CoE – CSS Team 2 Transition

Developed: August 23, 2013
Latest Revision: May 15, 2014

HR-APS Processes and Hand-offs

- All requests submitted to Team 2 HR should be sent to ersohrops@erso.berkeley.edu

- All forms are accessible via the website at http://www.erso.berkeley.edu/tools/tools_002e.shtml

ACTION TYPE	PROCESS/Hand-off to CSS-Team 2	OWNER	TIMEFRAME
Academic Specialists	Team 2 HR will prepare the full case including assembling all documents and obtaining CoE departmental signatures. In addition, Team 2 HR will: • onboard all academic specialists • enter each specialist appointment into HCM • create an electronic personnel record for each specialist containing all pertinent hiring document • send the offer/appointment letter • monitor the appointment for any necessary merit or promotion actions • communicate with COE supervisor for any necessary HR actions	Team 2 HR	Within 24 hours of receiving the request to begin a case, Team 2 HR will begin the case preparation process. New Hires will be onboarded as soon as appointments are scheduled with Team 2 HR
Academic Coordinators	Team 2 HR will prepare the full case including assembling all documents and obtaining CoE departmental signatures. In addition, Team 2 HR will: • onboard all academic coordinators • enter each appointment into HCM • create an electronic personnel record for each appointment containing all pertinent hiring document • send the offer/appointment letter • monitor the appointment and communicate with COE supervisor for any necessary HR actions	Team 2 HR	Within 24 hours of receiving the request to begin a case, Team 2 HR will begin the case preparation process. New Hires will be onboarded as soon as appointments are

			scheduled with Team 2 HR
Catastrophic Leave Donations	Team 2 will be responsible for administering the Catastrophic program. The call for donations will go out to the entire CoE community.	Team 2 HR	Within 48 hours of receiving and validating request, Team 2 will begin the process.
DCal Appointments	Team 2 will be responsible to enter these appointments into HCM. Departments will send Team 2 the necessary information by spreadsheet or via email.	Team 2	Within 48 hours appointments will be entered into HCM.
Employee Actions (HCM Coordination)	Team 2 will be responsible for processing all HCM transactions for all of the COE population with the exception of faculty titles. An authorized department requestor or Dean's Office HR Analyst will send an email to ersohrops@erso.berkeley.edu detailing the action requested. The subject line of each email should be: EACF-DEPT Name- Employee Name Team 2 will: • confirm the authorized requestor • process the request • send a confirmation email to the requestor • retain the email as the approved source document in the electronic employee file • contact the department manager for any action concerning employees prior to taking action (for actions that aren't submitted by the authorized requestor)	Team 2 HR	Within 48 hours of receiving request
Employee Distribution Changes	Team 2 will be responsible for processing all HCM transactions for all of the COE population with the exception of faculty titles. An authorized department requestor will send an email to ersohrops@erso.berkeley.edu detailing the action requested. The subject line of each email should be: EDCF-DEPT Name- Employee Name	Team 2 HR	Within 48 hours of receiving request

	Team 2 will: • confirm the authorized requestor • process the request • send a confirmation email to the requestor • retain the email as the approved source document in the employee file		
Employee Relations	Dean's office will continue to serve the CoE academic departments needs in the area of employee relations. Any coordination that is necessary between the Dean's office HR team and Team 2 will be initiated by the Dean's office.	CoE Dean's Office HR	
Faculty Hiring and Onboarding (Including Adjunct, Visiting and Recall)	This function will remain a responsibility of the CoE academic department. (Any payroll actions will be the responsibility of Team 2-payroll to process)	CoE Academic Department	
GSRs	The ERSO-Team 2 process will continue for GSRs hired on funds managed within ERSO-Team 2. For GSRs hired on departmental funds, the CoE Department will send a Request to Hire Form or an email request to the HR alias requesting the GSR hire. **OR** Instruct the GSR to request an appointment using the ERSO-Team 2 GSR online appointment system. The GSR will select the Faculty who is "funding" this appointment from the Faculty drop down menu. The request will get routed to the Faculty who will approve the request and in the comments box write "to be paid on funds managed by the XX department." Team 2 HR will contact the XX department for funding authorization and process the appointment. (System enhancements are needed for departmental GSRs to use the current ERSO-Team 2 online GSR hiring system without the off-line approvals- this review is in progress)	Team 2 HR	Within 24-48 hours of receiving the complete request, Team 2 will process the hire.
GSI, Reader & Tutor Appointments	After individuals accept their appointment, all CoE departments (excluding Nuclear) will forward to Team 2 HR via the HR alias, a spreadsheet (exported from the COE Database) containing all the pertinent and approved hiring information. CoE Database will send the offer/appointment letter to the GSIs, Readers and Tutors	CoE Academic Departments and Team 2 HR	Within 1 week of receiving the spreadsheet; Team 2 will enter all HCM transactions for GSIs who have

