

# HR e-News

*A bi-monthly publication of UIC Human Resources*

*May 15 2008*



*Published by:*

**UIC** *Human Resources*

**Purpose:**

The HR eNews Letter represents a centralized, reliable source of news items that affect the daily operational performance of UIC HR network participants. Each topic will have contact information for feedback, questions and surveys. Ultimately, UIC HR eNews topics can be referenced on the UIC HR web site. If you have topics that all HR personnel should know about, use the contact info below.

**Contact:**

*Alan Scott  
(312) 966-4014  
alascott@uic.edu*

## **START THINKING ABOUT EMPLOYEE AWARDS NOW**

**Employee Recognition Month is November 4 –  
December 3, 2008.**

The Employee Recognition Award Program is a campus wide event that honors UIC employee's for years of service as well as honoring Award of Merit Winners, and recognizing CAPE, Janice Watkins, Alumni Association WOW Awardees, and the UIC Woman of the Year Award recipient.

Departments are encouraged to schedule their recognition programs in conjunction with Employee Recognition Month.

***Nominations are now being accepted for the Award of Merit***

The UIC Award of Merit, a university-wide honor, is available to all UIC campus staff members who exhibit service, commitment, and dedication

The UIC Award of Merit will be awarded to a maximum of thirty recipients in 2008. All UIC support and academic professional staff who work at least 50% time, and who have worked at UIC for at least three years, are eligible for nomination.

Anyone can nominate eligible employees. Nomination

forms must be submitted to the dean or director of the unit, then to the unit's Vice Chancellor or the Chancellor. Forms are online at [http://www.uic.edu/depts/hr/uic/hr/Special\\_Programs/AOM%20App%202008.pdf](http://www.uic.edu/depts/hr/uic/hr/Special_Programs/AOM%20App%202008.pdf).

The Award criteria include:

1. Overall excellence in all aspects of work performance;
2. Consistent delivery of user responsive service;
3. Creativity in problem solving and initiative;
4. Commitment to individual development and fostering growth;
5. Promotion of morale by leadership, teamwork, and enhancing work environment;
6. Sensitivity to diversity and affirmative action accomplishments.

Completed forms must reach the Office of the Chancellor/Vice Chancellor for the unit in which the nominee is employed by **July 30, 2008**.

#### ***Service Recognition***

Service Lists will be distributed to each unit at the end of May and must be reviewed and returned to Special Programs by **June 30, 2008**.

#### **Scheduled Employee Recognition Events**

##### **Tuesday, November 4, 2008**

UIC Employee Recognition Award Program  
Award of Merit and Service Recognition of 25, 30, 35, 40 and 45 Years of Service  
11:00 a.m. to 1:30 p.m.

##### **Monday, November 10, 2008**

CAPE Award  
2:00 p.m. to 5:00 p.m.

##### **Thursday, November 20, 2008**

Janice Watkins Award Luncheon  
11:30 a.m. to 1:30 p.m.

##### **Wednesday, December 3, 2008**

Retirement Luncheon  
11:30 a.m. to 1:30 p.m.

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

## **GRADS WITH STUDENT JOBS**

While a graduate student can hold both an Assistantship and a Student job at the same time, it is extremely important that units monitor hours worked to make sure applicable limits are not exceeded. That limit would be 26.8 hours/week (67%) for most, but is 20 hours /week (50%) for foreign students. This means units need to check first to see what jobs are already held, as well as talking with other units who have historically reappointed each semester.

One unit may be sending a Pitr and another unit reappointing via EPAF or Salary Planner. Coordinating work assignments with other units may also be necessary when multiple units are involved. And, remember to do all of this before you start the student working.

If you have any questions, contact Teri Blain at 3-1476.

## **ACCESS TO BANNER TO DISPLAY AVSL UPDATES**

Once the PEALEAV records are updated, departments can pull reports in this way to verify with employees what BANNER shows are their up-to-date available balances after the updates are entered. I may need training myself to use it, but I think it is a great idea/resource---

Shortcut to:

[http://nessie.uihr.uillinois.edu/pdf/Reports/AVSL\\_ReportJobAid.pdf](http://nessie.uihr.uillinois.edu/pdf/Reports/AVSL_ReportJobAid.pdf)

RE: Academic Vacation and Sick Leave (AVSL) Reporting for the Medical Center Academic Professionals

University policy requires that Faculty, other Academic staff members, and Academic Professionals report usage of vacation and sick leave at two times during the year, in May and in September. The UIC HR office (Teri Blain and Mary Song) will update vacation and sick leave for all Medical Center academic professional (AP) employees in BANNER for the period of August 16, 2007 through May 15, 2008. We will need all departments to forward usage for their respective AP staff as you did in August 2007 directly to Teri Blain and Mary Song for the updates to be entered.

Please report the amount of vacation and sick leave in **HOURS taken** for all AP staff in your area on the attached spreadsheet for the time period noted above and submit via email no later than May 15, 2008.

