

#HELLOPFW

Purdue Fort Wayne's HR-OIE Newsletter



From the desk of
Cynthia Springer, M.M.
Associate Vice Chancellor for HR-OIE

Welcome Ken Christmon !

I am so pleased to welcome Ken Christmon to the HR-OIE team, and to the University's inaugural Office of University Ombudsperson. Ken has hit the ground running in his new role meeting colleagues who are already connecting with the university's new Ombudsperson.

In this new role, Ken supports university faculty, staff, and students by providing alternative options to mediate in an informal process designed to encourage conflict resolution and problem solving, improving communications, and expanding efforts to preserve work relationships.

We are very excited for the longstanding history that Ken's insight and perspective will bring to the new Office of Ombudsperson. WELCOME to the team, Ken!

"I commit to empower our talent to explore uninhibited excellence in their work, for their well-self, and for one another."

- Cynthia Springer, M.M.

OUR VALUES

- P** People-centered Exceptional Foundation
- E** Excellence Standard
- O** Operational Business Partners
- P** Purposeful, Flexible Services
- L** Leading with Respect
- E** Effective Learning & Development Culture

Learning & Development

Recognizing Spring 2021 Mask-a-Don Ambassador Volunteers



Many thanks and deep appreciation to our Spring 2021 Mask-a-Don Ambassador Volunteers. Your help supported continuing diligent efforts to maximize safety for the Spring 2021 return to campus for students, faculty and staff. Volunteer manned, self-supporting, and central distribution sites were in place across campus to ensure face-masks were available for any Don in need. Keeping our community safe is high priority, and would not be possible without the support of Mask-a-Don Ambassador Volunteers such as you. We take this time to recognize those who gave of their time and talent as the Spring 2021 semester kicked off.

Tiasia Barlow
Dawn Barnes
Lindsay Bloom
Karen Burnette
Tamera Dunn
Kris Frye
Jayla Heller
Amy Jagger
Gregory Justice
Brianna Kauffman
Eric Manor
Julie Miller
Robin Newman
Kristy Ohneck

Katherine Piercy
Renan Reilly
Elva Resendez
Jackson Russell
Alison Rynearson
Kelly Shanks
Michele Shawver
Courtney Sullivan
Terri Swim
Pam Thompson
Kirk Tolliver
Erin Turner
James Velez
Ha Vuu

Payroll

2020 W-2s to Arrive by January 31st

2020 W-2s are expected to arrive by January 31, 2021. You may receive your W-2 electronically through ADP, by mail, or both.

If you have **not** used ADP before, you may still register and access your W-2 electronically.

Before you begin, you must have your PUID, valid SSN and zip code of the address on file with the university.

How do you find your PUID?

- Log into your SuccessFactors page.
- Click on "My Profile" in the My Info section.
 - Scroll down and locate "Biographical Information" on the left side. Your PUID is in this section on the right and begins with two zeroes. Person ID **is not** your PUID.

I have moved. How do I know what address is on file?

- Locate the "Personal Information" section. Your address is listed.
- After locating this information, click on the home icon at the top of the page to return to your main page.

How do I register for ADP?

- Go to your SuccessFactors main page.
- Locate the tile "ADP W-2 Services." These are instructions on how to register.
- Follow the instructions.
 - Note: The registration code and company code are located on the instructions.

If you have used ADP to access your W-2s previously, you cannot register again. If you have used ADP before,

- Go to one.purdue.edu
- In the search bar at the top of the page, search for ADP.
- Open the ADP tile.
- If you have your user ID and password, log in.
- If you have forgotten your user ID, click on "forgot your user ID" and follow the prompts for information.
 - If your information matches ADP's records, your user ID will be located and given to you.
 - If your information does not match, ADP will not be able to locate you. If this happens, email tax@purdue.edu for assistance.

If you have not registered with ADP or do not want to register with ADP, you will receive your W-2 in the mail.