	Nuclear will develop spreadsheet with the same data fields as the COE database and will submit to Team 2 HR alias. Team 2 will: • enter each appointment into HCM with a start date of August 1 unless otherwise specified • create an electronic personnel record for each appointment containing all pertinent hiring documents • onboard all new appointments • update the spreadsheet or CoE database with the HCM entry date • use the default chartstring provided by each department in advance unless otherwise specified by the academic department (EECS will have a different process which will be coordinated by EECS and Team 2) • handle hiring exceptions as they arise with the academic departments • schedule onboarding days in Cory Hall if necessary to facilitate the onboarding process for GSIs. Individuals will be able to make appointments with Team 2 HR or walk- in and receive service • resolve problems related to GSI appointments and fee remissions • partner with COE departments to resolve any issues related to GSI, Reader or Tutor appointments and will escalate as appropriate Academic departments will continue to be the office of record for GSI personnel files. Team 2 HR will retain all documents related to GSI hiring, HCM transactions and payroll actions.		completed the hiring paperwork, update the spreadsheet or database and create the electronic files. **December 10, 2013** target date for Depts. to send spreadsheet to Team 2 for Spring Semester. GSIs will be onboarded as soon as appointments are scheduled with Team 2 HR.
Lecturers	This function will remain a responsibility of the CoE academic department. (Any payroll actions will be the responsibility of Team 2-payroll to process)	CoE Academic Department	
Out of Compliance Monitoring	Team 2 HR will be responsible for monitoring the out of compliance report for limited appointments and will communicate with the academic departments if issues arise.	Team 2 HR	Monthly review
Personnel Files	Departments will remain the office of record. Team 2 will create and retain the hiring documents and HCM action requests.	Academic Departments and Team 2	Records will be electronic files when transactions

		HR	are processed.
Position Management	Team 2 will follow the established departmental process for administering position management. Pending Item: Each department to forward to Eboni Wilson their current process for administering position management.		
PostDocs	Requests will be submitted to Team 2 using the existing Team 2 process. Details of the process and forms are available at this link in the Academic Appointments Section http://www.erso.berkeley.edu/tools/tools_002e.shtml	Team 2 HR	Within 24 hours of receiving the request, the appointment process will begin
Staff Appointments Career & Contract	The CoE Dean's office will continue to provide comprehensive support to all of the CoE departments for the following: - Job description evaluation, development and classification approval - Salary offer approval - Administer the waiver or recruitment process - Submit the Request to Recruit process to Team 2 (provide position number if recruitment is to backfill an incumbent, if new position Team 2 will create position number) - Create the contract and coordinate with the department Team 2 will: - Post the position in TAM - For new positions, will create position number - Manage the TAM posting including close out - Contact CoE Hiring Manager to determine recruitment support needs - Refer Hiring Manager back to Dean's office for salary offer approval - Administer the recruitment file and record retention - Administer the criminal background check process after receipt of the accepted offer letter - Complete the HCM hire entry - Onboard the new employee and provide benefit counseling (if applicable) - Notify the hiring manager when the employee has completed all the hiring paperwork	Team 2 HR	

	Dean's Office HR Analyst will: • Create the offer letter • Submit the accepted offer letter (and/or contract if applicable) to Team 2 Recruiter with chartstring details for appointment and background check (if applicable). In addition the position number should be included.		
Staff Limited Appointments	Department Manager will review with Dean's Office HR Analyst who will submit the limited appointment request to Team 2 using Team 2's existing request form. http://www.erso.berkeley.edu/tools/tools_002e.shtml Team 2 will: • Create the offer letter, process the hire, onboard the employee and notify hiring manager If recruitment is needed, Team 2 will: • Post the position in TAM • Manage the TAM posting including close out • Contact CoE Hiring Manager to determine recruitment support needs • Administer the recruitment file and record retention • Create the offer letter • Complete the HCM hire entry • Onboard the new employee • Notify the hiring manager when the employee has completed all the hiring paperwork	Team 2 HR	Within 24 -48 hours of receiving the request, Team 2 HR begin processing the appointment
Staff Leave Management (FML) Worker's Comp.	All staff leave counseling and coordination should be directed to the Dean's Office. The Dean's Office HR will communicate with Team 2 HR when a FML packet is necessary after they've confirmed that the employee is eligible. The interactive process will be coordinate with the department manager and the Dean's office. Team 2 will send the FML packet to the employee. Any necessary HCM action will be requested by the Dean's office and Team 2 HR will enter the transaction. Worker's compensation cases will be coordinated by the Dean's office and the CoE Academic Departments.	CoE Dean's office and Team 2	Within 24 hours of receiving the request, Team 2 HR will send the FML packet to the employee.

