



THE H. R. RECORD

A publication of Human Resources, UM-St. Louis - September 2001

WELCOME! NEW EMPLOYEES

Aziz Atai-Langroudi, Library Asst I, Library
Jeri Bross, Development Officer, KWMU
Jane Cocalis, Grant Writer I, Research Administration
Elizabeth Ernst, Asst. Coach Women's Soccer, Athletics
Teresa Eddington, Dept. Asst., Advising Center - Educ.
Willie Fleming, Custodian, Cont. Educ. & Outreach
Cynthia Foht, Placement Specialist, Career Services
Joyce Gorell, Secretary, International Studies
Christina Harris, Preschool Aide, Child Dev. Center
Tricia Heemeier, Coord. Child Care, Child Dev. Center
Kathleen Hickman, Secretary, English & History
Stephen Mutchler, System Supp. Analyst-Spec., ITS
Kim Nails, Term Svc. Custodian, Custodial Services
Jesse Nay'lor, Security Guard, Mercantile Library
Michael Rooney, Asst. Coach Men's Soccer, Athletics

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

Nancy Boehnker, Admission Couns. to Acad. Advisor, Bus.
George Brooks, Route Driver to Materials Handler, Bus. Serv.
Ericka Grim, Data Entry Oper to Sr. Data Entry Oper,
Registration
Michael Roberts, Security Guard to Driver Emerg. Rd. Svc.,
Campus Police

CONGRATULATIONS! RETIREMENTS

Elisabeth Baron, Library Clerk II, Mercantile Library

NEW FACULTY BENEFITS ORIENTATIONS

New faculty benefits orientations will be offered by Human Resources during the month of **September 2001** on **Tuesdays at 9:00 a.m. and Thursdays at 3:00 p.m.** Please call *Pat Camp, ext. 6466* or *Joann Westbrook, ext. 5639* to set up an appointment to attend one of these orientations.

Benefit enrollment forms must be turned in within 60 days from your date of employment for coverage to become effective.

2001 EXCELLENCE AWARDS

The Chancellor's Award for Excellence is given to faculty and staff employees who best demonstrate exceptional competence, commitment and customer service. Chancellor Touhill will present the award to three staff employees and four faculty members at the State of the University Address to be held at the J.C. Penney Auditorium on September 19, 2001. The awardees are:

FACULTY

Robert Calsyn, Professor, Gerontology
Margaret Sherraden, Associate Professor, Social Work
John Hylton, Interim Assoc. Vice Chanc/Professor Music
Elizabeth Vining, Sr. Lecturer, Business

STAFF

Wayne Garver, Research Scientist, Physics & Astronomy
Grace Williams, Dept. Assistant, Alumni Relations
Gary Parks, Mech. Trades Specialist, Facilities Services

Congratulations on a job well done to the awardees and all who were nominated!

BENEFIT CHANGES

COMING SOON 2001 CHANGE PERIOD. Watch for this important announcement at your campus address. You will receive a detailed enrollment packet, and information sessions will be held on campus in the near future.

TWO PRESCRIPTION DRUG CHANGES

On August 8, 2001, Bayer announced a voluntary withdrawal of *Baycol* from the prescription drug market due to continued reports of adverse muscle reactions.

Mail order Express Scripts will no longer be able to fill *Accutane* prescriptions. The FDA has recommended restricting *Accutane* prescriptions to no more than a 30 day supply due to recently reported pregnancy and psychiatric-related side effects. Due to the supply limitations and the no refill recommendations, employees who require *Accutane* should obtain it at their local pharmacy.

A TRIBUTE TO YOU

TIME IS RUNNING OUT.....

As a reminder, a special keepsake program booklet will be prepared for each employee celebrating 5, 10, 15, 20, 25, 30 years of service to the University. To prepare for your special program booklet, two items are needed:

YOUR PICTURE

All honorees must have their pictures taken in 201 General Services Building. **FINAL DATES** to have pictures taken are August 31, 2001 and September 07, 2001. If you have not done so, please schedule an appointment by calling *Nyonia Frye at ext. 5927 or Karen Cedeck at ext. 5238*. The program booklet will not contain a picture of awardees who are unavailable to have their pictures taken on those dates.

YOUR BIOGRAPHY

If you have not done so, please fill in any information about yourself which you would like to have included in the program booklet and return your announcement ASAP to Human Resources. If you have misplaced your original announcement or you wish to expedite the processing of your information, you may send an e-mail message to *Nyonia Frye or Karen Cedeck*. Awardees who do not submit biographical information will only be mentioned by name and position in the program booklet.

ASP HR/PAYROLL GO-LIVE DATE CHANGED

The University has postponed the implementation date for the new PeopleSoft Payroll/Human Resources system from October 1, 2001 to January 1, 2002. This delay will allow the University to perform the appropriate testing to ensure the completeness and accuracy of the new system. New dual processing schedules for WebTime and HR will be provided to the departments shortly.

TAX CHANGE

Effective August 7, 2001, the flat withholding rate for federal *supplemental* wages was decreased to 27.5% under the Economic Growth and Tax Relief Reconciliation Act of 2001. This will not affect the normal withholding rate.

NEW HIRE FOLLOW-UP PROGRAM

The Human Resources department has implemented a New Hire Follow-Up Program for benefit eligible staff members. This program is designed to provide valuable information about the progression and development of new hires in their new positions. It also gives them an opportunity to provide feedback on issues such as training, communication, expectations, satisfaction, and supervisor and co-worker relationships.

This follow-up will occur in questionnaire format via a telephone interview or, if the employee prefers, a face-to-face interview. New Hires should expect a follow-up phone call at two points during their employment: at 90 days and at the completion of their 6-month probationary period.

For more information about this program, contact Alicia Winchester at Ext. 5258.

A COMMITTEE OF ONE

Have you ever been asked to form a committee and wondered how many should be on the committee and whom to choose? You might begin by taking a good look at yourself. Although many managers and employees think that group problem solving is the best way to achieve consensus and to gather a variety of useful ideas, according to recent findings by researchers at Pennsylvania State University, usually it is not the most effective approach.

Researchers found that individuals generally came up with more ideas than groups because of hurdles to creativity which occurred in group interaction, such as domineering group members, open criticism by some participants of the ideas of others in the group, and conflicting personal agendas.

According to the research, the quality and efficiency of group decision making and problem solving will depend on how well the process is managed and how well ground rules are established and communicated at the beginning of the process. The research further showed that, when a group is required, the optimal number for group problem solving is two. Well chosen groups of two share sufficiently varied knowledge, experience and expertise to solve just about any problem and have an advantage over individuals and larger groups in that they tend to keep each other focused on the objectives of the group.

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