

HR eNews

A publication of UIC Human Resources

July 18, 2008



Published by

UIC *Human Resources*

The HR eNews is designed to communicate information to support seamless human capital operations campus-wide. While newsletter topics may often address policy and procedure concerns, relevant HR points such as employee development and leadership will be addressed as well.

EMPLOYEE RECOGNITION

Faculty, Academic Professionals and Support Staff with 25, 30, 35, 40 and 45 years of service to UIC will be recognized at the UIC Award of Merit and Service Recognition Ceremony on Tuesday, November 4, 2008.

HR professionals from each department will receive the list of personnel with less than 25 years service time. Please be aware that Academic Professionals and Support Staff members (not Faculty), who have completed 5, 10, 15, and 20 total years of service will only be recognized at the departmental level. We ask that each unit recognize these employees during **Employee Recognition Month, November 4 - December 3, 2008.**

To ensure that all appropriate personnel are recognized for their years of service, a list of names, beginning with individuals who have completed five years of service, and including the names of those who have completed service at five year increments up to 20 years of service was forwarded to college and administrative unit

representatives, Departmental representatives are asked to review this information and return the lists, with any corrections, to Special Programs (at M/C 897) to ensure employees receive accurate recognition certificates and gifts.

Please note that university employees will be recognized for service completed as of **December 31, 2008**. Only *current, active employees in good standing with UIC* will be recognized.

EMPLOYEE RECOGNITION (CONTINUED)

Special Programs will provide certificates and/or gifts for employees with service years as follows:

5 and 10 years of Service

Certificates distributed to departments for distribution during Employee Recognition Month.

15 and 20 years of Service

Certificates with gifts distributed to departments for distribution during Employee Recognition Month.

25, 30, 35, 40 & 45 years of Service

Certificates with gifts distributed to departments for distribution during Employee Recognition Month.

(These service recipients will also be recognized at the award ceremony.)

Please note that the Award of Merit/Service Recognition Ceremony is an *approved campus event*. Employees receiving recognition, as well as any other employees able to, are encouraged to attend the event and should be given release time from their department to do so.

Just as a reminder, **completed Award of Merit Nomination forms must reach the Office of the Chancellor/Vice Chancellor for the unit in which the nominee is employed by July 30, 2008.**

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

MINIMUM WAGE

Effective July 1, 2008, the Illinois minimum wage has increased to \$7.75/hr. The hourly rate for all hourly-paid employees (*including student workers*) who earned less than \$7.75/hour has been updated.

All affected employees will begin earning the new minimum wage for any work hours reported on and after July 1, 2008 and will see the new rate beginning with their July 23, 2008 paycheck.

If there are any questions regarding the Minimum Wage, please call Debbie Lewis in the Compensation department at (312) 996-2219.

OVERCOMPENSATION FORM

The online Overcompensation Form for Academic Professionals has been modified into an easy-to-read layout. This form now also offers an additional feature. Now the Requestor can attach a PAPE, Job Description, or other support documentation directly to the request.

You will need to **resubmit** any Overcompensation requests:

1. *entered online and submitted prior to May 1, 2008*
- AND**
2. *has not completed the approval process.*

If there are any questions regarding the Overcompensation Form, please call Debbie Lewis at (312) 996-2219.

IMPORTANT EVENTS AND DEADLINES

EVENTS

Benefit Choice 1 changes for 2008 went **into effect in July 1, 2008.**

Benefit Choice 2, **as of July 15, 2008,** is in a “TBA” status. Look for an email confirming start date for Benefit Choice 2 in the near future.

DEADLINES

Managers and Supervisors are encouraged to complete Employee Performance Reviews **July 31, 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.**

If you have an announcement regarding campus HR policies or administrative changes that you want included in future editions of HR eNews, please visit us online at http://hrnet.uihr.uillinois.edu/newt-cf/uic_eneews/index.cfm or contact Stacey Valuch at svaluch@uic.edu or (312) 355-0325.

ORGANIZATIONAL EFFECTIVENESS

POINTS FOR SUCCESS

Managing employee performance every day is the key to achieving organization overarching goals and department specific objectives. Setting goals, making sure your expectations are clear, and providing frequent feedback help people perform most effectively.

After confirming goals for the department, identify meaningful contributions for each employee. Talk with employees about their role in helping the department accomplish defined objectives or goals. Every employee is an important and relevant contributor to the success of UIC!

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NEXT ISSUE

Special Edition of HR eNews focused on FY08 HR accomplishments will be distributed August '08.

The next ***regular issue of HR eNews*** is scheduled for distribution in mid September '08. Look for details about the online New Employee Orientation (NEO) Pilot in the September issue!