



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

HOME

ACTIVITY

- ALERTS & NOTIFICATIONS** > 0
Previous 30 days
- MOST RECENT POSTING DATE**
08/26/2019
- TOTAL TRANSACTIONS** > 1
Previous 30 days
- REVIEWED TRANSACTIONS** > 1
Previous 30 days

REPORTS & DATA FILES

- SCHEDULED REPORTS** >
- COMPLETED REPORTS** >
- DATA FILES** >
- ACCOUNT STATEMENT** >

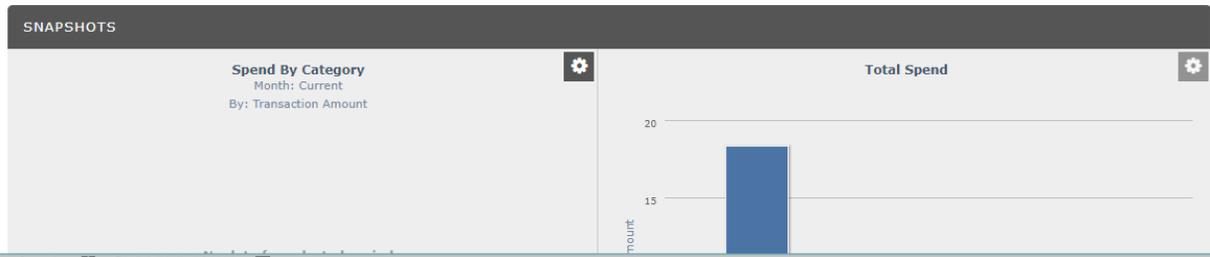
More

REVIEW REQUIRED

No data available

TOTAL ITEMS: 0

More



NEWS

- EXTENDED PROCESSING TIMES FOR SMARTDATA REPORTS**
Please be advised that, due to the volume of reports scheduled durin...
- MASTERCARD WEEKLY MAINTENANCE WINDOW - SATURDAY**
The smartdata maintenance window occurs each week from Saturday 12:00...
- FRAUD ALERTS FOR CARDHOLDERS - ENROLL TODAY!**
Get notifications via text, email and/or voice message of suspicious...

More

LINKS

- FRAUD ALERTS FOR CARDHOLDERS - ENROLL TODAY!** >

RESOURCE CENTER

- SMARTDATA 19.2 RELEASE NOTES** >
Smartdata 19.2 release was deployed on June 9, 2019
- SMARTDATA REPORTING REFERENCE GUIDE** >
- SMARTDATA CARDHOLDER BASICS** >
- SMARTDATA MOBILE WEBSITE QRC** >
- SMARTDATA REPLACEMENT ACCOUNT MAPPING QUICK REFERENCE GUIDE** >

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

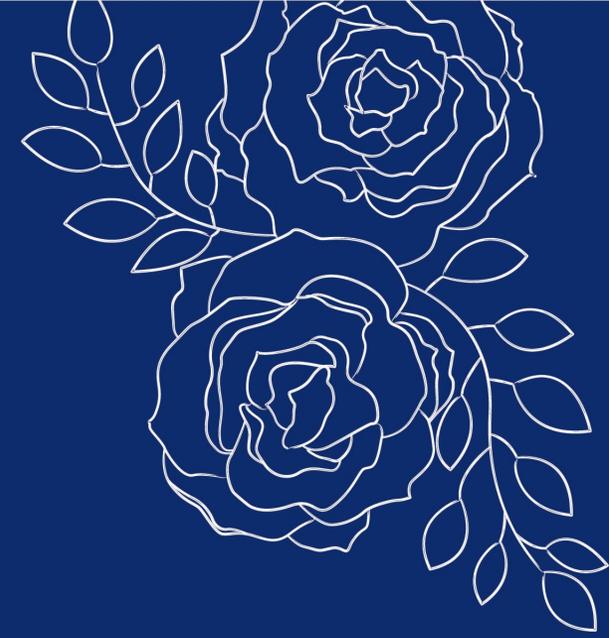
Progress	Participant Comp.	Expected Comp. ▾	Name	Event	Company	Started	Employee Id
No items to display							

Delete Complete Not Hired Finish Onboarding

Items: 23 Unread: 8

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

1:41 PM 9/12/2019



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:

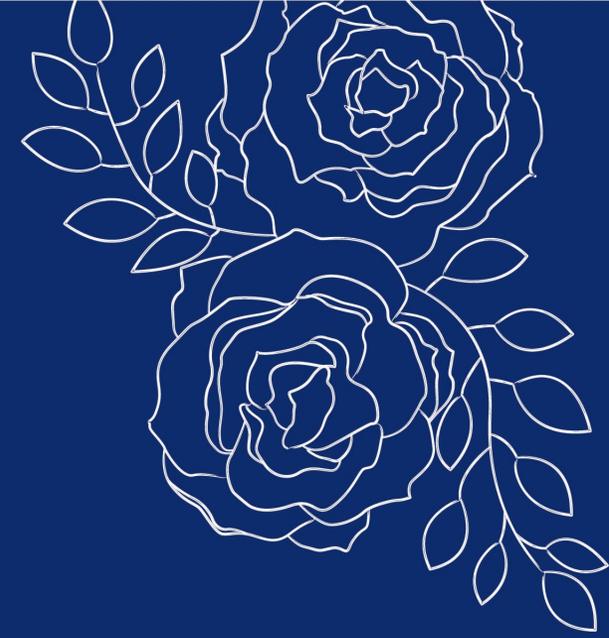
- Rate of pay
- Benefits
 - Vacation time
 - Sick time
 - Insurance
 - Moving expenses with a “pay back” clause
 - Cell phone allowance
 - Health club membership
 - Credit card limit

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?

