



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - April 2000

WELCOME! NEW EMPLOYEES

Courtney Andrews, Research Spec., Public Policy
Renea Bond, Police Officer, Campus Police
Janelle Brimer, Dept. Asst., Registration
Cedric Brooks, Police Officer, Campus Police
Kristopher Cadwell, Audiovisual Apprentice, ITC
Clint Carman, Custodian, Custodial Services
Doris Diamond, Social Worker, Child Advocacy Centre
Irma Jones-Walt, Dept. Asst.-Front Office, KWMU
Tracy McMurtry, Dept. Asst., SWB Telecommunity Center
Hannibal Najjar, Men's Soccer Coach, Athletics
Pamela Peacock, Accountant, Research Administration
Joanie Rice, Dept. Spec.-Comp. Supp., Teaching & Learning
Keith Robinson, User Supp. Anal Spec, Campus Computing
Maurice Williams, Research Spec., Center for Trauma Recovery
Stephan Wilmas, User Supp. Anal Spec, Campus Computing

New employees, if you need assistance please contact Human Resources (Peter Heithaus, Director). For help with initial orientation or new hire paperwork, contact John Tighe, ext. 5381. For questions concerning benefits, contact Joann Westbrook, ext. 5639. For help with payroll, contact Errol Benson, ext. 5803. For questions about policy, contact Deborah Burris at ext. 6843 For exit interviews, contact Alicia Winchester at ext. 5258.

PROMOTIONS/TRANSFERS

Brenda Jackson, Sched Coord to Coord Univ Conf Svcs,
Residential Life/University Center
Eli Politte, Mail Courier, Part-time to Full-time

CONGRATULATIONS! RETIREMENTS

Joe Williams, Sr. Cont. Ed. Coordinator, Continued Education
Nan Kammann, Director/Spec. Programs, Cont. Ed. & Outreach

FOREIGN VISITORS - PAY PROCESSING

If you have ever wanted to better understand the issues, procedure and requirements necessary to properly process payroll and accounting payments to foreign visitors, Human Resources and Accounting Services have developed a program to increase your awareness. The first session which had been scheduled for April 4th has been rescheduled for April 26th at 1:00 p.m. in the LeGras Room of the Daughters of Charity building. This session will address the rules regarding payments to non-U.S. citizens, particularly situations most common to foreign students, faculty and staff. Topics which will be covered include U.S. Tax Residency; determining U.S. Taxable Income; the four categories of income, (independent contractors, wages/salaries, scholarships/fellowships payment, and royalties); and Taxpayer Identification Numbers. The requirements of Income Tax Treaties and related documents will also be discussed.

If you have had questions or concerns about bringing visitors to the U.S. with the proper paperwork to ensure that they receive payment or questions about processing those payments, you will want to attend this session.

This session will be presented by **Randall Vogan of Accounting Services, ext. 5478 and Errol Benson of Human Resources, at ext. 5803.** Please contact Nancy Draper of Human Resources, at ext. 5805 to sign up for the training session.

PRESCRIPTION DEDUCTIBLE

REMINDER - Each calendar year employees enrolled in the Choice and Choice Plus healthcare plans must meet a prescriptions deductible of \$50 per individual. Please keep that in mind as you purchase your first prescription for the year. After you have met that deductible, your costs will be:

- In the case of Generic, the greater of \$7 or 20%
- In the case of Brand, the greater of \$15 or 20% (supply limited to 30 days or 100 units)

YOUR PERSONAL MISSION STATEMENT

The Mission Statement of the University of Missouri-St. Louis establishes a commitment to basic and applied research, teaching, and service in order to meet the educational, professional, economic, and community needs of the St. Louis Metropolitan Area. It goes on to state that this Mission will be accomplished through the development of academic programs and the structure to effectively implement those programs, through a sound undergraduate general educational curriculum, through a diverse student body, through lifelong learning and outreach activities, and through partnerships with community, cultural, governmental, business and educational institutions.

Have you ever considered developing your own personal Mission Statement? Try writing a paragraph describing your personal and professional ambitions and your short and long term goals. Are they consistent with the Mission of the University of Missouri-St. Louis? Can you achieve them while helping the University of Missouri-St. Louis achieve its Mission? What specific steps must you take to ensure that you can help the University of Missouri-St. Louis accomplish its Mission while at the same time accomplishing your Personal Mission. You can read the full text of the Mission Statement of the University of Missouri-St. Louis at www.umsl.edu/misc/factbook/general_info/mis.txt.

PROFESSIONAL ATTIRE

The trend towards greater informality in the workplace (especially in academia) in recent years and the increasing popularity of “casual day” have heightened the potential for conflict within the workplace about the acceptable style of dress.

Although the University does not have a formal dress code policy, it is still important for employees to be aware of appropriate and inappropriate dress in the workplace. It is crucial to consider what image your particular department wants to portray. The clients/customers and other employees you may come into contact with on a regular basis may determine what type of dress is appropriate. For instance, the University may want to project a polished professional image in high traffic areas such as Human Resources and Admissions, whereas more casual dress may be acceptable in an Academic department. Regardless of the type of environment, any attire which may be perceived as offensive, such as short, tight, low cut or other revealing clothing, will usually be inappropriate.

Employees should also be mindful that their supervisors or department heads always retain the right to restrict the mode of dress in the department for valid business reasons and to address individual employees about the way they are dressed.

RELEASE YOUR CALLERS FROM VOICE MAIL JAIL!

While voice mail is a boon for busy office workers, it can quickly become the bane of their existence if not managed properly. To make sure that voice mail is an effective form of communication, take these steps:

- **Practice reading your greeting out loud before recording it.** You’ll sound more natural.
- **Listen to your recording.** Be sure you like the way it sounds. If you don’t, record it again.
- **In your greeting, encourage people to leave brief messages.** Set a good example by doing the same when you leave messages for others.
- **Explain how to reach a live person.** Always give your caller a way to get immediate help from someone.
- **Redirect calls while you are on vacation.** If your system allows it and your boss approves, have your recording option suspended while you’re away. Direct callers to another person, or ask them to call back when you return.
- **Return calls promptly.** Don’t save messages to replay later. Keep a pad beside your phone for taking notes. After writing down essentials, delete messages.
- **Don’t use the voice mail system as a substitute for memos or e-mails.** If you really don’t want to speak with the individual but want a record that you made contact, send a memo or an e-mail.