

# HR pArNeRs

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

## USE YOUR VACATION TIME!

**Don't lose your vacation time! Plan a leave now.**

If you can't remember when you last took time off, you might be missing out on more than rest and relaxation. UC policy limits your maximum balance of accrued vacation leave (based on your leave accrual code), and when you reach the limit, you lose any additional vacation hours you might have earned.

Taking a break from work is important for your health and well-being. Summer is a great time to work with your supervisor to schedule time away from the office, and ensure that you will continue to build up your leave balance.

**How much vacation leave do I have?**

Vacation leave accrual is calculated based on your appointment type, percent of time worked and how long you have worked at UC. You can see how much vacation you have accrued, as well as your maximum vacation accrual balance, by checking your time and attendance record in the [Time Reporting System](#) (for employees paid through UC Davis payroll).

**For staff employees: When should you use your compensatory time off?**

Some non-exempt staff earn compensatory time off (comp time) in lieu of overtime pay when they work more than 40 hours in a work-week. Comp time is tracked in the Time Reporting System separately from vacation leave. If you have earned comp time hours, it is best to use those hours first before using vacation leave (unless you are approaching your maximum vacation accrual balance).

Please talk with your supervisor about taking vacation leave or comp time to ensure that you have the opportunity for rest and renewal, especially if you are approaching or have already reached your maximum vacation accrual balance.

If you still have questions regarding your leave balances, please contact [ANR Human Resources](#).

John Fox  
Executive Director, HR

## NEW ANR EMPLOYEE GUIDE

UC ANR has a new [online orientation guide](#) for new employees. It begins with a welcome video from Glenda Humiston and continues to a table of contents where new employees will find topics such as, ANR Mission and Vision, ANR Core Messages, History of ANR, ANR programs and unit overview videos, as well as personal responsibility, employee resources, and more.

Forward the link to your new hires and give them a running start in aligning to ANR and all the great things we do!

-Jodi Azulai,  
Learning & Development Coordinator



## ACADEMIC 2017-18 CALENDAR

Linked here is the 2017-2018 training and merit/promotion calendar for academics. This is also posted on the ANR Academic Personnel website: [http://ucanr.edu/sites/anrstaff/Personnel\\_Benefits/Academic\\_Personnel/](http://ucanr.edu/sites/anrstaff/Personnel_Benefits/Academic_Personnel/)

-Kim Ingram  
Academic HR Business Partner

## ONBOARDING NEW EMPLOYEES QUIZ FOR SUPERVISORS

Use the [Onboarding New ANR Employees: Supervisor's Guide](#) to prepare you for the quiz below. Answer them correctly and you win!

Onboarding is:

- a. A single event
- b. An ongoing strategy

Studies have shown a correlation between no or poor onboarding and:

- a. Employee engagement and retention
- b. Employee disengagement and turnover

(Answers: 1b; 2b)

Use the [Guide](#) to prepare for, welcome, and engage your new employees; bring your newly-hired employees up to speed with the policies, processes, culture, expectations, and day-to-day responsibilities of your program or unit.

-Jodi Azulai, Learning & Development Coordinator

## HAPPINESS TIPS WEEKLY WITH LYNDA.COM

According to [Sonja Lyubomirsky](#), Professor of Psychology at the University of California, Riverside and author of *How of Happiness*, nearly all of us buy into what she calls "myths of happiness." To access happiness there are things we need to stop believing and others that we need to start believing.

That is where Lynda.com Coach Chris Croft comes in with [Happiness Tips Weekly](#). In weekly mini sessions, Croft provides practical actionable techniques for finding more time for the things you love and maximizing your day-to-day happiness.

Find out how you can remove sources of unhappiness from your life, reduce stress, change your thoughts, and be creative in new ways by viewing Happiness Tips Weekly [here](#).

### HEALTHY LYNDA.COM HABITS FOR PEOPLE MANAGERS

Join our ANR exclusive Lynda.com webinar for ANR People Managers to explore how you can incorporate 5 healthy Lynda.com habits for you and your team on Thursday August 24<sup>th</sup> from noon-1 pm.

Link: <https://bluejeans.com/9495636582/5719?src=calendarLink>

UC ANR Supervisors are and will continue to be instrumental in the [UC ANR 2016-20 Strategic Plan](#) People Goal 8 opportunity: "UC ANR must support the career development of UC ANR academics and staff in order to retain an engaged workforce who can conduct relevant programming and respond to complex challenges."

Lynda.com is an excellent resource to help advance your employees and yourself toward Goal 8. Learn how you can:

1. Develop your employees by finding appropriate learning content for them
2. Create and share playlist with your employees
3. Manager groups and users
4. Use reporting feature to follow employee completions
5. Develop your people management skills

Hope to see you then!

-Jodi Azulai  
Learning & Development Coordinator

## SELECTING YOUR CANDIDATE POOL

In the June issue, you learned about the different reasons for selecting or not selecting candidates to interview. The recruitment criteria spreadsheet used for screening applicants is a helpful tool to show you the qualifications of each applicant at a glance and is on our website here: [http://ucanr.edu/sites/ANRSPU/Supervisor\\_Resources/Recruitment/Screening/](http://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Recruitment/Screening/)

Once you determine two to four essential qualifications needed day one on the job, mark the candidates that possess those skills as Selected for interview. The hiring manager is the only one who needs to do this screening. Of course, if you need another pair of eyes to help you, that's fine; but it is not necessary to have all of your committee review applicants for staff recruitments. This should save time and you'll be more likely to stay within your three week timeline to review applicants.

-Patricia Glass  
Staff HR Generalist

## CONTACT US

Mailing list updates: email [pglass@ucanr.edu](mailto:pglass@ucanr.edu).

Questions or comments? Contact us at [HR Help Center](#).

## UC PATH COUNTDOWN

UCPath is a system-wide initiative launched by the University of California to modernize its current payroll system, which is nearly 40 years old. UCPath introduces new technology that will unify and standardize payroll, benefits and human resource (HR) systems for all UC employees.

This initiative involves a new single payroll and HR technology system, a new shared services center in Riverside and the formation of UC ANR as a distinct business unit within UC. UC ANR's formation as a single, distinct, unified business unit is one of the strategic initiatives supported by Office of the President, and provides the opportunity to improve efficiency and strengthen compliance and accountability.

UC ANR is scheduled to transition to UCPath in summer 2018, about 300 days from today. Please stay tuned!

-Scott Leaf  
UC Path Business Analyst

## TIMESHEET REMINDERS

### Biweekly Employees:

**Submit:**      **Approval:**

08/12/17      08/14/17

08/26/17      08/28/17

09/09/17      09/11/17

09/23/17      09/25/17

### Monthly Employees:

08/03/17      08/10/17

09/07/17      09/14/17

Ann Pohl, Payroll Asst

## SELECT CELEBRATIONS

### AUGUST

3—Watermelon Day

19—Honey Bee Awareness Day

26—Women's Equality Day

31—Eat Outside Day

### SEPTEMBER

4—Labor Day

13—Peanut Day

16—Mexican Independence Day

22—Autumn Equinox Day