

Working for U.

December 2005

Applicant Tracking System

University Human Resources (UHR) continues its efforts to help make Rutgers "paperless" by introducing the Applicant Tracking System (ATS). This new system consists of two primary components, the Classification and Recruitment Module and the Applicant Tracking Module. The first to be released is the Classification and Recruitment Module which eliminates the need for departments to submit extensive paperwork when requesting job classifications and/or job postings. Instead, departments can submit the required forms, obtain necessary approvals, and monitor their requests, all online.



In the coming months, UHR will release the Applicant Tracking Module for ATS.

Once this module is available, internal and external applicants will be able to apply online for posted job opportunities. Departments will then be able to log into the system and view the applications for their posted positions. This module will also include an email notification function and will provide departments with the record keeping they require for their recruitment efforts.

ATS will streamline the entire recruitment and hiring process. Departments will now have greater control of the classification and recruitment process, which will lead to more accurate position analysis and improved efficiency in the posting of jobs. Additionally, by making the application process easier, ATS will help Rutgers continue to recruit and hire the most qualified employees.

ATS joins a host of other online applications already available through the UHR web site. For two years now Compensation and Benefits Statements have been available online, giving employees instant access to their compensation data. Employees can also go online to review and modify their voluntary tax deferral contributions through the Tax Deferral Annuity program. Other online services UHR provides include:

- Job postings web site
- New employee orientation registration
- Pay-for-Performance administration
- Temporary employment requests
- Email digests of job postings
- Enrollment for Professional Development courses

For more information on UHR online applications, visit our web site at <http://uhr.rutgers.edu>. Also, if you would like to learn how ATS can work for your department, contact your designated HR Consultant listed at http://uhr.rutgers.edu/pdfs/consultants_assignments.pdf, or write to Sonia Robell at robell@hr.rutgers.edu.

Dates to Note

December 26 - January 2

University Closed

January 16

Martin Luther King, Jr. Day

January 17

Spring Semester Begins

January 27

2005 W-2 forms distributed

The staff of University Human Resources would like to wish you a happy and safe holiday season.

What's New for You

Vacation for Staff Members Policy Revised

A significant change to the university's Vacation for Staff Members policy (section 60.3.10) has been made regarding allowable carry-over vacation time from one fiscal year to the next.

The revised policy reads as:

“...if it is mutually agreed between the employee and the supervisor that the pressure of work or special circumstances make it difficult for the employee to use all of his/her current year's allowance, a maximum of one year's vacation allowance may be carried forward into the succeeding year. **If an employee has already carried forth time from a prior year's allowance and there still remains unused vacation time at the end of the year greater than 25 days (maximum vacation allowance), only 25 days may be carried forward. In no event will an employee be permitted to continuously carry forth vacation allowances such that in any given fiscal year an employee would have available more than 50 days. In such cases, the balance of time will be subject to forfeiture.**”

Employees currently carrying over 25 days or more will have until June 30, 2008 to use the excess days before forfeiting them. This policy will be monitored through the Absence Record System now available universitywide.

More information on this and other personnel-related regulations is available at the University Human Resources web site located at <http://uhr.rutgers.edu/personnel-regulations.html>.

Rutgers Rideshare

Do you want to save money on commuting expenses and conserve energy at the same time? Through Rutgers Rideshare, a carpooling program facilitated by University Human Resources, you can do just that.

To participate in the program, register at <http://uhr.rutgers.edu/rideshare.html>. You will need to sign in with your NetID/password and complete a simple form that enters your information into the Rideshare database. Once registered you can search the system for a carpool buddy. Be sure to check the Rideshare web site for tips on successful carpooling.

The Rideshare web site offers additional ways for you to save money and conserve energy commuting by train, bus, the campus bus system, or by using the Commuter Tax Save Program. The web site is available at <http://uhr.rutgers.edu/Rideshare/>.

Strategic Assistance

The HR Consultants have had the opportunity to work with most of the departments at Rutgers, in their role that was created to provide a resource for Rutgers leaders and employees. Much of the interaction has centered on help with policy and practice interpretation, clarifying the complexities of Federal and State leaves, assisting with job postings, and most recently training for the new Applicant Tracking System.

While many departments and administrators have seen the benefits from support in these areas, the HR Consultants are also committed to expanding the

services they can provide as strategic partners. They offer assistance and expertise on topics ranging from improving performance, organizational redesign, one-on-one leadership coaching, competency identification, individual professional and performance development, and managing change. They are a great resource for departments to turn to for help, when they are facing changes or new challenges.

