



Knowledge Services, a certified Woman-owned Business Enterprise (WBE), was founded and established in 1994 by CEO Julie Bielawski. Knowledge Services is a technology and professional services organization delivering innovative workforce solutions to clients within the public and private sectors. Headquartered in Indianapolis. Knowledge Services is the leading government workforce management provider in the U.S. with a unique methodology combining contract workforce management expertise with comprehensive program administration and recruiting best practices.

If your request is for recruited services, please access the Temporary Request Form by visiting <https://programs.knowledgeservices.com/purdue/purdue-program-managers/>. Once the request is received, the Program Team will create the posting in dotStaff and the approved staffing vendors will submit resumes based on the job description and the skillset required. The Program Team will forward qualified resumes to the requesting Manager for review and will coordinate interviews, if necessary.

If your request is to onboard a pre-identified candidate through KHI Solutions, Inc., (KHI) follow the same link, as provided above. KHI, as the employer will start the onboarding process by contacting the employee in the manner information was provided on the request. It is helpful to the employee if you let them know to expect a phone call or email from KHI. This assures the employee of the legitimacy of the contact and the need for timely attention to the onboarding process. KHI will send the employee the link to complete the proper paperwork along with instructions on how to have their I9 verified. They will need to coordinate with a third-party witness who the employee chooses to verify the I9 documents. This must be someone who is 18 or older and is not a relative. If you accept their invitation to be the witness, you will be sent the I9 verification link directly.

The Program Team will notify the requesting Manager, when the employee has completed all documents and is compliant to start. Onboarding must be complete prior to hours being worked or compensation cannot be processed. Once compliant, the Program Team will activate the employee's ability to enter time in dotStaff.

The Program Team will create accounts for the requesting Manager, Business Office contact, Time Approver(s) and Invoice Recipient(s). Each person will receive a system-generated email to activate his/her dotStaff account.

The employee will enter their time each week (Monday – Sunday) in dotStaff and the time will need to be approved each Tuesday by 12:00pm (instructions attached). If the employee does not have hours worked for the week, they will not need to fill out a timecard. KHI will communicate to the employee on how and when to enter time. The employee will be paid every Friday if they have hours worked the previous week. Once the time is approved, it will be invoiced to Purdue weekly and the invoice will be sent via email to the Invoice Recipient listed on the request form.

The employees will be advised on how to report any Worker's Compensation claims.

In the event of an injury, please call 911 for an emergency. Complete the Purdue University First Report of Injury process at <https://www.purdue.edu/hr/benefits/currentemployees/workerscomp/wc.html>. Please do not delete any automatically populated email addresses but add ERTeam@KHISolutionsInc.com onto the report. If emergency care isn't necessary, please follow the attached instructions for medical assistance.

There is also helpful information on the link above and the Purdue University link at <https://www.purdue.edu/hr/careers/opportunities/other.html>

Please reach out to Michelle Kramer if you have any questions during this process.

Michelle Kramer, Purdue Program Manager

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