

HR Liaison Breakfast

August 2010

Agenda

HR Liaison of the Quarter
Class & Comp Update
Criminal Background
Employment Verifications
OISS Update

HR 101-Training Series for Liaisons
Benefits Update
Wellness Update
Recruitment Update
Records Update

HR Liaison of the Quarter



Sherry Rowland-Perry

Physics & Astronomy

2nd Quarter 2010

Classification & Compensation

Goal: Develop a compensation program/system that enables the University to attract, retain and engage highly qualified talent which is essential to achieving the goals in the Path to Prominence™.

The analysis will:

- Define a compensation program
- Review the salary structure to maintain competitive and internal equitable salary ranges
- Establish comprehensive pay guidelines
- Establish benchmarking standards

Apr 2010

today

Ongoing
Communication

Complex Program
anticipated
implementation:
summer 2012

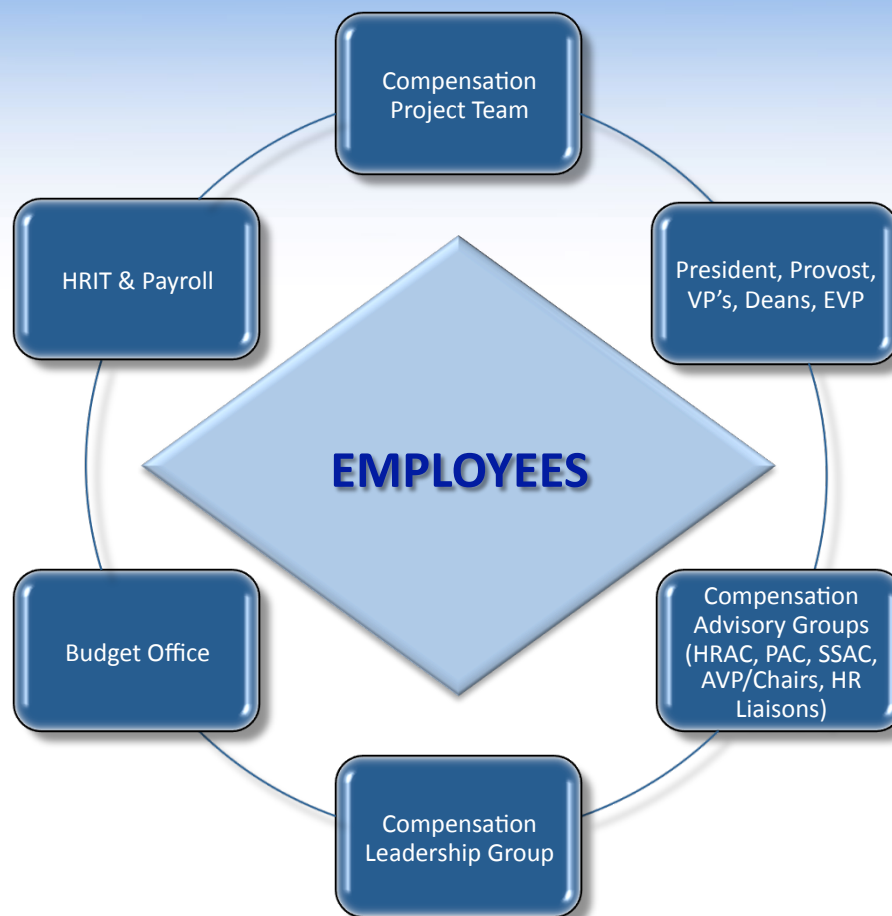
What Issues Have Led to this Initiative?

Overview of Issues to Address

- Compensation system and guidelines are not aligned to market
- Many employees are paid significantly below or significantly above market
- There is inconsistent valuations of jobs across campus and internal inequities
- Frequent reclassification requests - used to address individual pay issues and work around the existing system
- Titling of jobs is inconsistent and does not always reflect job duties

Classification & Compensation

Who will provide input in this process?



A multifaceted team will be used to ascertain input and recommendation on issues related to the compensation system.

