February 6, 2025

Good afternoon HCM Action Initiators (HCMAIs),

First and foremost, we want to extend our gratitude for your patience and perseverance as we worked through the Winter and Spring semester contract processing. While the weather closures delayed our training and contract initiation processes, we were still able to get the majority of contracts processed. Understanding we still have some that are working their way through, we will continue to monitor and approve actions as soon as possible.

Please be sure you are following up with your employees that need to finish the onboarding process by signing their documents, completing the I-9 Section 1 online then coming to HR for Section 2 completion, and filling out and submitting the tax forms and direct deposits. Mark has already sent one list of incomplete submissions and will be sending another soon. Inaction on this request from HR will result in the escalation of the request to supervisors and 2nd level supervisors. As a reminder, after the appropriate employment contract/letter is acknowledges/signed, Section 1 of the **online I-9 must be completed by the 1st day of work and Section 2 (which requires a visit to the HR Office) by the 3rd business days of the first day of work**. This is a regulatory requirement and compliance is mandatory.

On the training front, please note tomorrow morning's (Fri, 2/7) virtual HCM Office hours will focus on student contract processing. We look forward to seeing you there!

As promised in the training session, the **HCM Training Resources** webpage has been updated to include:
- Regular and Contractual processing schedule. This chart will tell you for a specific payroll period, when you would need to initiate an action, when that action needs to achieve the PACS Partner approval HR step, and what pay date that action would be paid.
- Adjunct Hire Process Flowchart.
- Contract Examples to assist you with editing the system generated template document to reflect only the sections or language applicable to your contract.
- Process Status Archive View Guide which provides a quick glance cheat sheet for checking the status of action and how to cancel pending actions, if needed.

Some quick reminders:

- For contract renewals, please wait until WD provides the To Do Manage Period Activity Pay task to enter the PAP. If you enter the PAP too early (out of sequence) in the business process, it goes into a non-processing space and cannot be retrieved.
- For the Generate document step, please ensure to edit the document appropriately to only include the section pertinent to the contract you are entering. Please see Contract Examples on the HCM Training Resources page. Please be advised MD Connect has configured the generate document "send back" function which will be used by HR if the contract is not properly edited and completed. This includes the Dual Employment section which must be completed, appropriately.
- Please use the Human Resources/Payroll Jira ticket system for all inquiries. **Note:** this is not the same as the IT ticket system, which does not automatically transfer the ticket to the HR/Payroll system. We had several tickets that took a few days to be manually moved from the IT ticket to the HR/Payroll ticket system.

For Summer and Fall contracts, please hold off on initiating these actions to provide Princely the opportunity to review and update/simplify the business process configurations. We are anticipating opening up summer contract initiations sometime in April. Stay tuned for more updates.

If you have any questions or I can be of further assistance, please let me know.

Thank you,
Wendy

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