



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

SOP No.	AS-0023	Revision:	1
Department:	Administrative Support	Date:	9/8/2011
Dept. Head Approval:			4/23/12
Director Approval:			04/23/12

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

- New Employee
- Transfer Employee

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: _____
(Ex. Facilities Mgt. Central Admin Support) (Ex. Central Admin Support)

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