

HR Liaison and Wellness Coordinator Breakfast November 2010



HR Liaison Breakfast November 2010

Agenda

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

➤ Benefit cost increases

- State health care structure

➤ Support from the State

- Lowest since FY 2006

➤ Utilities & maintenance

➤ Colleges versus central unit growth

➤ Information technology upgrades

➤ Financial Aid

- Commitment to Delawareans

➤ Capital Projects

- Development of a 5 year plan

Next/Completed Steps for FY 2012

| | |
|-----------------------------------|-------------|
| State Budget Submission | October 15 |
| Finance Committee Overview | October 27 |
| FY 2012/2013 RBB Model | November 12 |
| State Budget Hearing | November 29 |
| Self Supporting Budget Turnaround | December |
| Governor's Budget Released | January |

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!

Recruitment Advertising for Green Card

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>

FSA Reimbursement: Over-the-Counter Medications

January 1, 2011

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.

November 10, 2010
Perkins-Gallery

11:30 a.m.–12:30 p.m.

2:30-3:30 p.m.

November 11, 2010
Perkins-Collins Room

9:00–10:00 a.m.

11:00 a.m.–12:00 p.m.

3:00-4:00 p.m.

Important FSA Dates

Dec. 20, 2010

Deadline to submit claims to Ceridian Benefits Services

Dec. 31, 2010

Last day to use Ceridian benefits card.

Jan. 1-15, 2011

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

http://delawell.delaware.gov/documents/wellness_promotional_flyer.pdf
<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

Training & Organizational Development FY' 2011 Future Programs

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

Payroll & Systems Administration

University of Delaware

Search: Payroll & Systems Admin all UD

HR & Payroll Deadlines

- [2010 Bi-Weekly BAF Deadline Schedule](#)
- [2010 Bi-Weekly BOT Deadline Schedule](#)
- [2010 Semi-Monthly Deadline Schedule](#)
- [2011 Bi-Weekly BAF Deadline Schedule](#)
- [2011 Bi-Weekly BOT Deadline Schedule](#)
- [2011 Semi-Monthly Deadline Schedule](#)

[Payroll & Systems Admin Home](#)

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

THE WORK NUMBER

Home Privacy Policy Help Contact Us Search GO

About Us Products and Services Our Participating Employers Security News and Events

 **Verify** someone's **employment** and **income**  [Enter Verifier Section](#)

Access your employee **account**  [Enter Employee Section](#)

- Create a salary key
- Access [webManager](#)
- Request your [Employment Data Report](#) (annual disclosure)
- And much more ...

Terms and Conditions Copyright © 2010 TALX. All Rights Reserved



Employee's Main Menu

Enterprise
USA
a TALX Demo Co.

Powered by The Work Number®
ROSEANNE J SMITH
Enterprise USA

[Privacy Policy](#) →

[Help](#) →

[Logout](#) →

Main Menu

Verifications

My Account

Customer Service

Resource Center

webManager

Training Room

Main Menu

Enterprise USA is a demo employer.

Verifications

[Prove Your Employment](#)

[Prove Your Income](#)

[Create a Salary Key](#)

My Account

View and update your personal information, security and notification settings. Review account information. [more](#)

Training Room

eLearning - Training and educational resources on how to maximize the value of The Work Number for your organization. [Go there now](#)

Customer Service

Help is just a click away. You will find FAQs, contact information, and more in this section. [more](#)

Resource Center

Tools, advice, and Tax Manager by Turbo Tax®, are just a click away. [more](#)

webManager

The online resource for all your managing needs. [more](#)


Your Employment Data Report

[Request](#) your employment data report now.


[Terms and Conditions](#) →

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Creating A Salary Key



Enterprise
USA
a TALX Demo Co.



