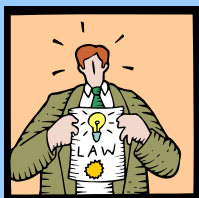


# Human Resources Newsletter

June 2008

## Message from the Associate Vice President



The Internal Revenue Service (IRS) and the U.S. Treasury Department have completed the first major overhaul of 403(b) plans in more than four decades. The new final regulations, which replace the original regulations issued in 1964, are scheduled to become effective January 1, 2009, as the Pension Protection Act (PPA).

As you are aware, the University of San Diego provides a comprehensive 403(b) plan and currently partners with FIDELITY, TIAA/CREF and VALIC as effective ways to save and invest for retirement, contributing 12% of an eligible employee's benefit-based salary.

Overall, regulations governing the PPA will reduce some of the differences that currently exist between the rules that apply to 403(b) plans and those rules that apply to 401(k) plans for workers in private industry.

Over the summer, HR will be working with legal advisors and pension consultants to ensure university compliance, based on the provisions of the Act. As we approach the effective date, additional communications and information will be provided to our campus community.

On behalf of the entire Department of Human Resources, I would like to wish everyone a wonderful, exciting, and energizing summer.

**Gregory Pogue, DBA**  
**Associate Vice President**  
**For the Department of Human Resources**



## PICNIC

**Annual Employee Picnic**  
**June 6<sup>th</sup> – 12 noon – Colachis Plaza**

This year's theme is "**Be Blue Go Green**"!

### **Be sure to participate in the Contests**

**Bottle Cap Contest** – Guess how many bottle caps are in the recycle bin located in human resources in Maher 101.

**Costume Contest** – Design your costume out of organic or recyclable materials.

**Dessert Contest** – Bring your homemade dessert – made with our "**Be Blue Go Green**" sustainability theme in mind.

### **There are two exciting Raffles:**

**CHR@USD 50/50 Employee Raffle** -- \$1 per ticket or 6 tickets for \$5. Tickets are available in human resources (Maher 101) and will also be available at the picnic.

**Complimentary Employee Raffle** – No need to buy a ticket for this raffle! To be eligible, you must RSVP by Wednesday, June 4<sup>th</sup>, to [usdevents@sandiego.edu](mailto:usdevents@sandiego.edu) or call ext. 7889.

**For details about the contests and raffles,  
please read the next page.**



## Annual Employee Picnic

(Nina Sciuto, ext. 2715)



Our **Annual Employee Picnic** is almost here! Mark your calendars for **June 6th**. The festivities will begin at 12 noon in **Colachis Plaza**. The picnic will feature eco-friendly contests, great food and lively music.

**Bottle Cap Count Contest** - Guess how many bottle caps are in the recycle bin - located in human resources (Maher 101). You may come to human resources and submit your guess or you may do it at the picnic - deadline is 1:30 pm on June 6th. The closest guess(es) without going over will win a prize!

**CHR@USD 50/50 Employee Raffle** will help to sponsor the Educational Opportunity Program Book Scholarship Fund for USD students. Raffle Tickets - \$1 per ticket - or -- 6 tickets for \$5. Tickets are available in human resources (Maher 101). Tickets will also be available at the Employee Picnic. The winner, who will be announced at the picnic, will receive half of the money raised and the other half will go to Student Affairs "EOP" program. So bring your money to the picnic.

**Costume Contest** - Be a part of the USD employee costume contest. We will have a fashion show so you can display your costume which needs to be based on sustainability. Design your costume out of organic or recyclable materials - "**Be Blue Go Green**". *You will need to submit a description of your costume the morning of the picnic so we can describe it while you walk the runway.*

**Dessert Contest** -- Be a participant in USD's Sweet Taste of Sustainability Dessert Contest! Bring your homemade dessert -- made with our "**Be Blue Go Green**" sustainability theme in mind. Share your recipe (not required), have fun with co-workers, and win a great prize! To enter the dessert contest, call Sandi Harrod at ext: 4876.

**Complimentary Employee Raffle** -- No need to buy tickets for this raffle! You must, however, RSVP to this year's picnic to be eligible to win some amazing prizes. Please RSVP by Wednesday, June 4th at 5:00 p.m.  
E-mail [usdevents@sandiego.edu](mailto:usdevents@sandiego.edu) or call ext. 7889.

**FREE GIFT** -- To get the free employee gift, you must attend the picnic and bring your employee I.D.

Detailed information about the contests/raffles is available at <http://www.sandiego.edu/hr>

## Recognition

(Nina Sciuto, ext. 2715)



We are proud to present the nominees for this year's Manual Hernandez Staff Employee of the Year Award. The winner will be announced at the Employee Picnic on June 6<sup>th</sup>.

