Human Resources, Payroll, & Benefits Training

APRIL 11, 2024

Welcome!

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Topics

Requisitions – Permanent Employees, Temporary Employees, Student Workers

Temporary and Student Worker Packets

Hiring Process/Timeline

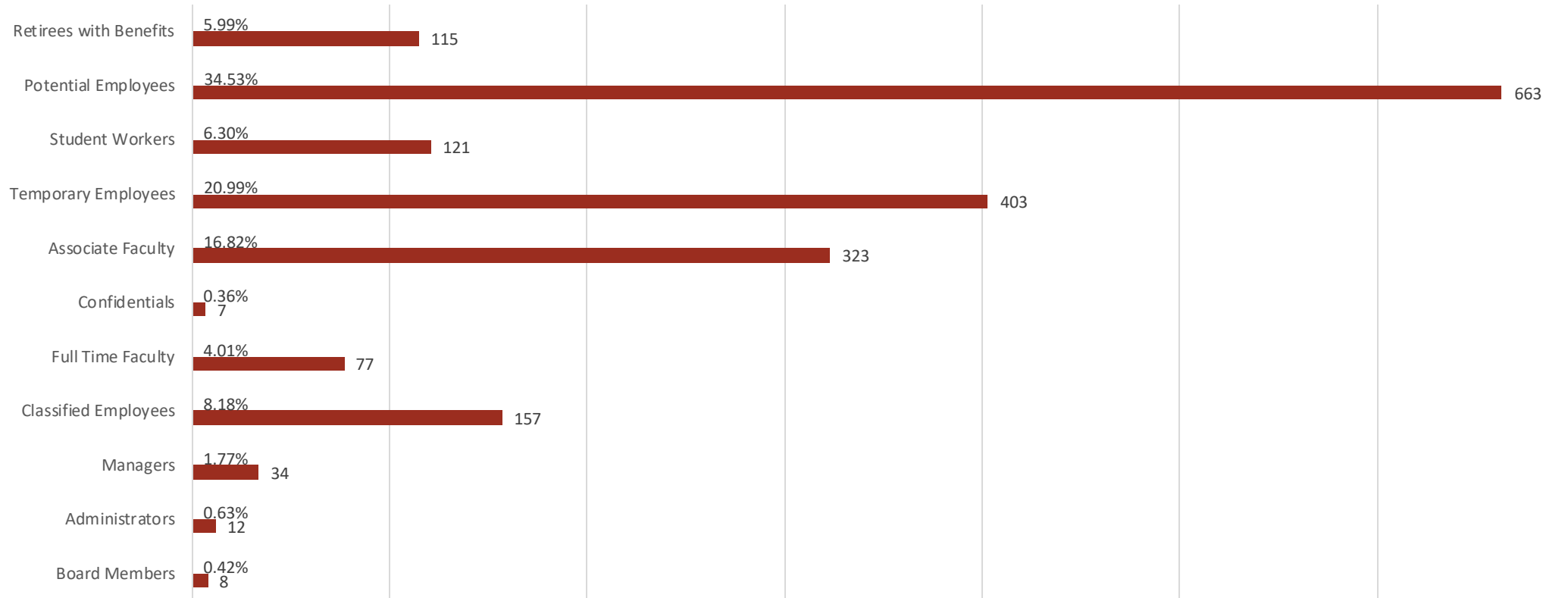Professional Development Opportunities

Onboarding vs. Orientation

Timesheets

Pro-Ratas

Leaves

Benefits and Wellness Resources

Who Do We Serve?

Category	Percentage	Count
Retirees with Benefits	5.99%	115
Potential Employees	34.53%	663
Student Workers	6.30%	121
Temporary Employees	20.99%	403
Associate Faculty	16.82%	323
Confidentials	0.36%	7
Full Time Faculty	4.01%	77
Classified Employees	8.18%	157
Managers	1.77%	34
Administrators	0.63%	12
Board Members	0.42%	8

*Potential employee data from March 1, 2023 – February 29, 2024. Data represents unique applicants.

What is Human Resources at CR?

