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General Overview Introduction Section

- HR Functions of Personnel/Payroll Duties as Outlined by Human Resources – Summary
 - The summary pages are a good reference for the PPAs supervisor in order to provide them a listing of the duties expected by the human resource office which are to be performed by their department/unit PPA.
- Trainings
 - Numerical listing of the trainings which are available to assist in learning the duties as noted on the summary.
- HR Functions of Personnel/Payroll Duties as Outlined by Human Resources – Duties with Explanation
 - This expands on the summary to inform new PPAs of what exactly the functions listed may entail.
- Reference Resources for PPA
 - This listing with web links includes most all of the documents within this manual, you will want to refer to these links for updated documents.
- Board of Regents Policies and Regulations
 - The BOR Policies and Regulations govern all employment aspects of University of Alaska employees with the exception of those who are represented by a Collective Bargaining Agreement (CBA). Where CBA's are silent the BOR policies and regulations will abide. <http://www.alaska.edu/bor/policy-regulations/>
- Labor Relations and Collective Bargaining
 - There are four different unions representing various employee groups within the university:
 - ✓ University of Alaska Federation of Teachers (UAFT) represents faculty whose primary assignment is at an extended site and who teach exclusively at the lower division level. <http://www.alaska.edu/hr/labor/accft/index.xml>
 - ✓ Local 6070 represents workers in the areas of maintenance, trades, crafts and custodial. <http://www.alaska.edu/hr/labor/local6070/index.xml>
 - ✓ United Academics – AAUP/AFT (UNAC) represents all regular non-adjunct faculty with academic rank. <http://www.alaska.edu/hr/labor/unac/index.xml>
 - ✓ Adjuncts (United Academic) – AAUP/AFT represents adjunct faculty. <http://www.alaska.edu/hr/labor/adjuncts/index.xml>
 - All issues with regard to any of the above unions should be referred to the Statewide Labor Relations Office - 450-8230.
- UAF HR Organizational Chart



**Personnel/Payroll Assistant (PPA)
Human Resource (HR) Related Responsibilities
Summary**

This is to serve as a summary sheet outlining the HR functions of a PPA's job duty. Attached is another listing including details of these functions.

I. ALL PPA FUNCTIONS REQUIRE THE FOLLOWING:

- Attend Human Resource User Group Meetings
- Sign-up for UAF HR List Serve
- Familiarity with record retention process

II. PERSONNEL RELATED FUNCTIONS:

- New Hire Paperwork Processing
- Process and submit all paperwork related to job change reasons
- Employee contract generation, tracking
- Maintain understanding of Job Change Reasons
- Instruct and train as necessary departmental personnel regarding all HR related processes, policies and regulations
- Coordinate employee orientations
- Coordinate employee terminations
- Apprise staff of FML policy/procedures
- Maintain departmental personnel files
- Print job form turnarounds as required by department
- Serve as point of contact for the department with regard to Workers Compensation issues

Knowledge of:

- Personnel and Payroll Submission Schedule
- Job ecls categories
- Collective bargaining agreements
- Job form and components
- Banner HR screens.

Familiarity with:

- Required employment documentation
- Board of Regents Policies and Regulations
- HR orientation scheduling
- Location of web site forms
- Workers compensation procedures
- Non-resident alien hiring practices (if pertinent to department/unit)

Abilities:

- Ability to maintain confidentiality
- Filing
- Organization skills
- Attention to detail
- Proofreading and written communication skills.

III. PAYROLL RELATED FUNCTIONS:

- Time sheet print, dissemination, collection, review and process
- Training departmental staff in payroll procedures and policies
- Review bi-weekly and adjustment run payrolls
- Prepare labor redistribution forms

Knowledge of:

- Personnel and Payroll Submission Schedule

Familiarity with:

- Earnings codes
- Time sheet policies/procedures
- Payroll calendar
- Banner HR query

Abilities:

- Attention to detail.

