

CHAIR'S CORNER



LORAN C. PARKER

Engage: to give attention to something. This is one of the 19 definitions for engage in the Merriam-Webster Dic-

tionary. Because it has so many definitions, the word engage can be used when describing just about any form of interaction. It is not very precise in its description. And yet, it is pervasively used at Purdue to describe the actions of students, employees, administrators, and

representative groups. I use the word many times each day. Engagement is an essential aspect of the role of APSAC at this university. But rarely do I engage with what I mean when I use the word engage. Engagement is not the same as providing information. To engage with another group or person requires inquiring about and giving attention to their interests, needs and situation. To engage with an idea requires having the ability and time to 1) use questions to probe the idea and see how it aligns with other ideas and 2) refine or alter the idea so that it fits with existing ideas, values and contexts.

APSAC engages with people and groups by striving to create a membership body that is inclusive of and attentive to the diverse work roles and backgrounds of AP staff. APSAC engages with ideas by asking the questions necessary to understand the implications of an idea, plan or policy, and provides candid feedback that can improve or alter the idea. To be a strong resource to AP staff, APSAC must continually recruit new members who can engage with people and ideas in these ways. Please consider giving your time and attention to improving the University by applying to be an APSAC member.

APSAC IS SEEKING NEW MEMBERS

The Administrative and Professional Staff Advisory Committee (APSAC) is now accepting applications to fill twelve seats that will become vacant on May 31, 2018. As indicated below, APSAC seeks one A/P staff member (unless noted otherwise) from each of the following areas to fill upcoming vacancies (June 1, 2018 to May 31, 2021 term, unless otherwise noted) for the West Lafayette campus:

- College of Agriculture, Cooperative Extension Service, and School of Veterinary Medicine (2 positions)
- College of Education, College of Liberal Arts, and School of Management
- College of Engineering and Purdue Polytechnic Institute
- Office of the President and Areas Reporting Directly to the Provost, Board of Trustees, Vice President for Public Affairs (two 3-year positions and one 1-year position)
- College of Science
- Intercollegiate Athletics (1-year position)
- Areas Reporting to the Vice President for Information Technology
- Areas Reporting to the Vice President for Physical Facilities (1-year term)
- Areas Reporting to the Executive Vice

President for Research & Partnerships and Discovery Park

APSAC serves as a two-way conduit between A/P staff and the administration. As such, APSAC serves two distinct constituencies, each with the need to hear the other and to be heard by the other.

In its role as a communication facilitator, APSAC offers A/P staff a mechanism to voice their interests and concerns as they relate to campus affairs.

The following is expected of all APSAC members:

- Attend the full committee meeting the second Wednesday of each month, 1:30 p.m. -3:30 p.m.
- Serve on an APSAC subcommittee (meet monthly, times and dates vary by subcommittee).
- Communicate appropriate information to A/P staff in their areas on a regular



basis.

- Have an opportunity to represent A/P staff on various University committees. The application can be found at https://purdue.ca1.qualtrics.com/jfe/form/SV_ehyDduuGV19TI5z; deadline for application submission is **Friday March 2, 2018**. Interviews will take place the week of March 12. For further information, please contact Abby Hostetler, Chair, APSAC Membership & Communications Subcommittee at (765) 494-4390 or alillpop@purdue.edu.

NEW YEAR...NEW YOU!

Starting the New Year can be full of resolutions and fresh ideas on how to make 2018 the best year yet, including your professional life at Purdue. Don't forget to use the Training @ Purdue site

(training.purdue.edu) to explore opportunities to strengthen your professional and technical skills. Take an advanced class in Excel or use the Supervisor Springboard for new administrative supervisors; explore

the catalog for all of the different offerings. Classes are held throughout the spring and summer and are taught on a variety of topics. Happy Learning!

HEALTHY BOILER WELLNESS PROGRAM LAUNCHES

The new year is off to a cold start, but Human Resources is hoping to warm things up for employees with the new Healthy Boiler Wellness Program.

Effective Jan. 1, the program is up and running, offering benefits-eligible faculty and staff -- as well as spouses covered on a Purdue medical plan -- the opportunity to earn up to \$500 in incentives to participate. The overall health and wellness focus of the University, in partnership with the Center for Healthy Living on Purdue's West Lafayette campus, covers all Purdue campuses.

Through the Healthy Boiler Wellness Program portal, employees will log their [activities](#) and other information related to the 2018 wellness incentive as well as be able to access supporting health and wellness resources. In addition, a frequently asked questions document on the program is available via the portal. The FAQs will be updated as the program develops; be sure to check back periodically for new information.

