

# #HELLOPFW

## Purdue Fort Wayne's HR-OIE Newsletter



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

*"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.*

### Personnel Records E-File Cabinet to launch August 2020

Welcome back to campus and to the launch of #HelloPFW.

Reimagining the work of HR|OIE began two years ago, focused on recalibrating all employment processes with our Faculty and Staff in mind. It started with the launch of [Start With Us, Stay With Us](#), a branded value of HR|OIE, and created with our full understanding of the importance to all faculty and staff of improving HR|OIE's employment processes. While this journey has seen much progress over the past two years, HR|OIE has much to do in 2020 and beyond.

**#HELLOPFW will keep you in the know.** Each month, members of the HR|OIE staff will share what's happening in different areas in our department. In this issue I am happy to share our plans for a new records management system for centralizing the university's official personnel files.

Employment process improvements require some level of insight into shifting employment trends and metrics. Employment decisions make up personnel histories and are important official employment records that must be properly archived, kept, and centrally accessible, according to the records retention and disposal of university records policy. These documents underpin an employee's entire employment relationship.

In HR|OIE, we constantly surround ourselves with workforce data, and use this awareness to make decisions. The team didn't require much data to determine that Purdue University Fort Wayne (PFW) could benefit from a central personnel records management solution. That solution is a new e-filing technology called [E-file Cabinet](#), purchased by HR|OIE to be the central source for the university's personnel files.

The technology has been approved by legal and IT, and is considered smart technology with the requisite file security by allowing user and document permissions, security logs, retention schedules, and a host of other document management features.

We are in phase one, which involves setting up the cloud-based technology infrastructure, and programming system management features, essential steps prior to even one document being uploaded. All personnel records will be automated in accordance with Purdue's personnel records retention/destruction policy ([Assignment of Authority and Responsibility for the Retention and Disposal of University Records - V.B.3](#)).

The [E-file Cabinet](#) planning and launch team is comprised of representatives from Information Technology, legal, Academic Affairs and HR|OIE.

Many, many thanks to the project co-chairs: Melissa Helmsing and Julie Yoder.

### 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

## Employee Relations

### A Chat with the Chancellor

As new employees join the university, they will have the opportunity to learn more about how what they do impacts the lives and experiences of our students and our community through “A Chat with the Chancellor.” During the chat session, Chancellor Elsenbaumer will cover the role our university plays in the growth of our students and our community, and employees will have the opportunity to ask questions.

These sessions will occur on a quarterly basis and new employees will receive invites via e-mail. Due to limited space, those invited to a session will be asked to RSVP. This initiative is part of the university’s continue effort to let employees know they are valued and the work they do is appreciated.

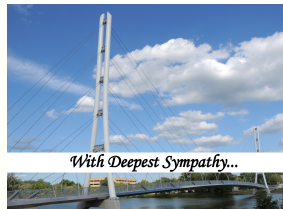
### Bereavement Outreach Initiative



The death of an employee can be challenging for an organization. It is even more challenging for the co-workers and departments for whom they worked.

To help departments and employees navigate forward after the loss of a co-worker, Human Resources and Office of Institutional Equity has developed a Bereavement Outreach Initiative. The intent is to be a resource to guide departments to information helpful in managing through the loss of a co-worker. HR-OIE will provide a bereavement card that departments can send to the employee’s family.

Cards can be requested via the [HR- OIE website](#). Requesters can choose between two card options, pictured within this article. Additional resource information will also be available.



## Learning and Development

### Annual Performance Evaluations are Coming

Now is the Time to begin preparing for 2019-2020 performance evaluations. The evaluation period runs **May 1, 2019 to April 30, 2020**.

Employees will be expected to do a self-assessment. Supervisors are to have evaluations and one-on-one meetings **completed by April 30th, 2020**.

#### Tips and tools for Supervisors:

- Schedule one-on-ones now to assure time is set on both calendars.
- Assess employee’s current goal status.
- Remind them to update their goals in SuccessFactors.
- Establish future goals for the next evaluation period.
- Have employee’s current job description available. To request a copy, contact Kirk Tolliver ([tolliver@pfw.edu](mailto:tolliver@pfw.edu)) or Pooja Singh ([singhp@pfw.edu](mailto:singhp@pfw.edu)).
- Need a refresher? See this [Quick Reference Guide](#) detailing goal setting as well as the review process.

