify the OEO of any potential issues involving harassment, discrimination, accommodations, pay equity or the like.

Contracts

SR

prior to the University hiring new personnel, provided such consideration does not conflict with any provision of any other collective bargaining agreement entered into by the University.

15. Any Employee who does not exercise his/her seniority in filling a position as provided for in 11, 12, 13 and 14 above, shall be placed on layoff and shall be subject to recall in accordance with the recall provisions of this Article.

16. In the event an Employee is, under the provisions of this Article, transferred or recalled to a position in the classification from which he/she was laid off, or to a position in another classification at the same salary grade, the Employee shall be paid at the same rate he/she was receiving prior to the layoff.

"Same rate" shall be defined as the same salary rate plus any across-the-board increases provided to the salary grade if the Employee is recalled to the same grade or the same step or relative position within the merit range if the Employee is recalled to a lower grade.

In the event the Employee is, under the provisions of this Article, transferred or recalled to a position in a classification at a salary grade lower than that of his/her previous classification, the Employee shall be paid at the salary level (step) closest to, but not higher than, his/her previous salary, and not higher than the maximum in the new classification.

17. A transfer or layoff shall not result in a reduction of total University service or of bargaining unit seniority.

B. Recall

1. Recall shall be in inverse order of layoff, and laid off Employees shall be recalled as specified below before any new Employees are hired, provided they have the ability to perform the work available.

2. Notice of recall shall be sent to the "laid off" Employee at his/her last address of record by registered or certified mail. If the Employee fails to respond within five (5) days from the date of delivery of the notice of recall, or in the event no delivery is possible ten (10) days after mailing, and/or if he/she does not agree to report to work within ten (10) days from the date of response, he/she shall be terminated, unless reasonable cause, in writing, prior to the filling of the position, is given for not responding or not reporting. Extension of the five (5) day period of response and the ten (10) day report-to-work period may be granted by the University for unusual circumstances or appropriate cause.

3. The University shall maintain a list of laid off Employees according to classification and bargaining unit seniority. Laid off Employees shall have recall rights for a period equal to their length of service up to three (3) years.

4. Probationary Employees shall not be extended "recall" rights.

5. Laid off Employees will return to work with the same continuing service status and seniority they had at the time of the layoff.

6. The University shall recall Employees to positions in their classification at time of layoff, or to positions in the next lowest level of their classification sequence, provided they have the ability to perform the duties of the available position. Such work shall be considered comparable to their previous positions, and a refusal of such an employment offer shall terminate an Employee's seniority, recall and employment rights with the University. The University may also recall Employees to other comparable bargaining unit positions for which they are qualified, and a refusal of such an employment offer in the salary grade of their previous classification or the next lower salary grade shall terminate the Employee's seniority, recall, and employment rights with the University.

7. Any bargaining unit employee who is on layoff, and recalled to a vacancy/job, shall return to the layoff list if: (1) they fail to qualify for the vacancy/job during the job qualifying period, or (2) if they are displaced by a more senior employee during the job qualifying period.

C. Demotional Transfers

1. The University shall maintain a listing of Employees who accept a demotional transfer in lieu of layoff.

2. Employees who accept demotional transfers in lieu of layoff shall be accorded the opportunity to return to their former positions in the event said position is reestablished within a period equal to their length of service up to three (3) years from the date of demotional transfer.

3. "Preferential" consideration shall be accorded to the demotional transfer Employee as a candidate for other position openings in his/her former Professional and Administrative Union classification for a period equal to his/her length of service up to three (3) years. Such preferential privilege shall not be accorded more than two (2) times within the stated time period.

D. Superseniority

For purposes of layoff and recall determination, officers and directors of the Union, not to exceed twelve (12), shall be considered to have the highest classification service in their particular classifications. The Union will furnish in writing to the University and keep current, a list of the officers and directors.

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14. Upon voluntary transfer an employee will not be considered for another voluntary transfer to any other position for a period of nine (9) months from the effective date of that action. Exceptions may be made by mutual agreement between the University, the Union and the Employee.

E. The Employer shall have the right to hire qualified new Employees from outside the bargaining unit in the event qualified Employees in the bargaining unit do not make application.

F. Any dispute concerning this Article shall be entered into the Third Step of the grievance procedure, except that a dispute primarily concerning a position communication (vacancy posting) shall be presented to the Total Compensation & Wellness Department, and be in accordance with the Second Step of the grievance procedure.