New Policy Update: Criminal Background Checks



For Jobs posted after January 1, 2011

Who

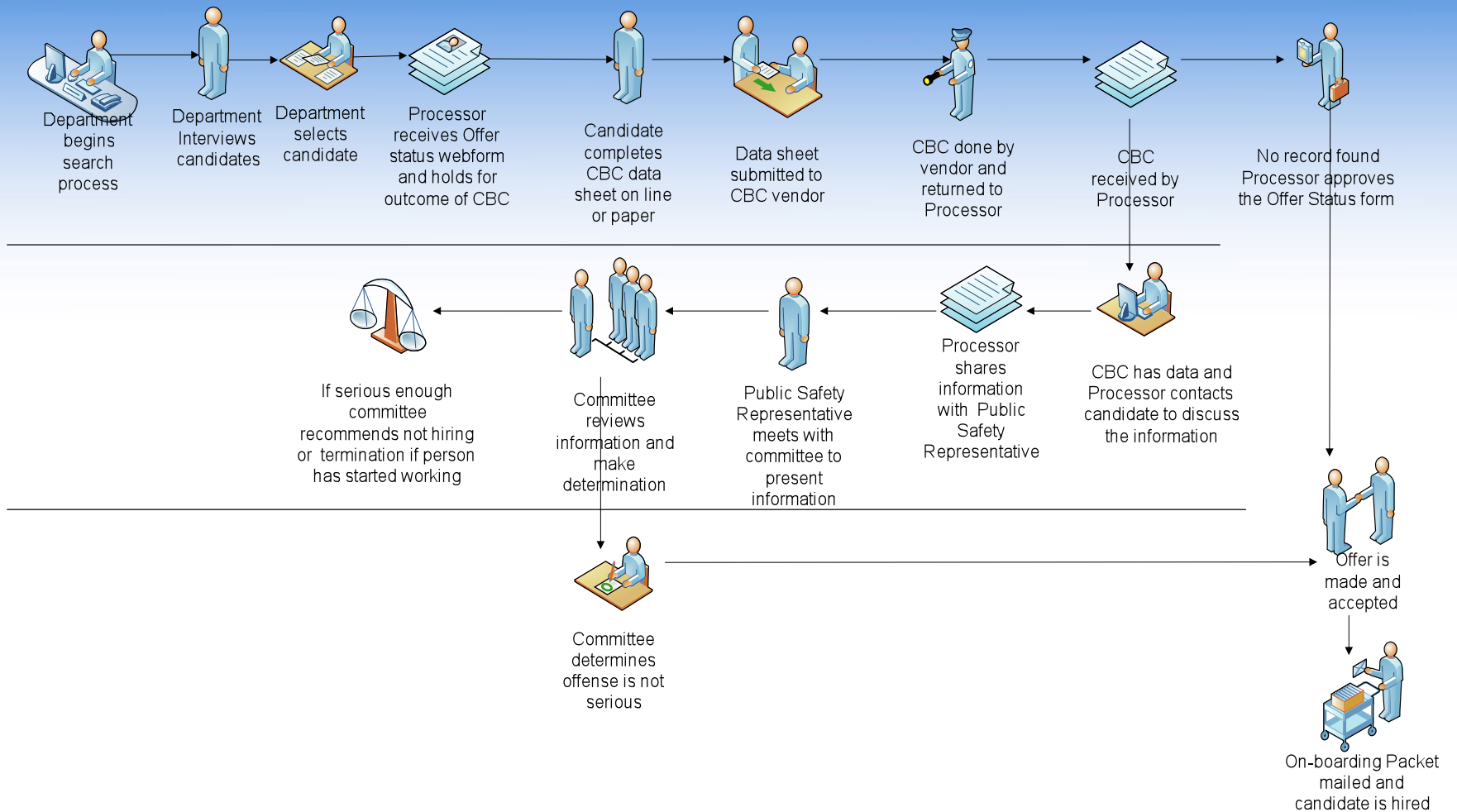
Anyone receiving a paycheck:

- Faculty
- Exempt
- Non-Exempt
- Miscellaneous Wage/Supplemental
- Student Workers (Grad and Undergrad)

-If you are terminated and rehired or retired and rehired on or after January 1, 2011, you will be subject to a background check