Powered by The Work Number®
ROSEANNE J SMITH
Enterprise USA

[Privacy Policy](#) → [Help](#) → [Logout](#) →

Main Menu

Verifications

My Account


Customer Service


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webManager

Training Room

Verifications

 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

| Salary Key | Date & Time Created | Expiration Date | Status | Actions |
|------------|------------------------|-----------------|--------|--|
| 564423 | 7/1/2010 9:50:40 AM | 8/1/2010 | Unused | ✕ Delete 🖨 Print ✉ Email |

* All times are Central Standard Time

[Create Another Salary Key](#)

[Return to Main Menu](#)

[Terms and Conditions](#) →

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Records Management

- Supervisor List Updates
- HR Liaison List
- Active Employees – Not Paid
- Separation Checklist

HR Liaison List

Office of Human Resources
Payroll/Records Mgmt/HRIT
HR Liaison Table



| | | | |
|-----|-----------|-------------------|--------------------------------|
| 045 | Sharon | Mouton | Academic Enrichment Center |
| 096 | Lisa | Huber | Academic Enrichment Center |
| 303 | Teresa | Clark | Admissions Office |
| 328 | Teresa | Clark | Admissions Office |
| 049 | Kathryn | Hutton | Agriculture and Natural Resour |
| 232 | Barbara | Stephens | Agriculture Research/Education |
| 014 | Della | Scott | Alumni Relations |
| 333 | Terence | Riley | American Philosophical Assoc |
| 203 | Sandra | Wenner | Anthropology |
| 006 | Joann | <u>McCafferty</u> | Applied Sci & Engr Center |
| 363 | Sonja | Rathel | Applied Sci & Engr Center |
| 204 | Cindy | Delaney | Art |
| 226 | Virginia | Greene | Art Conservation |
| 205 | Brenda | Stewart | Art History |
| 040 | Alison | Brayfield | Arts & Sciences |
| 200 | Cynthia | Bendler | Arts & Sciences |
| 117 | Nancy | Koller | Arts & Sciences - Dean's Ofc |
| 043 | Barbara | Hadley | Assoc in Arts Prog-Dover |
| 037 | Dawn | Conaway | Assoc in Arts Prog-Georgetown |
| 038 | Carla | Humphries-Taylor | Assoc in Arts Prog-Wilmington |
| 396 | Jamie Ann | Kerestes | Auxiliary Services |
| 065 | Nina | Warren | B&E Accounting |
| 059 | Arlene | Hitchens | B&E Finance |
| 064 | M | Ulrich | Benefits |
| 207 | Elizabeth | Reigle | Biological Sciences |
| 201 | Gail | Brittingham | Black American Studies |
| 161 | Karen | Lofthouse | Bob Carpenter Center |
| 316 | Jennifer | Galt | Bookstore |
| 055 | Catherine | Zinszer | Budget |
| 058 | Cindy | Walkusky | Business Administration |

Supervisor List Updates



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

A&S Undergrad Academic Svcs

Supervisor Code: 757

| <u>Routing:</u> | <u>Name:</u> | <u>EmplID:</u> | <u>Approver?:</u> |
|-----------------|-----------------|----------------|-------------------|
| Supervisor | Cynthia Shenkle | 28301 | Y |
| Super 1st Alt | Dee Smith | 18000 | Y |
| Super 2nd Alt | Paul Pusecker | 17588 | Y |
| Final Approver | Dee Smith | 18000 | Y |
| Final 1st Alt | Paul Pusecker | 17588 | Y |

Active Employees – Not Paid



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

Academic Enrichment Center

HR Liaison: 045 Sharon Mouton

| <u>ID</u> | <u>Last Name</u> | <u>First Name</u> | <u>Status</u> | <u>Group</u> | <u>Sal Plan</u> | <u>Hire Date</u> | <u>Last Ck</u> |
|-----------|------------------|-------------------|---------------|--------------|-----------------|------------------|----------------|
| 700330019 | Gialo | Diana | A | BOT | 260 | 12/15/2008 | |
| 700282206 | Johnson | Nicole | A | BOT | 260 | 10/20/2008 | |
| 28484 | Miller | Clark | A | BOT | 252 | 8/2/2000 | |
| 48835 | Ramasamy | Saravanan | A | SOT | 205 | 2/1/2002 | 1/14/2005 |
| 700197082 | Varsa | Nikolett | A | BOT | 260 | 9/10/2007 | 3/28/2008 |
| 700239714 | Zilberfein | Sarah | A | BOT | 260 | 10/17/2007 | 6/20/2008 |

