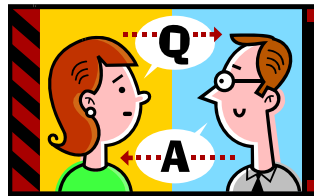


## Business Operations Manager (BOM) Meeting Tuesday, February 12, 2008



Q: Pre-collect, how will situations be handled if the academic employee does not return in the fall? Sometimes we do not know a faculty member is not returning until they are due back in August. They won't have the last two payments due in the fall deducted. Also if we know now that they will end 5/18, what is there to tell you not to pre-collect for summer? What are the rules for term dates and summer benefits?

A: *Coverage will terminate on their separation of employment date or June 30, whichever is later. Retroactive termination of coverage may require a repayment of all claims paid after the separation of employment date. If applicable, any overpayment of premiums will be refunded. If you know in advance that they are not returning in the fall, please terminate their employment effective June 30. **There will be further communication coming from the Provost Office soon regarding this.***

Q: Is the reconciliation spreadsheet for W-2s available to everyone? This may be useful to have so we could do our own reconciliation if necessary.

A: *Kim Hundza (HR Payroll Manager) would be happy to share this reconciliation spreadsheet with you. However, you will need some training because unless you have a strong payroll/financial background you will not be able to understand the reconciliation spreadsheet. Please contact Kim Hundza by email and she can assist you.*

Q: I did not receive my W-2 and/or was not printed correctly from ASU Interactive? What should I do?

A: *Create a case by contacting 965-2701 or [ASKHR](mailto:ASKHR), you may also email [HRPayroll@asu.edu](mailto:HRPayroll@asu.edu).*

Q: Is the W-2 copy that I print from ASU Interactive valid?

A: *Yes.*

Q: What's the process for adding new desired qualifications to a job posting?

A: *Contact the Recruitment and Staff Selection Team and we can assist you. Visit the following site which lists areas of responsibilities:  
<http://www.asu.edu/hr/partners/directorystaffingservices.html>.*

Q: Is HR still accepting Emergency Hires (paperwork) and who is handling them?

A: *Yes, the Recruitment & Selection Team handles Emergency Hires. Please send all paperwork to Dan Klug 5612-Resume; Emergency Hire Form; & HPR.*

Q: Faculty and Grad RA/TA summer salary which needs a new position. What additional information needs to go onto the online HPR to hire them? They cannot be ACD so what are they? They are not new hires, transfers, etc.

A: *RESEARCHING – WAITING ON RESPONSE.*

Q: Can you please clarify the summer faculty pay procedure? Will the Summer Session Pay have another procedure – do you know that yet?

A: *There will be communication coming from the Provost Office soon regarding the summer faculty pay procedure. Communication will include how to calculate and set-up, etc. Once communication is released, there will be training made available.*

Q: When will the sick, vacation, compensatory time show correctly on the time reporting screen through ASU interactive?

A: *The HR Technology team is working on this however there is no estimated time of completion. We can assure you that it is one of their top priorities at the moment.*

Q: Where is HR on the approval process for promotions through PeopleSoft? There was talk of taking OHR out of the approval process but we haven't heard when that is going to happen.

A: *HR still plans to move forward with this process. We are currently reviewing some technical aspects and hope to have an update within a couple of weeks.*

Q: What is the hiring process for summer sessions GTA's and FA's? These are contract pay, non-benefits eligible grad students or faculty associate; both returning and new hires?

A: *See answer regarding summer faculty pay procedure. For the moment, they will be set up as different jobs. More information to come and training will be made available.*

Q: Data Management Team – Who are they (names) and what's the best way to contact them?

A: *The Data Management Team is managed by Cynthia Webler. Her team consists of 7 employees who assist in Employee, Benefits and Position Management entries. Her staff includes: Andrew Ryan, Carole Taylor, Kim Rohr, Isabel Gutierrez, Linda Shupe, Loretta Coates and Kym Suh. Method of contact (preference) is email. Please understand that they receive several requests and are working diligently to enter each one in a timely manner. So if you don't hear from them, please be patient and they will touch base as soon as possible.*

Q: What are the contract dates for 2<sup>nd</sup> Summer Session?

A: *To be further communicated by the Provost Office. .*

Q: What are the contract dates for fall 2008?

A: *Contract Dates: 1/1/2008 – 5/15/2008 and Payment Date: 12/31/07 – 5/18/08 over 10 pay periods. Contact the Data Management team for further details.*

Q: How do I determine the correct pay/earnings code for contract pay?

A: *For Employees Paid by Contract  
Faculty and Academic Professionals*

<i>Work</i>	<i>Paid Over</i>	<i>Pay Group</i>
<i>9 months</i>	<i>9 months</i>	<i>ACD</i>

<i>9 months</i>	<i>12 months</i>	<i>A12</i>
<i>12 months</i>	<i>12 months</i>	<i>SAL*</i>

*\*Same for Classified and Service Professional, they get Vacation. For more detailed information, please contact the Data Management Team*

Q: What are the directions for the online hiring form and for which applicants can this be used?

A: *Please visit the HRIS website: <http://hris.asu.edu/> and under Reference and Resources, select Spring Hires Business Process Guide: [http://hris.asu.edu/files/documents/spring\\_hires\\_business\\_guide.doc](http://hris.asu.edu/files/documents/spring_hires_business_guide.doc). This will provide you with directions.*

Q: Can I be notified if a document is missing in the hiring process? Can I also be notified when the entire hiring process is complete?

A: *The Data Management team does notify departments if they are missing some paperwork. However if all of the documents are missing, we won't be able to contact you because we won't know its missing until you notify us and ask us why the employee is not in the system. We are looking into an E-Fax option to help eliminate the loss of paperwork – more to come. As to notifying you when the hiring process is complete, we are looking at the possibility and researching this with the HR Technology team.*

Q: Is a new employee notified by email of their affiliate ID and how to establish their ASURITE ID, direct deposit and W-4 information?

A: *No. The HR Technology team is researching this option as a future module. At the moment, we recommend that in your offer letters you include the following website: [http://www.asu.edu/hr/new\\_employee.html](http://www.asu.edu/hr/new_employee.html) which gives instructions to new employees. Until we have this available it will be the department's responsibility to inform new employees of their ASURITE ID and new hire paperwork such as direct deposit.*

Q: Will AA representative training be made available in the near future?

A: *Recruitment and Selection along with Affirmative Action is updating this training. They are looking at changing this to "Best Practices in Recruitment and Hiring" which will incorporate AA/EEO concepts. At moment, there isn't training set up but we will keep you informed once we start up.*

Q: Are AA representatives only required on faculty hiring committee?

A: *Until policy changes, AA representatives are required on both hiring committees (faculty, classified, administrative and/or service professional). If you have any further questions, please contact the Office of Diversity at [http://www.eoaa.asu.edu/aa\\_staff.asp](http://www.eoaa.asu.edu/aa_staff.asp).*

If you have any further questions, please contact the appropriate HR areas such as Payroll, Data Management, Benefits, etc. For a specify inquiry, please contact (480) 965-2701 or [ASKHR](#) we will assist you and provide a resolution as soon as possible. Thank you!