January 2014 Monthly Update

Happy New Year! Our Human Resources team is committed to serving you and making 2014 an excellent year!

POLICY

Staff Performance Evaluations

As a reminder, the 2013 staff University Online Performance Evaluation (UOPE) should be in process. Managers should be meeting with staff to discuss employee self-assessments and the year of performance (January 1, 2013-December 31, 2013). After discussing performance, managers will be required to log into Banner Self-Service to start and complete the UOPE. The UOPE can be accessed by:

- Logging into Banner Self Service
- Select Employee
- Select University Online Performance Evaluation Menu
- Select Supervisor – University Online Performance Evaluation Dashboard

Deadlines for staff evaluations coincide with division/department budget deadlines which should be communicated by the appropriate VP or budget office; the goal is for all staff evaluations to be complete by the first week of March.

Please contact your HR Consultant if you have any questions about the process.

BEST PRACTICES

2013 W-2 Wage and Tax Statements

All employees should log into Banner Self-Service and verify the accuracy of their permanent address under the Personal Information Tab. This address type is used on the W-2 Wage and Tax Statement each year and assures proper delivery of mailed tax forms.

Additionally, employees may sign up for electronic delivery of their W-2 Statement via Banner Self-Service by clicking on the Employee tab, Tax Forms, Electronic W-2 Consent. Once the employee is on this page, review the Electronic W-2 Consent statement, click on the box to the right of “Consent to Receive W-2 Electronically” and finalize by clicking on the Submit button. Once submitted, a brief statement will appear at the top of the page that indicates “Electronic W-2 consent was submitted successfully.” Your electronic W-2 consent stays in place until your permanent employment ends at the University. The above instructions describe the process in Banner Self-Service when accessed directly at banner.slu.edu or under the Tools tab in the MySLU portal. The W-2 consent is not under the Employee tab in the MySLU portal.

Benefits Statement

The Benefits Office reminds employees to check their Benefit Statement through MySLU to verify that the open enrollment changes made during the month of November are in place for January 1, 2014. Employees are also asked to verify payroll deductions on their January 2014 paychecks.

Life Insurance and Accidental Death & Dismemberment

The University has switched insurance carriers for life insurance as well as the accidental death and dismemberment coverage to AIG, Inc. effective January 1, 2014. This change will not impact employee premiums for either coverage.

LEARNING & DEVELOPMENT

We’re ringing in the new year with new services and additional opportunities to engage in learning and development.

Skillsoft 7.3 Update

On January 20th, Skillsoft will be upgraded to version 7.3. This new version will allow you to access learning content from your smartphone or mobile device. Skillsoft will be down for maintenance on the 20th.

2014 Learning and Development Opportunities

Do you want to learn more about the Learning and Development department and its services? Stay tuned for an online interest form.

Mission

We serve the University community by delivering fair and competitive policies and programs, lead talent management solutions, and unite mission, strategy and people through collaborative partnerships.

MISSION - ATTITUDE - GUIDANCE - INGENUITY - SERVICE