Llance Bower	Fine Arts
Kit Brawner	Law School
Cyd Burrows	ITS
Tricia Duran	Financial Aid
Jordan Kobayashi	Copley Library
Kathy Law	Law School
Maria Luis do Carmo	Facilities
Inna Muradyan	Legal Research Center
Karen Oropeza	Joan B. Kroc School of Peace Studies
Carol Ponce	School of Nursing
Lori Stevenson	College of Arts and Science
Ching-Fang Tu	Registrar

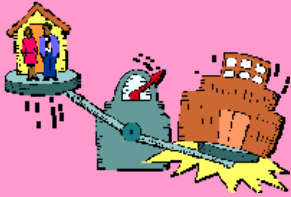


**TO OUR 2008 GRADUATES**



## Employee Relations

(Nina Sciuto, ext. 2715)



Yes, the weather is getting warmer. Many of our schools are getting out for summer vacation. There is something about this time of year that causes excitement, anticipation, wonder and nervousness. Everyone feels it in one way or another. Parents feel it. Administrators feel it. The students and the faculty certainly feel it — something about the end of testing, submission of the big research project, the final day of school, the arrival of warm summer days -- once impossibly distant, but suddenly tantalizingly here. *As we sense and anticipate the joys and challenges of summer, here are a few tips to help us get through.*

### Stress Buster

Recognize the things that upset you. If something is increasing your stress, ask yourself, “Is there anything I can do to change the situation?” If there is, figure out what you can do and do it. If not, find ways to accept this lack of control. Important: Be sure to identify what really is the problem. For example: you might feel that the problem is work overload, but perhaps the real problem is your inability to say “no”.

### Parenting Tip

Encourage family activities. A sense of belonging is developed by doing things together, such as social activities, as well as household chores.

### Sleep and Aging

According to a recent medical study, not getting enough sleep can age people prematurely and promote serious illness. The researchers found signs of “accelerated” aging in healthy young men after less than one week in which they slept four hours a night. According to experts, people need eight hours of sleep every night.

**Whatever you find yourself doing this summer,  
try to enjoy yourself .**

## Training & Development

(Karen Kitchen, ext. 2764)



### TWO PROGRAM GRADUATIONS COMING UP!

We have two training and development programs that are concluding in June with a celebration and “graduation”. Please come and join the program “graduates” to show your support for the time and work that they have put into developing their skills so that they can use them to help others at USD.

#### Workplace Literacy Program

**Friday, June 13 – 2:30 p.m., Kroc IPJ Theatre**

Many of these participants are members of our Facilities and Dining Services departments. The program has focused on improving English speaking skills so that they can enhance their communication with students and fellow employees on campus. There were two programs (Beginning and Advanced). They have met once a week throughout the academic year. Please come to show your support for these individuals taking it upon themselves to improve their English speaking skills.

#### Leadership Academy:

#### Supervisor Essentials Program

**Wednesday, June 25<sup>th</sup> – 2:00 pm**

**SOLES – Warren Auditorium**

This program runs throughout the academic year and participants are nominated through their Vice President’s office. Program topics center around essential skills that supervisors need in order to be successful. Participants this year have attended monthly sessions, participated in Professional Development Literature Circles for a variety of management books, and implemented a project within their unit to put one of the topics addressed in the program to work with their team. Please come to show your support of the outstanding work these individuals have produced this year.

## Employment

(Karen Kitchen, ext. 2764)



### SUMMER HIRING

While some parts of our campus will be quiet during these next couple of months, there are other parts that will be incredibly active. During this time, many departments are hiring employees for the summer. Please be sure to send hiring paperwork to HR as soon as you have the necessary information and approvals so that we can make sure the employee is paid on time. Here are some other important things to remember when hiring a new employee:

#### 1. Employment of Minors

Keep in mind the legal requirements, under state and federal law, regarding the employment of minors under age 18. These laws restrict the type of work and the work hours of minors, and require that all minors must have a work permit, obtained from the minor's school, to work on campus. For more details, see the HR web site at:

<http://www.sandiego.edu/administration/financeadmin/humanresources/employment/minors.php>

#### 2. Work Authorization (Form I-9)

Sometimes applicants seeking summer employment are international students, attending school either here at USD or other schools on an F-1 student visa. If you need assistance in determining whether a student has authorization to work, please contact Janie Carolin at [jcarolin@sandiego.edu](mailto:jcarolin@sandiego.edu) or ext. 2723 for guidance. In addition, if the applicant you want to hire is an F-1 student attending USD, the *International Center* (ext. 4598) is a good source of information and guidance.