Recruitment/Onboarding

Professional Development

Compliance

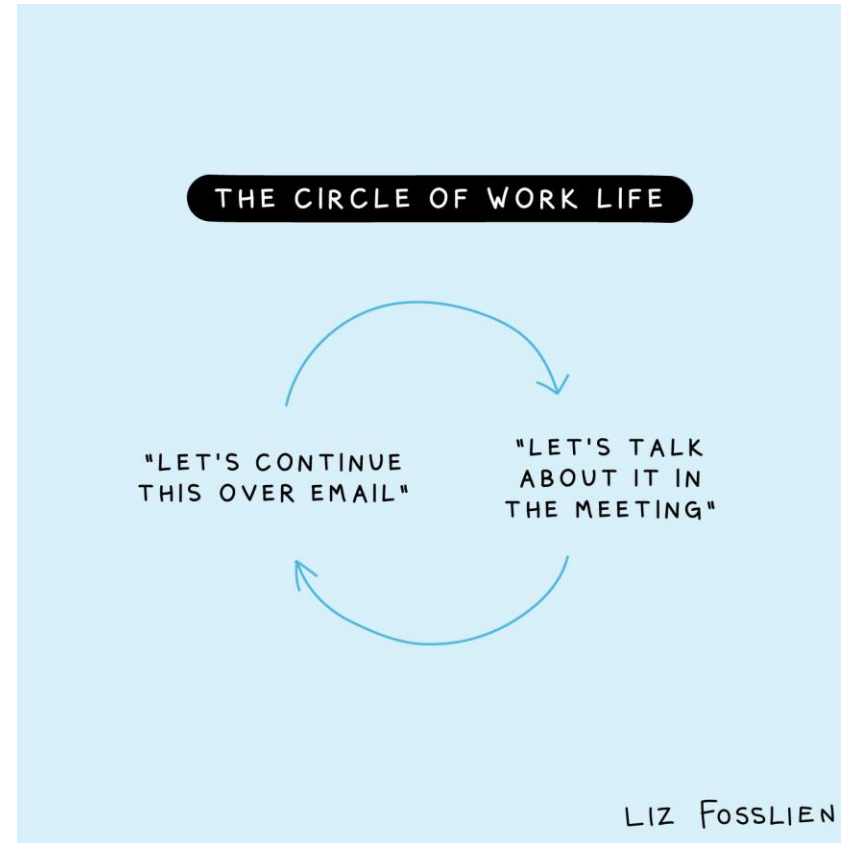Union Negotiations

Evaluations

Medical Leaves

Contracts

EEO Work

Personnel Actions

Investigations

DEIA Initiatives

THE CIRCLE OF WORK LIFE

"LET'S CONTINUE THIS OVER EMAIL"

"LET'S TALK ABOUT IT IN THE MEETING"

LIZ FOSSLIEN

What is Payroll and Benefits at CR?

Processing payroll for all employees: Perm, Faculty, Students, Temps, Associate Faculty, Stipends, and Community Ed Payments

Leave Processing and Accruals

Retirement Reporting to CalPERS and CalSTRS

Student and Temporary timesheet processing

Health Insurance Processing: New Hires, Terms, Changes, and Life Events.

