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The Department of Human Resources

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Statesboro, Georgia
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theResource

Volume 1, Issue 7

September 2011

Fall 2011.....

Summer has come and gone and I hope you're excited about our Fall semester. Preliminary numbers indicate that we have approximately 20,700 students. Another factoid for your information is that we have approximately 5,400 employees (faculty, staff and students). We are so excited about our continued growth, quality of students, and exceptional faculty and staff.

As you will see in this addition of theResource is that we have many upcoming changes to announce to you. In particular, will preparation opportunities, our annual Benefits Fair on October 25, wellness initiatives, and some of our upcoming learning programs. Our Build-

ing a Better U eLearning system is alive and well and many faculty and staff are utilizing the new platform. Students may also access our new eLearning system as well.

The President's Cabinet has reviewed and approved eight (8) new policies and five (5) revised policies at their meeting on September 1. The following new policies have been approved:

1. Rest and Meal Periods
2. Pay Change Stat
3. eTime
4. Flex Place
5. Volunteerism
6. Background Investigations for Volunteers

7. University Check-out

8. Financial History Background Checks
The following policies have been revised:

1. Flexible Work Arrangements
2. Student Employment
3. Harassment in the Workplace
4. Recruiting and Hiring Staff
5. Provisional Period

In the near future, we will be having open meetings to invite you to learn and discuss the new and revised policies. Details are included later. Thank you for your continued interest and support.

- Paul Michaud

Performance Evaluations Reminder:

August 1st was the deadline for completing performance evaluations for staff employees and submitting them electronically to Human Resources. As required by USG, all benefited staff employees must be evaluated on an annual basis. Per our electronic PeopleAmin records, 45% of evaluations are still incomplete as of today.

- 893 performance evaluations have been submitted to Human Resources.
- 61 are in the employee's "que" and need to be certified that the review was completed.
- 25 evaluations are in the evaluation manager's "que" and the manager needs to submit the evaluation to Human Resources.
- 135 evaluations are in the evaluation manager's "que" waiting for the evaluation manager to complete the evaluation and set up the review meeting.

If you experience any difficulties accessing an evaluation, please contact either Ale Kennedy at 478-1687, alekennedy@georgiasouther.edu or Stephanie Scott at 478-7120, smscott@georgiasouthern.edu.

New and Revised Policy information sessions:

On September 1, 2011 the President's Cabinet approved over 10 new University policies and procedures. To assist you in understanding these policies, we invite you to attend one of the following workshops:

Tuesday, November 1

Thursday, November 3

Tuesday, November 8

Friday, November 11

Thursday, December 8

Tuesday, December 13

Thursday, December 15

All presentations will take place in the Continuing Education Building Room 2911.



**Save the
Date!**

**Benefits
Fair**

**October 25,
2011**

10am-2pm



Department of Human Resources

BENEFITS FAIR

GEORGIA SOUTHERN UNIVERSITY

The 2011 Benefits Fair will be held Tuesday, October 25, 2011 from 10am to 2pm in the Nessmith Lane Conference Center.

This year's fair will feature benefits providers, eagle perks vendors, and give-aways galore!

The very popular mash-potato bar will return

again this year. You can look forward to awesome raffle prizes including: an iPod, two free memberships to the RAC, two tickets to a Georgia Southern home football game, gift certificates, and more!

We will also be giving away reusable bags to the first 500 guests.

- Samantha Melton



CIGNA's Will Program

Cigna makes it easy for you to take charge of those difficult life and health legal decisions. There are no more reasons to hesitate planning for the future with our online will preparation services.

If you are like most people, you do not like thinking about planning for your death. However, there are many good reasons why it is very important to have a will no matter what your personal and financial assets are after your death.

If you think you cannot afford to create a will, now you can! CIGNA's Will Center allows you to

easily complete essential life and health legal documents online at no cost to you.

CIGNA's Will Center is secure, easy to use, and available to you and your covered spouse seven (7) days a week, 365 days a year. Once registered on the site, you will have direct access to a Personal Estate Planning web page, where you can create and maintain your personalized legal documents - follow intuitive, interactive, question-and-answer process to create state-specific legal documents tailored to your situation - preview, edit, download and print your

Preparation

legal documents for execution.

It's easy! Go to CIGNAWillCenter.com to create your own personalized:

- Last Will & Testament
- Living Will
- Healthcare Power of Attorney
- Financial Power of Attorney
- Medical Authorization for Minors

PeopleAdmin Training Sessions

Do you need to be trained to hire staff, students, or temporary employees? Visit the University training website and register for one of the upcoming PeopleAdmin courses.