The best time to call upon your HR Consultants is in the beginning of the process – when you are first defining the issues confronting your organization. They can assist by connecting you to the full

Consultant's *CORNER*



range of UHR resources including Professional Development, Certificate Programs, and Organizational Development and Leadership – offering the right services at the right time.

Contact your HR Consultant to discuss the challenges you face both near and long term. By using your HR Consultant as a strategic partner, you are enlisting the full support of an excellent resource - University Human Resources. For more information, call 732/445-3020, and ask to speak to an HR Consultant.

Protecting Your Loved Ones

You took care of your family members during open enrollment by making sure that the health plan you selected will meet their needs. Now is a good time to take inventory of another important benefit that protects your family members - making sure that your beneficiary designation for your life insurance and retirement plan is up to date.

Throughout the years, you may experience certain life events, which should cause you to reexamine your beneficiary designation to ensure that your death benefits will be paid according to your wishes. Some

examples of these life events are divorce, marriage or domestic partnership, birth or independence of a child, or the death or poor health of a family member. Imagine having your life insurance paid to an ex-spouse when you have remarried and have young children? Unless you file a change of beneficiary form that is exactly what could happen.

Since University Human Resources does not have a record of your named beneficiary, if you are unsure of whom you named, or wish to change your beneficiary for life insurance, please complete a *Designation of Beneficiary* form, and mail

it to the Division of Pensions and Benefits. To change your beneficiary with your investment company such as TIAA-CREF, contact the company directly for their form.

You'll receive confirmation of the change which you should keep with your important documents, and most of all, you'll have peace of mind knowing that you are protecting your loved ones.

Should you have any questions regarding life insurance or any of your benefits, please contact a Benefits Specialist at 732/445-3020, ext. 683.



Orienting New Employees

The first few weeks on the job can be incredibly daunting. New employees may know the location of the rest room, but not know the appropriate resources to do their job.

An effective manager-led orientation will benefit all parties. It can shorten the new employee's learning curve, increase productivity, reduce mistakes, and instill a pattern of communication between the manager and the new employee. Research has shown that by explaining the importance of the role and ensuring that there is full understanding of what the job entails, you encourage the employee to give 31% more effort than they would without this information.

During the initial days, new employees look to confirm that the job choice was right. They are motivated to do a good job. This is the time for managers to focus on communicating the positive aspects of the organization and making the employee feel like a member of the team.

Here are a few suggestions to improve the new employee experience:

- Place a call to all new hires after the employment offer is accepted. Communicate your enthusiasm about working with the person.
- Enroll new hires in the New Employee Welcome Benefits Orientation program. This can be done online at <http://uhr.rutgers.edu/benannounce.html>.

- Take the new hire to lunch, and invite other staff members if appropriate.
- Give the new employee simple but meaningful assignments to help get his or her feet wet, and provide constructive feedback on a regular basis.

For more suggestions read the [Welcoming Your New Employee](#) checklist on our web site at http://uhr.rutgers.edu/pdfs/New_Employee_Checklist.pdf.

By taking the time to display the value that the organization places on employees, you are helping them to assimilate quickly and become a vital contributor.



Human RESOURCES

WEBWATCH

Did you know that the Professional Development Program Enrollment Management System hosts training schedules for several departments? Login at <http://uhr.rutgers.edu/profdevenroll> to enroll in courses offered through Accounting, the Division of Grants

Contract Accounting, Emergency Services, MSSG Education Series, Newark Research Office, Newark Staff Development Programs, Office of Research and Sponsored Programs, as well as all units in University Human Resources.



