

UIC Human Resources

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MyCareer: New Website for Academic Professionals

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An opportunity to focus on professional enrichment and acquiring new skills and competencies is one click away on the MyCareer website. This website is the first step in a process to address training and development needs for UIC Academic Professionals. A quick view of the homepage reflects easy to access information and a focus question: "What do you want to do?" Look for the MyCareer launch email including a link to the website on or before, Wednesday, September 30, 2009!

During the MyCareer Pilot, October 2009 to March 2010, UIC Academic Professionals will have access to hundreds of online courses, videos, skill briefs, job aids and books 24x7. The online course curriculum ranges from fundamentals such as Business Writing Essentials to Strategic Planning. Academic Professionals interested in Six Sigma, Project Management or HR certification, may access information on SkillPort to prepare for certification exams. Two SkillSoft 'Knowledge Centers' are also available to UIC Academic Professionals. The 'HR Professional Knowledge Center' and the 'Management Knowledge Center' provide specific topic information to assist individuals functioning in an HR or management role.

The MyCareer website is designed to provide a view of learning opportunities across UIC colleges and administrative units. On the website's 'UIC Training' page, a list of courses offered by colleges and administrative units campus-wide may be viewed. Website links are also provided for easy access to course details and registration information.

Academic Professionals are encouraged to view MyCareer and access development opportunities via the website. Recommended training to enhance or build skills in specific competency areas is listed on the website as a guide to start the professional learning experience with this new online tool.

E-Verify & I-9 Updated Form

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, after several extensions, the Obama administration approved the Executive Order that went into effect on September 8, 2009. Further information about the E-Verify requirement will be communicated as it becomes available.

New Version of Form I-9 Issued

The U.S. Citizenship and Immigration Services (USCIS) has issued an updated version of the Employment Eligibility Verification Form known as the Form I-9. This form is used to verify the identity and authorization to work in the U.S. for all newly hired employees.

A new version dated 8/7/2009 (expires 8/31/2012) is now available. There are no changes between the form dated 2/2/2009 and this new form. While the government has stated both forms will be acceptable, it is a good practice to print a new form from the USCIS web site at <http://www.uscis.gov/i-9> (scroll to the bottom of the page) each time an employee is hired.

This will ensure you are using the most recent version of the form. Additionally, for your convenience, you may access the Form I-9 at <http://www.uic.edu/depts/hr/quicklinks/hrforms/I-9.pdf> on the Campus HR web site.

The *I-9 Handbook for Employers* can be found at <http://www.uscis.gov/i-9> by selecting the link to "M-274, Handbook for Employers" from the menu on the right side of the screen.

Contact your Campus HR office for assistance with or questions about the Form I-9. Call Julie Harris at 413-3634 for Academic Professional and Civil Service Employees. For Faculty, please email Faculty Affairs HR at FAHR@uic.edu or call 355-2412.

If you are in a University Administration unit, please note that the I-9 process is handled by UA Employee Relations and Human Resources. UA units may contact them with any questions at ERHRCommunications@uillinois.edu or 217-333-2600.

Positive Time Reporting Update

The *State Officials and Employees Ethics Act (SOEEA)* requires State employees to, “periodically submit time sheets documenting the total amount of time spent each day on official State business to the nearest quarter hour”. In practice, this means individuals will report the total number of hours each week spent on University business. To comply with these requirements, a University-wide policy regarding the reporting of time spent on University business was approved by the President’s Policy Council, effective June 2008; and can be found at:

<https://nessie.uihr.uillinois.edu/pdf/policy/SOEEAReportingPolicy.pdf>.

This policy applies to academic professional and exempt civil service (not eligible for overtime) employees only. This includes rehired retirees on either an academic professional or exempt civil service status.

The purpose of this policy is to assure that the University of Illinois is in appropriate institutional compliance with the *SOEEA* Act. Information to be submitted pursuant to this policy is to be used to document compliance with the *SOEEA* Act only, and will not be used for computation of employee’s pay, vacation/sick leave, or any activities associated with grants and contracts reporting. The Act does not require employees to record their specific work activities every quarter hour during the day. It simply requires that the total number of hours worked each day on University business, including evening and weekend hours, must be recorded to the nearest quarter hour. Finally, the Act’s requirement is separate from and in addition to other University reporting requirements and obligations.

University Administration implemented its PTR plan in November 2008 and the Urbana/Champaign and Springfield campuses implemented their PTR plans on September 13, 2009. The targeted UIC campus implementation date is December 13, 2009. UICHR will communicate implementation plans and schedules and will work with each college and major administrative units in the implementation of the positive time reporting procedures. Following the initial implementation, ongoing compliance with this policy and the utilization of the standardized reporting tool will be monitored through regular audits by the individual departments, The Office of University Audits, and The Auditor General.

Questions concerning the University Positive Reporting Policy can be directed to Russ Dickow, UICHR, at rdickow@uic.edu.

HR Systems Update

Banner 8 Upgrade

An upgrade to Banner is scheduled to occur on October 16th. This will take the entire weekend. Starting at 5 A.M. on Friday, Banner and systems that interface with Banner will be down until Monday morning. Departments should plan accordingly. From an HR perspective there are not many changes to note as most changes are being made for other areas in Banner. Testing continues to confirm that Banner forms and the HR Front End upgrades do not adversely affect the current system.

HR Front End Support

Support sessions are scheduled every two weeks on the West side 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 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 <https://hrnet.uihr.uillinois.edu/dart-cf/sessions/ListClasses.cfm>. 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 October 14th. 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.