- **PeopleAdmin Training for Staff Hiring -**

Focuses on actions related to hiring benefited staff position.

- **PeopleAdmin Training for Temporary Hiring -**
Focuses on actions related to hiring temporary (casual labor) employees.

- **PeopleAdmin Training For Student Hiring -**
Focuses on actions related to hiring student employees.

For additional questions about PeopleAdmin, contact the Department of Human Resources at 478-5468.



DATES

9/14 & 9/28 - Student Hiring

9/15 & 9/29 - Temporary Hiring

9/16 & 9/30 - Staff Hiring

All classes will be held at 9:00 am in the HR Training room.

Hire-on-Demand

Hire-on-Demand serves as Georgia Southern's temporary staffing solution. It offers departmental hiring managers the opportunity to hire temporary employees. Examples of positions that are recruited through the Hire-on-Demand process include administrative support, skilled labor, unskilled labor, and information technology professionals. Once a temporary employment need is realized, the hiring manager must submit the Temporary Employment Job Posting Form and select the Hire-on-Demand option. Staff members from Human Resources will provide top quality candidates to meet the departments' immediate staffing need. The departmental hiring manager determines which candidate(s) will be selected for hire.

5 Top Reasons to Utilize the Hire-on-Demand Process

- o **Money:** There are no administrative fees to utilize Hire-on-Demand.
- o **Time:** Hire-on-Demand provides same day turnaround of applicants ready to begin work.
- o **Efficient:** Applicants' job skills are matched to departmental needs in a professional and timely manner.
- o **Flexible:** Applicants are available to work for an array of reasons (seasonal peaks, medical leave, special projects etc.) and a variety of hours/ shifts.
- o **Reliable On-Site Staffing:** Staff members from Human Resources are aware of the complexities involved with hiring temporary employees and can provide reliable on-site assistance to departmental hiring managers.

For additional questions about Hire-on-Demand, contact the Department of Human Resources at 478-5468 and ask for Jamie Thomas.

"Hire-on-Demand is a quick and effective way to hire temporary staff when needed."

**Abbie Hill,
Eagle Dining
Services**

The Student Employment Center (SEC) was created in 2007 after conversation between President Bruce Grube and other senior administrators. They envisioned a one-stop shop for all student employment needs. The purpose of the SEC is to enhance student learning and meet department student employment needs by providing meaningful work experiences to students and quality students to departments around campus. The SEC also provides students with off campus positions in the Statesboro area. The SEC's progress in locating employment opportunities is one way the University confirms its commitment to retention, progression, and graduation (RPG).

HUMAN RESOURCES
**STUDENT
EMPLOYMENT
CENTER**
GEORGIA SOUTHERN UNIVERSITY

Other events sponsored by the SEC include the Student Employment Job Fair, Student Employment Week, and monthly events. The Student Employment Job Fair is held twice each year in the month of January and August. We strongly encourage hiring managers to participate in this event because it gives them the opportunity to conduct face-to-face recruitment in an environment similar to the one graduating students will encounter after graduation. Student Employment Week is held in April, and it gives our campus the opportunity to show appreciation for the contributions made by student workers. In past years, the SEC has sponsored events such as resume writing workshops, movie nights, door decorating contests, and singing competitions.

If anyone would like to find out any more information about the Student Employment Center add us on Facebook and follow us on Twitter.

<http://www.facebook.com/StudentEmployment#!/georgiasouthern.studentemployment>
<http://twitter.com/#!/Gasouthernsec>

STUDENT EMPLOYMENT CENTER

**FIND OUT HOW
WE CAN HELP YOU!**

COME SEE US BEFORE THE GAME!

SEPT. 10 | 3-6 PM
PAULSON STADIUM

GPA Requirements and Job Postings

Please note that departments cannot list GPA requirements in the minimum requirements on any student position unless there is a business-related reason as to why GPA requirements are needed.

Below are examples of acceptable statements:

- Math Tutor - Student must have completed MATH 1101 with a "B" or better.
- Lab Assistant - Student must have completed BIOL 1101 with a "B" or better.

For tutorial and laboratory positions, the focus must be on specific courses that are needed in order to successfully tutor or assist in a laboratory. GPA's should not be a focal point when evaluating applicants.

