Education & Development

Applications are now being accepted for the 2013 sessions of the Management Skills Assessment Program (MSAP)

MSAP is designed to strengthen the engagement and preparation of high potential UC supervisors, managers, and professionals. It offers an intensive, off-site, assessment center experience for early career managers.

For specific dates, program information, and to access the application, please visit msap.ucr.edu.

Bi-weekly Payroll Time & Attendance (TARS) — 1/17/13 and 1/18/13
During the training session, nonexempt employees transitioning to bi-weekly payroll will learn how to access, complete, and submit time records using the TARS system. Supervisors and Department Payroll Coordinators will learn how to accurately evaluate, approve, and route time records in accordance with bi-weekly payroll timelines and business rules and reminders that impact pay.

» Register

Writing a Job Description — 1/17/13
This workshop will lead participants through the process of developing a job description.

» Register

MEI: Moving Toward Multicultural Competence — 1/17/13
This highly interactive, introductory workshop develops the awareness, knowledge, and skills needed to promote diversity throughout UCR in general and within our units and organizations in particular.

» Register

MEI: Allies Safe Zone Seminar — 1/18/13
The Allies Safe Zone Program is a network of UCR students, faculty, and staff who are supportive of lesbian, gay, bisexual, transgender people, and of anyone dealing with sexual orientation or gender identity issues.

» Register

Supervisor's Guide to Corrective Action — 1/23/13
This course is intended to help managers and supervisors understand the steps that should be taken in the disciplinary process.

» Register

MEI: Communicating for Understanding — 2/6/13
Through theory and skills practice, this workshop introduces participants to the general process of communication, along with its possible disruptions and teaches a communication method designed to avoid those disruptions and enhance dialogue among members of diverse populations.
MEI: Listening for Understanding — 2/20/13
This workshop provides practical tools to improve your ability to listen well.

MEI: Allies Safe Zone Seminar — 2/28/13
The Allies Safe Zone Program is a network of UCR students, faculty, and staff who are supportive of lesbian, gay, bisexual, transgender people, and of anyone dealing with sexual orientation or gender identity issues.

FREE Software Training Available Thru Lynda.com
Lynda.com is an online software training library available to all staff and faculty through R'Space under authorized applications. Lynda.com provides courses and video tutorials on a wide variety of software and technology topics such as Microsoft Office, Adobe software, SharePoint, personal computers, application development, web and graphic design, and much more.

Policy & Programs

FINAL REMINDER: Mark Your Calendars
UCR's Bi-Weekly Pay Conversion will occur on January 20, 2013
UCR will be converting all non-exempt employees (hourly and salaried) and readers and tutors to bi-weekly pay cycles. All other academic employees and exempt staff will remain on monthly pay schedules. Employees should mark February 1, 2013 as a partial monthly paycheck date!

Workplace Health & Wellness

Healthy Habits for a Lifetime
8 week program starts January 17 – March 7, 2013
Are you ready for a new you? Whether it's eating right, exercising, quitting smoking, or managing stress, this program will allow you the opportunity to create realistic resolutions, set goals, and change behaviors. Receive tools, resources, and motivation to establish lifelong healthy habits and break old “bad habits”. Kick-off is January 17th from 12 – 1:00 p.m. in HUB 269 with weekly Thursday sessions.

MobileFit: Bringing Fitness to You
Sessions Run January 7 – March 15, 2013
Join an existing MobileFit session. We have 20 groups throughout campus.

StayWell Health Assessment 2013
The StayWell Health Assessment is available to help make positive behavior changes
towards a healthier lifestyle. Beginning January 14, 2013, UC will provide a $100 gift certificate to each eligible employee and retiree and a $50 gift certificate to eligible spouses/domestic partners who complete the two-step process:

- **StayWell Health Assessment** — complete by June 15, 2013.
- **StayWell follow-up activity** — complete by December 15, 2013. New for 2013: Location wellness programs qualify for follow-up.

» [Read more](#)

**Smoke/Tobacco Cessation Resource List**

_Begiining January 2, 2014, The University of California will be Smoke/Tobacco Free!_

The smoke/tobacco-free policy reflects UC’s commitment to provide a healthy, safe, and productive work and learning environment for the entire campus community. UCR is committed to supporting all faculty, staff, and students who wish to stop smoking and/or using tobacco products.

» [Smoke/Tobacco Cessation Resource List](#)