

## Windows Enterprise OU Administrator Policy and Procedures Departmental Staff Hiring Status

Steven L. Kunz  
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Sometimes a department will hire a new staff person and request that user object be moved into their departmental OU. This can be done provided the person is “officially full-time staff” (see the document “Managing Users Within a College/Departmental Organizational Unit” in the section “Requesting Faculty/Staff/Affiliate Users Outside Your OU” at: <http://tech.ait.iastate.edu/win2000/admin/UserMgmtInOUs.pdf> ).

Occasionally a person does not appear as “faculty” or “staff” according to official university records the day they are “on the job”. Official “faculty” or “staff” classification depends on their pay-class (full or part-time) and the completion of all university steps in the entire employment process.

### Full-Time Staff

Once the proper "paperwork" is done, normal full-time faculty/staff classification changes take place within a day or two. If the change is not done then some step in the Human Resources process is missing. What follows is a "stock reply" from Human Resources dealing with this issue. Often the "Electronic Personnel Action" (EPA) form has not been accepted.

#### **Regular Appointments - Update to Personnel Record**

The Electronic Personnel Action (EPA) form must be initiated and electronically routed to Human Resource Services (HRS) staff for approval.

Before the EPA will be approved by HRS staff:

- 1.) The Letter of Intent (LOI) form or Contract must be signed and on file with HRS (3810 Beardshear Hall) or for faculty appointments, with the Provost Office (1550 Beardshear Hall).
- 2.) A new employee must have completed the Payroll Packet with HRS (3810 Beardshear Hall) or with the employing department. The completed packet must be on file with HRS.

When the above steps are completed, the EPA is approved by HRS and the employee's personnel record is USUALLY updated immediately. However, if a current university employee is transferring to a different department and the EPA is approved prior to the start date, because of batch processing, there COULD be a delay in the updating of the personnel record.

If there is a problem with the personnel record, departmental IT staff should contact the departmental EPA initiator or approver who can review the EPA to try and determine the reason that the personnel record did not update. If reason is not apparent, the department EPA initiator or approver can contact the HRS employee who has approved or placed the EPA on hold to try and resolve the situation.

#### **Temporary Appointments (XH pay base)**

Employees on temporary appointment do not meet the eligibility requirements for a faculty or staff account. An exception account (sometimes referred to as an "affiliate" account) may be requested by the supervisor from the Solution Center (4-4000).

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A Human Resource Services "New Employee Checklist" is available here:

[http://www.hrs.iastate.edu/new/Checklist/0\\_-\\_Main\\_Menu.shtml](http://www.hrs.iastate.edu/new/Checklist/0_-_Main_Menu.shtml)

#### **Hourly/Part-time Staff**

If the person is "hourly" (X-based payclass) then they will remain a student according to official records. ASW (<http://asw.iastate.edu>) can be used to create a sponsored Net-ID for hourly employees (using the "Manage Sponsored Net-IDs" selection).

#### **Finding Out the Current User Classification**

You can view the official "faculty/staff/student/affiliate" status of any NetID using the "ShowUserDept" tool (available in the "OU Administrator Support/OU Administrator Tools" section at <http://tech.ait.iastate.edu/win2000/admin/ouadmin.shtml> ).