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**GEORGIA
SOUTHERN
UNIVERSITY**

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theResource

VOLUME 1, ISSUE 27

MARCH 2015

Greetings staff and faculty,

Spring is in the air, which means it is time for annual performance evaluations to be completed. This year the evaluations will be completed in the upgraded PeopleAdmin system. Per Board of Regents Policy all benefitted staff employees are to be evaluated each year. Unfortunately, past two years the university has reached a 60% completion rate for all staff evaluations. The goal this year is 100%.

Why evaluations are critical:

- It encourages employees to perform better in the future.
- During the evaluation, employees can discuss strengths and weaknesses with a supervisor, in effect, allowing employees to discuss personal concerns.
- It provides communication between a supervisor and employee on a regular basis to discuss job duties and issues with work performance.
- It allows employees to identify what skills may be lacking and need to be acquired or improved upon. There are instances when education provided by the company is a necessity to advance success overall.
- It holds employees accountable for their job performance, and since the employee knows that an appraisal is coming, the employee has the opportunity to prepare in advance.
- It provides the opportunity for managers to explain organizational goals and the ways in which employees can participate in the achievement of those goals.

Lastly, we are excited to be recruiting for a Human Resources Analyst position, which will assist the Director of Classification & Compensation with research so we can better serve the campus. The posting for this position closes on April 3rd.

Please take a moment to look over all of the upcoming training courses that are being offered this spring and summer. You may want to consider these courses when assigning training while completing performance evaluations.

*Dr. Ale Kennedy
Interim Associate VP for Human Resources*

2015 Performance Evaluations

The Annual Performance Evaluation Period will begin on Wednesday, April 1st and end on Friday, May 29th. Evaluations will be conducted in the recently upgraded PeopleAdmin Performance Management system. With this upgrade, we have greatly increased functionality and simplified the overall evaluation process. For your assistance, Performance Evaluation Training is scheduled to take place twice a week, at varying times during the month of April. Please go to training.georgiasouthern.edu to sign up for the time that is right for you.

Below is an outline of the Evaluation Process:

1. Go to <https://employment.georgiasouthern.edu/hr/sessions/new> to log into PeopleAdmin. You will login using your My.GeorgiaSouthern credentials. Once in, click on the "Go to Performance Management Portal" link in the upper-right corner. From here, your action will be managed from your Performance management Home screen.
2. Add co-reviewer and Supervisor Acknowledges Plan. Make sure you have added your co-reviewer before clicking Acknowledge. There is no going back. Keep in mind, supervisors will not select a form type in the upgraded system. Forms are automatically assigned by the employee's FLSA classification.
3. Supervisor Evaluation is Completed. When the Supervisor clicks Complete, the evaluation is automatically sent to the employee.
4. Supervisor meets with employee to discuss the evaluation.
5. Employee adds comments and Acknowledges. When the employee clicks Acknowledge, the evaluation is automatically submitted to HR.

You will receive additional communication from HR in the coming days. For user guides and additional information, go to <http://jobs.georgiasouthern.edu/odl/contact-us/performance-evaluations/>. For questions, please contact Jeff Laws at 478-7120.



The ADP training will provide all of the needed information to track time effectively according to policy.

- April 17
11:00 AM to 12:30 PM
- May 14
9:00 to 10:30 AM
- June 18
9:00 to 10:30 AM

All sessions are held in the HR training room. To sign up, please visit training.georgiasouthern.edu.

Personnel Action Form Training

PAF training provides specific instruction for understanding the PAF process, completing the form, knowing the different types of employee actions, and understanding the budget data.

- April 15
9:00 to 10:30 AM
- May 20
9:00 to 10:30 AM
- June 17
9:00 to 10:30 AM

All sessions are held in the HR training room. To sign up, please visit training.georgiasouthern.edu.

TRAINING OPPORTUNITIES

Cutting Through the Red Tape Series

Once employees have received a description of their duties, there are specific skills and processes that need to be learned. The Cutting Through the Red Tape Series was redesigned to train any administrative professional on the most commonly used practices, procedures, and protocols associated with conducting daily University business. Instruction is provided by subject-matter experts from various departments on campus. This certificate series totals 18 professional development hours.

