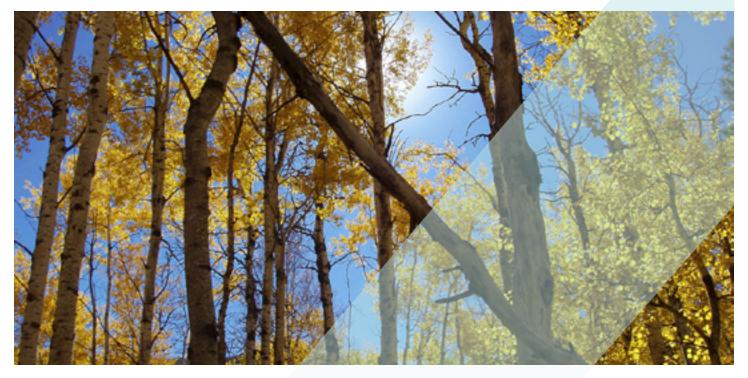
HRNEWS for County HR & Payroll Staff





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New Employee Assitance Program

alt Lake County is excited to introduce Deer Oaks as the new EAP Services offered to all eligible for insurance, Salt Lake County employees and household dependents (including parents living in your home and students studying abroad)!

Deer Oaks offers a comprehensive Employee Assistance Program. Telephone and crisis counseling -Nationwide services with face-toface or telephone based short-term counseling. All calls are answered by a Master Level Clinician and completely confidential! Deer Oaks

For more information please contact: **DEER OAKS EAP SERVICES:**

1.888.993.7650

HTTPS://WWW.DEEROAKSEAP.COM/

USERNAME: SLCO PASSWORD: SLCO



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Total Compensation Project

Update

he first steps of the total compensation project are moving forward over the next few months. HR recently held five meetings with agency leaders to review the process and timeline to implement the new salary structures in January 2017.

Upcoming Key Dates:

September 21 – HR completed job reviews and finalizes job slotting with agency leaders

September 26 –Employees receive their new grades in the new salary structures

September 27 – Mayor requests County Council approval of new salary structures

January 2017 – Salary structures implemented, pending council approval

A lot of activity is taking place right now with the total compensation project so visit the Total Comp Blog frequently for the latest updates. https://www.slcounty.



Deer Oaks: New EAP continued

has 300 providers in Salt Lake County and will assist with getting you the right counselor for your unique situation.

Deer Oaks EAP also offers Work/ Life Services:

Today's workforce manages many duties in addition to work such as parenting, personal commitments, household responsibilities, referrals and other time consuming tasks that make life more demanding. Deer Oaks offers training to improve your work performance: Career Development, Time Management, Effective Communication are a few of their work-related services. Additionally, Deer Oaks services include: Legal Services, Financial Services, ID Recovery, Will preparation and the Take the High Road program.

Please take a moment and check out this new benefit!



Coming Soon SABA LMS

ABA Learning Management
System (LMS) is the enterprise
solution designed to manage
training data, build online curriculum,
and provide easy access to both
employees and administrators.

Starting sometime in the fourth quarter we will begin the implementation process which will take about 20 to 24 weeks. The implementation includes integration with PeopleSoft, developing parameters around administrative functions and creating or importing content into the system.

What does having an enterprise LMS mean to the county? Moving forward all training records including agency training, county training and even outside trainings can be housed in one system. The system can assign trainings to employees, employees can self-register for classes, and administrators can more effectively track training. With a more robust LMS the county can rely on online training as a tool to get important information and resources to all employees.

If you haven't heard of SABA Learning Management System (LMS) you will be.



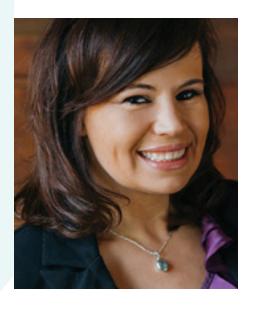


Payroll & PeopleSoft

Holiday Issue Resolution

This is a reminder on how to resolve holiday reporting issues as we enter the holiday season.

