

HIRING CHECKLIST: ADMINISTRATIVE EMPLOYEES

Supervisor,

As you prepare to hire a new administrative employee, please use the checklist below which has been created to assist you by:

- Guiding you through the required steps to hire a qualified employee;
- Informing you of required approvals;
- Informing you when to contact Human Resources for assistance at various points in the process;
- Allowing you to avoid pitfalls that can delay or disrupt the process; and,
- Expediting the transition required for the new employee to function effectively at the Seminary.

Please contact Human Resources at 897-4721 or at humanresources@sbts.edu if you have questions about any step or procedure in this process.

1	Notification of Terminating Employee	√	Date Completed
	Communicate to Human Resources, upon knowledge of termination, the employee's name, position title and the last day worked. This will ensure that Human Resources and Payroll take the appropriate measures to ensure the employee's last paycheck(s) reflects the termination or continuation of employee benefits as well as pay out of sick and vacation hours (if applicable).		
2	Posting a New / Open Position	√	Date Completed
	<p>The following items must be sent to Human Resources before a position may be posted:</p> <ul style="list-style-type: none"> • Advertise a New Position - Form <i>Information like position status, desired start date, position supervisor etc. should be communicated to Human Resources at this time as well. Please see the Post a Position Form on MySouthern.</i> • Working Position Title (Position Title actually used by the department) <i>The working Position Title must reflect the same Position Title on file with Human Resources. If the working title is different from the title on file a <u>Request for Change of Position Title Form</u> must be submitted. This is to ensure accurate record of employment for all employees and positions.</i> • Position Description <i>A Position Description must be submitted electronically to Human Resources and formatted correctly. Please use the Position Description Template located on MySouthern/HumanResources/Positions. Position Description may be returned for editing if there are excessive grammatical or spelling errors or if the position description is not in the updated format (see Template).</i> <p>Once the above information has been received, Human Resources will post the open position and begin to receive applications and resumes. All appropriate applications and resumes will be forwarded to the hiring supervisor upon receipt.</p> <p><u>Applicants pursued outside of campus postings and/or inquiries made directly to the hiring department from interested applicants, should be directed to Human Resources. All potential employees must complete an application as a part of the employment process.</u></p>		

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3	Interviewing Applicants	√	Date Completed
	<p>For interviewing tips and guidelines on conducting effective interviews, please visit MySouthern/Human Resources.</p> <p>Remember to provide all applicants with a copy of the HR approved position description before or during the interview.</p>		
4	BEFORE Making an Offer	√	Date Completed
	<p>Once a qualified applicant has been identified, but <u>prior to making an offer</u> of employment, contact Human Resources to request a Background Check. At that time the Consumer Discloser and Release Form must be signed by the applicant, acknowledging the background check and authorizing release of information as a result of the background check.</p> <p>After receipt of a satisfactory Background Check, Human Resources will contact the hiring supervisor. At this time an offer may be extended to the qualified applicant.</p> <p>If an unsatisfactory Background Check is received, the applicant and hiring supervisor will be notified by Human Resources.</p> <p>Talking Salary: Obtain the correct salary associated with the position's approved pay grade from a copy of the Administrative Salary Scale. The minimum pay rate of the grade must be used when discussing the position with the chosen candidate. Exceptions to this rule must be discussed with the Director of Human Resources. (Faculty are not included)</p>		
5	Notify Human Resources of new employee	√	Date Completed
	<p>Immediately following the applicants acceptance of the employment offer please give the following information to Human Resources:</p> <ul style="list-style-type: none"> • Employee name • Position Title (of position filled) • First day of work • Employee contact information (phone number or email) • Is the new employee a supervisor? Yes/No <p>This information can be provided via the PAF. See PAF for more information.</p> <p>If the employee is a new full-time employee (or newly promoted) please contact Human Resources, to establish a benefits orientation. Benefits orientations are usually available every <u>Wednesday at 10am-11am</u>. Please confirm attendance for the employee with the Human Resource office, as soon as possible. Thank you.</p>		
6	Required Forms	√	Date Completed
	<p>On the <u>first day of employment</u> The Southern Baptist Theological Seminary is <u>required by law</u> to obtain an I-9 Employment Eligibility Verification Form from every new employee. Please ask the new employee to stop by Human Resources on their first day to complete this portion of the paperwork.</p>		