Session One:

- Procurement: ePro and P-Card
- Microsoft Excel: Using Formulas and Functions

Thursday, May 28

Session Two:

- Budgets
- Collecting and Depositing University Funds

Monday, June 1

Session Three:

- Business Objects
- Travel Expense Reports

Thursday, June 4

Session Four:

- Policies and Procedures
- Types of Leave

Monday, June 8

Session Five:

- PeopleAdmin
- Updates on Employment Laws

Thursday, June 11

Session Six:

- ADP and the Onboarding Process
- Personnel Action Forms

Monday, June 15

Each session will be held in the HR Training Room from 1:00–4:00 PM. Please sign up for the series at training.georgiasouthern.edu.

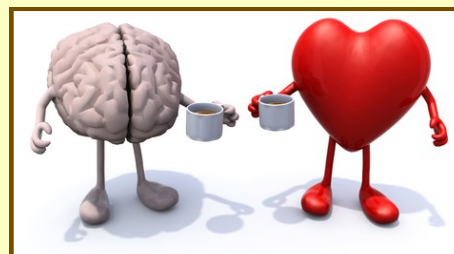
Emotional Intelligence Awareness

Emotional intelligence (EQ) is the ability to identify, use, understand, and manage emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges, and defuse conflict.

In this course led by representatives from the Psychology Clinic, we will discuss the definition, components, benefits, and correlates of emotional intelligence and how it impacts our lives daily. This information will be presented to familiarize participants with what emotional intelligence encompasses followed by ways to improve your emotional intelligence awareness.

This course will be held April 6th from 10:00—11:30 AM in Continuing Education, Room 1909.

To sign up, please go to training.georgiasouthern.edu.



Management Training Series

All new or aspiring managers (promoted or recently hired) are encouraged to attend the Management Training Series. This series offers managers helpful information on University policies, procedures, and methods to manage more effectively. The series also offers participants an opportunity to meet and network with other managers across campus. This certificate series totals 24 professional development hours and usually fills up fast so reserve your seat soon!

Session One: *Becoming a Manager at GSU*

Tuesday, April 28th

- Personnel and Leave Policies
- Key University Policies
- Managing Performance
- Appeals Process
- Coaching Employees

Session Two: *Roles and Responsibilities*

Thursday, April 30th

- Differences Between Employees and Managers
- Management Style Assessment
- Characteristics of an Effective Manager
- Manager's Roles and Responsibilities



Session Three: *Communication, Decision-Making, and*

Tuesday, May 5th

- Tips to Improve Communication
- Identify Your Communication Style
- Tactics for Effective Decision-making
- Delegating

Delegat-

Session Four: *Developing Employees*

Thursday, May 7th

- The Three Step Process for Developing Employees
- Tips and Benefits for Developing Employees
- Developing an Effective Orientation Program
- Types of Training
- Analyzing Employees Training Needs
- Signs that Coaching Needs to Take Place
- The Coaching Process
- Guidelines for Giving and Receiving Feedback



Session Five: *Handling Conflict & Creating a Positive Work Environment*

Tuesday, May 12th

- Steps to Create a Positive Work Environment
- Techniques to Motivate Employees
- Benefits to Rewarding Employees
- Tips for Rewarding Employees
- Resolving Workplace Issues
- Identifying the Different Types of Conflict
- Understand the Positive and Negative Effects of Conflicts
- Tips for Resolving Conflicts
- Process for Resolving and Handling Conflicts

Each session will be held in Continuing Education Room 2911 from 8:30 AM—12:00 PM.
Please sign up for the series at training.georgiasouthern.edu.

Coaching and Counseling for Performance Improvement

In this course we will explore the best ways to offer feedback to keep lines of communication open, use scenarios to improve your coaching and counseling skills, and provide a brief overview of progressive discipline including a review of the new counseling form. Our goal is to help you improve your coaching and counseling skills so problems can be handled more quickly and efficiently.

May 11
10:00 AM—12:00 PM
Continuing Education
Room 2911

To sign up, go to training.georgiasouthern.edu.

