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Welcome, Trojans!

◦ Winter 2015 ◦

We would like to thank you for all the feedback we received on our first Human Resources Newsletter that was sent out in August! We love to hear your ideas and welcome any suggestions you may have--this newsletter is all for YOU! Email us at HRnews@troy.edu with topics you'd like to read about.

HR Metrics 2015

New hires in 2015

Part-time Staff: 175
Full-time Staff: 158
Part-time Faculty: 142
Full-time Faculty: 45

Average Employee totals for 2015

Part-time Staff: 290
Full-time Staff: 939
Part-time Faculty: 1,311
Full-time Faculty: 570

HRA/FSA: A few quick updates

HRA (Health Reimbursement Account) expense filing information:

You may file for reimbursement for 2015 expenses through February 29, 2016 using the ABS Claim Form, found on page 16 of the [Benefit Guide](#). The claim must have occurred by December 31, 2015 in order to claim against 2015 dollars.

FSA (Flexible Spending Account) expense filing information:

All FSA claims for 2015 must be submitted in hard copy to ABS if your debit card is not working for some reason and you had to pay from out of pocket. You can file this claim to ABS by mail or fax after January 1, 2016. The deadline for filing 2015 claims is February 29th, 2016.

- If you get your 2016 ABS card in the mail, it can't be used until 1/1/16.
- If you run into any problems, please call the ABS call center published in the 2016 Benefit Guide on pages 15-19.
- If you still experience difficulty, please contact Human Resources.

No health insurance premium increase for 2016!

Tips for taking care of YOU this holiday season

The holiday season can be stressful and overwhelming at times. Financial pressures, overbooked calendars, and unhealthy habits can take chip away at the joy of the holiday season. Use the tips below to help promote a more balanced and healthy season. Remember that YOUR happiness is important, too!

Get enough sleep

Leave your work at the office (when you can) but try to get a healthy amount of sleep even if work comes home with you. Don't overburden yourself with holiday social obligations that cut into much-needed time to recharge.

Find your 'happy place'

Make time for activities that are therapeutic for you. Reading, exercise, cooking, playing a musical instrument...anything that makes you happy!

Don't be afraid to say no

If overbooking your social calendar with holiday parties and charity events causes you stress, don't be afraid to politely decline in order to save your sanity. Saying yes when you should have said no can leave you feeling resentful and overwhelmed. Friends and colleagues will understand if you can't participate in everything.

Make healthy food choices

Pre-snack on healthy foods to avoid overindulging at holiday parties. Eat a balanced breakfast every morning. Splurge on holiday treats and meals, but try to stick to a balanced diet the rest of the time.

Fit exercise into your day

Schedule time for fitness, even if it's just for 15-20 minutes and a low-intensity activity such as walking or yoga. Exercise is a great way to keep holiday (and general) stress in check.

Schedule quiet time alone

Get up early for coffee and a book, or listen to some music while you make lunches for your kids—whatever gives you a few peaceful moments to mentally prepare for your busy schedule or to unwind at the end of a long day.

Use positive power

Stress often is associated with negative, critical thinking. Focus your attention on positive thoughts about yourself, those around you, and any stressful situations that arise.

Acknowledge your feelings

If someone close to you has recently passed away, or you're dealing with a really tough situation this year, remember that it's ok to be sad. Allow yourself to cry or express your feelings—you don't have to force yourself to be happy just because it's the holiday season.

Spend time with people you enjoy

Make an effort to see the people in your life whose company allows you to decompress and relax. Reach out to them if you're feeling particularly stressed or lonely during the holidays.

Everything doesn't have to be perfect

Do what you can and don't worry if everything isn't "as good as last year". Your tablescape doesn't have to look just like the one in the Pottery Barn catalog in order to have a beautiful holiday season!

From our office to yours: have a great holiday break!

Health & WELLNESS 101

Take a walk!

