

# HR Liaison and Wellness Coordinator Breakfast February 2010



# HR Liaison Breakfast February 2010 Agenda

HR Liaison of Quarter  
Dining Services  
Performance Appraisal System  
Off Cycle Checks  
On-Boarding Update  
Records Management Updates  
Green Card/H1B  
Wellness Updates  
Update on Post-Docs  
Service Awards Rollout  
OEI Updates

# HR Liaison of the Quarter



Ann Draper

UD Early Learning Center

4<sup>th</sup> Quarter – HR Liaison of the Quarter

# Faculty & Staff Meal Plan Promotion

## HR Liaison Meeting

Ryan Boyer  
Marketing Director



# What the promotion is....

- **\$50 FREE Points with the purchase of \$100 in Points**
- **Available to the first 150 University faculty and staff members that sign up**

# What are the benefits....

- **Essentially getting \$50 in free meals**
- **Points are accepted at ALL on-campus dining locations**
- **Automatically programmed after payment is received at Dining Admin office in the Perkins Student Center**

# Sign up process....

- **Email sent to all faculty & staff members within the coming week**
- **Web page will detail the sign up process including payment options**
- **Link provided in the email to the web page**

# Sign up process....

- **Daily list of sign ups sent at end of business day to Dining Contracts office for processing**
- **Funds programmed onto card within 24 hours**

# How you are able to help....

- **Get the word out! This is an incredible value to anyone who signs up or who frequently visits and uses our dining locations**
- **Provide feedback if you purchase a plan**

Thank you for your time....

# QUESTIONS & COMMENTS

# Performance Appraisal System

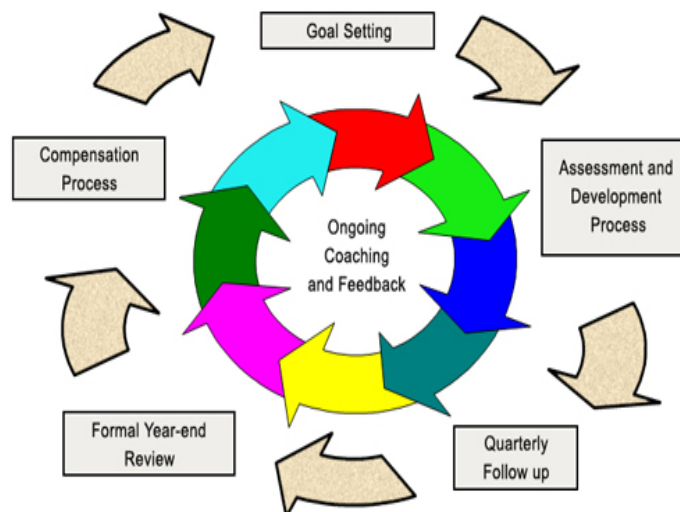


[Exit](#) [Help](#) [Logout](#)

**Performance Planning and Appraisal Form** [\(print\)](#)

The annual appraisal covers the time period from April 1 of the previous year through March 31 of the current year.

This appraisal provides a written record of the employee's major job duties, goals and competencies, as well as the supervisor's assessment of performance. It is designed to improve job understanding, encourage effective performance and establish goals that support unit and career development. In addition, the appraisal provides information to support merit salary determinations and other personnel actions. Supervisors are expected to be accurate and candid in their evaluation of employees. This appraisal will become part of the employee's permanent personnel file.











## Other Performance Appraisal Features

- The system will allow an employee and supervisor to go back and forth in order to complete the employee's portion of the appraisal
- Once the supervisor begins the rating process the employee can no longer see the appraisal until the supervisor completes the rating process and shares the performance appraisal with the employee
- Allows more than one supervisor to provide input into the evaluation
- In the future – Ability to see multiple years

# Off Cycle Checks

**Payroll & Systems Administration** University of Delaware

Search:  Payroll & Systems Admin all UD GO

**Payroll and Systems Administration**  
 413 Academy Street  
 Newark, DE 19716  
 Phone: (302) 831-8677  
 Fax: (302) 831-3255  
[Contact us](#)

[HR Staff Directory](#)  
[HR Forms](#)  
[Benefits providers](#)  
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[VP Administration Home](#)  
[HR Home](#)  
[UD Home](#)

**What's new?**

- [February 2010 WELLAWARE Newsletter](#)
- 2009 Total Compensation Statements are available at [https://chico.nss.udel.edu/psview/total\\_comp\\_view.jsp?ssv](https://chico.nss.udel.edu/psview/total_comp_view.jsp?ssv)
- [W-2 Reprint Request Form is now available](#)
- [Ann Draper named HR Liaison of the Quarter](#)
- [Payroll Update: W-2's mailed Thursday, January 21, 2010](#)
- [I-9 Form updated, new version expires 8/31/2012](#)
- [DelaWELL University: Register today and graduate to a higher level of health!](#)
- [2009 Get The Best From Your Benefits?](#)
- [Health Plan Comparison Charts and Rates](#)

**HR Contacts**

- HR Executive Group
- HR Liaisons Listing
- HR Liaison of the Quarter
- HR Analysts
- HR Support Team

**Payroll Administration**

- Deduction Information
- Honors Day Awards
- Minimum Wage Guides
- Pay Stubs
- Payroll Deadlines
- Request for Off Cycle Pay Check
- Salary Guides
- W-4 Worksheet

# Off Cycle Checks

- Secure permission from a Payroll before sending the Request for Off Cycle Pay Check form. E-mail [pr-staff@udel.edu](mailto:pr-staff@udel.edu), including "Off Cycle Pay Check" in the subject line.



