

theResource

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POINTS OF IN-
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Getting in the Swing for Spring!

Happy New Year! Your HR Team and I hope you had a wonderful Winter Break and are energized and excited about what challenges lie ahead for the New Year and for the Spring semester.

We are excited to present to you our latest issue of theResource. We now have a new editor, Jeff Laws, Human Resources Coordinator, who has recently joined our team in January. As you will soon see, Jeff has done a great job with his first newsletter.

Please take time to review the recently revised policies as mentioned on Page 2. It is everyone's responsibility to understand and enforce Georgia Southern's policies and procedures. Members of your HR Department are ready to assist you with any questions you may have regarding any of these policies.

In the next few months you will be hearing about a new campus-wide initiative regarding the hiring of more students for the summer months as well for next Fall semester. Presently we hire approximately 3,000 students each semester but we need to be proactive in creating more Institutional Student positions for our students. Most students today need a part-time job to help defray the cost of their education. You will be hearing more about this initiative in the next few months...stay tuned.

Most of you have heard that Dr. Core, Vice President for Business and Finance, is retiring at the end of April. My HR Team and I would like to publically thank Dr. Core for his unending support of our department and his wonderful leadership throughout his tenure. He will surely be missed and we wish him well.

Best wishes for the semester!

Paul Michaud

Associate Vice President



Revised Policies and Procedures

The Department of Human Resources has recently developed new policies and procedures, some of which were necessitated by Federal and State requirements, and others for clarification purposes or out of necessity for our institution. It is important for all employees to familiarize themselves with the content of each policy and if you have any questions, please contact the Department of HR for clarification.

The following revised policies may be reviewed at <http://jobs.georgiasouthern.edu/>:

- 2130 Employment of Relatives (Nepotism)
- 2300 Vacation/ Annual Leave
- 2360 Jury Duty
- 2375 Exempt Leave Reporting
- 3092 Emeritus (ae) Policy

The following revised procedures may be reviewed at <http://jobs.georgiasouthern.edu/employeerelations/>:

- Sick Leave Action Plan
- Progressive Discipline Guidelines

Performance Evaluation Time is Approaching!

Below is some information to assist you with this year's required annual Performance Evaluation process:

- Annual Performance Evaluations are due April 30, 2012.
- Please visit the performance evaluation website located on the Human Resources web page to view instructions on accessing the evaluation system at <http://jobs.georgiasouthern.edu/odl/evaluation>
- All users must create a PeopleAdmin account. Many new hires completed this task during onboarding. If not, a person can create an account by selecting "Create User Account" on the PeopleAdmin page.

NOTES:

If one of your employees does not appear under your evaluation list, please make sure that he/she has created an account.

If the Supervisor already has a PeopleAdmin account, please make sure to change the User Type in the system to "Employee" or "Evaluation Manager". Otherwise, you will not see the Evaluation Features.

Evaluation Process:

1. Evaluation Manager- Starts evaluation and completes/saves the evaluation. It is then submitted to Employee.
2. Face-to-Face Meeting- (recommended at this time)
3. Employee- Types in their comments and submits back to Evaluation Manager
4. Evaluation Manager- Submits evaluation to HR

Click on the following link to access the Performance login page: <https://employment.georgiasouthern.edu/userfiles/jsp/shared/frameset/Frameset.jsp>

If you experience any difficulties accessing your employees' evaluation, please contact Ale Kennedy at 478-1687 or alekennedy@georgiasouthern.edu or Jeff Laws at jlaws@georgiasouthern.edu.

Peoplemap™ Training is Now Available on Campus!

The Peoplemap™ System is designed to develop your "people" skills. These skills apply to all areas of your life – at work, home and all your relationships. This fun, simple and easy-to-use program gives you a "map" that creates effective relationships, helps you solve conflict and work with others to reach your goals. The Peoplemap™ System is comprised of a set of inter-related programs that build upon the Peoplemap™ basic Training Program: Understanding Yourself and Others. No need to use a whole new set of concepts and language!

Georgia Southern now has six certified Peoplemap trainers. If you would like to offer this workshop for your department or simply want to learn more about this program, please contact Ale Kennedy at alekennedy@georgiasouthern.edu

Peoplemap trainers develop your employees in two ways: 1. *Building better working relationships at all levels of the organization* (ie Management and Staff., Team Members with Co-workers, The Executive Team, All Staff and Customer Services) as well as 2. *Helping people become their best* (i.e., Peak Performers – Super Achievers without stress) so they maximize their potential.

The Peoplemap™ System is an integrated series of interpersonal, effectiveness training seminars for every level of our organization. Our goal is to provide training programs that will allow your employees to work 100% successfully with each other and to perform at their very best level. The Peoplemap™ Personality training is high content, easy to understand, and immediately useable in the workplace and at home. The workshop learning environment is fun, highly interactive, practical and down to earth. There is no fancy jargon, — just simple, straightforward tools and skills that work day in and day out in all areas of life. In this program each person learns their own and others' Peoplemap™ Personality Type. There are four core personality types: Leader, People, Free Spirit, and Task. Each type has three in-born strengths, as well as a "weak spot" that we refer to as the Achilles Heel. When understood, the Achilles Heel can be turned into a "learned" strength. Therefore, each personality type has specific areas the employee will need to address in their own growth and development, in order to perform at their highest level.