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	<p>To ensure the employee receives payment in a timely manner the following forms must be completed and returned to Human Resources by the 3rd day working. To obtain these forms please visit <i>MySouthern/Human Resources</i> or visit the Human Resource office window.</p> <p>Employment Forms</p> <ul style="list-style-type: none"> • W-4 • K-4 (If KY resident <u>OR</u> do not qualify for non-resident status) • WH-4 (If IN resident) • Certificate of Non-Residence (If resident of IL, IN, MI, OH, WV, MI, VA) • Direct Deposit Authorization Agreement (Include a voided check) • Copy of your Ordination/License certificate (If applicable) • Private Computer Facility Legal Notice • Campus Directory Privacy Option <p>Benefit Forms</p> <p><i>Please call Human Resources as soon as possible to schedule a Benefit Meeting and to establish enrollment in the employee benefit plans.</i></p> <ul style="list-style-type: none"> • Group Plans Enrollment Form • HRA Enrollment Form • FSA Enrollment Form • Evidence of Good Health (If applicable) • MetLife Dental Enrollment Form • Waiver of Medical or Dental Coverage Form (If applicable) • Section 125 Cafeteria Plan • Retirement Enrollment Form • Salary Reduction Agreement • Baptist Denomination Form 		
	<p>Position Description</p> <p>Supervisors, a <u>signed Position Description</u> must be returned with signature of both the supervisor and new employee before payroll may be processed for the new employee.</p>		
7	Payroll	√	Date Completed
	<p>Upon completion of the above forms, the employee's paperwork will be processed assuring timely pay and enrollment in all available benefit plans.</p> <p>If the employment date does not allow time for paperwork to be completed by the 15th of the month payment may still be made, provided the following are true:</p> <ul style="list-style-type: none"> • All supervisor and employee required forms are complete and have been received by Human Resources • The hiring supervisor has completed and signed Manual Check Request Form • Sufficient time, usually 3 business days, is available for processing the manual check. 		

