What’s available?

- 600,000 print volumes
- 825,000+ ebooks*
- 147,000+ ejournals*
- 300+ research databases*
- “Fun” stuff:
  - Leisure reading
  - DVDs, CDs, audiobooks
  - Children and young adult books

*Available on any computer at www.duq.edu/library
What’s different this semester?

- De-densified spaces
- Contactless pick-up
  - Enhanced safety and cleaning protocols
  - Modified hours
- Virtual services and programs

duq.edu/GumbergUpdates
Gumberg Library
Fall Hours

Monday - Thursday:
7:00am - 9:00pm

Friday:
7:00am - 6:00pm

Saturday:
10:00am - 6:00pm

Sunday:
10:00am - 9:00pm

Regular hours:

Mon – Thurs: 7am – 1am

Fri: 7am – 9pm

Sat: 10am – 9pm

Sun: 10am – 1am
# Inside the library

## Group Study Floors
- **Floor 5**: Private and group study areas, Curriculum Center
- **Floor 4**: Information Desk, FlexTech classroom, computers, printers, scanners, copiers
- **Floor 3**: Books A-J, study rooms
- **Floor 2**: Books K-Z, study rooms
- **Floor 1**: Archives, Phenomenology Center, books, journals, music collection

## Quiet Study Floors
- **Floor 1**: Archives, Phenomenology Center, books, journals, music collection

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Entrance Floor
Centers & Collections

• University Archives & Special Collections
• Simon Silverman Phenomenology Center
• Maureen P. Sullivan Curriculum Center
University Archives Video Footage Drives Smithsonian Channel Documentary The Day Hitler Died

Video footage from the University Archives at Gumberg Library will make its primetime U.S. debut in the Smithsonian Channel’s documentary special, “The Day Hitler Died.”

Part of the Justice Michael Musmano Collection, the videos depict interviews with Hitler’s inner circle, including the leader of the Hitler Youth, Artur Axmann; Hitler’s secretary, Traudl Junge; and his aide-de-camp, Baron von Loringhoven. In the interviews, Hitler’s associates share the intimate details of Hitler’s last moments in his infamous bunker.
1611 folio edition of Edmund Spenser's *The Faerie Queene* is available in the University Archives (1st floor)!
Curriculum Center – 5th Floor

guides.library.duq.edu/CurriculumCenter
How to contact us

- Visit the Information Desk
- Chat Online 24/7
- Email us
- Call us
- Text us
Research Support

• Help with Your Research
• Workshops & Classes
  • EndNote, Research Funding, OERs, and more
• Guides to Research
• Books & Articles from other libraries
Events at Gumberg

Catholic Universities
Welcoming LGBTQIA+ Students
A virtual discussion with Fr. James Martin, SJ
Editor at Large of America: The Jesuit Review and
author of 17 books on the saints and spirituality

Wednesday, February 24, 2021
4:15-5:45 pm

Hosted by the Faculty Senate,
Office of Diversity & Inclusion,
and Gumberg Library
Find Out More!

Visit Our Website
http://www.duq.edu/library

Follow us!
Learning and Development

• Pathways Program for Staff & Supervisors
• Compliance Training
• Other training and workshops
• Find the training you need in MyLEAD!
Training is not about...

Your customer service skills need work. When was the last time we put you through training?

That was when I first started working here. So, it's been over 25 years.

Training isn’t something you did. It’s something you do!
Training is about...

CORPORATE DILEMMA

WHAT IF WE TRAIN THEM AND THEY LEAVE?

WHAT IF WE DON'T... AND THEY STAY?

INVESTING IN EMPLOYEES

TRAINING PATHWAYS TO PROFESSIONAL SUCCESS
What is Training Pathways?

High-quality courses and workshops tailored to meet the specific needs of different employee roles and functions...

