



# THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - February 2001

## WELCOME! NEW EMPLOYEES

Teresa Alvarado, Sr. Receptionist, Optometry  
Melissa Bergfeld, Dept. Specialist, KWMU  
Merle Bone, Assoc. Dir. for Technology, Info. Tech. Scvs.  
Gwendolyn Brothers, Term. Scv. Custodian, Custodial Scvs.  
M. Michele Brown, Term Svc. Custodian, Custodial Scvs.  
Vicki Cinotto, Admissions Counselor, Admissions  
Sandra Crawshaw, Non-Res. Alien Tax Spec., Int'l Studies  
Marybeth Creason, Transfer Credit Eval. Spec., Degree Audit  
Tiffany Ellis, Optometric Tech., Optometry  
Nelda Floyd, Senior Clerk, Cashier's Office  
Michael Gibson, Editor, University Communications  
Sergio Gonzalez, Library Asst. I, Libraries  
Diane Guerra, Marketing & Outreach Manager, KWMU  
Gerri Guignard, Department Assistant, Education  
James Jones, Site Supervisor, Information Tech. Services  
Tory Kaufmann, Mail Carrier, Business Services  
Matthew McLaughlin, Sales Representative, KWMU  
Justin Medley, Dept. Asst., Information Tech. Services  
Maria Mendez, Department Assistant, Registration  
James Paine, Coord. Stu. Fin. Aid., Financial Aid  
Sandy Patterson, Development Officer, University Relations  
Arthur Sutton, Custodian, Custodial Services  
Sharon Tettenhorst, Counselor, Counseling Services  
Svetlana Veljkovich, Coord. Stu. Fin. Aid, Financial Aid  
William Warren, Supv. Fac. Scvs., Facilities Services  
Angela Westbrook, Custodian, Custodial Services

*New employees, if you need assistance please contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact John Tighe, ext. 5381. 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

Susan Hilton, Dept. Asst., Cont. Ed. to Transportation Studies  
LaNita Powell, Secy Tchg & Learn to Dept. Asst., Info Tech.  
Diann Prescott, Res. Aide to Mgr., Animal Welfare/Res. Admin.  
Deron Spink, Asst. Coach to Equip. Mgr., Athletics  
Jason Ulrich, Dept. Spec. to I-Net Admin., KWMU

## CONGRATULATIONS! RETIREMENTS

Johnny Boyd, Custodian, Custodial Services  
Silvia Madeo, Professor/Coordinator, Business  
Janice Vails, Coordinator, Multi-Cultural Relations

## FEBRUARY HR TRAINING

*Hiring Process - February 6th  
Cultural/Racial Awareness - February 7th  
Coaching & Counseling - February 8th  
Foreign Visitors - February 13th  
Stress Management - February 14th  
Benefits - Life Events - February 20th  
Getting Things Done - February 22nd  
Sexual Orientation - February 27th*

Call Nancy Draper at ext. 5805 for further details. All sessions with fewer than ten enrollees will be cancelled.

## MILEAGE REIMBURSEMENT INCREASE

The IRS has announced (IRS Rev. Proc. 20-48) that its mileage reimbursement rate increased from 32.5 cents to 34.5 cents effective January 1, 2001. Consistent with University practice, the University reimbursement rate also increased to 34.5 cents effective January 1, 2001.

## PEOPLESOFT UPDATE

Human Resources is preparing to parallel test the Peoplesoft Payroll System beginning in February 2001. Parallel testing occurs when two systems (the current system and Peoplesoft) and the procedures and processes that support them are run concurrently for a specified period. The objective is to provide a safe environment where the new software can be exercised thoroughly to ensure that it responds efficiently as a stand-alone system and that the campus is prepared to operate it. Parallel testing will occur in stages with various processes being tested as they are phased in.

Time and staff commitments to Peoplesoft are dramatically increasing. Human Resources is scheduled to "Go Live" effective July 1, 2001, with the Peoplesoft Payroll, Base HR and Base Benefits programs. Human Resources staff attended training on Peoplesoft at the System office in December and began training on campus applications in January. The first phase of training for other campus departments is scheduled to begin in mid-February. Departments and designated payroll processors for those departments will be contacted shortly about specific training dates and times.

