Personnel Notes...

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

August 2006

Hot Topics

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Human Resources Staff

- **Marie H. Billie**  
  Director  
  (410) 651-6400

- **Lisa C. Johnson**  
  Acting Assistant Director  
  (410) 651-6400

- **Patricia A. Mapp**  
  Administrative Assistant  
  (410) 651-6400

- **Mary V. Ames**  
  Employment Manager  
  (410) 651-6401

- **Gertrude J. Hairston**  
  Payroll Manager  
  (410) 651-6404

- **Benefits Coordinator**  
  (vacant)  
  (410) 651-6403

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Paperless, Electronic Bi-Weekly Earning Statements

In this age of electronic banking, including direct deposit and online banking services, please note: UMES employees can **opt out of receiving paper pay statements** every payday. To select this option:

- Use the Internet link to Online Timesheets.

At the Time Entry Menu, select “View/Print Bi-Weekly Earnings Statement.”

- At the “I wish to continue to receive printed biweekly earning statement from state payroll” statement, select “No” and click on the “Save Change” option.

SkillPort Online Training - *An Excellent Career Tool*

Receiving the training you need or desire has never been easier. UMES employees can access SkillPort online training thru the Office of Human Resources website or directly at https://secure.skillport.com/rkmaryland.

Log in using your campus email address (username@umes.edu). The initial password is “welcome”; you can customize your password after the initial log on.

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<th>SkillPort course categories, and sample course titles in each category include, but are not limited to:</th>
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<td><strong>BUSINESS SKILLS</strong>—in each of the following curricula, various courses are available</td>
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<td>Administrative Support</td>
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<td><strong>INFORMATION TECHNOLOGY</strong></td>
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<td>Adobe/Adobe Acrobat</td>
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<td>Microsoft Office (beginning and advanced courses in each software—Access, FrontPage, Word, PowerPoint, Excel, and Outlook)</td>
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<td><strong>WORKPLACE ISSUES FUNDAMENTALS</strong></td>
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<td>Diversity in the Workplace</td>
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<td>Family Medical and Leave Act</td>
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<td>Americans with Disabilities Leave Act</td>
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Go online today and complete courses at your own pace.

Learn from the comfort of your office or home* using your desktop or laptop.  
*java script required
Enhanced State Retirement Benefit Results In Increase To Employee Contribution

New legislation enacted in 2006 results in enhanced retirement pensions for faculty and staff state employees. As a result, effective July 1, 2006 for faculty and staff state employees, the employee contribution to the State Retirement and Pension System (SRPS) rose from 2% to 3%. Thus, the state pension payroll deduction of 3% is effective in paychecks distributed on July 28, 2006. Please note that starting July 1, 2007, the deduction again will increase to 4% of annual salary; effective July 1, 2008, the deduction will be capped at 5% of annual salary. Additionally, the State has reinstated the $600 match program for all members of the State Modified Pension System. Visit the SRPS website at www.sra.state.md.us or contact the Office of Human Resources at extension 6403.

Personal Data Updates

Employees are encouraged to update their personal data in the Payroll and Human Resources system. At the Time Entry Menu, select “Display/Update Personal Data” option. Review the information carefully, making changes and additions as needed. Upon completion, click on the “Update” button. Any information shown in the white boxes may be changed by the employee. Information in the gray areas must be changed by the Office of Human Resources staff. Send changes via email to umespayroll@umd.edu. Helpful Hint: If your building is not listed in the office room/location section, you can type in the information in the designated address boxes below the Office and Room boxes.

INSTRUCTIONS FOR SETTING UP A DIRECTORY ID AND PASSWORD IN THE PAYROLL AND HUMAN RESOURCES SYSTEM

Log onto the UMES homepage and click on the Online Timesheet clock icon or log on to www.timesheets.umd.edu. Click on the “Login” entry. Click on “Find Directory ID or U ID” entry. At the “Identity Verification” screen, complete the requested data, then click “Submit.” Read the “Password Quality Guidelines.” Use these guidelines to set up your password and click “Update.”

