

HR pArtNeRs

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

MERIT INCREASES FOR STAFF

Eligible non-represented career and contract employees recently received merit increases based on their most recent performance evaluation results. The increases are effective 7/1/18 were included in the 9/5 (biweekly) and 8/31 (monthly) paychecks. Retroactive payments back to July are expected to be paid out on the 10/3 (biweekly) and 10/1 (monthly) paychecks.

Congratulations and thank you for your service to ANR!

WEBANR CAFÉ THURSDAYS



Join us Thursday, Sept 20th @ noon for our next [WebANR](#)

Development Services - Call us First!

Learn with members of ANR's Development Services – Fundraising 101 and the best practices for interacting with donors and partnering with Development Services.

<https://ucanr.zoom.us/j/963167636>

(646) 558-8656 or (669) 900-6833

Webinar ID: 963 167 636

This webinar will be recorded and linked to the [Café Thursday WebANR page](#).

INTRODUCING THE NEW UC CALFRESH DIRECTOR, KAMALJEET KHAIRA



With a Bachelor's degree in PE and a minor in Nutrition, a master's degree in Community and Regional Development (both from UC Davis-[Go Aggies!](#)), and over 20 years' experience in the non-profit and public health sectors including executive leadership positions with the American Heart Association and the Network for a Healthy California, Kamaljeet "Kamal" Khaira is ready to

take on her role as the new Director of UC CalFresh!

The mission of UC Cal Fresh's Supplemental Nutrition Assistance Program Education (SNAP-Ed) is to inspire and empower underserved Californians by promoting awareness, education and community change through diverse partnerships to result in healthy eating and active living. Kamal's goal as the new Director is to continue UC CalFresh's leadership in the delivery of quality SNAP-Ed programming, and to be responsive to community and partner needs.

We asked her a few questions to get to know her better.

What do you consider a good leader? A strong leader is one who supports their team, empowers them to do their best work – and creates the right conditions for the team to excel. A good leader is also someone who is receptive to the needs of their stakeholders, teammates and partners.

What is your favorite book?

The Other Wes Moore: One Name, Two Fates

What recipe are you best known for? Eggplant Parmesan

How would you describe your lifestyle?

Work Hard, Play Hard

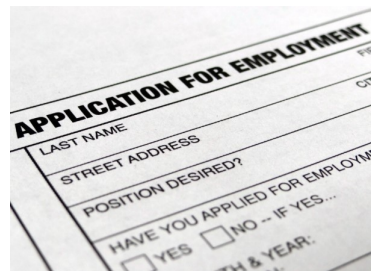
How do you manage a healthy work/life balance? Daily walks and spending time with my loved ones, especially my two daughters, and my spouse.

What makes you excited about your job? Working with talented, committed, intelligent, creative colleagues!

Anything else? I am proud to represent UC and serve our most vulnerable populations -- to the best of my abilities.

APPLICATION ISSUES

If a job applicant reaches out to let you know they were not able to apply for a posting and all indications of a viable posting are present, please request they use a different browser. We have found that sometimes when using Internet Explorer, access to our applications give an error message. Google Chrome has proven to be a reliable browser.

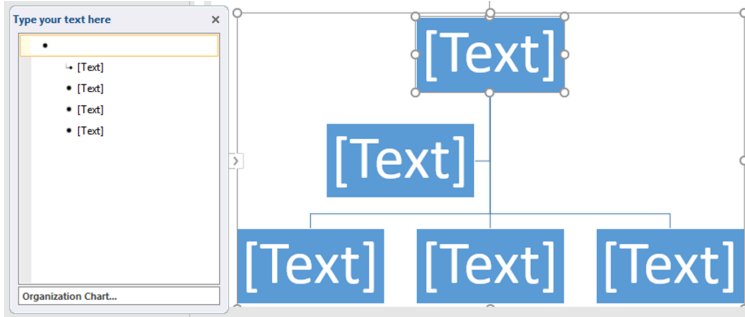


ORG CHART OVERHAUL

We have almost as many different types of org charts as we do locations and units! Org charts are extremely important to any organization. Its purpose is to illustrate the relationships and hierarchical structure and where each employee fits. In HR, we refer to these documents frequently, and admittedly, some are easier to read than others.

Did you know Microsoft Word has a quick and easy way of creating an org chart? Simply go to the "Insert" tab, select "Smart Art," click on "Hierarchy" and choose the top left option. Once you hit "OK," you can type in your employee name, title, and percentage of their appointment either on the left or in the graphic on the right. When submitting for a new or replacement position, HR is looking for the vacancy on your updated org chart.

An added bonus for keeping your org chart updated is that it helps new (and existing) employees learn who's who.



NEW ADMINISTRATIVE ACADEMIC AND STAFF ORIENTATION



Wednesday, November 14, 2018, 10 AM-3 PM
UC ANR Building, 2801 Second Street, Davis, CA 95618
[Register now!](#)

Come to be welcomed and

- Learn about ANR's Vision and Mission.
- Learn about ANR structure, individual programs and units.
- Interact with ANR leadership and directors.
- Meet and network with new colleagues from around the state.
- Get answers to burning questions about health benefits, AggieTravel, and more!

UC ANR employees (academics and staff) who have not participated in an administrative orientation in the past are encouraged to sign up. Priority will be given to those hired by ANR within the past year.

PATIENCE REQUESTED

Several HR personnel will be involved with intensive daily UC Path testing for the remainder of 2018. Please understand that we'll make every effort to stay on top of our recruitments, but the process may slow as some of our time will be focused on this very important project.

REASSIGNED LOCATIONS

To better align our HR team members with the geographic locations they serve, we've made some changes to our location assignments. See [here](#). You should still submit tickets to [HR Help Center](#) instead of your generalist's email so we all have access to help out. Generally speaking, your team member can help you with classification, recruitment, and compensation. Employee and Labor Relations issues go to Mary Vlandis: maryvlandis@ucanr.edu.

TIMESHEET REMINDERS

Biweekly Employees:

<i>Submit:</i>	<i>Approval:</i>
09/07/2018	09/10/2018
09/21/2018	09/24/2018
10/05/2018	10/08/2018
10/19/2018	10/22/2018

Monthly Employees:

10/03/2018	10/10/2018
11/05/2018	11/13/2018

CONTACT US

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