ARTICLE 20. PROVISIONAL STATUS

A. SENIORITY EMPLOYEES: Effective 08-01-02, a seniority Employee who accepts a promotion, shall be placed on provisional status for 225 hours worked with seniority accumulating. A seniority Employee who accepts a lateral transfer shall be placed on provisional status for up to sixty (60) calendar days, with seniority accumulating.

1. An Employee placed on provisional status by reason of promotion will have two (2) progress reports – the first will be done not later than the midway point of the 225 hours worked, and the second prior to the end of the 225 hours worked provisional period.

   An Employee placed on provisional status by reason of lateral transfer will have two (2) progress reports – the first will be done not later than the midway point of the sixty (60) calendar day period, and the second prior to the end of the sixty (60) calendar day provisional period.

2. During the provisional period, the Employer will provide and document training and instructional supervision, as applicable, so as to acclimate the Employee to departmental procedures.

B. The provisional status in excess of the established provisional periods may be extended by written mutual agreement among Employee, Employer and the Union.

Provisional status shall not alter an Employee's benefits and entitlements provided in the Agreement.

C. Upon completion of the provisional status period such Employee shall, in the following order:

1. Be removed from provisional status, or

P&A

b) In instances of suspension hold a meeting with the principals in attendance, together with Union representatives if requested by the subject Employee, within two (2) working days of the suspension action or such other agreed upon date.

c) In instances of discharge hold a meeting, if requested by the Employee, within two (2) working days of the discharge action. The Employee will exercise his/her option with respect to Union representation.

2. If the Employee is not suspended/dismissed, all written materials relative to the case will be removed from all personnel files of the Employee.

D. Grievance Proceedings for Suspension/Dismissal

All dismissal and suspension actions must be appealed in writing and signed by the Employee at Step 3 of the Grievance Procedure (defined in Article 8) within five (5) working days after written notice of decision.

E. Any employee (with live disciplinary action on his/her record), who is absented from the workplace for more than 180 continuous calendar days, shall have the life of the most recent disciplinary action(s) (per unique charge) frozen, until his/her return to work.

ARTICLE (14) REDUCTION OF WORK FORCE AND RECALL

A. Reduction of Work Force and Recall

In the event it should become necessary to reduce the number of Employees in the bargaining unit, or to formally discontinue a University position to which a P&A/UAW member is assigned, the University agrees to provide written notice to the Employee and the Union at least thirty (30) days prior to the actual reduction, except in instances of unusual or extenuating circumstances. It is understood, however, that an Employee who receives such notice must respond to the University within five (5) days indicating whether the Employee will accept appropriate employment if available under the work force reduction procedure. If the Employee's acceptance of such work results in the layoff of another Employee, that Employee shall receive at least ten (10) calendar days notice.

In the event of layoff, the University shall meet with the Union, on request, prior to the contemplated reduction to review how the reduction will be accomplished.

Employees who have attained a disciplinary record of at least a 3 Day Suspension, shall not be eligible for initial displacement during unit reorganization. The subject discipline must have been issued at least 60 days prior to the issuance of the contractual 30 day minimum written notice.

In an effort to provide that Employees with the least seniority are the first to be subject to any necessary work force reduction, the following order of layoff will be implemented:

1. In order for any transfer or recall to take place per the following provisions, the subject Employee must have the qualifications and the ability to perform the duties of the available position.

   An Employee placed into a position under the provisions of this Article may be subject to the ninety (90) day job qualifying period. If an Employee is subject to such a qualifying period, both the Employee and the Union shall be notified as to the Employee's performance.

   There shall be a minimum of two (2) progress reports within the ninety (90) day period. The first report must be done midway through the period and the second report must be done prior to the expiration of the ninety (90) day qualifying period.

   To aid placement efforts, the Employee shall be notified, via the final progress report, of his/her successful completion of the job qualifying period or disqualification for the subject position, at least ten (10) business days prior to the expiration of the ninety (90) day job qualifying period.

   Any Employee subject to the job qualifying period and disqualified within the ninety (90) day period shall continue to exercise seniority under the provisions of this Article.

2. Employees who have not completed the probationary period will be the first laid off within the affected classification in the department or division where reductions are deemed necessary. Any "temporary" position in a classification represented by the Union for possible elimination in lieu of the contemplated reduction of any regular position.

