

WHO DOES WHAT?

HUMAN RESOURCES					OFFICES
	TRANSACTIONS (Chris)	ANALYTICAL (Debbie now, Will be Chris)	EMPLOYEE RELATIONS/ CONSULTING (Debbie)	STRATEGIC/ MANAGEMENT (Debbie)	
SYSTEMS	HRIS LMS SAP <small>(All but Senate/House)</small>	NeoGov			FINET LegLeave SAP <small>(Senate/House)</small> Insperity (LAG)
PERSONNEL ACTIONS	Action Entry <small>(Staff offices only)</small>				Action Request <small>(Staff offices only)</small> Action Approval <small>(Staff offices only)</small> All Action Processes <small>(House/Senate)</small>
RECRUITMENT		Recruitment Planning Job Analysis Job Announcement Job Posting Resume Collection Resume Initial Screening Interview Scheduling <small>(Optional)</small> Reference Checks <small>(Optional)</small> Social Media Checks <small>(Optional)</small> Close Job Posting		Executive Level Recruitments	Job Posting Approval Resume 2nd Level Screening Interviews Job Offer Partisan/Session Staff do not require a public announcement or interviews
PERFORMANCE MANAGEMENT			Consultation		Performance Plans Performance Evaluations
TRAINING	HR Specific Training Mandated Training Tracking	HR Specific Training	HR Specific Training Unlawful Harassment Training - In Person	HR Specific Training	Office Specific Training Mandated Training Enforcement Job Specific Training GRAMA, Ethics, Quorum Training <small>(Conducted by LRG)</small>
COMPENSATION	Years of Service Award Tracking Service Award Processing <small>(All but House/Senate)</small> Bonus Processing <small>(All but House/Senate)</small>			Salary Range System Entry Salary Surveys Reward Strategies Executive Benefits	Employee Salary Decisions Service Award Processing <small>(House/Senate)</small> Bonus Processing <small>(House/Senate)</small> Salary Range Decisions Service Award Approval (SAP) Bonus Approval (SAP)
FILES/RECORDS					Personnel Files Medical Files LRGC acts as Records Officer for Leg Services

BENEFITS	Health				
	Dental				
	Retirement				
	Life Insurance/AD&D				
	Leave Benefits				
	Voluntary Benefits				
	Open Enrollment				
	Post-Retirement Benefits (DHRM)				
	Flu Shot Clinics				
	LTD				
	ACA				
Employee Education					
	Legislator Benefits (Shared between Leg Services & House/Senate - Leg Services will notify House/Senate when they work with legislators)				
EMPLOYEE RELATIONS	Workers Comp First Report of Injury		FML		Decisions/Implementation
	Legally Required Posters		LTD		
	ADA Public Accommodations for Committee Meetings		ADA Employees		
	Ergonomic Assessment		ADA Public Investigations		
			Workers Comp		
			Other Medical Leave		
			Corrective Action/Probation		
			Discipline/Termination		
			OHSA Reporting		
CLASSIFICATION	HRIS Position Entry (Staff offices only)	Position Description Writing (Staff offices only)		HRIS Job Entry (Staff offices only)	Final Approval (Staff offices only)
				Job Approval (Staff offices only)	House/Senate - All Classification (Unless Leg Services assistance requested)
				Position Approval (Staff offices only)	
				Job Description Writing (Staff offices only)	
				Job Competencies (Staff offices only)	
REPORTS	Org Charts			Workforce Demographics	
				Workforce Trends	
ONBOARDING/OFFBOARDING	New Hire HR Paperwork Processing (Staff offices only)		E-Verify Compliance Audits		New Hire Office Onboarding
	Benefit Enrollment (Staff offices only)				New Hire Job Onboarding
	URS Certification (Staff offices only)				New Hire IT Onboarding
	E-Verify Entry				Offboarding Office Specific
	Offboarding HR Processing (Staff offices only)				Offboarding IT Specific
	TBD - Needs Further Discussion Security Badges (Staff offices only)				Legislator On/Offboarding
				House/Senate - HR Onboarding/Offboarding (Unless Leg Services assistance requested)	
POLICIES			HR Policies	Office Specific Policies	
PAYROLL	Payroll Exception Entry (All but House/Senate)				Employee Timesheets

	Non-Auto Pay Employee Time Entry (All but House/Senate)				Management Timesheet Approval
					Payroll Exception Entry (House/Senate)
					Non-Auto Pay Employee Time Entry (House/Senate)
					SAP Approval
REIMBURSEMENTS	Mileage Reimbursement- SAP (All but House/Senate)				Travel Reimbursement - FINET
	Meal Reimbursement - SAP (All but House/Senate)				Mileage Reimbursement- SAP (House/Senate)
					Meal Reimbursement - SAP (House/Senate)
LEAVE ADMINISTRATION	Annual Use/Lose Adjustments - LegLeave (LFA)				Comp Time Payout Decisions
	Comp Time Payout Adjustments - LegLeave (LFA)				Annual Use/Lose Adjustments (All but LFA)
					Comp Time Payout Adjustments (All but LFA)