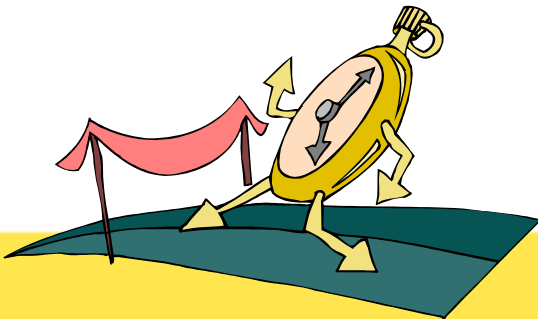
Note: Only for student workers, not admitted students

Criminal Background Check Process



When

- Communication- August 2010
- Final Process/Review with Liaisons – November 2010
- Begin Criminal Background Check process – January 1 for positions posted January 1, 2011 or later



Why?

Protecting the safety and security of all members of the University community

To review the Policy:

*The link to the Policy will be posted as soon as it is finalized



Communication Efforts

Comprehensive Communication

- Now through December
 - Direct mailings to benefited employees
 - Student Mailing
 - Udaily
 - Review

In-depth Briefing

- November through December



Employee Demographic Data Form

MAILING ADDRESS (Local address, if not the same as permanent address)

Street address:
 Apartment no.:
 City:
 State / province: (required for USA only)
 Zip: (required for USA only)
 Country:

CONTACT INFORMATION

Home phone: 212-927-2932
 Work phone: → 302-831-8677
 Cell phone:
 UD Directory indicator: → No Entry in Directory (1)
 Emergency contact name: → Green, Jane
 Emergency contact phone(s): → 215-343-8726
 Relationship: → Mother (M)

BACKGROUND

Have you ever been convicted of a crime or accepted responsibility for the commission of a crime? (Exclude minor traffic violations and convictions that have been sealed, dismissed, or expunged.)

→ No

BACKGROUND

Have you ever been convicted of a crime or accepted responsibility for the commission of a crime?
 (Exclude minor traffic violations and convictions that have been sealed, dismissed, or expunged.)

Additional demographic data for Green, June

Date of birth: 04/05/1977 (use format mm/dd/yyyy)
 Gender: Female (F)
 Marital status: → Single (S)
 Ethnicity: → Caucasian
 Military status: → No Military Service (2)
 Referral source: → Other (1009)

Employment Verification

(Outsourced)

- In an effort to improve efficiency and provide better service to employees, the University of Delaware will be outsourcing employment verifications to TALX starting in mid-August.
- TALX is a verification service used by many other colleges and universities including Ohio State University, University of Iowa and the University of Florida.
- **Benefits to the Employee**
 - TALX provides an automated employment verification service that will help employees who are seeking to buy a home or car, establish credit or apply for a loan and who need proof of employment quickly.
 - Employees will have control of the process because they will authorize access to their information.
 - Lenders and potential employees will receive fast, secure service to verify employment or income via the phone or web.

OFFICE FOR INTERNATIONAL STUDENTS & SCHOLARS

Susan Lee
International Student & Scholar Advisor
413 Academy Street

H-1B (Temporary worker):

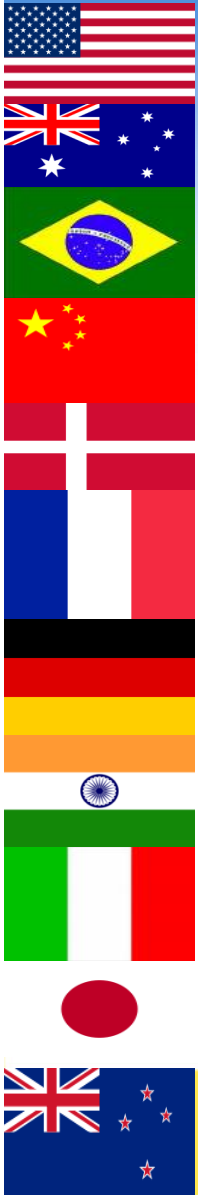
<http://www.udel.edu/oiss/forms/h1bdetails.pdf>

<http://www.udel.edu/oiss/forms/h1bquest.doc>

<http://www.udel.edu/oiss/forms/h1bdetails-sampleltr.pdf>

Permanent Residency:

<http://www.udel.edu/oiss/information/residency.html>



Upcoming HR Training

(Currently piloting an 8 week series with the College of Engineering)