Please use the following email addresses: [terilynb@uillinois.edu](mailto:terilynb@uillinois.edu) & [marysong@uillinois.edu](mailto:marysong@uillinois.edu). You will need to report usage in amounts equal to hours keeping in mind that one full-time day equals eight hours. For example, if you have a full-time employee who used 10 vacation days and 2 sick days, you would report 80 hours of vacation leave used and 16 hours of sick leave. For a part-time employee, remember to report the actual number of hours used on leave days. This is especially important for those employees who work a reduced work week that involves full and partial days.

Please also note that Academic employees who are not eligible for overtime should be reporting absences in half- and full-day increments only. (The only exception is time taken under approved Family and Medical Leave).

If you have any questions about anything regarding this report, please contact Teri Blain at (312) 413-1476 or Mary Song at (312) 996-3750.

## **STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE ELECTION RESULTS**

David P. Ryan of Physical Plant was the winner of the April 22, 2008, SUCSAC election held on the UIC campus.

Volunteers from Civil Service Staff Advisory Council, Power Plant HR and UIC Campus HR helped at the polling locations as Judges and Tellers.

The State Universities Civil Service System Merit Board is composed of eleven members made up of members of the Board of Trustees of each state funded university. The Advisory Committee to the Merit Board is an elected board of civil service employees from all state funded universities and has the responsibility of recommending actions and presenting problems to the Merit Board in accordance with the interests and needs of all civil service employees.

If you have any comments or questions about the election contact Alan Scott at [alascott@uic.edu](mailto:alascott@uic.edu) or 6-4014.

## **WOMEN'S LEADERSHIP SYMPOSIUM 2008**

The Women's Leadership Symposium is scheduled Thursday, June 19, 2008 from 8:00 a.m. to 4:30 p.m. in the Illinois Room, Student Center East.

The theme for this year's symposium is Women Helping Women Succeed. It is an all-day conference consisting of morning and afternoon workshops that address career and workplace issues, work/life balance, financial, spiritual and physical well-being, self exploration, leadership and empowerment.

This year, wealth advisor Ellen Rogin, will be the luncheon speaker and workshop presenter. A trained economist and accountant, she offers financial management tools to create true lifetime prosperity. She is a dynamic speaker and will share new strategies to improve relationships with money.

There will be raffle prizes and great networking opportunities. This event should not be missed!

Additional information and registration will be available on our website in the next few weeks! Please go to <http://www.uic.edu/depts/owa/WLShome.html>

Be sure to reserve the date! The cost is \$50. Advance registration is required. This program qualifies for LLEAP (Lifelong Learning and Educational Access Program). For more information go to <http://www.uic.edu/orgs/LLEAP/LLeap.html#WhatisLLEAP>

## **NEW APPLICANT TRACKING SYSTEM**

Early this summer, the **HireTouch** Applicant Tracking System will be introduced to managers and applicants, who are involved in the Civil Service application process. This system will be replacing the current PANDA system for applicants and DART system for managers.

**HireTouch** will allow applicants to upload certain documents via the Internet. It will also help to improve communication between the applicant and the hiring managers, with new automated correspondence options. Applicants will be also be able to check on their application and exam request status.

## **NEW TRAINING OPTION FOR NEW EMPLOYEE ORIENTATION**

UIC Human Resources is in the process of implementing an online New Employee Orientation (NEO). Soon new employees will have the option of accessing an electronic version of the orientation. NEO is normally conducted each Monday throughout the year. In the past, only instructor-led New Employee Orientation has been available, but with advances in website technology, UICHR will make an online version available. At this point, Monday NEO sessions will be available for employees who prefer this format.

If you have questions or comments about this, please contact Stacey Thomas at 5-0325 or [slthomas@uic.edu](mailto:slthomas@uic.edu).

## **2008 BENEFIT CHOICE 1 AND BENEFIT CHOICE 2 ENROLLMENT PERIODS**

The State Department of Central Management Services (CMS) has announced that there will be **two** Benefit Choice periods this year. The Benefit Choice 1 Enrollment period is being held from Thursday, May 1 through Saturday, May 31, 2008. All insured employees will receive a copy of the FY09 Benefit Choice 1 booklet sent directly to their home. [Please Note: The Benefit Choice 1 booklet contains a paper Election form developed by CMS to be used by State employees. **Do not use it.** By accessing the "Benefit Choice" option in the University's web-based NESSIE system at <http://nessie.uihr.uillinois.edu>, you can make your benefit changes online. If you need assistance, select the Help link that appears on every screen for answers to common questions and phone numbers to call for assistance.]

CMS began mailing the booklets last week. The booklet is also available online at the "Benefit Choice" option in NESSIE. During this first enrollment period you may change your State health and life plan enrollments, opt into or opt out of the State group health insurance plan (if you have other non-state group coverage), opt into or opt out of the dental plan and enroll or re-enroll in

flexible spending accounts (FSAs). You may also add (documentation is required) or drop dependents and same-sex domestic partners. Changes will become effective on July 1, 2008.

