



eNews

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ACCOUNTABILITY: Key to Achieving UIC Goals

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

When objectives are communicated with specificity and managed with transparency, employees act with clarity and determination to achieve a goal. It is at this point that employees apply the full force of their talents and experiences in alignment with an organization’s strategic vision. They feel accountable for their success and that of the organization.

Managers at UIC utilizing accountability metrics and practices see improvements in three critical areas: employee engagement and productivity, operating efficiencies, and implementation of key initiatives.

How do you know if your department, college, or administrative unit could benefit from improvements in accountability management? Are employees in your area:

- Engaged in their job?
- Passionately driving huge results (within their sphere of control) for UIC?
- Avoiding excuses for not completing assignments within defined timelines?
- Steering away from exhibiting an “attitude” if given constructive feedback to divert a clear and present danger of a project “blow up” rather than project success?
- Partnering and collaborating with management?
- Accepting their role on the team by exhibiting “team player” versus “lone ranger” behaviors?

If the answer to any of the above questions is NO, there is an opportunity to improve or implement accountability structures.

According to Mark Murphy, Chairman and CEO of Leadership IQ, “some organizations have hardwired accountability into their culture.” Many of these organizations have discovered the best approach to get staff to accept personal responsibility and accountability for their future career success and that of the organization. Of course, this acceptance did not occur “over night.” It took many years to build such a culture. **Acknowledgement**, at all levels in the organization, of the necessity to have a culture of accountability for organizational success is the first step.

ACCOUNTABILITY: Key to Achieving UIC Goals *(continued from page 1)*

Key points to consider in building a culture of accountability include the need to confirm:

- **Understanding of Goals** – Each individual at UIC must understand the end-goal of its team. What is the team/area trying to achieve?
- **Buy-in** – Everyone on the team must believe in the goal and understand their role in achieving team success. What must “I” do?
- **Approach to Quantify and Benchmark Results** – Employees need milestones (identification of meaningful accomplishments necessary to achieve end-goal) and a result or end-goal that can be measured. What will be seen when the result is achieved? How does this compare to similar job efforts at UIC or other organizations?
- **Open Communication and Feedback** – Every individual must be given an opportunity to engage in job-related conversation with supervisors throughout the year. Managers need to provide on-the-job, just-in-time feedback to employees and seek upward performance feedback from employees consistently. What needs to be shared up/down today, next week, or next month?
- **Achievement Acknowledgment** – After accomplishing a goal, celebrate the success! What needs to be done to recognize the team effort?

Join Partners in Leadership FREE at <http://www.ozprinciple.com> to access tools and valuable information that may be useful in developing a better understanding of individual and team roles in creating an accountability culture at UIC. After joining, consider completing a FREE assessment that can provide insight on how well you and your team demonstrate the principles and best practices of accountability in your department, college or unit.

The benefits of accountability are clear, however, it must be chosen, embraced, and agreed upon by everyone at UIC before it can become a cultural asset. Should there be interest in creating a culture of accountability at UIC, faculty and staff must commit to demonstrating accountable behaviors and management practices in the workplace daily. Every individual at UIC must become “self-accountable” to establish effective accountability structures for teams, colleges, departments and units.



E-Verify Update

Jack McEnery
Director, HR Shared Services

This is an update on E-Verify, which is an employment authorization process, established by the Department of Homeland Security (DHS) and Social Security Administration. E-Verify is an additional employment authorization step beyond the current I9.

This process has a twofold purpose:

1. Better ensure that individuals working in the United States are authorized to work here.
2. Reduce Social Security Number errors.

E-Verify is a requirement in order to remain compliant with certain federal contracts which the University of Illinois at Chicago is awarded. The E-Verify requirement is identified in the contract through the E-Verify clause (not all federal contracts contain this clause). Non-compliance can result in fines and disbarment from future federal contracts. The process works as follows for the Chicago campus:

1. The Office of Research Service receives the final signed contract containing the E-Verify clause.
2. The Office of Research Services then contacts Campus Human Resources, specifically HR Shared Services, to advise of receipt of the contract.
3. The contract contains information regarding the name of the individual(s) who is/are the recipients of the contract along with the department contact person.
4. HR Shared Services contacts the department for help in identifying all those being paid under or working under this contract.
5. Each identified individual is notified of the E-Verify requirement, and is required to complete a new I9. Cooperation from affected departments and employees has been 100%.
6. HR Shared Services enters the I9 information into the DHS E-Verify website. Going forward HR Shared Services will utilize the I9 information in Tracker to perform the E-Verify review. Employees, who do not have an I9 completed in Tracker, will be required to complete one should they work under a qualifying federal contract.
7. E-Verify produces three possible results: Employment Authorized; Tentative Non-Confirmation (TNC); and Final Non-Confirmation (FNC).
8. The TNC requires that the employee contact either SSA or DHS to discuss the issue (the campus does not get involved). To-date, we have had two TNCs which have been quickly resolved by the employee's call to DHS. We have had no FNCs.

