

HR News *You Can Use:* Special Edition

FROM THE OFFICE OF HUMAN RESOURCES
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SPOTLIGHT ON *HIRING*

MAKE YOUR LIST & CHECK IT TWICE

Supervisors and department chairs: you are responsible for hiring all part-time personnel employed by your respective departments. This means becoming informed about HCC hiring policies and procedures, SACS guidelines, and applicable federal and state regulations. It is a lot to keep up with.

Luckily, a user-friendly **Part-Time Hiring Checklist** provides a step-by step roadmap for successful navigation of the hiring process. There is a checklist specifically designed for faculty hiring and another for staff. Each checklist is divided into two main categories: what to do to process “new” employees and what to do for “former” employees being rehired.

After selecting the qualified person you wish to hire, print the checklist and follow the simple steps to assemble and complete the required paperwork. Now the packet is ready for final approvals. These vary by college, but typically the Hiring Supervisor, Budget Authority, COO, HR Generalist, and President/Vice Chancellor review, approve and initial the checklist.

Once the completed package is approved, it should be sent to HR Employee Records Department, MC 1120. What comes next? Welcome and orient your new part-time employee.

PART-TIME HIRING BLOOPERS

Some of the common blunders from our blooper reel.

- Missing signatures on the Part-Time Recommendation (PTR) form.
- Missing CRN on the PTR (required for faculty assignments).
- PTR submitted with the “Current” box checked, but the employee was not current. No “new” or “former” paperwork was attached.
- Degree listed on PTR is incorrect. (i.e. Employee has B.S. not M.S. therefore change in pay rate would apply)
- Schedule of work hours for part-time assignment not included when a PTR submitted on a full-time EXEMPT employee.
- The employee has an active assignment and the new assignment would put the person over 19.5 hours.

- The employee did not meet the minimum job requirements.
- A degree was not conferred (not awarded).
- A submitted foreign transcript was not evaluated by an approved evaluator.
- A Certification of Standards form was missing or not signed by the appropriate person.
- Under Section 2 of the Employment Eligibility Form (I-9), the date of hire and/or the completion date of the I-9 was missing or past the three-day deadline.
- Documents submitted on I-9 to establish identity and eligibility have expired or were not signed.
- A letter from the International Student Services office was missing.
- A voided check or a signed letter from the banking institution was not included with Direct Deposit form.
- The voided check was a “temporary” check. Address was hand-written.
- The name on the voided check (i.e. married name) is not the same as on the social security card.
- A copy of the W-4 was not submitted.
- Employee’s name is inconsistently stated throughout the packet. Remember, the name that is found on the social security card is the name that is entered into the PeopleSoft-HR. (Hint: Please ask your employee to decide on a name before he/she completes the paperwork!)
- An employee did not take the pre-employment drug test required for a safety sensitive position.

CHECKLISTS IMPROVED

The Part-time Processing Checklists have been updated. The revised versions are now on the web! Always use the latest version by downloading from the web page.

Go to the Faculty & Staff page and click “Hiring Information for Managers” under the Human Resources heading, then click “Hiring” under Hiring Forms.

Questions? Contact your HR Generalist.

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BIG CHANGES IN EMPLOYMENT ELIGIBILITY VERIFICATION: I-9

Form I-9 is a document required by the U.S. government. HCC must supply all requested information and comply with all deadlines.

Effective **August 15, 2008**, HCC hiring supervisors will be responsible for completing the I-9 form for part-time employees. A designee will no longer be allowed to verify the documents and complete the form. The hiring supervisor is defined as the person who hires the employee and whose signature appears on Part-Time Recommendation form as the person requesting the hire.

It is important to use the most current I-9 form. A revised version (**Rev 06/05/07 and Expires 06/30/09**) was recently introduced. Destroy all "old versions" immediately. Always use the I-9 web link located under Processing Part-Time Employment Forms to print the most up-to-date form. HCC will be subject to fines and penalties of up to \$10,000 for failing to use the correct form.

Continue to refer to the back of the I-9 form for the list of accepted documents. Don't rely on your memory! Several additions and deletions were made to List A, B and C, so refer to the revised version only!

Do not discriminate. The I-9 form must be completed for ALL employees, whether the individual is a U.S. citizen or not.

Never use correction fluid (white-out) on the form. To correct a mistake, cross through the error, insert the correct information and initial beside the change. Using white-out is considered a technical violation.

Section 1: Employee Information & Verification

The employee must complete this section in its entirety. Make sure the section is signed and dated.

Section 2: Employer Review and Verification

The employer must complete Section 2 within **three (3) business days** of the date employment begins. If the form is completed before the hire date or after the three day limit, HCC is considered in violation and could incur fines and penalties of up to \$10,000!