Staff Reclassifications, equity reviews & other compensation actions	Dean's office will continue to serve the CoE academic department's needs in the area of reclassifications, equity reviews, salary offer approvals and other compensation matters. Dean's office will notify Team 2 when the action is approved and will submit relevant supporting documents to Team 2 for HCM processing. Any further coordination that is necessary between the Dean's office HR team and Team 2 will be initiated by the Dean's office. Team 2 will: • Enter the HCM action • Create action confirmation letter and forward to Department Manager who will send to employee • Retain all supporting documents electronically in employee file	Dean's Office HR and Team 2 HR	Within 48 hours or receiving request, begin to process transaction
Summer Salary	Existing Team 2 Summer Salary form will be used and submitted by CoE departments. Team 2 HR will process the summer salary transaction and coordinate with Team 2 RSO and CoE department MSO as needed. Associate Dean's Summer Salary processing will remain a function of the Academic Analyst in the CoE Dean's office. This will not transition to CSS Team 2. Department Chairs' Summer Salary will remain the responsibility of the CoE Academic Departments. Any payroll action needed will be the responsibly of Team 2 Payroll.	COE and Team 2 HR COE Dean's Office CoE Academic Departments	Within 48 hours of receiving approved summer salary form, HCM entry will be processed.
Summer Session Appointments	This function will remain a responsibility of the CoE departments. For EECS only: After individuals accept their appointment, EECS will forward to Team 2 HR via the HR alias, a spreadsheet exported from the CoE Database) containing all the pertinent and approved hiring information.	CoE Departments	

	Team 2 will: • enter each appointment into the summer sessions ehire database • create an electronic personnel record for each appointment containing all pertinent hiring documents • onboard all new appointments • update the spreadsheet with the ehire and onboarding entry date and share with EECS • partner with COE departments to resolve any issues related to GSI, Lecturer, Reader or Tutor appointments and will escalate as appropriate For hourly hires, EECS will retain the task of collecting timesheets and entering hours into the ehire system.		
Visa Processing	Team 2 HR will manage the visa process for all titles in CoE excluding Faculty titles. If a case is being managed within a CoE department, the Visa will be managed as well. Team 2 will serve as a resource if needed. Team 2 HR will: • Draft the visa paperwork and secure PI/Chair signature, if needed • Request Checks, if needed • Upload visa request/documents to escholar • Manage the visa approval process with BIO • Send out the visa to the appointee or email the scholar when the visa is ready for pick-up	Team 2 HR	Within 24 hours of receipt of signed documents from CoE and all the necessary documents from appointee, Team 2 HR will upload the request into e-scholar
Visiting Industrial Fellows	Requests will be submitted to Team 2 using the existing Team 2 process. Details of the process and forms are available at this link in the Academic Appointments- Visiting Scholar Section: http://www.erso.berkeley.edu/tools/tools_002e.shtml Coordination of payment from outside entity will remain the responsibility of the CoE Academic Department.	Team 2 HR CoE Department	Within 24 hours of receiving the request, the appointment process will begin
Visiting Professors	This function will remain a responsibility of the CoE academic department.	CoE Academic Department	

Visiting Scholar and Student Researchers	Requests will be submitted to Team 2 using the existing Team 2 process. Details of the process and forms are available at this link in the Academic Appointments Section http://www.erso.berkeley.edu/tools/tools_002e.shtml Academic Departments will be responsible for coordinating department fees and space approvals (if any) in advance of forwarding the case to Team 2 HR for processing.	Team 2 HR	Within 24 hours of receiving the request, the appointment process will begin
Volunteers and Contingent Workers	Team 2 will be responsible to enter these appointments into HCM. Departments will send Team 2 email request.	Team 2	Within 48 hours or receiving request, begin to process transaction
Work Study and Student Assistant Appointments	Requests will be submitted to Team 2 using the existing Team 2 process. Details of the process and forms are available at this link in the Recruitment & Hiring Section: http://www.erso.berkeley.edu/tools/tools_002e.shtml Team 2 HR will monitor the work study hours. Dean's Office student assistant hires will continue to be coordinated by Dean's Office HR Analyst. (In coordination with Team 2 HR)	Team 2 HR	Within 24 hours of receiving the request, the appointment process will begin

