Trustee Organization Procedures

Hiring and Payroll

A guide to hiring student staff and managing your Organization payroll.

Reminders before Getting Started

All of the following must be completed prior to hiring:

- ❏ Review of Position- Is it Consistent with Org Constitution and By-laws?
- ❏ Approved Org Chart on File with TSOS where job and supervisor are indicated
- ❏ Approved Operating Budget on file with TSOS including the cost of this job(s)
- ❏ Appropriate Leaders have completed TSOS Module 4 - Hiring and Time Approval

If any element has not been done by your org
or you need a refresher on the training,
please do so and come back!

Remember, TSOS is always here to answer questions and support your org!
Besides TSOS, the Student Employment and Payroll websites can serve as important resources for your Organization.

Offer of Employment

- Orgs may contact the best candidate(s) to offer the job
- Be sure to discuss:
  - Start Date
  - Pay Rate
  - Supervisor
  - Job Duties
  - Job Schedule including work over the various breaks
- It is imperative for potential hires to be able to review the job details in writing, ask questions and respond accepting the position in writing (electronic methods okay!)
- Organizations may use their own offer letter or the TSOS offer letter template.

  https://trusteeorgsupport.uconn.edu/offer-letter-template/

- This written offer and acceptance can also be handled through the Payroll Authorization Process
- After candidate(s) accept in writing, contact all remaining applicants
- The hire is not yet complete and no hours can be worked prior to completing:
  - Payroll Authorization Process
  - I-9 Process

Payroll Authorization Process

- Once you have extended an offer letter for Student Employment, an Authorized Signer (President/Treasurer/Designee) must complete the NEW electronic Payroll Authorization Process which documents the following:
  - Information about job and hiree for entry into payroll systems
  - Organization authorizations for the hire
  - Hiree review and acceptance of the position as offered
- The Payroll Authorization Process must be done for each hire:

  https://trusteeorgsupport.uconn.edu/payroll-authorization/

- Once organization authorized signer completes the job information on the form,
- The form is forwarded for the approval of another organization authorized signer,
- Then, a form will be sent to the hiree to get their personal information for payroll system entry
- At the end, the hiree will be instructed to make an appointment to complete the I-9 process

I-9 Process

Being an employer means many obligations to the government, one of which is completion of the I-9 Process for all hirees Note that violations of I-9 Requirements can be $1100 per I-9 per day.

- At the end of the Payroll Authorization Process, hirees are required to set up an appointment with the appropriate staff member to complete the I-9 Process

- During that virtual appointment, staff will review the hiree's original documents and seek both images of those documents and the hiree signature via "Filelocker"

- International students will email ellen.lowe@uconn.edu for their I-9 appointment

- Organizations and Hirees will receive notification from the appropriate staff member when work can begin

ABSOLUTELY NO TIME CAN BE WORKED BEFORE PA and I9 ARE COMPLETED

HuskyTime - Employee Entry

- When the employee has completed the PA and I-9 processes, the information is entered by the appropriate staff member into "Core-CT", the University's payroll system
- The next business day, the information is entered into "Husky Time", the organization's timeclock system
- Hirees will be sent an email alerting them they are "active", along with a [HuskyTime User Guide](#) and a link to [Core-CT](#)
- Core-CT is where hirees can set-up direct deposit, review paystubs and get W-2's
- Husky Time is where hirees will log hours worked on or after their effective hire date
- Pay Week starts on a Friday and runs to Thursday, Pay Period runs two weeks (see Payroll Website)
- Best Practices:
  - Employees should enter hours as they are worked, not at the deadline
  - Employees should all be asked to enter tasks accomplished in "Notes"
  - To suit its needs, Orgs can set entry/approval deadlines prior to that of TSOS

Hirees should NOT create a profile in HuskyTime, that is handled by Staff

Hirees should NOT enter time into Core-CT, only Husky Time

HuskyTime - Supervisor Approval

- When granted authority as a supervisor, supervisors will receive the Husky Time Supervisor Guide

- **IMPORTANT DEADLINES ON PAYROLL THURSDAY (BI-WEEKLY):**

  - **10 AM - PAYROLL IS LOCKED**
    - Employee time entries must be complete
    - Employees can no longer enter hours
    - Org can require their employee entries to be done earlier
    - *If time is not entered, employees do not get paid*

  - **NOON - HUSKY TIME ENTRIES RECONCILED & TRANSFERRED TO CORE CT**
    - Supervisor approvals must be complete
    - Supervisor will no longer be able to approve hours
    - Org can require supervisor approvals to be done earlier
    - *If time is not approved, employees do not get paid*

Missing these deadlines may require manual timecards which is very labor intensive!

Manual Timecards

This represents exception processing as it is only needed when policies and procedures aren't followed.

1) Determine with your supervisor what happened and what will be done to prevent it going forward

2) WORKSHEET

Employee navigates to the employment section of the TSOS website:

https://trusteeorgsupport.uconn.edu/home/policies-employment/

Download, complete and save a copy of the T3 Manual Timecard Worksheet

Report hours for each job and/or pay period on separate worksheets

At bottom is a link to the UCONNTACT Form used to submit for approval and processing

3) UCONNTACT

Answer the questions and upload the worksheet(s) completed in step 2

Enter the personal email address of your supervisor and staff payroll processor (list provided)

The final screen allows for review and comment prior to hitting SUBMIT when complete

Emails with a link to the form will be sent to the addresses added by the employee

Supervisor will approve or deny and if approved, the staff member will then review for entry

*** Hours entered on a Manual Timecard will ONLY show in CoreCT, NOT HuskyTIme ***