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HR e-Source, October-December 2008

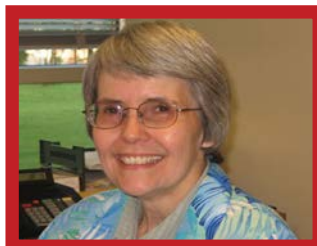
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HR Spotlight

Employees of the Year

Dede Long, Director of Study Abroad, Office of Study Abroad Category 1: Technical /Non-faculty Academic

Dede is a tireless advocate for study abroad and the University of Arkansas who inspires and enthusiastically supports her staff making them feel welcome and a vital part of a friendly team.

Joni Teddleton, Graduation Specialist, Graduate School Category 1: Technical/Non-faculty Administrative

Joni is a team player who handles responsibilities crucial to the operation of the Graduate School and the processing of student graduation requirements while remaining compassionate, cheerful, and pleasant.

Donna Shumate, Secretary II, Housing Category II: Secretary/Clerical

Donna is the friendly face in Housing who goes the extra mile to assist others while remaining professional and calm under stress.

Mary Herrington, Management Project Analyst, School of Law Category III: Technical Paraprofessional

Mary Herrington approaches all tasks with equal eagerness and professionalism whether the task is mundane or complicated; she exemplifies diligence, hard work, and friendliness.

Robert Sutton, Maintenance Worker II, Housing Category IV: Skilled Crafts/Service/Maintenance

Robert Sutton has been with the University more than 20 years, he always has a smile and a laugh, and he is a team leader and continually professional.

Employee Development

Diversity



2008 Diversity Team Award Winners
Housing Reach III Team

Beginning in 2006, Human Resources has utilized the Diversity Team Award program to reward and recognize teams exhibiting outstanding commitment to diversity. This year's Diversity Team Award goes to the Housing Reach III Team. Members of this team include Beverly Bartz, Dawn McFeeters, Debbie Power, Elizabeth Bruhn, Linda Lancaster, Linda McClelland, Rose King, Simon Chee-Yuen Chua, Stephanie J. Haase, and Vincent Voorheis.

Diversity Team winners receive recognition at the annual Employee Service Awards Banquet, held on October 7, 2008, desk awards, and \$2,500 that is divided evenly among the team members.

Diversity Month Celebrations

September 15 - October 15
Hispanic Heritage Month

October
**Disability Employment Awareness Month
and Gay and Lesbian History Month**

November
American Indian Heritage Month

Training Calendar

October

- 1 Diversity: Caribbean Cruise Immersion
- 2 Diversity: New Perspectives on Latino Literature and the Role of the Writer
- 6 Guiding Employees Towards Compliance with the Tobacco Free Policy
- 7 Employee Awards Banquet
- 7 Diversity: Plaza de las Americas
- 8 Making Payments to Non-Residents....the Who, What, When and How
- 9 Diversity: Platanos and Collard Greens
- 10 Diversity: Before Stonewall
- 14 Individual Counseling with TIAA-CREF
- 15 Individual Counseling with TIAA-CREF
- 16 Individual Counseling with TIAA-CREF
- 16 Diversity: Film Series: La Revolucion Congelada
- 24 Time Management
- 28 Individual Counseling with Fidelity Investments
- 28 Diversity: Our Campus
- 30 Diversity: Socioeconomic Status

November

- 6 Thriving in Change: Developing a Personal Strategy
- 10 Conflict Resolution in a Multicultural Context
- 11 Individual Counseling with TIAA-CREF
- 12 Employee Health and Benefits Fair
- 12 Individual Counseling with TIAA-CREF
- 13 Individual Counseling with TIAA-CREF
- 13 Diversity: Cherokee Heritage
- 18 Dealing with Difficult People

December

- 3 Sexual Harassment
- 4 Communication and Building Trust
- 9 Individual Counseling with TIAA-CREF
- 10 Individual Counseling with TIAA-CREF
- 11 Individual Counseling with TIAA-CREF
- 11 Diversity: Our Campus
- 16 Individual Counseling with Fidelity Investments
- 16 Diversity: Religion Panel Discussion

