



# HR & YOU



Human Resources

August 5, 2013

## Director's Corner

Whoever said time flies, wasn't kidding. After completing my first year at EIU as your new HR Director, the new semester is just around the corner. It's amazing how quickly the time has gone by. However, in spite of this, Human Resources continues its quest to bring the EIU community best practices, improved efficiencies and programs that enhance our employee's experience.

We know that in order to make this a reality, we have to continue working hard in developing programs and processes that meet your everyday needs. One area that we have embarked on is reviewing and refining each unit's mission. Staff is working hard to refocus on why they exist, in an effort to better serve you.

As I look back over this past year, the following are just a few of our accomplishments:

### Benefits Office

Centralizing of FMLA administration.

Automation of the summer sick leave calculations.

Automation of the on-line Flex Form.

Years of Service Celebration.

Employee Benefits Fair.  
Revision of IGP 7.1 FMLA and IGP 6.0- Sick Leave.

### Employment and Examinations

Implementation of a new on-line applicant system.

Expanded testing hours.

Creation of Extra Help referral registers.

Electronic transmittal of all interview information to hiring departments, via the On-line Application system or Panther file.

Automation of the employee address change notification process.

We have also initiated the automation of other processes, such as the Benefits Payout, Name Change notification, and Exit Checklist processes for separating employees.

Improve examination security. Installed security cameras at each testing station to provide recordings of applicants' activities, while also ensuring security of the examination itself.

Expansion of recruiting efforts without an increase in expenditures, which is expected to improve both the quality and the diversity of our applicant pool, especially for technical and otherwise hard to fill positions.

### Training and Development

Launched Owning the EIU Experience a focus workshop for Enrollment Worx committee.

Launched Mandated Reporting Training.

Launched Scale it Down and Steps it UP Wellness programs.  
FMLA Training for Supervisors.  
15 sessions of the Leading Edge.

### Worker's Compensation

Conversion to a new third party provider – TriStar to better facilitate the management of workplace injuries.

### Development of the HR Newsletter

### Classification/Compensation

HR will continue to review pay issues to ensure fair and equitable salaries.

We invite your input and recommendations so we can create an environment that will foster collaboration and cooperation as we work towards making EIU an "Employer of Choice."

Best wishes for success as you start the new academic year!

Reminder: Summer Hours end this Friday, August 9, 2013

**Be sure to direct your department's student workers to payroll as soon as they report for duty!**

# Spotlight on HR's Employment Office

## What is the Employment Office?

The Employment office is responsible for the accuracy and security of personnel information in our Banner system which is used to track employment history and ensure proper pay. This office is responsible for the proper implementation of a wide variety of Federal and State laws, including State University Civil Service System rules and regulations, Board of Trustees regulations, and various Internal Governing Policies. We strive to provide you with accurate information to assist you in adhering to these guidelines and statutes. Employment is your point of contact for all employment issues.

## Meet Your Staff

Serving all EIU departments and employees is the Employment Office with team members Carol Galey, Cindy Maples, Nina Milliner, Julie Wilkerson, and Sandy Bowman. Although, in most cases, anyone can assist you, we do have our specialties.

Carol and Cindy primarily process Faculty and A&P employees' pay information into Banner, work with new as well as exiting employees in these categories, and assist employees with issues that may impact pay. Ensuring you are paid according to the contract and pay

spreads are their specialties.

Nina and Julie work primarily with Civil Service issues. Nina specializes in seniority, leaves of absence, updating personnel information, and working with exiting employees, while Julie specializes in recruiting, filling vacancies, orienting new Civil Service hires, temporary upgrades, employment verifications and address changes.

Sandy works with Banner access, reports, and working with Departments. We are all able to assist you when a primary team member may be otherwise occupied, so don't hesitate to give us a call or stop by for help. We will always do our very best to answer your question or satisfy your need.

## EIU Employment Office Responsibilities

EIU employs many different types of employee groups, such as Faculty, Administrative, Civil Service, and Extra Help. Each group requires different protocols with regard to how they are hired, paid, and managed.

