Welcome colleagues to the
2nd HR Update!

Dear colleagues

Welcome to the second edition of the HR update. This gives us a great opportunity to keep our staff informed with developments in HR at UWS. Should you have any ideas for the newsletter, please don’t hesitate to contact me with your suggestions.

We were very excited when UWS was short-listed as finalists for two categories in the prestigious Australian Human Resources Institute (AHRI) National Awards 2009. Nominations were for the John Boudreau Award for Human Capital Management in recognising the University’s overall accomplishment in HR transformation and the Pru Goward Award for Diversity Management in recognising the University’s continual commitment to excellence through its Indigenous Employment and Engagement program. Awards were presented 11 November 2009. We were pipped at the post by Singtel Optus and BEST Community Development; we provide both groups with our wonderful graduates, so I guess UWS wins all round!

From the HR Team and myself, we wish you all a happy and safe festive season.

Kind regards
Helen A. Lyons
Director, Human Resources

REGISTERING YOUR ACADEMIC QUALIFICATIONS

The Office of Human Resources keep details of the academic qualifications of all the University's staff on Alesco HRMIS and the University receives additional funding for staff with certain qualifications, such as a PhD. It is therefore essential these details are up to date and recorded on the HR information system.

You can check your qualification details in 'Staff OnLine', under 'Qualifications' in the 'Personal Details' section. www.uws.edu.au/staffonline

Qualifications that are held are those formal qualifications gained through TAFE and University studies.

If you hold a qualification that is not recorded, especially a PhD, please bring the original copy of the qualification to have it sighted by your School / Unit / Research Centre Administrative Officer. A certified copy will then be forwarded to HR for recording on the HR database and for placement on your personal file.

ANNUAL LEAVE LOADING

The 2009 annual leave loading for those academic and general staff employed under the Staff Agreements will be paid in the pay of 10 December 2009.

CASUAL TIMESHEETS THROUGH Staff OnLine

The pilot project of staff submitting their casual timesheets through Staff OnLine has been a major success with over 450 casual staff now having their timesheets electronically managed through Staff OnLine. As such, the process is now being rolled out to all other Schools and Units with paper based timesheets being replaced from the commencement of the 2010 academic year.

Andrew Robb, Manager, Occupational Health Safety & Info Services, telephone (02) 9652 5177 has managed the project in conjunction with Vicky Thomas, Payroll Services Supervisor, telephone (02) 9678 7559.

MEDICAL CERTIFICATE SUPPORTING SICK LEAVE

When staff have booked sick leave on-line and send in medical certificates, please make sure staff ID and name is written on the certificate as there is difficulty in deciphering doctor’s handwriting.

WHO DOES WHAT IN HR LISTING

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For a listing of HR staff by Unit and responsibility, please view the ‘Who Does What in HR’ listing link to obtain contact details.

CASUAL STAFF HEALTH DECLARATION

Just a reminder that the completed Health Declaration form for all casual staff which can be found under Casual Employment on the HR Forms and Templates webpage is to be completed and managed as follows:

1. The completed form is to be held in the local work area - not sent through to HR or OHS.
2. Only when a supervisor has been notified of an existing medical condition should the completed form be sent through to Michael Shellshear, OH&S Co-ordinator.

ARE YOU FILLING A POSITION?

UWS values workplace diversity. Please contact the Office of Indigenous Employment and Engagement for advice on how you can embrace diversity in our workforce at UWS.

PERFORMANCE PLANNING

As part of the Performance Management and career Planning process and the AUGA audit process, the University will be required to report on the number of General Staff who have completed their Performance and Career Development Plan for 2009.

Could I ask you at this time in the year to review the status of your
performance planning and career development program and review the program for your staff for 2009 and advise completions by 5th December 2009.

Please advise Lynda Donovan, Supervisor Staffing Services, telephone (02) 9678 7533 when the plan has been completed for recording on Alesco HRMIS.

