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**GEORGIA
SOUTHERN
UNIVERSITY**

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theResource

VOLUME 1, ISSUE 28

MAY 2015

Dear Staff and Faculty,

The 2014-2015 academic year, as well as the first year under the ACA is behind us!

The ACA has posed many challenges on the way we do business here at Georgia Southern University. We appreciate all of the managers who worked closely with Human Resources as their employees approached their 1,300 hours or 12 month marks. Of course many lessons have been learned; therefore, the Human Resources leadership team will be meeting next week to discuss methods to improve communication to better inform the campus on ACA, as well as preparing scenarios to offer guidance for managers when managing their student and temporary employees.

On another note, during the summer months many new staff and faculty members are hired to join the Eagle Nation family. Please help us engage these new hires by encouraging them to attend University training programs that will benefit them in their new roles. Many training workshops are listed in this newsletter. Also keep in mind that Human Resources can deliver customized training courses to your department all year round, especially during your summer departmental retreats/meetings.

This copy of the newsletter has a lot of information on training, benefits, and employment. Therefore, please take a moment to review the different articles in this newsletter including: upcoming Safety Week training opportunities, changes to the Employment posting process, and a copy of the revised Classification & Compensation Salary Equity workflow.

Lastly, Human Resources is in the process of creating a recognition tool kit, which will be available to managers to recognize and award their employees. Much more information will be coming soon.

Hope all of you have a safe, happy, and productive summer!

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

Do you want to recognize your employees?

We understand budgets are tight and resources can be limited so Human Resources is creating an employee recognition tool-kit for managers.

Surveys have shown that recognition for a job well done is a top motivator for employee performance. Recognition signifies a true appreciation and value in the individual. At GSU, our goal is to foster an environment that rewards exceptional performance and reinforces the core values of the University.

We are currently in the early stages of implementing an employee recognition program so if you have any ideas or suggestions please contact Jarmon DeSadier at 478-5171.



ADP Training

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

- June 18
9:00 to 10:30 AM
- July 16
9:00 to 10:30 AM
- August 20
9:00 to 10:30 AM

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.

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

All sessions above are held in the HR training room. To sign up, please visit [train-
ing.georgiasouthern.edu](http://training.georgiasouthern.edu).

Mitigating Risks of Camps, Clinics & Other Activities

Georgia Southern offers and hosts many camps, clinics, and other activities. Therefore, in order to ensure every minor that attends a Georgia Southern sanctioned event is safe, this workshop will focus on what the organizer or coaches must do to ensure they are compliant. The course will be facilitated by representatives from Legal Affairs, Human Resources, Audit and Advisory Services, and Public Safety.

- May 27
9:00 to 11:00 AM
Continuing Ed. 2911

To sign up, please visit [train-
ing.georgiasouthern.edu](http://training.georgiasouthern.edu).

GSU Safety Week

Safety is imperative for all employees of Georgia Southern University. Although we are highlighting safety during the week of June 22-26, we hope the information received and awareness gained will stay with you throughout the year. Human Resources has planned training and information sessions for the week as well as working with larger departments to provide more specific, departmental safety training programs. During safety week, you will become eligible for safety-oriented prizes by attending these training sessions. Below is a list of the campus-wide training opportunities:



Decreasing Workers' Compensation Claims

When: Monday, June 22nd from 9:00—11:00 AM
Where: Continuing Education Room 2911

- ⇒ What happens when a valuable employee is injured on the job? What are the responsibilities of the employer? How do you manage a workers' compensation claim as the employer? Is someone who is involved in a work related injury, while highly intoxicated, covered? You may be surprised. Would you know where to begin to answer these questions? To find out about trends in the workers' compensation arena, cost drivers and things you can to control some of the costs of your workers' compensation, this is a "must attend" session. This session will be led by Lisa Pratt of DOAS.