3. The subject Employee, with the least classification seniority in the classification affected within a department or division shall be the first to be laid off provided the Employee(s) remaining have the ability to perform the work available.

4. The subject Employee shall be transferred to a vacancy in his/her classification in his/her division or department, if such exists.

5. If such does not exist, the subject Employee shall be transferred to a vacancy in his/her classification in the University, if such exists.

6. If no vacancies exist within the subject Employee's classification, he/she shall displace the lowest classification seniority person in his/her classification in the University, if he/she has higher seniority in the classification than the displaced Employee.

7. If 4, 5, and 6 above do not provide employment, the subject Employee shall be transferred to a vacancy in the next lower level of his/her classification sequence in the department or division, if such exists.

"Classification sequence" shall be defined as classifications with identical titles, but varying degrees of responsibility, (e.g., Administrative Assistant I, Administrative Assistant II, etc.).

8. If such does not exist, the subject Employee shall be transferred to a vacancy in the next lower level of his/her classification sequence in the University, if such exists.

9. If no vacancies exist within the next lower level of the subject Employee's classification sequence, he/she shall displace the lowest classification seniority person in the next lower level in his/her classification sequence in the University, if he/she has higher bargaining unit seniority than the displaced Employee.

10. Any Employee who refuses employment offered by the University in the same or next lower level of his/her classification sequence in accordance with the above provisions shall be considered a voluntary termination.

11. If 8 or 9 above does not provide employment, the subject Employee shall displace the least senior Employee in the job groupings (see Appendix B) provided he/she has the qualifications and ability to perform the work. The position must be at a salary range equal to or lower than the Employee's former position (see Appendix A).

The "least senior" Employee is defined as the Employee with the least seniority in the bargaining unit.

12. An Employee subject to layoff, to whom the University does not offer employment in accordance with the above provisions, may apply for any job vacancy in the bargaining unit for which he/she believes himself/herself to be qualified; and he/she will be transferred by the University to the position if he/she possesses the qualifications and the ability to perform the duties of the available position and if such a transfer does not interfere with the seniority rights of any other bargaining unit Employee under the provisions of this Agreement.

13. A displaced Employee with higher bargaining unit seniority may displace a lower seniority Employee in the lowest level of a classification sequence who is at the same salary range or lower in the bargaining unit. The Employee must have the qualifications and present ability to perform the duties of the position.

14. Any Employee who cannot be placed under the provisions of 11, 12 and 13 above shall be given preferential consideration for suitable vacancies within the University for which they are qualified and which they have the ability to perform

prior to the University hiring new personnel, provided such consideration does not conflict with any provision of any other collective bargaining agreement entered into by the University.

15. Any Employee who does not exercise his/her seniority in filling a position as provided for in 11, 12, 13 and 14 above, shall be placed on layoff and shall be subject to recall in accordance with the recall provisions of this Article.

16. In the event an Employee is, under the provisions of this Article, transferred or recalled to a position in the classification from which he/she was laid off, or to a position in another classification at the same salary grade, the Employee shall be paid at the same rate he/she was receiving prior to the layoff.

"Same rate" shall be defined as the same salary rate plus any across-the-board increases provided to the salary grade if the Employee is recalled to the same grade or the same step or relative position within the merit range if the Employee is recalled to a lower grade.

In the event the Employee is, under the provisions of this Article, transferred or recalled to a position in a classification at a salary grade lower than that of his/her previous classification, the Employee shall be paid at the salary level (step) closest to, but not higher than, his/her previous salary, and not higher than the maximum in the new classification.

17. A transfer or layoff shall not result in a reduction of total University service or of bargaining unit seniority.

B. Recall

1. Recall shall be in inverse order of layoff, and laid off Employees shall be recalled as specified below before any new Employees are hired, provided they have the ability to perform the work available.

2. Notice of recall shall be sent to the "laid off" Employee at his/her last address of record by registered or certified mail. If the Employee fails to respond within five (5) days from the date of delivery of the notice of recall, or in the event no delivery is possible ten (10) days after mailing, and/or if he/she does not agree to report to work within ten (10) days from the date of response, he/she shall be terminated, unless reasonable cause, in writing, prior to the filling of the position, is given for not responding or not reporting. Extension of the five (5) day period of response and the ten (10) day report-to-work period may be granted by the University for unusual circumstances or appropriate cause.

3. The University shall maintain a list of laid off Employees according to classification and bargaining unit seniority. Laid off Employees shall have recall rights for a period equal to their length of service up to three (3) years.

