Student Affairs Shared Services Center (SASSC)
Human Resources

NEW EMPLOYEE HANDBOOK

2014

USF STUDENT AFFAIRS
UNIVERSITY OF SOUTH FLORIDA

Office Location: SVC 5010

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EMPLOYMENT & RECRUITMENT

Careers@USF is the current online recruitment process that is used to hire all employees and students at USF. On-campus job openings will be posted on the HR website through Careers@USF.

STUDENT NEW HIRES

Student appointments are hourly appointments for current students at the University of South Florida. There are three types of student employment: TSE; FWS; and SSE.

Temporary Student Employment (TSE) was formerly known as "OPS" and these positions are available to all students who wish to apply. These positions are funded by each department's own budget. The criteria for applying:

- Must be currently enrolled at USF, for at least 6 credit hours
- Must apply through Careers@USF, even if the position is not posted
- Must participate in direct deposit
- Must be eligible to work in the United States
- Must not work over 32 hours per week, recommended hours are no more than 20 hours per week

Federal Work Study (FWS) is a need-based financial aid program funded by Federal funds. These awards are given out for the Fall and Spring terms only. The criteria to apply:

- Submit a FAFSA application each year by March 1st
- Awarded to undergraduates who meet financial aid requirements
- Students must accept FWS award
- Maintain active enrollment with at least 6 credit hours
- Must apply for the FWS job through Careers@USF
- Must provide a copy of their Award Letter from OASIS
- Cannot work more than 20 hours per week Maximum award is $5,000, however, your Student Affairs allotment may be less.

Summer Student Employment (SSE) is a need-based financial aid program funded by State funds. These awards are given out only for the Summer term. Applications are sent to currently working FWS students in the Spring, so they may continue their employment. The criteria to apply is:

- Must be a working FWS student in Spring Semester
- Must complete the SSE application
- Must be enrolled for at least 6 credit hours
- Cannot work more than 20 hours per week
- Maximum award is $2,500

Job Postings

Any on-campus job openings for students can be posted, in Careers@USF, if you do not know who you want to hire. We have put together an easy to use form to help you with your Student Postings, just ask. If you know who you want to hire, you are not required to post student positions.

Once you decide to make a student hire, you need to contact SASSC HR and we will send you a posting template that you can fill in with the details of the position. When the position is posted, SASSC HR will provide you with Guest User Access in Careers to view all the applicants applying for this job.

- The students can log in from any available computer, to apply for jobs: http://www.usf.edu/

    Click on **Work At USF** on the right side of the page.

Be sure to change the dispositions of the applicants that you interviewed.

When you have decided who you would like to hire:
- Complete an Employee Action Form (EAF) and send it to SASSC HR
- If the student is new to working at USF, follow the steps for RightStart
- If the student has worked on campus within the last 12 months, follow the steps for Reappointments

RightStart

Students who have never worked on campus or who have not worked on campus within the last 12 calendar months **must attend RightStart, BEFORE they start work.**   This means they must come to SASSC HR and sign and pick up their original Offer Letter and then go to the Human Resources Office, SVC 2172, and complete all necessary hiring paperwork, so their appointment will be put into GEMS and they can get paid. Please follow the steps below to hire a new student employee.

1. Ensure the applicant has applied for your position in Careers@USF, if necessary
2. Complete an Employee Action Form (EAF) and send to SASSC HR
3. SASSC HR will complete a RightStart Offer Letter
4. SASSC HR will obtain all required signatures
5. SASSC HR will notify the supervisor when the Offer Letter is ready for pick up

Before the student's first day, send student to SASSC HR in SVC 5010 to sign their Offer Letter. It is important that SASSC HR has a copy of the signed Offer Letter, as this is the trigger to create the student a timesheet.

6. Take the **original** letter to USF Human Resources, SVC 2172, with:
    a. **Two** forms of UNEXPIRED Identification (usually a driver's license and **ORIGINAL** social security card or passport).Voided check to enroll in USF's Direct Deposit program.
7. Upon completion of RightStart, the employee is authorized to begin working for hiring department. Please ensure the student completes e-verify as well.

Reappointment for Students

Any student who currently works on campus or has worked on campus within the last 12 calendar months can be appointed without attending RightStart, however, if it is a new appointment, they must come to SASSC HR and sign a new offer letter, before they start working. Please follow the steps below to appoint this type of student:

1. Ensure the applicant has completed an application in Careers@USF.

2. Ask the student, if they have another job on campus. If they do, advise them they must not have work schedules that overlap, they must not work during scheduled class hours, and they must not work more than 32 hours combined, if they wish to remain tax exempt.

