**Office of Student Life Human Resources**

**Standard Operating Procedures**

* **Official Indiana University policies and procedures may be accessed via hr.iu.edu. Each employee should familiarize themselves with these policies and procedures as appropriate to their role.**
* **The Office of Student Life website contains information about the resources and information pertinent to Student Life and it is vital to review this information to provide the best service and assistance to students and other stakeholders. At the bottom ribbon of the Office of Student Life website, the “Staff Resources” link contains internal Office of Student Life procedural information.**

**Job Postings:**

1. Department leadership does an internal examination of their needs. For full-time roles, department leadership should obtain approval to move forward from Office of Student Life leadership.
2. Supervisor submits New Hire Request fireform with job posting information through Staff Resources webpage “Hiring Resources” tile. Make sure to review the Hiring Committee Resources tile for:
	1. TAM job posting system instructions and departmental responsibilities.
	2. Interview resources
	3. Reference check templates and resources
3. Fireform goes to OSL HR and finance. Fiscal officer must approve salary previously discussed with OSL leadership.
4. Once fiscal officer approves, request moves to payroll processor/HR to create position OR post job.
5. Job is posted. See Office of Student Life TAM user guide. **Hiring committee lead is responsible for:**
	1. Checking that any applicant that does not meeting minimum qualifications is rejected.
	2. Checking that any applicant who states they have a criminal conviction has disclosed it in the application. The nature and circumstances of the conviction should be discussed in the interview.
	3. As soon as possible, marking candidates in TAM as “reviewed” “rejected” or “interview”.
	4. Ensuring 5 years post-hire retention of all interview materials.
	5. Once the interview committee has selected a full-time finalist, obtain permission from relevant AVP to submit an offer in TAM. For a finalist at the Assistant Director or higher job level, contact Suzann Westerfield (sleaster) to arrange for Vice Provost Hylton to meet with the finalist candidate. Finalist candidate interviews with the AVP or VP are typically via zoom and a half hour.
	6. Once AVP/VP has approved the hire, see TAM instructions for the formal offer process. Make sure to choose a start date that gives the background check process and the e-doc process time to finalize. Typically, if a candidate is giving a 2-week notice at their prior job that is sufficient time. *Setting a start date the same week as the offer is made may cause the start date to be delayed if the background check takes longer than expected or e-docs are not approved in time. Employees may NOT start work without a completed successful background check.*
	7. Ensuring that reference checks are conducted. Prior to any offer being submitted, it must be communicated to oslhr@iu.edu that a reference check either has been completed OR that one will be completed as this is a required step prior to submitting an offer in the TAM system.
	8. A proposed start date must be communicated to oslhr@iu.edu in advance of the offer being made in the system. This is a required step prior to submitting an offer in the TAM system. **\*If the start date will change from the proposed start date, you must communicate this to** **oslhr@iu.edu** **as soon as possible\***
	9. Notifying all unsuccessful applicants that they were not selected. Any candidates that were interviewed and internal candidates should be notified via phone if possible, those that were never contacted for an interview may be rejected via TAM.
	10. Notifying oslhr@iu.edu that all candidates that were not selected have been rejected in TAM and the posting can be closed out.

**Onboarding**

1. See the Supervisor’s Onboarding Guide. It is in the Staff Resources section of the website under the “onboarding” tile.
2. Once the hire documents are final, the new-to-IU employee is able to set up their IU username/email. For instructions and links, see the Onboarding Guide.
	1. Request DSA IT equipment and assistance (see staff resources webpage IT Resources tile) as soon as possible.
	2. Contact Telecom to request phones and phone numbers.
3. Adapt Onboarding Guide to fit the new employee. The guide contains information applicable to different employee types, so may be customized as applicable.

**Compliance:**

1. Conflict of interest and Commitment. Each employee that is a people leader, has financial responsibilities, or is otherwise directed to file a conflict of interest and commitment disclosure, must do so. All employees must follow Indiana University Conflicts of Interest and Commitment [policy UA-17](https://policies.iu.edu/policies/ua-17-conflicts-of-interest-commitment/index.html#accordions).
	1. Employment situations that constitute nepotism as defined in policy are prohibited.
	2. Situations of nepotism that arise in existing employment situations due to a change in relationship, must be reported promptly and addressed by an approved management plan.
	3. Existing situations of nepotism must be reported and addressed unless an approved management plan is already in place.

**FMLA, Paid Parental Leave, Military, and other leaves:**

1. Supervisors should familiarize themselves with both [FMLA policies and procedures](https://hr.iu.edu/policies/uwide/fmla_q.html) which includes the circumstances in which FMLA must be offered to an eligible employee. This information is also reviewed in the (mandatory for supervisors) Legal Training for Managers course.
2. Completed FMLA forms must be sent securely via Secure Share. The employee is not obligated to send form #2 that contains medical information to their supervisor, they may send it to Sarah Marvell via secures share **OR** UHRS by secure share to hrcsmgmt@iu.edu Attn: Jodie Ivey (jodmdavi).
	1. **Either** Sarah Marvell or UHRS hrcsmgmt@iu.edu Attn: Jodie Ivey must receive completed copies of FMLA forms.
	2. When leave is approved, either Sarah Marvell or UHRS will contact the employee and CC: the supervisor regarding the dates/frequency leave is approved.
3. [Paid Parental Leave](https://policies.iu.edu/policies/hr-05-65-paid-parental-leave/index.html) runs concurrently with FMLA. Eligible employees must submit the [Staff Paid Parental Leave Request Form](http://hr.iu.edu/pubs/forms/parental-leave-request-form.pdf?_gl=1*65wdb*_ga*Mzc0NTI3NTcuMTY5MTUxMzc5MQ..*_ga_61CH0D2DQW*MTY5MzMzOTM4OS4xNi4xLjE2OTMzNDA0MTEuMjguMC4w) to UHRS.
4. **Consult** **oslhr@iu.edu** **immediately** if you become aware of an employee that receives military orders, or an employee with a family member on active military duty. **There are many important legal obligations to follow regarding military service.**
5. Discretionary leaves of absence are available both intermittently and continuously upon receipt of the appropriate departmental and Office of Student Life approvals and generally last 30+ days. Consult with oslhr@iu.edu for more information.

