



# HR News

Newsletter of the Department of  
Human Resources

## ***Service Recognition Awards Ceremony 2017***

On April 21, approximately 650 employees were recognized for their service to the University at the 2017 Service Recognition Awards ceremony. All regularly employed administrators, faculty and staff with ten or more years of service were honored - the awards were in increments of five years up to fifty years of service.

"It was my honor to help recognize the contributions of so many people who have made the University successful; the dedicated employees who work hard to serve our students, our Seton Hall community, and our University's Catholic mission," said Michael Silvestro, associate vice president, Human Resources.

The ceremony included an Invocation from Rev. Brian X. Needles, S.T.L., director of Campus Ministry, congratulatory words by Mary J. Meehan, Ph.D., interim president and Karen E. Boroff, Ph.D., interim provost, professor and dean emeritus. Joined on stage were members of the Executive Cabinet as well as Michael Silvestro and Diane Russo, manager of Training and Organizational Development, who led a team of Department of Human Resources professionals in organizing the event. The event also included musical selections by the Seton Strings, a newly formed student string ensemble, and a video presentation consisting of interviews of several honorees and historical images of Seton Hall courtesy of Walsh Library.

Two faculty members received special acknowledgement for more than 50 years of dedicated service. Peter Ahr '62, Ph.D., associate professor of Religion, was recognized for 52 years of service and William Smith,

Ph.D., professor emeritus, Department of Philosophy, was recognized for 57 years of service.



Certificates and University pins, noting the years of service, were distributed to award recipients after the ceremony and all were invited to stay for refreshments and gathering to share in the event.

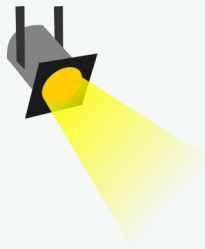
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## **Spotlight On: Human Resource Information Systems (HRIS)**

The Human Resource Information Systems (HRIS) area is responsible for automating processes, providing reports, and processing paperwork for payments. This includes the administration of Banner processes, security, and reporting. Human Resources' reporting includes the support of University programs to satisfy regulatory requirements. HRIS manages multiple systems including time and attendance (Kronos, Banner Web Time Entry, and Leave Reports), performance appraisals (Halogen), the organizational chart (Peoplefluent), as well as the HR components of Cognos. HRIS serves as a liaison to campus IT, the payroll office, and public relations. In addition, HRIS ensures data integrity by establishing consistent processes and procedures and manages the records management and archival system for HR files.

Questions about the following should be directed to the payroll office (973-275-2055 or 973-275-4813):

Lost or misplaced paychecks

Direct deposit

Tax forms

Payroll withholdings related to payroll taxes, parking, or other non-benefit deductions

Employment verification requests should be submitted by fax to the Payroll office (973-275-2256)



### **FREQUENTLY ASKED QUESTIONS**

**Q. *Why isn't Kronos letting me add hours or make changes to my timecard?***

You cannot edit a timecard that has already been approved unless the approval is removed.

Open your timecard and select the "Signoff's and Approvals" tab at the bottom left of your timecard to view all approvals and sign-offs.

- If only you (and not your supervisor) approved the timecard, remove your approval by clicking on "Remove Approval" under the "Approvals" tab to make edits. Make your edits and re-approve your timecard.
- If your supervisor approved your timecard, contact your supervisor to remove his/her approval then remove your approval and make your edits. You will both have to re-approve the timecard.

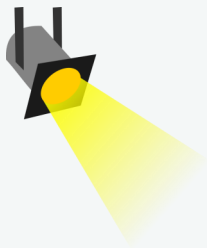
**Q: *Can my supervisor make changes to my timecard?***

Yes. Your Supervisor can make changes to your timecard, even after you've approved it.

- If you approved your timecard prior to the change, you'll receive an e-mail notification that someone has made a change to your timecard.
- If a change is made on an unapproved timecard you will not receive an e-mail, but you can check for timecard changes at any time by opening the "Audits" tab at the bottom-left of your timecard.

**Q: *When will Administrators stop using Kronos?***

Administrators will approve their May timecard in Kronos; in June, they will use Banner Leave Reports.



# Human Resource Information Systems (HRIS)

## Frequently Asked Questions

### ***When will I be paid?***

The monthly and biweekly payroll schedules are available on the Payroll office's website: <https://www13.shu.edu/offices/finance/payroll.cfm>

Payroll dates for adjunct faculty are determined by the schedules of the courses they teach. For courses that follow the typical fall semester schedule, payments are made monthly from September through December. For typical spring semester courses, payments are made monthly from February through May. Adjunct faculty should consult with their academic departments to confirm pay dates for summer courses or academic year courses that follow atypical schedules.

