

## Human Resources' Course Descriptions

**Adjunct Faculty:** Class covers defining and determining represented assignments, tuition waivers for represented adjuncts, tracking represented assignments; review of adjunct salary schedules and job form examples; overview of on-line resources.

**Adverse Employment Actions:** What are the steps in coaching, counseling and disciplining an employee, including possible termination? Find out more about policies, regulations and the steps involved if you are considering terminating an employee.

**Benefits Overview:** This is an overview of the UA Choice plan, retirement plans, setting up a tax deferred annuities (TDA), leave programs, etc. This session is a refresher on the UA benefit programs.

**Customer Service:** Who is your customer? Is the customer always right? Find out in this overview tips and techniques to help you work effectively with any of your customers (focuses on attitude, teamwork and consistency of service).

**Drug Free Workplace:** Session addresses the dangers of drug abuse in the workplace. Also covered is the drug free work place, the supervisor's role in providing information on drug counseling, the employee assistance program, and legal liabilities.

**Effective Business Writing:** Provides information and materials on how to improve your business writing skills. Covers writing clearly and concisely, formatting your documents, basic spelling and grammar guidelines, email, and proofreading.

**Family Medical Leave (FML):** The focus of this seminar is on FML eligibility, applying for FML, what happens when you're on FML, leave share, etc. We will discuss university regulations on FML, leave share and how these programs are administered.

**Faculty Contract Extensions:** Covers the paper work that is required for contract extensions for faculty and staff who work less than a 12 month contract. Addresses options to employ the faculty members for additional assignments during the summer months.

**Group Decision Making:** This workshop examines the dynamics of mis-managed agreement, provides techniques for finding positive ways to come to effective agreements, and looks at individual responsibility in the decision making process.

**HR Query:** Class for PPA's to learn how to verify position control numbers (PCN) and budget set up and personnel data entry and pay history information for all active and terminated employees within the Banner System. This class is specifically for new PPA's. However, if you need a refresher you are welcome to attend.

**Job Form Completion:** For PPAs who are responsible for completion and submission of job forms for personnel actions to be entered into Banner (i.e. New Hire, Start Job, Stop Job, Change, Unit Separation and Pay Adjustment).

**Leadership and Self Deception:** We often may be contributing to and causing problems without being aware of doing so. This course looks at the responsibility each individual may have in a situation and ways to recognize and correct problems.

**New Employee Benefit Orientation:** Weekly in-depth orientation to UAF for all new employees eligible for benefits.

**New Hire Packet:** Introduction to new hire paperwork; covers Banner screens, job forms, required paperwork for new employees.

**Non-Resident Alien (NRA):** Reviews the required paperwork when hiring foreign national employees, the tax benefits they are eligible for, scholarship and fellowships for students and what they may be eligible to receive.

**Performance Evaluation:** The performance evaluation process is a tool from which employees can learn and grow. This session will provide supervisors with information and techniques to make evaluating performance a more positive experience.

**Performance Management:** Topics addressed are ways to promote staff development while providing effective guidance to mentor, evaluate, and discipline individuals not meeting performance standards.

**Personnel Actions:** Overview of the paperwork trail in HR to include: routing of job forms, explanation of the job form and all the different blocks on the form; job change reasons and their use; required back up documentation; required signature authority.

**Preventing Sexual Harassment:** Sexual harassment is an issue that has legal, emotional and social costs. This is an overview of the types of harassment, the impact that harassment can have on employees and organizations, and UA policies.

**Preventing Workplace Violence:** Unfortunately, the potential for violence is part of a work place. This training covers some of the warning signs of possible violence and actions you can take to help to minimize problems.

**Sabbaticals:** The class will cover who is eligible to go on sabbatical leave, who must approve the leave, and will review the paperwork that must be completed for the sabbatical leave.

**Time Management:** Discussion of the principles of time management, including identifying time wasters, planning and organizing, prioritizing work, overcoming procrastination and more.

**Time Reporting:** Find out more about time reporting requirements for non-exempt employees. Includes information on federal, state and university regulations. The session covers meal and break time, travel, working during lunch, overtime pay and more.

**Time Sheets:** The time sheet is a critical form that ensures that employees get paid. Covers who needs to submit a time sheet, overtime and how to report it, processing time sheet, and useful forms.

**UAK Jobs Online Recruitment:** For PPAs, hiring managers or any employee involved in the recruitment process. Covers the steps required to recruit for a position, types of positions (including student jobs), search committee guidelines, recruitment stages, applicant tracking spread sheets, plus forms and resources to assist you in the process.

**Vista Plus:** This is a system reporting tool that enables users to access miscellaneous reports via the web. Designed for payroll/personnel assistants; explains how to access HR reports and what reports are important in their daily routines. Must have Banner access to HR and Vista Plus prior to attending class.