HR 2 HR

Department of Human Resource Management

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Look how far we have come – Executive Director's Message

By Jeff Herring

I often find it interesting to go back in the past and review information on projects and goals. When I do this I often see the actual progress we make.

Change is funny this way. It is like watching your kids grow. You don't see them gain inches day-by-day, but when you look at a baby pictures you see how much they have actually grown. I want to provide you a picture that was taken a year ago. I am copying an article I wrote about ERIC last year. Look at the snapshot of the project then and compare it to where we are now. I think when you read this article (the picture), you too will get a sense of how far we have progressed and grown.

I want to thank all of you for the work you have done to make the growth of this huge project of ERIC actually come into focus. Read this and enjoy your progress and accomplishments. Take care.

HR Service Center (Official Name to be Determined) from August/September 2010 HR 2 HR Newsletter

I wanted to take this opportunity to update you on the move to an HR Service Center. We have met as a leadership team several times to define Service Center roles and explore other aspects of the move. I am very pleased with the creative process that is taking place in our department as we implement this change.

It was important for me to make sure that this initiative was driven by the larger group. This means that while there were some global parameters set by me at the beginning of this process, very early the scope and details of the initiative have been passed onto the leadership group, which includes all of the Managers in the department. I suspect that if you have not already been asked to help or contribute ideas, you will soon be contacted. This is a change that impacts all of us as well as all employees in the State. We need to make sure that everyone has a voice in this process. This does not mean that every idea will be implemented, but it does mean that every idea and concern is valuable and we do not want to leave any suggestion or concern unaddressed.

Jeff Herring, DHRM Executive Director

The Governor's Optimization Committee has included this initiative as a recommendation to the Governor's Office. I anticipate that it will be on his final Optimization Committee initiative list. It is nice to have the highest level of executive support for this initiative. I am confident this initiative will help us meet his goals as we optimize our HR process.

A growing trend in the business world is a shared service model, which includes Employee and Manager Self-Service (MSS/ESS). The goal is to empower managers and employees with the tools to manage their jobs and careers. The HR Service Center will help us move towards this MSS and ESS service environment as well as other aspects of shared services. Additionally, the empowerment of managers and employees helps us fulfill our role of increasing the capacity of State managers to manage and lead.

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I have seen some tentative timelines for the initiative implementation. The first milestone, that is fast approaching, is to engage in the recruitment and selection of the leadership positions for leading the HR Service Center. It is important to lay this foundation early so that those that will be leading the strategic and day-to-day operations can be involved in the process and design from the early stages.

I am proud of our department and the adaptability we have demonstrated in moving in this innovative direction. I know that change causes discomfort and anxiety. However, I have also seen many of you work through the change and move on towards the productive side of change. It is in the ambiguous phase of change that we can find new and better ways of doing things. As always, I promise to keep you all involved and updated with the implementation of this initiative. Thanks for all you do. Take care.

Two Significant UPM Enhancements

By Rick Hughes, HR Director

Two new UPM enhancements were rolled out on June 1, 2011. We call the first enhancement the "single source of truth." Prior to June 1, UPM looked to the Utah Mastery Directory (UMD) for some information, and HRE for other information. At times, UPM's looking to two different sources of information resulted in errors and inconsistencies. As of June 1, UPM only looks to HRE for information. UMD is used for authentication purposes only as employees log on to the system. We expect that this enhancement will reduce the challenges we have sometimes faced with the data UPM displays.

The second new enhancement is referred to as the "Triple A" feature, with the three A's representing Authorizations, Agreements, and Acknowledgments. Through using this feature agency management can, for example, require all employees to review and acknowledge the agency code of conduct and/or related policies each year. The feature may also be used to authorize and define telecommuting, exercise time, and/or an alternative work schedule for a specific employee. Managers and administrators will be able to run reports to determine which triple A's apply to employees. The Triple A feature is being deployed just in time to support new employee performance plans.

Please let me know if you have any questions about these or other UPM features or enhancements.