Professional Development *OPPORTUNITIES*

Mark Your Calendar
For These Upcoming Courses

December

12/1	Absence Reporting System Training
12/1	Purchasing Workshop
12/1	Creative Brochures, Fliers, and Newsletters
12/2	Discoverer Plus: Creating Custom Reports
12/5	Technical Resources for IT Support Staff
12/6	Defensive Driving
12/6	Credit Fraud and Identify Theft
12/7	Scheduling and Assigning Work
12/7	Financial Management of Sponsored Programs II
12/7	Setting Objectives and Analyzing Risks
12/8	OFIS Workshop

12/8	Targeted Topic: Learning to Learn: Using More of Your Brain
12/8	Credit Fraud and Identify Theft
12/9	Introduction to the Data in the Financial Data Warehouse
12/13	Discoverer Plus: Creating Custom Reports
12/13	Financial Management of Sponsored Programs III
12/14	Defensive Driving
12/14	Departmental Security Framework
12/15	Absence Reporting System Training
12/15	Being An Effective IT Staff Member
12/14	Power English
12/16	Heartsaver CPR for Adults
12/20	Entering Into Contractual Agreements
12/20	The Basics of Writing Successful Grant Applications

January

1/6	ABP Retirement Seminar
1/10	Business Writing With Impact
1/13	Targeted Topic: The FISH Philosophy for Service
1/18	Accrual of Paid Time Off
1/18	Performance Management I – ASB II
1/19	Marketing and Public Relations for Your Department
1/24	Financial Planning for Women
1/24	The Art of Negotiations
1/25	PERS Retirement Seminar
1/25	Performance Management 2 (prerequisite Performance Management 1) – ASB II
1/26	Stand Up For Yourself: Building Assertiveness Skills – ASB II
1/31	Managing Conflict

President's Recognition Awards

The President's Recognition Program acknowledges the exceptional contributions of university staff employees – as individuals and as members of teams – in the areas of service and collaboration. On October 17, six employees received Excellence in Service Awards, and ten collaborative, interdepartmental groups received Bridge Awards at a ceremony planned and organized by University Human Resources.

The ceremony was preceded by a showcase event where each Bridge Award-nominated group displayed a presentation of their project. The displays illustrated work processes, team goals and outcomes, and their impact on the Rutgers community. This year 89 individuals were nominated for Excellence in Service awards and 39 teams composed of 358 employees were nominated for Bridge Awards. Congratulations to all the participants in this year's President's Recognition Awards Program. To read more about the nominees and their accomplishments visit <http://uhr.rutgers.edu/pres-recognition.html>.



Erica C. Anderson and President Richard L. McCormick at the President's Recognition Awards.

Welcome New Staff!

Camden Campus

Lynda Nina M. Brooks, Center for Strategic Urban Leadership
Catherine D. Fischer, FASC - Dean's Office
Tiniszi Gadegbeku, Custodial Services-
Amanda R. Holloway, Provost Office
Simone Jones, Stedman Art Gallery
Jaime Konowal, Stedman Art Gallery
Jonathan Lane, School of Business
Maria Pahigiannis, Center for Strategic Urban Leadership
Carmen B. Pendleton, Stedman Art Gallery
Lizbeth Ramos, School of Business
Sonia Rivera-Perez, Center for Strategic Urban Leadership
Forrest A. Rowland, Law Library Gov Docs & Reference
Nina M. Still, Center for Strategic Urban Leadership

