

Human Resources Questions and Answers

GENERAL ADMINISTRATION

Q1. How do I get my NSHE ID?

A1. In the first instance, please call the Finance and Business Concierge Office on 4-4242, if they cannot help you they may refer you to the IT Help Desk who may be reached at 5-0777.

Q2. I recently married/divorced, how do I change my name?

A2. To record a name change you should bring your Social Security card with the new name on it to HR. Several forms will be required including but not limited to Personal Data form, W-4, PEBP forms. Graduate Assistants should work with the Graduate College to complete name changes.

Q3. How do I obtain a 'list' of employees in my department?

A3. You may use the 'list export' function in the online locator. A link to the locator is provided below:

<https://webapps.oit.unlv.edu/eel/ExportLogin.aspx>

Q4. If my work phone number and mailstop have changed and are wrong in the online locator, "who do I call to correct it?"

A4. Employee directory data (screen 19, work phone and mailstop) comes from Archibus Web Central, you should refer to your departments' 'Archibus employee manager' to have the data corrected there. As soon as the data is corrected it will be updated into the online locator over the next 24 hour window.

Q5. What should I do if my name is incorrect in the directory, or if I want it to be my business or working name?

A5. You should use the ESS (EQUUS) self-service tool online to enter a nickname you would rather have displayed in the online locator. A link to EQUUS is provided below:

<http://www.unlv.edu/hr/employeeinfo/equus>

Q6. What does I do if my title is incorrect in the directory?

A6. The “title” in the online locator, which is also known as the working title or the position title, comes from a budgeting software known as Hyperion administered by the Budget department. However, Michelle Hogan Manager of Compensation can help coordinate correcting the position title into Hyperion for display by the online locator.

Q7. What do I do if my department/location isn't correct in the directory?

A7. Employee location data comes from Archibus Web Central. You should refer to their departments’ ‘Archibus employee manager’ to have your data corrected there. As soon as the data is corrected it will be updated into the online locator over the next 24 hour window.

Q8. What do I do when my email address’ is wrong/empty in the online locator?

A8. Your professional/public email (screen 19 – label email-1-inst) comes from OIT and is integrated through nightly data integrations to HRMS from Archibus. You should call 5-0777 to ask the Help desk to assist getting your email address corrected.

Q9. Someone calls and says, “I’m an Archibus Web Central employee manager and we recently hired several people from another department into my department but so far they are not showing up for me to see them. I already called the Archibus people. They told me to call HR, but they didn’t tell me who can fix it, who do I call?”

A9. You may look up one/two example employees, that are affected by this challenge, and note that the recent job change has been processed into production, but the OLD job still has the “P” primary job flag on it. Please let the caller know that you will forward this challenge to the salary administration department (Connie Nolan) to have the primary job flags corrected. At this time Connie Nolan will also ensure that the job department code and the home department code are in sync.

Q10. Someone calls and says: "I can't use iLeave yet. I've been here a while and I haven't ever been able to post my vacation/sick leave and my supervisor and our leave keeper says I'm not even in there – who do I call?"

A10. Please contact Kim Hilliard so that she might coordinate with salary admin and the department leave keeper to ensure that iLeave is updated will all the available data as soon as possible.

Q11. How do I access my W2?

A11. You may access your W2 through the Employee Self-Service tool EQUUS. A link to EQUUS is provided below:

<https://mustang.nevada.edu/hrip/unlvlog.htm>

Q12. What do I need to know about Form I-9?

A12. New hires should have their Form I-9 completed within three business days of hire.

Q13. I am rehiring a PTI who has taught for us for many years. I received an error message in I-9 Management when I attempted to enter a rehire date. Must the employee complete a whole new I-9 in the system or is there something else that I need to do?

A13. A new I-9 would be completed if the returning employee has been terminated in the Payroll system. Section 3 is basically reaffirming the information previously entered. If an employee has an existing I-9 in the I-9 Management System and has been separated from the university for less than six months, Section 3 of the I-9 needs to be completed using the Rehire field. If the original Form I-9 has subsequently been revised, a new Form I-9 (Section 1 & 2) may need to be completed. The I-9 Management System will advise if the current form is no longer viable. If the Form I-9 has been revised, a new Form I-9 (Section 1 & 2) may need to be completed. If the employee is on an F-1 or J-1 visa status and the work eligibility has expired, Section 3 will need to be re-verified or a new Form I-9 completed.

COMPENSATION AND RECRUITMENT

Q1. How to apply to work at UNLV; what jobs are open?