The portal is accessible at www.healthyboiler.com. Employees and covered spouses will need to register to access the site. Please note: Employees must register and log in first in order to allow spousal access to the site.

To register from the link above:

Click the REGISTER button (in gold)

* When prompted, provide employee first name (as it appears on pay stub).

* Provide last name (as it appears on pay stub).

* Enter Employee ID number including two leading zeros, for a total of 10 digits.

* Continue with the steps as prompted to finish registration.

* Please disregard the referral code box,

unless you have received an email invitation, with a referral code, from a spouse or a friend.

Once registered and logged into the portal, employees and spouses can find the requirements and the links to complete the tasks under the Earn tab.

As a reminder, eligibility to receive the incentive requires completing all three objectives listed below. Eligible employees and spouses will receive the respective funds into their health savings account or into a health reimbursement account.

* Select a primary care provider -- \$50 employee only/\$100 employee and spouse.

* Complete a physical and biometrics -- \$100 employee only/\$200 employee and spouse.

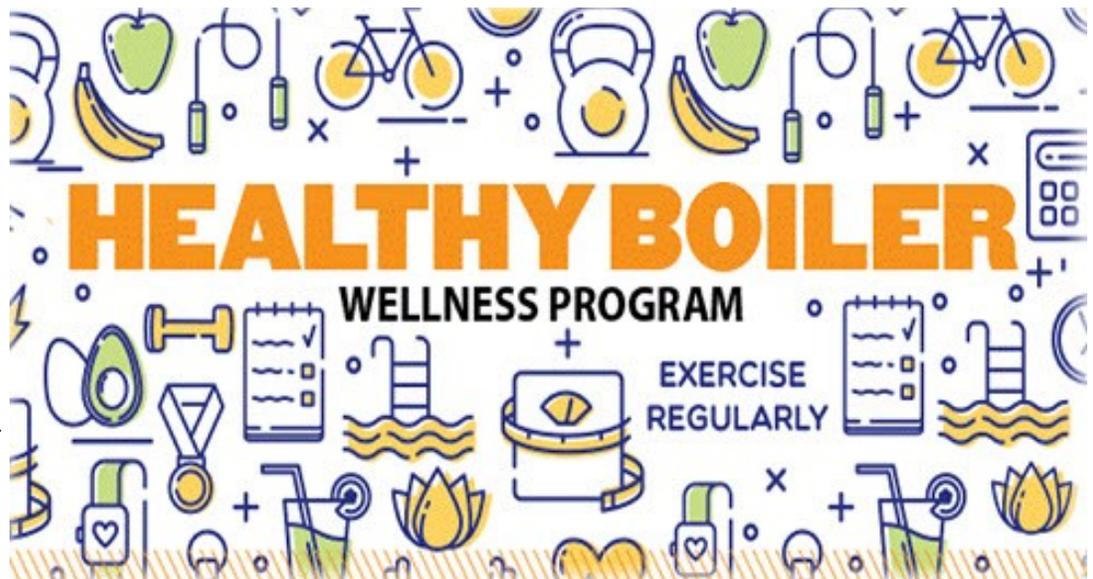
* Complete two pre-approved wellness activities -- \$100 employee only/\$200 employee and spouse.

The wellness community available to faculty and staff includes not only the Healthy Boiler Wellness Program portal but other resources as well. For example, the Center for Healthy Living will begin a blog this month focused on health and wellness. The

blog will be accessible via the portal and is part of the ongoing communications for the program. Employees will receive health and wellness information weekly via multiple sources -- Purdue Today, designed emails from Human Resources, the blog previously mentioned and an end-of-the-month wrap-up email from One to One Health, the private, physician-led company that manages the Center for Healthy Living on Purdue's West Lafayette campus.

"Excitement continues to build for the Healthy Boiler Wellness Program, incentives and the many opportunities offered to help our employees live healthier lives," says Candace Shaffer, director of benefits in Human Resources. "We want to make sure everyone is aware of those opportunities as well as other information related to health and wellness. With that in mind, throughout 2018, our communications will be focused on information, resources and acquiring skills to help our Purdue community create healthier lifestyles best suited for themselves and their families."

Any questions on the Healthy Boiler Wellness Program can be directed to healthyboiler@purdue.edu.



TRANSFORM PURDUE INITIATIVE PREPARES TO DEPLOY

The Transform Purdue initiative, designed to streamline, simplify, organize and automate Purdue business processes and related systems, has seen much progress since approval was given by the Purdue University trustees in October 2016 for the two-year plan. Organized in three phases, the transformation celebrated successful deployment of phase one, Enterprise Asset Management (EAM) in October 2017.