- Session 1 - Recruitment - Job Description to Offer Status
- Session 2 - On-boarding, New Hire JED process, New Employee Orientation (NEO)
- Session 3 - Change JED, Leaves, FMLA, Disability, Action/Reason, Class, Salary Plan, Supervisor Code
- Session 4 - Time Records, Time Off - Overtime - Compensatory Time, Bi-Weekly Time Report (TRF), S Contract and Amendment, GNCP and Amendment

Upcoming HR Training

(con't)

- Session 5 - Performance Management, Employee Relations, Safety, Workers' Compensation
- Session 6 - Leaving UD, Unemployment, Separation Checklist, Exit Interview, Required Paperwork, Benefits, Retirement
- Session 7 - Training Opportunities
- Session 8 - Foreign National Processing

Benefits Update

- **Delaware Technical and Community College waiver August 20 lottery**
- **Tuition Exchange webform and October 29 lottery**
- **Healthcare Flexible Spending Account, over-the-counter medications not permitted without physician's statement as of January 1, 2011, or after**
- **Blood Bank of Delmarva membership reconciliation**
- **HR Liaison Feedback:**
 - ✓ **Vision Plan**
 - ✓ **Ceridian fee for replacement benefits card**

State Pension Plan Participants Short-Term Disability (STD) Insurance Program

- **Effective for disabilities commencing August 1 or after**
- **Reduced income benefit waiting period from 60 to 30 calendar days**
- **Benefit :75% of base salary (offset to 10% for workers compensation or no fault decision)**
- **Maximum Benefit: \$2,000 per week**
- **May use sick or vacation leave to maintain 100% of pre-disability base salary**
- **STD benefits commence on the 31st calendar day from the date of disability to a maximum period of 182 calendar days (includes 30 day waiting period)**
- **Accrue pension service credit**
- **Continue health care coverage**
- **Eligible employees are required to use Family and Medical Leave (FMLA) concurrent with STD. FMLA affords the employee job and health benefits protection.**

- **HealthyU Employee Wellness Program**
 - Benefit (UD employees and retirees)
 - On-site health promotion programs, screenings and services
 - Employee fitness center and fitness classes
- **DelaWELL Program**
 - Benefit (employees, retirees and family members enrolled in the State Group Health Insurance Program)
 - Alere Wellness and Condition Care Programs
 - Nurse24 Toll Free Number
 - Health Portal
 - Condition Care Program
 - FREE Personal Health Coaching
 - Wellness Assessment (October)
 - On-site Health Screenings (October)
 - Health Seminars (October)
 - Health Challenges
 - Weight Watchers Discounts

Upcoming HealthyU Programs

- **“Wellness Plus” Program**
 - *Bundles popular health campaigns and screenings*
 - Includes all four health campaigns
 - Cost - \$75 Wellness Dollars (a savings of \$15)
 - Receive a special VIP card
 - Register between August 15 – September 15
- **“Dare To Be Fit”**
 - *Fall fitness campaign - \$20 Wellness Dollars*
 - Gold and Blue Teams
 - Weekly activities, prize patrol, kickoff event
 - September 27 – November 7 / Registration opens August 29

Recruitment & Employment

Continuous Improvements to Request To Recruit (RTR) process...

Web Form Changes

- ✓ Approvals removed:
 - Provost
 - Budget Office
- ✓ One approval for faculty positions
- ✓ An Exec VP approval box was created for automatic routing to Executive VP & VP for Administration



Recruitment & Employment

Why are Applicant Information Forms (AIF) required?

- The applicant certifies information on the resume
- Supports the University Applicant Flow data
- To expedite the process, send via email to HREmployment@udel.edu

Human Resources
Newark, DE 19716
(302) 831-2171 – TDD (302) 831-4563
<http://www.udel.edu/ujobs/>

University of Delaware
Applicant Information

THIS SECTION MUST BE COMPLETED TO BE CONSIDERED FOR A POSITION AT THE UNIVERSITY OF DELAWARE.

Direct deposit of paychecks is required for all employees.

TODAY'S DATE: _____

APPLYING FOR: _____
REQUISITION: _____
TITLE: _____ DEPARTMENT: _____

DR. APPLICANT'S NAME (Last Name, Comma, First Name, space, Middle Initial)
 MR.
 MS.

