

UIC Human Resources

July 2009 HR eNews

Career Development Options for Academic Professionals

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At UIC, EXCELLENCE is our mantra. Individuals employed by UIC across colleges and administrative units are focused on achieving performance excellence daily “in support of UIC’s mission of teaching, research, service, and economic development through hundreds of academic programs, community service initiatives, healthcare provisions, and research endeavors.”

Human Capital is the backbone of UIC. The skills, abilities and competencies of our workforce have a direct impact on operational effectiveness, efficiency and realization of defined objectives in every college and administrative unit. The collective success of UIC will be determined by the strength of our workforce.

In an effort to help Academic Professionals address workplace challenges successfully, UIC HR is spearheading the Employee Performance Management Initiative. Our intent via this Initiative is to be proactive in addressing training and development needs for Academic Professionals. This intent is consistent with priorities identified by the UIC Academic Professional HR Taskforce, and with research supporting the concept of ongoing employee training and development for more efficient and effective business operations.

One element of the Employee Performance Management Initiative includes the development of a website, MyCareer. The **MyCAREER** website will be launched in Fall 2009 as a pilot. It is designed as a vehicle to help Academic Professionals manage their career at UIC. The website will include training courses, as well as videos and books that may be viewed online. Information about target programs such as Leadership Development and Mentoring will also be available on the MyCareer website.

More details about the MyCareer website and Leadership Development training will be shared by UIC HR before the website launch. Stay tuned for more information in the very near future.

E-Verify Update

E-Verify is an Internet-based system operated by the U.S. Citizenship and Immigration Services (USCIS) that allows employers to electronically verify the employment eligibility of employees, regardless of citizenship. In June 2008, President Bush signed an amendment to Executive Order 12989, instructing federal agencies to require contractor participation in E-Verify. As a recipient of federal contracts, the University of Illinois would be required to comply with the Executive Order as amended and the final rule.

Originally, this final rule was to go into effect on January 15, 2009; however, the Obama administration is currently reviewing the Executive Order and has extended the effective date to September 8, 2009. It is possible that changes could be made during this review period. Further information about the E-Verify requirement will be communicated as it becomes available.

If you should have questions, please contact Julie Harris at jah22@uillinois.edu or ext. 33634.

Current I-9 form Still Valid

You may be aware that the Form I-9 currently in use has an expiration date of June 30, 2009 printed on it. In a recent press release, U.S. Citizenship and Immigration Services (USCIS) announced that this Form I-9 will continue to be valid for use beyond June 30. You may read the complete press release at http://www.uscis.gov/files/article/update_employ_eligible_i9.pdf.

The press release directs employers to continue using the current version of the Form I-9. USCIS will issue a new version of the Form I-9 with a revised expiration date once they receive approval from the Office of Management and Budget (OMB).

The most recent version of the Form I-9 is always available online at <http://www.uscis.gov/i-9>. Employees can also reach it from the HR Forms page in [NESSIE](#), and units/departments can reach it from the Campus HR website at <http://www.uic.edu/depts/hr/quicklinks/i-9.pdf>.

If you should have questions, please contact Jack McEnery at jmcenery@uic.edu or ext. 63581.

Family Medical Leave Act

Campus policy requires that the respective Dean or Vice Chancellor sign off on an employee's Family and Medical Leave. This can be accomplished by the respective Dean or Vice Chancellor signing the employee's letter approving the Family and Medical Leave. A copy of this letter, with the Dean or Vice Chancellor's signature, is to be forwarded to the Central HR Offices (Records and Faculty Affairs).

The Dean or Vice Chancellor's signature helps to ensure that they are apprised of the leave. Such leaves are very important for the well being of our employees, and the Deans/Vice Chancellors can anticipate staffing needs by being informed of such leaves.

If there are any questions, please feel free to contact Jack McEnery at jmcenery@uic.edu or ext. 63581, as well as Faculty Affairs HR at fahr@uic.edu or ext. 52412.

Employee Performance Review for Academic Professionals Policy

A new policy, "Employee Performance Review for Academic Professionals" has been approved by the Chancellor and is available for review on the UIC HR website at http://www.uic.edu/depts/hr/relations/policies_procedures.shtml and the Employee Performance Management website at <http://www.uic.edu/orgs/epinitiative/>. This policy provides for a comprehensive process that includes confirmation of individual performance expectations, as well as completion of an annual Performance Review.

Should you have questions about the new Performance Review Policy for Academic Professionals, please contact Kim Morris Lee, Director of Organizational Effectiveness at kmorris@uic.edu.

Terminal Vacation and Benefits

In the past, some departments allowed terminating employees to extend their date of termination to some point beyond their actual last day of employment by utilizing vacation leave benefits. This was done so that the employee could remain a University employee and could, therefore, continue to receive State of Illinois benefits. It is not an acceptable business practice according to Central Management Services (CMS) to retain as active employees with the University any persons who are no longer providing services for the University. CMS provides and directs many of the benefits University employees receive.

