

# HR pArtNeRs

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

## NEW STUDENT RATES

ANR practice dictates that we adhere to the minimum wage set for UCOP which complies with the City of Oakland. Effective January 1, the minimum wage has gone up to \$13.23/hr. Therefore, the student rates have changed as follows:

Title	Title Code	Min	Mid	Max
Student 2 - ANR	4956	13.23	14.23	15.22
Student 3 - ANR	4955	15.23	16.23	17.22
Student 4 - ANR	4954	17.23	20.04	22.85

These changes have already been implemented for our current student employees. If you have any questions, please contact [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu).

## NEW ON UC LEARNING CENTER! UC MANAGING IMPLICIT BIAS SERIES



UC ANR Learning and Development and Human Resources are excited to tell you about the newest [UC Learning Center](#) course additions - the *UC Managing Implicit Bias Series* – six eCourses designed to increase awareness of implicit bias and reduce its impact at the University of California. The program further reinforces the University’s commitment to diversity, equity, and inclusion.

These courses can be completed individually, or together as a series to earn the UC Managing Implicit Bias Certificate. As a UC People Manager, being aware of implicit bias and how it impacts the way we work and interact with others is especially important. It is recommended that you complete these courses as a complement to your People Management Series Certificate.

You can access the courses in the [UC Learning Center](#). For more information, please see the [UC People Management Series and Certificate](#).

## W-2 DOCS AVAILABLE

2017 W-2 forms are available now. If you cannot access it on the At Your Service Online website (<https://atyourserviceonline.ucop.edu/ayso/>), please see the following link to Central Payroll [http://afs.ucdavis.edu/our\\_services/payroll-services/employee-resources/w-2-information.html](http://afs.ucdavis.edu/our_services/payroll-services/employee-resources/w-2-information.html). The information found there applies to both current and former employees. You may also contact payroll directly at (530) 752-7750 or by email at [ppshelp@ucdavis.edu](mailto:ppshelp@ucdavis.edu). If you need additional assistance please contact the E Service at [ANRStaffPersonnel@ucanr.edu](mailto:ANRStaffPersonnel@ucanr.edu).

## ADMINISTRATIVE ORIENTATION



UC ANR will hold another Administrative Orientation for New Academic and Staff Employees this spring.

Reserve **May 23, 2018** in your calendar if you are a new employee. Stay tuned for registration information, likely to open in the next several weeks.

For more information contact Tina Jordan (Academic HR) [tjordan@ucanr.edu](mailto:tjordan@ucanr.edu) or Jodi Azulai (Staff HR) at [jlazulai@ucanr.edu](mailto:jlazulai@ucanr.edu).

## TITLE IX/SEXUAL HARASSMENT TRAINING

UC ANR is committed to creating and maintaining a community where all individuals who are employed or participate in University programs and activities can work and learn together in an atmosphere free of violence, harassment, discrimination, exploitation or intimidation.

The [UC Sexual Violence and Sexual Harassment Policy](#) requires every ANR employee to complete the UC Sexual Violence and Sexual Harassment Prevention Training course every two years. This prepares us to fulfill our obligations and learn about our roles and responsibilities. If required to complete the training, you should have received an email message from [sdps@ucdavis.edu](mailto:sdps@ucdavis.edu). If you or an employee who reports to you is unable to complete the training online, please notify HR at [ANRstaffpersonnel@ucanr.edu](mailto:ANRstaffpersonnel@ucanr.edu).

You are required to notify the [Title IX office](#) if you receive information from a UC student about an alleged violation of the Policy. Additionally, all ANR academics and managers/supervisors must notify the Title IX office when they receive information of alleged sexual misconduct from any member of the ANR community, including reports from program participants, volunteers, as well as reports from ANR employees.

Confidential counseling and referral services for ANR academics and staff employees are available through the UC Davis [Academic and Staff Assistance Program](#) (ASAP) and the [UC Davis Center for Advocacy Resources and Education](#) (CARE).

For more information on how to prevent and respond to sexual violence, visit the ANR website [http://ucanr.edu/sites/DiscriminationSexual\\_Violence](http://ucanr.edu/sites/DiscriminationSexual_Violence).

## LYNDA FEATURE OF THE MONTH: HAVE A BETTER WORK-LIFE BALANCE

A common career-related New Year's resolution is to [have a better work-life balance](#). So many of us work so hard, it prevents us from doing what we'd like to do in our personal lives.

There's a few ways to address it. One is to say no more often – [do fewer things, better](#). Another is to simply make an [agreement with yourself](#), such as no more emailing after 6 p.m. or no more opening the work laptop on Saturdays. It can also come down to having [better time management skills](#). Remember, time off isn't just important for your personal life – [unplugging](#) makes you more effective at your career, too.



Recommended Courses: [Balancing Work and Life](#), [Avoiding Burnout](#), [Arianna Huffington's Thrive 02: Learning How to Unplug and Recharge](#), [Learning to Say No](#)

## MY CAREER LAUNCH

[My UC Career](#) is a new online, self-directed development portal available to all UC employees seeking to advance their career. Career Development continues to be a focus area for our people and we are excited to provide a resource that supports employees in growing their UC career. [Register for an account](#) with your UC email address.

The systemwide portal provides access to job openings at all UC locations via the [Systemwide Job Board](#), as well as resources and tools to create and refine resumes, write cover letters, identify strengths, practice interviewing and find professional networking opportunities.

Other career development resources are available via the following websites:

[ANR Learning & Development](#); [UC Learning Center](#); [CEB is Now Garter](#); [Systemwide Integrated Talent Management - Professional Development](#); [Lynda.com](#) (register through the ANR Portal for anyone with a "ucanr.edu" email address.)

## TIMESHEET REMINDERS

### Biweekly Employees:

**Submit:**      **Approval:**

02/09/2018      02/12/2018

02/23/2018      02/26/2018

03/09/2018      03/12/2018

03/23/2018      03/26/2018

### Monthly Employees:

02/05/2018      02/12/2018

03/05/2018      03/12/2018

## CONTACT US

Mailing list: [pglass@ucanr.edu](mailto:pglass@ucanr.edu).  
Questions/comments:  
[HR Help Center](#).