



## HR Newscast December 9, 2021

### HR Systems to HR Newscast

- Villy – HR Systems Group is being renamed to HR Newscast. The meeting invite and Agenda will be sent out from one central email.
- The minutes from the HR Newscast will be sent out through the HR Newsfeed the following week.

### Spring 2022 Process

- An email was sent October 28, 2021, with information about processing Spring appointments. If you process appointments, please read the email, and contact IHR if there are any questions.
- The monthly Academic calc is **1/5/22!!!** With the new January 4<sup>th</sup> gift day, we are moving our deadline to receive spring appointment transactions up by one day. If you have not yet sent your spring appointments in for processing, please do so **no later than 12/16/21!** If you have any questions, please email [IHR@illinois.edu](mailto:IHR@illinois.edu).

### IHR – Speakers

- **Tori Exum** - Illinois Human Resources will be closed on the afternoon of Friday, December 17, 2021, and will re-open on Monday, December 20, 2021. We will close on the normal campus schedule and return to the office on January 5, 2022.
  - o We will continue testing until December 21, 2021.
  - o Background checks
    - Staff members were added to the background check section to help with the overload of requests.
    - We are now working on day-off, which means we are processing your requests the day we receive them within the vendor system. We do still have to wait for the vendor to process the request, which is taking on average just over 5 days. Some states/counties have more of a delay than others.
  - o SUCSS degree verification
    - There is no longer a requirement to verify degrees at the time individuals apply for positions. Our HRA's will verify the degree of the candidate selected once you have identified who you want to hire. If your position required a degree, please notify your HRA of your selection before extending your offer.
    - Staff will continue to verify all applications, including the listing of the required degree, to determine eligibility for register placement.

- Job Postings
    - We cannot deny applicants the right to interview for a position if requested documents were not submitted with the application that is not a part of the SUCSS minimum acceptable qualifications, i.e. a cover letter. You can, however, rate them appropriately as a part of your interview process if you have asked them to upload their cover letter and they do not.
    - Similarly, statements such as DEI's cannot be required in advance. It would be appropriate to make your first round of interview questions written and ask that they include a DEI or other requested statements as a part of the interview.
    - Interviews cannot be recorded. All interviews must be treated the same and there is no guarantee that all candidates would be willing to allow their interview to be recorded. Additionally, some may feel pressured to say yes, even if they do not want it recorded.
  - Talent Acquisition
    - We are in the process of a massive register clean-up project for all our registers. This includes the removal of individuals who have remained on the register for two or more years without being hired on original entry registers and interest letters to promotional registers requiring those individuals to express a continued interest in the classification and update their application by a specific deadline date. This should help expedite referrals for units as most applicants should still be available and interested. With over 600 registers and more than 12,000 register placements, this project will take a while.
    - We will offer resume and mock interview help on an individual basis (in-person or via zoom) starting in February. This will be advertised in January and will be open to applicants and current employees.
  - Unemployment Claims. Units do not need to respond to unemployment claims. Please immediately send any unemployment claims received to our Records department as they have a very short window for response.
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- **Doug Lamb** - GEO grads paid late for whatever reason should have their PARIS transactions done with the ADG earn code rather than the normal ADD earn code. This ensures that GEO dues come out of those payments (when GEO dues deduction is present)
  
  - **Kathy Adams** - The Illinois Supervisory Skills program has selected 30 new participants for the Spring 2022 semester. The program has been developed and launched through Strategic Initiatives Illinois Human Resources and the Training and Employee Development Advisory Committee (TEDAC). Since the launch of the program in Fall 2020 for the initial pilot group, the program has included 134 participants from across campus from 29 different colleges and units, and 84 different departments. Participants have enjoyed connecting with peers and building skills in conflict management, developing tools for communicating, and opportunities to reflect on different approaches to management

- **Jessica Mette** – Working Outside of Illinois system level policy expected in January 2022: creates new Working Outside of Illinois address field in Banner, New Hire, My UI Info; brings together information to consider and follow when employing out of the state or country.

02 Visa Code – expected end date remains 12/31/21 as communicated this past summer. In some cases this temporary code may be minimally extended, like when a student will be traveling and returning to the US mid-January. All other employment out of the country will need to move through the full process to assess employment in the other country, starting with discussion with tax and counsel, and other steps in <https://www.obfs.uillinois.edu/bfpp/section-1-intro-business-financial-functions/conduct-business-outside-illinois>.

#### **Reminder**

- HRFE users who process new hire transactions: Make sure that you are providing newly hired employees their UI New Hire logon ID and password as soon as possible (ideally prior to their eligibility date) – so they can choose their CMS benefits.
- Please continue to email I-9 questions to [e-verify@uillinois.edu](mailto:e-verify@uillinois.edu)
- If you would like to be included in the HR Newscast and Newsfeed please send an email to [IHR@uillinois.edu](mailto:IHR@uillinois.edu) and we will get you added