



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - July 2000

WELCOME! NEW EMPLOYEES

Cora Drean, Secretary, ITC
Christopher Johnson, Asst. Men's Soccer Coach, Athletics
Gayle Lee, Planning & Dev. Specialist, Education
Patricia Mayberry, Secretary, Chemistry
Amanda Minister, Department Specialist, Alumni Relations
James McMullin, Police Officer, University Police
Janice McNutt, Term. Service Custodian, Custodial Services
Jill Neuman, Radio Producer, KWMU
James Thompson, Police Officer, University Police
Scott Vosevich, Elec. System Tech II, Facilities Services

New employees, if you need assistance please contact Human Resources (Peter Heithaus, Director). For help with initial orientation or new hire paperwork, contact John Tighe, ext. 5381. For questions concerning benefits, contact Joann Westbrook, ext. 5639. For help with payroll, contact Errol Benson, ext. 5803. For questions about policy, contact Deborah Burris at ext. 6843 For exit interviews, contact Alicia Winchester at ext. 5258.

PROMOTIONS/TRANSFERS

Charlene Carter, Secretary, Teach & Learn to Sr. Clerk, Cashier's
Andrea Jackson, Sr. Clerk, Cashiers Off. to Dept. Asst., Fin. Aid
Alvis Poe, Sr. Info Spec. to Sr. Cont. Ed. Coord., University Rel.

RETIREMENTS

Maria Adam, Academic Advisor, Arts & Sciences
Norman Jacob, Police Officer, University Police
Richard Meckfessel, Special Projects Assistant, Athletics

CORRECT REPORT OF ABSENCE (FORM 60) PROCESSING

Your assistance is needed to reduce the number of improper Vacation, Sick Leave and Personal Leave Form 60's submitted to Human Resources for processing. Employees and supervisors must check to make sure that there is a positive balance in vacation, sick leave or personal leave to cover the amount of time submitted for approval. A review of the Vacation, Sick Leave & Personal Leave Notice provided to the employee and the supervisor on a monthly basis will show the amount of applicable leave an employee has available. For further details, refer to *Human Resources Policy 402* or contact *Karen Cedeck* at ext. 5238.

EDUCATIONAL ASSISTANCE

A new semester is approaching and we want your registration for classes to be worry free.

All regular employees and employees retired from the University of Missouri are eligible to participate in the educational assistance program. Administrative, Service & Support employees must have completed six (6) months of continuous employment prior to registration. Eligible employees will receive a 75 percent discount for up to six credit hours during the winter and fall semesters and up to three credit hours during the summer.

To receive educational assistance, active employees must complete the Educational Assistance Program Questionnaire and Authorization form, obtain the approval of their department heads and forward the form to Human Resources for final approval. Retired employees must complete the Educational Assistance Program for Retired Employees form and submit it directly to Human Resources for approval. **If fees are paid prior to submitting the Educational Assistance form, they will not be reimbursed.**

Employees should keep in mind that, for tax purposes, educational assistance for graduate courses must be reported as income. Graduate educational assistance will be added to pay over four pay periods for bi-weekly paid employees and over two pay periods for monthly paid employees.

For additional information, contact *Joann Westbrook* at ext. 5639 or *Michelle Brandon* at ext. 5806.

PREMIUM HOLIDAY FOR BASIC LIFE INSURANCE PARTICIPANTS

Due to favorable claims experience under the University of Missouri Group Term Life Insurance Program, the University has announced a waiver of employee/retiree contributions under this program for the period of July 1, 2000 through December 31, 2000 (August 2000 through January 2001 coverage period).

During this period, there will be no Group Term Life Insurance-Level B (2x base salary) premiums deducted from employee/retiree payrolls. Premium deductions will resume in January, 2001.

2000 PAYROLL SCHEDULE

Often we have been asked, especially by people new to the university, what the bi-weekly and monthly paydays are and when rosters are due to Human Resources. Listed below are the scheduled paydays for bi-weekly and monthly employees for the balance of the year.

Bi-Weekly

MONTH	PAY PERIOD ENDING (SATURDAY)	ROSTERS DUE TO PAYROLL	PAY DATE
July	June 24, 2000	June 27, 2000 Noon	July 05, 2000
	July 08, 2000	July 11, 2000 Noon	July 19, 2000
August	July 22, 2000	July 25, 2000 Noon	August 02, 2000
	August 05, 2000	August 08, 2000 Noon	August 16, 2000
	August 19, 2000	August 22, 2000 Noon	August 30, 2000
September	September 02, 2000	September 05, 2000 Noon	September 13, 2000
	September 16, 2000	September 19, 2000 Noon	September 27, 2000
October	September 30, 2000	October 03, 2000 Noon	October 11, 2000
	October 14, 2000	October 17, 2000 Noon	October 25, 2000
November	October 28, 2000	October 31, 2000 Noon	November 08, 2000
	November 11, 2000	November 14, 2000 Noon	November 22, 2000
December	November 25, 2000	November 28, 2000 Noon	December 06, 2000
	December 09, 2000	December 12, 2000 Noon	December 20, 2000
	December 23, 2000	T.B.D.	January 03, 2001

MONTHLY

CUT-OFF DATE	PAY DATE
July 10, 2000	July 31, 2000
August 07, 2000	August 31, 2000
September 11, 2000	September 29, 2000
October 09, 2000	October 31, 2000
November 06, 2000	November 30, 2000
December 11, 2000	**December 22, 2000

**Pay date subject to observance of Holidays.

ONE PERSON CAN MAKE A DIFFERENCE

One day a man was walking along the beach when he noticed a figure in the distance. As he got closer, he realized the figure was that of a boy picking something up and gently throwing it into the ocean. Approaching the boy, he asked, "What are you doing?" The youth replied, "Throwing starfish back into the ocean. The sun is up and the tide is going out. If I don't throw them back, they'll die." "Son," the man said, "don't you realize there are miles and miles of beach and hundreds of starfish? You can't possibly make a difference!"

After listening politely, the boy bent down, picked up another starfish, and threw it into the surf. Then, smiling at the man, he said, "I made a difference for that one."

Adapted from *The Star Thrower* by Loren Eiseley