Human Resources
HR Liaison Breakfast
March 2014
HR Liaison of the 3rd Quarter 2013

Deborah Sharpley
Economics
HR Liaison of the 4th Quarter 2013

Corinne Hamed
Center for Composite Materials
HR Liaison of the 1st Quarter 2014

Brenda Sclavos
School of Nursing
New Vendor Policy

Office of General Counsel
Other Spring Wellness Programs:

- Wellness Plus package
- Employee-only fitness classes
- Chair massage for departments
- “Lite Lunch” wellness workshops
- Desktop Yoga workshop
- Personal Training
- Wellness Coaching

Registration begins on February 10th

www.udel.edu/healthyu or 831-8388
Service Awards - 2014

Luncheon
– Wednesday, March 12
  • Recognizing 5, 10 & 15 years

Dinner
– Tuesday, May 20
  • Recognizing 20, 25, 30, 35, 40, 45 years and retirees

Visit website:  http://www.udel.edu/hr/service-awards.html
## Service Award Dates for Fiscal Year 2013/2014
(Employees Honored in Spring 2014)

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Years of Service Dates Between</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>7/1/2008 and 6/30/2009</td>
<td>Luncheon</td>
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<tr>
<td>10</td>
<td>7/1/2003 and 6/30/2004</td>
<td>March 12, 2014</td>
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<tr>
<td>15</td>
<td>7/1/1998 and 6/30/1999</td>
<td></td>
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<tr>
<td>20</td>
<td>7/1/1993 and 6/30/1994</td>
<td></td>
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<tr>
<td>30</td>
<td>7/1/1983 and 6/30/1984</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>7/1/1978 and 6/30/1979</td>
<td>Dinner</td>
</tr>
<tr>
<td>45</td>
<td>7/1/1968 and 6/30/1969</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>7/1/1963 and 6/30/1964</td>
<td></td>
</tr>
<tr>
<td>Retirees</td>
<td>Retirement Dates Between</td>
<td>Event</td>
</tr>
<tr>
<td></td>
<td>5/1/2013 and 4/30/2014</td>
<td>Dinner - May 20, 2014</td>
</tr>
</tbody>
</table>
Flexible Benefits Open Enrollment
May 12 – May 28, 2014
Compensation Guidelines

- Published: December 10, 2013.
  [http://www.udel.edu/002033](http://www.udel.edu/002033)
- Administration and maintenance of the compensation system.
- Approval process for salary increases.
- Guidelines for position based-changes.
Compensation Guidelines

• Compensation guidance for key areas, such as:
  • Employee Merit
  • New Hires
  • Promotions
  • Reclassifications
  • Equity (internal and external)
  • Lateral Moves
  • Demotions
  • Off-cycle Salary Changes

• Upcoming workshops:
  • March 17: Compensation Administration for Managers (see LearnIT Calendar)
  • April 7: Charting Your Career Development at UD
Affordable Care Act (ACA)

- Update on Adjunct Teaching Hours
- Exploring the use of a twelve-month look-back period
- Employees on Non-Teaching Supplemental Contract to Use UD Time
- Notification Letters for Hires and Each Subsequent Change/Renewal of Payment
  - Job duties, timeframe of appointment, payment, and anticipated weekly hours
  - Developing various template letters
- Home Department Oversight for Additional Assignments, S-Contract or GNCP
Affordable Care Act (ACA)

- Use of Temporary Employment Agencies
- Evaluate Current Number of Casual/Part-Time Staff to Determine Need for Full-Time Benefited Staff
UD Time

• Progress is being made and here are some of our recent fixes:
  – Vacation and sick balances being limited has been corrected
  – Part-Time Accruals are now working correctly
    • Vacation accrual calculation for a part-time employee whose standard work hours are 5.5 hours:
      – 5.5 hours a day * 22 vacation days = 121 hours a day
      – 10.08 hours a month * 8 months = 80.64 hours
      – 10.09 hours a month * 4 months = 40.36 hours
      – 80.64 hours + 40.36 hours = 121 hours
    • Based on the employee’s hire date the accrual will go in a cycle of 10.08, 10.08 and 10.09.
UD Time – Some Outstanding Issues

• Request for Leave Issues
• Dependent Sick Bank has not been created and balances have not been loaded
• Comp Time Earned form not allowing a user to submit time for a prior pay period
• Work Study did not split properly when the student worked more than their work study allotment
• Additional Assignment does not show Work Study option for some
UD Time – Future Changes

• We will be changing students and misc wage employees from a bi-weekly pay schedule to a semi-monthly pay schedule. The only groups remaining on a bi-weekly pay schedule will be AFSCME 3472 and AFSCME 439.
  – This change will allow Resident Assistants to clock in and out without errors.
  – This change will also make changing employees from one type to another easier and create less errors in UD Time.

• Due to the Affordable Care Act, Supplemental Employees & Graduate Students will begin to clock in and out of UD Time to track hours for non-contract and non-teaching pay.

• More details to follow
UD Time – Future Changes (cont.)

- Additional Assignment web view needs to be created
- Ability to change schedules for new positions on the Request to Recruit
- Ability to change schedules on the Position Change form
Minimum Wage Increases

- Effective **June 1, 2014**, Delaware will be increasing the minimum wage from $7.25 per hour to $7.75 per hour.

- Effective **June 1, 2015**, the minimum wage will increase from $7.75 per hour to $8.25 per hour.

- Effective **January 1, 2015**, the minimum wage for Federal Contractors will increase to $10.10 per hour.
Performance Appraisals

• **New Appraisal Period:**
  
  o Future Appraisal Periods 2/1 – 1/31

• **Spell Check feature is no longer available**

• **Appraisal questions, concerns and/or training requests:**
  
  o Please email hr-appraisals@udel.edu
# 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 (Main Street)</td>
<td>7/16/14</td>
<td>8:30-1:00</td>
</tr>
<tr>
<td>Faculty Group On-boarding</td>
<td>The Rodney Room in Perkins Student Center</td>
<td>8/21/14</td>
<td>8:30-4:00</td>
</tr>
<tr>
<td>All other New Graduate Students on Contract</td>
<td>The Rodney Room in Perkins Student Center</td>
<td>8/25/14</td>
<td>8:30-4:00</td>
</tr>
<tr>
<td>Group On-boarding</td>
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</tr>
</tbody>
</table>
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

For NEW Faculty Members:
• Complete RTR and Offer Status
• Complete the on-board department data form

For All New Employees:
• Please try not to schedule department orientations on group on-boarding days
• Encourage employees to attend group on-boarding
• Encourage employees to respond to emails requesting completion of CBC information

***If any new Grad on Contract or Faculty members cannot attend their on-boarding sessions, please have them contact hr-onboard@udel.edu to setup a separate appointment****
Thank you for attending today!