   Note: *If a student is appointed more than 32 hours a week, their pay will be automatically flagged to have TERP deduction taken out.*

3. Complete an Employee Action Form (EAF). This should be done at least 2 weeks, before you want them to start working.

4. Include all the necessary information on EAF, especially Chartfield String.

5. Scan completed EAF to SASSC HR in SVC 5010.

6. SASSC HR will complete an ASF.

7. ASF will be sent to the Director of the department for their signature and then returned to SASSC HR.

Important things to remember about student employees:

- **Please do not allow students to work prior to signing their offer letter and completing RightStart**

- Total appointed hours cannot be greater than 40 or they will be have to be paid overtime; however, at 32 hours (total combined of all appointments) or more, the student will not be tax exempt and will be subject to being enrolled in the Temporary Employee Retirement Plan.   Many students have multiple jobs on campus, so it is important to make sure your student does not go over their appointed hours. If they work 32 hours or more for two consecutive pay periods, Payroll will automatically enroll them in **TERP**. An email will be sent to all supervisors at the beginning of each semester regarding appointment end dates and a reminder to reappoint your current students, if necessary.
- Please ensure that student employees are not working during class hours, and make sure they are not scheduled to work two jobs that overlap in hours.
- If a student is working two jobs that overlap in hours or during class times, this may be grounds for dismissal.

NON-STUDENT OPS APPOINTMENTS

OPS Non-Student appointments are temporary appointments for any person **not** currently enrolled in classes full-time. All the same paperwork and steps are required for a non-student employee as they are for regular employees, plus the Hiring Approval form signed by the Vice President and required background checks.

OTHER APPOINTMENT ACTIONS

For all other appointment actions, just send in an EAF to SASSC HR and we will complete the paperwork:

- Pay increase/decrease
- Reports to Changes
- Change in authorized hours
- Employment Termination
- Change in employee type (Student, Non-Student, FWS)

TEMPORARY EMPLOYMENT RETIREMENT PROGRAM (TERP)

The TERP deduction from the student's pay is 7.5%.

- **IF** a student is appointed for 32 hours a week or more, their pay will automatically be flagged to have the TERP deduction taken out.

- **IF** a student has more than one appointment and the combined number of assigned hours for the appointments is equal to or over 32 hours, their pay will automatically be flagged to have the TERP deduction taken out.

- **IF** a student works 32 or more hours in <u>two</u> consecutive pay periods, their pay will automatically be flagged to have the TERP deduction taken out.

Can the student get out of TERP?

YES! HOWEVER, these steps need to be taken first:

1. The appointment hours need to be changed in GEMS. This will require the supervisor to submit an Employee Action Form.
2. The student must stop working 32 hours or more per week. Even if the student is taken out of TERP, they will be flagged again if the hours they work continue to go over the 32 per week.

If you have a student that is enrolled in TERP and they wish to change their hours, please contact SASSC-HR right away and we will assist in getting the change made.

REMINDER: Any temporary employee that works an average of 30 hours or more each week over the defined measurement period, may be eligible for health coverage under the State Group Insurance Program.

EMPLOYEE NEW HIRES

Create New Position

1. Call SASSC HR to discuss requirements and details of new position.
2. Complete a Hiring Approval form and send to SASSC HR.
3. Complete a Position Description in Word Doc and submit to SASSC HR. SASSC HR will transfer information from Position Description into Careers@USF.
4. SASSC HR will submit Request to Create New Position for approval through the Careers system.
5. Once a position has been created, SASSC HR will inform hiring department and then a posting can be done.

Post and Fill a Vacant Position

When the decision has been made to advertise and fill a vacant position, the following items must be addressed:

1. Complete a Hiring Approval form and send to SASSC HR.
2. Request a copy of the current Position Description and make any changes or updates and return to SASSC HR.
3. Complete a posting form and send to SASSC HR.
4. Let SASSC HR know if you plan or want to advertise in additional places. Keep in mind that your applicant pool must be diverse and you should consider that when deciding where to post your position
5. All Director level positions and above require a search committee and a national search. Please contact Jennifer Carter, so she can inform you about all the compliance requirements for search committees.

Candidate Review and Interview Process

After a position has been posted, candidates will apply through Careers@USF. Each department handles their recruitment and selection process differently, and SASSC HR will allow the department to control all aspects of their search process; however, we will monitor for compliance. The information below outlines what will be handled by SASSC and what will be handled by the department.

