Vice President for Finance
Administration & Team
HR Liaison/Wellness Breakfast
November 2012

HR Liaison of the Quarter
Eileen Pothier
3rd Quarter 2012
Updates

Classification & Compensation and Recruitment
HealthyU Employee Wellness

Total Participation = 992

- Individual Screenings: 12
- Fitness Assessment: 13
- Noontime Lecture: 21
- Personal Training: 30
- Wellness Plus: 88
- Group Classes: 123
- Get Moving Campaign: 212
- Flu Shots: 219
- Get Moving 5K: 274
HealthyU - Employee Wellness

• 51,645 Wellness Dollars used towards programs and services

• 38 programs offered

• **Upcoming**
  – Winter 2013 – Intramural activities, new fitness classes
  – Spring Campaign – “Walk this Weigh”
2012 United Way Campaign

UD’s Goal $185,000

UD United Way Website: www.udel.edu/unitedway

• Pacesetter Campaign: September 24 – October 8, 2012
• Retiree Campaign: October 2012
• Employee Campaign: October 8 – November 16, 2012

E-Pledge
• Problems? UW helpline – 302-573-3791 or 831-0713
• Hard copy pledge forms available

Days of Caring

• Exceptional Care – November 2nd from 4 pm – 7pm
• Exceptional Care – November 16th from 4 pm – 7 pm
• Children & Families First – School Supply Drive

As of today, we have raised $129,179.10
2013 FSA OPEN ENROLLMENT
NOV. 5-21, 2012

Save money on everyday expenses by enrolling in the University of Delaware’s Flexible Spending Program

You must RE-ENROLL each year if you want to participate in the FSA program.

Enrollment is Easy! Simply log on www.udel.edu/flexnet

Office of the Vice President for Finance & Administration
HUMAN RESOURCES
What is an H-1B Visa?

Designated for individuals coming temporarily to the U.S. to perform services in a specialty occupation (requires (A) theoretical and practical application of a body of highly specialized knowledge, and (B) attainment of a bachelor’s or higher degree in the specific specialty)

The hiring department must provide documentation to prove that the position is a specialty occupation (requiring a Bachelors degree or higher) and that the international person has those qualifications. The United States Citizenship and Immigration Service (USCIS) will make the final decision on whether or not the individual qualifies for the H-1B classification.
Temporary Employees (H-1B)

Time Limits and Full/Part time H-1B’s

Employment can be requested for up to maximum 3 years. The H-1B can be extended (if the individual is eligible) for a maximum of 6 years.

Exception: If an individual is at a certain stage in the permanent residency process, he/she may be eligible for an H-1B extension beyond the 6-year maximum. OISS should be contacted to determine if the H-1B applicant is eligible.

An H-1B visa can be applied for either Full-time or Part-time positions. The department is responsible for documenting payments and hours worked per week.

There are no minimum hours for part-time H-1B employment, but USCIS can request information about how the H-1B employee will support themselves.
Wages and Fees

- **Actual Wage Determination**: The department is required to pay the H-1B Worker the greater of the Actual Wage or Prevailing Wage. The department must include with the H-1B request a clear explanation of the system that was used to determine the 'actual wage'. The documentation should be detailed enough that a third party would be able to understand how the department applied its compensation system to arrive at the actual wage for the given position.

- **Prevailing Wage Determination**: The University is required to obtain a Prevailing Wage Determination. If a wage is governed by a Collective Bargaining Agreement ("CBA") then such wage will be the prevailing wage. If the wage is not governed by a CBA, then the wage is obtained via the Online Wage Library.

- **Notice of Filing**: If the position is not governed by a CBA, the department must post a notice of filing (provided by OISS) in two conspicuous places (where notices are commonly posted) for 10 consecutive business days.
Important Notes

• Current H-1Bs may remain in the U.S. and employed for 240 days, while waiting for a timely filed H-1B extension/transfer approval from USCIS.

• If H-1B employee will change departments, positions title, duties, hours (full to part or part to full-time) or salary OISS must be notified. It may be necessary to amend the current H-1B petition. If there are any substantial changes in the position such as new job title, qualification, duties, location, etc.

• H-1Bs from other institutions invited to lecture, collaborate, conduct research or present at our institutions can receive reimbursement and or allowances for reasonable living and transportation costs only. They are not authorized to receive honorarium.