-Demetrius Bynes

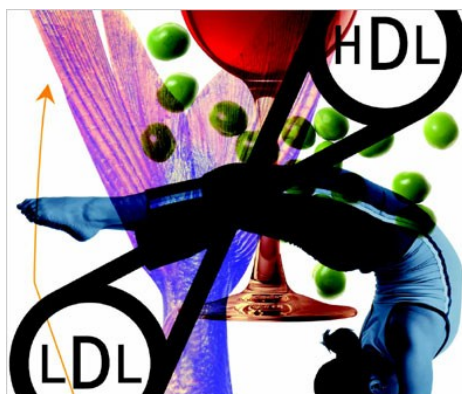
What Does Your Blood Pressure Number Mean?

Normal	Pre-hypertension	High
< / = 120/80	120-139/80-89	140/90 – 159/99 or higher

High blood pressure, also known as hypertension, is a widely misunderstood medical condition that affects over 76.4 million adults today. Blood pressure is defined as the measurement of force pushing outward on your arterial walls. Developing high blood pressure comes with age, but unhealthy lifestyle habits such as smoking, consuming too

much salt, stress, and not getting enough exercise can accelerate its effects. Even though it typically has no symptoms, high blood pressure can have deadly health consequences if left untreated. Stroke, heart failure, and kidney failure are three of the more serious consequences that have been linked to

high blood pressure. The longer it is left untreated, the more severe high blood pressure complications can become.



What Does Your Cholesterol Number Mean?

Optimal	Borderline	High
Less than 200	200-239	240 or more

Burgers and bacon, besides being delicious, have something in common. They are both foods that are high in cholesterol. Cholesterol is a waxy substance produced by the liver and found in certain foods such as fast food and dairy products. High cholesterol can develop as a result of

being overweight, consuming an unhealthy diet, entering old age, and it can also be hereditary. Too much cholesterol in the body can lead to heart disease.

Some helpful diet tips in hopes of avoiding high cholesterol are to eat a diet that contains fruits,

vegetables, lean meats, and skinless poultry. Maintaining a healthy weight and exercising are also great methods to reduce the chances of getting high cholesterol.

Not sure of your cholesterol number? Visit your primary care doctor for a screening.

Upcoming Training Programs

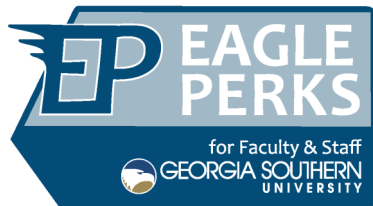
Dealing with Difficult People - September 8th at 9:00am in the Human Resources Training Room

Building a Better U (new e-Learning system) - September 12th at 9:00am in the Human Resources Training Room

ADP eTime - September 26th at 3:30pm in the Human Resources Training Room

Workplace Wellness Series - various dates in September and October - live training and e-Learning will be incorporated into this series.

Administrative Professionals Training Series - will kick off in October - live training and e-Learning will be incorporated into this series.



Eagle Perks has new vendors and discounts available:

Disney, CitrusSolution, Smiles, Giggles and Hugs CDC, Uptown Pizza, Fat Girl Catering, The Embroidery Shoppe, The Flower-girl, Walker Pharmacy Gifts, Sports Emporium and many more to come!

Don't forget to come to the benefits fair and see what some of our great vendors have to offer!

View perks information online at:
<http://jobs.georgiasouthern.edu/EaglePerks.php>
Find us on facebook at: <http://www.facebook.com/pages/Georgia-Southern-University-Eagle-Perks/167197039961171#!/>
-Stephanie Scott



Who: Faculty and Staff

What: True Blue Pride

When: Every Friday!

Where: GSU Campus

Fall semester has started and athletics seasons are around the corner.....be a part of a great Eagle Tradition by wearing blue on Fridays!

Woo Hoo! True Blue!



Building a Better U is often updated with courses to meet the needs of faculty, staff and students. Below are some courses of interest:

New Courses:

- Campus to Corporate: Meeting New Expectations
- Campus to Corporate: Developing a Professional Image

Relevant Courses:

- Microsoft Windows 7
- Microsoft Office 2010 - Beginner and advanced courses are available.

To access Building a Better U:

1. Log in to the MyGeorgiaSouthern website with your MyGeorgiaSouthern account sign on and password.
2. Under My Services, click on the e-Learning System link.

For questions contact: Stephanie Scott at 912.478.7120 - smscott@georgiasouthern.edu