

For information regarding [ANR Staff Personnel](#) and [ANR Academic Personnel](#) visit our webpages!

## Retirement Readiness

**A**

It's that time of year for barbeques, baseball, and ...retirements! Whether you are staff or academic, if you're retiring from UC, you'll want to have your bases covered for the smoothest transition. Here are a few tips to help you along.

Retirement notifications for **staff** employees should be forwarded to Staff Personnel Human Resources Unit (Doris McCarty at [damcarty@uanr.edu](mailto:damcarty@uanr.edu) or the Executive Director Linda Manton at [lmanton@ucanr.edu](mailto:lmanton@ucanr.edu)). Please provide a 30 day notice once your retirement decision is finalized. Required information needed in the notification is the date of retirement (i.e. July 1, 0000), last date of employment, last date in the office (if known), and also providing the date of hire is extremely helpful. Contact the UC Retirement Administration Service Center (RASC) for other pertinent support in preparation for retiring:

- UC RASC P.O. Box 24570, Oakland, CA 94623-1570
- Phone: 1 (800) 888-8267 (in U.S.)
- Phone: 1 (510) 987-0200 (from outside the U.S.)
- Monday-Friday 8:30am – 4:30pm (PT)
- Fax: 1 (800) 792-5178
- <http://ucnet.universityofcalifornia.edu/contacts/rasc.html>

**Academics** that are considering retirement should begin preparations at least six months in advance of their anticipated retirement date in order to make programmatic arrangements and to work with RASC to ensure a smooth transition. It is requested that you submit an official written retirement notice to your County Director or immediate supervisor and to the Interim Academic Personnel Unit Director as soon as a firm retirement date is determined.

Academics that are planning to retire may also choose to submit a request for Emeritus status to the Academic Personnel Unit. Candidates for an Emeritus title are required to have attained the highest rank in his/her title series; have at least ten years of University service; and have evidence of meritorious service to the university. Approval of Emeritus status will be subjected to a review on a case by case basis.

If you would like to remain active in your program after retirement, a separate work plan agreement is needed that summarizes specific and clear measurable goals, anticipated programmatic impacts, include any individual(s) you plan to work with to achieve planned goal(s), what resources you'll need, and proposed method(s) for obtaining needed resources. The work plan agreement should also include an effective period with begin and end dates. For more Academic retirement and emeritus information, please visit:

[http://ucanr.edu/sites/anrstaff/Personnel\\_Benefits/Academic\\_Personnel/Separation\\_Retirement\\_Emeritus\\_Information/](http://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/Separation_Retirement_Emeritus_Information/)

Doris McCarty, Administrative Assistant III  
Kim Ingram, Academic HR Analyst

## 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

## Timesheet Reminders

**C, D,R**

**Biweekly Employees:**

<b>Submit:</b>	<b>Approval:</b>
6/20/15	6/22/15
7/04/15	7/06/15

**Monthly Employees:**

7/03/15    7/10/15

Contributed by Ann Pohl  
Payroll/Personnel  
Assistant

## Patience, Please

**C, D,R**

The HR unit is experiencing a high volume of recruitments and compensation actions. With the influx of summer help and student workers, this is our busiest time of the year. We'll do our best to accommodate your urgent needs, but please keep our timeline in mind when submitting your requests to [ANRStaffPersonnel@ucanr.edu](mailto:ANRStaffPersonnel@ucanr.edu). Thank you!

## Meal Period Requirements

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Meal periods are neither time worked nor time on pay status. An employee must be completely relieved from duty during the meal period, or it should be considered time worked. California Labor Code (CLC) requires that a meal period is provided when an employee works for a period of more than five hours. The meal period must be provided no later than the end of the employee's fifth hour of work.

Collective bargaining contracts for our CX, RX, TX and SX employees state that a ½ hour meal period is provided for any work period of six continuous hours or more. PPSM policy states that non-represented, non-exempt employees whose total workday is at least five hours, will be provided a meal period of at least 30 minutes unless the employee and his/her supervisor agree to waive this period. If the work day for a PPSM employee exceeds 5 hours, CLC applies.

It is important to recognize the above difference between the continuous work hours for *represented* (6 hours) and *non-represented* (5 hours) when providing a meal period.

Meal periods should be provided on a normal basis. If an operational need arises that requires the employee to work during their normally scheduled meal period, the meal period should be rescheduled.

Mary Roberts  
Employee and Labor Relations

## Address Updates

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In addition to completing the USPS form at the post office, visit the UC self-service web site: <https://atyourserviceonline.ucop.edu> and choose "AYS" under the "SIGN IN TO YOUR ACCOUNTS" label in the upper right third of the page. Sign In with your Username and Password. At the resulting site, choose My Contact Information in the box of choices immediately under "**About Your Name**" heading. Next, you will have reached the "Update My Address & Disclosures" page. Enter accurate address information into the data fields and click on the **Submit** choice at the bottom center of the page.

The UC process is not immediate. The information you enter at the website is reviewed and updated in the University's payroll personnel system (PPS) over the following two to three months. Eventually, after all data has been transmitted electronically to all of the University's partners, your address change will be current in the PPS, all of your related health and welfare (medical, dental, vision) insurance carriers, the legal service, Fidelity Investments, etc. At a scheduled cut-off date it is transmitted only once a month. If your information is changed at the AT YOUR SERVICE website close to the cut-off transmission date, your data won't be transmitted until the following month. Therefore, it's critical to change your address at both locations simultaneously.

Karen Ellsworth  
HR Analyst, Academic Personnel Unit

## HR Spotlight – John Sims

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What do you do for the HR unit and how long have you worked for ANR?

**As the Affirmative Action Compliance Officer, my office is responsible for ensuring that we comply with laws pertaining to equal opportunity, affirmative action, nondiscrimination, and harassment. My first anniversary with UC ANR was on May 19, 2015.**

What's the most interesting job you've ever had?

**I had the honor of serving my country in the US Navy Judge Advocate General Corps (JAG). My best assignment was working on the Vice Admiral's legal team in Coronado, CA. We observed the Navy Seals train, and meetings at the Hotel Del Coronado and the Coronado golf course were great for professional development and team building!**

What's the best concert you've ever attended?

**During my college years, my bests were Led Zeppelin, Rolling Stones, and Minnie Ripperton.**

Name a hobby of yours we might be surprised to learn?

**Genealogy research prior to 1870.**

What's your favorite dessert?

**Sweet potato pie.**

What's your favorite outdoor activity?

**Walking on the beach.**

Give us a water-saving tip.

**Do not drink California tap water and make sure that you do not have a leaking toilet.**