Remember, for all new employees, whether students or not, **the federal I-9 form must be completed by the first day of work, and the employee must provide work authorization documents no later than the third day of employment.** Supervisors, have your new employees come to the Department of Human Resources, Maher Hall 101, **on their first day of work** to complete the required forms and show their work authorization documents.

#### 3. 1000 Hour Limit

Most summer hires are in temporary, casual, non-benefit based positions. University policy states that **temporary or casual workers must work less than 1000 hours in each calendar year.** Casual workers can work full time during the summer, or for other brief periods throughout the year, as long as their total hours worked stay under 1000 for the calendar year. Employees who work more than 1000 hours in the calendar year may become eligible for certain university benefits. Supervisors may print a "1000 Hour" report from Oracle Manager Self-Service to track how many hours their part time employees are working.

# WELCOME

## TO OUR NEWEST EMPLOYEES!

We were fortunate enough to have met the following new full time employees in New Employee Orientation in April and May. If you have not met them already, we encourage you to seek them out and give them a warm welcome to our USD Community.

Max Santilla

Katherine Missell

Andrew Killion

Arthur Rush

Paul Woolridge

Cesar Gonzalez

Esther Dohl

Ivan Ocampo

Whitney Sharpe

Joel Contreras

Sean Hlavac

Holly Gilbertson

David Kaplan

Licia Di Bella

Tram Services

Bookstore

School of Nursing

Academic Technology

Services – ITS

Athletics

Facilities Management

English

Facilities Management

Annual Giving

Building Maintenance

School of Business/

Centre for Real Estate

Math/Computer

Science

Dining Services

Dining Services

We would also like to extend a warm welcome to all of our new part time or casual workers! There are too many to name, but if you know someone who has recently started, please take a moment to say hello and see if there is anything we can do to make their experience at USD a great one.



## Benefits

(Lily Skyer, ext. 2719)

### Stressed Out?



As part of our total health and wellness, we need to monitor the stress that we experience in our daily lives. **Identifying and finding productive ways to cope with our stress will help to keep us healthy.**

**Stress is an emotional and biological response to events that upset our personal balance in some way.** The pressures and demands that cause stress are known as stressors. Stress occurs when these stressors exceed your coping ability. Sources of stress include major life changes, daily demands in our environment, relationships or work, and internal causes like self-criticism. **Stress is very individualized** – what is stressful to one person may not be stressful to another.

**Here are some tips from our Employee Assistance Program (EAP) on how to manage your stress.**

#### *Identify the stressors in your life:*

- Set realistic goals at home and at work.
- Prioritize your commitments.
- Set aside adequate time to prepare for stressful events.
- Resolve conflicts.
- Talk with a friend, family member, or counselor.

#### *Take time to care for yourself:*

- Exercise regularly, eat balanced meals, get enough sleep.
- Set aside some time for yourself.
- Don't worry about things you can't control.
- Remember the big picture and focus on the positive.

Remember -- your Employee Assistance Program (EAP) offers confidential and voluntary professional assessment, short-term counseling, and referral services for you, your co-workers and family members - - 24 hours a day, 7 days a week. You can call toll-free 1-800-342-8111.



#### **RETIREMENT COUNSELORS ON CAMPUS DATES**

Retirement counselors are available for one-on-one meetings to discuss retirement planning and retirement goals.

#### **TIAA-CREF**

To make your appointment, please go on-line at [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc), or you may call toll-free 1-877-209-3140.

**TIAA CREF will be on campus June 18 and July 15 in Maher Hall, Room 268.**

#### **Fidelity Investments**

To make your appointment, please go on-line at [www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations), or call toll-free, 1-800-642-7131  
Monday - Friday from 5 am - 9 pm, Pacific Time.

**Fidelity will be on campus on June 24 and July 8 in the Pardee Room, Maher Hall, Room 231.**

#### **AIG VALIC**

Our VALIC representative, Kimberlie Sonnenberg is available by appointment. To arrange an appointment, please call her assistant Beti at 619-461-1680.



#### **USD Employee Wellness Program**

Find out how you can earn **Wellness Dollars to help reduce your 2009 USD medical premium costs.** Go to [www.sandiego.edu/hr/benefits](http://www.sandiego.edu/hr/benefits) -- click on Wellness Program.



#### **Chair Massage**

Stress reducing chair massages are offered on campus every other Thursday by BodyTechniques in the Degheri Living Room. To make an appointment online or to find cost information, please go to: [www.bodytechniques.com/usd.html](http://www.bodytechniques.com/usd.html) or call (877) 750-9339.