GSU Injury Reporting & Investigation Updates

When: Wednesday, June 24th from 9:00—11:00 AM or 2:00—4:00 PM
Where: Nessmith Lane Continuing Education Building Ballroom 1601-C

- ⇒ Representatives from Human Resources will be updating University supervisors and managers on policies as well as new forms needed when any employee is injured. These will be thoroughly covered with reasoning provided for each aspect of the forms. We want the supervisors and managers to leave with a full understanding of the updates and know this is a useful tool moving forward.

Creating a Safety Culture at Georgia Southern

When: Thursday, June 25th from 9:00—10:00 AM
Where: Nessmith Lane Continuing Education Building, Ballroom 1601-C

- ⇒ Developing a strong safety culture can have the greatest impact on incident reduction; everyone feels responsible for safety and pursues it on a daily basis. At Georgia Southern, the goal is to develop a culture of safety where students, staff, and faculty learn and work safely every day. This session will be led by our new Environmental Health and Safety Director, Kelly Close. Please take this opportunity to learn about creating a safety oriented culture as well as meeting and networking with Kelly.

To sign up for any of these sessions, go to training.georgiasouthern.edu.

GSU Safety Week Continued

Building a Better U eLearning Opportunities

Employees will also have the option of taking safety-centered courses through Building a Better U. We understand not all employees are able to leave their office or location to attend a face-to-face course, so we would like to provide you with an opportunity to for safety training. If you complete any two of the following courses, you will be given a Georgia Southern safety themed prize. These courses can be found by clicking on the “Commonly Used Courses” icon located on the Building a Better U home screen.

Course Titles:

- Slips, Trips, and Falls
- Sprains and Strains
- Back Safety and Injury Prevention
- Heat Stress Recognition and Prevention
- Computer Ergonomics
- Respiratory Protection
- Lockout/Tagout
- Forklift Safety Awareness
- PPE: Eye and Face Protection
- Scaffolding and Ladder Safety
- Foodservice Worker Safety
- Food Safety and Handling



**Reports will be run on these courses beginning June 29th to verify course completions.*

Pink Panel Day

On Friday, June 26th, Human Resources staff members will be walking around campus checking for pink panels and passing out copies. The pink panel serves as a notice to employees of their workers' compensation coverage by letting them know who to call when a workplace injury arises as well as notifying them of their rights as an injured employee. Our goal is to make sure all departments know where their pink panel is located and why it needs to be easily accessible.

Be on the lookout for HR representatives. When we come to your department, we hope you can point us to the location of your pink panel.

For copies of the pink panel or bill of rights, go to <http://jobs.georgiasouthern.edu/benefits/workers-compensation/>.

The Student Employment Center would like to thank the following departments for attending the Last Chance Career Fair:

- College of Education
- Performing Arts Center
- Eagle Dining Services
- Dean of Students
- University Store
- Office of the Registrar
- Business & Finance IT
- Russell Union
- Multimedia Services
- Human Resources
- Student Employment Center
- GSU ROTC

Also, we would like to thank the Office of Career Service for partnering with us and allowing internal departments to attend this event.



The Student Employment Center would like to congratulate Art Berger, Director of the Multimedia Development Center, for being selected as 2015 Student Employee Supervisor of the Year. The award was presented by Demetrius C. Bynes, Director of Employment Services, on Tuesday, May 14th as part of our week of activities during Student Employment Week. Mr. Berger is recognized for his dedication to fostering a learning environment for his student employees and furthering the mission of the SEC to provide experiential learning opportunities to Georgia Southern University students.

