

THE H.R. RECORD

A publication of Human Resources, UM-St. Louis

November-December 2008

WELCOME! NEW EMPLOYEES

Brandon Ballard, Event Assistant, PAC
Penney Baughman, Admin. Assistant, Cntr for Charac & Citizen
Kelli Best-Oliver, Coord. Advis & Tchr Cert, Tching & Learning
Brandon Blackburn, Events Assistant, PAC
Dominic Cusumono, Events Assistant, PAC
Marquita Graham, OSSIII, Educ Leadership & Policy
Elizabeth Kurila, Devel Officer, Colleges & Units
Melissa Laurenti, Accountant, Research Administration
Matt Laws, Event Assistant, PAC
Adele Meister, Coord. Childcare, Univ. Childcare Development
Scott Morrison, Events Assistant, PAC
Rachel Moser, Receptionist, Health Services/Counseling
Cynthia Pulley, Proj Devel Specialist, Cntr for Charac & Citizen
Kylie Shafferkoetter, Sr. Info Specialist, Univ. Communications
Gene Taake, MSA, Facilities
Brandi Thomas, Temp Clerical, Development/Alumni Records
Elizabeth Von Behren, Events Assistant, PAC
Lindsey Wheaton, Child Care Asst, Univ. Child Development

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

Bryan Carson, PT to Full-Time Custodian, Custodial Services
Shelley Marie Dotson, Mgr Event Svcs to Mgr Events & Patron, PAC
Kenneth Douglas, OSS I to Events Asst, Cont. Education
Julia Gleason, Admin Secy to Admin Assoc I, PAC
Garrett Jones, Stud Asst. to Syst Supp Analyst-Entry, ITS
Jonathan Lidgus, Asst Dir to Director, Residential Life
Elisa Mack, PT to Full-Time Custodian, Custodial Services
Zach Mielke, Events Asst to Temp Service, Theatre & Dance
Felicia Powell-Eberhart, Temp to Sr. Clerk, Cashier's Office
Billy Rucker, Temp Admin Prof to OSSIII, Cntr for Charac & Citizen
Doris Stoll, Receptionist, from Counseling to Univ Health Services
Lindsay Strecker, Devel Off to Devel Off Annual Fund, Coll & Units

EMPLOYEE OF THE MONTH WINNERS

The UMSL Riverstars Employee of the Month winner for September was Linda Stein. Linda is an Administrative Assistant for the College of Optometry. Linda was chosen for the "Excellent Teamwork" award. Comments made about Linda included, "Linda is very self-motivated and customer service-oriented". "She is extremely professional and determined to complete all tasks on time". "Linda is a very unselfish individual and always places the needs of the College ahead of her own".

The UMSL Riverstars Employee of the Month winner for October was Sue Shibles. Sue is a Supervisor for Custodial Services. Sue was chosen for "Effective Leadership". Comments made about Sue included, "Sue provides feedback verbally to her employees in a positive manner and offers positive reinforcement on a frequent basis". "Sue does not mind getting her hands dirty. Sue is very constructive in her feedback". "She addresses and resolves problems effectively and is a fair and consistent supervisor".

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

HOLIDAY SCHEDULE

With the exception of designated departments, the campus will be closed from Thursday, December 25, 2008 through Friday, January 2, 2009, inclusive. Christmas and New Year's are paid holidays. Employees may use accrued vacation, personal days, or excused absence without pay for December 26, 29, 30, 31 & January 2. Since employees must be in pay status on the working days immediately before and after a holiday to be paid for the holiday, employees who take off for the whole time that the campus is closed must be in pay status on Wednesday, December 24 and Monday, January 5 in order to be paid for Christmas and New Years. Employees must submit a Report of Absence (Form 60) for all days off whether paid or unpaid, which are not paid holidays. Bi-weekly and monthly paychecks will be direct deposited on Wednesday, December 24, 2008. Human Resources will be closed during the holiday period.



January-July 2009 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>
January	Dec 27, 2008 Jan 10, 2009	Dec 26, 2008 Jan 09, 2009 6am	Dec 30, 2008 6pm Jan 13, 2009 6pm	Jan 07, 2009 Jan 21, 2009
February	Jan 24, 2009 Feb 07, 2009	Jan 23, 2009 6am Feb 06, 2009 6am	Jan 27, 2009 6pm Feb 10, 2009 6pm	Feb 04, 2009 Feb 18, 2009
March	Feb 21, 2009 Mar 07, 2009	Feb 20, 2009 6am Mar 06, 2009 6am	Feb 24, 2009 6pm Mar 10, 2009 6pm	Mar 04, 2009 Mar 18, 2009
April	Mar 21, 2009 Apr 04, 2009 Apr 18, 2009	Mar 20, 2009 6am Apr 03, 2009 6am Apr 17, 2009 6am	Mar 24, 2009 6pm Apr 07, 2009 6pm Apr 21, 2009 6pm	Apr 01, 2009 Apr 15, 2009 Apr 29, 2009
May	May 02, 2009 May 16, 2009	May 01, 2009 6am May 15, 2009 6am	May 05, 2009 6pm May 19, 2009 6pm	May 13, 2009 May 27, 2009
June	May 30, 2009 Jun 13, 2009	May 29, 2009 6am Jun 12, 2009 6am	Jun 02, 2009 6pm Jun 16, 2009 6pm	Jun 10, 2009 Jun 24, 2009
July	Jun 27, 2009	Jun 26, 2009 6am	Jun 30, 2009 6pm	Jul 08, 2009

Monthly Payroll Schedule

<u>WebTime Opens</u>	<u>WebTime Closes</u>	<u>PAY DATE</u>
January 20, 2009 6am	January 22, 2009 6pm	January 30, 2009
February 17, 2009 6am	February 19, 2009 6pm	February 27, 2009
March 17, 2009 6am	March 19, 2009 6pm	March 31, 2009
April 14, 2009 6am	April 16, 2009 6pm	April 30, 2009
May 12, 2009 6am	May 14, 2009 6pm	May 29, 2009
June 18, 2009 6am	June 22, 2009 6pm	June 30, 2009

SIGNIFICANT SERVICE MILESTONES FOR OCTOBER, 2008 AND NOVEMBER, 2008

<u>Name/Department</u>	<u>Years</u>	<u>Name/Department</u>	<u>Years</u>
James Campbell, PAC	5	Debra Graslaub, Development/Alumni Records	10
Andrea Finley, Univ. Child Development	5	Betty Hopkins, Dean of Arts & Sciences	10
Oscar Garner, Maintenance Services	5	Susan Moody, Business Academic Advisor	10
Jennifer Hatton, Univ. Communications	5	Donna Procter, Business Academic Advisor	10
Patricia Hinton, Biology	5	Barbara Trauterman, VC Academic Affairs	10
Raphael Hopkins, Political Science	5	Peter Aleman, Maintenance Services	15
Douglas Hughey, College of Nursing	5	Tina Saunders, College of Nursing	15
Timothy Nelson, Library	5	Randall Vogan, Accounting	15
Eric Nguyen, Development/Alumni Records	5	Christopher Burwell, Develop Alumni Records	20
Rachel Queen, PAC	5	Robert McCabe, KWMU Radio	20
Craig Robinson, Environmental Hlth & Safety	5	Lisa Stageman, Degree Audit	20
Maxine Thompson, Campus Housing	5	Patricia Steward, Library	20
Caroline Walters, Continuing Education	5	Lucinda Williams, Library	20
Demetrius Barber, Auxiliary Services	10	Deloris Licklider, Math & Computer Science	35
Curtis Deboe, Transportation & Parking	10		