

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

May-June 2004

WELCOME! NEW EMPLOYEES

Annette Baymon, Custodian, Custodial Services
Latonya Drags, Office Support Staff I, Stu. Fin. Aid
Andrew Forbes, Office Support Staff III, Facilities
Christopher Frost, Patient Svc. Rep., Optometry
Tim Gower, Term Svc Custodian, Custodial Services
Andrew Griffin, Admissions Counselor, Admissions
Emily Hoyne, Development Coord., Univ. Relations
Irene Lewis, Office Support Staff II, Optometry
Amy Lim, Nurse Practitioner, Health Services
Oliver Love, Sys Supp Analy-Entry, ITS
Kimberly Morse, Coord. SEVP, International Studies
Bridget O'Leary, Development Office, Univ. Relations
Aaron Seymour, Sr., Term Svc Custodian, Cust. Svc
Rebecca Singleton, Clerk II, Univ. Relations
Willie Trussell, Custodian, Custodial Services
Dennis Werkmeister, Sr. Comp. Oper, ITS
Brenda West-Ammons, Admin. Aide, Political Science
Stephen White, LAN Engineer, ITS

New employees, if you need assistance, contact Human Resources (Peter Heithaus, Director). For help with orientation or new hire paperwork, contact John Tighe, 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 John Tighe, ext. 5381. For exit interviews, contact Nyonia Frye, ext. 5927. For training schedule or enrollment, contact Nancy Draper, ext. 5805. For additional information, visit our website, www.umsl.edu/services/hrs

PROMOTIONS/TRANSFERS

Amanda Cotton-Jones, OSSI, Regis to Secty, Weinman
Jennifer Hatty, Off Supp Staff I to Data Entry Oper I, Reg
Dwayne Jenkins, Term Svc Cust to Cust, Cust Services
Lana Vierdag, Admin. Aide to Admin. Assoc. I, Pol Sci

EMPLOYEE ORIENTATION PRIZES

Human Resources wishes to thank the following departments for donating prizes and gifts, such as pens, pencils, t-shirts and band-aid dispensers, for our bi-weekly New Employee Orientation:

Admissions
Continuing Education and Outreach
Citizenship Education Clearing House (CECH)
Office of Equal Opportunity

Any departments which would like to donate prizes and receive special recognition during New Employee Orientation, should contact Talia Gholson at ext. 5237.

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for March was Lorraine Simeone. Lorraine was chosen for best exemplifying the March theme of "Good Work Ethic". Lorraine is a Senior Academic Advisor in the University Advising Center. Comments made about Lorraine included; "she is one of those rare individuals, who makes what she does seem ordinary", "she always works hard on those tasks assigned to her, and more importantly, on helping others with their tasks", "Lorraine is always busy. She looks for additional assignments to fill the "down time" or occupies herself by looking for ways the office can function more efficiently".

The UMSL Riverstars Employee of the Month winner for April was Carol Craig. Carol was chosen for best exemplifying the April theme of "Marvelous Motivator". Carol is a Co-Coordinator for Missouri Geographic Alliance in the College of Education. Comments made about Carol included, "She realizes educational possibilities may enrich learning or help someone's work become more satisfying", "she will take someone to lunch to say thank you, which gives an incentive to keep working hard", "Carol keeps a list with over 1,000 names and regularly shares information with this list serve and through on-line newsletters", she stays enthusiastic and this inspires many who work with her".

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

TAX CALCULATIONS FOR SHORT TERM CONTRACTS

Employees on short-term contracts should review the amount of Federal and State Income Tax withholding from their pay. If an employee determines that the amount of federal and state income tax being withheld is more or less than is necessary, the employee may change withholding by completing a new W-4 Form and submitting it to the HR/Payroll Office. Although the University will not provide employees with tax advice specific to personal situations, the worksheet found on the back of the W-4 may help employees to plan for appropriate tax withholding. Please contact Errol Benson at ext. 5803 for additional information.

JOHN PERRY STAFF ASSOCIATION SCHOLARSHIP

Applications for academic year 2004-2005 are now being accepted for the John Perry/Staff Association scholarship. The Staff Association will be awarding two scholarships in the amount of \$1000 each for the upcoming academic year. Scholarships are awarded to dependents of UM-St. Louis staff employees. To be eligible, a student must be an entering freshman pursuing an undergraduate degree at UM-St. Louis, and enrolled in at least 12 credit hours. Selection is based on merit and need; class rank and ACT, SAT, or SCAT scores are also considered. The deadline for submission is June 30, 2004.

For eligible dependents of employees who are eligible to participate in the University's Educational Fee Reduction program (HR309), the John Perry scholarship will be applied to remaining educational costs after the educational fee reduction has been applied.

You can download and print the Scholarship Application at <http://www.umsl.edu/services/sassoc/pdfs/application.pdf> or contact the UM-St. Louis Student Financial Aid Office <http://www.umsl.edu/services/finaid/> for an application.

If you have questions, please contact one of the committee members; Tanika Dunn, Charmaine Henson, Fern Mreen, or Karen Walsh.

VACATION - REMEMBER TO PLAN SO THAT YOU CAN PLAN TO FORGET

Have you been putting off vacation because you are afraid of the disproportionate mountain of work which you are likely to encounter upon you return? Even worse, have you ever taken one of those vacations where work was constantly on your mind and only a cell phone call away? We hope not. Vacations should be rewarding or fun, or both. They should be an opportunity to get away from work and focus your attention on other things which are important to you. You should come back with a fresh perspective towards your job or your career, or both, and a pleasant retrospective on your vacation activities. However, regardless of your outlook, returning from vacation is sometimes depressing and seldom easy. If you have not planned well ahead of time, it can be even more difficult for you and your co-workers. Here are a few tips to ensure that you can leave your work behind when you leave for vacation and reduce your anxiety upon reentry:

- Make sure that you obtain supervisory approval sufficiently ahead of time, and make sure that you conform to departmental scheduling rules. Even though vacation is a benefit to which all regular employees are entitled, University policy (HR 402) requires prior supervisory approval to ensure that your supervisor is aware of and can plan for your absence. By approving your vacation, your supervisor then makes a commitment to cover your work while you are out.
- Take initiative to get your co-workers involved. Make sure they know that you are leaving and are prepared to address any unresolved issues which may come up while you are gone. Hopefully, they will view this as an opportunity to show that they are team players, to demonstrate their skills and add to their experience and knowledge base.
- Complete major projects before your leave. This will reduce distracting thoughts about how to pick up the project when you return and eliminate worry about any loose ends your co-workers may be trying to tie up while you are out. Even if you still have a lot of backed up work awaiting you upon your return, at least you will know that it is fresh work to go along with your fresh outlook.
- End your vacation on a Friday. You will then have the weekend to get back into your normal flow before having to plunge back into work. It will also give you a window of time to show pictures and tell vacation stories to friends and family so that you can get your vacation out of your system by Monday.
- Make a return to work list. Put together a task list on your first day back to organize the things that need immediate attention, then address them one by one. Focus on regaining your momentum and getting back in step with the team rather than finishing all of the tasks on your list on the first day back.