Student Employee Supervisor's Meeting

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Loyola University Maryland
2018

Welcome

Today we will cover:

- Demonstration of PeopleAdmin Onboard and Records modules and implementation plans.

- Changes to the recruitment and hiring of student workers.

- Supporting materials including new supervisors handbook, training, and process guides.

- Maryland Sick and Safe Leave

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Onboard and Records

Loyola currently uses PeopleAdmin for our applicant tracking and hiring for staff, faculty and administrators.

Onboarding and Records are additional modules being implemented this summer.

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Benefits to the End User

- New employees are able to complete new hire paperwork prior to starting work which allows them to have technology access on day 1.

- No more shuffling through paper or not knowing where the paperwork is in the process.

- No more trying to decipher handwriting on paper forms.

- Documents delivered electronically and stored where the employee and supervisor can easily access them.

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New Hire Email to New Employee

Loyola Checklist - New Hire

Hello ,

Welcome to Loyola University Maryland! We are excited to have you join our university and welcome you to our community.

For your convenience, Loyola uses an online records management system which will enable you to easily complete most of your new hire documentation electronically. You are receiving this message because you have been assigned a new hire checklist and associated tasks. Please complete the assigned documents as soon as you are able in order to prevent any delays in processing and getting you technology access upon your arrival at Loyola.

One of the tasks is to complete Part I of the I9. You will also need to present original documents to HR on your first day of employment to complete the I9. Please see the list of acceptable documents in the document in the onboarding system. If you do not have the original documents needed, please work toward getting duplicates prior to your start date.

To log in to the system please follow the link at the bottom of this message. Your username is: . When you attempt to log in for the first time please click the "**Logging in for the first time**?" link at the bottom of the log in page to reset your password.

Please reach out to our Human Resources office at humanresources@loyola.edu and 410-617-1370 if you have any questions as you begin to complete your employment documents. We look forward to having you join us. Thank you!

Best,

Loyola Human Resources

Log In

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Employee Logs Into PeopleAdmin

Four Products. One Login.

Introducing an easier way to access all of your TalentEd products.

Username

Password

Sign In

☐ Remember username on this computer

Logging in for the first time?

Forgot your password?

🙂 Discover
🙂 Recruit & Hire
🙂 Perform
🙂 Records

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Employee's View Once Logged In

MY TASKS

| Needs Attention | Completed |

You have **7** tasks.

Type to start searching

ALL TASKS   Bulk Actions: [▾]   Bulk Action Selection [GO]

☐	TASK	RELATED STAFF	CHECKLIST	DUE DATE	DELETE	ACTIONS
	Personal Data Form	Mickey Mouse	New Hire Checklist for Demos			VIEW
	Confidentiality Agreement	Mickey Mouse	New Hire Checklist for Demos			VIEW
	I9	Mickey Mouse	New Hire Checklist for Demos			VIEW
	W4 Tax Form	Mickey Mouse	New Hire Checklist for Demos			VIEW
	Maryland State Tax Form	Mickey Mouse	New Hire Checklist for Demos			VIEW
	Direct Deposit Enrollment	Mickey Mouse	New Hire Checklist for Demos			VIEW
	Loyola Policy Manual	Mickey Mouse	New Hire Checklist for Demos			VIEW