According to CMS rules, a “member’s coverage terminates at midnight of the date of termination of State employment.” Further, CMS language notes that “lump sum vacation and/or sick leave benefits are not to be considered when calculating the member’s last day of employment for insurance coverage purposes.”

All of the separation dates in the process must match. The separation date within the HR Front End, as well as the last work day, termination date, and job end date in should all be the same – the last official day the employee performed service at the University.

Please be aware that the Benefits Service Center submits to CMS the last day of employment, which will also be the effective date for COBRA eligibility. It is important that terminating employees are informed that the terminal vacation they may take will not extend their benefits coverage.

If you should have questions, please contact Jack McEnery at jmcenery@uic.edu or ext. 63581.

HR Front End Update

The HR Front End project has completed training for all users that were selected as HR processors and approvers. At this time we have about 350 users currently using the new HR Front End to process transactions. Some users may still need to take the online course or attend a classroom training session, to gain access to the HR Front End in the production environment. PITRs will no longer be accepted to process a transaction.

HR Banner forms access will be changing for users in one of two ways.

- (1) Users who have attended training** – Most Banner forms access will change to view only. This will only affect HR forms in Banner, which formerly handled employment changes (NBAJOBS, PEAEMPL, etc.). Forms that are used for processing outside the HR Front End (PEALEAV, PZAELOA, etc.) will still be available to edit. This change may occur in late July or August.
- (2) Users who did not attend training and no longer have a need for Banner HR forms** - will have their access to HR Banner screens deactivated. This will not affect other Banner forms that they may use for other aspects of their jobs, such as Finance, Student, or Vacation/Sick Leave processing. This change should occur before the end of the July.

We will continue to have support sessions every two weeks on both the East and West sides of campus. These sessions are a great way for users to become more familiar with the way they should be processing transactions. During these sessions, users will have an opportunity to complete their day-to-day work with our campus experts assisting them. They can also take this time to “practice” in a test environment, with the same support. These training sessions are available for registration in DART, under the Training tab. Users are required to register, so we may plan for the appropriate support for these sessions. Sessions will be cancelled, if no users register.

In anticipation of new users needing training for the HR Front End, we will also be offering monthly training sessions. The next scheduled training session is July 22nd. These sessions will be a one-day training session held in the Administrative Office building (AOB) on the West side of campus. Users will need to register for a training session in DART. A college representative will also need to submit a security request through the UIC HRIS office (UICHRIS@uillinois.edu). This request will need to include the user name, UIN, access profile, and organization security.

We will also continue to add more content to the UIC HR Support Website <http://www.uic.edu/depts/hr/support/index.shtml>. Our Website contains:

- Job Aids
- Frequently Asked Questions
- Links to online training
- Links to training materials
- Links to other valuable resources

You may contact UIC HRIS at UICHRIS@uillinois.edu or 312-996-4849 with questions or suggestions for additional support.

Special Programs Update

2009 Award of Merit Nominations: Nominations are due July 20, 2009 by 4:00 pm. AOM recipients will be announced at the **Employee Recognition Award Program** held on November 4, 2009. In late September, the AOM recipients and their nominators will be notified.

Service Award Policy: The Service Award Policy has been updated and is available online at http://www.uic.edu/depts/hr/relations/policies_procedures.shtml.

Department Service Award Recognition: Recognition ceremonies should be held during the month of November. Certificates and service awards will be available for pick up on **Thursday, November 5, 2009**. If you need to make alternate pick up arrangements, please contact Rushi Parek at 6-3504.

Retirement Recognition: Department representatives will be receiving a list of retirees, pulled from BANNER, who retired August 16, 2008 through August 15, 2009. Please make sure to review the list for accuracy and make appropriate additions for employees planning to retire by August 15, 2009. The retirement luncheon is held on December 3, 2009.

Campus Charitable Fund Drive: The 2009 Campus Fund Drive will kickoff on the east side of campus on October 2, 2009 from 9am to 11am. The breakfast will be followed by a charity fair to familiarize department representatives with participating SECA charities. Department representatives play a crucial role in the success of the UIC campaign. A second fair will be held on the west side of campus on October 28, 2009 from 9am to 11am. Details on how to participate will be available on the Special Programs website. http://www.uic.edu/depts/hr/Special_Programs/departments.shtml.

Retirement Planning Conference: The Retirement Planning Conference was sold out on May 30th! Please visit http://www.uic.edu/depts/hr/Special_Programs/retirement_conf.shtml to view conference materials.

Employee Recognition Month - November 2009 - *Celebrating Employees at UIC*

If you should have questions, please contact Dana Poncher at ext. 32960 or dponcher@uillinois.edu.

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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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