Announcements

• Next HR Update:
  • Friday, March 11th

• Upcoming Holidays:
  • President’s Day – Monday, February 21st
Ecclesiastical Clearances

Reid Millerberg
Ecclesiastical Clearances

• Purpose
  • All Brigham Young University–Hawaii (“University”) personnel are expected to be role models of a life that combines spiritual values and personal integrity with intellectual rigor and academic excellence, and to conduct their work in a professional manner consistent with the principles and values espoused by the University and The Church of Jesus Christ of Latter-day Saints (“Church of Jesus Christ”).
Ecclesiastical Clearances

What is the difference between an Ecclesiastical Clearance and a Bishop’s Endorsement?

• The Ecclesiastical Clearance Office (ECO) contacts current and former ecclesiastical leaders concerning the ecclesiastical worthiness. The ECO clearance is separate from ecclesiastical endorsements provided by local ecclesiastical leaders. The ECO also considers factors such as public positions or statements related to leaders, doctrine, and policies of, and an individual’s overall activity in, the Church of Jesus Christ.

• The ECO verifies whether the individual holds and is worthy to hold a current temple recommend and also assesses historical and current activity in the Church of Jesus Christ, religious behavior, and support for the teachings, practices, and leadership of the Church of Jesus Christ.
Ecclesiastical Clearances

When are Ecclesiastical Clearances Needed?

• New Hires
  • All new hires are required to have an ecclesiastical clearance to be hired at BYU Hawaii
  • Update on January 27, 2022 – “must hold and be worthy to hold a current temple recommend”

• Annual Clearance
  • Each year, all employees need to have an ecclesiastical clearance to continue to be employed
Ecclesiastical Clearances

Opt-in process -- what changed?

- **Previous language** – hold a temple recommend or conduct consistent with qualifying for temple privileges. Accept as a condition of employment the standards of conduct consistent with qualifying for temple privileges.

- **New language** – must hold **and** be worthy to hold a current temple recommend

- Employees can voluntarily go into the link and opt-in by February 18

Opt-in process – why the change?

“Current employees who are members of the restored Church of Jesus Christ who voluntarily choose to accept this standard will be embracing an opportunity that President Russell M. Nelson referred to in the October 2021 General Conference, ‘Everything we believe and every promise God has made to His covenant people come together in the temple. ... (The Lord) is providing opportunities for each of us to bolster our spiritual foundations more effectively by centering our lives on Him and on the ordinances and covenants of His temple.’”
Ecclesiastical Clearances

Important reminder (from our last HR Update) for managers and members of hiring committees

- New Hires
  - Hiring managers and Hiring Committee Members should *never* tell a candidate that they have been selected for a position until the ecclesiastical clearance has been approved by the ECO office.
  - Often it is human nature to want to tell a candidate that...
    - *We moved you on to the next step*
    - or
    - *We submitted your name on for a ecclesiastical endorsement*
  - Why is this the wrong thing to do?
Ecclesiastical Clearances

Why is this important?

- Why is this the wrong thing to do?
  - The candidate may not get endorsed
  - If this happens it can be very awkward and embarrassing
    - Awkward for hiring manager, hiring committee & HR
    - Embarrassing for the candidate
    - None of us would ever want to have this type of information public
Ecclesiastical Clearances

What Can I Say to the Candidate?

- Say nothing unless asked
- We are still in the hiring process
- We are still interviewing other candidates
Independent Contractor (IC) Process

Florenicia Sindoro
Definition of Independent Contractors

Individuals who render a service and meet contractor conditions established by the IRS. They typically have a separate workplace, are not supervised, and have a particular set of skills not available elsewhere within the organization. They are not entitled to employee benefits, are not covered by workers' compensation, and their pay is usually not subject to income tax withholding.
NOT SURE?

PLEASE CONTACT HR **BEFORE** THE IC BEGINS THE SERVICE

HAVE US **ASSESS** WHETHER THEY ARE ELIGIBLE TO BE PAID AS AN IC AND **REVIEW** THE PROPOSED CONTRACT FIRST :)
Independent contractors CANNOT be

- BYUH Employees
- Active BYUH Students
- Missionaries

Providing service for the university for 2 or more full, consecutive years
Required Documentation

• Contract / General Service Agreement – HR Review & Approval
• Independent Contractor Questions and Documentation* - HR Approval
• W-9 (domestic) or W-8BEN (international)*
• Workday Supplier Add Form*
• Request for Independent Contractor
• Invoice
• Cost Center and Spend Category