**Injuries: Student, Staff/Faculty, Guests, Employees:**

1. All employees should familiarize themselves with procedures for [emergency situations](https://protect.iu.edu/emergency-continuity/emergency-situations/index.html).
	1. Employees should familiarize themselves with, and supervisors should review with new employees their building’s fire exits, tornado safety locations, emergency exits, panic buttons if applicable, and the location of the nearest defibrillator. If you are unsure about where to locate any of these, please contact your building manager/facilities supervisor or protect.iu.edu.
		1. In the Indiana Memorial Union, a defibrillator is located at the hotel front desk, outside the Bowling entrance, as well as the 1st floor kitchen.
		2. The IU Student Health Center’s defibrillator is in Room 224.
2. Injuries that occur on campus to students, visitors, and guests (including vehicle accidents on campus and reports of damage to university property) **must be reported immediately** at: <https://inlocc.iu.edu/CAS/IncidentReport/Incident.cfm>
	1. Report any unsafe building conditions to the appropriate building manager/facilities supervisor.
3. All supervisors must familiarize themselves with the [Injury on the Job](https://policies.iu.edu/policies/hr-11-30-injury-job/index.html?_gl=1*xlm8gy*_ga*Mzc0NTI3NTcuMTY5MTUxMzc5MQ..*_ga_61CH0D2DQW*MTY5MzMzOTM4OS4xNi4xLjE2OTMzNDIxMDguMjkuMC4w) policy.
	1. **Step 1**: Call 911 if immediate assistance is required. Remember to tell the dispatcher the exact address and location of the injured person. If it is not an emergency situation, identify the [authorized medical provider.](https://hr.iu.edu/workers/med_providers.html)
	2. **Step 2**: [Complete the electronic notification for treatment form](https://iuhr-fireform.eas.iu.edu/online/form/index/entiub?_gl=1*2s70av*_ga*Mzc0NTI3NTcuMTY5MTUxMzc5MQ..*_ga_61CH0D2DQW*MTY5MzMzOTM4OS4xNi4xLjE2OTMzNDIyOTIuNjAuMC4w). -
	3. **Step 3**: Download and complete the Occupational Injury/Illness form. Email the completed form to workcomp@iu.edu via secure share. Please CC: oslhr@iu.edu.

**Timekeeping for Biweekly paid employees:**

[Employees must understand their timekeeping responsibilities and record time accurately and supervisors must understand their timekeeping responsibilities and approve time accurately.](https://policies.iu.edu/policies/fin-pay-020-recording-reviewing-time-worked-non-exempt-employees/index.html)

1. Weekly work schedules shall be documented and maintained with other payroll-related records within the department.
2. Employees are responsible for accurately recording all hours worked on the university-provided timekeeping device or form. This includes remote work, whether at an offsite location or via electronic device. Work that is de minimis is not recorded.
3. Each employee must submit the recorded time to their supervisor for approval. The supervisor is responsible for verifying the accuracy of the time submitted.
4. It is each unit’s responsibility to maintain a record of all hours worked.
5. [Part-Time employees must limit their hours to stay in compliance and supervisors must ensure that part-time employees keep their hours within compliance.](https://policies.iu.edu/policies/hr-01-40-temporary-positions/index.html)

**Training for biweekly paid employees and their supervisors:**

**Employee facing training:**

* Policy overview, review [pages 5-7](http://c/Users/smarvell/Downloads/Kuali_Time_Employee_Guide%20%283%29.pdf) of Kuali manual, provide manual.
* [Recording benefit time](https://iu.mediaspace.kaltura.com/media/t/1_v022i6x8)
* [Logging a missed punch](https://iu.mediaspace.kaltura.com/media/t/1_do5t55o7) (2:17)
* [Time block editing for clock users](https://iu.mediaspace.kaltura.com/media/t/1_gpnxhpfm) (:38)

**Supervisor facing training:**

* Policy overview and provide [manual](http://c/Users/smarvell/Downloads/Kuali_Time_Approver__Payroll_Proc_Guide%20%286%29.pdf)
* [Approving timesheets in Kuali time](https://iu.mediaspace.kaltura.com/media/t/1_nkul80qq) video (6:22)
* [Using the Approvals tab in Kuali Time](https://iu.mediaspace.kaltura.com/media/t/1_bnrkf9zh) (1:51)
* [Editing time block entries for those using the timeclock](https://iu.mediaspace.kaltura.com/media/Clock%2BEntry%2BEdit%2Ba%2BTimeblock/1_gpnxhpfm): (:38)
* In Kuali Time under “Help” these PDFs and videos are available as well as additional information.

**Recording Benefit Time for Exempt Employees:**

1. Both exempt employees and supervisors should understand their [exempt status and expectations regarding working hours](https://policies.iu.edu/policies/hr-06-60-work-hours-pa-not-overtime-eligible/index.html).
2. Exempt employees record their time off via the ePTO calendar, which must be submitted at the end of each month. Supervisors must approve their employee’s ePTO calendars at the beginning of each new month.
3. [Training and tutorials for exempt employees and supervisors](https://fab.indiana.edu/knowledge-base/payroll---epto-calendar.html#kb-presetrain)