Welcome!

The Department of Human Resources, in strategic partnership with the University community, is committed to supporting the mission and goals of the University within the context of our rich Catholic heritage. We provide leadership and expertise in recruitment, employment policies and procedures, compensation and classification, benefits administration, employee and labor relations, training and organizational development, and payroll administration.

We understand that the success of the University rests in the hands of the more than 1,000 dedicated professionals who are committed to serving our diverse undergraduate and graduate student population. The talented individuals employed by Seton Hall are our most important resource and we strive to provide an atmosphere where these resources: our faculty, our administrators, and our staff, are treated as significant and valued contributors to the success of the University.

HR Quarterly has been designed to inform you of the many and varied services, resources, and opportunities provided by our department.

As the Associate Vice President for Human Resources, I am committed to ensuring that prompt quality service is delivered by Human Resources to all Seton Hall faculty, administrators, and staff, and all other individuals who request our services in the performance of our jobs.

In the exciting days and year ahead we will continue to make additional information available to you and we invite you to discover all that we have to offer.

This is the right place to work and the right place to build a career!

Sincerely,
Susan McGarry Basso
Associate VicePresident, Human Resources

Employee Recognition Luncheon

The annual employee recognition luncheon is scheduled for Wednesday, November 12, 2008 at 12:00pm in the Main Lounge of the University Center. This annual event will recognize employees who will reach service anniversaries of 10, 15, 20, 25, 30, 35, 40, 45 and even 50 years of service during 2008.

By now, employees who are celebrating anniversaries should have received their formal invitations to the event. If you have not yet received your invitation or if you would like additional information about the event, please contact Tom Del Core at x9284 (delcorth@shu.edu). We look forward to recognizing all of the honorees.
New Volunteer Leave Policy for Administrators & Staff

As a key part of our Catholic mission, Seton Hall University is committed to giving back to the community. Recently, Human Resources introduced a new volunteer leave policy which provides employees with an opportunity to “give back to the community.” Each employee receives one paid day each year to use to volunteer in the community. Below are some guidelines for volunteer leave to help explain the way in which the new policy will be administered:

- Employees must receive approval from their supervisor in advance of taking the leave and must provide a letter from the agency confirming where they will be volunteering.
- Volunteer leave can be taken only as one full day of leave.
- Volunteering must be with agencies that are licensed and accredited to serve citizens with special needs including children, youth and the elderly. Examples of approved activities include: participating in a United Way Day of Caring, volunteering at a local food bank, working for Habitat for Humanity.
- School events such as field trips and youth sports team activities do not qualify as volunteer leave under the policy.

Full text of the policy is available on the Human Resources page in BlackBoard. For further information or specific questions about the policy, please contact Tom Del Core at x9284 (delcorth@shu.edu).

Online Time & Attendance Management Solution

Human Resources (HR) has chosen Kronos’ Workforce Central® suite to streamline mission critical HR, payroll, and time and leave processes. Kronos represents a “best-in-class” solution that integrates time and attendance with HR and Payroll. Kronos will result in significant time and cost savings by improving the current labor intensive process surrounding paper timesheet administration. Below are some of the key benefits:

A Streamlined Timesheet Process

- **Transportation of physical timesheet:** Kronos is a 100% online system; therefore, no physical timesheets will have to be delivered to the payroll office.
- **Approval Workflow:** Employees will be required to record their time and attendance; their supervisor will approve the timesheet online. The workflow automatically sends the timesheet to the payroll office for processing. All actions are auditable via a time/date and user stamp.

- **Accessible Archived Data:** All timesheets and transactions are stored within the Kronos system and easily accessible for the future reference of managers and employees.
- **Automated Interface:** Approved timesheets are interfaced directly to the Banner HR/Payroll system, eliminating the need for data entry of paper timesheets thus reducing the possibility of human error.
- **Calculation of overtime:** The calculation of complex overtime rules is automated to ensure accuracy.

**Improved Usability/Efficiency for Employees:**

- **Support of Time Clocks:** Employees without access to a computer will swipe their SHU identification badge at a designated time clock to record their attendance.
- **Improved Labor Reporting:** Managers will be able to view time/attendance in real time as it is recorded. Managers will have the ability to select reports from a pre-existing inventory to maintain oversight.
- **Forecasting:** Employees will have the ability to submit future time off requests through Kronos. This will allow supervisors to effectively manage workforce coverage.
- **Benefit Eligibility Compliance:** HR and supervisors will be able to view and manage leave of absence requests, allowing them to monitor the duration of an absence in accordance with rules and regulations. HR will be able to ensure that appropriate benefits are allotted based on work-schedule regulations such as 403(b) eligibility.

