

# HR Liaison/Wellness Coordinator Breakfast January 2011



# HR Liaison/Wellness Breakfast January 2011 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



UD Performance Planning and Appraisal Administration - Windows Internet Explorer

http://musel.mis.udel.edu/raker/hr/access1.html

UD Web Forms  
UNIVERSITY OF DELAWARE

Req ID: 1234567 Menu Help

**Access Request: Performance Appraisal System**  
Use this form to request access to the electronic Performance Planning and Appraisal process. For questions, contact Human Resources at (302) 831-9677 between 8:00 a.m. and 5:00 p.m., Monday through Friday, or through email at hr-appraisals@udel.edu.

Symbol Key: \* Required Information

**Requestor's Information**

Requested by: Raker, Lisa M (34252)  
Email: raker@udel.edu  
Department: IT - Web Development (4375)

**Access Requested For**

Add / update access for: \* Enter the UDID of the employee for whom you are requesting access  
700703129 (lookup)

Access type: \* Deactivate this employee's access

Tree node(s) requested: \* Use Ctrl-Click (PC) or Command-Click (Mac) to choose more than one.  
List of tree nodes from admin

Show reports tab: \* No

Show access tab: \* No

May generate email reminders: \* No

Justification: \* All access is granted on a need to know basis. Access will not be granted without justification and supervisor's approval.

- 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

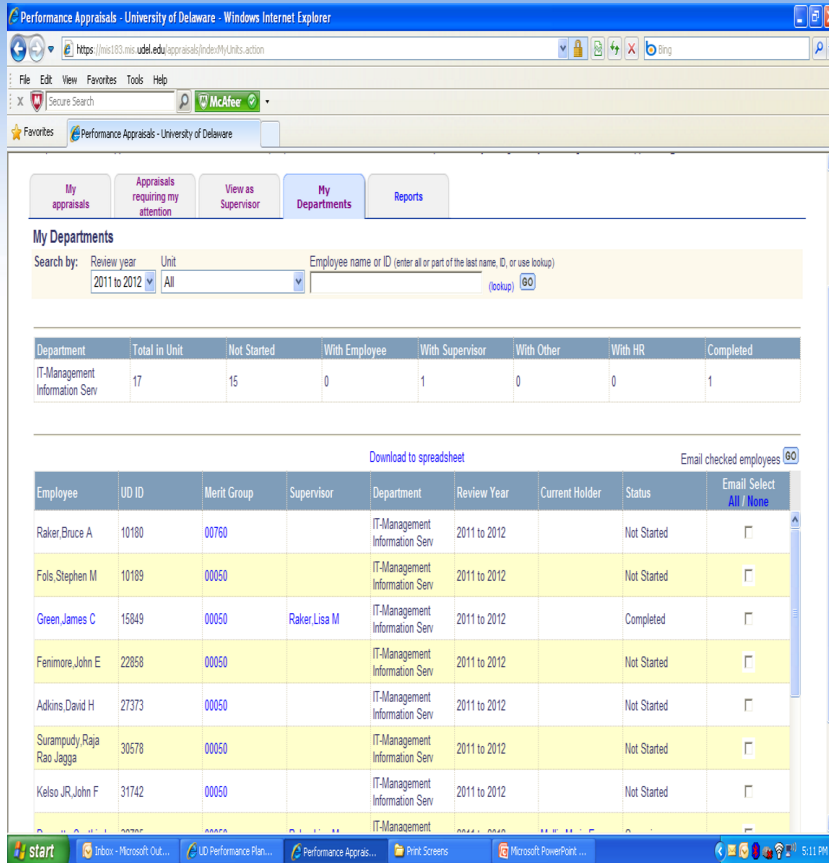
# Performance Appraisal Menu

The screenshot shows a web browser window displaying the Performance Appraisal System. The page features a navigation menu with the following tabs: My appraisals, Appraisals requiring my attention, View as Supervisor, My Departments, and Reports. Below the navigation menu, there is a section titled "My Appraisals" with a link to "Create appraisal for 2011 to 2012". A table lists appraisal periods, current holders, and status.

Appraisal Period	Current holder	Status
2009 to 2010	Raker, Bruce A	Originator Sign
2010 to 2011	Human Resources	HR

- 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.

