



eNews

UIC Human Resources

March 2011

Published by

UIC
Human Resources
Organizational
Effectiveness

INSIDE THIS ISSUE

UIC Success Linked to Employee Talent and Professional Development1

Center for Human Resource Management presents: *Managing and Developing Great Leaders* 2

Statement of Economic Interests.....3

Handling Facebook Comments Claiming Discrimination or Harassment.....4

Direct Deposit Mandate5

Employee Performance Review6

Special Programs Update.....7

UIC Success Linked to Employee Talent and Professional Development

Kim Morris Lee, Ph.D.
Director, Organizational Effectiveness

Consider the big picture and focus on employee strengths to accomplish UIC goals. Each college and unit plays a role in the overall success of the University. People across campus with many different job titles provide the talent, skills and expertise needed to execute UIC’s strategic plan and complete necessary operational tasks on a daily basis.

Understanding employee strengths and opportunities for skill development is critical to realizing more effective business operations and accomplishing more with less. In a February 2011 article in Chief Learning Officer, Edward Hallowell references a study that examined the most significant developments in neuroscience over the past 30 years which identified a “Cycle of Excellence.” This cycle includes five steps focused on using employee talents to yield the best results for the organization and the employee.

The **FIVE STEPS** in this cycle are listed below.

First, confirm that employees are selected for jobs or projects that will allow use of current talent, skills and knowledge.

Second, connect employees who have similar jobs/interests. This provides an opportunity to develop natural networks for supporting on-the-job efforts to complete tasks or assignments.

Third, engage team members in creative problem solving when it seems frustration and apathy permeate the work environment. Use fun activities to ignite imagination. Many jobs have a “drudgery” component. Infuse “fun” to reach defined end-goals when it seems team members are feeling the job is plagued with endless, thankless tasks.

Fourth, challenge employees at the “right time” to contribute something important to UIC. All employees have a need to feel valued and to feel as if they are helping UIC overcome barriers which may impact short and long-term success of the university.

Fifth, give praise, rewards and awards acknowledging focused, targeted work that moves UIC closer to achieving defined goals. Employees need to know when and how their efforts have contributed to operational effectiveness and efficiency.

Continued on page 2

UIC Success Linked to Employee Talent and Professional Development (continued from page 1)

Using the collective talent of people across UIC and structuring processes to confirm continued professional development can be viewed as an opportunity to build more seamless operations and minimize duplicative efforts. Engaging staff in conversations to share and gather information can help confirm a manager's interest in: 1) creating an open dialogue about college/unit short and long-term goals; and 2) employee skills and long-term career aspirations. Transparency is a key element to drive focus on results in the workplace. If staff members are unaware of the college/unit strategy and defined goals, how likely is it that they will contribute to the success of UIC using their talent and skills with the most impact?

At an institution of higher education, it should be easy to get employees to agree that "knowledge is power." The challenge is getting individuals across colleges/units to collaborate and share knowledge campus-wide in an effort to develop and guide staff--in an effort to use employee talents in the right place, at the right time to achieve even greater success for UIC. Staff development and sharing job-related knowledge increases the probability of employee high performance and UIC organizational excellence.

Center for Human Resource Management presents: *Managing and Developing Great Leaders*

Jean Drasgow
Associate Director, CHRM

Conceptually, when developing leaders, organizations strive to build competencies that will enhance a leader's ability to form strategies, motivate the workforce to understand and implement strategies, and to increase operational efficiencies. Providing leaders with job assignments that allow them the opportunity to increase their knowledge base and experience the impact of work-related decisions is key to a leader's longer term career growth and success.

Join us for the **40th CHRM roundtable** at the **Eaglewood Resort and Spa in Itasca, IL** on **April 7th**, *Managing and Developing Great Leaders*. This session will be led by keynote presenters Drs. Boris Groysberg and Morgan W. McCall, both world renowned leadership authors and researchers. They will cover the nature of outstanding performance, how to manage careers, and how to identify, develop and keep talent. If you are interested in developing and managing leaders, then this roundtable is for you!

For more information contact Jean Drasgow at (217) 333 0981 or register [online](#) by March 23, 2011.

Statement of Economic Interests

Alpay Sarabi
HRIS Process Specialist

The Illinois Governmental Ethics Act requires University of Illinois employees who meet certain criteria to file a Statement of Economic Interests with the Office of the Secretary of State.

