

February 15, 2013

For information regarding [ANR Staff Personnel](#) visit our webpage!

**For AffirmativeAction Here & Now, see next page.**

## Training Resources

**A**  
[Lynda.com](#) is an excellent training resource where annually ANR supports the membership fee for its employees. [Lynda.com](#) is available without charge to all ANR Academics and Staff employees through their ANR Portal (look under "My Links"). [Lynda.com](#) is an online library offering training in a wide variety of software applications from Microsoft, Adobe, and dozens of other companies. Trainings include how to use a digital camera, learn the basics of Excel, video lighting for web, DSLR video tips, managing small projects, enhancing your productivity and 1,590 other training modules.

Linda Marie Manton  
Executive Director, Staff Personnel Unit

## ANR Unit Key

If we use one of the below icons in the article, then the information in that article will apply specifically to those units.

**A** = All Units  
**C** = UCCE  
**D** = Davis Units  
**O** = Oakland Units  
**R** = RECS

## Offer Letters

**A**  
Effective January 20, 2013 all nonexempt employees who were paid monthly were transitioned to a biweekly pay cycle to be paid hourly. Therefore, new hire offer letters for nonexempt employees should reflect the employee's hourly rate as well as the employee's *average* annual salary. Offer letters should no longer indicate the employee's monthly salary. To calculate an employee's average annual salary, simply multiply his or her hourly rate by 2088 (for 100% time employees). Please contact your Staff Personnel Analyst for a sample offer letter.

Our contact information can be found on our website at: [http://ucanr.org/sites/anrstaff/Administration/Business Operations/Staff Personnel/](http://ucanr.org/sites/anrstaff/Administration/Business%20Operations/Staff%20Personnel/)

LaToya Jackson  
Personnel Analyst

## Information for Biweekly Paid Employees

**A**  
Just a reminder: Vacation and sick leave accruals are posted every four (4) weeks or quadriweekly cycle. Biweekly paid staff will receive their four (4) week vacation and sick leave accrual on their second biweekly paycheck on Wednesday, 2/27/13.

Please see the [UC Davis Biweekly Payroll Calendar](#) for the quadriweekly accrual cycles and paycheck dates.

Jamie Banta  
Personnel Analyst