# Performance Appraisal Menu (cont)



The screenshot shows a web browser window with the URL <https://hr03.mis.udel.edu/appraisals/index/MyUnits.action>. The page has a navigation menu with tabs: My appraisals, Appraisals requiring my attention, View as Supervisor, My Departments (selected), and Reports.

**My Departments**

Search by: Review year: 2011 to 2012, Unit: All, Employee name or ID (enter all or part of the last name, ID, or use lookup): (lookup)

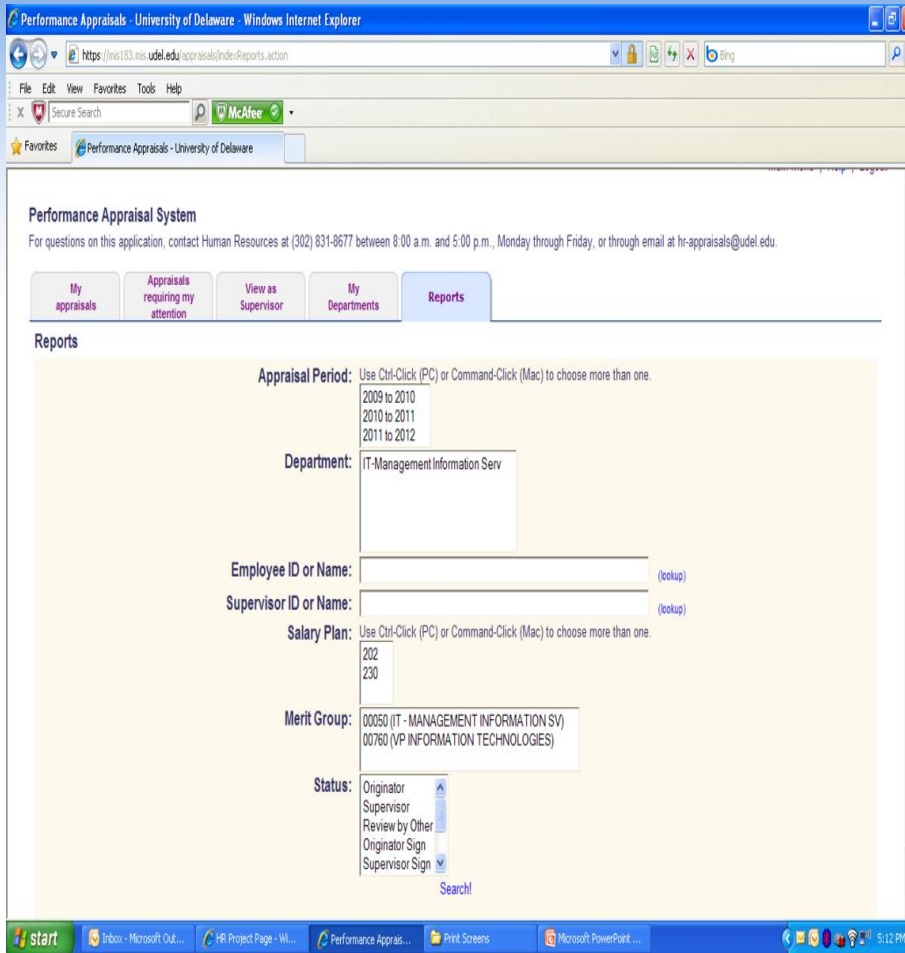
Department	Total in Unit	Not Started	With Employee	With Supervisor	With Other	With HR	Completed
IT-Management Information Serv	17	15	0	1	0	0	1

Download to spreadsheet | Email checked employees

Employee	UD ID	Merit Group	Supervisor	Department	Review Year	Current Holder	Status	Email Select
Raker, Bruce A	10180	00760		IT-Management Information Serv	2011 to 2012		Not Started	<input type="checkbox"/>
Fols, Stephen M	10189	00050		IT-Management Information Serv	2011 to 2012		Not Started	<input type="checkbox"/>
Green, James C	15849	00050	Raker, Lisa M	IT-Management Information Serv	2011 to 2012		Completed	<input type="checkbox"/>
Fenimore, John E	22858	00050		IT-Management Information Serv	2011 to 2012		Not Started	<input type="checkbox"/>
Adkins, David H	27373	00050		IT-Management Information Serv	2011 to 2012		Not Started	<input type="checkbox"/>
Surampudy Raja Rao Jagga	30578	00050		IT-Management Information Serv	2011 to 2012		Not Started	<input type="checkbox"/>
Kelso, JR, John F	31742	00050		IT-Management Information Serv	2011 to 2012		Not Started	<input type="checkbox"/>

- 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

# Performance Appraisal Menu (cont)



- My Reports Tab if a user has access will enable them to run reports using any of the criteria listed.

