



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - February 2002

WELCOME! NEW EMPLOYEES

Peggy Ashton, Dev. Officer Annual Fund, Univ. Relations
Edward Bilger, Announcer, KWMU
Jesus Chavira, Floor Maint. Worker, Custodial Services
Christine Cundiff, Library Assistant I, Libraries
Francesca Ferrari, Acad. Advisor, College of Business
Tammy Fortner, Senior Clerk, Cashier's Office
Mitchell Hess, Manager Cashiering, Cashier's Office
Sophie Huang, Senior Accountant, Accounting Scvs
William Hubbard, Term Svc. Custodian, Custodial Scvs
Daniel King, Men's Soccer Coach, Athletics
Christopher Kuhn, Police Officer, Campus Police
Tanga Morgan, Term Svc. Custodian, Custodial Scvs
Sarah Pelatzky, Preschool Aide, Child Develop Center
Bryan Rives, Director Perf. Arts Center, Fac. Planning
John Shanklin, User Support Analyst-Entry, ITS
Ann Trouten, Depart. Assistant, Cont. Education
Olivia Tyson, Account Executive, KWMU
Rebecca Watson, Social Work Assoc, Children's Advcy
David Whittaker, Announcer, KWMU
Kristin Zanleoni, Asst. Coach-Women's Softball-Athletics

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

Debra Blackwell, Traffic Coord. to Prod. Mgr., KWMU
Joanne Bocci, Coord. Women's Ctr to Assoc VC,
Student Affairs
Curtis DeBoe, Custodian, Custodial Scvs to Driver
Emergency Road Scv, Campus Police
Donna Lemp, Clerk Typist, Educ. to Secretary, Chemistry
Sandy Lux, Dept. Spec. Curr. Dev. to Dept. Spec. Curr.
Dev-Technical, Continuing Educ.-Microcomputing

CONGRATULATIONS RETIREMENTS!

Shirley Wunderlich, Manager, Cashiering, Cashier's Office

2002 MILEAGE REIMBURSEMENT INCREASE

The University mileage reimbursement rate has increased to 36.5 cents per mile from 34.5 cents per mile effective January 1, 2001. Call extension 5478 or visit <http://www.system.missouri.edu/uminfo/bpm/504.htm> for details.

H. R. CONSTRUCTION

The Human Resources Department is undergoing construction to convert the reception area (room 222) into a management training center. Applicants will now be directed to pick up Employment Applications from the box on the door to room 222 and return them through the slot in that door. Applicants who wish to complete Employment Applications while at the Human Resources Department may complete them at the table in the hallway outside of Human Resources or at the application desk inside of room 211. All visitors other than those attending training are requested to enter through room 211.

DEPARTMENTAL RESPONSIBILITY FOR PAYROLL RECORDS RETENTION

With the implementation of Peoplesoft, departments have a legal responsibility not only for inputting exact hours worked and exact paid time off (vacation, personal days and sick days) for their employees but also for retaining Time Records, time cards and Reports of Absence for five years. For more information, refer to the University of Missouri System 2001 Records Retention Guide, www.system.missouri.edu/records.

NEW HIRE PROCESSING CHANGE

The University of Missouri has announced the following important change to HR105 Employee Documentation, effective January 1, 2002:

*In order to complete the federal & state W-4 forms, individuals must have a U.S. Social Security Number (SSN), or evidence that they have made application for an SSN. **A copy of the Social Security card or numbered receipt from the Social Security Administration must be attached to the W-4 forms.** The Social Security Administration issues original and replacement Social Security cards. **The Human Resources/Payroll Office will not process the initial PAF until the individual has properly completed both federal and state W-4 forms and submitted them to the Payroll department with the attached copy of the Social Security card or numbered receipt from the Social Security Administration.***