At present, the Chicago Campus has received seven (7) qualifying contracts which have employees working under or paid by the contract:

1. Liberal Arts and Sciences – Mathematics Department; Sociology Department; Biology Department; and Department of Physics
2. College of Engineering – Department of Computer Science
3. College of Medicine – Department of Dermatology and Department of Pharmacology

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E-Verify Update *(continued from page 3)*

Important rules under E-Verify:

1. All new hires working or paid under a qualifying contract must be E-Verified no later than the 3rd day of employment.
2. All current employees working under or paid from the contract must be E-Verified within 30 days of this action. Please take note when labor distribution changes occur or when earnings transfers involve funds from covered federal contracts, HR Shared Services must be notified as the affected employees must go through E-Verify.

Important steps under Tracker:

1. HR Shared Services will perform E-Verify for the appropriate employees under Tracker. It is important that you contact us immediately to inform us of new hires and employee transfers under such contracts.
2. University policy for Tracker for completion of an I9 prohibits copying a candidate's/employee's supporting documents.
3. However, E-Verify requires that for Permanent Residents and those presenting an Employment Authorization Document (EAD) the supporting documents must be copied and kept with the I9. HR Shared Services must match the picture on the document with the picture of the individual on the E-Verify website. **Copying of documents applies only in these cases.**
4. Inaccurate information in Tracker regarding the I9 can lead to a TNC. It is important to ensure that the I9 is accurately and completely filled out.

STEM and OPT Extension

Being an E-Verify Employer is a plus for those individuals seeking an extension to their OPT. Such individuals can obtain a 17 month extension by providing the information below on their application:

- Our E-Verify ID number is 425982. This number is appropriate for use at both the Urbana and Chicago campuses.
- Our company account name is "The Board of Trustees of the University of Illinois". This number is appropriate for use at both the Urbana and Chicago campuses.

If you have any questions, please feel free to contact Jack McEnery at jmcenery@uic.edu or (312) 996-3581.

HireTouch Applicant Tracking Process Enhancement: Job Description Approval Form

Anniese Lemond
Director, Compensation

The job analysis process currently underway at UIC produces more reliable information about job duties, levels of work and qualifications which will be documented via job descriptions. These job descriptions help ensure that appropriate employment classes assignments (i.e. Civil Service or Academic Professional) are made. However, the campus wide process will eventually conclude but there will still be a need to review and classify jobs appropriately. The change presented herein facilitates this need and enables UIC Managers to more effectively and efficiently hire into properly classified positions with appropriate supporting documentation.

What is being changed?

Beginning, August 3, 2011, modifications to the HireTouch Applicant Tracking System will become effective. Users of the System will be required to complete the new **Job Description Approval form** at the beginning of the process for the following Academic Professional workflows (this does not apply to Civil Service, Faculty or other employee groups):

- Academic Professional Searches
- Academic Professional Search Waiver requests
- Academic Professional Visiting Appointments

This means that a current job description (i.e. no older than three years) will need to be attached to the transaction. Review and approval of the job description prior to initiating the hiring process is critical in ensuring the appropriate process is applied. This step will save time and aggravation in the long run.

Submissions Process

The hiring unit initiates the process by completing the on-line Job Description Approval form in HireTouch which includes attaching the job description and selecting the appropriate approvers.

There are three levels of approval required (note, each approver will be notified in sequence via an email notification that an item is awaiting approval) and are as follows:

1. Unit HR Representative
2. College approver (as appropriate)
3. HR-Compensation

If a job has already been analyzed by Compensation through the campus wide job analysis process, you are encouraged to use the job description created as a result. In fact, we strongly recommend that a job analysis be conducted prior to initiating the HireTouch process as this will greatly expedite the review and approval process.

The final step before submitting the transaction requires the submitter to verify that the job description submitted with the request accurately reflects the title and work to be performed by the selected candidate. This requirement helps to ensure compliance with the requirements of the Civil Service Act by educating about the penalties of willful noncompliance. Since this action is being made on behalf of the Hiring Managers, the Hiring Managers will receive an electronic notification acknowledging their agreement as well.

