

## FAS HR/Payroll Support Matrix: Who to call first? (Formerly the FAS Guide for Managers and Staff)

HR Coordinator	HR Consultant	HR Leaves Consultant	FAS Talent Acquisition	FAS Payroll Coordinator
<p>First point of contact to FAS managers and staff regarding Harvard and FAS policies, processes and procedures.</p> <p><a href="#">More information online</a></p>	<p>Communicates and implements HR programs and provides support, guidance and advice to FAS managers and staff regarding HR and organizational-related matters.</p> <p><a href="#">More information online</a></p>	<p>Manages the administrative and compliance processes of staff leaves of absence.</p> <p><a href="#">More information online</a></p>	<p>Works with FAS hiring managers on recruiting, from sourcing candidates to hiring. Consults and collaborates with hiring managers, department administrators and HR Consultants to meet FAS recruiting needs.</p> <p><a href="#">More information online</a></p>	<p>Ensures timely and accurate payments to all FAS faculty, staff and student employees, while maintaining compliance with University policies and procedures.</p> <p><a href="#">More information online</a></p>
<ul style="list-style-type: none"> <li>Reviews Aurora transactions submitted by departments and troubleshoots problems as they arise.</li> <li>Manages, communicates and coordinates with FAS departments and LER (Labor and Employee Relations) on Temp/LHT (less than half time) violations to ensure compliance.</li> <li>Manages the Independent Contractor mailbox, reviews incoming requests to make sure they follow the IC Policy and include all the required info. Provides guidance on IC policy to departments, archives processed requests on-line.</li> </ul>	<ul style="list-style-type: none"> <li>Provides HR consulting support to an assigned portfolio of FAS clients.</li> <li>Partners with FAS managers, Department Administrators and staff and HUCTW representatives.</li> <li>Coaches managers and staff in connection with potential layoffs, furloughs, organizational changes, staffing needs, performance management and progressive discipline.</li> <li>Reviews and advises on FAS policies, processes and practices, including PREP (Position Request Portal) and CRF (Classification Review Form) processes.</li> </ul>	<ul style="list-style-type: none"> <li>Advises and supports FAS employees for all types of leaves of absence.</li> <li>Provides guidance and support on worker's compensation issues.</li> <li>Administers workplace accommodation requests for FAS staff, collaborating with University Disability Resources (UDR) and the Office of General Counsel (OGC) as needed.</li> <li>Acts as the liaison between short term disability vendor/third party insurer and managers/staff for all leave of absence cases.</li> <li>Provides education and guidance to FAS managers and staff regarding leave of absence requests.</li> </ul>	<ul style="list-style-type: none"> <li>Reviews, approves and posts FAS job requisitions for benefits- eligible positions.</li> <li>Partners with hiring manager to manage recruitment process (intake meetings, diversity goals, process, sourcing and timeline).</li> <li>Manages the selection process (resume review, phone screens, and reference checks).</li> <li>Consults on diversity sourcing, recruiting and additional outreach.</li> <li>Conducts background screens, consults on salary equity reviews, will assist with reference checks and <b>sends out all offer letters.</b></li> </ul>	<ul style="list-style-type: none"> <li>Resolves time and labor and/or absence management issues.</li> <li>Corrects PeopleSoft records due to data entry errors.</li> <li>Responds to inquiries regarding payroll issues.</li> <li>Assists employees with paycheck detail inquiries.</li> <li>Investigates situations with already approved Aurora transactions.</li> <li>Administers off-cycle check requests.</li> <li>Consults on tax withholding on specific payments.</li> <li>Advises on I-9/Visa.</li> <li>Adjusts timesheets to ensure correct payment.</li> </ul>

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<ul style="list-style-type: none"> <li>Serves as liaison to coordinate and process unemployment inquiries.</li> <li>Creates, and updates Performance Review forms for managers including Employee Orientation and Review (O &amp; R) Forms and annual review forms in PeopleSoft.</li> <li>Assists departments with various HR reporting requests.</li> <li>Sends exit feedback survey e-mail invitations to staff leaving Harvard/FAS (based on termination actions/heads up info received from DAs/HR Consultants).</li> </ul>	<ul style="list-style-type: none"> <li>Provides guidance on a broad range of HR areas, including recruiting, orientation, salary planning and compensation, employee development and retention, talent management, career development, diversity, employee relations and employee separation.</li> <li>Liaison to subject matter experts such as OGC, OLER and Harvard Global when appropriate</li> <li>Reviews and approves final Aurora transactions. Completes HR section of PREP review</li> <li>Advises on misconduct issues that may call for investigation.</li> <li>Conducts exit interviews for staff grade 57 and above as requested by the staff member.</li> </ul>			