

Wright State University
CLASSIFIED JOB SPECIFICATION
Human Resources Records Coordinator

I. JOB INFORMATION

Job Title: Human Resources Records Coordinator (CS 17)

Job Class: 31817

FLSA Status: Non-Exempt

II. JOB SUMMARY

The Human Resources (HR) Records Coordinator processes routine personnel actions (with a focus on new hires) and creates and maintains personnel files. This position also assists with maintaining the data integrity of the information in the employee database and has responsibility for timely and accurate completion of all Form I-9s on the Dayton Campus (both regular and student employees as well as graduate assistants). This position is also responsible for employment/status verifications and for assisting the Human Resources Associates during peak processing times.

III. PRIMARY DUTIES AND RESPONSIBILITIES

Monitor Employee Data, Records, and Personnel Files

Reviews audit reports and ensures data is accurate across university systems including Banner, benefit vendors, third-party employment verification vendors and other internal and external entities, as appropriate. Ensures the accuracy and completeness of information contained in University personnel records and the HRIS database. Creates new hire/rehire personnel files and timely files employee paperwork in appropriate locations.

Maintains personnel files in an organized, secure and accessible manner.

Initiates purging of appropriate records in accordance with the Human Resources Departmental Records Retention policy ensuring that all appropriate authorization is obtained and paperwork filed with the University Records Management Office.

Manage New Hires/Rehires and Separations

Initiates background checks for new hires/rehires and reports adverse results to Manager, Talent Acquisition for further review and processing.

Completes education verification and visual compliance on all new hires/rehires and maintains transcripts, as applicable.

Responsible for data entry of new hire/rehire information into Banner and applicable benefit vendor systems.

Work with the Benefits team to ensure appropriate communication and information flow to both new/rehire employees and the retirement systems (OPERS/STRS).

Tracks employees that are separating employment and ensures that Employee Separation policies and procedures are completed.

Initiates COBRA notices with the university's outside vendor and ensures that data flows appropriately to the university benefit vendors and/or retirement systems.

Assist Human Resources Associates

During peak processing times, assists Human Resources Associates with data entry and processing of paperwork.

Reviews personnel actions for compliance with various laws, regulations and policies; codes personnel actions so they can be processed correctly; and creates, maintains, and updates records in the employee database.

Responds accurately and professionally to questions, concerns and requests for information through multiple channels (in-person, email, phone, etc.) in a timely manner. Escalates any concerns to Human Resources Operations Manager.

Completes Form I-9s and E-Verify

Responsible for ensuring that all Form I-9s are completed timely and accurately for all new hires/rehires on the Dayton Campus. This includes Form I-9s for regular employees, student employees and graduate assistants.

Creates E-Verify cases to confirm the eligibility of employees to work in the United States and reports any negative results to the HR Operations Manager.

Verifications of Employment and Status

Responsible for completion of employment verifications that are unable to be processed by our third-party vendor due to the nature of the request or unavailability of data in their system.

Communicates in writing with other employers to transfer the seniority and/or sick leave to/from other applicable public entities upon request of the employee. Ensures that policies and timelines are followed on the transfer of these items.

Completes any Public Service Loan Forgiveness (PSLF) forms or other requests for employment status for employees of Wright State University.

Other duties as assigned

Undertake other duties as assigned to assist HR in maintaining operations and/or agility goals.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

High school diploma (or equivalent) and three years of full-time related work experience, OR two years of post-secondary education and one and one-half years of full-time related work experience, OR a bachelor's degree and six month's full-time related work experience.

Integrity and judgement necessary to maintain strict confidentiality at all times. Attention to detail and a demonstrated ability to accurately enter data into databases and computer systems. Excellent customer service, interpersonal and verbal & written communication skills.

Ability to prioritize and organize job tasks and responsibilities. Ability to calculate basic math.

Ability to maintain accurate records.

V. WORKING CONDITIONS

Standard office environment. Overtime required during peak periods.

To preserve the safety and security of the campus community and to maintain the integrity of university operations, it is the policy of Wright State University to make an employment offer contingent on various background checks, such as a criminal record, credit history (when job related) and/or education verifications. Additionally, an administrative review shall be conducted whenever the university learns that an employee is charged with or convicted of a crime (except for minor vehicle violations). Frequently asked questions related to background checks may be found on the Human resources website at <http://www.wright.edu/human-resources>.

Effective July 1, 2017, per Policy 7230, Wright State University is tobacco-free. Tobacco use, including the sale, advertising sampling and distribution of tobacco products and tobacco related items is prohibited in all university facilities, on all university owned or leased grounds, university owned or operated residence halls and apartments, and at all university sponsored events regardless of location. Tobacco use is also prohibited in all university vehicles or on any equipment owned, leased or operated by Wright State University. This policy applies to anyone on campus including students, faculty, staff, visitors, consultants, vendors, patients, volunteers, and contractor employees.

Wright State University, an equal opportunity/affirmative action employer, is committed to an inclusive environment and strongly encourages applications from minorities, females, veterans and individuals with disabilities.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

VIII. JOB SERIES

31817

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.