

SECTION 6. NON-RECRUITED HIRES

| NON-RECRUITED HIRE PREREQUISITE CHECKLIST | | | | | | |
|---|--|---|---|---|-------------------------------------|--------------------------|
| THE FOLLOWING ITEMS/INFORMATION ARE REQUIRED PRIOR TO INITIATING A NON-RECRUITED HIRE | | | | | | |
| ITEM | DESCRIPTION | PI ROLE | USER ROLE | | | |
| 1 | Determine Appropriate Non-Recruited Hire Class | There are three classes of non-recruited hires: 1. Temporary (twenty week maximum) 2. Student (must be currently enrolled in school/university) 3. Intermittent (on-call basis) | PI must determine what type of non-recruited hire from the list in the preceding column. Communicate hire type to the System user. | User will need to enter appropriate hire type in "Employee Class" field of the Non-Recruited Hire Request. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | Job Title | This is the requested title for the position. Example: Research Specialist | PI must establish a job title and provide to the System user. | User will need to enter the Job Title in the "Requested Job Title" field of the Non-Recruited Hire Request. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Full-Time Equivalency (FTE) | (Temporary Employees & Students ONLY) The Full-Time Equivalency (FTE) is the percentage of a 40 hour work week that an employee works. Example: 100% = Full-Time/40 hours per week and 50% = Part-Time/20 hours per week. The FTE for Intermittent employees will default to 13% FTE | PI must decide if this will be a full-time or part-time position. Must provide FTE to the System user. | User will need to enter the FTE in the "FTE" field of the Non-Recruited Hire Request. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Work Location (Country, State [USA only], Island [Hawai'i only]) | This is the physical location that the work will take place. Country, State (USA only), and Island (Hawai'i only) | PI must disclose physical work location of hire. Must provide location to the System user. If job is located in the United States, the PI must provide work state. If work is Located in Hawai'i the PI must provide Island name. | Users will need to enter the country in the "Work Country" field of the Non-Recruited Hire Request. User will need to enter work state if the position is located in USA in the "Work State" field of the request. Lastly, if the position is in Hawai'i, the user will need to enter the island into the "Work Island" field of the request. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Name and Email Address of Hire | RCUH will require a copy of resume, name, and email address for the hire. RCUH will be emailing the hire a log-in and password to complete their New Hire Documents online. | PI will obtain resume of individual and provide System user with name and email of individual or have the user contact the individual for this/her email address. | User will need to enter name and email of the hire into the Non-Recruited Hire Request. | <input type="checkbox"/> | <input type="checkbox"/> |

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| 6 | Dates of Employment | The requested start and termination date. The hire date will default to 5 business days from the initiation date (earliest possible start date). The termination date will be defaulted to the latest possible date based on the employee class. | PI must determine the length of appointment. | User will need to enter the hire date and termination date in the Non-Recruited Hire Request. | <input type="checkbox"/> |
| 7 | Rate of Pay and Payment Option | This is the requested rate of pay for the position. The rate must be expressed in an hourly rate. Keep in mind that RCUH must approve the final rate. | PI must set the rate of pay. | User will need to enter the pay rate into the Non-Recruited Hire Request. | <input type="checkbox"/> |
| 8 | Project Number(s) to Charge | Projects can charge up to 4 project numbers for the salary and fringe costs for the position. The System will pull-up all project numbers for the Distribution Code; however, the User must know which project(s) to charge. | PI must decide which of his/her project(s) will be charged and at what distribution. | User will need to enter the project number(s) and distribution of charge in the Non-Recruited Hire Request. | <input type="checkbox"/> |
| 9 | Description of Job Duties | A brief description of work to be performed (including any required certifications/trainings/post offer conditions). | PI must draft a short description of job duties (1 paragraph). | User will need to transpose the description of duties into the Non-Recruited Hire Request. | <input type="checkbox"/> |
| 10 | Employment Status | The user will need to answer the following three questions regarding the hire's employment status. These questions will determine additional documentation that the hire must complete. 1. Is the hire currently a RCUH employee? 2. Is the hire currently an UH employee? 3. Does the employee have relatives working for RCUH, UH, or the State of Hawaii that have a direct relationship to your project? | None | User will need to ask hire the three questions in the second column to the left. If the answer is yes to any of the questions, check-off the appropriate checkbox(es) in Non-Recruited Hire Request. | <input type="checkbox"/> |

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NAVIGATING TO THE NON-RECRUITED HIRES SECTION

Click on “Hire Employees” (Figure 6.1.)