A1. Please see <http://www.unlv.jobs> for all UNLV full time postings. A link to this web-page is provided below:

<http://www.unlv.edu/jobs>

Q2. I applied for this same title a few months ago; do I need to apply again?

A2. Whether Professional, Faculty or Classified, it is in your best interest to apply for all jobs you are interested in and feel you may qualify for.

Q3. How do I apply for a Part Time Instructor position?

A3. Please contact the department you are interested in working for; departments list their own part-time positions.

Q4. How do I apply for a Student Worker position?

A4. Please contact Career Services for assistance. A link to the Student Employment web-page is provided below:

<https://www.unlv.edu/jobs/student-employment>

Q5. How do I apply for a Graduate Assistant position?

A5. Please contact the Graduate College for assistance. A link to the Graduate College, Graduate Assistants web-page is provided below:

<https://www.unlv.edu/graduatecollege/ga>

Q6. How do I apply for an Aramark Vendor position?

A6. Please contact UNLV Dining for assistance, a link to UNLV Dining is provided below:

<http://unlv.campusdish.com/Contact%20Us.aspx>

CLASSIFIED

Q1. What is the status of my application?

A1. Please log back into NVAPPS/NEATS to see status; email applicant.inquiry@unlv.edu if you can't find/ understand status.

Q2. I am having problems attaching documents to applications, where may I find help?

A2. For assistance with attachments, please contact the NVAPPS Help Desk at (775) 687-9099. Follow up with an e-mail to applicant.inquiry@unlv.edu to make sure your application isn't denied for a technical issue.

Q3. I forgot my log in information, where may I find help with this problem?

A3. For assistance with your User ID and password, please contact the NVAPPS Help Desk at (775) 687-9099.

Q4. How do I reschedule testing or transfer my test score?

A4. i) Testing can only be scheduled in association to a recruitment.

ii) Rescheduling a test after the initial appointment is not possible since the hiring department is expecting a list immediately following testing.

iii) Test scores are transferred if the hiring department would like to see your application moved further along in the hiring process

Q5. How do I apply for a Custodial Worker or Grounds Maintenance Worker position?

A5. All applications are submitted in electronic form; no paper applications. Entry level Custodial Worker/Grounds Maintenance positions are recruited for all year; the department reviews applications as they have vacancies. The announcement is re-posted every quarter, so re-apply every quarter to stay in consideration for the position. Please apply through

jobs.unlv.edu in the Consensus system; these will not appear on NVAPPS. A link to the UNLV employment web-page is provided:

<http://www.unlv.edu/jobs/>

Q6. Do I qualify for the position based on my degree and/or qualifications?

A6. Please read the minimum qualifications listed in the announcement and apply if you feel you meet those requirements based on your education and/or experience. Classified recruitments are screened for those who meet the minimum requirements.

Q7. What is the process for hiring a Classified member of staff?

A7. Recruitment process is currently be revamped but currently the process is:

- i) Requisition, signed by VP, initiating the approval of an open position
- ii) Budget approval, submitted by Employment Services on behalf of department to the Budget Office
- iii) NPD-19 department completes this form with information regarding the position duties, assignments, qualifications, etc. Updated NPD-19s must be submitted every five years or when significant changes to job duties occur.
- iv) Job description is submitted to HR by department including duties, work schedule and posting closing/open dates
- v) NVAPPS Posting, the position will be posted on the NVAPPS website
There are 4 posting types:
Open competitive – anyone can apply for the position
Statewide – only current classified State employees can apply
NSHE only – only current classified NSHE employees can apply
UNLV only – only current classified UNLV employees can apply
*“current” = six months full time equivalent
- vi) Positions that DO NOT require TESTING
HR screens applications for minimum qualifications, candidates who meet the minimum are placed on an eligibility (certification list) and list is sent to department to interview Positions that DO require TESTING HR screens applications for minimum qualifications; candidates who meet the minimum qualifications are eligible for testing.
- vii) The department is provided access to Consensus to select candidates (who meet the minimum requirements) for testing. After testing is conducted, an eligibility (certification list) and list is sent to department to interview.
- viii) Department interviews
- ix) Certification List Approval; coded certification list is sent back to Employment Services for review
- x) Hiring recommendation approval by Employment Services to assure all state guidelines were followed; offer can be made to candidate after receiving Employment Services approval.
- xi) New Hire Orientation Checklist, created by Employment Services, is sent to Benefits and Salary Admin to schedule for orientation and create PAF

Q8. As a Classified member of staff, when do I get my merit?