Staff Hiring Process Update

The Employment Services Unit has worked with the Human Resources Advisory Committee to review the staff hiring process. To ensure we meet the needs of our valued customers, the following changes have been finalized:

- Posting Forms must reach the Employment Services queue by **Friday at 12 Noon** if you wish to begin recruiting the following Friday. For example, if you wish to begin recruitment for your vacant position on the weekend of May 30, 2015, the Posting Form must be received by May 22, 2015 at 12 Noon.
- Once the Posting Form is received, you will receive recruitment recommendations from Jamie Thomas, HR Employment Manager. In order to attract quality candidates, hiring managers must ensure the vacant position is posted in the appropriate recruitment outlets. Also, our institution's affirmative action program (AAP) indicates that we will make good faith efforts to recruit to ensure diverse search pools.
- After the recruitment outlet choices are finalized, the hiring manager will receive an ad from Heather Bradley, HR Coordinator. Ensure the necessary edits are made and the ad is returned by **Tuesday at 5:00 P.M.** If you do not meet this deadline, then the posting of your position will be delayed and not posted that week.

*For questions, contact Heather Bradley at 478-7727
or Jamie Thomas at 478-0520.*

Staff Hiring – Search File Review

Once interviews are finalized for staff positions, hiring managers are required to submit the following documentation to Human Resources:



- Interview questions/responses
- Telephone Reference Check Forms (Use for at least the selected candidate. This form is located at <http://jobs.georgiasouthern.edu/facultystaff/forms/>.)
- Any other search documents (i.e. Evaluation Forms, Feedback Documentation, etc.)
- Recommended salary amount and start date

Note that this information must be sent to the following staff member:

- Demetrius C. Bynes – Exempt positions (monthly paid positions)
dbynes@georgiasouthern.edu
- Jamie Thomas – Non-exempt positions (biweekly paid positions)
jethomas@georgiasouthern.edu

Affordable Care Act and Employment

May 1st marked the anniversary of the revised Temporary Employment Policy. The University System of Georgia policy reads as follows:

“Temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:

1. A temporary employee is non-benefits eligible.
2. A temporary employee **does not** have an expectation of long-term employment.
3. A temporary may be full-time or part-time.

A temporary employee may not exceed a total of 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 USG institutions.



Frequently Asked Questions

What's the definition of a temporary employee?

- The University System of Georgia defines temporary employees as student employees, graduate assistants, and temporary employees (i.e. employees previously referred to as casual labor).

What happens when a temporary employee (i.e. employees previously referred to as casual labor) has been employed for up to 12 months or reached 1300 work hours?

- Temporary employees must be terminated after being employed for up to 12 months or 1,300 hours (whichever comes first).

How are the 12 months of employment counted?

- If an employee was actively working on campus when the policy went into effect May 1, 2014, their new start date for ACA reporting purposes became May 1, 2014. The employee was terminated no later than April 30, 2015. If an employee began working on a date after May 1, 2014, ACA reporting will be done based on his/her start date.

If student employees and graduate assistants are defined as temporary employees, how does this policy effect their employment?

- Student employees are considered temporary and include graduate assistants, institutional student assistants, and work-study student assistants. Student employees **may not exceed** a total of 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. Student employees can continuously work up to 1,300 hours during the ACA reporting period as long as they meet the definition of a student employee.

How does the policy apply if a student employee is switched to a temporary employee?

- Hiring managers are encouraged to hire individuals that can be employed in student positions (i.e. enrolled in 6 or more credit hours) as institutional student assistants. If the hiring manager insists on hiring the individual into a temporary position, then the employee's ACA reporting period will be considered and any hours worked during the period will be counted towards the 1,300 hour limit.

Can I hire an employee that previously worked with the University as a temporary employee?

- For temporary positions, hiring managers are encouraged to ask all candidates to confirm if he/she has been employed at Georgia Southern or any institution within the University System of Georgia. If so, then you can contact Jamie Thomas and ask that she provide guidance concerning this candidate's ACA reporting period. The hiring manager will need to verify how many hours the employee has left to work by USG and ACA standards and make a decision accordingly.

Who should I contact if I have questions about ACA and its impact on hiring?