The Kronos system will be configured by HR and Payroll and rolled out to a select test group of users during the first quarter of the 2009 calendar year. Full implementation for the rest of the University will be phased in after departmental training sessions.
Annual Benefits Open Enrollment

The annual open enrollment period for employee benefits is approaching quickly (October 31 through November 21). This year, the process will be managed primarily through the Banner Self-Service option. With Banner, employees no longer need to complete paper enrollment forms for the medical and dental plans or the flexible spending accounts.

This year, each eligible employee will be directed to Banner Self-Service to:
- Review his/her current benefit options
- Verify and update dependent information
- Change medical and/or dental plans
- Enroll or re-enroll in flexible spending accounts

Additional information on open enrollment and on the technical assistance available to the community during this period will be forthcoming.

The Next Phase of the Performance Cycle

As fiscal year ‘07-08 came to a close, Human Resources received completed performance evaluations for administrators and staff. Now, in fiscal year ‘08-09, the performance cycle begins anew with the next phase – setting goals and establishing performance expectations. This phase will make up the blueprint which will direct and guide our work for the upcoming performance year.

As vice presidents, deans and department directors establish goals for their respective units for the new year, managers and supervisors are asked to set and communicate to their direct reports the work that needs to be accomplished to achieve those goals. These goals on the department level are further clarified for the employees performing the jobs by adding details - details that identify what needs to be accomplished, details that explain how the work should be performed to obtain the desired results, and details that specify how an employee’s level of contribution will be measured.

It is important to keep quality in the measurement formula. All too often, during peak business periods, the temptation arises to just push papers (and sometimes people) through the process to keep things moving, only to realize later that work done without measures of quality often requires a “re-do” when unresolved items or issues come back to be fixed or re-done correctly.

Both quality and quantity measurements in areas such as timeliness, efficiency, cost containment or reduction, improved processes, professionalism, customer service, communication, and interpersonal skills enable us to better understand what is required when it comes to performing our jobs.

If an employee understands up front how he/she will be identified as successful in attaining specific outcomes, this will aid in the final stage of the performance evaluation – the performance evaluation discussion. This discussion should take place both informally throughout the year and formally at year-end, engaging and informing employees about their performance.

So it is important to keep in mind that when it comes to the achievement of goals, it is not just about reaching the finish line, but also about looking at how the race was run. We do this by reviewing the manner in which we perform our job duties – the abilities, interpersonal and communications skills we utilized to help us get to that finish line. These are the performance factors upon which we should all be evaluated.
PeopleAdmin Tip

Wondering about the status of your position in the approval chain? Do you want to check who still needs to approve your position before it can be posted?

You can check the status of your position on your own in PeopleAdmin. Once you log in, click “Search Actions” in the column on the left. Type in the position number that you want to research, then, make sure that all of the boxes are checked and click “Search.” The status column on the page that appears will tell you where your position is in the workflow.

Who’s Who in HR

Office of Human Resources

SUSAN McGARRY BASSO
Associate Vice President for Human Resources

PAT HYLAND
Secretary

CARMEN YGLESIAS
HR Assistant

Benefits

KIMBERLY MANGUM
Manager, Employee Benefits

BABETTE BROOKS
Benefits Specialist

Recruitment & Compensation

JANE JACOBS
Manager, Recruitment & Compensation

KELLY WILK
Compensation Analyst

OLUBUSAYO OLA
Employment Specialist

Labor & Employee Relations

THOMAS DELCORE
Manager, Labor & Employee Relations

Training & Organizational Development

THERESE CHIDIAC
Manager, Training & Organizational Development

HRIS & Payroll

DALE MCLEOD
Director, HRIS & Payroll Operations

HRIS

MARY JANE HUDSON
Manager, HRIS Data

ALEXANDER HOWZE
HRIS Specialist

Payroll

NINA CHAMPION
Manager, Payroll

ROBBIN HILLIARD
Sr. Payroll Administrator

JUANITA FORTUNE
Supervisor, Data Processing/Information

TYNIAH WOODS
Payroll Clerk

*If you would like to suggest a topic or see a particular question answered in this newsletter, please email wilkkell@shu.edu.