A8. Subject to an evaluation of “Standard” or better, you will receive your one step increase on your pay progression date. The pay progression date is either: date of hire into the position or, if promoted more than two grades, the date of promotion into the position. Typically, the employee should receive the merit on the next pay period.

INTERNAL

Q1. I receive an error message when trying to apply for an internal recruitment, why?

A1. Make sure that your current State or UNLV employer is listed in your profile/application and that you have indicated that you are a current state employee. You must be an UNLV employee for 6 months in order to qualify for promotional recruitments

Q2. I need to start a new search for a position, what should I do?

A2. Pro = submit required documents to Michelle Hogan for search number assignment (docs described on website)

Faculty = email docs to Valerie Holsinger and Michelle Hogan for search number assignment

Classified = if new position, submit required docs to Pete Reyes If existing position, submit required docs to classified@unlv.edu

Q3. I need to post a position, submit vacancy announcement, what should I do?

A3. Pro/Fac = vacancy announcement template can be found on HR website; submit to vacancy.announcement@unlv.edu

Classified = email classified@unlv.edu

Q4. I need Consensus Access to search materials, how do I get access?

A4. Your department Business Manager, Search Committee Chair or member should have submitted a request through Qualtrics' Search Committee Management Form. The link is provided below:

https://unlv.co1.qualtrics.com/jfe/form/SV_eUPgyHRzAp7CGJ7

Q5. I forgot my Consensus log in ID and/or password, how do I reset it please?

A5. For password resets and log in reminders, please email consensus.access@unlv.edu

Q6. I forgot my NVAPPS/NEATS log in ID and/or password, how do I reset it please?

A6. Please email Pete Reyes, Valerie Holsinger and/or Jen Martens for login ID reminder and password resets

Q7. How do I request approval to bring candidates on campus (EEO 2 approval)?

A7. Pro/Fac = search chair, business manager or search committee member should submit request through Search Committee Management Form (Qualtrics) available on Search Committee > Search Process > Faculty and Professional webpage

Classified = not required, follow up with classified@unlv.edu or Pete Reyes. The link to the Search Committee Management Form is below:

https://unlv.co1.qualtrics.com/jfe/form/SV_eUPgyHRzAp7CGJ7

Q8. How do I request approval to offer a position to a candidate?

A8. Pro/Fac = approved to offer to any candidate from on campus interview pool;

Classified = Please scan and e-mail coded certification list to classified@unlv.edu prior to contacting final candidate

Q9. Where should I send offer letter/new hire information? (Pro/Fac)

A9. Pro/Fac = Please submit the information via Qualtrics survey for recording purposes

Q10. How do I close a search(Pro/Fac)?

A10. Pro/Fac = Please submit your request via Qualtrics survey. This will remove the search from applicant view on HigherEd Jobs and UNLV's jobs site. Full archiving to remove the search from your search committee member page will follow within 30-60 days.

Q11. What can you tell me about Onboarding/Benefits Orientation?

A11. Pro/Fac = Orientation is scheduled every other Friday

Classified = Your new hire's information will be given to a Benefits' representative for scheduling. You and your new hire will be contacted once he or she is scheduled. He or she will meet with the rep within 3 business days from his or her start date.

Must sign up for new hire benefits orientation

Complete on-boarding forms: W-4, personal data sheet, I-9, etc.

Important for employees to sign up for retirement benefits through the health provider website

Q12. How do I make a supervisor update?

A12. Requests to update a supervisor for an employee should be made by the supervisor or a business manager by sending an email to hrsuper@unlv.edu. The request should include the employee's first/last name, 9 digit employee ID number; the supervisor's position number; first/last name, and employee ID number. If iLeave needs to be updated instruct, the caller to contact Absence Coordinator, Kim Hilliard.

Q13. How do I change my title in the Employee Locator?

A13. You may change your title by sending an email to: michelle.hogan@unlv.edu

Q14. How do I obtain a copy of a PDQ or NPD-19?

A14. Send an email requesting a copy to Pete Reyes or Valerie Holsinger

Q15. How do I reset my HRMS PIN?

A15. ESS (EQUUS) has an online PIN reset. Please contact the Concierge Office at 702-774-4242

<https://www.unlv.edu/hr/employee-info/equus>

SALARY ADMINISTRATION

Q1. Why is my PAF/Contract still suspended?

A1. Your contract may not have been received, may have been received late, or there are issues or corrections that need to be resolved. Please work with your department to determine the status.

