

The University of Kansas Classified Senate Newsletter

November 2004

FROM THE PRESIDENT

Hello Everybody,

I have just received word that the Board of Regents has voted to send the proposal for University Support Staff forward to the Legislature. At this time I don't know who will introduce the legislation or even in which house it will first appear. This is the second major hurdle that we had to conquer – the first was getting a majority of the staff vote that we did last October and now getting Board of Regent's blessing.

This last hurdle is the most difficult; we know we will face very stiff opposition. I will be working with our legislative affairs committee and KU Administration to devise strategies to influence legislators. We have very organized opposition so we will have to work diligently to see this through. Many of us didn't really think we would get this far so continued hard work can and did yield success.

I am open to ideas from anyone as to how to proceed with influencing the legislature in this matter.

On other matters, the Senate Personnel Committee is working on helping HR/EO rewrite FAQ's on the appeal process. They are also approving wording on the Classified Handbook.

Our newly formed Public Relations Committee is working on all sorts of new ideas to get the word out about Classified Senate and our issues. Our web site has been redone and is available at

<http://www.ku.edu/~clsenate>. Check it out and let us know how we can serve you better.

We know that some of you do not have convenient access to a computer at work. This is getting to be a larger problem, as more and more information that affects us will only be available on line. In January we will be switching away from printed pay stubs and will have to go online to access that information. You know about using the computers to enroll in health insurance. Messages from the Chancellor and Provost are only released on line. We need suggestions as to how we can equalize this distribution of information.

We have plenty of work to keep us busy, as always, our meetings are open to all staff. Call or email me with comments or suggestions.

Kathy Jansen

HUMAN RESOURCES

The Department of Human Resources and Equal Opportunity, the Comptroller's Office, and Information Services and Information Technology are pleased to announce the web availability of pay check advices, historical paycheck data, and leave balances for all currently employed faculty, staff and student employees. The information is available under the Kyou portal with the MyEmployeeInfo tab accessible at <https://staff.ku.edu> or <http://www.ku.edu>. A link to the Kyou portal is provided at

<http://www.ku.edu/>. We will display pay checks for the current calendar year and the past calendar year.

The State of Kansas will discontinue printing pay check advices as of January 2005.

Advices are for those using electronic deposit. We strongly encourage all employees to have their paychecks electronically deposited. At this time the State of Kansas is still printing "paper" pay checks and distribution will remain the same.

Access and Security

To gain access you will need a KU Online ID. This is currently the same ID used to access the University of Kansas Exchange/Outlook email and calendar system.

You may only access your paycheck and leave data - you will not be able to see anyone else's data. No one else can see your data through the Kyou portal. The KU Online ID authenticates you to your Human Resources and Payroll data behind the scenes by your employee ID number. It is very important that you not give out your KU Online ID to anyone. If anyone knows your password you should change it immediately. This is your personal key to managing the security of your pay check and leave data. One of the most common breaches of security is sharing a sign-on.

Please logout using the Logout icon and close out your web browser when you are done to prevent another from accessing your personal data. This is especially important if you are using a shared or public computer. For security purposes, timeout features will close the information on the MyEmployeeInfo after 5 minutes of no activity. You will receive a pop-up notice when your time is about to expire. To prevent the timeout, you will need to keep the page active by clicking on an option to start the clock again.

An employee will not see selection options until he/she has data. For example, a student employee will never see View My Leave Balances, as a student employee does not earn leave. Whereas a new employee may not see the MyEmployeeInfo tab until he/she has his/her first pay check or leave balances.

You may use one of the computers available at any Network Express Stations (NEST) - a complete updated listing of available NEST is maintained at <http://www.ku.edu/~nest/location.shtml>. Currently machines are available at Watson Library 1st and 2nd floor commons (9), Computer Center main floor lobby (1), Burge Union main floor lobby (2), Spencer Museum Art & Architecture Library (2), Underground (cafeteria) at Wescoe (3), Anschutz Science Library main floor by restrooms (5), and Watkins Hospital lobby (3). Computers are also available at the Lawrence Public Library but access requires a library card.

Availability

General Pay Check Data will be available approximately 4 days before payday. If payday is Friday - the data will be

available for viewing by the Monday before the Friday payday.

