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HOT TOPICS -----

Department of Homeland Security: Revised I-9 form Required Beginning December 26, 2007

The Department of Homeland Security recently issued a revised I-9 Employment Eligibility Verification form.

As of December 26, 2007, **the only acceptable I-9 form is the one dated June 5, 2007.** Check the date in the bottom right hand corner of your form to make sure you are using the correct version of the form. The only change to the form is in the list of acceptable documents. Review the list of acceptable documents and if you have any questions call OISS at 432-2305 or your HR generalist. You can determine who your HR staffing specialist is by clicking [here](#). You can find out your specialist's phone number by using this link scripts.its.yale.edu/cgi-bin/ph. If you have questions about completing the I-9 form for international students or scholars, call the Office of International Students and Scholars at 432-2305.

Please discard all earlier versions of the I-9 form and use only the I-9 noted above. There are significant penalties for using forms that have expired. The new I-9 form is posted on Quick Forms/Human Resources/hiring Forms and can be accessed by clicking [here](#).

You can also find the form and the employers manual at <http://www.uscis.gov/files/form/i-9.pdf> and <http://www.uscis.gov/files/nativedocuments/m-274.pdf>

Frequently Asked Questions About the Project to Protect Confidential Personal Information

<http://www.yale.edu/its/secure-computing/data-faq.html>

ITS Production Application System Status

<http://lux.its.yale.edu/statpages/index.html>

ADMINISTRATIVE SERVICES

Campus Mail Tips: Improving Campus Mail Distribution

Here are a few quick tips that will help your mail arrive without delay:

1. **Your Outgoing Mail:** Don't mix your outgoing campus and US Mail. Expensive delays result if departments mix mail and it is not caught by Campus Mail personnel.
2. **Include Department Name:** The department name is necessary on **all** campus mail. Avoid using just an address such as 100 CSS or 2 Whitney; buildings frequently have multiple departments.
 - o Looking up addresses slows your mail and is time-consuming and expensive.
 - o For campus mail, always use the person's name, department and campus address.
3. **Large Mailings:** If your mailing fills more than one white mail bucket, don't forget to call the Campus Mail office at 4-9310 the day before to let us know you have a large mailing to be picked up. If we don't know about your mailing, we may not have room for it on our truck.
4. **Large Mailings must be sorted:** Sort by mail code if included in the address
 - o **MAILING TO CENTRAL & SCIENCE AREAS:** Sort by street address. Rubber band each address of two or more separately. For example, all for 17 Hillhouse would go in one bundle, 10 Hillhouse would be in another bundle.
 - o **MAILING TO MEDICAL AREA:** Sort by department. Rubber band each department separately.
5. **Used Campus Envelopes** - If you have a supply of campus envelopes that you would like to get rid of, bundle them together or put them in a white mail bucket with a sign on top: Empty Envelopes, 100 JMD. Put them with your outgoing mail and a mail delivery driver will pick them up. They will be distributed to other departments when needed.
6. **Junk Mail Program** - Use the Junk Mail Program for all mail you do not want to continue to receive. Learn more about the program [here](#).

Office of Sustainability: Deskside Recycling

<http://www.yale.edu/sustainability/desksiderecycling.htm>

FINANCE

Important Payroll Information: W4 Exemption Resets and Web W-2s

W4 Exemption Resets

Pursuant to the Internal Revenue Service (IRS) and the State of Connecticut Department of Revenue Services (DRS) regulations, all students and employees who claimed exemption from federal and/or state income tax withholding on Form W-4 and or Form CT-W4 during calendar year 2007 must submit a new Form W-4 and/or Form CT-W4 by February 16, 2008 to continue to claim the exemption(s) for the calendar year 2008. Reminder emails and/or letters will be sent in January 2008 to those currently claiming this exemption.

Electronic forms are located online at <http://www.yale.edu/ppdev/forms> (click on the Payroll link in the Finance section).

