theResource

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From the CHRO’s Nest:

Fall is officially upon us and hopefully all of you have settled in for the semester!

Human Resources has again set an employment record with a total of 6,117 employees (faculty, staff and student employees). We will again run an official tally of employees in October and will share that number with you in our next issue of the newsletter.

Our Fall Student Employment Job Fair was a great success as you will see in this newsletter. Having open job fairs on campus and getting the opportunity to directly hire without posting the job are great advantages to the employing department and the student as well. We will continue having such fairs before each semester begins including the summer term.

We are excited to announce that we are upgrading our People Admin Applicant Tracking System from 5.7 to 7.0 and anticipate going live on November 18. This long awaited upgrade will also affect our Position Management System and Performance Evaluation System. The look, feel and navigation will be quite different and more user-friendly.

Open enrollment this year in November will not be a passive enrollment like in previous years, which means every benefited employee will have to go online and select their benefits. The University System of Georgia has introduced new supplemental benefits this year in which all system institutions will have to select from in making their decisions for the 2014 calendar year. Many of the companies have changed and thus benefited employees will have to review such offerings very closely. More information will be forthcoming in the near future.

Please enjoy the newsletter!

Paul Michaud
Associate Vice President for Human Resources

It’s Time to Comply!

It is time for all Georgia Southern University faculty and staff to complete yearly Compliance Training. All compliance courses are found on Georgia Southern’s e-Learning System, Building a Better U. The Department of Human Resources will make the four (4) compliance courses available beginning on Tuesday, October 1. The training courses to be taken are “Sexual Harassment and Discrimination”, “University System of Georgia Ethics”, “Drug Free Workplace Act”, and “Confidentiality Agreement.”

The “Drug Free Workplace Act” and “Confidentiality Agreement” are both documents that should be thoroughly read and understood before taking the quiz, where each user answers basic questions about their compliance. “Sexual Harassment and Discrimination” and “University System of Georgia Ethics” are video-based courses accompanied by multiple choice quizzes. The four (4) compliance courses and quizzes should take approximately one (1) hour to complete. All employees must have passing scores to remain in compliance with the University System of Georgia.

The following are the passing scores for the four compliance courses:

- Drug Free Workplace Act: 100%
- Confidentiality Agreement: 100%
- Sexual Harassment and Discrimination: 100%
- University System of Georgia Ethics: 80%

There will be further communication with detailed instructions sent out prior to the October 1, 2013 compliance assignment date. For further information, contact Jeff Laws at jlaws@georgiasouthern.edu or 478-7120.
Join Us for a Walk Through Compliance

Human Resources’ Organization Development and Learning is offering faculty and staff an opportunity to take the University compliance courses in a classroom setting. “Sexual Harassment and Discrimination” and “University System of Georgia Ethics” videos will be played on our projection screen. After each video, participants will be guided to the corresponding quiz to be taken individually. Participants will then be shown how to access the “Drug Free Workplace Act” and “Confidentiality Agreement,” where they will learn how to print documents directly from Building a Better U to keep for personal reference. This is a chance to complete the annual compliance courses while gaining a better understanding of Building a Better U.

Please visit our training website at training.georgiasouthern.edu to sign up for one of the following sessions. Each session will be held in the Human Resources Training Room.

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<th>Date</th>
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<tbody>
<tr>
<td>Wednesday, October 9</td>
<td>8:00-9:30 AM</td>
<td>Thursday, November 7</td>
<td>2:00-3:30 PM</td>
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<tr>
<td>Monday, October 14</td>
<td>3:30-5:00 PM</td>
<td>Tuesday, November 12</td>
<td>2:00-3:30 PM</td>
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<td>Wednesday, October 23</td>
<td>9:00-10:30 AM</td>
<td>Tuesday, November 19</td>
<td>10:30 AM-12:00 PM</td>
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<td>Thursday, October 31</td>
<td>9:00-10:30 AM</td>
<td>Monday, November 25</td>
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Human Resources & Financial Accounting Policies and Procedures Workshops

Due to popular demand, two (2) more Policy Fusion Workshops have been scheduled. These co-presented workshops are intended for all GSU employees, and especially for managers, department heads and chairs who have the responsibility for communicating and enforcing GSU policies and procedures. The workshops will provide all employees a greater understanding of both new and revised GSU policies and procedures. The policies to be discussed include:

**Financial Accounting:**
- Budget Manager Fiscal Authority
- Direct Deposit of Payroll
- eTime Recording and Approval of Time
- VPO-Accrued Annual Payout
- Travel Policy Supplement
- Records Retention
- Business Related Food Purchases
- IRS Compliance for Large Dollar Transaction Reporting
- Sponsored Expense/Cost Transfers
- Cash Management
- Employee Relocation Expense

**Human Resources:**
- Non-Retaliation (New)
- Emergency / Inclement Closing Policy (New)
- Provisional Policy (Revised)
- Holidays (Revised)
- Nepotism (Revised)
- Background Investigations (Revised)
- Recruiting & Hiring of Benefited Staff (Revised)
- Jury Duty (Revised)

The additional workshops will be offered on October 3 and October 11. Each workshop will begin at 8:30 AM in Continuing Education Room 1909. Sign up at training.georgiasouthern.edu.
The purpose of the series is to educate hiring managers about topics which affect employment. Knowledge is power and a lack of knowledge is detrimental to leadership. Hiring managers will have the opportunity to gain up to 7.5 professional development hours.

**Fundamentals of Human Resources in Hiring and Retention**
- **Date:** Tuesday, September 24, 2013
- **Time:** 3:00-5:00 PM
- **Location:** Nessmith Lane Continuing Education Ballroom

**Connecting the D & I (Diversity and Inclusion in the Workplace)**
- **Date:** Wednesday, October 2, 2013
- **Time:** 10:00 AM-12:00 PM
- **Location:** Nessmith Lane Continuing Education Room #2911

**Past, Present, and Future: What Every Hiring Manager Needs to Know About Affirmative Action & Equal Employment Opportunity**
- **Date:** Tuesday, October 15, 2013
- **Time:** 10:00 AM-12:00 PM or 1:30-3:30 PM
- **Location:** Nessmith Lane Continuing Education Room #2911

**Talent Management: Hire Right the first time.**
- **Date:** Tuesday, November 5
- **Time:** 10:00 AM-12:00 PM
- **Location:** Nessmith Lane Continuing Education Room #2911

Sign up at: training.georgiasouthern.edu.

**Mark your calendar for the...**

**Department of Human Resources**

**Benefits and Wellness Fair**

**Tuesday, October 29 from 10:00 AM-1:00 PM**

**Nessmith Lane Conference Center**

Take the opportunity to come and speak with our new insurance and wellness providers as well as Eagle Perk vendors. There will be door prizes, coupons, health screenings and $5 flu shots.

Remember to visit our concession stand for lunch! The first 500 get a hamburger, chips, cookie and drink all for only $2.00.

The first 100 to bring a non-perishable food item for the Statesboro Food Bank will receive a stadium cushion.

**Benefits Open Enrollment is Approaching!**

The Benefits Open Enrollment period will be later this year. The dates will be November 11th through November 22nd. Please note that this is only a period of TWO WEEKS! Everyone will be required to review their benefits this year. Each employee will be receiving an Open Enrollment packet at the end of October to review prior to Open Enrollment. There will be further communication regarding the announcement of the informational meetings schedule.
Hold the Presses?

“Wait? What is that? A hold on reclassifications? Say it isn’t so!”

No it isn’t a rumor – there is a brief hold on the review of reclassifications of current positions across campus.

Why?
1. In order to organize all positions on campus to match all of our current employees to their correct classification
2. Revise all job descriptions so that we can make them available online.

Yes, but why?!
The initiative behind this brief hold is that the Department of Human Resources is upgrading the current People Admin online employment application system. This system was implemented in order to automate many of the paper-driven aspects of the employment application process and is used to create and submit Requisitions to HR, view Applicants to your Requisitions, and notify HR of your decisions regarding the status of each applicant. The system is out of date and approval has been given to implement the upgrade to People Admin 7 this year. Changes to this system will affect the entire campus, including Human Resources, all departmental hiring managers and supervisors, evaluation managers, the Budget Office, and Academic Affairs.

Reasons:
- It is out of date. People Admin classifications and job descriptions have not been updated in over eight (8) years.
- The new PeopleAdmin system will allow for a more streamlined approach to initiating the hiring process and recruiting positions, as well as provide a more organized classification system with less titles and pay grades.
- This process will allow for transparency in classifying and identifying job duties and responsibilities, as well as in recruitment, hiring, and pay. Once positions are properly classified in PeopleAdmin, the job descriptions will be updated and posted online and accessible to all campus employees.
- This new system will make it easier for IPEDS reporting when identifying and designating position classifications by the University System of Georgia (USG) assigned BCATS. * Currently we are not using the BCATS properly.
- Positions in PeopleAdmin will need to be accurately classified, therefore reducing the amount of requests for reclassifications because position pay grades and descriptions will be better organized.
- This will fix the problem of having numerous classifications with similar titles; hundreds of repetitive position titles will be greatly decreased.