• If your department dismisses the employee before the end of the authorized period of H-1B employment, your department will be responsible for paying the reasonable costs of return transportation of the employee to the employee’s last place of foreign residence.
Export Control

- The University of Delaware must certify whether export licensing will be required for the work.
- “Export Control Certification From”
- STEM
- Form must be signed by the Empowered Official at the Research Office and submitted with other supporting documentation
- If a foreign national employee’s source of funding changes, a new certification form is required.
Application Steps

• Applicant must contact the hiring department to initiate the H1B process.
• The hiring department must work with the applicant and submit a completed H-1B Questionnaire to the Office for International Students and Scholars with three (3) copies of all requested documents and fees. (listed on the Questionnaire)

the checks can be requested by submitting a request for Vendor and selecting as a vendor:

UOD01
USFEDGOV-001
UNITED STATES GOVERNMENT
2400 AVILA ROAD
ROOM 2312
LAGUNA NIGUEL, CA 92677-3400
Temporary Employees (H-1B)

Application Steps

New Procedures:

- If the position is not governed by a Collective Bargaining Agreement (CBA), the department must include with the H-1B request a clear explanation of the system that was used to determine the 'actual wage' (e.g., wage/salary range for the position and the pay differentials for various factors such as education and job experience). The documentation should be detailed enough that a third party would be able to understand how the department applied its compensation system to arrive at the actual wage for the given position.

- The hiring department will cover all costs associated with processing and filing the H1B application. This includes the application fee ($325), the anti-fraud fee ($500) and the service fee ($250). Pursuant to the Department of Labor regulations, the employer must pay these costs and may not deduct such amounts from the H-1B employee’s salary.
Temporary Employees (H-1B)

Application Steps

• Once OISS receives the H1B request packet, we will determine the prevailing wage.
• If the applicant’s salary meets the prevailing wage, OISS will file the Labor Condition Application (LCA)

New Procedures:

• **Notice of Filing:** If the position is not governed by a CBA, the department must post a notice of filing (provided by OISS) in two conspicuous places (where notices are commonly posted) for 10 consecutive business days.

• Once the Department of Labor (DOL) approves the LCA, OISS prepares the H1B packet and mails it to the USCIS California Center.
Processing Times for H-1B Visas

**DOL processing**: 2 weeks

**OISS processing**: 1 week

**USCIS processing**:  
- **Regular Processing**: 5 months;  
- **Premium processing**: 15 days

**Consular Processing**: If the applicant is not in the U.S., he/she will need to apply for an H1B visa Stamp at a U.S. embassy in order to enter the country. Depending on the embassy/consulate abroad, foreign nationals should anticipate up to one week’s processing time for a visa. Visa wait times for interview appointments and visa processing time information for each U.S. Embassy or Consulate worldwide are available at the Department of State [Website](#).
Office for International Students & Scholars

OISS Staff

- Younes Haboussi – Immigration Services Coordinator (H1B-Perm) / younesh@udel.edu
- Frances Meres – Immigration Services Advisor (ELI) / frances@udel.edu
- Anne McCullin – Immigration Services Advisor (Graduate) / annemc@udel.edu
- Janica Kriss – ISS Associate (J-1 V.S.) / jdkriss@udel.edu
- Brenda Foraker – ISS Associate (Undergraduate) / brendaf@udel.edu

Location: 413 Academy Street
Phone: (302) 831-2115
Email: oiss@udel.edu
Website: www.udel.edu/oiss
### Summer 2012 Admissions On-Boarding

<table>
<thead>
<tr>
<th>Total Number of Participants</th>
<th>ELI On-Boarding</th>
<th>Faculty On-Boarding</th>
<th>Graduate Student On-Boarding</th>
</tr>
</thead>
<tbody>
<tr>
<td>426+</td>
<td>86</td>
<td>40</td>
<td>300+</td>
</tr>
</tbody>
</table>
# Summer On-boarding Dates

<table>
<thead>
<tr>
<th>On-boarding Group</th>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELI/ITA Group On-boarding</td>
<td>ELI Building</td>
<td>7/17/13</td>
<td>8:30-1:00</td>
</tr>
<tr>
<td>Faculty Group On-boarding</td>
<td>The Trabant A &amp; B Multipurpose Room</td>
<td>8/22/13</td>
<td>8:30-4:00</td>
</tr>
<tr>
<td>All other New Graduate Students on Contract Group On-boarding</td>
<td>The Rodney Room in Perkins Student Center</td>
<td>8/23/13</td>
<td>8:30-4:00</td>
</tr>
</tbody>
</table>

**For All New Employees:**
- Please try not to schedule department orientations on group on-boarding days
- Encourage employees to respond to emails requesting completion of CBC information
Your Role for Summer Group On-boarding

For NEW Graduate Students on Contract:
- Complete a GSCRF
- Complete a SFAF
- Complete the on-board department data form
- Encourage your new graduate students on contract to attend the group on-boarding session
- If you are unable to attended the Group On-Boarding Event please be sure to schedule an appointment with the Office of Payroll & Records.