Web W-2's

2007 Form W-2s will be available online for all active Form W-2 recipients.

The benefits include getting your Form W-2 prior to the regular mailing, as well as the convenience of printing the form any time of day or night at your printer. To get started, you will need to know your Yale NET ID and PIN. You will receive an email in January 2008 letting you know exactly when you can access the W-2 website: www.yale.edu/w2

JSA / GL Closing Deadlines

December 21 , Friday	Final AP daily push to the GL for December 2007
January 4 , Friday - 3:00 PM	Deadline for approval of SWAP transactions for December 2007
January 4 , Friday - 5:00 PM	Deadline for SFTP of external source system batches for December 2007
January 7 , Monday - 3:00 PM	Deadline for JSA authorization and LD distribution adjustments for December 2007
January 8 , Tuesday - 8:30 AM	Authorization may begin for January 2008 JSA batches and LD distribution adjustments
December 9 , Wednesday	December 2007 GL closing
January 10 , Thursday - 8:30 AM	Final December 2007 GL balance information including fund balance updates available in the Data Warehouse
January 10 , Thursday morning	The Month End event begins in the DW. Portal Users scheduled to receive Month End reports will get them throughout the day and possibly the next day
January 10 , Thursday	First AP push to the GL for January 2008

If you have any questions or comments, please contact your local support provider (<http://www.yale.edu/its/help/supportgroups.html>) or the [ITS Help Desk](#) at 785-3200 or 432-9000.

Updates will be posted at: www.yale.edu/its/status

Finance and Administration Quick Contact List

<http://www.yale.edu/ppdev/QuickContactList.pdf>

HUMAN RESOURCES

FOCUS: FY08 Performance Management Process

Human Resources

From: Human Resources
To: All M&P Staff
Sent: Monday, December 3, 2007
Subject: FOCUS Update

YALE
University

Human Resources
NEWS

FY08 Performance Management Process

The University Officers believe that all staff members deserve meaningful feedback and coaching on their performance and should have established goals.

Ongoing feedback is key to a successful performance management process. Regular discussions between you and your supervisor can help improve results, as well as diagnose and correct potential problems before the end of the fiscal year. This also helps to ensure that there are no surprises with your performance rating or compensation adjustments at the end of the annual performance management cycle. Since we are approaching the middle of this cycle, it's the perfect time to schedule a mid-year discussion with your supervisor. We encourage you to schedule this meeting as soon as possible.

Yale's Feedback and Ongoing Coaching for University Success (FOCUS) performance management process was designed a number of years ago as a tool to provide ongoing performance and developmental feedback for managerial and professional staff members throughout the year. *We encourage all departments to use the University's FOCUS process, however, many departments have implemented their own systems which meet the needs of their staff. Departments that currently have their own systems are not required to change to FOCUS.*

Based on suggestions from last year's FOCUS participants, we have updated the tool with improved forms, a streamlined process, and revised performance rating definitions that are more closely aligned with the way we work at Yale. To review these enhancements, please log

on to the FOCUS website www.yale.edu/focus. Each year we will continue to look for opportunities to make it easier for you and your supervisor to have meaningful dialogue about your performance, career development, and pay.

There is a Best Practices Task Force currently being formed that will create an approach to engage all clerical and technical staff in Yale's performance management process in the near future. If your department now involves clerical and technical staff in Yale's performance management process, please include them in the FOCUS updates.

If you have any questions, please ask your school's or department's Human Resources (HR) representative, your supervisor or HR Generalist. If you are not sure who your HR Generalist is, you can find a listing at www.yale.edu/hronline/hrgeneralist.

Benefits: Useful Phone Numbers

<http://www.yale.edu/hronline/busmgr/0801/documents/Benefitsusefulnumbers.pdf>

STARS Top Five Tips for Applicants

http://www.yale.edu/hronline/busmgr/0801/documents/STARSBusinessProcess_Top5TipsforApplicants.pdf

STARS: Internal Applicants Can Log in Using Just One Step

The STARS team members have been working to improve your experience within the STARS system. Beginning December 8, at 8:00 AM, internal job applicants will be able to log into STARS in just one step using their Yale NetID.

What's the benefit to you?

Internal applicants previously had to sign in twice to access their STARS account: once via CAS (the Yale University Central Authentication Service) to obtain permission to access the STARS Internal Gateway, and a second time to create a STARS account and profile.