The weather is cooling down and just begging for you to get outdoors! We challenged you in our last newsletter to start up a walking or jogging group—check out the routes we've mapped below for different levels of fitness and time availability. Take a walk on your lunch break, or schedule an energizing morning or evening walk with your family, coworkers, or friends. The TROY campus provides the perfect location for walks and jogs! Not only is regular cardiovascular exercise good for your body, but it has been shown to reduce stress—something everyone needs while winding down from a hectic Fall semester!

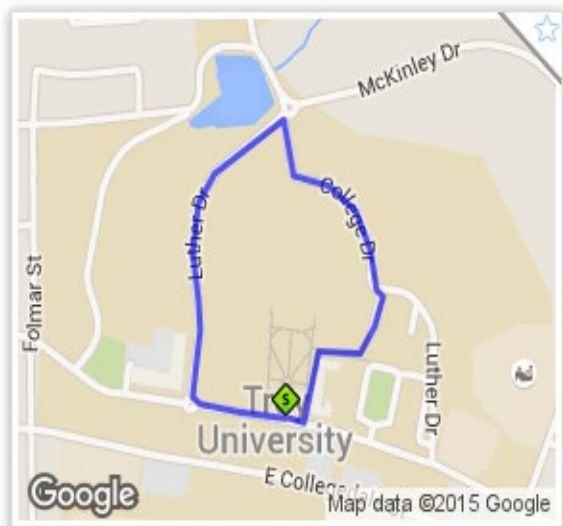
Remember these safety tips as you exercise:

- Don't walk alone when it's dark outside.
- Walk in well-lit places with sidewalks with your partner or group if it's dark.
- If there aren't sidewalks on your route, walk towards the flow of traffic so you can see oncoming vehicles.
- If it's hot outside, keep hydrated. If it's cold outside, dress warmly in layers that you can remove.
- Keep your phone with you in case of emergency and enable the location setting.
- Keep your music volume low enough that you can still hear things going on around you.

Campus Walking/Running Routes

We developed 10 walking/running routes on or near campus that range from the half-mile Campus Crawl to the 3.2 mile Alabama Slammer. Visit www.walkjogrun.net and log into our account in order to see all 10 routes.

Username: Hrnews@troj.edu **Password:** TROYHR. Once you've logged in, select My Routes to see the list.



Hamil Hustle: 0.5 miles, 10 minutes

Luther Lunge: 0.63 miles, 13 minutes

Campus Crawl: 0.69 miles 13 minutes

Quad Goals: 0.75 miles, 15 minutes

Trojan Trot: 1 mile, 20 minutes

Dining Hall Dash: 1.34 miles, 26 minutes

Warrior Walk: 1.57 miles, 31 minutes

Hawkins Hike: 1.82 miles, 36 minutes

Elm Street Sprint: 2.27 miles, 45 minutes

Alabama Slammer 3.22 miles, 1 hr 4 minutes

If you work at another Troy location, we'd love for you to add your own routes from on or near campus!

Important Reminders

Sexual Harrassment and Discrimination Training

As part of TROY's commitment to maintain an environment that is free from harassment and discrimination, the Human Resources Department provides a training program designed to educate employees about their rights, and responsibilities, as well as how to recognize workplace harassment. All employees are required to complete this online training program annually.

On November 18th, you should have received an email from EduRisk through United Educators containing your log in credentials (user name and temporary password) to access your training account. Please follow the link provided within the email to log in to the Edurisklearning.org website. If you can't find the email, look in your Trash/Junk/Clutter boxes. If you still can't find it, contact Tonya Senn.

After you log in using the credentials provided to you, follow these steps to access the training course:

- 1) Change temporary password
- 2) Click on the box labeled Workplace Harassment Prevention Learning Program for Higher Education
- 3) Select the Workplace Harassment: Fundamentals course, and click on get started

The course is designed for you to complete at your own pace. You will have until January 15, 2016 to complete the training. We will maintain records of everyone who has completed the course.

- The EduRisk Learning Portal is not mobile compatible
- Pop-up blockers should be disabled for www.edurisklearning.org
- Course requires Adobe Flash Player

Please contact Tonya Senn in Human Resources with any questions (334) 670-5941 or tsenn@troy.edu

Remember to set your voicemails and email auto-replies

As you start closing your offices down for the holiday break, remember to set your phones voice-mail and your email auto-reply to a message that states that you will be out of the office. Include the dates your office will be closed and indicate when you will be back in the office to return messages. Don't forget to remove your holiday messages and auto-replies once you return to work after the break.