Q2. What should I do if I have not received a paycheck?

A2. Check with Payroll to see if a live check may be waiting for you to pick up. Then check with your department. Your hire date will affect when you will start to be paid. It may be that you are not be eligible for pay until the next payroll issue date.

Q3. How may I obtain a letter verifying my employment at UNLV?

A3. You may request one by emailing your request to hrst@unlv.edu or by calling (702) 895-3504.

Q4. I need something showing that I work at UNLV but W2 says Board of Regents, how may I get the confirmation that I need?

A4. Contact the Concierge Office on 4-4242 and they will provide you with the confirmation that you need.

Q5. I can't complete section 2 of Form I-9. What is my password?

A5. You will need to meet with your department to complete Section 2.

Q6. I am a department preparer and need access to complete an I-9, what should I do?

A6. Your supervisor should contact Salary Administration (Amy Taylor @ 5-0924) to request access for you to complete Section 2 and/or Section 3.

Q7. Are ECC documents required with a PAF/Contract for faculty employees?

A7. Faculty on "A" Contracts - ECC documents are always required.

Faculty on "B" Contracts - ECC documents are required during obligation period.

Q8. What is the deadline to submit Letter of Appointments contracts to HR?

A8. Contract for the monthly pay cycle are due on the 10th of each month or the Friday before if on the weekend. Semester PTI contracts are due the last Friday of the month in August and January. Hourly Letter of Appointment contracts that pay on the semi-monthly payroll are due on the same date as hourly PAFs. The Special Pay Forms are due to Payroll on the 10th and 25th.

Q9. Why is the Letter of Appointment contract (or student PAF) for a GA student still in suspense?

A9. A letter from the Graduate College approving the additional work is required to work outside of the GAShip for the semester. If it is missing the contract will not be processed by Salary Administration.

Q10. Where can I find the UNLV Supervisor's Guide for Student Employment?

A10. The UNLV Supervisor's Guide for Student Employment can be found at the link below:

<https://www.unlv.edu/sites/default/files/24/StudentEmploymentSupervisorGuide-2012.pdf>

Q11. What break time are students allowed?

A11. Please refer to the UNLV Supervisor's Guide for Student Employment Supervisor's Guide, a link is provided below:

<https://www.unlv.edu/sites/default/files/24/StudentEmploymentSupervisorGuide-2012.pdf>

Q12. Do students get paid for a lunch break?

A12. Refer to the Supervisor's Guide, link provided below:

<https://www.unlv.edu/sites/default/files/24/StudentEmploymentSupervisorGuide-2012.pdf>

Q13. How long do students get for a lunch break?

A13. Refer to the Supervisor's Guide, link provided below:

<https://www.unlv.edu/sites/default/files/24/StudentEmploymentSupervisorGuide-2012.pdf>

Q14. How do I get paid for overtime?

A14. Should a classified employee encounter the need for over-time in their department, the employee should obtain approval before working overtime, which is paid as Compensatory Time. INTERNAL: An agreement form would need to be completed per: NAC 284.250 (2.) Compensatory time off which is computed at the rate specified in NRS 284.180 and in the classification and compensation plan may be granted if the employee and the appointing authority have entered into an agreement which complies with the provisions of 29 C.F.R. § 553.23. Compensatory time off must be taken within a reasonable time after accrual at the direction of the appointing authority. UNLV COMPENSATORY TIME AGREEMENT can be found on the UNLV HR home page under FORMS. If no agreement is in place Payroll can provide the Overtime Payout form.

Q15. When will I get my merit? INTERNAL

A15. Performance is evaluated annually, and classified employees who receive a rating of “standard” or better will receive a merit pay increase of one step on their pay progression date. The pay progression date is either the date of hire into the position, or, if promoted more than two grades, the date of promotion into the position. Depending on the date of progression, the employee should receive the merit on the next pay period following his or her their progression date. If the employee’s annual review is received late, the record is defaulted to Meets Standards and the employee will receive merit. If the employee’s review is Does Not Meet Standards, the employee will not receive a merit.

Q16. I have a VOLUNTEER/ADJUNCT instructor who needs to get a travel reimbursement, but doesn’t have an employee ID yet. Who do I call? Or How do I get him/her in ‘the systems’?

A16. Complete necessary agreement paperwork for volunteers and send to Human Resources:

<http://www.unlv.edu/hr/contracts/required-hiring-docs>

INTERNAL NOTE: If the paperwork has been sent to HR, contact Amy Taylor @ 5-0924 to investigate.