Preparation for 2006 W2 Distribution

To ensure prompt and accurate delivery of your 2006 W2 form, review your bi-weekly earnings statement or paycheck to be sure the correct mailing address is listed. If not, update the Personal Data using the procedures described above. Also, complete a Payroll Address Change form, which is available online. Employees who are receiving benefits must complete two forms: one for health benefits and one for payroll. Both forms should be forwarded to the Office of Human Resources. Attention New Employees: If an address is not printed on your bi-weekly earnings statement or paycheck after two paydays, stop by the Office of Human Resources to complete a new W4 form.
Payroll Pointer - Need To Return Undistributed Checks

Each payday, it is imperative that the administrative assistant or other responsible party personally return all undistributed checks/pay statements to the Office of Human Resources by close of business on payday. Please do not use campus mail to make your returns. Don’t run the risk of employees’ pay materials being left unsecured over the weekend or longer. Again, just return everything you do not distribute to the Human Resources Office. Your cooperation is greatly appreciated.

Forms Completion - Accuracy matters

When submitting any human resources related forms, please know that accuracy and completeness are critical. Incomplete forms often result in delays. Pay close attention as to whether the form can be printed or must be typed. Make sure that your handwriting is legible; fancy penmanship may result in errors. Also, in some instances only black ink is allowed whereas in other cases, blue ink is permitted. Follow all instructions carefully.

Attention Departments - Notify Employment Manager about Student Workship Job Opportunities

Departmental faculty and staff are asked to contact Ms. Mary Ames, Employment Manager, about any job opportunities for student workers in your area. Please note that funds must exist in your department budget to hire workship students. The requesting organization should email the request to Ms. Ames along with a job description, minimum performance standards, and selection criteria. Preference will be given to UMES students. There are current efforts to transition to completing the requests electronically; announcements will be made when these processes are in place. Feel free to contact Ms. Ames as needed at extension 6401.

Note: Student Workship is to be distinguished from student Work-Study. The latter is federally funded and is linked to covering educational expenses. For more information, contact Ms. Pridgett Harmon in the Office of Financial Aid at extension 7938.

Fall Semester Student Employment Workshop Dates
August 28, 2006 Through December 22, 2006
Office of Human Resources Management

MISSION STATEMENT

The Office of Human Resources will support the mission and goals of the University by:

- Ensuring the recruitment and hiring of qualified faculty and staff;
- Ensuring the accurate and timely payment of all employees;
- Ensuring the proper administration of employee benefits programs;
- Managing labor relations and union activity;
- Managing employee relations and employee assistance programs;
- Advising on Human Resources issues and policy matters;
- Developing Human Resources policies as needed;
- Communicating matters of interest to employees; and
- Providing excellent customer service to internal and external customers.

Information Directory

Bargaining Unit (Union) - .pdf files of the Memoranda of Understanding for Exempt and Non-Exempt employees can be found at: www.umes.edu/hr

Benefits* - visit www.umes.edu/hr; Select from among the Benefits links
*includes health insurance, life insurance, retirement, death benefits, spending accounts, tuition remission, and worker’s compensation
Benefits Manager: (vacant), (410) 651-6403

Employment - visit:
www.umes.edu/hr and Select Employment Opportunities
Mail resume/completed application to above address or Fax to (410) 621-2222
Employment Manager: Mary Ames, (410) 651-6401

Holiday and Administrative Leave Schedule - visit:
http://www.umes.edu/hr/leave_schedule.html

Inclement Weather - visit the following website or listen to WESM (91.3)
http://www.umes.edu/hr/inclementweather.html

SkillPort Online Training - visit:
http://www.umes.edu/hr/skillport.html
Access online training using your UMES email address (username @umes.edu) and “welcome” as your initial password. You can later change to a password of your choice.
If you forget your password, call the IT Help Desk at extension 8324 or contact the HR Office

Time Entry - visit www.umes.edu; Select Online Timesheets
For assistance with setting up your ID and password, see page two or visit:
http://www.umes.edu/hr/umsdirectoryid.html
Payroll Manager: Gertrude Hairston, (410) 651-6404