- Delivering Great Customer Service
- Problem Solving Skills for the Workplace
- Resolving Conflict
- Better Business Writing

- Avoiding Supervisory Pitfalls
- Organizational Communication
- Leadership Essentials
- Effective Organizational Communication
Microsoft Office Workshops

A flexible approach to employee professional development

Sample Microsoft Office Courses

• Microsoft Word 2019
• Microsoft Excel 2019
• Microsoft PowerPoint 2019
• Microsoft Outlook / Office 365
Compliance Training

TAPS: The Administrative Policies

• University Policy On Gender Discrimination and Sexual Misconduct
  • TAP No. 31: must complete 30 days upon hire; re-certify every three years

• Basic Active Shooter Survival Skills
  • TAP No. 48: Workplace And Campus Violence And Weapons Policy

• FERPA - Family Educational Rights and Privacy Act
  • TAP No. 38: Focus on persons who handle student educational records
Covid-19 Training

Important Return-to-Work Training & Resources

• Covid-19 What You Need to Know (RISE) training
  • Interactive training module: can be found on COVID-19 resources page for Faculty & Staff

• Covid-19 Awareness Training
  • Short video, must be completed in MyLEAD to receive credit

• Take the Daily Health Screening questions
  • Download the University App or complete this in DORI each day on campus

• Review TAP guidelines related to working on campus
  • TAP No. 60: Employee rules related to working on campus during Covid-19 pandemic
Other Training & Workshops

- Efficient Time Management
- Dealing with Change in the Workplace
- Transitioning from Manager to Leader
- Money Matters: Preparing a Personal Spending Plan
- To Your Credit: Tips for Using Credit Wisely
- Understanding the New Tax Reform
- Creating Effective Web Content
- Understanding Unconscious Bias: Avoiding the Traps
- Maintaining Your Psychological Wellbeing
Where can I find all this training?

In MyLEAD… “Maximize Your Learning, Education And Development”

Follow me this way for a quick demo!

- Training Schedule and Registration
- My Dashboard
- My Enrollments
- My Transcript
- My Requirements

[www.duq.edu/training](http://www.duq.edu/training), or DORI>Employee tab
Thank you!

...we’ll see you in Training!

Contact Learning and Development at x5774, or email mylead@duq.edu
DUQUESNE DINING POINTS OF PRIDE

• Allergy – Friendly Zones
• Customized Orders
• Soups Made from Fresh Stock
• FarmSource – Fresh. Local. Healthy.
• Pizza Dough Made from Scratch
• Fresh, Never-Frozen Hamburgers
• Free-Range Organic Eggs
• Fresh Fruits and Vegetables Featured Daily
• Real Mashed Potatoes
• Chef-Attended Display Cooking
• Global Cuisine Prepared with Authentic Ingredients
• Daily Vegan and Vegetarian Offerings
• Trans Fat-Free Cooking Oil
1. STUDENT UNION: Starbucks, The Incline, Chick-fil-A, Cinco Cantina
2. Hogan Dining Center
3. Campus Market
4. Coffee Tree Roasters (temporarily closed)
5. Business Leader Bistro
6. Campus Market Express
7. Freshens
8. The Red Ring Express
9. New locations this fall:
   - Chick-fil-A Express (Mellon Patio)
   - Bowls to-Go (A-Walk, near Towers)
HOGAN DINING CENTER

- NEW ENTANCE: Bluff Street/St. Martins
- All-you-care-to-eat (Save 25%)
  - Breakfast: $7.00
  - Lunch: $8.00
  - Dinner: $9.00
- 9 stations
- Allergen-Friendly Safe Zones
- Themed meals, chef’s tables, vendor sampling & more!
- Faculty/staff private dining room
- All takeout - limited seating available
PLUS

- Load in Any Increment Over $50
- Does Not Expire
- Funds Go on DU Card
- 5% Discount on All Purchases!!!
STAY CONNECTED

• [www.duquesnecatering.catertrax.com](http://www.duquesnecatering.catertrax.com)
  • Order catering

• [www.duquesnedining.catertrax.com](http://www.duquesnedining.catertrax.com)
  • Purchase PLUS, view locations, hours, campus map

• FoodU App
  • View menus, hours of operation, provide feedback

@DuquesneDining
Human Resources

A Career in Higher Education
Our Mission

Human Resources - People Inspire Us.