EMPLOYEE RELATIONS/STAFF DEVELOPMENT

Q1. I am the supervisor of a classified employee who has been here for a while, maybe over a year. I understand that I am supposed to receive periodic notifications that this employee is due for some kind of evaluation, but I have never received anything like that, who do I call?

A1. Firstly, the classified employee’s appraisal process is managed by Maria Langley, in Employee Relations/Staff Development. Please notify Maria Langley or Kelly Scherado. They should be contacted to identify what steps to take for this employee/ supervisor relationship.

Q2. What classes are being held this month?

A2. Visit the training at a glance calendar. A link is provided below:

<https://www.unlv.edu/hr/staff-development>

Q3. Where is the form to do an evaluation?

A3. See Forms on the UNLV HR website. A link is provided below:

<https://www.unlv.edu/hr/forms/listing-by-topic>

Q4. How do I file a complaint against my supervisor?

A4. If you are a classified employee contact Maria Langley, Employee Relations Specialist. If you are a faculty/ professional employee please contact Kelly Scherado, Employee Relations Manager for assistance.

Q5. I want to book the HR Training Room for a meeting. How can I do that?

A5. Send an email to staffdevelopmenttrainingcalendar@unlv.edu to obtain a training room calendar and book the room for your event.

Q6. I'm a new supervisor and have been told I'm required to take some mandatory training classes. Can you tell me what they are and how to sign up for them?

A6. See the HR website, link provided below:

<https://www.unlv.edu/hr/staff-development/supervisors>

There are a total of six (6) classes that every supervisor needs to take within a specific time frame.

Q7. I'm being harassed/discriminated at work. What should I do?

A7. UNLV expressly prohibits unlawful harassment or personal discrimination of any individual based on race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation. For information on who to specifically contact refer to the Office of Compliance's webpage at:

<https://www.unlv.edu/compliance>

Q8. Where can I find a list of all the training classes I've taken?

A8. You can locate your training history report via the ESTER training site at:

<https://mustang.nevada.edu/hrip/unlvlog.htm>

Once there, enter your employee ID and password to access ESTER, and then click on the training history tab.

BENEFITS

Q1. How do I apply for Grant In Aid for myself or a dependent?

A1. Depending on the type of employment contract the GIA application would need to be signed by either the employee and/or supervisor. Employees should be referred to:

<http://www.unlv.edu/hr/benefits/education/fac-gia> for details about the program.

Q2. How do I make a change to my benefits?

A2. Please contact HR Benefits directly for assistance.

Q3. What is the schedule for new hire orientation.

A3. Reference the HR website at the following link:

<http://www.unlv.edu/hr/benefits/enrollment-class>

ACADEMIC FACULTY HIRING PROCESS

Q1. What is the process for hiring an academic faculty member?

A1. Multiple steps:

Multiple steps:

- i) If Academic, Gina Strebel will send an Approval to Recruit to Valerie Holsinger and Michelle Hogan.
- ii) If Administrative, department's Business Manager will send signed Approval to Recruit and updated PDQ to Valerie Holsinger and Michelle Hogan.
- iii) A search number will be assigned via e-mail address vacancy.announcement@unlv.edu to the hiring department. Email will include approved requirements for Administrative faculty and "next steps".
- iv) Department to complete vacancy announcement (template available on Search Process website) and e-mail to vacancy.announcement@unlv.edu. The announcement will be posted to HigherEdJobs.com, Nevada Job Connect, and the UNLV employment web-site. If a additional

advertisement is requested, the posting is sent to Graystone (3rd party) for a quote. Announcement will be posted after department and Graystone agree to quote. Graystone will invoice department and department will pay invoice by PCard. The posting will be linked to Consensus by Employment Services.

- v) All Tenure Track Academic Faculty positions are subject to the Faculty Diversity Hiring Program. Contact Dr. Rainier Spencer for additional information. Dr. Spencer is involved with these searches from before posting through on campus interviews. An authorization number to search will be assigned only from Dr. Spencer.
- vi) Consensus (applicant tracking tool): Search committee chair/secretary progresses applications through levels as appropriate. Consensus Access requests and updates to committees are requested through Search Committee Management Form. Login reminders and password re-sets should be emailed to consensus.access@unlv.edu
- vii) On campus interview (EEO Stage 2) approvals are requested via the Search Committee Management Form. They are reviewed by the Director of Compliance. Approvals are emailed through eeo.approval@unlv.edu.
- viii) Make and Offer/Submit New Hire paperwork – verbal offer followed up by offer of position in writing using offer template. Templates available on HR website or through Provost’s office for Academic positions. Submit New Hire information through Search Committee Management Form. May request to close search at this stage (remove from applicant view).

