



# eNews

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## Performance Excellence Culture

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

As we end an academic year and finalize plans for the next academic year, consider the impact each employee can have on UIC goal achievement. What actions can be taken to motivate every individual working at the university to target **PERFORMANCE EXCELLENCE**—individual and organizational? Think about it. The budget crisis is real; financial concerns permeate discussions in every college and administrative unit. It is clear that operational CHANGE and administrative restructuring are necessary to overcome current economic challenges. Building a culture of performance excellence, however, requires focus on both fiduciary responsibilities and human capital needs.

All segments of the UIC workforce play a role in its journey to becoming the premier urban research university. The people at UIC working daily in various colleges and units in positions ranging from Administrative Assistant to Executive Director to College Dean are completing tasks and taking on responsibilities to keep the university operationally viable. While most people may not consider **OPERATIONAL EFFECTIVENESS** on a day-to-day basis, it is a common denominator for organizational success. In every organization, including UIC, people and their talents, skills, abilities, and knowledge are the drivers of goal achievement. The people in an organization determine its level of success.

It is well documented that the primary role of management is to coach and guide teams—teams of people positioned in various roles to apply their skills in an effort to achieve an organization’s strategic objectives. Identifying an employee with the “right” mix of talent and ability and the “best fit” for a UIC role is a first step in the performance excellence process. Integration, acculturation, and ongoing professional development are next steps to motivate and engage our employees as we focus on retaining necessary talent to move UIC forward and creating a performance excellence culture.

Review the UIC Employee Performance Review process, at <http://www.uic.edu/depts/hr/mycareer/career/confirm.html> to become more familiar with actions that can be taken throughout the year to promote employee professional development. While considering opportunities to position employees for job performance excellence, make an effort to align development opportunities with UIC employee competencies. The UIC Employee Competency Model can be viewed at <http://www.uic.edu/depts/hr/mycareer/neo/perspective.html>. Core competencies required for all employees are included in the model. These are the competencies that the Chancellor and Vice Chancellors agree are necessary for the entire UIC workforce to exhibit in the workplace daily.

## Performance Excellence Culture *(continued from page 1)*

**COMMUNICATION**, a core UIC employee competency, appears to be the cornerstone of organizational and individual performance excellence. Academic research and industry reports on requirements for effective organizations identify communication skills at the top of the list of needed competencies for professional success. Increased employee turnover and absenteeism, dissatisfied customers due to poor customer service, and decreased performance excellence have been cited by multiple studies as outcomes of ineffective organizational communication.

Continue efforts to build a culture of performance excellence at UIC by accessing online communication training at <http://mycareer.uic.skillport.com/skillportfe/login.action> or registering for a half-day course such as Business Writing Fundamentals or Presentation Fundamentals at <http://tigger.uic.edu/htbin/codewrap/bin/depts/hr/mycareer/cgi-bin/coursesearchresults.php?provider=4>.

By refusing to accept mediocrity and indifference and focusing on exceeding expectations when working with our colleagues and others (students, patients, internal and external customers), we can create a culture of **PERFORMANCE EXCELLENCE at UIC**.



# Job Analysis @ UIC

**Anniese Lemond**  
**Director, Compensation**

The job analysis process at UIC is well underway with more than 800 interviews having been conducted for Academic Professional (AP) positions across the campus.

This process seeks to systematically study, define and document the duties, knowledge, skills and abilities of the jobs performed by AP's to ensure they are appropriately categorized as Academic Professional or if they should be converted to a Civil Service position. While there is significant consternation over the impacts of the process (e.g. conversion), there are positive outcomes as well. In the end, there will be a more organized and understandable approach to jobs (including titling, roles/responsibilities, compensation, etc.), an online job library that contains consistent job descriptions (not PAPES) for use across the organization; and the job foundation necessary to develop and implement a meaningful approach to pay, establish career pathways and training programs for employees, improve selection processes, develop performance based reward programs, etc..