Be sure to check the online Training Calendar for updates and additional sessions at:

<http://hr.uark.edu/Training/TrainingCalendar.asp>

Upcoming Events

Employee Awards Banquet

This annual celebration recognizes employees with 10 or more years of service as well as the Employees of the Quarter, Employees of the Year, and full-time staff who have recently completed a degree program at the University of Arkansas. This year's banquet is scheduled for Tuesday, October 7, 2008. University administrators will be joined by members of the Staff Senate and the award recipients' supervisors and guests in thanking these valued employees for their contributions, accomplishments, and years of service. Service award recipients will be presented with a certificate and their pre-selected gift of appreciation. These tokens of appreciation are in addition to the annual career service payments authorized by the State of Arkansas. The Employees of the Year receive a plaque and a monetary award. Administrators and supervisors are strongly encouraged to attend in support of the employees who are being honored. For more information on the banquet as well as the recipients, please visit <http://hr.uark.edu/EmployeeServiceAwards/>.

At this year's banquet, 270 employees will be recognized with 10 or more years of service to the University of Arkansas. Three of these 270 employees have **40 years of service**:

Quentin Bowerman joined the former Physical Plant as an hourly laborer in 1967. His career has been distinguished by personal growth and achievement benefiting self and the University alike. Key to Quentin's professional development was completion of an HVAC apprenticeship. Quentin now supervises a maintenance crew responsible for many key campus buildings.

Charlie Smith is a Systems Analyst II with University Information Technology Services. He is one of those employees that you do not notice until something goes wrong and then he is there to do whatever has to be done to get things back on track. You can always depend on him to be one of the first to ask 'What can I do?'

Larrie Stolfi has spent his entire career with University in Financial Affairs. Larrie has an exceptional understanding of the University's accounting structure and is always willing to offer his support to any project. Though he is a tremendous resource for the University and Finance and Administration, Larrie will tell you that his greatest accomplishment is being a Grandfather to Gracie and Noah.

Employee Health and Benefits Fair

This year's Health & Benefits Fair will be held Wednesday, November 12, 2008, from 8:30 a.m. - 1:00 p.m. in the Arkansas Union Ballroom and Connections Lounge.

The purpose of the Employee Health & Benefits Fair is to provide University employees an opportunity to discover important health information; to catch in the early stages certain life-threatening medical conditions; and to showcase community and university resources that may improve both the financial and physical well-being of our employees.

Over 60 community and university services will be providing employees with information on topics addressing economic, family, mental, and physical health, and individual development. Free screenings and assessments will be offered for vision, blood pressure, cardiac risk profile, and prostate cancer.

Any University department or service who has not received an invitation to this year's fair and would like to participate, please contact Debbie McCloud at 575-8625 or at dmcloud@uark.edu.

Employment

E-Verify

All new hires in the U.S. are required to complete Form I-9, which is accompanied by appropriate documentation establishing both identity and employment eligibility. The University of Arkansas will soon be moving to an online system which offers a fast, free, and user-friendly means to electronically verify employment eligibility for newly hired employees, automating many of the manual procedures associated with processing I-9 forms. This online system, E-Verify, represents a partnership between the Department of Homeland Security and the Social Security Administration and is overseen by the U.S. Citizenship and Immigration Services.

E-Verify is not a new program; it is a re-branded version of one of three pilot programs established by the Illegal Immigration and Reform and Immigrant Responsibility Act of 1996 by then-President Bill Clinton to assist employers in determining legal employment eligibility. Two of these pilot programs were discontinued, and President Bush amended this executive order in June of 2008, mandating that all employers with federal contracts enroll in the one surviving program, the web-based system known as E-Verify. Linking directly to Social Security data and other Federal databases, E-Verify is designed to take the subjectivity out of verifying employment eligibility. Users report that it is helping to standardize and streamline the entire employment eligibility verification process.

More information will follow as Human Resources moves toward this important transition.

