HR Liaison and Wellness Coordinator Breakfast
November 2010
HR Liaison of the Quarter
Budget Update
Recruitment Advertising for Green Card
Benefits Update-FSA Issues
Healthy U Update
Training
United Way
Payroll Schedules for 2011
Employment Verifications
Records Management Year End Data Clean-up
Criminal Background Checks
HR Liaison Breakfast
November 2010

Tammy Salzbrenner
Human Development & Family Studies
3rd Quarter - 2010
Fiscal Year 2012 Budget Update
Major Issues for FY 2012

- **Tuition Pricing Strategy**
  - Two years of increases

- **Support from the State**
  - Lowest since FY 2006

- **Colleges versus central unit growth**

- **Financial Aid**
  - Commitment to Delawareans

- **Benefit cost increases**
  - State health care structure

- **Utilities & maintenance**

- **Information technology upgrades**

- **Capital Projects**
  - Development of a 5 year plan
### Next/Completed Steps for FY 2012

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Budget Submission</td>
<td>October 15</td>
</tr>
<tr>
<td>Finance Committee Overview</td>
<td>October 27</td>
</tr>
<tr>
<td>FY 2012/2013 RBB Model</td>
<td>November 12</td>
</tr>
<tr>
<td>State Budget Hearing</td>
<td>November 29</td>
</tr>
<tr>
<td>Self Supporting Budget Turnaround</td>
<td>December</td>
</tr>
<tr>
<td>Governor’s Budget Released</td>
<td>January</td>
</tr>
</tbody>
</table>
Recruitment Advertising for Green Card

Susan Lee
Director
Office for International Students & Scholars
413 Academy Street
Recruitment Advertising for Green Card

**PERM: Recruitment Requirements**

Recruitment Steps for Professional Positions (non union):

- **SWA Job Order** – 30 days
- **2 Sunday Newspaper Ads** – Must be in Print
- **2 Additional Sources, chosen from the following list:**
  1. University’s Website – FREE
  2. Job Search Website – such as Careerbuilder.com (usually FREE with newspaper ad)
  3. Employee Referral Program with Incentive(s) – FREE
  4. Campus Placement – FREE
  5. Local and Ethnic Newspaper
  6. Job Fairs
  7. On-campus Recruiting (only for jobs not requiring exp.)
  8. Trade or Professional Organizations/Journal
  9. Private Employment Firm
  10. Radio and Television Advertisement

**PLUS**

- **Notice of Filing** – “Legal Notice” posted for 10 business days
Recruitment Advertising for Green Card

PERM: Recruitment Tips

Ads also should include:

• Hard-to-Find and Essential Skills;
• Major Field(s) of Study that are acceptable;
• If Experience is Required, state: related experience is acceptable; and
• “Foreign Equivalent” of a U.S. degree is acceptable.

Note: If FN has a foreign degree, ad must indicate that foreign equivalency is accepted!!

Retain copies/evidence of ALL advertisements!
Hypo: Special Requirements
University wants to pursue Permanent Residency for a French FN who holds an Assistant Professor of French (teaching) position.

About the position:

- **Recruitment**: Selection Committee must pursue a “**competitive and selective**” recruitment process AND select the “**most qualified**” applicant.
- **Sources of recruitment**: *Chronicle of Higher Education* web ad and 2 other web ads.
- **Salary**: $60,000
- **Unionized**: Yes
- **Date of Selection**: 19 months ago
- **Requirements**: Ph.D. + 2 yrs of college-level teaching exp.

About the FN’s Credentials:

- **Educational**: ABD.
- **Yrs of Teaching Exp**: 3 “academic” yrs (24 Months)
Recruitment Advertising for Green Card

**Hypo: Special Requirements**

Is recruitment an issue?
**Yes:** Search Committee did not place a print ad in *Chronicle of Higher Education*.

Is salary an issue?
**No:** Union Agreement governs Prevailing Wage!

Is “date of selection” an issue?
**Yes:** Special Recruitment Application MUST be filed within 18 months of selection!

Are ad requirements an issue?
**Yes:** FN only has ABD not Ph.D.!!!

**BOTTOM LINE:** University must re-recruit!!!!!
Recruitment Advertising for Green Card

Special Requirement Advertising Tips

Tips for Special Recruitment Ads:

- **Include flexible minimum requirements** – EXAMPLES:
  - If ABD accepted, state “ABD required”.
  - Avoid arbitrary deadlines (i.e., “Ph.D. by August 29, 2011”).

- **Include preferences** – EXAMPLES:
  - Ph.D. preferred.
  - College-level teaching experience preferred.