#### **LA Fitness Discount Membership**

USD employees are eligible for discounted membership dues at LA Fitness.  
Employees: \$25 initiation fee, \$29.99/month membership dues  
Family Add On: \$0 initiation fee, \$29.99/month per family member (limit 2)  
Please contact Lily Skyer at ext. 2719 for Discount Voucher.

## HRIS

(James Li, ext. 2923)

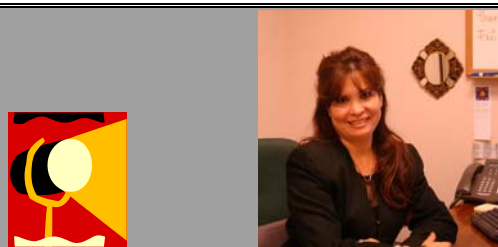


HRIS is working with ITS on an interface between **Banner Student System** and our existing Oracle HRMS modules.

HRIS is working on the implementation of **Oracle iRecruitment** – a full cycle recruiting solution that will give hiring managers, HR recruiters and candidates the ability to fully manage every phase of finding, recruiting, hiring, and tracking new employees via a self-service interface.

**If you wish to eliminate receiving paper pay slips**, simply go to **Oracle Employee Self Service** to elect to receive your pay slip online only. Select “Extra Information”. Click “Add” in the “Self Service Preference for Person” region. Then choose “Payslip” for Document Type. “Yes” for Online, and “No” for Paper.

***It is important to remember and/or keep your login and password in a safe place – you will need it whenever you go on Oracle Employee Self Service.***



## ROSE TRUJILLO

### Human Resources Spotlight

**Rose Trujillo** joined the Department of Human Resources in January 2008. She is currently working as an **Employment Services Coordinator**. Rose earned a Bachelor’s Degree in Law from the Autonomous University of Baja California, Mexico. Before coming to USD, she worked for the State of Nevada Personnel Department in Las Vegas as a Senior Personnel Analyst for almost 10 years where she was responsible for recruitment, selection and classification. She also worked as a Real Estate Agent in Las Vegas on a part-time basis. Rose, who left San Diego in 1991, missed living in our beautiful city and is happy to be back. In her free time, Rose enjoys the outdoors, traveling and spending time with her family and friends.

**Please join us in welcoming the student workers who will be assisting in the Department of Human Resources during the summer months.**

### Mary Crocker

Mary, whose home is in Oregon, will be a senior at USD next year. She is majoring in Business Administration. Before coming to HR, Mary worked for Dining Services in the Mission Café. In her spare time, Mary plays Club Volleyball at USD.

### Adriana Garcia

Adriana was born and raised in San Diego. She graduated with honors, cum laude, from USD last month. Her major was in marketing and finance with a minor in ethnic studies. Adriana worked part time in HR during this past school year and will continue to lend support throughout the summer months. In her spare time, Adriana likes to watch movies and spend time with her family and friends.

### Dominique Smith

Dominique just completed her first year at Alabama State University. She is working towards a degree in Criminal Justice. Dominique is no stranger to the USD campus as she previously worked in our Summer Camps and Campus Card departments while on summer breaks during her high school years. In her spare time, Dominique enjoys listening to music and talking/texting on her cell phone.



## Compensation

(Janie Carolin, ext. 2723)

### Travel Time for Non-Exempt Employees



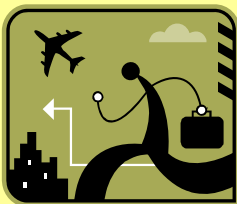
The following applies to non-exempt (hourly) employees who are required to travel on university business as part of their job:

With the exception of travel from home to work and back, most travel time is considered work time. If travel time in either direction, or travel time and work time combined, exceeds eight hours in a work day, overtime regulations apply.

Employees must continue to take the required meal and rest periods while traveling.

Because traveling does not require the employee to employ his/her skills, pay for travel time may be at a rate of pay that is less than the employee's normal rate of pay.

#### Example:



A non-exempt, hourly employee works four hours at his/her regular work place on campus on Thursday, then leaves campus to go to the airport, flies to Sacramento and stays overnight at a hotel. The trip from campus to the hotel in Sacramento takes five hours, including thirty minutes at the airport where the employee eats lunch while waiting for his/her flight. The next day, Friday, he/she works six hours at the assigned work place in Sacramento (taking a thirty minute break after four hours), then returns to the airport for the flight home. Travel time from Sacramento back to the San Diego airport is four hours.

Under these circumstances, for Thursday, the employee records on his/her time card 4 regular hours and 4.5 travel time hours (the thirty minute break at the airport is unpaid), and incurs .5 hour overtime.