If you require further information please visit the UWS website at the following URL http://tinyurl.com/6gm4bw or contact Warwick Brennan, Manager HR Operations telephone (02) 9678 7585.

PARKING PERMITS
Do you purchase your parking permit via salary sacrifice? If so, it is important that HR have your current home address as Capital Works and Facilities will mail your 2010 parking permit to you at this address.

To check/update your address records you can access Staff Online at: www.uws.edu.au/staffonline

Your address details can be found under ‘Personal Details’.

Please take the time to do this and ensure receipt of your 2010 parking permit.

2010 GENERAL STAFF ELECTRONIC TIMESHEET
The 2010 Electronic Timesheet for General Staff to record time worked under the Flexible Hours of Work Scheme is now available and can be found in the Working at UWS section of the HR Forms and Templates page of the UWS website.

All information concerning the Flexible Hours of Work Scheme can be found in Schedule 5 of the General Staff Agreement.

In short, the Flexible Hours of Work Scheme provides that:

- The Electronic Timesheet is to be completed by all General staff up to and including HEW Level 9, printed off at the end of each Settlement Period, signed and handed to the supervisor to hold for any Audit checks.
- Supervisors are to ensure that all leave taken and recorded on the Electronic Timesheet has been applied for by checking “Staff On-line”.
- Any absences other than the lunch break during the core hours of 9:30am and 3:30pm each work day must be covered by some form of approved leave.
- Medical appointments should be scheduled outside normal work time. Sick leave is not available to cover appointments unless the University is satisfied that an appointment could not be obtained outside normal working hours.
- Time in lieu can only be included on the sheet when approved overtime has been worked, an ‘Overtime Form’ has been completed and approved with the TIL box ticked and the Overtime Form attached to the printed copy of the Electronic Timesheet.
- Only a maximum 14 hours debit or credit can be carried forward to the next Settlement Period (pro-rata for part-time staff). Time worked in addition to this is forfeited unless approved as Overtime.
- Time in lieu can only be included on the sheet when approved overtime has been worked, an ‘Overtime Form’ has been completed and approved with the TIL box ticked and the Overtime Form attached to the printed copy of the Electronic Timesheet.
- Only a maximum 14 hours debit or credit can be carried forward to the next Settlement Period (pro-rata for part-time staff). Time worked in addition to this is forfeited unless approved as Overtime.

If you have any questions regarding the Flexible Hours of Work Scheme or the Electronic Timesheet, please contact Warwick Brennan, Manager HR Operations on w.brennan@uws.edu.au or telephone 9678 7585.

FEEDBACK ON OUR HR SERVICE
In our endeavour to provide an enhanced Human Resources for the University, university staff can now easily provide feedback on our HR service simply by completing the Feedback on HR form located on the HR/Staff Information landing page of the university’s intranet.

Please use this form to provide feedback on our HR services or if you would like to pick up the phone and discuss your feedback, don't hesitate to ring your HR Advisor or Warwick Brennan, Manager HR Operations.

We welcome all feedback including those positive experiences and also suggestions where we could do things differently. All comments are anonymous unless you are comfortable in providing your personal details.

CHRISTMAS CLOSEDOWN
The University traditionally closes at the end of the year and I am pleased to advise that the Vice-Chancellor has again approved the granting of three concessional days to all ongoing and fixed term staff during this period.

Accordingly, the University will close from Friday 25 December 2009 and re-open on Monday 4 January 2010.

To assist in planning leave arrangements, details for the closedown period are as follows:

- **Thursday 24 December 2009 – University open**
- **Friday 25 December 2009 – Christmas Day**
- **Monday 28 December 2009 – Public Holiday in lieu of Boxing Day**
- **Tuesday 29 December 2009 – Concessional Day**
- **Wednesday 30 December 2009 – Concessional Day**
- **Thursday 31 December 2009 – Concessional Day**
- **Friday 1 January 2010 – New Year’s Day**
- **Monday 4 January 2010 – University reopens**