

## UIC Human Resources

### November 2007 HR eNews

#### ***SURS – 6%***

A couple of years ago there were changes implemented by the State University Retirement System (SURS) regarding salary increases in the four years of final earnings rate (FRE) calculation. We are now seeing the results of these changes in SURS impact the UIC campus. Basically, the changes allow SURS to bill the University for the present value increase in a pension which is caused by the employee's earnings in their FRE increasing by more than 6% from one year to the next. This change only applies to participants who retire under the general formula under the SURS Traditional or Portable Benefit plans.

So, for any year's earnings used in calculating the FRE, which increase by more than 6%, we will receive a bill from SURS. The University has agreed that the respective College/Unit will pay this bill....BUT there are certain reasons which let the College/Unit appeal the bill, e.g. the earnings shown by SURS are wrong, certain FTE changes are excludable, "overload" increases are not to be counted in the 6% as well as other categories.

As the Campus receives these bills, Faculty Affairs Human Resources or UIC Human Resources respectively will forward the bill and earnings information to the Financial Officer for the college/unit so that they can determine whether to appeal this bill or not. At the time we receive a bill we will give you further information about the process and actions you can take. This process is very time sensitive in that we must process the appeal within 30 days of when SURS originally sent the bill (no allowances for mail time or any processing delays). We do not know how many participants this applies to at this point in time.

Any questions, can be sent to Faculty Affairs c/o Angela Yudt ext. 5-2412 (email [ayudt@uic.edu](mailto:ayudt@uic.edu)) or UIC Human Resources Jack McEnery at ext 6-3581 (email [jmcenery@uic.edu](mailto:jmcenery@uic.edu)).

#### ***WOW and INSPIRE Awards***

Each person at UIC impacts the relationships we build with students, faculty, alumni, staff and visitors.

The WOW Award was established in 2005 by the UIC Alumni Relations Council to recognize those who make an exceptional effort to build these relationships.

In 2007, the program added the INSPIRE Award to recognize individuals who have consistently and over long periods of time based their every action on UIC's Core Values. An annual UIC Luminary award is also given to the INSPIRE candidate who represents the pinnacle of service to the campus and its constituents.

## ***New Applicant Tracking System***

UIC Human Resources and Faculty Affairs Human Resources, in collaboration with the Urbana and Springfield campuses, will be implementing a new applicant tracking system for HR professionals to utilize in 2008. The new system, called HireTouch, will incorporate existing functionality, as well as many new features. HireTouch's new features will help make the recruiting process much more efficient.

HireTouch is an easy to use, web-based Applicant Tracking System (ATS). It allows users to easily post positions and efficiently track candidates throughout the hiring process. HireTouch will be incorporated into UIC's website so applicants can easily search and apply for jobs.

Other functionality includes:

- Integration with our background checking provider
- Pre-screen applicants based on skills, education, or experience (non-civil service jobs)
- Dynamic interview scheduling
- Advanced searching and sorting functions
- Standard reporting (EEO, cost analysis)
- Custom reporting
- Candidate self-service
- E-signatures
- Automated on boarding
- Templates for notifications and confirmations
- Multi-tiered security access

The new applicant tracking system has the flexibility to allow each campus to have their own web presence, as well as an independent workflow structure to fit their unique needs. The project is in the planning stage and is currently scheduled for implementation in the late spring of 2008. Key subject matter experts will be included throughout the project to help develop HireTouch to fit our campus needs.

We will continue to keep you posted on further developments, through various meetings, emails, and newsletters. If you have questions, please contact Ken Scott at 312-996-4849.

## ***HRAG/HRIN – Future Programming and Schedule***

Over the past several months we have been considering the past and future purpose of the Human Resources Advisory Group (HRAG) and Human Resources Information Network (HRIN) groups. It is essential to design an approach that addresses present-day information dissemination needs. Because of that we have postponed having these two groups meet. In the meantime, we will continue to share relevant information with you via our website, e-mails, and vehicles such as HR e-News. If you are interested in helping us find ways to improve HRAG or HRIN, please contact Julius Rhodes at 5-5504 or [jrhodes5@uillinois.edu](mailto:jrhodes5@uillinois.edu).

## ***New Employee Contact Information***

When sending new employees to an Orientation session at Human Resources Building, please ensure they have the following information; job title, work building name, three-digit mail code, supervisor's name, and their start date.

For the past two years, new employees at UIC have received letters from the Chancellor welcoming them to the University. During the New Employee Orientation session each new employee fills out the contact paperwork necessary to receive the Chancellor's letter. The majority of new employees, however, don't have all the information needed to fill out the contact paperwork and this leads to extra research to locate the missing information.

## ***Service Award Recognition***

We take a moment to recognize a few employees with notable service year awards:

- **Mirta Mendez celebrates 25 years at UIC.**
- **Taycine McInnis celebrates 30 years at UIC.**
- **Velma Frierson celebrates 40 years at UIC.**

## ***New Employees in UIC HR***

### **HR RECORDS**

**Melinda Rodriguez**, HR Specialist handling Grad processing in Employment Records, effective 11/01/07; 6-6358

**Graciela Pena**, HR Specialist replacing Maria Sabacan in Employment Records, effective 11/14/07 (phone extension not yet determined)

### **ORGANIZATIONAL EFFECTIVENESS**

**Stacey Valuch**, Specialist working with Training and Special Programs, effective 10/15/07 x5-0325

**Julius Rhodes**, Interim Director of Organizational Effectiveness, effective 10/22/07 x5-5504

### **LABOR & EMPLOYEE RELATIONS**

**Steve Holz**, Interim Associate Director of Labor & Employee Relations, effective 10/22/07 x5-3056

### **HRIS/SHARED SERVICES**

**Christina Torres** has joined the Employee Information Center as an HR Assistant (she was previously temporary) x3-4848

**Joshua Dorka** has joined HR as an HR Officer effective 11/4/07 x 66476

## ***Important Event Deadlines***

### **Events:**

#### **November 13-16**

Pilot Training Program for Excellence in Supervision will be held in room B-1 of the Human Resources Building

#### **November 28**

Retirement Luncheon at Student Center West 828 S. Wolcott, Chicago Rooms A & B from 11:30 to 1:30 pm

### **Deadlines:**

Final Day for Ethics Online Training

## ***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](mailto:OE@uillinois.edu).

### **UIC Human Resources Contact Information:**

Office of the Vice Chancellor	x5-5230
Business Services	x6-9306
Compensation	x5-4330
HRIS / Shared Services	x6-4849
Labor & Employee Relations	x5-3055
Organizational Effectiveness	x5-5504
Recruitment/Staffing	x6-0840