So what can we expect when this is all over?
- Pay grades will be greatly reduced and organized into more specific categories by title and BCAT.
- This will also improve IPEDS reporting by allowing all positions to be properly identified.
- The organization of all positions will provide a more accurate selection of titles for classifying and reclassifying positions in the new People Admin system
- It will group employees into more accurate titles and pay grades for evaluations.
- There will be less reclassifications of positions because employees will be accurately classified.
- General job descriptions will be available online with easy access for all employees of Georgia Southern.

And the hold on reclassifications?
This is to give full attention to the completion of phase I of this upgrade; the Office of Compensation & Classification must be able to dedicate maximum time to this task. This requires full attention to detail and the proper documentation of employee classifications and pay grades. It will take approximately one (1) month to update all current job descriptions; it will take between three (3) weeks to one (1) month to match all current employees to the newly-updated position classifications, pay grades, and BCATS.

During this time, classifications of new positions for recruitment will be accepted and reviewed. Departments may submit reclassifications; however, they will be reviewed in order received after the PeopleAdmin Go-Live date. Review of reclassifications will resume after a successful People Admin Go-Live (November 18).

The Department of Human Resources and the Office of Compensation & Classification thank you for your patience and understanding during this process!

By the Numbers…

59
Percentage of employees who say they are likely to accept a job with slightly lower compensation but better benefits.

62
Percentage of workers that believe the medical costs they will be responsible for under healthcare reform will increase.

23
Percentage of those that are actually saving for the potential increases under the healthcare reform.

53
Percentage of employers that have implemented a high-deductible health plan over the past three years.

25
Percentage of employers offering voluntary benefits that have been able to reduce their workers’ compensation claims since starting to offer those voluntary benefits.

- According to an Aflac survey published in Employee Benefit News.
Some hiring managers may become overwhelmed when preparing for a seasonal employment peak. How soon should you prepare for the seasonal peak? Experts would say at least 3 - 4 months in advance. Remember you are not just looking for warm bodies. You are looking for talent that will be able to perform the essential job duties. The following items are few helpful in preparing for a seasonal peak:

**Forecast:** Forecasting is pertinent in preparing to meet those seasonal needs. If this is not the first year of hiring seasonal employees, reviewing prior year hiring data may assist in estimating an accurate need. First, the department will need to estimate their needs, such as the number positions needed, different job roles/responsibilities, variety of work shifts, and time that will be needed for training. When hiring multiple people for your seasonal peak, it is a good practice to create a schedule. Schedules can be created in Microsoft Word or Excel. Schedules should not just include operation hours, but hours needed to prepare for opening and closing of the facility. Most importantly, the department will need to estimate a start date for the employees. This will assist in further preparation for recruitment, interviewing, onboarding, and training.

**Recruit/Hire:** Once the forecast for seasonal needs has been confirmed, work with the Department of Human Resources to create a recruitment plan. Some positions can be recruited months in advance when hiring large numbers. Also, recruiting in advance allows opportunities to create marketing materials and to connect with additional external resources for qualified candidates. Although the positions are temporary, remember to follow applicable employment laws when screening, interviewing, and evaluating candidates.

**Onboarding:** Prior to hiring applicants, the hiring manager must become acquainted with payroll deadlines for onboarding. New employees should not start work until completing this process because this could cause pay delays. Work with the Department of Human Resources to determine the necessary forms/processes that must be completed.

**Train:** Training is very significant in meeting those seasonal needs. Allotting enough time to train new employees on the responsibilities of the position will encourage competency in performing those tasks. Providing accurate training will assist in delivering the upmost customer service and prevent workplace safety concerns.

