

# The Link



September 2009

University of Missouri-St. Louis Staff Association Newsletter

## President's Message

Greetings! I want to thank those of you who attended Betsy Rodriguez, Vice President of Human Resources, presentation on Compensation and Benefits. We had over 100 staff members attend which shows a lot of interest and support as we try to better understand how our compensation compares to that of our peers. For those who could not make it today, the entire presentation which was presented at the Board of Curators Committee Meeting can be found at the following url:

<http://www.slideshare.net/umsystem/university-of-missouriboard-of-curatorscompensation-human-resources-committee-a-review-of-salary-and-benefit-programs>

The first Staff Council meeting will be held soon and I again encourage your involvement. There are many committees that we need your help with and they are a fantastic opportunity to get involved while doing something you enjoy. To quote John Heywood "Many hands make light work".

Good news! Student enrollment is up this semester with new Freshman and Transfer student increases leading the way. Now it is all of our responsibility to make them want to stay and complete their degrees. There is also an increase in credit hours being taken this semester.

*Ken Voss*



Photo by August Jennewein

Photo by August Jennewein

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## Riverstars Employee of the Month

August Employee of the Month

**Ernestine Randle**  
"Positive Attitude."

The Employee of the Month winner for the month of August is Ernestine Randle. Ernestine is a Custodian in the department of Custodial Services. Congratulations to Ernestine!

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*Wherever you go, no matter what the weather, always bring your own sunshine. ~Anthony J. D'Angelo, The College Blue Book*

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## Volunteer of the Month-August

**Rachel Hinrichs**  
Thomas Jefferson Library

Rachel utilized her summer vacation away from college to volunteer at UM- St. Louis. Aziz Atai- Langroudi, the supervisor of the MERLIN/MOBIUS circulation desk in the TJ Library commended Rachel for her service. "Rachel is a fine young student. She understands what it means to be a volunteer - to help with no expectation of reward. She is punctual, maintains her schedule and is very popular among the Access Services staff. She carries out special tasks in addition to her regular activities. She completes her work accurately and in a timely manner. Rachel is a thorough, attentive, and cooperative volunteer."



*Rachel Hinrichs*

## Wanted: North Campus Walking Group

Are you interested in getting some exercise? Want to enjoy the cool Fall weather? We are forming a North Campus group that will meet perhaps at the Wayne Goode Statue and take 30 minutes to walk around campus, sometime around the noon hour each day. South Campus has had a walking group for quite some time now; it's time for North Campus to get a group together! Hopefully the group can walk daily (weather permitting), but feel free to join us when your schedule allows.



If you are interested, please complete the short survey at the following link [http://www.surveymonkey.com/s.aspx?sm=fjkJWqx3F3VhNsOt4kf4RA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=fjkJWqx3F3VhNsOt4kf4RA_3d_3d) or email Faith Lucas ([flucas@umsl.edu](mailto:flucas@umsl.edu)) with time preferences.

## What's New in the Bookstore?

By Stephanie Eaton, Assistant Bookstore Manager

Look for the Bookstore Fashion Show coming September 17<sup>th</sup>. All the new fall UMSL spirit wear will be strutted down the runway. Fabulous door prizes and fun for all. It's a Fierce Fashion Fiesta!



Eco-Totes are here!

We have a limited supply of the black and green UMSL recycled plastic tote bags. They are only \$1.00 while supplies last!

## Banned Books

Banned books week is the last week of September every year; hundreds of libraries and bookstores around the country draw attention to the problem of censorship by mounting displays of challenged books and hosting a variety of events. The 2009 celebration of Banned Books Week will be held from September 26 through October 3. The UMSL bookstore is no different; we will also host a display of books that have been banned for various reasons. Stop by, you will be surprised at what books have been banned.



