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
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
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
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

1. Department begins search process
2. Department interviews candidates
3. Department selects candidate
4. Processor receives Offer status webform and holds for outcome of CBC
5. Candidate completes CBC data sheet on line or paper
6. Data sheet submitted to CBC vendor
7. CBC done by vendor and returned to Processor
8. CBC received by Processor
9. No record found, Processor approves the Offer Status form
10. If serious enough committee recommends not hiring or termination if person has started working
11. Committee reviews information and makes determination
12. Public Safety Representative meets with committee to present information
13. Processor shares information with Public Safety Representative
14. CBC has data and Processor contacts candidate to discuss the information
15. Offer is made and accepted
16. On-boarding Packet mailed and candidate is hired
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
Comprehensive Communication
• Now through December
  – Direct mailings to benefited employees
  – Student Mailing
  – Udaily
  – Review

In-depth Briefing
• November through December
Employee Demographic Data Form

**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.)

<table>
<thead>
<tr>
<th>MAILING ADDRESS (Local address, if not the same as permanent address)</th>
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</thead>
<tbody>
<tr>
<td>Street address:</td>
</tr>
<tr>
<td>Apartment no.:</td>
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<tr>
<td>City:</td>
</tr>
<tr>
<td>State / province: (required for USA only)</td>
</tr>
<tr>
<td>Zip: (required for USA only)</td>
</tr>
<tr>
<td>Country:</td>
</tr>
</tbody>
</table>

**CONTACT INFORMATION**

| Home phone: 212-327-2932 |
| Work phone: 302-531-5677 |
| Cell phone: |
| UD Directory indicator: No Entry in Directory (1) |
| Emergency contact name: Green, Jane |
| Emergency contact phone: 215-343-8726 |
| Relationship: Mother (3) |

**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

**Additional demographic data for Green, Jane**

| 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 (1099) |
Criminal Background Check

*Note: Employment offers may be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.*
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.
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
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
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?
• Processor’s Recruitment Manual

Get yours on the way out!
# Summer On-boarding Dates

<table>
<thead>
<tr>
<th>On-boarding Group</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
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<tbody>
<tr>
<td>ELI/ITA Group On-boarding</td>
<td>Alison Hall</td>
<td>7/14/10</td>
<td>8:30-4:00</td>
</tr>
<tr>
<td>Faculty Group On-boarding</td>
<td>The Gallery, Alumni Room, &amp; Collins Room in Perkins Student Center</td>
<td>8/25/10</td>
<td>8:30-4:00</td>
</tr>
<tr>
<td>All other New Graduate Students on Contract</td>
<td>The Gallery in Perkins Student Center</td>
<td>8/26/10</td>
<td>8:30-4:00</td>
</tr>
<tr>
<td>Group On-boarding</td>
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</tbody>
</table>
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
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)
HR Liaisons will need to complete and return this form to HR before the date of rehire.
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.
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.
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.
For More Rehire Information

- 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](http://www.udel.edu/onboarding/Rehire.pdf)
• Questions