

3364-25-119

Personnel actions.

Policy statement

All requests for payroll changes (additions, reductions, removals, leaves, adjustments) or title changes, budget changes, etc., must be submitted through the ~~electronic~~ personnel action form "EPAF," ~~when applicable.~~

- ~~(A)~~ — ~~The vice president and chief human resources and talent development "HRTD" officer or designee is responsible for the implementation of this policy.~~
- ~~(B)~~ — ~~All new employees must complete proper new hire forms as required by university policy and federal and state regulations through the human resources and talent development department so that they may complete the proper forms, as required by law and university regulations.~~
- ~~(C)~~ — ~~The EPAF for faculty members and graduate assistants are submitted to the pertinent approvers. New members of the faculty must report to the human resources and talent development department in order to sign up for benefits.~~
- ~~(D)~~ — ~~All new eligible employees must sign up for an appropriate retirement program.~~
- (A) — All requests for payroll changes (additions, removals, leaves, adjustments) or title changes, budget changes, etc., must be submitted using a PAF.
- ~~(E)~~(B) — In resignations, removals, death, retirement, or disability separation, the last day worked is the last day on which the employee was actually on the job. When an employee separates from employment, the separation submission should be consistent with the process outlined in rule 3364-25-48 of the Administrative Code (separation from employment).
- ~~(F)~~(C) — When an employee resigns, the employee must submit a letter of resignation ~~to the HRTD department.~~ ~~The HRTD department also~~ will work with the supervisor and the employee upon retirement,

and with the supervisor and the survivors upon an employee's death.

(G)(D) All new employees, faculty and staff must provide the necessary documentation as required by ~~the immigration and naturalization service law~~ within seventy-two hours of the proposed hire date in order to receive payment for services as an employee, faculty member, or staff member.

Effective: 9/8/2020

CERTIFIED ELECTRONICALLY

Certification

08/27/2020

Date

Promulgated Under: 111.15
Statutory Authority: 3364
Rule Amplifies: 3364
Prior Effective Dates: 03/31/2018