

# Human Resources Admin Forum

September 2017

# Sexual Harassment Prevention Training (Reminder)

- Required of all employees (staff & faculty)
- Sent individual reminders to those that hadn't completed as of 9/15
- Student employees (grad & undergrad have a different training)
- Takes about an hour
- Deadline is Sept 30 (9/30/2017)

# Search Training

- Training for Search Chairs & Committee Members
  - Topics Covered
    - General Search Processes, Policies, and Resources
    - Inclusive searches & culture
    - Recruiting Excellence
    - Unconscious Bias
    - Chair/Committee Breakout
- Strongly encouraged for anyone involved with searches to attend
- Three Sessions Scheduled for Fall Semester
  - Tuesday 9/26 2:00 - 3:30pm (Education 159)
  - Wednesday 9/27 9:00 - 10:30am (Ed Sciences 253/259)
  - Tuesday 10/10 10:30 - 12:00pm (Education 159)

# Title & Total Compensation Study Forums

- TTC Study website: <https://hr.wisc.edu/title-and-total-compensation-study/>
- Forums Schedule:
  - Monday September 25<sup>th</sup>: 9:00am - 10:30am (multi-lingual), Pyle Center
    - Room 325/326 (English)
    - Room 213 (Spanish)
    - Room 111/112 (Tibetan, Chinese, and Hmong)
  - Thursday September 28<sup>th</sup>: 1:30pm - 3:00pm (English), Online
  - Monday October 2<sup>nd</sup>: 9:00am - 10:30am (English), Gordon Dining & Event, Sonata & Concerto
  - Tuesday October 10<sup>th</sup>: 1:30 - 3:00pm (English), Union South, Varsity Hall II

# Benefits

- ABE/Open Enrollment
  - October 2- 27<sup>th</sup>
  - eBenefits (myUW portal)
- Ask Alex (live 10/2)
  - <https://www.myalex.com/uwsystem/2018>
- Benefits Fair
  - October 17<sup>th</sup> from 11:00am - 7:00pm, Union South

# Benefits: Changes for 2018 (highlights)

- Domestic Partner Coverage Change
- Health Plan Name Changes
- Health Plans No Longer Available
- Pharmacy Benefit Changes
- ICI premium will be increasing by 20% effective 2/1/2018
- Full list of changes for 2018: <https://www.wisconsin.edu/abe/>
- UW Madison Benefits 2018 Info: <https://www.ohr.wisc.edu/benefits2018/>

# Leave, etc.

- Legal Holiday reminder (floating)

# Hiring Reminders!

- Student Hires
- Supervisor Change Form



# Background Check Process

- Overview of Policy
- Overview of Process
- Takeaways/Tools for Success

# CBC: Policy Overview - History

- December 1, 2007: Board of Regents requires the implementation of system-wide criminal background check policy for new employees and current employees moving to positions of trust
- December 2, 2013: Amended policy to require background checks on current employees and volunteers holding a “position of trust with access to vulnerable populations”

# CBC: Policy Overview - What Does This Mean?

- Section III b:

- Divisions are expected to complete criminal background checks prior to making an offer of employment.
- If a check cannot be completed before an offer is made, the check must be completed before the individual begins employment unless an exception is granted by the appropriate dean or director.
  - No exception can be made for positions of trust
- In any event, the criminal background check must be completed and a decision made no later than 60 days after the start of employment.

# CBC: Policy Overview - Who Needs One?

	Faculty	Academic Staff	University Staff	Temporary Employees (TE)	Graduate Student Employees	Student Help
New Employees	Yes	Yes	Yes	No*	Yes	No*
Transfers	No	No	No	No*	N/A	No*
<12 Month Break in Service	No	No	No	No*	No	No*
>12 Month Break in Service	Yes	Yes	Yes	No*	Yes	No*

