

Human Resources & Payroll News

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Husky Hire your gateway to UConn careers!

Husky Hire, the University's new employment application **WEB portal** was released to our applicant community on July 9, 2010! Husky Hire provides applicants with the ability to create an online applicant profile; search for job openings; create and submit application materials; and view their application history. Applicants may also receive email notifications to confirm receipt of application materials as well as email notifications when jobs in identified job families are posted. To assist applicants, Human Resources has two computer **kiosks** available for applicants to use to apply for job postings as well as resources available to answer questions regarding the new Husky Hire system.

Husky Hire, together with the Recruitment and Search Application (RSA) Version 2, form a comprehensive electronic recruitment and applicant system that has been designed to further streamline the recruitment and search process, and to reduce costs and save resources.

Husky Hire and RSA v.2 reduces the amount of paper used for reviewing applications by providing hiring managers, search administrators and search committee members with around-the-clock **electronic** access to applicant information

including Curricula Vitae (C.V.s)/resumes and related applicant materials. The new system also **minimizes search administrators' data entry** of applicant information, and **streamlines the approach** to managing search information and documentation in support of the Office of Diversity and Equity's institutional obligations.

Other significant highlights of the new system include:

- Ability for applicants to self disclose demographic information
- New and improved tools for hiring managers, search administrators and search committee members to more effectively and efficiently screen applicants
- Enhanced reporting capabilities for hiring managers and search administrators

As we continue to enhance our new electronic recruitment system and streamline business processes, we welcome and encourage feedback and suggestions from the campus community.

Feedback, suggestions and questions regarding the new system can be directed to [Kimberly Mattessich](#) or Phone: (860) 486-3033.

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Did you know that October is National Work & Family Month?

Work/Life Week will be recognized at UConn from October 4-8, 2010

In support of faculty and staff, and from feedback from employees that attended our **1st Work/Life Expo** last April, we are pleased to announce:

The 2nd annual WORK/LIFE EXPO to be held on Thursday, October 7 from 9am - 3:00 pm.

At lunch hour during Work/Life Week HR plans to offer various demonstrations and seminars that may help you with your Work/Life. The 2nd annual Work/Life Expo, held on Thursday, will be based on health, wellness, benefits and services that are available to all employees that can enhance your professional and personal lives. The Expo will feature over 50 service providers in the Student Union. Be on the lookout for other announcements via email, the Work/Life website, HR website and posters as we get closer to October. If you have any questions or would like to provide appropriate suggestions, contact [Vicki Fry](#) or [Pam Heath-Johnston](#).

Membership Advantages from Your Healthcare Plan

When you are at your optimal health, you feel better, your productivity increases, and your healthcare costs are lower. That's why each of the medical carriers under the State's Healthcare Plan offers its members discount programs on a wide range of health and wellness products and services.



UnitedHealthcare Oxford Members – Healthy Bonus and Health Allies programs provide discounts and special offers to help

you stay healthy while saving money on weight loss programs, fitness products, nutrition products and publications, and more. All materials about these member discount programs, as well as other useful resources can be found at www.oxhp.com/stateofct under Important Enrollment Materials.

Anthem Blue Cross and Blue Shield Members – [Special Offers@Anthem](#) provides members with discounts on all kinds of healthy living products and services, including weight loss programs, fitness club memberships, fitness equipment, coaching, allergy products, acupuncture, massage therapy, Barnes and Noble, and baby products and supplies. Visit the [Anthem website](#) for more information.



If you have questions about your healthcare plan, contact the carriers directly at:

UnitedHealthcare Oxford
Anthem Blue Cross and Blue Shield

1-800-760-456
1-800-922-2232



Political Activity

As we approach the election season, you are reminded that the provisions of CGS §5-266a, and the University Code of Conduct as well as federal law, govern political activities of state employees. You can access [CGS §5-266a](#), which outlines in detail the provisions governing such activity as well as the [Code of Conduct](#).

University employees cannot engage in partisan political activities while on state time or use University resources for the purposes of influencing a political election while being paid by the State of Connecticut.

We have been asked whether postings on bulletin boards asking for donations to political campaigns are permitted. Such postings would violate CGS §5-266a (a) (2). As such, they should be removed. We have also been asked about whether employees can wear political buttons, clothing, etc. indicating their support of a particular candidate. The wearing of such items would also violate CGS §5-266 (a) (2). Those employees who engage in activities which violate CGS §5-266a would be subject to disciplinary action.