## Campus Moves—Where are They Now?



West County Continuing  
Education Center

- The Faculty Senate/University Assembly Office has moved its location from 258 GSB to 507 Tower, with their phone #6769 remaining the same.
- The Center for Teaching & Learning has moved from 421 Woods Hall to 519 Lucas Hall, with their phone #4508 remaining the same. The Center is currently under development with information to follow soon.
- The Microcomputer Program moved just two blocks from its previous location into the new West County Continuing Education Center at 12837 Flushing Meadows Drive. The West County Continuing Education Center is conveniently located near the intersection of Interstate 270 and Manchester Road. Full-time employees receive a 50% discount and part-time employees receive a 25% discount. For more information about these computer classes and the specialized Chancellor's Certificates, call Ellen Asher at 314-984-9000 or go to <http://www.micros.umsl.edu>.

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## Time and Labor (T&L)

Time and Labor T&L is a Web-based process that automates how an employee reports time and absences as well as how a supervisor manages, reviews, and approves an employee's reported time and absences. Upon implementation, full- and part-time University employees will use this system to submit daily records of work time and absences. August-November will be T&L training for all campuses. Planned full implementation date is November 29. The next few months will be devoted to testing and training activities.

In order to effectively use T&L, employees are categorized as *Time Reporters and Time Approvers or Time Keepers*. By accessing T&L through myHR, all employees, known as *Time Reporters*, will be able to enter time worked, time off requests, and absences directly into PeopleSoft. Those entries will be electronically reviewed and approved by the employee's manager or supervisor, known as a *Time Approver*. Each departmental WebTime person, known in T&L as a *Time Keeper*, will report or adjust time, assign schedules and manage exceptions.

To test the system, **position numbers must be assigned to all positions**. This process has already begun and additional communication is being sent to *Time Keepers* to facilitate comprehensive position number assignment. Training will occur in the coming weeks in preparation for system-wide parallel testing to begin in September. Departments involved in the parallel testing on this campus have already been notified. During the parallel test, time worked and absences will be entered into the existing Web Time system and the new T&L system. After the testing period, the results of both systems will be carefully compared to confirm that the new system processed all information correctly.

If you have any questions or concerns, feel free to contact Errol Benson, our campus T&L representative on the Project Team, at 516-5803. Additionally, we have established this specific email address for T&L questions: UMSL, [UMSL, Payroll Time and Labor Project](mailto:UMSL_Payroll_Time_and_Labor_Project) .

More information and training materials can be found online at UM System's website <http://www.umssystem.edu/ums/departments/hr/isr/tl.shtml>

## Healthy for Life

### Weight Watchers at Work

Weight Watchers at work is starting 9/15/09, 225 MSC, 11:30 am - 12:15 pm. The session will be 13 weeks long at a rate of \$156. Payment options include 3 monthly payments of \$56 or a credit card. If you are benefit eligible and only miss 1 meeting, you will receive a 25% reimbursement from *Healthy For Life*. Please email Jaime Capizzi at [capizzij@umsystem.edu](mailto:capizzij@umsystem.edu) with any questions. Couple of reminders:

- If you are eligible for the 25% rebate from the last session, please send your weigh in record (yes, you can black out your weight) to Jaime Capizzi in campus mail to 238 MT
- E-tools will be free the first 8 weeks!
- For those that did not turn in their payment, you can send to Jaime Capizzi in campus mail or bring to the 1<sup>st</sup> meeting on Tuesday.



*Please feel free to email Josh, the yoga instructor, concerning your questions about the yoga classes. Josh's e-mail is [uruam@yahoo.com](mailto:uruam@yahoo.com).*

### Weight Watchers Online

If you want to try the online version of Weight Watchers, the cost is \$65/3 months. If you are benefit-eligible and weigh in weekly, you will receive a 25% reimbursement from *Healthy for Life*. Please email [capizzij@umsystem.edu](mailto:capizzij@umsystem.edu) for more information.

### Yoga is in Full Swing

Please email [capizzij@umsystem.edu](mailto:capizzij@umsystem.edu) to receive updates on dates/times and locations. North campus classes will start next week. Cost \$5 for drop ins or buy in bulk at \$3/class. Feel free to contact the instructor, Josh, with questions at [uruam@yahoo.com](mailto:uruam@yahoo.com).

### Healthy Weight Support Group and Beginner Strength Training Class:

Wednesdays, 12:00 pm – 1:00 pm, Cypress Room in the JC Penney building. The first half hour we will discuss weight loss strategies and overcoming obstacles. The second half hour will be an introduction to strength training. Please bring your own hand and ankle weights. Come whenever your schedule permits! Open to UMSL employees.