Faculty Overload/Underload Processing

Employees, Student, and Temp Injuries

Compliance

Federal & State Labor Laws

CA Education Code

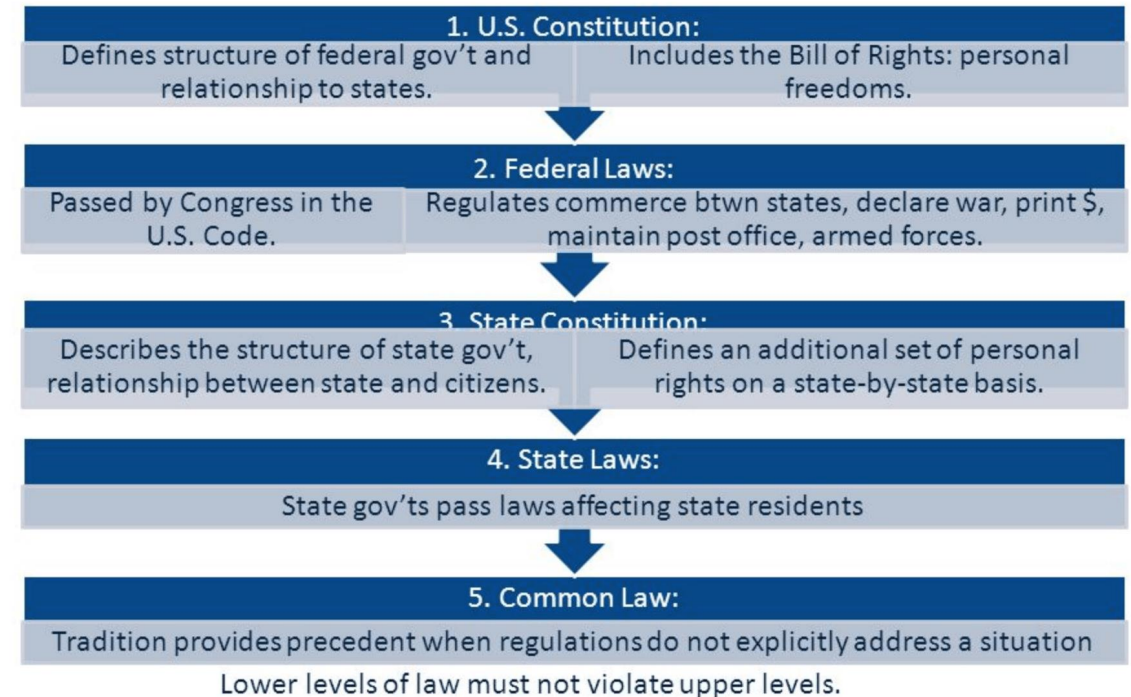Equal Employment Opportunity Commission
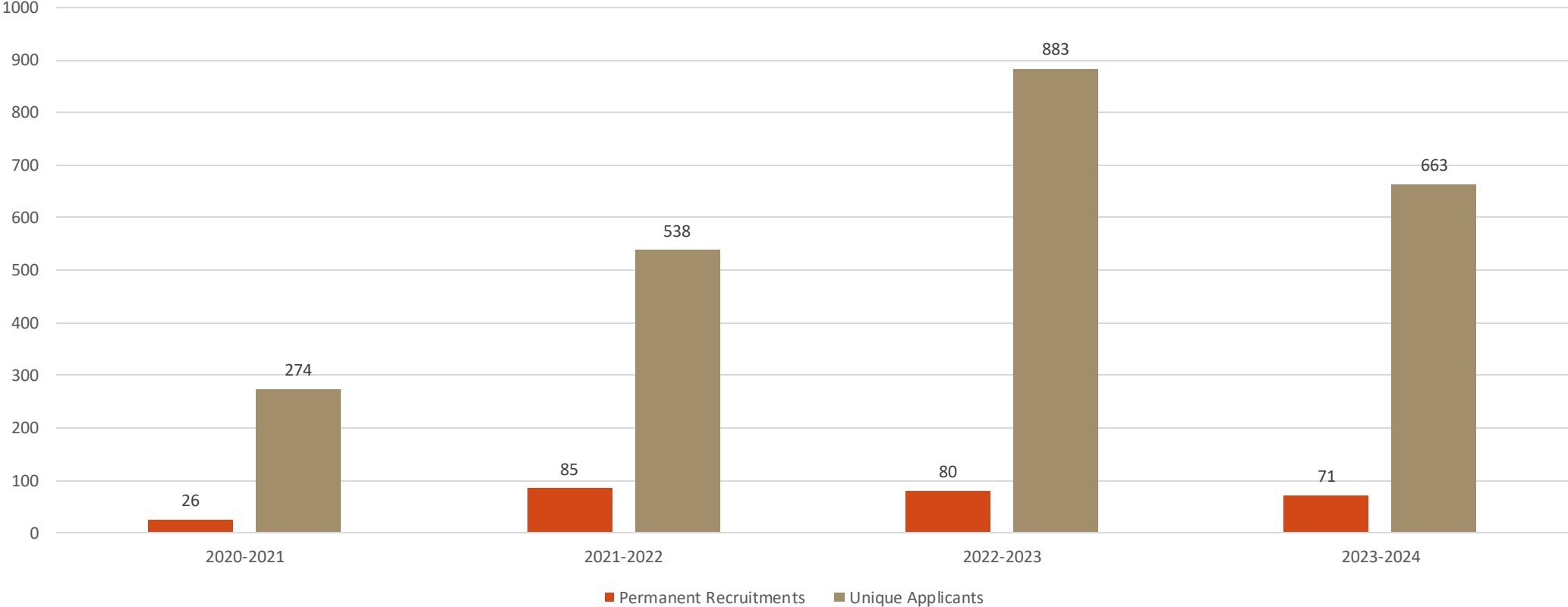
Relevant Case Law

Local Law

Union Contracts
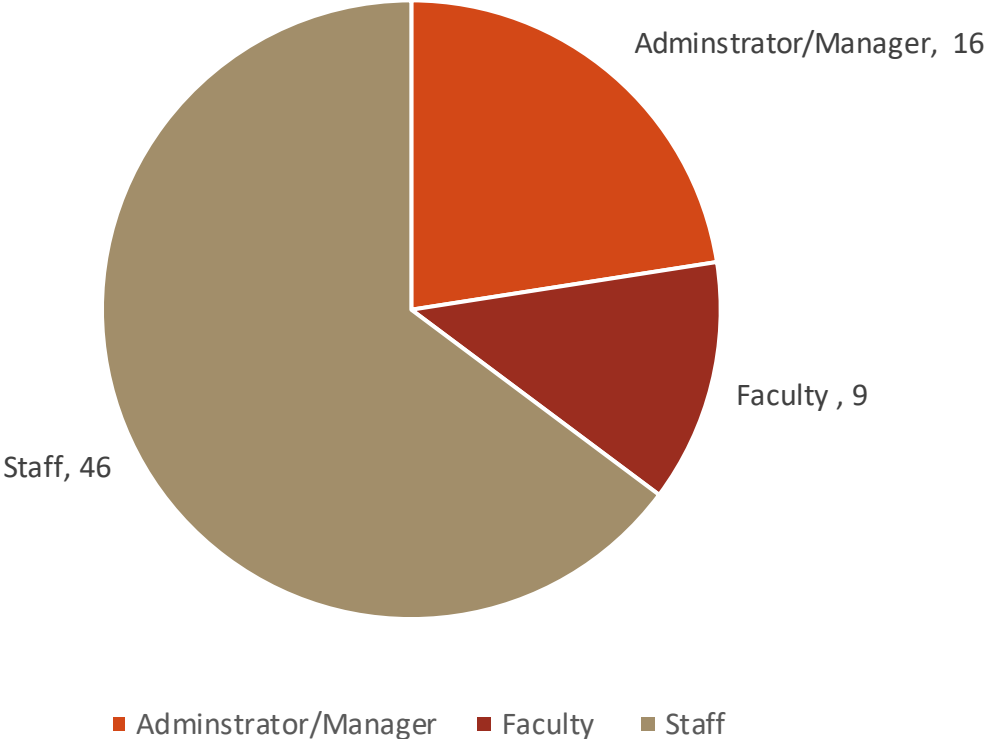
Board Policies and Procedures

