Workforce Options
Co-Presenters

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Sharon Yust, San Luis Valley Research Center (SLVRC)

Paul Cudmore, ABC
• Types of Salaried Employees

• Human Resources (HR) and Equal Opportunity (EO)

• Our mutual workforce goals
Salaried Employees – Joanna Holliday & Shelly Lynch (Thanks! to all our dept. and unit HR liaisons)

Includes Faculty, Administrative Professional (includes Research Associates (RA)/ Research Scientists (RS), Postdoctoral Fellows, State Classified, and Graduate Students

Regular, special and temporary appointments - (funding source(s) and duration

9-month, 12-month, other pattern, hourly
Job Description with Central Human Resources (HR)

• Create or update job description in online Talent Management system (TMS)
  • Central HR reviews for placement into the Administrative Professional (AP) Framework or RA/RS Series or Postdoctoral Fellow position classifications
  • HR also reviews against Fair Labor Standards Act (FLSA) for exempt or non-exempt status (eligible or not eligible for overtime/compensatory time). TimeClock Plus for timesheets, work time, and Leave modules.
Hiring Process – Equal Opportunity (EO) compliance and University policies

• Standard, Open search
• Accelerated Search (abbreviated timeline, supervisor may chair)
• Open Pool search (RA/RS, Instructor, Postdoctoral Fellow)
• Alternative Appointment Request
  • Title/Status Change (Promotion)
  • Direct Hire (“Waiver” or targeted hire)
• Background Check Clearance prior to written offer
ABC and Research Center HR Liaisons Goals

• Talk to us early and often
• Salaried employee process from start to finish may take weeks to months, given multiple reviews/approvals required
• Be proactive
• Let us help you be successful recruiting and retaining excellent employees (in a compliant and legal fashion)
Sharon Yust

- Imprest Account
- Background Check Exemption
- Student from Another Institution
Imprest Checking Account

- Local Bank checking account
- CSU Policy: Use of Imprest Funds for payment of Temporary Personnel is the only allowable payroll to be paid from this fund. All Federal, State, and University Laws and Procedures are to be followed strictly. If any individual is or may be expected to be paid for more than 44 consecutive days within a year, those checks must be issued in the normal course of the payroll function.
- Reimburse Imprest checking account through KFS.
- I use Quickbooks to print checks or can manually fill out checks.
- SLVRC uses Imprest Checking for seasonal workers not working more than the 2 months which usually is Harvest (September and October). Paid weekly, but is based on CSU pay periods.
Background Check Exemption

“Background check waived by AES Dean as employee meets the 3 exemptions for the off campus status.” Must be off campus, does not drive any CSU vehicle or equipment on any roads, and is not near or involved with any personnel information.

EVERYONE associated with CSU requires a Restricted Party Screening as of January 1, 2017.
Students at other Institution Exemption

Fill out the “Verification of Student Status at Other Institution” form for any employee with is a full time High School or College/University student. Has to be filled out and returned to CSU Records in September and February for each student wanting exemption of the 9 month limit.

Note: No time logged for four months will result in an automatic suspension. Must go through process to activate assignment again!
Paul Cudmore (ABC)

Hourlies

• Non Student Hourlies (9 month cap)

• Student Hourlies

Job X and Background Checks

TimeClock Plus – Timesheets (Clock In/Clock Out/Over-time)

Talk to us Early and Often!
Thank you!

Questions?