Employment takes the lead for all Civil Service hiring including Extra Help. We review (screen) applications to ensure applicants meet the qualifications established for each job. Once they are qualified, our Examinations office administers the appropriate Civil Service Examination and places them on the classifi-

cation register according to their score. The order on each register determines who will be offered an interview when a vacancy occurs. We work with the hiring department to determine advertising or recruiting needs for their vacant positions and then contact the most highly qualified applicants for interviews. We serve as the liaison between the hiring department and the applicants to coordinate interview appointments and provide applicant information for hiring departments to review. Once the hiring department has made their choice, we notify the selected candidate with the offer of employment and assist with salary negotiation, if any.

In the case of Extra Help, we maintain lists of qualified and interested applicants for departments to review when the need for temporary extra help arises. We ensure Extra Help employees do not substitute for hiring status Civil Service employees when appropriate.

Before employees begin work, we ensure proper papers are signed, background checks are conducted, and pre-employment physicals are completed, if needed. When employees leave EIU, we again ensure proper papers are signed and all matters have been addressed in an appropriate manner.

Contact [eiu\\_employment@eiu.edu](mailto:eiu_employment@eiu.edu) or 581.3463 with questions.

## NEW EMPLOYEE ORIENTATION SCHEDULED FOR SEPT. 12

Training and Development offers a New Employee Orientation program every three to four months that is designed to provide general information regarding university operations, policies and procedures, performance expectations, and development opportunities. The program equips the new employee with the information to begin their career at EIU by providing an understanding of how their

role impacts the University's overall success. A campus tour and lunch are included. The orientation is open to all new employees; however, Faculty Development Office has an orientation specifically for faculty. The next orientation is scheduled for September 12, 8:30 – 4pm, Arcola/Tuscola room. A website is dedicated for new and current employees which provides a host of tools and resources and

also registration for the upcoming program:

<http://www.eiu.edu/humanres/training/NewEmployeeOrientation.php>

New Faculty Orientation is scheduled for August 14, 2013 from 8–4:30. More information can be accessed at the following website: [http://www.eiu.edu/facdev/newfaculty\\_orientation.php](http://www.eiu.edu/facdev/newfaculty_orientation.php)

In 1986, in an effort to control illegal immigration, Congress passed the Immigration Reform and Control Act (IRCA). IRCA forbids employers from knowingly hiring individuals who do not have work authorization in the United States.

Individuals who may legally work in the United States are: citizens of the United States; non-citizen nationals of the United States; Lawful Permanent Residents and Aliens authorized to work. To comply with the employment eligibility verification provisions an employer must:

-Verify the identity and employment authorization documents of employees hired after November 6, 1986

-Complete and retain a Form I-9 for each employee hired after November 6, 1986

-Refrain from discriminating against individuals on the basis of actual or perceived national origin, citizenship or immigration status

The Form I-9 is an employment verification tool brought about by IRCA. It helps verify whether individuals

are authorized to work in the United States. Employers who knowingly violate or circumvent the Form I-9 process, or anti-discrimination requirements may be subject to civil and/or criminal penalties. The use of a new version of the Form I-9 (Rev. 03/08/13) became mandatory on May 7, 2013. All prior versions can no longer be used.

A Form I-9 must be completed each time any person is hired to perform labor or services in the United States in return for wages or other remuneration. Remuneration is anything of value given in exchange for labor or services, including food and lodging. The employee completes Section 1 of Form I-9 at the time of hire. "Hire" means when employment in exchange for wages or other remuneration begins. The time of hire is noted on the form as the first day of employment. Employees may complete Section 1 of Form I-9 before the time of hire, but no earlier than acceptance of the job offer.

There were many changes made to the new Form I-9 such as: The form is now 2 pages long, with 7 pages of more detailed instructions and a num-

ber of format/stylistic changes. New fields have been added for employees to record telephone numbers and e-mail addresses, but these fields are optional. Terminology has been changed in an attempt to make the form more user-friendly and gender-neutral. Only the employee should complete Section 1, so it should not be prepopulated. A stop sign has been added at the end of Section 1 to help prevent employees from completing Section 2. The Lists of Acceptable Documents have been updated to make the rules regarding "restricted" Social Security cards clearer, specifically stating that employers must not accept cards that say "not valid for employment," "valid for work only with INS authorization," or "valid for work only with DHS authorization."

The new Form I-9 and the revised M-274 Handbook for Employers are available on the U.S Citizenship and Immigration Services (USCIS) website. For questions on how to correctly complete the Form I-9, please contact the Human Resources Employment Office in 2020 Old Main, 581-3463.

