



UNIVERSITY  
OF ILLINOIS  
SYSTEM

ALTOGETHER EXTRAORDINARY

# SYSTEM HUMAN RESOURCE SERVICES

System Office HR Updates

April 21, 2020

# System Office HR Services

*Katie Ross*



SURS SMP & Updates

CMS – Benefits Choice

CMS – Dependent Audit

# System Office HR Services

## *Anne Jennings and Denise Swenson*

### FFCRA – Families First Coronavirus Response Act

April 1, 2020 to December 31, 2020

There are eligibility requirements.

The employee must apply and be approved by SHRS.

[https://www.hr.uillinois.edu/leave/coronavirus\\_response\\_act](https://www.hr.uillinois.edu/leave/coronavirus_response_act)

# Emergency Paid Sick Leave

- All paid employees are eligible from 1st day of employment
- Maximum of 2 weeks, 75 or 80 hours (prorated for FTE less than 100%)
- Can be used for 6 different qualifying reasons if unable to work or telework
  1. Employee subject to a Federal, State or local quarantine or isolation order
  2. Employee has been advised by health care provider to self-quarantine
  3. Employee is experiencing symptoms of COVID and seeing medical diagnosis
  4. Employee is caring for an individual who is subject to quarantine order or advised to self-quarantine as described above
  5. Employee caring for son or daughter whose school or daycare is closed due to COVID-19 precautions
  6. Employee experiencing “other conditions” specified by Secretary of Health (TBD)
- Full Pay (#1-3) and 2/3 Pay (#4-6)

# Expanded Family and Medical Leave

- Only for childcare and school issues related to COVID-19
- 2/3 pay
- For parent only (or in loco parentis, same as FMLA)
- Eligible after 30 days of employment
- Runs concurrently with FMLA
- Only available if FMLA is not exhausted
- 10 weeks of paid leave (12 weeks total)
  - First 2 weeks are unpaid or employee may choose to use the Emergency Paid Sick Leave or vacation or floating holidays
- Earn Codes for supervisors to enter will be provided in the approval letter. If you have an employee working with us on a retro approval date, please contact us immediately to avoid overpayment.

# System Office HR Services

## *Angela Foster*

- Hiring Updates – CS and AP
- Background Checks
- Onboarding and NEO
- AVSL Annual Reporting Reminder
- Reporting Time during COVID-19
- Ethics Training Reminder

# System Office HR Services

## *Justin Lacy*



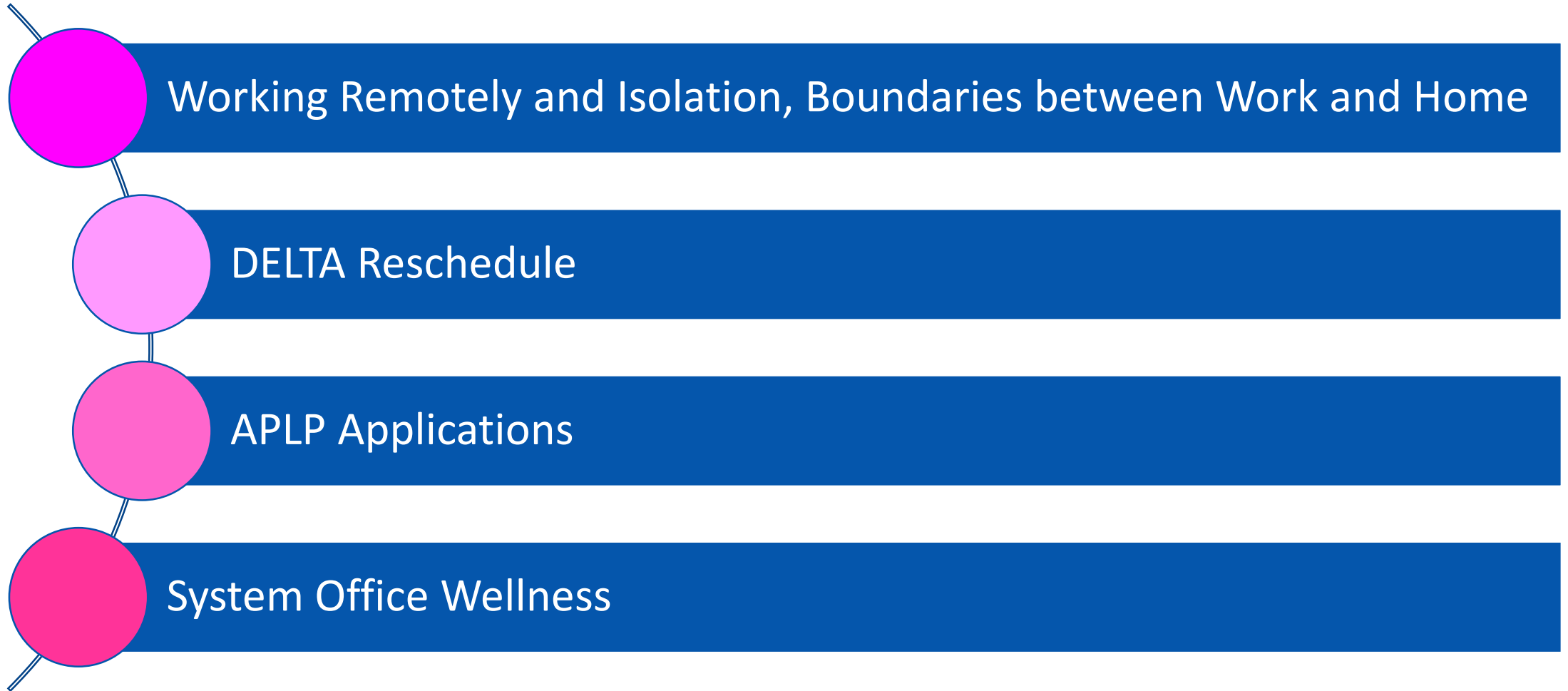
System Office ADA Accommodation  
Request Process