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
 - <http://www.udel.edu/HRSystemsAdmin/Separation.pdf>



Office of Human Resources
Payroll & Systems Administration

SEPARATION CHECKLIST

| | |
|---------------|-------|
| Employee Name | UD ID |
| Department | |

SUPERVISOR and/or HR / PAYROLL REP:

| HAVE YOU: | | Date |
|--|--|------|
| Collected from the individual all University assets? <ul style="list-style-type: none"> o UD Cards o Equipment & Materials (Computer, Cellular Phone, Vehicle, etc) o Research &/or Laboratory Equipment o Uniforms o Tools | <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable | |
| Submitted appropriate separation action(s) through HR System prior to the payroll cutoff deadline for the final pay date? | <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable | |
| Keys | <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable | |

AUTHORIZED DEPARTMENT REPRESENTATIVE:

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

| Signature (Department Representative) | Name, Printed | Date |
|---------------------------------------|---------------|------|
| | | |

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

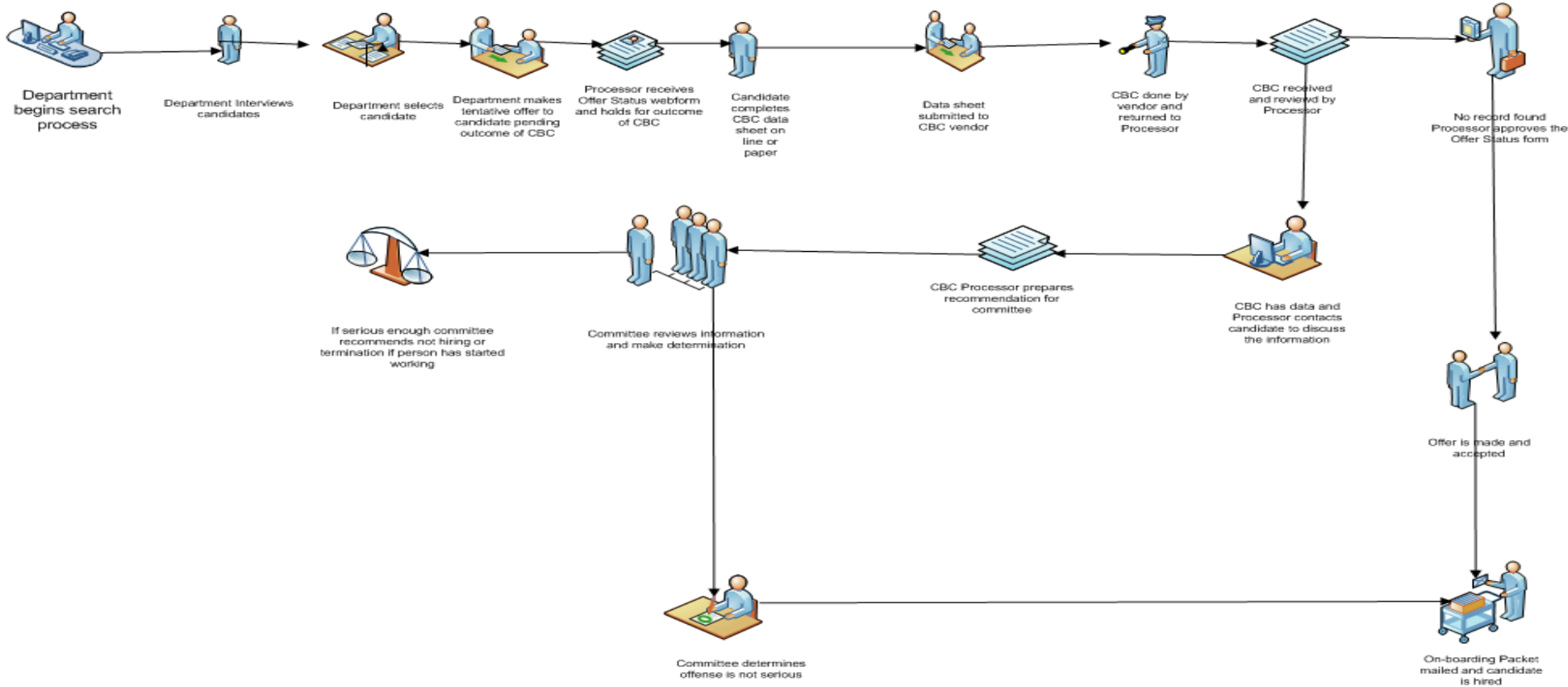
Anyone receiving a paycheck:

