

Role of the Commerce Personnel Representative

The primary role of the Division/Commission Personnel Representative is to assist with the flow of employee information from the Division/Commission to Human Resources. This is done primarily with completing a Personnel Action Request form (PAR) which is found on the Commerce Intranet. <http://intranet.ncommerce.com/hr/> We need your help to make sure employees are put on payroll and removed from payroll in a timely manner and to make sure we are notified of any status changes to the employee. You serve a vitally important role for the Department and we really appreciate your help. Questions? Call us at 919.733.2104 and we'll walk you through what you need. Thanks.

Recruitment and Selection

- Notifying HR of when management would like to post a vacant position, and getting a "Request to Recruit" form to HR.
- Picking up a screened package for a vacant position and delivering it to the hiring manager
- Insuring all interview data and selection paperwork is completed and returned to HR, along with a Personnel Action Request Form (PAR) to put the new employee on payroll.
- Serving as a resource to a new hire; making sure HR has all data needed to get a new hire on to BEACON and payroll; insuring the New Employee Profile Data Sheet is complete (I-9 form, W-4, copy of SSN and Driver's License, etc.) and returned to HR.
- Assist new employees with parking, swipe cards, keys, phone, etc.
- Helping a new employee navigate BEACON ESS (employee self service).
- Making sure all new employees attend the monthly Orientation program.
- Assist Commerce HR on Temporary Solutions issues (submitting completing forms and notifying HR of any changes in the status of current temporary employees). All Temp. Solutions requests should be routed directly through Commerce-HR.

Benefits, and Leave

- Notifying HR any time an employee plans to be out of the office for extended leave with pay or without pay for 3 consecutive days or longer (Family Medical Leave, Birth of a Child, Disability, Worker's Comp., etc.). Please make sure a completed FMLA application and a PAR is sent to HR.
- Assist employees by providing them with forms for FMLA , Voluntary Shared Leave, or Disability (available on Commerce Intranet)
- Notify HR any time an employee is going off payroll temporarily by sending a Personnel Action Form (PAR). NOTE: any requests to go on Leave Without Pay (LWOP) must have prior approval from the Division/Commission Head and the HR Director.
- Manage Shared Leave requests and make sure they are submitted to HR in a timely fashion.
- Notify HR (with a PAR) of any changes to an employee's work schedule, noting new total hours worked and hours scheduled to be worked each day.
- Notify HR (with a PAR) of any increases/decreases to an employee's hours worked per week.
- Notify HR of any time/leave adjustments that need to be made in BEACON.
- Ensure that all BEACON timesheets are completed and released by the 5th of the following month.

Separation

- Notify HR (with a PAR) any time an employee is separating from the Department so we can remove the employee from BEACON Payroll. Review Separation checklist to insure all process actions are complete.
- Prior to separation, HR will need a copy of the Resignation letter, completed timesheets (projected), and PAR is submitted.
- PAR will need to note whether employee is retiring, transferring to another state agency, or moving to the private sector.
- Employees interested in Retirement should be sent to Commerce-HR first (not the Retirement System) to complete Retirement forms. The Retirement System sends any misrouted to our office for initial processing anyway.

Employee Relations, Training, and Organizational Management

- Notify HR of any management re-organization that requires movement of boxes on the organizational chart (Please send a PAR and Organizational Change Form to HR).
- Notify HR-Employee Relations of potential mismanagement, employee problems, or breach of policy.
- Coordinate all training requests and employees assistance through Commerce-HR.
- Refer employees with any policy or procedural concerns to HR-Employee Relations.

For additional resources and forms, go to <http://intranet.ncommerce.com/hr/>