During training and parallel testing, specific personnel may not always be available and responses to requests for service may be delayed due to increased time required to dual process payroll. Contact Errol Benson at ext. 5803 for additional details.

## MAJOR CHANGES TO SOCIAL SECURITY IN 2001

- The maximum earnings on which employees pay Social Security taxes (6.2%) increase from \$76,200 to \$80,400. There is no limit on the earnings on which employees pay the Medicare tax (1.45%).
- The earnings limit for beneficiaries under age 65 increases from \$10,080 to \$10,680. If a beneficiary reaches age 65 in 2001, the earnings limit is \$25,000 from the beginning of the year until the month in which he or she turns 65. There is no earnings limit at age 65 or later.
- The full retirement age (FRA) for persons attaining age 62 in 2001 is 65 and 4 months. If beneficiaries do not want to wait until FRA, they may collect reduced benefits as early as age 62.
- Beneficiaries can significantly increase their monthly retirement benefits by delaying receipt under the Delayed Retirement Credit (DRC) program. For instance, if you turn 65 in 2001, the DRC is 6% for each full year (up to age 70) in which you do not collect your benefits.
- The annual cost-of-living increase in benefits for December 2000, payable in January 2001, is 3.5%.
- In 2001, the maximum monthly benefit for age 65 retirees is \$1,536 vs. \$1,433 in 2000.

Average monthly benefits are:

Retired workers	\$845
Retired couples	\$1,410
Disabled workers	\$786
Widow and two eligible children	\$1,696
Widow over 60 (no children)	\$811

- The Medicare Part A (inpatient) deductible rises from \$776 to \$792. After 60 days in a hospital, the copay is \$198 per day for 30 more days. After that time there is an optional copay of \$396 per day for up to 60 additional days.
- The Medicare Part B (outpatient) monthly premium increases from \$45.50 to \$50.
- Employees who are getting close to age 62 and plan to start collecting retirement benefits within four months, may be able to apply online at [www.ssa.gov/applytoretire](http://www.ssa.gov/applytoretire). This service may be expanded to include other types of benefits.

For additional information about your social security earnings or benefits, contact the Social Security Administration at 1-800-772-1213 or online at [www.ssa.gov](http://www.ssa.gov).

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## FOCUS ON THE FUTURE 2001

Plans are well under way for **Focus on the Future 2001**. The dates for the event are March 26th-March 30th. The week will kick off with a great day at the Mark Twain Athletic and Fitness Center. Tours, sessions on fitness and wellness, and an opportunity to do a little exercise will be included in the day's events. Throughout the week, there will be a broad range of session topics, demonstrations and tours from which to choose. Be sure to take advantage of this opportunity to continue your own personal and professional development. Mark your calendars now and watch for more information to come.

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## DEALING WITH DIFFICULT PERSONALITIES

At work, most of us have to communicate with a variety of personality types on a daily basis. Listed below are some of the more difficult personality types and suggestions for dealing with them:

**The aggressor** is intimidating, hostile and loves to make implied threats. *What to do:* Listen to everything the person has to say. Avoid arguments, but don't back down. Your responses should reflect confidence in yourself. Be concise, clear, and definite.

**The egotist** knows it all and feels and acts superior. *What to do:* Recognize his or her knowledge, but be careful about accepting everything he or she says as fact. Agree when possible, ask questions and listen. Disagree only when you know you are right.

**The underminer** takes pride in criticism and is sarcastic and devious. *What to do:* Focus on the issues and don't acknowledge sarcasm. Don't overreact. Be cautious about agreeing with criticism expressed by this person. Make him or her back up criticism with specific facts.

**The unresponsive person** is difficult to talk to and reluctant to reveal his or her thoughts. *What to do:* Ask open-ended questions (who, what, when, where, how), remain silent while waiting for the person to respond. Be patient and friendly.

February 2001