## Group Benefits Orientations for New Employees

The month of August is a busy time as the campus prepares for the new fall semester. The Benefit Services Office always looks forward to this time as well as we get the opportunity to meet new faculty members and employees as you prepare for new careers and/or appointments.

Due to the number of new employees that arrive during the month of August, the Benefits Services Office arranges Benefits Orientation Sessions that allow us to meet with larger groups of employees to deliver information regarding insurance, paid time off benefits, and much more information. As a new employee you have 10 days from the date of your contract start date to enroll in your customized benefit package. After 10 days and without hearing from you, you will be defaulted into the Quality Care insurance plan. This may not be the best plan for you and/or your family, so attending one of these enrollment sessions is very important to ensure you are enrolling in the health plan that is most appropriate for you. This year, Benefits Orientation sessions have been scheduled for the following dates/times:

Thursday, August 15<sup>th</sup> 10 am – 11:30 am

Thursday, August 15<sup>th</sup> 1 pm – 2:30 pm

Friday, August 16<sup>th</sup> 10 am – 11:30 am

All meetings will be held in Booth Library, Room 4450. Seats at each session are limited, so please call as soon as possible to reserve a seat for the date and time that best fits your schedule. Reserve your place by calling 217-581-5825 or by e-mailing us at [benefits@eiu.edu](mailto:benefits@eiu.edu).

Certain documentation is necessary if you are enrolling dependents. Please click here <http://www.eiu.edu/humanres/benefits/newemployee.php> for information you should bring to the meeting.

From the staff of the Benefits Office, **WELCOME to EIU** and we look forward to meeting you soon!!!

