9-2014

theResource

Georgia Southern University

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Greetings,

I encourage you to take few minutes to read through this ‘fall’ newsletter to get the latest information on upcoming HR programs, trainings, and much more.

- To better serve the campus, an HR directory is available including each staff member’s key responsibilities. Please take a moment to review the HR directory located on pages 9-10.

- Open enrollment will take place this year from November 3-14. Stay tuned for communication on upcoming benefit informational sessions. Also, mark your calendars for the Benefits Fair October 28th. Please see page 4 for additional details.

- This month through the end of October kicks off the State Charitable Contribution Program. This is a unique way to give back to our community. For more information see the program description below.

Please do not hesitate to contact me if you have any questions or suggestions. Thank you!

Dr. Ale Kennedy
Interim AVP for Human Resources
**Personnel Action Form Training**

All sessions will be held in the Human Resources Training Room. 9:00 to 10:30 AM

- October 16
- November 19

*To sign up for any of these sessions, please visit [training.georgiasouthern.edu](http://training.georgiasouthern.edu).*

**Training**

All sessions will be held in the Human Resources training room from 9:00-10:30 AM.

- October 17
- November 14

*Sign up at [training.georgiasouthern.edu](http://training.georgiasouthern.edu).*

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**GSU Annual Compliance Training**

October and November will be our Annual Compliance period once again. Courses will be assigned to all employees’ **My Plans** in Building a Better U. There will be two courses assigned by Human Resources that when taken and passed will keep employees compliant based on both Georgia Southern University and University System of Georgia policies and procedures. The two compliance courses will be “Legal and Ethical Standards” and “Workplace Safety.” The USG has identified the mandatory areas of emphasis listed below. Further instruction and information will be sent to all employees.

**Legal and Ethical Standards**
- Ethics
- Title IX & Sexual Harassment
- Clery & Violence Against Women Acts
- Inclusion & Accommodation
- FERPA
- FMLA
- Confidentiality Agreement
- Drug Free Workplace Act

**Workplace Safety**
- Defensive Driving
- Computer Ergonomics
- Bloodborne Pathogens
- AED
- *First Aid
- *CPR

*overviews not certifications

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**LEGAL AFFAIRS**

This is a seven session, comprehensive overview of legal issues facing the University and its employees. Employees will learn to recognize legal issues as they arise and will gain an understanding of the rules, regulations, laws and policies that apply to University operations. Participants will be provided with useful reference materials and will become familiar with campus resource persons for each area covered. By the end of the course, participants will be much better at recognizing situations in which certain laws or policies may apply and will know where to go on campus to find assistance.

The course will be taught by Associate Vice President for Legal Affairs, Maura Copeland. All sessions will be on Tuesdays and Thursdays from October 7th-28th from 9:00 to 11:00 am in Continuing Education Building, Room 1909. Please try to attend all sessions of the series if possible.

*Sign up at [training.georgiasouthern.edu](http://training.georgiasouthern.edu).*

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**Workplace Safety Best Practices Workshop**

This workshop is intended to give management and supervision an opportunity to learn methods for new employee training, accident investigations, how to take action based on trends, and using return to work opportunities. Since Housing has done such a great job in these areas, they have been asked to share their best practices. This session will be used to network across departments, facilitate discussion, and share ideas that will help everyone promote a safer working environment.

This workshop will be Thursday, October 2 at 2:00 PM in Continuing Education Room 2911.

*Sign up at [training.georgiasouthern.edu](http://training.georgiasouthern.edu).*
Eagle Experience Series

Georgia Southern University wants all employees to feel engaged especially when they are first hired. Therefore, the Eagle Experience Series is offered to all employees, yet geared toward new hires (within first year of employment), to assist in the acclimation process. We hope to make the transition as seamless as possible by each participant gaining basic knowledge of job tools while also becoming acquainted with areas for involvement. This series totals 10 professional development hours.

**Session One:**
- Lunch at Dining Commons
- Basics of ADP and University Policies

**Monday, October 6**

**Session Two:**
- Museum Tour
- Wildlife Center Tour
- Garden of the Coastal Plain Tour

**Monday, October 13**

**Session Three:**
- Recreation Activity Center (RAC) Tour
- Wellness Overview

**Monday, October 20**

**Session Four:**
- Introduction to Google Apps. and Building a Better U
- Campus Tour led by a SOAR Ambassador

**Monday, October 27**

Please go to training.georgiasouthern.edu to view times and locations or to sign up.