### 2009 Employee Wellness Fair Update

Get involved today! We are in search of volunteers for clinical & non-clinical jobs, non-profit and University Exhibitors, and donations for raffle prizes. If donating a raffle prize, your department will be promoted in advertising. If you are interested in cholesterol or glucose screening positions, please attend our training on September 22, 2009. If you have any questions or would like to assist with year's Employee Wellness Fair, please email Jaime Capizzi at [capizzij@umsystem.edu](mailto:capizzij@umsystem.edu).

### Club Fitness

If anyone is interested in joining Club Fitness at a corporate discounted rate, please email Amanda at [abaldrige@clubfitness.us](mailto:abaldrige@clubfitness.us).



## Staff Benefits and Discounts

Did you know that your staff ID will get you free admission to Triton games or that the bookstore offers free notary services? Below are some of the benefits and discounts available to UMSL staff. *If your department offers discounts, let us know and we can include in future Link.*

### Smart Cards Return

The UMSL Smart Card is available to all students, staff, faculty, alumni and fans and consists of several different UMSL Athletics corporate partners to provide significant discounts off their products. This year's card features discounts at more restaurants and eateries around the UMSL campus, including Chartwells, Oscar's Cafe, Whalen's and Breakaway Cafe.

The Smart Cards are \$10 per card and are available for purchase in the Athletic Department Office (225 Mark Twain) during normal business hours and at the UMSL Bookstore. The new Smart Cards are good through 7-31-2010. For more information on the Smart Card, please contact the UMSL Athletic Department at 314-516-5661.

Smart Card Discounts:

Penn Station—10% off any purchase

Domino's—Oven baked sandwich, 20 oz soda and bag of chips 6.99

Del Taco—10% off all purchases

UMSL Bookstore—20% off clothing and gifts

Oscars Café—10% off all purchases

Breakaway Café—10% off all purchases

Krispy Kreme—10% off at St Louis Area Krispy Kreme retail locations

Drury Hotel—Special discount rate

CNB Tire & Automotive—10% off all products and services

Fast Signs—20% off custom event banners and foam board signs

McDonalds (Cool Valley only)—buy one sandwich, get one free

Chartwells—upgrade medium fountain soda to large in La Cantina Loca with food purchase

Sonic—buy one Sonic Burger and get one free, OR buy one extra long Coney Dog and get one free

Whalens Bar and Restaurant—10% off all purchases (excludes alcohol)

Marleys Bar and Grill—15% off all purchases (excludes alcohol)

45 Minute Cleaners—10% off all dry cleaning

Maid Rite Diner—15% off all purchases and a free straw



*The Smart Card will get you a 10% discount at Oscar's Café.*

## Triton Connect—UMSL's Online Community

This online discussion board provides opportunities for UMSL faculty and staff to connect with others on campus with similar professional and/or personal interests. To access [Triton Connect](https://tritonconnect.umsl.edu/), faculty and staff should first log in to the campus network and then go to the following website: <https://tritonconnect.umsl.edu/>. First time visitors to the site should check out the Getting Started forum.

## Income & Employment Verifications

### The University of Missouri Introduces a New and Secure Employment and Income Verification Service

The University of Missouri has contracted with an outside vendor, **The Work Number™**, to provide a new, secure, convenient and accurate employment and income verification service for our employees. **The Work Number™** is the largest provider of automated employment and income verifications in the United States. **The Work Number™** verifies your information when you:

- apply for a mortgage, lease or personal credit account
- allow a potential employer to conduct a pre-employment screening
- contract with a potential landlord

In the past, banks, other lenders, landlords, etc. would contact the university's Human Resources Department. **The Work Number™** replaces those time-consuming phone calls to HR, reducing the risk of human error while providing more timely verifications. **The Work Number™** is accessible by phone or Internet to provide on-demand employment and income verifications for current and former University of Missouri employees. **The Work Number™ verifies only employment and income information; it does not provide other personal information.**

You control who can verify your employment and income history by providing your Social Security Number and a salary key. To enable employment history verification, provide your SSN to the verifier. If the verifier needs to confirm your income information, you can obtain a salary key by logging into **The Work Number™** Web site. The salary key will grant the verifier a single request to view your income information. **The salary key is unique for each request, thus making it very secure.**

Current employees may access **The Work Number™** through myHR Self Service. Verify Income & Employment is available under the heading Personal Information. Former employees with termination dates **AFTER** June 19th, 2005 should go directly to **The Work Number™** Web site. Former employees with termination dates **BEFORE** June 19th, 2005 should contact the campus Human Resource Department.

