

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

January-February 2003

WELCOME! NEW EMPLOYEES

Pollyana Appleton, System Supp Analy-Spec, ITS
Marcellette Barren, Project Coord., Child Advocacy
Amanda Cotton, Office Supp Staff I, Registration
Carmelya Griffin, Patient Svc Rep, Optometry
Rochelle Hopkins, Term Serv Custodian, Cust. Svcs
Stacey Jackson, Food Svc Worker I, Child Dev Center
Kara Johnson, Office Supp Staff I, Internat'l Studies
Benjamin McClusky, Clinical Intake Spec., Child Advoc.
Vicki Nash, Office Supp Staff II, Optometry
Beatrice Shivers, Admin. Asst., Educ. Psychology
Kiana Wilhite, Fiscal Analyst, Administrative Services

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

Kathryn Love, Admin. Asst., to Coord. Alumni Rel, Alumni Rel
Jim Murphy, Computer Oper to Supv Shift Operations, ITS

2003 MILEAGE REIMBURSEMENT RATE

The University mileage reimbursement rate has decreased from 36.5 cents per mile to 36 cents per mile effective January 1, 2003. Visit the website address at <http://www.system.missouri.edu/records/financeformsindex.html> for a copy of the Travel-Trip Expense Detail form or call 5478 for more information.

PRESCRIPTION COVERAGE CHANGE

A 12/19/02 FDA ruling changed the allergy medication, Claritin, from prescription to "over the counter" status. Consequently, Claritin is no longer covered under any of the University's prescription drug plans.

CONGRATULATIONS RETIREMENTS!

John Anderson, Assoc. Dean, College of Business
Franklin Arbeiter, Project Director, Missouri Enterprise
Stephen Barris, Sr. Field Engineer, Missouri Enterprise
Marvin Beckerman, Director, College of Education
Rita Bergoudian, Sr. Lecturer, Foreign Lang & Literature
Celeste Brooks, Custodian, Custodial Services
Judith Buss, Office Support Staff III, English
David Carkeet, Professor, English
Roland Champagne, Professor, Foreign Lang & Literature
William Connett, Professor, Math & Computer Science
Dianne Dei Santi, Admin. Associate, Biology
Doug Durand, Dean, College of Business
Harvey Friedman, Assoc. Professor, Biology
Bernice Gamble, Custodian, Custodial Services
Dorothy Gano, Administrative Aide, Gerontology
David Ganz, Assoc. Dean, College of Business
Marlene Gustafson, Sr. Lecturer, Math & Computer Science
Diane Hanes, Asst. to Dean, Cont. Ed. & Outreach
William Hoss, Printing Services Attendant, Printing & Graph
Thomas Ireland, Professor, Economics
Betty Jarvis, Admin. Associate, Cont. Ed. & Outreach
Verdel Jones, Admin. Assistant, College of Education
Grace Kennedy, Administrative Associate, Psychology
Charles Kuehl, Director, College of Business Admin.
Sharon Levin, Professor, Economics
Joan Lorson, Dept. Asst., Continuing Ed. & Outreach
Nathaniel Mack, Custodian, Custodial Services
Kenneth Mares, Research Assistant, Biology
Terence Martin, Sr. Lecturer, English
George McCall, Professor, Sociology
Sarapage McCorkle, Director, Cont. Ed. & Outreach
Mary McKenzie, Sr. Lecturer, Math & Computer Science
Herman Nebel, Coord Graph & Printing, Printing & Graph
Richard Patton, Sr. Research Analy, Public Policy
Don Phares, Professor, Economics
Kathleen Phares, Sr. Lecturer, Economics
Robert Proffer, Bus/Fiscal Oper Spec, College of Education
Lois Raley, Admin. Associate, Acad Advising-Education
Herman Smith III, Professor, Sociology
Steven Spaner, Assoc. Professor, Educ Psychology
Jane Starling, Assoc. Professor, Biology
Richard Stone, Sr. Project Director, Missouri Enterprise
Linda Thompson, Admin. Assistant, OEO
Blanche Touhill, Chancellor, Chancellor's Office
Judith Walsh, Department Assistant, Academic Affairs
Grant Welland, Professor, Math & Computer Science



