



HR Newsletter
September 2009
Auburn University Human Resources
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The Position Questionnaire

The position questionnaire is a document used by the Human Resources department to gather pertinent information when a new position is being created or when an existing position is being reclassified. The information obtained from the Position Questionnaire is used by Human Resources to properly classify a position into the appropriate job title and salary grade.

The questionnaire is a multi-page form designed to capture specific and general information about a position and the purpose of a position. It requests information about a position such as the reporting relationship, the education requirements, physical requirements, and certifications. Information obtained on the questionnaire enables Human Resources to understand the responsibilities of a position, the complexity and scope of the position and to compare such factors to other positions across campus.

The Position Questionnaire must be completed and submitted to the Human Resources Department each time a department submits a Request for Position Reclassification (Form HR-34 A) or a Request for New Position (Form HR-34 B).

The [Position Questionnaire](#) and Forms [HR-34 A](#) and [HR-34 B](#) can be found on the Human Resources web site.

Continue to Use Alternate A-Train Registration System

While A-Train is temporarily out of order, Human Resource Development (HRD) will use the Outreach Program Office's registration system for registrations in HRD courses for fall semester. To find and register for courses go to this [link](#). From this location, employees can search for courses, select a course or courses, and enroll in that selection. Before enrolling the first time, a student account will need to be established; follow the instructions on the site to establish an account. Employees will need to seek supervisor approval for their attendance prior to registering since, unlike A-Train, there will not be an e-mail sent to the supervisor asking for approval; however, the system will e-mail enrollment confirmations and reminders. Continue to watch AUDaily for announcements on A-Train's status. Questions about the operation of this temporary HRD course registration system can be directed to Kelli Henderson at hendekc@auburn.edu or 844-7939.

Minimum Wage Increase

The Federal minimum wage increased in July; AU implemented the change with the payroll beginning 7/19/2009. The new minimum wage is \$7.25 per hour. This increase is the last of three provided by the enactment of the Fair Minimum Wage Act of 2007. An updated minimum wage poster is available at http://www.auburn.edu/administration/human_resources/forms/minwagec.pdf.

The ePAF entitled FYPTB, salary change biweekly paid employee minimum wage, should be used to implement these wage rate increases, with an effective date of 7/19/09.

If you have any questions please contact Michael Hill or Mary Turner at 4-4145.

Basic Estate Planning Seminar Available from HRD

Many difficulties can result from the failure to plan for the disposition of an estate: Who will care for minor children? How will the money in the estate be managed? What will happen to the remaining property? Learn the answers to these issues and hear more about basic estate planning by attending the Human Resource Development (HRD) seminar "Basic Estate Planning: Do I Really Need a Will?" on September 16 from 2:30 - 4:30 p.m. in the HRD Training Facility. In this session presented by Attorney Robert A. Tufts, participants will learn what constitutes a valid will and what should be included in that will; begin to understand how powers of attorney can help manage money; and receive the latest advice on living wills and health care proxies. To attend, register at www.auburn.edu/hrdtraining or contact Pamela Rogers (pk0001@auburn.edu or 844-7363) for more information.

HRD to Offer Principles of Retirement Planning Workshop

Join financial advisor Cindy Haynes from VALIC, on September 23, 2009, in the Human Resource Development (HRD) Training Facility for a program explaining available retirement income sources and how 403B Tax Deferred programs can help supplement individual financial foundations during retirement. The seminar, from 10:00 a.m. to 12:00 p.m., will explain the principles necessary to prepare for this very important part of your financial future. To attend, register at www.auburn.edu/hrdtraining or contact Pamela Rogers at pk0001@auburn.edu or 844-7363 for more information.

New Revision of I-9 Form

The [I-9 form](#) and the list of acceptable documents was recently revised. You may view the current version of this form along with the updated list of documents at the [HR Forms web site](#). The new version of the I-9 carries a revision date (lower right) of 08/07/09 and an expiration date (upper right) of 08/31/12.

Spirit of Excellence Winners

Each month AU presents Spirit of Excellence awards to four employees for outstanding service.

Recipients for April 2009 are:

<u>Category</u>	<u>Name</u>	<u>Unit</u>
Office/Admin	Carol Mims	NCAT
Administrative/Professional	Tanja Matthews	Alumni Affairs
Service Maintenance	Steve Mann	General Construction
Technical/Paraprofessional	James Sides	Mechanical Shop

Do you know a fellow AU employee whose performance is consistently beyond what is expected? One who exemplifies professionalism and routinely puts forth extra effort? One whose contribution to the department's or university's mission is significant? If so, that person would be a perfect nominee for AU's monthly Spirit of Excellence award. You can link to the

nomination form at http://www.auburn.edu/administration/human_resources/forms/spirit.pdf.

Moving? Want to Continue Your Career in Higher Ed?

The Department of Human Resources routinely receives position announcements from other colleges and universities. These are maintained in notebooks in the lobby of our department in the basement of Langdon Hall. Please feel free to come by to review these during our lobby hours of 7:45 a.m. to 4:45 p.m, Monday through Friday.

Your Newsletter Subscription

Subscribers to the HR Newsletter receive a brief email alert message, and a pointer to this newsletter on the web, whenever the newsletter is updated. You can read the newsletter without subscribing, of course -- just visit http://www.auburn.edu/administration/human_resources/hrnews.htm.

Enter your email address and click on the **Send** button to subscribe to the HR Newsletter.

Your Email Address:

Or send an email to majordomo@auburn.edu. The text of the message should read "subscribe hrnews" (without quotes).

To cancel your subscription to the newsletter, send a similar email to majordomo@auburn.edu with the message "unsubscribe hrnews". Or email hillmic@auburn.edu.

The Office of Human Resources is open Monday through Friday, 7:45 am to 4:45 pm Central Time (except holidays)
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