

HR Capsule

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Reminder: Important Dates for 2018 Non-Unit Salary Increase Program



As a reminder, below are important dates related to the 2018 non-unit salary increase program.

Please note that the approved 2018 Salary Increase Planning spreadsheet(s) are due

to HR Compensation by **Friday, June 1st**.

Important Dates for the 2018 Salary Increase Program:

- May 25 - Completed and signed Performance Appraisals scanned to HR Service Center
- June 1 - Approved Salary Increase Planning spreadsheet(s) due to HR Compensation
- June 24 - Approved salary increases become effective
- July 13 - Employee salary increases appear in employee paychecks

You may refer to the Human Resources [Compensation website](#) for additional information concerning the salary increase program.

Please send the completed Salary Increase Pool spreadsheet to Denise.Raskett@umassmed.edu. If you have questions, please email Denise.Raskett@umassmed.edu.

Discount on 2018 Bancroft Summer Programs



UMMS employees are eligible to receive a 20% discount on Bancroft Summer programs, including the Bancroft Summer Institute courses, Day Camp, Specialty Camps, Academic

Programs and Athletic Camps.

Click [here](#) for details on the program.



New Professional Development Course: Public Presentation Skills



The Learning and Talent Development Team is excited to announce a new professional development course offering, **"Public Presentation Skills"** training for all employees.

Whether we are speaking in a team meeting or presenting in front of an audience, we all have to talk in public from time to time. We can do this well or we can do this badly, and the outcome strongly affects the impression that we leave on

people. This is why public speaking causes some people so much anxiety and concern. The good news is that, with training, thorough preparation and practice, you can learn to overcome your nervousness and perform exceptionally well. In short, being a good public speaker can enhance your reputation, boost your self-confidence, and open up countless new opportunities.

This training will be comprised of two parts. In early June, we will kick off Part I of the training where employees will learn strategies to become a better public presenter and how to develop stronger presentations. Topics include:

- The "2 Minute Presentation"
- Strategies for Staying Calm
- How to Plan and Structure Your Presentation
- Knowing and Engaging Your Audience
- What to Do if You Go Off Track
- Preparing for Part II

Part II: The second part of the training will be a separate training session scheduled in late June, and will provide employees with the opportunity to put the strategies they learned in Part I into practice. Employees will come prepared with a flash drive of a 5-minute presentation where they will present to the class. This presentation will be videotaped and then a group discussion will follow so the employee will have the opportunity to receive feedback from the class and instructor.

Watch for more information in early June on this new course. For more information about the Learning & Development Class Offerings, click [here](#).

Reminder: Vacation Accrual Cap



Per the UMMS Vacation Policy, 06.01.14, as of the last pay period of each fiscal year (this year, the pay period ending June 23, 2018), **the maximum number of vacation hours that an employee will be allowed to accrue and carry over to the next fiscal year is 240 hours**.

An employee who has a vacation balance over 240 hours as of the final pay period, will have their vacation balance adjusted back to the 240 hour maximum and any vacation hours that exceed the 240 maximum will be lost. There will be no

reimbursement/payment for any vacation hour that is lost in the implementation of this policy.

To avoid the potential loss of any accrued vacation hours, we suggest the following:

For Employees

- You must take all vacation over 240 hours before 6/23/18. (Please keep in mind that you will receive a vacation accrual for the pay period ending 6/23/18 that will not appear on your pay advice).
- Any hours over this cap will automatically be reset to 240 hours and will appear on your pay advice on 6/29/18.
- If your vacation accrual (including the accrual noted above) totals more than 240 hours, immediately discuss your need to use your accrued vacation time over the 240 hour maximum with your manager. Your manager must approve your planned vacation time in advance.
- Periodically check your vacation accrual, as you continue to earn time throughout the year.
- Please ensure your vacation time has been entered into the Time Reporting system by 6/23/18.