What SASSC will provide:

- Once final candidate is selected, SASSC HR submit required document and "request for approval to hire" through Careers system.
- Will notify the department when approval to hire has been granted.
- Provide available start dates.
- Create Offer Letter including, any extra requirements or benefits, such as: criminal background check is required; Orientation dates; or a moving allowance will be paid, etc.
- Scan the signed offer letter to the candidate and ask them to sign and return it.
- Once they have accepted the position, we will arrange for them to complete a mandatory background check in central HR.
- Notify all other applicants, that position has been filled.
- Provide Student Affairs onboarding

What the Hiring Department will provide:

- Review all applicants and rate all applicants: Minimum Qualified, Preferred Qualified, or Do Not Qualify.
- Decide which candidates to interview.
- Schedule interviews and arrange all aspects of candidate visits.
- If you select a candidate to bring to campus for an interview resulting in travel, the hiring department must contact SASSC-Travel at SASSC-Travel@usf.edu or call 974-9800, immediately to begin the travel process.
- Make decision regarding which candidate to hire.
- Check references and work history.
- Obtain transcripts and required employment verification, send to SASSC HR.
- Schedule interviews and arrange all aspects of candidate visits.
- Make decision regarding which candidate to hire.

Moving Expenses

The University and Student Affairs have a policy and a procedure regarding moving expenses. Please contact Jennifer Carter, in SASSC HR, for specific information and details if you would like to offer a final selected candidate moving expenses. There are approved moving vendors that employees must use if they choose to use a moving company, and the approved amount will be entered into the Offer Letter, and a copy sent to SASSC Purchasing.

OTHER EMPLOYMENT ACTIONS

Update Position Description

1. Request a copy of current Position Description, make any changes and return to SASSC HR.

2. SASSC HR will enter all information into Careers@USF and submit to Human Resources for finalization.

Requesting a Salary Change/SPI/Temporary Stipend

1. Contact Jennifer Carter in SASSC HR @ 974-4005.

2. A completed Hiring Approval form is needed.

3. Justification is required

Reclassify a Position

1. Contact Jennifer Carter in SASSC HR @ 974-4005.

2. Must have a completed and signed Hiring Approval form.

3. Complete a new Position Description send to SASSC HR.

4. SASSC HR will enter all information into Careers and move through approval process until it is submitted to Human Resources for finalization.

5. Once the reclassification has been completed by central HR, SASSC HR will notify hiring department.

Reports to Changes

1. Advise SASSC HR via email or Employee Action Form.

2. SASSC will process the change and monitor to completion in GEMS.

GRADUATE ASSISTANT (GA) PROGRAM

- Graduate Assistants are masters-level or doctoral-level students. All GA's in Student Affairs are currently employed in job code 9185 or 9550, and the departments must submit an accurate and detailed position description for classification approval. GA's appointed as non-exempt hourly employees will need to complete a bi-weekly timesheet. GA's are paid for and should only work no more than appointed hours per week. GA's appointed to the 9550 code are exempt, and do not complete timesheets.

- It is the responsibility of the hiring department to ensure that GA's in their department meet the minimum eligibility requirements of the Graduate School during each semester that they are employed. GA's in Student Affairs primarily come from the CSA (College of Student Affairs) program, but can come from other programs as well.

- GA appointments begin the first week of August and appointments may be for any period of time up to one calendar year. Most GA's are in place for two years. The first year is entered as 12 months (26.1 pay periods), and the second year usually ends with graduation (19.5 pay periods).

- GA's must carry 9 credit hours fall and spring, and 6 hours during the summer; and are allowed 5 paid days off a year. SASSC HR will require all GA's to complete and sign, and have their supervisor sign a leave record as they use their leave each semester. GA's who complete timesheets should record their leave used on the timesheets.

- Every GA must have a new Offer Letter, at the beginning of each year and it must be signed by both the Director of Dept. and the GA. SASSC HR will complete the necessary Tuition Waivers, that are required each semester. Tuition Waiver forms and signed Offer Letters must be turned in at the beginning of July for the Fall semester.

- If you want your GA to start earlier in the summer, you must appointment them as OPS, until the official GA appointment date. Please send in 2 separate EAF's for the two appointments. Also, please include the GA's U# and a position description.

- Please contact Sandy Lopez at 974-5916 or Cindy Blount at 974-5248 for all questions regarding GA's.

PAYROLL AND TIMESHEETS

Payroll will be processed and certified by SASSC HR in SVC 5010. Original timesheets will be filed in SVC 5010. We recommend making a copy of the timesheets in your department before handing them over to SASSC in case an employee has a question regarding their hours worked.