Click on “Initiate Non-Recruited Hire”

Step 1: Choose Type of Recruitment Action (A, B, or C) (Figure 6.2.)

A. **Rehire Previous Employee** – Used when rehiring a recently terminated employee. The system will provide job data from previous position.

B. **Hire New Employee by Copying an Existing Position** – Used when hiring a new person into an existing job (clone). The system will provide job data from the copied position.

C. **Hire New Employee** – Used to hire a new person into a newly created job. The user must fill in all fields.

Step 2: (Option A&B ONLY) – Enter the employee’s ID Number or use the magnifying glass to lookup employees currently employed or recently terminated.

Step 3: Click on the Save button to create the non-recruited hire action. Upon clicking the Save button, the system will take the user to the “Non Reg Hire 1” Panel.

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FIGURE 6.1. HR PORTAL HOMEPAGE

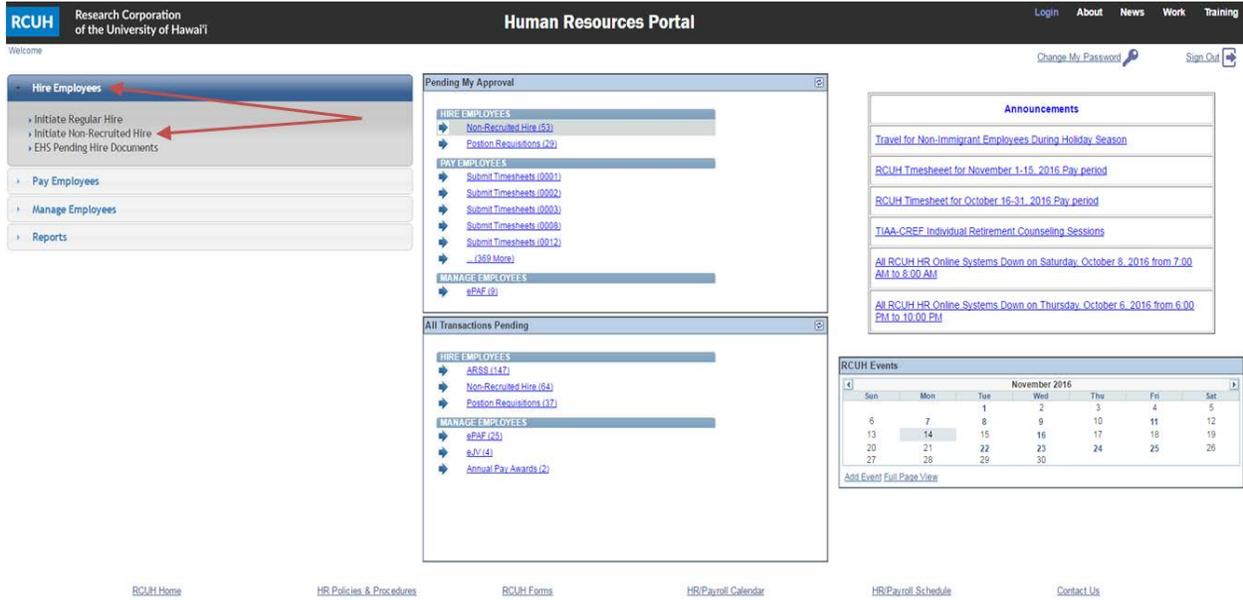


Figure 6.2. "Initiate Non-Recruited Hire" Panel



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“NON REG HIRE 1” PANEL

Step 1: Select Type of Non-Recruited Hire. Use the magnifying glass to view and select the desired employee class (Temporary, Student or Intermittent.)