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HireTouch Applicant Tracking Process Enhancement: Job Description Approval Form *(continued from page 6)*

Review and Approval Process

The Job Description Approval form will be electronically routed to the HR Compensation Office for review and approval. The review entails two components:

- Determining whether or not there is a substantially similar job within the Civil Service Class Plan. This requires comparing the essential duties of the submitted job to those detailed in the Civil Service class specifications, a listing of which can be accessed via this link: <http://www.sucss.state.il.us/classspecs/admin.asp>
- Determining whether or not the position described overall meets the criteria for exemption as specified by SUCSS, http://www.sucss.state.il.us/pm_manuals_results.asp?ID=191&kw=exemption

Approval as Academic Professional:

If the job description (i.e. position) meets the criteria for exemption and does not exist in the Civil Service Classification plan, a system generated email will be sent to the Hiring Manager, the Form Originator and the Academic Search Coordinator. This notification will indicate that the position has been approved as an academic professional and details the next steps in the hiring process.

Rejected as Academic Professional:

If the job description (i.e. position) does not meet the criteria for exemption, it will be rejected. A system generated notification will be sent to the Form Originator, Hiring Manager, and Academic Search Coordinator to inform the users that the position has been determined to be classified as a Civil Service position and that an employment requisition is required to fill the open position. The requisitions process is outlined on the UIC-HR Website. http://www.uic.edu/depts/hr/support/HireTouch/job_aids/HireTouchHiringProcesses.pdf

This process should not take more than 24 hours to complete.

Training and Additional Information

For additional information regarding the Hire Touch application: <http://www.uic.edu/depts/hr/support/HireTouch/index.shtml>

Questions can be submitted prior to the webinar or at anytime to jobanalysis@uic.edu

General Hire Touch questions can be submitted to the UICHR Help Desk at uicrhelppdesk@uillinois.edu or 312-413-4848.

Academic Year 2012 Appointments: Key Dates and Issues

Jack McEnery
Director, HR Shared Services

As we move into a very busy hiring and reappointment time for the Campus, it may be helpful to review some key dates and guidance.

As you plan out your time through September, please keep these dates in mind:

Date	Action/Event
• July 29, 2011	Close Salary Planner- Central HR Office begins review
• August 16, 2011	Academic Year 2012 Begins
• August 22, 2011	First Day of Classes
• August 22, 2011	All Graduate Assistant Reappointments Applied by Units
• August 22, 2011	All HRFE transactions due to Central HR Offices for 9/16/2011 pay date
• August 26, 2011	Status report to units on appointment processing
• September 5, 2011	Labor Day Holiday
• September 9, 2011	Last workday before Sept. payroll calc
• September 11, 2011	September payroll calc
• September 16, 2011	September pay date

Please keep in mind this guidance:

Our goal remains to pay on time every employee for the first pay period of the new Academic Year.

- For Graduate Assistant new hires, reappointments, and add-a-job, be certain to include the offer letter as part of the HR Front End transaction.
- Graduate Assistant Reappointments on Visas, Add a Job, and Org Changes must still go to Campus HR for final apply.
- For those individuals requiring a TCN, excluding students, there may be a delay in processing as they may be required to produce a receipt for a Social Security Number application prior to receiving the TCN from OIS. NESSIE New Hire cannot be completed without a TCN which means an HR Front End transaction also cannot be initiated for this new hire.
- Every phone call and email regarding a transaction delays the Central HR Offices from working on finalizing appointments. Use phone calls and emails for emergency situations only.
- Regularly check your HR Front End inbox for transactions which may be returned due to an error and/or missing data.
- If you are Initiating an HR Front End transaction whereby an I9 is also needed (e.g. New Hire) be certain the I9 is in Tracker before sending the transaction to the next route stop. Remember that Central HR Staff will be looking in both the HR Front End and Tracker in order to complete the steps necessary to Apply the transaction. Timely I9s cause a major delay with getting our new hires paid on time.

Professional Development

Laurie Schellenberger

Human Capital Development Coordinator

The Core Professional Development Program administered through campus HR consists of courses that support UIC employees in their efforts to enhance required employee competencies. Below is a list of Core Professional Development courses scheduled in August and September 2011. Detailed course descriptions and registration information are available on the [MyCareer](#) website. Click 'UIC Training Index' on the left navigation menu on the [MyCareer](#) homepage. You may use the 'SEARCH' option or select UIC HR to view detailed course information.

