AGENDA ITEMS

✓ Background Clearance changes
  o Required for all student workers
  o Currently all new hires
  o Existing students after the start of the semester – Payroll will reach out to those students to set up background clearance appointments
    ▪ By Alpha order in Etime – any students with hours
      • Again payroll will be processing these – this is just FYI for timekeepers
      • TK please review each department for inactive students
        o Between now and middle of September
        o Submit terminated Users option in Etime
          ▪ This task completed by you will help us to clean up the number of students who are active but no longer working. We thank you in advance for your assistance with this clean up.
  o Compliance date 12/31/15
✓ Clearance Deadlines
  o Must be completed prior to working
    ▪ Run clearances – results must be back within 90 days
  o The employee and TK/supv will receive an email saying they are cleared to begin working – cannot start prior to that time
✓ 90 Day Provisional Hire
  o Employment must cease if not complete
  o Email notification to employee and TK/supv
✓ What clearance is considered acceptable
  o Employer to employer
  o Within past 5 years
✓ Mandated Reporter
  o Required for all student workers
    ▪ I will add this requirement to the student employment paperwork as time permits. At this point I need your help to getting the word until I complete this task. Again I thank you for assisting us with all of these new requirements.
  o Please use the following link to share with employees within your Etime departments
  o Once complete the student will provide a copy of the certificate to the TK/Supv or to HR via email, fax 570-484-3085 or in person
They have two weeks to complete the training, the maximum they can work without completing the training is 90 days.

See 90 Day Provisional Hire bullet item

Feel free to use the following when emailing your students.

Pursuant to the Board of Governors: Protection of Minors Policy 2014-01, all mandated reporters will receive training. An on-line educational module has been developed by the University of Pittsburgh and the PA Child Welfare Resource Center and provides in-depth information on recognizing child abuse, your rights and responsibilities as a mandated reporter, and how to file a report both electronically and over the phone. You can access this training at the following link: www.ReportAbusePa.Pitt.edu. This training has been approved by the Department of Human Services and the Department of State.

We request that you complete this training within the next two weeks. You will receive a certificate when you complete the training, please bring a copy of this certificate to me once complete.

- Employment paperwork
  - No changes
  - Review for completion with student worker
    - Issues – no begin date, page 1 of arrest and conviction missing, department cost center, supervisor signature, residency form - need municipality, no I9 documents, etc.
  - Make copies of required I9 documents

- Employment process
  - Forms: http://www.lhup.edu/About/finance_administration/Human_Resources/studentpayroll.html
  - Students seeks employment with department
  - Department hires a student
  - TK/Supv prints & assists EE with employment paperwork
    - Start date must be listed and accurate
    - Copies of I9 documents must be included
  - Student makes appointment with Judy to complete background clearances
  - Judy schedules mtg & emails student with expectation prior to the mtg.
  - Clearances ran – Judy will email student and TK/Supv informing them they are cleared to begin working
  - Student is entered into SAP – generates Etime account
  - Student enters hours in Etime bi-weekly

- Issues/Questions

Samples:

Clearance meeting email
This meeting is in response to your request to complete the background clearances August 5, 2015 – 2:30 pm – 3:00 pm for employment at LHU. There are a few steps that need completed prior to this meeting:

Create an account to process your Child Abuse clearance. You will need to create a login and password to do this background check. Please complete this clearance up to the point where it ask for a payment code. When you come for your appointment to complete the rest of the checks, we will complete the payment portion of this check. Remember your login and password as we will need this to complete
this check. This is the background check that requires you to list your address and those you have lived with since 1975.

- [https://www.compass.state.pa.us/CWIS](https://www.compass.state.pa.us/CWIS)


**Submit Terminated Users**

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<th>Per #</th>
<th>Name</th>
<th>Cost Cntr Num</th>
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<th>Hire Date</th>
<th>Submitted</th>
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