

Spring 3-2009

HR e-Source, Spring 2009

University of Arkansas, Fayetteville. Human Resources Department

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Welcome New Employees



On Friday, March 3, new employees were welcomed to the University of Arkansas at the semi-annual New and Not-So-New Employee Social. Hosted by Human Resources and the Alumni Association, nearly 100 employees attended. About half were new employees, and half were not-so-new employees. Mike Macechko, Executive Director of the Alumni Association, welcomed guests and new employees to the Alumni House. Ice cream was served, and door prizes were distributed.



This event is held once each winter and once each summer. Seasoned employees are especially encouraged to attend so that the new employees have the opportunity to network, meet their colleagues, and feel welcomed by the existing campus culture. Please check for the next New and Not-So-New Employee Social this summer. We hope to see you there to welcome our newest employees.

Diversity Matters

Diversity Certificate Program

Since Spring 2006, Human Resources has sponsored a Diversity Certificate Program that is designed to increase awareness of diversity, help all members of our campus community feel included, and recognize those who demonstrate a commitment to diversity goals on the Fayetteville campus. Since its inception, 90 University of Arkansas employees have earned certificates.

Diversity Certificate recipients receive a lapel pin with the University's diversity logo and a framed certificate; these awards are received only by those completing this program. For more information regarding requirements, please visit the following web page:
<http://hr.uark.edu/Diversity/CertificateProgram/>

Diversity Awards Program

The Diversity Awards Program is separate from the certificate program and includes a **CASH AWARD**. Nominations are made annually for both individual and team awards, judged by an independent committee, and awards are conferred at the Employee Service Awards Banquet each Fall.

Individual awards include a \$500 check, and team awards include a \$2,500 payment divided equally among the team members. The deadline for nominations is August 1, annually.

Designed to further impact the climate of diversity on our campus, the Diversity Awards Program recognizes individuals and teams who demonstrate outstanding commitment to diversity and inclusion on our campus. For more information on this program, please visit:

<http://hr.uark.edu/Diversity/AwardsProgram/>



Promoting Diversity at the University of Arkansas

This class has been created to replace the former "Our Campus" class for university employees. "Promoting Diversity" provides a safe and informative environment to learn more about the values of the University of Arkansas, while at the same time getting to know other employees on campus. Those who attended a session of "Our Campus" are encouraged to attend "Promoting Diversity" since the content has changed to keep up with our changing university environment.

Employees that attend receive a certificate of participation that can be displayed to demonstrate awareness and support of the University's diversity initiatives.

Currently, 48.8% of the Fayetteville campus employees have attended either an "Our Campus" or "Promoting Diversity" session. The university's goal is to achieve 100% participation.

If you have not attended a session of "Promoting Diversity," please visit the HR Training Calendar to sign up.
<http://hr.uark.edu/Training/TrainingCalendar.asp>

HR Certificate Program



Congratulations to the Spring 2009 Graduates

Left to right, Front row: Bryan Haines, UAPD; Heather Jorgensen, Chemistry; Judy Sluppick, Chemistry; Jason Howard, Engineering. Back row: Karen Vestal, Registrar; Mitzi Williams, Registrar; Stephanie McGuire, Career Development; Cindy Shackelford, Global Campus; Paulette Tate, UAITS; June McLeroy, Transit; Meshell Wade, Pre-College Programs; Anna Isfalt, Human Resources; Verleen West, Music.

Applications are now being accepted for the Summer 2009 Human Resources Certificate Program. The HR Certificate Program is a series of four workshops covering HR-related transactions for each stage of employment at the University of Arkansas: the prospective employee, the new hire, the current employee, and the terminating or retiring employee. Participants who complete the program will receive a certificate of achievement and a resource manual of HR processes and procedures.

Dates: June 3, 10, 17 and 25, 2009
Time: 12:30 - 4:30 p.m.
Location: Administration Bldg., Room 410
Fee: \$50 per person.

Thirty-eight employees have completed the program since it was introduced in June 2008.