- 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

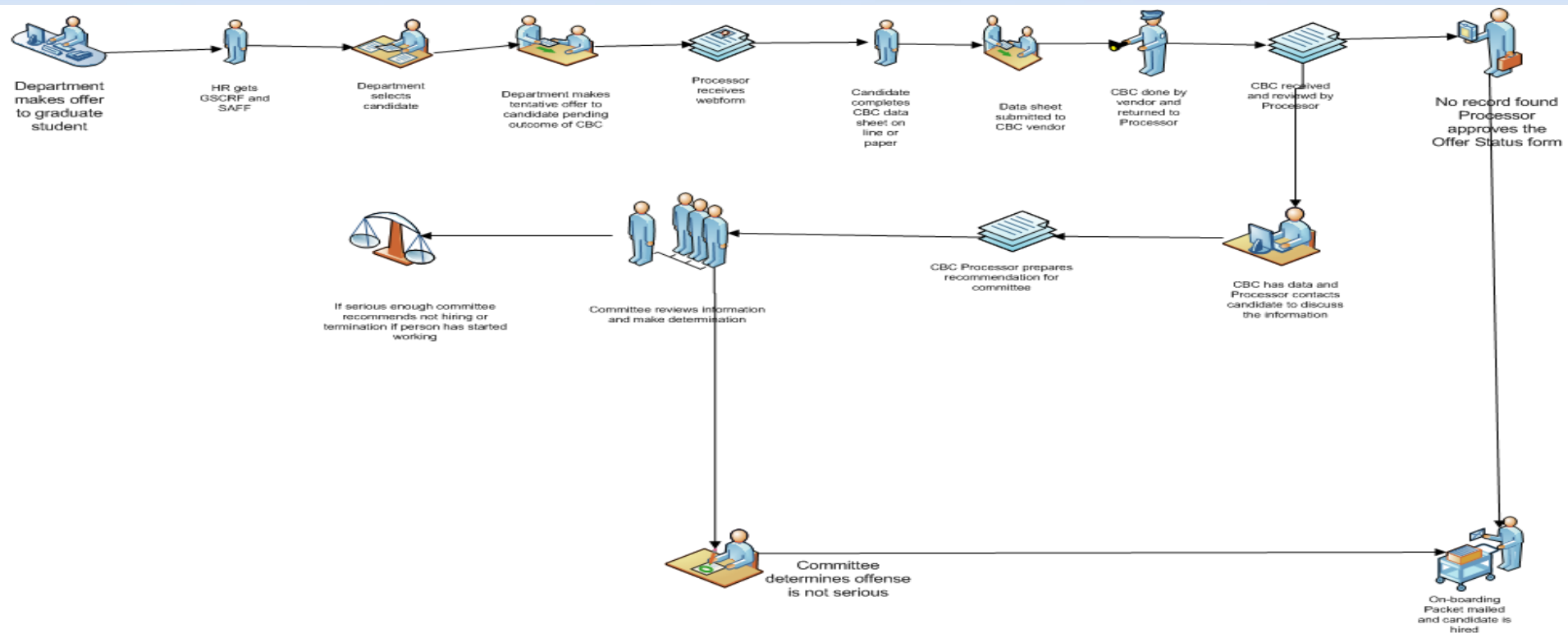
Note: Only for student workers, not admitted students

