

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

May-June 2007

WELCOME! NEW EMPLOYEES

Sonia Ahuja, Info Specialist, IMSELT
Milan Anich, Event Assistant, PAC
Beverly Bates, Proj Supp Specialist, Educ Psychology
Brad Bilyeu, Sys Supp Analy Entry, ITS
Bryan Carson, Term Svc Custodian, Custodial Services
Lauren Cobb, Coord. Prog/Proj Supp, IMSELT
Dorothy Conway, Term Svc Custodian, Custodial Services
Corie Creasy, OSSII, Alumni Relations
Lisa Curloss-Taylor, Wom Basketball Coach, Athletics
Judith Diecker, Event Assistant, PAC
A. Patrick Fox, Mgr Bus/fiscal Operations, PAC
Gretchen Gerteis, Research Specialist, Social Work
Jeff Griswold, Event Assistant, PAC
Taylor Grunloh, Event Assistant, PAC
Kimberly Happe, Sr. Clerk, Cashier's Office
Mary Hart, HR Assistant-Records, Human Resources
Kristen Hayes, Develop Coordinator, KWMU
LaQuita Jackson, HR Assistant-Benefits, Human Resources
Peggy Jones, Patient Svc Representative, Optometry
Chris Kraenzle, OSSI, ITS
Amae Kurre, Event Assistant, PAC
Julie Lieb, Admissions Advisor, Admissions
Evon Lucky, OSSIII, Educational Leadership
Marie McCool, Event Assistant, PAC
Amanda Porterfield, OSSII, Sociology/Criminal Justice
Lashaunda Robinson, OSSIII, Facilities
Mark Sevem, Data Entry Oper I, Development
Jessica Stegman, Preschool Aide, Child Development Center
Ryan Tiffany, Event Assistant, PAC
Tracy Tinnon-Ball, Secretary, IMSELT
Elizabeth Underhill, OSSI, ITS
Christy Wills, Admissions Rep, Admissions

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 Sylvia Poe, ext. 5258 or Peter Heithaus, ext. 5809. For exit interviews, contact Erik Smetana, ext. 5381. For training schedule or enrollment, contact Nancy Draper, ext. 5805. For additional information, visit our website, www.umsl.edu/services/hrs

PROMOTIONS/TRANSFERS

Marion Berry, Acad Advisor to Sr. Acad Advisor, Dean A & S
D'Andre Braddix, Student Asst. to Proj Supp Spec, Student Affairs
Glenda Gillespie, Admin Asst, Nursing to OSSIII, Cont. Educ
Claudia Griffin, Admin Asst, ITS to Telecom Spec, Telephone Svcs
Laurie Lombardo, from OSSII, Vol Svcs to Research Spec, PPRC
Kerry Marks, OSSII to Conference Asst, Continuing Education
Tim Preuss, OSSI to Computer Prog I, ITS
Petra Rosario, OSSII from Aux Svcs to Cont. Education
Stephen Scott-Smith, Data Entry Oper I, Optom to OSSII, Cont Ed
Yolanda Weathersby, Admin Assoc to Mgr Cust Svc, Admissions

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for March was Loretta Aemisegger. Loretta is an Administrative Secretary with Alumni & Constituent Relations. Loretta was chosen for Good Work Ethic. Comments made about Loretta included, "Loretta is always willing to help complete any special projects at any time and will drop what she is doing to assist us". "She is always thinking two steps ahead and prepared". "Loretta is always focused on her work and greets people into the office with a smile". "She is always friendly and professional in her work and dealings with staff".

The UMSL Riverstars Employee of the Month winner for April was Teri Furlow. Teri is an Admissions Counselor in Continuing Education at the Jefferson College site in Hillsboro. Teri was chosen for Marvelous Motivator. Comments made about Teri included, "Teri seems to be someone that is willing to find a way to make things work". "Her passion in advocating for students and positive attitude have personally motivated me to improve my relations with students".

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

NEED FOR MENTORS

New employees are requesting mentors and you can help! Mentors support the transition of new employees by familiarizing them with the operation of the campus, helping them to access resources or resolve work-related concerns, and providing them with moral support. Mentors are particularly needed in the non-professional/administrative/clerical and union-eligible categories.

