

Instant HR – November 5, 2009

TOPIC: Improvements and Updates to eJobs, Form I-9, PAF, and Other HR/Payroll Forms

To Personnel Administrators:

**** Important eJobs Updates for PAs ****

Good news! We're happy to announce **three new features in eJobs** that will reduce paperwork and the time needed to process classified recruitment documentation, new hire PAFs, and temporary pay actions. **These additions become effective Tuesday, November 10, 2009.** Related instructions can be found in "eGuide to eJobs" at www.hr.vcu.edu/jobs/eGuide%20to%20eJobs.pdf.

Hiring Packet Documentation. PAs will have access to a "Documents" tab on each posting, which includes a link to attach scanned interview and reference notes as well as any posting-related documents. This change replaces the need to send hard copy recruitment documents to your HR Generalist (HRG), who will now be able to log into eJobs and view these documents on-line.

New Hire PAWs and PAFs. The "Offer Information" tab will be replaced with a "PAW Information" tab, which means that PAs will no longer need to submit paper PAWs and PAFs for new hires. Once a posting is closed, interviews have been conducted, and the best candidate selected, you will enter all the PAW information directly into eJobs and submit it electronically. This action lets your HRG know you have made a selection and are ready to make a job offer. Once you receive HRG approval for your new hire, you can print a new hire PAF from eJobs with all the fields populated (based on the approved posting) and submit it to HR Operations.

Temporary Pay. Instead of using paper PAFs to process temporary pay actions for classified employees, you will now be able to use eJobs by selecting "Begin New Action" and "Initiate Temporary Pay" and submitting these actions electronically to your HRG. This process works similarly to the way you currently do Role Changes and In-Band Adjustments.

Questions? Contact your HRG, whom you can locate at www.hr.vcu.edu/jobs/DeptHRGcontacts.pdf.

NOTE: We have organized departments around a service team approach so that you will have a single HRG and a single HR Operations team member who will jointly assist you with your HR transactions and processes.

**** Form I-9 Updates ****

Form I-9 Reverifications (Section 3). Effective immediately, when processing a Form I-9 for **reverification purposes**, please submit a **new** Form I-9 in HireRight. The Certification Date listed in Section 2 of the form should reflect the employee's **actual start date**. HR Compliance will document in HireRight that the I-9 is for reverification purposes only. Also, please be sure to fax the appropriate immigration documents to HR Operations through ImageNow so that updated information can be entered into Banner and HireRight and appropriate payroll taxes can be applied. To determine the required immigration document(s), see the chart at www.hr.vcu.edu/forms/ImmigrationDocuments-NonU.S.CitizenEmployees.pdf.

Form I-9s for employees who work at remote locations. Please ensure the I-9 has been completed properly **prior** to sending it to HR and the correct supporting documents have been used for Section 2 based on the Form I-9 List of Acceptable Documents. For non-U.S. citizens, please fax the appropriate immigration documents to HR Operations through ImageNow, along with the paper Form I-9, so that updated information can be entered into Banner and appropriate payroll taxes can be applied.

If you have questions or need assistance with processing Form I-9s:

- in HireRight (or conducting criminal background checks) ... contact Carol Ann Irby, HR Compliance Technician, at 828-1588.
- for employees who work at remote locations and the required immigration documents ... contact your department's HR Operations Technician, whom you can locate at www.hr.vcu.edu/jobs/DeptHRGcontacts.pdf.

**** New Feature Added to PAF ****

In response to customer feedback, we have added a new feature to the PAF so that when users select the eClass, it automatically populates the account code for that eClass. If an eClass has more than one account code, users are directed to the Banner Form FTVACCT where they can find the correct account code. You can link to the updated PAF at www.hr.vcu.edu/forms/PAF.xls.

Questions? E-mail pafs@vcu.edu.

**** Reminder: Check for Updates to HR and Payroll Forms ****

Periodically, we update some of our forms to meet the changing needs of state, federal, and VCU regulations. If your department stockpiles copies of Payroll or HR forms they haven't used for some time, you may wish to check the Forms website at www.hr.vcu.edu/forms/ for any updates or changes.

For example, we recently revised the Payroll Direct Deposit Authorization Form to incorporate a change in payment system rules from the Federal Office of Foreign Asset Control and the Virginia Department of Accounts. Specifically, employees who receive their pay by direct deposit at a U.S. bank and then have the entire pay amount forwarded by "standing order" to a bank in another country must let VCU Payroll Services know immediately by e-mailing payroll@vcu.edu or calling 828-0740.

Thank you.

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