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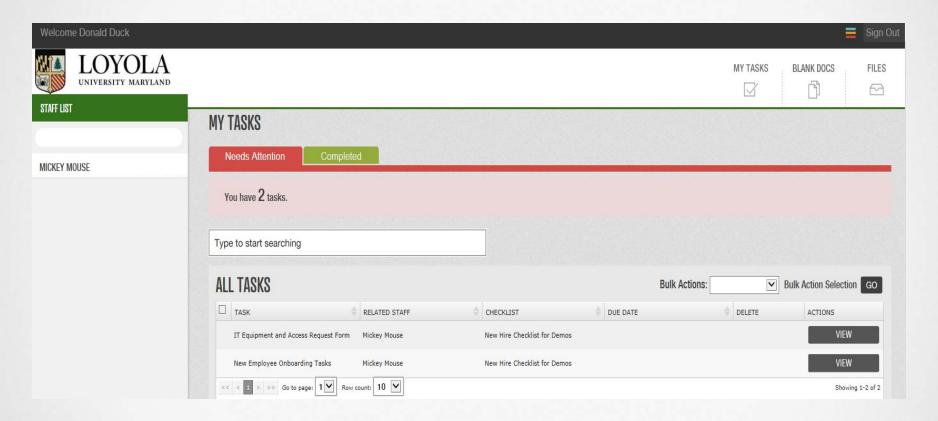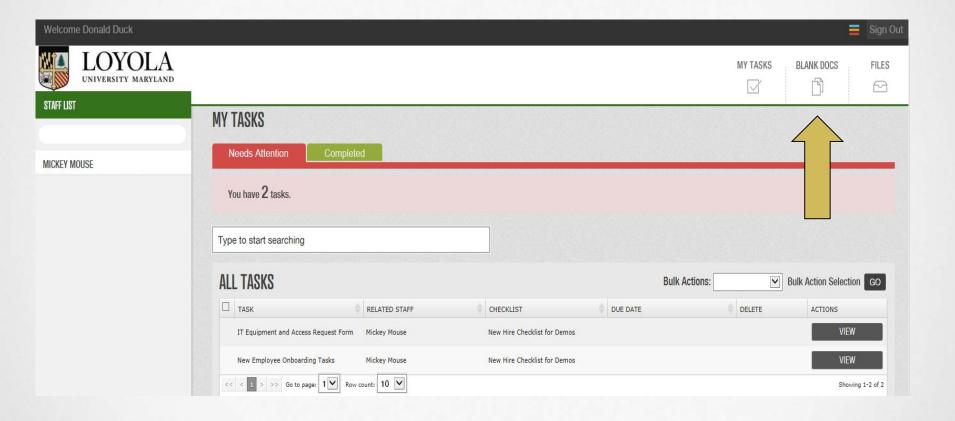
Supervisor's View Once Logged In

Records Module

Records Module

Records Module

All completed documents are stored as files, accessible at any time by the employee.

Recruiting and Hiring

In order to use the onboarding function of the new system, the new hires have to be hired in the Applicant Tracking module of PeopleAdmin.
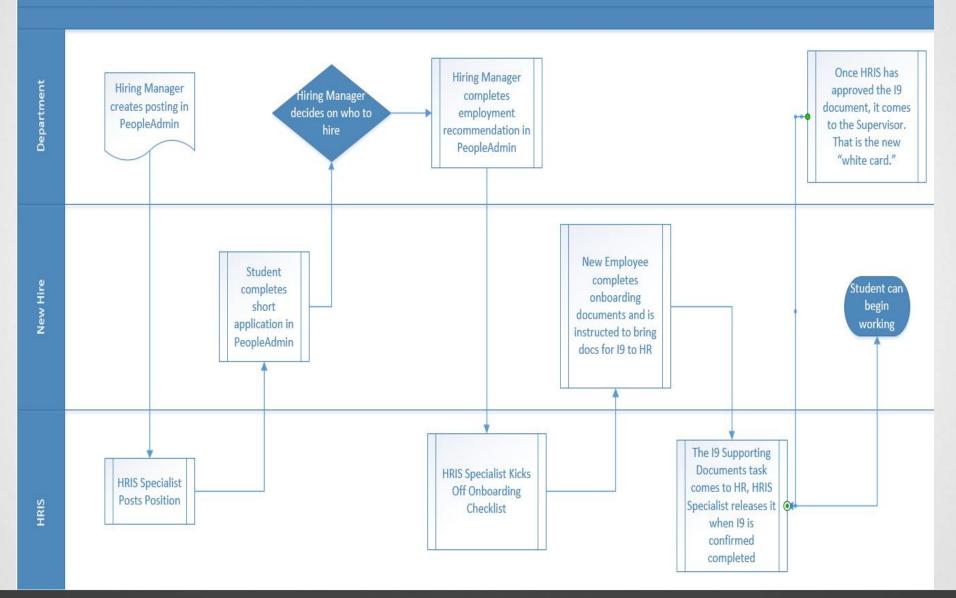
As a result, all student worker positions will now be posted in PeopleAdmin.