To close a search at any stage (i.e., failed search, lost funding, not enough candidates), use Search Committee Management Form to remove search from applicant view.

SEARCH WAIVERS, TITLE CHANGES, SALARY INCREASES, SUPERVISOR UPDATES

Q1. What must I do, if I want approval for a search waiver?

A1. If a department would like to fill a position without completing a formal search they may submit a search waiver form along with the additional required documents indicated on the form.

https://www.unlv.edu/sites/default/files/page_files/27/HR-Forms-SearchWaiver-FacultyProfessional.pdf

Academic Departments must submit completed search waiver request forms to their Dean’s Office. Administrative departments must submit completed search waiver request forms to their VP’s Office. On the form there is an option to obtain a search waiver and hire someone “To obtain special skills”. This type of waiver is reported to the Board of Regents. Departments should be mindful of this if attempting this type of waiver.

Q2. What must I do to arrange for a position title change?

A2. For a title change you need to send an e-mail to Michelle.Hogan@unlv.edu detailing the changes proposed. Michelle will complete title change/correction only within the UNLV Employee directory.

If other employee information needs to be changed/updated such as phone number, office location, etc. there are directions on how to do that located on the UNLV directory page under "About UNLV Employee Locator." <<the title of this link will change to "How to Make Changes to Employee Locator Data"

Q3. What must I do to request a salary increase for a member of the administrative faculty (Professional Staff)?

A3. There are processes in place for a salary increases, you should contact your supervisor for specifics on this process.

Business Managers seeking information:

Academic Departments should direct their inquiries to their Dean's Office. Administrative departments should direct their inquiries to their VP's Office.

Q4. How do I update someone's supervisor?

A4. If authorized to make such changes, you can follow the instructions listed on this page:

If authorized to make such changes, employees should follow the instructions listed on this page:

<http://www.unlv.edu/news-story/hr-announces-new-process-updating-supervisors>

Using this Qualtrics:

https://unlvhttps://www.unlv.edu/sites/default/files/page_files/27/HR-Forms-SearchWaiver-FacultyProfessional.pdf

Academic Departments must submit completed search waiver request forms to their Dean's Office.

Administrative departments must submit completed search waiver request forms to their VP's Office.

GRANT IN AID

Q1. What is Grant In Aid (GIA)?

A1. Grant In Aid is provided to Academic and Administrative faculty, and to Classified Staff, it takes the form of discounted tuition. For Academic and Administrative Faculty, GIA covers about 50% of tuition costs. For Classified GIA covers 100% of tuition costs

Note: Any amount of tuition not covered by GIA is the sole responsibility of the individual enrolled.

Q2. How do I apply for Grant In Aid?

A2. Irrespective of whether an employee is a member of the Administrative or Academic Faculty, or Classified Staff, there are no differences in the way that applications are submitted, the process is:

- i) Register for classes
- ii) Complete a GIA application:
https://www.unlv.edu/sites/default/files/page_files/27/HR-GrantInAid-Application.pdf
- iii) Submit the completed form to UNLV HR. In order for GIA to be processed in time, applications should be received by HR no later than 2 weeks before the beginning of the semester in which aid is being applied. Late applications will be accepted but there is no guarantee it will be processed in time.

There are some classes that are not eligible for GIA:

Any non-credit courses including but not limited to workshops, seminars or conferences
 Remedial courses such as English 95 or Math 95

Note: Remedial courses taken at CSN are eligible for GIA and any course not supported by state funds

GIA max credit eligibility table from the UNLV website:

	Fall	Spring	Summer I	Summer II	Summer III
Academic Faculty	6	6	No Limit	No Limit	No Limit
Administrative Faculty	6	6		3	
Dependents	No Limit	No Limit	No Limit	No Limit	No Limit

<https://www.unlv.edu/hr/benefits/education/fac-gia>

GIA is available to spouses and dependent of retired Faculty/Staff. GIA is remains intact for the semester even if they leave UNLV.

Q3. What Grant In Aid are Classified staff eligible for?

A3. Classified staff can receive up to 6 credits of GIA per semester (Fall, Spring, Summer). GIA for Classified staff covers 100% of tuition but no associated fees.

Q4. Are Classified staff subject to any different GIA rules than other employee types?