Temporary Employees – Individual may be hired for a period not to exceed 20 weeks of employment within a one-rolling year period (irrespective of the number of temporary positions held.) Temporary Appointments cannot be extended beyond the 20-week period and can be hired at any FTE status.

Student Employees – individual must be a student at an accredited college or university or a high school student. Student employees generally work part-time, up to 20 hours per week (50% FTE) while school is in session and are paid in accordance with Student Assistant Pay Schedule.

Intermittent Employees – Individuals hired under this class work on an on-call basis. Employees who are found to work an excessive amount of hours or who have not worked within a 6-month period will automatically be terminated.

Step 2: Enter the Requested Job Title (i.e. HR Clerk, etc)

Step 3: (Temporary Employees ONLY) Enter FTE. The system will default to 1.00 (100%) / Full-Time (40 hours per week.) The user may enter any FTE desired. For Student or Intermittent, the system will default to the correct FTE. You may change Student FTE. Intermittent FTE will remain as 13%.

Step 4: Enter Work Country. For employees working in the United States, enter “USA” in the field. For all other countries, use the magnifying glass to lookup the appropriate country.

Step 5 & 6: Enter Work State. For employees working in Hawaii, enter “HI” in the field and select the “Work Island” from drop down options. For all other states, use the magnifying glass to look up the appropriate state abbreviation.

Step 7: Enter the Employee’s Name (Last,First M.) There is no space between the last and first name.

Step 8: Enter the Employee’s Email Address.

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Step 9: Enter a Requested Starting Date. The system will default this date to 5 business days from today's date. RCUH HR will determine the final start date.

Step 10 & 10a: Enter the Employee's (hourly) Pay Rate. Student Assistants must be paid at Step One of the designated Pay Grade (Student Assistant Pay Schedule available on the RCUH website.)

Step 11: Attach the hire's resume (PDF or Word Doc) and additional documents (if any).

Step 12: Enter the RCUH project/account number(s) to charge the salary and fringe expenses. The user may add up to four (4) project numbers. Once the project number(s) have been entered, hit the "Tab" button on the keyboard and the system will automatically populate the correct Budgetary Code into the "Budgetary Category" field. *Keep in mind, it is still the responsibility of the user and the FO to ensure that the correct project/account number and Budgetary Code are used.* The % Dist should correlate a percentage value. For example, if you are charging one project number, you will enter "100.00" If multiple project/account numbers are inputted, the user must ensure that the distribution percentages equal 100%.

FIGURE 6.3. "NON REG HIRE 1" PANEL

Non Reg Hire 1 Non Reg Hire 2

Position Number: 00000000 Request Date: 10/04/2016 Request Type: New Template: 00000000

*Employee Class: Temporary **1** *Employee Type: Hourly

*Requested Job Title: **2** *FTE: 1.000000 **3**

Employee ID: 000000

Work Country: **4**

Work State: **5**

Work Island: **6**

7 Name (Last,First M.):

8 Employee Email:

10 Hire Date: 10/11/2016 **9** Term Date (Last Date of Employment): 02/27/2017

10 Hourly Rate:

Salary Range at FTE

Plan:

Grade:

Min Pay: **10a**

Mid Pay:

Max Pay:

Please attach Resume, Diploma/Transcript in WORD or PDF format below

| Document Type | Press To Attach | View | | |
|---------------|--|-------------------------------------|----------------------------------|----------------------------------|
| Resume | <input type="button" value="Press To Attach"/> 11 | <input type="button" value="View"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |

Project Distribution

| Project | Campus | BC (Payroll) | BC (Fringe) | % Dist | | |
|--------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------|----------------------------------|----------------------------------|
| <input type="text"/> 12 | <input type="button" value=""/> | <input type="button" value=""/> | <input type="button" value=""/> | <input type="text"/> | <input type="button" value="+"/> | <input type="button" value="-"/> |

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“NON REG HIRE 2” PANEL

Step 13: Click on the “Non Reg Hire 2” tab to continue. Once clicked, the system will take the user to the “Non Reg Hire 2” panel.

