Due to the increased sensitivity for confidentiality and security of a person’s social security number, a plan is in process to remove the use of the UMID (social security number) and PIN (birth date) login option that is currently being used to gain access to timesheets and employee personal data in the Human Resources database. Instead of logging in with your social security number (UMID) and birth date (PIN), employees will use an alternative identifier called a Directory ID and a Directory Password.

Each employee (Faculty, Staff, Student) is responsible for locating their Directory ID and Directory Password and to use these identifiers as your login method to gain access to timesheets, your personal human resources data and ARES. Please note that the Directory ID information for your logon, is not UMES Directory information. In 3-4 months, the UMID (social security number) and PIN (birth date) option will be removed from the Common Login Screens and the Directory ID/Password will be the only login method that you will be able to use to gain access to the system. Please refer to the UMES homepage for complete instructions on how to obtain your Directory ID and password for the Human Resources Database.

Health Insurance Deductions

All regular employees (Faculty, Exempt, Non-Exempt, Graduate Assistants) who began working at UMES on or after August 1, 2004, and are eligible for health insurance, should review their payroll check to make sure that the proper deductions are occurring. If you do not have deductions and you are supposed to, please contact Ms. Marty Smith at extension 6403 as soon as possible. Failure to rectify what could be a potential problem may result in you not having health insurance for the remainder of 2004.

Health Benefit Selections for 2005

Dates for the open enrollment have been set for December 6—22, 2004. Forms to choose/change insurance selections such as health, dental, personal accident and dismemberment, prescription, and spending accounts to be effective January 1, 2005 will be forthcoming. Employees may log onto the website www.dbm.maryland.gov for additional information about the open enrollment. Click on “Employee Services” on the left side of the screen and click on “Health Benefits and Open Enrollment” in the center of the screen.
In the News...

Change in Vendors for the ORP/SRA Effective January 1, 2005
Review your Plan for Possible Changes

The MD State Retirement Agency has revised the list of Optional Retirement Plan (ORP) vendors approved to offer retirement plans to State employees working in higher Education. This information is of critical importance to all employees who are currently enrolled in the ORP and/or the Supplemental Retirement Annuity (SRA) plans. Employees who are not currently enrolled in the SRA plans may take this opportunity to review what the vendors have to offer.

Effective 01/01/05 there will only be three ORP Providers: AIG VALIC, FIDELITY and TIAA-CREF. If your ORP contributions are currently going to American Century or ING, you must select one of the mentioned providers for future ORP contributions. If you do not designate a new provider, all ORP contributions starting with the first pay period of 2005 will be directed to Fidelity and invested in the Fidelity Freedom Income Fund. The Fidelity Freedom Income Fund is a conservatively managed fund with an allocation of roughly 20% equity and 80% fixed income. If you currently contribute to AIG-VALIC or TIAA-CREFF and wish to continue to do so, no action is required from you. You may contact Mrs. Marty Smith in the Office of Human Resources to obtain more information.

Summer Faculty Payment Guidelines

Faculty who are paid on grants/research funds during the summer may earn percentages of their regular salaries based on UMS guidelines. Nine-month faculty may earn 33.3% and 9 1/2 month faculty may earn 26.3% of their current annual salaries. Based on UMS guidelines the payments for summer faculty are set to begin with payroll #26 which is pay period 06/12/05—06/25/05 and to end during payroll #3 which is pay period 07/24/05—08/06/05. Please complete your forms based on this data. Summer faculty payments are to be submitted on the newly revised Employment Form (see UMES forms web page). Payments for the faculty will be spread out over the pay periods that occur within their employment period. Faculty will not be allowed to receive full compensation for summer payments before the end of their summer employment period.

Employee and Supervisory Signatures on Electronic Timesheets

Employees and supervisors are encouraged to coordinate and communicate the effort within their departments to electronically sign timesheets in a timely manner. There are many departments who are forgetting to sign timesheets and are submitting paper timesheets to the Office of Human Resources, which is a practice that will not be allowed to continue. Any employee who expects to receive a payroll check, is responsible for ensuring that their timesheet has been signed and submitted on time. Timesheets may be completed prior to an employee/supervisor going out for vacation, sick leave or other. Supervisors are required for making sure that all guidelines for timesheet signatures are adhered to. Please do not wait until the last minute to sign off on timesheets because problems may arise such as internet connection errors, timesheet connection errors, etc.

Personal Information Updates in the Human Resources Database

In an effort to keep employee data accurate and current, all employees (Faculty, Staff and Students) are encouraged to log onto the Human Resources database to view their personal data for accuracy. (Refer to article on page 1) Data that is imprinted in the white areas can be changed by the employee, data that is in the shaded area must be changed by Human Resources Staff. Please forward changes/corrections to gjhairston@umes.edu.
In the News...

Online Staff Development Courses

The UMES campus is in the process of implementing on-line staff development courses for Faculty and Staff. More details will be forthcoming via e-mail.

