



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - May/June 2002

WELCOME! NEW EMPLOYEES

Regina Faden, Development Officer, University Relations
Severia Green, Custodian, Custodial Services
Cassandra Hayes, Secretary, RISE
John Hodge, Museum Curator, Art & Art History
Lafayette Hutchins, Term Scv-Custodian, Custodial Services
Bruce Johnson, Custodian, Custodial Services
Melissa McPherson, Marketing Outreach Mgr, KWMU
Jill Riggs, Mgr. Animal Welfare Unit, Univ. Research Admin.
John Schupp, Police Officer, Campus Police
Debra Spink, Office Support Staff II, Optometry
Jonathan Struckhoff, Police Officer, Campus Police
Dena Woods, Secretary, Chemistry

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact Alicia Winchester, ext. 5258. 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. 5805 or John Tighe, ext. 5381. For exit interviews, contact Alicia Winchester, ext. 5258. For training schedule or enrollment, contact Nancy Draper, ext. 5805.

PROMOTIONS/TRANSFERS

Judith Buss, Dept. Asst., Optometry to Off Supp III, Engl/Hist
Oscar Green, Term Scv. Cust. to Custodian, Custodial Scvs.
David Scott, Floor Maint. Worker to Office Supp II, Aux Scvs

CHANCELLOR'S AWARD FOR STAFF EXCELLENCE

At the State of the University Address scheduled for September 18, Chancellor Touhill will present awards to three UM-St. Louis staff members in recognition of their outstanding contributions to the campus. These \$1,000 awards will be given to one individual in each of three staff categories; administrative/professional, office/ technical, and service/maintenance.

Employees and students may submit nominations. All regular, full-time staff, except those who have won the award in the past three years, are eligible for nomination. Awardees must have regular, full-time status at the time of the awards presentation. Self-nominations will not be accepted.

Nomination forms have been e-mailed to staff, faculty and students and delivered to departments where staff have limited e-mail access. The nomination forms include criteria for nomination/selection and instructions for submitting nominations. The deadline for accepting nominations is August 9, 2002.

SERVICE AWARDS BANQUET IS REINSTATED

With a pledge of additional financial support from the Chancellor, the 2002 Staff Service Awards Ceremony has been scheduled for Friday, November 15, 2002, at 6:00 p.m. in the Ballroom of the Millennium Center. This event is designed to recognize employees who achieved 5, 10, 15, 20, 25 and 30 year service anniversaries during 2002.

VERIP 2002 PRESENTATION

Joann Westbrook, Human Resources Specialist, will be discussing the new VERIP program on July 9th from 10:00 a.m. to 12:00 p.m., July 10th from 1:30 to 3:30 p.m., August 27th from 10:00 a.m. to 12:00 p.m. and August 28th from 1:30 to 3:30 p.m. in room 229 of the J.C. Penney Building. All eligible employees and their spouses are invited to attend.

PEOPLESOFT HR DATABASE TRAINING

On June 19th, Andrea Sims and Nyonia Frye will be providing instruction on using the PeopleSoft HR Database. The training sessions, which will be focused on how to navigate the HR data base using PeopleSoft and how to locate and use HR forms (PAF, turnaround, etc.), are designed only for employees who have received no previous training in those areas or who have been invited to attend. Training sessions will be held from 9:00 a.m. to noon and 1:00 to 4:00 p.m. in room 107 SCB. If you have not received an invitation but are interested in attending, please call Mary Brown at extension 6016 or e-mail her at mary_brown@umsl.edu.

CHANGES TO WEBTIME PROCESSING

The earn codes used to process paid time off in WebTime have been changed. These changes will take effect with the June 9th-21st biweekly pay period and the July monthly pay period. The following sessions have been scheduled to explain the changes. All sessions will be held in room 107 South Computer Building. All employees who input payroll into WebTime must attend one session:

June 21st, 9:00 - 11:00 a.m.; June 21st, 1:00 - 3:00 p.m.;
June 24th, 9:00 - 11:00 a.m.; June 24th, 1:00 - 3:00 p.m.;
June 25th, 9:00 - 11:00 a.m.; June 25th, 1:00 - 3:00 p.m.

