

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

July-August 2003

WELCOME! NEW EMPLOYEES

Carlos Allen, Custodian, Custodial Services
Deborah Arington, Radio Dispatcher, Campus Police
Roy Barnett, Custodian, Custodial Services
Joan Barnidge, Graphic Designer, Marketing/Printing
Janice Beach, Custodian, Custodial Services
Alyssa Bodeax, Project Coord., Children's Advocacy Cntr
Raymond Brigham, Marketing Manager, PAC
Elizabeth Brillhart, Admissions Advisor, Admissions
Puspa Bueneman, Off Supp Staff II, Career Services
Deryn Carter, Asst. Coach Men's Basketball, Athletics
Jennifer Dohn, Admissions Counselor, Admissions
James Earle, Women's Golf Coach, Athletics
Patricia Eggers, Radio Dispatcher, Campus Police
Amie Granger, Ticket Manager, PAC
Mary Green, Optometric Technician, Optometry
Frankie Hall, Custodian, Custodial Services
Patrick Huppent, Security Access Spec, Campus Police
Mary Lundy, Student Develop. Coord., Advising Center
John McCalley, Mgr. Advising Center, Advising Center
Kevin Medler, System Admin-Spec, ITS
Janice Petty, Custodian, Custodial Services
Amira Redzic, Custodian, Custodial Services
James Rogers, MSA, Facilities Services
Carl Williams, Student Develop. Coord., Advising Center

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

Julia Gleason, Sr. Secy, Athletics to Admin. Secy, PAC
Thomas Lange, Sr. Stores Clerk, Facilities to Groundskeeper



HR/Payroll Converting To PeopleSoft Version 8

HR/Payroll is scheduled to convert from the current PeopleSoft version 7.6 to version 8 effective July 30, 2003. The conversion will occur July 24 thru 30, 2003. The new version will be web based, with new navigation and terminology. No change in WebTime (payroll) is scheduled to be made at this time.

Training to help departmental Payroll processors transition to version 8 will be held on July 15th, 16th, 17th, 18th 9:00 a.m.-11:00 a.m. and July 18th, 1:00 p.m.-3:00 p.m. in room 107 SCB. The objectives of the training are: Sign on to the PeopleSoft 8 HR application, use PeopleSoft 8 menus to navigate and find specific data on the PeopleSoft screens.

Users can sign-up for a training session by contacting Mary Brown, ext. 6016 or brownma@umsl.edu. For more information, contact *Mary Brown or Errol Benson, 5803.*

REMINDER – STAFF EXCELLENCE NOMINATIONS

The deadline for nominations for the Chancellor's Award for Staff Excellence is August 8, 2003. If you have questions regarding the nomination process, contact *Nancy Draper at ext. 5805.*

NEW TAX CUT BILL

On May 28, 2003, President Bush signed the Job and Growth Tax Relief Reconciliation Act of 2003. It includes a retroactive reduction of income taxes, new withholding tables and marriage penalty relief.

For 2003 and 2004 only, the taxable income maximum for the 10% regular income tax bracket was increased. Other income tax rates were reduced from 27%, 30%, 35% and 38.6% to 25%, 28%, 33% and 35% respectively, effective for tax years beginning on or after January 1, 2003. **Payroll** will begin using the revised withholding tables no later than July 1, 2003. **Taxpayers who have been overwithheld already for 2003 should file for a refund of this overwithholding through the normal process of filing an income tax return, and not through payroll.**

For 2003 and 2004 only, the marriage penalty has been alleviated by increasing the basic standard deduction amount for joint returns to twice the basic standard deduction amount for single returns.

For 2003 and 2004 only, the child tax credit has been increased to \$1000. For 2003, the increased amount of child tax credit will be paid in advance beginning in July 2003 on the basis of information on the 2002 tax return. Payments will be issued by the Treasury Department.

Contact the IRS or your tax accountant for specific details of how the tax cut bill affects you. For payroll questions related to this bill, contact *Errol Benson, ext., 5803.*

RIVERSTARS EMPLOYEE OF THE MONTH NOMINATIONS

Watch your e-mail (your campus mail if you do not have a computer) for the nomination form for the Riverstars Employee of the Month for August. The theme for August will be Positive Attitude. Employees will be asked to nominate other staff employees who view the campus, its administration, their management, and their co-workers in a favorable light; who show enthusiasm for their jobs and the future of the University. Prizes will include an automatic nomination for the 2004 Chancellor's Excellence award, a recognition plaque, and a \$100 gift certificate (from a list of available certificates).

