Human Resources Questions and Answers

General Administration

NOTE: Screen relates to HRMS screen.

Q1. How do I get my NSHE ID?

A1. a) You may look in HRMS, 02 (personnel inquiry)/03 (personnel action data) to identify the NSHE ID if it has been rendered from PeopleSoft into HRMS. If it is not showing, explain to the employee that the business process to generate the NSHE ID takes several days but they can contact 5-0777 in a few days to see if the data is available.

b) Look in HRMS, 02 (personnel inquiry) /04 (job assignments) to identify if the job record has been processed.

c) If the employee’s new hire record is in suspense, a “Y” will show at the end of the row on the job record. If a “Y” is present, then you may explain that the record is still in suspense and the job has not been processed into production making the NSHE ID unavailable to OIT until the contract is processed. If the record is still suspended, it may be due to non-receipt or issues with the documentation. The employee should check with their department to research the delay.

d) Please call the IT Help Desk at 5-0777

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

A2. The employee should bring their 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. I am no longer employed, but still show as active?

A3. Verify that the job screen has been ended. If a future date still shows, the department will need to end the record before screen 3 will be updated. Ask the employee to contact their department to complete the job end transaction.

Q4. Can I get a ‘list’ of employees in my department?

A4. You may use the ‘list export’ function in the online locator.

Would you like me to send you a link?

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

Q5. Someone calls and says “My work phone number and mailstop have changed and are wrong in the online locator. Who do I call?”
A5. Your directory data (screen 19, work phone and mailstop) comes from Archibus Web Central, please call your 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.

Q6. My name isn’t correct in the directory. I want it to be my business or working name

A6. You may utilize the ESS (EQUUS) self-service online to enter a nickname you would rather have displayed in the online locator.

Would you like me to send you a link to EQUUS?

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

Q7. My title isn’t correct in the directory.

A7. 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 budgets. However, Michelle Hogan Manager of Compensation can help coordinate correcting your position title into Hyperion for display by the online locator.

Q8. My department/location isn't correct in the directory.

A8. Your location data (screen 45 – label 15) comes from Archibus Web Central, please call your 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.

Q9. Someone calls and says, “My email address' is wrong/empty in the online locator. Who do I call?”

A9. Your professional/public email (screen 19 – label email-1-inst) comes from OIT and is integrated through nightly data integrations to HRMS from Archibus. Please call 5-0777 to ask the Help desk to assist getting your email address corrected.

Q10. 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?”

A10. 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.
**Q11.** 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?

**A11.** Firstly, our campus wide leave keeper is Kim Hilliard in Benefits. However, let me check a few things for you before I transfer the call.

You may check to see if the employee has been processed into an active job record. You may find that, they are in transition from a non-leave earning position into a leave earning position and that is not complete yet. Please contact Kim Hilliard so that she might coordinate with salary admin and the department leave keeper to ensure that iLeave is updated with all the available data as soon as possible.

**Q12.** How do I access my W2/W4?

**A12.** Explain ESS process

Would you like me to send you a link to EQUUS?

[https://www.unlv.edu/hr/employee-info/equus](https://www.unlv.edu/hr/employee-info/equus)

**Q13.** How do I change a PIN in HRMS?

**A13.** Verify person’s information before changing PIN, use name, DOB, SSN, etc.

In HRMS, screen 05 → ACTN 30 → change PIN to last 4 of SSN → reject fail to 0 → Enter

Wait 10 minutes for change to take effect

**Q14.** What do I need to know about IRS Form I-9?

**A14.** A new I-9 should be completed if a returning employee has been terminated in the HRMS system. If an employee has been separated from the university for less than 6 months, only section 3 of the I-9 needs to be processed. Section 3 is basically reaffirming the information previously entered. If the Form I-9 has 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 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 may must be completed.

**Q15.** 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?

**A15.** An I-9 may only be used for re-hires within three years of the original entry date, so yes, a new Form I-9 will need to be prepared. The original Form I-9 has expired. Both Section 1 and Section 2 will need to be completed.
COMPENSATION AND RECRUITMENT

Q1. How to apply; what jobs are open?
A1. Please see http://www.unlv.jobs for all UNLV full time postings, would you like me to send you a link?

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. May I speak with Jen Martens?
A3. Jen is unavailable. Is there something I can help you with? (See External Calls - Classified)

Q4. Part Time Instructor positions
A4. Please contact the department you are interested in working for; departments list their own part time positions.

Q5. Student Worker positions
A5. Refer to Career Services for assistance. Would you like me to send you a link to the Student Employment web-page?

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

Q6. Graduate Assistant positions?
A6. Refer to Graduate College for assistance. Would you like me to send you a link to the Graduate College, Graduate Assistants web page?

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

Q7. Aramark Vendor positions
A7. Refer to UNLV Dining for assistance. Would you like me to send you a link to the UNLV Dining website?

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. Application attachment Issues

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. Forgot log in information

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

Q4. Re/Schedule Testing, Transfer test score?

