

# Research, Innovation & Impact

## Employee Services

### Meet Your HR Partners

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# AGENDA

- Who we are and what we believe
- Employee Life Cycle
- How are we different from UA Human Resources?
- DCCs, Student Hiring, Federal Work Study
- Workforce, Leaves
- Organizational Support
- Questions

# Who we are and what we believe

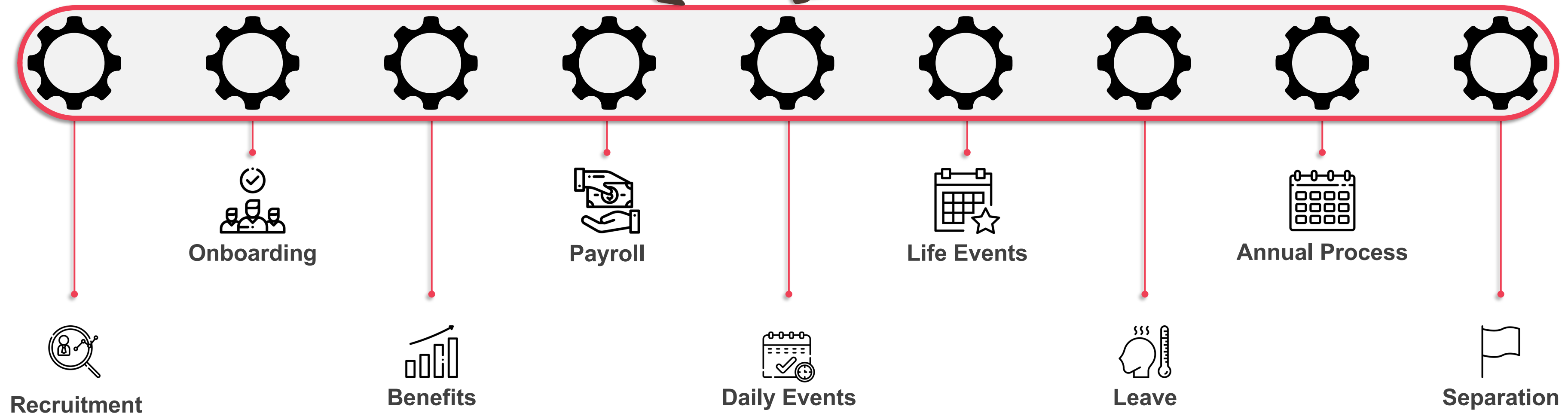
- First established in 2016 as a member of the RII Business Center to provide centralized support for HR transactions.
- Grown to 3 person team along with the addition of an on-call Organizational Consultant
- Provide service to all RII Departments encompassing approximately 750 employees.
- Over the past 5 years our scope has expanded a great deal beyond just the transactional to better support the growth and expansion of RII.

*We see ourselves as your HR partners in success, seeking to break down roadblocks not to create them.*

*We believe that employees deserve the highest quality professional service during their employment at the UA.*

# Employee Life Cycle

We provide continuous support to RII employees throughout the entirety of the employee life cycle.



# How are we different from UA Human Resources?

## RII Employee Service

*Serves RII*

- We are your liaisons to UA Human Resources
- We serve as your first point of contact for most HR matters.
- Interpret and explain HR policies.
- Responsible for day-to-day HR activities and transactions.
- Support Search Committees through all stages of the recruitment process and onboard new hires
- Represent RII on committees and groups that impact HR processes.
- We work closely with our UA HR colleagues to ensure optimal service for RII.
- Provide organizational support.
- Support managers/supervisors with performance management/career conversations.
- Collaborate on development of staffing plans.
- And, more!

## UA Human Resources

*Serves campus*

- Responsible for campus-wide HR policies, procedures and systems.
- Top level approver for HR actions.
- HR Consultant and Compensation Consultant assigned to support RII.
- HR Recruitment provides the UA Applicant Tracking System “Talent”. Oversight of all recruitments.
- Employee Advising available to all employees.
- Benefits & Retirement Advisors work directly with employees.
- Payroll oversees all tax and payroll deduction selections.
- Office of Leadership and Coaching
- Office of Institutional Equity
- Life & Work Connections
- And, more!