For NEW Faculty Members:
- Complete the on-board department data form
- Encourage your Faculty members to attend their group on-boarding session
- Please try not to schedule department orientation for this day.
Performance Appraisals

• Annual appraisals will begin in February 2013 and due by end of March 2013

• New System Enhancements
  – Who Can View Fixes (Feb 2013)
  – New Administrator Features (Feb 2013)
    • Ability to re-route forms at all stages of the appraisal
    • Ability to emulate the user to help troubleshoot problems
    • Ability to send e-mail reminders
  – Quarterly Appraisals (July 2013)
  – 90 Day Reviews (July 2013)
  – Appraisals for employees returning from a leave of absence (July 2013)
  – Expect to send out an Access Report to departments for review
Employee Merit System Revamp

• Reasons For Revamp
  – Existing technology is very old
  – Adding new capabilities and features

• Created a focus group with representatives from the colleges and administrative units as well as Records, HR-IT and IT.
Employee Merit System – New Features

• Enhanced Security
  – Creating a new table to include owner, approver, contract changer, viewer access
  – A designated contract changer will have the ability to change contract dates effective 9/1.
  – Access to a group would allow you to see the current year and historical years
  – Make routing a drop down to reduce the risk of sending the screens to the wrong individual
  – A view will be created for departments to see who has access
  – An Access Request Form will be created
Employee Merit System – New Features

• Calculation & Scenario Tools
  – Ability to change the pools by percentage and not dollars
  – On the Department User Groups page – Display Total Pool Dollars, Pool Dollars Used and Pool Dollar Balance as of the day it is being viewed
  – Ability to create different scenarios which can be sent to others for review
  – Ability to pick which scenario you want to apply
Employee Merit System – New Features

- Additional Features
  - Ability to sort columns
  - The detail pages will have collapsible sections
  - Adding a feedback link
  - Giving the Post Docs a separate look
  - Add a pop-up or hover window to display additional employee information such as classification level, services dates, time in current job/position
  - Including checks for minimums
  - Requiring comments for dollars in auto/equity or other columns
  - Expand JED increase section to include a newly added sup or ninth
  - EM JED format to be like the current JED and the EM JED will have the ability to auto updated Peoplesoft
Employee Merit System – Next Steps

- In early spring we will contact departments to find out who will have access
- Then we will schedule training for those who will have access
# Records Management

## Active Employees – Not Paid

![UD logo]

**Office of Human Resources**  
**Payroll / Systems Administration**  
**Unpaid Active Employee List**

<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>Girolo</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>Ramasemy</td>
<td>Saravanan</td>
<td>A</td>
<td>SOT</td>
<td>206</td>
<td>2/1/2002</td>
<td>1/14/2005</td>
</tr>
</tbody>
</table>
Records Management

Supervisor Code / HR Liaison Lists

We are asking HR Liaisons to review the Supervisor Codes and HR Liaison Codes for their departments, and submit a request for any changes as needed.

The tables can be viewed on our website at the following URL’s:

Supervisor Table:  
http://www.udel.edu/HRSystemsAdmin/tables/supervisors.html

HR Liaison Table:  
http://www.udel.edu/HRSystemsAdmin/hrliasons.html
Payroll

HR & Payroll Deadlines

- 2012 Bi-Weekly BAF Deadline Schedule
- 2012 Bi-Weekly BOT Deadline Schedule
- 2012 Semi-Monthly Deadline Schedule
- 2013 Bi-Weekly BAF Deadline Schedule
- 2013 Bi-Weekly BOT Deadline Schedule
- 2013 Semi-Monthly Deadline Schedule
## 2013 Bi-Weekly BAF Payroll Deadlines

