

GOT QUESTIONS? IF YOU HAVE QUESTIONS REGARDING ANY OF THE FOLLOWING TOPICS, HR WILL BE GLAD TO ASSIST YOU.

Ted Heidloff-Director of H.R.-Human Resource— Responsible for policy and procedures within the University to include employment, compensation, personnel actions, benefits, training, budgeting, payroll, taxation, Banner HR, problem resolution and customer service. Ph: 221-7179 Email: heidlofft@apsu.edu

Carlene Smith-Associate Director of H.R.-Responsible for maintenance and accuracy in Banner HR, compensation and pay plan issues, research/compilation of special projects as necessary, non-faculty hiring procedures, adjunct/overload/student payroll overview and customer service. Ph: 221-6279 Email: smithc@apsu.edu

Lucille Burkeen-Payroll Manager— Responsible for payroll processing, Banner HR systems and tables, payroll tax administration, W-2 processing and liaison between Finance and Payroll, payroll issues within the University and customer service. Ph: 221-7398 Email: burkeenl@apsu.edu

Angie Judish-Benefits Manager-Responsible for university wide employee benefits program to include longevity, insurance, retirement, etc., overview of TIS liability accounts, worker's compensation, FMLA and customer service . Ph: 221-7013 Email: judisha@apsu.edu

Karen Bieck-Account Clerk III-Responsible for payroll-Banner HR data entry related to payroll processing/reports, payroll timesheet review and processing, benefits processing, deduction payments, balancing payroll liability accounts and customer service. Ph: 221-7465 Email: bieckk@apsu.edu

Roxanne Grachanin-Account Clerk II-Responsible for payroll-Banner HR data entry related to payroll/timesheets, payroll timesheet review and processing, proofing payrolls, web time-entry set-up, balancing payroll liability accounts, processing deduction payments and customer service. Ph: 221-7433 Email: grachaninr@apsu.edu

NEW I-9 COMPLIANCE TRAINING

Human Resources will be offering Departmental training sessions for the new Form I-9. The new form will replace the current form I-9 and there are changes in the way the form is completed. **The old I-9 will not be accepted for new hires after April 3, 2009.** Anyone responsible for completing hiring documents for the following employees will need to attend:

- Permanent Employees
- Temporary Employees
- Adjunct Employees
- Resident Assistants
- Graduate Assistants
- Student Employees

The training sessions will be held on Friday, April 3, 2009, in the UC, Room 305 at the following times:

- 8:30-9:30 a.m.
- 10-11 a.m.
- 1-2 p.m.
- 2:30-3:30 p.m.

Please call Human Resources at ext. 7177 or email conwellm@apsu.edu to make your reservation.

NEW PAYROLL MANUAL AVAILABLE



Do you have questions regarding how to complete time sheets? Do you need to access the Adjunct Faculty Payroll schedule? Do you have questions about the cell phone stipend or Chair compensation? If so, HR has a new Payroll Documentation User Manual to help answer all your questions regarding payroll reporting.

The manual may be found on the HR website under Payroll Documentation User Manual or <http://www.apsu.edu/rhhomepage/paymanual/payrollmanual-09.pdf>.

ADJUNCT & OVERLOAD FORMS

SPRING II ADJUNCT & OVERLOAD FORMS ARE DUE BY
APRIL 13, 2009.

MAY SESSION FORMS ARE DUE BY MAY 13, 2009

GOT QUESTIONS? CONTINUED

Kim Kinslow-Account Clerk III-Responsible for balancing TIS liability accounts, overview of adjunct/overload assignments, maintenance of user accounts for applicant tracking and processing, assisting with employee benefits, coordinating status of personnel searches, maintenance of HR job description and non-faculty openings webpages and customer service. Ph: 221-7356 Email: kinslowk@apsu.edu

Melissa Conwell-Personnel Assistant-Responsible for advertisement of student and non-faculty positions, data entry of student demographics, maintenance of HR job description and student opening webpages, employee evaluation process and customer service. Ph: 221-7177 Email: conwellm@apsu.edu

Yonette Martin-Personnel Assistant-Responsible for on-line advertisement of faculty positions, application review and tracking, processing of faculty applications, compiling data and preparation of reports, data entry of new employee information, maintenance of faculty openings webpages and customer service. Ph: 221-6295 Email: martiny@apsu.edu

Brenda Hunt-Functional Support Specialist-Serves as the primary contact for Banner HR issues and liaison between HR and Information Technology; is responsible for interfaces between HR and Banner processes and prepares most internal and external reports from the department. Ph: 221-7115 Email: huntb@apsu.edu

HR TRAINING SESSIONS

HR has been busy training! We've had recent training sessions on the following topics:

Adjunct and Overload Pay Forms (<http://www.apsu.edu/hrhomepage/Training/Sonja.pdf>)

Dual Services (<http://www.apsu.edu/hrhomepage/Training/Kim.pdf>)

Extra Compensation Forms (<http://www.apsu.edu/hrhomepage/Training/Kim.pdf>)

Temporary Help Forms (<http://www.apsu.edu/hrhomepage/Training/Kim.pdf>)

Student Employment Hiring Forms (<http://www.apsu.edu/hrhomepage/Training/MelissaTerri.pdf>)

Federal Work Study Hiring Forms (<http://www.apsu.edu/hrhomepage/Training/MelissaTerri.pdf>)

Staff Payroll Reporting (<http://www.apsu.edu/hrhomepage/Training/Lucille.pdf>)

Performance Management Training for Supervisors (<http://www.apsu.edu/hrhomepage/evaluation/>)

I-9 Compliance (Coming Soon!)

If you've missed any of these training sessions, Power Point presentations are available on the HR web site or click on the links provided.

IT'S TIME FOR THE ANNUAL EVALUATION PROCESS!

The annual evaluation process for *non-faculty* will be conducted during the month of April. The evaluation period to be reviewed is April, 2008 – March, 2009. **Completed forms are due to HR no later than April 30, 2009.**

The University, last fall, contracted with a consultant for assistance in developing a new performance appraisal process for non-faculty employees. The consultant worked with three separate committees—one for each employment classification—to determine the categories on which they felt it was important to be evaluated. The new forms will be used effective April 2009.

General instructions for completing the forms may be found on the HR web page at: <http://www.apsu.edu/Hrhomepage/evaluation/>. The evaluation forms may be found on the web page at the same address. Specific instructions are included on each form. Please refer questions or comments to Carlene Smith, Associate Director of Human Resources, at 6279 or smithc@apsu.edu. As this is the first cycle for the new forms, we welcome your comments/suggestions.

There are three new forms to be used during this cycle:

Administrative Employees' Performance Evaluation – This form should be completed for exempt employees (paid on the monthly payroll) **who report directly to the President or a Vice-President.**

Professional Employees' Performance Evaluation – This form should be completed for exempt employees (paid on the monthly payroll) **who report to someone other than the President or a Vice-President.**

Clerical/Support Employees' Performance Evaluation – This form should be completed for non-exempt employees (all employees paid on the semi-monthly payroll).

An evaluation of the supervisor is no longer a part of the performance evaluation process.

Each form has an option to be used as a self-evaluation. Supervisors have the option to require that employees complete a self-evaluation as a component of their evaluation/discussion.

Probationary employees – Employees currently serving a probationary period (six months from date of hire or transfer into a new position) should not have an annual evaluation completed, but will instead be evaluated at the end of their fifth month of employment. If an employee has completed their probationary period during the months of February/March and a probationary evaluation was completed at that time, it is not necessary to complete an annual evaluation period during this cycle. Subsequent evaluations will occur during the annual evaluation each year.