ADDRESS- No. and Street: _____ City: _____ State: _____ Zip Code: _____

TELEPHONE NUMBERS:
RESIDENCE - (Area Code) _____ BUSINESS - (Area Code) _____

ARE YOU LEGALLY AUTHORIZED TO WORK FOR ANY U.S. EMPLOYER? Yes No

HAVE YOU EVER BEEN CONVICTED OF A FELONY? (Exclude juvenile and minor traffic offenses)
 Yes No. If Yes, * please explain: _____
* Note: A conviction will not necessarily exclude you from employment.

HAVE YOU EVER BEEN TERMINATED FROM A JOB OR ASKED TO RESIGN? Yes No
If yes, please explain: _____

ARE YOU CURRENTLY A PERMANENT PART-TIME EMPLOYEE OF THE UNIVERSITY OF DELAWARE? YES NO
If yes, Employee ID #: _____ Desired annual salary: \$ _____
Current annual salary: \$ _____

SIGNATURE: _____ DATE: _____

I hereby affirm the information on this employment application form and on my resume are true and complete to the best of my knowledge. I understand and agree that falsified information or omission may result in the termination of any discussion concerning employment with the University of Delaware, the rescinding of any offer of employment or termination from employment if discovered after my employment has begun.

The security of all members of the campus community is of vital concern to the University of Delaware. In compliance with the Jersey City Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus security programs, recommended personal safety practices, the authority of the University Police, campus disciplinary procedures, and campus crime statistics for the most recent three year period can be found online at <http://www.udel.edu/PublicSafety/welcome.htm> or may be requested from the University of Delaware Department of Public Safety, Crime Prevention Unit, Newark, DE 19716-4210.

Federal regulations relating to affirmative action require that the University solicit the following information from all applicants. Completing this section is voluntary and the information is not used in the evaluation of any applicant.

CHECK THE APPROPRIATE BOX: Female Male

CHECK THE RACIAL OR ETHNIC GROUP WITH WHICH YOU IDENTIFY:

- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino) - All persons who identify with more than one of the above five races.

HOW DID YOU FIND OUT ABOUT THIS EMPLOYMENT OPPORTUNITY?

- UNIVERSITY HOTLINE
- CHRONICLE OF HIGHER EDUCATION
- DIVERSE
- FRIEND/RELATIVE
- HISPANIC OUTLOOK
- NEWSPAPER (specify) _____
- PROFESSIONAL JOURNAL (specify) _____
- OTHER _____

