

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

March-April 2009

WELCOME! NEW EMPLOYEES

Laura Beetner, Events Assistant, PAC
Deborah Graham, Dir Alumni Relations, Alumni Activities
Maureen Hanratty, Events Assistant, PAC
Robert Lessentine, Women's Soccer Coach, Athletics
Jeff Loyd, Events Assistant, PAC
Janice Nelson, Daycare Asst, Child Development Center
Ebony Smith, Coord Prog/Proj Support, Coll of Nursing
Catherine Wolf, Radio Producer, KWMU

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. 5805. For additional information, visit our website, www.umsl.edu/services/hrs

PROMOTIONS/TRANSFERS

Lori Flanagan, Interim Director to Dir of Athletics, Athletics
Daniel Kane, Temp to Parking Lot Attendant, Parking & Trans
Jason Wagstaff, Sr Res Analy to Syst Admin Specialist, ITS



EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for January was Shanta Kyles. Shanta is a Senior Secretary for Social Work. Shanta was chosen for Works Well Under Pressure. Comments made about Shanta included, "Shanta consistently meets all deadlines and is as calm and confident during the busiest times as she is during slower times." "Although the demands are high, she handles her work efficiently and effectively." "Shanta is in a position where students, faculty, and others request a wide range of information and assistance and she consistently uses good judgment and problem solving skills to locate resources, generate information, and make connections."

The UMSL Riverstars Employee of the Month winner for February was Lana Vierdag. Lana is an Administrative Associate for Political Science. Lana was chosen for "Performance Versatility." Comments made about Lana included, "Lana has the ability to be adaptable, flexible and open minded. She is able and more than willing to adjust her schedule to accommodate faculty, students as well as other staff." "On numerous occasions, Lana has been willing to set projects aside to tend to more pertinent, time sensitive projects." "Lana always has a smile on her face and is accepting of new duties." "She is the queen of handling multiple assignments."

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

SIGNIFICANT SERVICE MILESTONES FOR FEBRUARY, 2009 AND MARCH, 2009

<u>Name/Department</u>	<u>Years</u>
Barbara Jean Benz, Dev/Alumni Records	5
Christopher Frost, College of Optometry	5
Tina Hyken, Dean Coll of Education	5
Joseph Kane, UMSL Police	5
Angela Denice Thomas, Chemistry	5
David Craig Woods, UMSL Police	5
Gloria Jean Spates, Custodial Services	10
Terry Williams, Center for International Stud	10
Jack Crosby, Univ. Communications	15
Karen Ann Wagster, Coll of Bus Admin	15
Karen Crawford, Campus Depts Chancellor	20
Victoria Galvin, Graphic Services	20

EFFECT OF THE STIMULUS PACKAGE ON YOUR PAYCHECK

Employees may see an increase in their take-home pay and a reduction in federal income tax withholdings on their next pay advice. This change is due to the Making Work Pay Credit provision of the American Recovery and Reinvestment Act which was signed into law February 17, 2009. It provides for a tax credit of up to \$400 for working individuals and up to \$800 for married taxpayers filing joint returns, refunded in segments on each paycheck until the end of 2009. This tax credit will be calculated at a rate of 6.2 percent of earned income and will phase out at 2% of income over \$75,000 for single filers or \$150,000 for married couples filing jointly. It does not apply to employees who are claimed as dependents. Employees who are paid on a bi-weekly basis should see the first installment of the refund in their April 29, 2009 pay, and employees who are paid monthly should see it in their April 30, 2009 pay.

Employees with additional jobs or married couples whose combined incomes place them in a higher tax bracket may choose to submit a revised W-4 to ensure enough withholding to cover the tax for the combined incomes. [Publication 919](#) provides guidance for tax withholding including a special Making Work Pay worksheet. Employees who choose to adjust their Federal W-4's should log onto myHR at <https://myhr.umssystem.edu> to make the change. In deciding whether to adjust their W-4's, employees may also wish to consider the effect on their taxes of the pre-tax contribution to the retirement plan which will be effective on July 1, 2009.

Since Missouri income tax calculations include an exemption for the amount of Federal income tax withheld, employees receiving reduced Federal tax withholdings should expect a slight increase in their State tax withholdings. Employees who wish to adjust their Missouri W-4's must print them and deliver them to the payroll office in the Human Resources department. A link to the Missouri W-4 Form may be found at: <https://myhr.umssystem.edu>.

The payroll office cannot estimate the amount of change employees should anticipate in upcoming pay or provide tax advice, so employees with questions about individual tax liability should consult Publication 919 as described above or contact a tax professional. Employees with general payroll questions should contact Errol Benson at extension 5803.

SWINE FLU ADVICE

Many employees have expressed concern about the swine flu. Following are some credible sources of information and help:

http://www.cdc.gov/swineflu/?s_cid=swineFlu_outbreak_001

http://www.cdc.gov/swineflu/swineflu_you.htm

<http://www.redcrossstl.org/>

Coverage under the UM medical prescription drug plan includes Tamiflu (formulary) and Relenza (non-formulary), which are used for treatment of the swine flu. These are not considered preventive. The applicable copay/coinsurance amounts would apply. Employees with questions about applicable benefit coverage should contact Joann Westbrook at extension 5639.