

HR Quarterly

Fall 2009 Edition

How to Protect Yourself in the Workplace During Flu Season

The best strategy to reduce the risk of becoming ill with H1N1 and other flu strains is to remember basic hygiene rules and to practice social distancing where possible. The Occupational Safety and Health Administration (OSHA) recommends the following:

- Wash your hands frequently with soap and water for twenty seconds or with hand sanitizer if soap and water are not available
- Avoid touching your nose, mouth and eyes
- Cover your coughs and sneezes with a tissue and immediately dispose of tissues in a trash can
- Cough or sneeze into your elbow if a tissue is not available
- Avoid shaking hands and always wash or sanitize your hands after physical contact with others
- Keep frequently touched common surfaces (telephones, computer equipment, etc.) clean
- Try not to use other workers' phones, desks and offices, if possible
- Maintain a healthy lifestyle. Attention to rest, diet, exercise and relaxation helps to maintain physical and emotional health
- Stay home if you are sick

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Kronos Administrator FAQ

I am an Administrator. Do I have to submit a timesheet every month?

Yes, the University moved to a new timekeeping system in July. In the past, administrators only had to submit a timesheet for months in which they had taken vacation or sick time. Now, ALL employees must submit a monthly timesheet regardless of whether they have taken time. The new system makes it relatively simple to submit a timesheet online.



It seems like a lot of extra work to submit a timecard each month.

It really isn't. Kronos automatically places your regular hours on each workday of the month. If you did not take any time off during the month, your timesheet is already complete and all you have to do is approve it at the end of the month. It will then flow to your supervisor for approval—completely electronically!

Staying Current in Your Job

“Times, they are a-changing” and everyone needs to keep his or her skills competitive. The key is to improve current skills while also developing new ones. Members of the SHU community have the benefit of being a part of a learning community. Employees have the opportunity to learn constantly through online training modules, computer training programs, a host of guest lectures and a library chock full of reading material. And that’s just the start.

The tuition remission program offers SHU employees the opportunity to grow both personally and professionally. Take advantage of ongoing enrichment and development opportunities. Our in-house Training & Organizational Development programs include the supervisor training series E.D.G.E. – workshops designed to provide both new and experienced managers and supervisors with the tools that they need in order to be successful in managing, supervising and leading the work of others to attain goals and reach outcomes – outcomes which contribute to Seton Hall University’s continuing success.

If you are feeling technologically-challenged, training can help too. From managing your e-mail inbox to creating more professional-looking communications, new skills can be developed to assist you with the ongoing shift of technology touching all aspects of our jobs – from job posting to timekeeping to the self-service aspects of Banner and PirateNet. We all must get on-board the technology train before it pulls out of the station, leaving us behind.

Take the time to visit the HR webpage and browse the programs currently being offered. Set a personal or professional development goal for yourself this academic year. Who knows, you might learn a new skill or discover a better way to perform your job duties. You might even get an A!

CIGNA—The First and Only Health Service Company with Live 24 Hour Service

Questions about one’s health plan shouldn’t have to wait until “normal business hours.” People’s schedules vary from “night owl” to “early morning riser.” Sometimes it’s just not possible for someone to call customer service during the day due to different work hours or a preference for discussing healthcare matters from the privacy of home.



Since when does
“Normal Business Hours”
mean 24/7/365?
Now!



That’s exactly why CIGNA chose to be the only national health service company to expand its customer service hours to include weekends, holidays, and overnight hours – for medical, dental and pharmacy plans.

What You Need to Know About the I-9 Form

Background

The Immigration Reform and Control Act of 1986 (IRCA) was passed to control and deter illegal immigration in the United States. This Act placed a responsibility on employers to determine each worker's employment eligibility and made it unlawful for employers to knowingly hire or employ unauthorized workers. In response to IRCA, the Immigration and Naturalization Service (INS) created the I-9 form and mandates timely completion by all U.S. employers and their employees.

Guidelines

The I-9 must be completed within three business days from the date that a new employee begins work at Seton Hall. This form must be completed for *all* employees, including student workers. On the reverse side of the I-9 is a list of acceptable documents that may be used to verify an employee's identity and employment eligibility. The employee may supply one document from List A, or, one document from List B AND one document from List C.

Employees can complete the I-9 in Human Resources or meet with a trained Seton Hall representative in their area. Employees **MUST** present all documents in original form. Photocopies and faxed copies of any documentation cannot be accepted. Employers cannot continue to employ someone who cannot present the necessary identity and employment authorization documentation.

Penalties

Non-compliance, whether intentional or caused by oversight, has severe consequences. Below is a partial list of the federal fines:

- Employers who knowingly hire or continue to employ unauthorized workers may be subject to civil penalties ranging from \$250 to \$11,000 per violation
- Employers who fail to properly complete the I-9 may be subject to fines of \$100 to \$1,100 per I-9

I-9 forms are updated regularly. For the latest version of the form, click on the link below:

<http://www.uscis.gov/files/form/I-9.pdf>

The Demands..., the Challenges..., the Answer.

Managers have much to *manage* and *supervisors* have much to *supervise*...and as processes continue to be automated, you will be challenged to continue to learn how to implement new work methods.

Those you supervise look to you for leadership. The outcomes produced by the work team entrusted to you help to move the University forward in its mission. Employees learn through you what skills are necessary to be successful in performing their jobs.

Seton Hall University offers all of us the opportunity to learn and grow and to be enriched both personally and professionally. **Learning at Seton Hall is not just for our students!** Resources are available to all SHU supervisors through E.D.G.E., the training program for managers and supervisors.

(cont. on p. 4)

The Demands...the Challenges..., the Answer *(cont. from p. 3)*

Through **Education**, professional **Development**, and ongoing opportunities to **Grow** in your job knowledge, supervisors become **Empowered** to better perform the role of supervisor, manager and leader.

Since employees look to you for direction, guidance and leadership, the E.D.G.E. sessions offer concrete, practical experience in the following areas:

- Handling Performance Problems
- Harassment, Discrimination and Other Workplace Justice Issues
- Initiating New Hires and Managing Compensation
- The Legal Aspects of Supervising
- Managing in a Union Environment
- Managing Performance – Setting Expectations, Coaching, Documenting Performance, Conducting the Discussion
- Workers Compensation, STD, LTD, ADA, FMLA, and HIPAA



For complete course descriptions or to reach the Training Calendar and Training Registration Database:

1. Log into the PirateNet portal at <http://piratenet.shu.edu>
2. Select the Offices and Services tab
3. Select 'Upcoming Training Programs' within the Human Resources section.

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