TRUE PURPOSE OF POSITION RECLASSIFICATION

As budgets have been tightened, more and more supervisors and employees are attempting to use the reclassification process as a way of increasing pay. However, the reclassification process is not intended to supplement merit increases nor is it intended to increase the pay of an employee to a level that the employee or the employee's management feels is appropriate or consistent with the market.

The reclassification process is an internal equalization process which is designed to make sure that employees are treated equitably in relation to other employees on campus and to ensure compliance with *Title VII of the Civil Rights Act of 1964* and the *Equal Pay Act* of 1963. *Title VII* prohibits discrimination against any individual with respect to compensation, term, conditions or privileges of employment. The *Equal Pay Act* requires that male and female employees in an organization receive similar pay for equal work on jobs requiring equal skill, effort and responsibility performed under similar working conditions. As a result, in order for a position to be reclassified, the responsibilities of the position must have changed such that the position now performs the same work under similar conditions as another position on campus which is at a higher pay level. A request for reclassification of a position should identify the other position on campus and justify the similarity. If the reclassification process is used in any other way, it may, in fact, serve the opposite purpose of creating inequities on campus which do not currently exist.

The Q & A section of *HR 203, Position Classifications*, addresses the reclassification process. According to this section, if an employee feels that his or her position is classified incorrectly and wishes to have the classification reviewed, the employee may approach his or her immediate supervisor to initiate a reclassification request. If the supervisor and the department head support the request, Human Resources will then conduct a position audit to determine whether reclassification is needed.

July-December 2003 Bi-Weekly Payroll Schedule

<u>MONTH</u>	<u>PAY PERIOD ENDING (SAT)</u>	<u>WebTime Opens for Entry</u>	<u>WebTime Closes for Entry</u>	<u>PAY DATE</u>
July	Jun 21, 2003	Jun 20, 2003 6am	Jun 24, 2003 5pm	Jul 02, 2003
	Jul 05, 2003	Jul 04, 2003 6am	Jul 08, 2003 5pm	Jul 16, 2003
	Jul 19, 2003	Jul 18, 2003 6am	Jul 22, 2003 5pm	Jul 30, 2003
August	Aug 02, 2003	Aug 01, 2003 6am	Aug 05, 2003 5pm	Aug 13, 2003
	Aug 16, 2003	Aug 15, 2003 6am	Aug 19, 2003 5pm	Aug 27, 2003
September	Aug 30, 2003	Aug 29, 2003 6am	Sep 02, 2003 5pm	Sept 10, 2003
	Sep 13, 2003	Sep 12, 2003 6am	Sep 16, 2003 5pm	Sept 24, 2003
October	Sept 27, 2003	Sep 26, 2003 6am	Sep 30, 2003 5pm	Oct 08, 2003
	Oct 11, 2003	Oct 10, 2003 6am	Oct 14, 2003 5pm	Oct 22, 2003
November	Oct 25, 2003	Oct 24, 2003 6am	Oct 28, 2003 5pm	Nov 05, 2003
	Nov 08, 2003	Nov 07, 2003 6am	Nov 11, 2003 5pm	Nov 19, 2003
December	Nov 22, 2003	Nov 21, 2003 6am	Nov 25, 2003 5pm	Dec 03, 2003
	Dec 06, 2003	Dec 05, 2003 6am	Dec 09, 2003 5pm	Dec 17, 2003
	Dec 20, 2003	Dec 19, 2003 6am	Dec 23, 2003 5pm	Dec 31, 2003

Monthly

July 19, 2003 6am	July 23, 2003 5pm	July 31, 2003
August 19, 2003 6am	August 21, 2003 5pm	August 29, 2003
September 18, 2003 6am	September 22, 2003 5pm	September 30, 2003
October 21, 2003 6am	October 23, 2003 5pm	October 31, 2003
November 14, 2003 6am	November 18, 2003 5pm	November 26, 2003
December 12, 2003 6am	December 16, 2003 5am	December 24, 2003