This does not mean the money is in the bank if you use electronic funds deposit -- banking institutions generally have funds available to employees at the start of the business on payday which is displayed in the check date field.

Leave Balances are posted as of the end of a payroll period and as leave adjustments are made. You will see new payroll period beginning balances the Friday after the payroll period ends (the Friday after the pay day Friday "the alternate Friday").

Portal Availability - The Kyou portal is generally available 7 days a week, 24 hours a day. The MyEmployeeInfo tab and data may not be available while it is being updated. Regular updates occur weekly between the hours of Friday midnight to Saturday 6:00 a.m. Leave data are updated nightly.

If you are not able to access the information outside of the timeframes listed above or have been timed out, please sign back into the Kyou portal. If not successful, please consult the web site at <http://www.ku.edu/~helpdesk/> for service advisories and if there is no pertinent information, please contact the Help Desk at 864-0200 or helpdesk@ku.edu [subject=Portal-MyEmployeeTab](mailto:helpdesk@ku.edu?subject=Portal-MyEmployeeTab).

Training

Training sessions were completed in November.

Instructional materials are available at the new HR/EO website

http://www.hreo.ku.edu/employment/pay/paycheck_advice.shtml

Diane Goddard, Comptroller

Ola Faucher, Director of Human Resources & Equal Opportunity

LEGISLATIVE AFFAIRS

The Kansas Council of Classified Senates held their annual Fall meeting October 1, 2004 at Emporia State University, and as always the main agenda item was development of our common position paper. This is the document we use to provide consistency when we are providing information to the media or government officials about what issues are important to classified employees at regents' institutions. Although this can be about almost anything, it has for a number of years focused almost exclusively on wages and benefits. There was good representation at the meeting and discussions went smoothly, with people generally in the same ballpark about concerns from the very start.

The Kansas Council Position Paper for fiscal year 2006 follows the usual pattern, and again focuses on wages and benefits. The text of the position paper is included in this newsletter, and will be used again to help present our concerns to members of the Kansas Legislature in the next session.

Our main opportunity to address important issues with state senators and representatives will be on **Legislative Information Day**, which is scheduled for Tuesday, February 8, 2005. On that date representatives from KU, KSU, Emporia, Fort Hays, Pittsburg, and WSU will travel, on our own time and at our own expense, to Topeka. We will take with us copies of the position paper and other documentation that supports the points in that paper, and present it to as many legislators as we can. If

you are interested in going along, please contact me.

It also takes some time and effort to set up the appointments with individual legislators for **L.I.D.** If you have some time, especially between January 2, 2005 and the start of the session on January 10, 2005 to spare for making phone calls to help set up appointments, please contact me for that as well.

In addition to the position paper, there was also some discussion about other topics. The KU civil service alternative proposal was of interest to the group, especially to the delegates from Wichita State, as they are in the process of developing a similar proposal there. There was also interest in the idea Fort Hays has been developing about free tuition for employee dependents.

Dennis Constance

MARK YOUR CALENDARS!!!

**Legislative Day
Tuesday, February 8,
2005**

More news will follow regarding car pooling, times and meetings with our representatives in Topeka.

More information about it will be provided as that date gets closer, but if you know or think you will be interested in going along, please reserve that date on your calendar, and contact me, Dennis Constance, by campus mail care of the Governance Office in Strong, or by e-mail at dcon@ku.edu. Be sure to include information about how I can get hold of you in return.

Dennis Constance

KANSAS COUNCIL OF CLASSIFIED SENATES POSITION PAPER FOR FY 2006

Representing over 6,000 classified employees in the Regents System

Emporia State University,
Fort Hays State University,
Kansas State University,
Pittsburg State University,
University of Kansas, Wichita
State University.

Salary

- Wage increase of 6.2 %.
- Permanently fund a wage increase that is indexed to an inflation measure i.e. Consumer Price Index so lowest step is above Poverty Guidelines for a family of four.
- Fund and modify the pay matrix to correct the wage compression created by removal of the bottom 3 steps during the Graves administration.
- Replace the pay matrix with a merit based system if unable to fund and modify currently unfunded matrix.
- Remove the \$1000 cap on longevity pay.
- Fully fund longevity pay and increase the rate from \$40.00 to \$80.00 each year of service after 10 years of state service. (The amount has not been adjusted for inflation since its inception in 1989, and adjust the cap correspondingly upward as well).

