NOVA HR Mission Statement

WE ARE HR – a catalyst and collaborative partner committed to advancing the Strategic Vision of NOVA. We advocate diversity and innovation in achieving exceptional results through open, effective communication that is respectful, responsive, and customer-focused.

Helpful P-14 Links

P-14 Pay Calendar:
www.nvcc.edu– Faculty and Staff– Finance– Payroll (under Office of Controller)- "Bi-Weekly Employees: Pay Frequency 40 (P-14s)"

P-14 Handbook:
www.nvcc.edu– Faculty and Staff– Human Resources — Handbooks and Policies - "Hourly (P-14) Employee Handbook"

P-14 Orientation :
www.nvcc.edu - Faculty and Staff– Human Resources – P-14 Hourly Orientation

P-14 Packet:
Www.nvcc.edu- Faculty and Staff- Human Resources— HR Forms- "P-14 New Hire Packet"

Helpful NATS Links

NATS Management Portal and Training:
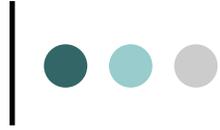http://www.nvcc.edu/faculty-and-staff/human-resources/e-service/nats-management-portal.html

NATS:

http://nvcc.peopleadmin.com/hr

Human Resources
Office Location:
3926 Pender Drive
Suite 150
Fairfax, VA 22030
Phone: 703-323-3110
Fax: 703-323-3155
E-mail: AskHR@nvcc.edu

Northern Virginia Community College

HR Presents:

How to Hire a P-14 Employee

What is a P-14?

A P-14, also referred to as a wage/hourly employee, is an individual working on a temporary or seasonal basis, as an interim replacement, or assisting with completing short-term projects. P-14 employees are limited to an average of 29 hours per work week, with a 1500 hour limit per year (May 1 to April 30), at any Virginia Community College System (VCCS) Institution, and has no guarantee of continued employment.

Hiring Process for a P-14

Department Determines Need

The hiring manager will identify the need for a P-14 employee and ensure funding is available.

Start the Approval Process

- If the department is replacing a current P-14 you will modify the current position description in NOVA Applicant Tracking System (NATS). Provide the reason for the modification. For example- replacing former P-14.

- For a new position, a position description must be created in the Position Management Portal.

For step by step instructions on Navigating through the Position Management Portal log into NOVA Academy and take the NATS Training.
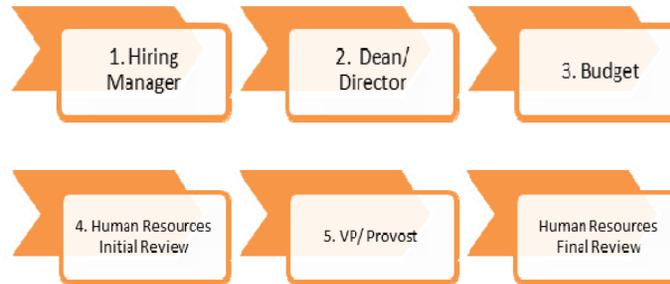
There are two types of Notice of Vacancy (NOV) requests: modify a position or create a new position:

- Modify a position if the department is filling an existing vacancy. For this request you will need to provide a reason for the modification and include the name of the person leaving as well as the effective date.

- Create a new position if the department is filling a new vacancy.

See How to Write a Position Description for assistance on how to create job description.

NATS Approval Chain

Before a position can be filled it must be approved in the NATS approval chain.

1. Hiring Manager
2. Dean/Director
3. Budget
4. Human Resources Initial Review
5. VP/Provost
Human Resources Final Review

Position Approved Ready to Post!

After your position is approved in the position management portal of NATS, your HR Campus Consultant or HR Recruiter will reach out to set up the posting in the Applicant Tracking portal of NATS. Some questions you may be asked are:

1. Would you like an Internal Posting? This type of recruitment is used when the department has already identified a candidate. Your HR Campus Consultant or Recruiter will send the posting link to the hiring manager to send to the candidate to apply.

2. Would you like the posting done externally? External positions are posted on the website and open for a minimum of five days.

Evaluating and Selecting Applicants

As applicants are being reviewed, the hiring manager or interview committee chair should move them to the next appropriate status in the NATS workflow.

Workflow status includes but is not limited to: Not Hired, Interview Committee, Interview, Interviewed Not Hired, and Recommended for Hire.

After you have interviewed and selected the most suitable candidate, log into NATS Applicant Tracking Portal and move the individual to "Recommended for Hire".
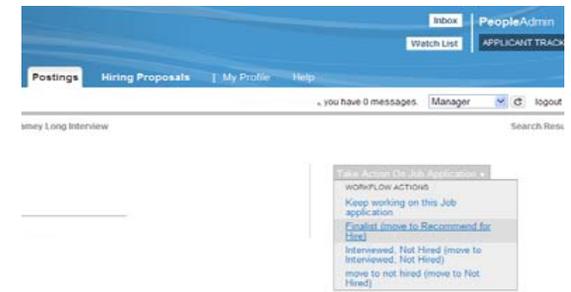
Completed Documents for HR

Once the candidate has been moved in NATS, HR will reach out to them for pre-employment paperwork. The hiring manager is responsible for providing:

- A completed 105-094. Please note incomplete paperwork may result in a delay.

- Interview notes and resumes for all candidates interviewed and any supplemental materials (if provided); confirming receipt of three references via NATS or providing telephone references. Please note incomplete paper work may result in a delay.

- Ensuring references are loaded in NATS for candidate. Please note incomplete paperwork may result in a delay.

HR Internal Process

- Check 105-094 for completion

- Complete Background Check

- Determine Hourly Rate

HR will reach out to the candidate and make a verbal offer. If accepted, the candidate is provided an approved start date, which will be at the beginning of a pay period. HR informs the hiring manager of the acceptance and the start date. A formal offer letter is sent to the candidate and once it is returned, HR processes the LAN account through the 105-045. Once the account is established, the hiring manager will receive notification from IT.