

Newsletter

HELLO NEW HAWKEYES!

Help us in extending a warm welcome to the newest members of the Provost Organization joining us!

Rachel Gamelin, Athletic Academic Eligibility Compliance Analyst
Office of the Registrar

Claire Barrett, Administrative Services Coordinator
Hancher



HR Highlights & Resources

Payroll Cutoff will be effected by holidays.

Monthly payroll cutoff will be 5 p.m. **Thursday, Nov. 21, 2024.**



Biweekly payroll cutoff for the Dec. 3, 2024, payroll will be 5 p.m. **Tuesday, Nov. 26.**

Biweekly time records for hourly and monthly non-exempt employees are due 5 p.m. **Tuesday, Nov. 26.**

Benefits enrollment is **OPEN** through November 15th!



Open Enrollment is the annual opportunity for benefit-eligible employees to enroll, make changes, and add or drop eligible dependents from coverage.

Learn more [HERE](#).

The upcoming holidays bring on a lot of different emotions and feelings. UHR has two upcoming workshops: Facing the Holidays While Grieving



November 18th & 20th

Learn more [HERE](#).

New HR Team Programs!

Milestone Celebration Posters

If you, your team, or your department wants to celebrate your time here on campus, reach out to Tracey or Hannah to set up a time to deliver these amazing posters!

New Hire Breakfast Club

Starting January 1st, new hires will be invited to join us in our New Hire Breakfast Club. These monthly get-togethers will be a space for sharing resources, meeting others across campus, and making meaningful connections!

Invitations to new hires will be out soon.

Department Highlight: Pomerantz Career Center



Career Treks – Pomerantz Career Center has hosted multiple Career Treks this fall taking students to various cities in the Midwest. In these events, students visit employers in a specific industry to learn more about various career paths, how to get started and different aspects of each industry.

- The fall 2024 schedule included:
- September 12-13: Science and Nature Trek (Minneapolis)
 - October 2: Business and IT Trek (West Des Moines)
 - October 17-18: Writing and Publishing Trek (Chicago)
 - November 14-15: Forensics and Criminology Trek (St. Louis)

Career Fair and Interview days had record numbers!
At the Fall Job and Internship Fair September 26th, 168 organizations and 1,669 students were in attendance – a record since pre-pandemic.

Additionally, that fair and the Engineering fair resulted in two large interview days this fall. Between the All Majors Fair Interview Day & Engineering interview day we had more than 254 students interview and 26 separate employers.

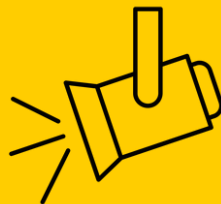


Supervisor Spotlight

Supervisors, please join us at one of the upcoming **FLSA Discussion Sessions**. We will learn from Trevor Glanz, Executive HR Director, Comp/Class, Pay Ops & HR Data Admin about all things **FLSA!**

We are hosting two virtual sessions:

- FLSA Discussion Sessions with Trevor Glanz**
- November 19th 10:00-11:00
- November 20th 2:00-3:00



You should have received an invitation, but if you have questions, please let our team know.

**Thank you all for your
amazing work &
wishing you a
wonderful November,**

**Your team,
Amy Kirkey, Tracey Pritchard,
Hannah Tjarks, Monica Frank,
Alexa Lavin**