

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; faculty members are encouraged to attend. Faculty orientation is conducted annually through the Office of the Senior Vice President for Academic Affairs and Provost.

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

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. 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 Registration Orientation and Review (ROAR) to complete and submit new hire paperwork. The employee will receive notice from the Human Resources department regarding the necessary paperwork to be completed and submitted during ROAR.

- C. At sign-up, the employee will be required to provide the information by completing the specified forms and will sign a certification acknowledging receipt of state and university regulations. These actions are required to comply with state and federal laws and provide key employment information. Original documents verifying authorization to work in the United States must be presented (see Lists of Acceptable Documents, provided on page (3) of the Employment Eligibility Verification Form (I-9).

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 ROAR.

- D. A Personnel Action Request (PAR) should be submitted to the Human Resources Information Management (HRIM) department at least five (5) days prior to the employee's first day of employment.

IV. NEW STAFF ORIENTATION – REGISTRATION ORIENTATION AND REVIEW (ROAR)

- A. New regular staff employees will arrange with their supervisors to attend ROAR within 30 days of their start date. Staff orientation is conducted by Human Resources every week.
- B. 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. **ORIENTATION - GENERAL**

- 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: Associate Vice President for Finance

Review: Every three years, on or before December 1

VIII. APPROVAL

Jim McShan
Interim Vice President for Administration and Finance

John M. Rudley
Interim President

Date of President's Approval: October 16, 2007

IX. REFERENCES

UH System Administrative Memorandum 02.A.36 - New Staff Orientation and Processing

Index Terms: Employee Authorization Request
Orientation
Sign-up
Staff orientation

Addendum A

Employment Authorization Request

This form is available from the university Printing Department.

University of Houston _____		EMPLOYMENT AUTHORIZATION REQUEST	
NOTE: The new employee must provide documents (list of acceptable documents on back) that prove identity and authorization to work in the United States within three (3) business days of the date employment begins.		Human Resources Department Room 347, McElhinney Hall 713/743-5770	
INSTRUCTIONS: The hiring department is responsible for completing sections 1-5 below.			
SECTION 1. The individual identified below has been hired contingent upon satisfying the University's payroll sign-up requirements. (please print)			
NAME _____	SOCIAL SECURITY NUMBER _____		
Last First Mi			
OFFICIAL JOB TITLE _____	FTE _____		
OFFICIAL JOB CODE _____	PRIMARY DEPARTMENT CODE _____		
ASSIGNMENT PERIOD:	Start Date _____	End Date _____	
SECTION 2. BENEFITS ELIGIBILITY (Check the information that applies)			
<input type="checkbox"/> Benefits Eligible	<input type="checkbox"/> Insurance Only Eligible		
<input type="checkbox"/> Non-Benefits Eligible	<input type="checkbox"/> Status Change: Non-Benefits to Benefits		
SECTION 3. PAY TYPE <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Weekly			
SECTION 4. (circle your response)			
Will the person drive any university vehicle? YES NO			
SECTION 5. SECURITY SENSITIVE			
Complete for non-benefits eligible or insurance eligible only employees. Please check the appropriate box if it applies to this position.			
<input type="checkbox"/> Handle currency			
<input type="checkbox"/> Access to confidential information, financial, student or research databases			
<input type="checkbox"/> Routine access to building master control and key systems			
<input type="checkbox"/> Responsible for the care or instruction of children			
If any of the above boxes have been checked, the position is security sensitive and a Criminal History Record Investigation will be conducted.			
SECTION 6.			
CERTIFYING SIGNATURE _____	DATE _____		
DEPARTMENT _____	MAIL CODE _____	PHONE _____	
After sign up, a copy of this form will be returned to the hiring department. It will serve as either clearance to process the Personnel Action Request (PAR) or notification that the person named above is not cleared to work.			
FOR HUMAN RESOURCES USES ONLY			
VISA CODE _____	COUNTRY CODE _____	EXPIRATION DATE _____	
<input type="checkbox"/> Has presented acceptable proof of identity and authorization to work in the United States.			
<input type="checkbox"/> Has not met requirement as specified by the Immigration Reform and Control Act of 1986. YOU MUST NOT ALLOW THE ABOVE PERSON TO CONTINUE EMPLOYMENT.			
Applicant is in compliance with the employee financial responsibility policy. Yes <input type="checkbox"/> No <input type="checkbox"/>			
Orientation for Benefits Eligible employees is held twice monthly. Call Human Resources at 743-5770 for date, time, and location or if special accommodations are needed.			
H.R. CERTIFICATION _____	DATE _____		
HUMAN RESOURCES DEPARTMENT/REVISED EAR:092096		Green/HR Yellow/Client Department	

Addendum A (page 2)

List of Acceptable Documents

LISTS OF ACCEPTABLE DOCUMENTS		
LIST A	OR	LIST B AND LIST C
Documents that Establish Both Identity and Employment Eligibility		Documents that Establish Identity AND Documents that Establish Employment Eligibility
1. U.S. Passport (unexpired or expired)	OR	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
2. Certificate of U.S. Citizenship (<i>INS Form N-560 or N-561</i>)		2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address
3. Certificate of Naturalization (<i>INS Form N-550 or N-570</i>)		3. School ID card with a photograph
4. Unexpired foreign passport, with <i>I-551</i> stamp or attached <i>INS Form I-94</i> indicating unexpired employment authorization		4. Voter's registration card
5. Alien Registration Receipt Card with photograph (<i>INS Form I-151 or I-551</i>)		5. U.S. Military card or draft record
6. Unexpired Temporary Resident Card (<i>INS Form I-688</i>)		6. Military dependent's ID card
7. Unexpired Employment Authorization Card (<i>INS Form I-688A</i>)		7. U.S. Coast Guard Merchant Marine Card
8. Unexpired Reentry Permit (<i>INS Form I-327</i>)		8. Native American tribal document
9. Unexpired Refugee Travel Document (<i>INS Form I-571</i>)		9. Driver's license issued by a Canadian government authority
10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (<i>INS Form I-688B</i>)		10. For persons under age 18 who are unable to present a document listed above:
	11. School record or report card	1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)
	12. Clinic, doctor, or hospital record	2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-135C</i>)
		3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
		4. Native American tribal document
		5. U.S. Citizen ID Card (<i>INS Form I-197</i>)
		6. ID Card for use of Resident Citizen in the United States (<i>INS Form I-179</i>)
		7. Unexpired employment authorization document issued by the INS (<i>other than those listed under List A</i>)

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (MS-274)

Form I-9 (10-08)