

University of Nevada, Reno Network Meeting
Joe Crowley Student Union Ballroom C (4th Floor)
August 13, 2008
9:00 a.m. - 10:30 a.m.

MINUTES

1. Introduction:

Erin Lara with the Computing and Telecommunications department was introduced. She will be handling the cell phone program.

More information on cell phones can be found at
<http://www.it.unr.edu/phoneandconference/PDAs.asp>

2. Professional Development & Training Updates, Carole Anderson, PD&T

Carole announced that as of August 27, 2008 Kim Bonnenfant will no longer be working in the Professional Development and Training Department. Barbara Nirenberg will take over some of Kim's duties such as assistance with training sign up and training class scheduling. On September 3, 2008 Kim will start her new position with the Office for Prospective Students.

Remember to sign up and take a free online training course through the Professional Online Development (N-POD) system. N-Pod can be located at
<http://www.unr.edu/vpaf/hr/development/npod.html>

For information or registration regarding training classes please visit the Professional Development and Training web site:
<http://www.unr.edu/vpaf/hr/development/training.html>

3. University Website Update- Jake Kupiec, Digital Initiatives

Jake announced that the Digital Initiative is in the process of doing a major redesign of the University homepage and Events Calendar. The homepage and events calendar will be more functional and user friendly.

When you have communications and marketing needs don't forget to use **The Silver & Blue kit**. This is a self-service site for logo downloads and "how-to" guides. It is located at: <http://www.unr.edu/silverandbluekit>

Also a new Quick Start Guide is available to pass out to all of your faculty and staff. If you would like these guides for your department please contact Digital Initiatives at 784-6187 or email Jake at jake.kupiec@unr.edu

4. E-SEARCH- Kim Beers, UNR Faculty HR

Faculty HR is testing a new process that will simplify the new hire's role in the background check process and speed up the time frame for results. Look for more information in the September newsletter.

To help ensure compliance with the Board of Regent requirement to have Pre-employment Certification forms signed by candidates, the Pre-employment Certification form will become part of the online application certification statement beginning October 1, 2008. The trade-off is that you will need to have your new hire sign their application form and submit with their new hire documents package when this change takes effect.

Search Coordinator trainings will be in the Mathewson-IGT Knowledge Center beginning this month. Search Chair training will continue to be held in the Glazner Training Room, Artemesia Building.

For more information contact Human Resources at 784-6082 or visit <http://www.unr.edu/vpaf/hr/>

5. HR Reminders- Jo Ann Zurek, Human Resources

Jo Ann wanted to remind everyone that the last day to enter contracts in the system for pay is August 25th. The 26 is a no data entry day. When sending in paper work for new hires, be sure and put either the search number or if it's a Provost exception the Pre-Employment Certification form. Also include the New Hire Checklist with all new hire documents.

For more information contact the Human Resource department at 784-6082 or visit <http://www.unr.edu/vpaf/hr/index.html>

6. Increase in Student Wages & Hours for Fall/Spring Term- Jannine Haggard, Student Employment

Jannine was not able to attend the meeting.

7. Update- Celia Culver, Copy Center

Celia wanted to remind everyone that the campus Copy Center is still available to do your campus print jobs. They can also do work for any non-profit organizations or copies for employee private needs. The Copy Center services include:

- Color copies any size up to 12"x18" on several types of stock all \$0.35 each
- Black copies on white, pastel, or bright paper up to 11"x17"
- Bound book with color inserts, tabs, and color covers
- Booklets (collated, and stitched in center) from 5.5"x8.5" to 11"x17", color and black
- Posters, brochures, flyers, reports

- Shrink wrapping
- Folding
- Trimming
- Binding (plastic coil and spiral)

For more information please contact Celia Culver at 784-6810 or email copycenter@unr.edu

8. Mailing Services Update- Sheryl Hunnewell, Mailing Services

Sheryl was not able to attend the meeting.