2010

Recruitment & Employment

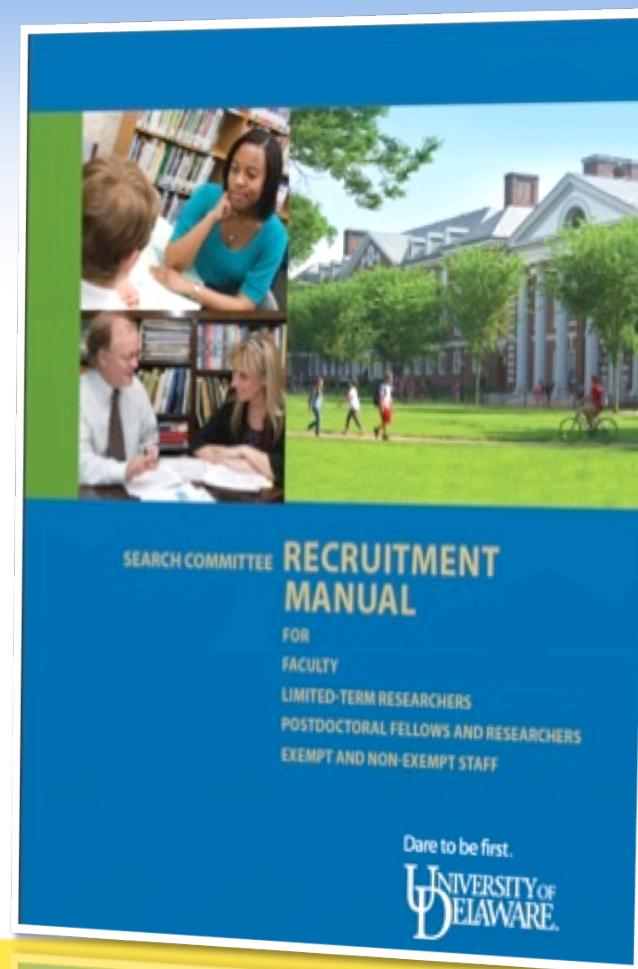


Search Chair Toolkit

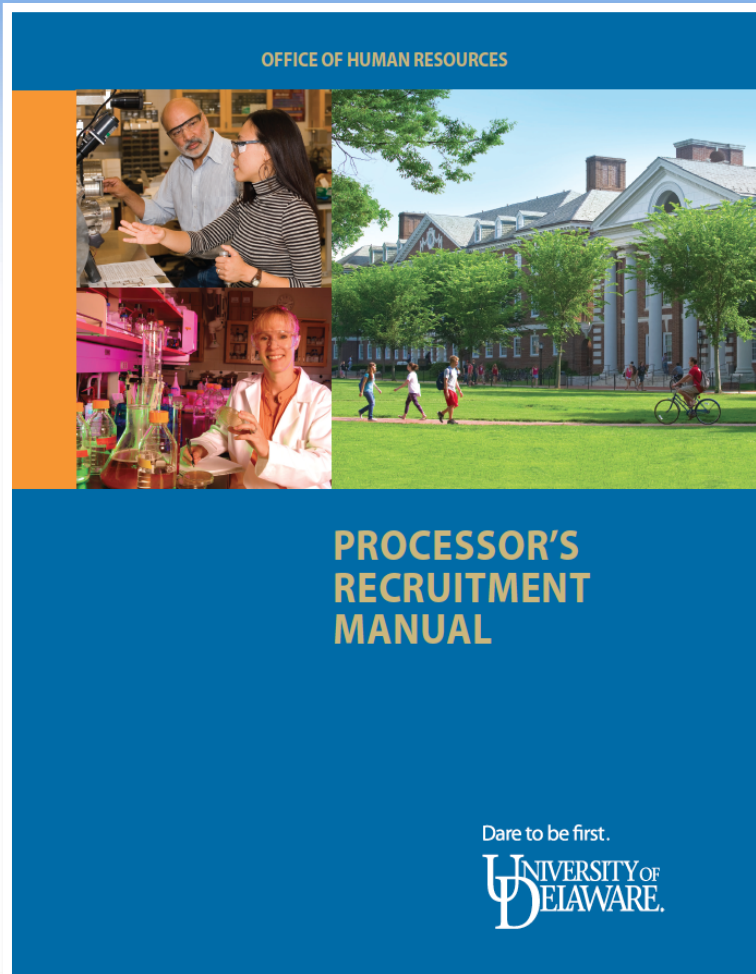
Toolkit contents:

- Recruitment Manual
- Tips for Successful Search Committees Brochure
- Affirmative Action Resources Sheet
- Partner Career Transition Assistance Sheet
- Application Information Form
- Recruitment Manual

Why?



Recruitment & Employment



- Processor's Recruitment Manual

Get yours on the way out!

Summer On-boarding Dates

On-boarding Group	Location	Date	Time
ELI/ITA Group On-boarding	Alison Hall	7/14/10	8:30-4:00
Faculty Group On-boarding	The Gallery, Alumni Room, & Collins Room in Perkins Student Center	8/25/10	8:30-4:00
All other New Graduate Students on Contract Group On-boarding	The Gallery in Perkins Student Center	8/26/10	8:30-4:00

ELI On-boarding

ELI ITA Group On-boarding Success:

- Held in Alison Hall
- 78 new ELI ITA's
- 63 attended and were on-boarded successfully
- Completed on-boarding with all 63 by 12:30 p.m.

Your Role for Faculty Group On-boarding

For NEW Faculty Members:

- Complete the on-board department data form
- Encourage your Faculty members to attend their group on-boarding session

Your Role for Graduate Students on Contract Group On-boarding

For NEW Graduate Students on Contract:

- Complete a GSCRF
- Complete a SAFF
- Complete the on-board department data form
- Encourage your new graduate students on contract to attend the group on-boarding session

Rehires

- Starting Monday, August 2, 2010 rehires will now be on-boarded!!!!
- Who's Responsible for Whom?

