

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

Ted Heidloff-Director of H.R.— 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: heidloff@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-Payroll Operations Specialist-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

**ATTN: ORP Participants
(VALIC, ING, TIAA-CREF)**

ORP participants should designate investment options for their new contracts **prior to the end of June**. If this is not completed, the benefit for the July 31, 2010, payroll will be deposited into a target date fund by the vendor. Also, beneficiaries for the new contracts must be designated. The vendors—ING, VALIC, and TIAA-CREF—have requested that these updates be made online.

Please contact Angie Judish at 221-7013, if you have questions regarding this process.

**PHARMACY BENEFITS AND FUTURE
INSURANCE CHANGES**



Partners For Health Newsletters are being mailed to home addresses periodically from Benefits Administration. The state is providing as much information as possible regarding insurance changes for 2011. All newsletters may be viewed at <http://www.state.tn.us/finance/ins/partners.html>.

ADJUNCT & OVERLOAD FORMS

SUMMER 3, FORT CAMPBELL ADJUNCT FORMS ARE DUE
BY JUNE 10, 2010
SUMMER 3, FORT CAMPBELL OVERLOAD FORMS ARE
DUE BY JUNE 30, 2010
FULL SUMMER AND SUMMER 1, MAIN CAMPUS ADJUNCT
FORMS ARE DUE BY JUNE 15, 2010
FULL SUMMER AND SUMMER 1, MAIN CAMPUS OVER-
LOAD FORMS ARE DUE BY JUNE 30, 2010

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 E-mail: kinslowk@apsu.edu

Lisa Ramsey-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: 221-7619 E-mail: ramseyl@apsu.edu

Marian Perron-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: perronm@apsu.edu

Roxanne Bastean-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: 221-7181 E-mail: basteandr@apsu.edu

ANNUAL SERVICE AWARDS PROGRAM



The Annual Service Awards Program will be held from 2-4 p.m., Wednesday, July 7 in the Morgan University Center Ballroom. Please make plans to attend. After the program, refreshments will be available.

ANNUAL RETIREE DINNER

The Annual Retiree Dinner was held on May 18. Congratulations to the following retirees who were honored at the dinner:

Jackie Allegood, Christel Beckner, Larry Cantu, Floyd Christian, Gloria Frank, Larry Hoehn, Doreen Miller, Betty Osborne, Ruth Traugher, Shelia Ross, Floyd Scott, Connie Sonnier

Leave Reporting via the Web is coming for all Professional, Administrative and Faculty Personnel (Monthly Paid Employees Only)!

To make this a successful project, please submit a "NEW" T.E.D.D. form (Time Entry Department Data) found on the HR website under HR Forms/Payroll Forms. This form identifies your approvers and proxies for the monthly payroll. If you recently sent us a new form for the monthly payroll, or you know that the existing one has the correct approvers and proxies for your department, then no additional information is required at this time. We will contact you if additional set-up is required for security access to the online system.

Please contact the payroll staff with any questions. Further information and training will be available as Leave Reporting is implemented to the departments.

Lucille Burkeen, CPP – Ext: 7398
Payroll Manager

Karen Bieck – Ext: 7465
Payroll Operations Specialist

Roxanne Grachanin – Ext: 7433
Account Clerk II