Employee News

New Employee Hiring- A change in the hiring policy now allows new employees to be hired any day of the month. The starting dates will be contingent on the completion of the pre-employment screening process. New employees must meet with a Human Resource Representative on the first day of work to complete the I9 form. A benefits orientation will be scheduled within the first week of employment.

Unclassified Positions - All Unclassified position vacancy postings will now be processed by Human Resources. The Vacancy Announcement Form is now located under the Human Resources General Forms webpage. http://www.atu.edu/hr/forms.php

Child Educational Activity Leave (CEAL)- A full time employee of the state is entitled to 8 hours of CEAL for children Pre-K to grade 12 for any school-sponsored activity their child is participating in. As defined by the Arkansas Office of Personnel Management, Prekindergarten means an educational and child development program that is designed to prepare children who are at least three (3) years of age for an academic kindergarten program. Each employee receives 8 hours in January and it cannot be carried over if not used. Supervisors should keep this guidance in mind when approving requested CEAL leave.

Contacts

Payroll is located in the Administration Building, Room 208. Phone: 479-968-0696

Ozark Payroll is located in the Technology & Academic Support Building in Room 177. Phone: 479-508-3305

Human Resources is located in Browning Hall, Suite 106 Phone: 479-968-0396 Fax: 479-968-0693

Dates

November 20th, is the last day to turn in direct deposit changes for the November end of month payroll.