



PAPERS (Position Action/Performance Evaluation & Recruitment System)

is coming to campus!!!! This web-based application will change how Human Resources does business and how departments and employees will access position descriptions, make changes to them, request the establishment of new positions, request redefinitions of current positions, prepare performance plans, request pay actions, and complete performance evaluations. The cumbersome paper forms associated with position descriptions, pay actions, and performance evaluations will soon be a thing of the past. In their place will be on-line forms with built in workflows that electronically submit requests for approval and action.



PAPERS will eliminate the following paper forms:

- Employee Work Profile (EWP)
- Position Physical Requirements Worksheet
- HR-2000 - Request to Establish A Classified Position or Redefine a Vacant Classified Position
- In-Band Adjustment/Role Change Form (IBARC)
- Pay Action Form (PAF)
- Hourly Position Description

PAPERS benefits the university by:

- Reducing paper
- Increasing communication via workflows and e-mail notifications (the status of actions can be viewed on-line)
- Expediting the timeframe for processing pay actions
- Increasing the access to position descriptions by supervisors and employees
- Creating a more efficient recruitment process

Human Resources has been working with PeopleAdmin since April on the customization of their product for our campus community. PeopleAdmin is already familiar on campus as our on-line job application and vacancy posting site. This new module is made up of three separate but very interconnected parts. Position descriptions (implementation underway), pay actions and performance evaluations (coming in 2007) will connect with our existing on-line recruitment system.

We will roll out the **position description** features this Fall. Human Resources will load current classified position descriptions into **PAPERS** in October. **Therefore, it is NOT necessary for paper EWPs to be written for the upcoming performance cycle (November 1, 2006 through October 24, 2007).**

Supervisors will be notified by Human Resources when the position descriptions are available on-line for both employees and supervisors to view. Supervisors will initiate an on-line certification process for the position description/performance plan for the 2006-07 performance cycle. A workflow has been developed within the system that will route the position description/performance plan from the supervisor to the reviewer, back to the supervisor, and then to the employee. E-mails will automatically be sent to the reviewer, supervisor, employee, etc. as the routing takes place to advise them that they have a position description/performance plan waiting for their action. The employee will review and certify the position description/performance plan as being accurate and route it back to the supervisor. The certified job description/performance plan will then be routed to Human Resources for filing in PeopleAdmin.

Each classified employee and their supervisor, as well as reviewers, will have an account created in **PAPERS** that will allow them access to complete the certification process. After they have certified their job descriptions, employees will be able to view them in the system at any time. Information on accessing the system and on training options will be available soon.

Use of the system for redefining positions, updating job descriptions and processing pay actions will begin in early 2007. Additional information and training will be forthcoming as the implementation of these processes proceeds.

We are excited about bringing this new technology to campus and look forward to working with all of you to affect these important changes!!

Movin' on-line



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RESIGNATION REMINDERS

When employees separate from university employment, supervisors have numerous responsibilities to ensure a smooth transition for all parties. University Policy #6060—Notification Requirements for Separating Faculty and Staff contains detailed instructions for supervisors including how to process resignation letters, timely notification to Payroll to avoid overpayment and other important actions. The Notification Requirements Policy is now posted on the HR Website under “Policies.” Supervisors are reminded to follow these guidelines when separations occur.

Benefits

Connection

B E N E F I T S F A I R

The Department of Human Resources is pleased to announce the 11th Annual Benefits Fair to be held in the North Mall of Webb Center from 7:30 to 3:00 on Wednesday, November 1, 2006.

Expected to be there are:

Virginia Retirement System	
Legal Resources	Anthem
ValueOptions	Lincoln
ODU Credit Union	Valic
TIAA/CREF	Fidelity
Waddell & Reed	HACE
ODU Recreational Sport	PerksCard
Social Security	GreatWest
ODU Student Health	Ameriprice
ODU Athletics	Equitable
Minnesota Life	Cigna LTD
CommonHealth	BJ's
ODU Payroll	MassMutual
ODU Parking Services	MetLife



Plan to visit the Fair and register for some of the great door prizes and meet with the vendors, ask your questions, pick up information and grab some freebies. One of our terrific door prizes will be a TV donated by Marvin Ball, our VALIC representative.

ODU Student Health Services will be offering flu shots.

REGISTRATION FOR HR WORKSHOPS SEMINARS AND TRAINING SESSIONS

When you register for an event presented by the Department of Human Resources and find that you are unable to attend, please notify HR. Sometimes our sessions have a waiting list, and when we know that you cannot attend, we can offer your spot to someone on the waiting list. Thank you for your cooperation.

ATTENTION VRS MEMBERS

Your 2006 VRS Member Profile will be sent to you shortly. This is your personalized statement about your VRS retirement and group life insurance as of June 30, 2006. It is an excellent resource for retirement planning.

The Member Profile shows your membership date, your years of service credit and the amount of contributions and interest as of June 30.

Please review your Member Profile carefully and if anything needs to be corrected, notify the Benefits Section in Human Resources immediately.