Update your HR data profile

Anytime you have a change in personal information including name, address, phone number etc., please be sure to complete an Employee Data Collection and Change Form located [here](#) or on the Troy HR website under "Forms". This is especially important if you still receive paper copies of your W-2 to your home address.

Benefit *for a* MINUTE

Employee Assistance Program

What is an Employee Assistance Program?

Your Employee Assistance (EAP) is a confidential service that provides professional counseling and referral services designed to help you with personal, job or family related problems. Any services provided by the EAP counselors are at no charge to you. If a referral to a long term provider is needed, your counselor will carefully select resources. Your health insurance and other financial factors will be considered to help insure that needed services are affordable. Your request for assistance and any information that may be provided between you and your counselor is kept confidential. Additional information about the EAP can be found in the 2016 Benefits Guide, or you can contact the EAP anytime, day or night at **1-800-847-7240**.

The EAP can help you understand what options are available for your particular needs. Some of the most common concerns are:

- Stress, Anxiety & Depression
- Life Transitions
- Communication Problems
- Resolving Conflict
- Parent-Child Conflicts
- Child Care Issues
- Problem Drinking
- Coping with Serious Illness
- Managing Anger
- Workplace Conflict
- Illegal Drug Use
- Elder Care Issues
- Separation & Divorce
- Domestic Violence
- Grief & Loss
- Sexual Harassment
- Prescription Drug Misuse

Even if you aren't currently struggling with any personal or family issues that are interfering with your daily life, you have access to a wealth of resources on topics such as health and wellness, parenting, relationships, aging, safety, and the list goes on. Take advantage of the articles, newsletters, videos, self-assessments and other resources that are at your fingertips!

Please visit www.my-life-resource.com in order to access the EAP/Work-Life Resource Portal

Login: [hmsa](#) Password: [myresource](#)

Fighting colds, coughs, and 'cruds' in the workplace

1. Keep hand sanitizer on your desk and in communal spaces where students, employees and other guests can use it.
2. Regularly sanitize your desk surfaces, phone, mouse, keyboard, door knobs, and cell phone.
3. If you are sick, use your sick leave to stay home and get well.
4. Try to avoid touching your mouth and face.
5. Cough and sneeze into a tissue or your upper sleeve. If you use your hand to cover your face, be sure to use hand sanitizer or wash your hands.
6. Try to avoid shaking hands with anyone if you can.
7. Volunteer to sanitize the office copier buttons, microwave door/buttons, communal door knobs and other germ hotbeds.
8. Eat nutritiously to keep your immune system strong. Drink lots of water.
9. Wash your water bottle or coffee cup daily.
10. Protect yourself around sick kids and maintain frequent hand-washing when you return to work.
11. Try to limit stress, which can decrease immunity.
12. Remember that the flu can be contagious 24 hours before symptoms appear, and continues to be contagious up to 7 days. Colds are most contagious for the initial 2-3 days of infections, but may still be passed on up to 7 days.

GOOD NEWS around TROY!

- The Troy Montgomery Campus announced new developments with Barnes & Noble Booksellers to expand and renovate its facility.
- Campus Kitchens Program celebrates their one year anniversary. The effort has provided 5,163 meals to the local community.
- The Confucius Institute announced a partnership with Montgomery City Schools and Pike Road School to provide classrooms in area schools in order to offer instruction in Mandarin Chinese language and Chinese culture and arts.
- Student Support Services will receive \$4 million dollars in funding, the largest award to any four-year institution.
- Rosa Parks Museum on the Montgomery Campus hosted events in remembrance of the 60th anniversary of the Montgomery Bus Boycott. Events included music and drama performances by Alabama State University, as well as many other events.
- University officials cut the ribbon for a new Altamonte Springs Global Campus site to serve the Greater Orlando Area.

