

HR e-News

A monthly publication of UIC Human Resources

September 2007



Published by:

UIC *Human Resources*

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What is HR e-News?

Welcome to our first edition of HR e-News, a bi-monthly electronic newsletter providing reliable news and information to HR practitioners on the UIC campus. Each issue of e-News will include helpful information related to your day-to-day work activities:

- Information on key HR programs and projects such as Salary Planner, Award of Merit, Employee Development Program (EDP) and others.
- Links to relevant information on the **UIC** *Human Resources* website including HR policies, forms and contacts
- Quick Tips for helping you achieve HR administrative excellence

2007-2008 Publication Schedule:

- September 2007
- November 2007
- January 2008
- March 2008
- May 2008
- July 2008
- September 2008
- November 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_eneews/index.cfm
to submit your story.

New UIC Human Resources Identity Standards

You may have noticed our new name and look!

We have updated our name and visual identity so that our programs, services and communications are more readily identifiable by campus users.

You will notice this change over time as we convert more and more of our communications to this new visual identity. For more information regarding the UIC Human Resources identity standards, contact Vera Stamenkovich at 5-5504 or VeraStam@uic.edu.

UIC Award of Merit

The Award of Merit recognizes outstanding academic professional and civil service staff members. Awardees will be recognized during the Employee Recognition Program scheduled for October 30, 2007. For more information regarding UIC Award of Merit go to the UIC Human Resources website at

http://www.uic.edu/depts/hr/uic/hr/Special_Programs/departments.html or contact Vera Stamenkovich at 5-5504 or VeraStam@uic.edu.

Policies and Procedures

Updated **UIC Human Resources** Policies and Procedures are now available on the **UIC Human Resources** website at

<http://www.uic.edu/depts/hr/relations/policies&procedures.html>

Since these policies have recently been reviewed and as necessary updated, we suggest that you take a moment to review them. If you have any questions regarding the updated Policies and Procedures, please contact the designated **UIC Human Resources** contact person listed in the policy document.

Fundamentals Training for New Managers and Supervisors

UIC Human Resources is in the process of evaluating and retooling our existing management development courses for new managers and supervisors. Ultimately, these updated courses will be included in a program series covering key aspects of supervisory excellence at UIC. The first course, replacing "Supervisor Toolkit", will be conducted as a pilot in late Fall 2007 and available for registration Spring 2008. For more information regarding the pilot or other management development programs, contact Irma Rayborn at 5-0144 or irayborn@uic.edu.

Criminal Background and Sanction Check Update

UIC is responsible for ensuring compliance with Federal and State laws by conducting criminal history background and sanction checks.

Effective August 15, 2007, **UIC Human Resources** entered into a new contract with US Investigation Services, Inc (USIS) to conduct background and sanction checks. USIS is one of the nation's largest investigation companies. Based on increased contract costs, effective September 1st an increase in service fees to hiring units was instituted as follows: •

- Criminal Background and Sanction Check - \$65
- Criminal Background Check only - \$50
- Sanction Check only - \$20

A Release Form must be completed and signed by the employee and the hiring department and forwarded to **UIC Human Resources** for processing. To obtain a copy of the Release Form go to the **UIC Human Resources** website at http://www.uic.edu/depts/hr/uic/hr/quicklinks/hr/forms/Criminal%20Background%20Check%20Form%20rev%2008_07.pdf

Questions regarding our new vendor or existing policy regarding criminal background and sanction checks should be directed to Ami McReynolds at 3-3634 or amimcrey@uic.edu or Mirta Mendez at 6-4852 or mendezm@uic.edu.

New e-Classes

Three new e-classes were established in July 2007 to help us distinguish unique characteristics of the job. They are:

- “RB” for Residents who are not benefit-eligible (previously all Residents were “RA”);
- “PC” for Postdoc Fellows (previously they were grouped with Predoc Fellows under a Grad employee group); and
- “HG” to distinguish Grad Hourly from Academic Hourly (latter will remain “HA”).

Additionally, there are new e-classes for academic employees appointed and paid over 10 months that will assist us when such an employee starts the year late or leaves early. Please remember to use these new e-classes both at the Position and Job level. We are manually changing all that existed at the time of implementation. For more information regarding e-Classes, contact Joyce Winn at 6-6357 or jwinn@uic.edu.