You can apply to become a mentor if you have at least two years full-time service at UM-St. Louis, are in good standing, and have your supervisor's permission. Human Resources will match you with a new employee and provide you with initial training and further assistance as needed.

Become a mentor today! Learn about the program and apply at http://www.umsl.edu/services/hrs/current/mentor_program.html or if you know an employee who would make a great mentor, nominate that person! Human Resources will follow up.



CHANCELLOR'S AWARD FOR STAFF EXCELLENCE

The Chancellor's Award for Excellence offers another opportunity for employees to recognize co-workers who best demonstrate exceptional competence, commitment and customer service.

At the State of the University Address, three UM-St. Louis staff members will receive these \$2500 awards in recognition of their outstanding contributions to the campus. The awards will be presented 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 and other nominations which may violate University conflict of interest rules will not be considered. Nomination forms, including criteria for nomination/selection and submission instructions, were e-mailed to all employees on June 11, 2007. The deadline for accepting nominations is August 3, 2007.

If you did not receive a form or have questions regarding the nomination process, contact Nancy Draper at ext. 5805.

SIGNIFICANT SERVICE MILESTONES FOR MAY AND JUNE 2007

Name/Department	Years	Name/Department	Years
Victoria Knapp, Cont. Education & Outreach	5	Sherry Hieken, KWMU Radio	10
John Schupp, UMSL Police	5	Deloise Richard, Custodial Services	10
Otha Williams, Custodial Services	5	Luzette Wood, Child Advocacy Center	10
Stephen Bene, Residential Life	10	Michael Howe, Coll of Optometry	15
Veronica Hayes, Admissions	10		

July-December 2007 Bi-Weekly Payroll Schedule

<u>MONTH</u>	<u>PAY PERIOD ENDING (SAT)</u>	<u>WebTime Opens</u>	<u>WebTime Closes</u>	<u>PAY DATE</u>
July	June 30, 2007 Jul 14, 2007	June 29, 2007 6am Jul 13, 2007 6am	Jul 03, 2007 6pm Jul 17, 2007 6pm	Jul 11, 2007 Jul 25, 2007
August	Jul 28, 2007 Aug 11, 2007	Jul 27, 2007 6am Aug 10, 2007 6am	Jul 31, 2007 6pm Aug 14, 2007 6pm	Aug 08, 2007 Aug 22, 2007
September	Aug 25, 2007 Sep 08, 2007	Aug 24, 2007 6am Sep 07, 2007 6am	Aug 28, 2007 6pm Sep 11, 2007 6pm	Sep 05, 2007 Sep 19, 2007
October	Sep 22, 2007 Oct 06, 2007 Oct 20, 2007	Sep 21, 2007 6am Oct 05, 2007 6am Oct 19, 2007 6am	Sep 25, 2007 6pm Oct 09, 2007 6pm Oct 23, 2007 6pm	Oct 03, 2007 Oct 17, 2007 Oct 31, 2007
November	Nov 03, 2007 Nov 17, 2007	Nov 02, 2007 6am Nov 16, 2007 6am	Nov 06, 2007 6pm Nov 20, 2007 6pm	Nov 14, 2007 Nov 28, 2007
December	Dec 01, 2007 Dec 15, 2007 Dec 29, 2007	Nov 30, 2007 6am Dec 14, 2007 6am Dec 28, 2007 6am	Dec 04, 2007 6pm Dec 18, 2007 6pm Jan 02, 2008 6pm	Dec 12, 2007 Dec 26, 2007 Jan 09, 2008

July - December Monthly Payroll Schedule

Jul 19, 2007 6 am	Jul 23, 2007 6 pm	Jul 31, 2007
Aug 21, 2007 6 am	Aug 23, 2007 6 pm	Aug 31, 2007
Sep 18, 2007 6 am	Sep 20, 2007 6 pm	Sep 28, 2007
Oct 16, 2007 6 am	Oct 18, 2007 6 pm	Oct 31, 2007
Nov 16, 2007 6 am	Nov 20, 2007 6 pm	Nov 30, 2007
Dec 11, 2007 6 am	Dec 13, 2007 6 pm	Dec 21, 2007