## **Senate Bill 1150 – The Washroom Act**

Even as Chancellor, Paula Allen-Meares continues to lend her full commitment and support to the audit compliance, job analysis and conversion processes, interest in these areas have increased significantly. The most disconcerting is the recent action taken by certain legislators in the Illinois State Senate. A bill has been proposed, voted on and passed to the State House that seeks to revoke the current ability of public universities to classify non-teaching employees as Academic professional. As more information is received on this issue, it will be communicated as appropriate.

## **Job Analysis - What Your Unit Can Expect**

There are a series of steps required to ensure that the job analysis process runs smoothly. Most critical, however, is the collaboration of the College/Unit and the HR Office.

### Communications (Step 1):

At the outset, the College/Unit leaders are invited to participate in a planning meeting to review the process steps, potential outcomes, roles, responsibilities and to provide initial feedback, share concerns and get questions answered. Following the planning meeting, a series of town-hall like meetings will be conducted for all staff members in the College/Unit to communicate the process, goals, outcomes, and the potential impacts to the employees.

### Data Collection (Step 2):

College/Unit Managers and employees will be asked to provide information about the work being performed by the Academic Professional staff. This information will be collected in two ways via an electronic questionnaire and a face to face interview. The questionnaire is designed to gain information about what duties are performed and should be provided prior to the face to face interview. The interview will drill down into those duties to determine how they are performed.

### Employment Categorization Determination (Step 3)

Once the data is aggregated (via a draft job description) a recommendation for employment categorization (i.e. AP or CS) will be made. The draft descriptions will be turned over to the designated College/Unit Managers for review. At that time Managers will have the ability to modify the documents and make alternate recommendations for categorization. In collaboration with the HR Office, final job descriptions will be created to represent all of the positions reviewed.

### More Communications (Step 4)

Employees will be provided with final copies of job descriptions as well as information about the appropriate categorization of their position.

### Conversion (Step 5)

In the event that conversion of positions becomes necessary, affected employees will be invited to participate in various communications sessions (group meetings, individual meetings, etc.) to ensure that information is disseminated and that questions are answered timely. Employees will be provided as much written information as possible but will always have access to the subject matter experts involved in the process.

*Continued on page 4*

## Job Analysis @ UIC *(continued from page 3)*

### TENTATIVE Timeline:

While the AP positions in all units and departments at UIC will be reviewed in the coming months, the process is furthest along at the UIC Medical Center. During the first review phase, approximately 325 were reviewed and 260 positions were deemed to have been inappropriately exempted.

Job analyses have been conducted in the offices of the Chancellor, Provost, Central Human Resources, the Vice Chancellor for Student Affairs and Athletics, the Honors College and ACCC. Results of those analyses (and required conversions, if any) are forthcoming. Due to College/Unit operational needs, this timeline may be adjusted.

College	Population	Interview Time Range
Off. Of Admissions & Records	60	w/o 6/6/11-w/o 6/13/11
Business & Financial Serv.	111	w/o 6/6/11-w/o 6/27/11
Off. Of Public Affairs	16	w/o 6/6/11-w/o 6/13/11
Library	28	w/o 6/27/11-w/o 7/18/11
Facilities Management	40	w/o 7/4/11-w/o 7/11/11
Dentistry	136	w/o 7/18/11-w/o 8/15/11
VC for Research	164	w/o 7/25/11-w/o 8/29/11
VC for External Affairs	12	w/o 8/8/11-w/o 8/15/11
VC Administrative Servs. & Utilities Administration-UIC	31	w/o 8/29/11-w/o 9/19/11
Liberal Arts & Sciences	217	w/o 9/12/11-10/24/11
Applied Health Sciences	143	w/o 9/26/11-w/o 10/24/11
Executive Offices	17	w/o 10/10/11-w/o 10/24/11
VP for Academic Affairs & VP Technology & Econ. Dev. & Admin. Info. Technology Servs.	40	w/o 11/14/11-w/o 12/12/11
Architecture & the Arts	53	w/o 11/21/11-w/o 11/28/11
VC for Development	42	w/o 12/5/11-w/o 12/18/11
Social Work	97	w/o 1/2/12-w/o 1/16/12
Urban Planning & Public Affairs	114	w/o 1/9/12-w/o 1/30/12
UIF & Alumni Association	10	w/o 1/23/12-w/o 1/30/12
Pharmacy	264	w/o 2/6/12-w/o 4/2/12
University Audits & Utilities Administration-UA & Capital Prgms./Real Estate Servs.	10	w/o 2/13/12-w/o 2/20/12
Education	143	w/o 2/27/12-w/o 3/26/12
School of Continuing Studies	51	w/o 3/5/12-w/o 4/16/12
School of Public Health	295	w/o 4/23/12-w/o 6/25/12
Nursing	121	w/o 5/21/12-w/o 6/11/12
Graduate College	10	w/o 5/21/12-w/o 5/28/12
CBA-Business Administration	59	w/o 6/11/12-w/o 7/30/12
Engineering	98	w/o 7/9/12-w/o 7/23/12
College of Medicine *	1204	w/o 8/13/12-w/o 12/17/12
* College of Medicine-- Teams 1 & 2 will begin interviewing w/o 8/13/12. Team 3 will begin interviewing w/o 9/3/12.		

