

Monthly-Paid Employees Must Report Time

Effective with the August 2009 reporting period, all exempt employees (monthly paid) will be required to submit a leave report, regardless if leave was taken or not. August leave reports are to be submitted by employees by September 8, 2009 and must be approved by their supervisor by September 10. A complete schedule of leave report due dates and times is on myGate Procedures Central, on both the Employee and Admin Tools tab. You will find this under Payroll Calendar 2009 for Monthly Employees.

There will be an option for employees to indicate if they had no leave to report. Additional instructions on this option will be emailed to all employees the last week of August.

Reminder emails will continue to be distributed to exempt employees each month.

Mandatory Direct Deposit

During September 2009, the University will begin processing the payments for all employee reimbursements, as direct deposits. These types of payments are typically for travel expenses being reimbursed to employees. These direct deposits will be made to the same primary bank account as the employee's payroll enrollment. Employees will receive an email advice for each accounts payable reimbursement they receive, very similar to those received for payroll direct deposits. Questions regarding this process can be directed to Jason Royalty at 809-4126 or jason.royalty@murraystate.edu.

Employment Specialist Joins HR

Ms. Patrice Chew began work as an Employment Specialist focusing on Faculty & Prof Hiring as well as PA processing, and other HR activities. Patrice worked as an HR Generalist for the St. Louis Zoo and will complete her Masters in HR in the next few months.

Retirement Information Sessions

1) Fidelity's Patrick Vaughn will be in the Curris Center Cumberland Room Sept. 16 from 8-5. Appointments: Call 1-866-503-4845 in advance.

2) KTRS will present a pre-retirement seminar at Kentucky Dam Village State Resort Park in Gilbertsville on Sept. 26 from 9:15 am to 1:00 pm. Register onsite at 9:00 am or visit www.ktrs.ky.gov.

Hourly Staff Compensation Study

An announcement introducing the project will be sent to all non-exempt staff and their supervisors in early September. Learn more about your role in the study by attending one of several presentations to be held in mid-September. Questionnaires will be completed by most employees and their supervisors.

ADMINISTRATIVE ITEMS

Three Items Regarding PA Forms

1) Personnel Action Forms – General Info

A chart listing the benefits for various employee types is now on-line at http://www.murraystate.edu/indir/hr/ben_inf.htm. Also, a PA process instruction guide will be made available on-line soon and will be announced in an upcoming Personnel Matters newsletter.

Also, please contact the Accounting Department at ext. 3496 if you have a question about position numbers. PA's must have funded, accurate position numbers before forwarding to HR. Please help to ensure that this happens.

2) PA Routing for Academic Areas

A change has occurred in the routing of completed copies of Personnel Action forms for academic areas only. PA's will be routed to the Provost and to Deans' offices, instead of the department. Department heads may make arrangements with their Dean's office regarding distribution.

3) PA's That Cross Fiscal Years

Effective October 1, PA's that have ending dates may now cross fiscal years. Previously, two PA's were required: one for each fiscal year.

Pay and Job Changes at Start of Pay Period

Start dates for changes such as pay changes and transfers to a new position should be effective on the first day of the next pay period. Persons newly hired to MSU can start any time. This is in effect for those situations where the department head has a choice for selecting a date. When a department head has no choice but to make the change in the middle of a pay period and must have a person start on a particular date, a brief explanation must appear in the PA comment section. No prior approvals are necessary from HR. Changing pay or other job details is difficult if done in the middle of a pay period, but it is much easier in Banner if done at the start of the pay period.

Serving you in HR

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