

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

May-June 2009

WELCOME! NEW EMPLOYEES

Lisa Kite, Admin Asst, Dean Arts & Sciences

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. 7219. For additional information, visit our website, www.umsl.edu/services/hrs

PROMOTIONS/TRANSFERS

Daniel Contarini, Police Officer to Police Sergeant, Police
Cary Goldwasser, Asst Mgr to Director of Mrktng, PAC
Loyola Harvey, Adm Secy, Univ Evts to Adm Asst Chanc
Benita Higgins, Sr Clerk, CAC to Business Mgr, IMSELT
Thomas Hockett, Editor to Asst. Dir Univ Commun
Mena Blair O'Connor, Temp Adm/Prof to Soc Wrkr, Trma
Michael Perkins from MSA Res Life to Facilities
Terry Ringo from MSA Res Life to Facilities
Lisa Taylor from Admin Secy to OSSII, Alumni Activities



My/HR: VIEW ON-LINE PAY AND BENEFITS

Employees are reminded that they can view their paycheck and leave accruals on-line at <https://myhr.umssystem.edu>

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for March was Cornell Lewis. Cornell is a Business Systems Analyst in the Cashier's Office. Cornell was chosen for Works Good Work Ethic. Comments made about Cornell included, "Cornell usually drops what he is working on and places a priority on others problems." "He is always here to open the doors to the office." "Cornell has volunteered to take his lunches late to make sure the office is covered during high volume times." "Cornell does not deviate from tasks." "He put in extra hours when the manager was on vacation and Cornell always makes sure he is available to help colleagues and students."

The UMSL Riverstars Employee of the Month winner for April was Bette Ramirez. Bette is a Program/Project Support for Continuing Education. Bette was chosen for "Marvelous Motivator." Comments made about Bette included, "Bette never discourages any new ideas but rather welcomes a new idea and offers encouragement." "She is always there to lend a listening ear." "Bette always takes the time to really listen to others' feedback." "Whatever advice or direction she gives out, she's always consistent and unbiased."

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

SIGNIFICANT SERVICE MILESTONES FOR APRIL, 2009 AND MAY, 2009

<u>Name/Department</u>	<u>Years</u>
Irene Ericson, College of Optometry	5
Andrew Griffin, Admissions	5
Dwayne Jenkins, Custodial Services	5
Mark Monroe, ITS	5
Meral Oliver, Residential Life	5
Dennis Werkmeister, Technology Svcs	5
Brenda West Ammons, Social Work	5
Carl Hasten, User Services	10
Larry Hinkle, Research Admin.	10
James Karslake, Foreign Lang & Litera	10
Ann Kaup, Continuing Education	10
Steffanie Harting Rockette, Des Lee Coll	10
Jennifer Spearman Simms, Fac Instruc Supp	10
Anthony Eckert, User Services	15
Lori Morgan, VC Academic Affairs	15
Rhonda Harkness, Residential Life	20
Andrea Dunbar, Human Resources	25
Carolyn Jones, Anthropology	25
Carol Wright, Admin Svcs Div Aux Svcs	30

TIME AND LABOR IMPLEMENTATION

By November 2009, all campuses of the University of Missouri will be implementing a new centralized payroll system, the Time and Labor module of Peoplesoft, for tracking and reporting employees' working time and time off. Non-exempt (hourly-paid) staff employees will use this system to submit daily records of working time and absences; exempt (monthly-paid) staff employees will use the system to record absences; academic personnel will use it to report FMLA. When this system is in place, supervisors will be able to review and approve working time and absences from their desktops, replacing current paper collection and review processes.

The Time and Labor system will provide more cost-efficient and accurate pay information. It will allow for the use of time collection devices (time clocks and swipe systems) as well as web reporting (web clock and manual time entry). Training for all users of the new system will begin this summer.

As the UM-St. Louis campus prepares for Time and Labor, we may be requesting your assistance in training, implementation, and information validation. If you have questions or need additional information, please contact Errol Benson at extension 5803.

Due to the implementation of Time and Labor, the July to December payroll schedule which is usually announced in the May-June edition of the HR Record has not yet been finalized.

REMINDER - PENSION PLAN CONTRIBUTION

Effective July 1, 2009, each full-time benefit eligible employee (30 or more hours per week or .75 FTE with a nine month appointment) will contribute 1% on the first \$50,000 per year of salary and 2% on the amount by which his or her salary exceeds \$50,000 to the University's retirement plan through pre-tax payroll deduction. The retirement contribution will first appear on the August 5, 2009 paychecks of bi-weekly paid employees and the July 31, 2009 paychecks of monthly paid employees including faculty receiving summer pay.

For additional information, visit <http://www.umssystem.edu/ums/departments/hr/benefits/handbooks/smm.shtml>.

CHANCELLOR'S AWARD FOR STAFF EXCELLENCE

Do you know an employee whose contributions have made this campus a better place to work for all of us? The Chancellor's Award for Excellence offers another opportunity for you to recognize a co-worker who demonstrates exceptional competence, commitment and customer service.

At the State of the University Address, three UM-St. Louis staff members will receive these \$1000 awards in recognition of their outstanding contributions to the campus. The Chancellor will present the awards to one individual in each of three staff categories; administrative/professional, office/technical, and service/maintenance.

Employees and students may submit nominations. Regular, full-time staff employees, except those who have won the award in the past three years, are eligible for nomination, as long as they meet the other criteria specified on the nomination form. 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 15, 2009. Employees may also access the nomination form at http://www.umsl.edu/services/hrs/docs/Chanc_nomform.doc. The deadline for submitting nominations is July 16, 2009. If you have questions regarding the nomination process, contact Nancy Draper at extension 7219.