Affirmative Action Plan Update

# System Office HR Services

## *Jackie Billhymmer and Teresa Oliszewicz*






# Staying Engaged & Energized

The screenshot shows a web browser window with the URL [hr.uillinois.edu/employee-development/resources\\_remote\\_working](https://hr.uillinois.edu/employee-development/resources_remote_working) in the address bar. The browser's taskbar includes icons for various applications like WGN, Google, Prosci, SmartSheet\_TMO, Box, Zoom, and UIC Work Email. The website header features the University of Illinois System logo and the text 'SYSTEM HUMAN RESOURCE SERVICES'. A navigation menu includes links for 'My UI Info', 'About Us', 'Benefits', 'Diversity', 'Employment', 'Employee Development & Engagement' (highlighted with a red box), 'HR Systems', and 'Leave'. Below the navigation, a breadcrumb trail reads 'SYSTEM HUMAN RESOURCE SERVICES » EMPLOYEE DEVELOPMENT & ENGAGEMENT ». The main heading is 'Staying Engaged and Energized While Remote Working'. The introductory text states: 'There are several options you can explore to stay engaged and energized during this time. When your working environment has vastly changed, we offer a variety of wellness resources that will keep you feeling healthy and productive. We encourage you to speak to your supervisor about fitting these into your schedule.' Below this, the section 'Professional Development Opportunities' is partially visible.


