



CENTRAL WASHINGTON UNIVERSITY

Your future is Central.

**Human Resources Department
Monthly Activity Report
March 2009**

I. The following recaps the various HR areas projects and accomplishments. Specific performance indicators that are identified and tracked separately are located at the separate links found on this web page.

A. Benefits

In addition to benefits administration, including eligibility, enrollment, claims issues, disabilities and retirements:

- Completed:
 - Set up the process and instructions for payment of cell phone stipend
 - Set up processes for positive time reporting
- Continued work on:
 - Positive time reporting training
 - Summarizing responses to HR Survey and identifying necessary action items
 - Preparing for new federal regulations on COBRA
- All service level standards met

B. System Support

For the HR modules, in addition to providing functional system support, reporting and integration with internal and external systems:

- Completed:
 - Implemented new federal withholding income tax rates
 - Testing for FMS upgrade
- Continued work on:
 - Implementation of Position Management module
 - Master List for Queries
- All service level standards met

C. Labor and Employment Relations

In addition to providing consultation and advice to manager, supervisors and employees regarding leave, performance, discipline, labor contracts, and federal and state rules and regulations, and assisting appointing authorities and search committees in filling vacancies, the following occurred:

1. Employment Relations

- Civil Service Classification/Compensation Review:
 - Program Manager A & B
 - Food Service Worker Lead
- Exempt Review Meeting:
 - VP of University Relations
 - Student Funds Financial Manager

2. Recruitment

- Advertisement
 - Daily Record
 - None
 - Yakima Herald
 - None
- Committee Search Meetings (1):
 - Residence Hall Coordinator - University Housing & New Student Programs
- Civil Service (2):
 - Custodian 1 – Campus Life
 - Office Assistant 3 – Wenatchee Center
- Exempt (0):
 - None
- Faculty Tenure Track (0):
 - None
- Lecture Pool Postings(53):
 - Field Supervision/Lecturer Pool (Adjunct) - CWU (Ellensburg, Wenatchee, Yakima, Moses Lake)
 - Field Supervision/Lecturer Pool (Adjunct) - CWU (Lynnwood, Des Moines, and Pierce/Steilacoom)
 - Lecturer Pool - Administrative Management or IT (University Centers)
 - Lecturer Pool - Anthropology - (Ellensburg)
 - Lecturer Pool - Applied Music and Music Major
 - Lecturer Pool - Art (CWU Centers)
 - Lecturer Pool - Art (Ellensburg)
 - Lecturer Pool - Business Law (Part-time)(Ellensburg)
 - Lecturer Pool - Business Law (Part-time)(Lynnwood/Des Moines)
 - Lecturer Pool - Communication (Ellensburg, Des Moines, Lynnwood, Moses Lake, Wenatchee, Yakima)
 - Lecturer Pool - Computer Science (Ellensburg)
 - Lecturer Pool - Continuing Education (Part-time)(CWU Ellensburg & CWU Centers)
 - Lecturer Pool - Department of Education - Eastern WA
 - Lecturer Pool - Department of Education - Western WA
 - Lecturer Pool – English
 - Lecturer Pool - Family and Consumer Sciences (Full-Time)(Ellensburg)
 - Lecturer Pool - Family and Consumer Sciences (Part-Time)(Ellensburg)
 - Lecturer Pool - Geography (Ellensburg)
 - Lecturer Pool - History (Ellensburg)
 - Lecturer Pool - Human Resource Management (Full-time/Part-time)(Ellensburg)
 - Lecturer Pool - Human Resource Management (Full-time/Part-time)(Lynnwood/Des Moines)
 - Lecturer Pool - IET (Ellensburg, Lynnwood and Des Moines)
 - Lecturer Pool - IT & Admin Mgt
 - Lecturer Pool - Management (Full-time/Part-time)(Ellensburg)
 - Lecturer Pool - Management (Full-time/Part-time)(Lynnwood/Des Moines)
 - Lecturer Pool - Marketing (Full-time/Part-time)(Ellensburg)
 - Lecturer Pool - Marketing (Full-time/Part-time)(Lynnwood/Des Moines)
 - Lecturer Pool – Mathematics

- Lecturer Pool - Political Science (Des Moines)
- Lecturer Pool - Political Science (Full-Time)(Ellensburg)
- Lecturer Pool - Political Science (Part-Time)(Ellensburg)
- Lecturer Pool - Political Science (Part-Time)(Lynnwood)
- Lecturer Pool - Political Science (Part-Time)(Yakima)
- Lecturer Pool - Primate Behavior and Ecology
- Lecturer Pool - Psychology (Des Moines)
- Lecturer Pool - Psychology (Ellensburg)
- Lecturer Pool - Psychology (Lynnwood)
- Lecturer Pool - Psychology (Pierce)
- Lecturer Pool - Psychology (Wenatchee, Moses Lake)
- Lecturer Pool - Psychology (Yakima)
- Lecturer pool - Science Education (Part-Time)(Des Moines/Kent)
- Lecturer Pool - Science Education (Part-Time)(Ellensburg)
- Lecturer Pool - Science Education (Part-Time)(Lynnwood)
- Lecturer Pool - Science Education (Part-Time)(Pierce)
- Lecturer Pool - Science Education (Part-Time)(Wenatchee)
- Lecturer Pool - Science Education (Part-Time)(Yakima)
- Lecturer Pool - Sociology - (Full-Time)
- Lecturer Pool - Sociology - (Part-Time) (Ellensburg Campus and University Centers)
- Lecturer Pool - Theatre Arts (Design and Technologies)(Ellensburg)
- Lecturer Pool - Theatre Arts (Musical Theatre and Choreography)(Ellensburg)
- Lecturer Pool - Theatre Arts (Performance)(Ellensburg)
- Lecturer Pool - Theatre Arts (Theatre Education)(Ellensburg)
- Lecturer Pool - Theatre Arts (Theatre Literature/History)(Ellensburg/Lynnwood/Des Moines)
- Job Fairs (0)
- Background Checks (47):
 - HireRight (18)
 - WATCH (29)

3. Compensation

- None

4. Policies

- None

5. Labor Relations

All service level standards met

D. Professional Development

In addition to the monthly New Employee Orientation (attendees), development of the monthly HR Quick Tips Newsletter, on-going training and development projects, and regularly scheduled meetings, the following programs occurred during March 2009:

- Training Classes:
 - Accommodating Disabilities in the Workplace: An Introduction

E. Support / Help Desk

In addition to the daily help desk functions, assisting applicants, unemployment compensation processing, exit / entrance surveys dissemination, ensuring completion of all new hire paperwork, data inputting into payroll system, answering questions from campus community, budget oversight and meeting the customer service standards, the following occurred:

- Prepared for Employee Appreciation Awards Ceremony
- Continued to review and update performance indicator web page
- All service level standards met

II. Quarterly Performance Indicator (February, May, August, & November monthly reports)