# Performance Appraisal Reports

Performance Appraisals - University of Delaware - Windows Internet Explorer

https://mis163.mis.udel.edu/appraisals/reports.action?search.appraisalPeriodId=2010-2011&\_\_multiselect\_search.appraisalPeriodId=8&search.deptCode=...

File Edit View Favorites Tools Help

Secure Search McAfee

Performance Appraisals - University of Delaware

### 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.

My appraisals Appraisals requiring my attention View as Supervisor My Departments **Reports**

### Reports

[Show Search Options](#)

Overall Ratings (sorted)

Calculated Ratings (sorted)

Median: 5  
Average: 4.0600  
Total Number of Records: 5

[Download to spreadsheet](#)

Employee	UD ID	Salary Plan	Merit Group	Supervisor	Department	Appraisal Period	Status	Overall Rating	Calculated Overall Rating
Doucette, Cynthia L	32785	230	00050	Mullin, Maria E	IT-Management Information Serv	2010 to 2011	Completed	5	5.0000
Raker, Bruce A	10180	202	00760	Raker, Lisa M	IT-Management Information Serv	2010 to 2011	HR Approval	5	5.0000
Hick, Colleen Dyane	59079	202	00050	Surampudy, Raja Rao Jagga	IT-Management Information Serv	2010 to 2011	HR Approval	4.3	3.4583
Green, James C	15849	202	00050	Lynam, Joy S	IT-Management Information Serv	2010 to 2011	Supervisor	5	5.0000

start Calendar - Microsoft ... Print Screens 2011 - January Microsoft PowerPoint ... Performance Apprais... 6:33 PM

# New Features



UD Performance Planning and Appraisal Form - Windows Internet Explorer

http://musel.nis.udel.edu/aker/fr/jemp0.html

File Edit View Favorites Tools Help

Secure Search McAfee

UD Performance Planning and Appraisal Form

**Employee Information**

Employee: Employee, Aimee A (7001234567)  
 Position title: Program Coordinator  
 Position number: 10002840  
 Department/Office: Conference Center  
 Supervisor: \* Choose individual(s) who will rate your performance. Do not include individuals who will only approve the form. The first supervisor may provide and change ratings. (lookup)  
 Appraisal period: 04/01/2009 - 3/31/2010  
 Date due to HR: 04/28/2010

**Major Responsibilities**

List the major responsibilities of your position in approximate order of importance. You may type or cut and paste up to 18,000 characters (about 4 pages of text). The  icon pastes text copied from Microsoft Word.

You can list all your major responsibilities in one text box or use the "Add another responsibility" button to list each responsibility in a separate text box.