Using Google Apps

This course provides you with the opportunity to learn tools and functions of Google Mail, Calendar, and the many applications that comprise Google Drive. By the end of this course, you will have a better understanding of these tools that will ultimately improve your communication skills.

- April 9
9:00-10:30 AM
HR Training Room
- April 16
9:00-10:30 AM
HR Training Room

To sign up, go to training.georgiasouthern.edu.

TRAINING OPPS. CONTINUED



Financial Wellness Week

Providing options to help you plan for a fiscally sound future no matter what stage of life you may be in.

You are invited to attend Financial Wellness Week seminars that will be taking place Monday, March 30th - Thursday, April 2nd. Human Resources has invited various financial outlets and/or benefit providers to campus to help educate University employees on financial opportunities. Effort was made to offer seminars for all types of professionals, ranging from "rookie to retirement."

Please note for the courses March 30th-April 1st you will sign up at training.georgiasouthern.edu. For the courses on April 2nd, you will sign up through the TRS website. Those instructions are provided below.

March 30th—Save More for Your Retirement

- Representatives from VALIC will join us in the HR Training Room from 10:00—11:00 AM to discuss ORP and supplemental retirement options. Go to training.georgiasouthern.edu to sign up.

March 31st—Path2College 529 Plan (2 time options)

- Representatives from Georgia's 529 Plan will join us in Continuing Education Room 2911 to discuss the numerous benefits of using this plan to save a child or loved one's educational expenses. You can choose to attend from 11:00 AM-12:00 Noon or from 1:00-2:00 PM. Go to training.georgiasouthern.edu to sign up.

April 1st—Budgeting and Saving for Your Future

- Representatives from Wells Fargo will join us in Continuing Education Room 2911 from 9:00-10:30 AM to discuss ways you can start saving money daily on purchases and bills, set and meet your budget, and invest that additional money. Go to training.georgiasouthern.edu to sign up.

April 2nd—Teachers' Retirement System Pre-Retirement Workshop

- Teachers Retirement System of Georgia will be on campus conducting a Pre-Retirement workshop from 9:00-10:00 AM for members within 5-7 years of retirement. This workshop is for employees within 5-7 years of retirement. This workshop will provide information and resources you need to help you map out your retirement plan. This session will be held in Russell Union Room 2048.

April 2nd—Teachers' Retirement System New Member Workshop

- They will also be conducting a New Member Retirement workshop at 11:00-12:00 AM geared toward those with 0-15 years of service. It is important to plan early for your retirement and stay abreast of new information and legislation that may affect your retirement benefit. This workshop will provide you with an introduction to concepts that will help you prepare for your retirement. This session will be held in Russell Union Room 2048.

You must register for the TRS workshops on the TRS website. To register, follow these easy steps:

1. Visit www.trsga.com.
2. Click on Account Login link in the upper navigation bar.
3. Select "Active Member" and proceed to the Account Login page.
4. Register for and/or log in to your TRS account.
5. Click on Register for an Event.
6. Pick the event and time of your choice. You will receive an automatic email confirmation upon your successful registration.

Benefits

Retirees Recognition Ceremony

Georgia Southern University's annual Retirees Recognition Ceremony took place Tuesday, March 24, 2015, at 10:30 AM at the Builders of the University Terrace.

The ceremony honored faculty and staff who retired after the 2014 ceremony, and those who have announced their retirement in 2015.

The following individuals were recognized at this year's ceremony:

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> • Dr. Donald Armel • Dr. James Bradford • Mr. Floyd Bragg • Mrs. Kaye Brannen • Mrs. Louise Campbell • Dr. Robert Cook • Dr. John R. Diebolt • Mr. Charles J. DiPolito • Mrs. Glenese Doyle • Mrs. Dollie G. Dyches • Mr. Paul Ferguson • Mrs. Elizabeth B. Freeman • Ms. Cynthia J. Frost • Dr. Lorraine Gilpin* • Ms. Cynthia Glover • Mr. Douglas Gray • Dr. Larry Griffin • Dr. Peggy G. Hargis • Mr. Gary Harron • Ms. Ruthie M. Hill • Ms. A. Marie Hooks • Mr. George Horn • Ms. Earlene S. Howard • Mr. Michael K. Jacobs • Dr. Stephen Jenkins | <ul style="list-style-type: none"> • Ms. Diana Kinney • Dr. Thomas Klein* • Mr. John F. Kohn • Dr. Susie M. Lanier • Dr. John Leaptrott • Dr. Mary Marwitz • Mr. Henry G. Mays • Ms. Patricia E. McCracken • Ms. Diana M. McDaniel • Dr. Michael McDonald • Ms. Rita Mills • Dr. Sue M. Moore • Ms. D. Renee Murray • Mr. Kent D. Murray* • Ms. Betty M. Nelson • Mr. Eric Nelson • Mrs. Jean V. Nessmith • Mrs. Pam Powell • Mrs. Carolyn Price • Mrs. Ellen Seel • Mr. Robert F. Seel • Dr. Robert Shanafelt* • Mr. Charles A. Skewis • Ms. Susan A. Smith • Mr. Danny Stewart* | <ul style="list-style-type: none"> • Ms. Lavada Sykora* • Ms. Charlene Todd • Dr. Sharon K. Tracy • Mr. Pennye Tremble • Mrs. Pat Walker* • Ms. Patricia M. Walton • Mrs. Janice West • Mrs. Charlotte Woody |
|---|--|--|

* In Memoriam

Please join us in thanking them for all they have done for the University!

Thank You

Tuition Assistance Program

Don't forget the TAP Application Deadlines!!!!!!

The following University System of Georgia TAP application deadlines apply to all University System of Georgia institutions: If any of these dates fall on a holiday or on a weekend, the application deadline will be the last business day prior to the dates identified.

- Summer Semester – April 15th
- Fall Semester – July 15th
- Spring Semester – November 15th

Please turn these forms into Sara Jo Britt.

For questions go to http://www.usg.edu/hr/benefits/tuition_assistance_program_tap.

Benefits Continued

Medical Leave Assistance Program

Have you ever considered what might happen to the continuation of your salary if you were diagnosed with a serious illness and you were out of sick leave? There may be a solution to your dilemma.

The Medical Leave Assistance Program spring enrollment is April 1, 2015, through May 1, 2015. If you would like to join, please complete the form (see link below) and return to Human Resources by May 1, 2015. The opportunity to enroll again will not be available until October, 2015. If you are already a member, you do not need to enroll again for next year; your membership continues from year to year.

The Medical Leave Assistance Program allows a plan member to donate accrued sick and/or annual leave to a pool, or directly to another plan member who is unable to work due to a serious illness for an extended period of time and has exhausted all of his/her leave.

In order to be eligible for membership in the Medical Leave Assistance Program, a benefited employee must have at least 176 hours (combined annual and/or sick leave) and donate a minimum of sixteen (16) hours of annual and/or sick leave. After enrolling, an additional contribution of eight (8) hours per calendar year may be taken out annually in December (if needed) to maintain membership status and to protect available hours in the pool for potential requests in the future.

To join the Medical Leave Assistance Program, please complete the Membership form located at <https://docs.google.com/a/georgiasouthern.edu/file/d/0B4n5cbpr3UJWNFhreWRNY1draUU/edit> and return it to Human Resources at PO Box 8104.

If you have questions regarding the Medical Leave Assistance Program, contact Samantha Rossi in Human Resources at extension 8-1538. Please go to the Human Resources website for additional information on membership and qualifications for medical leave assistance.



A Letter from Classification & Compensation

The Office of Classification and Compensation (Class & Comp) is reaching out to members of the Georgia Southern University staff for assistance in enhancing the current classification system.

In early June 2014, the Department of Human Resources presented a new benefited staff classification plan to the President's Cabinet, and thereafter, the Georgia Southern University community. The plan was designed to diminish the number of staff classifications; prevent an overabundance of reclassifications; establish consistency between job titles, job descriptions and the duties and responsibilities assigned to the incumbent in each position; and overall, make the process of decision making more consistent and transparent.

