Social Security Temporary Card:

Beginning August 1, 2014, the Social Security Administration will no longer provide Social Security number printouts. Individuals, who need proof of their Social Security number and cannot find their card, will need to complete an application and provide Social Security with the original, required documentation and take/mail the documents to the local Social Security office or card center. For additional information, please visit [www.socialsecurity.gov/ssnumber](http://www.socialsecurity.gov/ssnumber) or call 1-800-772-1213.

Onboarding new employees (faculty, staff or student) who needs to reapply for a Social Security card may affect the hiring timeframe.

**BEST PRACTICES**

**EPAF and Payroll Google Site**

Human Resources Information Systems (HRIS) and Payroll are pleased to announce the creation of the EPAF and Payroll Help Site to replace the weekly HRIS and Payroll Tip of the Week Email. On June 3rd, this Google Site will be shared with all EPAF Originators, EPAF Approvers, and Time Approvers. The purpose is to give easy access and searchable information regarding deadlines, EPAFs, updates and important announcements from the HRIS and Payroll Departments. If there are questions about the site, please contact Amelia Arnold at 977-2305.

**BENEFITS**

**Benefit Eligibility Date**

Reminder, effective July 1, 2014, benefit eligibility will move to date of hire for new full time employees. Employees have 31 days from their date of hire to enroll themselves and any eligible family members for benefit coverage. Employees are encouraged to attend the New Employee Orientation within their first 31 days of employment to get information on employee benefits.

Benefit eligibility will remain the first day of the month following date of hire for employees hired through June 30th.

As is the current policy, benefits terminate on the last day of the month in which the employee is employed. For example, an employee who resigns effective June 3 will have coverage through June 30.

**Faculty Benefit Orientations**

Benefit orientations for faculty are held throughout July and August in the Human Resources Training Room, Wool Center, Room 128. A schedule of the dates are listed below.

- Tuesday, July 8th 10:30 a.m.
- Wednesday, July 16th 2 p.m.
- Tuesday, July 22nd 8 a.m.
- Friday, August 1st 1 p.m.
- Tuesday, August 5th 10 a.m.
- Thursday, August 14th 4 p.m.
- Friday, August 22nd 8:30 a.m.
Faculty who are unable to attend one of the above benefits orientations are welcome to attend New Employee Orientation, which takes place every Monday morning at 8:30 a.m. in the Human Resources Training Room, Wool Center, Room 128.

**LEARNING & DEVELOPMENT**

**What's New in SkillSoft?**

As we prepare for the new fiscal year, the Learning & Development department is highlighting several resources for members of the SLU community on the new SkillSoft homepage. This month we are highlighting videos, courses and books on topics like stress, succession planning and change management.

We will continue to highlight new resources regularly, so check the homepage frequently to see what has been added.

Are there topics you or your team are interested in learning more about? Contact Learning & Development (training@slu.edu) to give us suggestions for topics or resources that we should highlight next month.

**Human Resources would like to welcome the newest members of the SLU community!**

Each month new members of the SLU community are invited to orientations to help them learn more about the University.

*University Orientation*

University Orientation provides an introduction to Saint Louis University’s vision, mission, values and services including overviews by division Vice Presidents. This month, University Orientation will be held on June 5th in Pere Marquette Gallery (DuBourg Hall, 2nd floor) from 8:30 A.M. to 12 P.M.

*New Employee Orientation*

New Employee Orientation provides information regarding the University benefit plans, technology and access, and payroll and timekeeping. This month, New Employee Orientation will be held on June 2nd, 9th, 16th, 23rd and 30th in the Human Resources Training Room (Wool Center, Room 128) from 8:30 A.M. to 11:30 A.M.

Please email training@slu.edu with any questions.

---

**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