- Student Employees regarding: Work Hours and ACA Reporting Periods – Brad Mair at (912)478-7158
- Temporary Employees regarding: Work Hours, ACA Reporting Periods, Hiring Individuals Previously Employed in Student Positions – Jamie Thomas at (912)478-0520

Please Remember!

As summer camps are approaching, please be sure all volunteers working with minors have completed a Background Investigation through Human Resources.

The Background Investigation Consent Form can be found at <https://docs.google.com/a/georgiasouthern.edu/file/d/0B65c1JYtRqReUF9XTGJsZmxEWjA/edit>. Turn this form into Human Resources upon completion.

For questions, please contact Courtney Jenkins at 478-5468.



Basic Talent Acquisition Put me in Coach! I'm ready to Play!

"I am convinced that nothing we do is more important than hiring and developing people. At the end of the day, you bet on people, not on strategies."
— Lawrence Bossidy, Former Chief Operating Officer, GE

The talent acquisition process involves not only posting a position and hiring a candidate; it also involves recognizing a need long before the vacancy appears. Successful athletic coaches utilize this strategy and identify talent and develop players to be a successful member of their team. Often times a player needs to grow and acquire more skills before they are placed in a game. These players are sitting on the "bench" ready to be called when the need arises. Much like a coach, hiring managers are able to build a "bench" by investing in current employees with mentoring, training, and development exercises. Employees should be free to converse with their supervisors regarding performance. In return, supervisors should be able to give feedback and stretch exercises to guide the employee in their progress and growth. Creating this bench gives the hiring manager confidence that he/she will be able to find qualified candidates when a position becomes available. Identifying the training and development needs within a department is crucial to the overall success of the department, and ultimately, the University.

There are going to be times when a hiring manager's "bench" has been depleted. That's the time to start looking for qualified candidates who can meet the needs of the department externally. Positions are posted with specified requirements. Sometimes a hiring manager's ideal candidate is someone with way more experience or education than is required for that position. If a candidate applies that meets that ideal, then that person should definitely be considered for employment. However, that perfect candidate is not always in the applicant pool. The hiring manager then needs to identify an applicant from the pool who *does* meet the minimum requirements and who *can* be successful with training and development. This does not mean settling or just placing a person in this position. It just means assessing applicants for transferrable skills and the ability to perform the job with the correct training.

For more information on Talent Acquisition and assistance with posting and screening applicant pools, please contact the Employment Services Unit in the Department of Human Resources.

For questions, contact Heather Bradley at 478-7727.



Class. & Comp.: Equity Adjustment Updates

The intent of equity adjustments is to provide consideration to critical and/or unusual pay administration problems. If a Hiring Manager believes that the current salary of an employee needs to be reviewed due to pay compression, or other extenuating circumstances, the manager may submit a request for an equity adjustment through the Human Resources (HR) Office of Compensation & Classification. With all requests for salary increases, a compelling argument must be made as to the reasoning behind increasing an employee's current salary through the justification on the Salary Equity Review Form. Equity adjustments will not be used as a means to reward performance. Please reference Policy # 2250 for additional information on salary equity requests.

1. Department: Hiring Manager submits a Salary Equity Request to Class & Comp Tips: Have org chart, approved funding, and updated resume	2. HR: Class & Comp reviews and researches the request. Makes recommendation to Hiring Manager. See notes below.	3. Department: Hiring Manager reviews recommendation. Accepts/Denies. Returns Recommendation Approval Form to Class & Comp	4. HR: Class & Comp instructs Hiring Manager to complete the Personnel Action, if recommendation accepted. (See notes below, if recommendation denied.)	5. The Hiring Manager will submit a Personnel Action Form, with the recommendation attached, to the VP of their division for approval. The VP approves action and forwards the form to Budgets. Budgets forwards the action to HR for modification in ADP.
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1. The Hiring Manager should complete the Salary Equity Review Form and submit it to the Office of Class & Comp. This form is located on the HR website under Compensation.
2. Class & Comp will receive the request and communicate receipt to the Hiring Manager. Class & Comp will conduct research prior to making a recommendation. In order for this process to be thorough, it may take up to 10 working days. All requests are reviewed in the order they are received by Class & Comp.

