

1. LEARN ABOUT YOUR RESOURCES

There are a few IT Systems and University resources available to help you manage your team effectively and efficiently. Please review the following information to know where you can update these systems and how you can access different University resources.

IT SYSTEMS TO UPDATE:

It's important to know about and keep a record of the systems to which your team has access. Additionally, it's important to set up permissions in order for University processes to run smoothly. Here are a few systems you can update and review:

- [eNDeavor](#) (online performance management and learning system): Contact askhr@nd.edu or your Human Resources Consultant to update the eNDeavor reporting structure. MyTimeOff (leave request tracking system) and complyND (compliance tracking system) become effective the day after an update is made.
- [Access/Inventory form](#): Review, update, or fill out this form for each employee to make sure staff have access to the tools needed to do their jobs.
- [travelND](#): Verify approvers for this travel management system.
- [UltraTime](#): Establish administration for this tracking system for hourly non-exempt employees (including students).

YOUR HUMAN RESOURCES CONSULTANT (HRC):

[Human Resources Consultants](#) (HRCs) help managers strengthen work relationships between supervisors and direct reports. They can provide strategic perspective in various processes, including recruitment, staff restructure, and employee performance. Your HRC can clarify HR guidelines, University policies and resources, and provide solutions.

OTHER RESOURCES:

Managers should strive to support all employees in becoming successful in their jobs. This requires a working knowledge of important policies, practices, and legal considerations. Take time to review these areas which provide tools and services to ensure you and your team achieve outstanding performance.

□ **Building an Inclusive Community:**

[The Office of Institutional Equity](#) (OIE) provides leadership and support to the Notre Dame community regarding the fair treatment and equal opportunity for all students, faculty, staff, and job applicants. The University strives for a spirit of inclusion among the members of this community for distinct reasons articulated in our Christian tradition. You can read more about how to partner with the OIE on their [website](#).

□ **Accessibility and Accommodations:**

An ADA Program Manager is on staff to assist with the process of obtaining an accommodation for qualified individuals. Accommodations may be made by the employee's supervisor/manager, department head, Human Resources Consultant, or directly with the ADA and Employment Compliance Program Manager. You can find more information [here](#).

□ **Professional Development Programs for Managers:**

The University provides robust resources for professional development for new managers. These include:

- Programs for Managers to schedule through [eNDeavor](#): ND Essentials for Managing People, Frontline Supervision.
- Program for Managers scheduled through HRC: New Leader Assimilation.
- [Skillport.nd.edu](#): Online and on demand professional development resources.

□ **Managing Your Team's Performance:**

The entire Notre Dame community benefits from the personal and professional growth of each member. Therefore, the University utilizes several programs to bring employees and managers together to make that development happen. These programs are anchored on the yearly Performance Management process where supervisors and employees reach a shared understanding of expected behavior and results and which links pay to performance in a way that recognizes the right efforts and rewards good results. Learn more about [performance and feedback programs](#).

□ **Managing Your Team's Development:**

The University believes in developing employees and offers a wide variety of personal and professional development programs to help employees maximize their potential. Learn more about them [here](#).

□ **Rewards and Recognition Programs:**

At Notre Dame, we strive to create a culture of appreciation and celebration through our various awards and recognition programs. Rewards and recognition programs create a positive work environment, improve morale, and motivate high performance. Learn more about them [here](#).

2. ADDITIONS, SEPARATIONS, AND TIME OFF

Now that you've learned what resources are available to help you as a manager, please review the policies and procedures on the next page related to team additions, separations, and time off.

HIRING NEW STAFF:

Hiring and retaining the right people helps achieve the University's mission, vision and values. It also assures your team will succeed. We believe the Onboarding process begins as soon as the candidate accepts the offer and ends at the end of the new hire's first year. Your HRC and Recruiter can be valuable resources in this process. Please review the following resources to help you navigate the hiring process:

- [Hiring Manager Toolkit](#)
- [Manager's Onboarding Guide](#)

SEPARATIONS:

In order to responsibly manage the steps required when an employee voluntarily or involuntarily leaves the University or transfers to another department on campus, please review the following:

- [Separation/Transfer Toolkit](#)

TIME OFF/LEAVES/HOLIDAYS:

It's critical for managers to understand the Family and Medical Leave Act (FMLA) and other policies and processes associated with time off. View the following to learn more:

- [Time Off/Leaves/Holidays](#)

3. ADDITIONAL RESOURCES

OFFICE OF HUMAN RESOURCES

200 Grace Hall
askHR@nd.edu
(574) 631-5900

PAYROLL SERVICES

725 Grace Hall
askpayroll@nd.edu
(574) 631-7575

OFFICE OF INFORMATION TECHNOLOGIES

128 DeBartolo Hall
oihelp@nd.edu
(574) 631-8111