Phase two: Human Capital Management

Now, the second phase – Human Capital Management (HCM) – prepares to utilize SuccessFactors for the bi-weekly pay cycle on March 19 followed by an official go-live across campuses on April 1. The HCM project will rebuild the university's core human resources structure in an integrated manner to provide automated work and approval flows, electronic timekeeping for time and leaves as well as support for recruiting, onboarding, compensation, career path mapping and performance management.

Transforming Human Capital Management will touch every employee across the university in some capacity. With the integration of SuccessFactors as part of the HCM project, employees will see improvements and changes in a variety of human resources areas, including:

Recruitment and Onboarding

- All staff, student and faculty recruitment activities will be processed through SuccessFactors, eliminating Taleo, Student Employment Management (SEMs) and other in-house/third-party systems.
- Paper forms and actions (20,000 plus) will be eliminated.
- Approval process will be automated and offer letter templates will be utilized.
- An online interviewing rating tool – eliminating the collection of interview notes to be forwarded to Human Resources – will be utilized.
- New employees will experience a streamlined hiring process, including receiving a single welcome email, accessing an online portal with new hire information and tax documents as well as receiving their career account, email account and computer access information electronically.

Time and Leave

- Paper timecards will no longer be used; employees will utilize SuccessFactors to report and approve hours

worked. (The bi-weekly pay cycle on March 18 will be the first payroll written via SuccessFactors.)

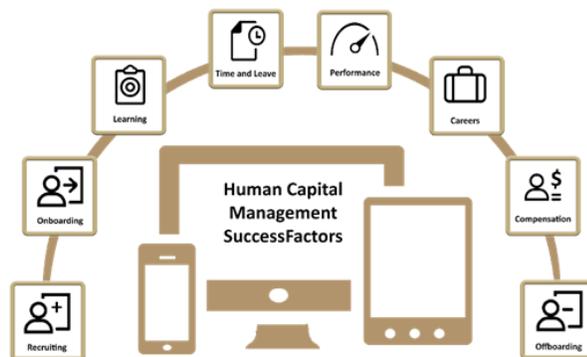
- Employees utilizing Kronos will be transitioned in a phased approach to either SuccessFactors
- or a Mobile Application – more communications to follow.
- SuccessFactors will provide full transparency of all leaves balances.
- Graduate staff leave information will now be included in the system for the first time.

Performance and Goals

- A consistent process for performance management, including annual performance evaluations, and transparent employee development will be completed via SuccessFactors.
- Goal management functionality, including tracking capability and simple cascading through the organization, will be implemented.
- Employees will be able to view goals set by supervisors and acknowledge completion of goals.
- Integration between goal performance management and merit will be seen.
- Leadership and Organizational Development within Human Resources will continue to manage performance and goals.

Compensation and Merit

- Annual merit planning process will utilize SuccessFactors:
 - ◊ There will be an online, streamlined merit increase process with automated approvals.
 - ◆ Formerly a three-month process will be reduced to three weeks by eliminating 66 percent of previous process steps as well as eliminating reliance on Excel and manual processing.
 - ◆ Approved merit increases automatically will update for payroll processing, integrating with payroll and employee records.
 - ◊ Online compensation statements will replace 13,000 plus printed compensation statements.
 - ◊ Performance ratings will be linked to merit.



SuccessFactors Sneak Peeks

PowerPoint presentations and video demonstrations of steps within SuccessFactors can be viewed on the SuccessFactors Sneak Peeks web page.

In addition, the Transforming Human Capital Management web page provides details on the overall HCM transformation – including frequently asked questions and an HCM project overview.

Phase three: General Ledger (Finance)

While the current focus across Purdue is on HCM and SuccessFactors, the General Ledger (Finance) transformation team continues to prepare for deployment scheduled for July 1, 2018. The final phase of the Transform Purdue initiative will rebuild the core financial structure of the university by reducing the complexity and inflexibility of the current financial structure. Transforming Finance – General Ledger Redesign will provide a simple, standardized format to increase data quality, provide consistent financial reporting and reduce manual and paper processes.

Stay informed

- Visit the Transform Purdue webpage for a look at the overall transformation as well as information specific to the individual transformation projects. Continued updates to the website will occur as the transformation projects evolve.
- Subscribe, read and review the Transform@Purdue newsletter.
- Questions regarding the transformation can be sent to bpr@purdue.edu.
- Mark your calendars for March 20 (9 a.m.-4 p.m.) to attend the Transform Purdue Resource Fair (highlighting Human Capital Management (HCM) and Finance (General Ledger) transformation projects. Specific details and invitations will be shared in the coming weeks.