Contact Labor Relations at (860) 486-5684 with any questions.



#1 - Avoid heat stress illness by drinking one cup of cool water every 15-20 minutes (ideal heat stress conditions = temperature over 85 & relative humidity).

What Should You Do if You are Injured on the Job?



If you are injured on the job, you should immediately report the injury to your supervisor and seek medical treatment if

necessary. Treatment must be provided by a medical provider within the State's managed care network, Prime Health Services. You can access a list of medical providers by going to the [Payroll website](#), or by calling Prime Health Services at 1-866-348-3887.

Your supervisor must report a workplace injury within 24 hours by calling 1-800-828-2717. He or she must also complete a "DAS First Report of Injury Form WC-207" and send it to the Payroll Department via campus mail, at Unit 2111, or via fax (860) 486-6510.

If you choose to seek medical attention for your injury, it is your responsibility to provide work status reports and other medical documentation related to ongoing treatment, to the Workers' Compensation Administrator. If the medical provider places you out of work due to the injury, it is your responsibility to immediately notify your supervisor *and* the Workers' Compensation Administrator at (860) 486-2279.

Further questions regarding this process can be directed to [Lisa Annis](#) at (860) 486-2279.

Form I-9 Tip Corner

Do you know the difference between reverifying and updating the Form I-9?



When to Update:

Hiring departments may update a form I-9 by completing block B of Section 3 (date of rehire), and signing and dating the form if:

1. The employee is rehired within three years of the date in which the form was originally completed and
2. The employee is still authorized for employment on the same basis as previously indicated on the original form I-9

When to Reverify:

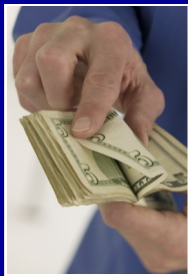
Hiring departments can reverify a form I-9

by completing block B of Section 3; recording the new document title, document number, and expiration date in block C; and signing and dating the form if:

1. An employee is rehired within three years of the date in which the form was originally completed, or
2. A returning or current employee's work authorization has expired. Please note that a current employee's form I-9 should be reverified prior to the expiration of the work authorization

Please note that the current version of the I-9 (available on the Payroll website) expires on 8/31/2012. If the employee's original I-9 is an older version, updating or reverifying is not permitted. In this case, a new I-9 must be completed in its entirety. If you have questions regarding the form I-9 or would like to set up I-9 training, please contact [Karla Desjardins](#) at call 860-486-5763. Additional information regarding completing the form I-9 can be found in the [USCIS Handbook for Employers](#).

Salary Equity Reviews



Salary equity reviews for non-teaching professionals are conducted to measure equitable compensation relationships between employee salaries within a specific functional level. Salary equity reviews are not intended to be used as mechanisms for

rewarding performance; compensating for additional work or increased volume; or compensating for competence, qualifications and overall ability.

All requests for salary equity reviews must be requested by a manager outside of the bargaining unit and need an appropriate justification for the request. If a manager believes there is an inequitable relationship between one employee's salary and other

employees in similar positions with similar years of experience, the manager may submit a written request to their designated HR Associate in Employment Services at Unit 5075. **Approved salary adjustments require a Payroll Authorization signed by an appropriate manager outside of the bargaining unit.**

How Long Should I Keep My Pay Stubs?



Do you shred your pay stubs as soon as you receive them? Do you dutifully file them in a folder to be reconciled with your W-2? Do you toss them, unopened, into a drawer? Everyone has his/her own style when it comes to personal records management; but, there are many reasons to keep an organized file of pay stubs on hand. You may be asked to produce pay stubs when applying for a loan or leasing an apartment. Pay stubs may be required during legal proceedings, or when establishing a bank account. The final pay stub of the year reflects all of your year-end tax information, and is available before your W-2 form is issued.

It is advisable to keep your pay stubs for at least one year. A year's worth of pay stubs reflects your personal history of pay adjustments as well as changes in deductions and tax withholdings. Once you receive your final stub of the year, you may shred the rest of that year's stubs or you may prefer to keep those stubs that reflect important changes (such as the addition of a dependent to your health insurance or a retroactive salary increase). However you choose to manage your personal records, we hope that you will consider the benefits of retaining your pay stubs.