For more information about hiring temporary employees, contact Jamie Thomas, Human Resources Coordinator, at (912)478-0520.
The Student Employment Center would like to thank the following internal departments and external businesses for attending the Fall Student Employment Job Fair where they met over 620 students:

- Academic Success Center
- Annual Giving
- Campus Recreation & Intramurals
- Career Services
- Center for International Studies
- Enterprise Application Services
- Leadership, Technology, and Human Development
- Marketing and Communications
- Parking and Transportation
- Performing Arts Center
- Registrar
- Student Leadership & Civic Engagement
- Technical Services
- Air Force Recruiter
- Army Recruiter
- Belk
- Blackwater Preserve
- Boro Take Out
- Burger King
- Coastal Home Care
- Cook Out
- Cracker Barrel
- Digital Office Equipment
- Food Bank
- Forum at Statesboro
- Gwinnett County Police Department
- Georgia Army National Guard
- Georgia Department of Labor
- Hospital Housekeeping Systems
- Line X Southeast Customs
- Marines Recruiter
- Minutemen Press
- Navy Recruiter
- Press Company (111 South)
- State Farm Insurance
- Statesboro - Bulloch County Parks & Recreation
- Wal-Mart Stores
- YourPower Yoga
- Zaxby's

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### Five Reasons to Attend the Spring 2014 Student Employment Job Fair

1. Show your commitment to Georgia Southern University by hiring student employees.
2. No posting jobs and screening out applicants!
3. Save time and conduct interviews at the job fair.
4. Meet talented, highly qualified students who are seeking on-campus employment opportunities.
5. It is the most efficient way to hire student employees.

Contact Rieshawn Williams at (912)478-7158 for more information about the event.

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### Student Employee of the Month Award

The Student Employment Center is accepting nominations for the Student Employee of the Month Award. Each month, hiring managers are encouraged to nominate outstanding student employees for this award. We will review each nomination and base our awardee on the following criteria: quality of work, dedication, dependability, and productivity.

Nominations must be submitted to the Student Employment Center by the 15th of each month at the following site: [http://jobs.georgiasouthern.edu/sec/nomination](http://jobs.georgiasouthern.edu/sec/nomination).

Each awardee will receive an engraved plaque with a professional portfolio. Also note that the student will be featured on the Student Employment Center's webpage and social media pages. If you have any questions or concerns, please contact Rieshawn Williams at rwilliams@georgiasouthern.edu or (912)478-7158.

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### Student Employment Alumni Focus

As a former Georgia Southern student, I was lucky enough to acquire an on-campus job at the Garden of the Coastal Plain. I truly believe that the Gardens is one of Georgia Southern’s most beautiful, peaceful, and enjoyable experiences that we have on campus. I currently work as an Academic Advisor for the College of Health and Human Sciences, and I believe that my time as a student worker has helped put me in a position to succeed today.

As a student worker, I was responsible for maintaining the beautification of the garden which included duties such as trimming, planting, weeding, mulching and general maintenance of the grounds as needed. For some people, working outside in south Georgia during the heart of summer may sound like punishment, but for me it was great character building and I loved working there. One of the main things that I learned from my time at the Garden is hard work. It is very hard work to go out in the 100 degree temperatures and work such a physically demanding job and maintain motivation to continue to work hard. I was able to maintain a hard working attitude because of my work ethic and the satisfaction that I got out of seeing the expansion and growth of the garden each season.

I also learned a lot of responsibility, team work, time management, and pride. Many times I was given tasks and asked to go out and execute them on my own. Other times I would work in teams, which was necessary for many of the jobs so I learned about team work and helping fellow employees reach the end result. I feel like I had built a solid relationship with my supervisor, Robert Randolph, to the point that we communicated effectively and I was responsible enough to complete the task at hand. I was required to utilize time management skills because some tasks would have to be worked on for multiple days at a time. I began to take pride in my work and I believe this is very important no matter what job you are doing because you a lot more likely to succeed and be happy when taking pride in your work.

I am very thankful for the opportunity that the Botanical Garden provided me with as a student and I would not be the person that I am today without learning these valuable skills during my experience.

-Daniel Odom, Academic Advisor for the CHHS Student Services Center
A Taste of Rome in the ‘Boro

The first thing one notices when entering Van Gogh’s is the spacious dining hall. Reminiscent of a German beer hall, the elegant copper chandeliers lead your eyes to the bar where there are windows into the brewhouse, which is where the house brews are concocted.

Van Gogh’s is located at 125 Gata Dr. right next to GATA’s Sports Bar and Grille and just down Lanier Dr. from Paulson stadium. Both establishments are owned and operated by the same folks, Dale and Christian Bennett (GSU alumni). They built Van Gogh’s with the idea of creating an upscale dining experience featuring authentic gourmet pizza, huge calzones, delicious Panini, fresh, crisp specialty salads and hand crafted beer in a relaxed, laid back setting accessible to those working on or near the GSU campus.