For Managers

- Check each employee's accrued vacation hours by using [HR Direct](#) to access **HR Summit** (the UMass Enterprise Reporting System for managers). Keep in mind that the employee's vacation accrual for the pay period ending 6/23/18 will not appear in HR Summit before the 6/23/18 deadline.
- Work with your employees to plan for their use of accrued vacation time over 240 hours. Any hours over this cap will automatically be reset to 240 hours and will appear on the employee's pay advice on 6/29/18.
- Consider your department's business needs and commitments when planning for and approving employee vacation time.
- Please ensure all time (including vacation) has been approved in the Time Reporting system by 6/23/18.

Please direct any questions to the Human Resources Service Center. Thank you.

HR Direct Website Redesign - Phases I & II Complete

HR Direct Job Aids & Other Resources

Click on the tiles below to access more information about HR Direct.



UMMS Human Resources Learning and Development is excited to announce that Phase II of the HR Direct Website Redesign is now complete. The HR Direct page is the second most popular page for the complete UMMS website system. The primary goal of the Redesign was to make the site as easy to use and resourceful as possible for the user.

The Redesign's Phase I rolled out a couple of months ago and provided a new, streamlined layout where one click of the mouse on the visual array of topic images make it intuitively easy to find the information you need. The new site included a full range of HR Direct products and other resources offered, including employee and manager self service job aids, tax planning resources, FAQs and more. There is also a news feed where you can view the latest HR Direct news.

The Redesign's Phase II incorporated all the current job aids into a new restyled job aid template for consistency and usability. There are more than 50+ job aids to support the various HR Direct functions. [Click here to access HR Direct.](#)

New Benefits Website Launched for Open Enrollment



Human Resources Learning and Development was excited to launch the new HR Benefits Website before open enrollment this year. The new website features information about the employee benefits including health, flexible spending accounts, retirement and more.

The key features of the new site included, easy navigation through tile icons, centralized locations for benefit summaries and forms, complete array of benefits information and a news banner for benefit announcements. The goal of the Redesign was to streamline navigation for retrieving benefits information that increases employee usage.

The new Benefits Redesign website had a **16%** increase of pageviews for Jan-April 2018 compared to Jan-April 2017. [Click here to access the Benefits Website.](#)

Immigration Services Office (ISO) Update: New Electronic Forms Process



The Immigration Services Office (ISO) has rolled out a new electronic upload system for forms processing.

For employees on J-1 and H1B visa status: Employees on J-1 and H1B visa status will now use the new electronic intake forms (e-forms) through the Sunapsis database. **Note: Paper J-1 and H1B intake forms are no longer being accepted by ISO.** New "e-forms" will continue to be developed and available over time.

For employees in ALL immigration statuses: Employees in all immigration statuses can now update ISO with new passport, I-94 and visa stamp updates for both employees/students and dependents through this electronic upload system. A UMMS login is required. Electronic uploads via Sunapsis should be done instead of emailing sensitive documents directly to ISO, as the upload process is encrypted and secure.

For questions or access to Sunapsis administrative log in, user job aids, and document upload portals, please refer to the [Immigration Services website](#).

Join the UMMS Talent Community

Don't forget to sign up and or share the [UMMS Talent Community link](#) with friends and family. Create a job profile and Submit to the UMMS Talent Community! Members will receive automatic email alerts with new job opportunities that match those job interests. Also, members will receive UMMS news updates. [Click here to join!](#)



Human Resources Job Spotlight



Employee **referrals** are one of the most effective ways of finding **the best candidates for the job**. Therefore, we encourage you to please share these hot job opportunities with friends who may be a good fit for the job opening or who will forward the job description to their network of contacts. Thank you in advance for your support!

To apply for these jobs and/or to email the jobs to a friend, click on links below and then click on the "Refer a Friend" or the "Apply Now" button on the page.

[Accounting Manager, Office of Technology Management](#) [Associate Director, Grant Accounting and Compliance](#)



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