Criminal Background Check Process – Benefited Employees



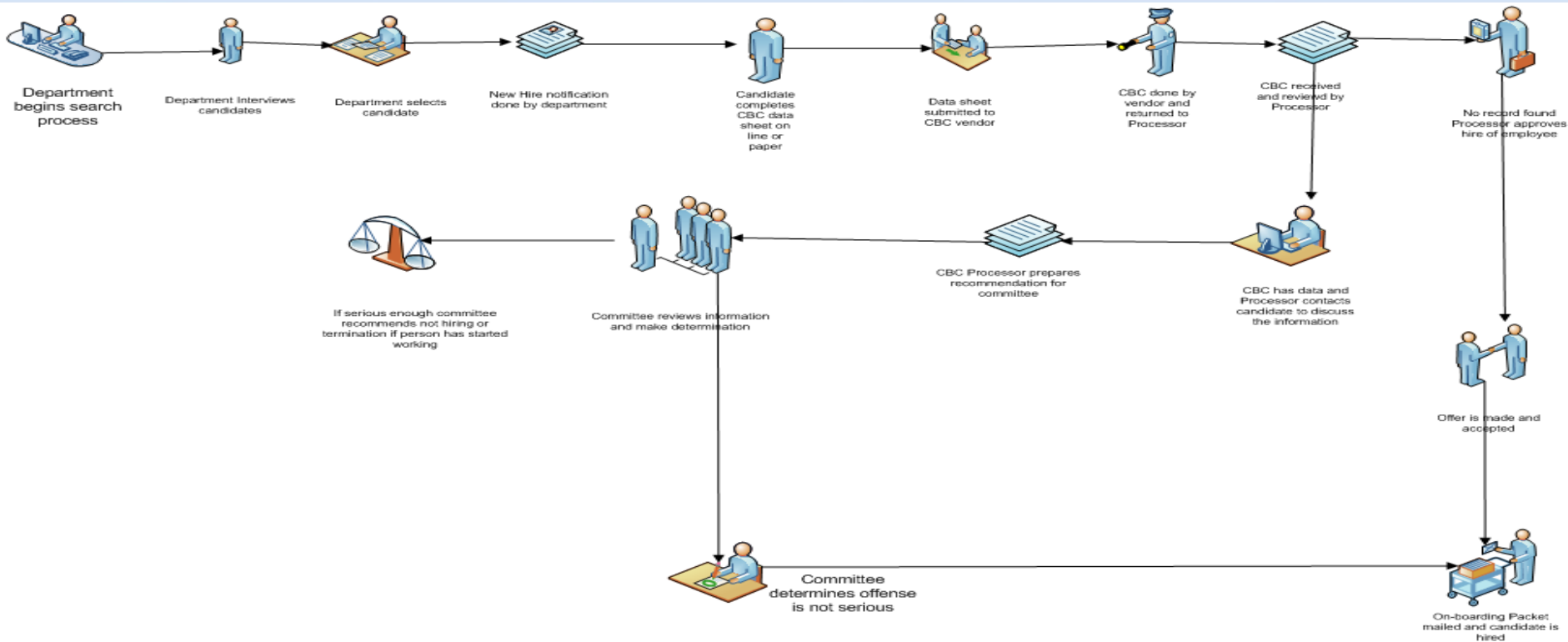
Employee cannot start work pending outcome of CBC

Criminal Background Check Process – Grad on Contract



Employee cannot start work pending outcome of CBC

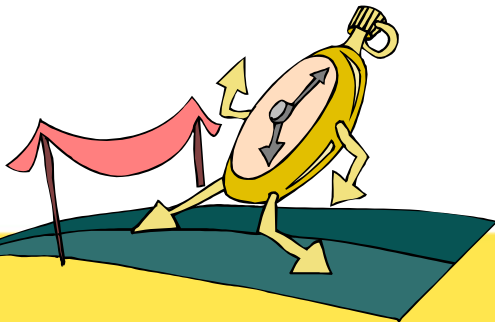
Criminal Background Check Process – Misc Wage/Student/GSL/Supplemental



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](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



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?