The Hierarchy of U.S. Laws

1. U.S. Constitution:
Defines structure of federal gov't and relationship to states.   Includes the Bill of Rights: personal freedoms.

2. Federal Laws:
Passed by Congress in the U.S. Code.   Regulates commerce btwn states, declare war, print $, maintain post office, armed forces.

3. State Constitution:
Describes the structure of state gov't, relationship between state and citizens.   Defines an additional set of personal rights on a state-by-state basis.

4. State Laws:
State gov'ts pass laws affecting state residents

5. Common Law:
Tradition provides precedent when regulations do not explicitly address a situation

Lower levels of law must not violate upper levels.

Recruitment Data

Recruitment Data Cont.

*Data from March 1, 2023 – February 29, 2024

Hiring Administrative Procedures

AP 7120-1 Recruitment & Hiring of Classified and Confidential Staff

AP 7120-2 Recruitment & Hiring of Management and Administrators

AP 7120-3 Recruitment and Hiring of Full Time Faculty

AP 7120-4 Recruitment and Hiring of Associate Faculty

AP 7120-5 Employment of Temporary Employees

AP 7120-6 Student Employees

AP 7120-7 Internal Transfer Opportunity

AP 7120-8 Appointment to Vacant Management Positions

Requisitions – Temporary and Student Employees

Temporary and student requisition forms can be found under Faculty and Staff Resources - Forms and Resources – Human Resources

Temporary Requisition

- Must submit a new requisition to HR every fiscal year
- Title cannot be the same as permanent classified position
- Submitted by signature = Department Supervisor
- Backfill while recruiting for a permanent position – Up to 60 days
- Temporary employees can work up to 160 days in a fiscal year (in all positions). Does not apply to part-time permanent staff or associate faculty.
- Once approved by Cabinet, HR will process and assign a requisition # and position code.

- Hiring Process

- Requisition Example - Temporary

Student Requisition

- Director of Financial Aid sends out email for FWS funding requests
- Subfund: 11019 – start of fiscal year is even (ie: fiscal year **2024**-2025)
- Subfund: 11020 – start of fiscal year is odd (ie: fiscal year **2025**-2026)
- Must submit a new requisition every fiscal year
- Cost Center Manager Signature = Department Supervisor
- All FWS or FWS/CW requisitions must be submitted to the Director of Financial Aid
- All DWS requisitions are submitted to HR

Example of Student Requisition

Temporary Employee Packets

Employment packets can be found under <u>Faculty and Staff Resources - Forms and Resources – Human Resources</u>

Temporary Employee Packet Sample

- Employee packet must be completed by department and employee before submitting to Human Resources
- Completed packets should be submitted five business days before employee begins work
- If the employee needs to be live scanned, they cannot start working until Human Resources receives results
- Human Resoruces will process the packet and send a copy of the approved data sheet back to the supervisor and admin support

Employment Packet Instructions

Student Worker Packets

Student employment packets can be found under <u>Faculty and Staff Resources - Forms and Resources – Human Resources</u>

<u>Student Employee Packet Sample</u>

- Student employee packet must be completed by department and student before submitting to Human Resources or Financial Aid
- If they are a Federal Work Study (FWS) student, please submit data sheet to financial aid for approval before submitting to complete packet to Human Resources
- Non FWS packets should be submitted five business days before student begins work
- If the student needs to be live scanned, they cannot start working until Human Resources receives results
- Human Resources will process the packet and send a copy of the approved data sheet back to the supervisor and admin support
- 5 Week Gap Language

<u>Employment Packet Instructions</u>

I-9 Document Verification

[I-9 Employment Eligibility Verification](#)

[Completing Section 1, Employee Information and Attestation](#)

[Completing Section 2, Employer Review and Attestation](#)

[Examining Documents](#)

You are not required to be a document expert.