Payroll Processes and Hand-offs

Updated: October 1, 2013

- All requests submitted to Team 2 Payroll should be sent to ERSOpayroll@erso.berkeley.edu
- All forms are accessible via the website at http://www.erso.berkeley.edu/tools/tools_003d.shtml

ACTION TYPE	PROCESS/Hand-off to CSS-Team 2	OWNER	TIMEFRAME
CalTime	Team 2 Payroll will manage the CalTime system for CoE effective October 2013. Team 2 Payroll will work on any needed outreach activity to COE to help facilitate usage of the CalTime system by the established deadlines. Team 2 will work to resolve discrepancies associated with CalTime. Team 2 Payroll will send each department a CalTime Leave report monthly for departmental reconciliation by the 15th of the month. EECS has a payroll alias which they will continue to monitor for some time. The Team 2 payroll alias will be added to the EECS alias auto response to help redirect employees to Team 2. EECS staff will forward emails received to the Team 2 payroll alias.	Team 2 Payroll	Manage CalTime by the campus required deadlines.
Catastrophic leave donations	Team 2 HR will manage the process and coordinate as appropriate with Team 2 Payroll.	Team 2 HR and Payroll will coordinate	Team 2 will initiate the process within 24 hours of being notified of a catastrophic leave donation need
Leave Balances	CoE will work to reconcile balances prior to transition. Problems that aren't resolved by transition, CoE department will inform Rebecca and assign a point person to assist Rebecca in resolving the case. Team 2 will be responsible to maintain balances after transition- October 2013. Team 2 Payroll will monitor all leave balances and maintain current and accurate records. Team 2 Payroll will partner with CoE departments (if needed) to resolve any issues related to employee leave balances and will escalate as appropriate.	CoE and Team 2 Payroll	Monitor leave balances on a monthly basis.
Overpayment	Team 2 Payroll will be responsible for managing the overpayment recovery	Team 2	Within 48-72 hours of being

Recovery	process. If needed, CoE departments and Team 2 Payroll will partner on sensitive cases.	Payroll	notified, Team 2 Payroll will begin working on the overpayment recovery request.
Payroll Adjustment Requests (late payments)	Team 2 Payroll will be responsible for processing all payroll adjustment activity for CoE. All payroll requests should come from Team 2 HR unless there is a direct pay problem that does not involve HR. For those requests, CoE will submit a request directly to Team 2 Payroll and copy Team 2 HR. **Submission deadline- 2 business days prior to the final OPTRS deadline.**	Team 2 Payroll	All adjustments will be processed by the payroll period deadline of the month the request is received.
Payroll Expense Transfers	Team 2 Payroll will be responsible for processing payroll expense transfers for CoE. If Team 2's existing process is agreed upon, the existing process in Team 2 to process expense transfers will be used. **Submission deadline- 4 business days prior to the final OPTRS deadline.**	Team 2 Payroll	All requests will be processed by the payroll deadline of the month submitted.
Payroll files	Only new records (October 2013) will be retained in Team 2. Existing files will remain in the departments. Team 2 will retain 2 years of payroll records locally.	Team 2 Payroll	October 2013 and beyond retained in Team 2
Service Awards	Team 2 Payroll will be responsible for processing the service award milestones starting in 2014. Currently COE departments have already processed all milestones for 2013. CoE departments will provide Team 2 Payroll the tracking documents or tools they currently use. **Provide Team 2 Payroll with current tracking tool by December 1, 2013.**	Team 2 Payroll	Manage service awards on a monthly basis.
Time Sheets for non-exempt and hourly employees	All CoE departments will continue to use the same timesheets (non-exempt) as they currently do. Effective January 1, 2014, convert to the Team 2 workbook process. Managers or point person will submit timesheets directly to Team 2 Payroll. Submission may be via scan or hard copies dropped off in Team 2 drop box. Team 2 Payroll will monitor the timesheet submission and resolve any problems or issues related to the timesheet process. Team 2 Payroll will be responsible for all the OPTRS entries. Effective October 2013, Team 2 will be responsible for timesheet processing.	Team 2 and CoE	All CalTime entries submitted by the 5th of month. All non-exempt timesheets submitted 3 business days prior to the end of the month. All approved timesheets submitted will be processed according to payroll policies and by the payroll period deadlines.