Recent Promotions

<u>Name</u>	<u>Budgetary Unit</u>	<u>Title</u>	<u>Name</u>	<u>Budgetary Unit</u>	<u>Title</u>
Keenan Allen	ASCR	Data Entry Operator Supervisor	Suzanne Kenner	INEG	Program Coordinator
Sean Bruce	UITS	DP Network Manager II	Debra Ludolph	PARK	Dispatch Operator
James Buffington	UITS	Computer Lab Tech II	Robert Moler	PLUM	Skilled Trades Worker
Catherine Calhoun	ADA	Program Coordinator	Carrie Pennington	CVEG	Administrative Assistant I
Jeremy Carrell	RECY	Maintenance Worker II	Sherri Pote	SWRE	Administrative Assistant II
Jeffrey Conway	UITS	DP Network Tech I	David Reynolds	POSC	Research Technician II
David Cook	GLUB	Maintenance Worker Supervisor	Jessica Roberts	BAND	Administrative Assistant II
Michael Cramer	BLGM	Skilled Trades Foreman	Nick Salonen	UITS	Computer Support Spec I
Benjamin Doudna	PLUM	Skilled Trades Worker	Sjah Short	ASCR	Administrative Assistant I
Karan Freeman	HLLB	Medical Technologist III	Lori Silva	POSC	Research Technician II
Scott Gardner	UITS	DP Network Tech III	James Smith	TREA	Head Cashier
Darrick Gragg	PLUM	Skilled Trades Worker	Marilyn Smith	SADE	Administrative Assistant II
Stephanie Haase	HOUS	Buyer	Jacob Stephenson	UITS	Systems Analyst II
Bryan Haines	PBSF	HE Public Safety Supervisor	Kerrie Tankersley	IMRS	Administrative Office Supervisor
Nina Hall	CESU	Shipping & Receiving Clerk	Scott Van Asche	UDEV	Administrative Assistant II
James Hamilton	POWR	Skilled Trades Worker	Kym Walls	WCOB	Administrative Assistant I
Becky James	TREA	Accounting Tech II	Brandon Wilson	RECY	Maintenance Worker II
			Su Woodley	BTOF	Accountant
			Adam Zorzin	UITS	Computer Lab Tech II

New Employee Orientation

has changed...and they're going to love it!

On the first day of classes this year, another new class was starting. New Employee Orientation took on a new schedule and face along with updated and progressive information. New Employee Orientation, commonly known as NEO, now features two partial days and is now held weekly with the exception of holidays.

The first morning includes a welcome to campus emphasizing "Students First", key policies and new hire procedures, on-campus programs and privileges, a tour of the union, lunch, and a campus walking tour.

On the second morning, our newest employees will learn about their retirement, health, and other insurances and benefits available to them. NEO is offered through Human Resources, emphasizing that the University of Arkansas is a great place to work, offering work/life balance along with endless opportunities for learning and career growth.

All new staff and faculty should attend an NEO session. Reservations are required and can be made online at <http://hr.uark.edu/NewEmployeeOrientation/> or by contacting Human Resources at 575-5351.



New Employee Orientation participants enjoy the beauty of the Fayetteville campus during their walking tour.

RazorTemps: A Temporary Staffing Service of Human Resources

When Suson Wheeler decided to re-enter the workforce after ten years as a full time mom, she knew it might be difficult to get her foot in the door at the University of Arkansas with limited contemporary office experience. That's when she decided to become a RazorTemp. RazorTemps is a temporary placement service matching applicants to temporary positions on campus.

Suson was placed in the Walton College of Business Information Systems Department to fill in for an employee on maternity leave. After a few months serving as a RazorTemp, a full-time appointed position became available in the department. Suson applied, was interviewed and hired as a Secretary II. Suson was thrilled to have had the opportunity to prove herself as a temporary employee. Suson states "as a RazorTemp I was able to train and gain experience at the University...it's an excellent way for those who have been out of the workforce to re-enter, and at the University of Arkansas the possibilities are endless." Suson has become involved in special committees at the Walton College and even looks forward to taking a class in the spring.

