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SALARY PLANNER GRACE PERIOD

The following process applies to any changes that need to be made to salary increase information in Salary Planner:

Any salary adjustments made to entries originally entered (or not entered) via Salary Planner for faculty employees can be requested if the adjustments made are within the FY06 Budget Guidelines and are received prior to October 15, 2006.

The FY07 Budget Guidelines allow for salary increases below 10% to be processed without justification. Salary adjustments that result in an overall increase of 10% or greater or no salary increase will require written justification.

Timely identification of salary adjustments is encouraged. It is recommended that units advise their employees to check their

2006-2007 Notification of Appointment (NOA) when made viewable in NESSIE and to check their September 16, 2006 Earnings Statement for consistency.

On August 18, 2006, units should check the Daily Transaction Report to view all transactions that occurred on August 17, 2006 (Salary Planner uploads will be included). Any discrepancies should be reported immediately via a PITR. The submission deadline for all PITRs is October 15, 2006. Any requests for corrections after this date will not be honored.

Any adjustments to originally submitted Salary Planner information that would normally require Provost approval will need to be forwarded to Faculty Affairs HR according to the current procedures applicable to the adjustment.

For example, if you are adding an administrative title and stipend to a faculty member and the administrative appointment is a major administrative appointment, the approval of the Provost, as well as the Board of Trustees, is generally required.

Gray Book

Electronic Access to the Gray Book can be found in View Direct <<https://docdirect.ait.uillinois.edu/ddrint/work/>>. The report name is: HRGRAYBOOK. College HR staff were given access in September 2005. Once in View Direct, please use your Enterprise ID and Password to access the report. If you do not have access, please contact our office.

<http://www.uic.edu/depts/oa/faculty>

REHIRING UNIVERSITY OF ILLINOIS RETIREES

At their July 13, 2006 meeting, the Board of Trustees (BOT) established a new policy regarding the re-employment of retired U of I employees. The new policy requires prior BOT approval in certain circumstances and periodic reporting for all other re-employment where prior BOT approval is not required. The new policy, a revised re-employment form and a job aid can be found at the following websites:

- http://www.uic.edu/depts/oa/policies_proced.html or
- <http://www.uic.edu/depts/hr/whatsnew.html>

Test your knowledge...

- a) A unit can rehire a retiree from time to time to assist the University in teaching/serving students, conducting research, caring for patients and managing exceptional circumstances and special needs.
- b) A retired faculty member who teaches courses, advises students and performs related duties on a part-time or occasional basis requires prior Board approval.
- c) A retired faculty member who conducts research on appointments funded by grants and contracts does not require prior Board Approval.
- d) Retired clinical faculty members who are employed to provide patient care on a part-time basis must be reported to the Board.
- e) A retired faculty member can be selected for administrative jobs through open and competitive search processes. These appointments will require prior Board approval.
- f) A Re-Employment form must be completed for all faculty who have retired from the U of I and are being rehired.

Answers on back...

CONTACT INFORMATION

University of Illinois at Chicago

Faculty Affairs HR
2715 University Hall, m/c 103
601 South Morgan Street
Chicago, IL 60607-7127

Phone: 312-355-2412
Fax: 312-996-1700
E-mail: chancprovosthr@uic.edu

UPCOMING.....

Faculty BioSketches

Re-Employment form due 08/11/06 for September 2006 BOT Meeting

Biosketches due 09/29/06 for November 2006 BOT Meeting

PITR Deadline Date

- PITRs due 08/24/06 for September calc day
- PITRs due 9/28/06 for October calc day
- PITRs due 10/30/06 for November calc day

Monthly Leave Report for Deans and VC Due

08/25/06

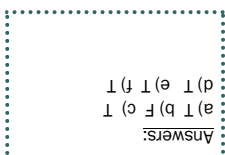
Faculty Loss Data

08/11/06 Final Submission

A QUICK TIP

Need to know the tenure information on a faculty member?

Units can easily access this by looking at the NZIESUM form in Banner. You can use the scroll bar in the boxed out area on the right side of the screen to see if any appointments have tenure. If yes, a code and an FTE will appear. Once you have the position highlighted, click the Faculty Information Window under the Options tab to view additional information. Please note, this feature is "effective date" sensitive and therefore depending on your query date, you may receive different information based on when the PEAFACT update occurred.



NOTIFICATIONS OF FACULTY DEATH

It is never pleasant to hear about the death of an employee, however immediate notification to Faculty Affairs HR benefits the deceased employee's family. An email to chancprovosthr@uic.edu is important because any payment made after the death must be stopped and re-issued to the employee's estate. Even if no overpayment has occurred, we still need to update the appropriate Banner forms indicating the deceased status.

If the employment status was active at the time of death, a PITR and DART Separation form must be initiated. PEALEAV must be updated for anyone with sick or vacation balances. A payroll adjustment will need to be processed for the final pay periods and any terminal benefits that may be due. Upon notification of an employee's death, the UIC Benefits Office will send out a letter to the family requesting the required documentation needed for processing the final payout of wages.

Required Documents

- Small Estate Affidavit or Copy of Will
- W-9 form completed by Beneficiary
- A certified copy of the Original Death Certificate
- A copy of the Beneficiary's government issued photo identification
 - ◆ Driver's License, State ID, Passport, Employment ID

Once the Benefits Office has collected all the necessary documentation, they will forward to the Payroll Office who in turn will process the DART Separation form and the payroll adjustment. All checks will be made out to the estate of the deceased and mailed to the address indicated on the W9 form.

A FEW WORDS ON PITRS

Following these tips prior to PITR submission, will help ensure prompt and accurate processing:

- Please make sure to verify that the employee has completed all of the necessary on-line and paper documentation. Common issues include: missing degree date on the Employee Information Form; on-line Drug Free Form has not been completed (hardcopies are no longer valid).
- When hiring international faculty, the PITR should be submitted after the employee clearance has been approved by OIS. It would be helpful to include a note indicating whether it is electronic or hardcopy. Please note, original I9s must be forwarded - faxed or scanned documents are not acceptable.
- Please provide a pertinent but brief explanation in the Memo section about the transaction being submitted. For example, if you are adding a job, please indicate more than just 'adding job'. Providing information on why the job is being added will help eliminate the need for FAHR to follow up with the colleges and thus delaying the entry of the job.
 - ◆ If it is a partial month appointment, indicate the full month salary and how the partial month was calculated.
 - ◆ When rounding FTE's, please indicate the initial 4 digit FTE that is being rounded.
 - ◆ For a 9/12 employee being hired after 08/16/06, an adjusted monthly salary is required. The comments and the monthly salary should reflect the appropriate information.
 - ◆ If applicable, BOT approval and/or Job ID information should be included.
- Remember that signatures of both appointing dept/college and home dept/college are required.

BOARD OF TRUSTEE MEETINGS

The schedule for Board of Trustees meetings and deadline dates for faculty and administrative biosketches have been established. Complete and accurate offer packets that have been received by the deadline dates below will be included in the BOT meeting for the month indicated. Any packets that are incomplete or require follow up with your office, may be moved to the next scheduled meeting.

	<u>FAHR Deadline</u>	<u>BOT Meeting</u>
2006	Friday, July 28, 2006 Friday, September 29, 2006	Thursday, September 7, 2006 Thursday, November 9, 2006
2007	Friday, December 1, 2006 Friday, February 2, 2007 Friday, April 6, 2007 Friday, June 1, 2007	Thursday, January 18, 2007 Tuesday, March 13, 2007 Thursday, May 17, 2007 Monday/Tuesday, June 11-12, 2007