

# Top Reminders from HR

Spring 2024

## Recruitment/Employment

- ❑ When hiring, allow at least two weeks for candidates to complete all paperwork, and do not allow someone to work until you have the “all clear” from HR. For guidance on Workday processes, click [here](#) and scroll down to “Hiring.”
- ❑ We have prepared a New Employee Checklist to assist you when onboarding new employees. Click [here](#).
- ❑ If a new employees start date changes, it is essential you let HR know. The employment date is important for benefits eligibility, recognition banquet, etc.
- ❑ Part-time employees cannot work more than 29 hours per week and no more than 999 hours per their employment anniversary year.
- ❑ When an employee notifies you they are leaving, end their employment in Workday using [these](#) instructions. We will then share final pay and benefits information with the employee. Please encourage the departing employee to complete an exit interview either via Workday or by calling HR to schedule an in-person exit interview. Collect university property and work with IT to access/transfer computer files. If you plan to retain the employee part-time, it is important to let HR know to avoid unnecessary paperwork and disruption of pay.
- ❑ HR conducts three orientations for new benefit-eligible employees. Each Monday morning, we review university policies and benefits and provide instructions for obtaining an ID card and parking tag, General’s Alerts and downloading the LiveSafe app, etc. Each month we hold an introduction to the Wellness Program, Retirement, Workday, the Business Office, and the PATH. New to Supervising at W&L is also held monthly. Twice annually, we hold a program where employees hear about the university’s mission, values and strategic plan from the university’s senior leadership team.
- ❑ [Employee Resource Groups](#) foster the development of meaningful connections and sense of community among employees. Please promote these to your new employees. The Newcomer’s Group is the oldest ERG and new benefit eligible employees are members for their first three years. A variety of informal events are held which enable newcomers to form connections and get to know W&L and the surrounding area. Please encourage new employees to attend these events to help them develop a sense of belonging within our community.
- ❑ An introduction to Workday is held during orientation, but we rely on supervisors to assist employees with Workday business processes. If you or the new employee have Workday related questions, please contact the Help Desk at x4357, [Suzannah Vess](#) for HR processes or the Business Office for their processes.
- ❑ If you plan to use volunteers, long-term visitors or high school student placements, please contact [Sarah Bowers](#), before proceeding. These individuals have paperwork to complete before they can begin.
- ❑ Encourage employees contemplating retirement to meet with [Jason Bunn](#) in HR about benefits at retirement.
- ❑ Workplace Injuries should be reported through Workday using the [Safety Incident Report](#). Questions should be directed to [Michael Jennings](#), Director of Environmental Health & Safety.
- ❑ Remember to follow the Record Retention and Document Destruction policies on found on [General Counsel’s website](#).

## Communications

- ❑ HR uses W&L email to share information about benefits changes, upcoming events, and important deadlines. All full and part-time employees receive an email account. Please encourage them to check it frequently.

## Work-Life Balance

- ❑ Individuals who feel supported in work and life are more productive, engaged employees. W&L's [work-life initiatives](#) include flexible schedules (when job duties permit), generous time off programs, the wellness program (Live Well W&L), and assistance with child and other qualifying dependent care. Contact [Andrea Velasquez](#) for assistance.

## Benefits

- ❑ When employees have questions about benefits, refer them to the [Benefits Guidebook](#), [Kim Austin](#) or [Jason Bunn](#). Encourage employees to attend informational meetings about benefits.
- ❑ Refer employees who are experiencing a major life event such as marriage, divorce, birth of a child to [Kim](#) or [Jason](#) as these life events may allow an opportunity to make benefit changes as long as they are reported within 30 days of "the event."
- ❑ Questions about benefits? [Kim](#) and [Jason](#) are available to attend staff meetings or retreats to review benefits.

## Time Off / Leaves

- ❑ Monitoring CTO usage is important. Encourage employees to plan so that time off requests don't come at busy times for your department. You can check balances of your team by clicking on the MY TEAM MANAGEMENT application, then click on the employee's name, TIME OFF, TIME OFF BALANCE.
- ❑ Exempt employees do not record time worked in Workday; they only record time off - and only in full or ½-day increments, not in hours.
- ❑ Before accommodating a request from an employee with a disability, speak with [Andrea Velasquez](#) to receive approval from HR.
- ❑ To request parental leave, have employees complete the [Parental Leave Request Form](#).
- ❑ Notify [Andrea](#) when someone is off sick for more than three days, and notify her as soon as you know someone will be out for an extended period due to their own or a family member's illness or injury.
- ❑ SLR/STD/LTD, oh my!
  - *Sick Leave Reserve (SLR)* – Used for illnesses and medical appointments for self and qualifying family members.
  - *Short-Term Disability (STD)* – If eligible, when an employee is out for an extended period due to their own illness or injury, they are paid 100% of their wages for days 11 through six months.
  - *Long-Term Disability (LTD)* – if an eligible employee is unable to return to work after six months of disability, [Andrea](#) will help them apply for LTD.

## Resources

- ❑ Us! Use [our website](#) to select the best HR resource for the situation.
- ❑ The [Employee Handbooks](#) and the [Code of Policies](#) may not be exciting reading -- but that's where you will find answers for most of your questions.
- ❑ The [Resources for Supervisors](#) page of our website contains this and other documents and resources we hope you find useful.