Office of Human Resources Centralized On-Boarding:

1. Benefited Employees
2. Post Doctoral Fellows
3. Graduate Students on Contract

HR Liaisons Departmental Responsibility:

1. Miscellaneous Wage Employees
2. Supplemental Faculty and Supplemental Professionals
3. Undergraduate Students
4. Graduate Student Labor(not on Contract)
5. Non-Paid Employees(Adjuncts)

On-Boarding Department Data: Payroll and Systems ...

Payroll & Systems Administration

University of Delaware

Search: Payroll & Systems Admin ● all UD

On-Boarding Department Data

If you have any questions, please contact Payroll & Systems Administration at (302) 831-8677 or email hr-onboard@udel.edu.

Date:

Requestor:

Requestor email:

Employee Information

Please complete all fields below. Please provide the appropriate code. If unknown, click on the field name and a window will appear that lists the appropriate values. Please close or minimize the look-up window to return to this webform. Upon submit, a carbon copy will be sent to the requestor, using the email address supplied above.

Name: Campus Phone: Room #:

Department ID: Location #: Check Delivery #:

Supervisor Code: HR Liaison Code: EM Group #:

Include in LAM?:

* Post-Doc Fellows Only. Benefited employees are automatically included in the LAM. Grad on Contract LAM information is supplied from the Student Funding Form.

Student Account Funding Form (SAFF): If Grad on Contract, webform number for SAFF

HR Liaisons will need to complete and return this form to HR before the date of rehire.

UNIVERSITY OF DELAWARE HUMAN RESOURCES

Powered by Google Search

UD Home | A-Z | Find It | Maps | People | My UD

Onboarding Home | Payroll & Systems Administration | Benefits | Registrar Office | Graduate Office

WELCOME TO THE UNIVERSITY

Welcome to the University of Delaware! This onboarding website is designed to ensure your smooth and speedy transition to the University of Delaware. If you have questions or need assistance, please contact us at 831-8677 or at hr-onboard@udel.edu. Human Resources is located on the corner of Academy and Courtney streets.

BEGIN THE NEW HIRE PROCESS

- START HERE**
Enter brief personal information to establish your employee ID and personal identification number (PIN).
- LOG IN**
Log in with your new UD ID and PIN to complete your employee record.
- NEW EMPLOYEE ORIENTATION - Under Construction**
A warm welcome to the University of Delaware.
- EMPLOYER OF CHOICE**
A letter from the President of the University of Delaware.

BENEFITED EMPLOYEES AND POSTDOCTORAL FELLOWS

- NEW HIRE CHECKLIST**
To help guide you through your first few days of employment.
- BEST OF YOUR BENEFITS**
All about your benefits options.
- DIAMOND REPORT**
Learn about the economic impact of the University of Delaware.

GRADUATE STUDENTS ON CONTRACT

- NEW HIRE CHECKLIST**
To help guide you through your first few days of employment.
- STUDENT HEALTH**
Health-related services at the University of Delaware.
- INTERNATIONAL STUDENTS**
Important information for international students and scholars.
- CALENDAR OF EVENTS**
Calendar of Events for New Graduate Students, Fall 2009.
- GETTING TO KNOW UD**
Helpful Web sites for all new graduate students.

ADDITIONAL INFORMATION

- CAMPUS MAP**
Maps of the campus.
- VIRTUAL CAMPUS TOUR**
Take an online tour.
- BANKING INFORMATION**
Find out about your banking options on campus and in the Newark area.
- WELLNESS GUIDE**
Information about the University of Delaware's Employee Wellness Program.

RESOURCES FOR HR LIAISONS

- INFORMATION AND TOOLS**
More information available for HR Liaisons.

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[Comments](#) | [Contact Us](#) | [Legal Notices](#)

The link to the menu page will be included in the Welcome Packet for rehires if they wish to complete this at home. We will also make this the home page on the kiosks in Human Resources.

A rehire will begin by selecting “Log in with your UD ID and Pin”. The link on the menu page will take the rehire to the CAS Login Screen.

A rehire does not need to complete the Quick Bio because the rehire’s information is in PeopleSoft HR.