## Off Cycle Checks Cont

- Fax, send an e-mail attachment or deliver the Request for Off Cycle Pay Check to the Payroll & Systems Office, 413 Academy Street, Room 268.
- If you need any additional help, please contact HR Payroll & Systems Administration at 302-831-8677
- Request for Off Cycle Pay Check  
(<http://www.udel.edu/HRSystemsAdmin/payroll/OffCycleCheck.pdf>)



# On-Boarding Update

(7/1/09 thru 1/31/10)

- Total Job Data for New Hires processed by HR central On-Boarding

<u>AFSCME(BAF) – 9</u>	<u>Benefitted(SRG) – 125</u>
<u>Grads on Contract(SOT) – 322</u>	<u>Post Doc Fellows(SOT) - 11</u>

**Total = 467 + 90 ELI Grad Stu Labor = 557**
- Total Job Data for New Hires processed by HR Liaisons – BOT

**Total = 1,245**
- Total Job Data for New Hires processed by HR Liaisons – Non-BOT

<u>non-Grads on Contract(SOT) – 295</u>
<u>non-Paids(NPD) – 50</u>

**Total = 345 - 90 ELI Grad Stu Labor = 255**

# On-Boarding Update

- Changes that came about with your feedback:
  - Direct Deposit backup can now be scanned
  - EDD, Direct Deposit, W-4 appear as submitted on New Hire
- Changes for Group On-Boarding:
  - Less volunteers needed
  - More Benefits representatives on group Faculty day
- Changes that are upcoming:
  - Rehires will be processed on the Job Data for New Hires form
  - Standardization to use UD ID on forms/views vs. Employee ID

As always, please provide constructive feedback so we can work toward continually improving this process.

Contact us at [hr-onboard@udel.edu](mailto:hr-onboard@udel.edu)

# HR Liaison Coordination When Transferring Employees Between Departments

- ‘New’ Department contacts ‘Old’ Department
- ‘New’ Department provides information and asks ‘Old’ Department to prepare JED
- ‘Old’ Department prepares JED with information provided

Ideally ‘New’ Department should provide ALL information needed for the transfer. This allows the transfer to happen with one JED.

If ALL information isn’t provided by ‘New’ Department, multiple JED’s and additional processing time are required. This can delay the completion of the Transfer.

Let’s work together!!

# 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, NEO
- Session 3-Change JED's, Leaves, FMLA, Disability, Action/Reasons, Class, Salary Plan, Supervisor Codes
- Session 4-Time Records, Time Off-OT-Compensatory Time, TRF's, S Contracts, GNCPs
- Session 5-Performance Management, Employee Relations, Safety, Workers' Compensation
- Session 6-Leaving UD, Unemployment, Separation Checklist, Exit Interview, Required Paperwork
- Session 7-Training Opportunities
- Session 8-Foreign National Processing

# Employee Addresses

- United States Citizens/Permanent Residents

## Permanent/Home

must be completed with place of residence

W-2 goes here

## Mailing/Local

not used

- Foreign Nationals(non-Permanent Residents)

## Permanent/Home

must be completed with home country

if non-active employee, W-2 goes here

## Mailing/Local

must be completed with place of residence

if active employee, W-2 goes here

## 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>

# Mark Your Calendars!

– **Step Into Spring** – March 29

- \*\*Cost - \$20 Wellness Dollars

\*\*Participants of Wellness Plus program will receive this program for FREE as part of their WP membership

– **Spring Cooking Demonstration** – March 24

- Vita Nova Instructional Kitchen



# Wellness Plus Program Update

## Fitness assessments

- Begin in mid-February – mid-March

## “Know Your Numbers” screening

- Offered throughout the month of March
- *The screening will also be offered as a general screening, available for employees interested in having their numbers checked.  
(Cost: \$15 Wellness Dollars)*



# Workshop Offerings

“Desktop Yoga” – Feb. 8 (filled)

“Weight Management and Balanced Nutrition” – Feb. 18

“Stay Fit While You Sit” – March 18

– Check out <http://www.udel.edu/EmployeeTraining/> to register and for additional workshops



## Post-Doc (PDF, PDR, LTR) Committee

- Evaluating benefits
- Generic position descriptions
- Handbook/website
- Training

# Service Awards Rollout

- **Tentative** roll out for the program will be February 22
- Website will be ready to preview February 18
- Recipients will receive a mailing at their campus location that will contain the awards that they are eligible to choose from and ordering information.
- All gifts will be sent to your campus address.
- If no gift selection is made, a default gift will be sent
- If there are any problems with ordering, gifts, returns, etc... recipient should contact the company (MTM Recognition)
- Contact information will be in the packet as well as on the website.
- If there are any problems with service dates, please e-mail [hrcsystemsadmin@udel.edu](mailto:hrcsystemsadmin@udel.edu)



# Office of Equity and Inclusion

## *Upcoming Nomination/Award Deadlines*

- Redding Diversity Award: February 12
- Carter/Collins Student Awards: March 12
- Student/Faculty Travel: March 12
- Trabant Equity Award: March 26

Info about these awards is available on UDaily  
(under campus FYI) or by calling 831-8063

# Office of Equity and Inclusion

## *Upcoming Events*

- Black History Month: February, various activities
- New Female Faculty Reception: February 24
- Women's History Month: March, various activities
- GEIS Student Conference: March 13
- P&T Faculty Workshop: March 15
- Redding Lecture: March 18
- Sexual Assault Awareness Month: April, various activities
- LGBT Film Series: Tuesdays in April
- Students of Distinction Celebration: April 17

Info about these events are found on the University  
calendar or by calling 831-8063



On the Horizon...

# Forum/Reunion Weekend

U Did It Picnic

Benefits/Wellness

- Questions ?