Departments and hiring managers will initiate the posting in PeopleAdmin and then complete an employment recommendation to notify us of who was selected.
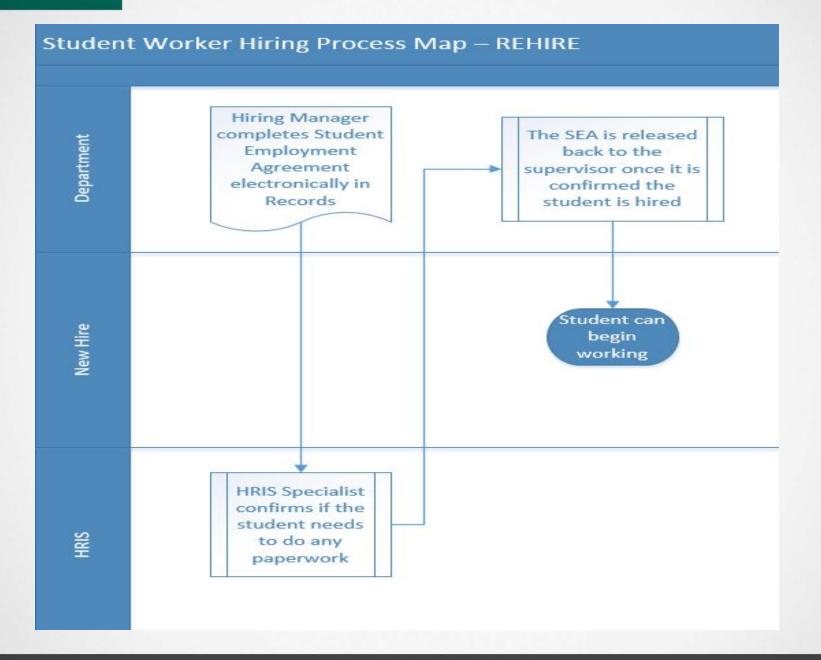
Departments can decide to have one pool, continuous posting open at all times or can have individual and more specific postings.

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Student Worker Hiring Process Map – NEW HIRE

Department

- Hiring Manager creates posting in PeopleAdmin
- Hiring Manager decides on who to hire
- Hiring Manager completes employment recommendation in PeopleAdmin
- Once HRIS has approved the I9 document, it comes to the Supervisor. That is the new "white card."

New Hire

- Student completes short application in PeopleAdmin
- New Employee completes onboarding documents and is instructed to bring docs for I9 to HR
- Student can begin working

HRIS

- HRIS Specialist Posts Position
- HRIS Specialist Kicks Off Onboarding Checklist
- The I9 Supporting Documents task comes to HR, HRIS Specialist releases it when I9 is confirmed completed

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Collaboration with the Career Center

- Handshake is still available through the Career Center for additional recruitment opportunities; however any ads there should direct applicants to PeopleAdmin to apply.

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Resources Will Be Available

- We will publish a Supervisor's Guide to Managing Student Workers.
- We will have step by step guides for PeopleAdmin recruiting.
- We will have online training available.
- This will be a rolling implementation.

Concerns that will be addressed in new supervisor's guide:

I9's – with new hire paperwork being done electronically, supervisors will have to be even more diligent on not allowing students to work until they are sure the I9 is completed.

- The I9 must be done within 3 days of the hire by federal law.
- There are some individuals outside of HR with the authority to complete the I9. We will be having these individuals sign an agreement acknowledging their responsibilities and publish a list of who these people are on the HR website.

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Concerns that will be addressed in new supervisor's guide:

Student Stipends

- In general, Students are not eligible to be paid via stipend for time worked. This is due to our requirements to track hours for compliance with University policy and federal law.

- Please consult with HR **prior to** offering a student a lump sum payment for work.

- HR will publish guidance on the rare occasions when it is appropriate to use stipend for student employees.

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Concerns that will be addressed in new supervisor's guide:

Timekeeping

- Supervisor is responsible for reporting time that isn't entered

- Keep a schedule for the student

- Only approve your job codes

- Don't Approve All, student may be working two jobs

- Enter Time Daily

- Pay Schedule [Student Pay Schedule](#)

- Missing pay concerns should come to the Supervisor, the Supervisor then brings the concern to Payroll

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Maryland Sick and Safe Leave

The Maryland Health Working Families Act was passed this year and effective February 11, 2018, student employees (excluding graduate assistants) are eligible to earn "sick and safe leave."

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Maryland Sick and Safe Leave

A student employee is allowed to use earned sick and safe leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave; or
- The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member, and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

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Maryland Sick and Safe Leave

- Sick and Safe Leave may only be taken after 106 calendar days of employment.

- Student employees who work over 24 hours in a pay period will accrue sick and safe leave at a rate of one hour for every 30 hours worked; however, a student employee is not entitled to earn more than 40 hours of earned sick and safe leave in a year or accrue more than 64 hours of earned sick and safe leave at any time.

- Student employees are permitted to use earned sick and safe leave in 15 minute increments as established by the University.

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Maryland Sick and Safe Leave

- HRIS, Payroll and Tech Services have been working on getting Colleague and our timekeeping system to accrue this leave.

- A communication will soon go out to all employees regarding implementation of this type of leave.

- Any students who had accrued since February will be notified about their leave balance.

- Student must still request to use the leave. Supervisors may want to consider having an internal procedure for these requests.

Questions?

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