New Brunswick/Piscataway Campus

Kevin C. Abbey, FAS - CCS - BIOMAPS
Patricia E. Aiken, Cook - Center for Advanced Food Technology
Chendra S. Akenapalli, BSPPP - Survey Research Center
Shahla Amin, Inst for Health, Health Care Pol, & Aging Res
Lauren Arnold, BSPPP - Dean's Office
Catherine P. Baglieri, RUHS- B/L Health Center
Michael C. Baran, CABM
Linda L. Biederman, FAS - Dean's Office
Ashwin V. Bijur, Univ Libraries Tech & Networked Info Svcs
David F. Boutilier, Athletics Events - Operations
Marsha Bronzo, Brower Commons
Dawn M. Bryant, FAS - DLS - Ctr Collaborative Neuroscience
Kenneth Budrow, Dining Services
Sean Z. Caldwell, Facilities Maintenance Services - CAC
Cielo Cardenas, Dining Services - Neilson
Johanny A. Casillas, Cook - Nutritional Sciences
Juan Carlos Castiblanco, Housing Operations - RC
Guang Hua Chen, CABM
Daniel J. Cheveres, Cook - Family & Consumer Science
Jeanette E. Chown, Center for State Health Policy
Chi Tak Chu, Dining Services - Neilson
Sherri M. Cirignano, Cook - Family & Consumer Science
Christine A. Cochran, Athletics Events - Operations
Patrick J. Cogan, MGSA, Dean's Office
Alicia D. Cohen, GSAPP - Douglass Developpt Disabilities Cntr
Maritza Concepcion, Brower Commons
Kevin L. Conover, Library of Science & Medicine
Paritosh K. Dass, Undergraduate Admissions - New Brunswick
Ricardo Davey, Dining Services - Livingston
Jocelyn Deangelis, SCILS - Library & Information Science
Kristin M. Dissinger, FAS - CCS - BIOMAPS
Robert Doyle, Dining Services - Neilson
Douglas S. Drabik, Athletics Marketing & Communications
Gregory J. Drusjack, REHS
Catherine N. Duckett, Institute of Marine & Coastal Sciences
Emma M. Edwards, GSAPP - Douglass Developpt Disabilities Cntr
Justin Esperon, Dining Services - Livingston
Amy L. Esposito, Cook - Nutritional Sciences
Jenniffer J. Farnham, Center for State Health Policy
Shaheen Fatima, University College
Carlos Andres Fernandez, Center for Latino Arts & Culture
Ricci-Anne Ferrer, DS - Cash Operations Centers
Jose A. Flores, Facilities Maintenance Services - C/D
Abe M. Francisco, FAS - DLS - Cell and DNA Repository
Rose A. Fredua, FAS - Chemistry & Chemical Biology
Tina A. Gangi, FAS - DLS - Genetics
Danielle M. Geraci, DC - Office of the Dean of Students
Denise Godfrey, DS - Livingston
Juana Gomez, Brower Commons
Danielle Gougou, DC - Academic Affairs
Candy Gross, Brower Commons
Suhail Guerrero, Cook - Academic & Student Affairs
Laudy T. Hage, Brower Commons
Ephraim L. Hall, Brower Commons
Carol P. Herring, Rutgers University Foundation
Louis Horvath, Undergraduate Admissions - New Brunswick
Yeva Hsieh, Brower Commons
Lei Huang, Brower Commons
Susan F. Janes, Rutgers University Health Services
Haleema S. Janjua, CABM
Nekeria Jenkins, SCILS - Dean's Office
James R. Johnson, Facilities Maintenance Services - B/L
Barbara Kaciupska, Brower Commons
Jamie Kingeter, Center of Alcohol Studies
Patricia Krumscheid, Brower Commons
Melissa C. Krynski, GSAPP - Douglass Developpt Disabilities Cntr
Michael P. Kuntz, Golf Course
Yachun Kwong, Brower Commons
Anthony Lamanna, Fire & Emergency Services
Jacquelyn Y. Lee-Raynes, Brower Commons
Susan Lepri, GSAPP - Douglass Developpt Disabilities Cntr
William Librera, Graduate School of Education, Dean's Office
Carolyn L. Linzey, Controller - Grant & Contract Accounting
Korin A. Lockhart, Controller - SFS
Gregory Lowe, Housing - New Brunswick, Dir
Qun Luo, Univ Libraries Public Svcs & Communication
Salendria Mabrey, FAS - Dean's Office
Kristen A. Macaluso, Univ Libraries Public Svcs & Communication
Christina D. Magnus, GSAPP - Douglass Developpt Disabilities Cntr
Mary Ellen Maguire, FAS - ESL/PALS/FASCE
Dale Maharaj, Housing Operations - RC
Jennifer M. Manuola, FAS - Psychology
Stephanie Mastriano, GSAPP - Douglass Developpt Disabilities Cntr
Helen Marie McCloskey, Facilities Maintenance Services - B/L
Stuart Meck, BSPPP - Center for Government Services
Jodine E. Messina, Cook - Ecology, Evolution and Natural Resources
Kevin Middleton, Brower Commons
Joshua Milstein, GSAPP - Douglass Developpt Disabilities Cntr
Emily J. Molina, Cook - Nutritional Sciences
Shawn M. Moriarty, Kilmer Area Library
John M. Muscatiello, FAS - DLS - Cell and DNA Repository
Beatrice A. Noel, Pharm - Chemical Biology
Carola Noji, Institute of Marine & Coastal Sciences
Michael O'Brien, Facilities Maintenance Services - B/L
Christina Pascale, Cook - Biochemistry & Microbiology
Sadhnapen Patel, Engn - Bureau of Engineering Research
Shefaliben K. Patel, Engn - Mechanical & Aerospace Engineering
Vishalbhaj J. Patel, EOHSI
Michael J. Pazzani, Research, VP