New timesheets for Staff and Hourly employees will be provided by SASSC HR to the employee's direct supervisor via email. This timesheet should be the only one utilized by the department. Using the SASSC created timesheet will ensure that the employee is paid properly for the position they are hired for and minimize confusion in the event that an employee has multiple appointments.

A SASSC HR Payroll representative will pick up the timesheets in your department between 12:00 pm and 1:00 pm on Monday the week of payroll certification. Timesheets should not be released to anyone else. In order to expedite the payroll certification process, the following procedures should be followed:

- All timesheets should be turned in to the department's designated SASSC liaison prior to 12:00 pm on Mondays, the week of payroll certification (any change to this day and time will be notified to supervisors in advance). The SASSC liaison will be responsible for making sure all timesheets are properly signed by *both* the employee and supervisor, and ensuring that the timesheets have the correct dates, for separating staff and hourly timesheets, and for placing timesheets in alphabetical order by last name.

    - Any timesheet missing a supervisor signature will not be paid-on until the signature is obtained.

- Timesheet hours must be entered electronically before timesheets are printed. This ensures the accuracy and clarity of the information.

    - Hours must be rounded to the nearest quarter hour. Round 7 minutes down, 8 minutes up.

    - Changes in hours worked prior to 2:00 pm on Monday must be reflected on the timesheet.

    - Changes in hours worked after 2:00 pm on Monday must be recorded on a new timesheet, clearly marked "REVISED", and submitted to SASSC in a timely manner.

    - Changes in hours worked after 2:00 pm on Monday will be added or subtracted from the next pay cycle.

- All leave used must be accurately noted on the Staff timesheets, as well as, requested in ALT.

    - Leave types include:

        o Annual
        o Sick
        o Overtime
        o Regular Comp
        o Special Comp
        o Delayed Holiday
        o Holiday
        o Admin Leave
        o Sick Leave Pool
        o Donated Leave
        o Personal Holiday
        o FMLA
        o Worker's Comp

Please note that accelerated payroll periods _will_ cause timesheets to be due 1 to 2 days earlier. SASSC will inform supervisors of accelerated payroll periods well in advance to provide adequate preparation time.

Overtime

- All overtime for Hourly employees will be paid.

- Overtime hours will calculate automatically on the employee's timesheet and will be reflected in the Overtime field (Hourly) or the Comp Time Earned column (Staff).

- If a Staff employee is to be paid for overtime, the time must be manually added to the Overtime Paid column. Adding hours in this column automatically reduces the hours in the Comp Time Earned column.

Extra Compensation/Non-Recurring Compensation/Independent Contractors

- For supervisors wanting to hire anyone for part-time hourly or for temporary work that will occur within one pay period or a specific period of time must advise SASSC in advance, so a determination may be made concerning how they are to be paid. You cannot allow anyone to work prior to being hired appropriately.

- For Supervisors wanting to hire a current full-time Staff, Administrative or Faculty employee for an additional part-time appointment, SASSC will complete a Request for Extra Compensation Approval form and obtain the necessary signatures.

- Please allow up to 2 weeks for this process to be completed.

W-2s

- SASSC will be responsible for picking up the W-2 forms from Payroll and organizing them for each Student Affairs department.

  - W-2 forms are available through GEMS Self Service, and the employee may print their own.

  - SASSC-HR will provide the SASSC liaison with a list of current employees for each department and the corresponding W-2s. SASSC-HR will review the department name list with the SASSC liaison to ensure accuracy.

  - The SASSC liaison will provide the W-2 and a copy of the information letter to each employee.

  - Please notify SASSC-HR of any address changes for terminated employees when the remaining W-2s are picked up.

ATTENDANCE & LEAVE

Attendance & Leave records will be maintained by SASSC HR in SVC 5010. Each pay period, SASSC HR will review the Automated Leave Tracking (ALT) system to reconcile any leave that is requested by staff employees with what is reflected on their timesheets. SASSC HR will contact supervisors to correct any discrepancies. In addition, SASSC HR will notify supervisors of past leave that is still in a "Pending" status.

- Supervisors are required to approve pending leave requests for their employees. SASSC HR will approve leave in ALT on behalf of a supervisor after receiving a written request.

Annual Leave/Vacation Leave

- All annual leave hours should be requested by the employee and approved by the supervisor in the ALT system *before* the leave is taken.

  - Annual leave used must be recorded on Staff timesheets in the Annual Leave column.

Sick Leave

- Medical appointment dates should be requested by the employee in the ALT system before the leave is taken, and then the hours entered for approval once the employee returns from the appointment.

