HR Liaison/Wellness Coordinator Breakfast
January 2011
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Agenda

HR Liaison of the Quarter
Introduction of Jerry Cutler
Performance Appraisals
People Soft Upgrade
Wellness Update
Education & Training
Benefits Update
CBC Update
HR Liaison/Wellness Breakfast
January 2011

Doug Tobias
Department of History
4th Quarter - 2010
Jerry Cutler

New Director of Human Resources
Performance Appraisals

• There have been some enhancements made to the Performance Appraisal system:
  – New Performance Appraisal Access Request Form
  – New Performance Appraisal Menu
  – New Features on the Performance Appraisal Form
Performance Appraisal Access Request Form

- This form will be used to request new access, change access or remove access for a user.
- This form is requesting that a user can do one or all of the following:
  - View a department’s appraisals
  - Can e-mail employee’s and supervisors from the performance appraisal system
  - Run queries
- Supervisor and HR approval of the form is required
Performance Appraisal Menu

- My Appraisals tab is where an employee will go to start his/her appraisal.
- Appraisals Requiring My Attention tab is where an employee will go if they need to take action on their own appraisal or someone else’s appraisal.
- View as Supervisor tab will only appear for those individuals who are listed as a supervisor on a appraisal. This allows supervisor’s who do not have department access to still view their employee’s appraisal.
My Departments Tab if a user has access will provide the following:

- Ability to search for appraisals by year, department or employee id
- Gives a snapshot of the progress of the appraisals within a department
- Ability to download the results of a search to an Excel Spreadsheet
- Ability to e-mail an employee or supervisor directly from this screen
• My Reports Tab if a user has access will enable them to run reports using any of the criteria listed.
Performance Appraisal Reports

Performance Appraisal System

For questions on this application, contact Human Resources at (302) 831-8677 between 8:00 a.m. and 5:00 p.m., Monday through Friday, or through email at hr-appraisals@udel.edu.

Reports

Show Search Options

Download to spreadsheet

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New Features

- **New Features**
  - If you used the Performance Appraisal System last year, your Major Responsibilities and Prior Year Goals will be pre-populated
  - Collapsible Sections
  - Tips
  - Added Spell Check
New Features (cont)

- Routing is easier to use
- Developed more meaningful e-mails to assist the user in knowing what the next steps are in the process.
PeopleSoft Upgrade

- **HR PeopleSoft Upgrade 8.9 to 9.1**
  - Began the upgrade in October 2010 and will go live in April 2011
  - New features
    - Candidate Gateway & Resume Mirror are being implemented
    - The LAM will begin updating employee records in HR
  - There maybe some fields added or removed from web forms or new functionality.
  - We will alert you to what changes occur and there maybe a special HR Liaison training session.

- **Student PeopleSoft Upgrade 8.9 to 9.0**
  - Began the upgrade in November 2010 and will go live in October 2011
  - OISS will be implementing an electronic interface with the Department of Homeland Security called SEVIS. Go Live for this feature is March 2011.
• “Well On Your Weigh” Program begins this week
  – 14 different energizers and workshops

• Updates on DelaWELL Reward Program
  – Wellness Assessment
  – Additional Health Screening dates added:
    • February 25 and March 30 – Location : 130 GSB
• Employee-only fitness classes - Spring

• Upcoming Workshops
  – “6 Sure Ways to RESET my Self-Care for 2011” – Feb. 9
  – “The Workout that Works” – March 9

• Program Planning
  – Spring Walking Program
  – Annual Humor Lecture
Thank you for spreading the word about our classes
Tremendous campus response
More education, training, seminars coming
We’ve been busy!
  – Moved to 309 Hullihen Hall
  – Hired Research Training Coordinator, Kate Coleman
  – New HR Director, Jerry Cutler
Scheduled Winter/Spring Classes

