

UIC Human Resources

July 2008 HR eNews

Employee Awards

At the UIC Award of Merit and Service Recognition campus-wide ceremony on **Tuesday, November 4th** we will honor all faculty members, academic professionals, and support staff who have completed 25, 30, 35, 40 and 45 total years of service.

For HR professionals receiving the list of personnel with service less than 25 years, we will honor, at the departmental level, academic professional and support staff (not faculty), who have completed 5, 10, 15, and 20 total years of service. We ask that each unit recognize these employees at a departmental ceremony during **Employee Recognition Month, November 4 - December 3, 2008**.

That list of names based on five-year increments starting with year five was forwarded to college and administrative unit representatives, to ensure that all appropriate personnel are recognized for their years of service. These lists must be returned to ensure employees receive accurate recognition certificates and gifts.

Please note that university employees will be recognized for service completed during the **January 1 to December 31, 2008** period. We will recognize only current/active employees. The following employees will **not** be recognized:

- a) retire/rehires;
- b) emeritus status employees;
- c) layoff status employees;
- d) unpaid appointments.

Based on each unit's review, certificates and/or gifts will be distributed for employees accordingly:

5 and 10 years of service

Certificate – distributed by department during Employee Recognition Month

15 and 20 years of service

Certificate & gift–distributed by department during Employee Recognition Month

25, 30, 35, 40 & 45 years of service

Certificate & gift–distributed by department during Employee Recognition Month

Please note that the Award of Merit/Service Recognition Ceremony is an approved campus event. Those employees being recognized should be encouraged to attend the event and should be given release time to do so.

Just as a reminder, completed Award of Merit Nomination forms must reach the Office of the Chancellor/Vice Chancellor for the unit in which the nominee is employed by **July 30, 2008**.

Should there be questions about awards, award eligibility or deadlines, please contact Dana Poncher, Special Programs Coordinator, at dponcher@uic.edu or call 312-413-2960.

Minimum Wage

Effective July 1, 2008, the Illinois minimum wage has increased to \$7.75/hr. The hourly rate for all hourly-paid employees (including student workers) who earned less than \$7.75/hr has been updated.

All affected employees will begin earning the new minimum wage for any work hours reported on and after 7/1/08 and will see the new rate beginning with their 7/23/08 paycheck.

If there are any questions regarding the Minimum Wage, please call Debbie Lewis at 996-2219.

Overcompensation Form

The On-line Overcompensation Form for Academic Professionals has been modified into an easy to read layout. This form also has been given an added feature. Now the requestor can attached a PAPE, Job Description, or other support documentation directly to the request.

However, please be advised that any Overcompensation requests entered on-line and not yet approved prior to May 1, 2008 will need to be recreated and submitted.

If there are any questions regarding the Overcompensation Form, please call Debbie Lewis at 996-2219.

Important Event Deadlines

Events:

Benefits Choice 1 changes for 2008 went into effect in July 1, 2008.

Deadlines:

- Employee Performance Review is to be completed by end of **July 2008**.
- Award of Merit Completed forms must reach the Office of the Chancellor/Vice Chancellor for the unit in which the nominee is employed by **July 30, 2008**.
- Benefit Choice 2, as of July 15, 2008, is in a TBA status so look for Massmail information on the start date.

UIC Human Resources

This newsletter is a bi-monthly publication from UIC HR, Organizational Effectiveness.

Information for this publication related to Human Capital operations in general, or UIC HR specific policies and procedures is received from HR professionals campus-wide.

Please send suggestions, requests to publish articles, and HR policy/procedure updates or reminders to Organizational Effectiveness at OE@uillinois.edu.

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