Fast Facts for
Facilities Management
Employees
November 2013

How to Find Education & Development Resources to Help Advance Your Career or Interests

Now that it’s November, your performance evaluation is complete and you have set your Lead@ (job) goals for 2014. This is a good time to look for classes that could help you advance in your career or let you explore a special interest or even earn a UVa degree. Facilities Management Human Resources & Training encourages you to review the free on-line classes or use your education benefits ($2000 annually) for others. We have included three resources that cover all levels of training – Introduction to Computers can get you started or you can move directly into E-Learning Through SkillSoft. Many employees enjoy personal enrichment or professional development through the School of Continuing & Professional Studies. Your choice for continued life-long learning is a good choice. Congratulations on taking the first step. Need more information? Contact us in FM Human Resources & Training – 243-1720.

Introduction to Computers

Computers are hard to figure out if you have never used them, but being fluent in their use is a necessity in today’s work environment. This class explains computer use in plain English and gives you hands-on experience in a computer classroom.

In the first three hours of class, you will:
• Learn about the parts of the computer
• Learn the difference between computer hardware and computer software
• Learn to use a mouse, including skills such as drag and drop
• Find information on the UVa website
• Search for information on the internet
• Learn common computer lingo
• Log in to UVA Employee Self-Service and view your payslip and other information.

During the last part of the class, you have time to practice the skills you have learned with a trainer present for assistance.

Register for this class in Employee Self-Service. If you need help with registration, please contact the HR Service Center at 982-0123 or the UVa Help Desk at 924-HELP.

-- Patty Marbury, Systems Training Manager

E-Learning through SkillSoft

UVa Human Resources provides access to SkillSoft E-Learning at no cost to faculty and staff. With 3500 courses, there is bound to be something of interest to every learner whether you want to improve a skill you already have or to explore something completely new.

Employees can choose the courses they have an interest in. Log on to SkillSoft through the link on the UVa Human Resources website and click on HR Services, then Professional Development, then E-Learning through Skillsoft.

Also, supervisors can design a curriculum for individual employees or for teams and have the courses assigned to the employee(s). Contact Margaret Reitz at mr9x@virginia.edu for assistance.

Assignments show up in My Plan on the home page of Skillport. See the illustration on the next page for details.

SkillSoft courses are recommended according to the UVa competencies you may select from for your performance plan (Lead@). For every

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compentency, there are several classes you can tie into your performance plan.

Having any trouble finding what you are looking for?
- Call ASK HR at 982-0123 during business hours (ask for David Martin who is most knowledgeable about SkillSoft) or
- E-mail askhr@virginia.edu (attention David Martin)
- Margaret Reitz, UHR Employee Development

Classes for Professional Development, Personal Enrichment or Earn a UVa Bachelor of Interdisciplinary Studies Degree

Employees who are eligible for the $2000 annual education benefit credit may want to see the variety of classes available on the website of the UVa School of Continuing Education & Professional Studies (SCPS) at http://www.scps.virginia.edu/programs/scps-classes. For example, this Spring, SCPS offers two more gardening/landscaping courses through the Personal Enrichment Program – Trees of Central Virginia and Perennial Gardening. Registration for spring 2014 courses will begin Monday, December 2.

Eligible employees also have the opportunity to complete a bachelor’s degree part-time with evening courses through SCPS’s Bachelor of Interdisciplinary Studies (BIS) adult degree program. Questions about BIS can be directed to Joy Sabol, BIS Manager for Recruitment and Enrollment, at jsabol@virginia.edu or 243-5086.

Facts You Need to Know

Flu Shots*
UHR is offering the 2013 season flu vaccine to all University employees, including temporary and wage, starting Monday, November 11, according to a November 6 e-mail from Vice President & Chief Human Resources Officer Susan Carkeek.

A schedule is posted on-line.

The flu vaccine will be administered at the Facilities Management Lunch Room, 575 Alderman Road, on Wednesday, November 13 from 7 a.m.-10 a.m. and again that same day at 1:30-4 p.m.

Please bring you University ID.

UVa WorkMed staff will administer the vaccine at those times and locations listed.

*This is updated information was received after the printed issues of November’s Fast Facts were distributed. We hope this updated is helpful.

Weather Emergency Events
As winter approaches, HR&T reminds all employees to talk with their supervisors now regarding inclement weather plans. Ask if you are required to report to work in the event of a University delayed opening. You can see your emergency event status – either designated or non-designated – by going on-line to UVa Employee Self Serve (where you view your payslip, time entry, etc.) and clicking My Information. However, designation status can change based on the emergency.

Benefits Questions? Retiring Soon?
Questions about your UVa Benefits? Call University Human Resources (AskUHR) at 982-0123 or askhr@virginia.edu. If you are planning to retire or resign, contact Facilities Management HR&T at 243-1720 or stop by the HR&T Office at 575 Alderman Road, Leake Building, Room 124. See more at the HR&T website.

Fast Facts is published by UVa Facilities Management Human Resources & Training Office for Facilities Management employees. Fast Facts is also available on the Facilities Management website.