Wishing You A Successful New Year!

As we grab a fresh cup of coffee and settle back in from our “long winter’s nap”, we would like to take a moment to welcome you back and hope you all had a peaceful and relaxing holiday break.

The New Year can be a time of new beginnings and with the excitement that new beginnings can bring, we would like to introduce to you the premiere edition of our newsletter The Liaison Gazette.

Many of us have experienced the difficulties and challenges in keeping up with this fast paced world in which we live. Laws, practices and policies change on almost a daily basis.

It is our goal for The Liaison Gazette to become an impor-tant resource in helping guide our Liaisons, through the com-plex maze of changes and up-dates that affect our group.

In addition to The Gazette, we will continue to host our infor-mative HR/Liaison meetings.

It was nice to see many of our Liaisons in attendance at the last meeting, which was held in the new Abraham Campus Center on August 6th, 2009. For those who were not able to participate that day, we will be posting a PowerPoint link of the meeting, in the near future.

There will be a notification sent once the link becomes available on our HR Website. In addition to the PowerPoint link that will be available to all Liaisons, we will be sending a new hire packet to those that did not attend. If you do not receive a packet by the end of February 2010, please notify us so that we may send one to you.

The Ever-Changing I-9 Form

Recently, there have been up-dates from the Department of Homeland Security regarding the rules and regulations of the I-9 form.

To keep our Liaisons in the know about the changes, HR will be conducting an informa-tional Power Point Webinar in the near future.

In the meantime, please con-tinue to contact Renee at ex-tension 4046 or Regina at ex-tension 4073 if you have any questions or uncertainties in this regard.

The Liaison Gazette is sent specifically to our HR Liaisons. Please feel free to share your copy with administrative and academic managers.

We value your ideas, thoughts and opinions. Please feel free to email us with comments or suggestions for future editions of The Liaison Gazette.
Reminders & Processes

GENERAL ITEMS

Please use the forms provided on our HR Website—Special Note, if paperwork is outdated, it will be returned.

The Payment Start Date on the coversheet should be the date the first payment begins, NOT the prepared date.

Please provide an alternate contact when the primary contact is out for an extended period.

When a new Adjunct Faculty is hired, please make arrangements for them to receive an employee ID card, Blackboard, email set-up, etc…

Please remember to ask for and then submit to HR, a copy of the Adjunct’s highest official degree.

Just A Reminder.. Please Don’t Forget!

Do not use Banner ID numbers in place of Bi-Tech Payroll ID numbers. Bi-Tech Payroll numbers will only contain 4 or 6 digits. Please leave the Bi-Tech Payroll ID number blank if you do not have the number.

When sending items via interoffice mail, please include Sender Information, i.e.: From: ________.

CONTRACTS

Units and unique CRN numbers are now required. Explanation is needed if a CRN number is used more than once or if the CRN is being used for more than one instructor.

PAY ADVICES

Student names are required in the Student Names box.

The Provost signature is required on anything over $5000 or when using the M code along with justification.

Prior to submission to HR, approval signatures from Avo or Jim Irwin are needed for all Grant accounts (budget numbers starting with a 2).

Our payments are semi-monthly (10th & 26th) and should be noted as such on the pay advices.

The payee of a pay advice or contract should not prepare their own documentation.

CANCELLATIONS

All cancellation forms need to be sent completely separate from all other paperwork and must have it’s own coversheet.

Cancellations are not needed for contracts that have NOT been submitted to HR.

University of La Verne

Human Resources Department
Renee Mayes
Regina McConnell
1950 Third Street
La Verne, Ca 91750

Phone: 909-593-3511 Ext. 4046 or 4073
Fax: 909-392-2791
E-mail: rmayes@laverne.edu or rmconnell@laverne.edu

Human Resources Mission Statement:

As knowledgeable Human Resources professionals, we will support the University’s core values by fostering a work place that provides respect, diversity, opportunity, accountability, and fairness while demonstrating leadership and quality service within a growing, pro-active environment.

We contribute to the bottom line of the University’s success through comprehensive programming that displays a thorough understanding of all aspects of the Human Resources profession.