UC Welcomes New Chief Human Resources Officer

Erin Ascher joined the University of Cincinnati as the Chief Human Resources Officer on January 7, 2013. Most recently, Erin served as Sr. Vice President of Human Resources at Omnicare, Inc. Prior to Omnicare, Inc. she was Vice President of Human Resource for Prime Therapeutics, LLC in Minneapolis.

Erin brings to the university extensive experience in HR strategic planning, succession planning, compensation and benefits, diversity, organizational development, talent management, and employee relations.

Erin earned her bachelor’s degree in management from Miami University, Oxford, Ohio, and her master’s in employee relations from Georgia State University. Her community involvement includes executive leadership cabinet of the Women’s Leadership Council of the United Way of Greater Cincinnati, cabinet member of the Tocqueville Society of Cincinnati, and 2013 chair of the Circle of Red Campaign of the American Heart Association.

WHAT’S NEW?

Basic Minimum Wage Increase

The State of Ohio basic minimum wage increased to $7.85/hr. effective January 1, 2013. This adjustment was implemented in Human Resources with an effective date of December 23, 2012, the first day of the payroll period which included January 1, 2013. Please monitor Student Worker/Work Study Student pay rates accordingly.

To ensure compliance with the Department of Labor Wage and Hour Laws, please keep the following items in mind when hiring or rehiring Student Workers:

1. A Student Worker’s basic pay rate must be at least $7.85/hr.
2. A Work Study Student’s combined pay rate must be at least $7.85/hr.
3. Ensure students have been assigned to the correct position (Student Worker or Work Study Student).
4. Monitor Work Study Student assignments to ensure the required pay rates have been applied and the combined pay rate is at least $7.85/hr.
5. Monitor Work Study Federal funds to determine when the funds will be exhausted.
6. Make certain a Student Worker position is established to allow the transfer of a Work Study Student in the event their Work Study Federal funds are exhausted (the Student Worker must begin to clock in on this new number).
7. Students who will not be eligible (Work Study) or do not plan to return during the next semester should be separated.

If you have questions, feel free to contact Cheryl Yarborough, Compensation or Alecia Trammer, HRSC Data Operations at 513-556-6381.

QUESTIONS AND COMMENTS WELCOME!

We welcome your feedback and suggestions for articles.

Please direct your inquiries to UC’s Human Resources Department at hronestop@uc.edu.
Changes to Salary Time Off Work Reporting - Effective January 1, 2013

Absence codes for salaried employees are changing effective January 1, 2013. Absence codes with the “F” prefix to stipulate FMLA absences (i.e., FSCK, FVAC, etc.) and with the “W” prefix stipulate Workers Comp absences (i.e., WSCK, WVAC, etc.) will no longer be available.

Salaried employee FMLA and Workers’ Compensation reporting using Data Entry Profiles UC_FMLA and UC_WORK should then be used.

• It may help to review the material covered in the Time training which is found in the online Help Website: https://help.ucflex.uc.edu. The path to take from there is “Time Management › Course › Salary Leave Administration” where you will find the HR Salary Leave Administration (Power Point) document for assistance. You will notice that in addition to the “Work Instruction” and “Cue Card” drop down options, there is an additional “Simulation (HTML)” option which displays an “Auto Playback Tutorial” link to its simulation.
• Business process questions should be emailed to Payroll Operations: ucflexpa@uc.edu and technical questions to the Help Desk: helpdesk@uc.edu.
• Payroll Operations is hosting “lunch and learn” sessions at least monthly as long as attendance warrants them. The schedule for these sessions can be viewed on the Payroll website: Lunch and Learn.
• Another useful link is: Pay Codes and Their Definitions.

TRAINING AND DEVELOPMENT

IMPACT Solutions HR Management Webinars – First Quarter 2013

Please join us for the following Impact Solutions HR Management webinars. Registration is requested, but not required. Register online at http://www.uc.edu/hrtrainingopp. Webinars are archived on the Impact Solutions website (http://www.myimpactsolution.com; password: bearcats) approximately 30 days after the live webinar.

Communication Skills for Collaboration and Working Effectively with Others

Thursday, February 21, 2013 11:00 a.m. EST - University Hall, Room 442

A Manager needs to be able to effectively communicate with his/her team to builds trust. You will engage in a discussion on basic communication principles and complete a fun, small-group exercise to identify communication barriers. During this session you will be introduced to elements of clear communication; developing I-messages in a group exercise. You will learn about the behaviors and skills involved in active listening. You will also have an opportunity to practice listening, questioning, confirming and encouraging in several interactive group exercises.

Conflict Management for Supervisors and Managers

Thursday, March 21, 2013 11:00 a.m. EST - University Hall, Room 454

Keeping your team focused and motivated is a full-time job in itself, but conflict within your team can make your job impossible. During this seminar you will explore how to reach resolutions agreeable to all parties involved and get your team focused on moving forward. You will learn conflict management strategies that will boost performance and increase collaboration amongst your team.
HR 101

Please join us for the following HR 101 sessions. Registration is requested, but not required. Register online at www.uc.edu/hrtrainingopp.

Upcoming HR 101 Sessions:

- Hiring Process for Union Positions 2/13/2013 10:00 a.m. – 11:00 a.m. University Hall, 454
- Background Check and Application Review 2/26/2013 1 p.m. – 2 p.m. University Hall, 454

HR 101: Employee Engagement

This training was based on global consulting firm Blessing White’s 2011 Employee Engagement Report. The training covered the specific roles and responsibilities of each member of an organization’s workforce in building a more engaged organization, the benefits in investing in employees, different levels of engagement, and effective engagement drivers.

According to the Employee Engagement Report, individual roles in employee engagement are:

- **Individuals: Ownership, Clarity, and Action**- Each individual needs clear direction about the organization’s goals and objectives. Individuals need to understand their own values, interests, talents, and aspirations. Managers can coach individual employees in their quest to achieve organizational and personal goals. An organization’s executives can communicate strategy and set the tone. Individuals are responsible for their own engagement.

- **Managers: Coaching, Relationships, and Dialogue**- Managers represent a key leverage point in helping individual employees align and commit with the objectives of an organization. Manager effectiveness is determined not only by what he or she does, but also by who he or she is. Employees must trust in the manager’s ability and character – and understand his/her personal motivation. Managers are responsible for understanding employees’ talents and engagement drivers.

- **Executives: Trust, Communication, and Culture**- Executive can make a significant impact on the engagement levels of individual employees. Executive should speak with passion about engagement and business results. Executives must be diligent in holding themselves accountable for building a culture that fuels high performance and engagement.

Refer to this website for additional information about Employee Engagement [http://www.blessingwhite.com/content/reports/blessingwhite_2011_ee_report.pdf](http://www.blessingwhite.com/content/reports/blessingwhite_2011_ee_report.pdf).

For more HR 101 topics, go to the archives at: [http://www.uc.edu/hr/hr101.html](http://www.uc.edu/hr/hr101.html).