



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - December/January 2001-2002

WELCOME! NEW EMPLOYEES

Stephen Blase, Lan Engineer, Principal, ITS
Prentiss Carter, MSA, Facilities Services
Sara Henson, Coord. Special Events, Univ. Relations
Dana Merris, Nurse Practitioner, Student Health Services
Jeffrey Woodward, Department Assistant, ITS

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact Alicia Winchester, ext. 5258. For questions about benefits, contact Joann Westbrook, ext. 5639. For help with payroll, contact Errol Benson, ext. 5803. For questions about policy, work relationships or environment, contact Peter Heithaus, ext. 5805 or John Tighe, ext. 5381. For exit interviews, contact Alicia Winchester, ext. 5258. For training schedule or enrollment, contact Nancy Draper, ext. 5805.

PROMOTIONS/TRANSFERS

Glenda Gillespie, Secy, Chemistry to Sr. Secy, Psych
Martha Menendez, Mgr. Eye Clinic to Bus Fiscal
Specialist/Operations
Judith Michael, Sys Supp Analyst -Expert to Sys Supp
Analyst-Principal, User Services
Patricia Sanders, Optometric Tech. to Optometric Spec.

HOLIDAY SCHEDULE

With the exception of designated departments, the campus will be closed from Monday, December 24, 2001 through Tuesday, January 1, 2002. Christmas and New Year's holidays are paid holidays. Employees may use accrued vacation or personal days, if available, for December 24, 26, 27, 28 and 31. If no paid days are available, employees may take those days as unpaid time off. Employees must submit a Report of Absence (Form 60) for all days off, whether paid or unpaid, which are not University paid holidays. Human Resources will be open from 9 a.m. to noon on December 24, 26, 27, 28 & 31.

Departments have been asked to appoint a staff member to resolve potential payroll issues related to the Peoplesoft conversion over the holidays. ***If you have been designated as your unit's representative, you must be at work or readily available on December 24 and 26 only.*** If you wish to find out whether or not you have been so designated, contact your department head or Karen Cedeck at extension 5238. If a department has not yet designated a staff member to address Peoplesoft payroll issues, the name and phone number of that individual must be e-mailed to Karen Cedeck in Human Resources immediately.

EMPLOYEES HONORED FOR SERVICE

The following employees were inadvertently left off of the list of Employees Honored for Service to UM-St. Louis in last month's article. They are:

Joel Laws, Information Tech, 10 yrs of service
Celestine Brooks, Custodial Scvs, 5 yrs of service

We regret the omission.

WEATHER PROCEDURES REMINDER

In the event of severe weather conditions, keep in mind the following procedures:

1. The campus is open unless and until an official announcement is made that the campus is closed. Radio stations KTRS (AM 550), KWMU (FM 90.7), KMOX (AM 1120) and television stations KTVI (2), KMOV (4), KSDK (5) and KDNL (30) will be notified of the closing. An announcement will be placed on the UMSL Information Line, 314-516-INFO (4636), the general telephone number for the campus (314-516-5000), and all voice mailboxes.
2. Regular employees who would have been scheduled to work during the time the campus is closed, will receive their regular rate of pay for that time. Non-exempt employees should write "snow" in the "Other" column on their Time Records for that date.
3. Designated essential personnel in selected units may be required to work even when the campus is closed.
4. If the campus is not closed, but your supervisor excuses you from coming into work or allows you to leave early due to weather conditions, you must account for your time by submitting a Report of Absence (Form 60) specifying personal/vacation time or excused absence without pay. If you cannot make it into work due to inclement weather, you may not take a sick day unless a personal or family illness requires it. Taking a sick day for other reasons may result in disciplinary action, and you will not be paid for the sick day. Your supervisor may require a doctor's statement if you use a sick day.

PEOPLESOFT PAYROLL WEBTIME TRAINING AND WORKING SESSIONS

Update training sessions on the PeopleSoft payroll system will be held on December 10 from 9 a.m.- 5 p.m. in Room 107 South Campus Computer Building and on December 11 and 12 from 8 a.m.-12 noon and 1 p.m.-5 p.m. in Room 102 South Campus Computer Building. Human Resources payroll personnel will be available for a working WebTime input session in the South Campus training room, 107 SCB, Friday, December 21, 8:30 a.m.-12 noon and 1:00 p.m.-4:30 p.m. **All departments must be prepared to complete webtime input by December 21, 2001.** A meeting will be scheduled during February to discuss issues and concerns which arose from the first biweekly and monthly payroll processed through the Peoplesoft payroll system.

EMPLOYEES TO RECEIVE NEW PAY STATEMENT IN JANUARY

The conversion of administrative information systems at the University of Missouri System continues in January 2002 with the implementation of a new payroll and human resources system. The new system will include a revised payroll earnings statement (pay stub). Biweekly employees will receive the new payroll earnings statement with the January 2, 2002 payroll, and monthly employees with the January 31, 2002 payroll.

All employees will receive a letter in mid-December notifying them of the change. Employees will also receive an explanatory brochure, *Understanding Your New University of Missouri Payroll Earnings Statement*, with the last December payroll earnings statement from the old payroll system and the first payroll earnings statement from the new system in January. Items of interest on the earnings statement are:

Employee ID: An eight-digit number, Employee ID (EMPLID), will appear on the earnings statement. This is a unique number that consistently identifies you in the new administrative systems. (Your Social Security number, which is required for payroll tax reporting such as your W-2, will continue to appear on your earnings statement.)

Payroll Information: The new statements will continue to show gross earnings, taxes and other payroll deductions, and net pay for both the current pay period and year to date.

Amount of Pay: More precise calculation and rounding methods may result in minor differences between your net pay in the new system and the old system. If you are uncertain about a difference in your net pay, first check to see if the gross earnings (before deductions and taxes) and hours (for nonexempt employees) appear to be correct. If not, contact the individual in your department designated to enter payroll data.

If the gross earnings appear correct, compare the payroll deductions to the prior pay period amounts. If the deduction in question is for benefits, and is not the result of an announced increase in benefit premiums (10% for medical, 13% for dental) or a change you have elected, contact *Joann Westbrook at extension 5639*. If the deduction is for an item other than benefits, contact *Errol Benson at extension 5803*.

Direct Deposit: Before drawing on your checking or savings account, it is recommended that you contact your designated bank or financial institution to verify that your pay was deposited correctly.

Paid Leave Information: If you are eligible for vacation, sick and personal leave, your leave activity and balances will now be reported on your payroll earnings statement. Each statement will include beginning balances, leave earned, leave taken, adjustments, and ending balances for that pay period. If you have questions about your paid leave balances, check with the individual in your department designated to enter payroll data

STANDBY DUTY

A non-exempt employee may qualify for stand-by duty status when the employee is required by his or her supervisor to be available and in a state of readiness to perform work on a day when he or she has not been scheduled to work, and the employee's activities are so substantially limited by the assignment that the employee cannot use the time effectively for his or her own purposes. Restrictions on the employee's activities which are necessary to ensure that the employee will be able to perform his or her duties if called, e.g. restrictions on alcohol consumption, do not qualify an employee for standby duty status.

University policy (HR 212 Call-In/Call-Back, Standby) provides that *employees on standby will be paid one (1) hour's straight-time pay for each eight (8) hour standby shift. Employees who are on standby and who are called in for emergency work will be paid standby pay plus pay for all hours worked on a call-in but not less than (3) hours' pay for the call-in.*