We partner with the University Community to provide innovative and authentic people-centered services and solutions. We foster excellence and inclusion in the development of the whole person: mind, heart and spirit.
What You Need to Know

- What We Do
- Contacting HR
- HR Information Online
- Performance Evaluations
- TAPs (Administrative Policies)
- Reporting an Issue
- Career Growth
- Finding Your Place at Duquesne
What We Do

• Benefits
• Compensation
• Disability Claims/Workers Compensation
• Diversity & Inclusion Initiatives
• Employee and Labor Relations
• Employment & Recruiting (Faculty and Staff)
• Human Resource Information Systems
• Student Employment (Work Study)
• Learning & Development
• Wellness
HR Information Online

- **HR Website** ([www.duq.edu/hr](http://www.duq.edu/hr))
- **DORI** ([www.dori.duq.edu](http://www.dori.duq.edu))
  - Employee Portal
  - Self-Service Banner
Access DORI Employee Portal

- Log in to DORI
- Select "Employee" from Drop Down Menu
Access Self Service Banner

- Log in to DORI
- Click on Self Service Icon
Self Service Banner

- Pay stub
- W-4 and W-2
- Vacation and Other Leave Balance
- Earnings and Deductions History
Initial Performance Evaluations

Support Staff
• 30 - 60 - 90 Day Introductory Review
• Standard across university

Administrative/Professional Staff
• Introductory review process determined by senior department head
• May vary by department
Annual Performance Evaluations

• Period of review is July 1 - June 30

• Review previous year performance

• Set professional and job-related goals for the coming year
TAPs (The Administrative Policies)

- TAP 15 – Sick Time
- TAP 17 – Vacation Time
- TAP 23 – Leave of Absence (FMLA)
- TAP 32 – Drug and Alcohol Free Environment
- TAP 31 – Gender Discrimination and Sexual Misconduct
- TAP 50 – Protection of Minors
- Full list at www.duq.edu/taps
TAPs (The Administrative Policies)

What is a TAP?
Propose/Amend a TAP
TAP Template
TAP Committee

Office of Human Resources
First Floor Koren Building
718 Fifth Avenue
Pittsburgh, PA 15282
Email: presidents@duq.edu
Phone: 412-396-6575
Fax: 412-396-2234
Hours: Monday-Friday 8:30-4:00

Employee Rights and Notices
See All Rights and Notices Documents
Reporting an Issue

Sexual Harassment/Assault

• Lee Robbins
• Title IX Coordinator
• 412.396.2560
• robbinsl1@duq.edu

Discrimination

• Sean Weaver
• Director, Anti-Discrimination Compliance/Assistant Director Risk Management
• 412.396.2073
• weavers2@duq.edu
Reporting an Issue

Report Ethics Violations

• I.e. financial, data privacy, athletics, research misconduct
• EthicsPoint
• Phone: 1-866-294-8662
Career Growth and Advancement

- 1 year waiting period to apply for a new position (See TAP 6)

- Learn about new positions at www.duq.edu/employment

- Application process is the same for internal and external applicants
Finding Your Place at Duquesne

- Cheer on the Dukes at Athletics Events
- Relax with Colleagues at Staff Receptions and Luncheons
- Serve Our Neighbors Through Service Projects
- Recharge with Fitness Classes and Reading Groups
- Connect with Students at Campus Events
- Be Part of a Vibrant, Mission-Driven Campus Community
Contact HR