I use the information from the HR Certificate Program resource manual on a daily basis. Karen Thibodeaux, Administrative Secretary, School of Social Work

As a new employee to campus, it was great to meet people from different departments. It really helps to make contact with employees who have been at the University for long periods of time. Everyone was so nice and helpful. Thank you for the program. It was great! Heather Edge, Secretary, Army ROTC

To request additional program information including an application for participation, please contact HR.Training@uark.edu or 479-575-4432.

Healthy Cooking Demonstrations

For the third consecutive year, Human Resources' Employee Development Program and the School of Human and Environmental Sciences are working together to provide nutrition education to the campus community through a series of healthy cooking demonstrations.

As a class project, students in the Medical Nutrition Therapy II class of the Dietetics Program, under the direction of associate professor Marjorie Fitch-Hilgenberg, work in teams to prepare and present educational information for each week's session. The students also demonstrate how to prepare food to support the positive health aspects of that week's topic. At the end of each session, participants sample the food items prepared during the demonstrations.

These demonstrations are an excellent way for faculty and staff to show support for our students while learning about healthy food choices and lifestyle behaviors that may prevent or manage specific health conditions. The first two sessions held in March covered food choices and lifestyle behaviors to manage or prevent diabetes. The topics of the remaining sessions are listed below.

- April 7: Cancer: Can we prevent cancer with diet? Plus: Cooking for someone in treatment – helpful tips for the care giver.
- April 14: Hypertension - DASH for good health
- April 21: Hypertension - a lifestyle approach to controlling BP
- April 28: Weight Management for those over 50

The sessions will be held on Tuesday afternoons from 4:00 – 5:00 p.m., in the Home Economics building, room 109. A \$5.00 contribution per person for each session will be appreciated to help offset expenses. Seating is limited so advance registration is required. <http://hr.uark.edu/Training/TrainingCalendar.asp>

Notice regarding E-Verify...

It is imperative that all UA Fayetteville departments begin immediately using the E-Verify system to establish employment eligibility of all newly hired employees. All training materials and relevant documents have been posted on the HR website (<http://hr.uark.edu/e-Verify/>), along with a link to the Department of Homeland Security's E-Verify site, where the tutorial and exam are located. This verification does not replace Form I-9; rather, it is used in conjunction with the I-9 to query databases in the Social Security Administration, Department of Homeland Security, and United States Citizenship and Immigration Services to establish employment eligibility. Each department or unit on campus should have at least one person authorized to perform E-Verify queries. If your unit has not begun using this process, call 575-4824, and we'll help you get started.

American Recovery and Reinvestment Act of 2009 and Your Tax Withholding

Are you concerned about being over- or under-withheld because of the new tax tables, the Making Work Pay credit, and other changes resulting from the American Recovery and Reinvestment Act of 2009? Take a look at publication 919 or visit the IRS website at www.irs.gov and use the "Withholding Calculator".

If you have federal income tax withheld by more than one employer (either you have more than one job, or you are married and both spouses have tax withheld), you may want to update your Form W-4 with the university: http://hr.uark.edu/forms/payroll/w4_2009.pdf or file an updated Form W-4 with the other employer to avoid having too little withheld. You may also want to consult with your own tax advisor to determine if any changes in your withholding are needed.

The Internal Revenue Service has released the updated Publication 919, How Do I Adjust My Tax Withholding? <http://www.irs.gov/pub/irs-pdf/p919.pdf>

The Economic Stimulus Plan was signed on February 20, 2009. The plan provided for a new tax table to be implemented "as soon as possible, but no later than April 1, 2009. The Federal Tax Tables were updated for the University of Arkansas on February 23rd and change was evident on the February 27 paycheck.

Keeping Your Benefits Coverage Current

University employees need to make sure that they keep their health and dental coverage and vision insurance coverage current. You only have 31 days from a qualifying event date, like marriage, birth and adoption, divorce and death, to change your benefits plans. It's important that you report these changes to Human Resources within the 31 day window. Failure to do so could create a situation where you would not be able to add your new dependent to coverage at that time.

Additions Within 31 Days of the Qualifying Event

When you marry, have a baby or adopt a child, you need to come into Human Resources within 31 days of the marriage, birth or adoption to add the new dependent to your health, dental and vision plans. You will need to provide proof of the qualifying event, such as a marriage license, birth certificate (from the hospital or midwife) or proof of child placed in your home for adoption. If you provide Human Resources with the completed enrollment form plus the necessary documentation within 31 days of the qualifying event, then you will be able to add your new dependent to your plan(s).

