***R05 Personnel Actions due to HR 02/01/2019 Prior to 1:00 PM***

***R06 Personnel Actions due to HR 02/15/2019 Prior to 1:00 PM***

***R07 Personnel Actions due to HR 03/01/2019 Prior to 1:00 PM***

2019 Personnel/Payroll Submission Schedule Link:

***Biweekly Reminder: Please Deliver to HR Daily***
To keep the paper workflow moving smoothly, submit Job Forms/hire packets, etc. on a daily basis. *Ride the On-Call Shuttle, ph 474-7000 30 minutes in advance*

***Try to Limit Lines of Labor on Pooled Positions in NBAPBUD***
Here’s a way to help out our Personnel Technicians... Work with the Budget Office to help reduce the number of lines of labor that default into NBAJOBS on your Pooled PCNs.

Here’s an example of what I mean... If you have 16 lines of labor for a particular Pooled Position, (your department’s Temporary Faculty Credit PCN) then every time a technician uses your PCN to set-up a new job assignment they must manually delete 15 lines before keying the one correct line of labor from your Job Form. If we were ever to make the mistake of missing keying the job labor for the start job, you’ll wind-up doing an LR that would be extra time consuming. Yikes!
***How to Thoroughly Review Banner for Job Form Entry***

- **Base Job (NBAJOBS)**
  - [Effective] Begin Date, Job Type, Accrue Leave, Increase MM/DD
- **Job Detail (NBAJOBS)**
  - Effective Date and Personnel Date
  - Majority of the data points from the Job Detail Information section of your Job Form
- **Payroll Default (NBAJOBS)**
  - Job TKL
  - Time Entry Method and Time Entry Type
- **Default Earnings (NBAJOBS)**
  - Go to TOOLS → View Earn Code Effective Dates
    - Find the correct Effective Date for your change
  - Earn Code, Hours or Units, Special Rate
- **Job Labor Distribution (NBAJOBS)**
  - Go to TOOLS → View Labor Distributions Effective Dates
    - Find the correct Effective Date for your change
  - Fund, Orgn, Account, Program, Activity, Percent
- **Employee Information (PEAEMPL)**
  - FT/PT, Dlevel, TKL, Dist/Div
  - Service Dates
  - United States Regulatory tab
    - I9 Received
    - Work Period (how OT is calculated)
***Receipts for I-9***

https://www.uscis.gov/i-9-central/acceptable-documents/receipts

Receipts

Sometimes, employees will present a "receipt" in place of a List A, List B, or List C document. An acceptable receipt is valid for a short period of time for completion of Section 2 or Section 3 (reverification) of Form I-9, Employment Eligibility Verification.

There are only 3 types of acceptable receipts:

- A receipt showing that your employee has applied to replace a document that was lost, stolen or damaged.

  Your employee may present a receipt for the application for the replacement of any List A, List B, or List C document. This receipt is valid for 90 days from the date of hire (meaning, first day of work for pay) or in the case of reverification, 90 days from the date employment authorization expired. Within 90 days, the employee must show you the replacement document for which the receipt was given.

- The arrival portion of Form I-94/I-94A (Arrival-Departure Record) with a temporary Form I-551 stamp and a photograph of the individual

  Lawful permanent residents may present this List A receipt instead of their permanent resident cards (Form I-551) to show evidence of both identity and employment authorization. This receipt is valid until the expiration date on the stamp, or 1 year after the issuance date if the stamp does not contain an expiration date. When it expires, your employee must provide their permanent resident card (Form I-551).

- Departure portion of Form I-94/I-94A with a refugee admission stamp or computer-generated printout of Form I-94 with admission code “RE”

  A refugee may present this List A receipt to show evidence of both identity and employment authorization. This receipt is valid for 90 days from the date of hire or in the case of reverification, 90 days from the date employment authorization expired. When the receipt expires, your employee must show the employer either an Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card.

When your employee provides an acceptable receipt for initial verification, you should:

- Record the document title in Section 2 under List A, List B or List C, as applicable.
- Enter the word “receipt,” the document title and number and the last day that the receipt is valid.

After the receipt expires, you should:

- Cross out the word "receipt" and any accompanying document number.
- Record the number and other required document information from the actual document presented.
- Initial and date the change.

You cannot accept a receipt for the application for an initial or renewal employment authorization but can accept a receipt for the application for replacement of a lost, stolen or damaged employment authorization document. You cannot accept receipts if employment will last less than 3 days.

When the employee provides an acceptable receipt:

- Record the document title in Section 2 under List A, List B or List C, applicable.
- Enter the word “receipt,” the document title and number and...
- Enter the last day that the receipt is valid the “Expiration Date”
- **The PPA keeps original (waiting for the actual document)**
- Send a copy of I-9 and documents with new/re-hire packet to HR
When the employee presents the actual document:
- Cross out the word “receipt” and any accompanying document number.
- Record the number and other required document information from the actual document presented.
- Change expiration date
- Initial and date the change(s)
- Send original to HR (with stapled note “revision due to receipt”)

Note: You cannot accept receipts if employment will last less than 3 days.

***Notice of Previous Injury and Illness Form***
Announced at A-Team Yesterday... per Risk Management we no longer need to be collecting this form!

We will keep any forms that have been submitted by employees, but there is no need to collect these moving forward. The HRIS website will be updated to remove the form. And I’ll be working on removing this from our checklists.

***1095C Processing***
It’s that time of year again. If you spot an employee that has D8HR as both their TKL and Dlevel on PEAEMPL, keep in mind that these employees are “terminated.”

Systems HR must temporarily re-activate PEAEMPL in order to capture these individuals properly in the 1095C tax reports. Estimated duration is 4 weeks + or -. If you are reviewing PEAEMPL to determine if someone’s hire is New, Rehire, or Start Job. (Hire Definitions: https://www.uaf.edu/uafhr/personnel-1/Hire_Definitions.docx)

An Active employee status with that D8HR in the Home Department and Check Distribution is actually terminated.

***Tax Forms Contacts Page***
https://www.alaska.edu/hr/hr-procedures/employee-procedures/tax-forms/tax_form_contacts.xml
***UA-Outreach Email Subject: Notice of recent data breach***
Questions brought up during BWBs, Terra referred back to a known data breach...
An email from UA-Outreach on February 21, 2018 explained the actions taken by
the university to protect your personal and university information.

***Banner 9 Job Form Turnarounds – Testing is Underway***
We had done some initial tests just before Thanksgiving and EAS took our feedback
and are ready for us to take a look again. This afternoon I’ll be testing them out in
Banner 9 LRGP.

***HR Updates from Statewide for 1/18/2019***
http://www.alaska.edu/hr/whats-new-at-statewide/index.xml

***Biweekly Reminder: How to Contact Us***
Personnel Team – UAF-Personnel@alaska.edu
Payroll Team – UAF-Payroll@alaska.edu
Send Records for OnBasing – UAF-Records@alaska.edu
Do your best to indicate message topics in your email Subject line and include the
most vital information in the first sentence of message body. We see this from our
In-Box and this helps us greatly to better service you!

Always include the employee’s legal name (as it appears in Banner) and their
employee ID number.