

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 E-mail: 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 E-mail: 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 E-mail: 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 E-mail: 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 E-mail: 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 E-mail: grachaninr@apsu.edu

NEW WEB TIME ENTRY PAYROLL REPORTING SYSTEM IMPLEMENTED

Human Resources is proud to announce that WEB TIME ENTRY (WBT), the new electronic payroll reporting system, has been implemented for all student employees. Human Resources began using the new system with several departments last year and additional departments were added during each new payroll. In May, all remaining departments were added to the new system. Here are some tips for supervisors using WEB TIME ENTRY.

- DO monitor what students are entering and try to get errors corrected early. This allows problems to get resolved before the 9 a.m. Wednesday deadline.
- DO pay attention to what you are approving in WTE. When supervisors approve hours in WTE, it's the same as signing a paper timesheet.
- DO train all new student workers on how to use WTE and advise them of their responsibilities to ensure they are paid correctly and on time.
- DON'T, under any circumstances, log in as the student and enter their hours for them. This would be the equivalent of forging their signature.
- DO contact HR with any questions or concerns. We're here to help.

The links below will be helpful when using and training students on WTE.

[WTE Instructions for Regular Hours](#)

[WTE Instructions for Adjustments](#)

[WTE Approver Instructions](#)

[2010 Payroll Schedules](#)

OVERLOAD AND ADJUNCT SUMMER II PAY SCHEDULES

**SUMMER II ADJUNCT AND OVERLOAD FORMS
ARE DUE BY JULY 31, 2009**

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 E;mail: 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 E-mail: 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 E-mail: 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 E-mail: huntb@apsu.edu

MANY EMPLOYEES MAY FIND THEMSELVES UNDERWITHHELD FOR 2009



The new 2009 withholding tables issued to implement the Making Work Pay (MWP) tax credit may place some employees in a slightly underwithheld situation by the end of the year. To avoid being in this situation you may want to use the [IRS's Withholding Calculator](#), which has been updated to reflect the impact of the MWP tax credit, and then file a new Form W-4.

In particular, the following people may be affected:

people may be affected:

*married couples with both spouses earning wages

*individuals working multiple jobs at one time

*anyone who may be claimed as a dependent on another person's return

*people receiving income from a pension

STUDENT EMPLOYMENT

The fall semester will be here before you know it and it will be time to submit paperwork for student employees. Here are a few tips to help the process work more efficiently for everyone.

GENERAL CAMPUS

- Plan ahead. Remember that the [Student Employment Request Form](#) must be submitted to Budget first.
- All student employment general campus positions must be advertised for five working days on the HR website.
- Complete all necessary paperwork. To hire General campus students, please submit the following paperwork to HR:
 1. [Student Employment Data Entry Form](#)
 2. [Student Employment Application](#)
 3. [W-4](#)
 4. [I-9 Form](#)
 5. Copy of Social Security card for payroll purposes.
 6. [Direct Deposit Authorization](#)
- Remember, HR does not need copies of photo I.D for I-9 purposes, only the Social Security card for payroll purposes.
- Never allow students to work PRIOR to email authorization from Human Resources.

FEDERAL WORK STUDY

- Federal Work Study placement forms are to be returned to **Terri Huth** in Student Financial Aid Office (Box 4546).
- Federal Work Study assignments must be approved through Student Financial Aid and Human Resources. SFOA will send Human Resources the placement form after processing.
- Keep all paperwork together! Please attach all forms regarding Federal Work Study with the placement form. Do not send the request form to SFAO and other forms to Human Resources.
- Federal Work Study paperwork includes:
 1. Federal Work Study Placement form signed by Terri Huth in Financial Aid
 2. [I-9 Form](#)
 3. Copy of original social security card
 4. [W-4](#)
 4. Copy of job description
 5. [Direct Deposit form](#)

If you have any questions, please call Melissa Conwell at extension 7619.