- If an employee calls in sick, the leave should be requested in the ALT System by the employee the day they return to work from the illness and approved by the supervisor in a timely manner.

  - Sick leave used must be recorded on Staff timesheets in the Sick Leave column.

Personal Day

- Staff employees are entitled to one personal day per year. Personal days cannot be used in increments, but instead must be used as one full day of leave. Part-time staff are allowed to take a "typical day" off for their personal day. For example, if an employee works 25 hours a week, then they are entitled to a 5 hour personal day instead of the typical 8 hour personal day.

    - Human Resources will enter 8 hours into the employee's Personal Day section in ALT on July 1, annually.

        - SASSC HR will enter an employee's 8 hours, if they are missed in the initial download by Human Resources, and only after the employee has completed their 6 month probationary period.

    - The Personal Day leave must be requested by the employee and approved by the supervisor in the ALT system *before* the leave is taken.

    - Personal Day leave is recorded in the "**Other**" column on the employee's timesheet and in the space provided on the employee's timesheet, just above the employee's signature.

    - The employee is responsible for remembering to take the Personal Day leave prior to June 30th of the following year. Only one Personal Day per year is granted. If it is not taken, it will be removed.

Administrative Leave

- Administrative Leave is granted by the University for the following reasons:

    - Athletic Competition; Civil Disorder/Disaster; Death of a Family Member (Not all family members qualify the employee for Admin Leave); Emergency Closing of USF (No documentation required); Florida Disaster Volunteer; Jury Duty or Subpoenaed as a Witness (excludes personal litigation); Military Situation.

- Documentation is needed for all Administrative Leave and should be provided to SASSC HR, as soon as possible. Please contact SASSC, if you are unsure of what documentation to provide.

- SASSC HR will enter Admin Leave hours on behalf of the employee upon notification of need.
    - Admin Leave must be recorded on Staff timesheets in the Admin Leave column.

Family Medical Leave Act

- If an employee has been employed for one year and worked at least 1050 hours, they may qualify for FMLA, in the event of a serious illness or accident.

    - Supervisors should always be alert to any situation where an employee is out, or is going to be out, for more than 3 days within any 30-day period. This will help to ensure that, if there is a serious health condition, that may qualify for FMLA, it is identified and handled properly. Please remember that FMLA is a federal law and compliance is vital.

    - **SASSC HR is obligated, by federal law and University policy, to provide FMLA paperwork to employees who may qualify for FMLA.** Employees must be notified and informed within 5 days, once awareness of the situation is established.

    - SASSC will initiate the paperwork for FMLA, mail all documents to the employee, and contact Human Resources.

    - Human Resources will notify the employee, supervisor, and SASSC HR of approved FMLA and will enter the hours into the ALT system.

        - SASSC will track all FMLA use to ensure compliance and communicate balances with supervisors.

        - Supervisors will be responsible for communicating the days worked and the days not worked on the employee's timesheet and submitting it to SASSC for regular payroll processing**.**

Workers' Compensation

- During a Workers' Compensation situation, the supervisor <u>must</u>:

  - Ensure the employee receives necessary medical attention. In case of emergency, call 911 or immediately send the employee to a hospital emergency room.

  - If it is not a medical emergency, **call AmeriSys at 1-800-455-2079** to report the work-related injury or illness so the employee can receive appropriate care. In case of emergency, call AmeriSys as soon as practicable.

  - Complete and sign the **Accident Investigation Report** and deliver the original document to SASSC within 24 hours of the accident.

  - Take action to correct any safety hazards to prevent the same or similar injury or illness from occurring again.

- Administrative and Staff employees are entitled to 40 hours of Worker's Compensation Disability Leave to attend to medical appointments associated with the sustained injury.

  - SASSC will enter a positive adjustment of 40 hours in the employee's Worker's Comp Disability section in ALT. The employee is not required to use his/her personal leave for these first 40 hours.

  - Any additional time needed to attend to medical benefits, beyond the 40 hours of disability leave, will be taken from the employee's accrued leave balances.

  - The use of these hours is recorded in the "Other" column of the employee's timesheet.

- Employees are responsible for providing SASSC HR with a copy of any and all medical documentation information pertaining to the work related injury.

  - SASSC will track all Workers Compensation use to ensure compliance and communicate balances with supervisors.

  - Supervisors will be responsible for communicating the days worked and the days not worked on the employee's timesheet and submitting it to SASSC for regular payroll processing**.**

- When the employee is certified by his/her physician for absence from work beyond 40 hours, the employee may be eligible for wage loss benefits.