2013 Calendar Year Holiday Schedule

According to Board of Regents policy, each institution within the University System of Georgia is allowed twelve (12) paid holidays each calendar year for employees at the institution. After receiving input from throughout the campus and consulting the academic schedule, the President’s Cabinet, along with Staff Council’s recommendation, has adopted the following 2013 Calendar Year Official Holiday Schedule for Georgia Southern.

Note: The University will close for the Winter Break December 23, 2013 through January 1, 2014. However, this will require everyone to use two days of annual leave, comp time or leave without pay for December 30, 2013 & December 31, 2013. Employees should not place annual leave on their time-cards for these days. Leave will be entered for all employees by the Payroll Department. This calendar schedule allows the University to be closed for 12 consecutive days.

New Year’s Day	January 1 (Tuesday)
MLK Day	January 21 (Monday)
Memorial Day	May 27 (Monday)
Independence Day	July 4 (Thursday)
Labor Day	September 2 (Monday)
Thanksgiving	November 28 & 29 (Thursday & Friday)
December Holidays	December 23-31 (Monday through Tuesday)



*Classes will not be held the week of Thanksgiving. If employees want to take those days off, they will need to follow procedures to request annual leave. All regular benefited employees working full-time or part-time, 20 hours or more per week, will be paid for the holidays. Additionally, those employees required to work on a scheduled holiday will receive holiday pay plus the actual hours worked on that day.

Compensation & Classification



- A Position Summary Review request form must be completed, which can be found at <http://jobs.georgiasouthern.edu/pdf/PositionSummaryReviewRequestForm.pdf>.
- Once completed, submit the form electronically or via campus mail to Fern Illidge in Human Resources. If you need assistance at any time in the process, please do not hesitate to call Fern at 478-5374. She will also make herself available at any time to meet with you to help make the process easier to understand.
- Your request will be reviewed and a recommendation for your position request will be emailed to you along with step-by-step instructions to complete the process.

If you need to classify a new position, reclassify an existing position, request an equity review, or just need advice on positions within your department, please contact the Office of Compensation & Classification at 478-5374; or email fernillidge@georgiasouthern.edu.



The Student Employment Center would like to thank the following departments for attending the Spring 2013 Student Employment Job Fair:

- University Housing
- Parking and Transportation
- Academic Success Center
- Annual Giving
- Campus Rec. and Intramurals
- Career Services
- College of Business Administration
- IT Services
- Multicultural Student Center
- Museum
- Office of Alcohol and Other Drugs

Helpful Hints for Hiring Students

What Happens Once A Work-Study Student Assistant Has Depleted His/Her Allotment?

Once Work-Study Student Assistants have depleted their entire semester allotment of \$1,044.00, hiring managers can hire them into an Institutional Student Assistant position without posting the job for other students to apply. Simply complete the Student Employment Job Posting Form and provide specifics in the Notes section about transferring the stu-

dent employee into an Institutional Student Assistant position. Be sure to include their name and Eagle ID.

After you receive a confirmation email from the Student Employment Center, you can then proceed with the hiring proposal through PeopleAdmin.

Hiring Multiple Student Employees from One Posting.

If you post an institutional student position and determine that you want to hire more than what was pro-

posed to the Student Employment Center (SEC), you must notify the SEC of your intention to hire more students so we can ensure there are enough vacant seats in the PeopleAdmin position database. Notify staff members via email and provide specifics such as the requisition number and the number of vacant positions needed.

If you have any questions Kyle Herman at (912)478-7159.

The Makings of a Great Job Announcement

Position Summary – First Do No Harm – That is, no overKILL. The summary should attract attention and offer a BRIEF overview of the essential function of the position – not the job description in detail. Secondly, Do No Harm – That is, the ad must not discriminate on any level. The end result of your recruitment effort should be a hire based on merit and never on the basis of race, color, sex, sexual orientation, national origin, religion, age, veteran status, political affiliation, or disability.

Verbosity, redundancy or any other type “wordy” phrases that “loiter” and not add value to your ad should be avoided.

Minimum Requirements consist of the education, experience, knowledge, skills and abilities necessary for production. The hiring manager may not change minimum qualifications without going through the classification process.

Preferred Qualifications are sought attributes beyond the minimum requirements. The hiring manager may include preferred qualifications when submitting the request for recruitment (action) in PeopleAdmin or in the ad proof. When adding preferred qualifications to the ad, keep in mind REALITY. For instance, do not prefer that the greeter for a fast food restaurant holds a bachelor’s degree.

Salary Range is generally advertised from minimum to midpoint based on the position’s classification, unless the department states a maximum amount of available resources.

Deadline date for benefited staff positions is set at five business days from the date the bi-weekly and/or internally recruited position opens for recruitment; and 15 business days for professional/administrative externally recruited positions. Requests for extended deadlines for difficult to fill positions should be made to HR Assistant Director Demetrius Bynes.

eagletemps

immediate staffing solutions

(HR's Answer to Temp Agencies)

Top 5 Reasons to use Eagle Temps.