*First-time suppliers only
# Independent Contractor Questionnaire

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Does the individual solicit or accept similar business from others besides BYUH?</td>
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<tr>
<td>2</td>
<td>Are the individual’s responsibilities similar to those of current BYUH employees?</td>
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<tr>
<td>3</td>
<td>Will the individual either supervise BYUH employees (i.e. train or direct how to perform the task) or be supervised by BYUH employees?</td>
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<tr>
<td>4</td>
<td>Can BYUH require the individual to work exclusively or substantially full-time during the time of the engagement?</td>
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<tr>
<td>5</td>
<td>Does BYUH pay the individual per workday/work hour (rather than on a per-job basis)?</td>
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<tr>
<td>6</td>
<td>Does BYUH reimburse the individual for expenses incurred associated with this work (other than travel)?</td>
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<tr>
<td>7</td>
<td>Does the individual have an investment in the tools, equipment, or facilities customarily required to perform the services? (If the service does not require tolls, equipment, or facilities, answer this “yes”.)</td>
<td></td>
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<tr>
<td>8</td>
<td>Has the individual obtained a business license, professional license, professional training, or insurance/bonding for this type of service?</td>
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</table>

Additional relevant details of services, terms, and conditions related to this engagement:
Not in Workday as a supplier yet?

https://www.youtube.com/watch?v=YBFFyQR2ydg&list=PLmToWDMk5iUIuMOb2lUDU3Am8NNqdtm0R&index=3

What you need: W-9 or W-8BEN and Workday Supplier Add Form
# Request for Independent Contractor Form

**Brigham Young University – Hawaii**

## REQUEST FOR INDEPENDENT CONTRACTOR

**Requesting Department:**

**Type of Service:**

**Name of Individual:**

**Doing Business As:**

### PROJECT START/END DATES

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
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</table>

**This Payment Amount:**

**Full Contracted Amount:**

**Mail Check To:** [ ]

**Mail Check To:** [ ] Check if requesting “Direct Deposit” [ ]

**Full amount paid to date:** Account #

### INITIAL APPROVALS/AUTHORIZED SIGNATURES

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
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<table>
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<tr>
<th>Signature Details</th>
<th>Signature Details</th>
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<tbody>
<tr>
<td>Date</td>
<td>Date</td>
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</tbody>
</table>

### CHECK LIST OF COMPLETED DOCUMENTATION

- [ ] W-9 / W-BEN Completed*
- [ ] Independent Contract Agreement
- [ ] Vendor Add Form*
- [ ] Initial Approval
- [ ] Independent Contractor Questionnaire*
- [ ] Invoice
- [ ] First-time suppliers only
- [ ] Cost Center

*First-time suppliers only

Submit this form and all completed documentation to the Human Resource Services office for final approval.

### FINAL APPROVALS/AUTHORIZATION SIGNATURES FOR PAYMENT

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>Date</th>
<th>Date submitted to Financial Services</th>
</tr>
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<tbody>
<tr>
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**REQUEST FOR INDEPENDENT CONTRACTOR**

**UPDATED JANUARY 2002**
The department responsible for requesting the services

The individual or company providing the service

Type of service performed (DJ, Cooperating Teacher, Judge, etc.)
Length of project or service provided. Beginning and end dates.

Amount paid to service provider

Make sure to fill in if supplier is requesting Check

Make sure to check if requesting payment through Direct Deposit

Cost Center: what account should this IC should be charged to?
INITIAL APPROVALS/AUTHORIZED SIGNATURES

Dean/Associate Dean/Director/Supervisor

Financial Services Director/Controller

President's Council [President's Council signature required for requests over $2,500]

Date

Date:

Date

Dean/ Director/ Head of Department signature of the requesting department

Financial Services Director/Controller signature if amount paid is $2,500 or below

PC signature if amount paid is **over** $2,500
Before Submitting IC Requests to HR

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-9 / W-8BEN Completed*</td>
<td>Independent Contract Agreement</td>
</tr>
<tr>
<td>Vendor Add Form*</td>
<td>Initial Approval</td>
</tr>
<tr>
<td>Independent Contractor Questionnaire*</td>
<td>Invoice</td>
</tr>
<tr>
<td>*First-time suppliers only</td>
<td>Cost Center</td>
</tr>
</tbody>
</table>

Submit this form and all completed documentation to the Human Resource Services office for final approval.
• Employee Benefits – employeebenefits@byuh.edu – (808)675-3513
• Naomi Pasi – naomi.pasi@byuh.edu – (808)675-3490
• Noemi Paddock – noemi.paddock@byuh.edu – (808)675-4845
Training & Workday Update

Rainn Takashima
Vector Solutions

• SafeColleges is now called Vector Solutions.
• Please contact Rainn Takashima if you want to take any Vector Solutions trainings or if you have any questions.