4. Probationary Employees shall not be extended "recall" rights.

5. Laid off Employees will return to work with the same continuing service status and seniority they had at the time of the layoff.

6. The University shall recall Employees to positions in their classification at time of layoff, or to positions in the next lowest level of their classification sequence, provided they have the ability to perform the duties of the available position. Such work shall be considered comparable to their previous positions, and a refusal of such an employment offer shall terminate an Employee's seniority, recall and employment rights with the University. The University may also recall Employees to other comparable bargaining unit positions for which they are qualified, and a refusal of such an employment offer in the salary grade of their previous classification or the next lower salary grade shall terminate the Employee's seniority, recall, and employment rights with the University.

7. Any bargaining unit employee who is on layoff, and recalled to a vacancy/job, shall return to the layoff list if: (1) they fail to qualify for the vacancy/job during the job qualifying period, or (2) if they are displaced by a more senior employee during the job qualifying period.

C. Demotional Transfers

1. The University shall maintain a listing of Employees who accept a demotional transfer in lieu of layoff.

2. Employees who accept demotional transfers in lieu of layoff shall be accorded the opportunity to return to their former positions in the event said position is reestablished within a period equal to their length of service up to three (3) years from the date of demotional transfer.

3. "Preferential" consideration shall be accorded to the demotional transfer Employee as a candidate for other position openings in his/her former Professional and Administrative Union classification for a period equal to his/her length of service up to three (3) years. Such preferential privilege shall not be accorded more than two (2) times within the stated time period.

D. Superseniority

For purposes of layoff and recall determination, officers and directors of the Union, not to exceed twelve (12), shall be considered to have the highest classification service in their particular classifications. The Union will furnish in writing to the University and keep current, a list of the officers and directors.

E. Continuation of Insurance Upon Layoff

1. A laid off Employee who had completed his/her probationary period shall be eligible to continue currently elected group medical, group life, and accidental death or dismemberment coverage with the same University subsidy as extended to active Employees for one hundred and eighty (180) days beyond the end of the month in which the Employee was laid off. Dental coverage may also be continued for the period stated, if the Employee assumes 30% of the cost of the coverage, based on the level of coverage elected (single, 2-person, or family). In no case shall such coverage extend beyond the end of the month in which the laid off Employee is re-employed elsewhere.

2. The laid off Employee shall request desired insurance coverage (in writing) within thirty-one (31) days after the end of the month in which he/she is laid off. He/she shall be invoiced monthly for his/her share of premium.

F. Subsidized Positions

Employees who are hired into, or who are promoted, or who transfer voluntarily into a position which is subject to subsidy conditioned funding, shall be ineligible to displace another Employee in a reduction in force or when the subsidy is discontinued, except as indicated below.

Effective with the ratification of the 2004-2008 Agreement, displaced Employees (as described in paragraph 1 of this section) who have attained 10 years of continuous service in the bargaining unit on the date of Article 14 written notification, shall be considered "bump eligible."

Employees in positions which are subject to subsidy conditioned funding shall receive written notice whenever the subsidy is discontinued.

Employees with less than 10 years of continuous service in the bargaining unit, who are displaced from positions which are subject to subsidy conditioned funding shall receive preferential consideration for a period not to exceed one year when applying for vacant positions within the bargaining unit as provided above. Preferential consideration shall be given only if there are no qualified bargaining unit members with layoff rights who have applied for the position. The Employee shall be entitled to consideration before a non-bargaining unit member is hired for the vacant position, but in no case shall a candidate be placed in a position where s/he lacks the qualifications and ability to perform the duties of the available position. The rights of employees on layoff, as stated here, shall take precedence over Method 2 hiring guidelines and supervisors will not be able to use the Method 2 mechanisms to refuse recall rights of qualified P&A represented candidates in layoff status.

