



# THE H. R. RECORD

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

## NEW EMPLOYEES

Azeem Ahmad, Dept. Assistant, Info. Tech. Scvs.  
Brian Beckmann, Announcer, KWMU  
Veta Bradwell, Sr. Secretary, Social Work  
Sandra Easter Carter, Secretary, Teaching & Learning  
Julius Edwards, Police Officer, Campus Police  
Oscar Green, Term Scv. Custodian, Custodial Services  
Celestine Hazley, Dept. Assistant, Educ. Psych.  
Stephen Schaus, Dev. Officer, University Relations

*New employees, if you need assistance, 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.*

## CHANCELLOR'S AWARD FOR STAFF EXCELLENCE

At the State of the University Address scheduled for September 19, Chancellor Touhill will present three awards to outstanding UM-St. Louis staff members. These \$1,000 awards, which are intended to recognize individual staff contributions to the University, will be given to one individual in each of three staff categories; administrative/professional, office technical, and service/maintenance.

Employees and students may submit nominations. All regular, full-time staff, except those who have won the award in the past 3 years, are eligible for nomination. Awardees must have regular, full-time status at the time of the awards presentation. Self-nominations will not be accepted.

Nomination forms have been delivered to each department and placed in high traffic areas. The nomination forms include criteria for nomination/selection and instructions for submitting nominations. Additional forms are available in the Human Resources department. The deadline for accepting nominations is August 10, 2001.

## LIFE EVENTS - BIRTH, ADOPTION, FOSTER CHILDREN

**Applying for Family and Medical Leave (FMLA):** FMLA provides job protection while employees are off of work for certain specified events. Eligible employees may take up to 12 weeks of leave (a combined 12 weeks when both spouses are employed by the University) within any 12 month period for the birth or adoption of their children, or the placement of foster children in their homes. This time is reduced by FMLA taken for other covered events within the previous 12 months and must end within 12 months after the event.

## *(LIFE EVENTS - continued)*

In order for an expectant mother to begin her leave, to take intermittent leave, or to work a reduced schedule *before the birth of her child*, she must, except in emergency situations, provide her supervisor with 30 days of written notice including a Health Care Provider Certification form. She may also use up to six weeks of sick leave after the birth of the child. To continue to use sick time after those six weeks, the employee must obtain a physician's statement describing why she still cannot work.

**Beginning benefit coverage for a new born, adopted or foster child:** *Although coverage is not automatic, it is retroactive to the date of the birth, adoption or placement in foster care.* You must enroll your child in medical or dental insurance benefits with 31 days of the event or wait until the next annual open enrollment period. To enroll a child, you must complete and submit a Benefits Enrollment/Change form to Human Resources along with a birth certificate or legal documents proving that you are the adoptive or foster parent.

**Adding dependent life insurance coverage:** You may add up to \$25,000 in dependent life insurance by submitting a new Benefits Enrollment/Change form at any time. Children from 14 days of age up to age 19 (25 if a full time student) are eligible. Coverage in excess of \$5,000 must be approved by Met Life.

**Adding a beneficiary:** To add your child as a beneficiary for life insurance, AD&D, or retirement death benefits, you may complete a new Beneficiary Designation form at any time. If you wish to add your child as beneficiary to your tax deferred annuity (403B), you should contact your 403B representative.

**Increasing contributions to or adding a Flexible Spending Account (FSA) for additional child care expenses:** If you are already enrolled in a FSA, you may change your contributions by providing written notification to the Human Resources Department within 31 days of the birth, adoption, or placement in foster care. If you are not currently enrolled in a FSA, you cannot enroll until the next benefits enrollment period.

**Changing tax withholding:** You may change your income tax withholding by completing a new W-4 form.

**Developing a college fund:** Through the Missouri Saving for Tuition Program (MOST), Missouri taxpayers can deduct up to \$8,000 in contributions per year for a child's education from their Missouri adjusted gross incomes. In addition, all earnings on contributions are exempt from Missouri state taxes if used for qualified higher education expenses and are not subject to federal income tax until withdrawn (then taxed at the lower student beneficiary's rate). Employees can make contributions through payroll deduction by contacting Karen Cedeck at ext. 5238. For more information about MOST, visit the web site at [www.missourimost.org](http://www.missourimost.org). or call toll free 1 888 414-MOST.

For additional information or to obtain necessary benefit forms, contact Joann Westbrook at extension 5639.

**PEOPLESOFT PAYROLL "GO LIVE" DATE DELAYED**

The implementation date for the PeopleSoft payroll system has been postponed until October 1, 2001. This will allow more time to test the system, correct data, and give users more time to practice. Parallel testing and dual entry will continue throughout the summer.

There has been a significant change which affects employees who are currently paid in two different pay cycles. Paychecks for these employees will now be deposited based on their primary appointments. For employees who have a **monthly** paid primary appointment and a biweekly paid supplemental appointment, their supplemental appointment will be changed to the monthly pay cycle. These employees will not be paid on the biweekly pay cycle after July 3, 2001. For employees who have a **biweekly** paid primary appointment and a monthly paid supplemental appointment, their supplemental appointment will, in most cases, be changed to the biweekly pay cycle. These employees will not be paid on the monthly pay cycle after June 30, 2001.

With many changes still occurring with PeopleSoft, Human Resources will be scheduling additional training for Base HR and Payroll. As the schedule is finalized, departments will be advised of the training dates and times. Please contact Errol Benson at ext. 5803 for additional information.

---

**JULY 2001-JANUARY 2002 PAYROLL SCHEDULE**

**Bi-Weekly**

| <b><u>MONTH</u></b> | <b><u>PAY PERIOD</u></b> | <b><u>ROSTERS DUE</u></b> | <b><u>PAY DATE</u></b> |
|---------------------|--------------------------|---------------------------|------------------------|
| July                | June 23, 2001            | June 22, 2001 4:30 PM     | July 3, 2001*          |
|                     | July 07, 2000            | July 10, 2001 Noon        | July 18, 2001          |
| August              | July 21, 2001            | July 24, 2001 Noon        | August 01, 2001        |
|                     | August 04, 2001          | August 07, 2001 Noon      | August 15, 2001        |
|                     | August 18, 2001          | August 21, 2001 Noon      | August 29, 2001        |
| September           | September 01, 2001       | September 04, 2001 Noon   | September 12, 2001     |
|                     | September 15, 2001       | September 18, 2001 Noon   | September 26, 2001     |
| October             | September 29, 2001       | October 02, 2001 Noon     | October 10, 2001       |
|                     | October 13, 2001         | October 16, 2001 Noon     | October 24, 2001       |
| November            | October 27, 2001         | October 30, 2001 Noon     | November 07, 2001      |
|                     | November 10, 2001        | November 13, 2001 Noon    | November 21, 2001      |
| December            | November 24, 2001        | November 27, 2001 Noon    | December 05, 2001      |
|                     | December 08, 2001        | December 11, 2001 Noon    | December 19, 2001      |
|                     | December 22, 2001        | T.B.D.                    | January 02, 2002       |

**Monthly**

| <b><u>CUT-OFF DATE</u></b> | <b><u>PAY DATE</u></b> |
|----------------------------|------------------------|
| July 10, 2001              | July 31, 2001          |
| August 06, 2001            | August 31, 2001        |
| September 10, 2001         | September 28, 2001     |
| October 08, 2001           | October 31, 2001       |
| November 05, 2001          | November 30, 2001      |
| December 10, 2001          | December 24, 2001*     |

*\*Pay date subject to observance of Holidays*

***Note: Schedule subject to change based upon PeopleSoft implementation.***

*July 2001*