Phone: 412-396-6575

In person: First Floor, Koren Building

Email: hrservices@duq.edu
# Contact Information

<table>
<thead>
<tr>
<th>General HR Inquires:</th>
<th><a href="mailto:hrservices@duq.edu">hrservices@duq.edu</a></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HR Practice Area:</th>
<th>Office Phone:</th>
<th>Alternate Phone:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits:</td>
<td>(412) 396-5041</td>
<td>(412) 551-1114</td>
<td><a href="mailto:benefits@duq.edu">benefits@duq.edu</a></td>
</tr>
<tr>
<td>Employee Relations:</td>
<td>(412) 396-5881</td>
<td>(412) 463-8767</td>
<td><a href="mailto:dawsonr@duq.edu">dawsonr@duq.edu</a></td>
</tr>
<tr>
<td>FMLA &amp; Sick Leave:</td>
<td>(412) 396-6677</td>
<td>(412) 551-1114</td>
<td><a href="mailto:cookm4@duq.edu">cookm4@duq.edu</a></td>
</tr>
<tr>
<td>Learning and Development:</td>
<td>(412) 396-5774</td>
<td>(412) 708-4028</td>
<td><a href="mailto:whatleysmithd@duq.edu">whatleysmithd@duq.edu</a></td>
</tr>
<tr>
<td>Pay/Employment Processing:</td>
<td>(412) 396-2255</td>
<td>(412) 396-5311</td>
<td><a href="mailto:hrservices@duq.edu">hrservices@duq.edu</a></td>
</tr>
<tr>
<td></td>
<td>(412) 396-6579</td>
<td>(412) 956-5284</td>
<td><a href="mailto:payroll@duq.edu">payroll@duq.edu</a></td>
</tr>
<tr>
<td>Recruiting:</td>
<td>(412) 396-5104</td>
<td>(412) 606-7430</td>
<td><a href="mailto:bachnerh@duq.edu">bachnerh@duq.edu</a></td>
</tr>
<tr>
<td>Tax/Employment Forms: (New Hires)</td>
<td>(412) 396-5104</td>
<td>(412) 606-7430</td>
<td><a href="mailto:careers@duq.edu">careers@duq.edu</a></td>
</tr>
<tr>
<td>Workers Compensation:</td>
<td>(412) 396-6677</td>
<td>(412) 551-1114</td>
<td><a href="mailto:cookm4@duq.edu">cookm4@duq.edu</a></td>
</tr>
</tbody>
</table>
Benefits

BENEFITS OPEN ENROLLMENT
April 20 to May 22, 2020 | New Benefits Start July 1, 2020
Benefits – It’s Quiz Time!

Question 1

The Benefits Plan Year is

a. September through August
b. August through September
c. January through December
d. July through June
Benefits – Quiz!

Question 2

The University offers a 401(k) retirement plan.

a. True
b. False
Duquesne University uses what formula to determine cost sharing of our medical plans

a. Employee pays 100% of the cost
b. Employee pays 50%; University pays 50%
c. Employee pays 75%; University pays 25%
d. Employee pays 20%; University pays 80%
e. None of the above
Benefits – Quiz!

Question 4

I already have a college degree, so the tuition remission program does not apply to me.

a. True
b. False
Benefits – Quiz

Question 5

Which of the following are part of the Wellness in Motion program?

a. Medication Therapy Management
b. Power Center
c. Golf League
d. Bowling League
e. All of the above
Benefits Contact Information

www.duq.edu/benefits
Benefits@duq.edu
412-396-5106
PNC Student Banking makes managing your money while you're at school one less thing to worry about.

Student-Friendly Tools

Virtual Wallet Student gives you the resources you need to help you keep track of your money.

Employee-Friendly Tools

PNC's WorkPlace Banking is a program of special offers and enhanced benefits to help guide your financial achievement.

Key Features

Use your DU Card as an ATM Card
Link your ID to your PNC Bank account.

Custom Debit Card
Show school pride with a PNC Bank Visa debit card designed for Duquesne.

ATMs on Campus
When you need money fast, go to PNC - we're right on the Duquesne campus.
Questions?

Thank you for participating!
Have a great day!