Stress Management Workshop

This course will be led by representatives from the Psychology Clinic. They will focus on identifying types of stress, the biological responses to stress, the psychological and emotional consequences of stress, offer tips on managing stress, and health strategies for coping with stress. This course is great for both employees and supervisor since everyone should be aware and willing to offer assistance to those that are overly stressed.

Please join us on October 8 from 10:00 - 11:00 am in Continuing Education Room 2911.

Sign up at training.georgiasouthern.edu.

Stress Takes a Toll

Recent research shows that stress is a major issue for many employees.

- 51% of employees say they have “high levels of stress, with extreme fatigue/feeling out of control.”
- 50% of employees miss one to two days of work per year due to stress.
- 46% of employees surveyed say they come to work one to four days a year when they are too stressed to be effective.

Source: IAP provider ConPsych’s first half of 2005 StressPoll Survey.

How Employees Deal with Stress

- 57% of Generation Y employees take unplanned days off to deal with stress.
- 26% of baby boomers take unplanned days off to deal with stress.
- 20% of employees said their companies enable good work/life balance.
- 27% of employees said their company provides a generous vacation policy.

Source: Annual Employee Benefit Survey conducted by The Reardon Group.
2015 Benefits Open Enrollment will take place November 3rd through November 14th.

For questions, contact Nicole Alvarado at 478-0854.

Top 5 Employee Deal Breakers

What makes workers walk away from jobs?

1. Not feeling trusted and empowered by their boss.
2. Being expected to or answer email during sick or vacation leave.
3. A boss who shifts blame to the employees when things go awry.
4. Lack of flexibility for family responsibilities.
5. Not getting along with co-workers.

Source: 2014 Bamboo HR Survey

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Department of Human Resources

Benefits and Wellness Fair

TRUE BLUE and Benefits Too!

Tuesday, October 28 • 10 a.m. - 1 p.m.

Nessmith-Lane Conference Center

Concessions

Starting at 10:30 a.m. the first 400 employees can get a 4 in. sub, chips and a drink for $1.

Flu Shots

10 a.m. – Noon

$10 Faculty/Staff

Free Health Screenings:

- Blood Pressure Checks
- Chiropractic Spinal Screenings
- Body Composition & Flexibility Testing
- Skin Cancer Screening
- Health Risk Assessments
- Foot Pressure Mapping & Gait Analysis

Operation Medication Drop

Sponsored by Georgia Southern University Public Safety

Free T-shirt

The first 400 people to complete and submit the HR True Blue vendor card will receive a t-shirt.

Accepting non-perishable food items for the Statesboro Food Bank.

Participating Vendors:

- 180 Fitness
- Aflac
- Air Evac
- Aflac Wireless Solutions
- Amegest Financial
- BB&T
- Blue Cross Blue Shield
- Brown Baby Salon & Spa Bar
- Campus Recreation & Intramurals
- Consumer Credit Counseling
- Core Credit Union
- Customer Service Center
- Crockett Boar
- Delta Dental Insurance
- Dr. McGiboney & Associates
- East Georgia Radiology
- Equifax
- Fidelity Investments
- Galley Toppy
- Georgia Aquarium
- Georgia Skin and Cancer
- Georgia Southern Athletics
- Georgia Southern Exercise Science Club
- Health Services
- Henderson Library
- Holiday Inn Express
- Savannah North
- Humor Resources
- Jamba Juice
- Larry G. Hubbard DDS
- Madame Couture's Boutique
- Martin Clinic of Chiropractic
- Memorial Health
- Mary's Lawn
- MetLife
- Minnesota Life
- ParkView 529 Plan
- Performing Arts Center
- Public Safety
- Sam's Club
- School of Nursing
- Sea Island Bank
- Start Council
- Teachers Retirement System
- TIAA-CREF
- University Store
- US Bank
- VALIC
- Wells Fargo Bank
- and many more...
All Employees:

Address Drive

We are approaching the busiest time of year for communications and want to ensure that you receive your mail. Please take a moment to make sure your mailing and email addresses are current in the ADP System. This contact information is used for a variety of announcements, including those related to benefits Open Enrollment, insurance cards and W-2 forms. The attached document provides instructions for how to review and update your personal information.