Step 14: For projects with multiple Distribution Codes (DCs), the system will default the DC to the earliest in numerical sequence. If the DC is incorrect, the user must enter the correct DC. The PI’s name, email address and phone number will pre-populate into the Primary Contact Field. The user may change the Primary Contact information if the PI does not want to receive correspondences from RCUH HR.

Step 15: (OPTIONAL) Enter Secondary Contact(s). Enter the name, email, and phone number of a project staff member who will be responsible for answering any questions regarding the Non-Recruited hire request. This individual will receive important emails from RCUH HR and may be required to follow-up on outstanding issues pertaining to the request.

Step 16: Select specific FA(s) to review and certify funds for hire. An automatic email will be sent informing them to review the request.

FIGURE 6.4. “NON REG HIRE 2” PANEL

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Non Reg Hire 1 Non Reg Hire 2 14

RCUH Contact Info

*Distribution Code: 0000 Human Resources

Primary:

*Name: Gates, Bill *E-Mail: rcuhr@rcuh.com *Phone: 808/956-7307

Secondary:

Name: E-Mail: Phone: Email? + -

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Fiscal Officer (FO) Contact

FO: A10 Taylor Swift FO Email: rcuhfiscal@rcuh.com + -

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Please check the box if the selectee:

- is currently an RCUH employee
- is currently a UH employee
- has relatives employed at RCUH, UH or the State of Hawai'i that have a direct relationship to your project

If you have checked any of the boxes to the left please explain (100 character limit):

Brief description of work to be performed: [Done](#)

The employee will be responsible for assisting in day-to-day operations of HR function and duties, including:

- Accurate and timely processing of new hire documents
- Maintaining employee personnel files
- Completing active and term I-9 audit
- Attending meetings with external vendors (as needed)
- Ordering and picking up office supplies (as needed)

Occasionally, she will be driving her personal vehicle for office related matters during scheduled work hours.

Click on SAVE to access the Authorization Request button.

Authorize Request Reject Non-Reg Hire

Save

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Step 17 (Optional): Check the box if the following is applicable (A, B, or C below):

A. is currently an RCUH employee – Check the box if the hire is a current RCUH employee. Explain in comment field whether or not the person’s current RCUH position will end before accepting the new position, or if it will be a concurrent hire. Concurrent hires require additional time and coordination and the arrangement must be approved by RCUH**.

B. is currently a UH employee – Check the box if the requested hire is a current University of Hawaii (UH) employee. Explain in the comment field whether the individual’s current UH position will end before accepting this new RCUH position or if this will be a concurrent hire**.

C. has relatives employed at RCUH, UH or the State of Hawaii that have a direct relationship to your project – Check the box if answer is yes and explain in comment field. The RCUH Employment of Relatives Form must be submitted to RCUH HR (refer to Employment of Relatives Policy for requirements.)

** If it will be concurrent hire, a Dual Employment Form must be submitted (refer to Dual Employment Policy for requirements.)

Step 18: Provide a brief description of work to be performed. User should include any required certifications, training and/or post offer conditions (i.e. First Aid/CPR, etc.)

Step 19: Click on the Save button. Next, click on the Authorize Request button. The system will take the user to the “Authorize Request” Panel.

FIGURE 6.5. “NON REG HIRE 2” PANEL

Non Reg Hire 1 Non Reg Hire 2

RCUH Contact Info

*Distribution Code: 0000 Human Resources

Primary:

*Name: Gates, Bill *E-Mail: rcuhr@rcuh.com *Phone: 808/956-7307

Secondary:

Name: E-Mail: Phone: Email?

