We are pleased to announce that we are recruiting for the Administrative Leadership Development Program (ALDP) class of 2015. Five to seven non-academic leaders from UMSL may be selected to attend. You are encouraged to nominate eligible employees in your department.

Mid to high-level leaders of administrative units, typically directors, associate directors, and assistant directors are eligible. However, other staff employees with considerable unit management responsibility may be considered if space permits. Nominees should meet the following eligibility requirements:

- Benefits eligible, non-probationary as of October 31, 2014
- Non-academic status
- Direct or indirect supervisory responsibility
- Demonstrated leadership ability
- Potential for advancement to other leadership roles
- Demonstrated interest in personal and professional development
- Ability to attend all sessions and activities of the program
- Willing to serve as a “peer coach” to others in the program
- Support of division administrator or unit head

You can find more information about ALDP at [http://www.umsystem.edu/ums/hr/aldp/](http://www.umsystem.edu/ums/hr/aldp/). The brochure and application are also available via the website. Applications are due by Friday, December 5, 2014.
**MINIMUM WAGE INCREASE**

The Missouri Department of Labor and Industrial Relations announced that effective January 1, 2015, the Missouri minimum wage will increase by fifteen cents from the current $7.50 per hour to $7.65 per hour. Any pay which is currently below the 2015 minimum wage level will automatically be adjusted to the new minimum wage effective January 1, 2015.

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**FORM W-2 — eConsent**

Act before the end of the year and provide consent to view and print your W-2 forms in myHR. Electronic access to your W-2 in myHR will be much quicker and more secure than waiting for a hard copy of your tax statement to arrive in the mail. By providing consent before the end of the year, employees will be notified via email as soon as their W-2’s are ready for viewing in myHR (myhr.umsystem.edu).

To grant e-consent, employees should log into myHR and navigate to Self Service > Payroll and Compensation > W -2/W-2c Consent.

If you provide consent and later wish to receive a paper copy of your W-2, you may withdraw your consent at any time prior to December 31, 2014. Paper Form W-2’s will be mailed on or before January 31 in the event you do not provide consent or you withdraw consent.

If you have any questions contact the Karen Cedeck at 516-5238.

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**PERKSPOT**

Do you need to do some Christmas shopping? Perkspot is a great place to start. As an employee of the University, you are able to use Perkspot as your personal online savings resource. If you have never used Perkspot, you can register with your university email address at www.umsl.perkspot.com. This online savings portal offers discounts on everything from computers to travel.

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**RETIREMENT WEBINARS**

Are you considering retirement, or do you want to start planning for retirement? The University’s Total Rewards Department has released a series of on-demand webinars explaining the University of Missouri retirement process under the Retirement, Disability and Death Benefit Plan. Employees can access these programs through the Retirement Seminars webpage. For further information or assistance, please contact Joann Westbrook at ext. 5639 or LaQuita Jackson at ext. 6466.
PAYROLL/RECORDS PERSONNEL CHANGES

We regret to inform you of two recent departures from the HR Payroll/Records area; Talia Gholson, HR Specialist III, and Jessica Schoemehl, HR Assistant.

Many of you have already been informed by e-mail about Talia Gholson. Talia was a key member of our Payroll/Records team for eleven years. During that time she made many important contributions to the development and successful implementation of a number of HR initiatives at the campus and the UM System level, including Time and Labor, ePAF, and the application of healthcare reform legislation. Talia’s last day as a full-time employee was October 31, 2014, but she has agreed to provide remote support and training on an as-needed basis. Although Jessica was with the HR department for less than a year and a half, she also became an important part of the HR team and will be missed. Jessica’s last day with the University is November 21, 2014.

HR Payroll/Records is in the process of hiring two new Office Support Assistant III’s to assist with the processing of payroll/records. We anticipate filling those positions by the end of November.

We ask for your patience during this transition period. In the meantime, if you need assistance in the Payroll/Records area, please contact Errol Benson at ext. 5803 or Nyonia Frye at ext. 5802.