You must examine the document(s), and if they reasonably appear on their face to be genuine and to relate to the person presenting them, you must accept them. To do otherwise could be an unfair immigration-related employment practice. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, you must not accept them. You may ask if the employee has other documentation that would satisfy Form I-9.

Requisitions – Permanent Employees

Permanent requisition form can be found under <u>Faculty and Staff Resources - Forms and Resources – Human Resources</u>

Permanent Employees Requisition

- All required fields and signatures must be completed prior to submitting to Human Resources.

- Submitted by signature must be the department supervisor.

- If approved by Cabinet, Human Resources will process the requisition and email an approved copy to department supervisor and admin support

- The job posting will be posted in PeopleAdmin and sent out for transfer internally

Example of Permanent Staff Requisition

Example of Permanent Faculty Requisition
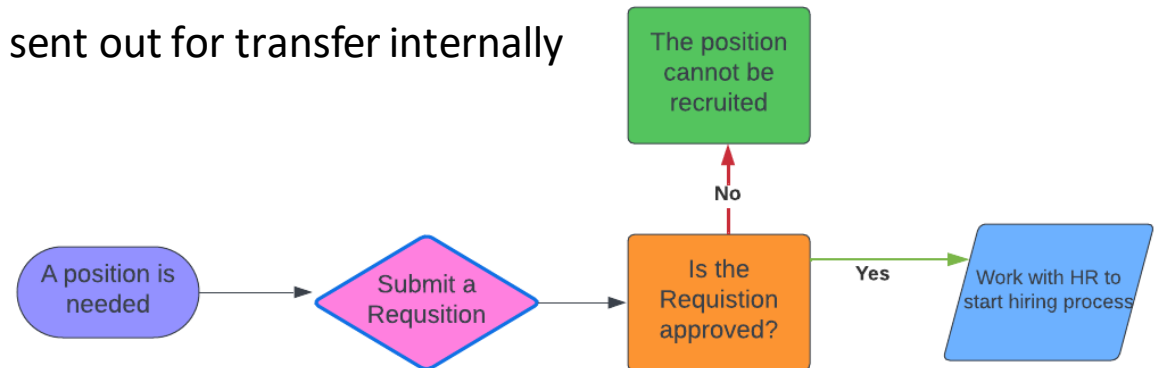
Hiring Timeline – Permanent Employees

- Requisition approved

- Post internally 6 – 10 business days

- Post externally 2 – 4 weeks

- Committees formed:
  - CSEA representation – volunteers requested through HR and sent to CSEA leadership for approval
  - Faculty representation – Academic Senate leadership requests volunteers and notifies HR
  - AMC – follows appropriate guidelines in Hiring APs

- HR or Chair initiates scheduling first meeting – dependent on committee's availability

- Completed process can take six – eight weeks (offering position)

- New hire starts two – four weeks after offer (except faculty)

Onboarding vs. Orientation

HR/PAYROLL ONBOARDING

- CR email request
- WebAdvisor access
- New hire paperwork/Payroll information
- Parking permit information
- New hire trainings through Keenan

DEPARTMENT ORIENTATION

- Ellucian Colleague access request
- Keys (moving to online ticket system)
- Ticket for office space needs
- Ticket for phone extension
- Any additional technology required for position
- Department specific training

Keenan Trainings

https://redwoods-keenan.safecolleges.com/

Once trainings are assigned you will receive an email from "Redwoods Community College District" with a subject line "Keenan SafeColleges Online Training".