TAX Corner



Mid-year Tax Withholding Assessment

Can you believe that tax year 2010 is more than half over? Now is the perfect time to review your federal and state tax withholdings in order to determine whether an adjustment to your W-4 form(s) is necessary.

The Payroll Department is not permitted to give tax advice, however, we are able to estimate how a potential tax status change will impact your withholdings. Please contact us at (860) 486-2423 if you have questions regarding how a revised W-4 form will affect your net earnings. Other tax withholding resources available to you are the IRS Tax Withholding Calculator and Paycheck City.

Social Security Maximum

The maximum Social Security wage base for 2010 is \$106,800.00. When employees reach this maximum wage base, they will cease to have social security tax withholdings until the first payment of 2011 (01/14/11).

FICA Exemptions for Students

Some student workers may notice additional taxes on their pay stubs this summer. During the summer months, student employees are subject to Social Security (FEDOASDI) and Medicare (FedMed) taxes unless they are regularly attending classes. If you have a student employee who believes that he or she has had these taxes withheld in error, please ask him or her to contact the Payroll Department, at 860-486-2423, for refund information.



#2- Take the stairs if you are going three floors or less... Get off the elevator two floors before your stop and take the stairs...Need a restroom break? Take the stairs to another floor.

ILP's LEADERSHIP TIP

Providing honest feedback on individual performance can be one of the least favorite aspects of being a supervisor, especially during difficult times. The natural tendency may be for supervisors to shy away from delivering constructive feedback. The problem with this approach is that clear, honest communication is what employees need most during times of ambiguity and change. Specifically, they need to know what's expected of them, how their performance is viewed and clarity on short and long term goals.

When conducting performance discussions:

DO: Value the employee. Start the conversation by validating what the individual contributes to your team and the organization. This is important because it frames the entire conversation. Ask the employee to identify their biggest areas of development. This will help you identify areas where you can provide targeted coaching.

DO: Provide **SPECIFIC** feedback for improvement. Focus on performance expectations and not the person. Review what the person actually said or did and the impact it had on you, others, and goals. Suggest an alternative action the person might use the next time. Explain why the alternative

Providing Honest Feedback during Tough Times

would be better and how it would improve performance. Ask open-ended questions to encourage the person to elaborate and to demonstrate that you do want to hear what the person has to say.

DO: Listen with full attention. Seek mutually identified solutions and try to agree on the areas to develop in the future. Make sure the responsibility for improving performance stays with the person who has to improve. Commit your support and reaffirm the employee's value.

DON'T: Ignore the problem thinking it will get better by itself, give vague feedback or feedback that cannot be supported with data or examples, say something was done well if you don't believe it was, guess about someone's motives, or use words like *always* or *never*.

This leadership tip was adapted from "Giving Feedback to Others" CWB Resource Group and Jack Stahl's "Six Steps to Effective Feedback."

For more leadership tips and information about the Interaction & Leadership Program (ILP) contact [Fran Murphy](#).

[Subscribe](#) to the Interaction & Leadership Program (ILP) announcements.



National Payroll Week is September 6-10, 2010

National Payroll Week was established to recognize and celebrate the hard work of America's labor force (156 million strong!) and the payroll professionals who pay them. According to the American Payroll Association; \$1.7 trillion is contributed, collected, reported and deposited through the payroll withholding system – equating to 71.9% of the annual revenue of the U.S.

Treasury. Making payroll happen at the University of Connecticut is a big task and we would like to thank our departmental liaisons who often go above and beyond to assist us in meeting our biweekly deadlines.

Happy Labor Day!



1 The Benefits of Direct Deposit

Direct deposit is available to, and recommended for all University of Connecticut employees. Payments made via direct deposit are timely and reliable, and the funds from direct deposit payments are accessible earlier than the funds from checks. Direct deposit protects against loss or theft of checks while saving you a trip to the bank each pay period. Employee who reside outside of Connecticut, or who work at regional campuses, are strongly encouraged to participate in direct deposit. Additional information regarding the advantages of [direct deposit](#) are available on the Payroll website.

2 Classified Performance Evaluations Due 9/15/2010

The deadline for submitting annual classified performance evaluations to Labor Relations is September 15th. Reminder notices have been sent to departments. Please visit the [HR Website](#) for [A Guide to Classified Evaluations](#) and for [evaluation forms](#). Please direct any questions to [Susan Bresnahan](#) or call 860-486-5684.

