SSC3 Service Implementation Timeline

Human Resources

Service	Description	Service Provider(s)	Implementation Timeline																		
			14-Dec	21-Dec	28-Dec	4-Jan	11-Jan	18-Jan	25-Jan	1-Feb	8-Feb	15-Feb	22-Feb	1-Mar	8-Mar	3/15- 3/30	April	May Ju	ıne	July	Aug
Employee Relation	mployee Relations- Manage certain processes & support diversity initiatives																				
Investigations	Conduct investigations and grievance hearings; Provide reports on discrimination, complaints & disciplinary matters. Advise employees, managers and leadership on policies and procedures.	HR Business Partner																			
Affirmative Action Plans	Create, draft and/or prepare annual Diversity Assessment Report (DAR) on behalf of the Shared Services units served. Submit report for data reconciliation.	HR Business Partner																			
Climate	Provide advice and leadership for the study of departmental climate issues.	HR Business Partner																			
Talent Acquisition	n- Standardize & suppport select processes related to new employees																				
Criminal Background Checks	d Oversee submission of CBC requests & monitor for applicants/employees; Communicate results appropriately.	HR Business Partner, HR Ops-TM																			
Data Entry	Standardize new hire data entry into HRS. Includes, person, position, job, manage profile and tenure tracking data. May be expanded with increased functionality	HR Ops-TM																			
Orientation Checklist	Provide onboarding checklists & resources to ensure provisioning, access & compliance with applicable law. Standardize Service Center processes for acclimating new employees	HR Business Partner, HR Ops, CHR																			
Job Postings	Post advertisements for jobs; Track effectiveness of placements.	HR Ops-TM																			
Position Approval	Develop & standardize automated workflow for requesting new positions & securing necessary approvals.	HR Business Partner																			
Search & Screen	Orient search and screen committees and provide consultation and support (i.e., coordinate S&S meetings, take minutes, retain records) throughout the recruitment process. NOTE: this does not include travel arrangements or coordinating schedules for finalists interviews.	HR Business Partner, HR Ops-TM																			
Position	Provide position description development services.	HR Business Partner																			
Descriptions																					_
	ent- Provide standards, training & resources on a variety of talent-related t	opics									I		1	I							
Mandatory Trainings	Assist in tracking & monitoring completion of mandated training (e.g., Sexual Harassment, Data Security) for Shared Service population.	HR Business Partner																			
Performance Management	Standardize resources/materials for performance management. Advise on policies and procedures related to evaluations, performance improvement.	HR Business Partner																			
Succession Planning/ Reorganization	Assistance regarding succession planning and reorganizations to optimize FTE use.	HR Business Partner																			
	Payroll Administration- Manage data entry for selected processes & monit	tor reports to ensure compliance																			
Time & Leave Reporting	Ensure timesheets & leave reports are appropriately entered in HRS & approved by supervisors.	HR Ops-Payroll																			\Box
Payroll Error Reporting	Review payroll edits, payroll error messages & missing payroll reports; Make necessary corrections to payroll data.	HR Business Partner, HR Ops- Payroll																			\exists
	ss Standardize data entry for all one-time payments to employees in HRS.	HR Ops-Payroll																			
Additional Pay	Overloads and lump sum payments	Divisions and Central HR, SSC for Hub Population																			

Pay Adjustments	Advise on policy and appropriate actions related to temporary. Lump sum or permanent adjustments for faculty or staff.	HR Business Partner									
Pay Adjustments - Tracking	Route and manage requests for pay adjustments (i.e, overload, non-merit, pay for performance, temporary adjustments, etc) and enter into HRS.	HR Ops-TM									
Pay Plan	Advise on pay plan guidelines and assist supervisors in the allocation exercise. Coordinate with UBRs on files for budgeting. CAT access is limited to finance staff only.	HR Business Partner									
Benefits Administra	ation- Offer resources related to benefits & manage benefits data										
Benefits Counseling	Standardize documentation; Provide resources & best practices for benefits counseling.	Central Benefits/ HR Business Partner									
Retirement Counseling	Provide retirement information & counseling to employees before retirement consultation with ETF.	Central Benefits									
Leave Administration	Monitor leave reporting to ensure compliance with leave entitlements; certify sick leave amounts for retirement.	Central Benefits									
Leave management and payouts	Advise staff on leave policies and usage; monitor MSS/ESS and enter leave payouts at end of appointment. Monitor and advise on sick leave reduction process	HR Ops-Payroll									
Data Management	Process benefit entries in HRS (e.g., adjusted continuous serice dates) and other ETF data entry.	Central Benefits									
Rehired Annuitants	Monitor hours worked by rehired annuitants to ensure compliance with applicable restrictions under state law.	Central Benefits									
Leave tracking	For intermittent or ongoing FMLA/WFML leave monitor hours used per approved leave.	HR Ops-Payroll/HR Business Partner									
Student Employment- Standardize & support all student hourly hires for SSC population											
Student Hiring Process	Standardize documentation: Provide resources & hest practices for benefits	HR Ops-TM (Student Emp Coord.)									

Γ	KEY:	Training period for staff/service populations around process change
•		Service offered in SSC with support from appropriate SMEs
		Full implementation of process change