Username: Employee ID without zeros

Trainings Assigned Every Two Years:
- Sexual Harassment
- Defensive Driving
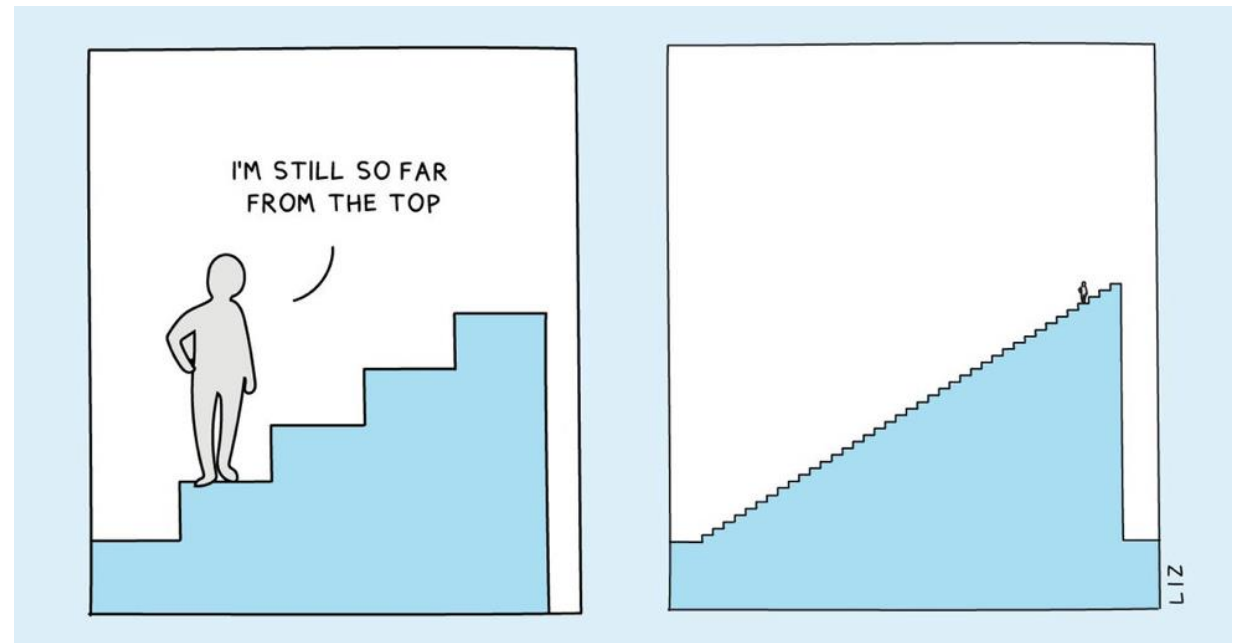- Implicit Bias and Macroaggression Awareness

Professional Development Resources

https://login.visionresourcecenter.cccco.edu/login/

Go2Knowledge

Additional Keenan Trainings

Unions

CRFO – College of the Redwoods Faculty Organization

Represents full time faculty and associate faculty

2022-2025 Contract
Current MOUs

CSEA – California School Employee Association

2021-2024 Contract
Current MOUs

MOUs (Memorandum of Understanding) – Negotiated agreements between the District and Union to add or amend current contract language, or other agreements as necessary

Timesheets – Permanent Employees (Non-Faculty)

Due to Payroll@redwoods.edu with all signatures by 10th of the month.

We have moved to paperless, and require a specific naming convention:

- **Last Name, First Name Month (Jan) Year (24)**

The preferred method is routed through Adobe sign, .cc Payroll. We will get an unsigned copy and the final version. We do not open the unsigned versions, it is automatically deleted.

If Adobe sign is not used, please send an electronic version to Payroll@redwoods.edu

If your department still uses paper timesheets, they will need to be scanned and sent in the required naming convention. One email with the whole department is preferred.

Please do not mix Perm Timesheets and Hourly Timesheets (Students, Temp, or AF Hourly) in the same scan or email.

Any deductible Absences, will run a month behind and will require an unpaid leave form.

Posting-Once timesheets are received by the 10th of the Month, we manually post time to the leave indicated on the timesheet. This is usually completed by the 20th of the month.

Accruals-are usually posted about the 20th of the month.

Leave Balances can be validated by reviewing Web Advisor/Self-Service. We encourage everyone to monitor your own leaves.

Timesheets – Temporary and Student Employees

Due in the payroll department with all signatures and coding by the 25th of the month.

We will take paper, scanned, or Adobe routed.

The orange and green timesheets are not required, we do have a fillable version.

Please verify legibility, hour calculation, time total, employee signature and completed employment packet.

Please place Position Code, REQ #, and GL coding on the timesheet.

Meal period rules: Can work up to 6 hours, as long as it completes their day. If work day is greater than 6 hours, need to take ½ hour unpaid meal period before or at the fifth hour.

Pro-Ratas

Is a tool to spread annual hours worked and pay appropriately and clear expectations with supervisor for anyone not working 2080 Hours (40 Hours X 52 Weeks)

Annual Distribution in March, deadline will be outlined in instructions and is approx. 30 Days. 2024-25 were distributed and has an April 15th due date.

A 10 or 11 Month employee that has hours on their pro-rata in all 12 months will have their hours averaged over 12 months. If there is a month with no hours listed, will not receive pay in that month.

If you leave or have a change in-status, a recalculation of hours worked Vs. hours paid , can result in the employee owning money back.

Payroll Web Page

Our Payroll web page has the following information:

Contact Information

Federal (W4) and State (DE4) Withholding Forms

Yearly PayDay schedule

https://www.redwoods.edu/hr/HR-Home/Payroll

Leaves – Annual Leave

Available for use once out of probation.

Start employment to 3 years Full-time accrual is 6.67 (2 weeks)
3-9 Years 10.00 (3 weeks)
9 Years Plus 13.33 (4 weeks)

Maximum accrual is 2 years worth of accrual, except at 9 year accrual 5 weeks

The step to the next tier happens in the month of your anniversary of hire date.

Leaves – Sick

Available to use as accrued, no probation restriction. Once out of probation you have the ability to place sick leave in the negative. The negative amount is limited to accrual up to June 30th.