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## Job Analysis @ UIC *(continued from page 4)*

### Job Analysis and the Implications for Hiring Academic Professionals Now

We recognize that the operations of the University do not stop as a result of the job analysis process and that there will be instances where new employees will need to be hired. As such, working in collaboration with the Office of Access and Equity (OAE) many of the new hiring processes have been modified to ensure the continued, smooth operation of the University. These changes enable us to meet the commitments made to the Merit Board to report ALL new Academic Professional new hires to the SUCSS Office monthly and to communicate our seriousness related to the fixing these issues.

### Hiring Processes Changes

New Positions:

If there is a need to hire (including visiting positions), a new first step is to submit request for a job analysis review to HR Compensation at [jobanalysis@uic.edu](mailto:jobanalysis@uic.edu). This is necessary to determine whether or not the position should be categorized as AP or Civil Service and which hiring process should be followed.

At the end of the job analysis interview, a job description (either AP or CS) will be created for use during the hiring process. Note that OAE will not accept job documentation (job descriptions or PAPES) that have not been approved by HR Compensation or have expired (i.e. older than three years).

Please DO NOT submit new PAPE requests or requests to update PAPERs via the DART application. Current PAPERs will be allowed for use in the hiring process as long as they are not older than three years and you believe the job is appropriate as an Academic Professional and does not exist in the CS class.

Existing searches:

If a College/Unit is in the midst of a candidate search there are several things to consider.

First, if the job analysis process is underway or has concluded in the College/Unit and the position (or like positions) has been determined to be CS, the search cannot proceed. The College/Unit cannot hire into an AP position when it matches a CS class. If the job analysis process is not underway or concluded but the job documentation is current (i.e. not older than three years), the search may continue if you are certain that the position meets the criteria for AP and does not exist in the CS class. If there are any questions, please contact HR Compensation immediately.

Second, if the search is near conclusion and an offer of employment has been extended but the position should be CS, the candidate should be notified immediately as the position will be converted to CS immediately upon hire.

Third, though units have the capability for direct entry, Academic hourly appointments are not allowable. Remember all new hires are reviewed and will be reported to SUCSS monthly. If an academic hourly appointment is made, it will be immediately converted to CS Extra Help.

Finally, revisions to the new hire system (Hire Touch) are being made to include additional routing to the HR Compensation office for review and approval of the job documentation (i.e. PAPE or job description) to ensure that the appropriate hiring process is being followed. This new routing step will occur after the manager reviews and approves the job.

### A Note about Conversions

A critical outcome of the job analysis process is the necessity to correct the inappropriate exemption of jobs from coverage by Civil Service (CS). The conversions process has proven to be extremely complex (e.g. FLSA, Immigration, Seniority, Work hours, etc.); and while many of the issues raised have workable solutions, there are many instances where we continue to look for answers.

One issue worth highlighting deals with Visas. UIC hires many foreign nationals via the various Visa programs. When conversions are required, these cases can be very complex, are considered carefully and reviewed individually. Please be mindful of material changes that may have occurred in an employee's job duties. This type of change may impact an employee's ability to retain a visa. If you have any questions, please notify HR and the Office of International Services (OIS) immediately.

