

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

January-February 2007

WELCOME! NEW EMPLOYEES

Adam Allington, Radio Producer, KWMU Radio
Rachel Augustine, OSSIII, KWMU
Nicole Birdsill, Admission Rep, Admissions
Maurice Bradford, Admin. Assistant, College of Nursing
Lamon Brown, Custodian, Custodial Services
Brandon Burton, Police Officer, University Police
David Doran, Sr. Secretary, Gerontology
Marshall Griffin, Radio Producer, KWMU
Charles Haas, Police Officer, University Police
Jeraline Hopkins, Custodian, Custodial Services
Shakita House, Administrative Assistant, Registration
George Huebner, Radio Dispatcher, University Police
Mary Hutchinson Ryan, OSSII, Dean Coll of Education
Lisa Lodes, Custodian, Custodial Services
Patricia Slowziak, OSSIII, Center for Student Success
Cynthia Smith, Ticket Seller, PAC
Tom Stiroch, Term Svc Custodian, Custodial Services
Mary Tackett, Assist. To Registrar, Registration
Phillip Wade, Custodian, Custodial Services
Dan Zhou, Mgr Elec Micro, Center for Molecular Electronics

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact Sylvia Poe, ext. 5258 or Erik Smetana, 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 Sylvia Poe, ext. 5258 or Peter Heithaus, ext. 5809. For exit interviews, contact Erik Smetana, ext. 5381. For training schedule or enrollment, contact Nancy Draper, ext. 5805. For additional information, visit our website, www.umsl.edu/services/hrs

PROMOTIONS/TRANSFERS

Lacey Austin, Term Svc Custodian to Custodian, Cust Svcs
Tracey Cannon, Research Assoc. to Sr. Research Spec, PPR
Tavana Darris, Stud Assistant to Secretary, Development
David Gellman, I-Net Admin to Sys Admin Spec, ITS
Joseph Goodman, Athletic Evnts Asst to Asst Baseball Coach, Ath
Mark Hallett, Temp Clerical to Audio/TV Prod Tech, Edu Psy
Telesa Nolan, Admin Assoc to Business Manager, PPR
Kendra Perry, Dev Officer to Sr. Mgmt Analyst, Molecular Elec
Rachel Queen, Asst Mgr to Mgr Marketing & Info Ext, PAC
Michelle Rutledge, Dev Officer to Dir Devel Fund, Res Admin
Lucinda Vantine, Mgr Spec Events to Dir Univ Events, Univ Rel
Paul Wilmarth, Dept. Asst. to Technical Trainer-Entry, ITS
Floyd Welsh, Coor Stu Devel to Mgr, Center for Stu Success
Carol Wright, Mgr Bus Fiscal Oper to Admin Mgr, Aux Svcs

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for November was Patricia Mayberry. Pat is an Administrative Associate in the English/History departments. Pat was chosen for Excellent Teamwork. Comments made about Pat included, "Pat has distributed responsibilities in a manner that allows staff members to complete their tasks in an orderly manner". "Pat assures that the office runs smoothly and effectively. She does so with strong communication and management skills and with unfailing optimism and good humor".

The UMSL Riverstars Employee of the Month winner for December was Linder Williams. Linder is a Senior Secretary with Disability Access Services. Linder was chosen for Loyalty & Commitment. Comments made about Linder included, "Linder is amazing. She not only manages to make each and every one of her flock feel welcome, understood, and cared for, but she does the same for the faculty with whom she interacts as well". "Linder not only demonstrates professional excellence, but she has no qualms about demanding it of her students, and about providing them with the nurturing environment they need to meet those demands".

Pat & Linder received \$100 gift certificates, commemorative plaques, and automatic nominations for the Chancellor's Award for Staff Excellence.

MILEAGE REIMBURSEMENT

Consistent with the IRS rate and University practice, the mileage reimbursement rate for business transportation expenses increased from 44.5 to 48.5 cents per mile effective January 1, 2007.