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

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

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

Q5. Custodial Worker, Grounds Maintenance Worker application

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. Would you like me to send you a link to the employment web-page?

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, initiating the approval of an open position

ii) Budget approval, budget for the position is approved by the Budget Office

   iii) NPD-19 department completes this form with information regarding the position duties, assignments, qualifications, etc.

iv) Job description is submitted to HR by department including information about open and close dates

v) NVAPPS Posting, the position will be posted on the NVAPPS website

   There are 3 listing or opening types:

   Open competitive – anyone can apply for the position

   UNLV only – only current UNLV employees can apply

   NSHE only – only current NSHE employees can apply

vi) Initial Application Review, screen out candidates who do not meet the minimum qualifications

Vii) Department makes initial selection, candidates who meet the minimum are sent to department, department selects candidates and those candidates take a state test if necessary

Viii) Department interviews

ix) Final Certification, HR verifies a minimum of 5 people were contacted to fill the position

x) Hiring recommendation approval, Final verification by HR to assure all state guidelines were followed

xi) New Hire Orientation Checklist, new employee information is sent to Benefits and Salary Admin

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. Need to start a new search for position

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. Need to post position, submit vacancy announcement

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

Classified = email classified@unlv.edu

Q4. Need Consensus Access to search materials

A4. Pro/Fac = Dept Business Manager, Search Committee Chair or member should have submitted request through Qualtrics' Search Committee Management Form. The link is available on the HR website > Search Committee > Search Process for Fac/Pro

Classified = email classified@unlv.edu

Would you like me to send you a link to the Search Committee Management Form?
https://unlv.co1.qualtrics.com/jfe/form/SV_eUPgyHRzAp7CGJ7

Q5. Forgot Consensus log in ID and/or password

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

Q6. Forgot NVAPPS/NEATS log in ID and/or password

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

Q7. Requesting 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

Would you like me to send you a link to the Search Committee Management Form?
Q8. Requesting approval to offer to 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 to send offer letter/new hire information? (Pro/Fac)
A9. Pro/Fac = Please submit the information via Qualtrics survey for recording purposes

Q10. Search closing (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. 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. Supervisor Updates
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. Title change in Employee Locator
A13. Send an email to michelle.hogan@unlv.edu
Q14. Copies of PDQs or NPD-19
A14. Send an email to Pete Reyes or Valerie Holsinger

Q15. HRMS PIN reset.
A15. ESS (EQUUS) has an online PIN reset. If the user can’t reset the PIN, probability is that they have either the EMPLOYEE ID, DOB, and/or currently stored zip code incorrect or are typing them in a different format than required.

Would you like me to send you a link to EQUUS?
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.

Q2. Why haven’t I received a paycheck?
A2. Check Payroll history to see if a live check may be waiting for the employee to pick up. Check hire date and verify correct pay period. Employee may not be eligible for pay until next payroll.

Q3. I need a letter verifying my employment at UNLV
A3. Refer the employee to the HR Front Desk or ask them to call (702) 895-3504.

Q4. Need something showing I work at UNLV but W2 says Board of Regents
A4. Provide UNLV/BOR Letter - contact Connie Nolan to obtain template

Q5. I can’t do section 2 of the I-9. What is my password?
A5. No password is required to complete Section 1 which the employee completes. Section 2 is completed by the Department, not the employee.

Q6. I am a department preparer and need access to complete I-9
A6. Supervisor should contact Salary Administration (Amy Taylor @ 5-0924) to request & verify access
Q7. Can I get a quick, employment verification?

A7. Look in HRMS for active employee by SSN to verify the status of the employee and the current job if applicable.

Q8. Are ECC documents required with a PAF/Contract for a faculty employee?

A8. "A" Contract - ECC documents are always required for professional level work.

"B" Contract - ECC documents are required during obligation period. Also, it is applicable when a "B" contract faculty has exhausted their allowable summer earnings, which is 3/9 of their annual salary.

Q9. Do I need to update the I-9?

A9. If you received a ‘Terminate/On leave employee cannot have valid pay data’ message in WEB Contracts, you will need to update their I-9 or the employee may need to complete a new one, depending on the original I-9 on file. Please view WEB Contract videos for instructional assistance.

Q10. I need my EQUUS pin reset.

A10. Pins can be reset by Payroll, HR students or Salary Admin. The pin is set to the last four digits of the social security number. The employee is advised to reset the pin once you access the system.

Q11. What is the deadline to submit Letter of Appointments contracts to HR?

A11. The 10th of each month or the Friday before if on the weekend. Also, semester PTI contracts are due the last Friday of the month in August and January.

Q12. Why is the Letter of Appointment contract (or student record) for a GA student still in suspense?

A12. 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.

Q13. Where can I find the UNLV Supervisor’s Guide for Student Employment?

A13. Refer to the Supervisor’s Guide: https://www.unlv.edu/finaid/work-programs/employer-responsibilities

Q14. Break time for students

Q15. Do students get paid for a lunch break?

