

YCIS HRD Staff Tasks List Reference					
	Subject		Contact	Extension	Email
Visa & work permit	Expatriate Staff	Existing staff work permit & visa extension	Laurin Liu	2157	laurin.liu@sh.ycef.com
		New hires visa application and Onboarding (PD)	Summer Yu	2127	summer.yu@sh.ycef.com
		New hires visa application and Onboarding (PX)	Annie Yao	2243	annie.yao@sh.ycef.com
Employment	Contracting and YCIS Network Set Up	Issue contract,initiate ITD Network account set up	Annie Yao	2243	annie.yao@sh.ycef.com
		New Hires account in HR P+System Set up	Summer Yu	2127	summer.yu@sh.ycef.com
	New hire system Set Up	New Employee Staff ID Card and Name Card	Ruby Zhong	2142	ruby.zhong@sh.ycef.com
		Staff Business Card Application			
		Campus access account set up (CCA,IIIP Instructor..etc)			
	Contract Management	Expat Staff	Laurin Liu	2157	laurin.liu@sh.ycef.com
		Chinese Staff	Jennifer Jiang	2126	jennifer@sh.ycef.com
		Supply Teacher +Part time staff+ IIIP Instructor	Ruby Zhong	2142	ruby.zhong@sh.ycef.com
	Leaving Staff	Exit and Handover Procedure	Jennifer Jiang	2126	jennifer@sh.ycef.com
		Non Criminal Record application	Annie Yao(PX) / Summer Yu(PD)	2243/2127	annie.yao@sh.ycef.com summer.yu@sh.ycef.com
Compensation & Benefits	Banking	New Staff ATM card Application--Expat staff	Summer Yu	2127	summer.yu@sh.ycef.com overseastransfer@sh.ycef.com
		Monthly Pay Slips / Tax Slips			
		Overseas Automatic Transfer			
	Salary & Tax related	Expat Staff Salary	Laurin Liu	2157	laurin.liu@sh.ycef.com
		Income Statement/Employment Letter--Expat	Jennifer Jiang	2126	jennifer@sh.ycef.com
		Chinese Staff Salary			
		Income Statement/Employment Letter-CHN			
YCIS 中方员工社保等					
Supply Teacher+Part time staff +IIP Programme Instructor salary	Ruby Zhong	2142	ruby.zhong@sh.ycef.com		
Benefits	Housing	Housing Allowance Reimbursement	Ruby Zhong	2142	ruby.zhong@sh.ycef.com
		School Housing application & Maintenance	Laurin Liu	2157	laurin.liu@sh.ycef.com
	Medical Insurance	Employer's Medical Insurance(MSH & 中国人寿)	Jennifer Jiang	2126	jennifer@sh.ycef.com
	Staff Children Tuition Subsidy Program	Staff Dependent Tuition Subsidy Application	Annie Yao	2243	annie.yao@sh.ycef.com
	Laptop Subsidy Program	Teaching Staff: new hires and existing staffs	Ruby Zhong	2142	ruby.zhong@sh.ycef.com
	Annual Flight Allowance	Expat staff	Laurin Liu	2157	laurin.liu@sh.ycef.com
	New hire entry flight and misc cost reimbursement	Entry flight, Overseas Visa fee, Health Checkup,quarantine cost,Covid Test,baggage Fee reimbursement	Ruby Zhong	2142	ruby.zhong@sh.ycef.com
	Recruitment	Teachers	Both chinese and Expat teachers	Nu's team	
	Non Academic and Non teaching staff	Non teaching staff, supply teacher, IIIP instructor	Lucia zheng	2159	lucia.zheng@sh.ycef.com
	Staff Internal Transfer application	All Staff	Annie Yao	2243	annie.yao@sh.ycef.com
	Staff Referral Program	All Staff			
HR System	People + System Admin	Staff P+ account set up and management	Summer Yu	2127	summer.yu@sh.ycef.com
	People + Performance Management System	Performance Management System for Non teaching Staff			
	People + Attendance Admin+ Tech Support	Staff attendance record and Leave system management	Ruby Zhong	2142	ruby.zhong@sh.ycef.com
HR events	HR events around the year	Annual dinner, farewell party,Non-teaching TB..etc	Lucia zheng	2159	lucia.zheng@sh.ycef.com
	CIS accreditation HR Rep				
	Children protection Policy Rep				
Training	HR Organized Training	First Aid,Edu Care..etc			
Miscellaneous	Travel Survy and Covid control Related	Travel Survey and follow up- full time staff	Summer Yu	2127	summer.yu@sh.ycef.com
		Travel Survey and follow up- Part time staff	Ruby Zhong	2142	ruby.zhong@sh.ycef.com
		Campus access set up			
	积分居住证办理, 毕业生、留学生落户				