Faculty & Staff Assistance Program
Office of Equity & Inclusion

- Jan 24th, Feb 7th, and Feb 14th – Identifying the Troubled Employee (FSA)
- Jan 31st & Feb 25th - Identifying the Troubled Employee (FSA)

- February 18th – Tips & Tricks for Search Committee Support (HR and OEI)
- February 21st – LGBT Allies Training (OEI)
- March 28th – Sexual Harassment Compliance for Managers (OEI)
- April 11th – The Plus of US (OEI)
Scheduled Winter/Spring Classes

Financial / Work Skills

- January 18th – Business Budgeting Essentials (waitlist of 32)
- January 20th – Situational Leadership (wait list of 15)
- January 27th – Research Administrators Conference
- February 1st – Keeping Your Financial Focus During a Stressful Economy
- February 1st – Teambuilding
- March 1st – Blue & Gold Administrative Essentials – Cohort #2
- April 19th – Procurement Services Training Conference
- April 19th – Blue & Gold Administrative Essentials – Cohort #3
Upcoming Spring 2011 Classes

• Valuing Diversity for Employees
• Valuing Diversity for Managers
• Respect in the Workplace
• Communication Skills
• Conflict Resolution
• Dealing with Difficult People
• Time Management
• Stress and Burnout Prevention
• Stress Management

• Strategic Skills for Administrative/Executive Assistants
• Business Writing and Proofreading Seminar
• Business Budgeting Essentials Seminar
• Difficult Conversations
• The Coaching Clinic
Employee Education & Development

Employee Service Awards

- March 22nd luncheon for 5, 10 and 15 years of service

- May 9th dinner for employees celebrating 20+ years and new retirees

- Employees choose own awards on MTM website
Employee Education & Development

United Way

Goal: $185,000

UD community raised: $189,811.73
Benefits Update

• **Dependent Coverage Under the Group Health Plan**
  - Effective July 1, 2011
  - Up to age 26
Benefits Update

Coming Soon……

Seminars
- **Making The Most of Your Workplace Savings Plan**
  - Fidelity Investments & TIAA-CREF
  - Investment Basics, Diversification, Building a Financial Roadmap
- **Retirement Planning**
  - Fidelity Investments & TIAA-CREF
  - Office of Pensions
  - Retiree Benefits
Benefits Update

529 College Savings Plan

- Designed to help families set aside funds for future college costs
- Convenient payroll deduction
Benefits Update

Planning Ahead....

Orientation for New Managers/Supervisors
Pre-tax Transit Passes
To start the process:

- For all Misc wage, U/G students, Grad Student Labor and Supplemental Contracts, hiring official completes the “Hiring Notification” form found on HR forms, and submits.
- For Benefited (exempt and non exempt), process starts when Offer Status web form is routed to CBC.
- For Grad on Contract, process starts when a copy of the GSCRF is received in records management.
Criminal Background Checks

- Once the information is received, the applicant and the hiring official will receive an email from Records Management advising of the upcoming contact from Acxiom.

- The information is then submitted to Acxiom, who contacts the selected applicant.
Statistics to date

As of January 21, 78 selected applicants have been forwarded to the Records Management office for CBC’s. Average response back from vendor is less than two days.

NOTE: Response time starts when the applicant contacts Acxiom and enters data, not when the request for a CBC is received at the Records Management office.
Criminal Background Checks

The Criminal Background website can be found at the following URL.  

Available on the website are links to the CBC policy, “Hiring Notification” form, and descriptions of all three processes.

Questions can be sent to criminalbackgroundcheck@udel.edu.
CBC & On-Boarding

• A criminal background check must be completed before an employee can start working

• The CBC should be completed before the on-boarding paperwork is sent to HR

• Having the CBC completed is a part of having all of the paperwork and forms to HR by our HR Deadlines
  – Meaning if we receive paperwork/forms by deadline but the CBC was not completed, then not everything that was required was to HR by the HR Deadline
Questions?