ON-LINE RECRUITMENT PROCESS

UM-St. Louis has taken the first step towards automating our hiring process. On January 8th, Human Resources launched a new employment website and a new online application that replaces the paper application used previously. Although paper applications can no longer be processed, the new system allows candidates to submit applications from their homes, from any computer with internet access or from the Human Resources office. It also allows candidates to establish and save a candidate profile which can be recalled as they apply for other jobs on campus.

Computers and staff are available to assist applicants with the completion of their online profile between the hours of 8:00 AM and 3:30 PM, Monday through Friday in the Human Resources office.

The launch has been a great success with over forty jobs posted and a large number of applications received. The next phase of the implementation will come in early spring as hiring managers are trained on how to navigate within the program, create jobs and review applications. Watch for details.

January-July 2007 Bi-Weekly Payroll Schedule

<u>MONTH</u>	<u>PAY PERIOD ENDING (SAT)</u>	<u>WebTime Opens</u>	<u>WebTime Closes</u>	<u>PAY DATE</u>
January	Dec 30, 2006 Jan 13, 2007	Dec 29, 2006 Jan 12, 2007 6am	Jan 02, 2007 5pm Jan 16, 2007 5pm	Jan 10, 2007 Jan 24, 2007
February	Jan 27, 2007 Feb 10, 2007	Jan 26, 2007 6am Feb 09, 2007 6am	Jan 30, 2007 5pm Feb 13, 2007 5pm	Feb 07, 2007 Feb 21, 2007
March	Feb 24, 2007 Mar 10, 2007	Feb 23, 2007 6am Mar 09, 2007 6am	Feb 27, 2007 5pm Mar 13, 2007 5pm	Mar 07, 2007 Mar 21, 2007
April	Mar 24, 2007 Apr 07, 2007	Mar 23, 2007 6am Apr 06, 2007 6am	Mar 27, 2007 5pm Apr 10, 2007 5pm	Apr 04, 2007 Apr 18, 2007
May	Apr 21, 2007 May 05, 2007 May 19, 2007	Apr 20, 2007 6am May 04, 2007 6am May 18, 2007 6am	Apr 24, 2007 5pm May 08, 2007 5pm May 22, 2007 5pm	May 02, 2007 May 16, 2007 May 30, 2007
June	Jun 02, 2007 Jun 16, 2007	Jun 01, 2007 6am Jun 15, 2007 6am	Jun 05, 2007 5pm Jun 19, 2007 5pm	Jun 13, 2007 Jun 27, 2007
July	Jun 30, 2007	Jun 29, 2007 6am	Jul 03, 2007 5pm	Jul 11, 2007

Monthly Payroll Schedule

Jan 19, 2007 6 am	Jan 23, 2007 5 pm	Jan 31, 2007
Feb 16, 2007 6 am	Feb 20, 2007 5 pm	Feb 28, 2007
Mar 20, 2007 6 am	Mar 22, 2007 5 pm	Mar 30, 2007
Apr 17, 2007 6 am	Apr 19, 2007 5 pm	Apr 30, 2007
May 15, 2007 6 am	May 17, 2007 5 pm	May 31, 2007
Jun 19, 2007 6 am	Jun 21, 2007 5 pm	Jun 29, 2007

SIGNIFICANT SERVICE MILESTONES FOR JANUARY AND FEBRUARY 2007

<u>Name/Department</u>	<u>Years</u>	<u>Name/Department</u>	<u>Years</u>
Daniel King, Athletics	5	Larry Crews, Maintenance Svcs	10
Annelsbeth Trouten-Larsen, Cont. Educ	5	Stanley Holmes, Admin Svcs, Aux Svc	10
Andrea Nichols, Counseling Services	5	Gregory Goe, Telephone Services	15
Deborah Ballard, Academic Advising, Educ	10	Lynn Navin, Univ. Child Devel Center	15