Welcome NEW EMPLOYEES

David Barbero, Effect & Accreditation Analyst, Clinical Experiences
Jason Barron, Assistant Coach-Baseball, Athletics
Catherine Boyd, Office Support Assistant I, Child Advocacy Center
Dana Bradfute, Lead Teacher, Child Advocacy Center
Michael Braxton, Custodian, University Center Operating
Michael Diliberto, Sr. Media Producer, Student Life Operations
Dennis Dizdarevic, Senior Examiner, Community Psychological Services
Dwayne Isgrig, Syst Support Analyst-Entry, Academic IT Services
Jayme Karenko, Special Events Coordinator, University Events
Jan McCormick, Counselor, Child Advocacy Center
Mark Shalenko, Mechanic, Bldg. Maintenance, UMSL Properties
Erica Smith, Online Producer, KWMU
Kelly Snider, Mental Health Professional, Child Advocacy Center
Sarah Wion, Advancement Assoc II, Alumni Activities

PROMOTIONS & TRANSFERS

Karen Bartoni, from Bus Supp Specialist, English to Bus Operations Associate I, MIMH
Kristen Clark, from Admissions to Cashier’s Office Support Assistant, Cashier’s Office
Daren Curry, from Prog/Proj Supp Coord to Director Online Prog/Proj Operations, Online Education
Grace Dean, from P/T to F/T Psychologist, Comm Psychological Services
Kathleen Gund, from Accountant to Sr. Accountant, Research Administration
Lashonda Harvey, from Fiscal Assistant to Sr. Financial & Accounting Specialist, ITS
Michele Hill, from Bus Support Spec to Business Oper Associate II, MIMH
Shelley Kerley, from Director to Sr. Director Advancement, KWMU
Mary Niehaus, from Advancement Assoc II to Advancement Officer, KWMU
Cooledia Poole, from Office Supp Asst IV to Prog Proj Support Coordinator I, Vice Provost-Student Affairs
Ashlee Roberts, from Student Services Coord to Asst Director Student Support Services, Student Life Operations
Elizabeth Sampson, from Prog/Proj Suppt Coord to Prog/Proj Support Coordinator II, VC Academic Affairs
Ann Savu, from Sr. Research Specialist to Project Director, MIMH
Andrew Snyder, from Lead Stage Services Assistant to Touhill Lighting and Staging, Touhill
Kristen Wilke, from Stud Serv Coord II to Specialist for Academic Success, Academic Affairs
OCTOBER: ERNIE CORNFORD
Ernie is a Director in the department of Finance. Ernie was chosen for the “Effective Leadership” award. Comments made about Ernie included, “Ernie always treats others with respect and expects that of those that report to him.” “He always maintains a calm demeanor and is not easily shaken.” “Ernie frequently praises individuals in his division and in other units on campus for their successes and has offered support and encouragement when individuals have encountered problems and are down.”

NOVEMBER: JESSICA SALAMON
Jessica is an Office Support Assistant III in Academic Advising, Arts & Sciences. Jessica was chosen for the “Outstanding Customer Service” award. Comments made about Jessica included, “Jessica demonstrates the highest level of accessibility to the students, faculty, and staff that frequent the College of Arts & Sciences Advising and Dean’s Office.” “Jessica always puts the customers first!” “It is admirable that Jessica takes the extra time and effort to help each student, no matter what.”

Ernie & Jessica received $125 gift certificates, commemorative plaques, and automatic nominations for the Chancellor’s Award for Staff Excellence.

GIFT CARD WINNERS
In addition to a drawing at the end of the fiscal year for one nominator to receive a gift card of their own ($125 value), two nominators each month will receive a $10 gift card to use at any of the campus eateries courtesy of Campus Life. The nominator of the monthly winner and one randomly drawn nominator will each receive $10 gift cards.

The winners of the $10 gift cards for October & November were: Amy Banken, Randy Vogan, Sarah Klekamp and Larry Westermeyer.
MANDATORY IT SECURITY TRAINING

University employees are an important line of defense against cyber-criminal attacks. To help educate you about your role in keeping information assets and IT systems secure, the University has contracted with SANS, an organization that specializes in security training and research, to deliver a series of online information security training modules.

