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INTRODUCTION

The policies in this document are intended to align with those of Utah State University and the College of Science Business Services Procedures. However, the College of Science allows for departments to set their Best Practices to best serve the department’s individual needs and may exceed those of the College of Science.

The goal of this policy and procedure manual is to provide the Department of Biology’s current and future Staff, Faculty, Students and Administration a smooth and clearly defined path for onboarding employees by designating one point of contact through the Business Services Team.

The Department of Biology Business Services Team is:

Business Manager
Mike Long
BNR133
435.797.2483
mike.long@usu.edu

Account Manager

Grant Manager

Department Finance Manager

Business Operations Manager

Business Assistant
Metta Ray
BNR135
435.797.7604
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Travel Specialist

Purchasing Agent

Department HR Consultant

Payroll Administrator

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EMPLOYMENT PROCESSES

In the case of employing a person in the Department of Biology (DPBIOL) at Utah State University (USU), the Department’s Best Practice shall be as follows:

The Employer (Supervisor, Faculty, or other) will contact the Business Services Manager to discuss the salary and benefits budget. Once a satisfactory plan is in place, the Business Services Manager will direct the Employer to the Business Assistant.

The Business Assistant will be the main point of contact for all employment related concerns within the Department of Biology.
I. ADVERTISING AN OPEN POSITION

There are different criteria for different types of positions depending on the type of job being advertised. To avoid delays in the hiring process, the following procedures have been put in place.

A. Hourly and Non-Benefited Positions
All hourly and non-benefited positions must be advertised via AGGIE Handshake

   a. Contact the Business Manager to discuss the proposed wage and account information.
   b. Contact the Business Assistant to receive a Job Posting Packet and job specific information.

   i. Career Services and the Employment office require that all hourly and non-benefited position be advertised in compliance with federal guidelines.
   ii. At USU, this is done via AGGIE Handshake and can be initiated with the help of the Business Assistant.

   a. The Business Assistant is the department’s administrator of the USU Biology AGGIE Handshake page. To be added to this account, contact the Business Assistant.
   b. All positions must be posted for a minimum of 24 hours or until at least three applicants have applied; whichever comes first.
   c. All jobs must be ACA compliant.
   d. U.S. Work Authorization and verification is required.

   c. Send a job description to the Business Assistant. This description should include:

      i. Job Title
      ii. Position Summary
      iii. Work Schedule / Hours per Week
      iv. Job Start Date (and end date if applicable)
      v. Pay Rate
      vi. Pay Index Number
      vii. Applicant Documentation Requirements
      viii. Any Special Qualifications or Instructions

B. Graduate Student Positions

Graduate student positions do not require advertisement as long as they are accepted into the Department of Biology Graduate Program.

C. Salaried, Benefited Positions

All salaried and benefited positions must be advertised via Business Services

   a. Contact the Business Manager to discuss the proposed wage and account information.
   b. Contact the Business Assistant to receive a Job Posting Packet and job specific information/requirements.
   c. Complete the online form to Post a Job in Service Now.
II. REQUESTING A NEW POSITION
If it is necessary to add a new full-time benefited position to the Department, the following procedures have been put in place.

a. Contact the Business Manager to discuss the proposed wage and account information.
b. Contact the Business Assistant to receive a New Position Packet.
c. Send the following information to the Business Assistant:
   a. PDQ or
   b. Detailed Job Description including:
      i. Position Summary
      ii. Responsibilities
      iii. Minimum / Preferred Qualification
c. Detailed Description of Funding
   i. For E&G funding indicate where the funding is coming from (Provost, RCDE, CoS, etc.)
d. Allow at least 1-2 weeks for required approvals
III. HIRING AN EMPLOYEE

Once a qualified candidate has been selected by the Supervisor or Hiring Committee and has accepted the position, it is the responsibility of the direct supervisor to initiate the hiring process. To accomplish this, the following procedures have been put in place.

