

ASI Administrative Procedure

Title: Payroll and Employment Records

Effective: November 2022

Associated Policies:

ASI Employment policies



Purpose:

ASI has established the following procedures to document the hiring and status of ASI employees and ASI payroll records. These procedures guide the timely and proper processing and handling of employee records. An Employee Master Roster serves as the method to track and reconcile ASI employment status and payroll.

Authority:

The ASI staff, under the direction of the Executive Director, shall be responsible for the establishment, oversight, and revision of administrative procedures for the corporation. New and revised procedures shall be shared via email notification with the ASI Board of Directors, ASI student leaders, ASI staff, and University departments as needed.

Procedure:

1. Offer Letter

- a. An offer letter shall be sent to the employee to be hired stating the proposed start date, the wages to be paid, and benefit information.
- b. Employee shall be required to sign the offer letter and return it to the hiring manager.
 - i. Letter shall be emailed to the employee for review.
 - ii. Any negotiations on the terms of employment will be conducted between the candidate and the hiring manager with
 - iii. final approval for the hiring agreement shall be granted by the Executive Director
 - iv. A final offer letter shall be sent to the candidate via DocuSign
 - v. The signed letter shall be printed and placed in the employee personnel file

2. Background Check

- a. A live scan appointment will be made for the student at Department of Public Safety (*only Office and Administrative assistant(s) live scan*)
- b. ASI staff shall complete the "Request for Live Scan" Form and send it to the candidate for review and signature. When the Live Scan appointment is made,

the required forms will be sent via DocuSign to the ASI Executive Director and the student to sign and fill out prior to the appointment.

- c. ASI staff shall make an appointment for the candidate on SharePoint on the Live Scan Appointments Calendar.
- d. The candidate will print and bring the signed Live Scan form to the appointment.
- e. Once the live scan is completed the ASI Executive Director will email Zuly Vasquez and Erika Alvarez in Human Resources Management to request the live scan results, either one will let the ASI Executive Director know the results and if further review is necessary.
- f. Results will be confirmed via email and then the hiring manager will follow up with the student to let them know of the results.
- g. If passed, the hiring manager will email the student to confirm the acceptance of offer, to schedule their starting date and onboarding.
- h. The email confirming the Live Scan results shall be placed in the employee's personnel file.

3. Employee Transaction Record (ETR)

- a. The hiring manager shall complete an Employee Transaction Record (ETR) within 5 business days after receiving the signed offer letter and Live Scan results
- b. ASI Executive Director will review and sign the ETR electronically via DocuSign
- c. Completed ETR's shall be submitted to the U-SU Administration Office #306, Attn: Associate Director of Administration for Human Resources Management to be processed and an employee profile established in ADP
- d. The ETR information shall be entered into the Employee Master Roster within 5 business days after the completion of the ETR
- e. All changes to the employee's status, pay, or personal information shall be documented through the completion of a new ETR, which will be approved by the supervisor and the Executive Director and then updated in the Employee Master Roster.
- f. ETR's shall be kept in hard copy in the Personnel File for the duration required by the Record Retention Policy.

4. Employee Master Roster

- a. The purpose of the employee master roster is to provide a summary spreadsheet of the status of all active ASI employees and provide a means to document routine reconciliations between ADP and the Personnel Files
- b. Master Roster shall be maintained by the ED and access will be granted to the management personnel of ASI

5. Payroll Reconciliation

- a. On the first payroll run for a new employee, a payroll reconciliation will be completed to ensure the amount paid matches the ETR. The reconciliation shall be documented in the Employee Master Roster.
- b. After the first payroll reconciliation, a regular reconciliation will occur each quarter of the fiscal year, which will be documented in the Master Roster

- c. Discrepancies in payroll shall be immediately addressed and confirmed in writing. Documentation of any changes to the employee's pay shall be included in the Personnel File and documented using an ETR.

6. Personnel Files

- a. Required documents retained in the Personnel File:
 - i. ETR(s)
 - ii. Live Scan results email
 - iii. Application packet
- b. Additional documentation included in the Personnel File if applicable to the employee:
 - i. Purchase card agreement
 - ii. Confidentiality agreement
 - iii. Conflict of interest agreement
 - iv. Proof of vehicle insurance for FT employees who drive occasionally on ASI business
 - v. Documentation of ASI property issued to the employee
 - vi. Keys and door access approval
- c. Personnel Files shall be locked in a filing cabinet in the ED's office
- d. Managers shall have access to their employee's files
- e. Personnel Files shall be retained for the duration indicated in the ASI Record Retention Policy after which they will be destroyed in a manner that protects the confidentiality of the documents.