IV. RECRUITMENT:

- Process position descriptions in UAKJOBS
 - Enter information to create, update and reclassify regular or term funded staff positions.
- Process recruitments through UAKJOBS
 - Create and submit job postings through the approval process. Complete all applicable information regarding position details, advertisements, screening questions and hiring proposals. Update posting as recruitment progresses.
- Act as a resource for UAKJOBS within the department
 - Instruct department personnel in creating user accounts. Educate employees on system, answering basic navigation questions.
- Assist search committees with screening documentation and educate members on recruitment process.
- Maintain recruitment files for the department

Knowledge of:

- UAKJOBS system
- AA/EEO rules and regulations
- Proper completion of screening documentations

Familiarity with:

- UAF advertising procedures
- Interview process

Abilities:

- Attention to detail
- Strong written and verbal communication skills
- Access to UAKJOBS

HR Training Classes (in alphabetical order)

Training Course	Related Info in Binder Section	Training Available via	Training #
AA/EEO	Recruitment	Training Calendar	1
Adjunct Tuition Waiver	Reference Resources Sheet	Training Calendar/E-live Audio Short	17
Adjunct_pres2006	Reference Resources Sheet	Training Calendar	18
Banner Navigation	Banner/Systems	OIT Calendar/Blackboard	2
Ecls Training (Lcat, Bcat, Crosswalk, Ecls Reference)	Personnel/Payroll	Training Calendar/E-live Audio Short	19
FacultySummerAssign	Job Forms	Individual Dept/Unit Grouping	20
FML and Workers Compensation	Personnel/Payroll	Training Calendar/E-live Audio Short	3
Foreign Natl HR Documentation Jan08	Personnel/Payroll	Training Calendar	16
HR Query	Banner/Systems	Training Calendar/E-live	4
I-9 (currently working on this)	Personnel/Payroll	Training Calendar/E-live Audio Short	5
Immigration Intro	Personnel/Payroll	Training Calendar	22
Job Change Reasons	Job Forms	Training Calendar	6
New Hire Paperwork	Reference Section	Training Calendar	8
On_Off_Contract_2005	Job Forms	Individual Dept/Unit Grouping	21
Personnel Actions 2007	Job Forms	Training Calendar	7
Q-Menu and Q-Adhoc	Personnel/Payroll	Training Calendar	28
Recruitment	Recruitment	Training Calendar	11
Search Committee Guidelines	Recruitment	Training Calendar	12
Student Paperless Job Process	Job Form Actions	Training Calendar	23
Termfunded	Personnel/Payroll	Individual Dept/Unit Grouping	24
Termination & At-Will Employment	Personnel/Payroll	Training Calendar	25
Termination Workflow NEA2TRM	Job Form Actions	Available via Elive	9
Time Sheet Training	Personnel/Payroll	Training Calendar/E-live Audio Short	10
UAKJOBS process	Recruitment	Training Calendar	13
UAonline	Banner/Systems	Training Calendar/E-live Audio Short	14
Understanding the Payroll Processing Calendar	Personnel/Payroll	Training Calendar/E-live Audio Short	26
Vista Plus Documentation	Banner/Systems	Training Calendar/E-live	15
Wage & Hour Law	Personnel/Payroll	Training Calendar	27

Personnel/Payroll Assistant (PPA)
Human Resource Related Responsibilities
Explanations

A department is responsible for ensuring all of the following functions are performed. These functions are designated by the department to one or more personnel/payroll assistants (PPAs) within the department. If your department has multiple PPAs you will need to discuss which functions you will be performing.

I. GENERAL FUNCTIONS FOR ALL PPAS:

- Attend Human Resource User Group Meetings
 - UAF Human Resources hosts a meeting to inform/update attendees regarding important human resource issues. It is important for PPAs to attend to receive pertinent information related to their job functions.
- Sign-up for UAF HR List Serve
 - The HR list serve is the primary communication tool for UAF HR to distribute important information related to HR activities.
- Familiarity with record retention process
 - It is imperative that certain records be kept within your department/unit for a certain length of time, procedures on record retentions both hard copy and electronic versions are currently being produced.
- Stay apprised of personnel changes within your department
 - Keep apprised of new hires, terminations and personnel changes. Be sure to inform new hires within your department of your HR related functions.