# Staying Engaged & Energized

## Remote Work Wellness Articles

### Managing Social Distancing/Isolation

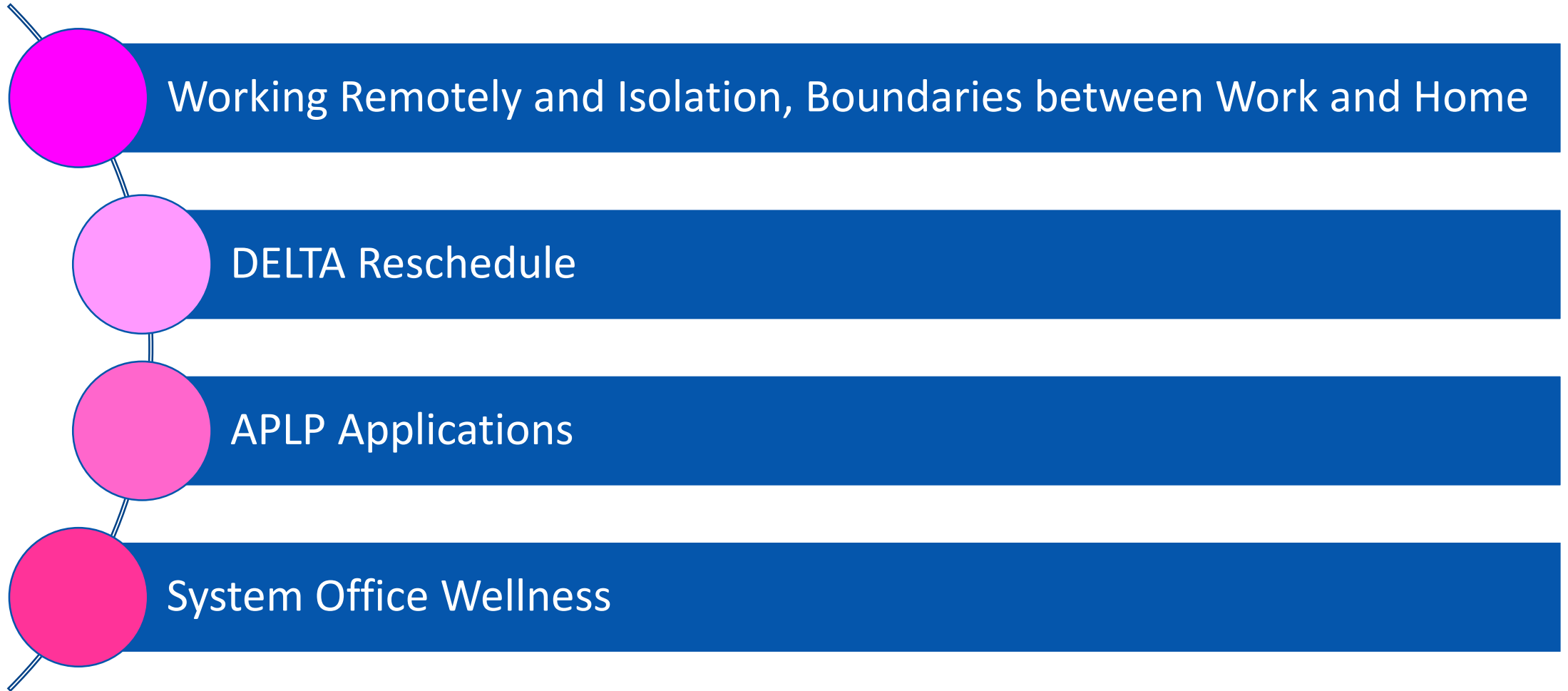
- [Coronavirus: How Emotional Contagion Exacts a Toll](#) - NEW 
- [Overcoming Remote Work Challenges](#) - NEW
- [Managing Stress and Emotions When Working Remotely](#) - NEW
- [9 Tips for Dealing with Uncertainty and Anxiety Right Now](#) - NEW
- [That Discomfort You're Feeling Is Grief](#) - NEW
- [How to Prepare for the Worst-Case Scenario of Social Distancing](#)
- [10 Ideas for Staying Connected](#)
- [Four Ways to Stay Motivated](#)
- [Keeping Your Mind Sharp](#)
- [How to Manage Your Time](#)
- [How NOT to Waste Time](#)

### Managing Remote Workers

- [How to be an Inclusive Leader Through a Crisis](#) - NEW 
- [Leadership Resilience: Handling Stress, Uncertainty and Setbacks](#) - NEW
- [How to Be a Strong Remote Leader During Lockdown](#) - NEW
- [How to Manage the Loneliness and Isolation of Remote Workers](#)
- [Helping Remote Workers Avoid Loneliness and Burnout](#)
- [4 Ways You Can Give Your Remote Workforce a Sense of Togetherness](#)
- [4 Ways to Manage Remote Workers When You Don't Know How Long They'll be Working from Home](#)
- [A Guide to Managing Your \(Newly\) Remote Workers](#)
- [15 Questions About Remote Work, Answered](#)

# System Office HR Services

## *Jackie Billhymmer and Teresa Oliszewicz*



# System Office HR Services

## *Jami Painter*



Policy on Consideration of Sexual Misconduct in Prior Employment and Policy on Intimate Personal Relationships



COVID-19 Updates

