From: Iliana Ricelli, Sr Director Human Resources

Date: December 9, 2014

To: Project Management Group

Re: Temporary Employee Appointment

Basic Assumptions:
- Appointment forms flow from HR employment to HR Records to generate new employee forms.
- Current process is paper form. Forms sometimes are lost between the employee, department signatures and HR Benefit office.
- Departments make copies and file paper forms, reuse outdated forms for reappointments.

Synopsis of Changes:
- Appointment form modified to make form easier to read, clearer wording, and more intuitive to use.
- Include verbiage for new Temporary Employee Retirement Plan.
- Removed unnecessary signatures.
- Created new Banner eClass 'TE' to identify employees working 30+ hours a week in order to assist with ACA tracking.
- New employee Banner forms will be created in WorkForce management department, making flow more efficient and allowing new employee's access to university resources in a timely manner.
- Moved I9 form processing to Shared Service Center.
- Temporary jobs, with generic postings, and an application form were implemented into WorkForum.

Timeline:
- January go-live with phase I.

Phase II 2015 Recommendations:
- Create paperless process with an electronic eContract for temporary appointments with workflow process for approvals.
- Create new EPAF type for Bi-Weekly employees.
- EPAFs will be created by Shared Service Center.
- Create Banner Supplemental Data Engine (SDE) field to store background date that can be used to create a report that will identify when background checks are need to be processed.