Summer Faculty Announcement

If you are a part-time faculty employee who is not teaching during the summer semester, you will lose your network access on May 31st. You will not be able to login to UNG computers or have access to the U: drive or P: drive. Your UNG email account can still be accessed via the following web address: http://outlook.com/owa/ungprod.mail.onmicrosoft.com. If you are scheduled for the Fall 2019 semester, you will regain access to the UNG network on August 1st. As a reminder, faculty teaching during Maymester will see their pay included on the May paycheck. Additional monthly pay dates for the summer semester are June 28th and July 31st.

A MESSAGE FROM THE AVP AND CHRO

Thank you for reading our HR Newsletter. This newsletter was created as an effort to expand our communication channels and to facilitate the sharing of information regarding available resources, initiatives, and changes to HR processes/programs that may affect you as an employee/supervisor/leader. We are continually looking for ways to improve and streamline existing procedures, and hope that you will find this content useful! We anticipate several changes within the next 6 – 8 months that should help both the applicant and hiring manager experience as well as other related internal processes based on received feedback. Stay tuned for updates! We appreciate all that you do for the University.

- Beth Arbuthnot
AVP Human Resources/Risk/Compliance

April 2019 marked a milestone for the UNG Department of Human Resources – the launch of our monthly HR Newsletter. Feedback from several individuals across both faculty and staff was very positive as we try to increase our communication effort in a format different from the “old email” route used in the past. Please let us know how we are doing with this initiative, and how we can ensure this becomes a much read means of communicating important areas of interest related to all things HR. I hope you enjoy this month’s issue.

- Ron Graves
Deputy Chief Human Resources Operations

Summer IS HERE

The summer schedule will take effect on Sunday, May 5th and end on Sunday, August 11th. If you will have a different summer schedule or will not switch to the summer schedule, please notify Karen Banks.
UNG will be closed Monday, May 27th in observance of Memorial Day.

May is National High Blood Pressure Education Month!

High blood pressure affects one third of U.S. adults, or approximately 75 million persons, yet approximately 11 million of these persons are not aware they have hypertension, and approximately 18 million are not being treated according to the Centers for Disease Control and Prevention (CDC). Hypertension or High Blood Pressure increases your risk of dangerous health conditions like a heart attack, stroke, and heart failure. There are many risk factors for high blood pressure. Risk factors, such as age, family history and genetics, race and ethnicity cannot be changed. However, some risk factors, such as unhealthy lifestyle habits, can be changed. Healthy lifestyle changes can decrease your risk for developing high blood pressure. In recognition of National High Blood Pressure Education Month, practice healthy habits while earning money through the USG Well-Being program!

Remember!
Be one of our first 1,000 followers on Facebook and you will be entered into a drawing for some awesome stuff!

Find us on Facebook

https://www.facebook.com/UNGHumanResources/
Moving Towards a Definition of Diversity and Inclusion at the University of North Georgia

In discussions of Diversity and Inclusion, these are the broad definitions employed by the American Association of Colleges and Universities:

**Diversity:** Individual differences (e.g., personality, learning styles, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, and ability as well as cultural, political, religious or other affiliations).

**Inclusion:** The active, intentional, and ongoing engagement with diversity – in the curriculum, in the co-curriculum, and in the communities (intellectual, social, cultural, geographical) with which individuals might connect – in ways that increase awareness, content knowledge, cognitive sophistication, and empathetic understanding of the complex ways individuals interact with systems and institutions.

As a member institution of the AACU, the University of North Georgia is going to define for itself the meaning of these two terms over the course of the next year. The development of these definitions will involve a report of current UNG practices in the colleges and divisions. An analysis of prior campus climate assessment data will explain the perception of how effective UNG embraces diversity and inclusion. From these two efforts a diversity action plan will be developed and presented to the community. Over the course of the next year, this space will look at our path forward.

- Dr. Pablo Mendoza
  Director of Diversity and Inclusion

### Recruitment Updates and Reminders

**Coming Soon!**

Equifax! 1-9’s will soon be processed through Equifax. This change will affect the onboarding process of all Faculty, Staff, Student, and Graduate Assistant new hires. More details to follow in the next few weeks!

**Advertising**

Currently, jobs are scraped by several job boards such as HigherEdJobs.com and InsideHigherEd.com. Upon request, positions are posted to the Chronicle of Higher Education, the HR Facebook page, Employ Georgia, Indeed.com, and LinkedIn. Posting advertisements beyond these efforts are at the discretion of your department. Please submit all external posting request to Human Resources.

**Background Checks**

Per the Board of Regents and UNG policy, an employee cannot begin working until HR has received completion of a successful background check. The Georgia Statewide vendor, Accurate Background, requires the candidate to upload a Georgia Consent form to their account. Please encourage your new hire to complete this step in a timely fashion as it significantly affects the amount of time it takes the vendor to process the background check. Background investigation can take up to seven business days.