For Friday, the employee records 6 regular hours and 4 travel time hours, including 2 hours of overtime. Travel from the San Diego airport to his/her home is unpaid because it is considered the employee's normal work-to-home commute.

If the travel time rate is different from the employee's normal pay rate, the overtime rate is calculated on the "regular rate of pay" which means the actual rate of pay once all compensation is considered, including work completed at two different rates of pay.

### Performance Evaluation Update



Congratulations to the divisions of **University Relations, Student Affairs** and **Mission & Ministry**, which have achieved 100% compliance on staff performance evaluations!

Overall, the Department of Human Resources has received performance evaluations on 98.4% of our staff (hourly) employees – our best record yet! Thank you, everyone, for your support of this process. For those supervisors with employee evaluations still pending (and you know who you are!) it's not too late, so help us reach 100% and provide valuable performance feedback to your employees.

Administrator performance evaluations are due to human resources no later than June 30<sup>th</sup>.

If you have any questions about the forms or the process, please contact Janie Carolin at [icarolin@sandiego.edu](mailto:icarolin@sandiego.edu) or ext. 2723.

## Compensation

(Janie Carolin, ext. 2723)



### Generation Y: What Millennial Workers Want

The Millennial Generation, or Generation Y, were born between 1979 and 1999, and the oldest members of this generation have already graduated from college and entered the work force. Robert Half International, together with Yahoo! HotJobs, commissioned a national survey of more than 1000 Millennial workers age 21-28, to find out what motivates them at work, what career concerns they have, and what they want from their employers. Below we have excerpted a section of the survey white paper. The complete paper is available at:

<http://www.sandiego.edu/administration/financeadmin/humanresources/documents/GenYReport.pdf>

Like generations before them, Generation Y has often been discussed and studied. At best, this group has been depicted as eager and tech-savvy, requiring that work be both fun and challenging. At worst, they've been characterized as an over-stimulated generation hooked on instant gratification. They've also been accused of having a sense of entitlement and unreasonable expectations about work.

#### Myths vs. Realities

*Myth: Generation Y lives in the moment and would rather play than work.*

*Fact: They're most concerned about supporting themselves and their families, "saving enough" money, finding/keeping a job and having career satisfaction.*

They've watched their parents get downsized, rightsized, laid off and sidelined. They know that long-term job security can be elusive, and they have no illusions about how hard they'll have to work to achieve financial security and stability. One-third of Gen Y workers polled cited compensation and benefits issues as their top concern. Twenty-six percent worry about finding work, whether jobs will be available in their chosen fields and if they will have career longevity. And 23 percent are most concerned with finding fulfillment on the job, working in a positive environment and advancing in their careers.

*Myth: Generation Y expects instant gratification.*

*Fact: They're focused on the future and worried about funding their retirement.*

This group questions whether Social Security will be available to them, and they've heard their parents' anxieties about saving enough for retirement. Our survey revealed that, when Millennials evaluate employment opportunities, "benefits" (including 401(k) programs) are one of the top three deciding factors.

*Myth: This generation slacks off at work to take care of personal matters.*

*Fact: 73 percent worry about balancing professional and personal obligations.*

The offspring of the career-oriented, ambitious baby boomers, they watched their parents struggle to achieve a balance between work and personal obligations. Like their parents before them, Generation Y wants to have it all – fulfilling work, families and rich personal lives. That they should be able to do it is assumed; how to do it is far less certain – and they expect the companies they work for to help them find a way.

*Myth: Generation Y workers can't take direction.*

*Fact: They want frequent communication with the boss.*

Raised on instant communication, video games and frequent parental input from cradle to college degree and beyond, Generation Y is accustomed to hearing timely critiques about their performance. They seek managers who are willing to let them figure out their own strategies for getting the job done while at the same time being approachable and available to provide advice, assistance and support. According to our survey, a mere 10 percent of Millennials are comfortable with communicating only once a week with their bosses – most want daily feedback. Memo to managers who are frequently away from the office: Keep the communication coming!

*Myth: Gen Y employees have a sense of entitlement and don't want to "pay their dues".*

*Fact: They expect to pay their dues in different ways.*

It's true; members of this generation expect to rise up the ranks quickly. In fact, about half of those we surveyed believe that professionals should have to spend only one or two years proving themselves in entry-level positions. However, this is a group that expects to pay dues in other ways – namely through education. Nearly three-quarters think it's likely they will go back to school to obtain another degree during the course of their careers. Many also said they believe that they'll have to work harder than previous generations and save more money for retirement.