

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

July-August 2004

WELCOME! NEW EMPLOYEES

John Amsler, Custodian, Custodial Services
Dustin Ashby, Men's Golf Coach, Athletics
Marcia Blackburn, Office Support Staff III, Faculty Senate
Debra Blackwell, Announcer, KWMU
Sarah Brown, Day Care Asst, Child Development Center
Jennifer Bursik, Sr. Secretary, Art/Art History
Sharon Carpenter, Food Service Worker I, Child Devel. Center
Sara Chasnoff, Term Clerical, Library
Timothy Corrigan, Groundskeeper II, Grounds
Jennifer Dougherty, Office Support Staff III, Fine Arts & Theatre
Catherine Harris, Office Supp Staff III, Continuing Education
Michael Heinicke II, Staging Supervisor, PAC
Randy Lewis, Custodian, Custodial Services
Ike McMillan, Asst. Women's Soccer Coach, Athletics
Darin Mackiewicz, System Admin-Specialist, ITS
Michael Maddox, Groundskeeper, Grounds
Mark Monroe, System Admin-Specialist, ITS
Meral Oliver, Custodian, Custodial Services
Marita Pelster, Database Prog/Analyst-Expert, ITS
Susan Sanders, Office Support Staff I, Registration
John Shanklin, System Supp Analyst-Principal, User Services
Amy Wibbenmeyer, Sr. Clerk, Cashiers
Yocheved Williams, Admin. Secretary, International Studies

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. 5809 or John Tighe, ext. 5381. For exit interviews, contact Nyonia Frye, ext. 5927. For training schedule or enrollment, contact Nancy Draper, ext. 5805. For additional information, visit our website, www.umsl.edu/services/hrs

PROMOTIONS/TRANSFERS

Richard Jolliff, Term Svc Cust to Floor Maint. Worker, Aux. Svcs
Karen Tanksley, OSS I to OSS II, Registration
Florece Williams, Term Svc Custodian to Custodian, Cust Svcs

EMPLOYMENT OF MINORS

Did you know that your 14 year old child may work during the summer without obtaining a work permit? For more information, go to www.umsl.edu/services/hrs, click on HR Services, then newsletter, then scroll to the May 2000 edition.

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for May was Pam Kaiser-Lee. Pam was chosen for best exemplifying the May theme of "Innovation & Creativity". Pam is a Programmer Analyst-Specialist in the department of Student Affairs. Comments made about Pam included; "she has put a lot of time and effort into designing and programming interactive databases to organize registration information and submissions for various programs", "Pam was vital to the introduction of online voting for the homecoming and student government elections", "she has used database technology to streamline registration processes for the annual Leadership Training and Development retreat and nomination forms for Leadership Awards Banquet".

The UMSL Riverstars Employee of the Month winner for June was Dennis Saunders. Dennis was chosen for best exemplifying the June theme of "Superb Communicator". Dennis is an Admissions Advisor in the Admissions Office. Comments made about Dennis included, "Denny has always been a committed team player who has gone above & beyond to contribute to the success of the admissions process through the development of written communications and publications", "his vast amount of knowledge about the University, his excellent speaking and listening skills, makes him an outstanding presenter at the Admission's Office General Information Sessions for prospective students", "he plays an essential part in training tour guides via personal guidance as well as writing training materials".

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

REMINDER – STAFF EXCELLENCE NOMINATIONS

The deadline for nominations for the Chancellor's Award for Staff Excellence is August 6, 2004. If you have questions regarding the nomination process, contact Nancy Draper at ext. 5805.



DEPARTMENTAL PAYROLL REVIEWS

Since the implementation of PeopleSoft, departments have been processing and recording pay information. In an effort to standardize payroll procedures, HR has continued reviewing departmental payroll and recordkeeping procedures. We hope that the following recommendations resulting from those reviews will assist other departments in their payroll processing and file maintenance.

- Departmental payroll processors should not be entering their own time into WebTime. The department should designate an individual to input their payroll time and serve as a back-up for this function.
- Report of absence forms must be completed by staff employees for every type of absence and must be entered during the applicable pay periods. Absences dated from a prior pay period should be submitted to the payroll office to process. These forms must be signed and approved by the supervisor.
- A calendar should be used to document departmental absences. Supervisors can then compare all data entries to calendar entries and make corrections as deemed necessary.
- The webtime review page and the paycheck data panel should be reviewed each pay period. This will allow the user to make the necessary corrections before the final paycheck is created. The payroll calendar designates the last day to review paycheck data.
- Leave balances must be reviewed each pay period before paid time off is approved and processed. Employees must have sufficient accrual time in order to be paid for time off. Time off accrued during a pay period is not available to use until the first day of the following pay period (see HR 402 and HR 404).
- It is recommended that departments keep an organized filing system to ensure that essential information is accessible to auditors and authorized personnel. Webtime review pages and all supporting documents including report of absence forms, retroactive adjustments, and monthly exception reports should be kept in individual folders labeled by the applicable pay period.

For further assistance concerning this matter, please contact the HR payroll office at ext. 5237 or 5238.

July-December 2004 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>
July	Jul 03, 2004	Jul 02, 2004 6am	Jul 06, 2004 5pm	Jul 14, 2004
	Jul 17, 2004	Jul 16, 2004 6am	Jul 20, 2004 5pm	Jul 28, 2004
August	Jul 31, 2004	Jul 30, 2004 6am	Aug 03, 2004 5pm	Aug 11, 2004
	Aug 14, 2004	Aug 13, 2004 6am	Aug 17, 2004 5pm	Aug 25, 2004
September	Aug 28, 2004	Aug 27, 2004 6am	Aug 31, 2004 5pm	Sept 08, 2004
	Sep 11, 2004	Sep 10, 2004 6am	Sep 14, 2004 5pm	Sept 22, 2004
October	Sept 25, 2004	Sep 24, 2004 6am	Sep 28, 2004 5pm	Oct 06, 2004
	Oct 09, 2004	Oct 08, 2004 6am	Oct 12, 2004 5pm	Oct 20, 2004
November	Oct 23, 2004	Oct 22, 2004 6am	Oct 26, 2004 5pm	Nov 03, 2004
	Nov 06, 2004	Nov 05, 2004 6am	Nov 09, 2004 5pm	Nov 17, 2004
December	Nov 20, 2004	Nov 19, 2004 6am	Nov 23, 2004 5pm	Dec 01, 2004
	Dec 04, 2004	Dec 03, 2004 6am	Dec 07, 2004 5pm	Dec 15, 2004
	Dec 18, 2004	Dec 17, 2004 6am	Dec 21, 2004 5pm	Dec 29, 2004
		Dec 31, 2004 6am		

Monthly

July 20, 2004 6am	July 22, 2004 5pm	July 30, 2004
August 19, 2004 6am	August 23, 2004 5pm	August 31, 2004
September 20, 2004 6am	September 22, 2004 5pm	September 30, 2004
October 19, 2004 6am	October 21, 2004 5pm	October 29, 2004
November 16, 2004 6am	November 18, 2004 5pm	November 30, 2004
December 12, 2004 6am	December 15, 2004 5pm	December 23, 2004