

Best Practice Reminders January 2024



HR Landscape



Where is my request?

- > Liaison with CAS and Central ISC
 - o Average of 1 week turn around time , plan for 2 weeks
 - o 20-30 tickets
- > Vacancies and JD reviews
- > Active Hire Process
- > Performance Management opportunities



Records



Handling HR Records

- > All records are subject to lengthy retention and public records requests (faculty and staff)
- > HR matters should be handled with the highest level of confidentiality
- > Do not send HR concerns or performance management details via email
 - o Written follow-up is appropriate but should be limited



New Staff Hiring Practices

Stages of Hiring

- > Stage 1 New position or existing
 - Permanent or Temporary
- > Stage 2 Job posting
 - All permanent positions will be competitively recruited.
- > Stage 3 Interviews
 - HR will matrix the candidates to determine the top 8 to 10 Phone Interviews.
 - Phone Interviews – HR and Hiring Manager
 - In-person Interviews - Hiring Committee, Hiring Manager, and CAO



Continued

- > Stage 4 Reference checks to Hire
 - HR will complete the reference check
 - The Hiring Manager, CAO and HR will determine the pay rate
 - Salary Approval is needed by CAO and Dean's Office
 - Position offered to the candidate
 - Background checks.

Determine the start date: 1st or 16th.
- > Stage 5 – Onboarding
- > I-9 is required to be completed within 3 business days of the start date.



Hire Start Dates

- > How to determine the start date for your new staff or Student
 - All start dates will be the 1st or the 16th.
 - **Students and Temporary Staff** - The form was submitted and finalized between the 1st and the 15th. The start date will be the 1st of the following month.
 - Finalized between the 16th and the end of the month. The start date will be the 16th of the following month.
 - **Permanent Staff** –determined when background checks are completed.



Trainings

- > Hazing Training Due March 1st
 - [Prevent Zone](#)
- > Sexual Misconduct/ Title IX
 - [Title IX Education & Prevention – Office of the Title IX Coordinator \(washington.edu\)](#)
- > Annual Implicit Bias Training
 - [Trainings for hiring managers - Diversity, Equity, and Inclusion Diversity, Equity, and Inclusion \(uw.edu\)](#)
- > Strategic Leadership Program (SLP) –
 - All new or newly promoted supervisors at JSIS will be required to enroll
 - [SLP Supervisor Orientation - Professional & Organizational Development \(uw.edu\)](#)



Time and Absences

- > All absences should be coordinated and approved in advance (when possible) with supervisor
 - Telework agreements are being audited and closely monitored by CAS, changes to the agreements need prior approval
- > All Classified and Hourly staff are required to enter their time into Workday.
 - Classified Staff are salaried and will still receive pay even though they have not submitted their time or requested absences. Potential for incorrect pay.
 - Hourly / Students will not receive pay if time has not been entered and approved and will need to wait until the next paycheck.
 - Pro and Academic staff only request absences. If a Pro Staff will be out for **4 hours or more**, they need to record the time away.



Payroll Deadlines

- > All time and absences for the current pay period should be submitted by the 15th and the end of the month.
- > All approvals should be completed by the following business day.
- > ISC Schedule
- > [Payroll and Workday HCM Approval Deadline Calendar | ISC \(uw.edu\)](#)



What I need to know about HR/Payroll

- > Once a month HR – Community of Practice for JSIS.
 - First Thursday of each month.
 - Starting February 1st from 2:00 – 3:00
 - Topics will be presented and discussed.
 - Have a future need, just reach out