- **Indicate that a “Foreign Equivalent” of a U.S. degree would be accepted.**

*Retain copies/evidence of ALL advertisements!*
Flexible Spending Account (FSA)

Open Enrollment
November 8-19, 2010

http://www.udel.edu/flexspending
Due to new federal rules, Over-the-Counter (OTC) medications purchased on or after Jan. 1 will require a prescription for FSA reimbursement.
Introducing ASIFlex
New FSA Administrator

January 1, 2011

http://www.asiflex.com
FSA Information Sessions

ASIFlex will be on campus to answer your FSA questions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 10, 2010</td>
<td>11:30 a.m.–12:30 p.m.</td>
<td>Perkins-Gallery</td>
</tr>
<tr>
<td></td>
<td>2:30-3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>November 11, 2010</td>
<td>9:00–10:00 a.m.</td>
<td>Perkins-Collins Room</td>
</tr>
<tr>
<td></td>
<td>11:00 a.m.–12:00 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3:00-4:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>
Important FSA Dates

Dec. 20, 2010
Deadline to submit claims to Ceridian Benefits Services

Dec. 31, 2010
Last day to use Ceridian benefits card.

Claims Blackout Period

( Claims can be submitted to ASIFlex but will not be processed until after Jan. 15)
Tuition Exchange Program
Applications due Nov. 15

Lottery
Date: Friday, Nov. 19
Time: 12:15 p.m.
Location: Room 261 at 413 Academy St.

Employees may attend, but it is not necessary to do so.
DelaWELL – Wellness Credits Incentive Program

- Register and Set Up Personal Profile
- Complete an online Wellness Assessment (6 points)
- Participate in Program Activities and Biometric Screening to earn additional credits

*****UD HealthyU programs will count towards “Local Activity / Community Event” (up to 4 credits)*****

- **Silver Level ($100)** – 20 wellness credits including assessment
- **Gold Level ($200)** – 20 wellness credits including assessment and biometric screening

https://delawell.alerehealth.com/portal/server.pt
Upcoming HealthyU Programs

• Seven Steps to Financial Fitness – Thursday, November 11
• Fall Cooking Demonstrations – Wednesday, November 17
• “Dare to be fit” Celebration – Thursday, November 18
• “Know Your Numbers” Screening – early December, various dates
• Psychological Aspects of Menopause – Wednesday, December 8
• “Well on Your Weigh” – January 24 – March 13
Training & Organizational Development
FY ‘2011 September/October Programs

Business Writing and Proofreading Seminar
Teambuilding
Communication Skills
Valuing Diversity
Time Management
Working Through Changing Times
Developing a Customer Focused Attitude
The Plus of Us
Allies Training Program
Retirement Programs
Fraud ID
Training & Organizational Development
FY ‘2011 Current Programs

Blue & Gold Administrative Essentials
Blue & Gold Management Essentials
Effective Communication Seminar
Situational Leadership
Skills for Change Agents
The Coaching Clinic
Change and Me
Teambuilding
Business Budgeting Essentials Seminar
Customized Learning Solutions
Communications Skills
UD’s Leadership / Management Programs

Certificate Programs

Online modules; podcasts; webinars

Money Management Basics

Website:  www.udel.edu/EmployeeTraining
United Way Campaign
Live United

Goal - $185,000

• Employee Campaign – October 18, 2010 – November 22, 2010

• E-pledge
  – Problems? UW helpline – 302-573-3791 or 831-2059
  – Hard copy pledge forms available

• Volunteer Opportunities:
  – http://www.givebackde.org/volunteer
Payroll Schedules for 2011

HR & Payroll Deadlines

- 2010 Bi-Weekly EAF Deadline Schedule
- 2010 Bi-Weekly BOT Deadline Schedule
- 2010 Semi-Monthly Deadline Schedule
- 2011 Bi-Weekly EAF Deadline Schedule
- 2011 Bi-Weekly BOT Deadline Schedule
- 2011 Semi-Monthly Deadline Schedule
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 (The Work Number) starting in November.

• TALX (The Work Number) 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 (The Work Number) 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.
  – The Work Number can be used anytime, anywhere – available 24 hours a day, 7 days a week
Employee Section for The Work Number
Employee’s Main Menu
Creating A Salary Key

Enterprise USA is a demo employer.

For security reasons, you must create a separate Salary Key for each person who needs proof of your employment and income.