Money - There are no administrative fees to utilize the process.

Time – Enjoy a quick turnaround of pre-interviewed applicants ready to start work.

Success – Applicants’ job skills matched to departmental needs in a professional and timely manner.

Flexibility – Applicants are available to work for various reasons.

On-Site – On-site staffing allows hiring managers to have direct contact with the Department of Human Resources which can tailor diverse temporary pools to meet various needs.

Please contact Jamie Thomas at (912)478-0520.

PeopleAdmin Training for Staff, Temporary, and Student Hiring

Need to hire a new employee? Not sure how to navigate the employment process? Are you a new hiring manager on campus? If you answered yes to any of the above, then you should consider registering for training at <https://training.georgiasouthern.edu>.
Mark your calendars!

PeopleAdmin Training for Student Hiring

- February 6, 2013
- February 20, 2013
- March 6, 2013
- March 20, 2013

PeopleAdmin Training for Temporary Hiring

- February 7, 2013
- February 21, 2013
- March 7, 2013
- March 21, 2013

PeopleAdmin Training for Staff Hiring

- February 8, 2013
- February 22, 2013
- March 8, 2013
- March 22, 2013

It's a New Year with a New U!



With the New Year comes Rewards for U from Building a Better U!

Since GSU has a Professional Development Policy requiring 20 hours of learning yearly, get a head start and be rewarded for it! The Rewards will be given to all Faculty and Staff that complete three selected learning courses between February 1 and March 15.

COMPLETE ANY 3 OUT OF 5:

- Time Management: Planning and Prioritizing Your Time
- Strategies for Communicating with Tact and Diplomacy
- Working with Difficult People: Identifying Difficult People
- Internal Customer Service
- Planning for Performance



To access these courses, go to Building a Better U and click on the Catalog tab. Then click on the “Promo Courses” folder.

*For any questions or to receive your free 4GB JumpDrive wrist-band upon completion, contact Jeff Laws at jlaws@georgiasouthern.edu.



College will be here for your loved one before you know it? *Are you ready?*

Georgia Southern University is pleased to announce an informational seminar on the importance of saving for college sponsored by the **Path2College 529 Plan**.

Join us at the Russell Union room 2052 as a representative from the **Path2College 529 Plan**, Georgia's Section 529 college savings plan provides detailed information on financial aid, saving for college, and how you can get your 2012 state income tax deduction!

Thursday, April 25, 2013
1:00 – 3:00p.m.

This will be a fun, interactive session with door prizes that you won't want to miss! The session isn't just for parents; you'll learn how grandparents, godparents and others can help a loved one save for college AND get a tax deduction!

The **Path2College 529 Plan** is a valuable way to help you with one of the greatest financial challenges you will face—saving for college. You can better prepare for the rising costs of higher education by contributing to a **Path2College 529 Plan** account.

Key features to the Path2College 529 Plan include:

- Convenient payroll deduction or one can contribute via transfers from a checking/savings account or simply mail in a check.
- Georgia state income tax deduction of up to \$2,000 per year per beneficiary, regardless of your annual income.
- Any earnings are tax-deferred, and qualified withdrawals are tax free.
- Range of investment options.
- Use funds at virtually any school in the U.S. and many abroad, not just Georgia schools.
- Funds are transferable to eligible family members. See the Path2College 529 Plan Disclosure Booklet for more details.

If you are unable to attend this session, you can obtain more information about the Path2College 529 Plan by contacting Cassandra Sherrill at cassandras@gsfc.org or toll-free at 866-529-9529 or by Samantha Melton in Human Resources at Georgia Southern University.



"I didn't know how to begin saving for my child's education. The 529 Plan is a great avenue with tax advantages."



Who: Faculty and Staff

What: True Blue Pride

When: Every Friday!

Where: GSU Campus

True Blue Resolution.....be a part of a great Eagle Tradition by wearing blue on Fridays!



Remember **Valentine's Day** is quickly approaching, so use your Faculty/Staff status to get some discounts:



GSU Employees now save 50% on select Valentine's Day Roses. Give the ultimate expression of romance with a stunning arrangement of long-stem roses starting at \$24.99 or save 20% store wide.



**Need training and don't know where to start?*

**Have time constraints that make training difficult?*

**Want training tailored to meet the needs of your department?*

We can help! We offer face-to-face and online training as well as blended training to meet your needs. Learning tracks can be customized for your department and employees. Contact Jeff Laws at jlaws@georgiasouthern.edu or Ale Kennedy at alekennedy@georgiasouthern.edu.



Organization, Development and Learning



ADP Training

Feb. 22 @ 2 p.m.

In the Human Resources Training Room



Valentine's Day

Packages

*(All orders must be placed by
February 8)*

\$45

4 Chocolate Covered Strawberries, 3
Roses, \$20 Cheeky gift card

\$75

6 Chocolate Covered Strawberries, 6
Roses, \$25 Cheeky gift card

\$100

12 Chocolate Covered Strawberries, 12
Roses, \$20 Cheeky gift card

