



HR News

Quarterly Newsletter of the Human Resources Department

October 2016

Tuition Exchange

Tuition Exchange (TE) is a **reciprocal scholarship** opportunity for the dependents of eligible faculty, staff, and administrators at all Tuition Exchange member schools. If you have a dependent entering college in Fall 2017, please join Victoria Gomez and Diane Russo during a "Lunch & Learn" workshop to learn more details about the application process:

Thursday, October 13, 2016

Jubilee Hall, Room 132

12 noon to 1:00 pm

The scholarship award is earned through a competitive process and is not guaranteed.

The deadline for Tuition Exchange Applications is **Friday, October 28, 2016**. *Applications will not be accepted after this date.*

Register for the workshop today at HRTOD@shu.edu

Open Enrollment

Each year the university provides a period during which you are encouraged to review your benefit enrollments and make changes, if desired, for the next calendar year. Seton Hall University's annual open enrollment will be from **October 31 through November 11, 2016**. All changes made will become effective on **January 1, 2017**.

During the annual open enrollment period, you can enroll in a medical or dental plan or make changes, includ-

ing adding or removing dependents. This would also be the time to enroll or re-enroll in the Flexible Spending Accounts.

Seton Hall University is committed to offering benefits that help simplify and enrich your life. We are pleased to announce that we are enhancing the vision benefits. Effective January 1, 2017, any person who is covered by one of our medical plans will automatically be covered by EyeMed, our new vision benefits administrator. Representatives from EyeMed will be available at the Open Enrollment sessions on **November 3 from 11:00 am to 2:00 pm** at the Law School and **November 10 11:00 am to 3:00 pm** at the South Orange campus to answer any questions regarding the new benefit.

Special Enrollment Session for Long Term Care Insurance

Genworth Life Insurance Company will offer a special enrollment period for employees who have not previously enrolled for this voluntary benefit from **November 7 through December 16**. Long Term Care insurance provides income protection for expenses incurred for assistance with essential activities of daily living (i.e. bathing, dressing, eating).

During this special open enrollment, you will be able to purchase Long Term Care coverage at discounted rates for you, your immediate family and your extended family members, such as brothers, sisters, cousins, aunts, uncles, parents,

and grandparents.

Genworth will be hosting three comprehensive presentations on **November 14** in Beck Room C, located in the first floor of the Walsh Library. The times for these sessions are: **9:30 to 10:30 am, 11:00 am to 12:00 noon; 12:30 pm to 1:30 pm; and from 2:00 pm to 3:00 pm.**

To RSVP or for questions, please contact benefits@shu.edu

2016 Retirement Readiness Symposium

A symposium will be hosted by TIAA and the Social Security Administration on **November 16** in Beck Rooms A, B and C from **12:30 pm to 3:30 pm**.

The agenda includes the following subjects:

- Final preparations for retirement and checklists to help plan for the first day of retirement
- Evaluating where you are now and planning your retirement story
- Accounting for Social Security, taxes, healthcare, insurance, estate planning
- Your Social Security Benefits
- How working can affect your Social Security Benefits
- Medicare

To RSVP or for questions, please contact benefits@shu.edu

The Importance of the Exit Interview

One of the activities that enhances the Seton Hall University community and workplace is the exit interview. The exit interview provides a forum for the exchange of important information and enables exiting employees to express their views about the working conditions at Seton Hall. The primary purpose of the process is to gather information for improving employee retention, while allowing HR to convey information to employees about the separation process and procedure, such as benefits information. The exit interview is a voluntary meeting and typically takes 30 minutes to complete.

In addition, questions like “When do my medical benefits end?”, “Do I qualify for COBRA?”, and “What will happen to my TIAA monies?” can be addressed and answered.

Employees will be contacted by HR when a notice of separation is given. You are encouraged to participate in the exit interview.

HR Training & Organizational Development

“Like any culture, a service culture has its own philosophy, shared by each of its members, who hold expectations of behaving toward each other in certain ways. In a service culture, members have the philosophy that serving both external and internal customers is of prime importance. A campus with a service culture strives for outstanding service and uses that outstanding service as a method for achieving success.” (Noel-Levitz, 1996).

Everyone and every department at

Seton Hall University has a role in meeting campus-wide goals. To consistently provide quality service, staff, faculty, and administrators have to work together to build a service culture. We are all part of a large team helping to develop and strengthen relationships with external and internal customers.

So, how can you polish your Quality Service Skills? Visit the Training Opportunities website on the Human Resources webpage to view current programs designed to enhance the customer’s experience here at Seton Hall.

Training Opportunities:

<https://www13.shu.edu/offices/human-resources/customized-training.cfm>

Diane Russo, Manager, Training & Organizational Development

Compensation & Employment

Question: What is the fastest way to post a job on Page Up?

Tip: There are many ways to avoid delays. One tip for expediting the process is to include, in the ‘required qualification’ section:

- Number of years of experience required
- Type of experience required
- Minimum level of education required

Question: Do you want to become a highly effective Page Up User?

Tip: Practice makes perfect! The Human Resources Department offers hands-on training sessions so you can practice and learn to navigate the system. Register for one the following sessions by visiting:

<https://www13.shu.edu/offices/human-resources/customized-training.cfm>.

All sessions are held in the Department of HR/Training Room **between 2:00 pm through 3:30 pm** on the following dates:

Thursday, October 6, 2016

Thursday, November 17, 2016

Thursday, December 15, 2016

Please note: since the initial Page Up launch, there have been a few changes that will be addressed in upcoming training sessions.

To register, e-mail HRTOD@shu.edu

Contact Us

- **Victoria Gomez**, HR Secretary, Ext. 9621
- **Mary Stankiewicz**, HR Assistant, Ext. 9177
- **Brenda Polanco**, Employment Specialist, Ext. 9178
- **Katie Owen**, Compensation Analyst, Ext. 2052
- **Terri Demarest**, Dir. Benefits, Compensation, & Employment Ext. 9181
- **Charles Creamer**, Senior HR Generalist, Ext. 9284
- **Ileana Farris**, Benefits Analyst, Ext. 9176
- **Babette Brooks**, Benefits Specialist, Ext. 2755
- **Diane Russo**, Manager, Training & Organizational Development, Ext. 9606
- **Joy Hayward**, Director HRIS Ext. 9645
- **Alexander Howze**, Senior HRIS Analyst, Ext. 9180
- **Shambhavi Shanbhag**, HRIS Analyst, Ext. 2546
- **Andrea Gomes**, HRIS Specialist, Ext. 9288
- **Michael Silvestro**, AVP for HR, Ext. 9138