

University of Kansas  
 Shared Service Centers  
 Scope of Services: Human Resources

Process Name	Department Responsibility	SSC Responsibility	Human Resources Responsibility
<b>Recruitment</b> <ul style="list-style-type: none"> <li>• Position Description development</li> <li>• Post vacancies and new positions</li> <li>• Recruitment Exceptions (title/salary adjustments or direct hires)</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate need to SSC</li> <li>• Provide justification for search or recruitment exception</li> <li>• Obtain and provide evidence of approval(s) from hierarchy</li> <li>• Provide current CV of candidate (recruitment exceptions only)</li> <li>• Convene search committee and review applicants</li> <li>• Conduct interviews</li> <li>• Make initial verbal offer to qualified candidate</li> <li>• Notify SSC of the details of the offer</li> <li>• Complete certain portions of visa application (international hires)</li> </ul>	<ul style="list-style-type: none"> <li>• Assist with writing position description</li> <li>• Facilitate the gathering of information for job</li> <li>• Confirm funding with SSC Finance/Research staff</li> <li>• Route bundle to HR or IOA</li> <li>• Write and post advertisements (if requested)</li> <li>• Submit job posting in recruitment system</li> <li>• Assist in coordinating interviews (if requested)</li> <li>• Submit request for official offer in recruitment system</li> <li>• Facilitate visa application (if requested)</li> <li>• Provide guidance to department at all points in process</li> </ul>	<ul style="list-style-type: none"> <li>• Final review position description and ad copy, index bundle</li> <li>• Designate FLSA</li> <li>• Review and approve final posting in recruitment system</li> <li>• Notify department and SSC of work authorization needs (visa)</li> <li>• Review and post official offer in recruitment system</li> <li>• Order background checks</li> <li>• Provide guidance to department and SSC at all points in process</li> </ul>
<b>Onboarding</b> <ul style="list-style-type: none"> <li>• Obtain the required forms and identification for employment</li> <li>• Orient new hire to campus</li> <li>• Ensure timely entry into payroll system and other campus access</li> </ul>	<ul style="list-style-type: none"> <li>• Check that new hire has completed onboarding process on first day of work</li> <li>• Provide workspace set-up, supplies, departmental orientation, and training</li> <li>• Watch for payroll notifications in departmental HR inbox</li> </ul>	<ul style="list-style-type: none"> <li>• Send welcome and onboarding instructions to new hire (cc dept)</li> <li>• Ensure proper completion of all required new hire docs</li> <li>• Initial orientation to campus benefits and services</li> <li>• Take photo for ID and provide temp parking pass (if applicable)</li> <li>• Route completed onboarding packet to HR for keying</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize hire in recruitment system</li> <li>• Notify department of background check outcome</li> <li>• Key appointment into HR/Pay system</li> </ul>

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<b>Time Review</b>	<ul style="list-style-type: none"> <li>• Employees key time using appropriate time collection method</li> <li>• Managers approve keyed time at the end of each week</li> <li>• Notify SSC of missed punches or other issues</li> <li>• Delegation</li> </ul>	<ul style="list-style-type: none"> <li>• Key missed punches as needed</li> <li>• Escalate issues to HR/Pay team when needed</li> <li>• Run appropriate reporting each pay period and review for missing or unapproved time</li> <li>• Follow up with employees and managers as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Run Time Administration</li> <li>• Send payroll to State</li> <li>• Work with departments and SSC to resolve conflicts and errors</li> </ul>
<b>Appointment Maintenance</b> <ul style="list-style-type: none"> <li>• Changes to FTE</li> <li>• Changes to funding</li> <li>• Changes to appointment period.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify SSC of renewals, funding changes, FTE changes, resignations, etc.</li> <li>• Obtain appropriate approval(s) from hierarchy</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm funding with SSC Finance/Research staff</li> <li>• Route PAF to effect the changes</li> <li>• Key pure funding changes for non-grant funds</li> </ul>	<ul style="list-style-type: none"> <li>• Key appointment changes into HR/Pay system</li> </ul>
<b>GTA/GRA/GA Appointments</b>	<ul style="list-style-type: none"> <li>• Complete departmental section of 3G ImageNow form and route forward</li> <li>• Provide duties/expectations, workspace set-up, supplies, departmental orientation, and training to new hire</li> </ul>	<ul style="list-style-type: none"> <li>• Complete SSC HR sections of 3G ImageNow forms and route forward</li> <li>• Prepare contracts/letters and obtain student signatures</li> <li>• Provide onboarding (see above) for new and gone longer than 1 year</li> <li>• Route completed onboarding packet to HR for keying</li> </ul>	<ul style="list-style-type: none"> <li>• Order background checks</li> <li>• Notify department of background check outcome</li> <li>• Key appointment into HR/Pay system</li> </ul>
<b>Collection of USS Performance Management Forms</b>	<ul style="list-style-type: none"> <li>• Managers conduct timely evaluations for all employees</li> </ul>	<ul style="list-style-type: none"> <li>• Notify departments of pending evaluation deadline</li> <li>• Review departmental lists to ensure an evaluation has been submitted for each employee</li> <li>• Follow up with supervisors as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Overall administration and dissemination of the evaluation process</li> <li>• Central online collection of USS evaluations</li> </ul>