In the meantime, if there additional questions about job analysis or conversions processes overall, please contact the HR Office.

# Conversion from Academic Professional to Civil Service

**Anniese Lemond**

**Director, Compensation**

A critical outcome of the job analysis process is the necessity to correct the inappropriate exemption of jobs from coverage by Civil Service (CS). Conversion of mis-classified positions, though unpopular, serves two important purposes, first to resolve audit findings and second eliminate non-compliance with the state law that established the State Universities Civil Service System (SUCSS).

To ensure fairness and consistency, UIC is conducting a systematic study of all Academic Professional (AP) positions within the organization. Therefore, all employees in positions that are deemed to be inappropriately exempted will eventually be converted.

Many employees have questioned why positions were mis-classified in the first place. Unfortunately, there are a range of reasons that exist (e.g. misunderstanding of exemption guidelines, increased flexibility in the management of one employee group over another, attachment of status to AP position, degree attainment, etc.). Whatever the initial rationale, the fact of the matter is that the exemptions guidelines have been clarified and will be applied appropriately moving forward.

Determining whether or not a position will be converted requires the application of one basic rule. That is, if the positions' duties (in essence, not every task performed) match those of an already existing Civil Service Classification the position **is** Civil Service. If there is not a suitable match (since there are more than 1000 classifications the likelihood of a match is high) in the CS class plan **and** the job meets the criteria for exemption, the job may be established as AP. However, be mindful that the rules have to be applied in that specific order.

The SUCSS website provides a user-friendly application to review general information about each classification within the class plan, <http://www.sucss.state.il.us/classspecs/admin.asp?kw=accountant&criteria=SearchAll>

## Results from the UIC Medical Center's Job Analysis and Other Departments

While the AP positions in all units and departments at UIC will be reviewed in the coming months, the process is furthest along at the UIC Medical Center. During the first review phase, approximately 325 positions were reviewed and of them, 260 were deemed to have been inappropriately exempted. Beginning May 1<sup>st</sup>, employees will begin converting from AP to CS.

Job analyses have been conducted in the offices of the Chancellor, Provost, Central Human Resources, the Vice Chancellor for Student Affairs and Athletics, the Honors College and ACCC. Results of those analyses (and required conversions, if any) are forthcoming.

## Impact of Conversions

Rumors abound regarding the impact of converting from AP to CS; but whether or not conversion is "good" or "bad" depends on a particular individual's perspective. However, in some cases, conversion of certain positions will likely create additional management challenges. For example, in a position elimination scenario the potential impact of bumping or the requirement to retain CS staff whose positions are grant funded and in the event the funding goes away. Maureen Parks, Executive Director and Associate VP for Human Resources, is working closely with the executive leadership of SUCSS to develop win-win resolutions to these and other issues.

The truth of the matter is that conversion signals a change, not only in the culture and mindsets of this institution but there will be specific impacts to employees' every day work lives. The following details those areas of employment that **are not** impacted at all, that **may be** impacted or **will definitely** be impacted as a result of conversion.

**Converting from an Academic Professional position a Civil Service classification will not impact an employee's:**

- Work assignments, responsibilities, relationships, tasks, or duties.
- Pay, since the amount of annual salary will not be reduced.
- Health benefits since benefits offered by CMS are the same for all eligible State employees.
- Retirement.

## Conversion from Academic Professional to Civil Service

(continued from page 6)

### Converting from an Academic Professional position a Civil Service classification may impact an employee's:

- Weekly work schedule (37.5 hour vs. 40 hour schedule).
- Pay schedule will change from monthly to biweekly (every other Wednesday) when the conversion becomes effective.
- Overtime status under the Fair Labor Standards Act (FLSA)
- Representation by a union. This is a determination controlled by the Illinois Educational Labor Board and reflected in a labor agreement, which is a legally-enforceable contract. If a position is represented by a union, employees are not required to join the union, but will be required to contribute a "Fair Share" payment for the work done by a union to represent that job if the employee does not join and pay dues. If your job will be covered by the new SEIU "Professional" unit, there is no "Fair Share" or dues arrangement with the Union at this time.