3 Remaining 2010 Furlough Days

There are two State of Connecticut furlough days remaining in the year 2010:

Furlough Day	Check Date
11/26/10	12/17/10
12/27/10	01/14/11

The ten percent furlough reduction may cause some employees to miss certain elective deductions such as 403(b)/457 contributions, credit union, etc. These deductions will not be taken if, after the reduction in gross earnings, there are not enough funds to cover the full amount of the deduction.

4 Retiree Health Fund Contributions

All employees with less than 5 years of eligible service (or less than 10 years of eligible service if hired after July 1, 2009) are having 3% deducted from their paychecks for Retiree Health Fund contributions. If you have questions about your length of eligible service, contact [Melody Noonan](#) or (860) 486-8056. If you have questions about the deduction, contact [Cheryl Berry](#) or (860) 486-0966.

5 International Students, Scholars & Faculty

With the Fall semester quickly upon us, many departments are in the process of hiring International Students, Scholars and Faculty. Did you know that the Payroll Department meets with these individuals to ensure they are taxed correctly? If your department is hiring a new International Student, Scholar or Faculty member, please have them email [Karla Desjardins](#) in the Payroll Department to schedule an appointment. Ms. Desjardins will assist with completing the necessary withholding forms. More information regarding the [taxation of Non-resident aliens](#) is now available.

6 State In-Service Training

ENROLLMENT NOW OPEN! The University administrative deadline for the submission of applications to Human Resources on AccessNow is **Monday, August 16, 2010**. The HR administrative deadline differs from the posted deadline in the DAS catalog. We do not use the late registration period. ...[more information](#)

7 CEUI (NP-2) Technical Training Courses

Submit applications to your departments by Monday, August 23, 2010. Departments must submit [online seat requests](#) to Human Resources by Friday, August 27, 2010. ...[more information](#)

Upcoming Events!



Support Group - Eldercare

Dementia

September 9th - 12:00 pm - 1:00 pm
Student Union, Room 320

Assistive Technology

October 14th - 12:00 pm - 1:00 pm
Student Union, Room 320

Lunch and Learns 12:00 pm - 1:00 pm

Commuting & Rideshare Information

September 14th - Student Union 304B

"Just Move"

September 15th - Hawley Armory

Your Personal Safety

September 16th - Student Union 304C

Volunteerism

September 21st - Student Union 304A

Mindful Eating

September 28th - Student Union 304C

Stress of Balancing Family & Work

September 30th - Student Union 304A

Employee Stress in the Workplace

October 12th - Student Union 304A

Tools for Maintaining a Healthy Body Weight

October 28th - Student Union 304A

Seminars

Personal Productivity

September 22nd & October 19th - Student Union 318/319

EAP as a Supervisor/Manager Tool

October 12th - Student Union 304A

Workplace Violence

October 21st - Student Union 104

Beyond Paycheck to Paycheck

October 26th, November 2nd & November 9th
Student Union 104

QPR: For Suicide Prevention

October 27th - Student Union 104

Announcing a New Caring About "U"Conn Program:

The Friends and Family Plan

Beginning this Fall, Human Resources and the Rainbow Center are pleased to announce and support the monthly Friends and Family Plan program which offers opportunity for discussion and support for those who've recently had a friend and/or family member who may have come out about their sexual orientation and/or gender identity. The Friends and Family Plan allows for an open discussion about feelings and thoughts, the coming out process and resources. It will meet every first Thursday of the month at the Rainbow Center, 403 Student Union from Noon-1:00. The first discussion will be on Thursday, September 2, 2010, facilitated by Fleurette King, Director. Faculty, staff, students and community members are welcome to attend. Feel free to bring your lunch.

For more information please contact
Pam Heath-Johnston

New Employee Orientation

August 13th & August 27th
September 10th & September 24th
October 8th & October 22nd
9:00 am - 12:30 pm
Human Resources Brown Building
Depot Campus
Please check in at the front desk upon arrival.

[More Information](#)

Need an Accommodation?

To request an accommodation under the Americans with Disabilities Act (ADA), to attend any program course or session listed in this newsletter, University employees are encouraged to contact [Human Resources](#).



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