Accrual is 8.00 hours monthly for FT, or pro-rated your annual hours to 1640 Hours. The is no accrual limit.

Sick leave balance upon retirement is transferred to CalPERS for service credit.

Family Sick Leave-If you are taking sick leave, and caring for someone other than yourself, please place FSL in the Symbol column and the relationship in the comments section. Relationships is defined in the CBA. Use of FSL is limited to ½ your annual sick leave.

If you are sick greater than 5 days, you will need to obtain Dr. Note to return after being off 6+ days. This note should accompany your timesheet.

Leaves-Personal Holiday

The accrual is 2 days a year, pro-rated your annual hours to 1640 Hours.

Posted with an effective date of July 1st.

This is a use it or lose it leave, and will need to be taken by June 30th.

Leaves-Comp Time

Comp Time is recorded on your timesheet as time worked, Payroll will do the calculation of what is 1.5 or 2.5 (Holidays).

Comp Time is recorded in a leave and can be used at time off.

Payment of Comp Time has a separate for to be completed.

CT should not exceed being on the books greater than 1 year or 160 hours.

Comp Time used should be recorded in the normal column to the left.

Comp Time Earned should be recorded in the right-hand column, include a description, and supervisor initials.

22					
23	CT		Travel to Conference	3.00	AD
24					

Leaves-FAQ

When posting leaves we often have to make judgment calls about how to post, based on the guidelines of the previous slides. It is ok to record a leave on your timesheet like this:

22			
23	PH/A	8	
24	S/A	8	
25			

This is telling us, use my PH First, then A for a total of 8 hours and use my S first then A for 8 hours.

22			
23	PH/A	4/4	
24	S/A	5/3	
25			

If you want usage posted a very specific way, the examples can be used.

Bereavement-Please place the relationship of the person in the comments section. 3 days if closer than 350 Miles, 5 days if farther. This does not have to be consecutive.
Jury Duty-Is not limited
Release Time-This is used when you are being paid by the district, but not doing your primary duties in your normal location, I would exclude committee meetings from this list. Conferences, CSEA Meetings, approved release time for higher education, Power outages, or early releases.

Benefits and Wellness Resources

Kristy is primary contact for benefits enrollments, questions, life events, and etc.

Benefits is its own session! So much we can cover and planned for Fall 2024.

We have updated the Benefits page on the web make things a little more accessible. Let's review:

https://www.redwoods.edu/hr/benefits

Reminder Health Screening, if you have not signed up please do!

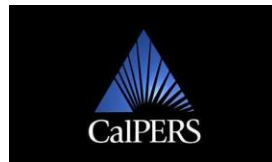Eureka April 16th

Del Norte April 17th

Retirement/Pension

CalPERS and CalSTRS are there own sessions, and working on events for Fall 24.