# Designated Campus Colleagues (DCC)



# DCCs (Designated Campus Colleagues) – UArizona's Official Volunteers

- The University is generously supported by Designated Campus Colleagues (DCCs), which include affiliates, associates, volunteers, and interns who contribute their time, services, and expertise to help the University accomplish its missions of teaching, research, and service.
- RII currently has 355 DCCs on record



# DCC Process

- Submit form(s) to RIIES
- RIIES enters the DCC relationship into the UA system
- DCC receives a Welcome Email to establish their DCC relationship
- At the end of the fiscal year, we follow up with you to check DCC status
- We can end or extend the DCC relationship as needed



# Student Employees

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# Student Employees: Enrollment Requirements

- **Fall Semester:** Minimum enrollment of 6 credit hours.
- **Spring Semester:** Minimum enrollment of 6 credit hours.
- **Summer/Winter Sessions:** Minimum enrollment of 3 credit hours *unless* the student completed at least 6 credit hours during the previous semester *and* is registered for at least 6 credit hours for the following semester.

# Student Employees: Allowable Work Hours

- A student worker may work up to 25 hours per week during the Fall and Spring Semesters, and up to 35 hours per week during Summer Session, Winter Session, and Spring Break.
- In the event a student worker holds more than one student worker position, the total hours worked per week in all jobs are subject to the maximum work hours set forth above.

# Student Employees: Hiring

- Please note: Work cannot begin until student has completed all hiring steps.
- Department submits hire request form to RIIES at least 1 week prior to start date.
- RIIES will:
  - Verify student enrollment
  - Request new hire for student in UA system
  - Verify work eligibility via the federal form I-9 process
- Once all the steps are complete, the student is ready for their start date

# Student Employees: Ending employment

- If students become unenrolled throughout the semester, they are not eligible to continue working in a student position
- At the end of the semester, we check in on the student status
- Employment ends on graduation date
- To continue student after graduation a recruitment is required to place into a staff position.

# Federal Work Study Awards

*Federal Work-Study (FWS) is a federally subsidized financial aid program that provides part-time jobs for undergraduate and graduate students, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.*

**Student workers who have a federal work study award can use that award to offset their wages to the department by about 70% on average until their award amount is exhausted. Additional funds may be available, they need only check in with Office of Scholarship and Financial Aid on that. This is a large cost savings for departments!**



