

HR pArNeRs

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

NON-REPRESENTED SALARY RANGE ADJUSTMENT

UC ANR Career Tracks Salary Ranges are reviewed on an annual basis to ensure consistency with the market. The survey data on salary structures for this review cycle showed movement and market value for our benchmark jobs increased; therefore, the salary ranges will be adjusted accordingly. Effective July 01, 2016 all non-represented ranges will adjust 2% to the minimum, midpoint and maximum. If your wage falls within the range, no adjustments will be made to your salary.

The revised Career Tracks Salary Ranges are effective July 1, 2016 and are posted on the [UCANR Compensation Website](#).

Bethanie Brown, Compensation & Employment Mgr.

UC RETIREMENT CHOICE PROGRAM

On July 1, 2016, UC launched its UC Retirement Choice Program for new (and newly eligible) employees. New eligible employees will now have two retirement benefits options – Pension Choice or Savings Choice. To help new employees learn about their options and make informed decisions, UC has developed a range of educational resources including a Decision Guide, FAQs, interactive chooser tool, classes and webinars, and personal retirement counseling. New employees have a 90-day window to enroll in primary retirement benefits. For more information go to: [2016 Retirement Choice](#).

UC employees hired before July 1, 2016, or current retirees, will not see any changes to their retirement benefits. Retirement benefits for future union-represented employees will be determined through the collective bargaining process.

John Fox, HR Executive Director

NEW HIRE PAPERWORK

With competing schedules and remote employees, completing the new hire paperwork with employees on or before their first day of employment can be a struggle. However, with the many changes to the new retirement program, it is more critical than ever to get the paperwork signed, completed and sent to the BOC in a timely manner than ever before. Failure to do so will leave the employee without the ability to select their benefits or retirement and could even lead to sanctions to the organization for not properly capturing employment authorization.

Please keep this in mind when scheduling an employee's first day of work and make this paperwork a priority.

Bethanie Brown, Compensation & Employment Mgr.

FORM UPDATES—ELECTRONIC SIGNATURES

The requests for HR actions, otherwise known as the PCR ([Position Change Request](#) form) and the SPR ([Staff Position Request](#) form) have been updated. Please select the download option and save the form to your desktop.

We are working towards a paperless process so please utilize the electronic signature option. Here are complete instructions on setting up an electronic signature: <http://ucanr.edu/sites/ANRSPU/files/244135.pdf>.

Bethanie Brown, Compensation & Employment Mgr.

ACADEMIC CALENDAR

The 2016-17 academic scheduled trainings and other important dates pertaining to the academic merit, promotion, and annual evaluation at <http://ucanr.edu/sites/anrstaff/files/240625.pdf>.

Tina Jordan, Academic HR Manager

ANR LEARNING AND DEVELOPMENT

ANR has a new website just for you! Are you interested in acquiring a new skill? Advancing your career? Planning a career development path? If so, explore the new [ANR Learning and Development](#) website to find learning opportunities and career planning tools for professional development.

Browse the [catalog](#) for instructor-led, eLearning modules, or job aids on topics including:

- Affirmative Action
- Diversity and Inclusion
- Instructional Design
- People Management
- Communication Skills
- Human Resources
- Org Development
- Technology

Use the [Career planning tools](#) page to learn the difference between a skill and a competency, fill out a self-assessment worksheet, and create an individual development plan (IDP). Discover what [learning resources](#) and free memberships are available to you.

Take an interest in your career development today. If you don't, who will?

Jodi Azulai, Training & Development Coordinator

HR HELP DESK

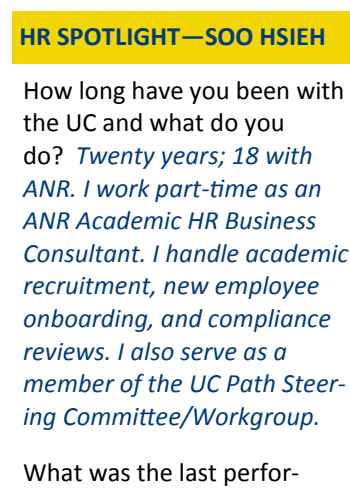
Feeling overwhelmed with email and HR actions? Utilize the HR Help Center here: <https://ucanrhelphelp.zendesk.com/>. This amazing page consolidates all of your HR activities into one place and houses all of the communications in one convenient location!

CAMP COMPS

Camp season is in full swing, and while it's an exciting time for our programs, there are often questions surrounding overtime and payroll for camp employees. The link below leads to guidance on how to appropriately pay camp employees for overtime and overnight activity:

[Camp Compensation](#)

Bethanie Brown
Comp & Employment Mgr.



Soo Hsieh, Academic HR Business Consultant

HR SPOTLIGHT—SOO HSIEH

How long have you been with the UC and what do you do? *Twenty years; 18 with ANR. I work part-time as an ANR Academic HR Business Consultant. I handle academic recruitment, new employee onboarding, and compliance reviews. I also serve as a member of the UC Path Steering Committee/Workgroup.*

What was the last performance you attended? *I recently attended my kids' musical performance of "Shrek," which was the result of their 4-week summer theater camp.*

What kind of music do you listen to? *Mostly 70's to current Rock, Pop Punk, Punk, and Popular music. I also enjoy R&B, Classical and Country.*

What's your favorite thing to do in the summer? *Take vacation time away from the valley heat!*

What book has made a big impact on you? *The Bible.*

What was your worst job ever? *When I was 17, I worked a temporary job washing computer motherboards during the night shift.*

Name something you cook really well. *Spaghetti with red meat sauce.*

TIMESHEET REMINDERS

Biweekly Employees:

Submit: **Approval:**

08/13/16 08/15/16

08/27/16 08/29/16

09/10/16 09/12/16

09/24/16 09/26/16

Monthly Employees:

08/03/16 08/10/16

09/06/16 09/13/16

Ann Pohl

Payroll/Personnel Assistant

SELECT CELEBRATIONS

AUG

3 — Watermelon Day

26 — Women's Equality Day

30 — Trail Mix Day

SEPT

2 — College Colors Day

5 — Labor Day

11 — Patriot Day

22 — Autumnal Equinox Day

24 — Health & Fitness Day

CONTACT US

To update yourself on our mailing list, please [click here](#).

Questions or comments?

Contact us at [HR Help Center](#).