A15. Refer to the Supervisor’s Guide: https://www.unlv.edu/finaid/work-programs/employer-responsibilities

Q16. How long do students get for a lunch break?


Q17. How do I get paid for overtime?

A17. Should a classified employee encounter the need for over-time in their department, over-time is paid as Compensatory Time and 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.

Q18. When will I get my merit?

A18. Performance is evaluated annually, and 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.

Q19. 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’?

A19. Explain to them the NSHE volunteer agreement policy at: http://www.unlv.edu/sites/default/files/24/HR-VolunteerPolicy.pdf

Then forward the link for them to complete necessary agreement paperwork for volunteers: http://www.unlv.edu/hr/forms/alpha

If the paperwork has been sent to HR, they can contact Amy Taylor @ 5-0924 to investigate.
EMPLOYEE RELATIONS/STAFF DEVELOPMENT

Q1. Someone calls and says: “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 of that this employee is due for some kind of evaluation, but I have never received anything like that, who do I call?”

A1. a) 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.

b) However, you may check the employees’ job screen record to see if a supervisor has been identified. You may follow that action up with several checks.

i. Check to see if that supervisor has an email address on screen 19.

ii. Check for the supervisor’s position number and see if that supervisor has had a recent position change.

iii. Finally, check screen 02/06 (additional personal data) to see if the position number of the supervisor is available and correct. If it is not, please forward this oversight to Anthony Guinan to have it corrected.

Q2. What classes are being held this month?

A2. Reference training at a glance calendar.

Would you like me to send you a link to the Staff Development web-page?

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

Q3. Where is the form to do an evaluation?

A3. Reference to HR Forms on website.

Would you like me to send you a link to the HR Forms web-page?

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

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

A4. Please refer all classified employees to Maria Langley, Employee Relations Specialist and all faculty/professional staff employees to 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. The training room calendar is available on Gmail under staffdevelopmenttrainingcalendar@unlv.edu. Please reference callers to send an email to this address if they would like to book the room for their 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. Please reference the employee to the HR website 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 timeframe.

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. Please reference the customer to the Office of Compliance’s webpage at https://www.unlv.edu/compliance for information on who to contact to discuss their situation.

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

A8. Employees can locate their training history report via the ESTER training site at https://mustang.nevada.edu/hrp/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 for details about the program. If additional questions, refer the caller to the Benefits office.

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

A2. All calls related to changing of benefits should be sent to HR Benefits for assistance.

Q3. Schedule for orientation

A3. Reference callers to the HR website 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:
   i) Gina Strebel will send an Approval to Recruit and PDQ to Valerie Holsinger and Michelle Hogan.
ii) Valerie Holsinger will assign a search number and then e-mail the hiring department with the assigned search number and position requirement.

iii) Department to complete vacancy announcement 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 newspaper advertisement is required, the posting is sent to Graystone (3rd party). Graystone will invoice department and department will pay invoice by PCard and the posting will be linked to Consensus by Employment services.

iv) All Tenure Track positions are subject to Diversity Hiring Program measures. Contact Dr. Rainier Spencer for additional information. In order to be processed an authorization number from Dr. Spencer must be included with tenure track positions. The hiring process is coordinated through Dr. Spencer, this includes access to Consensus and Qualtrics.

v) Consensus: Search committee chair/secretary progresses applications through consensus levels as appropriate.

vi) On campus interview approvals are requested via the Search Committee Management Form.

vii) Make and Offer/Submit New Hire paperwork – verbal offer followed up by offer of position in writing using offer template.

viii) To end a search request end via the Qualtrics Survey tool, this will lead to the removal of the posting.

**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.

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.”

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 and employees should simply be directed to their supervisor. Advice specifically for Business Managers, or higher level employees:

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, employees should follow the instructions listed on this page:

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

Using this Qualtrics:


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

co1.qualtrics.com/jfe/form/SV_2f2kY9adf2Ynpc1

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 form 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

Any course not supported by state funds

GIA max credit eligibility table from the UNLV website:

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
<th>Summer I</th>
<th>Summer II</th>
<th>Summer III</th>
</tr>
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<td>No Limit</td>
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<tr>
<td><strong>Administrative Faculty</strong></td>
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<td></td>
<td>3</td>
<td></td>
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<tr>
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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 for a grade C or better, for graduate level classes the grade requirement is for 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% x 6 = 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 ward 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.

Q2. If a Classified staff member inquires about their pay scale and retirement plan, check in HRMS.

A2. Check HRMS screen 3, if there is a 1 = employee/employer, 8 = employer only.

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. (The inquirer 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 (ST), 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%

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.

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 60days, 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 – Letters of Appointment for Faculty and Professional Staff during their fiscal year appointment/obligation period. ** 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:

1) Paid for services rendered during the base salary period;
2) Is payment in excess of the employee’s stipulated salary;
3) Is paid in connection with approved “additional responsibilities or assignment,” and
4) 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. Employees must 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 access. The employee should also schedule a clearance interview with HR

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

A2. Retired faculty, 65 years or older should to 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.