To access the training modules, please visit [http://MakeITsafe.missouri.edu](http://MakeITsafe.missouri.edu). Go to the Security Awareness section and click on the “SANS Securing the Human” link. **All employees must complete four brief modules by December 31, 2014 in order to comply with the training requirements within the UM Information Security Program.** The following modules, of which the longest module is 5 minutes and 30 seconds, have been selected for this first year of training:

- You are the Target
- Social Engineering
- Email and Instant Messaging
- Mobile Devices

Online resources related to this new training requirement are listed below:

UM MakeITSafe: [http://MakeITsafe.missouri.edu](http://MakeITsafe.missouri.edu)

SANS: [http://sans.org/about/](http://sans.org/about/)

Mandatory training policy: [http://infosec.missouri.edu/hr/security-training.html](http://infosec.missouri.edu/hr/security-training.html)

UM Information Security Program: [http://infosec.missouri.edu](http://infosec.missouri.edu)

**Failure to complete the training by December 31, 2014 could result in the loss of access to university networking and other IT systems and resources.** If you have any questions, please contact Mark Monroe, Information Security Officer at ext. 4859 or visit [umciso@umsystem.edu](mailto:umciso@umsystem.edu).

TELEPRESENCE TRAINING SESSIONS

UM System Talent Management will be hosting free professional development courses via telepresence designed to help employees sharpen skills and improve work efficiency. All UMSL employees are invited to enroll in these courses.

**Work Life Balance (January 13, 2015 at 1:00 PM)**

Do you feel like you are stretched too thin? Are you always busy but find yourself not accomplishing much of anything? This seminar will help you find out what balance means to you. We will spend time in guided introspection activities; complete an internal and external scan and personal and career values assessments to determine what a fulfilled life may look like for you. The program will also include a goal setting exercise, complete with an action plan and time management tips. This seminar will help you understand that work life balance is not about doing everything but about making time for doing the things you love and finding balance in the things you have to do.

**Effective Meetings (March 10, 2015 at 10:30 AM)**

In this session, you will learn tips and tricks for making the most of your meetings so that you can effectively accomplish meeting objectives while energizing participants.

To enroll in a training session:
1. Log into myLearn. ([umsystem.skillport.com](http://umsystem.skillport.com))
2. Click on Instructor Led Training tab on the left menu for listing of courses.
3. Click on Session Schedule.
4. Click on the course ID if you would like to review the course description.
5. Click on Enroll.

You will receive an email regarding your enrollment status.

**NOTE:** A waiting list will be developed for courses that are filled up. If a slot opens in a course, individuals on the waiting list will be contacted on a first come first served basis.

If you have questions or need additional information, please contact Tara VanDeVoorde at ext. 5258 or Audra Gall at ext. 5381.
**VOLUNTEER OPPORTUNITIES**

Fun with Kiddos at Crisis Nursery North (UW)
Saint Louis Crisis Nursery [http://www.crisisnurserykids.com](http://www.crisisnurserykids.com)
September 19, 2014 - December 31, 2014
Location: Saint Louis, MO 63136
Event: N/A
Opportunity Leader: MaryPat Smith
After you express interest, the volunteer leader / coordinator will contact you to confirm participation and provide directions for this opportunity.

Food Pantry Aide - Salvation Army Family Haven
The Salvation Army [http://www.stlsalvationarmy.org](http://www.stlsalvationarmy.org)
Assistant our clients in selecting food and other items from our pantry.
Duties may include sorting, packaging, shopping with clients. Some volunteers may be asked to assist with client intake.
March 17, 2014 - March 31, 2015
Location: St. Louis, MO 63132
Opportunity Leader: Joshua Kamer
After you express interest, the volunteer leader / coordinator will contact you to confirm participation and provide directions for this opportunity.

Office Volunteer (UW)
American Cancer Society [http://www.cancer.org](http://www.cancer.org)
Volunteers at local American Cancer Society offices help manage mailings, acknowledge donations, organize materials, answer phones, greet visitors, make volunteer contacts and assist with volunteer trainings.
September 22, 2014 - September 22, 2015
Location: St. Louis, MO 63108
Opportunity Leader: April Dzubic
After you express interest, the volunteer leader / coordinator will contact you to confirm participation and provide directions for this opportunity.

