

# THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

July-August 2008

## WELCOME! NEW EMPLOYEES

Linda Aubuchon, OSSIII, Dean Fine Arts & Communication  
Rebecca Brooks, OSSII, Continuing Education  
Alice Burgdorf, Custodian, Custodial Services  
Brenda Cabrera, OSSIII, Continuing Education  
Johnnie Lee Casson, Custodian, Custodial Services  
Anthony Elder, Data Cntr Supp Tech I, ITS  
Kevin Day, Radio Dispatcher, Police  
Cary Goldwasser, Asst. Mgr Marketing, PAC  
LeeAnn Hausmann, Admin Asst, Athletics  
Franklin Jones, Custodian, Custodial Services  
Megan McDonald, Admissions Rep, Coll of Nursing  
Kevin Mitchell, Custodian, Custodial Services  
Matthew Newlin, Coordinator Stud Finc Aid, Financial Aid  
David Osborn, Lab Asst, Center for Nanoscience  
Osman Ozturgut, Coord Adv & Tchr Cert, Tchng & Lrng  
Phillip Reiss, Syst Admin-Entry, ITS  
Shawla Scott, Asst Ticket Manager, PAC  
Glenda Simms, OSSIII, Child Advocacy Center  
Lindsay Ann Zoellner, Admin. Asst., Coll of Nursing

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.umsi.edu/services/hrs](http://www.umsi.edu/services/hrs)

## PROMOTIONS/TRANSFERS

Peter Backus, Stud Asst to Security Guard, Rec Sports  
Connie Bradford, Admin Asst-Rolla, to Fiscal Asst, Cont. Educ.  
Andrew Fankhauser, Stud Asst-Admiss to Software Supp Anal, ITS  
Mike Frazer, Temp A/P to Account Exec, Athletics  
Harry Harris, Coord Stud Devel, Cntr Stud Success to Athletics  
Shakita House, Admin Asst, Registration to Honors College  
Brenda McPhail, Dir of Devel to Exec Dir of Advancement, Advan  
Ty Portell, Stud Asst to OSSI, Admin Svcs/Auxiliary Services  
Tawana Waters, Data Entry Oper to Admin Asst, Registration



## EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for May was Erika Malone. Erika is an Assistant Director for Transfer Services. Erika was chosen for Innovation & Creativity. Comments made about Erika included, "Erika comes up with new ideas to improve office procedures". "She has been instrumental in reorganizing Transfer Day, creating new processes and restructuring the event so it is most beneficial to attendees".

The UMSL Riverstars Employee of the Month winner for June was Loyola Harvey. Loyola is an Administrative Secretary for University Events. Loyola was chosen for Superb Communicator. Comments made about Loyola included, "Loyola is a wonderful leader. She is always very confident but caring. She consistently gives clear instruction that cannot be misunderstood without coming off as being uncaring or bossy". "Loyola is very tactful when it comes to difficult situations". "She communicates very clearly and concisely not only to donors, but students, faculty and staff".

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

## ROTH 403(b) OPTION

Effective August 1, 2008, University of Missouri employees who are eligible to participate in the UM Tax Deferred Annuity (TDA) Program can choose to have all, or a portion of, their voluntary salary deferral contributions directed to a designated Roth 403(b) account. Unlike traditional deferred annuity contributions, designated Roth 403(b) contributions are made on an after-tax basis, and distributions generally are not subject to taxes.

Contributions to the UM TDA Program can now be traditional, pre-tax contributions, designated after-tax Roth contributions, or some combination of the two. The maximum 403(b) contribution limit remains \$15,500.00 in 2008 (\$20,500.00 if at least age 50), and the sum of pre-tax and designated Roth 403(b) contributions cannot exceed this amount.

Not all of the vendors in the UM TDA Program offer the Roth 403(b) product. For a list of vendors offering the Roth 403(b) and additional information about the program, please refer to <http://www.umsystem.edu/ums/departments/hr/benefits/investment/roth403b.shtml>

## MILEAGE REIMBURSEMENT

Consistent with the IRS rate and University practice, the mileage reimbursement rate for business transportation expenses increased from 50.5 to 58.5 cents per mile effective July 1, 2008.

## **EMPLOYEE SELF SERVICE-ONLINE**

Human Resources is pleased to announce the rollout of the Employee Self Service application, myHR. The myHR application provides secure and easy access to review your human resources, payroll, and benefit information online; many items can also be updated online. The myHR application will allow you to ensure that your data is current and accurate.

To begin viewing your personal information, click on <https://myhr.umsl.edu> Login using your User ID and Password. Follow the menu item Self Service.

Due to the sensitivity of the information available in myHR, it is important to keep your UMSL SSO Password safe. You should never share this information because this enables others to view your HR, Financial and Student information. It is recommended that you change your password regularly. You can reset your password by going to <https://sso.umsl.edu> and following the instructions.

Please contact Errol Benson at ext. 5803 if you have questions or comments.

## **CHANCELLOR'S AWARD FOR STAFF EXCELLENCE**

The Chancellor's Award for Excellence is given to employees who best demonstrate exceptional competence, commitment and customer service. Chancellor George will present the awards at the State of the University on September 24, 2008. Congratulations on a job well done to the following awardees and the many others who were nominated.

### **STAFF**

Michael Ellerman, Service/Maintenance  
Paul Pratte, Administrative/Professional  
Alice Canavan, Office/Technical

### **FACULTY**

Bernard Feldman, Teaching  
Michael Harris, Research & Creativity  
Mark Pope, Service  
Susan Yoder-Kreger, Martha Caeiro, Kimberly Sallee (Team Award), Academic Non-Regular  
Matthew Lemberger, Gerald & Deanne Gitner, Excellence in Teaching Award

## **HUMAN RESOURCES STAFF CHANGES**

We are pleased to announce the following changes to the Human Resources staff, effective May 1, 2008.

- Errol Benson has been appointed to the position of Assistant Director of HR Administration.
- Joann Westbrook has been appointed to the position of Senior HR Specialist.

## **SIGNIFICANT SERVICE MILESTONES FOR JUNE, 2008 AND JULY, 2008**

<u><b>Name/Department</b></u>	<u><b>Years</b></u>	<u><b>Name/Department</b></u>	<u><b>Years</b></u>
Joan Barnidge, Graphic Services	5	Barbara Brown, Continuing Education	10
Janice Beach, Custodial Services	5	Tanika Busch, Dean Arts & Sciences	10
Shelley Marie Dotson, PAC	5	Melody Freeman, Cont. Ed & Outreach	10
Leonidas Gutierrez, Trans & Parking	5	Anthony Griemel, UMSL Police	10
Patrick Huppert, UMSL Police	5	Marsha Hill, Cashier's Office	15
Janice Petty, Custodial Services	5	Carolyn Kuo, Facilities	15
James Rogers, Maintenance Services	5	Clara Jackson, Graduate School	20
Carl Williams, Cntr for Stud Success	5	Robert Samples, Univ. Communications	20
Douglas Williams, ITS	5	Kathy Lynn Walters, Coll of Optometry	20
Jeri Abl, Public Policy	10	Deborah Burris, OEO	25
Joy Bender, Univ. Child Development	10	Laura Hofer, ITS	25
Debra Black, UMSL Police	10	Benard Diggs, Admin Svcs/Aux Svcs	35