

STAR

STAFF TRAINING ACTIVITY REPORT



WHAT IS STAR?

STAR is an incentive program that rewards A&S staff who complete professional development or training activities related to their jobs. STAR is short for “Staff Training Activity Report,” the online system used to keep track of STAR hours.

HOW DOES STAR WORK?

If you choose to participate in the STAR program, you’ll use the online system (star.as.ua.edu) to request approval from your supervisor to receive STAR hours for events and activities. The system will email the request to your supervisor, who will log into the STAR website to approve or deny the request. The STAR system will then email you, so you’ll know whether the request was approved or denied.

After each event, you’ll log into the STAR website to report completion. You will earn one STAR hour for every hour of approved training/professional development.

Staff who complete at least 20 STAR hours per year (May 1–April 30) are eligible for the STAR Incentive. You can track your progress at any time through the system’s reporting feature.

IS STAR REQUIRED?

No — STAR is not mandatory. A&S staff are encouraged, not required, to participate.

IS STAR THE ONLY WAY TO GET A RAISE?

No. In any year in which the UA Board of Trustees approves funding for raises, staff members in the College of Arts and Sciences may receive (1) department raises, which are given according to guidelines set by staff members’ specific departments; (2) Dean’s Merit raises, which are awarded by the dean, based on supervisors’ recommendations, to up to 40 percent of each department’s staff; and/or (3) the STAR Incentive.

HOW DO I GET THE STAR INCENTIVE?

Every A&S employee who logs 20 STAR hours in one year will receive the STAR Incentive, which is a small pay increase offered when funding is available. For more information about what is and is not eligible for STAR credit, please visit star.as.ua.edu.

WHAT’S IN IT FOR ME — OTHER THAN A FEW EXTRA DOLLARS IN MY PAYCHECK?

Employees who take advantage of professional development and training opportunities report greater satisfaction with their jobs. They also feel more engaged, more motivated, and empowered to make a difference in their workplaces. Learning new skills and talking with others in similar jobs can also help you find ways to make your work easier, faster, and more interesting.

STAR

STAFF TRAINING ACTIVITY REPORT



WHAT ACTIVITIES COUNT TOWARD STAR HOURS?

Here are some examples:

- Conferences
- CASSA
- HR's work-related sessions
- eTech workshops
(www.etech.as.ua.edu/workshops)
- Skillport courses
- Webinars
- Re-certification hours
- Training offered by purchasing, facilities, the registrar's office, vendors, etc.
- Visit star.as.ua.edu for more information and a list of STAR opportunities.

WHAT ACTIVITIES ARE NOT ELIGIBLE FOR STAR HOURS?

- Routine meetings such as staff meetings
- UA-mandated annual training
(e.g., harassment, hazard)
- Academic courses for credit
- New staff orientation
- HR-sponsored sessions on retirement planning
(e.g., TIAA-CREF), benefits, and other non-work-related topics
- WellBama and similar programs

WHY SHOULD I PARTICIPATE IN STAR?

- To increase job satisfaction
- To gain new skills and grow professionally
- To collaborate and network with other UA employees

HOW DO I PARTICIPATE IN STAR?

- Visit star.as.ua.edu to access the STAR hours tracking system.
- Once you are logged into the site, select 'add event.'
- Enter the required information about the event and submit for approval.
- Your supervisor will receive notification of your entry and approve or deny the request.
- After receiving approval and attending the event, return to the STAR website to mark the event as completed.

STAR FACTS TO REMEMBER

- STAR is not mandatory.
- Annual raises and Dean's Merit raises are not tied to STAR participation.
- The STAR Incentive is given to any A&S staff member who completes 20 or more STAR hours per year.
- You may earn STAR hours for activities not sponsored by HR.
- A&S supervisors are required to work with their staff to make time to complete STAR hours.

Please visit STAR.AS.UA.EDU for more information about the program and to access the STAR online tracking system. A list of eligible STAR opportunities is also provided.