Trojan Spotlight

New Kids on the Block



Joel Colson
Recruiter
Tampa Site
Global Campus



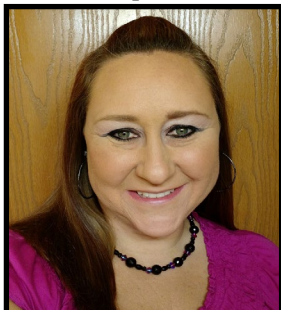
Regina Dawkins
IT Specialist II
Information Technology
Dothan Campus



Brittney Armstrong
Assistant Professor
Nursing
Troy Campus



John Hyde
IT Specialist II
Information Technology
Montgomery Campus



Kori Hansing
Assistant Professor
Division of C.R.I.T.
Phenix City Campus



Dr. Alberto Arteta
Assistant Professor
Computer Science
Troy Campus



Tonia Lawson
Director of Procurement & Asset Mgmt
Purchasing & Asset Management
Troy Campus



Want to see your new hires featured here?

Email us at HRnews@troy.edu and we will include your new employees in the next newsletter

Super Resources for Supervisors

How to welcome a new employee

Make it a point to integrate your new employees into the workplace as seamlessly as possible. Use these tips to help convey TROY's 'culture of caring' to any new Trojans that join your team.



Use your supervisors' checklist

Make sure you have completed all of the items on the checklist provided by HR, and ensure all new hire paperwork has been completed.

File an IT ticket

Request to initiate the employee's access to email, Datatel, Blackboard, etc. Show them how to log in to the systems and sites they will use often.

Alert your staff ahead of time

Share a few details about the new employee's background or hobbies gleaned during the interview process. Make sure your department knows that welcoming the new employee is a priority.

Personally introduce them to everyone

Take the new employee around to everyone's office and introduce them. Share with the new employee each person's areas of responsibility and how it relates to their new position.

Prepare their office, cubicle, or desk

Ensure that the new employee's workspace has been cleaned and organized. Think about including a welcome note or card on their desk.

Structure the employee's first day

Schedule training periods, lunch, and adequate breaks. Try to avoid large periods of idle time where the employee doesn't have anything to do.

Take them to lunch

Treat your new employee to a casual lunch, and consider inviting other department employees to join. Encourage everyone getting to know each other.

Be patient and pace yourself

Pace yourself as you train your new employee. All of this comes as second nature to you, but it's totally new to your employee. Don't try to cover too much in a time period that is not practical.

Assign a mentor

Select someone from your department that will regularly check in on the employee, and serve as a resource for questions about policies and procedures.

Take them on a campus tour

Show your new team member the buildings they will visit frequently. If you haven't already, show them where they should park.

Be approachable

Convey an approachable feeling to the employee during their first few days. Don't seem too busy to answer questions or provide additional guidance.

Super Resources for Supervisors, continued

PeopleAdmin Supplemental Questions

Are YOU taking advantage of this feature?

PeopleAdmin offers the ability to include Supplemental Questions on all postings. You have probably seen them on your postings before - HR uses them to disqualify applicants from the pool. For example, you might see "Do you have a Bachelor's degree?". If the candidate selected "No", they would be disqualified from the applicant pool. We automatically create these for every posting.

Did you know that you can request for applicants to write an excerpt about their experience within a certain area, or detail their industry-specific knowledge? The HR staff can add this request to job postings as a Supplemental Question, and you may request a response from the applicant that is related to the responsibilities of the position. This type of question also allows you to see a sample of their writing skills, which could be important for the type of position they are applying for.

Example supplemental questions:

- Briefly explain your experience using Datatel
- Describe your prior use of counseling theories when counseling students
- Outline your knowledge of auditing procedures
- List the computer software programs you are proficient in
- Describe your experience in event management

If you are interested in requesting an open-ended applicant response, make sure you let the HR staff member who is handling the position know before it's posted, and it will be included on the Supplemental Questions portion of your posting.