Although much work went into building the current system, there is much work to be done, which includes correcting and/or updating job descriptions and classifications. Class & Comp will be requesting the help of managers and supervisors to complete this task. In order to get first-hand information on job descriptions from supervisors and managers whose input will help build an ideal classification system which will empower them to recruit, hire and retain highly qualified staff. These efforts coincide with the missions of Human Resources and Georgia Southern.

Class & Comp is identifying supervisors/managers and their respective staff and is formulating an electronic packet that includes a questionnaire and current job descriptions. Class & Comp will submit the packet in an electronic file via e-mail to supervisors/managers. The questionnaire is designed in such a manner that when complete, will provide a description of job requirements for each staff member. Additional details and a time frame for completing the questionnaire will be communicated.

This plan is another attempt to better serve the Georgia Southern community.

For questions, please contact Nancy Whitfield at 478-0628 or nwhitfie@georgiasouthern.edu.



Last Chance Career Fair

The Student Employment Center is partnering with Career Services on their Last Chance Career Fair which will take place April 30, 2015 from 2 PM to 5 PM in the Russell Union Ballroom. Departments are encouraged to attend this event and hire student employees for the summer and fall semesters. To reserve a table, please visit <http://students.georgiasouthern.edu/career/registerpay-for-event/>.

There is no cost for internal departments to attend the event, so take advantage of this awesome opportunity. Contact Kyle Herman at kherman@georgiasouthern.edu or 478-7159 if there are questions or concerns.

Student Employee of the Month

Do you have an outstanding student employee? How do you show your appreciation?

Nominate them for the Student Employee of the Month award. Winners receive a plaque, a letter of appreciation from Dr. Keel, and have their picture and bio featured on the Student Employment Center's website. To nominate your student employee, visit <http://jobs.georgiasouthern.edu/sec/nomination/>.

Student Work Hours Reporting

The Student Employment Center is continuing to monitor the work hours of all student employees. Policy indicates that students can work up to 25 hours per week and up to 1300 work hours during a 12-consecutive month period. Please visit the below links to review the policies:

- <http://jobs.georgiasouthern.edu/pdf/2153%20Student%20Employment.pdf>
- http://www.usg.edu/hr/manual/employee_categories

We appreciate your diligent efforts to remain compliant.

For questions, please contact Brad Mair at 478-7158.

Affordable Care Act and Employment

The University is closely approaching the anniversary of the Temporary Policy implemented May 1, 2014. The policy states that:



"A temporary employee may not exceed 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Once a temporary employee has worked 1,300 hours or has been employed for 12 consecutive months, whichever comes first, the temporary employee must have a break in service of 26 consecutive weeks. Employment applies across all University Systems of Georgia institutions."

Currently, the Department of Human Resources is preparing reports to identify those employees approaching the 1300 hours and/or 12 months limit. Employees that reach the 1300 hours and/or 12 months limit must be terminated; however, these employees are encouraged to apply for benefited positions. Human Resources has scheduled meetings with hiring managers and temporary employees to discuss the policy and workforce needs.

For questions or concerns contact Jamie Thomas at 478-0520.

PeopleAdmin Tips and Tricks for the Staff Hiring Process

Below are a few tips and tricks that will help make the process of posting and recruiting for positions easier.

Position Summary:

- The position summary should be a brief description of the vacant position and the duties that the position performs. The summary may include things such as work hours, traveling requirements, and essential functions. This field may be edited to fit the need of the department as the hiring manager is creating the posting in PeopleAdmin.

Classification Title:

- Make sure the classification title is correct when selecting the position for posting. While this should not be a frequent occurrence, it sometimes does occur. If the classification title does not appear to be correct, contact Employment Services before submitting the posting so that any errors may be corrected at the beginning of the process.

Watch List:

- Hiring Managers have the ability to add postings to their Watch List. If the department frequently fills positions, this watch list may become very extensive. It is a good idea to clear out the watch list periodically to ensure that current postings are easily accessible.

Create Saved Searches:

- A posting may be accessed by the Watch List or through the "Postings" tab. Creating saved searches under this tab will help hiring managers easily locate postings.