New FLSA Training Module Achieves Quick Success

By Rick Hughes, HR Director

On April 25th, the new FLSA training module was placed on the web and Jeff notified agency Executive Directors of its availability. As of May 20, 2011, 828 state supervisors had already completed this training. Here is the by-agency completion breakdown for the twelve agencies with the highest completion counts:

Agency	Completion Count
Department of Human Services	271
Tax Commission	86
Department of Administrative Services	80
Department of Technology Services	68
Department of Natural Resources	65
Department of Community and Culture	57
Department of Workforce Services	42
Department of Commerce	35
State Auditor	27
Department of Human Resource Mgt	27
Labor Commission	25
Department of Public Safety	18

I appreciate the efforts our HR managers have made in marketing this training module. If you haven't already taken a look at it, you can access it at: www.dhrm.utah.gov/flsa/flsa.htm. The DHRM field training team is looking forward to delivering additional similar training modules soon. Bryan Embley is currently working on modules related to UPM, workplace harassment prevention for supervisors, FMLA, ADA, and workers compensation. Please let Bryan Embley, Dan Chase, or me know if there are other supervisor or employee training needs that might be addressed through a web-based training approach.

Updates and Changes to Benefit Plans

By Barbara Smith, HR Consultant

Please make note of some benefit changes that have occurred since the benefits summary books were distributed. You may receive questions from employees.

Physical Therapy

Beginning July 1, 2011 PEHP will remove the cap on the physical therapy visits and require pre-authorization after the 8th visit.

Life Assistance Counseling & the STAR plan

PEHP will cover costs associated with Blomquist Hale regardless of the medical plan. That means that the STAR plan members can also utilize Blomquist Hale services before their deductible is met.

For additional questions please call PEHP at (801) 366-7555 or (800) 765-7347. Or visit their web site at www.pehp.org.

PEHP Serving the Employees Who Serve Utah

Save the Date!

DHRM's summer meeting will be held on Wednesday, August 17th in the Washington Terrace of Washington Park in Parley's Canyon. Please mark your calendars and watch for more information.

What is PEHPplus?

By Barbara Smith, HR Consultant

PEHPplus is a benefit that most employees don't know much about. We often get questions regarding how much it costs, enrollment process, and the products and services are available.

PEHPplus alleviates the pain associated with paying full price for products and services that promote health and well-being. Not an insurance plan, PEHPplus is a discount program available to anyone with a PEHP health plan.

Some of the products available through PEHPplus are LASIK vision surgery, massage therapy, vitamins and supplements, and health clubs to just name a few.

To take advantage of PEHPplus discounts, just follow these easy steps.

1. Choose a PEHPplus provider at www.pehpplus.com
2. Mention PEHPplus when you make an appointment
3. Show the provider your PEHP card
4. Pay the discounted rate to the provider at the time of service.

It's that simple. No enrollment form, no fee, and no payroll deduction.

OPEN ENROLLMENT DEADLINES

On-line Enrollment: 4/14/2011 – 06/10/2011

Paper Enrollment: 04/14/2011 – 06/03/2011

Medical, Dental, Vision. . . . . April 14 - June 10

FLEX$. . . . . April 14 – June 10

Hyatt Legal. . . . . April 14 – June 10

All changes will take effect July 1, 2011.

Group Life . . . . . Enroll any time

(With evidence of insurability)

AD&D. . . . . Enroll any time

Bits and Pieces

UTAH LEADERSHIP INSTITUTE

Please check the Employee Gateway or HREventure for a listing of upcoming Utah Leadership Institute workshops.

ASK AN EXPERT!

If you have a specific question for an HR Expert that you would like answered in the next newsletter, please send it to HRNewsletter@utah.gov

We'd love to hear from you. Please submit feedback, suggestions, or ideas for future articles to:

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DHRM Staff Update 3/16/11 to 5/15/11

New Hires

Bethany Alsobrook, HR Specialist, DHRM's UDC field office
Colby Harmon, HR Specialist, DHRM's UDC field office

Employee Movement

Cole Gilmore, accepted a position as Lead HR Tech at ERIC
Tina Sweet, accepted a position as Knowledge Base & Training Consultant at ERIC
Natalie Gearheart, accepted a position as HR Analyst, DHRM's TAX field office

Who Left DHRM

Paula Nelson, transferred to DHS/Ogden

With recent changes in the State's fireworks laws, it is a good idea to review some firework safety tips:

- Use fireworks outdoors only.
- Obey local laws. If fireworks are not legal where you live, do not use them.
- Always have water handy. (A hose or bucket).
- Only use fireworks as intended. Don't try to alter them or combine them.
- Never relight a "dud" firework. Wait 20 minutes and then soak it in a bucket of water.
- Use common sense. Spectators should keep a safe distance from the shooter and the shooter should wear safety glasses.
- Alcohol and fireworks do not mix. Have a "designated shooter."
- Only persons over the age of 12 should be allowed to handle sparklers of any type.
- Do not ever use homemade fireworks of illegal explosives: They can kill you! Report illegal explosives to the fire or police department in your community.