

### ***CEHS Highlights/Updates - January 2019***

- **New Hires and Payments for Effort** – please contact the Business Team prior to agreeing to pay an individual for effort. This may include new hires, temp workers, hourly students, research subjects or individuals doing short-term/one-time work for you or your department. The Business Team can identify the best way to pay the individual based on the type of work they will be completing and whether or not they are already an employee of the university.
- **Moving Expenses for New Faculty** – moving forward to ensure compliance with new U.S. Tax Law, reimbursement for relocation and moving expenses will be processed through payroll and appear on faculties' paycheck as taxable income. Jenny Gilmore is the new contact for relocation services within the CEHS Business Office.
- **Search Committee Training** – IEC is no longer offering the online update course for search committee training. Instead individuals wishing to participate in search committees will need to attend the in-person training course once every three years. Faculty and staff can sign up for in-person training at [training.unl.edu](http://training.unl.edu) and log in using their TrueYou log in credentials.
- **Summer Working Days** – this year there will be an extra week during the Summer period including 70 working days. However due to restrictions on the total amount faculty can receive during the Summer, only 66 Summer days will be able to be included for Summer Teaching and/or Research.
- **Lecturer/T Spreadsheet** – the Business Team will be distributing a new Lecturer/T Spreadsheet to track planned lecturer/t appointments per department for the academic year. This will allow departments to communicate lecturer/t plans to the Business Team and ensure all temporary faculty are accounted for in payroll before the semester starts.
- **ESS Time Set up for Hourly Employees** – Once a new hourly employee is set up in payroll the CEHS Business Center will send the new employee an email with instructions on how to properly set up their access to ESS Time via Firefly. This process requires the employee activate their employee email (@unl.edu) regardless of whether or not they already have a student email (@huskers.unl.edu). NOTE: email access must process overnight before ESS Time will be set up correctly.
- **Employee Email for Students and Graduate Assistants** – we strongly advise against students and graduate assistants using employee emails (@unl.edu) for official correspondence and instead suggest all students utilize their @huskers.unl.edu email addresses. Any employee of the university, including student workers and graduate assistants, lose access to their @unl.edu email as soon as they are no longer on paid appointment.
- **Graduate Assistantship Letters** - Please make sure every GA offer letter sent to the Business Center for processing includes:
  - Cost Object for student's salary and benefits (enter into new box at end of letter)
  - Copy that contains all signatures (department chair and student)
  - Student's NU ID
  - Student's given name if they also use a 'known as' name

- Graduate Teaching Assistantship offer letters MUST use the semester dates as published in the Guidelines for Graduate Assistantships (“green memo”)
- **Student Workers Graduating** - If a student is graduating and will continue to work in the department, please let the Business Center know as their status needs to be changed in Payroll; can no longer be paid as a student (either hourly or as a GA).