Standard Operating Procedure (SOP)
Processing New Employee’s and Employee Transfers

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<th>SOP No.</th>
<th>AS-0023</th>
<th>Revision:</th>
<th>1</th>
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<td>Department:</td>
<td>Administrative Support</td>
<td>Date:</td>
<td>9/8/2011</td>
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<td>Dept. Head Approval:</td>
<td>[Signature]</td>
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<td>Director Approval:</td>
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**Purpose**

To establish guidelines for Facilities and Services administration and staff to ensure that all required information for processing new employees and transferring employees within Facilities and Services is received and input into various computer systems in a timely manner prior to that employee's start or transfer date.

**Responsibility**

1. The following people are responsible for following this SOP
   a. All Facilities and Services managers/supervisors
   b. Facilities and Services admin assistants
   c. Work control
   d. CMMS Coordinator

**Definitions**

1. **CMMS**: Computerized Maintenance Management System (ex: TMA)
2. **EBO**: Expert Business Office
3. **Transfer Employee**: The movement of an employee and their assignment
4. **New Employee**: The hiring of any new internal or external employment candidate
Procedure:

1. New Employee Procedure
   a. Hiring manager/ supervisor completes New Employee Information Request form upon receipt of hiring summary email from business office, additional information may be added to the form if necessary (See exhibit A)
   b. Hiring manager/ supervisor submits the Employee Information Request form to the department’s Administrative Assistant
   c. Administrative Assistant updates Organization Charts
   d. Administrative Assistant forwards copies to Work Control and CMMS coordinator within one (1) business day of receiving form
   e. Work Control enters employee information into CMMS
   f. Work Control creates employee file
   g. CMMS Coordinator creates CMMS account for employee if necessary

2. Employee Transfer Procedure
   a. Hiring manager/ supervisor completes Employee Information Request form (See exhibit A)
   b. Hiring manager/ supervisor submits the Employee form to the department’s Administrative Assistant
   c. Administrative Assistant updates Organization Charts
   d. Administrative Assistant forwards copies to Work Control within one (1) business day of receiving form
   e. Work Control updates employee information in CMMS
   f. Work Control updates employee file

References
Forms can be found on the Facilities Management intranet page at the following link:
http://intranet.wvu.edu/facilities_services/plant/standard_operating_procedure.html
Employee Information Request

Employee Name: ___________________________ ID Number: __________________
(First / Middle Initial / Last)

Position Title: ___________________________ Position Number: ________________

Immediate Supervisor: ___________________ Phone Number: _____-____-_____

Shift Time: ___________ am pm to ___________ am pm  □ ½ Hour Lunch  □ 1 Hour Lunch

Building Assignment: _____________________ Shop Assignment: ________________

HR Org: _________________________________ DA Name: _____________________

DA Number: ______________________________ Check Distribution Number: __________

Employee Status: □ New Hire  □ Full-Time  □ Mt-Temp  □ Student Worker
□ Resigned or □ Terminated  Effective Date: _______/_______/________

Start Date: _______/_______/_______ End Date: _______/_______/_______ Hours Per Week: _______

□ Requires TMA Access

□ Requires Ability to Check-Out Items from Warehouse

□ Will Log Time on Work Orders in TMA

Transfer Employee Information (Please fill in the information above for the employee’s new position)

Transferring To: ___________________________ Transferring From: ________________
(New Supervisor's Name) (Current Supervisor's Name)

Additional Information: __________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Supervisor Signature: __________________________________________________________

*Supervisor, please submit this form to your admin assistant prior the employee’s start date
*Admin assistant must pass form on to Work Control within 1 business day