  - The employee must be placed out of work 100% by the workers compensation physician or if USF is not able to find work that will accommodate a physician's written functional limitations and restrictions.

  - The employee will be paid by the State of Florida for 5.3 hours each day the employee is on the wage loss benefit. To remain in a fully paid status, the employee must use 2.7 hours of their paid leave per day of absence. The leave used can be annual, sick or comp time earned and must be recorded in the appropriate column on the employee's timesheet.

    - The remaining 5.3 hours are recorded under the Tracking Worker's Comp column on the timesheet.

Overtime Compensatory Leave

- Staff employees and their supervisors may agree to overtime compensatory leave in lieu of overtime pay. Always check to see if the department has a policy in place.

  - Compensated overtime will calculate automatically on the employee's timesheet, if they have worked more than 40 hours in a week, and it will be reflected in the Comp Time Earned column.

  - SASSC will enter overtime compensatory leave earned into ALT based on the information provided on the employee's timesheet.

  - All compensatory leave use must be requested by the employee and approved by the supervisor in the ALT system *before* the leave is taken.

Sick Leave Pool

- SASSC HR will notify supervisors & employees of the annual sick leave pool enrollment period and determine the eligibility of employees.

  - This enrollment takes place in the spring of each year, and becomes effective June 1st.

    - **There is a 6 month waiting period to request and use sick leave pool hours once all qualifications are met.**

  - SASSC HR will complete the Sick Leave Pool Request form and submit it to Human Resources for employees who wish to join the Sick Leave Pool.

  - Sick Leave Pool time used must be recorded on Staff timesheets in the Sick Leave Pool column.

Sick Leave Donations

- If an employee depletes *all* of their combined leave (sick, annual, personal day, comp time) and have used available hours for the Sick Leave Pool (if a member), they may be eligible to receive sick leave donation hours. Both donor and recipient must meet USF established criteria.

  - SASSC will research to determine if donors and recipients qualify and will coordinate the donation of leave hours as well as notify both the employee and supervisor regarding the sick leave donation.

GEMS Self Service

Log in

The preferred method for accessing FAST/GEMS/Self-Service is to log in through the MyUSF Portal using your NetID and password. To access MyUSF and FAST/GEMS/Self-Service:

Go to: https://my.usf.edu/

1. Enter your NetID and password
2. Click on the Business Systems from the menu bar
3. Click the FAST/GEMS link to access the application

NetID User ID & Password

Users that have forgotten their NetID or NetID password should reset their USF NetID password following the instructions below.

- Go to http://netid.usf.edu
- Click on the 'Reset your USF NetID password' link and follow the on-screen instructions.

Self-Service Password Create/Change

Users can create/reset their GEMS Self-Service password online through the NetID system.

- Go to http://netid.usf.edu and click the "Login for more options" link.
- Log in using your NetID and password.
- Click the "Change your GEMS Self-Service Password" link to set a new GEMS password. After you have successfully set a new password, a prompt indicating "Password Changed Successfully!" will appear on the screen.

Password Guidelines

- The password must be at least eight characters in length
- The password cannot be the same as your user ID
- The password must contain at least one digit
- The password must contain at least one special character, e.g. ! # % & * =
- The password cannot be the same as the last ten passwords
- Alpha characters are case sensitive
    - **Note:** USF IT Help Desk does not reset Self-Service passwords. Self-Service passwords are reset only by the employee logging into https://netid.usf.edu with their NetID and selecting the link 'Change your GEMS Self-Service Password.

Address Changes

- Click Self Service in the left Hand column
- Click Personal Information in the Self Service Options
- Click Home & Mailing Address in the Personal Information options
- Edit the New Information & Click Save

For Name Changes, you must provide Payroll (SC 0077) HR with your NEW signed Social Security card with your NEW name on it.

W-4 Information Changes

- Contact Payroll in SVC 0067
- Address changes can be sent to April Agle in SASSC HR.

Direct Deposit Changes

- Contact central Payroll in SVC 0067, provide them with any account changes

Copies of your Pay Stubs

- Click Self Service in the left Hand column
- Click Payroll and Compensation in the Self Service Options
- Click View Paycheck in the Payroll & Compensation options
  - Your most recent check will appear on the screen
- To view previous checks, Click:
  - *View a Different Paycheck*
- To retrieve paystubs, Click:
  - *Printer Friendly Pay Stub*

Performance Management Evaluations

Employees

- All employees should be evaluated on an annual basis. The annual evaluation date in Student Affairs is at the end of each fiscal year, June 30th, with evaluations due by July 31st each year.