If you need assistance with these procedures, receive an error message at any step in the process or have any concerns once you are logged in, please contact the Shared Services Center at 1-855-214-2644.

TAP Deadlines

The Tuition Assistance Program (TAP) deadline for those planning to enroll in classes during the Spring Semester is November 15th. Please complete a TAP application and mail it to Human Resources at P.O. Box 8104.

Hiring Managers:

Employment Verification

Employment Verification's must be completed by the Department of Human Resources only. Please send forms or direct employees to Human Resources to complete this process.

Background Investigations

Do not start a new employee until they have successfully completed a Background Investigation.

Payroll Schedule Deadlines

Please follow the Payroll Schedule found at http://businesssrvs.georgiasouthern.edu/finacct/payroll-department/. These schedules provide many important deadlines for Personnel Action Forms (Grants, Provost, Budgets, Human Resources, Payroll), Hiring Proposals, On-boarding, and Timecard Approvals. If the Payroll Schedules are not followed properly, it could cause an employee to not get a paycheck on time.
**Are We There Yet?**

**-Compensation & Classification**

**HERE IS JUST A QUICK REMINDER FROM COMP. & CLASS.** When an action for classification or reclassification is submitted in PeopleAdmin, it is reviewed by Compensation and Classification. The requested classification is assigned to the action by Comp/Class and submitted to Budgets for funding verification (grant funded positions are approved by Grants prior to being sent to Budgets), and in cases of classifying a new position, position number assignment. The action is forwarded back to Comp/Class for final approval. The action is then moved back to the hiring manager’s queue.

That is not the end of the line if the position is to be posted for recruitment.

It is at this point that the recruitment process begins. The hiring manager must “create a new posting” in PeopleAdmin and submit the action up the chain of approvals to get the ad posted to receive applicants. After all the approvals have been made and the action reaches the Employment Services (ES) queue, the ES representative processes the ad for posting.

*For questions, call Nancy Whitfield at 478-0628.*

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**Student Employment Job Fair is a Success!**

At the Fall 2014 Student Employment Job Fair, 466 students and 48 departments and local businesses attended. 87 students were hired on campus making this event truly worthwhile. The success of the job fair wouldn’t have been possible without the many volunteers and support of the campus departments and local businesses. Thank you for participating and we hope to see you in the Spring.

Kyle Herman
HR Coordinator - Student Employment Center
Good Eats!

Many people talk about buying organic or healthy food, but many people also ask how to buy it or where to buy it. So, here is the 411. How to do it? Do your research. What research? Read food labels. Become educated about what you are eating. Where to buy it, grocery store versus farmers’ market? The less the food item is the better it is for you. So, by that principle the farmers’ market will win every time. Items purchased from a farmers’ market have just been picked, have less pesticides and have more nutrients. As a food ripens it loses nutrients. When produce is purchased from the grocery store it has likely already traveled approximately 2,500 miles since being picked. Next time you are looking for “good eats” look no further than the Campus Farmers’ Market!

For more information...

www.recreation.georgiasouthern.edu/wellness/

www.WellnessGSU.wordpress.com

WellnessGSU on Facebook

WellnessGSU on Twitter
3rd Annual Staff Council Book & Scholarship Award

The Staff Council would like to congratulate the 2014 award recipients.

Bre’Anna Mikell was selected as the recipient of the Staff Council Scholarship Award. She is the daughter of Ms. Willie Pearl Mikell (Georgia Southern University Health Services). She is working to obtain her Bachelor’s degree in Information Technology.

Gordon Hunter was selected as the recipient of the Staff Council Book Award. He serves Georgia Southern University as the Assistant Director of Development with the College of Business Administration and is currently working to obtain his Master of Science in Sport Management Technology.

The Staff Council is excited to be able to offer these two scholarships through donations made during A Day For Southern to the Georgia Southern University Foundation, Staff Council Acct. 0869, and through fundraising events such as the Spring raffle.

Congratulations!

Upcoming Events — Save the Date!

2014 USG Staff Council Annual Conference
On October 1—2, Albany State University will be hosting the Annual Staff Council Conference. Staff members from all schools in the USG system are invited to attend. For more information contact Kendria Lee.

Annual Warm Clothing Drive
With fall right around the corner, your Staff Council is gearing up for the Annual Warm Clothing Drive. Last year over 600 items were donated. The donation acceptance period is tentatively scheduled for October 20 through November 21. Now or gently used coats, hats, gloves, scarves and other cold weather items of all sizes will be accepted. Donation drop-off locations are to be determined.