• Email: Rainn.Takashima@byuh.edu
• Phone: Rainn Takashima ext 53716
Leadership Pattern

ALL employees are invited to attend the Leadership Pattern trainings, including students.

The next Leadership Pattern classes will be held on the following dates:
• February 14th – February 18th (4PM – 5PM)
• March 28th – April 1st (4PM – 5PM)
• May 23rd – May 27th (4PM – 5PM)
COVID-19 Vaccination Status Tracking

• Vaccination status upload functionality has been turned off temporarily. Please send all vaccination information to BYUH Safety.

• Email: byuhsafety@byuh.edu
How to Find Vaccination Status

In order to see your vaccination information in Workday, please follow the steps below:

• Login to Workday
• Go to your employee profile
• Click on “Job”
• Click on the “Additional Data” tab all the way to the right

*See next slide for screenshot*
If you need to update your vaccination status you will not be able to do it from this page.
How to Find Vaccination Card

In order to see your vaccination card in Workday, please follow the steps below:

• Login to Workday
• Go to your employee profile
• Click on “Personal”
• Click on the “Documents” tab to the right
• Scroll down to the “Reviewed Documents” section and look for the document titled “BYU–Hawaii COVID-19 Vaccination”
• Scroll to the right to see your card under the “Uploaded Document” column

*See next 2 slides for screenshots*
### Hanna Moore (H2049999)

**Administrative Assistant**

### Personal Information

<table>
<thead>
<tr>
<th>ID</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image_1264.pdf" alt="Image_1264.pdf" /></td>
</tr>
</tbody>
</table>

### Reviewed Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Effective Date</th>
<th>Document Link</th>
<th>Document Attachment</th>
</tr>
</thead>
</table>

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**BYU HAWAII**
Please scroll all the way to the bottom to find your vaccination card.
Workday Assistant

Workday Assistant is available for all employees. You can use this feature to help you find tasks more easily and to get things done faster. Some of the tasks you can do through Workday Assistant include:

- Request Time Off
- Time Tracking (Check In / Check Out)
- Change Personal Information
- Update Tax Elections
- View Tax Documents
Student Employment Update

Ofa Tilini
Time Submission and Approvals

- Student employees need to clock-in and out in real time.
- If a student employee has more than one job, then they will need to select the correct position that they are working at that time.
- Students and managers are encouraged to submit and approve time on a weekly basis.
- Workday time tracking system will be offline for maintenance every Friday from 8 pm until Saturday at 4 am.
On-Campus Internship Hiring Process

Melissa Martinez
Internship Types On-Campus

1. On-Campus Student Internship
   - Unpaid for creditor
   - Paid for credit (19 hours max during semesters)

2. On-Campus Post-Graduate Internship or Academic Training (AT)
   - Paid, bachelors degree required
   - One Year duration w/ six month extension option
On-Campus Internship Unpaid

1. On Campus **Student** Internship (OCI)
   
   Contact *Career Services*
   
   [https://career.byuh.edu/students](https://career.byuh.edu/students)

What is an OCI?

- BYUH Career Services finds companies that provide unpaid internships for student-teams during fall and winter semesters.
- Students work on company projects 7-9 hours per week on island.
On-Campus Student Paid Internship

1. For credit student - contact Career Services to set up
2. Paid student interns function equal to student employees

- Work weeks not to exceed 19 hours during semesters
- Paid a wage equivalent to the student job
On-Campus Post-Graduate Internship or Academic Training (AT)

• Domestic Student
  ➢ Apply to internship on non-student job board

• International Student:
  ➢ 1st Apply via International Student Services (ISS)
  ➢ Apply a minimum of 30 days prior to graduation for updated DS-2019
  ➢ Apply to Internship on non-student job board
On-Campus Post-Graduate Internship or Academic Training (AT)

Post-completion of Bachelor’s Degree

- Graduates with an approved academic training (AT) may work a 30/30/30/19 hour schedule during their approved on-campus internship.

- **Students:** seeking to find an academic training (AT) internship should look on the non-student job boards to find available internships to apply for. (Students can apply to internships on the non-student board).
Post-Graduate Internship Request Process

• **Managers:** must have an approved post-graduate internship position.

1. Check with HR to see you are unsure if you have one.
2. Review the [Post-Graduate Internship Request Checklist](#)
3. Fill out the [Post-Graduate Internship Request Form](#)
   (Forms can be found on the HR website under Internships or HR Forms).

*Note the Internship Request form must be filled out every time you wish to hire a new intern, even if you have an open reoccurring position.*