- Immediately following the holiday, run the query SLCTL_INHOL (the day
 the holiday is celebrated is the date to enter in the prompt, and INHOL is
 the TRC to search for) to determine anyone deemed to be ineligible for
 the holiday (Main Menu > Reporting Tools > Query > Query Viewer).
- Check the work schedule to determine it is set correctly (Main Menu >
 Time and Labor > Enroll Time Reporters > Assign Work Schedule). The
 schedule must be "Select Predefined Schedule" in the Assignment Method
 field.
- Check the timesheet to verify that the employee was in a paid status the
 last scheduled day prior to the holiday (An employee may not report any
 leave-without-pay the day prior to the holiday or they will be determined
 ineligible.)
- 4. If the employee does not have time reported on the last scheduled day prior to the holiday, either have the employee complete their timesheet (if it is incomplete) or enter the WKFIN code (if the employee worked the expected date prior to the holiday).
- 5. If all of those conditions are met, and the employee is unable to enter the holiday because of a negative balance warning, run the query against prior holidays to determine where holiday may not have accrued. If all holidays have been earned, run the query SLCTL_TRC_ERCD_SUM_EE to determine if the employee has used all of their holidays earned.
- 6. Correct prior holiday issues if the time frame is within the 30-day parameters; send an e-mail to payroll@slco.org if it is beyond 30 days.



Welcome Michelle & Brittany





to announce the addition of Michelle Johnson to the Benefits team as our new Benefit Analysist. Michelle comes to us from PDR Insurance Agency, where she managed numerous clients' health benefits and assisted with ACA compliance. Prior to PDR, Michelle was employed at The Foresight Group and Signature Wealth Management.

Michelle obtained her Bachelor of Business Administration of Human Resources from the University of Phoenix.

During her down time, you can find Michelle spending time with her family, gardening, hiking (favorite hike is in Escalante) and traveling to her favorite places (back East and Mexico).

HR is also pleased to announce that Brittany Clough has accepted the Internal Services Manager vacated by the retirement of Linda Boswell. Brittany started in early September. Brittany comes to us from the University of Utah where she was responsible for budgeting and office management duties. Prior to the University of Utah, Brittany was employed at Glenwild Golf Club and Process Agency. Brittany also interned with Skullcandy in Park City.

Brittany graduated from Westminster College with a Bachelor of Arts in Marketing.



Upcoming Events

Employee Relations Brown Bag: Discipline - Why are They Picking On Me

September 29, 11:30 a.m. to 12:00 p.m.

Government Center N4-850

Doc Talk: Stress Management

October 12, 12:30 p.m. to 1:00 p.m.

Government Center - Council Chambers

HR Roundtable

October 20, 1:00 p.m. to 5:00 p.m.

Viridian Event Center

Offboarding POB Process

The new online Offboarding process is scheduled to go-live in mid-October.

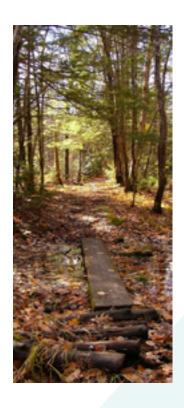
Luman Resources and Information Services will be launching a new online Offboarding process [through POB (Point of Business)] this fall. We worked with HR professionals from several agencies to create a product that will make this process sonsistent and efficient. Divisions will use the Offboarding process when employees terminate or retire from the County. Trainings for those who will be offboarding employees will be held in mid-October as well.

Highlights of the offboarding process include a series of automated notifications to:

 Ensure relevant systems are inactivated (network access, key

- pad access, purchasing cards, gas cards, etc.)
- Provide more detail for the submitter and confirmation that relevant systems are inactivated
- Encourage supervisors to initiate internal offboarding processes
- Provide employees with valuable information as they separate employment with the County
- Inform Employee Relations to schedule exit interviews
- Inform Benefits of upcoming retirements

More detailed communication and training dates will be coming soon. If you have questions or need clarification, please contact Ryan Speer or Mary Van Buren.





Going for the Gold

Celebrating the Olympics with team building and healthy competition.

Imam Resources team members joined the spirit of the 2016 Olympic Games by representing the countries of Jamaica, Brazil, Mexico and Greece in our very own HR Olympic events.

The games consisted of Rowing, Shot Put, Boxing (Wii), Archery, Basketball, Tennis (Wii), Javelin and Fencing. The intense competition took place daily: in HR, in the hallways and in various break rooms throughout the county.
The fierce competition, anxiety and pressure generated positive results.
Ultimately, each country was well represented with the final

medal count demonstrating that "teamwork" was the best outcome of all!

Looking for teambuilding ideas contact Mary Van Buren.

	Gold	Silver	Bronze	Total
Brazil	4	2	5	9
Jamica	4	2	2	8
Greece	2	1	1	4
Mexico	0	3	0	3