### Converting from an Academic Professional position a Civil Service classification will impact an employee's:

- Notice rights. Eventually, employees will not have notice rights, but will have specific rights regarding employment processes, including promotion, reduction in force, discipline and termination.
- Gaining of seniority rights within the Civil Service system for the time spent in the same position/job.
- Ability to bump or be bumped from positions. Specifics vary among individuals. To determine the amount of classification tenure (not overall University tenure) that is considered in the position elimination/bumping process, consider the following examples:
  - **Example 1:** Hired as an AP Project Coordinator twenty years ago, and will be converted to a clerical title in the near future: I will have twenty years of seniority in the Civil Service classification.
  - **Example 2:** Hired into a Civil Service clerical position twenty years ago, promoted to an AP Project Coordinator title four years ago, promoted again into an AP Accountant title two years ago, and will be converted to a CS Accountant title in the near future: I will have two years of seniority in that classification.

### Paid Time Off

- For AP's, sick leave is accrued at 25 days per year (12 accruable); while for Civil Service employees it is accrued at the rate of 0.0462 hours for each hour worked;
- For AP's, vacation is accrued at 24 days per year (48 maximum accruable); while for Civil Service employees there is a maximum accrual = 2 years' total; must be accrued prior to use. Depending on the FLSA status and years of ongoing service, Civil Service employees may receive between 12 and 25 days if non-exempt. If exempt, between 25 and 28 days.
- Civil Service employees must accrue leave before it can be used; no "up front" usage.
- Impact of vacation change is highly dependent on years of service and FLSA status.
- Paid time off "banks" will be converted intact so that you lose no days of leave.

In the event that a conversion is required, employees will have some choices to make. Employees with notice rights, may choose to work as an AP until the notice rights expire following issuance of a terminal appointment notice and then convert to Civil Service status, OR choose to waive notice rights and convert in the near future.

Where notice rights are not considered (e.g. Visiting or Academic Hourly) employees will be converted at the end of the appointment or contract periods.

The conversions process has proven to be extremely complex (e.g. FLSA, Immigration, Seniority, Work hours, etc.). While many of the issues raised have workable solutions, there are many instances where we continue to look for answers. As that information becomes available, it will be communicated widely within the organization.

# Academic Vacation and Sick Leave (AVSL) Reporting

**Roseanda Police Hall**  
**Associate Director, HR Service Center**

This message provides information about reporting Academic Vacation and Sick Leave (AVSL) in Banner. Please forward to all appropriate individuals in your unit who maintain PEALEAV or who answer questions regarding AVSL reporting.

Overview training sessions will be available in May. To register, go to <https://hrnet.uhr.uillinois.edu/dart-cf/sessions/index.cfm>. Resource materials are available on the University Human Resources website at <https://hr.uillinois.edu/PolicyCompliance/Toolkit/GuidanceRes/AVSL.cfm>.

Mass communications will NOT be sent to affected employees. Therefore, if you have not already begun to collect the information, you may wish to share the information below with your affected academic employees.

As a reminder, University policy requires that AVSL be reported twice a year, in May and in September. Units should be collecting AVSL usage from employees in preparation for the first 2011 reporting period. This is particularly important for those leave-eligible employees who may be leaving campus May 15, 2011.

The two AVSL reporting periods are August 16, 2010 through May 15, 2011 and May 16, 2011 through August 15, 2011. **Because the University reports its liability to the State every June, it is critical that reporting be done for both 9/12 and 12/12 month employees at this time.**

**\*\* AVSL usage information should be entered into Banner beginning May 16, 2011 and no later than June 8, 2011 for the first reporting period.\*\***

Remember that your employees should report any leave taken in hours, keeping in mind that one full-time day equals eight hours. For example, if your full-time employee used 10 vacation days and 2 sick days, you would report 80 hours of vacation leave used and 16 hours of sick leave used. As a reminder, Academic employees who are not eligible for overtime should be reporting absences in half- and full-day increments only (except when leave is taken under the Family and Medical Leave Act). Absences in increments less than half- or full-days should not be charged against vacation or sick leave balances. Part-time and alternative schedule employees report absences as appropriate based on their schedule. Generally speaking, the employee reports either half-day or a full-day based on their scheduled hours for the day.