A. Hourly and Non-Benefited Positions
   All hourly and non-benefited positions require 1-week notice prior to start date
   a. Contact the Business Manager to re-verify the proposed wage and account information.
   b. Contact the Business Assistant to receive a Hiring Packet and job specific information.
   c. Send the following information to the Business Assistant:
      i. Name
      ii. A-Number
      iii. Direct Supervisor: Per HR, this should be the person most closely related to and with the most knowledge of the actual position
      iv. Official Job Title
      v. Rate of Pay
      vi. Pay Index Number
      vii. Job Requisition Number
      viii. Work Schedule / Hours per Week
      ix. Any Other as Required by Specific Position
   d. The Business Assistant will collect any other information needed
   e. The Business Assistant will contact the employee and coordinate the completion of:
      i. U.S. Work Authorization Forms
      ii. Payroll Forms
      iii. Background Checks
      iv. HR Forms
      v. Training of Time Entry in AggieTime
      vi. Training of Purchasing Procedures (as needed)
      vii. Training of Travel Requirements (as needed)
   f. Once all requirements have been met, the Business Assistant will complete the EPAF request which is processed through the College of Science.
   g. Once all approvals have been signed, the employee will have access to USU sites as requested by their Supervisor and deemed necessary for their specific job via HR BANNER.
      i. It is the responsibility of the Supervisor to request any necessary access for the employee.

B. Graduate Student Positions
   All Graduate Student Positions are coordinated through the Graduate Programs Coordinator (GPC). The GPC is required to notify Business Services of any Graduate Positions as soon as possible, but at least 3-weeks prior to the start of the semester. The GPC should:
   a. Contact the Business Manager to verify the proposed wage and account information.
   b. Contact the Business Assistant with the following information:
      i. Name
      ii. A-Number
iii. Degree Program
iv. Job Assignment
   1. GRA / Lab Name
   2. GTA / Course Number
v. Pay Index Number
vi. Name of Major Professor
vii. Any Other as Required by Specific Position
c. The Business Assistant will collect any other information needed
d. The Business Assistant will contact the employee and coordinate the completion of:
   i. U.S. Work Authorization Forms
   ii. Payroll Forms
   iii. Background Checks
   iv. HR Forms
   v. Training of Purchasing Procedures (as needed)
   vi. Training of Travel Requirements (as needed)
e. Once all requirements have been met, the Business Assistant will complete the EPAF request which is processed through the College of Science.
f. Once all approvals have been signed, the employee will have access to USU sites as requested by their Supervisor and deemed necessary for their specific job via HR BANNER.
   i. It is the responsibility of the Supervisor to request any necessary access for the employee.

C. Salaried, Benefited Positions
All salaried and benefited positions require 2-week notice prior to start date except in circumstances where the employee may need access to USU operating systems earlier (i.e. to prepare for a class which will require an IT opt-in position and costs $12.30/month)
a. Contact the Business Manager to re-verify the proposed wage and account information.
b. Contact the Business Assistant to initiate an Offer email.
   i. Prior to any offer being sent out, the Business Assistant will verify all offers are:
      1. In compliance with the Employment Office, Human Resources, the College of Science and Utah State University policies.
      2. Aligned with the original job description posting.
      3. Contain current and accurate contact information.
c. Once an Acceptance email is received, the Business Assistant will need:
   i. Name
   ii. A-Number
   iii. Position Number
   iv. Direct Supervisor: Per HR, this should be the person most closely related to and with most knowledge of the actual position
   v. Official Job Title
   vi. Salary Amount
   vii. Pay Index Number
   viii. Background Check Index Number
   ix. Job Requisition Number
x. Work Schedule / Hours per Week
xi. Any Other as Required by Specific Position
d. The Business Assistant will collect any other information needed
e. The Business Assistant will contact the employee and coordinate the completion of:
   i. Background Check
   ii. U.S. Work Authorization Forms
   iii. Payroll Forms
   iv. HR Forms
   v. Training of Time Entry in My Time
   vi. Training of Purchasing Procedures (as needed)
   vii. Training of Travel Requirements (as needed)
f. Once all requirements have been met, the Business Assistant will complete the EPAF request which is processed through the College of Science and can take 2 weeks or more.
g. Once all approvals have been signed, the employee will have access to USU sites as requested by their Supervisor and deemed necessary for their specific job via HR BANNER.
   i. It is the responsibility of the Supervisor to request any necessary access for the employee.
IV. SPECIAL CIRCUMSTANCES

A. Postdoctoral Fellow Positions

Post Docs should be hired under Policy 385/390 or with a search (see below). In special circumstances they may be hired as a wage hourly employee however, this must have written approval from the DH and Dean PRIOR to offering the position.