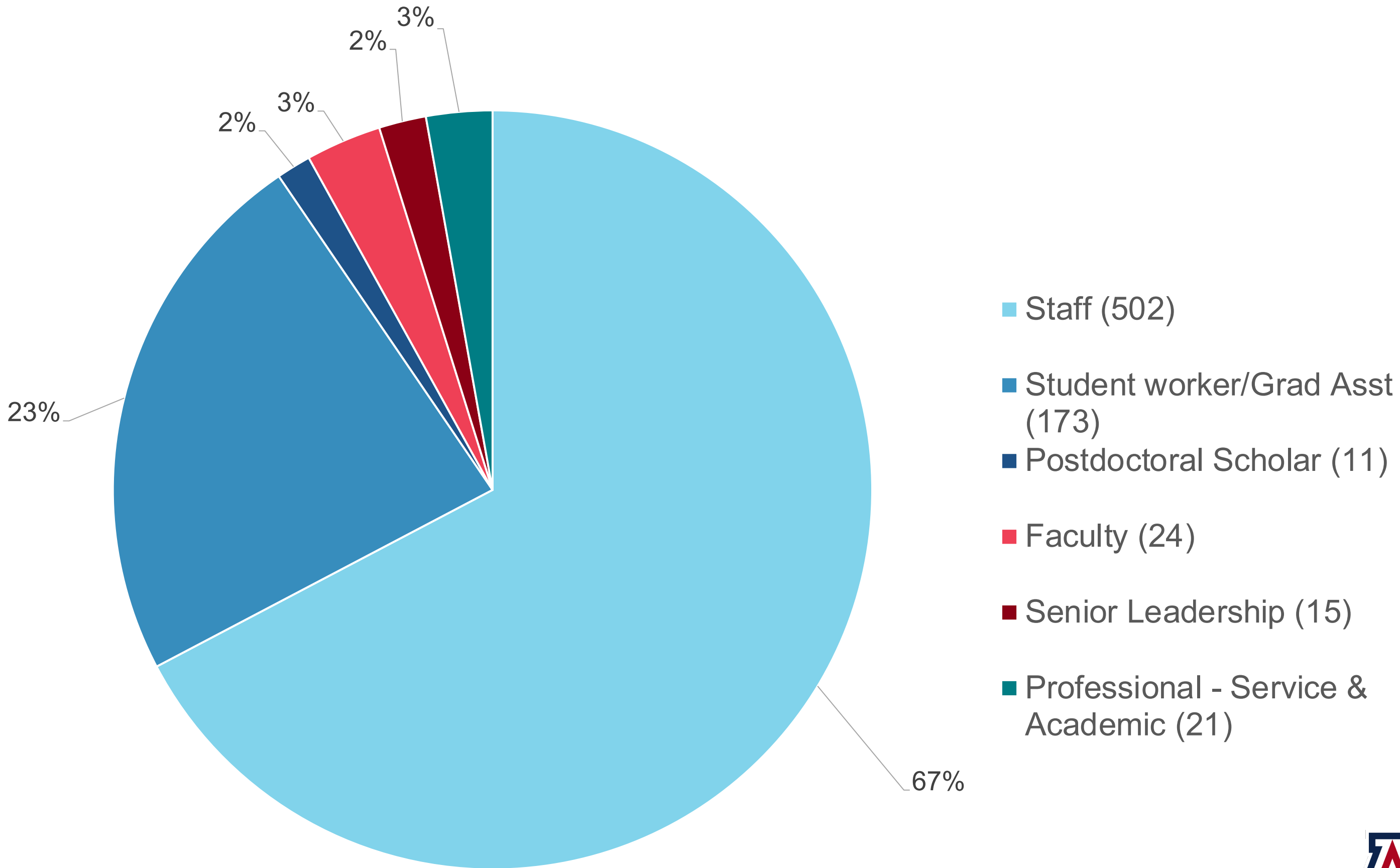
# RII's Workforce

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Who exactly are we?

