Provost Business Office July 2012 Newsletter

New Time Keeping System - Clocking Instructions
We emailed the three sets of clocking instructions for the new timekeeping system earlier this week. We ask that you distribute the appropriate instructions to your employees prior to go live on July 22nd, 2012. If you need a copy of these instructions, please send your request to ProvostHR@uc.edu.

E-Verify
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. 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. More information is available here: http://www.uc.edu/content/dam/uc/hr/announcements/administration/everify.pdf through the HR website, or by contacting Alecia Trammer at 556-1225.

Cell Phone Stipends
Reminder that all cell phone stipends are renewed annually with supervisor's approval.

Faculty Development – FY13 Budgets
Your Faculty Development funds will be budgeted for FY13 by July 20th, 2012. If there are any questions or concerns regarding these funds, Tim Bybee will be contacting you.

Training Opportunities in the Near Future:

COACHING FOR PERFORMANCE
Coaching is a challenge that can be extremely rewarding for managers. Employees want and need constructive feedback on their performance in order to affirm their goals. Coaching is a great opportunity to reward and praise the employee for a job well done and determine steps for improvement. As you follow the guidelines in this session, you will meet that challenge, develop relationships, and learn how to give constructive feedback that is meaningful for both you and those you mentor.
Thursday, July 19, 2012 11:00 - noon; University Hall, Room 450

MANAGING APPRAISALS
Performance appraisals are essential for the effective management and evaluation of staff. Appraisals help develop individuals, improve organizational performance, and feed into business planning. Formal performance appraisals are generally conducted annually for all staff in the organization by managers. This session will assist managers by providing some tips and suggestions in making this process enjoyable and rewarding.
Thursday, August 16, 2012 11:00 - noon; University Hall, Room 450

RECOGNIZING A TROUBLED EMPLOYEE
Identifying an employee who is having trouble with drugs, alcohol, or personal/emotional issues is something that all managers should be able to do. In this session, managers will learn the importance of being able to recognize these issues and the good it will do for the organization as well as the individual. Strategies and techniques for approaching employees as well as finding resources for help will be discussed.
Thursday, September 20, 2012 11:00 - noon; University Hall, Room 450

Registration is requested but not required. To register for the sessions(s) you would like to attend, click on the following link: https://webapps.uc.edu/hr/trainingopp/

FY12 Efficiencies
Your FY12 Efficiencies will be due to the Provost Office early Fall.

On behalf of Theresa Murphy:

Please communicate the following to your team who work with People Admin.

We have been made aware of the fact that it is taking some of you an inordinate amount of time to navigate through People Admin. We have been in contact with People Admin leadership regarding this issue and they are at work addressing it. I apologize for any delays and will let you know when the problem has been resolved. I realize this is a busy time and I thank you for your patience.

Next BA meeting
The July BA meeting is CANCELLED due to summer vacations.
The next BA meeting will be on **Tuesday August 21st, 2012 at 8:30am** in 220 Van Wormer.

Next Board of Trustees Meeting
The next Board of Trustees Meeting will be on **Tuesday August 28th, 2012 at 8:30am** at the Russell C. Meyers Alumni Center.