### ***Why wasn't I paid?***

HRIS processes the paperwork generated by departments for payments. There are deadlines and signature requirements to ensure payment. If you are not paid at the appropriate time, contact Andrea Gomes at 973-761-9288 or Joy Hayward at 973-761-9645 to determine why and what is needed for the next payment.

### ***How do I identify my salary or hourly rate?***

Salary and hourly rates are available in Banner Self-Service

- Log into the Pirate Net Portal

- Go to the "Profile" tab

- Under "Employment Details," click on "Job Details"

- Click the appropriate job title

- Salary or hourly rate is listed with effective dates

All faculty members (full-time, adjunct, or any other) should discuss rates of pay with their academic departments.

Student workers should discuss pay rates with their immediate supervisors or the student employment department.

### ***I reviewed my paystub but have questions about my medical and dental deductions.***

The benefits staff in HR can assist with these questions. Questions can be directed to [bene-fits@shu.edu](mailto:bene-fits@shu.edu) or you can contact Babette Brooks at 973-275-2755.

### ***My supervisor isn't here to approve my Kronos timecard – will I be paid?***

Employees paid on the biweekly payroll are paid based on approved hours in Kronos. If your supervisor is unavailable, the next level supervisor has access to approve the timecard. Timecards must be approved by the published deadline (usually noon on the Monday following the end of the pay period).

Student workers are paid based on approved hours in Web Time Entry. If your supervisor is unavailable, the next level supervisor and possibly another proxy may be able to approve the timesheet.



## Page Up Recruiting Process for Administrators & Staff

***Are you ready to post a position on the Seton Hall University  
employment website?***

To begin, be sure to have an approved Job Description and Hiring Review Committee (HRC) approval. It is also helpful to have the following information on hand as you move through the steps within Page Up.:

- Banner Position Number for the position you are filling
- Salary Grade
- Job Description

Next, access Page Up by clicking on *Applicant Tracking System (Hiring Managers) – Page Up* under the Pirate Net/Portal Profile tab.

To begin, click on:

The red ***New Requisition*** box

Select a *Job Template* screen

Enter the Banner Position Number for the position you are filling

Select the template, e.g, Administrator or Staff

A preview will appear of the next screen (please note, the preview is not a fillable form). Click 'Next', to arrive at the "Requisition Information" page.

In the "Requisition Information" page, reference the job description. To streamline the look of job postings, the "Job Summary" located under the "Job Posting" should be limited to 2 or 3 sentences.

Once the "Requisition Information" page has been completed; it's now time to route the posting for approval - to do so, select:

"Admin/Staff/Faculty" under the 'Approval Process' section, on the bottom of the screen.

The "HR Admin" name will populate.

Click on "Save & Exit."

The posting will then be routed to the HR Admin.

The HR Admin will submit to the appropriate approval process, resulting in an active posting on the SHU employment website.

***More details and personal assistance are available by contacting Brenda Polanco, x9178.***

Page Up Training sessions available, please visit:

[http://www.shu.edu/human-resources/upload/Page\\_Up\\_Training.pdf](http://www.shu.edu/human-resources/upload/Page_Up_Training.pdf)

## ON THE HORIZON

### **HR Outreach: Lunchtime Discussion Series**



Join us for the launch of a new bi-weekly lunchtime discussion to review key elements within the human resources department.

Everyone is invited to join members of the Human Resources team in discussions to share information about the department's functions and services, new developments in HR, and to provide feedback.

*A specific topic will be highlighted every other Wednesday.*

Even if you are familiar with the topic, join in as there is always something new .

*Attendees are welcome to bring their lunch to enjoy during the session.*

**Watch the TOD List of Opportunities at**

<http://www.shu.edu/human-resources/training.cfm>

**to review further details about the topics, dates, and locations.**

### **Employee Assistance Program**

**Presented by *Cigna***

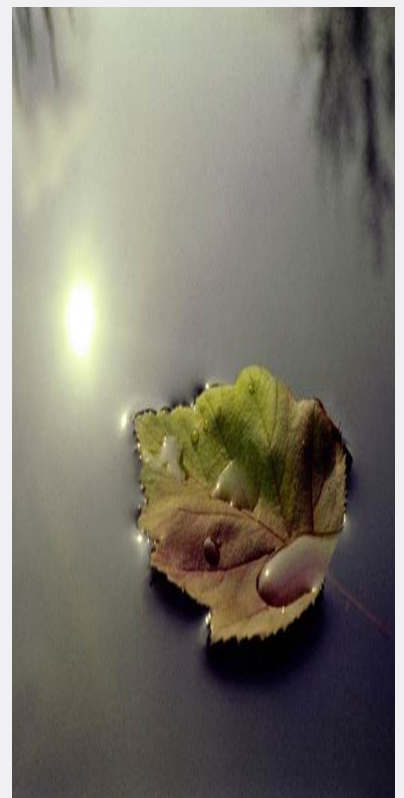
#### **Achieving Success: Using Goals to Get There**

Thursday, June 29, 2017 — 12:15 to 1:15 p.m.