You will now be able to log into STARS in only one step. After you enter your Yale NetID and password on the CAS screen, you will be connected directly to your STARS account. Forgotten passwords will no longer delay your application to positions of interest.

Your STARS profile remains confidential. No one can access a candidate's account and see the jobs for which they have searched.

How does this affect you?

1. When you click on the Internal Gateway link and enter your NetID and password on the CAS screen, you will be connected directly to your STARS account and will no longer need to log in a second time. This will minimize the number of STARS passwords that you have to remember.
2. If you applied to a position via the External Gateway and were subsequently hired into that position, or another one at Yale, you will no longer be able to access the STARS profile you created on the External Gateway.

Please note:

Please report any problems you may experience on or after Monday, December 10, to the IT Help Desk by calling 432-9000 or 785-3200. You may view the status of the conversion at the ITS System Status Page (www.yale.edu/its/status).

2008 Official Yale Holidays

<http://www.yale.edu/hronline/busmgr/0801/documents/2008YaleHolidays.pdf>

Extreme Weather Policy

Yale provides many services 24 hours a day, 7 days each week ranging from providing medical services to caring for those who reside here. We are responsible for so many important services that the University can not close.

If you feel that your travel to or from campus will be impaired, please consult the Extreme Weather Policy by clicking [here](#).

If you are not involved in essential activities, and your supervisor agrees that you can be absent, you can do so by using vacation or personal time.

Departments are encouraged to grant permission to as many staff as possible to be absent or leave work early in the event of hazardous weather conditions.

New Haven Homebuyer Program

The Homebuyer Program has already helped over 820 University employees buy houses in New Haven. To read more please visit: <http://www.yale.edu/hronline/hbuyer/index.htm>.

Send New Yale Parents a New Parent Packet!

Balancing work with the arrival of a new child can be difficult, Yale offers parents (faculty, staff and post-docs) support to make the transition a little easier. As a component of Yale's WorkLife program, which is designed to "improve the quality of life for members of the Yale Community

and their families,” the Department of Human Resources sends University employees and students who adopt or give birth to children a “New Parent Packet” containing helpful information to ease the daily challenge of balancing work and family life.

The packet includes a gift for the child and a wealth of information for parents about University services such as babysitting and day care as well as tips and advice on flexible work schedules. The packet even comes with a selection of “favorite songs, games and art activities” compiled for children by the staff of Yale’s affiliated child-care programs.

To request that a New Parent Packet be sent out or for more information, please e-mail worklife@yale.edu or call Susan Abramson at 2-8069 with the following information:

- Parent name
- Yale affiliation (Faculty, M&P, C&T, S&M, Post-doc, Graduate or professional student)
- Home address
- Child's date of birth (for size appropriate gift)

IMPORTANT NOTE:

If you are requesting a packet on behalf of a new parent, please notify the parent that you are providing the WorkLife Program with their information.

Back-Up Child Care: Register Before You Need It

Caregivers On Call, provides eligible members of the Yale community up to 40 hours of services per household per year at subsidized rates. These services are intended to assist parents in arranging care for their children when their usual caregivers are not available, e.g., because of center or school closings or caregiver illnesses. Caregivers On Call was selected to provide back-up services because of its nationwide network of caregivers, its depth of experience, and its excellent reputation.

The University provides substantial subsidies to the program, which will allow Caregivers On Call to offer a sliding scale, hourly rate to parents ranging from \$7-15/hour depending upon parents’ Yale affiliation and income.

For online registration and complete details regarding the program, click the "Program Overview and Registration Form" go to www.yale.edu/backupcare. For further information, please feel free to contact Yale’s WorkLife and Child Care Coordinator, Susan Abramson, at 203-432-8069 or worklife@yale.edu.

Lactation / Breastfeeding Room Locations on Campus

<http://www.yale.edu/hronline/busmgr/0801/documents/LactationRoomlocationsontheYalecampus.pdf>

INTERNATIONAL -----

Events and Programs at the International Center

<http://www.yale.edu/center/events.htm>

PROCUREMENT -----

Green Purchasing Update: December 2007

<http://www.yale.edu/procurement/documents/GreenPurchasingUpdate-Dec07.pdf>

Accounts Payable Update: January 2008

<http://www.yale.edu/procurement/documents/APWorklistUpdate01-08.pdf>

Contract Listing Updates

During the month of December, there were no changes were made to the Contract Listing. For details, see <http://www.yale.edu/procurement/contractlisting/commodity.html>

TRAINING -----

Business Applications Training

To register, visit www.yale.edu/xtrain.