Fiscal Officer (FO) Contact

FO: A101 Swift, Taylor FO Email: rcuhfiscal@rcuh.com

17 Please check the box if the selectee:

- is currently an RCUH employee
- is currently a UH employee
- has relatives employed at RCUH, UH or the State of Hawai'i that have a direct relationship to your project

If you have checked any of the boxes to the left please explain (100 character limit):

Brief description of work to be performed: Done

The employee will be responsible for assisting in day-to-day operations of HR function and duties, including:

- Accurate and timely processing of new hire documents
- Maintaining employee personnel files
- Completing active and term I-9 audit
- Attending meetings with external vendors (as needed)
- Ordering and picking up office supplies (as needed)

Occasionally, she will be driving her personal vehicle for office related matters during scheduled work hours.

Click on SAVE to access the Authorization Request button.

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19 Authorize Request Reject Non-Reg Hire

Save

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“AUTHORIZE REQUEST” PANEL

The “Authorize Request” panel contains six (6) steps. This panel also serves as a tracking system for the user/project to monitor the status of the hire action.

Steps 1, 2 and 3 are project approvals (by using the pull down menu):

Step 1 & 2: PI/Supervisory approval. Once these are approved, an automatic email will be sent to FA to review/approve transaction.

Step 3: FA reviews request and certifies availability of funds (FIGURE 6.7 Refer to page 34)

FIGURE 6.6. “AUTHORIZE REQUEST” PANEL STEPS 1-3

Duck, Donald E.

| <u>Project</u> | <u>PI Name</u> | <u>FO Name</u> | | |
|-----------------------|--|----------------|-------------------------|--|
| 123456 | | | | |
| Responsible Party | Task | Approve/Reject | UserID, Date/Time Stamp | |
| Step 1 Initiator | Selection ready for PI review | <none> | | |
| Step 2 PI or Designee | Approval of selection/request for hire | <none> | | |
| Step 3 FO | Certification of available funds | <none> | | |

Steps 4, 5, and 6 are RCUH approvals.

Step 4: RCUH reviews/approves. If there are any questions, RCUH HR will contact the project for clarification. Hire receives an automatic email with login information to complete their Electronic Hiring System (EHS) documents. (FIGURES 6.8 and 6.9)

Step 5: Once hire completes EHS, RCUH reviews hiring documents and advises of pending documents.

Step 6: RCUH approves hire. Project and hire will receive a hire confirmation email. (FIGURE 6.11)

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FIGURE 6.8. SAMPLE EMAIL TO FISCAL ADMINISTRATOR

Subject: Non-Recruited: #00030000 HR Clerk (NR)- Pending FA Approval

The following Non-Recruited Request is PENDING YOUR APPROVAL.

Non-Recruited: #00030000
Job Title: HR Clerk
Name: Donald D. Duck

You may view/approve this Non-Recruited Hire by doing the following:

1. Go to www.rcuh.com
2. Login to the RCUH Human Resources Portal 3. Find the Non-Recruited Hire on the Pending My Approval list from the Human Resources Portal home page OR go to the Manage Employees tab and click on Search All Transactions to search for the transaction

FIGURE 6.9. SAMPLE EMAIL TO PROJECT CONTACTS AFTER HIRE REQUEST IS APPROVED

Subject: Non-Recruited: #00030000 HR Clerk (NR) - Pending Hire

We received the request to hire Donald D. Duck to tentatively start on 11/16/2016.

Donald D. Duck will be receiving an email from us which will provide login information to the Electronic Hiring System (EHS). Hiring Documents should be completed at least two (2) business days prior to the Requested Start Date. We will notify you of the Approved Start Date via email after we have reviewed and approved all Hiring Documents. Donald D. Duck is not authorized to start.

The individual will receive the following automatic email from the RCUH (see text box below.) This email will provide them a User ID (Access Code) and Password to the Electronic Hiring System (EHS). Individuals will be provided instructions and will be required to fill out all the new hire documents online. The individual will be provided a deadline (2 business days prior to requested start date) to complete the online new hire documents if he/she would like to be hired by the tentative/requested start date identified by the project. **(It is the project's responsibility to ensure that the individual completes the online documents by the stated deadline.)**

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FIGURE 6.10. SAMPLE EMAIL SENT TO NEW HIRE

Dear Donald D. Duck:

The Research Corporation of the University of Hawaii (RCUH) would like to welcome you.