The Health Insurance Portability and Accountability Act (HIPAA) has some provisions that will allow you to add coverage for yourself or your eligible dependents after your initial benefits-eligible hire date or marriage, birth or adoption. If you, or an eligible dependent, was covered by another group plan and loses eligibility for other coverage or employer contributions for other coverage cease, you will have a 31 day window to enroll in coverage or add the

eligible dependents to your UA health and dental plans. HIPAA qualifying events do not apply to the vision insurance plan. As with other qualifying events, you will need to provide documentation from the other employer of the qualifying event. This documentation will need to provide the last day of employment, the insurance coverage in effect as of the end of employment and the last day of insurance coverage.

The effective date of coverage is defined by the plan provisions. New children, through either birth or adoption, will be covered retroactively to the date of birth or the date the child was placed in your home for adoption. New spouses, any new eligible stepchildren that come with the new marriage and any enrollments because of HIPAA qualifying events are effective the first day of the following month following the date that Human Resources receives the necessary paperwork.

Additions After 31 Days from the Qualifying Event

If you are more than 31 days from your qualifying event, you may be required to wait until the next plan Open Enrollment before you can add your new dependent to your health, dental or vision plans. Because of this enrollment restriction and because the UA does not have annual Open Enrollment, it is very important that you notify Human Resources within the 31 day eligibility window to add your new dependents to your plans.

Deleting Ineligible Dependents

It is equally important that you delete ineligible dependents from your health, dental and vision insurance plans. These deletions of ineligible dependents should also be done within 31 days of a qualifying event. These types of qualifying events include divorce, death, children marrying, children turning 19 but not full-time students and full-time students turning age 25.

Dependents who become ineligible due to divorce (ex-spouses and ex-step children) will be deleted from your plan retroactive to the divorced date. Children who become ineligible due to marriage, turning 19 and not a full time student, and dependent children who are full-time students turning age 25 will be deleted retroactive to their qualifying event dates. Dependent child, between ages 19 and 25 who had been eligible due to full-time student status and who elect to not return to school will be covered through the end of the month of the last month of the semester.

It is very important that you notify Human Resources of these changes so that we can notify the provider to delete your ineligible dependents from coverage and offer COBRA benefits. If the change will require a change in your premiums, such as going from Family coverage to Employee & Spouse coverage, you will need to submit these forms to lower your premiums. If you make the change after the 31 days, the dependent will be deleted from your plan retroactive to their last day of eligible coverage but you will not be eligible for any refunds of excess premiums collected.

Keeping Other Coverage Current

Your other benefits plans may also require some changes when you have a change in family status. You may also need to change your beneficiaries for your life insurance, accidental death and dismemberment insurance and retirement. You may need to change your accidental death and dismemberment coverage from family coverage to single coverage or delete dependent life insurance.

The key, as always, is good communication. If you are unsure if a life status change you've experienced will require a change in your benefits package, contact us at 575-2167 or by e-mail at HR.Benefits@uark.edu and ask.

Recent Promotions - Congratulations!