- Employees should be given a copy of their position description when they begin their employment, and supervisors should convey job goals and expectations to the employee. If this does not happen, employees should ask their supervisors to clarify those expectations.

- Performance Management is the process through which supervisors and those they lead gain a shared understanding of work expectations and goals, exchange performance feedback, identify learning and development opportunities and evaluate performance results.

- Evaluation ratings are: Exemplary, Commendable, Achieves, Needs Improvement and Unsatisfactory.

- The Self-Assessment form is a tool that many supervisors use to request information from the employee. This form allows the employee to provide valuable input concerning their jobs, their accomplishments, ideas for goals and professional development. The evaluation process is a two way communication between supervisor and employee.

- Communication is the key to a successful employer/employee relationship.

Probationary Period

The probationary period is a time for evaluating the performance of a staff level employee who is either new to the University, or new to the particular job class. The probationary period is 6 months.

- Employees may achieve permanent status at the end of the 6 month period if performance is Achieves or better.

- Supervisors have the option to extend the probationary period of an employee should they need additional time to learn and succeed in learning the duties of their jobs.

- Unfortunately, sometimes employees and jobs do not always have a perfect match for a variety of reasons, and an employee may be dismissed during these first 6 months.

- If the probationary period is successful, the supervisor will conduct a probationary evaluation, and the employee will achieve permanent status in their job class.

- If a supervisor does not conduct a performance evaluation, and the 6 month period arrives, the employee will automatically gain permanent status with an Achieves rating.

Special Evaluations

A Special Evaluation may be completed at any time when a supervisor determines that performance has changed significantly, either positively or negatively. A Special Evaluation may also be completed, if an annual evaluation has been missed, and/or the employee requests an evaluation.

NEW EMAIL ACCOUNTS

Many new employees require network and email access. Please follow the steps below to request and establish New User Accounts:

- Complete Computing New User Access Form and send to SASSC HR, RAR 139.
- SASSC HR will submit request for network and email access to IT based on the information provided on the New User Access Form.
- Employee **must** have an Employee ID established in GEMS, before a request can be submitted to IT and an activated NetID.
- Once the user account has been established, an email will be sent to the employee's supervisor containing user name, email address, and temporary password.

Important things to note:

- It takes Computing and Information Technology up to 48 hours to establish new user access from the time the Employee ID is created in GEMS.
- Net IDs for all new users must be activated, see below if you need help.
- Please note that you will need to list all of the network drives and folders that the employee will need access to. **Example: P Drive/SASSC HR**. New users will not have access to network folders unless it is specified on the New User Access Form. Or you may provide the name of a current employee and ask that the drivers and folders be the same as theirs.

NetID Instructions

A NetID is what the University uses for access to our computers and business systems.
To create or activate your NetID, follow these instructions:

1. Go to the MyUSF site: http://mysites.usf.edu
2. Click "Don't have a USF NetID? Create account now"
3. Enter the required information (First Name, Last Name, Primary identification)
    a.   Choose USF ID#. To lookup your USF ID# click the link to the right of the USF ID# box   "Lookup your USF ID Number"
4. Enter your birthday
5. Enter last four digits of your SSN
6. Follow the steps through until you successfully create your NetID
7. Once your NetID is established please email me the ID so I can set up your accesses

Here is a link to a video walkthrough on how to activate your NetID:
http://usfweb2.usf.edu/human-resources/Talent-Management/onlinetrng/IT/USFNetID.htm

ON BOARDING

All new staff members will be invited to attend **On Boarding** in the SASSC HR office. This will occur after they have attended the 1 ½ day USF Orientation session. (This does not include temporary positions)

Student Affairs **On Boarding** provides all new employees with one on one time, to present and review personal benefits such as Leave, navigation of GEMS Self Service and Performance Evaluations. SASSC HR strives to answer any questions new employees may have regarding any subject matter, and to ensure them that we are a valuable resource that they may rely upon throughout their USF career.

On Boarding Topics

ATTENDANCE & LEAVE

- Annual Leave
- Sick Leave
- Sick Leave Pool
- Sick Leave Donations
- Personal Day (staff positions only)
- Administrative Leave
- Workers' Compensation
- FMLA (Family Medical Leave Act)
- Compensatory Leave
- View GEMS Self Service

PAYROLL

- Timesheets
- Direct Deposit

EMPLOYMENT (If pertinent to their position)

- Appointments
- FWS (Federal Work Study students)
- Recruitment
- Hiring
- Terminations
- Computer Access

EMPLOYEE RELATIONS/PERFORMANCE MANAGEMENT

- Performance Evaluations

EMPLOYEE RELATIONS

SASSC HR is available to assist you with Employee Relations issues. Should you have any questions, or need to discuss important confidential issues, please feel free to call Jennifer Carter, 974-4005.