To provide someone with proof of your employment and income you will need: (1) A Salary Key which is shown below, (2) Your employer’s name, (3) Tell that person to go to the verifier section of www.theworknumber.com

<table>
<thead>
<tr>
<th>Salary Key</th>
<th>Date &amp; Time Created</th>
<th>Expiration Date</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>564423</td>
<td>7/1/2010 9:50:40 AM</td>
<td>8/1/2010</td>
<td>Unused</td>
<td>Delete</td>
</tr>
</tbody>
</table>

* All times are Central Standard Time

Create Another Salary Key

Return to Main Menu
Records Management

- Supervisor List Updates
- HR Liaison List
- Active Employees – Not Paid
- Separation Checklist
<table>
<thead>
<tr>
<th>#</th>
<th>First Name</th>
<th>Last Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>045</td>
<td>Sharon</td>
<td>Mouton</td>
<td>Academic Enrichment Center</td>
</tr>
<tr>
<td>096</td>
<td>Lisa</td>
<td>Huber</td>
<td>Academic Enrichment Center</td>
</tr>
<tr>
<td>303</td>
<td>Teresa</td>
<td>Clark</td>
<td>Admissions Office</td>
</tr>
<tr>
<td>328</td>
<td>Teresa</td>
<td>Clark</td>
<td>Admissions Office</td>
</tr>
<tr>
<td>049</td>
<td>Kathryn</td>
<td>Hubton</td>
<td>Agriculture and Natural Resour</td>
</tr>
<tr>
<td>232</td>
<td>Barbara</td>
<td>Stephens</td>
<td>Agriculture Research/Education</td>
</tr>
<tr>
<td>014</td>
<td>Dell</td>
<td>Scott</td>
<td>Alumni Relations</td>
</tr>
<tr>
<td>333</td>
<td>Terence</td>
<td>Riley</td>
<td>American Philosophical Assoc</td>
</tr>
<tr>
<td>203</td>
<td>Sandra</td>
<td>Weenier</td>
<td>Anthropology</td>
</tr>
<tr>
<td>006</td>
<td>Joana</td>
<td>McCaffery</td>
<td>Applied Sci &amp; Engr Center</td>
</tr>
<tr>
<td>383</td>
<td>Sonja</td>
<td>Rathol</td>
<td>Applied Sci &amp; Engr Center</td>
</tr>
<tr>
<td>204</td>
<td>Cindy</td>
<td>Delaney</td>
<td>Art</td>
</tr>
<tr>
<td>226</td>
<td>Virginia</td>
<td>Greene</td>
<td>Art Conservation</td>
</tr>
<tr>
<td>209</td>
<td>Brenda</td>
<td>Stewart</td>
<td>Art History</td>
</tr>
<tr>
<td>040</td>
<td>Allison</td>
<td>Brayfield</td>
<td>Arts &amp; Sciences</td>
</tr>
<tr>
<td>200</td>
<td>Cynthia</td>
<td>Bendlor</td>
<td>Arts &amp; Sciences</td>
</tr>
<tr>
<td>117</td>
<td>Nancy</td>
<td>Koller</td>
<td>Arts &amp; Sciences - Dean's Otc</td>
</tr>
<tr>
<td>043</td>
<td>Barbara</td>
<td>Hadley</td>
<td>Assoc in Arts Prog Dever</td>
</tr>
<tr>
<td>037</td>
<td>Dawn</td>
<td>Conaway</td>
<td>Assoc in Arts Prog-Georgetown</td>
</tr>
<tr>
<td>038</td>
<td>Carla</td>
<td>Humphries-Taylor</td>
<td>Assoc in Arts Prog-Wilmington</td>
</tr>
<tr>
<td>396</td>
<td>Jamie Ann</td>
<td>Kerestes</td>
<td>Auxiliary Services</td>
</tr>
<tr>
<td>065</td>
<td>Nila</td>
<td>Warren</td>
<td>B&amp;E Accounting</td>
</tr>
<tr>
<td>059</td>
<td>Arlene</td>
<td>Hitchens</td>
<td>B&amp;E Finance</td>
</tr>
<tr>
<td>064</td>
<td>M</td>
<td>Ulrich</td>
<td>Benefits</td>
</tr>
<tr>
<td>207</td>
<td>Elizabeth</td>
<td>Reigle</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>201</td>
<td>Gail</td>
<td>Brittingham</td>
<td>Black American Studies</td>
</tr>
<tr>
<td>161</td>
<td>Karen</td>
<td>Lofthouse</td>
<td>Bob Carpenter Center</td>
</tr>
<tr>
<td>316</td>
<td>Jennifer</td>
<td>Galt</td>
<td>Bookstore</td>
</tr>
<tr>
<td>066</td>
<td>Catherina</td>
<td>Zinszer</td>
<td>Budget</td>
</tr>
<tr>
<td>066</td>
<td>Cindy</td>
<td>Wakusky</td>
<td>Business Administration</td>
</tr>
</tbody>
</table>
# Supervisor List Updates