RazorTemps is a great way not only for employees to gain experience but for departments to fill temporary needs. For more information on RazorTemps contact Carol Jones in Human Resources at 575-3962 , cjones@uark.edu or go on line at <http://hr.uark.edu/RazorTemps>. RazorTemps...a working solution!



Faculty/Staff Meal Plan

The campus meal plan is your ticket to eating great. You'll not only avoid having to re-park your car, you'll save gas, time and money on each meal with this new plan. You can save per meal versus buying one meal at a time, or even eating off-campus.

Find everything from make-your-own salads and pasta to home-style entrees and hearty burgers – all made fresh at Chartwells dining hall locations right on campus.

PLAN I - 100 Meals

\$555 plus \$62.44 tax = \$617.44

You save \$1.78 per lunch meal or 22.33%

or \$2.78 per dinner meal or 31.01%

PLAN II - 50 Meals

\$305.65 plus \$34.39 tax = \$340.04

You save \$1.15 per lunch meal or 14.46%

or \$2.15 per dinner meal or 24.01%

Payment can be made with cash, check, credit card or by payroll deduction.

To enroll, get a form from the Chartwells office:

Arkansas Union, Suite 209 · 575-3232

Payroll

Payroll requests that employees check the accuracy of their addresses on BASIS. For the 2007 tax year, 11,503 W-2's were printed, and approximately 1,000 of those were returned because they were undeliverable as addressed. Those 11,503 W-2s accounted for \$231,667,604.60 in wages and salaries for university employees.

W-2's will be mailed out in January to the address on file. Changes that have been made in the ISIS system do not come to payroll, so it is also important that students ensure that both are correct.

There is a \$5.00 charge for duplicate W-2s, so checking now will save time and money later. This can be done by:

- * asking your departmental BASIS representative to check the address in leave and change it if incorrect.
- * going to webBASIS and checking the address yourself. Go to www.uark.edu/basis/, sign in, select "Addresses etc.," and make any needed changes.
- * contacting Payroll at 5-4851 or sending an email to HR.payroll@uark.edu.

Benefits

Have you tried to stop smoking or lose weight? Do you have diabetes or another health problem that you're having problems managing? UA employees and their eligible family members participating in QualChoice have resources available to them that they may not be aware of. The UA's ChooseWell Wellness and Preventive Care Program, in partnership with QualChoice's QCare Medical Management Program, offers resources for smoking cessation, weight control and diabetes management.

The UA System's Choosewell website, <http://www.uasys.edu/choosewell/> has links to the Center for Disease Control, American Cancer Society, and Smokefree.gov. These sources can provide you with resources and help.

Resources are also available from QualChoice's website, <http://www.qcark.com/>. You will need your QualChoice ID number to login. Once you've logged in, you can click on QCare and find resources such as eDoc and Nurse Call. EDOC will allow you to send a question, via a secure website, to a board certified physician, a mental health professional or a pharmacist. Nurse Call allows you to call a nurse 24/7 for answers to your medical questions. Call the registered nurse advice line at 1-866-232-0447.

Also available from QCare is access to a Health Coach. Your Health Coach can provide you coaching and assistance over the phone for issues like weight control and smoking cessation. You can also choose to participate in the ChooseWell Diabetic Management program.

Now that our campus is smoke free, interest in the benefits available for smoking cessation has increased. In addition to the options above, employees also have some options under our QualChoice health coverage plan. Nicotine replacement therapy is covered under the prescription drug program with a prescription. A 90-day course of therapy is covered once per lifetime or 180 days if you use generic nicotine patch. Regular plan co-payments would apply. Other medications to stop smoking, such as bupropion and Chantix, are covered. Talk with your physician to see if these are right for you. Chantix, a brand-name drug, is available for a \$30 co-payment. Bupropion, a generic drug for Welbutrin, is available for a \$10 co-payment.

Your benefits section of Human Resources is here to assist you with any benefits issues that may arise. Please feel free to send us any topics you would like us to review in future issues of ***HRe-source***.