

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

May-June 2003

WELCOME! NEW EMPLOYEES

Gary Atkins, Jr., Associate Director, Admissions
Wesley Burrus, Parking Lot Attendant, Parking & Trans.
Emily Byrne, Secretary, College of Arts & Science
Claude Collins, Food Svc. Worker I, Auxiliary Services
Erlene Cundiff, Senior Clerk, Cashier's Office
Betty Ditmeyer, Admin. Asst., Center for Transp. Studies
Tracy Filipiak, Office Supp Staff II, Optometry
Jennifer Hatty, Off Supp Staff I, Registration
L. Regina Little, Day Care Asst., Child Development Cntr
Ellen Meadows, Secretary, Cont. Education
April Miller, Academic Advisor, Teaching & Learning
Judy Rothfuss, Office Supp Staff II, Alumni Relations
Retannical Russell, Off Supp Staff II, Sociology
Tracy Santhuff, Mg. Marketing & Info, Optometry
Keely Shaw, Admin. Assistant, Inst. Women & Gender
Marisa Smith, Police Officer, University Campus Police
Tanisha Smith, Asst. to the Dean, Graduate School
Jerome Washington, Term Svc. Custodian, Cust. Svcs.
Tracy Watkins, Admin. Assistant, OEO
Rachel Wildschuetz, Office Supp Staff II, KWMU
William Winter, Research Specialist, Cont. Education

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

Teresa Balestreri, Director, Career Services
Jennifer Budak, Preschool Aid to Day Care Assistant
Antonio Clay, Grounds Keeper to Mail Carrier
Alan Crews, MSA to Locksmith
Tonnie Gragg, Dept. Asst. to Office Supp Staff IV
Patrick McKeon, Mgr. Food Svc. to Events Mgr, Catering
Trina Perry, Mail Carrier to Courier, Mail Services
Linda Vaughn, Dept. Asst to Admin. Secy, Communications



RECOGNIZING OUTSTANDING STAFF EMPLOYEES

For many years, the University of Missouri-St. Louis has honored its staff employees on an annual basis for length of service and excellence in service to the University. We believe that it is time to recognize employees on a more frequent basis. As a result, Human Resources is establishing the *Riverstars Employee of the Month* award program. Winners will be chosen from employees nominated by management and co-workers based on specified criteria, some of which may vary from month to month. Prizes will include an automatic nomination for the annual Chancellor's Excellence Award.

Watch our website (<http://www.umsl.edu/services/hrs/>) and your e-mail (your campus mail if you do not have a computer) for a detailed announcement and nomination forms!

EDUCATIONAL ASSISTANCE FOR SPOUSES AND DEPENDENTS

The Board of Curators has approved a 50 percent reduction in educational fees for eligible spouses and eligible dependents of benefit eligible employees who have at least five years of continuous, full-time service with the University immediately prior to course registration. The reduction applies to educational fees for up to 140 credit hours (per participant) of undergraduate, graduate or professional credit courses offered by the University of Missouri. Activity fees, books and other expenses are excluded. It is anticipated that this new benefit will be effective in time for the fall semester. More information about the program will be forthcoming as details are finalized.

EMPLOYEE BENEFITS/HUMAN RESOURCES FORMS

The UM-System office has announced that it will no longer send out the Authorization for Educational Assistance form (UM 84-1). This form may be downloaded from: www.system.missouri.edu/records/formsindex.html. Other forms available on this website include Change of Address, Direct Deposit, W-4, Payroll Time Records, Personnel Action and Personal Data forms.

Additional employee benefits forms may be downloaded from: www.system.missouri.edu/hrs/benefits/welcome.html. These include: Benefits Enrollment/Change form, Dental Claim form, Express Scripts Prescription Drug Claim form, Express Scripts Prescription Mail-In form, Beneficiary Designation form, Flexible Spending Account Enrollment form, Flexible Spending Account Claim form, Medical Claim form, Proof of Relationship form, Salary Reduction Agreement and Intent to Retire form.

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

Effective April 14, 2003, the University of Missouri Medical Benefits Plan (the Plan) is required by the Health Insurance Portability and Accountability Act (HIPAA), to take reasonable steps to ensure the privacy of your personally identifiable health information and to inform employees about:

- the Plan's uses and disclosures of Protected Health Information (PHI);
- your privacy rights with respect to your PHI;
- the Plan's duties with respect to your PHI;
- your right to file a complaint with the Plan and the U.S. Department of Health and Human Services;
- the person or office to contact for further information about the Plan's privacy practices, *Joann Westbrook, ext. 5639 (UMSL) or Ron Monroe (UM System)*

The term "Protected Health Information" (PHI) includes all individually identifiable health information transmitted or maintained by the Plan, regardless of form (oral, written, electronic). Information required under this law is provided to new employees during orientation and to other employees upon request.

REVIEW OF DEPARTMENT PAYROLL PROCESSING AND RECORDKEEPING

Human Resources has begun a review of departmental procedures for processing payroll documents and maintaining payroll records. The overall assessment so far has been very positive, however, department management, payroll processors, and recordkeepers should be reminded of the following:

- Report of Absence forms (UM 60) must always be signed, either by hand or electronically.
- Bi-weekly Time Records must be signed by the employee and the supervisor.
- Employees must submit Report of Absence forms (UM 60) for all absences of less than thirty days.
- Leave accrual panels should be reviewed to determine paid time off balances so that supervisors are not granting time to employees who do not have sufficient accruals.
- All adjustments to paid time off must be submitted to Human Resources for processing.
- Each pay period, departmental payroll processors should review paycheck data in Peoplesoft, particularly for monthly employees, in order to prevent overpayments.

Departments are to be commended on their efforts in processing and maintaining essential payroll information. If you need additional details of the reviews, contact Errol Benson, ext. 5803, or Karen Cedeck, ext. 5238.

INSTRUCTIONS FOR HANDLING SERVICE OF GARNISHMENTS

Employees who owe money to a creditor or as a result of a judgment may have their wages garnished under the provisions of Missouri Revised Statutes, Chapter 525. Garnishments enforced by this law include any order to withhold pay with a return date of ninety days or less.

Department management or staff on this campus should **not** sign for garnishments. Instead, process servers should be advised that garnishments must be executed by the Boone County Circuit Court through the Circuit Clerk, Barbara Nichols (573-886-4028). The Boone County Sheriff's Department will then serve the garnishment on The Curators of the University of Missouri, 121 University Hall, Columbia, MO 65211.

For additional information, contact Errol Benson at extension 5803.

CAMPUS MEDIATION SERVICE

At the end of April, many of you received a reminder from Jeanne Zarucchi about the Campus Mediation Service. This voluntary, informal and confidential process is an extremely effective way of resolving employee disputes since agreements are reached only by facilitated mutual consent of the parties involved. If you find yourself in conflict with a co-worker or supervisor and are hesitant to file a grievance or if your concern does not qualify for a grievance under the University's grievance policy, we encourage you to use the Campus Mediation Service. For more information, contact Jeanne Zarucchi, Campus Mediation Service Coordinator at ext. 7200 or visit the website at <http://www.umsl.edu/mediation>.

