Employee Information

Legal First Name & Last Name: Please provide legal names whenever possible as that is how Banner allows us to search for people and how tax documents must be filled in

Reason for Request: What is it you are asking HR to do? The request reason selected will populate the fields needed within the rest of the form

New Hire – Budget Position: hiring a new employee with no planned end date

New Hire – Temporary Position: hiring a new employee on a temporary basis which should not exceed 365 days. All temporary positions are required to provide an end date, and answer the following question: Does this temporary appointment exceed 270 days (9 months)?
    ** If "yes" – approval from senior staff will be obtained by HR
    ** Please note that any temporary employee that works over 1000 hours in an employment year must be given pension benefits in accordance with IRS regulations

Current Employee – New Position: a current employee is moving into a different position within the college
**example: an employee working in Facilities is hired into a position in the College Store

Current Employee – Second Position: a current employee is offered another job, in addition to their primary job

Stipend/Payment Request: a request to process a payment to an employee outside of their normal payroll amount – typically for additional duties or something along those lines

Promotion: an employee is promoted, typically getting a new title, increased responsibilities, and/or change in pay

Reorganization: an employee's position is changing in some fashion due to a change in the department's or college's organizational structure

Campus Information Change: a change in campus address or phone number

Labor Distribution Change: a change in how an employee's labor is funded

Pay Change: a change in pay rate only – please include justification in the supervisor comment section. Remember that all changes in pay must be approved by the Comp & Benefit Analyst, Patrick Twombly, prior to submission

Schedule/Status Change: a change in "employee class". This will typically affect benefits and leave accrual
** examples: an employee's position changes from full year to academic year, or their work schedule changes from part time to full time

Supervisor Change: an employee's performance supervisor or timesheet approver is changing

Title Change Only: a change in title only

Extension of Temporary Position: an employee in a temporary position has agreed to their position being extended. All temporary positions are required to provide an end date, and answer the following question: Does this temporary appointment exceed 270 days (9 months)? Inclusive of the employee's entire time in that position.
    If "yes" – approval from senior staff will be obtained by HR

Interim Position: an employee is temporarily filling a position while a search is being conducted or a reorganization is taking place
** if this request includes a title change that should not be indicated in the directory, please notate in the supervisor comment section

Bates ID#: Supervisors can access a list of their employees, along with their Bates ID#'s in Garnet Gateway, under Supervisor > My Employees
    ** This field will disappear if either of the "New Hire" requests are chosen

Start/Effective Date: This will strongly rely on the type of request you are making
    ** Start/Effective dates should align with the Personnel Action Due Date Calendars

Biweekly Positions | Monthly Positions

End Date: This field is required for any temporary position requests, and available for a number of other requests that may be temporary, such as a supervisor change or stipend request

Personal Information – New Hire Only

Personal Email/Phone: The new hire's contact information so that HR may reach out to them regarding their employment offer

Is this individual a minor: While Bates does employ minors, the hiring process is slightly different if the individual is under 18 years of age.

Additional Agreements: If there are additional payments or agreements that should be included in the new employee's offer letter, please list them here.
** examples include: days off, moving expenses, sign-on bonuses, etc

Access Information – New Hire Only
** Access begins at 7am on the date given **

Access: When will the new employee need permission to access:

Athletic Buildings: Merrill Gym, Alumni Gym, Gray Cage

Academic Buildings: allows key card access to buildings such as Commons, Pettengill, Lane Hall, Hathorne, Chase Hall, etc

Library Systems: allows employees to check out books, and access Bates' digital databases

Email: when does the employee need their email set up by? Typically, this is the employee's first day

Network: when does the employee need their network (digital) accesses set up?

Please keep in mind that it is the Supervisors responsibility to coordinate with the HelpDesk any applications or equipment needed for this employee – such as a laptop, docking station, Papercat, Banner, Zoom phone, AdobeSign, etc. Filling in the New Employee service request is the preferred method of accomplishing this.

Supervisors are also responsible for requesting any keys needed for a new employee. Use this form from the Access Control office to request any necessary keys.

Position Information
In any required fields that are not applicable to your request, please put "N/A"

Job Title: The official title of the position the employee accepted – should match on requisition, position description, etc.

Department: What department will the employee be working in?

Campus Address: Where are they on campus? Building name and room number are appreciated if applicable

Campus Phone (for directory): What number should be in the directory to contact this employee?

Campus Phone (number for Zoom phone): What number will be linked to their Zoom phone profile?

New # Requested through HelpDesk: If the employee will need a whole new number, please contact the HelpDesk for one to be assigned and check this box

Remote Work Location: If an employee is working remotely, HR needs to know where they are working from in order to report taxes for the correct state

Position Descriptions: All changes in title or position require a new position description. Employees deserve to know what is expected of them. If your position description is in PageUp and is up to date, click to initial. If your position description is in a word document or other format and is up to date, please upload the document so HR can provide it to the employee for signature.

Schedule: This information helps HR determine benefit and leave categories
** Per Diem (aka On Call) is an "as needed" employee and does not have a set schedule

Timesheet Approver: Who is responsible for approving the employee's Garnet Gateway timesheet?

Performance Supervisor: Who is responsible for doing the employee's annual performance review?

Pay Information

All changes in pay must be approved by the Compensation and Benefit Analyst prior to submission

Frequency of Pay: Is the employee paid on a monthly or biweekly basis?

Hourly: What is the hourly rate of the employee?

Salary: What is the annual salary of the employee?

Fund - Org: What is the funding information for this position? Alternatively, what line of the budget pays for the position?
- For your convenience, view a list of Labor Orgs

Stipend/Payment Information

Fund, Org, Account, Activity, Location: What is the funding information for this payment? Alternatively, what portion of the budget will be paying for this request?
   ** One payment can be broken down to multiple funding locations

Amount: How much will be charged to the budget line provided?

Start Date/End Date: When was the work performed that the individual is being paid for?

Justification/Description: Please give a brief synopsis of why the stipend/payment is being requested

Supervisory Role Information – Previous Position

New sections: The next two sections are new – HR and Payroll need to know who is supervising folks and approving of time sheets. This information can easily get forgotten as your department goes through a transition. HR is hoping that by asking these questions up front, we make the transition smoother for all involved.

Was this employee a…? If yes to any of these questions, you will be asked to name who will take over this responsibility in the employee's absence and attach a list of people the employee oversaw.
   ** Please include names and Bates ID numbers in your attached list
   ** HR does not need to know who approves timesheets in the Kronos system

Supervisory Role Information – New Position

Will this employee be a…? If yes to any of these questions, you will be asked to attach a list of people the employee will oversee.
   ** Please include names and Bates ID numbers in your attached list
   ** HR does not need to know who approves timesheets in the Kronos system

Supervisor Acknowledgement

Comments/Etc: If you have further information to add, please do so here

Supervisor Signature: Means you are done!!! Make sure to verify your email after submitting the form to ensure HR receives it and can begin processing your request

** For a less detailed resource that provides a quick snap-shot of each section, see the **PAF – Quick Start Guide,** available at bates.edu/hr/supervisors