

NEWS YOU CAN USE

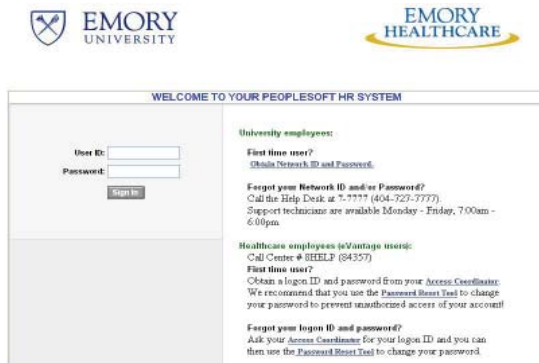
Emory Technology On The Move

A New Look for PeopleSoft

On July 9, you will see a new look when you log into PeopleSoft, also known as Employee Self Service. The new look is a result of the system being upgraded to the 8.9 version. The upgrade ensures continued technical support from PeopleSoft and provides enhanced security functionality as well as improved data integrity.

Navigating through the site will look different but the functionality will stay the same with a few new features (accessible through “Employee Self Service” on the HR website.)

Once logged in, you will see the following screen:



New features include:

- Search bar (searchable by keywords)
- My Favorites (“bookmark” frequently used pages)



Remember: Using Self Service to access and manage your personal information, you can:



- View current and past pay advice
- View current and past benefits enrollment
- View current job postings and apply for a position(s)
- Update your personal and emergency contact information
- View your compensation history
- Update direct deposit amounts and account information
- Change your federal tax withholding
- Change your 403b retirement plan contributions
- Update your life insurance beneficiaries
- Create family status change events
- Enroll for benefits during Annual Enrollment (if benefit eligible)

Human Resources' Website Gets a Facelift

On July 9, visitors to the HR website will be greeted with a new look and navigation structure.



After months of research and re-design, HR is proud to unveil a website designed to address the needs of the employees – stripping information out of departmental silos and presenting it by topic.

New features include improved search capabilities, a Newcenter, a “Related Emory Sites” link and access to PeopleSoft through the “Employee Self Service” login. Additionally, employees can go the “Employee Toolkit” to learn more about resources that are available to them through Emory University. Visit <http://emory.hr.emory.edu> to experience the new HR website!

New Recruiting System

Ever wonder how a job gets posted online or what happens to your online job application? Applicant tracking systems are the back end tools by which hiring managers and recruiters can post positions as well as review resumes and applications. They are also the systems that applicants interact with when applying for a job online. What the applicant and the hiring manager/recruiter experiences is based on the effectiveness of the tool.

In order to improve our applicants’ experience and create a more streamlined process for our hiring managers and recruiters, HR is implementing a new applicant tracking system. During the last six months, various departments from both the University and Healthcare have worked closely together to design and implement the new system (internally referred to as Emory Recruiting System).

On July 9th, the new system will be available, providing the following benefits to applicants:

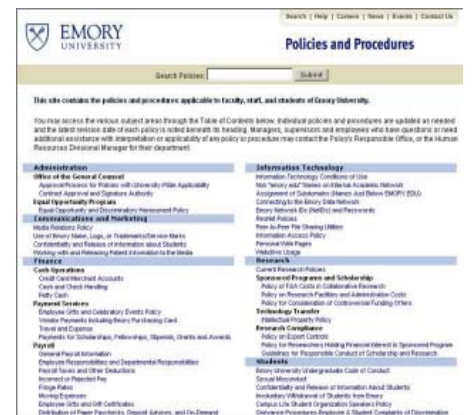
- Friendlier, easier and faster to apply as the system will pull data directly from the applicant’s resume into the online application
- Current employees are identified as internal candidates
- Applicants can submit a resume without having to apply to a specific job
- System accepts multiple documents of any size including cover and reference letters, transcripts, very large CVs, etc.

Employees can access the new application tool by going to the HR website, logging onto “Employee Self Service,” selecting “Self Service” from the left navigation bar and clicking on “Careers” (*see PeopleSoft Story*). **Please note that beginning July 9th, employees who previously submitted an application for an internal position will need to resubmit their resume and create a new user profile.**

The system will also provide hiring managers and recruiters with a more streamlined process that is easier to use, including searchable databases, an electronic new hire form, 24/7 support from the vendor and an electronic process that can be managed through e-mail.

www.policies.emory.edu

A long time coming, www.policies.emory.edu is a tribute to teamwork. A new website dedicated to providing Emory employees a centralized location to find all policies with university-wide applicability, the site is the result of AAIT, General Counsel and Human Resources working together to achieve an important goal.



For years, it has been a hassle to find a policy if one did not know what area managed what policies. The creation of the policies website has taken the guesswork out of finding up-to-date policies. Going forward all university-wide policies will be posted and managed through the new site.

Special thanks to Lee Clontz and John Connerat of AAIT for their work on this project! Through their hard work and dedication, a content management tool with an electronic work-flow process was built from scratch. This tool allows a department to easily create or update a policy online then generate an e-mail to the department’s SVP or VP for approval or changes, ensuring that only those policies that have been reviewed get posted.

Congratulations to all contributing departments for making this project a success. Visit www.policies.emory.edu today to learn more!

Payroll Update for July 2007

Emory University Payroll is moving the monthly payroll run date from Thursday, July 26 to Tuesday, July 24.