Questions? Contact payroll@pfw.edu.

Office of Institutional Equity

OIE is Here to Serve You

Questions about policy or procedure? Have concerns but not sure where to go for direction? OIE staff encourages you to drop by office hours in Walb Union every Thursday from 1:30-4:30, or to contact Joe Flores at 260-481-6679 / florjd01@pfw.edu or Christine Marcuccilli at 260-481-6107 / marcuccc@pfw.edu.

Benefits

Introducing Care.com

Recently, Purdue announced a new benefit through Care.com designed to provide support for employees' diverse care needs.

This new benefit addresses caregiving emergencies that employees often deal with - unexpected sick days, school holidays, a parent needs surgery, a caregiver quits, or maybe your child needs extra academic help. The list goes on and on. Finding the right care for loved ones is often a stressful and time-consuming experience.

Care.com is the largest online community for short- and long-term care for children, seniors, pets and more. In addition to the Care@Work network of vetted professional caregivers, Care.com has several online tools and resources to help you navigate your caregiving needs.

Purdue's partnership with Care.com provides Purdue employees a FREE Care.com membership and discounted child and adult backup care.

Your Care.com Membership

- Search caregivers in your zip code for child, senior and pet care; tutoring; housekeeping and more
- Connect with a network of individual and corporate care providers
- Find ongoing, occasional and backup care providers based on profiles, reviews and ratings
- Post jobs to find caregivers

Backup Care

- Child and adult backup care
- Find care for times when regular care arrangements for dependent children and adults aren't available
- Book at purdue.care.com or in the Care@Work App (available on Google Play or the App Store)

For more details, please see Purdue's website [HERE](#).

Healthy Boiler Program

February Healthy Boiler Wellbeing Events

Employee Yoga

Tuesdays, February 2, 9, 16 & 23

12–1 pm

Fitness Studio, Gates Athletics Center

Join employee health coach, Lindsay Bloom on Tuesdays to de-stress, deep breathe, and increase flexibility, balance, and muscle tone. All levels welcome. Space is limited to 6 participants. Please [email Lindsay](#) to reserve your spot.

National Wear Red Day

February 5

7 a.m.–5 p.m.

Show support for heart health and raise awareness about cardiovascular disease. Participate in National Wear Red Day by wearing red or red masks provided by Wellness and snap a picture of you or a socially distanced photo with a group of friends or your department. Send it to HBwellbeing@pfw.edu. Your pictures will be shared with the campus to show your support.

Virtual Healthy Boiler Workshop: Oxygenate

February 11

12–1 pm

WebEx

Oxygen is the most important nutrient required for health, and there is no better way to deliver oxygen to your body than through aerobic physical activity. Join Lindsay Bloom, Health Coach, to learn about how aerobic activities improve the fitness of our cardio-respiratory system, which in turn helps protect us from heart disease.

[Learn more and how to register](#). Meeting link will be sent prior to the event.

February Healthy Boiler Challenge

The **Eat Plants Challenge** invites you to limit yourself to 30 servings or less of meat during the next 30 days. Meat includes beef, pork, and poultry. People who eat mostly plant-based foods, while only eating meat occasionally have a lower risk of heart disease and other chronic diseases. Complete this challenge and be entered into a drawing to win Healthy Boiler promo items. Join the challenge and track your activities by going to the [Healthy Boiler Portal](#) and clicking on Engage > Competitions.



American Red Cross Blood Drive

February 17

10 a.m.–4 p.m.

Rhinehart Music Center Lobby

The need for blood is constant and only volunteer donors can fulfill that need for patients in our community. Nationwide, someone needs a unit of blood every 2 to 3 seconds and most of us will need blood in our lifetime.

Anyone who meets the eligibility requirements can help by donating blood at the [Blood Drive](#). [Check here for more eligibility requirements to give blood](#). Go online to [schedule your appointment](#) and complete the forms. Bring your ID with you to your scheduled appointment which will last about 45-60 minutes (includes registration, blood donation, refreshments, and recovery).

