



**Human Resources Department
Monthly Activity Report
September 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:
 - Finalized documentation of multi-departmental summer pull process
 - Clarified AUAP assignments to correctly determine benefits eligibility
 - Faculty benefits orientations
- Continued work on:
 - Open enrollment and dependent verification
- 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:
 - Time Report changes due to new Union Contracts
 - Amended system report to DRS on employee address changes
- Continued work on:
 - Design of budget module
 - Transfer of pre-1999 electronic HR/Payroll data from legacy system
 - Building quarterly reports for Training and Development
 - Quarterly HR reports and formatting
- 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

- Updated Timekeeper Training handbook and training material
- Civil Service Classification/Compensation Review
 - Fiscal Tech 3
 - ITS 2
 - Construction Project Coordinator 2
 - ITS 3
 - Administrative Assistant 2
- Participated in faculty chair training and orientation

- Exempt Positions Review Meeting:
 - Director of Foundations, Government and Corporate Grants

2. Recruitment

- Advertisement
 - Daily Record
 - None
 - Yakima Herald
 - None
- Committee Search Meetings (2):
 - Student Funds Financial Manager
 - Assistant/Associate Professor - Accounting
- Civil Service (2):
 - Cook - Dining Services
 - Library & Archives Paraprofessional 4
- Exempt (1):
 - Student Funds Financial Manager
- Faculty Tenure Track (0):
 - None
- Lecture Pool Postings(0):
 - None
- Job Fairs (0):
- Background Checks (274):
 - HireRight (42)
 - WATCH (232)

3. Compensation

- None

4. Policies

- None

5. Labor Relations

- None

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 September 2009:

- Training Delivery
 - New Employee Orientation
 - Accommodating Disabilities in the Workplace: An Introduction
 - Preventing Employment Discrimination
 - Foundations of Effective Supervision
 - Labor Relations Practices and Process
 - Performance Development: PDP

E. Support / Help Desk

In addition to the daily help desk functions and meeting the customer service standards, the following projects were completed:

- See monthly statistical report
- All service level standards were met

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