January-July 2003 Bi-Weekly Payroll Schedule

<u>MONTH</u>	<u>PAY PERIOD</u> <u>ENDING (SAT)</u>	<u>WebTime</u> <u>Opens for Entry</u>	<u>WebTime</u> <u>Closes for Entry</u>	<u>PAY DATE</u>
December	Dec 21, 2002	Dec 20, 2002 6am	Dec 23, 2002 5pm	Dec 31, 2002
January	Jan 04, 2003 Jan 18, 2003	Jan 03, 2003 6am Jan 17, 2003 6am	Jan 07, 2003 5pm Jan 21, 2003 5pm	Jan 15, 2003 Jan 29, 2003
February	Feb 01, 2003 Feb 15, 2003	Jan 31, 2003 6am Feb 14, 2003 6am	Feb 04, 2003 5pm Feb 18, 2003 5pm	Feb 12, 2003 Feb 26, 2003
March	Mar 01, 2003 Mar 15, 2003	Feb 28, 2003 6am Mar 14, 2003 6am	Mar 04, 2003 5pm Mar 18, 2003 5pm	Mar 12, 2003 Mar 26, 2003
April	Mar 29, 2003 April 12, 2003	Mar 28, 2003 6am Apr 11, 2003 6am	Apr 01, 2003 5pm Apr 15, 2003 5pm	Apr 09, 2003 Apr 23, 2003
May	Apr 26, 2003 May 10, 2003	Apr 25, 2003 6am May 09, 2003 6am	Apr 29, 2003 5pm May 13, 2003 5pm	May 07, 2003 May 21, 2003
June	May 24, 2003 Jun 07, 2003	May 23, 2003 6am Jun 06, 2003 6am	May 27, 2003 5pm Jun 10, 2003 5pm	Jun 04, 2003 Jun 18, 2003
July	Jun 21, 2003	Jun 20, 2003 6am	Jun 24, 2003 5pm	Jul 02, 2003

Monthly

January 17, 2003 6am	January 22, 2003 5pm	January 31, 2003
February 14, 2003 6am	February 19, 2003 5pm	February 28, 2003
March 18, 2003 6am	March 21, 2003 5pm	March 31, 2003
April 17, 2003 6am	April 22, 2003 5pm	April 30, 2003
May 16, 2003 6am	May 20, 2003 5pm	May 30, 2003
June 16, 2003 6am	June 19, 2003 5pm	June 30, 2003

EARNED INCOME TAX CREDIT (EITC) 2003

Employees may have an opportunity to reduce their tax burden and supplement their wages by up to \$4,140 in 2003 through Earned Income Tax Credit (EITC). You may be eligible to receive advance EITC payments in your paycheck and/or receive an EITC tax refund if you meet the following conditions:

- You anticipate that your 2003 earned income and adjusted gross income will each be less than \$29,666 (\$30,666, including your spouse's income, if you expect to file a joint return)
- You have at least one qualifying child in your home. Even without a qualifying child, you may be eligible for EITC, but you cannot receive advance payments through payroll
- You answer the questions on page two of IRS Form W-5, Earned Income Credit Advance Payment Certificate. You must complete the 2003 Form W-5 and submit it to Payroll. Advance payments start as soon as the Form W-5 is entered into Payroll. W-5's can be obtained from the IRS website (<http://www.irs.gov>) or by contacting Karen Cedek at 5238.

POLICY REVISIONS

The University announced changes to thirteen Human Resources Policies effective January 1, 2003. The most significant:

HR 223 Special Payments: A fee will be assessed for paychecks which must be processed on-line.

HR 302 Identification Cards: Immediate family members of employees may no longer use employees' ID cards.

HR 401 Holidays: Supervisors may no longer waive the provision which requires employees to be in pay status on the last scheduled work day before a holiday and the first scheduled work day after a holiday in order to be paid for the holiday.

For more information, visit the University of Missouri website at <http://www.system.missouri.edu/hrs/call-man.htm>.