Tentative Start Date: 11/16/2016

You are not authorized to start work until you complete the Hiring Documents and RCUH approves your start date. This must be completed no later than 11/14/2016.

For instructions and to begin completing your Electronic Hiring Documents, please click [EHS](#).

Here is your confidential login information:

Login ID: 00030000
Access Code: XXXXXX

If the individual does not complete all of the new hire documents by the specified deadline in the initial email to the individual, he/she will receive the following email (cc Project Contact Person(s)) after seven (7) days from tentative start date. Again, the project is responsible to ensure timely completion of the New Hire Documents by the individual. **Failure to complete the documents by the stated deadline will delay the approved hire date.**

FIGURE 6.11. SAMPLE FOLLOW-UP EMAIL SENT TO NEW HIRE

Donald D. Duck,

We did not receive your new hire documents. YOU ARE NOT APPROVED TO START WORK UNTIL ALL REQUIRED NEW HIRE DOCUMENTS ARE RECEIVED AND REVIEWED. Once RCUH HR reviews your new hire documents, we will notify you of the earliest date of hire.

Upon completion of the online new hire documents review, RCUH HR will enter a final (approved) start date. The project will receive a New Hire Confirmation email detailing the hire's employment information.

This email outlines the employee's hire/employment/job information. If any information in this New Hire Confirmation email is incorrect, please contact RCUH HR at 956-3100 as soon as possible. Please note that if this individual is a NEW hire (as opposed to a rehire employee), the individual's Employee ID will not be listed. Employee ID numbers will be assigned as soon as the

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hire is inputted into our system which will take place AFTER (i.e. days after) the New Hire Confirmation email is sent.

Lastly, this email will serve as official notice that the hire has been approved to start work.

FIGURE 6.12. SAMPLE NEW HIRE COMPLETION EMAIL

Donald D. Duck is approved to start on 11/17/2016.

Termination Date: 02/20/2017 (The employee is not authorized to work beyond the termination date).

Please review the information below and notify RCUH Human Resources at (808) 956-7307 or rcuhr@rcuh.com of any discrepancies within 24 hours after receiving this.

Employee ID #: You will receive a RCUH Employee Self Service (ESS) User ID# via email. The ESS User ID# will be your RCUH Employee ID#.

Employee Class: Temporary

Job Title: HR Clerk (NR)

FTE: 100%

FLSA Status: Nonexempt

Pay Rate: \$15.00 per Hour

Distribution Code: 0000

Project # Allocation: 123456 with 100% of total charge to this project.

First Pay Check: 12/07/2016

**Health Insurance: Not Eligible

This is provided to you as confirmation on the employment for the individual listed above. This does not create a contract between the Principal Investigator, RCUH and employee. RCUH reserves the right to make changes at any time, with or without notice. Continuation of employment with RCUH is subject to program/operational needs, satisfactory work performance, availability of funding, and compliance with applicable Federal/State laws.

All employees are subject to RCUH Policies and Procedures. Please go to the RCUH Website at www.rcuh.com for more information.

FLSA Status: Exempt indicates individual is not entitled to earn overtime compensation. Non-Exempt indicates the individual must be paid overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rate of pay under the Fair Labor Standards Act (FLSA).

**RCUH Non-Recruited hires (e.g., temporary, students, intermittent, etc.) are normally NOT eligible for Medical Insurance benefits and are NOT eligible for Dental Insurance benefits. RCUH is exempt from the Hawaii Prepaid Health Care Act and, therefore, is not subject to the mandated coverage requirements outlined in the Act. However, RCUH is NOT exempt from the Affordable Care Act, which may make you eligible for limited Medical care coverage.

Thank you!