

Welcome to HR Partners!

HR PARTNERS: AGENDA

- Effective Date of Insurance for New Hires
- PIP Team: Tuition Waivers -- Update
- Updating Position Descriptions in Workforum
- Graduate Assistant E-Contract Training
- New Web Sites
- Staff Appreciation Day
- Summer Casual
- Spin the Wheel!

EFFECTIVE DATE OF INSURANCE FOR HEW HIRES

- Change in Insurance Coverage Effective Date – July 1, 2015
- “Insurance is effective on the 1st of the month, following 1 full calendar month of employment.”
- Example 1
 - Hire Date = August 17th
 - Insurance Effective Date = October 1st
 - First Premium Payment Due = September
- Example 2
 - Hire Date = July 1st
 - Insurance Effective Date = August 1st
 - First Premium Payment Due = July

PIP TEAM: TUITION WAIVERS -- UPDATE

Patricia Polania
Assistant Director, University Benefits Administration

UPDATE ON POSITION DESCRIPTIONS

- Workforum job descriptions need to be updated for the following:
 - Any staff job description with a Job Duty marked at 0% needs that percentage updated OR removed entirely
 - Supervisors need to be updated for accuracy via a Request to Change Position Supervisor Action (or as part of another action)
 - Three training courses (Preventing Sexual Harassment, Title VI, and Customer Service Excellence) are being placed on all staff positions as University-required
 - Other training courses will be able to be marked as required by the individual department (e.g. Accounting Basics, Lab Safety Training, etc.) by July 1

GRADUATE ASSISTANT e-CONTRACT TRAINING

- Graduate Assistant E-Contracts are changing!
 - Access from the eContract website
 - Student information displayed to assists when creating eContracts
 - FERPA requirement for all originators and approvers
 - eContract is approved before sent to student
 - EPAF does not require approval
 - Revisions are self-driven based on question responses
 - Exception request and documentation is submitted with the eContract and routed to Graduate School for approval
 - Updated guidelines and online section help
 - Updated Argos reports
- Last training session today in MI 200 at 2pm!

NEW WEB SITES

Danny Linton
Assistant Director, Functional Online Solutions

STAFF APPRECIATION DAY

- This year's Staff Appreciation Breakfast is Wednesday, May 20 in the Tiger Den
- 9-11am
- UofM ID required
- One plate per person!

SUMMER CASUAL ATTIRE

- Monday, May 18, 2015 through Friday, August 21, 2015
- Please remember that this is ‘business casual’ and you should dress appropriately for your area.
- Some offices may set stricter dress codes based on their business needs and frequent interaction with the community. Deans, Directors and Department Heads have the ultimate responsibility for setting guidelines on attire for their respective units.

SUMMER CASUAL ATTIRE

Examples of business casual attire include:

- Collared Shirts
- Dress Slacks/Pants
- Jeans (preferably only Fridays, where appropriate)

Excluded from business casual attire are:

- T-shirts (except for employees working outdoors)
- Shorts (except for employees working outdoors)
- Sweatshirts
- Flip-flops
- Halter tops
- Midriff baring tops
- Tank tops
- Leggings, yoga and sweat pants
- Sneakers (preferably only on Fridays, as approved by your supervisor)

**LET'S SPIN
THE WHEEL!!**