A4. Unlike Academic and Administrative Faculty GIA, Classified employees must be employed throughout the entire semester in which they are receiving GIA or it will be revoked. In addition, Classified must meet a grade requirement each semester. For undergraduate level classes the grade requirement is C or better, for graduate level classes the grade requirement is a grade B or better. If an employee does not meet the grade requirements the GIA will be revoked.

Q5. Are LOAs eligible for Grant In Aid?

A5. LOAs do not receive GIA for their spouse or dependents. Teaching LOAs get a GIA credit match up to 6 credits. E.g. If an LOA is teaching 3 credits they will receive GIA for 3 credits. Non-teaching LOAs GIA is based on their FTE % up to 6 credits. The formula for calculating GIA for LOAs is: $FTE\% \times 6 = \text{GIA covered credits, rounded up}$. E.g. LOA FTE 50% is eligible for 3 credits of GIA

SALARY ADMINISTRATION – EMPLOYMENT CONTRACT PROCESSING (LOA, STU. THO ETC)

Q1. How may I employ someone on a temporary casual labor basis?

A1. There are two types of temporary casual labor appointments:

- i) CAS – up to 160 hours per calendar year, no recruitment process required
- ii) THO – up to 1,000 hours per calendar year, more restrictive than CAS as only applies to campus related “Centers or Institutes” for people working on specialized or scholarly tasks.

Employing departments are responsible for time tracking, if hours permitted exceed the allotted time, the department may become liable for addition costs in terms of retirement benefits, going back as far as the start of the relevant fiscal year.

SALARY ADMINISTRATION – CLASSIFIED STAFF

Q1. What can you tell me about grade and step increases?

A1. Classified employees are given raises based on grade and step. Grades and step amounts are outlined in the classified employee schedule. Longevity pay is no longer paid. Merit or step increases are paid to employees on the following pay period from when the award was made.

E.g. If an employee is eligible for a step increase on 11/28, that increase will be included in the paycheck for 12/10 or may be paid retro on the next paycheck. Exceptions to step increases: on LWOP, Annual Review with “Does Not Meet Standards”, or if the employee is maxed at Step 10.

EMPLOYMENT OF INTERNATIONAL STUDENTS

Q1. Are international students allowed to work without a federally issued work permit?

A1. International students may be permitted to work, much depends on their visa status. Students with an F1 visa may work in any student capacity, whereas students with a J1 visa may only work specifically in the field in which they are studying. Both F1 and J1 PAFs must be accompanied with a campus work permit letter from the Office of International Students and Scholars. This letter may further restrict the type and timeline the student is able to work.

WEB CONTRACTS SPECIFIC FAQS

Q1. The message says: RACF ID SECURITY ACCESS REVOKED, CONTACT CAMPUS HELP DESK TO RESET. What do I need to do to address this?

A1. Contact the IT help desk to reset your access.

Q2. The red message says, Stop Date Invalid on GDES, what does that mean?

A2. That means that the Grant is not set up to pay on the date you want it to. You should contact the grant account manager to make sure a pay line is set up for the specific grant. What do I need to do? Click on the SUSPEND WITH ERRORS button at the bottom of the job record page. Use the View/Print option. Generate the Contract and print, then route for signatures as usual. Contact the person in Grants & Contracts who handles your account. They should be able to extend the “Stop Pay” date on the grant for you.

Q3. The system says, Invalid Account Number. I know I’m using the right number. What does that mean?

A3. If you have verified that the number is correct, this indicates that a Line 11 (LA, AC, AD, PD) has not been set up. If you are processing a student contract (STU), then a line 15 has not been set up. Click on the SUSPEND WITH ERRORS button at the bottom of the job record page. Use

the View/Print option. Generate the Contract and print, then route for signatures as usual. Contact the person in Budgets who helps you with setting up the lines.

Q4. What does Terminated/On leave employee cannot have valid pay data mean and what do I need to do?

A4. The person has not been in payroll status for at least 6 months. When you receive this error message:

Click on the "SUSPEND WITH ERRORS" button at the bottom of the page.

If you are preparing a Letter of Appointment contract or hourly PAF, HR will take care of reinstating the employee to active status after all required forms have been reviewed. If you are preparing a Professional/Faculty or Postdoctoral Scholar contract, update the Employment Information first. Return to the job record and re-enter your information and click on the "SUSPEND WITH ERRORS" button.

Then, from the "Personnel" drop down on the black tool bar, click on the View/Print PAF & Contract Data option. Click on View and Print PAF/Contract Information under the Menu Choices area. Click on the job you need to print. The GENERATE PAF or GENERATE CONTRACT button should appear. Click on the button you need.

