

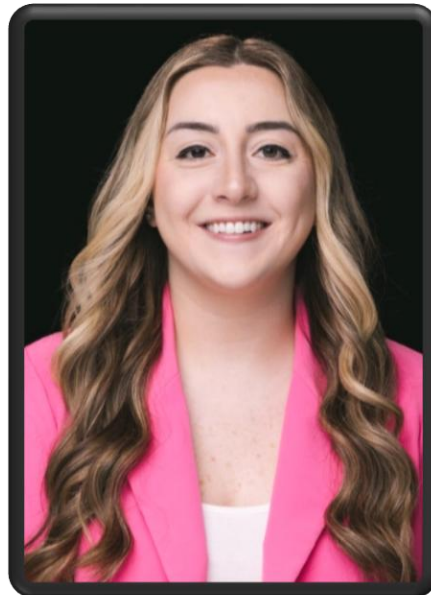


ALVSCE HR Generalist Team

March 19, 2025



Meet Our Team



Veronica Mays
Senior HR Partner



Sonia Jones
HR Generalist III



Michelle Wilson
HR Generalist III



Dionne Johnson
HR Generalist II



Lia Shay
HR Generalist II



Lizeth Enriquez
HR Generalist II



Amanda Zaman
HR Generalist I



Yvonne Lopez
HR Generalist I

HR Purpose

- Beyond submitting HR transactions and processing requests, we are partners to provide support and HR guidance.
- We may request supporting documentation and seek clarification to ensure consistency, and to mitigate risk for ALVSCE and the University as a whole..

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- Committed to working collaboratively while also serving as a consultative partner to ensure consistency for ALVSCE
 - Please use our team email address instead of the individual email addresses of HR Generalist. A team member is assigned to the email box each day and that person will respond to incoming emails.

What services are provided by the ALVSC E HR Generalist Team

- Hiring faculty, staff, graduate students, and students
- Job postings in Talent and Handshake
- Job changes
- Visa processing
- Supplemental compensation
- Other Professional Services (OPS)
- Employee relations management
- Compensation analysis
- Involuntary resignation consult/processing

Clarifying Misconceptions

Duties that may have previously been handled by an HR Generalist which are now handled by department business office or employee supervisor:

- Reviewing & approving timesheets/running payroll
- Submitting payment requests
- Processing external awards
- Onboarding new employees (facilitated by supervisor)
- Facilitating required training (Edge Learning)



University Staff Hiring Process and Timelines

Talent Requisition

1. Request submitted to HR Generalist Team via HR Request system.
2. HR Generalist is assigned request (12-24 hours).
3. HR Generalist will obtain budget approval (1-2 business days).
4. HR Generalist submits PCN request (5-7 business days).
5. Once PCN is approved, requisition is submitted in Talent for approval (3-4 business days).
6. The job posting must be opened in Talent for 7 full days before applicant review can begin.
The first day does not start until the day after the posting is open. The posting cannot be closed on a holiday or weekend.

* Faculty hires are processed in same way but “Representation of Faculty Search Committees and Recruitment Plan Form” needs to be completed before job posting can be submitted in Talent. All search committee members must also complete the Faculty Search Committee Training

University Staff Hiring Process and Timelines

Offer Letter and Hiring

1. Once interviews are completed and finalist is selected, notify HR Generalist who created job posting.
2. HR Generalist will conduct salary comp and provide recommended salary range and start dates. **Start date must be the beginning of a pay period.**
3. Verbal offer can be made to candidate, contingent on reference check.
4. Once verbal offer is accepted, notify HR Generalist. HR will conduct reference checks (3-5 business days).
5. When reference checks are completed, if no issues arise, HR Generalist will initiate offer letter and submit for approval (2-3 business days).
6. Once offer letter is accepted (1-2 business days), hiring process can start. HR Generalist will contact candidate to set up meeting to review I-9 documents.
7. HR Generalist will initiate hiring request in UAccess Employee. Employee cannot start working until they have completed the I-9 form and HR Generalist has reviewed their I-9 documents.

Student Employee Hiring Process and Timelines

Handshake Posting

1. Request submitted to HR Generalist Team via HR Request system.
2. HR Generalist is assigned request (12-24 hours).
3. HR Generalist will obtain budget approval (1-2 days). If request is submitted by member of Business Office, this step will be skipped.
4. HR Generalist submits new PCN request or existing PCN will be modified (1-2 days).
5. HR Generalist creates posting in Handshake.

Hiring Process

1. Request to hire student is submitted via HR Request system.
2. Requested start date should be beginning of a pay period, and request needs to be submitted at least 5 business days before start date.
3. HR Generalist is assigned request (12-24 hours).
4. HR Generalist will obtain budget approval (1-2 days). If request is submitted by member of Business Office, this step will be skipped.
5. HR Generalist submits new PCN request or existing PCN is modified (1-2 days).
6. HR Generalist will contact student to set up I-9 appointment. If student does not respond to this request in a timely manner, start date may need to be delayed.
7. If student to be hired is an active employee, dept may notify HR for possible sooner start date.

Supplemental Compensation, Other Professional Services, and Stipends

Other Stipend Payments & Administrative Stipends

- Submitted to the HR Generalist Team email
- Administrative Stipends are reserved for Administrative level positions (department heads/directors)
- Other Stipend Payments are requested for additional titles or appointments of faculty.
- Request needs to include memo of justification for stipend.

Supplemental Compensation

- Summer requests for faculty and GA/grads submitted via Excel worksheets
- Request during academic year submitted to HR Generalist team email
- Cannot be requested for hourly paid staff employees

Other Professional Services

- Submitted to the HR Generalist team email attaching completed OPS Form with all signatures. *Amanda Stevens is now the authorized signer (College Dean) for the College
- Cannot be requested for hourly paid staff employees

Types of Job Changes

- Extend end dates for university staff and student positions. Support documentation is required to extend end date for university staff.
- FTE reductions or increases for staff or students
- Supervisor or time approver change
- Termination due to voluntary resignation or retirement
- Personal information changes (e.g., preferred name, education level)
- Pay rate adjustments - merit based increases currently not being accepted for staff
- Working title changes
- Visa extension updates and initial applications
- Designated Campus Colleague (DCC)
- Incumbent reviews



Additional Resources

- University Staff Search Committee Training (recommended for hiring managers and search committee members):
<https://hr.arizona.edu/news/2025/new-staff-search-committee-training-will-support-university-hiring-managers>
- Talent User Resources:
<https://hr.arizona.edu/supervisors/recruitment-resources/talent-user-resources#Resources>
- U of A Compensation and Benefits Programs:
<https://talent.arizona.edu/compensation-and-benefits>
- New Employee Onboarding:
<https://hr.arizona.edu/employees/new-employee-onboarding>
- 2025 Document Calendar:
https://hr.arizona.edu/sites/default/files/2024-2025_Doc_Calendar.pdf



Thank you

Please contact us at HR-ClientSvcs-CALES@arizona.edu