---

**Office of Human Resources**  
Payroll / Systems Administration  
Supervisor Table

<table>
<thead>
<tr>
<th>Routing:</th>
<th>Name:</th>
<th>EmplID:</th>
<th>Approver?:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Cynthia Shenkle</td>
<td>28301</td>
<td>Y</td>
</tr>
<tr>
<td>Super 1st Alt</td>
<td>Dee Smith</td>
<td>18000</td>
<td>Y</td>
</tr>
<tr>
<td>Super 2nd Alt</td>
<td>Paul Pusecker</td>
<td>17588</td>
<td>Y</td>
</tr>
<tr>
<td>Final Approver</td>
<td>Dee Smith</td>
<td>18000</td>
<td>Y</td>
</tr>
<tr>
<td>Final 1st Alt</td>
<td>Paul Pusecker</td>
<td>17588</td>
<td>Y</td>
</tr>
</tbody>
</table>
# Active Employees – Not Paid

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Status</th>
<th>Group</th>
<th>Sal Plan</th>
<th>Hire Date</th>
<th>Last Ck</th>
</tr>
</thead>
<tbody>
<tr>
<td>700330019</td>
<td>Ginio</td>
<td>Diana</td>
<td>A</td>
<td>BOT</td>
<td>280</td>
<td>12/15/2008</td>
<td></td>
</tr>
<tr>
<td>700282208</td>
<td>Johnson</td>
<td>Nicole</td>
<td>A</td>
<td>BOT</td>
<td>280</td>
<td>10/20/2008</td>
<td></td>
</tr>
<tr>
<td>28484</td>
<td>Miller</td>
<td>Clark</td>
<td>A</td>
<td>BOT</td>
<td>252</td>
<td>8/2/2000</td>
<td></td>
</tr>
<tr>
<td>48835</td>
<td>Ramasamy</td>
<td>Saravanan</td>
<td>A</td>
<td>SOT</td>
<td>205</td>
<td>2/1/2002</td>
<td>1/14/2005</td>
</tr>
</tbody>
</table>
Separation Checklist

- Separation Checklist is required for ALL employees
  - Misc Wage, Undergrad Students, Graduate Students, Supplemental Professionals, Supplemental Faculty, Non-Paid Employees, and all Benefited Employees
  - Retirees must also have a Separation Checklist completed for them
  - This form is required to process Termination and Retirement JED’s, if not received by HR Deadlines it may result in an overpayment
# SEPARATION CHECKLIST

**Employee Name**

**UD ID**

**Department**

## SUPERVISOR and/or HR / PAYROLL REP:*

**HAVE YOU:**

<table>
<thead>
<tr>
<th>Collected from the individual all University assets?</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ Not applicable</td>
</tr>
<tr>
<td>o UD Cards</td>
<td></td>
</tr>
<tr>
<td>o Equipment &amp; Materials (Computer, Cellular Phone, Vehicle, etc)</td>
<td></td>
</tr>
<tr>
<td>o Research &amp;/or Laboratory Equipment</td>
<td></td>
</tr>
<tr>
<td>o Uniforms</td>
<td></td>
</tr>
<tr>
<td>o Tools</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitted appropriate separation action(s) through HR System prior to the payroll cutoff deadline for the final pay date?</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ Not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Keys</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Yes</td>
<td>☐ Not applicable</td>
</tr>
</tbody>
</table>

## AUTHORIZED DEPARTMENT REPRESENTATIVE:

My signature certifies that all separation requirements for the individual have been satisfied.

<table>
<thead>
<tr>
<th>Signature (Department Representative)</th>
<th>Name, Printed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A copy of this completed form should be submitted for the individual’s permanent Personnel File

**TO:** Office of Human Resources, Payroll Department
413 Academy Street, Room 268
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
Employee cannot start work pending outcome of CBC
Employee cannot start work pending outcome of CBC
Employee cannot start work pending outcome of CBC
When

• 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

Personnel Policy 4-111 can be found at the following URL:

Http://www.udel.edu/ExecVP/policies/personnel/4-111.html

Policy is still being looked at for minor changes.
Communication Efforts

Comprehensive Communication

• Now through January
  – Town Hall type meetings if needed
  – Contact Colleges and Departments to see if they want discussion/information sessions
  – Udaily
  – Post a CBC website
  – Email notification to HR Liaisons as processes are refined
AIF Criminal Background Information

*Note: Employment offers may be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.
Vendor Selection

Acxiom - UD Vendor

Currently used by Facilities and best fit the needs of the University
CBC Coordinator Position

Employee has been hired and will start November 1, 2010
Has 25+ years experience with the Delaware State Police
Has experience in background checks with state police HR
Questions?