Melissa Pena, Cook - Nutritional Sciences
Elva A. Peralta, FAS - DLS - Cell and DNA Repository
Helena Petrych, Facilities Maintenance Services - B/L
Leigh Alison Phillips, Inst for Health, Health Care Pol, & Aging Res
Ramon P. Quezada, OIT - IT User Services
Andrea Quinn, GSAPP - Natl Setting Theraptic Mgmt Proj
Edmund H. Rhudy, University Relations
Daryl D. Ricketts, Brower Commons
Adam Robinson, Facilities Maintenance Services - C/D
Orlando J. Rodriguez, Facilities Maintenance Services - CAC
Carmen R. Romero, Cook - Nutritional Sciences
Arnold R. Ruger, Brower Commons
Jaymie Santiago, Cook - Nutritional Sciences
Koli Sarkar, DS - B
Beverly Savarin, DS - Cash Operations Centers
William R. Schleck, Fire & Emergency Services
Breanna J. Scott, GSAPP - Douglass Developpt Disabilities Cntr
Kevin M. Scully, Facilities Maintenance & Oper - Utilities
Larry D. Sermons, Cook - Family & Consumer Science
Pamela L. Sheehan, Biotech Ctr for Agriculture & the Environment
Karishma G. Shetty, CABM
Theresa Simpson, Center for State Health Policy
Virginia G. Stillson, GSAPP - Center for Applied Psychology
Catherine M. Sullivan, MGSA - Visual Arts
Min-ling Tan, DS - Neilson
Emily Tang, FAS - DLS - Cell and DNA Repository
Jacquetta Thomas, Controller - SFS
Yu L. Tien, Facilities Maintenance Services - CAC
Dolores Tomaro, FAS - Dean's Office
Catherine Tompkins, Controller - SFS
Aneta Unrat, FAS - Computer Science
Geri Urbanski, Housing Operations - Graduate
Uchenna Uzoaru, Cook - Academic & Student Affairs
Belinda Villegas, Cook - Family & Consumer Science
Laynie D. Weaver, BSPPP - National Transportation Institute
Danielle Weber, University Human Resources
Adam D. Wolfson, Library of Science & Medicine
Kelly N. Woods, Athletics Compliance
Huizhong Xue, FAS - DLS - Cell Biology and Neuroscience
Panina Zaurrov, FAS - Division of Life Sciences
Caitlin A. Zemla, GSAPP - Douglass Developpt Disabilities Cntr
Qin Zhang, FAS - DLS - Genetics

Newark Campus

Fay A. Austin, Law Library
Michele M. Babij, School of Law, Dean's Office
Dale Barley, FASN - Academic Foundations Center
Robyn D. Curry, Cornwall Center for Metropolitan Studies
Mark Deguzman, FASN - Physics
John C. Dix, CIMIC
Suditi Gupta, Cntr for Molecular & Behavioral Neuroscience
Twylla Hardy-Bartlett, FASN - Academic Foundations Center
John V. Kirnan, Rutgers Business School
Mia T. Kissil, School of Law, Dean's Office
Katherine Lloby, FASN - Public Administration
Michael Lattimore, University Police
Esther Pena, Guard Division
Christina D. Pozzi, Athletics & Recreation
Debra A. Rodriguez, Rutgers Business School
Michael Stachiw, FASN - Visual and Performing Arts
Clayton L. Walton, Robeson Campus Center

Service Spotlight

University Human Resources Benefits Seminars

The University Human Resources Benefits seminars provide you with information to help guide you through your work and life challenges. These free educational series inform you about topics such as your benefits, financial and estate planning, identity and credit fraud protection, home buying, social security, Medicare and retirement.

Whether you are a new, mid-career, or seasoned employee there are benefits seminars to assist you in taking charge of the various aspects of your work/life. The empowerment and direction you gain will be invaluable. For more information, view the UHR Benefits seminar schedule at <https://uhr.rutgers.edu/profdev/benefit/benefits-educational-seminars.asp>, or call a Benefits Specialist at 732/445-3020, ext. 683.

UHR Move Update

As of January 9 University Human Resources (UHR) should have relocated most of its units to the Administrative Services Building II on the Cook campus. For more information about our move visit <http://uhr.rutgers.edu/uhrmove.html>.

Working for U. is published by
University Human Resources
57 US Route 1 South
New Brunswick, NJ 08901-8554
732/445-3020

Associate Vice President
Sandra Russell

Editor
Danielle Weber-Soares