Please [read Important Blood Drive information](#) regarding if you received a COVID-19 vaccination, confidential screening for all donations for the COVID-19 Antibody at no charge to the donor, and how each unit of blood collected can help up to three patients in need.

All donors will receive a \$5 Amazon gift card.

Random Acts of Kindness Day

February 17

11 a.m.–2 p.m.

Kettler Hall, Stairwell Lobby

An act of kindness can go a long way. No matter how small you think it is, it can be something big for the receiver. Celebrate Random Acts of Kindness Day by **visiting the Wellness table** where we will be passing out Be Kind T-shirts, kindness cards to give to those doing something kind, bookmarks, and more. [Download kindness poster](#) and [workplace kindness poster](#) as a daily reminder that kindness makes a difference.

Take time today and every day to spread kindness to others including family members, friends, co-workers, and even yourself. Kindness is also good for your well-being because it stimulates serotonin (the feel-good chemical), decreases cortisol (the stress hormone), and [much more](#).

Be Mastodon Kind. Our kindness is our strength. Put a little love in your heart every day.

If you need the Calendar link:

<https://calendar.pfw.edu/events/random-acts-of-kindness-day-21720211100AM>

Employee Relations

Interviewing Best Practices - Part 1

The new year is always a good time to refresh and revisit some of our lesser used skillsets. Interviewing candidates is a skill we hopefully only use from time to time.

Interviews are an opportunity to collect additional information on the candidate's job related knowledge, skills, and abilities and are helpful in deciding whether a candidate is likely to succeed in the job. This is also your chance as the interviewer to make a positive impression about Purdue University Fort Wayne!

Let's review some interviewing best practices:

- Structure the interview as much as possible.
- Give adequate advance notice so the applicant can prepare for the interview.
- Eliminate interruptions.
- Ensure that the environment is comfortable and non-threatening.
- Greet the person and establish rapport.
- State the purpose of the interview: to gather relevant information in order to make a selection decision and answer the applicant's questions related to the job.
- Explain the format of your interview, and the interview process as a whole.
- Share pertinent background information about the job, University, and unit.
- Use open-ended/Behavioral Based Interview (BBI) questions to begin gathering information, helping make the candidate feel comfortable, and maintain their self-esteem.
- Take notes! All notes should be related to the job. It is recommended that interviewers record a candidate's answers to interview questions and the questions that the applicant asks, noting any relevant observations during the interview.
- Be prepared to be a resource to the candidate on topics related to employment at the University such as medical benefits, disability accommodations, vacation policies, retirement plans, and dress codes. Candidates from outside the local area may also appreciate information about the local community.
- Remember that interviewers are representing the University to the candidates chosen for on campus interviews. Think about why a candidate should choose Purdue Fort Wayne as an employer.
- Answer questions and allow the candidate to add information.

- At the end of the interview, it is important to ensure that no questions have been overlooked, and encourage the candidate to suggest anything that might expand on or clarify his or her training and experience.
- It is advisable to inform the candidate of the schedule for filling the position, and how and when the hiring supervisor will communicate their employment decision.

Stay tuned for part 2, where we will review interviewing pitfalls! Should you have any questions, please contact Melissa Helmsing at helmsinm@pfw.edu, or Rachel Gibson at gibsonr@pfw.edu.

Learning & Development

Learn and Earn a Certificate

Weaving through the many needs, rules, regulations and guidelines connected with managing an employee is something every supervisor will encounter. Current supervisors, aspiring supervisors and anyone interested in developing their HR awareness now have the opportunity to learn and earn a certificate in the learning process. The following certificate based modules are available through SuccessFactors:



- **HR Partnership Module:** This module covers key university policies and important HR activities.
- **Payroll Module:** This module covers the fundamentals of recording leave time, time worked, and basic knowledge of what is needed to properly execute payroll.
- **Compensation Module:** This module shares foundational knowledge Purdue's compensation philosophy, job family and pay structures, and compensation guidelines.
- **Hiring and Onboarding Module:** This module provides fundamental understanding of recruiting talent, selecting talent, and onboarding and orientation of new hires.