Customer Service	Tuesday	August 2, 2011	1:00 PM	3 hours
Presentation Fundamentals: Speaking Skills	Friday	August 5, 2011	9:30 AM	3 hours
Business Writing Fundamentals	Tuesday	August 23, 2011	1:00 PM	3 hours
Customer Service	Wednesday	August 24, 2011	1:00 PM	3 hours
Customer Service	Wednesday	September 7, 2011	9:30 AM	3 hours
Presentation Fundamentals: Speaking Skills	Tuesday	September 13, 2011	1:00 PM	3 hours
Business Writing Fundamentals	Tuesday	September 27, 2011	1:00 PM	3 hours

Questions or comments regarding professional development opportunities available through Organizational Effectiveness, may be sent to Laurie Schellenberger at lschell3@uic.edu or mycareer@uic.edu.

UIC Service Recognition Program Expanded: Beginning at 5 Years of Service

Liz Budzik

Director, HR Business Services

Dana Poncher

Coordinator, Special Programs

We are pleased to announce that the service recognition program will include 5 and 10 years of service for staff and faculty. In the past, faculty were not recognized until 25 years of service. We believe the expanded recognition program will enable us to show our gratitude in a consistent manner to all eligible employee groups.

A service recognition list of faculty with 5 to 20 years of service will be sent to department representatives the week of July 25, 2011. Department representatives should review the list and return it to Dana Poncher, dponcher@uic.edu, by Friday, August 5th.

Please note that university employees will be recognized for service completed during the period of **January 1, 2011 to December 31, 2011**. We will recognize only current/active employees working at UIC. Employees who are academic professionals (including visiting and post doctoral research associates), status civil service or faculty are eligible.

Service time in the following categories will **not** be recognized:

- retire/rehires employees
- academic hourly employees
- emeritus status employees
- layoff status employees
- unpaid appointment employees
- extra help employees
- all student employees
- residents, interns and post doctoral fellow employees

We look forward to launching our expanded service recognition. If you have any questions or concerns, please direct them to Dana Poncher at dponcher@uic.edu, or by phone, 312-413-2960.

Special Programs Update

Dana Poncher
Coordinator, Special Programs

Awards of Merit nomination period is over

Nomination packets, reviewed for completeness, must be submitted to the respective Chancellor/Vice Chancellor office by July 15, 2011. Units with combined awards and/or units with a greater number of nomination packets than AOM's allotted should meet and determine recipients (winners). The Chancellor, Vice Chancellors and University Administrator should complete their selection process and submit the names and complete nomination packets of award recipients to Special Programs (Dana Poncher MC 897, dponcher@uic.edu) no later than July 29.

Questions or concerns please contact Dana Poncher at 3-2960 or dponcher@uic.edu.

2011 Employee Recognition Award Program ceremony will be held November 2, 2011

This year's program will be honoring recipients of the Awards of Merit, the Chancellor's Academic Professional Excellence (CAPE) award, the WOW, I.N.S.P.I.R.E. and Luminary award recipients and UIC employees with 25, 30, 35, 40, 45 and 50 years of service.

For eligibility and recognition guidelines visit: http://www.uic.edu/depts/hr/relations/PolicyDocs/HRPP%200700/701_060109.pdf.

Additional recognition program and AOM information is available online at: http://www.uic.edu/depts/hr/Special_Programs/employee_recognition.shtml.

Department Service Award recognition ceremonies should be held during Employee Recognition Month, November 2011.

Retirement Recognition Luncheon will be on February 22, 2012

Department representatives will receive retirement lists in September. Please keep in mind that the recognition luncheon will honor only employees who retire between August 16, 2010 and August 15, 2011. These employees must be retiring for the first time in order to be invited to the retirement recognition luncheon.

Any questions or concerns should be directed to Marilyn Sommer at msommer@uic.edu or call 6-3504.

2011 Campus Charitable Fund Drive...

will run October 5, 2011 through December 2, 2011.

The **Kickoff Breakfast and Charity Fair**, for department representatives, will be held Wednesday, October 5, 2011. We would appreciate the opportunity to present information about the campus fund drive at an upcoming department or staff meeting. For a 3-5 minute presentation outlining the program, participation details on the campus drive, including one SECA charity representative, please contact Marilyn Sommer at msommer@uic.edu or call 6-3504.

Campus Charitable Fund Drive pledge forms, participating SECA charity information and more is available at: http://www.uic.edu/depts/hr/Special_Programs/departments.shtml.

Employee Recognition Month - Celebrating Employees at UIC – November 2011

http://www.uic.edu/depts/hr/Special_Programs/employee_recognition.shtml



UIC Human Resources

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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.

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

