We are pleased to present The HR Insight Newsletter for the Clinical Neuroscience Administrative Center and its Departments. The goal of this newsletter is to keep all Faculty, Staff, and Students updated on HR processes, policies, and upcoming events.

HR PROFILES

DR. ANTHONY SANTIAGO ASSOCIATE PROFESSOR OF NEUROLOGY

Please welcome Dr. Anthony J. Santiago who started in the Department of Neurology this past August. Dr. Santiago is an Associate Professor, Section Chief of the Divisions of Movement Disorders and Ataxia, and Director of the Movement Disorders Fellowship Program here at the University of Minnesota. Previously, he was Associate Professor of Neurology at the Muhammad Ali Parkinson Research Center of Barrow Neurological Institute (MAPRC/BNI), where he served as the National Parkinson Foundation Center Director, Director of the Movement Disorders Fellowship Program and the Director of Clinical and Translational Research in Neurodegenerative Disorders.

We are pleased to have Dr. Santiago as part of our Faculty team.

EVENTS

PERFORMANCE APPRAISAL INITIATION

Performance appraisals for all CNC departments will be initiated on Monday December 9th. Be on the lookout for an email notification.

ANNUAL PERFORMANCE APPRAISAL TRAINING

We are committed to providing you with the support needed to complete this year’s performance appraisals. On Wed December 18th from 1 – 3pm in PWB 2-470 both supervisors and employees are invited to join Corey Bonnema and Michele Morrissey for a special in-person training. For those that are unable to attend, the training will be streamed online.

UNIVERSITY HOLIDAYS

The University will be closed on the following upcoming Holidays.

- Monday, December 23: Floating Holiday
- Tuesday, December 24: Floating Holiday
- Wednesday, December 25: Christmas Day
- Wednesday, January 1: New Year's Day
- Monday, January 20: Martin Luther King, Jr. Day
HR NEWS

PAY CHECKS
For employees who receive printed paychecks, Payroll Services will begin mailing paychecks to the address listed on the employees' paychecks beginning with the December 24, 2013, pay date. Printed paychecks will no longer be available for pickup at the Payroll Services office or distributed by hand at the department level.

To sign up for Direct Deposit please follow the steps below...

1. Go to http://hrss.umn.edu/
2. Click “Direct Deposit”
3. Log in with your X500 and password
4. Click add account
5. Input your routing and account numbers
6. Check the deposit type you would prefer. Based upon the option you choose input the percent or amount you would like to go into this account
7. Fill in “1” in the priority if you are only going to have one account. If you are going to deposit into multiple accounts please use 1, 2, 3, etc. in the order you would like it to be deposited
8. Click Save
9. If you want to add another account follow steps 4-8

If you need any assistance please contact the CNC Human Resources Team.

ENTERPRISE SYSTEMS UPGRADE PROGRAM
The Portal Team has released an early version of the portal for your review! The portal will be the place to access tools and resources you need at the University, from submitting timesheets and absence records to viewing your pay statement.

What the Team has created is a “rough draft” and your input is crucial to the process. Please navigate through the site and tell the Portal Team what you think. Click here to log in, review the site, and provide feedback.

To subscribe to the ESUP Newsletter please click here and submit your email address.
PLEASE WELCOME OUR NEWEST EMPLOYEES

NEUROLOGY
Colonna, Emily
Feia, Brittany
Hofmeister, Jackie
Qureshi, Mushtaq
Steuer, Elizabeth

PSYCHIATRY
Adams, Eryn
Bermudez, Bobby
Glass, Talia
Greer, Adam
Klancke, Tyler
Kumlin, Kevin

NEUROSURGERY
Baden, Jessica

HELPFUL WEBSITES
CNC PERFORMANCE APPRAISAL INFO & RESOURCES
www.med.umn.edu/cnc/hr/PAT

WELLNESS POINTS PROGRAM
www.umn.edu/ohr/wellness/wellnesspointsbank

MN EMPLOYEE RECREATION & SERVICES COUNCIL DISCOUNTS
www.mersc.org

HAPPY HOLIDAYS
Whatever is beautiful
Whatever is meaningful
Whatever brings you happiness
May it be yours this Holiday Season
And throughout the coming year!

Wising you a very safe and happy Holiday Season and a happy New Year.

Warm regards,

Deb, Tracy, and Elsa
Clinical Neuroscience Center HR Team

COMMENTS OR SUGGESTIONS
We value your input, if you have any comments about, or suggestions for our Newsletter please feel free to email us at thouston@umn.edu.