Welcome!

You are reading the first edition of HR Insight – a new newsletter for UC supervisors and managers. Each newsletter will feature information and resources designed to assist you. We welcome your feedback and suggestions for articles. Please direct any inquiries to UC’s Human Resources Department at hronestop@uc.edu.

UC is an E-Verify Employer

Effective July 1, 2012, the University of Cincinnati will E-Verify all new hires (Staff, Students and Faculty) and continue to E-Verify employees assigned to a federally funded contract.

What is E-Verify?

E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9 (Employment Eligibility Verification) to determine the eligibility of an individual to work in the United States.

The E-verify authorization process requires the completion of a Form I-9 either electronically or by paper. (Note: Effective July 1 a paper I-9 will only be accepted for the remote I-9 process.)

Based on information submitted from the Form I-9, the system searches the Social Security Administration and Homeland Security databases for matches. In order to expedite the E-Verify process, please instruct your new hires to complete section #1 of the Form I-9 prior to coming to Human Resources.

New! MSS Upgrade

Changes will be made to MSS workflow and the appearance of seven (7) PCRs at the end of September. As a result of auditor findings, changes will be made to PCR workflow. For example, after the upgrade is implemented, a PCR initiator cannot be the approver for the same transaction. Some PCRs will require additional levels of approval prior to system updates. For example, student separations will be routed through additional levels of workflow for approval. Many transactions (e.g., separations) which currently ‘stop’ in HR for review will no longer be reviewed prior to system updates. This means that PCR initiators and approvers have an increased responsibility for data accuracy. PCR initiators and approvers will see slight changes in appearance of seven (7) PCR forms. And, while the appearance will change, the functionality remains the same. Some forms have been combined (e.g., leave of absence forms) to improve processing efficiency and data accuracy.

A PCR moratorium will be in place from September 13-21 and the GO LIVE date is September 24, 2012. Updated training documents will be added to the UCFlex Help Website prior to the GO LIVE date. A walk-in Help Center will also be available after GO LIVE.

Questions? Call HR at 556-6381
New! Time and Attendance Administration

As you know, UC recently implemented a new timekeeping process for bi-weekly paid employees. Below are important tips and reminders that will make the transition to the new process easier for you and your employees.

For additional help and training, consider attending a lunch and learn session. Bring your lunch and bring your questions! The lunch and learn schedule can be found on the Payroll Operations website (www.uc.edu/af/controller/payroll/resources). You will also find bi-weekly and monthly schedules at this site.

Remember that all times must be edited and approved before the noted cutoff date & time.

Other helpful hints:

You can use this link http://www.uc.edu/af/controller/payroll.html to check out “What’s New” on the Payroll website. We recommend you check at least weekly for the next several months.

Timekeepers and Approvers should run the Exception Report (ZHPT_HRLY_EXC_RPT). This report will show errors of missing time that will NOT be paid to the employee, and will also show warnings of employee working over or under scheduled hours or missing days.

It is not necessary to “point overtime” unless you need to:

1) change to CTE,
2) point to a specific account, or
3) charge a local tax authority.

Hours over 40 will be moved to overtime by the system in all other cases.

We ask that Timekeepers consult online help instructions before contacting Payroll’s hotline. The online help instructions are located at https://help.ucflex.uc.edu. Payroll’s hotline number is 556-2451.

Reminder! Hiring Complete Dates

Before making an offer of employment to a faculty, staff or student candidate, please consult the Hiring Complete calendar located on the HR website under the Manager Toolkit. This calendar was designed to ensure that adequate time has been permitted for data entry and for the hire’s information to flow from UC Flex to the Keys, IDs, Blackboard, and Badges systems. Start dates may be delayed for individuals who are made Hiring Complete after the calendar dates.

This applies to those new hires who attend Monday Onboarding/Orientation and those who do not.

Questions? Call HR at 556-6381
Tools You Can Use: Setting Performance Goals and Expectations

Setting goals and establishing clear performance expectations at the beginning of the performance cycle provides the opportunity to ensure alignment between the employee’s goals and the goals of the school/unit and the university. It is also an important driver of employee performance and job satisfaction.

Well defined goals should include the following SMART characteristics:

• **Specific** – Describe in precise terms what will be done.
• **Measurable** – Describe how you will know whether or not the goal is met.
• **Achievable** – Define a goal that is challenging but attainable.
• **Relevant** – Connecting and aligning the employee’s role with the objectives of the university/school/unit.
• **Time-bound** – Specify the timeframe within which the goal should be completed.

Our EAP, IMPACT Solutions, offers online training on setting performance goals and expectations. The online training resource is called Skill Builders. Online Skill Builders can be accessed at: http://www.myimpactsolution.com/.

**Did You Know?**

Our EAP, Impact Solutions, features many online tools and resources which may be valuable to you in your role as a supervisor/manager. On the Impact website (www.mypactsolution.com; user name: bearcats), check out the WORKING tab. You will find information on a variety of topics including how to be an effective manager and workplace diversity. Each area of the web features articles, webinars, assessments and Skill Builders online training.

Impact can also assist you with employee performance issues. Impact provides 24/365 telephone counseling assistance for you and your employees. You can reach Impact by calling 800-227-6007.

**HR Training**

Human Resources and/or Impact Solutions offers training on various HR topics several times per month. Upcoming topics for the month of September include People Admin training on the **Student Hire and Hiring Manager** process as well as an Impact Solutions webinar titled “Recognizing a Troubled Employee.”

Find out more about registering for these training opportunities at https://webapps.uc.edu/hr/trainingopp/default.asp?login=N.

---

**Pension Changes**

Please encourage employees to read about proposed pension and health care changes to OPERS and STRS. Websites for both retirement systems include information about the changes. The STRS website is www.strsoh.org and the OPERS website is www.opers.org.

OPERS is hosting town hall sessions throughout the state. Information about dates and locations can be found on their website. The OPERS website also includes a webinar presenting the same information as is available at the town hall presentation.

Questions regarding the proposed changes should be directed to OPERS or STRS.