II. PERSONNEL RELATED FUNCTIONS:

- New Hire Paperwork Processing
 - PPA must collect, review and verify all the required new hire documentation (personal demographic form, W-4, I-9 and Personal Injury Illness form) from all newly hired employees within three days of their begin date. Submit all appropriate hiring documents with job form. PPA must be familiar with non-resident alien hiring processes if pertinent to your unit.
- Maintain departmental personnel files
 - Set-up department personnel file. If PPA wishes to make copies of all documents sent to HR these files must be kept in secure area and the pertinent record retention procedures should be followed. It is recommended that non-pertinent documents be disposed of once HR verification has been received.
- Process and submit all paperwork related to job change reasons
 - There are approximately 50 job change reasons, it is responsibility of PPA to maintain an understanding of these job change reasons and recognize when it is necessary to submit job forms to HR.
http://www.alaska.edu/hr/procedures/PDF/reference.reference.jcr_descriptions_listing.pdf
- Employee contract generation
 - In some cases units have the director/deans office perform contract generations, please discuss with your supervisor what responsibility you will have in this area.
- Instruct, train, educate and assist as necessary departmental personnel regarding all HR related processes, policies and regulations
 - The departmental PPA serves as the 1st point of contact and the primary liaison between their department/unit and the HR office. PPA should assist when able and make referrals to appropriate resources or HR personnel as necessary. Keep departmental personnel apprised of their PPA contact(s).
- Coordinate employee orientations
 - All regular (benefits eligible) employees must attend a new employee orientation session. It is the PPA's responsibility to schedule this session by calling UAF HR at 474-7700.
- Coordinate employee terminations
 - Terminations can be either voluntary or involuntary and require difference processes. Any disciplinary actions require UAF HR interaction; keep supervisors apprised of this requirement.
- Apprise staff of FML policy/procedures
 - PPAs often have firsthand knowledge of employee's absences. HR requests that PPAs inform employees and/or HR if an absence may be a Family Medical Leave (FML) qualifying event. Forms are located online:
http://www.alaska.edu/hr/forms/hr_leaveforms.xml
- Serve as point of contact for the department with regard to Workers Compensation issues
 - Employees should contact their PPA if a work related injury or illness occurs. PPA should be familiar with Environmental Health and Safety website
<http://www.uaf.edu/safety/>. Call 907-474-5413 for a supply of worker compensation forms.

III. PAYROLL RELATED FUNCTIONS:

- Training departmental staff in payroll procedures and policies
 - PPAs should instruct departmental staff on required time sheet etiquette (only blue or black ink may be used, overtime reporting, holiday and other leaves). Detailed instruction will be provided during payroll time sheet training.
 - Some departments are responsible for keying their payroll; you will be instructed if this is your function.
- Time sheet printing, dissemination, collection, review and prepare for HR submission
 - Time sheets are due on a biweekly basis based on submission schedule. Instructions for printing time sheets is available online:
http://www.alaska.edu/hr/procedures/PDF/payroll.time_reporting.timesheet_processing.pdf
 - Effective January 2010 UAF HR no longer wishes to receive any exempt time sheets that have no leave taken and are not charging to restricted funds. It is a departmental decision if you still wish to collect these.
 - Record retention procedures should be adhered regardless if you key your own time sheets or simply retain departmental copies.
- Review bi-weekly and adjustment run payrolls
 - Adjustment payrolls are run between normal payroll processing periods. PPAs should be familiar with the payroll calendar to familiarize themselves of these adjustments.
- Prepare labor redistribution forms
 - Labor redistributions are necessary to transfer labor charges from one account to another. It is often the responsibility of the department PPA to perform this function.