If you have not created a My CalPERS or CalSTRS account, please do!
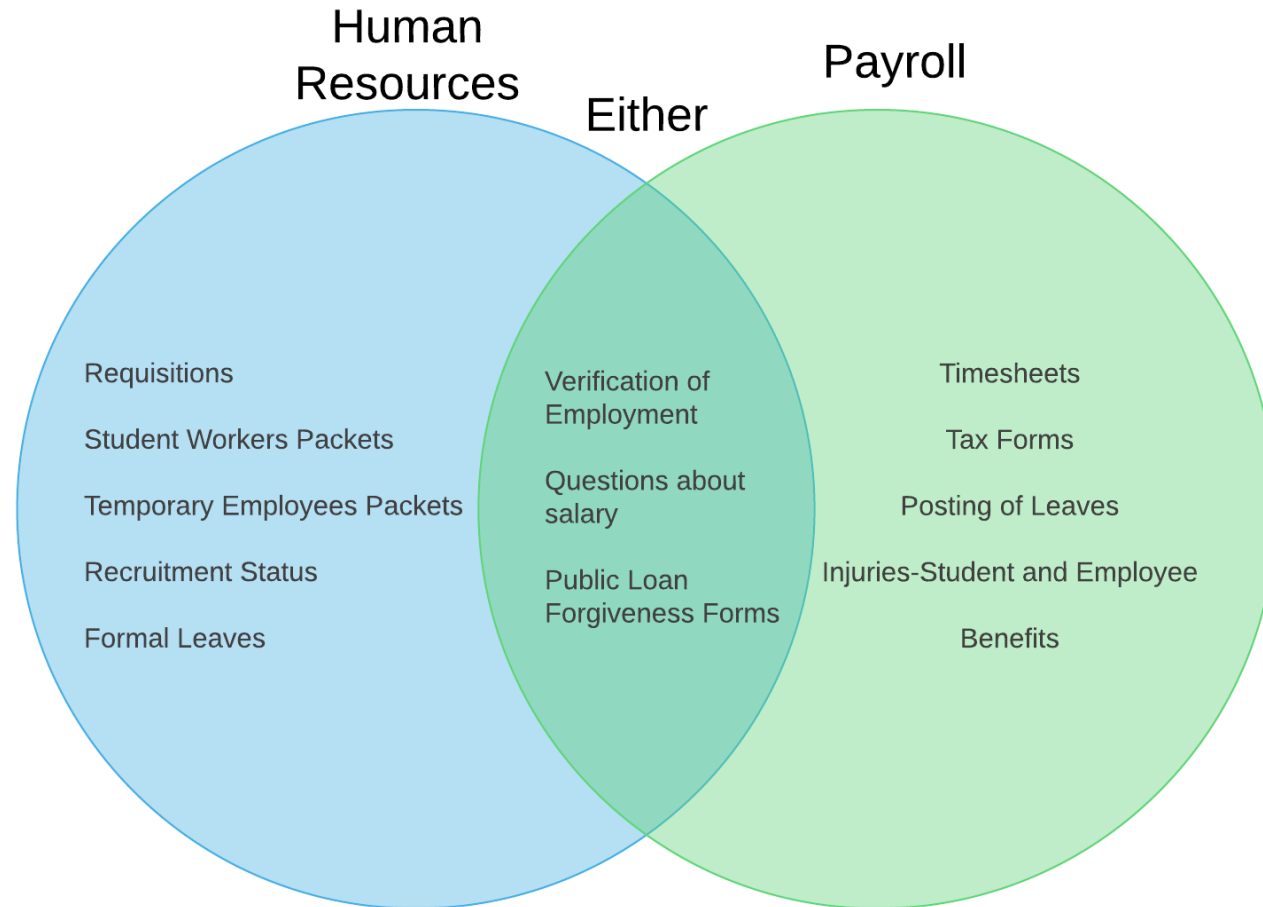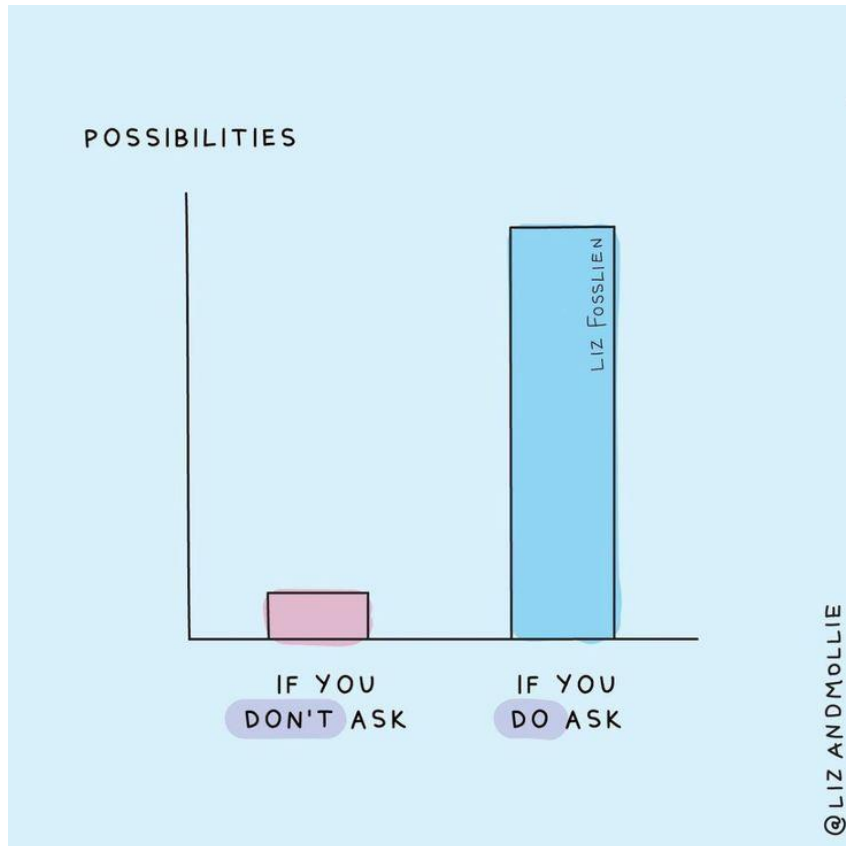
Videos and webinars - CalSTRS

Member Education - CalPERS

If you have any questions, you can reach out to Jose or Kristy!

Who Do You Call?

Human Resources

Either

Payroll

Requisitions

Student Workers Packets

Temporary Employees Packets

Recruitment Status

Formal Leaves

Verification of Employment

Questions about salary

Public Loan Forgiveness Forms

Timesheets

Tax Forms

Posting of Leaves

Injuries-Student and Employee

Benefits

Questions?

Thank You!

Contact Information:

HR@Redwoods.edu or 707-476-4140

Payroll@Redwoods.edu or 707-476-4129