9. Change to the Guest Speaker Payment Request Form- SJ Yoon, Controller's

SJ announce a change to the guest speaker payment request form: the \$1,999.99 upper dollar threshold on the guest speaker payment request form has been removed. Make sure to attach a flyer, brochure, announcement, offer letter, or acceptance letter describing the speaking engagement including but not limited to the speaker's name, date, time, location, and topic. Per the university policy, fully completed guest speaker payment request forms need to be submitted for review and approval prior to the engagement.

For more information please contact SJ Yoon at 784-6662

10. Event Planning & Parking- Michelle Horton, Parking & Transportation Services

Michelle Horton wanted to remind everyone that Parking & Transportation Services has daily parking passes available for departments to purchase for guest parking. Blue/Green and West Stadium permits for \$3.00 and Silver Brian Whalen complex for \$5.00. You can come in to the Parking office and use your P-card for these purchases or send an IPO for your purchase. You can also set up an account with them at the information center by Morrill Hall for your guest to check in and get their daily permits to park. These can be billed to you at the end of the month.

For more information please contact Parking & Transportation Services at parking_questions@unr.edu or 784-4654 or visit their web site at <http://www.unr.edu/parking/visitorparking.html>

11. TTFS: Employee Self Serve(Payroll & Employment tabs) – Carole Anderson, PD&T

Carole wanted to remind everyone to use the Employee Self Serve (Payroll and Employment tabs) to look up and update their employee information.

UNR employees: <https://mustang.nevada.edu/hrip/unrlog.htm>

Take advantage of ESS to UPDATE YOUR:

- Office Information (work phone #, work fax #, mail stop, location)
- Personal Information (home address, home phone #, cell phone #, emergency contact information, PIN)
- Paycheck advice notices (paper or electronic through ESS)
- Automatic payroll deductions

You can also view your:

- Job and employment information
- W-4 Tax Information
- Pay Check

The data source for this directory is the Human Resources Management System (HRMS). Below are instructions on how you can make changes to the data. Once you modify the information in the HRMS system, it will be reflected in this directory the next business day.

Note: New employees are automatically added to the directory as soon as the appropriate paperwork is processed by the Payroll and Human Resources Departments. This directory includes people employed as academic and administrative faculty, classified staff, graduate assistant, letter of appointment, post doctoral fellow, executive or long term volunteer at UNR, NSHE and NCJFCJ. Persons not paid by NSHE but are affiliated with the university may contact the Worker's Compensation department at 784-4394 to appear in this directory.

EMPLOYEE SELF SERVICE (ESS) - Go to the Update Menu in the ESS system if you want to modify information other than Name, Department or Title. If you need **assistance** with ESS (i.e., you forgot your pin number), please call **775-784-6082**.

Changing your name

If you are changing your name, please provide the following to your Human Resources office: a copy of your new social security card, an original W-4 form, your benefits

enrollment form, and notification forms for any retirement membership enrollment change you make.

Changing your department or title

If you are changing your department or title, contact your Human Resources office.

- UNR Human Resources (faculty and postdoctoral fellows) **775-784-6082**
- BCN Human Resources (classified staff & volunteers) **775-784-6844**
- Student Employment **775-784-3598**
- Graduate School (teaching & research assistants) **775-784-6869**
- Medical School (medical residents) **702-671-2208**

ESS features

Main Screen - Employee Menu (entry screen)



Inquiry Menu - Employment Inquiry Menu

Use this menu to obtain basic Human Resources information on current position including status, hire dates, W4 information, etc.



Update Office Info

On-campus contact information including office location, phone/fax numbers and Notary Status. In the drop down box labeled Mail, select the categories of campus-wide email (mailing lists) you would like to receive.

Update Emergency Contact

Not publicly available but may be a lifesaver.

Update Address Info

Home address information. Important for employee mailings including W2 and benefits information.

Alternate Address Update

For employees with more than one residence.

Update Personal Info