

Employee News

New TIAA plan options

TIAA members will soon have more flexibility with their retirement funds. Beginning in July TIAA members will be able to take loans from their mandatory contributions up to \$25,000. Members will be able to take loans up to \$50,000 from any additional elective contributions. The limit is \$50,000 collectively. Hardship withdrawals may also be an option for those participating in elective plans. Please contact the Human Resources office for more details about these new plan offerings.

Electronic Leave Reporting System Coming Soon

The Payroll Office has been working in conjunction with the Office of Information Systems to develop a real-time electronic leave reporting solution for our employees. This new system will replace our existing paper leave reports and timesheets. We are very close to rolling out this new system! Please watch OneTech for announcements regarding training opportunities in the near future.

New Hiring Process

The Human Resources Office has recently launched a new applicant tracking system through Cornerstone software. We have also redesigned the hiring process for managers. The new Cornerstone system allows applicants to create a profile and continue using that same profile when applying for multiple job openings at Tech. This product also allows hiring managers to request job vacancies announcements electronically, view applications as they are submitted, and score applicants within one system. The official job postings procedure documents can be found at www.atu.edu/hr followed by clicking on "Resources & Forms" then "supervisor" to locate the Cornerstone Hiring Managers Manual. However, we encourage all hiring officials to contact the Human Resources office when they have a vacancy to post. We would like to take this opportunity to walk you through the new system and provide coaching to you and your search committee throughout your search process.

Contacts

Payroll is located in the Brown Building, Suite 410.
Phone: 479-968-0696

Ozark Payroll is located in the Technology & Academic Support Building in Room 177.
Phone: 479-508-3305

Human Resources is located in the Brown Building, Suite 434
Phone: 479-968-0396
Fax: 479-968-0693

Check out our new website at

www.atu.edu/hr