



APSU

# THE H.R. HERALD

FEBRUARY 2009

**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](mailto: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](mailto: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](mailto: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 and customer service . Ph: 221-7013 Email: [judisha@apsu.edu](mailto: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](mailto: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](mailto:grachaninr@apsu.edu)

## UPCOMING TRAINING SESSIONS OFFERED

Human Resources will be offering Departmental training sessions. The training sessions will be covering departmental procedures such as:

- Payroll reporting
- Student employment hiring
- Adjunct and faculty hiring
- Completing employment forms
- Benefits information

This training will be offered at 2 convenient times:

Monday, March 9th from 1:00 to 4:00 and Thursday, March 12th from 9:00 to 12:00. More information to come soon....

## NEW ONLINE APPLICATION PROCESS

Beginning July 1, 2008 Human Resources began a new online application process that replaced the University's paper based application process. The application process is more efficient and accessible for job seekers and hiring managers. All of the functions of the hiring process are now done completely online. Some of the advantages of the new system, called PeopleAdmin, has been quicker job placements, more accessibility and a more streamlined process. Hiring managers can view and track the hiring proposal process at each level and view applications more quickly.

Initial training for hiring managers has been done in personal sessions on an as-needed basis, providing an interactive, one on-one-experience. A comprehensive training manual is provided on the HR website under the PeopleAdmin tab or at <http://www.apsu.edu/hrhomepage/PeopleAdmin.htm>

**APSU IS AN AA/Equal Opportunity Employer**

## 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](mailto: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](mailto: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](mailto: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](mailto:huntb@apsu.edu)

### NEW ADJUNCT PAY SCHEDULE ON LINE

The new Adjunct Pay schedule may be found at [http://www.apsu.edu/hrhomepage/Miscellaneous/paysched\\_spring\\_09.pdf](http://www.apsu.edu/hrhomepage/Miscellaneous/paysched_spring_09.pdf)

### OVERLOAD FORMS

Overload forms for Main Campus and Spring I are due in Human Resources by 2/27/2009.

Adjunct and Overload Forms for Spring II are due in our office by 4/13/2009.

### HOMELAND SECURITY TO RELEASE NEW I-9 FORM

The Department of Homeland Security will be releasing a new I-9 form to be used for all new employees after April 4, 2009. When released, the new form will replace the current I-9 form on the HR website. The old I-9 will not be accepted for new hires.

## STUDENT EMPLOYMENT

### STUDENT EMPLOYMENT FOCUS GROUP IMPLEMENTED

We would like to hear from you. If your department would like to participate in the next Student Employment Focus Group, please contact Melissa Conwell at ext. 7619 or [conwellm@apsu.edu](mailto:conwellm@apsu.edu)

### TIMESHEETS

All time sheets are due in Human Resources by 9:00 a.m. on the scheduled due dates. You may find the current pay schedules on the HR webpage under HR Documents Misc. or at <http://www.apsu.edu/hrhomepage/Miscellaneous/fy09-PayrollSchedule.pdf>

### TERMINATING STUDENT ASSIGNMENTS

In order to terminate student employment assignments, please send an email to Kim Kinslow ([kinslowk@apsu.edu](mailto:kinslowk@apsu.edu)) or Melissa Conwell ([conwellm@apsu.edu](mailto:conwellm@apsu.edu)) with the following information:

- Student Name
- Student Banner ID
- Effective Date of Termination
- Position Number

### NEW HUMAN RESOURCES ROUTING SLIP AVAILABLE

<http://www.apsu.edu/hrhomepage/forms/employment-document-routing-slip.pdf>

### IN CASE YOU DIDN'T KNOW...

In case you didn't know, Roxanne Grachanin has been recalled to active duty by the United States Army.



Roxanne was discharged from the Army in 1995 and recently received orders to report to Ft. Jackson, South Carolina on February 15th. The duration of Roxanne's absence is unknown at this time. If you have questions regarding student employment payroll after February 15th, please contact Karen Bieck at ext. 7465 or [bieckk@apsu.edu](mailto:bieckk@apsu.edu) or Lucille Burkeen at ext. 7398 or [burkeenl@apsu.edu](mailto:burkeenl@apsu.edu).