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Dates to Remember

September 4, Monday
Labor Day Holiday

Contact HR

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Newsletter Editor

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Welcome to the New Vice Chancellor for Administrative Services

Ro Bailey has begun working at the university as the vice-chancellor for administrative services and will oversee nine departments.

Bailey comes to UAF from the United States Air Force, where at her last assignment she was commander of the Cheyenne Mountain Operations Center. She is also familiar with Fairbanks, as she was stationed at Eielson Air Force Base.

If you haven't had a chance to meet our new vice chancellor, her office is located in Signer's Hall.

HR User's Group Recruitment and Beyond

The flow chart has been signed and you are ready to hire your new employee. There are 'next steps' to be done that will ensure that your new employee and that your department can move forward.

This meeting will address topics such as finalizing your recruitment, scheduling benefit orientations, and completing new hire paperwork (including job forms).

We will also discuss lateral transfers, advanced salary placement, and recruitment of non-resident aliens. There will be a question and answer session at the end of the presentations.

Please contact Susan Miller to register: susan.miller@uaf.edu or x7557

September 21, 2006 (Thursday)
10:00 – 11:30 a.m.
Wood Center Ballroom

If you are not a member of the HR list serve, and would like to be, please sign up at: <http://www.uaf.edu/uafhr/PPA/index.html>

Please mark your calendar for the following HRUG meetings. All meetings are from 10 – 11:30 a.m. in the Wood Center ballroom.

Thursday, October 19, 2006
Thursday, November 9, 2006
Thursday, December 7, 2006

Alaska Division of Retirement & Benefits Will Visit UAF

Kathy Carson, a representative from the AK Division of Retirement & Benefits, will be at UAF to discuss retirement issues. Individual appointments must be scheduled. The following dates and times are available:

Date	Time	Location
Monday, September 18	1 – 4:30 p.m.	IARC room 319
Tuesday, September 19	8 a.m.— 4:30 p.m.	Wood Center room B
Wednesday, September 20	8 a.m.— 4:30 p.m.	Human Resources conference room 102 (3295 College Rd.)
Thursday, September 21	8 a.m.— noon	Wood Center room B

Call UAF Human Resources, **474-7700**, to schedule your individual appointment
Appointments are for 20 minutes

University Women’s Association: Not Just For Women

The University Women’s Association (UWA) is an organization that supports the University of Alaska Fairbanks through various activities. The group sponsors service projects and social events, provides scholarships and gives donations to campus activities and organizations. One of the major sponsored events that you may have attended is the Holiday Bazaar held in November at Wood Center.

UWA welcomes anyone (employees, spouses of employees, and interested community members) to attend events and become a member. This is an opportunity to support the university and to meet others in the community.

Here are some of the upcoming UWA events:

- ♦ Volunteer Fair, September 14th, 11a.m. – 2 p.m. @ Wood Center
- ♦ UWA Fall Tea, Sunday, September 17, 2 - 4 p.m.
431 Gold Dust Dr. (President Hamilton’s home off Yankovich Rd.)
Come meet the UWA members and find out more about joining!
- ♦ UWA Recycle Sale, Saturday, September 23; 12 –2:30 p.m. @ Wood Center
For more information, contact Rita Osborne, 479-4535; osborne@gvea.net



For membership or other information, contact Helen Howard, 488-2314, hmh@acsalaska.net

Personnel Payroll Submission Schedule

www.uaf.edu/uafhr/Payroll.html

Pay Period	Job Forms In Personnel by 2 p.m.	Timesheets to Payroll by 12 p.m.	Scheduled Payroll Run #	Check Issue Date	Holidays
20-Aug-06 to 02-Sep-06	22-Aug-06 *	01-Sep-06 *	R19	15-Sep-06	
03-Sep-06 to 16-Sep-06	8-Sep-06	18-Sep-06	R20	29-Sep-06	Sept 4
17-Sep-06 to 30-Sep-06	22-Sep-06	02-Oct-06	R21	13-Oct-06	
01-Oct-06 to 14-Oct-06	06-Oct-06	16-Oct-06	R22	27-Oct-06	

* Early submission required