

FINANCE PROCEDURES MANUAL

PAYROLL MANAGEMENT PROCEDURE

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PAYROLL MANAGEMENT PROCEDURE

Date approved		Date Policy will take effect		Date of Next Review	
Approved by	Director Financial Services Unit				
Custodian title & e-mail address	Payroll Manager – Raymond Holmes raymond.holmes@uts.edu.au Telephone: 9514 4666				
Responsible Division	Financial Services Unit				
Supporting documents, procedures & forms of this procedure	See Web links – http://www.tso.uts.edu.au/about/index.html#financial http://www.hnu.uts.edu.au/manual/index.html				
Key References & Legislation					
Audience	Internet – public access Staff Intranet – UTS Staff Only				
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Richard Skiba,2024-08-22 This guide is an essential resource for professionals tasked with managing recruitment and onboarding processes within an organization. Whether you are directly involved in recruiting new staff or responsible for coordinating the process this book provides a thorough understanding of the skills and knowledge required to effectively manage these essential HR functions. The book begins with an exploration of existing recruitment and onboarding policies and procedures guiding readers on how to identify and evaluate them in the context of their organization. It delves into assessing technology options to enhance the efficiency and effectiveness of recruitment processes providing practical advice on selecting and implementing tools that streamline hiring workflows. A significant portion of the book is dedicated to updating and refining policies and procedures to align with organizational requirements. Readers will learn how to obtain support from relevant stakeholders and create or adjust forms and documents that underpin these policies. Effective communication and training strategies are emphasized to ensure that all relevant staff are well informed and capable of adhering to updated procedures. The book also covers critical aspects of human resource planning including determining future HR requirements in collaboration with stakeholders and ensuring that position descriptors are current and accurately used throughout the recruitment process. It provides detailed guidance on advertising vacant positions in compliance with legislation and organizational policies consulting with specialists when necessary and adhering to selection procedures that meet legal and organizational standards. Additional chapters address the importance of timely and accurate job offers and contracts providing new appointments with relevant advice and ensuring that onboarding processes are consistently applied across the organization. The book also covers the management of probationary employees the provision of feedback and the collection of participant and stakeholder feedback on the onboarding process. Finally readers are equipped with strategies for updating onboarding policies and procedures based on feedback ensuring continuous improvement and alignment with organizational goals. This book is an invaluable tool for HR professionals seeking to optimize their recruitment and onboarding practices and contribute to the overall success of their organization.

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