HR Operations Standard Operating Procedures

This University of Maine System Human Resources Operations Standard Operating Procedures Manual was created to improve communication, promote administrative consistency and efficiency, and ensure compliance with pertinent state and federal laws as well as Collective Bargaining Agreements and Employee Handbooks.

These policies are prepared for consistency in application throughout the University System regardless of department or area. Any requests for changes, deviations, or exceptions are to be sent to Director of Human Resources Operations at aprilm@maine.edu.

Table of Contents

- 0100.00 Introduction
  - 0120.00 Administrative Organization
  - 0130.00 Advisory Committees
- 0200.00 Employment Categories
  - 0210.00 Categories of Employees
  - 0220.00 FLSA Exempt and Non-Exempt
  - 0230.00 Collective Bargaining Contracts and Employee Handbooks
    - 0240.00 Work Year Calendar
    - 0250.00 Temporary Employee Supplemental Notice
    - 0260.00 Student Employees
- 0300.00 Orientation and Onboarding
  - 0310.00 New Employee Processing
  - 0320.00 Supervisor Responsibilities
  - 0350.00 UMS Academy Training
- 0400.00 Termination of Employment
  - 0410.00 Separation/Termination Processing
  - 0420.00 Resignation
  - 0430.00 Retirement
  - 0440.00 Fixed Length Appointments Not Reappointed
  - 0450.00 Reduction in Workforce
  - 0460.00 Other Involuntary Terminations
  - 0470.00 Disability
  - 0480.00 Death of Employee
- 0500.00 Compensation and Earnings
  - 0510.00 Compensation Philosophy and Programs
  - 0520.00 Compensation Rates
  - 0530.00 Overtime and Compensatory Time
  - 0540.00 Summer Camp Guidelines
  - 0550.00 Other Compensation
  - 0560.00 Earnings Distribution to General Ledger
  - 0570.00 Earnings Codes
  - 0580.00 Tracking Hours Worked
- 0700.00 Benefits and Leaves
  - 0705.00 Benefits Eligibility
  - 0710.00 Health Benefits
  - 0715.00 Benefit Rates
  - 0720.00 Life Insurance Benefits
  - 0730.00 Disability Insurance Benefits
  - 0740.00 Retirement Account Contribution Benefits
  - 0750.00 Paid Time Off
  - 0780.00 Tuition Waiver Benefits
  - 0790.00 Voluntary Benefits
- 0900.00 Personnel Records
  - 0910.00 Employee Personnel File
  - 0920.00 Confidentiality
  - 0930.00 Release of Information
  - 0940.00 Record Retention Practices
  - 0950.00 Preferred Name Usage Policy
- 1000.00 Payroll Processing
  - 1010.00 Payroll Schedule
  - 1020.00 Off-Cycle Payroll
  - 1030.00 Payroll Actions
  - 1040.00 Payroll Taxes and Deductions
  - 1050.00 Distribution of Pay
  - 1060.00 Overpayments
- 1100.00 Payroll Reporting
  - 1110.00 Pay Statement and Direct Deposit Advice
  - 1120.00 Form W-2 Annual Earnings Statement
  - 1130.00 Form 1042-S
  - 1150.00 Employment Verification
  - 1170.00 MaineStreet Human Capital Management (HCM) Information