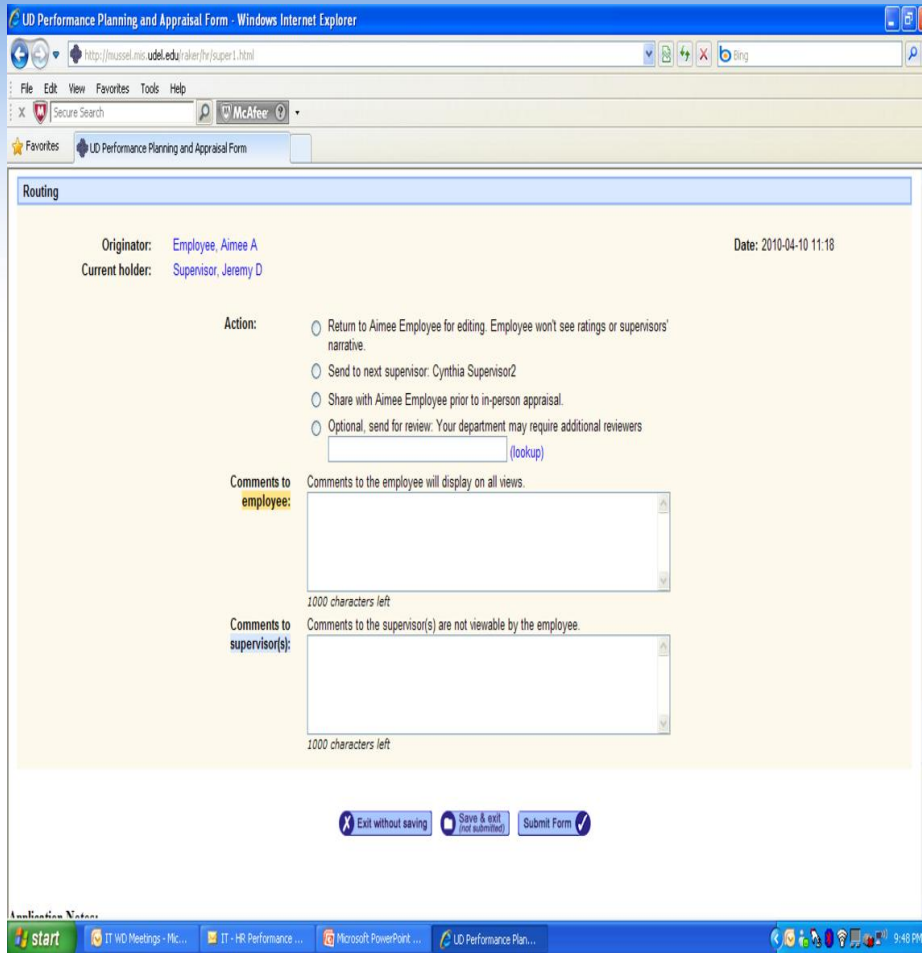
**Self-appraisal**

This section is designed to encourage constructive discussion between you and your supervisor about your accomplishments and professional goals. The more involved you are in your performance appraisal, the more effective the appraisal interview is likely to be. Type or cut and paste up to 18,000 characters (about 4 pages of text). Use the  icon to paste text copied from Microsoft Word.

Position description: Do you think that the expectations of your job are clear and consistent with your position description?

- 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

# Employee Education & Development

- 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 24<sup>th</sup>, Feb 7<sup>th</sup>, and Feb 14<sup>th</sup> – Identifying the Troubled Employee (FSA)
- Jan 31<sup>st</sup> & Feb 25<sup>th</sup> - Identifying the Troubled Employee (FSA)
  
- February 18<sup>th</sup> – Tips & Tricks for Search Committee Support (HR and OEI)
- February 21<sup>st</sup> – LGBT Allies Training (OEI)
- March 28<sup>th</sup> – Sexual Harassment Compliance for Managers (OEI)
- April 11<sup>th</sup> – The Plus of US (OEI)

# Scheduled Winter/Spring Classes

## Financial / Work Skills

- January 18<sup>th</sup> – Business Budgeting Essentials (waitlist of 32)
- January 20<sup>th</sup> – Situational Leadership (wait list of 15)
- January 27<sup>th</sup> – Research Administrators Conference
- February 1<sup>st</sup> – Keeping Your Financial Focus During a Stressful Economy
- February 1<sup>st</sup> – Teambuilding
- March 1<sup>st</sup> – Blue & Gold Administrative Essentials – Cohort #2
- April 19<sup>th</sup> – Procurement Services Training Conference
- April 19<sup>th</sup> – 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 22<sup>nd</sup> luncheon for 5, 10 and 15 years of service
- May 9<sup>th</sup> dinner for employees celebrating 20+ years and new retirees
- Employees choose own awards on MTM website

# Employee Education & Development

## United Way



Goal



UD community raised

## 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

# Criminal Background Checks

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.

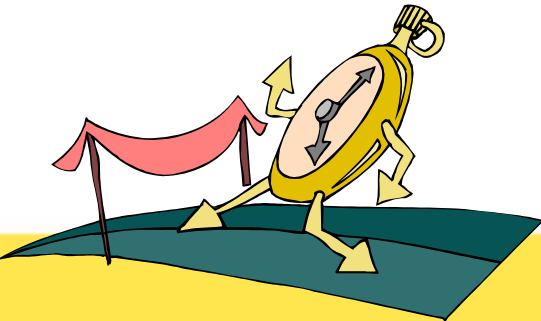
# Criminal Background Checks

- 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.

<http://www.udel.edu/HRSystemsAdmin/cbc.html>.

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](mailto: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?**