Toy Town - Family Haven Salvation Army Corps (UW)
The Salvation Army [http://www.stlsalvationarmy.org](http://www.stlsalvationarmy.org)
Toy Town Volunteers assist The Salvation Army's Temple corps prepare for the annual Toy Town Distribution Days by selecting and bagging new toys for pre-screened clients. Help families in need this Christmas. Volunteers are needed to help with the Christmas Assistance program by sorting and bagging new toys and distributing gift bags to pre-screened families. Snacks and beverages are provided. Volunteers must be at least 16 years of age.
December 15, 2014 - December 19, 2014
Location: St. Louis, MO 63132
Opportunity Leader: Joshua Kamer
After you express interest, the volunteer leader / coordinator will contact you to confirm participation and provide directions for this opportunity.

Check out these opportunities and many more by visiting [http://www.stlvolunteer.org/umsl](http://www.stlvolunteer.org/umsl)
### JAN-JUNE 2015 BI-WEEKLY TIME & LABOR PAYROLL SCHEDULE

<table>
<thead>
<tr>
<th>Pay Period begins (SUN)</th>
<th>Pay Period ends (SAT)</th>
<th>Time Reporters enter time on timesheets</th>
<th>Time Keepers review timesheets</th>
<th>Time Approvers must approve timesheets NLT</th>
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### MONTHLY PAYROLL SCHEDULE – PAID TIME OFF (PTO - Vacation, Sick, Personal)

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<tr>
<th>Pay Period begins</th>
<th>Pay Period ends</th>
<th>PTO reporting period</th>
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Have you joined the Wellness Incentive yet? Take steps toward a healthier lifestyle, and earn up to $450! Faculty and staff members who pay premiums for a University of Missouri medical plan (i.e., are the primary on their medical plans) are eligible. Learn more on the 2015 Wellness Incentive webpage.

Discover Eat for Life—an innovative approach to weight management. This online program uses mind-body practices (meditations and yoga), the principles of mindful eating, skills training, and group support to help you create a healthier relationship to your food, mind and body. The online course orientation is the week of Friday, Jan. 23, and classes run the week of Jan. 30 – week of Apr. 3. Cost is $50 for faculty, staff and family ($25 rebate with full participation) and $180 for community. Register at https://www.regonline.com/eatforlifewinter2015online. Program taught by Dr. Lynn Rossy. Direct questions to Dr. Rossy at RossyL@umsystem.edu. This course can earn first-time participants 100 points toward the newly expanded 2015 Wellness Incentive. Learn more at http://umurl.us/2015WELL.

Register now for the upcoming Mindfulness-Based Stress Reduction Program. Healthy for Life invites you to join the eight-week Mindfulness-Based Stress Reduction Program (MBSR). Learn mindfulness meditation, yoga and body scan as well as important information about stress, communication and wellness. Engage in group discussions, and execute in-class and at-home practice exercises. You will learn to apply awareness and compassion to all aspects of your work and personal life—learning to be present with thoughts and emotions without allowing them to create imbalance in reaction to stress.

MBSR complements the medical management of a wide variety of mental and physical health challenges. Regular class attendance and approximately 30 minutes of at-home practice per day are recommended.

**Orientation:** Thursday, Jan. 22, 5:15 p.m.
**Classes:** Thursdays, Jan. 29 – Mar. 19, 5:15 - 7:15 p.m.
**Retreat:** TBA
**Cost:**
- $40 for faculty, staff and retirees. Includes all classes, a manual, DVD and CD. $20 rebate if you attend 7 of 8 classes. Spouses or partners can join with you free of charge if they use the same materials.
- $180 for community members (limited availability)
**Register:** https://www.regonline.com/mbsrwinter2015umsl
**Contact:** Bridget Rolens, the instructor for the course, bridget@pathwaystomindfulness.com

MBSR Graduates report lasting benefits:
- An ability to cope more effectively with both short and long term stressors
- Improved concentration and creativity
- Greater energy and enthusiasm for life
- An increased ability to relax
- Lasting decreases in physical and psychological symptoms
- Improved immune system functioning
- Reductions in pain levels and an enhanced ability to cope with pain that may not go away

This course can earn eligible employees 100 points toward the newly expanded 2015 Wellness Incentive—which will pay you up to $450 for taking steps to live a healthier life. https://www.umsl.edu/curators/wellness/2015_wellness_incentive

If you have questions or need additional information, please contact Sarah Ellis at 314-808-0163.