Please note: When an employee separates from the University, transfers from one unit to another, or changes employment groups, departments are required to use the same process in order to update leave balances.

If you have any questions, please contact the appropriate campus Human Resources office.  
Human Resources, Faculty Affairs, (312)355-2412 or [fahr@uic.edu](mailto:fahr@uic.edu)  
Human Resources, Campus (312) 413-4848 or [uichrhelpdesk@uillinois.edu](mailto:uichrhelpdesk@uillinois.edu)

# Tracker I-9

**Ken Scott**  
**Manager, HRIS**

The University has purchased a new online application called Tracker I-9. In the upcoming months, Tracker I-9 will be replacing the current paper I-9 process on the UIC campus.

Some of the features of the new system will include:

- Error checking
- Eliminates paper form
- Quick and easy document search
- Remote hiring
- Secure electronic signature

The new system will enforce standard Form I-9 practices which will reduce audit risk exposure for the University. Tracker will guide users through the electric I-9 form's different sections. Users will no longer need to mail the paper Form I-9 to the appropriate human resources department, which should also speed up the hiring process. We plan on training users this summer and rolling the system out in early FY12. Users who will be using the system will be those users that are currently processing new hire transactions in the HR Front End on a normal basis. All users will be required to attend a training webinar to learn about the new system.

You may contact UIC HRIS at [UICHRIS@uillinois.edu](mailto:UICHRIS@uillinois.edu) or 312-996-4849 with questions.

## Professional Development Opportunity

**Laurie Schellenberger**  
**Human Capital Development Coordinator**

Organizational Effectiveness announces a new course: Customer Service Fundamentals.

Customer Service is one of the five core competencies upon which all UIC employees are measured in the Employee Performance Review (EPR) process. Everyone at UIC and anyone who visits UIC is a customer. With such a broad customer base and so many interpersonal interactions taking place every day it is important that the outcome of each of these interactions results in a positive experience for all participants.

Even the smallest of actions can make or break a customer service transaction. It is easy to think of a time when we received poor customer service and a time when the interaction made us smile. In this interactive instructor-led course we explore facts and figures on how customer service can impact the success of an organization, who are the customers UIC serves and what can be done to improve daily interactions to result in exceptional customer service.

To view more information about this course and to register for upcoming sessions please go to [MyCareer.uic.edu](http://MyCareer.uic.edu) and select UIC Training Index on the left hand navigation bar. Here you may use the search feature or select the UIC HR link to view all courses provided by UIC HR.

# Summer 2011 Graduate Appointments

**Roseanda Police Hall**  
**Associate Director, HR Service Center**

The following is information for processing Summer 2011 graduate appointments

- Use 5/16/11-8/15/11 dates **only**, no exceptions
  - Job cannot begin before 5/16 and must end by 8/15
  - Positions can have start and end dates in between the above two dates
- Use SM suffix on jobs
- Use position class codes CDSAA, CDSHA or CDSGA
- HR Front End transactions for Graduate reappointment **only** are applied at the College level
  - Other HR Front End transaction types such as New Hire, Add Job, etc. will be applied in Campus HR
- Graduate Assistants with GRAD ASST or GRAD TCH ASST titles and a total FTE between .25 and .67 are covered by GEO
  - Letter of Offer/Notice of Appointment is required
  - Template is found on the UIC HR website under HR Forms: <http://www.uic.edu/depts/hr/quicklinks/hrforms/LOA.htm>
- Hiring Approval form is not required if the graduate assistant was employed in the Spring 2011 semester
  - Required for newly hired graduate assistants
- Verify that the graduate assistant's visa expiration date is current for the appointment period before initiating the HR Front End transaction
- Complete the Exception to Summer Limit form if: 1) the graduate assistant worked at least 50% during the preceding fall and spring semesters **and** 2) the summer earnings will exceed 2/9<sup>th</sup> at the 67% rate
  - Keep on file within the unit
  - Can be attached to the HR Front End transaction
  - Form found at [http://www.uic.edu/depts/hr/quicklinks/hrforms/summer\\_appointment\\_exception.pdf](http://www.uic.edu/depts/hr/quicklinks/hrforms/summer_appointment_exception.pdf)
- Adding Grad hourly jobs:
  - Attach offer letter if available, otherwise add job comment in HRFE transaction stating period of grad hourly job and estimated work hours per week. This is to help monitor the total hours a GA is eligible to work.
- Submit HR Front End separation transactions for those graduate assistants who have graduated.