Topics may include; Employment, Attendance & Leave, Employee Disciplinary matters, Performance Management and other personnel issues.

The University mandates that departments follow specific procedures, and it is important that you are aware of those procedures, and to follow them when dealing with complex and sensitive employee issues. SASSC HR can assist you in navigating through the procedures, and ensure compliance.

Before taking action, please contact Jennifer Carter @ jencarter@usf.edu or 813-974-4005 in SASSC HR regarding:

- Employee/Employment matters
- Probationary and Substandard evaluations
- Oral and Written reprimands
- Non-reappointments
- Dismissals
- Change in Assignments or Shifts

BENEFITS

Health Insurance Programs

Group insurance plans are offered with a significant employer contribution. Employee contributions are payroll deducted on a pre-tax basis. Health insurance coverage is provided by the State of Florida Group Health Insurance Program. Family or single coverage is available from a Preferred Provider Organization (PPO) or Health Maintenance Organization (HMO).

People First

- **Who is eligible?**
  Full-time and part-time university employees appointed to a benefit-eligible position may elect to participate in the insurance plans and the various supplemental plans offered at USF.
- **Is enrollment automatic?** No. Employees must enroll in their benefits through the state benefits administrator, People First, within 60 days of the date of hire. The effective date for insurance coverage is the first day of the month following completion and submission of the enrollment forms and the coordination of payment for a full month's premium.
- **Is there a waiting period for insurance to begin?** No. Employees are eligible to enroll in state-sponsored insurance coverage on the first day of the month following their date of hire, subject to guidelines involving submission of enrollment forms and the coordination of premium payment.
- **Does family health coverage cost the same with only one dependent?**
  Yes. Regardless of the number of dependents or if the dependent is your spouse or child (ren), the cost of family coverage is the same.
- **If I haven't received or have lost my insurance card(s), what do I do?**
  Contact your insurance company to request new cards and to verify your mailing address in People First.
- **If I did not enroll in health insurance when I was hired, can I change my mind later?** Employees have 60 days from the date of hire to enroll. After that time period, employees may only enroll during the open enrollment period.
- **For more information on rates and enroll:** contact People First at 866-663-4735.

Other Benefits

Other Insurances
Supplemental insurances include Group Term Life, Permanent Life, Long-Term Disability, Dental, Cancer Longer Term Care, Hospital Insurance and Accident Insurance.

Retirement Programs
USF offer employer funded defined benefit and defined contribution retirement plans. Depending on the retirement plan chosen the vesting period will be immediate, 1 year or 6 years.

Reimbursement Accounts
Set aside money on a pre-tax basis for uncovered medical expenses (including deductions and co-pays), medical reimbursements and dependent day care.

Deferred Compensation (457)
The State of Florida offers a deferred compensation plan which allows employees to save a specified amount from their paycheck and postpone payment of taxes.

Tax Sheltered Annuities (403b)
Participation is offered via pre-tax payroll deduction.

Educational Tuition Program
USF offers eligible employees tuition assistance for up to 6 credit hours per semester.

Holidays
Employees enjoy nine paid holidays and two floating holidays each calendar year. Support staff are granted an additional personal holiday each fiscal year.

Leave
Employees accrue generous leave benefits, including vacation and sick leave. Paid administrative leave is granted for various reasons including, jury duty and death of a family member.

Sick Leave Pool
Pool member who experience short-term illnesses or off-the-job injuries are eligible to draw sick pool hours after their own leave is exhausted.

<u>Sick Leave Donation Program</u>
Donations permit employees with serious medical conditions to receive voluntary donations of sick leave from other employees after they have exhausted their own leave.

<u>Employee Assistance Program (EAP)</u>
A free, confidential service designed to assist employees with personal, family or workplace issues. 1-800-327-8705

<u>Credit Union</u>
Employees are eligible to join the USF Federal Credit Union and enjoy all associated benefits.

<u>Direct Deposit</u>
Enjoy the convenience and peace of mind of electronically deposited payroll funds into an account of your choice. Payday is every other Friday.

<u>Campus Recreation Center</u>
A state-of-the-art fitness facility available at a nominal membership fee payable via payroll deduction.

<u>Special Discount Programs</u>
Special discounts for USF employees and family members, for a variety of goods and services including well known vacation spots.

SASSC HR CONTACT INFORMATION

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