How successful will you be? More than anything, the answer to that is up to you. In this seminar, you'll learn how to identify self-defeating habits that may be holding you back -- and find out how to conquer them. Once you've identified what your goals are, we'll help you create an action plan to help you get started today.

***The session will kick off with lunch followed by the program at 12:15 pm.***

Register today at [Benefits@shu.edu](mailto:Benefits@shu.edu)





Writing is a key method of communication for most people,  
and it's one that many people struggle with.



**Email #1:**

Dear John, SUM1 sent a proposal thru fax yest. Look at it, IMO it's very good. seems 2 know what we're lukng 4. Pls. Let m know what u THINK over the wknd. :-) Peter

**Email #2:**

Dear John,  
I received a project proposal via fax yesterday. Could you take a look at it? I've read it and it seems very good. Looks like what we're looking for. If it is possible, could you please let me know what you think over the weekend?  
Thanks, Peter

*What impressions do you get from the emails above?*

**Business Writing Workshop:**

Writing and communication skills have degraded with more and more people communicating through email and text messaging. Developing writing skills is still important in the business world as effective channels of communication make an organization run smoothly.

Register via [HRTOD@shu.edu](mailto:HRTOD@shu.edu) for one of the below sessions to benefit from a refresher on basic writing concepts (such as spelling, grammar, and punctuation).

Tuesday, 6/6/17	9-11:30 am	Dept of HR Training Room
Thursday, 10/19/17	9-11:30 am	Dept of HR Training Room

*Other training opportunities available in-person or online.*

Visit  
<https://www.shu.edu/human-resources/training.cfm>  
to view additional offerings.



## FOR A WORK-RELATED INJURY

Call Public Safety immediately x9300—*Public Safety Officers are “1st-responders.”*

Contact your immediate supervisor

Seek Medical Treatment at nearest Emergency Room if required.

Saint Barnabas Medical Center, Livingston, NJ

UMDNJ, Newark, NJ

**OR**

Visit Medical Facility if not an emergency.

**Care Station**, 456 Prospect Avenue, West Orange, NJ, 973-731-6767

Pre-approval required from Dept of HR before a doctor will see you.

Victoria Gomez, x9621

Charles Creamer, x9284

**Concentra**, 375 McCarter Highway, Newark, x8601

No pre-approval required.

**Travelers**, 800-842-2475 and an in-network provider will be suggested.

Contact Victoria Gomez x9621 or Charles Creamer x9284 asap to report the injury.

Do not visit your personal doctor or specialist for a work-related injury unless referred by Traveler's.

Victoria or Charles will call you with the Traveler's Claim # for the doctor to submit billing to Traveler's.

Travelers will assign the claim to a representative in the Morristown office.

## Tuition Remission

If you, your spouse, and/or your dependents wish to apply for tuition remission, applications for the benefit are due to the Department of Human Resources *immediately following* registration for classes.

[Join us for a Tuition Remission](#)

[Workshop:](#)

Tuesday, June 20, 2017

Walsh Library, ITV Room

1:30 to 2:30 pm



The Tuition Remission application is found under Benefits on the Profile tab within Pirate Net.

In addition to noting a job-related category on the application (graduate-level courses), the appropriate form must be completed and submitted.

Please contact Victoria, x9621 or Diane x9606 with any questions.