<u>Name</u>	<u>Budgetary Unit</u>	<u>Title</u>
LaiLani Bowlin	WCOB	Administrative Assistant I
Tracy Brugger	UDEV	Accounting Tech II
Gladys Capraru	UDEV	Development/Advancement Spe
Donna Carter	BTOF	Project/Program Specialist
Kendall Conner	CVEG	Research Associate
Eric DeCuir Jr.	PHYS	Research Associate
Cosmo Denger	DREX	DP Network Tech II - INST
Courtney Doudna	CSES	Secretary II
Crandall Edwards	PBSF	HE Public Safety Officer II
Helen Ellenburg	RIRE	Research Field Technician
Yongfeng Feng	ELEG	Research Assistant Professo
Allison Foxworth	ACCT	Administrative Assistant II
Ruth Gentry	MULN	Library Academic Tech III
Juana Gilstrap	UITS	Systems Analyst III - Inst
Gary Gunderman	ENGR	Project/Program Specialist
Junhee Han	MASC	Assistant Professor
Demeytres Henderson	RIRE	Administrative Assistant I
Suzanna Hicks	CTED	Asst To The Dean
Carla Holcomb	PARK	Logistics Manager
Clinton Hudson	RIRE	Research Field Technician
Tanya Hughes	SEST	Accounting Tech II
Scott Humphres	MNTG	Heavy Equipment Operator
Rhonda Humphries	RIRE	Accounting Tech II
Sha Jin	BIOD	Assistant Professor
Jack Kern	HKRD	Clinical Assoc Professor
Christopher Krodel	PBSF	HE Public Safety Officer II
Ronnie Lane	GLUB	Landscape Supervisor I
Erin Lewis	UDEV	Administrative Assistant II
Jean-Francois Meullenet	FDSC	Departmental Chairperson
Lacy Nelson	PLPA	Program Technician
Michael Rau	GRAD	Administrative Assistant II
Amanda Rochier	HLTH	Medical Records Tech.
Scott Tomlinson	ZONA	Skilled Trades Supervisor
Suson Warner	RIRE	Research Field Technician
Carol Warriner	MULN	Library Supervisor I
Janet Woodland	MASC	Clinical Assistant Professo
William Wynne	GLUB	Mtnce Worker Supervisor

Welcome!

New Hires Since December 2008

Name	Hire Date	BU	Title
Christina Abreo	1/5/2009	HES	Program Associate
Marshall Alexander	1/5/2009	TREA	Accounting Tech I
Alisa Allen	1/4/2009	BLGM	Custodial Worker II
Aria Andrus	2/16/2009	WCOB	Secretary I
Erin Aubry	1/6/2009	WASC	Soccer Coach
Tammy Bayley	2/2/2009	HOUS	Custodial Worker II
Debabrata Biswas	1/22/2009	FDSC	Post Doctoral Associate
Kortnee Bradley	3/2/2009	REGR	Administrative Assistant II
Terry Brigance	1/5/2009	RCEC	Research Associate
Shermon Brown	1/1/2009	CUGS	Custodial Worker II
Michael Brown	1/11/2009	BLGM	Athletic Facility Superviso
Sandy Bryant	1/1/2009	CNZF	Custodial Worker II
Rachelle Cagle	1/1/2009	CUGS	Custodial Worker II
David Chaffin	3/9/2009	MEEG	Research Assistant Professo
Bo Chang	1/5/2009	DREX	Project/Program Specialist
Jeffery Cole	3/2/2009	PARK	Parking Control Officer
Treva Conner	1/5/2009	PHYS	Accounting Tech I
Cody Davis	3/16/2009	HOUS	Skilled Trades Worker
Alice Dawson	1/20/2009	UDEV	DevAdvancement Spe
Jeffery Dean	1/5/2009	EDRE	Research Associate
Pamela DeRossitte	1/5/2009	PHYS	Secretary I
Julie Duke	1/1/2009	BAEG	Program Technician
David Dunn	2/23/2009	TRST	Skilled Trades Foreman
LeopoldoEstorninos Jr.	2/15/2009	CSES	Program Associate
Bei Fan	1/5/2009	UITS	Systems Programmer I - Inst
Linda Fast	2/1/2009	AVCB	Project/Program Manager
Jon Fisher	2/18/2009	ENTO	Program Technician
Aaron Garrett	1/1/2009	CNZF	Custodial Worker II
Gail Halleck	1/5/2009	AGCS	Proof Editor
Becky Harris	1/23/2009	BISC	Accounting Tech II
Kathryn Henriksen	1/14/2009	UAPR	Publ & Inform Specialist
Zack Higbee	1/14/2009	PUBL	Project/Program Director
Jeffrey Huber	1/20/2009	ACDC	Project/Program Specialist
Sandra Hume	1/9/2009	WCOB	Secretary II
John Hutchison	1/5/2009	CHBC	Research Associate
Jeremy Hyman	1/1/2009	PHIL	Lecturer
Jonathan Jackson	1/5/2009	PARK	Parking Control Officer
Samaresh Jana	2/1/2009	CHBC	Research Associate
John Jenkins	1/4/2009	BLGM	Custodial Worker II
Prashant Jha	12/12/2008	CSES	Post Doctoral Associate
Valliappa Kalyanasundaram	1/1/2009	MEEG	Research Associate
Mary Knight	1/5/2009	RHRC	Project/Program Specialist
Sau Wee Koh	1/1/2009	MEEG	Post Doctoral Fellow
Jennifer Law	3/16/2009	STFA	Financial Aid Officer II
Christine Liberto	1/22/2009	WASC	Asst Soccer Coach
Chris Litt	3/3/2009	TRSM	Asst Trainer
Catherine Mantegani	2/9/2009	REGR	Registrar's Assistant
Ashley Marshall	1/5/2009	AFLS	Administrative Secretary
Teresa McCall	3/2/2009	HOUS	Secretary I
Daniel McClelland	1/12/2009	ASCR	Computer Support Spec I - I
Matt McCoy	1/5/2009	SAGC	Dir.Of Plan.& Resource Serv

