

# THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

July-August 2009

## WELCOME! NEW EMPLOYEES

Gregory Daust, Assoc Dir of Development, Univ. Advancement  
Mark Farris, Event Assistant, Continuing Education  
Carla Gibson, Asst. Director Marketing, PAC  
Andriana Hughey, Coord. Stud Financial Aid, Financial Aid  
Victoria Jacobson, Director, Cntr for Excell-Financ Counseling  
Rhael Kaufman, Sr. Clerk, Cashier's Office  
Cory Jones, Police Officer, UMSL Police  
William Lemon, Syst Admin-Expert, Research Admin.  
Brian Manning, Security Guard, Library  
Lela Taussig, Academic Advisor, Continuing Education  
Lauren Zelazek, Graphics Designer, Student Life

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 Peter Heithaus, ext. 5809 or Sylvia Poe, ext. 5258. For exit interviews, contact Sylvia Poe, ext. 5258. For training schedule or enrollment, contact Nancy Draper, ext. 7219. For additional information, visit our website, [www.umsl.edu/services/hrs](http://www.umsl.edu/services/hrs)

## PROMOTIONS/TRANSFERS

Martin Baragiola, P/T to F/T Graphic Designer, PAC  
David Carr, Temp Tech to Driver, Optometry  
Kelly Crone-Willis, Sys Adm Expert to Sys Adm Prin, ITS  
Christopher Frost, Patient Svc Rep to Optom Tech, Optometry  
Deborah Kluempers, Graph Spec to Adm Asst, Univ Events  
Charles Morgan, Temp Tech to Driver, Optometry  
Warren Roades, Temp Tech to Accountant, Chan Spec Units



## EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for May was James Linsin. James is a Counseling Psychologist in the Counseling Department. James was chosen for Innovation & Creativity. Comments made about James included, "Jamie developed and coordinates the campus Safe Zone program which was developed based on his understanding of the needs of UMSL's students, faculty, and staff, particularly those who identify as sexual minorities." "Jamie had the vision to also develop and co-coordinate InterAct, UMSL's two year old interactive theatre project." "Interact uses performances to educate the campus and promote positive discussion around issues of communication and social justice."

The UMSL Riverstars Employee of the Month winner for June was Mary Brown. Mary is a Principal Technical Trainer with ITS. Mary was chosen for "Superb Communicator." Comments made about Mary included, "Mary volunteered to help facilitate the implementation of the Computer Access program which provides computer access to all employees on campus." She developed training materials and trained over 100 staff in the use of these computers (some of these staff had never touched a computer)." "As President of the Staff Association, Mary was in a position where she had to communicate ideas that represented the University staff to all levels of administration as well as at the UM system level. She did this in a confident and diplomatic way."

## SIGNIFICANT SERVICE MILESTONES FOR JUNE, 2009 AND JULY, 2009

<u>Name/Department</u>	<u>Years</u>
Rose Marie Coleman, Dean Coll of Educ	5
Eunice Marie Dent, Custodial Services	5
Sandra Lou Hammerly, Spec Units Chanc	5
Michael Ray Knight, COE Adv & Prof Exp	5
Mary Frances Pasek, English	5
John Charles Pummill, Registration	5
Spencer M. Reed, KWMU Radio	5
Wesley Szwarc, User Services	5
Sandra Diamond, Educ Psychology	10
Debra S. Garcia, Economics	10
Charmaine Henson, Athletics	10
Loyola Harvey, Spec Units Chancellor	10
Nichelle Hunter, ITS Operations	10
Frank Kochin, Facilities	10
Beverly Tucker, Child Advoc Center	10
Kathy Upton, Biology	15
Joyce Boss, ITS Operations	20
Laura Darrow, Facilities Planning	20
Lee Dell Hill, Custodial Services	20
Janice White, Optometry	20

## **IMPORTANT POLICY CHANGES**

Recently, all employees received an announcement that **HR 211 Overtime** has been changed so that time off with pay will no longer count as time worked for the purpose of computing overtime or compensatory time for non-exempt hourly employees. This change is effective starting with the Aug 23, 2009 pay period, and hourly employees will see it on their Sept 16, 2009 pay advices.

In order for their pay to be processed correctly, hourly employees must use a new Bi-weekly Payroll Time Record to record their time worked. Employees can access the new Time Record at <http://www.umsystem.edu/ums/departments/fa/management/records/forms/human/>. Employees should note that REG hours on the Time Record may total more than 80 hours in pay periods when they have time off with pay because vacation, sick days, and personal days will be paid at REG time and not count towards overtime hours. Hourly employees who are required to work on a holiday will still be paid 1 ½ times their straight-time wage rate in addition to their normal pay for hours worked on the holiday.

In addition, **HR 401 Holidays** has been revised to eliminate the requirement that eligible employees must be in pay status the day before and the day after the holiday to be paid for that holiday.

### **AUGUST-DECEMBER 2009 BI-WEEKLY PAYROLL SCHEDULE**

<u><b>MONTH</b></u>	<u><b>PAY PERIOD ENDING (SAT)</b></u>	<u><b>WebTime Opens</b></u>	<u><b>WebTime Closes</b></u>	<u><b>PAY DATE</b></u>
August	Jul 25, 2009 Aug 08, 2009	Jul 24, 2009 6am Aug 07, 2009 6am	Jul 28, 2009 6pm Aug 11, 2009 6pm	Aug 05, 2009 Aug 19, 2009
September	Aug 22, 2009 Sep 05, 2009 Sep 19, 2009	Aug 21, 2009 6am Sep 04, 2009 6am Sep 18, 2009 6am	Aug 25, 2009 6pm Sep 08, 2009 6pm Sep 22, 2009 6pm	Sep 02, 2009 Sep 16, 2009 Sep 30, 2009
October	Oct 03, 2009 Oct 17, 2009	Oct 02, 2009 6am Oct 16, 2009 6am	Oct 06, 2009 6pm Oct 20, 2009 6pm	Oct 14, 2009 Oct 28, 2009
November	Oct 31, 2009 Nov 14, 2009	Oct 30, 2009 6am Nov 13, 2009 6am	Nov 03, 2009 6pm Nov 17, 2009 6pm	Nov 10, 2009 Nov 25, 2009
December	Nov 28, 2009 Dec 12, 2009 Dec 26, 2009	Nov 26, 2009 6am Dec 11, 2009 6am Dec 24, 2009 6am	Dec 01, 2009 6pm Dec 15, 2009 6pm Dec 29, 2009 6pm	Dec 09, 2009 Dec 23, 2009 Jan 06, 2010

### **MONTHLY PAYROLL SCHEDULE**

<u><b>WebTime Opens</b></u>	<u><b>WebTime Closes</b></u>	<u><b>PAY DATE</b></u>
August 18, 2009 6am	August 20, 2009 6am	August 31, 2009
September 15, 2009 6am	September 17, 2009 6am	September 30, 2009
October 21, 2009 6am	October 23, 2009 6am	October 30, 2009
November 18, 2009 6am	November 20, 2009 6am	November 30, 2009
December 21, 2009 6am	December 23, 2009 6am	December 24, 2009