Procurement
Purchasing Card Training
VIP Number Requests and Assignments
Web Invoice Payment (WIP)
Human Resources
C&T, Casual and Student Payroll
Casual Employee Setup and General Employee Maintenance
Expense Management System (EMS)
General Accounting
Custom Commitments Responsibility
Effort Reporting and Certification
Journal Entry/Staging Area (JSA)

Labor Distribution (LD)
Receipts Identification Form - Cash Receipts (RIF)
Financial Planning
Data Warehouse Reporting for HR/LD/Payroll
Data Warehouse Reporting for New Users
Introduction to Brio Query 6
Budgets--Grant and Contract Oracle Financial Analyzer (OFA)
Other Training
User Access TAC Training
Orbitz

IT Computer Courses

Register at www.yale.edu/learningcenter

Course	Date
Operating System	
Windows XP: Level 1	Jan 22, 24
Microsoft Office	
Access 2003: Level 1	Jan 7, 9, 15, 17; Feb 18, 20, 26, 28
Access 2003: Level 2	Jan 22, 24
Access 2003: Level 3	Feb 4, 6
Access 2003: Understanding Database Design	Feb 13
Excel 2003: Level 1	Jan 7, 9, 23, 25; Feb 11, 13, 19, 21
Excel 2003: Level 2	Jan 22, 24
Excel 2003: Level 3	Jan 28, 30
Excel 2003: Database	Feb 12, 14
Excel 2003: Formulas and Functions	Jan 9
PowerPoint 2003: Level 1	Jan 28, 30; Feb 4, 6
Word 2003: Level 1	Jan 22, 24; Feb 12, 14
Word 2003: Level 2	Feb 26, 28

Learning Center Classes

Find details and register for Learning Center courses online at:
<http://mire.med.yale.edu/lcdb/>

January and February	
Business Writing	Jan 23, 30
Coaching for Development	Feb 13
Computers Made Easy	Jan 17; Feb 14
Customer Service for Front Line Service Providers	Jan 17
Eudora Pro: Level 1	Feb 27
FOCUS: Goal Setting and Feedback for Non-Supervisors	Feb 28
FOCUS: Goal Setting and Feedback for Supervisors	Feb 28

Procurement Course Schedule

<http://www.yale.edu/procurement/documents/ProcurementCourseScheduleJan08.pdf>

Safety Training

The following safety training courses are offered periodically throughout the year. Descriptions for each of these courses can be found online at www.yale.edu/oehs/training.htm. All training seminars are held at the Office of Environmental Health & Safety, 135 College Street, lower level, room 15. For further assistance and information, call 785-3550.

Course	Date
Biosafety Training	Jan 9
Bloodborne Pathogens Initial Training	Jan 8, 24
Bloodborne Pathogens Annual Retraining	Jan 22
Laboratory Chemical Safety	Jan 15
Radiation Safety Orientation	Jan 24
Safe Use of Biological Safety Cabinets	Jan 17
Safety Orientation for Non-Laboratory Personnel	Jan 2
Shipping and Transport of Hazardous Biological Agents	Jan 23
Tuberculosis Awareness	Jan 16

Web Training:

Bloodborne Pathogens for Researchers <http://info.med.yale.edu/bbp/>
Bloodborne Pathogens for Healthcare Workers <http://info.med.yale.edu/bbpclinical>
Hazardous Chemical Waste Management <http://info.med.yale.edu/chemhaz>
Laboratory Chemical Safety <http://info.med.yale.edu/chemsafe/>
Tuberculosis Awareness <http://www.yale.edu/oehs/TB/index.htm>
Laser Safety Awareness www.yale.edu/oehs/powerpoint/LaserSafetyTraining.htm
X-Ray Diffraction Safety Awareness www.yale.edu/oehs/powerpoint/X-RayDiffraction.htm

Call 5-3550 to schedule the following courses:

Biosafety Level 3
Hazardous Chemical Waste Management
Noise and Hearing Conservation
Office Ergonomics
Radiation Survey/Spill Seminar
Respiratory Protection Training

Safety Training

Office of Environmental Health & Safety
135 College Street
www.yale.edu/oehs
5-3550

WorkLife Sessions

To register, or for more information, go to www.yale.edu/worklife/events or call 2-8069.