[Access myHR](#)

[Access \*\*The Work Number™\*\*](#)

[Access Instructions](#)



University of Missouri has contracted with The Work Number to verify income.

### Fast Facts\*

- The average age of University Missouri employees is 45.
- The average salary for office administrative staff (administrative assistants, office support, etc.) is \$14.50/hour.
- Less than 4% of benefit eligible employees are under 25 years of age.

\*From the University of Missouri System Board of Curators: Compensation & Human Resources Committee: A Review of Salary and Benefit Programs

## 10 Things to Never Say During a Job Interview



*You should probably know I mud wrestle on the weekends.*

CareerBuilder.com asked hiring managers to share the craziest things they've heard from applicants in an interview. Believe it or not, the statements weren't overhead in bars or random conversations -- they were said in job interviews.

Here are 10 for your amusement:

### Why did you leave your last job?

1. *"I have a problem with authority."*

### Tell us about a problem you had with a co-worker and how you resolved it

2. *"The resolution was we were both fired."*

### What kind of computer software have you used?

3. *"Computers? Are those the black boxes that sit on the floor next to the desks? My boss has one of those. He uses it. I don't have one. He just gives me my schedule and I follow it."*

### Do you have any questions?

4. *"Cross dressing isn't a problem is it?"*

5. *"What is your company's policy on Monday absences?"*

6. *"If I get an offer, how long do I have before I have to take the drug test?"*

### Why are you leaving your current job?

7. *"I was fired from my last job because they were forcing me to attend anger management classes."*

### Why are you looking for a job?

8. *"My parents told me I need to get a job so that is why I'm here."*

### Why do you want to work for us?

9. *"My old boss didn't like me, so one day, I just left and never came back. And here I am!"*

### Is there anything else I should know about you?

10. *"You should probably know I mud wrestle on the weekends."*

Adapted from 43 Things Actually Said in Job by Rachel Zupke, CareerBuilder.com writer

## Department of Labor Latest Numbers

<a href="#">Consumer Price Index</a>	Unchanged	July 2009
<a href="#">Unemployment Rate</a>	9.4%	July 2009
<a href="#">Average Hourly Earnings</a>	+\$0.03(p)	July 2009
<a href="#">Producer Price Index</a>	-0.9%(p)	July 2009
<a href="#">Employment Cost Index</a>	+0.4%	2nd Qtr 2009
<a href="#">Productivity</a>	+6.6%	2nd Qtr 2009
<a href="#">Federal Minimum Wage</a>	\$7.25	Current

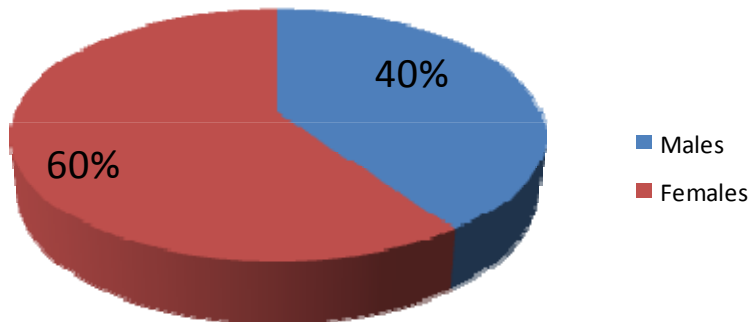


Federal Minimum wage is now \$7.25

(p) preliminary

## UMSL Staff At-A-Glance

### Staff: Ratio of Females to Males



Source: PeopleSoft file cw\_rpt\_Link Benefit Eligible Staff



Approximately 60% of Benefit Eligible staff are female. Photo taken at the Staff Award Ceremony 2009 by August Jennewein.

