

January 2008

Sabrina N. Elms Ext. 6952

Susan Rohde Ext. 2198

### Welcome New Employees!

John Contreras,  
Admission

Raymond Bailey,  
Career Services

Katie Copenhaver,  
University  
Communications

Gus Kalady,  
Physical Resources

### Important Websites

Human Resources

HR Career Page

Training &  
Development

RU Homepage

RU Intranet

## REWARD Now Recipients

Eric Tammes  
Richard Woodfork Jr.  
Charles Taylor

Pat Farrell  
Wayne Magnus  
Tim Sullivan  
Charles Thompson

Charles Burns  
Ernie Truesdale  
Carl Lewis

## Congratulations to our December graduates!



Krys Buckendahl  
Maricela Avila  
Julie Sumner-Garibaldi  
Joy Falzarano  
Micah Booker  
Claudia Rocha  
Kim Van Pelt  
Maureen Doyle  
Ann Carter  
Miesha Daley

Office of Institutional Advancement  
College of Arts & Sciences  
University Communications  
College of Arts & Sciences  
College of Education  
Office of the Registrar  
College of Business Administration  
College of Business Administration  
Office of Student Accounts  
Office of Student Accounts

## HRIS-Banner Update

November was very busy as the Office of Human Resources and the Business Office spent an excess of 40 hours in training to learn the new system. As most of us in human resources are novice Banner users, it has been an adventure to learn.

If you came by either of these offices and we were unavailable, we humbly apologize. We take service quite serious. We continue to juggle to provide excellent service to you while keeping our focus on Banner HR. We truly believe that our time and attention on the front end will result in a seamless transition and all new excellent levels of service to you.

## New I-9 Requirements

All U.S. employers are responsible for completion and retention of Form I-9 for each individual they hire for employment in the United States. This includes citizens and non-citizens. On the form, the employer must verify the employment eligibility and identity documents presented by the employee and record the information on the Form I-9.

The Federal Government has updated this form and revised its list of acceptable documents. Any department housing old copies of the list should destroy them now and request a new list in AUD 846, or [download it from the web](#). The 5 documents which are no longer accepted are itemized on the [HR I-9 requirements page](#).



## Metra Increase

Metra has announced a 10% increase effective February 1, 2008. All monthly tickets will reflect that increase. Any 10-ride tickets purchased by January 31, 2008 will be sold at their current price and good for up to 1 year. Employees wishing to increase their deduction amount may do so (up to \$115.00) by turning in a [completed form](#) to Chris Korn no later than February 1. For detailed pricing, please visit [Metra's website](#).

## Employee Recognition Ceremony

Employees will be recognized for outstanding service and length of service to the University on Wednesday, April 9 from 1:30 to 3:00 p.m. in Ganz Hall on the 7<sup>th</sup> floor of the Auditorium Building. Please save the date and start thinking about who you would like to nominate.

## Schaumburg Campus Special Announcement



In order to provide the best service possible to our Schaumburg constituents, we are pleased to announce that we will have an HR administrator in Schaumburg every Monday (except for holidays). You may find us in either office 125 D or office 125 B. We look forward to being of service to you.



## Clerical Union Special Announcement

If your goals include a possible new job at a higher grade or requesting an upgrade for your current position, you must first pass computer competency minimums set at each grade level. Visit the pre-employment testing website at <http://www.roosevelt.edu/hr/Pre-EmploymentComputerTesting.htm> where you will find a listing of minimum competencies at each grade level as well as testing dates. Don't miss out on the benefit of "preferred hiring" benefit by not demonstrating computer competency. If you have questions or would like to arrange for proctored testing, please contact Susan Rohde at extension 2198.



## A Good Read

If you have never read Michael Josephson's online newsletter, [Character Counts](#), I encourage you to do so. Mr. Josephson heads a not-for-profit organization focused on promoting and encouraging ethical behavior. I borrowed the quote below from his weekly column. Subscribe to his free online newsletter at <http://charactercounts.org/>

"We spend January 1 walking through our lives, room by room, drawing up a list of work to be done, cracks to be patched. Maybe this year we ought to walk through the rooms of our lives not looking for flaws, but for potential."

-- Ellen Goodman, journalist, columnist

The HR Department hopes each of you enjoys a prosperous and safe new year.