To access the module certificates, participants will need their Purdue Career Account and BoilerKey. For additional information, contact Dimples Smith, smid@pfw.edu.

HR-OIE Team Spotlight

POOJA SINGH

Classification & Compensation Administrator
singhp@pfw.edu



Pooja joined HR-OIE team in June 2017, she is currently working as the Classification and Compensation Administrator. She has many years of Human Resources experience through several industries. She was previously the Human Resources Business Partner at Atos Syntel and prior to that she worked as Human Resources Generalist at Mastek and at Citigroup as Talent Acquisition Specialist.

Pooja has a Bachelor's degree in Economics and Management from University of Mumbai and has Masters of Business Administration in Human Resources from Narsee Monjee Institute of Management studies.

Pooja is the proud mom to one sweet, cheerful kid and has been married to her husband Abhinav for 13 years. Together, they share a love of board games, all things Disney, and movie nights.

Pooja enjoys the seasons Indiana has to offer and enjoys going back to India to visit family and friends. Her passion is to "Try to Be a Rainbow in Someone's Cloud".



#HelloPFW Contact Us

Human Resources and Office of Institutional Equity
Doerner School of Business Building, Suite 300
 Main Phone: 260-481-6840
 Email: hr@pfw.edu
 HR Services Email: payroll@pfw.edu

Looking for more information about a specific topic?
 See our [Contacts by Topic Guide](#).

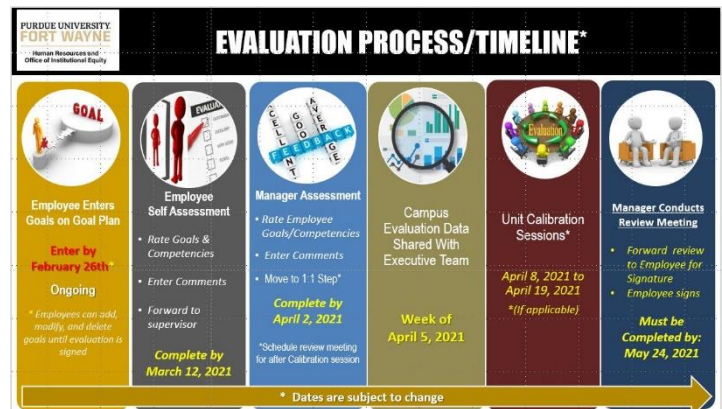
Learning & Development

Annual Evaluation Season in Process

The Performance Assessment Form is now available in SuccessFactors. Employees and managers can create and capture performance goals, as well as record and evaluate performance activities and achievements for 2020–21. Employee goals should be entered by February 26.

Employees and supervisors are encouraged to take advantage of the many [tips](#), [resources](#), and [tutorial videos](#) available to help in navigating and completing performance assessments. Supervisors can assess departmental progress toward performance management milestones through the performance management data reports on their SuccessFactors landing page.

The performance evaluation timeline is shown below and also can be found on the [HR-OIE website](#). Questions about performance evaluations should be directed to Dimples Smith, learning and development director, at smid@pfw.edu.



Performance Management Tips for Supervisors

The goal of Performance Management is to support an employee's in meeting the existing and future performance needs of their position. Performance management is an integral part of the work environment and is most effective when balanced feedback, coaching, training and developmental direction is weaved into the process.

Actions helpful to an employee reaching expected standards include:

- Providing clarity on job expectations and role
- Providing the right equipment and tools to complete the work;
- Taking time to observe work
- Identifying an employee's strengths and areas of development
- Providing clear, honest and supportive communication that builds trust