Benefits

- Raise sick leave to 4.0 hours per pay period.
- Allow for excess sick leave after retirement payout to be used in computing additional years of service.
- Increase Annual Leave to the following per pay period:

- 0 – 5 years of service – 4.2 hours; cap of 176 hours
- 6 – 10 years of service – 5.2 hours; cap of 208 hours
- 11 – 15 years of service – 6.1 hours; cap of 240 hours
- 16 – 20 years of service – 7.0 hours; cap of 272 hours
- 20 + years of service – 8.0 hours; cap of 304 hours
- Pay 100% of each employee's individual health care insurance premium.
- Manage employee and dependent health care expenses so they do not exceed the employee's COLA.

Retirement

- Pay 100% of the individual health insurance premium for each retired employee with 85 points, until that individual is eligible for Medicare.
- Reduce KPERS vesting period to five years.
- Eliminate the unfunded liability gap in KPERS and implement controls that would allow KPERS funds to be used only for retirement purposes.
- Increase death benefits for retirees from \$4,000 to \$6,000.

**We support the
initiatives of the State
Employee Advisory
Committee (SEAC) on behalf
of all State Classified
Employees.**

TUITION ASSISTANCE

**SUMMER SEMESTER
DEADLINE IS 5:00 p.m.,
Friday, April 14, 2005**

**TUITION ASSISTANCE
(CONTINUED FROM PAGE 3)**

The Tuition Assistance program is available to staff with six months of KU employment. The program normally covers tuition for one class per semester. Classes should be structured courses that meet on a scheduled basis with days and times published in the Timetable of Classes. The tuition assistance application form is available on the Human Resources website under forms download. For more information, contact Lynn George, at 864-7415. Applications should be forwarded to the Tuition Assistance Committee, c/o Human Resources, 103 Carruth-O'Leary Hall.

Please note: when you are filing out your form, fill in the amount of tuition to the best of your ability. Once tuition rates are set, the amount will be adjusted accordingly on your application.

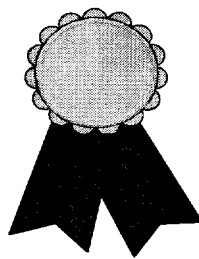
Important Tax Update: In the past, pursuant to IRS requirements, tuition assistance was considered a taxable benefit for individuals with at least a baccalaureate degree and was reflected accordingly on the employee's annual W-2 form. Since the Spring 2002 semester, awarded tuition assistance for both undergraduate and graduate courses has been excluded from gross income. This exclusion for employer-provided tuition benefits has been expanded and extended through December 31, 2010 by the Economic Growth and Tax Reconciliation Act of 2001.

EMPLOYEES OF THE MONTH

August 2004: **Alex Hornbrook**, Administrative

Specialist in the Department of Linguistics.

September 2004: **Terri Rockhold**, Administrative Specialist in the Department of American Studies.



Center.

October 2004: **Linda Ward**, Custodial Specialist in the Computer

Congratulations to all of you for the hard work and for your representation of Classified Employees at KU!

**CLASSIFIED SENATE MEETING
SCHEDULE**

The Classified Senate will meet on the following dates from 10:30 a.m. – Noon, in the Kansas Union. **All meetings are open to the public.**

- December 8, 2004
Pine Room
- January 12, 2005
Pine Room
- February 9, 2005
301 Relays Room
- March 9, 2005
International Room
- April 13, 2005
Pine Room
- May 11, 2005
Pine Room

**CLASSIFIED EXECUTIVE BOARD
MEETING SCHEDULE**

The Classified Senate Executive Board will meet on the following dates from 11:30 a.m. – 1:00 p.m., in the Kansas Union.

