

**College of Engineering Business Service Center**  
**Scope of Services - Human Resources**

Process Name	Requestor Responsibility	COE BSC Responsibility	Human Resources Responsibility
<b>Recruitment</b> <ul style="list-style-type: none"> <li>• <b>Position Development</b></li> <li>• <b>New Positions and Vacancies</b></li> <li>• <b>Recruitment Exceptions (title/salary adjustments or direct hires)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Communicate need to BSC</li> <li>• Provide Justification for search or recruitment exception</li> <li>• Obtain and provide evidence of approval(s) from hierarchy</li> <li>• Provide current CV/Resume of candidate (recruitment exceptions only)</li> <li>• Convene search committee and review applicants</li> <li>• Conduct Interviews</li> <li>• Make Initial verbal offer to qualified candidate, once approval has been provided by BSC &amp; HR</li> <li>• Notify the BSC of the details of the offer</li> <li>• Complete visa application (international hires)</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with writing position descriptions</li> <li>• Facilitate the gathering of information for job</li> <li>• Confirm funding with BSC and RSC (if sponsored project funded)</li> <li>• Route bundle to HR</li> <li>• Write and post advertisements (if requested)</li> <li>• Submit job posting in recruitment system (STARS)</li> <li>• Submit background checks</li> <li>• Submit request for official offer in recruitment systems (STARS)</li> <li>• Provide guidance to departments at all points in the process</li> </ul>	<ul style="list-style-type: none"> <li>• Final Review of position descriptions and advertisements</li> <li>• Review and approve final posting in recruitment system</li> <li>• Notify department and BSC of work authorization needs</li> <li>• Review and post official offer in recruitment system (STARS)</li> <li>• Process Background Checks with PD</li> <li>• Provide guidance to department and BSC at all points in process</li> </ul>
<b>Onboarding</b> <ul style="list-style-type: none"> <li>• <b>Obtain the required forms and identification for employment</b></li> <li>• <b>Orient new hires to campus</b></li> <li>• <b>Ensure timely entry into Peoplesoft and other campus access</b></li> </ul>	<ul style="list-style-type: none"> <li>• Check that new hire has completed onboarding process on first day of work (Day One)</li> <li>• Provide workspace set-up, supplies, departmental orientation, and training</li> <li>• Watch for payroll notifications</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure proper completion of all required new hire docs</li> <li>• Route completed onboarding packet to HR (if not attending Day One)</li> </ul>	<ul style="list-style-type: none"> <li>• Send welcome and onboarding instructions to new hire (cc dept)</li> <li>• Finalize hire in recruitment system</li> <li>• Notify department of background check outcome</li> <li>• Key appointment into Peoplesoft</li> </ul>
<b>Time Keeping</b>	<ul style="list-style-type: none"> <li>• Employees enter time</li> <li>• Supervisors approve time</li> </ul>	<ul style="list-style-type: none"> <li>• Key time submitted by employee &amp; approved by supervisor</li> <li>• Run reports each pay period and review for missing or unapproved time</li> </ul>	<ul style="list-style-type: none"> <li>• Work with departments and BSC to resolve conflicts and errors</li> <li>• Process payroll based on submitted time</li> </ul>

		<ul style="list-style-type: none"> <li>Follow up with employees and supervisors as needed</li> <li>Escalate issues to Payroll when needed</li> </ul>	
<b>Appointment Maintenance</b> <ul style="list-style-type: none"> <li>Changes to FTE</li> <li>Changes to Funding</li> <li>Changes to appointment period</li> </ul>	<ul style="list-style-type: none"> <li>Notify BSC of renewals, funding changes, FTE changes, resignations, etc.</li> <li>Obtain appropriate approvals from hierarchy</li> </ul>	<ul style="list-style-type: none"> <li>Confirm funding with BSC and RSC</li> <li>Process changes in Eforms</li> </ul>	<ul style="list-style-type: none"> <li>Finalize appointment changes in Peoplesoft</li> </ul>
<b>GTA/GRA/GA Appointments</b>	<ul style="list-style-type: none"> <li>Complete departmental section of Student Hiring Form</li> <li>Provide duties/expectations, workspace, supplies, department orientation and training to new hire</li> <li>Prepare contracts/letters and obtain student PI/faculty signatures, provide copy to BSC</li> </ul>	<ul style="list-style-type: none"> <li>Process GTA/GRA/GA in Eforms</li> <li>Provide onboarding for new and break in service employees</li> <li>Route completed packet to HR</li> <li>Submit background checks</li> </ul>	<ul style="list-style-type: none"> <li>Notify departments of background checks</li> <li>Finalize appointment in Peoplesoft</li> </ul>
<b>Student Positions (Non-GRA/GTA/GA)</b>	<ul style="list-style-type: none"> <li>Complete departmental section of the Student Hiring form</li> <li>Provide duties/expectations, workspace, supplies, department orientation and training to new hire</li> </ul>	<ul style="list-style-type: none"> <li>Process hire in Eforms</li> <li>Provide onboarding for new and break in service employees</li> <li>Route completed packet to HR</li> <li>Submit background checks</li> </ul>	<ul style="list-style-type: none"> <li>Notify departments of background checks</li> <li>Finalize appointment in Peoplesoft</li> </ul>
<b>Collection of Performance Evaluation Forms</b>	<ul style="list-style-type: none"> <li>Supervisors conduct 30/90/180 day reviews of new classified employees</li> <li>Supervisors conduct annual reviews of all employees</li> </ul>	<ul style="list-style-type: none"> <li>Notify supervisors of pending evaluation deadlines</li> <li>Review departmental reports to ensure an evaluation has been submitted for each employee</li> <li>Follow up with supervisors as needed</li> </ul>	<ul style="list-style-type: none"> <li>Overall administration and dissemination of the evaluation process</li> <li>Collect all employee evaluations</li> </ul>