Proceed to the View Documents option on the black tool bar. Choose the option in the drop down menu that works for you.

Click on the bar with the employee's name that you need to print. Click on the appropriate bar. Print the contract and route for signatures.

Q5. What do I do when the message says: Correct invalid data?

A5. Review any fields that are highlighted in red. If dates are highlighted, verify that dates are entered with the correct format. If codes are highlighted, review the Example of This Screen for the type of contract you are processing for the appropriate codes. Once you have made the correction or filled in the fields, click on enter to proceed.

Q6. I see Job number not specified; please select a job to access. What do I do?

A6. Click one of the job numbers on the left side of the page that corresponds to the Employment type, your Department Code and the position number you need. If you do not see the employment type, department code or position number, click on one of the VACANT job numbers.

Q7. How do I get back in when I see RECORD CURRENTLY LOCKED?

A7. You will be able to access the record after about a 5 minute wait. When you are looking at a record and need to look at something else or look at another page, you must click the red CANCEL button or the record will be locked.

LETTER OF APPOINTMENT (LOA)

Q1. What important things should I know about LOAs, LOBs, LORs, and OVLs?

A1. There are many types of Letter of Appointments, such as: Letter of Appointment (LOA), Letter of Appointment with Benefits (LOBs) and LOR (Letter of Retirement) Letter of Appointment Overload, Letter of Appointment – Hourly.

i) LOA Salaried – Instruction, not for credit

ii) LOA Salaried – Instruction (PTI), for credit

Not for credit and for credit literally mean, does the LOA teach, supervise, oversee a class that students take and receive college credit

Someone is an LOA if the appointment is less than 60 consecutive days, can be at any FTE (Full-time employment) percentage OR less than 50% FTE and more than 60 consecutive days but LESS than 12 months.

Q2. How do LOAs, LOBs, and LORs differ from each other?

A2. The main differences between LOAs, LOBs, and LORs is the period that they are allowed to work for, and the benefits that they are entitled to.

LOB – Letter of Appointment with Benefits: 100% > FTE ≥ 50%
12 months > Employment > 60 days

LOR – Letter of Appointment Retirement FTE ≥ 50%

LOA - Letter of Appointment – Less than 60 consecutive days.

LOA - Letter of Appointment – Less than 50% FTE and more than 60 days, but less than 12 months.

LOB – Letter of Appointment with Benefits – Greater than or equal to 50% FTE, less than 100% FTE and more that 60 days, but less than 12 months.

LOR – Letter of Appointment Retirement eligible earnings for “B” contract Summer Salary earnings at 50% or more FTE or 8 more credits for the summer.

OVL – Letter of Appointment for Faculty/Staff

This is for additional work during their obligation year appointment, for employees already under contract. An Extra-Contractual/ Supplementary Compensation Form (ECC) is required.

** Extra-Contractual/Supplementary Compensation Form (if appropriate per policy for A or B Faculty) – Compensation paid to an employee is considered “extra contractual” if it is:

i) Paid for services rendered during the base salary period;

ii) Is payment in excess of the employee’s stipulated salary;

iii) Is paid in connection with approved “additional responsibilities or assignment,” and

iv) Is paid from funds administered by the university

FTE % is cumulative

Example: An employee with an LOA FTE of 20% and an LOA FTE of 30% would now be considered an LOB (Letter of Appointment with Benefits) because FTE greater than or equal to 50%.

It is the responsibility of the department implementing the additional LOA FTE to notify HR and reclassify the earnings code. If an LOA is renewed but with more money and the job functions have not changed to justify the pay change HR will question the LOA pay increase.

CLEARANCE – WHEN EMPLOYEES LEAVE/SEPARATE FROM THE UNIVERSITY

Q1. What must I do if I want to resign my employment?

A1. Submit a letter of resignation which must be acknowledged by the university. UNLV's Human Resources department will send out notice to some specific university departments (OIT, Cashier, Parking, etc.) to make sure there are no unpaid fines and to cancel your access. You should also schedule a clearance interview with HR

Q2. I am retiring from UNLV, is there anything in particular that I must do for benefits?

A2. Retired faculty, 65 years or older should sign up for Medicare because they cannot be a member of the Public Employee's Benefit Plan insurance group. Employees may continue on UNLV insurance coverage but at a cost, that cost is determined by coverage required and the number of years of service that the employer has had.

Note: If an employee switches from 'A' to 'B' contract they need to complete a clearance certification.