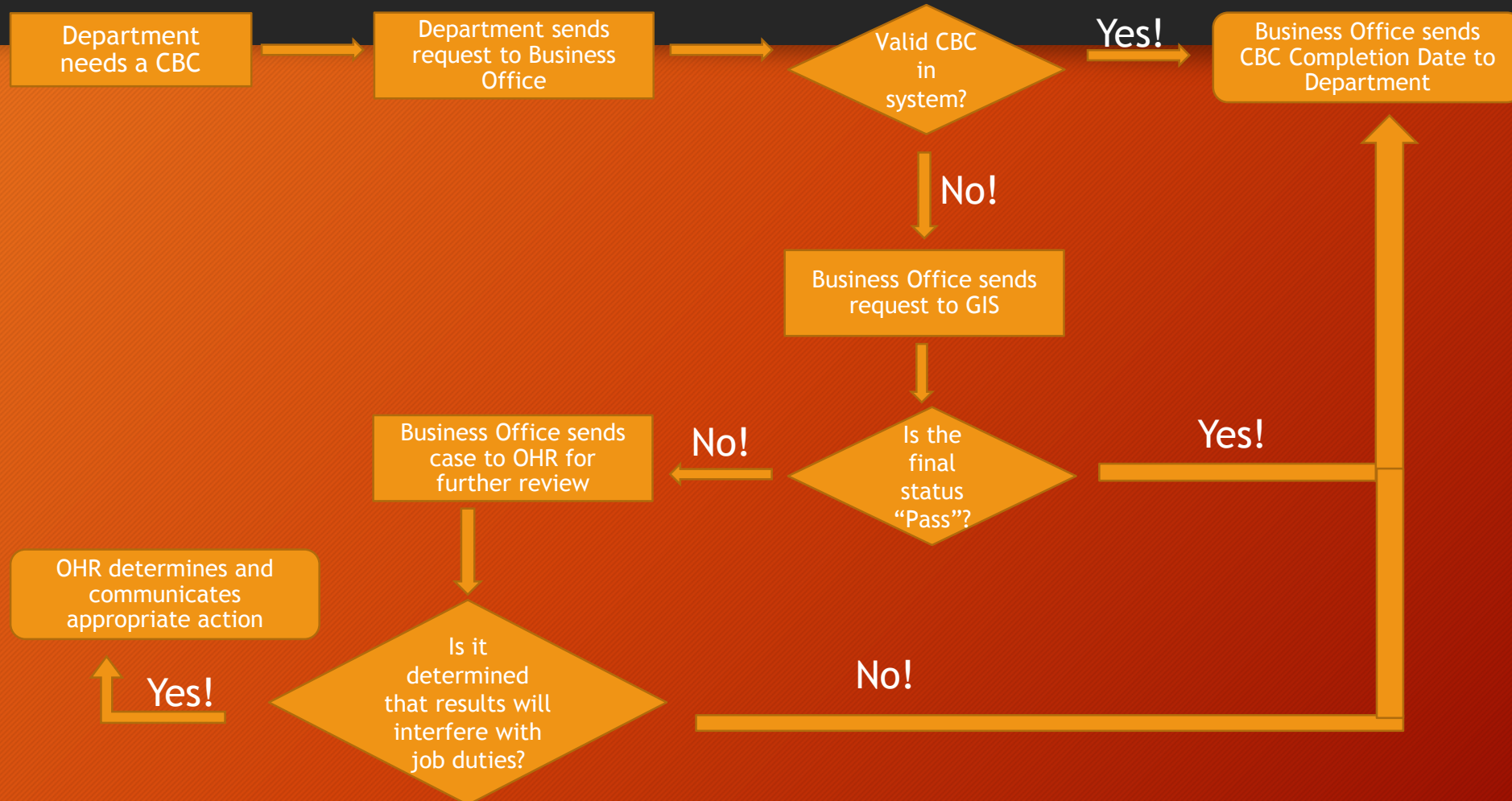
- \*If, by law, the position requires a background check or is a position of trust, a background check must be complete
- Non-employee appointments (Fellows, Postdoc Fellows) and Employees-in-Training do not require a background check unless required by law or are defined as a position of trust

# CBC: Policy Overview - Position of Trust

Paid or volunteer position with one or more of the following responsibilities:

- Access to vulnerable populations
  - Child care centers, summer camps for minors, precollege/enrichment programs, healthcare facilities
- Property Access
  - Master keys/card access, access to offices, facilities, worksites other than their own worksite, including UW residential housing facilities
- Financial/Fiduciary Duty
  - >50% job duties require handling, receiving, or having custody of money, checks, securities; authorizing expenditures
- Executive Positions

# CBC: Process Overview



# CBC: Process Overview - When CBC is Done

Add a Position and Job for: [REDACTED]

(Validated for this Status)  
DEPARTMENT APPROVED

Save  
Close  
Print

Find/Add Hire | Person | Person Contact | Position | Job | Benefits | HR Contact | Comments | Status History

Job Data

**Hire / Transfer**

Hire Type\*    Empl Rcd#

Action  Action Reason

Effective Date\*

Working Title

Expected End Date

Criminal Background Check (CBC Date)  Position of Trust

Probation Type  Probation End Date

Seasonal Status

Additional Pay/Lump Sum

**Compensation**

Pay Basis\*   Comp Rate\*

# CBC: Tools for Success - Check HRS

- Job Data -> Employment Data

Employment Information						
<b>GAUTAM JAYANTHI</b> Employee			Empl ID 00767393 Empl Record 0			
Organizational Instance ?						
Organizational Instance Rcd	0	Original Start Date	04/08/2013	<input type="checkbox"/> Override		
Last Start Date	04/08/2013	First Start Date	04/08/2013			
Termination Date		Years	Months	Days		
Adj Cont Service Date	04/08/2013	<input checked="" type="checkbox"/> Override	4	5	12	
Organizational Assignment Data ?						
Instance Record						
Last Assignment Start Date	04/08/2013	First Assignment Start	04/08/2013			
Assignment End Date		Years	Months	Days	Time Reporter Data	
Home/Host Classification	Home	<input type="checkbox"/> Override	4	5	12	
Company Seniority Date	04/08/2013	<input type="checkbox"/> Override	4	5	12	
Benefits Service Date	04/08/2013	<input type="checkbox"/> Override	4	5	12	
Seniority Pay Calc Date	04/08/2013	<input type="checkbox"/> Override	4	5	12	
Criminal Background Check Date	05/05/2017					
Probation Date	02/28/2017					
Professional Experience Date		Last Verification Date				
Business Title	HUMAN RESOURCES SPEC	Position Phone				
USA						
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation			



# CBC: Tools for Success - Timelines

- Be sure to submit CBC requests at least seven business days prior to the employee's start date
  - Allow for more time during crunch periods (start of semester/summer) and for international employees
- Position of trust with access to vulnerable populations must have a background check every 4 years
  - Precollege camp employees need one every 2 years

Questions??

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