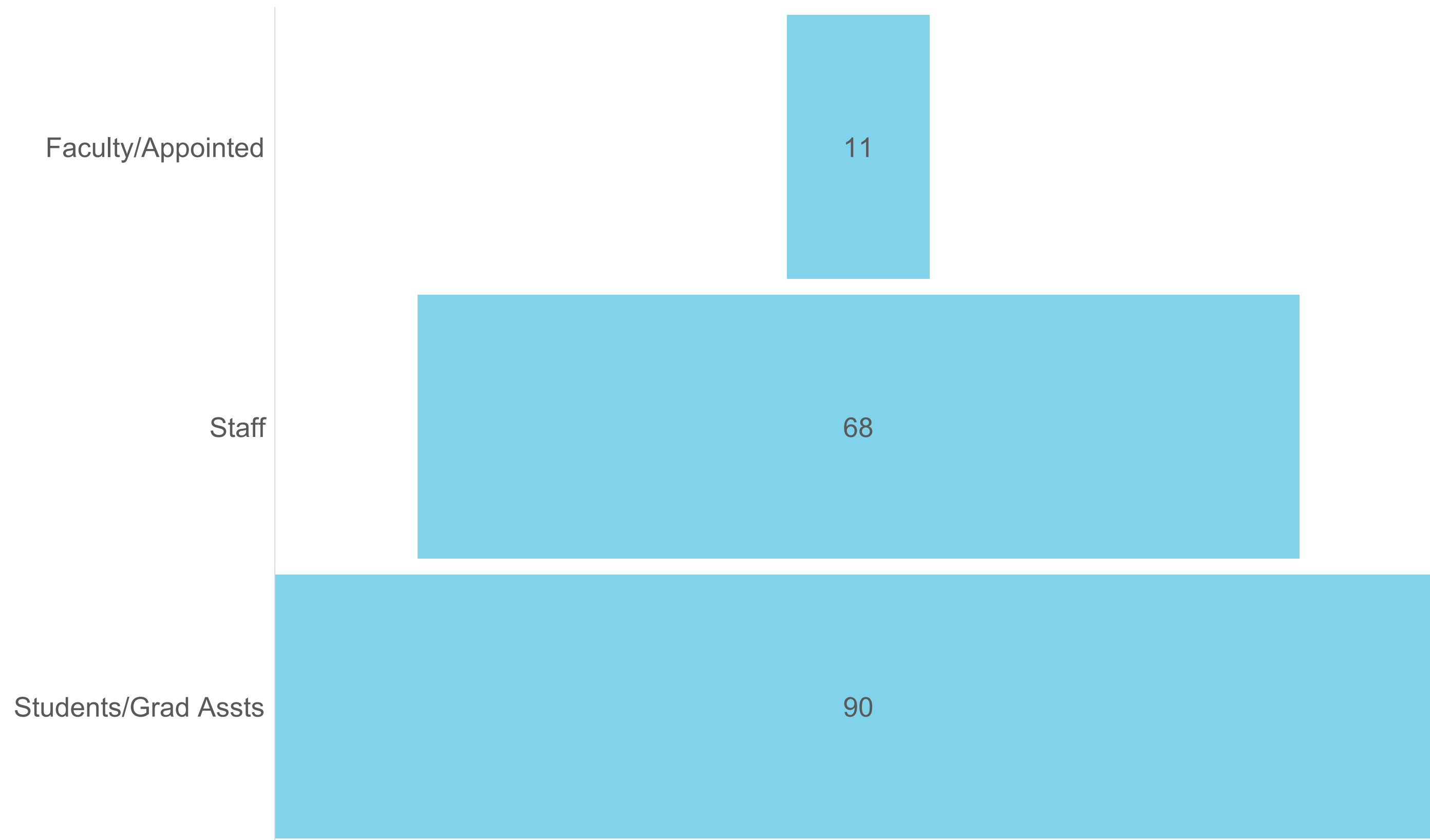


# Workforce Makeup for RII Departments





# Newly Hired RII Employees in the Last 12 Months



# Leave Types

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Need time away from work? We've got a leave option for that.

# Common University Leave Types

Leave Type	Reason	Benefit
Emergency paid sick leave	Care for self/family member	Up to 2 weeks of <b>paid</b> time off
Pandemic childcare leave	Care for child/children	Up to 12 weeks of <b>paid</b> time off
Paid parental leave	Birth or placement of a baby	6 weeks of <b>paid</b> time off (runs concurrently with FML)
Family medical leave	To care for self/family member who needs medical care	Up to 12 weeks of time off, <b>unpaid</b> unless using accruals ( <i>Compassionate Transfer of Leave may apply</i> )

\*Additional leave options: Military leave, personal leave of absence

# Organizational Support

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# Organizational Support

## Leadership, Managers , Supervisors, Principal Investigators

- Unit Organizational Assessments with the assistance of Leslie Porter, Organizational Consultant
  - Organization and Structure
  - Culture
  - Positions
  - Compensation
- Performance Management
- Career Conversations/Performance Evaluations
- Coaching for Managers and Supervisors
- Assist with creating staffing plans at the proposal stage such as identifying jobs and compensation in the University Career Architecture.

# Resources

- RII Employee Services website <https://rdibc.arizona.edu/content/employee-services>
- HR website <https://hr.arizona.edu/>
- HR COVID-19 Guidance <https://hr.arizona.edu/coronavirus-information>
- Benefits <https://hr.arizona.edu/employees-affiliates/benefits>
- Perks at Work <https://hr.arizona.edu/employees-affiliates/benefits/employee-discounts#hdr-2>
- Life and Work Connections <https://lifework.arizona.edu/>
- Employee Advising <https://hr.arizona.edu/employees-affiliates/employee-advising>
- OIE <https://equity.arizona.edu/>
- University Policies <https://policy.arizona.edu/>
- Disability Resource Center <https://drc.arizona.edu/>

# Contact Information

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# QUESTIONS & DISCUSSION

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