*Join in and welcome Seton Hall's newest full  
and part-time employees:*

*(dates reflect January 1, 2017 to April 30, 2017)*

**Jesse Benicaso**—*Gallery Assistant, University Library Dean's Office*  
**Elzbieta Bochenek**—*Assistant Dean Graduate & Professional Education, Law School*  
**Julia Bonfim**—*Secretary to the Associate Dean, College of Nursing*  
**William Brown**—*Assistant General Counsel, Office of General Counsel*  
**Judith Clark**—*Executive Administrative Assistant, School of Medicine*  
**Joshua Cozzo**—*Sr. Assistant Director, Transfer Students, Recruitment/Enrollment*  
**Elizabeth DeDreu**—*Secretary for Student Support Services, Seminary*  
**Wenjuan Du**—*Lab Assistant, Institute Neuro-immune Pharmacology*  
**Yasheca Ebanks**—*Research Coordinator, Physical Therapy*  
**Barry Eck**—*Assistant Director, Emergency Management, Security*  
**Christopher Farrell**—*Director Major Gifts, University Development*  
**Susanna Floyd**—*Admissions Counselor, Recruitment/Enrollment*  
**Aimee Jordan**—*Assistant Registrar, Registrar Operations*  
**Igor Lakhman**—*Wireless Network Engineer, Telecom—Administration*  
**Allegra Lanzara**—*Advisor, Sociology, Anthropology & Social Work*  
**Dennis Maye**—*Public Safety Officer, Security*  
**Sean McCarthy**—*Assistant Director Alumni, Benefit Services, Alumni Relations Office*  
**Shiray McLean**—*Admissions Officer, Recruitment/Enrollment*  
**Mary Piel**—*Acquisition/Collections Services Assistant, University Library Dean's Office*  
**Allison Rubnitz**—*Assistant Women's Soccer Coach I, Women's Soccer*  
**Ana Schuhmann**—*CAEP Coordinator, CEHS Dean's Office*  
**Tyamba Taylor-Lamie**—*Weekend Circulation Clerk, University Library Dean's Office*  
**Veronica Vanegas-Ortega**—*Secretary, Alumni Relations Office*  
**Kathleen Viscardi**—*Director of Major Gifts, University Development*  
**Sheila Wolfinger**—*Sr. Director Major Gifts SOM, University Development*



## INSIDE HR



### ***Babette Brooks, Benefits Specialist***

#### ***What is your current role, and how long have you been in this role?***

I have been the Benefits Specialist in the Human Resources Department for 9 ½ years.

#### ***What was your very first job?***

In high school, I was a page at the public library. It was the perfect job for the shy girl who loved to read. My role included returning the books to the shelves in the proper “Dewey-decimal” system.

#### ***What do you like most about the Human Resources function?***

I like working with people. The day-to-day duties may change, but they constantly revolve around interacting with people. I receive gratification from solving problems. I like to give people peace of mind about a subject that could be very worrisome.

#### ***What do you like most about working at Seton Hall University?***

Seton Hall is my first time working in higher education. I had worked in a corporate setting my entire HR career. I like the sense of purpose and pride people feel about being part of the Seton Hall community.

#### ***Tell us some ways you spend your free time.***

I spend the majority of my time with my family. I belong to a book club and an investment club.

***Favorite Quote:*** “I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel. “- Maya Angelou

## OUT AND ABOUT...

Mike, Joy, and Charles were recently led on a tour of the new School of Medicine facility by John Signorello, Associate Vice President for Facilities & Operations.

All three were impressed by the site and the ongoing renovation project.



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**Members from the HR Team enjoyed a night out of instructed painting at Artevino Studios in Millburn, NJ.**

**Can you guess the artist? Who is the creator of the masterpiece on the left?**

Email your answer to [HRTOD@shu.edu](mailto:HRTOD@shu.edu) by *Friday, June 23, 2017* for a chance to win a fleece travel blanket courtesy of NJM Insurance Group! All correct answers will be entered into a raffle drawn on Monday, June 26, 2017.

Winners will be contacted directly; one entry per person.



***Pictured from left to right:*** Katie Owen, Compensation Analyst, Brenda Polanco, Employment Specialist, Andrea Gomes, HRIS Specialist ***Top Row, left to right:*** Victoria Gomez, HR Secretary; Shambhavi Shanbhag, HRIS Analyst



# Service Recognition Awards Ceremony 2017













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## WHO WE ARE IN HR...

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**Michael Silvestro**, *Associate Vice President*

x9138

**Victoria Gomez**, *Human Resources Secretary*

x9621

**Mary Stankiewicz**, *Human Resources Assistant*

x9177

**Diane Russo**, *Manager, Training & Organizational Development*

x9606

**Charles Creamer**, *Senior Human Resources Generalist*

X9284

**Terri Demarest**, *Director, Benefits, Compensation, & Employment*

x9181

**Brenda Polanco**, *Employment Specialist*

x9178

**Katie Owen**, *Compensation Analyst*

x2052

**Ileana Farris**, *Benefits Analyst*

x9176

**Babette Brooks**, *Benefits Specialist*

x2755

**Joy Hayward**, *Director, HRIS*

X9645

**Alexander Howze**, *Senior HRIS Analyst*

x9180

**Shambhavi Shanbhag**, *HRIS Analyst*

x2546

**Andrea Gomes**, *HRIS Specialist*

x9288

**Priscilla Stein**, *HR Project Assistant*

x9177



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