HUMAN RESOURCES SHARES IMPORTANT INSURANCE ID CARD AND UPCOMING BENEFIT DEDUCTION INFORMATION

As the new year begins, Human Resources would like to share helpful details around ID numbers and cards and when faculty and staff can expect 2018 benefit deductions to appear on upcoming pay statements.

2018 insurance ID cards

Identification cards for 2018 were distributed by Anthem in late December to employees' home addresses on file. As previously shared, the [one ID card includes a new ID number](#) and now holds medical, prescription and dental information. It is important to share the new ID card with medical, dental and pharmacy providers for 2018 coverage information to show in their systems, even if no plan changes were made for the new year. 2017 cards on file reflect a coverage end date of Dec. 31, 2017. New ID cards will reflect a coverage start date of Jan. 1.

As a reminder, employees previously registered with www.anthem.com will need to register a new account using their new ID number to access medical and dental claim information beginning Jan. 1. Employees will not be able to register without their 2018 ID number. Claims information dated Dec. 31 and prior can be accessed with their current login and will not be accessi-

ble from the new login.

Employees who have not received new Anthem insurance cards should first review their address on file and update if necessary through the [OnePurdue Portal](#), then contact Anthem directly at 855-502-6365 to order replacement cards.

For immediate access to 2018 ID card information, employees may log into their [Castlight account](#) from a computer to view and print or [download the Castlight app](#) to their smartphone and share directly from their phone with their provider. Card information is located under in the "Profile" menu. First-time users can [learn more about Castlight](#) and register their Castlight account [here](#).

2018 benefit deductions

Many will see benefit deduction amounts update according to selections made during open enrollment. It is important to note the following 2018 pay dates as they will be the first to reflect these changes. The first biweekly pay date in 2018 took place on Jan. 3, for the pay period Dec. 11 through Dec. 24, and reflected no deductions for the 2018 plan year as this pay was for the last two weeks in December 2017.

The second biweekly pay date in 2018 will be on Jan. 17 for the pay period Dec. 25

through Jan. 7, and employees may see changes in deductions based on their benefit selections. They may notice deduction changes with the following benefits:

* Medical/dental premiums: Seven days of 2017 premium amount will be deducted, and seven days of 2018 premium amount will be deducted.

* FSA/HSA contributions: 2018 contribution begins with this pay date and divides over 25 pays, due to the Jan. 1 benefit plan start date falling within the pay period.

* Term life insurance/AD&D/STD/voluntary benefits: 2018 deduction amounts begin with this pay date.

The third biweekly pay date in 2018 will be on Jan. 31 and will be the first full pay for 2018 covering pay for Jan. 8 through Jan. 21. This pay will be the first pay with all 2018 deductions included.

For employees paid on a monthly basis, the Jan. 31 pay date will be the first full pay in 2018 for the pay period Jan. 1 through Jan. 31 and the first pay with all 2018 deductions reflected.

Employees are asked to review their pay statements regularly in Employee Self-Service through the [OnePurdue Portal](#).

DEAN OF STUDENTS OFFERING QPR SUICIDE PREVENTION GATEKEEPER TRAINING

As the semester begins, the Office of the Dean of Students is announcing open presentations and resources available to assist in intervening and providing care to students.

Suicide Prevention Gatekeeper Training

Purdue joins more than 160 colleges and universities in providing QPR Suicide Prevention Gatekeeper Training to faculty, staff and students. QPR, which stands for Question, Persuade, and Refer, can be learned in the gatekeeper course in as little as two hours. Instructors will present, discuss and role-play scenari-

os until participants feel comfortable with the material. At the completion of the training, participants will obtain a certificate. Those who have already attended this training do not need to recertify.

Purdue currently has nearly 2,000 QPR Suicide Prevention gatekeepers -- many of whom have notified the Office of the Dean of Students about concerns they have for students. To become a Purdue QPR Suicide Prevention gatekeeper, register for an open QPR Gatekeeper training session here: https://purdue.ca1.qualtrics.com/jfe/form/SV_4Ovym7JpeFDmvLD.

Student of Concern Guides

This guide serves as an easy reference of resources available to students 24 hours a day, seven days a week. To request copies, go to https://purdue.qualtrics.com/SE/?SID=SV_9BOG9FW081Pu9St.

For more information about QPR, contact Carol Ben-Davies at 765-494-1747 or cbd@purdue.edu. For more information about Student of Concern reports, contact Steven Yeagley at 765-494-1747 or yeagley@purdue.edu.