



CENTRAL WASHINGTON UNIVERSITY

*Your future is Central.*

**Human Resources Department  
Monthly Activity Report  
August 2008**

**I. Project Update**

**A. Benefits**

- Completing revisions to 403(b) and 401(a) Retirement Plan Documents
- Finalizing rollout and communication plan for online pay advice

**B. System Support**

- Reviewed Time & Labor / Absence Management implementation feasibility
- Member of Position Management implementation team

**C. Employment Relations**

- Completing review of Temp/Hourly proposal

**D. Compensation**

- Staff meeting with customers re Salary.com

**E. Professional Development**

- Reviewed/tested new online training registration system
- Researched/reviewed online training programs

**II. Quarterly Performance Indicator (provided in the February, May, August, November monthly reports)**

**III. In General**

**A. Benefits**

- Worked with medical community re physician shortage
- Coordinated change in DRS rates
- Participated in fall faculty benefits orientation and enrollment

**B. System Support**

- Coordinated PSE union report and dues collection
- Provided support for across the board raises in conjunction with Help Desk staff
- Automating the uploading of adjunct jobs into PeopleSoft
- Working on revisions to monthly reports to OFM

**C. Employment Relations**

- Reviewed classification changes for:
  - Library & Archives Parapro 4
  - Program Coordinator

#### **D. Recruitment**

- Reviewed and contrasted background check vendors
- Recurring meeting with Faculty Relations/Provost Office to coordinate faculty hiring

#### **New Search Activity**

##### **Committee Search Meetings: (4)**

- Faculty Coordinator
- VP of Business & Financial Affairs
- Director of Estate & Gift Planning
- Counseling Psychologist/Training Coordinator

##### **Civil Service: (7)**

- Credentials Evaluator 2 - Registrar Services
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- Database Administrator
- High Voltage Electrician – FMD
- Information Technology Specialist 2 - Financial Aid
- Office Assistant 3 - Office of the Provost
- Secretary - Testing and Assessment

##### **Exempt: (4)**

- Academic Advisor - Seattle area
- Academic Advisor SSS/WaTEP
- Director, Estate and Gift Planning
- Interim Vice President for Business and Financial Affairs

##### **Faculty Tenure Track: (2)**

- Asst./Assoc. Professor of Special Education
- Faculty Coordinator

##### **Lecturer Pool Postings: (0)**

##### **Background Checks: 37**