Class & Comp submits its recommendation of the request to the Hiring Manager via email. A Recommendation Approval Form is also submitted to the Hiring Manager for verification.

3. The Hiring Manager will review the recommendation and indicate its acceptance or denial by completing the Recommendation Approval Form and returning it to HR. If the Hiring Manager does not accept the recommendation, an additional conversation is warranted between Class & Comp and the Hiring Manager.
4. Once a recommendation is approved by the Hiring Manager for an equity adjustment, the Hiring Manager will submit a Personnel Action Form, with the recommendation attached, to Hiring Manager's respective Vice President. Once approved by the Vice President, the form will be forwarded to the Budget Office, and then to HR. HR will record the personnel action in ADP.

Notes:

- A **resume** or work history is required by Class & Comp for all salary equity reviews. (Feel free to use the resume template located at <https://docs.google.com/a/georgiasouthern.edu/file/d/0B65c1JYtRqReZy1rbWYwcVJ2TFE/edit>.) To avoid delay, try to obtain a copy of the employee's resume prior to this step. An **updated organizational chart** is also required to show where the incumbent's position fits in the organizational structure and to determine if a salary adjustment impacts other similarly situated employees within the department. Class & Comp must have the **authentic job offer letter** from the outside organization to process a request to retain an individual who has received a **bona fide job offer** extended by the outside organization.
- If in its findings, Class & Comp determines that a reclassification and salary change are warranted, the Hiring Manager will be notified and instructed as to the next steps in the process.

For questions, please contact Nancy Whitfield at 478-0628.



New Eagle Perk Vendor

Human Resources would like to welcome Medi-Weight Loss Clinic to our employee perk program. All faculty and staff get 20% off all services, including initial assessments and weekly visits. This is a medically supervised weight loss program, tailored to your individual health and medical requirements.

For questions, please visit <http://www.mediweightlossclincs.com/locations/statesboro/> or call 681-6334.

- *FREE consultations*
- *On average, participants lose 6-8 lbs the 1st week and 2-3 lbs each week thereafter.*
- *The Statesboro clinic has helped people lose over 8500 pounds, with more than 500 of those being GSU faculty and staff.*



WHAT IS A BENEFICIARY AND WHY DO I NEED ONE?

Since all employees have a retirement plan and life insurance at Georgia Southern University, it is very important to know what, who and why you have a beneficiary. A Beneficiary is a person or persons that you name that upon your death will receive your retirement plan or your life insurance proceeds. You may name a Primary Beneficiary and a Secondary Beneficiary. The Primary Beneficiary is the person that you would receive the proceeds upon your death. The Secondary Beneficiary is the person that would receive the proceeds upon your death IF the Primary Beneficiary had predeceased you. It is important to review your named beneficiaries each year and update them if necessary.

Basic Life and Supplemental Life Plans

The Beneficiaries for your Basic Life and Supplemental life plans can be found on the ADP Portal under Benefits. The Benefits Summary will indicate who you have named as your beneficiaries. You also receive this information each year on your benefits worksheet during Open Enrollment. A "Will" does not override what you have named in the ADP system.

The Benefits staff would like to take this time to remind you that having a minor/child is not a very good idea to name as a beneficiary. It is allowed, however, it usually results in delays and complications when processing the life insurance upon your death. The minor/child would not be given the money directly, but the proceeds would actually go to the parents named guardian. This guardian would have to be named by the Court System.



Retirement Plans

As an employee, you will either have the Teachers Retirement System of Georgia or the Optional Retirement Plan. Both of these plans require that you name a Beneficiary. Again, even though it is allowed, it is not a good idea to name a minor/child as a beneficiary.

