



## GUS HR

# Employee Appointments – Information for Line Managers

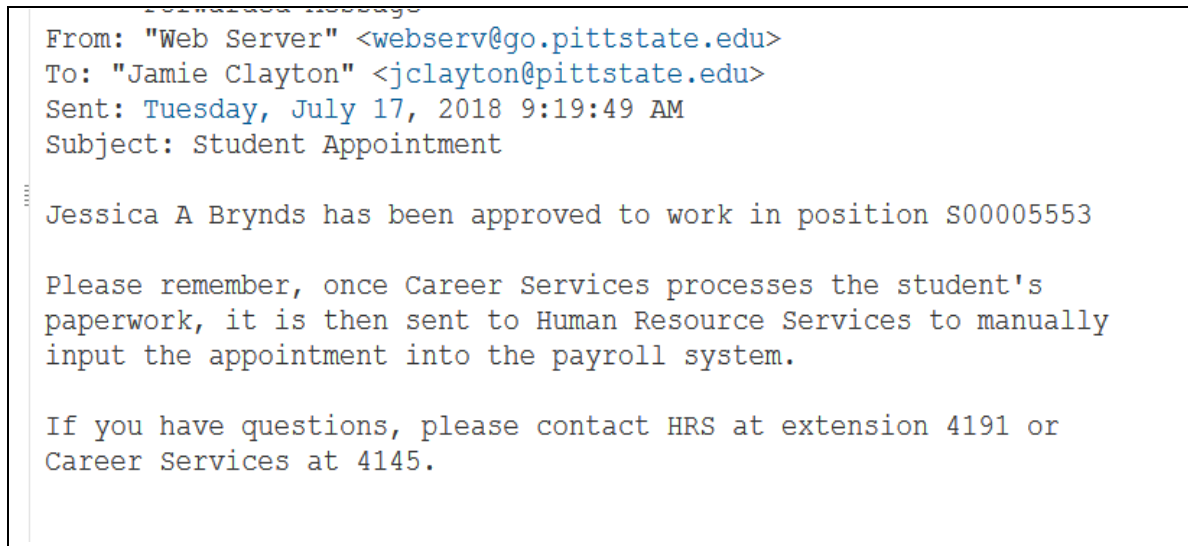
(Updated 7/17/2018)

Employees must not perform work for Pittsburg State University until they have completed all necessary paperwork (e.g. I-9 form, W-2 form, direct deposit form, etc.) with Human Resource Services or Student Employment (if student employee). PSU has business processes for the department to hire employees and to direct new employees to the next steps needed complete paperwork before work can be performed. Line managers must be sure that employees have completed necessary paperwork BEFORE work is performed. This ensures that the employee can be paid in a timely manner.

Here is how line managers can be sure that employees have completed necessary paperwork and can perform work on or after the official appointment date:

### 1. Student Employees

- a. Line Manager will receive an email. In this example, the student employee may start work on July 17, 2018 or later.



- b. Once Human Resource Services has completed the appointment process in GUS HR the employee will be on your “My Team” in GUS HR. See also the Job Aid “How to filter my team - line managers” found on the GUS HR Training Resources page to see students with multiple positions (<https://www.pittstate.edu/hr/gus-cloud-training-resources.html>).

### 2. Graduate Assistants, University Support Staff and Unclassified Employees, including Faculty:

- a. Once Human Resource Services has completed the appointment process in GUS HR the employee will be on your “My Team” in GUS HR. See also the Job Aid “How to filter my team - line managers” found on the GUS HR Training Resources page to see students with multiple positions (<https://www.pittstate.edu/hr/gus-cloud-training-resources.html>).



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- b. If you do not see the employee on your “My Team” in GUS HR, the employee may not have completed all necessary paperwork and should not be working. Please contact Human Resource Services ([payroll@pittstate.edu](mailto:payroll@pittstate.edu)) before the employee performs work.

See also the Job Aid “Time Card Best Practices” found on the GUS HR Training Resources page (<https://www.pittstate.edu/hr/gus-cloud-training-resources.html>).

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