Name	Hire Date	BU	Title
Penny McGee	3/9/2009	CSES	Secretary I
Lepaine McHenry	1/5/2009	NURS	Clinical Instructor
Maria Mendez Montevalvo	1/5/2009	FDSC	Post Doctoral Associate
Rodolfo Nayga Jr.	1/2/2009	AEAB	Professor
Greg Norris	1/1/2009	WCOB	Visiting Professor
Timothy Nowak	2/16/2009	WASC	Asst Soccer Coach
Gwendolyn Olmstead	1/20/2009	CIED	Research Associate
Irma Pallen	2/2/2009	ARGG	Landscape Supervisor I
Jack Parker	12/22/2008	REGR	Project/Program Manager
Jessica Presley	1/26/2009	STAB	Secretary II
Jarvis Roberts	2/9/2009	UITS	Computer Lab Tech I - Inst
Julie Robinson	1/12/2009	PLPA	Program Associate
Joshua Rohrich	3/1/2009	CPRU	Custodial Worker II
Amanda Rust	1/4/2009	BLGM	Custodial Worker II
Heather Sandefur	2/4/2009	BAEG	Research Technician II
Jill Scott	3/11/2009	SADE	Administrative Assistant I
Diana Shepherd	3/9/2009	HLTH	Cashier II
Jeanine Slagtand	3/1/2009	CUGS	Custodial Worker II
Sandra Sleezer	1/22/2009	HORT	Program Technician
John Smith	1/19/2009	FTBL	Asst Football Coach
Jamie Smith	3/2/2009	SWRE	Program Technician
Justin Smith	3/16/2009	FYEX	Student Development Special
Charles Standridge	1/5/2009	PHYS	Project/Program Specialist
Karen Strain	2/2/2009	AEAB	Systems Analyst I - Inst
Robin Strickland	3/2/2009	VCSA	Secretary II
Colleen Teal	1/15/2009	CTED	Accounting Tech II
Vetress Thompson	2/1/2009	RIRE	Program Technician
Heather Thordsen	1/1/2009	HLTH	Project/Program Specialist
Keith Todd	2/6/2009	BKST	Shipping & Receiving Clerk
Michael Vickers	1/1/2009	RHRC	Research Associate
Bobby Vinson Jr	1/1/2009	CNZF	Custodial Worker II
Olivet Vizueth	1/4/2009	BLGM	Custodial Worker II
Erimar Von Der Osten	1/1/2009	LAW	Clinical Assistant Professo
Erika Von Grote	12/1/2008	CHBC	Research Associate
Trent Walton Jr.	3/15/2009	ELEG	Research Assistant Professo
Carri Warford	2/24/2009	REGR	Registrar's Assistant
Johnathon Williams	12/16/2008	ENLC	Web Site Coordinator I
Lisa Williams	1/4/2009	BLGM	Custodial Worker II
Clay Wingfield	3/2/2009	SWRE	Program Technician
Cathy Wissehr	1/1/2009	CIED	Assistant Professor
Tara Wood	2/11/2009	ENTO	Program Associate
Zongbu Yan	1/5/2009	RIRE	Agriculture Lab Technician
Ashley Young	12/15/2008	ANSC	Program Technician
David Zaharoff	2/1/2009	BIOD	Assistant Professor