



THE H. R. RECORD

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WELCOME! NEW EMPLOYEES

Patricia Boyce, Sales Representative, KWMU
Terrence Brookman, MSA, Facilities Services
Mary Calandrella, Department Assistant, Optometry
Alexis Hastings, Administrative Asst., Alumni Relations
Prima Love, System Supp. Anal. Spec., Campus Computing
Larry Marsh, Coord. German Culture Center, Int'l Studies
Kenneth Osby, Mail Carrier, Business Services
Michael Perkins, MSA, Facilities Services
Kathryn Rebe, Sr. System Admin., Campus Computing
Ellen Reed-Fox, Dept. Specialist, KWMU

New employees, if you need assistance please contact Human Resources (Peter Heithaus, Director). For help with initial orientation or new hire paperwork, contact John Tighe, ext. 5381. For questions concerning benefits, contact Joann Westbrook, ext. 5639. For help with payroll, contact Errol Benson, ext. 5803. For questions about policy, contact Deborah Burris at ext. 6843. For exit interviews, contact Alicia Winchester at ext. 5258.

PROMOTIONS/TRANSFERS

Laura Diel, Admin. Asst. from TJ Library to Merc. Library
Charmaine Henson, Admin. Asst. from Univ. Rel. to Chemistry
Thomas Schaefer, Syst. Supp. Anal. to Syst. Admin. Spec.,
Campus Computing
Gary Stiehr, Dept. Asst. to I-Net Admin. Spec., Campus Comp.

MOST PROGRAM UPDATE

Employees can now begin making contributions to the Missouri Savings for Tuition Program (MOST). This program offers a method to save for a child/children's education. Anyone - a parent, grandparent, relative or friend - can open an account for a beneficiary (eventual student). Missouri taxpayers can deduct up to \$8,000 in contributions annually from their Missouri adjusted gross incomes.

The minimum contribution is \$25 by check, money order or through electronic funds transfer (EFT). Employees can also make contributions of as little as \$15 per pay period (\$30 per month) through payroll deduction.

For additional information about MOST, see the March issue of the H. R. Record at www.umsl.edu/services/hrs, call toll free 1-888-414-MOST, or visit www.missourimost.org on the Web. To process your MOST payroll deduction, contact *Derrick Freeman* at extension 5237.

NEW PAYROLL SYSTEM IMPLEMENTATION SCHEDULE

The Administrative Systems Project (ASP) is a system-wide effort to streamline the University's financial, human resources and student administrative activities through new technology, process changes, and policy and organizational structure initiatives. PeopleSoft has been selected as the software to make this project a reality. The expectation is that PeopleSoft will provide the technological tool to ensure increased flexibility, ease of use and access to timely and accurate data through total system integration.

Within Human Resources, payroll, benefits, recruitment and pension administration will be converted to the PeopleSoft format. Of those, the system which will have the most immediate impact is the payroll system.

The first step in the implementation of the PeopleSoft payroll system is **user training**. Training for designated trainers from Human Resources will occur in September. The Campus community will be trained during October and November. Each department must designate one or more staff to go through this training. Thus, it is strongly recommended to department heads that the scheduling of vacation and personal days for staff who may have strong payroll interface be carefully controlled during October and November. Additional information regarding specific training schedules and locations will be forthcoming.

The next step is "dual data entry" or "parallel processing". Beginning October 1st and continuing through December 31, all personnel actions must be entered into the Legacy system first and then into PeopleSoft by the required date (such as end of a pay period). No retroactive personnel actions will be processed during that time.

The first payroll to be issued under the new PeopleSoft system will be the biweekly payroll of January 3, 2001.

More information regarding the ASP Project in general is available through the ASP website - asp.umssystem.edu. Contact *Errol Benson* (ext. 5803) for additional information regarding PeopleSoft payroll implementation.