IV. RECRUITMENT RELATED FUNCTIONS:

- Process position descriptions in UAKJOBS
 - Enter information to create, update and reclassify regular or term funded staff positions.
- Process recruitments through UAKJOBS
 - Create and submit job postings through the approval process. Complete all applicable information regarding position details, advertisements, screening questions and hiring proposals. Update posting as recruitment progresses.
- Act as a resource for UAKJOBS within the department
 - Instruct department personnel in creating user accounts. Educate employees on system, answering basic navigation questions.
- Assist search committees with screening documentation and educate members on recruitment process.
- Maintain recruitment files for the department

Reference Resources for PPA

Codes: 1 = need within first 2 weeks; 2 = need within first month; 3 = need within 1st quarter; 4 = reference material only

Reference	Location
Academic Calendar	http://www.uaf.edu/catalog/catalog_09-10/acad_calendar.html
Adjunct Salary Schedule_FY10	http://www.alaska.edu/hr/procedures/PDF/reference.reference.adjunct_salary_current.pdf
Allowable Paycheck Deductions by Ecls	http://www.alaska.edu/hr/procedures/PDF/payroll.deductions.deductions_by_ecls.pdf
Annual Leave Cash-In Guidelines	http://www.alaska.edu/hr/procedures/reference/al_cashin.xml
Banner Access	http://banner.alaska.edu
Banner FAQ	http://www.alaska.edu/oit/sc/support/banner/faqBanner7.xml
Banner Forms by Category	http://www.alaska.edu/hr/procedures/PDF/reference.reference.banner_forms_bycategory.pdf
Banner Keyboard Commands	http://www.alaska.edu/hr/procedures/PDF/banner.data_entry.banner7_keyboard_commands.pdf
Banner/DSD/Visa Plus/Edir Security Access Form	http://www.alaska.edu/oit/sc/about/forms_newdocs/formBannerAccessRequestForm.pdf
Board of Regents Policies and Regulations	http://www.alaska.edu/bor/policy-regulations/
Compatible Employee Classes	http://www.alaska.edu/hr/procedures/PDF/reference.reference.compatible_ecls_reference_chart.pdf
Earnings Code Listing	http://www.alaska.edu/hr/procedures/PDF/reference.reference.earnlist.pdf
Earnings Code Listing Ecls Eligibility	http://www.alaska.edu/hr/procedures/PDF/reference.reference.earnlist_eclass.pdf
Employee Benefit Table	http://www.alaska.edu/hr/procedures/PDF/reference.reference.benefit_table.pdf
Faculty Additional Assignments	http://www.alaska.edu/hr/procedures/PDF/personnel.changes.faculty_addtl_assns.pdf
Faculty Overloads	http://www.alaska.edu/hr/procedures/PDF/personnel.changes.faculty_overloads.pdf
Forms - HR	http://www.alaska.edu/hr/forms/index.xml
Holiday Calendars	http://www.alaska.edu/benefits/leaves/holidays/
HR List Serve - UAF	https://lists.uaf.edu:8025/mailman/listinfo/uafhr-l
HR Processing Calendar 2010	http://www.alaska.edu/hr/procedures/PDF/reference.calendar.calendar_2010.pdf
In Grade Step Movement - Staff	http://www.alaska.edu/hr/procedures/PDF/personnel.changes.in_grade_step.pdf
International Form	http://www.alaska.edu/hr/forms/PDF/international_form.pdf
Job Change Reason Code Descriptions	http://www.alaska.edu/hr/procedures/PDF/reference.reference.jcr_descriptions_listing.pdf
Job Change Reason Code Listing	http://www.alaska.edu/hr/procedures/PDF/reference.reference.jcr_codes_listing.pdf
Job Form Completion	http://www.alaska.edu/hr/procedures/PDF/personnel.hiring_process.job_form_completion.pdf
Job Form Printing	http://www.uaf.edu/uafhr/personnel/
Job Title Listing_Alpha Order	http://www.alaska.edu/hr/procedures/PDF/reference.reference.jobtitle_listing_alpha.pdf
Job Title Listing_PCLS Order	http://www.alaska.edu/hr/procedures/PDF/reference.reference.jobtitle_listing_pcls.pdf
Labor Account Changes	http://www.alaska.edu/hr/procedures/PDF/reference.reference.labor_account_changes.pdf