Website

Additional content to the UIC HR Support Website continues to be added. Check the website for updates frequently. View the support webpage at <http://www.uic.edu/depts/hr/support/index.shtml>. Website contains:

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

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

Planning Aid for Potential H1N1 Flu Outbreak

As news reports highlight the risk of a serious flu threat this Fall, several groups on campus are working to prepare for various contingencies. One area of planning which can often be done by every department or unit in advance of any crisis is Operational Staffing; essentially, this is a “what if?” exercise. “If forty percent of my unit’s staff is out sick, how will the department’s work get done? How will my staff prioritize its work in that situation? What changes in HR policy administration for my department or unit will be required?”

To assist departments and units with their planning for continued operations during a crisis, we have assembled a short list of questions related to Staffing. Many of these are incorporated into the Campus Planning document, but we want to use every avenue available to facilitate effective preparation, so we include them in this issue of HR eNews. Please contact Dan Harper (X34788) if additional information or clarification would be helpful in your planning efforts.

- *Which jobs are “critical”? Why? (If the situation changes, criticality may also change. For example, food service jobs may be critical while dorms are open, but will not be critical if dorms are closed.)*
- *Which jobs must be staffed at all times, even if employees will not want to report for duty due to family responsibilities or fear of infection? What alternatives for staffing exist? What will happen if staff is not available? How can those consequences be managed or minimized?*
- *What training can be completed now to provide additional resources as backup for sick employees?*
- *Which employees can perform their jobs from home or remote sites? Are tools or processes needed to monitor performance and/or productivity?*
- *What is the department / unit succession plan, in case managers are not available or can’t communicate effectively? Who should act in that instance, and how will they and others know that they have the authority to do so?*
- *What steps can be taken now to communicate these issues and plans to your workforce to help them prepare?*
- *How will employees receive communication about their personal status, i.e., whether they should or even can report for work? Are phone and contact lists current?*

UIC HR is currently evaluating various policies with Campus and University leadership. More information on these will follow as it becomes available.

Online Employment Verification System

All current University employees must use the online Employment Verification System. Using the online system eliminates the longer processing time associated with paper or phone requests, resulting in better service to you.

By using the Online Employment Verification System, vendors such as banks, mortgage lenders, rental agencies, and government-approved housing management firms can have access to your employment verification information almost immediately, which means they can process your loan application or housing request much faster!

Follow these simple steps:

1. Access NESSIE at <http://nessie.uihr.uillinois.edu/> and select the "Personal Info" tab.
2. Click the "Employment Verification System (EVS)" link located in the middle of the page.
3. Click the CONTINUE button to login using your University NetID or Enterprise ID and Password. You will also be asked to provide your NESSIE PIN for security purposes (if you do not already have a PIN, click on the "Your PIN" link and enter the requested information).
4. Select "Establish a Vendor Access Number" and follow the on-screen instructions. You may create up to five Vendor Access Numbers (VANs).
5. Determine a level of authorization for each VAN. You decide how much information the vendor may access - "Employment Verification Only" or "Employment and Earnings Verification".
6. Provide your bank, lender, or housing manager with the Vendor Instructions (https://nessie.uihr.uillinois.edu/pdf/personal_info/instructions.pdf), the VAN you created (must be used within 30 days), and your Social Security Number.
7. The lender can then access your Employment Verification online at <https://hrnet.uihr.uillinois.edu/tiger/>.

Revision to the State Official & Employees Ethics Act

On August 18, 2009 the *State Officials and Employees Ethics Act* was modified. Employees are now required by law to complete ethics training within 30 days of hire (previously new hires were allowed 6 months to complete training). The University Ethics Office has provided information about the impact of this change related to the Nessie New Hire process: "All text will be updated to reflect the new 30-day requirement. Additionally, email functionality will be implemented to alert both the new employee and their departmental contact when the 20 day mark has passed with respect to the Ethics Orientation deadline." Questions about the new *Ethics Act* should be directed to the University Ethics Office Help Line at 866-758-2146.

Special Programs Update

Campus Charitable Fund Drive October 1—December 1, 2009: The 2009 Campus Charitable Fund Drive kickoffs on October 1, 2009 from 9:00 to 11:00 AM at Student Center East, Illinois Rooms. A second fair will be held on October 28, 2009 at Student Center West, Chicago Rooms from 9:00 to 11:00 AM. For details on how to participate, please visit http://www.uic.edu/depts/hr/Special_Programs/departments.shtml.

2009 Award of Merit: Recipients will be announced at the Employee Recognition Award Program on November 4, 2009.

2009 Employee Recognition Award Program: The Employee Recognition Award Program will be held on November 4, 2009 at the UIC Forum. At the ceremony, the Award of Merit, Service Awards, Janice Watkins, CAPE, Academy Award, Women of the Year, WOW, INSPIRE, and Luminary recipients will be honored. UIC employees are welcome to attend the recognition ceremony with their supervisor's permission. Departments should host a service recognition ceremony during the Employee Recognition Month to acknowledge their service award recipients.

Service Award Policy: The Service Award Policy has been updated. The policy can be viewed online at http://www.uic.edu/depts/hr/relations/policies_procedures.shtml.

Service Awards: Service Award Recognition 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 call Rushi Parek at 6-3504.

Retirement Recognition: The Retirement Luncheon will be held on December 3, 2009. Employees that have retired between the dates of August 16, 2008 through August 15, 2009 have been mailed an invitation to the luncheon. Departments will be notified once retirees respond to the invitation.

Retirement Planning Conference: The next Retirement Planning Conference meeting will be held in April 2010! Details will follow in future HR eNews editions. To access conference materials from the May 30, 2009 Retirement Planning Conference, please visit http://www.uic.edu/depts/hr/Special_Programs/retirement_conf.shtml.

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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