If you are enrolled TRS, you would need to go online at www.trsga.com and name your beneficiary for this plan. I will encourage everyone in TRS to visit the website and review your beneficiary information. We have recently found that a number of employees do not have anyone listed as a beneficiary in TRS. This would create a problem for your loved ones should you decease. The loved one would have to obtain proper documents through the Court System to access this money upon your death if a beneficiary is not named.

If you are enrolled in the Optional Retirement Plan, I would encourage you review your beneficiary information with your investment company.

Should you have any questions, please contact the HR Benefits unit at 478-0854.



#chooseyourday



100 days of
SUMMER
100 days of
hope



Georgia Southern Cares Blood Drive

Sponsored by
**Georgia Southern University
Faculty & Staff and Facilities Services**

**Thursday, June 18
9:00 am - 3:00 pm**

Williams Center Multi-Purpose Room

To sign-up contact Jarmon DeSadier with Department
of Human Resources at **912-478-5171**,
or **Chris Killgo** with the Facilities Services at **912-
478-1384**, ckillgo@georgiasouthern.edu

Keyword for online appointment scheduling: **gasou**

Blood is especially needed this time of year. Please schedule your donation today.

  1-800-RED CROSS | redcrossblood.org | Download the Blood Donor App



Staff Council Newsletter

Monthly Staff Council Meetings 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
- Jasper Stewart
- Tabitha Irvin
- 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

Spring is an exciting time for Staff Council. Last month we held General and Executive Committee Elections. We were honored to receive such an overwhelming expression of interest in Staff Council during the General Election.

General Election Results

Please join us in welcoming the following staff members to your Staff Council. Their two year term will begin August 1, 2015.

- Paul Reaves, IT Services
- Debra Francis, Payroll
- Tim Stahl, Business & Finance IT
- Peyton Fuller, Research Accounting
- Lee Elbracht, Housing

Welcome to you all! We look forward to partnering with you!

**THANKS
FOR VOTING**

Executive Committee Election Results

The Executive Committee elections went very well. We are very excited. Change is always good and we cannot wait to see what the 2015-2016 year will hold for not only Staff Council but for all Georgia Southern staff members!

Meet your 2015-2016 Staff Council Executive Committee:

- Michele Martin, Chair
- Brenda Aytes, Chair-Elect
- Erin Shuman, Secretary
- Nikki Collins, Parliamentarian
- Kendria Lee, Past-Chair
- Dr. Ale Kennedy, Advisor

University Wellness



SUMMER WELLNESS OPPORTUNITIES

RAC Group Fitness Term A Schedule

TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
7:00 - 8:00			YOGA	
12:00 - 1:00	YOGA	CYCLE 45	CYCLE 45	YOGA
4:30 - 5:25	CYCLE & CORE	YOGA	HIP HOP JAM	HIIT FIT
5:30 - 6:30	SUMMER BREAK BOOT CAMP	TOTAL BODY BLAST	SUMMER BREAK BOOT CAMP	YOGA
	YOGA		PILATES	CYCLE 60
				ZUMBA
6:30 - 7:30	CYCLE & TONE	PILATES	CYCLE & CORE	
6:35 - 6:55	AWESOME ABS	AWESOME ABS	AWESOME ABS	AWESOME ABS
7:00 - 8:00	ZUMBA	HIP HOP JAM	CARDIO KICK	
	YOGA	CYCLE 60	YOGA	



Statesboro Mainstreet Farmers Market

While the Campus Farmers Market is away, take in the sights and sounds of the Statesboro Mainstreet Farmers Market downtown on Saturdays 9am-12:30pm. The market is held in the Sea Island Bank parking lot and sells an abundance of produce including lettuce, fruit, carrots, potatoes, corn, squash, and much more. Give back to your local economy while eating nutrient dense food at affordable prices by “thinking outside the store”!

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

Like “WellnessGSU” on facebook!