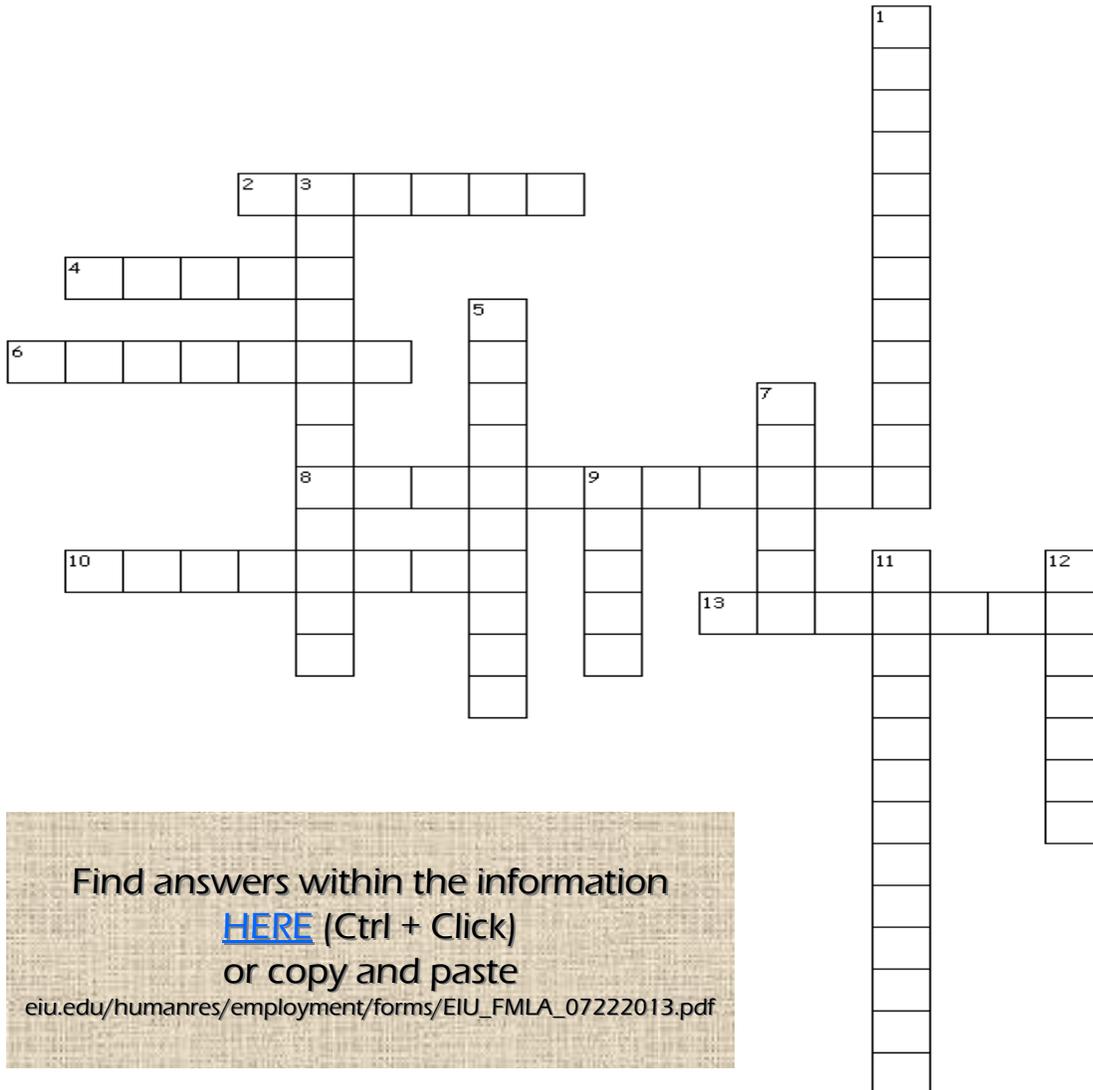
# Facts about FMLA

Across

- 2. The 1,250 hours worked must be \_\_\_\_\_ time worked and does not include leave taken
- 4. One qualifying factor - An employee must have worked for the employer for at least twelve months over the past \_\_\_\_\_ year period
- 6. FMLA should be used for your own \_\_\_\_\_ health conditions or those of qualifying family members
- 8. Employees rights to FMLA
- 10. \_\_\_\_\_ exigencies allow for 26 weeks leave in a year
- 13. A medical \_\_\_\_\_ from your doctor is needed to return to work after your own condition

Down

- 1. \_\_\_\_\_ use of FMLA time allows you to take it hours, days, or weeks at a time as needed (rather than one continuous block)
- 3. At EIU, paid leaves are taken \_\_\_\_\_ with FMLA, not before or after (some exceptions apply)
- 5. Working 1,250 hours in the past twelve months is one \_\_\_\_\_ factor
- 7. Number of weeks leave allowed within one year for most employees (one noted exception)
- 9. You can find a dedicated website to FMLA regulations through the Department of \_\_\_\_\_
- 11. Needed to verify your condition or the condition of your qualifying family member
- 12. Family & \_\_\_\_\_ Leave Act of 1993



Find answers within the information  
[HERE](http://eiu.edu/humanres/employment/forms/EIU_FMLA_07222013.pdf) (Ctrl + Click)  
 or copy and paste  
[eiu.edu/humanres/employment/forms/EIU\\_FMLA\\_07222013.pdf](http://eiu.edu/humanres/employment/forms/EIU_FMLA_07222013.pdf)

**HUMAN RESOURCES**

Director's Office, 2010 Old Main, 581.3514  
 Classification/Compensation, 581.3816  
 Training & Development, 581.8415  
 Workers' Compensation, 581.7835  
 Employment/Exams, 2020 Old Main, 581.3463  
 Benefits Services, 2031 Old Main, 581.5825



Congratulations to Sandy Bowman, Assistant HR Director, who will be retiring at the end of the month. Your service to the university is greatly appreciated!



"Education is the ability to listen to almost anything without losing your temper or your self-confidence."

Robert Frost

Welcome Back,  
 Students of EIU!

# August 2013

**Sun      Mon      Tue      Wed      Thu      Fri      Sat**

				1	2	3
4	5	6* Extended Civil Service Testing	7	8 Dealing w/Difficult People workshop	9 Last Day of Summer Hours	10
11	12 Monthly 8 Payroll Due New Employee Orientation	13 BW 17 Payroll Due	14 New Faculty Orientation	15 Group Benefits Orientations & Move-In Day	16 Group Benefits Orientation	17
18	19 Back to School!	20* Extended Civil Service Testing	21	22	23	24
25	26	27 BW 18 Payroll Due	28	29	30	31* Extended Civil Service Testing
SEPT 1	SEPT 2 Labor Day Holiday					* - denotes extended civil service testing days