

VRIS UPDATE

New Employee Set Up Process Effective 7/15/2008 Number 170

SUMMARY OF UPDATES

Per Administrative Memorandum #502 (Work Hours), upon hire, employees are required to complete the NDE Work Schedule form. This form is also to be used when an employee requests a permanent change in their previously established work schedule. The New Employee Set Up Process is being revised to incorporate this requirement. The form requires signatures of the employee, the supervisor and the Leadership Council Member (LCM). Frank has delegated authority to the Area Administrator to sign for the LCM on the NDE Work Schedule form.

VRIS POSTING

The revised New Employee Set Up Process is located at VRIS: Program Manual: Main Menu: Administration: Personnel: New Employee Set Up Process.

FORMS

The NDE Work Schedule form is located at: VRIS: Quick Links: Inside NDE: Human Resources: HR Forms: Work Schedule Change Request.

The New Employee Set Up Process also has a link to this form in item #13 (5).

TEAM COMMUNICATION

Supervisors should discuss this update at their next team meeting to make staff aware of the requirement to complete the NDE Work Schedule form whenever they are requesting a permanent change in their previously established work schedule. Supervisors should also inform their respective personnel clerks, as appropriate, of the requirement for newly hired staff to complete the NDE Work Schedule form on their first day of employment.

LEADERSHIP CONTACT

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