#### Tips and tools for Employees:

- Add your one-on-one to your calendar.
- Assess your current performance, and note important accomplishments and key milestones.
- Share challenges as well as desires and goals for future opportunities.
- Update supervisor on goal status. To add, update, or edit your current goal status, please see this [Quick Reference Guide](#).


In the coming months, HR-OIE will offer performance evaluation sessions designed to prepare and help supervisors and employees to engage in successful communication/engagement during performance discussions.

**Supervisors** can register for a session by clicking [here](#). **Staff** can register for a session by clicking [here](#).

Contact Dimples Smith ([smid@pfw.edu](mailto:smid@pfw.edu)) or Amy Jagger ([jaggera@pfw.edu](mailto:jaggera@pfw.edu)) with questions.

## Wellness

### February Wellness Events

**February theme** – Improve Heart Health 

**National Wear Red Day** - February 7

Purdue Fort Wayne Wellness invites you to participate in National Wear Red Day and bring greater awareness around heart disease issues. Snap a picture of you, a group of friends, or your department participating in National Wear Red Day and send to [wellness@pfw.edu](mailto:wellness@pfw.edu). We can wait to see your pictures and we will share them with all of campus! Anyone wearing red is invited to the Fieldhouse at 1pm on February 7th for a group picture.

**Lunch and Learn** – Heart Healthy Lifestyle

Tuesday, February 18th from 11:30-12:30 in Walb, Rm 114 Join new employee Health Coach Lindsay Bloom to hear about how making simple changes to your daily routine such as healthy eating, exercise, and stress reduction can reduce your risk for heart disease. We will also learn about the ingredients that go into a delicious heart healthy salad, build them ourselves, and enjoy them for lunch!

**Blood Pressure Checks**

Do you know your numbers? High blood pressure is often a condition that you don't know you have and can increase your risk for heart disease. New employee Health Coach Lindsay Bloom will be visiting several buildings this month to offer free blood pressure checks. View the schedule below, or online [here](#).

Building	Date	Time	Location
Walb Union	4-Feb	9-10am	WU222
Athletics/Gates	5-Feb	10-11am	Fitness Center
Kettler	6-Feb	9-10am	HR Training Room
ET	11-Feb	10-11am	ET 246
Rhinehart	12-Feb	10-11am	RC 235
Helmke Library	13-Feb	9-10am	LB 275
Liberal Arts	18-Feb	10-11am	LA 160
Neff	19-Feb	9-10am	NF 257
Science Building	26-Feb	9-10am	SB 176
Kettler	27-Feb	9-10am	KT 117

**Healthy Boiler Challenge**

The **Go Green** Challenge invites you to enjoy 20 salads in the next 30 days. For more information and to join the challenge, log into the Healthy Boiler Portal [here](#) and click on Engage > Competitions, then scroll down to view the **Go Green** Challenge.



Human Resources and  
Office of Institutional Equity

## Learning and Development

### Learning and Development Opportunities



Looking for Learning and Development opportunities for you or your team on campus?

- [Learning and Development Calendar](#)
- Submit a Training Request by completing the [Training Request Form](#)
- Connect with the [HR-OIE LibGuide and Business Book Summaries](#)
- Participate in online, on-demand learning through [LinkedIn Learning](#)

## Recruitment

### Quick Hire Process Reminder

The Quick Hire Process is to be used for the hiring of Limited Term Lecturers (as well as temporary employees not going through Knowledge Services, and Post Docs). The Quick Reference Guide for this process can be found [here](#).

When you create the requisition to hire, please use the requisition template that is automatically selected for you in SuccessFactors. If you choose a different template, it will create issues and the hire will not go through.

You must select a background check. The correct package ID is "Purdue Basic – current package today", and the HireRight account is Fort Wayne.

If you have any questions about the Quick Hire process or other recruitment questions, please contact Melissa Helmsing or Teresa Goodwin at [helmsinm@pfw.edu](mailto:helmsinm@pfw.edu), or [goodwint@pfw.edu](mailto:goodwint@pfw.edu).

### We're Here For You

Human Resources and Office of Institutional Equity  
Kettler Hall, Room G02  
Main Phone: 260-481-6840  
Email: [hr@pfw.edu](mailto:hr@pfw.edu)  
HR Services Email: [payroll@pfw.edu](mailto:payroll@pfw.edu)

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