

# HR Quarterly

Summer 2009 Edition

## On-line Timekeeping System Set to Launch

At the end of 2008, the Human Resources Office provided the community with the on-line functionality to view SHU's organizational structure by division, department and incumbent.

The information contained in the organizational chart has been and will continue to be utilized for various purposes, including the upcoming automation of the time and attendance process. Kronos, an online timekeeping software system, will launch this summer. It is set to streamline SHU business processes by correcting reporting errors, creating consistent and accurate data across the University, and reducing outdated reporting information.

Please take a moment to review the reporting information for your department by logging into PirateNet:

- Click on the Offices & Services tab
- In the center of the page, you'll see the Human Resources section
- Click on the SHU Organizational Chart link

If you have questions about the organizational chart or need to make reporting relationship changes, please contact Kelly Wilk at [kelly.wilk@shu.edu](mailto:kelly.wilk@shu.edu). If you have questions about the titles of departments, please contact Finance at [Banner\\_Finance@shu.edu](mailto:Banner_Finance@shu.edu).



## New Recruitment & Employment Guidelines

Can you ask an applicant about where he/she was born? How long must a department maintain materials gathered during a search? Do you worry about whether you are taking the right steps to fill your vacant position? These and other questions are answered in the newly revised and updated **Recruitment and Employment Guidelines**. The handbook provides valuable information and resources on the entire recruitment process – from classifying a position appropriately to generating a hiring proposal in the PeopleAdmin system. In addition, you will find information and explanations about some of the new HR processes, such as screening applicants and conducting background and reference checks. To obtain a copy of the guidelines, visit <http://www.shu.edu/offices/human-resources-index.cfm>.



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## Local 153 Reclass Resumes

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Reclassification of Local 153 positions resumed in May. The Committee is currently accepting submissions for its September meeting. Please remember, reclassification requests should be submitted because a position has changed, not because the individual in the position has earned a degree or exceeds performance expectations. Employees and supervisors should only submit for reclassification if there has been a *significant* change in the duties of the position. Significant changes alter the scope and complexity of the work required of the position. Adapting to new technological changes or increased workload will not warrant a reclassification.

The Committee has devised new forms, procedures, submission deadlines and meeting dates. For more information, please visit <http://www.shu.edu/offices/human-resources-compensation.cfm>.

## Converter Box Needed

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Quick, look at the photo on your SHU ID card. Wow! Have you changed that much since you started working here? Recently, a friend told me that she had to renew her passport. And, in so doing, she had to take a new passport photo. Think about it. In the ten years in which a passport is valid, we change. We look different (different! - I didn't say older).

We were inundated with many commercials and public announcements about the converter boxes that were needed to assist our older televisions *make the transition* to the new age of digital television. Whether you went for the converter box or for the new HD digital, you had to decide what you wanted to do in order to not be left behind – left to watch static on your TV screen.

The same is true of our work skills. Hopefully they've changed too over the time we've worked here. And hopefully, we've gotten quite a bit better at the tasks our jobs require of us. Have you looked at your skills recently? Are they keeping pace with the demands of today's ever-changing workplace? Do you know how to use the latest technology? Do you know how to perform your job in today's green, eco-friendly environment? Leftover skills aren't as tasty as some leftover foods – and leftover skills may not continue to work unless you have a converter box – a skill converter box.



## Hiring Review Committee Continues

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Despite the start of the new fiscal year, all hiring requests must continue to pass through the Hiring Review Committee (HRC). Positions must be reviewed by either the faculty hiring committee or the administrative and staff hiring committee. Prior to beginning the posting process in PeopleAdmin, please submit your request to the Hiring Review Committee.

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## Hiring Review Committee Continues (cont. from page 2)

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The posting process for vacant positions is as follows:

- Submit a request to HRC
- HRC will approve or deny your request and notify you via email
- Following HRC approval, post your position in PeopleAdmin. As in the past, positions will still need to flow through the PeopleAdmin approval process prior to being posted on the site

## The Giving & Receiving Information Age

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If you've shopped on-line recently or called a toll-free number to do business with a company, you may have been asked, at the end of your transaction, if you had time to answer a brief satisfaction survey. Whether you decided to take advantage of the opportunity or not may have depended on a number of factors – did you have the time to answer the questions? Were you satisfied or not with the service you received? And based on that, were you willing to let someone who can do something to improve it, know about it? Finally, did you really care enough to help the company improve their service?

If your keychain is victim to a host of membership cards to food stores, pharmacies and other merchants, you are allowing marketing companies, among others, to gather data about you. If that's the case, then why not tell them what you want them to know? Tell them how they are treating you as a consumer, a customer, a patient, a client, or any other relationship of which you are the recipient. It's your opportunity to provide them with feedback.

## Going Green with Direct Deposit

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According to a recent study by PayitGreen, a coalition of financial services companies, switching to direct deposit can result in significant savings for employers and simultaneously help the environment. In the last ten years, direct deposit has saved U.S. businesses a total of \$6.7 billion.

If you haven't already signed up for direct deposit at Seton Hall, consider doing so today. PayitGreen estimates that an employer can save \$176.55 on each employee who switches to direct deposit. In addition, the employer also saves one pound of paper and eliminates the release of four gallons of wastewater and one pound of greenhouse gases. Further, if every U.S. employee with access to direct deposit used it, 31,581,675 pounds of greenhouse gases would not be released into the atmosphere. This is the equivalent of 112 million miles not driven, 1.3 million trees planted (and grown for 10 years) and nearly 14 million square feet of forest preserved.

Do your part—access the Direct Deposit Payroll Authorization form on the Human Resources website. Don't delay; complete the form and send it to Payroll today (<http://www.shu.edu/offices/human-resources-forms.cfm>)!

## Who's Who in HR

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### 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

#### 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

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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 [kelly.wilk@shu.edu](mailto:kelly.wilk@shu.edu).