* Only if applicable to your dept/unit

** Depends on time of hire

01/2010

Reference Resources for PPA

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Reference	Location
Labor Relations (including links to Collective Bargaining Agreements)	http://www.alaska.edu/labor
Leave of Absence	http://www.alaska.edu/hr/procedures/PDF/personnel.leaves.leave_of_absence.pdf
New Hire Cover Sheet Checklist (refers you to PPA home page - refer to Recruitment (Applicant (New Hire) Checklist)	http://www.uaf.edu/files/uafhr/PPA%20Manual%20New%20Hire%20Checklist.pdf
New Hire Procedures for Regular Employees	http://www.alaska.edu/hr/procedures/PDF/personnel.hiring_process.new_hire_regular.pdf
NRA 8233 Form Attachments	http://www.alaska.edu/hr/forms/hr_8233forms.xml
NRA 8233 Instructions	http://www.alaska.edu/hr/forms/PDF/i8233.pdf
NRA 8233 Sample Form	http://www.uaf.edu/files/uafhr/Personnel_Sample_IRS_Form.pdf
NRA Forms	http://www.alaska.edu/hr/forms/hr_nraforms.xml
Off Contract Processing	http://www.alaska.edu/hr/procedures/PDF/personnel.changes.off_contract.pdf
Out of Class Pay	http://www.alaska.edu/hr/procedures/PDF/personnel.changes.out_of_class.pdf
Pay Data - year at a glance	http://www.uaf.edu/files/uafhr/Chart%20of%20Pay%20Periods%2010_.pdf.pdf
Personal Demographic Changes	http://www.alaska.edu/hr/procedures/PDF/personnel.changes.personal_demographic.pdf
Personnel/Payroll Submission Schedule	http://www.uaf.edu/files/uafhr/Pers_PR%20Submission%20Sched%2010_Rev_12_2009.pdf
Promotions, Demotions & Transfers	http://www.alaska.edu/hr/procedures/PDF/personnel.changes.promos_demos_transfers.pdf
Sabbatical - Faculty	http://www.alaska.edu/hr/procedures/PDF/personnel.changes.sabbatical_faculty.pdf
Salary Schedules	http://www.alaska.edu/hr/classification/salarytables.xml
Salary Table, BCAT, LCAT	http://www.alaska.edu/hr/procedures/PDF/reference.reference.ecls_crosswalk.pdf
Shift Pay - Leadperson - Local 6070	http://www.alaska.edu/hr/procedures/PDF/personnel.changes.shift_pay_leadperson.pdf
Staff Benefit Rates	http://www.alaska.edu/hr/procedures/PDF/reference.sbrates.sbrates_fy10.pdf
Termination Code Definitions	http://www.alaska.edu/hr/workflow/pdf/termination_code_definitions.pdf
Termination Workflow - NEA2TRM	http://www.alaska.edu/hr/workflow/pdf/wf_nea2trm_entry_procedures.pdf
Time Sheets - Printing	http://www.alaska.edu/hr/procedures/PDF/payroll.time_reporting.timesheet_processing.pdf
Timesheet Key: Exempt	http://www.alaska.edu/hr/procedures/PDF/payroll.time_reporting.timesheet_key_exempt.pdf
Timesheet Key: Non-Exempt	http://www.alaska.edu/hr/procedures/PDF/payroll.time_reporting.timesheet_key_nonexempt.pdf
TKL Listing	http://www.alaska.edu/hr/procedures/PDF/reference.reference.tkl_listing.pdf
UAKjobs Position Description Guide for PPA's	http://www.alaska.edu/hr/procedures/PDF/recruitment.recruitment.supervisor_pd_guide.pdf
UAKjobs Recruitment Guide for PPA's	http://www.alaska.edu/hr/procedures/PDF/recruitment.recruitment.supervisor_recruitment_guide.pdf

* Only if applicable to your dept/unit

** Depends on time of hire

01/2010

Reference Resources for PPA

Codes: 1 = need within first 2 weeks; 2 = need within first month; 3 = need within 1st quarter; 4 = reference material only

Reference	Location
Uaonline	http://uaonline.alaska.edu/
Vista Plus	http://reports.alaska.edu/

* Only if applicable to your dept/unit

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UAF Human Resources: Organizational Chart