The Warm Clothing Drive disbursement is tentatively scheduled for December 2-4 at the Russell Union (location to be determined).

As in previous years, any items remaining at the conclusion of the Warm Clothing Drive will be donated to a local charity.

Faculty/Staff Bowling League
The Bowl Eagles bowling league is for any faculty and staff interested in trying out a league and having some fun. No prior experience necessary.

The league meets on Monday evenings at 7 PM at The Clubhouse on Old Register Road. League teams consist of 3-person teams with a 3-game handicap.

Fees:
USBC (once a year fee for United States Bowling Committee) $18
Lineage Fee to The Clubhouse $12
Bowl Eagles League for Secretary and Prize Fund $3

If you have any questions, please contact Patrick Robertson, League Secretary or Kris Yager-Rushon, League President.

Go to jobs.georgiasouthern.edu/staffcouncil for more information.
# Human Resources Directory

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Dr. Ale Kennedy</td>
<td>Interim Associate Vice President</td>
<td>University Personnel Policies</td>
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<tr>
<td></td>
<td></td>
<td>Employee Relations and Discipline</td>
</tr>
<tr>
<td>Gloria Lovette</td>
<td>Senior Administrative Secretary</td>
<td>Departmental Purchasing, Budgeting, and Travel</td>
</tr>
<tr>
<td>Nancy Whitfield</td>
<td>Director of Classification &amp; Compensation</td>
<td>Salary Studies, Classifying and Reclassifying Positions</td>
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<td>Salary Equity Adjustments, Desk Audits</td>
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<td>Tuition Assistance Program, Death &amp; Disability Claims, Benefits Counseling</td>
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<td>Nicole Alvarado</td>
<td>HR Specialist</td>
<td>Assist with Benefits Enrollment and Counseling</td>
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<td>Karen Iler</td>
<td>Director of Records &amp; Processing</td>
<td>Process all Personnel Action Forms and Hiring Proposals for payroll processing, Coordinate Non-Resident Alien Compliance, Administer the E-Verify Process, Coordinate Exit Interviews, Responds to ADP Helpdesk Tickets</td>
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</table>
Rosalind Calles  
rcalles@georgiasouthern.edu  
HR Specialist  
- Provides Employment Verifications  
- Conducts Onboarding for all new employees  
- Performs Exit Interviews  
- Processes and Keys Personnel Action Forms  
- Provides Personnel Action Form Training  
- Responds to ADP Helpdesk Tickets

Kim Wiggins  
kwiggins@georgiasouthern.edu  
HR Associate  
- Provides Employment Verifications  
- Conducts Onboarding for all new employees  
- Performs Exit Interviews  
- Processes and Keys Personnel Action Forms and Hiring Proposals for payroll processing

Renesha Lovette  
rlovette@georgiasouthern.edu  
HR Associate  
- Provides Employment Verifications  
- Conducts Onboarding for all new employees  
- Performs Exit Interviews  
- Processes and Keys Personnel Action Forms and Hiring Proposals for payroll processing

Denise Griner  
(Ne w Employee)  
- Provides Employment Verifications  
- Conducts Onboarding for all new employees  
- Performs Exit Interviews  
- Processes and Keys Personnel Action Forms and Hiring Proposals for payroll processing

Laura Wilson  
laurawilson@georgiasouthern.edu  
HR Assistant  
- File and Scan all Personnel Records  
- Archive Records  
- Conduct Onboarding for Student and Temporary Employees  
- Process Separation Paperwork

**Employment Services**

Demetrius Bynes  
dbynes@georgiasouthern.edu  
Director of Employment Services  
- Reviews Exempt and Non-Exempt Searches  
- ACA Compliance

Jamie Thomas  
jethomas@georgiasouthern.edu  
Employment Manager  
- Coordinates Recruitment for Staff Searches  
- Coordinates the Temporary Hiring Process (Eagle Temps)

Kyle Herman  
kherman@georgiasouthern.edu  
HR Coordinator  
Student Employment Center  
- Coordinates the Student Employment Process  
- Provide Assistance with the Temporary Hiring Process

Courtney Jenkins  
cjenkins@georgiasouthern.edu  
HR Assistant  
Process Background Investigations, Academic Credential Verifications, Offer Letters, and Reclassification Letters