



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - March 2000

WELCOME! NEW EMPLOYEES

Gloria Anderson, Secretary, University Relations
Stephanie Bell, Term. Svc. Custodian, Custodial Services
Jessica Bridges, Admin. Assoc. I, English/History
Judy Buss, Dept. Assistant, Optometry
Stacy Isermann, Admin. Assist, Center for Trauma Recovery
Diane Loewe, Sr. Secretary, Public Policy
Charles Matthews, Project Mgr., Teaching & Learning
Doris Matthews, Field Coord., Teaching & Learning
Latisha Slider, Video Audiovisual Apprentice, ITC
Jordan Smith, Term. Svc. Custodian, Custodial Services
Anita Townsend, Term. Svc. Custodian, Custodial Services
Daryl White, Term. Svc. Custodian, Custodial Services

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

David Camp, Micro Maint. Tech. to Site Supv., Campus Comp
Charlene Carter, Secretary, Cashier's Office to Teach & Learn
Diane Coonrod, Dept. Asst. Nursing to Educ. Psych. Res.
Dorothy Dick, Switchboard Operator, Part-time to Full-time
Trina Perry, Mail Carrier, Part-time to Full-time
Tory Kaufmann, Mail Carrier, Part-time to Full-time
Brenda Talbot, Dept. Asst., Temp. to Full-time
Joyce Tunstall, Mail Carrier, Part-time to Full-time
Marilyn Ulrich, Dept. Asst. to Adm. Assistant, School of Educ
David Vogler, MTS to Lead MTS, Facilities

CONGRATULATIONS! RETIREMENTS

John Clifford, Assoc. Professor, Philosophy
Idell Spruill, Custodian, Custodial Services

FOCUS ON THE FUTURE

Mark your calendars for Focus on the Future 2000 - March 27-31. This program offers a number of classes designed to enhance the professional and personal development of faculty and staff. Look for details and registration materials in the campus mail during the first week in March. Classes will count towards the Chancellor's management training requirement.

HIGHER EDUCATION SAVINGS THROUGH MOST

One of the most important - and burdensome - expenses employees will face is the cost of higher education. If the current trend continues, new parents looking ahead 18 years can expect the average cost of a four-year college education in the U.S. to triple, making it increasingly difficult for them to save enough to defray children's college expenses.

To address this concern, Missouri has recently launched the Missouri Saving for Tuition Program (MOST), a tax-favored higher education college savings program for use at colleges, vocational/technical schools, and other eligible postsecondary institutions anywhere in the country.

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. In addition, all earnings on contributions are exempt from Missouri state taxes if used for qualified higher education expenses (tuition, fees, certain room and board, books, supplies, and required equipment) of the designated beneficiary and are not subject to federal income tax until withdrawn. Such qualified withdrawals are then taxed at the student beneficiary's rate, which is likely to be lower than the tax rate of the account owner.

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. There is no annual maximum contribution although there is a lifetime maximum of \$100,000 per beneficiary.

MOST offers two investment options: *The Guaranteed Option*, a low-risk account with predictable returns which will initially be invested in the Institutional Money Market Fund; or the *Managed Allocation Option* with a potentially higher rate of return - and a higher level of risk - which is invested in a combination of stocks, bonds, and money market mutual funds.

MOST operates under the direction and control of the Missouri Higher Education Savings Program Board. Program management services are provided by TIAA-CREF Tuition Financing, Inc. (TFI). TIAA-CREF, is a nationally recognized financial services firm with over 80 years of experience in serving higher education.

For more information about MOST, call toll free 1 888 414-MOST (1 888 414-6678) or visit www.missourimost.org on the Web. To process your MOST payroll deduction, feel free to contact Karen Cedeck at 516-5238.

THE THIRD MILLENIUM WORKFORCE - YOUR OPINION

How will the workforce change in the new millenium and what are the consequences? What strategies and resources will have to be developed in order to address them? Trends indicate that the workforce will be older, more diverse and more technologically proficient. Employees will require more leisure time, yet the demand for skilled workers will far outstrip the supply. *Let us know what you think by completing the form below and returning it to Nancy Draper, 222 GSB.*

Changes to the new millenium workforce: _____

Strategies and resources needed to respond to those changes: _____

TRAINING REMINDER

Human Resources 99-00 training schedule will end in April. Call *Nancy Draper at ext. 5805* for a revised schedule.

JOIN DIRECT DEPOSIT

Direct Deposit is a way to have your pay AUTOMATICALLY deposited into your checking or savings account on pay day. It is more convenient, more dependable, requires less risk and less time than standard paper paychecks.

To sign up, just fill out the form below, clip it, and return it to Human Resources, 222 General Services Building, along with a voided check (checking account) or deposit form (savings account) from the account where you would like your pay deposited. If, for any reason, you are not satisfied with Direct Deposit and would like to go back to receiving a paycheck, just let us know and we'll cancel your direct deposit and make sure that you receive a paycheck on pay days.

UNIVERSITY OF MISSOURI AUTHORIZATION AND ORDER FOR PAYROLL CHECK Direct Deposit in Financial Institution

NAME OF EMPLOYEE (Last, First, Middle Initial)

The Treasurer of the University is hereby authorized to deposit my pay into my account identified as and held at the financial institution named below, and I certify that such account exists.

This authorization shall become effective within 30 days from the date of delivery to the Payroll Department, University of Missouri, and shall remain in effect until I give written change or termination of this authorization. I have provided the Payroll Office with a copy of a blank voided check (for deposits to checking account) or deposit slip (for deposits to savings account) solely for the purpose of verifying my account number and the financial institution's routing number.

FEDERAL I.D. NUMBER

EMPLOYEE'S SIGNATURE

DATE

Please fill in your financial institution's name and address, sign and date the form and return it to the Payroll Office. **A blank voided check or savings account deposit slip from the account to which you would like your net pay deposited must be attached!**

Financial Institution Name _____

TYPE OF ACCOUNT
(check one only)
Statement of earnings will be sent to
your campus office address

Financial Institution Address _____

_____ Checking

City _____ State _____ Zip _____

_____ Savings

FOR PAYROLL DEPARTMENT USE ONLY

TRN	FEDERAL ID NUMBER	DATE	ROUTING NUMBER	ACCOUNT NUMBER
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