## Significant Milestones for June & July, 2009

### Name/Department/Years

Rose Marie Coleman, Dean Coll of Educ	5
Eunice Marie Dent, Custodial Services	5
Sandra Lou Hammerly, Spec Units Chanc	5
Michael Ray Knight, COE Adv & Prof Exp	5
Mary Frances Pasek, English	5
John Charles Pummill, Registration	5
Spencer M. Reed, KWMU Radio	5
Wesley Szwarc, User Services	5
Sandra Diamond, Educ Psychology	10
Debra S. Garcia, Economics	10
Charmaine Henson, Athletics	10
Loyola Harvey, Spec Units Chancellor	10
Nichelle Hunter, ITS Operations	10
Frank Kochin, Facilities	10
Beverly Tucker, Child Advoc Center	10
Kathy Upton, Biology	15
Joyce Boss, ITS Operations	20
Laura Darrow, Facilities Planning	20
Lee Dell Hill, Custodial Services	20
Janice White, Optometry	20



Photo taken at the Staff Award Ceremony 2009 by August Jennewein.

## UMSL Homecoming Parade 2009

**Time: 1:45pm**

**Place: Judging and student watching at MSC lakes**

**Date: Thursday October 1<sup>st</sup>**

The parade floats will meet at the parking lot across from Mark Twain. The parade will begin at Mark Twain Dr. and travel down West Dr to the judging area in front of the MSC near the lakes.

Every organization has the opportunity to decorate a truck or car to participate in the parade. Your car or float must have your organization's name and the dance time, date and place. You also need to incorporate the theme, "Triton Times" (UMSL Theme). You may throw beads, candy or play music. Although, you CAN NOT throw confetti or anything like that, anything that will need to be cleaned up. Applications can be picked up in the SGA Office, Student Life, or the Bookstore.

UMSL administrators will judge the student floats/cars and students will judge the staff floats. The judging criteria are the following: creativity, neatness, use of the theme, and spirit (enthusiasm of participants). The judges are in front of the MSC by the lakes. The top 3 student floats/cars will receive 50 points for 1<sup>st</sup> place, 40 points for 2<sup>nd</sup> place and 30 points for 3<sup>rd</sup> place. Every organization will receive 10 participation points.

### More Homecoming Events

STAT Soccer Tailgate	Sep 25 6:30 pm	Mark Twain Soccer Field
UMSL Greek Volleyball Tailgate	Sep 26 3 pm	Mark Twain Gymnasium
UMSL Homecoming Kickball Game	Sep 27 3 pm	Mark Twain Intramural Field
Karaoke	Sep 28 7-10 pm	Pilot House
Alumni Association Chili Dinner and Homecoming Rally	Sep 29 5:30 pm	Oak Hall
Big Man on Campus	Sep 30 12:30-2 pm	Pilot House
ABC...Steppin'	Oct 1 7 pm	JC Penney Building
Dance	Oct 3 6 pm	Hyatt Riverfront Downtown



## F.R.E.E.! Supply Exchange Program

(Free, Recycle, Exchange Extras!)

**NEW on Tritonconnect.umsl.edu !**

Do you have office supplies lying around your office that you no longer need, but you know some other department on campus must be able to use? Or is there something you could use, but can't afford to buy?

The Office Supply Exchange Program is intended as a mechanism for departments to trade or give away items that the department no longer needs but are in usable condition. (This does NOT include items for PERSONAL USE, but for campus use only.)

For more information, log into [Tritonconnect.umsl.edu](http://Tritonconnect.umsl.edu).



*Scissors, tape, and pens are just a few of the items that can be exchanged.*

## Coming Events

Founders Dinner	Sep 22 6-9:30 pm	Ritz-Carlton Hotel
State of the University	Sep 30 3-5 pm	JC Penney
Homecoming Parade	Oct 1	
Wellness Fair	Nov 10 10 am-2 pm	MSC



*Photo by August Jennewein*

## Bottom Line

If you have questions or concerns about the Link or the staff association, please contact Faith Lucas, Communications Committee Chair and Link editor, at E-mail [flucas@umsl.edu](mailto:flucas@umsl.edu)

