

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Recruitment and Employment

Number: 02.03.03

SUBJECT: Employee Orientation and Sign-up
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I. PURPOSE AND SCOPE

This document outlines the general processes prescribed by Human Resources for new employee sign-up and orientation. These actions are required of new employees to orient them to the mission of the university and their new work environment, to provide and obtain necessary information to enroll new employees in benefits, and to comply with state and federal laws.

The sign-up requirements apply to all university employees--faculty and staff, full-time and part-time, student and non-student. (To ensure enrollment on the university payroll, these activities must take place within the timetable provided.)

The orientation requirements defined in this MAPP apply to regular staff employees; however, faculty members may attend if they are not able to participate in a faculty orientation.

University of Houston administration is committed to its academic mission and to emphasizing each employee's role in providing service to university students.

The policy of the University of Houston System and its components is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#).

II. DEFINITIONS

- A. Employee: Any person employed to perform a service for the university through the personnel system and paid through the payroll system.
- B. Regular staff employee: A university employee who is appointed for at least 20 hours per week on a regular basis for a period of at least 4-1/2 months, excluding students employed in positions for which student status is required as a condition of employment, and who does not hold a teaching and/or research position classified as faculty. Regular employees are benefits-eligible.
- C. Non-regular employee: An employee that does not meet the definition of a regular staff employee.

III. NEW EMPLOYEE SIGN-UP

A. Regular Staff Employees

1. ~~Employees Hired via an the eApplicant tTracking sSystem (ATS) that shall receive, all hire and onboarding paperwork documents electronically will be distributed within such ATSelectronically for completion with the exception of Section 2 of the Employment Eligibility Verification form (I-9).~~

a. ~~Employment Eligibility (the I-9 and eVerify process) is mandated by state and federal laws. Original unexpired documents must be presented to Human Resources and employment eligibility must be completed within three (3) days of the first day of employment or before. (Aa list of acceptable documents is available at <http://www.uh.edu/human-resources/manager-toolbox/hiring/recruit-hire-forms/>).~~ Employment eligibility verification must be completed within three (3) business days of the first day of employment or before.

b. ~~Regular, benefits-eligible employees must attend New Hire Orientation (NHO).~~

Note: Employees will be notified by Human Resources when they are scheduled to attend NHO.

2. Non-regular Employees

a. ~~On or before the first day of employment, the hiring department will instruct new employees of the hiring and onboarding paperwork, including: the Personal Data Sheet, Employment Eligibility Verification Form (I-9), and any additional departmental requirements.~~

b. ~~Employment Eligibility (the I-9 and eVerify process) is mandated by state and federal laws. Original unexpired documents must be presented (a list of acceptable documents is available at <http://www.uh.edu/human-resources/manager-toolbox/hiring/recruit-hire-forms/>).~~ Employment eligibility verification must be completed within three (3) business days of the first day of employment or before.

c. ~~An Electronic Personnel Action Request (ePAR) should be submitted via PeopleSoft least five (5) days prior to the employee's first day of employment.~~

1. ~~On or before the first day of employment, the hiring department will instruct new employees of the requirement for new employee sign-up, including: the Personal Data Sheet, Employment Eligibility Verification Form (I-9), and any additional departmental requirements.~~

~~B. On or before the first day of employment, (but no later than three days from the employment start date), the non-regular employee must complete sign-up in his/her department.~~

~~Regular, benefits-eligible employees must attend New Hire Orientation~~ Hire Orientation (NHO).

~~C. On or before the employee's first day of employment, the employee will be required to establish Employment Eligibility. Employment Eligibility is mandated by state and federal laws. Original unexpired documents must be presented (a list of acceptable documents is available at <http://www.uh.edu/human-resources/manager-toolbox/hiring/recruit-hire-forms/>). All new employees are required to establish Employment Eligibility and sign up for mandatory Direct Deposit through Human Resources prior to attending NHO.~~

~~Depending upon benefit eligibility status, the employee may be provided with a packet of benefits information and/or a Staff Handbook.~~

~~Regular staff employees will be provided the staff orientation schedule or will be notified by Human Resources when they are scheduled to attend NHO.~~

~~D. An Electronic Personnel Action Request (ePAR) should be submitted via PeopleSoft least five (5) days prior to the employee's first day of employment.~~

~~E. For all hires made through the chosen applicant tracking system (ATS), all hire paperwork will be distributed electronically for completion. Employment eligibility verification will be completed within three (3) business days of the first day of employment or before.~~

