



House Director Roles and Responsibilities

House Corporation Summit
2020



What is the role of the House Director?



Operations

- Uploading receipts
- Time cards reviewed every other week
- Background checks
- Onboarding in Paylocity

Onboarding - Employees - Paylo...xHome

smartdata.jpmorgan.com/sdportal/dashboard.view

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HOME

ACTIVITY

ALERTS & NOTIFICATIONS >

Previous 30 days

0

MOST RECENT POSTING DATE

08/26/2019

TOTAL TRANSACTIONS >

Previous 30 days

1

REVIEWED TRANSACTIONS

Previous 30 days

1

REPORTS & DATA FILES

SCHEDULED REPORTS >

COMPLETED REPORTS >

DATA FILES >

ACCOUNT STATEMENT >

More

REVIEW REQUIRED

TOTAL ITEMS: 0

No data available

More

SNAPSHOTS

Spend By Category

Month: Current

By: Transaction Amount

Total Spend

NEWS

EXTENDED PROCESSING TIMES FOR SMARTDATA REPORT...

MASTERCARD WEEKLY MAINTENANCE WINDOW - SATURD...

FRAUD ALERTS FOR CARDHOLDERS - ENROLL TODAY!

More

LINKS

FRAUD ALERTS FOR CARDHOLDERS - ENROLL TODAY! >

RESOURCE CENTER

SMARTDATA 19.2 RELEASE NOTES >

SMARTDATA REPORTING REFERENCE GUIDE >

SMARTDATA CARDHOLDER BASICS >

SMARTDATA MOBILE WEBSITE QRC >

SMARTDATA REPLACEMENT ACCOUNT MAPPING QUICK REFERENCE GUIDE >

Page 1 of 10 wordsEnglish (United States)

Focus

1:44 PM9/12/2019

Submitting Timecards

- Reviewed and approved every other Monday
- HD does not need to know the rate of employee's pay
- Paylocity – mobile app or via computer

Background Checks

Any employee or unsupervised vendor that is at the chapter house must have a completed background check.

Onboarding - Employees - Paylocity

onboarding.paylocity.com/OnBoarding/Module/Employee

Athenians of Syracuse [B8531]

paylocity

Onboarding

Home

Setup

Launch An Event

Help

Active Events

0

Your Tasks

0

Failed Notifications

0

Errors

0

Data updated every 5 minutes

search for name, event, company, employee id ...

Search

+ Create Employee

Active

Complete

Not Hired

All

Progress	Participant Comp.	Expected Comp. ▾	Name	Event	Company	Started	Employee Id
No items to display							

✕ Delete

👍 Complete

📅 Not Hired

🔄 Finish Onboarding

⏪

0

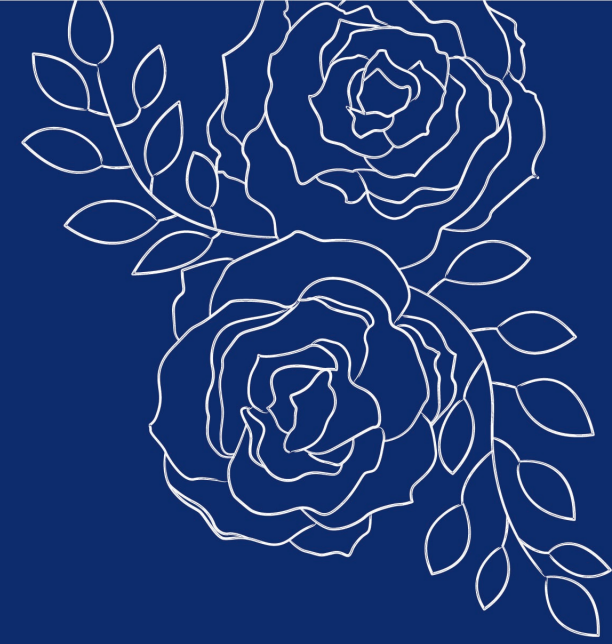
⏩

Items: 23 Unread: 8

All folders are up to date. Connected to: Microsoft Exchange Display Settings

1:41 PM
9/12/2019

nma



Managing the House Director



Collaborating with OOH

- Employment checklist
- Employment agreement
- Performance evaluation feedback
- Continual email correspondence
 - General rule → you will hear back from us within 24 business hours.

Employment Checklist

This document is utilized to create your employee agreement

Asks:

- Hourly vs Exempt Employee – rate of pay and hours to be worked
- Benefits made available to the employee
- List of paid days off (holidays, etc.)
- Credit limit
- Authorized amount for purchases

Employment Agreements

- OOH HR has a standard Employee Agreement template reviewed by internal legal counsel
- Must be considered annually; due in April
- Information taken from your employment checklist to complete

Consider annually:

- Rate of pay
- Benefits
 - Vacation time
 - Sick time
 - Insurance
 - Moving expenses with a “pay back” clause
 - Cell phone allowance
 - Health club membership
 - Credit card limit

EMS vs. Non-EMS

EMS	NON-EMS
HR completes performance evaluation with staff	ECC completes performance evaluation with staff
HR completes and reviews employment agreement with HD	ECC completes and reviews employment agreement; sends to HR Business Partner
HR begins hiring process, collaborates with HC for final interviews	ECC begins and executes complete hiring process

House Director Training

- Accounts Payable webinar training
- Paylocity webinar training
- Conference
 - Honor Board and Housing Policies
 - COVID-19 Precautions
 - Keynote
 - Leveraging Key Relationships

Questions?