UD Central Authentication Service

UNIVERSITY OF DELAWARE
UD home

To protect your personal information, be sure to log off and close your web browser when you are done accessing services that require authentication.

Log in using one of the methods below.

UDelNet ID:
(username)

Password:
[Change your password](#)
[Need help?](#)

UD ID:

PIN:
[Change your PIN](#)
[Students: Reset your PIN](#)
[Need help?](#)

NOTE: Some systems may not be available between approximately 1:00 a.m. and 1:30 a.m. Monday - Saturday and between 4:30 a.m. and 5:00 a.m. on Sundays due to system maintenance.

- The rehire will need to enter their UD ID and their pin. Once they enter their ID and pin and select Submit, they will return to the menu page.
- If the rehire does not remember either their UD ID or their pin, they need to contact HR at x8677.

Use this section to log in with your new UD ID and PIN. Visit the 'Need help?' link for more information

UNIVERSITY OF DELAWARE
HR
Human Resources

Welcome New Employees

- Tell us about yourself**
Complete your demographic and biographical employee record.
- Complete your W-4**
- Specify your payroll deposit account**
Have your checking account information ready. All UD paychecks are directly deposited to your bank account.
- Select your additional tax withholdings**
Optional
- Bayh-Dole Act - Memo**
- Bayh-Dole Act - Agreement to Assign**
Please print the agreement, sign it, and bring it to HR.
- I-9 Form**
- LOG OUT**
 Important! To protect your personal information, be sure to **log out** and **close your web browser** when you are done accessing services that require authentication .

[UD Home](#)
[Human Resources Home](#)
[Benefits](#)
[Classification and Compensation](#)
[Payroll and Systems Administration](#)
[Recruitment and Employment](#)
[Training and Career Development](#)

Office of Human Resources
University of Delaware
Newark, DE 19716 USA
(302) 831-8677
Contact us

- A rehire will need to complete the forms that are listed on the menu page.

Once the EDD, W-4, Direct Deposit, Additional Tax and JED is approved by HR the information will update PeopleSoft.

HELP BLANKS IN BASKET OUT BASKET ARCHIVE FOLDERS DRAFTS LOG OUT

My Accounting Shortcuts | Feedback | Help

In Basket for HR PS

All | [Deramo-Kollra, Elizabeth Ann](#) | [HR SA](#) | [HR PS](#) | [VP Admin Leave](#) | [Recruitment-ExecVP](#)

Select	Req ID	Form	Originator	Date Originated	Date Received	Role	Reference
<input type="checkbox"/>	1891505	HR Job Data (JED)	abloch@udel.edu	2010-07-13	2010-07-13	Carbon Copy	Doe, Jane; SOT
<input type="checkbox"/>	1891502	PAY Direct Deposit Form	59336@udel.edu	2010-07-13	2010-07-13	Carbon Copy	Doe, Jane (99999)
<input type="checkbox"/>	1891500	PAY W4 Form	59336@udel.edu	2010-07-13	2010-07-13	Carbon Copy	Doe, Jane (99999)
<input type="checkbox"/>	1891499	HR Employee Demographic Data (with Grants Data)	59336@udel.edu	2010-07-13	2010-07-13	Carbon Copy	RH; Doe, Jane



For More Rehire Information



The screenshot shows the University of Delaware Human Resources website. At the top, there is a navigation bar with links for "Onboarding Home", "Payroll & Systems Administration", "Benefits", "Registrar Office", and "Graduate Office". The main heading reads "WELCOME TO THE UNIVERSITY". Below this, there is a welcome message and a photo of a smiling woman. The page is organized into several sections:

- BEGIN THE NEW HIRE PROCESS**
 - START HERE**: Enter brief personal information to establish your employee ID and personal identification number (PIN).
 - LOG IN**: Log in with your new UD ID and PIN to complete your employee record.
 - NEW EMPLOYEE ORIENTATION - Under Construction**: A warm welcome to the University of Delaware.
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- RESOURCES FOR HR LIAISONS**
 - INFORMATION AND TOOLS**: More information available for HR Liaisons.

- For more detailed instructions on how to process a new hire please go to the “Resources For HR Liaisons” on this page or select the following link:

- <http://www.udel.edu/onboarding/Rehire.pdf>

- Questions