- HR paperwork is due to HR Data Services by July 18
- Payroll requests are due to Payroll by 5:00 pm on July 23.

Emory's Commitment to Supplier Diversity Development



Emory's Procurement Services is committed to developing mutually advantageous business relationships with businesses owned by minorities, women, veterans and disabled veterans, and small businesses. Our Supplier Diversity Initiative is built upon a successful collaboration between Emory and its supplier community with the objective of sourcing and mentoring diverse business enterprises so that our competitive pool of suppliers mirrors the diverse environment of our staff, faculty and students.

Recently, Emory's diversity spending initiatives for scientific supplies and chemicals were enhanced as a result of new arrangements with Fisher Scientific and Sigma Aldrich. Each distributor has agreed to partner with one of Emory's approved minority suppliers and allow that supplier to provide supplies at the same discount prices.

Cosh Healthcare, a minority-woman owned business, is an excellent firm that has served the Emory community for many years and has partnered with Fisher Scientific to offer a wide selection of Fisher's most popular products.

Beta South, another highly respected minority enterprise, has partnered with Sigma Aldrich to bring the entire Sigma product line to the Emory community.

Purchases can be obtained directly from Beta South and Cosh through Emory's new procurement system, Emory Express. For more information on the program and its participants, please contact Mary Ellen McClellan at 404-727-0253 or via e-mail at purmem@emory.edu.

Insurance Coverage During Your Emory Business Travel



While planning travel, most travelers focus on the logistics - flight, hotel, taxis - but not insurance coverage.

Emory University's faculty and staff are constantly engaging in business activities that take them all over the United States and internationally. However, there are questions that Emory travelers have either never thought about or do not know how to find the answers.

What is my insurance coverage while I'm on business travel? Am I automatically provided travel assistance and worker's compensation while traveling out of the country? What about while I'm actually on the flight? Does my coverage differ if I pay for my travel out-of-pocket or use Emory funds up front? What about car rental insurance - should I purchase the coverage at the car rental counter? If I do, will Emory reimburse me? What is my Emory policy number?

Answers to these questions and other details about Emory's insurance coverage and guidelines can be found by going on the Emory Travel website. Go to the Emory Finance website at www.finance.emory.edu, click the TRAVEL tab and click on INSURANCE.



"It's Showtime"

Congratulations to Eric Logan, the 2007 "Name Staff Fest" winner. His submission "It's Showtime" received the highest number of votes for which he was awarded a \$25 gift certificate.

Carlos Museum and Treasures from the Holy Land

If you would like to explore an extraordinary collection of Biblical Treasures or deepen your understanding of a shared history of two of the world's great religions, then Emory University's Carlos Museum is the place for you.

Through Oct. 14, the Carlos Museum is one of three U.S. venues that will host this important traveling exhibit "*Cradle of Christianity - Jewish and Christian Treasures from the Holy Land.*"

There is a great deal of learning experiences and opportunities that are free of charge, and as part of Wonderful Wednesdays, University employees with ID are admitted at no charge anytime between the hours of 9:30 am - 5:30 pm. The admission for the general public is \$15 and requires a timed ticket.

For more information on this exhibition or other related events hosted by the Carlos Museum, visit www.carlos.emory.edu/cradle.

HealthQ: Know Your Health

Step UP Emory is launching its next wellness initiative - HealthQ.

HealthQs are secure, confidential health questionnaires that are personalized and can help identify health needs based on information provided, including family medical history, health and habits.

For the most accurate results, employees are encouraged to know their blood pressure, weight, cholesterol and glucose levels. These numbers can be provided by the Faculty Staff Assistance Program during a comprehensive screening (for more information call FSAP at 404-727-4328), or through a health care professional.

Once the questionnaire is completed, participants will receive a confidential detailed health report, which can be shared with a health care professional. Participants will also have receive a personalized action plan and have access to tools designed to help reach their health and wellness goals.

The online health questionnaire is provided by Emory's health insurance providers, Aetna and BlueCross BlueShield of Georgia, depending on which provider the employee has chosen for medical coverage. Employees who are not insured through Emory are encouraged to use their external insurance providers' questionnaires, or participate in other questionnaires online. Beginning July 19, Emory employees will be able to access the questionnaires on the new Step UP Emory site.

Coming soon -- more information on HealthQs and the new Step UP Emory website!

Wellness Fair

(Sponsored by Step UP Emory)

Date: July 26th
Time: 9:00am - 3:00pm
Place: Cox Hall - 3rd Floor Ballrooms

Employees are encouraged to be proactive in their health by participating in a HealthQ. Vendors will be in attendance to assist in completing your HealthQs and to provide valuable information about health and wellness. This event is open to all Emory Employees.

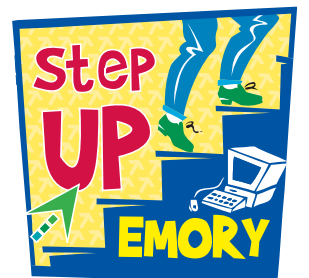
For more information on the Wellness Fair or HealthQs visit www.emory.edu/fsap.

The drawing is sponsored by Emory Wellness Partner - Bike Emory - along with Fuji Bikes and Bicycle South. Find out more information about Bike Emory during the Wellness Fair.

Bike | EMORY.



Reconstruction of the Apse and Bema (prothely) of a typical Holy Land Byzantine Church



HealthQ
www.stepup.emory.edu
Emory cares about your health!