## **Graduate Assistant Processing Links:**

Information for Graduate Assistantships and Graduate Hourly:

<http://www.uic.edu/depts/hr/support/jobaid/GA%20job%20aid.pdf>

HR Front End Transaction – Graduate Reappointment:

[http://www.uic.edu/depts/hr/support/jobaid/HRFE\\_Grad\\_Reappointment\\_032010.pdf](http://www.uic.edu/depts/hr/support/jobaid/HRFE_Grad_Reappointment_032010.pdf)

Graduate Minima:

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

Information on Taxation of Graduate Assistant & Pre-Professional Graduate Assistant Tuition waivers:

<http://grad.uic.edu/cms/?pid=1000945>

If you have any questions regarding:

- **graduate appointments** contact Ashley Sefcik at [asefc1@uillinois.edu](mailto:asefc1@uillinois.edu)
- **Medical Center graduate appointment** processing please contact Teri Blain at (312) 413-1476 or email: [terilynbl@uic.edu](mailto:terilynbl@uic.edu)

# Special Programs Update

**Dana Poncher**  
**Coordinator, Special Programs**

## **Retirement Planning Conference Update**

**The Retirement Planning Conference held on April 9, 2011 was a success!** Over 430 participants attended the conference. Conference seminar materials are available on the [Special Programs webpage](#).

## **2011 Award of Merit**

**Nominations are now being taken for 2011 Awards of Merit.** The prestigious UIC Award of Merit, a university-wide honor, recognizes outstanding UIC Academic Professionals and Support Staff who exhibit service, commitment, and dedication. Nomination forms must be submitted to the Dean or Director of the respective unit and then to the unit's Vice Chancellor or the Chancellor. The nomination period ends and all forms are due by July 1, 2011.

To obtain a nomination form or to learn more about eligibility for the 2011 Award of Merit, visit the [Special Programs webpage](#).

## **Service Recognition**

Service Recognition lists will be distributed to your college/unit HR representative May 20, 2011. Once the Service Recognition list is received, please review and submit questions and Years of Service changes or additions to Dana Poncher by June 6, 2011 for inclusion in this year's program. For eligibility questions, refer to the [Service Recognition Award policy](#).

Service recognition lists are generated from Banner. Review the service year dates with the employees listed for accuracy and feedback do not refer to BANNER. Also, ask them to take a minute to review their NESSIE information for accurate contact information.

## **Employee Recognition Month - November 2011 - Celebrating Employees at UIC**

**Save the Dates** - The 2011 calendar is posted, calendar and details: [http://www.uic.edu/depts/hr/Special\\_Programs/employee\\_recognition.shtml](http://www.uic.edu/depts/hr/Special_Programs/employee_recognition.shtml). Note: Employee Recognition Award Program ceremony will be held November 2, 2011, 2011 Retirement Recognition luncheon and ceremony will be held February 22, 2012.

Departments should host **employee recognition programs** to honor faculty and staff **during Employee Recognition Month, November 2011.**

## **DID YOU KNOW?**

**UIC employees may now add a personal email address in NESSIE.**

- Simply visit NESSIE at <http://nessie.uihr.uillinois.edu/> and click the **Personal Info** tab.
- Next, click **Employee Information Form**.
- You'll need to login with your ID, password, and NESSIE PIN.
- Select **Address** from the list.
- Finally, click **Add** by Personal Email to add your home email address.

This is important in that we can utilize electronic media to reach UIC employees regarding important UIC news, noteworthy accomplishments and to include you in celebrations such as the Retirement Luncheon and other important notices after your uic.edu mail address expires.



**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
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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](mailto:OE@uillinois.edu).