Class	Date
<u>New Haven Magnet School Information Sessions</u> The applications for the New Haven Magnet School Lottery are due February 15, 2008. Please click here for the flyer with dates of open houses for all of the New Haven Magnet Schools.	January 10
<u>Childcare Information Session</u>	January 16
<u>Back Up Child Care Briefing</u>	January 25

SPECIAL EVENT: Lead Without Title

The Organizational Development & Learning Center along with the WorkLife Program are jointly sponsoring an opportunity for you to jump start the new year with an inspiring presentation by Robin Sharma entitled Lead Without Title. Mr. Sharma is a leadership expert and number one best selling author. Some of Mr. Sharma's books include The Greatness Guide, Leadership Wisdom from the Monk Who Sold His Ferrari, and Who Will Cry When You Die?

Date	January 10, 2008
Time	12:30-2:00 PM
Place	Yale Law School Auditorium - High Street Entrance Only
Audience	Open to the Yale Community
Raffle	Copies of Mr. Sharma's book
Registration	Click here

In this high-content and inspiring leadership presentation by Mr. Sharma, participants will learn the breakthrough strategies that elite performers in many of the worlds most successful organizations use to seize the opportunities that change presents and create extraordinary results in these fast-moving times.

Specific topics covered include:

- What superb leaders do to get their results
- How to create a world-class culture and an organization that wins
- The importance of taking personal responsibility for creating excellent outcomes and the need of every employee to see themselves as a leader who can make a difference (and Lead Without Title)
- Big ideas on work-life balance

2007 CHILDCARE DIRECTORY: [2007 Online Childcare Directory](#) - Available now!
Request a printed copy at worklife@yale.edu.
Be sure to include your name and on-campus address.

GENERAL INTEREST -----

The Department of Employee Health:

What to do if an Employee is Injured While on the Job

Employees who sustain NON-EMERGENT INJURIES should first contact their supervisor to report the injury.

If the employee needs to seek medical treatment, they are encouraged to CALL the employee health department first at 432-7978 to obtain an appointment time to see a medical provider. The department usually has several same day appointment times reserved for employees who require a same day medical visit for job related injuries.

Having an appointment time is often much more convenient for the employee and reduces the long waiting times that can occur when patients arrive without an appointment. If the employee is able to take the appointment time, but requests some interim medical advice about what to do while waiting for the appointment, they can ask to speak to the employee health nurse for advice about initial over the counter remedies or safe activity levels while they wait.

Any patient who needs immediate medical assistance can still be referred to the YUHS Urgent Care facility if necessary. The above information may be useful for those with chronic injuries, injuries that happened several days prior to the report, and other less urgent types of injuries.

Working from Home and While Traveling

http://blogs.yale.edu/roller/page/ITS?entry=working_from_home_and_while

Office of Environmental Safety: Stop the Spread of MRSA and Other Infections

<http://www.yale.edu/oehs/MRSA2.htm>

Office of Environmental Safety: Winter Safety Bulletin

<http://www.yale.edu/oehs/Documents/Admin/Winter2007.pdf>

Discounts, Services, and Resources for Yale Faculty and Staff

The goodies page offers information about discounts, services and resources for eligible Yale University faculty and staff. To read more please visit:
<http://www.yale.edu/hronline/worklife/goodies.html>.

Other Yale E-Newsletters and Periodicals

[Yale Bulletin & Calendar](#)

[Benefits](#)

[The Circuit \(ITS\)](#)

[Controller's Office](#)

[Engineering](#)

[Financial Review](#)

[Library \(Nota Bene\)](#)

[PPDev-What's New](#)

[Procurement](#)

[Safety Bulletin](#)

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