For directions on creating a search or any of the other items listed above, please contact Heather Bradley at 478-7727.



Staff Council Newsletter

**Monthly
Staff Council Meetings**
April 17
May 15

Staff Council Members

- Kendria Lee, Chair
- Michele Martin, Chair-Elect
- Bo Galvin, Past-Chair
- Tifani Pool, Secretary
- Patrick Robertson, Parliamentarian
- Karen Nunnally, Treasurer
- Debbie Tyson
- Kristine Yager-Rushton
- Julie Ogburn
- Christopher McBride
- Brenda Aytes
- Karen Nunnally
- Suzanne Tatum
- Nikki Collins
- Robert Hisey
- Bert Lensch
- Erin Shuman
- Dr. Ale Kennedy, Advisor

Questions, Comments, Suggestions?

If you have any ideas, suggestions, questions, or comments, please feel free to contact your division Staff Council representative or email Staff Council directly at StaffCouncil@georgiasouthern.edu

Staff Council Elections

Staff Council is looking for motivated, articulate, dedicated leaders to serve on the Georgia Southern Staff Council as At-large members. Join this diverse group, comprised of employees from all the University divisions, who want to make a difference in our campus community. Here is your opportunity to experience governance, interact with other divisions on campus and university leadership, and represent Georgia Southern staff on a variety of employment topics.



Elections will be comprised of a two part process:

Staff Council Member Nominations:

When: Monday, March 23, 2015 to Friday, March 27, 2015

What: Nominate a full-time staff member that you feel will make a difference! Self nominations are accepted.

How: A link to the Member Nomination form will be sent via campus ListServes (GSNews and GSInfo).

Staff Council Member Elections:

When: Monday, March 30, 2015 to Friday, April 3, 2015

What: Staff members will vote on the candidates which were nominated during the Member Nomination period by way of an online ballot. The staff member(s) receiving the most votes will be elected to a seat on the council for year 2015-2016.

How: A link to the Staff Council Member Elections form will be sent via campus ListServes (GSNews and GSInfo).

If you have any questions about the election process, please contact your Staff Council representative or send an email to: staffcouncil@georgiasouthern.edu

Random Acts of Kindness

In February, Staff Council had the opportunity to acknowledge Random Acts of Kindness by Georgia Southern staff members. We are proud to announce that approximately 130 staff members were nominated to receive this award. It was awesome to meet each of these individuals. We look forward to organizing this event again next year!



Upcoming Events — Save the Date!

Staff Council Scholarship & Book Award

Applications for the 2015-2016 academic year will be accepted in April (date TBA). Recipients will be selected via a name drawing and announced at the Staff Appreciation Picnic. The Staff Council Scholarship is available to dependents/spouses of current GSU staff members (employed full time) and seeking a degree from GSU. The Staff Council Book Award is available to GSU staff members (employed full time) who are enrolled and seeking a degree from GSU. More information will be announced via GSU ListServes.

2015 Annual Staff Appreciation Picnic

Spring is quickly approaching. Staff Council will be hosting the Annual Staff Appreciation Picnic on Thursday, May 14, 2015 at the RAC Pavilion. Please join us for great food and entertainment. There will be games, raffle items and much more. Be on the lookout for more information via the campus ListServes.

University Wellness



Stress Less

Do you ever feel as though you have so many thoughts you don't even know where to start? Do you sometimes allow yourself to get upset about "the little things"? If you answered yes to these

A clear mind is a more productive mind and who among us doesn't want to be more productive? A clear mind is also a peaceful mind. We begin to enjoy the things we are involved in more fully. The University Wellness Program is offering a time for you to relax on Thursdays at noon in Library 1300.



The Campus Farmers' Market makes its return on March 31 with a new location. We will be set up across from Lakeside Dining Commons 10am-1pm. We accept credit, debit, EBT, and cash. Mark your calendars for our spring dates.

Tuesdays, 10am-1pm

3/31

4/7

4/14

4/21

**Visit us @ recreation.georgiasouthern.edu/wellness/
for more information!**

Like "WellnessGSU" on facebook!