**Reposting Staff Positions for Exiting Employees**

Reach out to Morgan Stovall letting her know you have a staff vacancy. Morgan will forward you a copy of the job description that was used for the last job posting. If there are any changes that need to be made, highlight those changes in red then, forward the job description back to Morgan. Please include Cheri Wray & Amy Collins on the email (Compensation and Classification). Once reviewed by Comp & Class, if the changes affect the current benchmark, Comp & Class will notify the hiring manager prior to Morgan posting the position.

### APRIL NEW EMPLOYEE WELCOME!

Listed below are employees who have been hired since April 1st.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caleb Ayers</td>
<td>Police Officer</td>
<td></td>
</tr>
<tr>
<td>Katherine Sopp</td>
<td>Alumni Relations Officer</td>
<td></td>
</tr>
<tr>
<td>Joseph Radauill</td>
<td>Multi-Craft Maintenance Tech II</td>
<td></td>
</tr>
<tr>
<td>Rebecca Connolly</td>
<td>Title III Activity Coordinator</td>
<td></td>
</tr>
<tr>
<td>Daniel Evans</td>
<td>Head Coach, Men's Basketball</td>
<td></td>
</tr>
<tr>
<td>Ann Cain</td>
<td>McNair Program Assistant</td>
<td></td>
</tr>
<tr>
<td>Larry Morton</td>
<td>Media Assistant</td>
<td></td>
</tr>
<tr>
<td>Deborah Godwin</td>
<td>Employee Relations Specialist</td>
<td></td>
</tr>
<tr>
<td>Kandi Sanders</td>
<td>Associate Web Designer</td>
<td></td>
</tr>
<tr>
<td>Sheena Hunter</td>
<td>Admissions Associate</td>
<td></td>
</tr>
<tr>
<td>John Buchholz</td>
<td>Media Assistant</td>
<td></td>
</tr>
<tr>
<td>Jeff Galle</td>
<td>Continuing Education Instructor</td>
<td></td>
</tr>
<tr>
<td>Deepi Gupta</td>
<td>Staff Assistant</td>
<td></td>
</tr>
<tr>
<td>Sammy Shepard</td>
<td>Continuing Education Instructor</td>
<td></td>
</tr>
<tr>
<td>Tanner Harkin</td>
<td>Continuing Education Instructor</td>
<td></td>
</tr>
</tbody>
</table>

### MAKING CHANGES TO YOUR BENEFITS

Qualifying life events – such as marriage or divorce, changes in employment status of a spouse, or birth or adoption – allow you to make changes to your benefits outside of the annual Open Enrollment period. The Life Event change must be requested via OneUSG Connect within 30 days of the date of the event. For all life events, except birth/adoption of a child, coverage will be effective as of the first of the next month.

Documentation is required for all life events and you will be required to submit the documentation to the Dependent Verification Services through OneUSG Connect - Benefits, otherwise coverage will be canceled. For more information click [HERE](#) or schedule a meeting with one our Benefit Specialists Sabrina Wall or Kathy Martin.

**Manager’s Corner**

**Q:** Do I need to submit a PAF for my Staff employee who is transferring to another position/department at UNG?

**A:** No, as long as their new position went through HireTouch, you will not need to also submit a PAF for them. The hiring proposal for their new position will suffice.

**Q:** Why do people I have terminated from my department still appear on my list?

**A:** Please be sure you have submitted the correct termination form to remove your employee from OneUSG. If you can still see the employee, please contact HR.

**Q:** It’s my new hire's first day. Why don't they have access to their UNG network or email?

**A:** IT can only be notified of your new hire after she/he has visited the HR office to complete their onboarding and we have received the results of the background investigation. If the new employee requires IT access on their first day of employment, please encourage him/her to complete all necessary steps prior to their start date.

**Q:** Why can I see people that are not in my department in OneUSG?

**A:** It is possible that this is an error in the system. Please contact Crystal Matthews or Natalie Askey to assist you with the removal of the employee in OneUSG.

Let us know what you would like to see in our coming newsletters! Email us at hrnewsletter@ung.edu.
# Employee Training & Staff Development Calendar

**May 2019**

**Congratulations to our 2018-2019 Retirees, and our 2018 Service Award recipients!**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Supervisor Training Program Graduation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GVL MTN 3110A, 10a-11a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff Training: Personal Development Planning, DAH Hoag ABC Rooms, 10a-12p</td>
<td>Staff Training: Personal Development Planning, GVL Library 134, 10a-12p</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Employee Welcome &amp; Orientation DAH DOB 228, 9a-12p</td>
<td>New Employee Welcome &amp; Orientation GVL ADM 112, 9a-12p</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Oconee Supervisor Training Program OCO SRC 581 from 10a-3p</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you need this form in an additional format, please reach out to Michael McLeod - Michael.McLeod@ung.edu