To register, e-mail Mary Brown at mary_brown@umsl.edu or call her at extension 6016.

BENEFITS UPDATE - FLEX SPENDING

The IRS has recently issued guidelines which allow participation in a weight loss program to be treated as a tax deductible medical expense if it is considered to be a treatment for obesity (a diagnosed illness). As a result, such expenses are also eligible for reimbursement under the University's flexible spending account program. To be eligible, expenses must represent the unreimbursed portion of the cost for a program intended to treat a specific medical condition that is diagnosed as such by a physician. Consequently, the cost of purchasing dietary aids and expenses for a weight reduction program designed to improve an individual's appearance or general health are not eligible.

H.R. PEOPLESOFT UPDATE

Since January, the University has been utilizing Peoplesoft for its Human Resources, Payroll, Base Benefits and Records processing. HR Recruit/Position Management is scheduled for implementation on July 1. This update should reduce the manual input into some of the Peoplesoft tables. Most departments are doing an excellent job in tracking the Payroll processing schedule to determine when hours worked and vacation, sick leave, and personal days must be input into WebTime to ensure that all employees are paid. Departments should remember that they must input vacation, sick leave and personal time for exempt as well as non-exempt employees to ensure that their balances are correct. Attached are the WebTime openings and closings for the rest of the year for your assistance:

July-December 2002 Payroll Schedule

<u>Pay Period Month</u>	<u>Pay Period Ending (Sat)</u>	<u>WebTime Opens for Entry</u>	<u>Webtime Closes for Entry</u>	<u>Pay Date</u>
<u>Bi-Weekly</u>				
July	Jun 22, 2002 Jul 06, 2002 Jul 20, 2002	Jun 21, 2002 6am Jul 05, 2002 6am Jul 19, 2002 6am	Jun 25, 2002 5pm Jul 09, 2002 5pm Jul 23, 2002 5pm	Jul 03, 2002 Jul 17, 2002 Jul 31, 2002
August	Aug 03, 2002 Aug 17, 2002	Aug 02, 2002 6am Aug 16, 2002 6am	Aug 06, 2002 5pm Aug 20, 2002 5pm	Aug 14, 2002 Aug 28, 2002
September	Aug 31, 2002 Sep 14, 2002	Aug 30, 2002 6am Sep 13, 2002 6am	Sep 03, 2002 5pm Sep 17, 2002 5pm	Sept 11, 2002 Sept 25, 2002
October	Sept 28, 2002 Oct 12, 2002	Sep 27, 2002 6am Oct 11, 2002 6am	Oct 01, 2002 5pm Oct 15, 2002 5pm	Oct 09, 2002 Oct 23, 2002
November	Oct 26, 2002 Nov 09, 2002	Oct 25, 2002 6am Nov 08, 2002 6am	Oct 29, 2002 5pm Nov 12, 2002 5pm	Nov 06, 2002 Nov 20, 2002
December	Nov 23, 2002 Dec 07, 2002 Dec 21, 2002	Nov 22, 2002 6am T.B.D. T.B.D.	*Nov 25, 2002 5pm T.B.D. T.B.D.	Dec 04, 2002 Dec 18, 2002 T.B.D.

*Closing one day earlier due to Thanksgiving Holiday.

Monthly

July 19, 2002 6am	July 23, 2002 5pm	July 31, 2002
August 17, 2002 6am	August 21, 2002 5pm	August 30, 2002
September 17, 2002 6am	September 20, 2002 5pm	September 30, 2002
October 18, 2002 6am	October 23, 2002 5pm	October 31, 2002
November 15, 2002 6am	November 19, 2002 5pm	November 27, 2002
T.B.D.	T.B.D.	T.B.D.