PBA

APPENDIX B

PROFESSIONAL AND ADMINISTRATIVE

JOB GROUPINGS

ADMINISTRATION – BUSINESS

Administrative Assistant
Administrative Assistant I
Administrative Assistant II
Administrative Assistant III
Administrative Assistant IV
Business Manager I
Business Manager, University Press
Facility Coordinator I
Facility Coordinator II
Personnel Officer I
Personnel Officer II

BROADCASTING

Audio Engineer/Producer II
Assistant Music Director
Broadcast Manager
Music Coordinator
News Director
News Editor, SR
Operations Manager
Producer/Director I
Producer/Writer
Program Associate – WDET
Promotion Assistant
Promotion Manager
WDET Creative Producer/Engineer
WDET Host
WDET Senior Media Engineer

CHILD CARE

Child Care Services Coordinator
Child Care Services Worker

APPENDIX B

PROFESSIONAL AND ADMINISTRATIVE

JOB GROUPINGS

COMPUTING APPLICATIONS DEVELOPMENT

Applications Project Leader
Applications Technical Advisor
Applications Technical Analyst
Applications Technical Analyst LD
Applications Technical Analyst SR
Business Systems Analyst I
Business Systems Analyst II
Business Systems Analyst SR
Business Systems Analyst LD
Programmer I
Programmer II
Programmer SR
Systems Integrator I
Systems Integrator II
Systems Integrator SR
Systems Integrator LD

COMPUTING CLIENT SUPPORT

Applications Specialist I
Applications Specialist II
Applications Specialist SR
Applications Specialist LD
Help Desk Analyst
Help Desk Supervisor
Systems Administrator I
Systems Administrator II
Systems Administrator SR
Systems Administrator LD

COMPUTING INFRASTRUCTURE

Database Analyst I
Database Analyst II
Database Administrator
Database Administrator LD
Network Engineer I
Network Engineer II
Network Engineer SR
Network Engineer LD
Systems Software Engineer I
Systems Software Engineer II
Systems Software Engineer SR
Systems Software Engineer LD

APPENDIX B

PROFESSIONAL AND ADMINISTRATIVE

JOB GROUPINGS

FINANCIAL MANAGEMENT

Accountant I
Accountant II
Budget Analyst I
Budget Analyst II
Budget Analyst III
Financial Accounting and Budget Specialist
Financial Analyst I
Financial Analyst II

INFORMATION SERVICES

Editorial Specialist
Information Assistant I
Information Assistant II
Information Coordinator I
Information Coordinator II
Information Officer I
Information Officer II
Information Officer III
Marketing Specialist
Marketing Specialist, LD (C&IT)
Marketing/Sales Assistant
Web Writer/Editor
WDET Digital Content Communities Specialist

LIBRARY ADMINISTRATION

Archivist Assistant I
Archivist Assistant II
Library Assistant I
Library Assistant II
Library Assistant III

MULTIMEDIA AND DESIGN SERVICES

Graphic Designer II
Graphic Designer, Sr.
Multimedia Assistant
Multimedia Specialist
Web Content Administrator

APPENDIX B

PROFESSIONAL AND ADMINISTRATIVE

JOB GROUPINGS

PAYABLES/RECEIVABLES

Collections Specialist

Leasing & Billing Specialist

PRESS PUBLICATION

Acquisitions Editor, Sr.

Assistant Editor

Electronic Publishing Coordinator

Publications Coordinator

University Press Production and Design Manager

PROGRAM/PROJECT

Program/Project Assistant I

Program/Project Assistant II

PSYCHOMETRICS

Psychometric Security Officer

Psychometric Services Officer I

Psychometric Services Officer II

Psychometric Services Officer, Sr.