POLICY 385/390

a. In order to bypass the requirement to advertise and run an open search, a candidate must fall under one of the following:
   i. Affirmative Action
   ii. Institutional Need
   iii. Employment-at-Will Policy 390
   iv. Written into Sponsored Program Budget - Must be specifically named

b. If one of the above requirements is met, the next step is to get approval from DH, Dean and Provost Office. The following will need to be provided to the Business Assistant:
   i. Appointment of Opportunity Request Form
   ii. Job Description with minimum and preferred qualifications listed
   iii. Resume/CV of the candidate

c. Once this has been approved a New Position Request will need to be submitted through the Business Assistant.

APPOINTMENT OF OPPORTUNITY REQUIREMENTS

a. To qualify for the Appointment of Opportunity/Policy 385 the candidate must fall into one of the following categories:
   i. Dual Career Assistance (DCA)
   ii. Affirmative Action
   iii. Institutional Need
   iv. Temporary Position
   v. Employment-at-Will Policy 390
   vi. Written into Sponsored Program Budget - Must be specifically named

b. In addition to the form the following must be provided:
   i. A job description explaining qualifications for the position
   ii. A resume/CV of the Appointment of Opportunity Participant
   iii. Draft offer letter and draft role statement (faculty positions only)
   iv. If written into a Sponsored Program budget, include a copy of the grant budget sheet listing the individual’s name

c. Submit the Appointment of Opportunity Request Form with the applicable documents to the Department Business Assistant
V. U.S. WORK AUTHORIZATION REQUIREMENTS

Source: Handbook for Employers M-274

NOTICE: Employees are not legally allowed to begin work until they have completed the U.S. Work Authorization (form i-9) requirements.

Form I-9 must be completed each time you hire any person to perform labor or services in the United States in return for wages or other remuneration. Remuneration is anything of value given in exchange for labor or services, including food and lodging. The requirement to complete Form I-9 applies to new employees hired after Nov. 6, 1986. This requirement does not apply to employees hired on or before Nov. 6, 1986, who are continuing in their employment and have a reasonable expectation of employment at all times.

The anti-discrimination provision of the Immigration and Nationality Act (INA), as amended, prohibits four types of unlawful conduct:
   a. Unfair documentary practices during the Form I-9 and E-Verify process;
   b. Citizenship or immigration status discrimination;
   c. National origin discrimination;
   d. Retaliation or intimidation

The Department of Justice’s Civil Rights Division, Immigrant and Employee Rights Section (IER), enforces this law. Title VII of the Civil Rights Act of 1964 (Title VII) and other federal laws prohibit employment discrimination based on race, color, national origin, religion, sex, age, disability and genetic information. The U.S. Equal Employment Opportunity Commission (EEOC) enforces these laws.

A. Procedure

The Business Assistant will be the I-9 Manager for the Department.

All newly hired employees will be sent a welcome email by the I-9 Manager that contains required documents, instructions and a link to schedule an appointment to complete the I-9 forms. An employee is considered ‘new’ if there is more than a 24-hour gap in employment at USU.

   a. The new employee will be required to:
      i. Set up DUO
      ii. Complete the self-disclosure form
      iii. Set up Direct Deposit
      iv. Complete form W-4
      v. Complete Section 1 of the I-9 form
      vi. Provide acceptable identification for Section 3 of the I-9 form

b. Once all federal requirements have been met, they may begin work.

c. In some cases of re-employment, it may not be necessary to re-verify U.S. Work Authorization. This is dependent upon the current work authorization status of the employee and will be determined by the department’s I-9 Manager.
VI. TIMELINES

Due to the varying nature of the approval process for each new-hire EPAF and related request, they may require different lead times to allow for approvals prior to the start date. These variances are caused by multiple factors including but not limited to, availability of approvers, completion of background checks, and U.S. work authorizations compliance.

As a general rule, the following timelines are outlined here:

- Requesting a new Position: 1-2 weeks
- Requesting Appointment of Opportunity: 1-2 weeks
- Requesting to post a job: 1-2 weeks
- Background Check (dependent on individual): 1-2 weeks
- Hourly Employee EPAF request: 1 week
- Graduate Student EPAF request: 3 weeks
- Full-time Employee EPAF request: 2 weeks
- Faculty Employee EPAF request: 2 weeks
- Postdoctoral Fellow Employee EPAF request: 2 weeks

These general timelines are contingent on the basis of the Business Assistant having all of the required information at the time the request is submitted.