HOSPITAL NETWORK CHANGE

The University of Missouri Hospital and Clinics and University Physicians are now network providers under the Missouri University Choice Plus Health Care Plan. Eligible services provided by the University Hospital and University Physicians will now be covered as Level A benefits under the plan. If you have questions, contact *Joann Westbrook at extension 5639 or Michelle Brandon at extension 5806.*

TIPS FOR REDUCING WORK-RELATED STRESS

Stress can sap your physical and mental energy and affect your productivity. You can begin to manage stress by eliminating factors which are directly related to work, such as:

- **Insecurity.** Talk to your supervisor, make sure that you understand what is expected of you and how you're doing. Not knowing where you stand creates insecurity and stress.
- **Confusion.** Know where to find something when you need it. Be aware of your resources, keep a short emergency list if necessary.
- **Animosity or interpersonal friction.** If you have a problem with a co-worker or you think that he or she has a problem with you, address it. Even if you can't resolve it, recognition of it will develop understanding and acceptance and allow you to maintain a healthy working relationship with the other person.
- **Undesirable Environment.** Look around you. Are you comfortable or cramped? Do you have enough room to do your work and to keep organized. Do you have the equipment you need to do your job? Are there unnecessary distractions? Again, talk to your supervisor and, if necessary, your co-workers.

Then take a good look at yourself:

- **Learn to recognize the symptoms of stress.** Recognizing symptoms as they occur will help pinpoint stress-causing events and allow you to prepare for them or avoid them.
- **Exercise regularly.** Extensive research has proven that regular exercise reduces stress and can lead to a longer, healthier life.
- **Maintain a healthy diet.** A poor diet can lead to fatigue, lower the body's immune system and contribute to the onset of depression.
- **Break the procrastination cycle.** Procrastination can have a negative effect on well-being by causing a sense of loss of control.
- **Build awareness of yourself in the present tense.** Self-awareness can prevent you from worrying about the future or feeling guilty about the past.
- **Keep your competitive spirit in check.** You won't always come out on top. Instead, take pleasure in other people's successes.
- **Whenever you experience stress, ask yourself: "Is this really worth getting stressed over?"**

CAREER INTERESTS

At the University, there are a variety of positions which require many different skills or interests. If you feel that you have special skills or interests which are not being utilized but could be valuable to the University and which may not appear in your personnel file, please let us know by completing the form below and sending it to *Alicia Winchester* in our office or contact Alicia directly at *extension 5258* to arrange for an assessment of your skills or interests.

Name _____

Title _____

Department _____

Skills: _____

Interests: _____

OFFICE SAFETY

Is your office a safe place to work? Most employees of the University do not need a hard hat in their work environment. Serious injuries, however, are possible in any work environment when safety precautions are not taken. Office accidents are generally categorized as:

- slipping/tripping/falling
- improper use of or faulty equipment
- collisions/obstacles
- falling objects
- fire/electricity
- horseplay/freak accidents

Resulting injuries can cause the employee personal pain, medical costs, decreased productivity, and other problems such as adjustments in lifestyle and permanent impairments.

As the old saying goes, *“An ounce of prevention is worth a pound of cure.”* Managers and other employees can develop a safety conscious attitude toward their work environment by:

- being enthusiastic about safety, making it a department priority
- becoming more knowledgeable about ways to make the environment safer
- conducting periodic inspections or contact the safety management office at ext. 6363 for advise
- correcting problems or potential hazards immediately

For emergency injuries call 911, your manager, and Joann Westbrook at 5639. For non-emergencies, call your manager, university health services at 5671 or 5672, and Joann Westbrook at 5639.

Make sure your office is a safe place to work!

SLEEP-DEPRIVED WORKERS CANZzzz

Getting a good night's sleep seems like an impossible dream for many Americans, according to a 1998 national survey by the National Sleep Foundation (NSF) based in Washington, D.C.

Despite the fact that 98 percent of Americans agree that sleep is just as important to their health as nutrition and exercise, the average adult sleeps only seven hours a night, while almost one in three sleep six or fewer hours.

A 1997 NSF Harris poll indicated that the effects of sleep loss on work performance may be costing U.S. employers \$18 billion in lost productivity.

The good news is there are actions your employees can do to promote their alertness on the job. Pass the word.

- Take short breaks to rest
- Try to work with a “buddy.” Talking to another co-workers can help keep you alert
- Eat healthy snacks and avoid eating too much or too little. It's hard to sleep on an empty stomach and on a too-full one. Avoid spicy foods at your last meal before going to bed. Heartburn or an upset stomach from spicy or fried foods can leave you with regrets about your indulgence at bedtime
- Use caffeine early in the day, if desired. Remember that caffeine can be found in many sodas, teas and chocolate. Some people are so sensitive that consuming caffeine early in the day still creates sleeping difficulties hours later
- Exercise during breaks. Exercise has been shown to improve mood and promote alertness