VICTORIES

ONLINE SELF SERVICE TOOLS
- Gpay (web-based graduate payroll tool)
- Conflict of Interest (COI)
- Patent Agreements (PA)
- I-9s (LawLogix)
- Background Check (Validity)
- Electronic Payslips
- Electronic W-2s
- Benefits Administration (2015)
- Timekeeping System
- Applicant Tracking System
- HR Website
- Manager’s Toolkit

HR SIGNATURE PROGRAMS
- Science of Benefits
- Begin@Caltech
- Work@Caltech
- Coffee@Caltech
- Caltech Supervisors’ Conference
- Quarterly Managers’ Briefing (QMB)
- Staff Service Awards
- Family Night
- Take Your Children to Work Day
- Pasadena Unified Education Series (PUES)
- Employment Series for International Scholars & Students
- International Education Week
- International Orientations
- World Fest

EMPLOYER OF CHOICE
- Great Colleges to Work for 2013
- #2 Glassdoor 50 Best Universities to Work For
- Comprehensive Benefits Plan Including Institute Retirement Contribution

INITIATIVES

HR PRINCIPLES
- Integrity
- Collaboration
- Excellence

WORKLIFE SERVICES
- Transition & Family Services
- Pasadena Unified School District Partnership (Longfellow)
- Childcare Cooperative
- International Dual Career Network (IDCN)
- WorkLife Coordinator

MANAGER RESOURCES
- Hiring and Compensation Guides
- Employment Glossary
- Process Checklists
- Problem Resolution Guides
- Employee Data Admin (EDA) Guide
- Conflict of Interest Reviewer Guides
- Business continuity plans in preparation for crisis events

HUMAN RESOURCES INFO SYSTEMS (HRIS)
- New Faculty Applicant Tracking System
- Division Database
- Online Performance Appraisals
- Online Learning Management System
- Additional online self-service tools to come (confidentiality agreements, direct deposits, new hire paperwork)

FORWARD FOCUS

EMPLOYEE ENGAGEMENT
- Employee development
- Employee onboarding
- Financial literacy
- Total Rewards statements
- Self-service models (access to data)
- Internal communication strategy

FISCAL RESPONSIBILITY
- Updates to Retiree Health
- Self-funded benefits plan
- New Student Health Plan
- New Long Term Disability (LTD) carrier

ONE INSTITUTE
- Partnering with JPL and aligning policy and practice
- Developing shared HRIS tools and vendor contracts
- Increasing communication with JPL counterparts
- Continuing to provide direct services for JPL

TRANSACTIONAL TO TRANSFORMATIONAL
- Continual process improvement on HR transactions
- Continue to implement compliance initiatives
- Strategic partnering with Institute leadership
- Moving the Institute needle in identified goal areas
- The usage of multidisciplinary teams to solve problems
- Helping organizations solve current and future problems

\[\text{Caltech} \#\text{JPL}\]