

UIC Human Resources

September 2008 HR eNews

2008 Charitable Fund Drive

The 2008 Campus Charitable Fund Drive will begin October 2 and continue through December 5, 2008.

Exciting program changes are taking place for this year's UIC drive. There will be 4 Charity Fairs, more information about the campaign and participating charities available on our website, pledge forms available for each employee to print and submit and more direct communications and emails including campaign updates of UIC's progress.

There will be door prizes and giveaways at the charity fairs. Contests will be held for a Friday lunch for the department with the highest percentage of employees participating in the 2008 CCFD by submitting a valid pledge form for an on-going or one time contribution.

Employees are encouraged to stop by at any one of the charity fairs being hosted by the 11 participating SECA charities to inform all UIC employees about the giving programs and over 2223 charities which will benefit via your contributions.

Charity Fairs will be held from 9-11am

October 2 - Student Center East

October 16- Student Center West

November 6- Student Center East

November 20- Student Center West

For 2008 our goal is PARTICIPATION . Wouldn't it be nice if 20, 30 or 40% of our UIC staff made a pledge?! It doesn't matter if it's a one-time contribution or an on-going pledge our goal is to help those that need us and to be involved and PARTICIPATE.

For more information on the 2008 Campus Charitable Fund Drive please contact Dana Poncher, Special Programs Coordinator at dponcher@uic.edu or 312-413-2960.

New Employee Orientation (NEO) goes Online

The campus information section of NEO is now available online. This new feature gives newly hired employees an opportunity to view campus orientation material at home or at any of the accessible computers on campus (see website listed below).

<http://www.uic.edu/depts/hr/uichr/develop/NEO/Accessible%20Campus%20Computers.pdf>

For September, October and November 2008 monthly campus orientation facilitated session will be held on the third Monday of each month at the Human Resources Building, 715 South Woods St. between 8:30—10:30 am with the Benefits orientation session to follow.

Weekly Benefits orientation sessions are held every Monday at the Human Resources Building (HRB) 715 S. Woods, starting at 10:30 am through 1:00 pm.

Beginning in 2009 campus orientation facilitated session will be held at the Westside Research

Office Building, 1744 West Roosevelt Road between 8:30—10:30 am. The Benefits

orientation session will follow at 10:30 am to 1:00 pm.

For more information and to register for a facilitated session, refer to the Human Resources

website: <http://www.uic.edu/depts/hr/uichr/develop/NEO/neo.html>

Processing Unemployment Claims

Thank you for your ongoing support in the administration of Unemployment Compensation Claims for UIC. The tight timelines on responding to these claims continues to be a challenge for

everyone involved as the process is indifferent to our workloads and other timing issues. Another area in which we continue to be challenged is getting the right person, typically the employee's immediate supervisor, to a phone or live hearing. We know that this can be a burden to an

individual's busy schedule.

However, the Hearing Officer typically will not consider the testimony of an individual who has second hand knowledge of the situation. For this reason we will continue to press Colleges/Units to have available the individual with immediate knowledge of the situation available for

conferences and hearings.

Your thoughts and recommendations on this issue are most welcome as we explore ways to

provide the best response to these claims. Please feel free to direct any questions/comments to Jack McEnery jmcenery@uic.edu ext. 63581. Thank you.

Employment Verification

From: Campus and Faculty Affairs Human Resources

This is a reminder and update as to how the University processes employment verifications. Verifications may be required by third parties, such as financial institutions, government agencies, and other employers.

FOR ALL ACTIVE EMPLOYEES

The University provides an on-line system which can be accessed 24 hours a day 7 days a week, enabling a third party to verify your employment or employment and wages, at any time of the day and any day of the week. To keep the system secure, you are required to authorize the third party to receive your information. Please read through the link [Frequently Asked Questions](#) to understand how this process works for ACTIVE Employees.

Active employees must use this approach for all employment verifications.

If you need assistance with the on-line system, Civil Service and Academic Professionals should contact the Information Employment Center at (312) 413-4848. Faculty should contact Faculty Affairs HR at (312) 355-2412.

FOR ALL EMPLOYEES ONCE TERMINATED FROM UIC

If you terminate from the University, you will no longer be able to use the on-line system and instead must fax a request. Former Civil Service and Academic Professionals should fax their request to (312) 996-1803. Former Faculty should fax their request to (312)-996-1700. The fax request must include the employee's approval to release the information. The fax request is only available to terminated employees.

Approved Holidays for UIC Academic Year 2009

Group A* HOLIDAY DAY OBSERVED

- Labor Day Monday, September 1, 2008
- Thanksgiving Day Thursday, November 27, 2008
- Designated Holiday #1 Friday, November 28, 2008
- Gift Day, One-Half Day (a.m.) Wednesday, December 24, 2008
- Excused Day, One-Half Day (p.m.) Wednesday, December 24, 2008
- Christmas Day Thursday, December 25, 2008
- Designated Holiday #2 Friday, December 26, 2008
- New Year's Day Thursday, January 1, 2009
- Martin Luther King Day Monday, January 19, 2009
- Memorial Day Monday, May 25, 2009
- Independence Day (observed) Friday, July 3, 2009
- **Plus** Two Floating Holidays

** Group A is encouraged to use vacation time or floating holidays on the designated reduced services days: Monday, December 29, 2008; Tuesday, December 30, 2008; Wednesday, December 31.*

Group B HOLIDAY DAY OBSERVED**

- Labor Day Monday, September 1, 2008
- Thanksgiving Day Thursday, November 27, 2008
- Gift Day, One-Half Day (a.m.) Wednesday, December 24, 2008**
- Excused Day, One-Half Day (p.m.) Wednesday, December 24, 2008**
- Christmas Day Thursday, December 25, 2008
- New Year's Day Thursday, January 1, 2009
- Martin Luther King Day Monday, January 19, 2009
- Memorial Day Monday, May 25, 2009
- Independence Day (observed) Friday, July 3, 2009
- **Plus** Four Floating Holidays

** Hospital employees required to work on December 24 are asked to schedule another day off between December 1, 2008 and January 31, 2009. Other employees required to work on December 24 must follow the Floating Holiday Rules and Procedures.

** **GROUP B-** - *For employees working in the hospital, clinics, Office of the Vice Chancellor for Administrative Services, all departments under the Department of Facilities Management and Capital Programs, Environmental Health and Safety, Telecommunication Services, Facility and Space Planning, UIC Police Department, Campus Auxiliary Services, and Biologic Resources Laboratory.*

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.

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