



# **DBEI/CCEB: Staff Quarterly Meeting**

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April 8, 2021

# Agenda

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- Introductions (Ken Hassinger)
- Enrique Schisterman, Chair DBEI
- Business Office Updates (Milly Luciano/Merceda Reale)
- Facilities (Jennifer Forbes-Nicotera)
- Work/Life Balance (Rebecca Lerario)
- Staff Life Committee (Jennifer Forbes-Nicotera)
- Changing Passwords (Martin Das)
- Q & A

# Enrique Schisterman, Chair DBEI

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# Business Office Update

- FMLA
  - WorkDay workflow and notifications
- Temporary/Student Workers
  - Request should be submitted at least 6 weeks before the start date.
- Work Study Students
  - The Summer Federal Work-Study program begins on May 17, 2021 and ends August 22, 2021.
  - Student recruitment has transitioned into Workday effective March 29, 2021. If you are going to hire students in the summer, please submit your RTH to post your job(s) in Workday **as soon as possible**.

# Business Office Update

- Minors, Interns and Trainees (MIT)
  - As a reminder, all faculty and staff must obtain approval from DBEI Human Resources (HR) in order to host an unpaid individual in their lab or department to complete the required documentation.
  - Working with Minors - All faculty and staff that have direct contact with minors, on a regular basis, must undergo a series of background checks that are required by the State of Pennsylvania.
    - This includes all faculty and staff that are running summer programs involving interaction with minors.
    - If you have any questions, please contact my office at 215-573-8089 or email [milly.luciano@pennteam.upenn.edu](mailto:milly.luciano@pennteam.upenn.edu).
- Annual Performance Appraisals
  - As a reminder, the Performance Appraisals are now available and are due **NO LATER** than June 1, 2021.
  - For more details, please refer to my email sent on March 22<sup>nd</sup>.

# Business Office Update

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- PennFlex Phone migration (Merceda Reale)
  - Implementation by 7/1/22
    - DBEI working on early pilot over summer, 2021 (probably end of July 2021)
    - All old handsets on desks will be replaced
    - Can be replaced with either a new handset and/or an app to be used with computers/cell phones.
    - More details to follow

# Facilities

- Faculty survey
  - Context
  - Process
  - Next Steps
  
- Staff survey on Blockley air-quality concerns
  - Return details still in progress
  - Shared space considerations
  - Tangible action items – need your feedback

<https://somapps.med.upenn.edu/forms/cceb/view.php?id=237392>

# Work/Life Balance





# Staff Life Committee

- We miss YOU! We miss doing FUN activities!

## Goals for 2021:

- Do some things together!
  - Join colleagues for a safe walk together – [sign-up here!](#)
  - Let us know if you are willing to host walks too
- Gather your ideas for physical & virtual activities
  - Add comments to the chat
  - Agree with comments shared if interesting to you
  - Use our [“Suggestion Box”](#) on the Intranet
  - Let us know times that work for scheduling activities
- Continue Staff Appreciation half days
  - Administrative Professionals week – Friday, April 30
  - Memorial Day Weekend – Friday, May 28
  - July 4<sup>th</sup> Weekend – Friday, July 2

# Q & A

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- Questions?
- Let us know your thoughts!

<https://somapps.med.upenn.edu/forms/cceb/view.php?id=73086>