**Bi-Weekly AFSCME**

Data published by Payroll

<table>
<thead>
<tr>
<th>Hours Through</th>
<th>New Hire/JED Paperwork Deadline</th>
<th>2:00 PM Payroll Deadline</th>
<th>5:00 PM LAM Entry Deadline</th>
<th>Paydate</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/15/2012</td>
<td>12/05/2012 (Wed)</td>
<td>12/14/12(Fri) Estimate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/22/2012 Estimate</td>
<td>12/17/2012</td>
<td>12/20/2012</td>
<td>12/28/2012</td>
<td></td>
</tr>
<tr>
<td>12/29/2012</td>
<td>12/14/2012</td>
<td>1/2/2013 (Wed)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/05/2013</td>
<td>01/07/2013</td>
<td>1/14/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/12/2013</td>
<td>01/07/2013 (Mon)</td>
<td>1/14/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/19/2013 Estimate</td>
<td>01/18/2013 (Fri)</td>
<td>1/23/2013</td>
<td>1/25/2013</td>
<td></td>
</tr>
<tr>
<td>01/26/2013</td>
<td>01/22/2013</td>
<td>1/28/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/02/2013</td>
<td>02/04/2013</td>
<td>02/06/2013</td>
<td>02/08/2013</td>
<td></td>
</tr>
<tr>
<td>02/09/2013</td>
<td>02/05/2013</td>
<td>02/11/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02/16/2013</td>
<td>02/18/2013</td>
<td>02/20/2013</td>
<td>02/22/2013</td>
<td></td>
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<tr>
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<td>02/19/2013</td>
<td>02/25/2013</td>
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<tr>
<td>03/02/2013</td>
<td>03/04/2013</td>
<td>03/06/2013</td>
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<td>03/16/2013</td>
<td>03/18/2013</td>
<td>03/20/2013</td>
<td>03/22/2013</td>
<td></td>
</tr>
<tr>
<td>03/23/2013</td>
<td>03/19/2013</td>
<td>03/25/2013</td>
<td></td>
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<tr>
<td>03/30/2013</td>
<td>04/01/2013</td>
<td>04/03/2013</td>
<td>04/05/2013</td>
<td></td>
</tr>
<tr>
<td>04/06/2013</td>
<td>04/02/2013</td>
<td>04/08/2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04/13/2013</td>
<td>04/15/2013</td>
<td>04/17/2013</td>
<td>04/19/2013</td>
<td></td>
</tr>
</tbody>
</table>
W-2 Address Changes

Please remind employees review their address in the Payroll system, and make any changes needed before the end of the year.

This will help ensure that W-2 forms are mailed to the employee’s correct address.
UD Pay Update

• Go Live - Spring 2013

• Benefits of Spring Go Live
  – More time to test with the departments
  – More time to work out system errors
  – More time to develop comprehensive training
  – More time to collect data from departments
  – More time to develop a specialized communication plan
  – More time to develop or modify business processes/policies as a result of the implementation
UD Pay Testing

• Testing with departments is happening on Tuesday, Wednesdays and Thursdays from 10:00 am to 12:00 pm

• Departments who have been assisting us in testing – Facilities, Engineering, Library and Recreation Services to name a few

• Every 6 weeks we will rotate those coming to testing

• What are we testing?:
  – Clocking in and out of the system
  – Entering time on the timesheets
  – Reviewing time
  – Approving time
  – Web Forms
UD Pay Testing

• Benefits of testing for departments
  – Finding errors that need to be corrected
  – Getting more comfortable with a new system
  – Assisting us in developing more comprehensive training
New & Revised Web Forms

• Additional Assignments
  – For students/misc wage employees working in multiple departments
• Comp Time
  – To record comp time earned
• Leave Request
  – Will need to be used by all benefited employees including fiscal faculty
• HR Supervisor Update
  – Will be used to update Supervisor Codes
• JED Modifications
• Request to Recruit Modifications - Adding schedules
• Position Change Modifications – Adding schedules
Data Collection

• We are currently testing the Supervisor Update form and Additional Assignments Form
• When these new forms are ready we will notify you so you can began to use them to provide us critical data that we will need for UD Pay
• Schedules will be collected in the beginning of the year
• Leave Balances will not be collected until a month before go live
UD Pay Training

• Types
  – Hands On
  – Web Based
  – Departmental
  – Video
  – General Information Sessions

• When
  – 6 to 8 weeks prior to go live

• Where
  – To be announced
UD Pay Website & E-Mail

• For updates go to the UD Pay website
  http://www.udel.edu/HRSystemsAdmin/udpay/

OR

• If you have any questions, please send an e-mail to
  Time-Attend-users@udel.edu.