The dates for the Benefit Choice 2 Enrollment period will be announced after the CMS and AFSCME contract negotiations are completed. At that time, CMS will announce benefit coverage changes, premium changes, effective dates and any other special items of interest related to the new contract. During the Benefit Choice 2 Enrollment period, you will again be able to make all the benefit changes described above, with the exception of FSAs (see below).

New FY09 Life insurance premium rates have been finalized and are included in the Benefit Choice 1 booklet. Spouse and child life premiums will be reduced. All current (FY08) health plans will again be available for this upcoming year beginning July 1, 2008 however, the new FY09 Health (and Dental) premium rates are unknown at this time. Therefore, effective July 1, 2008, temporarily, the current (FY08) Health (and Dental) premiums will continue.

## ***FLEXIBLE SPENDING ACCOUNTS (MCAP/DCAP) ENROLLMENT AND RE-ENROLLMENT***

Again this year, you will use NESSIE to enroll or re-enroll in flexible spending accounts. If you are participating in one of the flexible spending accounts now, CMS has already sent an FSA letter to your home reminding you about the program for next year. The two types of FSAs (Medical Care Assistance Plan [MCAP] and Dependent Care Assistance Plan [DCAP]) will be handled differently during the two Benefit Choice periods.

During the Benefit Choice 1 Enrollment period, you may enroll in the MCAP and/or the DCAP. Enrollments become effective on July 1, 2008. During the Benefit Choice 2 Enrollment period, you may enroll in the MCAP, you may increase or decrease your Benefit Choice 1 MCAP enrollment, but you cannot terminate a Benefit Choice 1 MCAP enrollment. However, during the Benefit Choice 2 Enrollment period, **no enrollments, changes or terminations to DCAP FSAs will be allowed.**

Please note that the optional EZ REIMBURSE Card is available to you for a \$20 annual fee. If you are currently using the EZ REIMBURSE Card and you want to use it again in FY09, do not destroy your card. You will be able to continue using it this upcoming year.

If you want to participate again or participate in a flexible spending account for the first time, you will need to enroll by using NESSIE. \*\*RE-ENROLLMENT IN FSAs IS NOT AUTOMATIC.

### **BENEFIT ENROLLMENT CHANGES**

IF YOU DON'T WANT TO MAKE ANY INSURANCE PLAN CHANGES, YOU DON'T NEED TO DO ANYTHING.

IF YOU WANT TO MAKE \*ANY\* MEMBER OR DEPENDENT HEALTH OR LIFE PLAN CHANGES OR ENROLL/RE-ENROLL IN AN FSA: **You must use NESSIE at <http://nessie.uihr.uillinois.edu> to make any enrollment changes.** Beginning May 1, 2008, the Benefit Choice option can be found under the "Benefits" tab of NESSIE. NESSIE can be used to make changes until midnight Saturday, May 31, 2008. Intermittent outages of NESSIE may occur during the Benefit Choice period due to Banner maintenance. Any outages will be posted on the NESSIE home page.

### **IMPORTANT!!**

The State Department of Central Management Services does not permit us to accept Benefit Choice 1 changes submitted after May 31, 2008. The Benefits Service Center Offices will close at 5:00 p.m. on Friday, May 30, 2008, but NESSIE can be used until midnight Saturday, May 31, 2008.

If you have any questions about your benefit plans or your options at this time, please contact your campus Benefits Service Center or send e-mail to [benefits@uillinois.edu](mailto:benefits@uillinois.edu).

Benefits Service Center - Chicago (312) 996-6471

## **REMINDER ABOUT CMS AT SEPARATION**

Please remind employees that Central Management Services (CMS) which administers insurance benefits for State universities requires that coverage end on their last actual day worked. Vacation time cannot be used to cover any gap between a last day worked at the University and the beginning of coverage elsewhere. Failure to treat the actual last day at work as the separation date could result in a delay that further results in forfeiture of all COBRA rights.

## **Important Events and Deadlines**

### **EVENTS**

#### **May 11-17**

National Women's Health Week

#### **June 10, 2008**

HRIN meeting UIMCC Room 1130 from 10:00 to 11:00am.

- Salary Planner status update/issues
- KRA status update/issues
- ASVL status update/issues
- HR Disengagement update/issues

### **DEADLINES**

Employee Development Program 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**.

**5/16/08** is 1<sup>st</sup> day to input AVSL report;  
**6/06/08** is last day to input AVSL report.

Benefit Choice 1 changes end after **May 31, 2008**

---

*If you have an announcement regarding campus HR policies or administrative changes and want to include these updates in future editions of HR e-News please visit [http://hrnet.uihr.uillinois.edu/newt-cf/uic\\_enews/index.cfm](http://hrnet.uihr.uillinois.edu/newt-cf/uic_enews/index.cfm) to submit your story.*

---