Banner HR Front End Update

Work continues on the Banner HR Front End technology with implementation aimed at starting in early 2008. The Project Team recently met with the UIC User Advisory Group to review the following process areas:

1. Routing and Security
2. Timeline View
3. Job Changes
4. Document Attachment
5. In/Out Boxes
6. Online Help

Work also continues on user training for the Banner HR Front End. An online course is being developed to provide basic orientation for Banner HR users and will serve as a prerequisite to attending more in-depth training on the use of the new Front End. As all the work comes into the home stretch, the reality of new capabilities for Banner HR users is within sight. For more information regarding the Banner HR Front End project, contact Jack McEnery at 6-3581 or jmcenery@uic.edu.

HRAG – Future Programming and Schedule

Over the next few weeks, we will consider the past and future purpose of the Human Resources Advisory Group (HRAG) and design a new approach that addresses present-day information needs. Therefore, there will not be a HRAG session in September. In the meantime, we will continue to share relevant information with you via our website, e-mails, and vehicles such as HR e-News. If you are interested in helping us find ways to improve HRAG, please contact Vera Stamenkovich at 5-5504 or verastam@uic.edu.



Ethics Training Reporting Tool Informational Session

On September 20, 2007, staff from the University Ethics Office will be on the UIC campus to host an informational session for their ethics training reporting tool. With the online ethics training window just around the corner (October 16th through November 14th), it is important that all UIC campus ethics training unit contacts understand the features the tool provides, as well as their responsibilities throughout the training period. The informational session is open to all unit contacts, but is not a mandatory event. It is highly recommended that any individuals who were not unit contacts during the 2006 ethics training window make an effort to attend the presentation. The session will be held from 1:00 PM to 2:00 PM on Thursday, September 20, 2007 at 715 S. Wood Street, Room B1 (Human Resources Building). All unit contacts will be notified of this opportunity through e-mail and will be asked to respond to: ethicsofficer@uillinois.edu with their attendance plans. A Power Point presentation will be available upon request for those unable to attend. For more information regarding this information session, contact the University Ethics Office on the Toll-free Help Line at 866-758-2146 or via email at ethicsofficer@uillinois.edu. For more information regarding 2007 Annual Ethics Training, to go the University Ethics Office website at <http://www.ethics.uillinois.edu/>



Important Events and Deadlines

EVENTS

September 17-21

State Universities Civil Service System Audit

September 20

Ethics Training Reporting Tool Informational Session at UIC

October 3

Charitable Fund Drive Breakfast

October 15-19

State Universities Civil Service Audit (cont)

October 16 - November 14

Ethics Online Training

October 30

Award of Merit and Employee Recognition Ceremony

DEADLINES

October 19

Deadline for Proposals to Rehire a Retiree for November 2007 Board of Trustees Meeting

September 25 and November 1

Deadlines for Academic & Grad PITRs

September 11 (for BW 20)**September 25 (for BW 21)****October 9 (for BW 22)****October 23 (for BW 23)**

Deadlines for Civil Service PITRs

HR Pro

Quick Tips

Salary Planner

Remember, non-faculty on visas (excluding permanent residents) or in visiting appointments must have X budget profiles. Questions regarding Salary Planner should be directed to Roseanda Polce at 6-0845 or rpolice@uic.edu.

Classification and Exam Changes

Periodically the State Universities Civil Service System (SUCSS) Office will review class specifications and related examinations. Input from supervisors and incumbents is a critical component in making changes to class specifications and exams. As a reminder, **UIC Human Resources** staff members will serve as the first point of contact between employees and supervisors and the System office in obtaining feedback and recommendations on additions, revisions and deletions to the classification plan or proposed test revisions. Questions regarding this process should be directed to Mirta Mendez at 6-4852 or mendezm@uic.edu.

Biosketch Documentation

Just as you have been doing for faculty, send all documents electronically that are related to Academic Professional biosketches to the attention of Odell Richmond in **UIC Human Resources**. This includes the Offer Letter, Vita, and Briefing Document. Questions regarding Biosketch Documentation should be directed to Odell at 996-6356 or odell@uic.edu.

State Universities Retirement System Disability Applications

SURS Disability Applications (for Civil Service and Academic Professional employees) should be sent to the **UIC Human Resources**, Records Office, (401 HRB, M/C 900). **Please send originals only.** **UIC Human Resources** will forward the applications directly to SURS. Questions should be directed to Karen Stanley at 6-7941 or stanleyk@uic.edu.