Tuition Remission Reminders

Tuition Remission benefits for spouses and dependent children of regular faculty and staff whose period of employment began on or after July 1, 1992, shall be available only after the faculty or staff member has had two years of university service prior to the anticipated date of registration/course work. In addition, a dependent or spouse of a regular employee hired after 1990 is eligible for tuition remission towards their first undergraduate degree only.

Search Committee Information

Search Committee chairpersons are required to obtain a tape recorder and cassette tapes for their own usage during interviews. A tape recorder may be obtained from the Frederick Douglass Library unless a department has purchased one for departmental usage. The Office of Human Resources does not supply tape recorders and cassette tapes for committees. You may contact Mary Ames if you need more information.

Student Workshop Contract Dates

Workshop contract dates for the Winter Semester will be from January 3, 2005 to January 21, 2005. During this time, those students who are not taking classes may work 40 hours per week. The Spring semester dates will be from January 25, 2005 to May 22, 2005. During this time, students may work only 20 hours per week. Please remember that job openings for students must be sent to Human Resources and no student is allowed to work until all paperwork has been completed (I-9 with attachments, W-4, Data Form, and Substance Abuse Policy), and the supervisor has received a signed copy of the contract from the Office of Human Resources.

Revised Employment Form

Effective November 10, 2004, a Newly Revised Employment Form will be in use at the campus for stipends and one time payments. This form will replace in its entirety the forms that had been used as stipends, one pay forms and Special Appointment Request Forms. These forms are no longer valid for payroll usage and will not be accepted by the Office of Human Resources.

The new Employment Form is a revision of the previous Employment Contract and will be used for all types of employment including summer faculty research/grant payments, student employment, contingent I employment and for those persons who do workshops, etc. Please note that documentation (I-9 with attachments, W-4, etc.) is still needed on hired individuals if appropriate. You may contact the Office of Human Resources if you are unsure of what an employee needs.

The new Employment Form will not be used for hiring faculty on a part-time basis, hiring faculty and staff on a regular basis, and hiring of contingent II employees. Hiring of these types of employees will continue to be done on the same forms as before.

Just as there are three R’s, there are three A’s of business life. They are Ability, Ambition, and Attitude. Ability establishes what a worker does and will bring him a paycheck. Ambition determines how much he/she does and will get them a raise. Attitude guarantees how well he/she does.— Wilbert Sheer
In the News continued... from page 3

Employment Over the Holidays

Specific Departments who need employees/students to work over the holidays when the University is officially closed must get prior approval from the Office of Administrative Affairs prior to the time that the employee/student is scheduled to work.

Job Announcements

A list of the most current job vacancies with detailed descriptions can be found at the UMES Web page, www.umes.edu. In addition, a list of job titles can be heard by dialing the UMES Job Line at (410) 651-6000.

Address and Personal Data Changes

In preparation for the mailing of W-2 forms at the end of the year, all employees are encouraged to review their payroll checks/Human Resources data to ensure that the correct address is imprinted on the payroll check. If your address or other data is incorrect, please contact the Office of Human Resources. All staff including faculty may log on to the Human Resources data base to review their personal data. Refer to the article on page one of this newsletter for instructions.

Leave Usage and Accrual During the Holidays

Regular Exempt, Regular Non-Exempt, and twelve-month Faculty may carry 50 days of annual leave (400 hours) over into a new year. There is no set cap on the amount of sick leave that may be carried over from one year to the next. Employees who have more than 400 hours of annual and any personal leave should use their leave by the end of pay period ending 01/08/05. The Office of Human Resources leave/time entry data base will automatically revert each employee over 400 hours back to the said cap amount. Three days of personal leave will be credited for qualified regular 12 month employees as of 01/01/05.

Regular Employees who were not employees of the University as of the date a holiday was earned, (2/16/04 President’s Day, 10/11/04 Columbus Day, or 11/11/04 Veteran’s Day) will not be eligible to record the holiday on their timesheets during the Christmas Break.

Contingent II Employees (contractual employees) are allowed certain holidays based on their employment status. The holidays that Contingent II employees are eligible for during the Christmas Break is Christmas Day and New Years Day. Contingent II employees will have to use their other available accrued leave (4 days) for days that the University will be closed (December 27, December 28, December 29, December 30) that are not covered in their contract.

Employees who do not have leave to cover certain days during the holiday break will be in a “Leave Without Pay” Status.

Payroll Check Distribution During the Holiday Break

The University will be closed from December 24, 2004 through January 2, 2005 for the Holiday Break. Payroll checks for the 12/30/04 pay date will be distributed on that day from 9:00 a.m. —12:00 noon in the J.T. Williams Building. If you are unable to pick up your payroll check, you may leave a self-addressed, business size envelope at the front desk in the Office of Human Resources; or you may give written permission to someone to pick up the check for you. Payroll checks that are not picked up on 12/30/04 will be available for pickup on Monday, January 3, 2005 when the University reopens.