Criteria:

- Persons who are or who function as the head of a department or other administrative unit.
- Those who have supervisory authority over, or direct responsibility for the formulation, negotiation, issuance or execution of contracts entered into by the State in the amount of \$5,000 or more.
- Those who are a Principal Investigator (PI or Co-PI) on a grant.
- Those who have supervisory responsibility for 20 or more employees.
- Those who have responsibility for the procurement of goods and services (University P-Card, i-buy).

Process:

Employees on the certified list will receive a Statement of Economic Interests form from the Office of the Secretary of State and must return a completed copy to the University Ethics Office by April 22nd. The University Ethics Office submits the forms to the Office of the Secretary of State by the May 2, 2011 deadline.

Penalties:

- \$15 for any form not filed by May 2nd - the statutory deadline.
- \$100 per day (in addition to the \$15 fee) from May 17th until the date the signed original form is received and filed at the Office of the Secretary of State.

Failure to file by May 31st will result in the employee's name being turned over to the Attorney General and may result in forfeiture of the position of employment.

For additional information, please visit the Statement of Economic Interests section of the University Ethics Office Web site at: <http://www.ethics.uillinois.edu/statements/index.cfm>

Further Questions? Contact the Ethics Office at (866) 758-2146 or ethicsofficer@uillinois.edu

Handling Facebook Comments Claiming Discrimination or Harassment

Tanya Jachimiak
Associate Director, OAE

Recently, there has been a proliferation of official UIC Facebook pages, some of which are closed and limited to members and others open to the public. Colleges, Departments, and other UIC organizations are utilizing Facebook as a means of outreach to desired audiences or as an outlet for Facebook users to voice opinions through wall comments and the use of the “like” button.

When Facebook users write arguably offensive or inappropriate comments that insult or infringe on the rights of others, the Facebook account’s administrator may edit the messages. What may not be obvious is how to deal with Facebook comments claiming discrimination or harassment?

For instance, a staff member anonymously wrote on her College’s Facebook wall: “The College doesn’t care about its employees. Don’t work here because you will be harassed.” While this disgruntled employee may be complaining about her workload or long work hours, it is also possible that she is alleging unlawful harassment or discrimination by her supervisor. As such, the Facebook site in question should refer the person to the Office for Access and Equity (OAE), which addresses discrimination and harassment claims made by employees, students, and third parties. A simple responsive comment is sufficient: “University policies prohibit unlawful discrimination and harassment. We suggest that you contact UIC’s Office for Access and Equity at 312-996-8670.” Once the referral comment is posted, the Facebook administrator should take a screen-shot of the original comment and the response and then send the screen-shot to OAE. It is better to address the issue as soon as possible than to wait until the employee files a charge of discrimination with an outside agency alleging that the University knew of the harassment and did nothing.

If you have any questions or comments, please contact Caryn Bills, Director, Office for Access and Equity, at cabw@uic.edu or Tanya Jachimiak, Associate Director at tjach@uic.edu.



Direct Deposit Mandate

Kassaundra Hester
Associate Director, Payroll Operations

In an effort to support a paperless society and reduce the cost for printing and distributing paper checks, University Policy will begin mandating direct deposit and requiring all employees to have their pay deposited into the financial institution of their choice beginning July 1, 2011.

Some of the benefits associated with utilizing direct deposit are:

- It gives you peace of mind; payment is there no matter where you are.
- The statement will never be lost or stolen; reducing the possibility of identity theft.
- It is safe and confidential.
- It saves time by not having to go into bank to cash a check.
- You may receive your money earlier by not having to wait for your check to clear before accessing the funds.
- You can view your statement online immediately once the payroll calc process is complete instead of waiting until payday to receive the hard copy.

Town hall sessions were conducted in September 2010 regarding the new mandate policy that will be going into effect July 1, 2011. Employees hired prior to August 1, 2003 will no longer be grandfathered as an exception to the direct deposit mandate and will be required to enroll in the direct deposit program.

To discontinue receiving your paper earning statements prior to July 1, 2011, follow these simple steps:

- Access NESSIE at <https://nessie.uhr.uillinois.edu>
- Click on: **Compensation > Discontinue print of paper earnings statement**
- Log in using either your **NETID** or **Enterprise ID** and Password
- Enter your Personal Identification Number (If you need to create a PIN, click the **Your PIN** link.)
- Click **Continue**
- Answer the question
- Click **Submit** to discontinue receiving the paper document

To sign up for direct deposit, follow these simple steps:

- Access NESSIE at <https://nessie.uhr.uillinois.edu>
- Click on: **Compensation > Direct Deposit > Continue**
- Log in using either your **NETID** or **Enterprise ID** and Password (if you are already logged in skip to the next step)
- Enter your Personal Identification Number (If you need to create a PIN, click the **Your PIN** link.)
- Click **Continue**
- Following the remaining instructions to set up your account information
- Click **Continue**
- Review your account information and Click **Submit**

Direct Deposit Mandate (continued from page 5)

University Payroll & Benefits encourage all employees not currently using the electronic version to begin viewing it now.