Chef Luigi di Lorenzo, who was born in Rome, Italy, brings his decades of cooking experience and authentic Italian recipes to Statesboro. He crafted the Van Gogh’s menu to recreate the taste of dining on the Apennine peninsula. Passionate about his sauces, Luigi grinds and presses tomatoes in-house for two different pomodoro sauces: one called marinara is served with pasta and calzone, and another sauce is specially made for the pizza. Luigi’s famous dough, made daily on site, is used for both the pizza and calzone which are cooked in stone ovens visible from the dining hall.

Seeking to produce only the finest quality beer, the Bennett’s brought Brewmaster Chuck Duffney down from New York to oversee the brewery operations. A homebrewer in college, Chuck studied brewing techniques in both Chicago and Munich as part of his World Brewing Academy training. The beers he creates, delicious in their own right, have been crafted to pair well with Luigi’s specialty pizza pies.

Sitting in the finished hardwoods booths and tables in the main dining hall, every guest has a view of one of the many televisions. A large deck overlooks the pond where patrons enjoy what some have called the “best gourmet pizza in town” while enjoying a beer garden atmosphere.

Van Gogh’s also provides free WiFi so patrons can get online and work while enjoying one of the many lunch specials. As if the prices aren’t great to begin with, use the attached coupon for an irresistible deal, and on each return visit just show your Eagle ID to get the Eagle Perk discount of 10% exclusively for GSU faculty and staff.

To view the menu, see the daily specials, and keep up with what’s happening at Van Gogh’s, visit us online at http://vangoghsbrew.com. Ciao!
University Wellness

Upcoming Programs....

10/1—Campus Farmer’s Market
10/10—FREE cholesterol & blood glucose testing
10/10—Flu Shot Clinic
10/11—FREE cholesterol & blood glucose testing
10/11—FREE Jazz Ensemble
10/15—Campus Farmer’s Market

DO YOU KNOW YOUR NUMBERS?

If I were to ask you what your cholesterol or blood pressure is, would you know? The Center for Disease Control says that 14 million people are unaware they have high blood pressure. The only way to obtain early detection of health diseases such as diabetes, heart disease, and hypertension is to have regular testing. There are many benefits to regular cholesterol, blood glucose, and blood pressure testing including: money saved, prevention of further illness, decreased loss of days at work, and stress relief among many others. The University Wellness Program and the School of Nursing have teamed up for WELL.I.AM WEEK to offer free screenings on Oct. 10 & 11 as a part of the Know Your Numbers program. The screening includes cholesterol, blood glucose, blood pressure, body composition, waist circumference, pulse, height, and weight. You are also given the opportunity to complete a health risk assessment documenting the results. Be sure to drink plenty of water prior to testing. Contact Michele Martin @ mmartin@georgiasouthern.edu with any questions.

The Campus Farmer’s Market is back! We are back with all your seasonal favorites and with new produce vendors to get excited for! Come enjoy the many benefits including, local honey to reduce allergies, improved flavor and richness of produce, a $5 lunch option, free samples, canning recipes, flexibility in payment options, and much more!

Enjoy FREE RAC access Sunday, Oct. 6 through Sunday, Oct. 13!

Visit us @ recreation.georgiasouthern.edu/wellness/ for more information!
Like “WellnessGSU” on facebook!
EagleTemps ~ Immediate Staffing Solution

Department of Human Resources offers managers the opportunity to hire temporary employees from diverse staffing pools. Temporary staffing pools are designed to provide immediate solutions to maintain temporary staffing pools for various positions and provide documentation of top candidates.

Eagle Temps recruit professional, administrative, skilled and unskilled labor.

The applicant pool can be utilized for seasonal peaks, special projects, and other needs.

To request to use the EagleTemps pool, complete the Temporary Job Posting Form and select the Eagle Temps option.

For more information about EagleTemps, contact Jamie Thomas at (912)478-0520.

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!

We would like to thank our new Eagle Perks vendors. This month we have added Nostalgia, 40 East Grille, Gailey Trophy, AAA, and Dr. McGibony & Associates. Please be sure to regularly check http://jobs.georgiasouthern.edu/facultystaff/perks to stay up to date on discounted services and products.

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