- December 1, 2004
Alcove C
- January 5, 2005
Alcove C

- February 2, 2005
Alcove C
- March 2, 2005
Alcove C
- April 6, 2005
Alcove C
- May 4, 2005
Alcove C

**SENATE COMMITTEE
ASSIGNMENTS**

Communications Committee

- Sharon Lee Green (Chair)
- Nancy Brune
- Margretta de Vries
- Allen Eastland
- Ruth Hatfield
- Bette Luther
- Andy Pritchard
- Debby Reed
- Pauline Sanders
- Kathy Stiers
- Kristin Tate

**Legislative Affairs
Committee**

- Dennis Constance (Co-Chair)
- Sam Hunsaker (Co-Chair)
- Mike Auchard
- Jay Barnard
- Nancy Brune
- Tom Bryce
- Chris Finkbiner
- Mike Lindeman
- Linda Orr

Personnel Affairs Committee

- Bev Koerner (Co-Chair)
- Janice Andes
- Angel Gillaspie
- Judy Greenberg
- Bev Koerner
- Bev Nightingale
- Kathy Stiers
- Maxine Younes

Elections Committee

- Judy Greenberg (Chair)
- Doug Carter
- Angel Gillaspie
- Sharon Lee Green

**Web Page (Ad Hoc)
Committee**

- Kathy Reed

**EEO Category
Representatives:**

Category	Name
EE03	Bette Luther
EE04	Sharon Lee
Green	
EE05	(We have an opening)
EE06	Tim Thomasson/ Tom Bryce
EE07	Mike Lindeman

OFFICERS

President

Kathy Jansen

Vice-President

Bev Nightingale

Secretary

Linda Orr

Treasurer

Angel Gillaspie

Ex-Officio

Mike Auchard

COMMITTEES

COMMUNICATIONS

Sharon Lee Green, Chair
864-5888(am)/5887(pm)
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ELECTIONS

Judy Greenberg, Chair
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LEGISLATIVE

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Sam Hunsaker, Co-Chair
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PERSONNEL

Bev Koerner, Co-Chair
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WEB SITE AD HOC

Kathy Reed, Chair
864-5169
kreed@ku.edu

UNITED WAY REPRESENTATIVE

Judy Greenberg
fitjudy@ku.edu

SENATORS

Bette Luther _ EEO 3 Rep

Terry Proctor

Sharon Lee Green _ EEO 4

Rep

Janice Andes
Nancy Brune
Angel Gillaspie
Carol Gonce
Linda Orr
Debby Reed
Kathy Stiers
Kristin Tate
Maxine Younes

(Opening)_ EEO 5 Rep

Sam Hunsaker

Tim Thomasson _ EEO 6 Rep

Jay Barnard
Thomas Bryce
Doug Carter
Allen Eastland
Ken Squires

Mike Lindeman _ EEO 7 Rep

Dennis Constance
Chris Finkbiner
Pauline Sanders
Ed Whittman

Representatives At Large

Bev Koerner
Judy Greenberg
Kathy Reed

WEB SITE UPDATE

www.ku.edu/~clsenate/

Please visit our website and
feel free to e-mail the
Webmaster. Your input is
appreciated.

clsenate@ku.edu

HELPFUL WEB LINKS

KU Home Page

www.ku.edu/

KU Staff Benefits

www.ku.edu/~kuhr/faculty_staff/benefits/

Meeting Schedules

For KU Classified Senate

www.ku.edu/~clsenate/

On the menu, select
'Meeting Schedules'. Full Senate
meetings are open to anyone
who would like to attend.

Visit the Academic Computer
Center www.ku.edu/acs/ and
check out the new classes and
online registration.

KU News, Arts, & Events are
available at www.ku.edu/news/.

This newsletter created and
designed by Margretta de Vries,
Kathy Stiers, Bette Luther,
Nancy Brune, Ruth Hatfield,
Andy Pritchard, Debby Reed,
Kristin Tate, Allen Eastland,
Pauline Sanders, and Sharon
Lee Green. The Classified
Senate Communications
Committee meets once per
month. If you have suggestions
for articles, please call Sharon
Lee Green (864-5888/5887 or e-
mail her at greensl@ku.edu) or
email us at clsenate@ku.edu.

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Senate

THE NEXT MEETING OF THE KU CLASSIFIED SENATE WILL BE ON DECEMBER 8, 2004 AT 10:30 A.M. IN THE PINE ROOM OF THE KANSAS UNION.

UNIVERSITY OF KANSAS CLASSIFIED SENATE
33 Strong Hall, Lawrence, KS 66045