To view the electronic version, follow these simple steps:

- Access NESSIE at <https://nessie.uihr.uillinois.edu>
- Click on: **Compensation > Earnings Statement > Continue**
- Log in using either your **NETID** or **Enterprise ID** and Password (if you are already logged in skip to the next step)
- Enter your Personal Identification Number (If you need to create a PIN, click the **Your PIN** link.)
- Click **Continue**
- **Current Earnings Statement** will appear and you can also access **Historical Earnings**.

For your convenience, University Payroll & Benefits can establish a pay card in your name if you do not have a bank account to which your earnings can be direct deposited. If you choose to have University Payroll & Benefits establish your pay card, you will be required to pick up the card in person at your campus University Payroll & Benefits Service Center.

If you have questions or concerns regarding:

- **Payroll/Benefits** contact University Payroll & Benefits Service Center at paying@uillinois.edu or 312-996-7200(UIC)
- **NETID/Enterprise ID and password** contact Academic Computing and Communication Center (ACCC) at consult@uic.edu or 312-413-0003(UIC)
- **NESSIE Personal Identification Number (PIN)** contact UICHR Helpdesk at uichrhelpdesk@uillinois.edu or 312-413-4848(UIC)

Employee Performance Review

Laurie Schellenberger,
Human Capital Development Coordinator

It is time to prepare for the 'Reviewing' phase of the Employee Performance Review Process (EPRP). The EPRP is a collaborative effort that includes planning, coaching, reviewing and developing in a continuous cycle throughout the year. Individual conversations scheduled with managers to discuss job-related performance at the end of the Academic Year are documented in the Annual Performance Review Form.



Detailed information about the process and associated forms will be reviewed in training sessions April through June. Employees are encouraged to attend training prior to completing the Performance Review.

2011 EPR Training Schedule:

Tuesday	April 5, 2011	1:00—4:00 p.m.
Wednesday	May 11, 2011	9:00—12:00 p.m.
Wednesday	June 8, 2011	9:00—12:00 p.m.
Tuesday	June 21, 2011	1:00—4:00 p.m.

Register online at <https://hrnet.uihr.uillinois.edu/dart-cf/sessions/index.cfm>

Policy Update

Cassandra Staudacher

Assistant to AVP Human Resources

A new HR policy is now in effect.

[HR Policy #408 Web Time Entry and Approval \(Employee Self Service\)](#) is available on the HR website. If you approve time for bi-weekly employees please review this policy.

Special Programs Update

Dana Poncher

Coordinator, Special Programs

UIC Retirement Planning Conference – Saturday April 9, 2011

UIC Human Resources, University Human Resources and the UIC Benefits Service Center are offering a FREE Retirement Planning Conference April 9, 2011. Space is limited. The conference includes a series of presentations for University employees. Presenters for the conference are as follows:

- Central Management Services (CMS)
- Fidelity Investments
- Social Security Administration
- State Universities Annuity Association Chicago Chapter (SUAA)
- State Universities Retirement System (SURS)
- TIAA-CREF
- UIC Benefits Service Center
- UIC Retiree Panel

Registration is required and can be completed on NESSIE.

Further information regarding Retirement Planning Conferences can be found at http://www.uic.edu/depts/hr/Special_Programs/retirement_conf.shtml or you can visit NESSIE for descriptions of these seminars, the event schedule and online registration.

Retirement and Investment Plans - Information on the University's retirement and investment plans is provided on NESSIE, [Retirement & Investment Plans](#) or by contacting the Campus Benefits Service Center at 6-6471.



UIC Human Resources

Human Resources Building
715 S. Wood Street
Chicago, IL 60612

<http://www.uic.edu/depts/hr/index.shtml>

Business Services	x6-9306
Compensation	x5-4330
HRIS / Shared Services	x6-4849
Labor & Employee Relations	x5-3055
Organizational Effectiveness	x5-5504
Recruitment/Staffing	x6-4852

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.

Send requests to publish articles and HR policy/procedure updates or reminders to OE@uillinois.edu.