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8	Create Employee Record	√	Date Completed		
	<p>As soon as the position has been filled, verify with your department's Information System trained employee that the new employee is in the address module. IF NOT, an employee record must be created. <u>BEFORE</u> creating a new record, verify that the new employee is <u>NOT</u> already in the address module.</p> <p>The following information will be needed from the new employee to create the record: <i>Social security number, Full name, NEW KY Address, Home phone number, Marital status, Spouse name, Employee birth date, Country of citizenship and Ethnic group.</i></p>				
9	PAF	√	Date Completed		
	<p>Direct the Information System trained employee to create an appointment Personnel Action Form (PAF) within the Seminary's data system according to instructions provided in the PAF Manual. Please contact Human Resources or the Manager of Compensation and Employment Services if there are any questions on how to process or create the PAF.</p> <p>Carefully review the completed PAF and forward to the required signers, in order: 1) Supervisor of the new employee 2) Hiring administrator's supervisor (if applicable)</p> <p><u>Remember PAFs are required within the first week of employment and no later than the 15th of the month (if salaried) to ensure the new employee is paid during the first applicable pay cycle.</u></p> <p>Send copies of the signed PAF to Human Resources, the new employee and the hiring department.</p>				
10	Verify Completion of Required Forms (Ensure Employee will be Paid)	√	Date Completed		
	<p>See Step 6. If all required forms have not been received by the 15th of the month, payment will be delayed.</p>				
11	Employee Access	√	Date Completed		
	<p>To prepare for the new employee, print and complete the applicable campus forms.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;">FORM</p> <p>Jenzabar EX Security Access Personal Long Distance Code Office Long Distance Quick Reference List Request Email / Network ID Request</p> <p>Business Card/Nametag Order Form Note Pad Order Form Name Plate Order Form</p> <p>Key Authorization Form Vehicle Registration</p> </td> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;">Return to</p> <p>Campus Technology Campus Technology Campus Technology Campus Technology Network Services</p> <p>Public Relations Fifth & Broadway Procurement</p> <p>Security Security</p> </td> </tr> </table> <p>All of these forms are located on <i>MySouthern</i>. For questions about specific forms please refer to the originating department.</p>	<p style="text-align: center;">FORM</p> <p>Jenzabar EX Security Access Personal Long Distance Code Office Long Distance Quick Reference List Request Email / Network ID Request</p> <p>Business Card/Nametag Order Form Note Pad Order Form Name Plate Order Form</p> <p>Key Authorization Form Vehicle Registration</p>	<p style="text-align: center;">Return to</p> <p>Campus Technology Campus Technology Campus Technology Campus Technology Network Services</p> <p>Public Relations Fifth & Broadway Procurement</p> <p>Security Security</p>		
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12	Employee's First Day	√	Date Completed
	<p>Please send the employee to the Human Resource office to complete the I-9 Employment Verification Form, as <u>required by law</u>.</p> <p>On the employee's first day of employment:</p> <ul style="list-style-type: none"> • Introduce the employee to the department • Provide a copy of the Checklist for New Administrative Employees, located on MySouthern/HumanResources • Familiarize the employee with the physical surroundings (Including Fire Exits, Emergency Evacuation plans, etc.) • Provide the employee with a Campus Directory • Provide a brief tutorial of the Seminary intranet, MySouthern <ul style="list-style-type: none"> - Human Resource tab - Other commonly used functions - Seminary Calendar - Voice Mail and Telephone Instructions 		
13	Shield Card	√	Date Completed
	<p>Sufficient time for processing employment paperwork and the PAF must occur before an employee will appear in the campus information system. Verify the employment status with Human Resources if you are uncertain when to create the campus ID card.</p>		
14	Campus Records	√	Date Completed
	<p>For the purpose of accurate records of employment – across campus - the supervisor should contact the following offices to assure accuracy of the employee's information.</p> <ul style="list-style-type: none"> • Post Office (ext. 4401) – Request the department's campus box number entered into the employee record • CampusTechnology (ext. 4016) – Add the employee to the Quick Reference List and the Telephone Services' printable Quick Reference List • Network and Computing Services (ext. 4006) – To verify employee's email address has been added to the Seminary's Outlook Email • Web Design (ext. 4572) – Add employee to the Directory of Administrative Office and Schools and the Directory of Faculty and Staff Email Addresses in the Directory of the News and Resources section of the Seminary page. 		
15	Employee Training	√	Date Completed
	<p>Schedule all position-applicable training needed for the new employee.</p> <ul style="list-style-type: none"> • Information System Modules (Campus Technology ext. 4106) • Microsoft Outlook, Excel and Word (Campus Technology) • ETimesheet Supervisor Approval (Accounting ext. 4132) • Office Max Office Supply Ordering (Procurement ext. 4722) <p>All positions which require the user to create PAFs will be subject to PAF training with the Manager of Compensation and Employment Services during the first or second week of work. This training will be scheduled by the Manager of Compensation and Employment Services.</p>		

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16	30-60-90 Performance Evaluation	√	Date Completed
	<p>While not required, it is strongly recommended that during the first three months of employment the supervisor and employee participate in the 30 day, 60 day, and 90 day performance evaluation process.</p> <p>This process has been developed to help both supervisor and employee establish a clear understanding of the position's core roles (position description) and expectations. It provides a great opportunity for feedback for both parties.</p> <p>To access the 30-60-90 Day Performance Evaluation form, please visit <i>MySouthern/HumanResources/PerformanceEvaluations</i>. Direct all questions to the Manager of Compensation and Employment Services.</p>		