General Reminders for Supervisors

ANNUAL EVALUATIONS

Annual Evaluations for staff should have been completed for August 1, 2014-July 31, 2015. If you have not turned in a copy to Human Resources, please send it to Tiffany Gandy at tkgandy@troy.edu or 107 Wright Hall, Troy, AL 36082

SICK LEAVE

If any employee is out sick, they are required to complete an EchoSign Sick Leave Request Form, and you are required to approve or disapprove the form in a timely manner.

If an employee will be out sick for more than three consecutive work days, supervisors are required to notify Kara Hall in Human Resources so she can send the employee an FMLA (Family Medical Leave Act) Form.

“Who do I call for...?” It can be confusing to determine who in HR to call with your specific questions. Use the information below to point you in the right direction.

Ray White

Vice Chancellor
grwhite@troy.edu
334-670-3710

- EEO Claims, lawsuits, related issues
- Large scale position management, workflow, reorganizations
- Policy interpretation/challenges
- Any issue, problem, or question for which you are unable to get a timely answer
- Staff handbook updates

Ashley English

Assistant Director
englissha@troy.edu
334-808-6539

- Benefits administration
- Benefits insurance
- Reporting/compliance Issues
- ADA accommodations
- Policy interpretation/challenges
- Employee pay/issues

Tiffany Gandy

Human Resources Specialist
tkgandy@troy.edu
334-808-6305

- Ad contract renewals
- Annual ethics reporting
- Benefits payables
- Performance evaluations
- Supplemental pay Form processing for Global Campus

Kristie Ivey

Human Resources Specialist
khivey@troy.edu
334-670-5924

- I-9 Audits
- Information updates in Datatel (address, phone, etc.)
- Leave of Absence/Sick/Annual Leave Requests, Echosign Requests
- Position action changes in Datatel (promotions/transfers, title, salary, GL, etc.)
- Separation questionnaires
- Tuition Assistance

Stacy Morgan

Human Resources Specialist
morgans@troy.edu
334-670-3710

- Datatel change of information
- Employment verifications
- Process new Adjuncts, Workshops, and Workstudys
- Supplemental pay forms
- Purchasing supplies/copier management

Jenna Richards

Employment Specialist
jbrichards@troy.edu
334-241-9581

- Employment/PeopleAdmin
- Employment-related questions and/or problems
- Quality control audits
- Part-time employee termination processing
- Employee newsletter

Donna Riley

Human Resources Specialist
dbriley@troy.edu
334-670-3127

- New employee employment counseling
- ADP administration
- Notary
- Retirement notices
- Service pins

Cayce Rogers

Human Resources Coordinator
rogerscj@troy.edu
334-241-9524

- Employment/People Admin
- Employment-related questions and/or problems
- Employment advertising
- Termination reports and paperwork
- Montgomery Campus – manage front desk, ID card, and parking permit operations; coordinate employee excellence award and service award programs

Tonya Senn

Human Resources Administrator
tsenn@troy.edu
334-670-5941

- Tax reporting for unemployment
- Board of Adjustments/ On the Job Injury
- Worker's Compensation claims
- Property insurance
- Sick Leave Donations - Sick Leave Transfers
- Training

Abi Welch

Human Resources Specialist
ahwelch@troy.edu
334-808-6306

- Accident management
- MVR's- Adverse Action Letters
- Automobile/Bus Insurance, fleet mgmt (acquisition/disposition from insurance),
- Driver's List management
- Crime Policy/Surety Bond
- General Liability/ELL I
- Insurance(Excess, defense Base, Foreign Commercial, Medical Professional)
- Incident reporting
- International Travel and Travel Abroad Insurance
- EVerify/I-9's
- Insurance proceeds/refunds mgmt; payment of invoices (MVR's, insurance premiums, background checks)
- Certificates of Insurance

Kara Hall

Human Resources Coordinator
khall112453@troy.edu
334-808-6304

- Disciplinary Issues, harassment/discrimination Issues, dismissals, terminations, grievances
- Probationary extensions, Performance Improvement Plans
- Employment VISAs and Perm Residence process
- FMLA and Leave of Absence requests
- Unemployment claims
- Records retention, record request/subpoenas
- McKinley Award