PURCHASING

Assistant Buyer

Buyer I

Buyer II

Commodity Specialist

Procurement Specialist

RESEARCH ADMINISTRATION

Grant/Contract Administrator

Grant/Contract Administrator SR

Grant/Contract Officer I

Grant/Contract Officer II

Grant/Contract Officer III

RESEARCH COMPLIANCE

Research Compliance Administrator

Research Compliance Administrator, LD

STAND ALONE

Data Analyst, Graduate Admissions

Event and Conference Coordinator

Event Specialist, Undergraduate Admissions

Enrollment Services Specialist

Forms Coordinator

Hazardous Materials Specialist

Instructional Technology Designer

Mortuary Supervisor

Nursing Simulation Lab. Tech. Support

Program Coordinator-Nursing-MI AHEC

Radiation Safety Assistant Officer

Videographs/Editor

P&A

APPENDIX A

CLASSIFICATIONS REPRESENTED BY PROFESSIONAL/ADMINISTRATIVE UNION

CLASSIFICATION	SALARY RANGE
Accountant I	10
Accountant II	11
Acquisitions Editor, Sr.**	12
Administrative Assistant	10
Administrative Assistant I	10
Administrative Assistant II**	11
Administrative Assistant III**	12
Administrative Assistant IV**	13
*Applications Project Leader**	15
*Applications Specialist I	09
*Applications Specialist II	10
*Applications Specialist SR	11
*Applications Specialist LD	12
*Applications Technical Advisor**	16
*Applications Technical Analyst	13
*Applications Technical Analyst SR	14
*Applications Technical Analyst LD**	15
Archivist Assistant I	09
Archivist Assistant II	10
Assistant Buyer	09
Assistant Editor**	09
Assistant Music Director**	11
Assistant Radiation Safety Officer	13
Audio Engineer/Producer II**	10
Broadcast Manager**	14
Budget Analyst I	10
Budget Analyst II	11
Budget Analyst III	12
Business Manager I**	12
Business Manager, University Press**	13
*Business Systems Analyst I	11
*Business Systems Analyst II	12

* IT Classification
** Group D Classification

*Business Systems Analyst SR	13
*Business Systems Analyst LD	14
Buyer I	10
Buyer II	12
Child Care Services Worker**	09
Child Care Services Coordinator	10
Collections Specialist**	11
Commodity Specialist**	12
Data Analyst, Graduate Admissions**	11
*Database Analyst I	12
*Database Analyst II	13
*Database Administrator	14
*Database Administrator LD**	15
Editorial Specialist**	13
Electronic Publishing Coordinator**	12
Enrollment Services Specialist**	12
Environmental Health Specialist**	12
Event and Conference Coordinator	10
Event Specialist, Undergrad Admissions**	11
Facility Coordinator I	10
Facility Coordinator II**	11
Financial Accounting and Budget Specialist	12
Financial Analyst I	10
Financial Analyst II	11
Forms Coordinator**	10
Grant/Contract Administrator**	12
Grant/Contract Administrator SR**	13
Grant/Contract Officer I**	10
Grant/Contract Officer II**	12
Grant/Contract Officer III**	13
Graphic Designer II**	10
Graphic Designer, SR**	11
Hazardous Materials Specialist**	12
*Help Desk Analyst	11
*Help Desk Supervisor	13
Information Assistant I	11
Information Assistant II	12

* IT Classification

** Group D Classification

Information Coordinator I	11
Information Coordinator II	12
Information Officer I	11
Information Officer II**	12
Information Officer III**	13
Instructional Technology Designer**	12
Leasing & Billing Specialist**	11
Library Assistant I	09
Library Assistant II	10
Library Assistant III**	11
Marketing Specialist	12
Marketing Specialist, LD (C&IT)	13
Marketing/Sales Assistant	11
Mortuary Supervisor**	12
Multimedia Assistant**	11
Multimedia Specialist**	12
Music Coordinator**	10
Music Director**	12
*Network Engineer I	12
*Network Engineer II	13
*Network Engineer SR	14
*Network Engineer LD**	15
News Director**	13
News Editor, SR**	12
Nursing Simulation Laboratory Technical Support**	11
Operations Manager**	11
Personnel Officer I**	11
Personnel Officer II**	12
Procurement Specialist	10
Producer/Director I	13
Producer/Writer**	11
Program Associate – WDET**	11
Program Coordinator – Nursing – MI - AHEC**	12
Program/Project Assistant I**	09
Program/Project Assistant II**	10
*Programmer I	09
*Programmer II	10

* IT Classification
** Group D Classification

*Programmer SR	11
Promotion Assistant	11
Promotion Manager**	11
Psychometric Security Officer	09
Psychometric Services Officer I	10
Psychometric Services Officer II	11
Psychometric Services Officer, Sr.	12
Publications Coordinator	11
Research Compliance Administrator**	11
Research Compliance Administrator, LD**	12
*Systems Administrator I	11
*Systems Administrator II	12
*Systems Administrator SR	13
*Systems Administrator LD	14
*Systems Integrator I	11
*Systems Integrator II	12
*Systems Integrator LD	14
*Systems Integrator SR	13
*Systems Software Engineer I	12
*Systems Software Engineer II	13
*Systems Software Engineer SR	14
*Systems Software Engineer LD**	15
University Press Production and Design Manager**	12
Videographer/Editor**	09
WDET Creative Producer/Engineer**	12
WDET Digital Content Communities Specialist**	12
WDET Host**	14
WDET Senior Media Engineer**	13
Web Content Administrator**	13
Web Writer/Editor**	12

* IT Classification
** Group D Classification