

## Strategic Enrollment Management—Supervisor Information

As a supervisor at the University of Idaho, there are a lot of resources available to you about processes, who to contact, etc. Of particular importance are the [Payroll](#) and [Human Resources](#) websites, which have a lot of information available.

In SEM, the Financial Services team is always willing to help you navigate common processes and questions. While the below information includes some specific contact information, you are always welcome to reach out to our team first to help determine the best path forward.

Here are a few questions that are commonly asked:

1. What do I do if my employee does not submit their timesheet and we are at the approval deadline?
  - You can reach out to [payroll@uidaho.edu](mailto:payroll@uidaho.edu) letting them know of the situation and why you are unable to contact the employee. They can sometimes submit the timesheet on behalf of the employee (if their hours are filled in), or they may have other options for you.
  - A cc to either the SEM Business Officer ([delainas@uidaho.edu](mailto:delainas@uidaho.edu)) or the SEM finance team member for your department is appreciated as there may be a retroactive pay or special check that is required.
2. My employee cannot enter hours on their timesheet because a supervisor has not been assigned.
  - The finance team assigns supervisors when the EPAF is applied, and the employee shows up in the supervisor assignment tool (this happens on the first day of work for the employee). If the start date is a Sunday, the supervisor assignment will be made on the following Monday.
  - Please send a note to [sem-admin@uidaho.edu](mailto:sem-admin@uidaho.edu) alerting us if a supervisor assignment hasn't been completed yet. We'll take care of this right away.
3. How do I approve timesheets or set up a proxy to approve when I am out?
  - Please refer to the information on the [Web Time and Leave Entry for Employees](#) section of the Payroll website.
4. Where do I submit the annual evaluation (or three/six month evaluations) for my employee?
  - Please submit to the member of the finance/admin team assigned to your area. They will submit to SEM via a shared folder using the naming conventions provided.
  - Vice Provost review/signature will be completed as required.
  - Evaluations are submitted to HR via a shared SEM/HR folder by the Business Officer.
5. What to do if I receive a resignation?
  - When a resignation is received, please provide the employee with written acceptance of the resignation (templates are on the HR website if needed).

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- Forward the resignation and supervisors' acceptance to the SEM Business Officer ([delainas@uidaho.edu](mailto:delainas@uidaho.edu)), who will submit to HR via a SEM/HR shared drive.
6. Who do I work with when hiring a new employee and other new hire questions?
- When hiring a board-appointed positions, you will work directly with the member of the SEM Finance/Admin team that has been assigned as a search coordinator for your search.
  - Questions can be directed to the search coordinator and/or the EO-AAC ([delainas@uidaho.edu](mailto:delainas@uidaho.edu)).
  - For temporary and student hires, please follow the SEM Student hiring process.
7. I'm hiring a new temporary help employee or student employee. How do I check the status of the background check and the I9?
- To check whether a student has a current background check on file, please submit a [Department Request for Background Check](#). HR will let you know if they have one on file.
  - To check I9 status (for current employees), please ask the member of the SEM finance team assigned to your department. The finance team has access to ensure the I9 is on file and up to date.
  - For new to UI employees, please send them directly to HR for the I9 process after the background check is complete.
8. What if I have a disciplinary issue with an employee?
- Please work with your department director and HR directly on any disciplinary issues.
9. What if I or a direct report employee have questions about benefits?
- Please reach out to the benefits office at [benefits@uidaho.edu](mailto:benefits@uidaho.edu).
  - You may also reach out to the Business Officer who can assist you in finding the available policies and may refer you to benefits for your specific situation.
10. What if I or another employee want to submit a Flex Work plan?
- Please use the online form on the HR website.
  - This will be routed for Vice Provost approval
11. What about questions regarding travel, purchasing, or anything finance related?
- Please reach out to the SEM finance team [sem-admin@uidaho.edu](mailto:sem-admin@uidaho.edu) or email the finance team member for your area directly.