IV. NEW STAFF ORIENTATION – NEW HIRE ORIENTATION (NHO)

~~A. Supervisors will select the requested orientation date for their New-new regular staff employee hires via online or the aApplicant tTracking sSystem. ~~will arrange with their supervisors~~~~

~~B. Employees will need to attend NHO within 30 days of their start date; it is recommended to attend their first day.~~

~~C. HR will send an email confirmation to the new hire on their orientation date.~~

~~A.D. Staff orientation is conducted by Human Resources every week.~~

~~EB. Staff orientation is conducted to accomplish the following goals:~~

- ~~• To emphasize the role of each employee in the academic mission of the University of Houston and in providing service to our student customers.~~
- ~~• To provide general information about the university and its employee services, benefits, and activities.~~
- ~~• To provide information required by state and federal regulations and university policies.~~

~~C. The employee should bring to orientation the information requested in their registration e-mail or as instructed by their hiring department.~~

~~D. Human Resources will provide follow-up information on attendance to college/division administrators and request their support in ensuring attendance.~~

V. ADDITIONAL ORIENTATION

- A. In addition to formal university orientation programs, the employing department should introduce the new employee to his/her colleagues and co-workers, to the work area, to his/her job duties, and to any departmental rules or regulations.
- B. Formal faculty orientation is conducted annually at the beginning of the fall semester through the Office of the Senior Vice President for Academic Affairs and Provost. Faculty unable to attend fall faculty orientation may attend staff orientation throughout the year.

VI. REQUIRED TRAINING FOR ALL NEW EMPLOYEES

Required training for all new employees and required role-based training are addressed in MAPP 02.06.01.

VII. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Associate Vice President for Finance

Review: Every ~~three~~ five years on or before March 1

VIII. APPROVAL

Jim McShan

Senior Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: August 8, 2016

IX. REFERENCES

- System Administrative Memorandum 02.A.36 - New Staff Orientation and Processing
- Manual of Administrative Policies and Procedures 02.06.01 – Staff Training and Development
- University of Houston Staff Handbook
- New Employees Web Site (Human Resources)
- Listing of Acceptable Hiring Documentation

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	12/21/1997	Initial version (Originally a Policy and a Procedure)
2	12/14/1999	Applied revised MAPP template. Combined Policy and Procedure into one document. Updated to include the latest Employee Authorization Request (EAR) form and reflect current practices in regard to employee orientation and signup
3	10/16/2007	Added definition for non-regular employee to Section II. The Registration Orientation and Review (ROAR) meeting was outlined in Section III, along with all applicable documentation needed for the meeting. Added information to Section III.D on the submission of a Personnel Action Request (PAR) to Human Resources Information Management (HRIM) at least five days before the employee's first day of employment. Added Section VI on required training for all new employees, referencing MAPP 02.06.01. The responsible party changed from Human Resources to the Associate Vice President for Finance
4	05/17/2011	Applied revised MAPP template and added new Revision Log. Added information to Section I on faculty attendance in New Hire Orientation if unable to attend faculty orientation. Added the Personnel Data Sheet to required documentation for Section III.A. Registration Orientation and Review (ROAR) renamed New Hire Orientation (NHO) throughout the document. Section III.C rewritten to reflect current operating practices. Section III.D was updated to using the PeopleSoft version of the EPAR form. The review date changed from December 1 st to March 1 st . Removed Index Terms and added two references. Deleted Addendum A
5	09/25/2015	Added link for New Employee Celebration, and added link to Section IX for New Employee information. No additional changes requested by the Subject Matter Expert (SME)
6	08/08/2016	Provided updated GENDA and non-discrimination information in Section I per U.S. Department of Education's Office for Civil Rights request. Updated links and titles as applicable
<u>7</u>	<u>TBD</u>	<u>Extensively revised documentation for Section III, splitting up the information between Regular Staff Employees and Non-Regular Staff Employees. Added three new sections (Sections IV.A, IV.B and IV.C) on New Hire Orientation sign-up. Removed Section IV.C and Section IV.D on employee bringing information and HR providing information on attendance. Changed review period from every three years to every five years on or before March 1.</u>

Revision Number	Approved Date	Description of Changes
		<u>Removed UH Staff Handbook and added Listing of Acceptable Hiring documentation to Section IX, References</u>