Review and make copies of original documents submitted from either List A or items from List B and List C. HCC requires copies of each document specified on the I-9 form. Remember, this form is used to verify the individual's identity and eligibility. When viewing the documents, make certain they have not EXPIRED! HCC cannot accept an

expired document. If presented with an expired document, ask the individual to provide another document from the appropriate list. Also, make sure the document, such as the Social Security card, is signed by the employee. The document is not considered valid unless it is signed.

If an employee presents a receipt for a document (i.e. Social Security card, permanent resident card), it can only be accepted if it is a receipt for a replacement of a lost, stolen or damaged document, **not** a receipt to make application for an eligibility document. Remind the employee that he/she has **ninety (90) days** to present the replacement document.

NOTE: HCC cannot specify which document(s) we will accept from an employee for employment eligibility verification. However, HCC-HR requires that a copy of the Social Security card be on file to maintain a consistent database with the Social Security Administration.

Certification Statement: The information provided on this line certifies the date the employee began working and must be provided. Sign, print name, title, address and date in spaces provided. Remember: The date you sign the form must be within **three (3) business days** of the date employment begins.

For more information about these revised procedures, see HR Procedures C:2.2.3 – Employment Eligibility. On the Faculty & Staff web page under Employee Support, click "HCC Policies and Procedures."

DID YOU KNOW?

- Form I-9 is available in Spanish to be used as a reference when completing the English version. Only employees working in Puerto Rico may submit the Spanish I-9.
- HCC must have accurate I-9 information on all employees. It is a federal law. Technical violations such as using white-out on form or failure to sign the document or list the date of hire carry a minimum fine of \$1100. Depending upon the type of violation, not only HCC but also the offending supervisor could be fined.
- It is illegal to intentionally hire someone who is not authorized to work in the United States. HCC as well as individual employees involved in hiring are accountable for compliance with the law.
- As stated in the revised HR Procedure C: 2.2.3, supervisors who continually process incomplete or incorrect employment eligibility forms (I-9) are subject to disciplinary actions.

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HIRING & REHIRING TEMPORARY FULL-TIME EMPLOYEES

Step 1: Determine if position will be posted. (If no, go to Step 2)

- Confirm with the Finance Department that the vacancy is listed on the HCC Vacancy List and the availability of funding.
- Complete job posting/requisition request, obtain required approvals, and follow posting/selection process.

Step 2: Complete Hiring /Rehiring Paperwork

- Complete **justification memorandum** prepared by the Hiring Authority or designee (i.e., hiring manager, dean, or department chair) and signed by the College President. Include signature lines for the Associate Vice Chancellor -Human Resources and the COO/Deputy Chancellor (also Vice Chancellor - Instruction if request is for a temporary full-time faculty assignment)
- Obtain verification from the Finance Department that funds are available for the position.
- Complete Personnel Action Form (PAF) signed by the Hiring Authority or designee, for the hire/rehire of the Temporary Full-time employee (short-term or long-term). The assignment End Date must be specified on the PAF to determine benefits eligibility (employees in assignments for a period of less than 4 ½ months (short-term), are NOT eligible for benefits. Assignments lasting 4 ½ months or more (long-term) are benefits-eligible. Employees in long-term temporary assignments are required to attend General New Employee Orientation (GNEO)).
- Include the following supporting documents: (your Employment Services representative can verify if these documents are on file in the employee's personnel file)
 - Updated/current online employment application completed by the candidate
 - Two (2) employment reference background checks
 - Required transcripts (if applicable)
 - Verification of Compensation Level Form-For Faculty Only

- Route all required paperwork to HR Employment Services. PAFs will not be processed until all required paperwork is received.
- Employment Services will confirm the availability of funds with the Finance Department

Step 3: Offer Extended by Employment Services

Employment Services extends all job offers for Full-time and Temporary Full-time employment. Offers must be formally accepted **BEFORE** the selected candidate can report to work. A New Hire Notice will be sent to the Hiring Authority.

Questions? Contact Readri Epps Joseph @ 713-718-8573 or Don Washington @ 713-718-8584.

NON-BENEFITS ELIGIBLE HIRES: RETIREMENT WITHHOLDING

Form HR 175 (Retirement Selection for Non-benefits Eligible Employees) has been simplified and revised to determine HCC student status. The second page of the old form HR 175 has been renamed HR 175B.

HR 175B is the acknowledgement of the TIAA-CREF plan withholding and is *only* required when HR 175 responses direct the employee to complete HR 175B.

A part-time employee, who is also a HCC student enrolled in six or more credit hours, is generally EXEMPT from Medicare and TIAA-CREF retirement withholding. The result is higher net pay to the student employee. Student status at another institution does not qualify for this withholding exemption.

The withholding exemption as a HCC student is lost if:

- Enrolled in less than six credit hours
- Eligible for TRS or ORP due to public education employment elsewhere
- Retired from TRS or ORP.

A new form 175 and 175B should be submitted any time status changes. Example: Student employee drops to below six semester hours during the semester or at the beginning of a new semester. Result: no longer eligible for withholding exemption.

Questions? Contact the Benefits Connection at 8-2255.