



Coffee Talk with HRIS Summary: Thursday, March 25, 2021

Spring Term Paperwork

Presentation

Introduction

- This week's session will address important dates coming up, but will mostly be an open Q&A session for HRIS.

Upcoming Deadlines

- Spring term begins March 29th.
- The first Authorizations Due to HR date is **April 2nd**. This means all NWRINAS reports are due no later than April 2nd.
 - Please submit NWRINAS reports using the HRIS Forms AODoc.
 - EPMs can be included in this AODoc now. Be sure to route the AODoc to all needed approvers if NWRINAS includes an EPM.
- A communication regarding Spring EPAFs was sent out last week. The title is 'Spring Term EPAFs'.
 - All spring EPAF types can be submitted now.
 - The communication includes the date ranges for each type of EPAF
 - Students will need to be enrolled in at least 6 credits in order to maintain their Student position.
- The Fiscal Year ends June 12, 2021.

Q & A Session

The following questions are grouped into categories based on what the questions relate to.

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Approvals

Q: How can a manager approve things on behalf of another manager?

A: **Timesheets** and **EPAFs** both can be assigned to a proxy manager directly by the manager themselves. View instructions on how to set up a proxy manager [for timesheets here](#) and [for EPAFs here](#).

As for the new **Employee Connectivity Stipend**, whoever is filling out the form can add the name and email address of the manager who will be approving the stipend. This should be an actual manager. Multiple stipend forms have been received where a non-manager was entered as the approver.

Q: What should we do if we entered the wrong manager as the approver for the Connectivity Stipend and submitted it?

A: HR will redirect it back to the correct manager.

The FAN Process and Changes

Q: This term, some Faculty found incorrect assignments in their FANs.

A: This past term, Banner batched lecture and lab assignments into separate FANs, rather than collating them together. All assignments should still be included, but in multiple FANs. HR is unsure why it happened this way this term, but is working to ensure this doesn't happen again in the future.

The data in the FAN is pulled from the Schedule Entry screens in Banner. If the data in the FAN is wrong, the data was entered incorrectly during Schedule Entry.

Q: What date did FANs go out this term so we can figure out who we need new FANs for?

A: March 22nd, 2021

Q: Were the fans mailed and emailed? Or just emailed?

A: Just emailed.

Q: Can admins receive an email announcing that FAN assignments are going out so admins can proof in advance?

A: A notification will be submitted prior to FAN submissions in the future.



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Q: If an error is found in the FAN assignment and we need a new one, or if we need to cancel a class after the FAN has been sent, who should we reach out to for an updated FAN?

A: You can email HRIS-group@pcc.edu or the HR Systems Manager, Julie Kinney directly. There's a contractual obligation for PCC to do the FANs ten days prior to the start of term. HRIS will explore creating FAN documentation and how to request an updated FAN if class assignments change or need to be corrected.

Q: Is the FAN process going to return to division offices once PCC returns to normal in-office operations?

A: Because of limitations with AODocs, the electronic FAN process will need to remain this way while working remotely. Once PCC returns to in-office operations, efficiencies in the FAN process will be explored.

I-9 Forms, Hiring Paperwork and Reactivating Employees

Q: Can we submit new hire paperwork through AODocs? Is that preferred?

A: The I-9 form must be physically signed by the employee and hiring department. It should not be submitted for signature authority using the AODoc process. Hiring paperwork should be submitted together to HRIS. AODocs can be used as an electronic vehicle for sending the paperwork to HRIS, just as an email can. There is no preferred way.

Q: Is anyone tracking changes to an employee's employment status at PCC, such as moving to a different position or retiring?

A: There isn't an official log documenting changes to employees' positions within the college. As far as keeping track of which employees' supporting documents will need to be physically examined upon returning to the office, the departments should be tracking these themselves.

HR may be able to run lists of employees hired on or after March 20, 2020. When we're ready to move back to on-site operations, HR will be able to run this list. The department will need to provide to HR the Organization Codes for the lists to be run. HR won't be able to determine which of the employees in these lists will have had their documents physically examined in-person, vs. which ones still need their documents to be physically examined. This should be tracked by the department.

Q: Has there been an update to the deadline in which I-9 flexibility regarding remote work?

A: Not yet. DHS and ICE tend to update this date at the very last minute. To date, the last day of flexibility eligibility is still March 31, 2021. HR has been checking daily to see if there have been any



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updates. Updates will be announced and added to the HRIS website under [News and Announcements](#).

Q: What do departments need to do with the I-9 while working remotely?

A: If photocopies of documents are examined electronically, add 'COVID-19' to the Additional Information box in Section 1. Include photocopies of documents with I-9 form when submitting to HRIS. Once PCC returns to in-office operations, you have three days to meet with the employee and physically examine their documents. Once physically examined, add 'Documents Physically Examined' to the Additional Information box in Section 2 and resubmit to HRIS.

Q: For employment reverification, is there any difference in the process of submitting Section 3 of the I-9 while working remotely?

A: For employment reverification of an employee while working remotely, the same exceptions apply. You can still review the supporting documents electronically, fill out Section 3 of the I-9 form and add 'COVID-19' as the reason physical documentation is delayed. When PCC returns to in-office operations, you'll have three business days to meet with the employee and re-examine their physical documents. You'd then add 'Documents Physically Examined' and the date of examination in Section 3 and re-submit to HRIS.

Because Section 3 of the I-9 form does not ask for the employee's SSN, please include the employee's G Number in your email when submitting Section 3 of the I-9 to HRIS.

Q: Is there a way to pull a list of terminated instructors needing reactivation?

A: You can reach out to HR with the Organization number(s) and the timeframe. HR can pull a list of terminated employees within that timeframe. You can also check an employee's Employment Status in **PEAEMPL**. If they are terminated, you will need to do a full re-hiring process and run a new Criminal Background Check for them. If they are still Active, you can move forward with them.

Q: How many terms must pass before a Part-Time Faculty member becomes inactive?

A: Four terms. After the fourth term, HRIS will review and terminate inactive PT Faculty. HRIS will terminate a position if a Termination Form is submitted.

Q: Is a Part-Time instructor considered Active if they are working at any PCC campus? Or does their status pertain to one campus only?

A: Since PCC is one institution, if an instructor is actively teaching at any campus, they should be active in the system. Status can always be checked in **PEAEMPL**.



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Instructor Approvals

Q: How do we submit instructor approvals so that they are approved by both the Division Dean and DOI?

A: Use the PASS AODoc. You can add both the dean and the DOI as approvers in the Approver 1 and Approver 2 fields. If it has special exceptions, you can add Katy Ho as a third approver.

Q: Who is the final recipient of Instructor Approvals in the AODoc?

A: Make sure the PASS AODoc, once approved, goes to HRIS-group@pcc.edu. HRIS adds them to the employee's file.

Other

Q: If we notice that an instructor does not have their transcript in Banner, who do we contact to correct that?

A: If they don't have their transcripts in Banner, it means HRIS hasn't received them yet. Contact the instructor and ask them if they've ordered them from the college. Occasionally, HRIS receives copies of the transcripts with the IAF, but not the official transcript. If you know the official transcripts have been submitted, reach out to your HRIS representative.

What's Next

The next Coffee Talk with HRIS will be on Thursday, April 22nd, 2021 10:00-10:30am. The topic will be the MAP form. If you know of someone not included in the admin-assistant Google group who could benefit from this session, please feel free to forward the link!

Please feel free to send questions in advance to HRIS-group@pcc.edu or emily.mcnamara@pcc.edu. Questions do not have to be related to the topic!