



Personnel Notes...

A Newsletter Communication for the Employees of the University of Maryland Eastern Shore

**Division of Administrative Affairs
Office of Human Resources Management
Bird Hall, 1st Floor
Princess Anne, MD 21853
(410) 651-6400 - voice
(410) 651-6500 - fax
www.umes.edu/hr**

October 2009



Human Resources (HR) Office

The HR Director and Staff can now be located in Bird Hall as follows
MARIE H. BILLIE, Director, Access through Room 1109, x6400
LISA C. JOHNSON, Assistant Director, Access through Room 1109, x7848
PATRICIA A. MAPP, Administrative Assistant, Room 1109, x6400
MARY V. AMES, Employment Manager, Access through Room 1104, x6401
GERTRUDE J. HAIRSTON, Payroll Manager, Access through Room 1108, x6404
LESLIE N. TILGHMAN, Payroll Assistant, Room 1108, x7650
BETTY A. FOSQUE, Benefits Coordinator, Room 1105, x6403

Announcing the annual



Friday, October 16, 2009 @ 10 a.m.
HR Office, Bird Hall 1st Floor

2009 YEAR END LEAVE BALANCE (USE IT OR LOSE IT)

As a reminder, carryover of annual leave for 12 month faculty and non-exempt staff is **400:00 hours** (50 days); the carryover for exempt staff is **440:00 hrs.** (55 days). Any annual leave in excess of these hours must be used before the University closes on December 21, 2009. Personal Leave earned in 2009 also must be used before the University closes on December 21st. Please make arrangements to schedule your leave accordingly.

UMES Salary Reduction/Furlough Plan and Procedures

Fiscal challenges continue and the UMES Salary Reduction/Furlough Plan has been implemented. We appreciate your continued productivity during these challenging times. Details about the salary reduction and furlough are posted on the HR website at www.umes.edu/hr.

CHECK PICK UP—THANKSGIVING HOLIDAY AND END OF YEAR

The HR website will be updated to include check pick-up/direct deposit information for both the Thanksgiving holiday payday and the last paycheck in December since the University will be closed. An email message will be sent campus wide when these details are available. You will be instructed to visit www.umes.edu/hr as the updates are available.



The UMES Office of Human Resources coordinated the recent State Employees Seasonal Flu Shot Clinic on September 25, 2009. It was mutually beneficial in that we were able to receive the vaccination in the comfort of our campus and the outpouring of support should go a long way to encourage the State to continue to offer similar events at the University. Over eighty (80) flu shots were administered at this first time event. Our hope is that it becomes an annual offering.

Thanks, UMES Hawk Family!

Sincerely,

Ms. Betty Fosque, UMES Benefits Coordinator

Office of Human Resources

Fall Fest Open House

Friday, October 30, 2009
8:00-10:00 a.m. and 12:00-2:00 p.m.



DOOR PRIZES



Breast Cancer Awareness
Giveaways and Raffle



REFRESHMENTS



The HR Office has relocated to Bird Hall

Mark your calendar and make plans
to visit the HR Office on October 30th

Important End of Year Notes and Reminders

HOLIDAY PAYROLL

Timesheets for the pay period 12/20/09–01/02/10 must be completed prior to the university closing on 12/21/09. Supervisors are responsible for making sure that all timesheets (Faculty, Exempt, Non-Exempt, Hourly, and Student) are completed for their area before the University closes, with the exception of employees who work 24/7. Employees are not allowed to work during the holidays without prior authorization from the Division of Administrative Affairs. Note: Supervisors need to ensure that their back-up approver's name is on file with the Office of Human Resources. As needed, send an email to Ms. Gertrude Hairston @ gjhairston@umes.edu.

DECEMBER 21, 2009-JANUARY 3, 2010 CLOSURE AND HOLIDAY LEAVE

The University will be closed from December 21, 2009, through January 3, 2010. We re-open on Monday, January 4, 2010. Regarding Holiday Leave, if you:

- **Were hired after February 16, 2009:** you will be short one holiday in your leave bank—President's Day (see holiday earned/observance schedule online)
- **Were hired after October 12, 2009:** you will be short 2 banked holidays in your leave bank—both President's Day and Columbus Day (see holiday earned/observance schedule online)
- **Were hired after November 11, 2009:** you will be short 3 banked holidays in your leave bank—President's Day, Columbus Day, and Veteran's Day
- **Are a Contingent 2 employee:** You will need to save leave to cover 4 days of the University holiday from December 28-31, 2009.

Refer to the holiday earned/observance schedule online at www.umes.edu/hr

2009 W-2 TAX STATEMENTS—CORRECT ADDRESS NEEDED

Be reminded that in order to receive your **2009 W-2 Tax Statement** in a timely manner at the end of the year, complete a new W-4 Form if you do not have an address printed on your payroll check, or complete a Payroll Address Form if the address that is printing on your payroll check is incorrect. W-2's are not distributed by the Office of Human Resources. NOTE: Anyone who claimed Exempt status for 2009 will need to complete a new W-4 Form to maintain that status for 2010.