

**Letter from the President**

To University Support Staff employees:

After many months of careful review by the members of the University Support Staff Senate and the provost office, we have a final document for the full review and approval of the electorate. The current draft is available at: [www.uss.ku.edu/USSCODE20120925.pdf](http://www.uss.ku.edu/USSCODE20120925.pdf).

All of the proposed changes are shown in **bold** and strike through. From my perspective, one of the most significant changes is that the Work Group, which formerly was an ad hoc group convened by HR, will now become an integral part of the USS Senate as the Administration Liaison Committee.

This draft was discussed and approved by the USS Senate at its meeting on September 12, 2012 and the Senate agreed that they should be forwarded to all University Support Staff for a vote. If a majority of those who vote approve the changes, the revised Code will be forwarded to the Provost Office.

If approved by the university administration, the Code will be added to the University Policy Library.

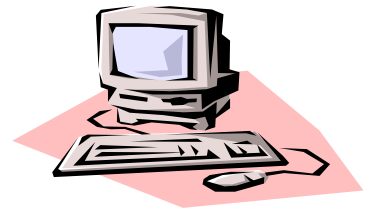
To vote, either email your "approve" or "reject" and added response to [govern@ku.edu](mailto:govern@ku.edu) from your KU account. Or fill out and return the ballot below.

If you cannot access the link to the code or, if

you have any questions, please contact the Governance Office, 864-5169, or email [govern@ku.edu](mailto:govern@ku.edu).

Thank you for the time and effort you take to review the revisions to the Code and to vote on whether to approve or reject the changes. **Please vote by 5 pm, Friday October 12, 2012.**

Peggy Palmer, President  
University Support Staff Senate



If not voting by email: Return this paper vote by October 12, 2012, to University Governance Office in room #33 Strong Hall.

You are voting to either approve the revisions to the University Support Staff Senate Code approved September 12, 2012, or reject the revisions. If voting by email—you do not need to return this lower portion.

\_\_\_\_\_ Approve

\_\_\_\_\_ Reject

Name: \_\_\_\_\_

Dept. \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

# **2013 Benefits Open Enrollment**

Open Enrollment materials have been distributed by Campus Mail to benefits-eligible faculty and staff.



**Benefits Open Enrollment for Plan year 2013** will be on the internet for group health insurance and flexible spending accounts from October 1—31.

Information can be found under Featured Links at:  
[http://www.humanresources.ku.edu/benefits\\_pay/](http://www.humanresources.ku.edu/benefits_pay/)

## **Open Enrollment Meetings:**

Benefits-eligible faculty and staff may attend an Open Enrollment meeting for more information, to express their concerns and provide feedback to the State Employee Health Plan representatives who will present information at the meetings. The 1.5 hour meetings on the Lawrence campus are in the Kansas Union:

Thursday, October 11, 2012 ~~ Alderson Room, 9:00am and 1:30pm

Wednesday, October 17, 2012 ~~ Big 12 Room, 9:00am and 1:30pm

For employees who are unable to attend a Lawrence campus meeting, information about dates and locations of all meetings throughout the state will be posted on the HR website when received from the State Employee Health Plan.

## **Password Information:**

Benefits does NOT have employee password information nor does it have access to change those passwords. Password instructions are included in the Open Enrollment memo and can be found at [http://www.humanresources.ku.edu/benefits\\_pay/](http://www.humanresources.ku.edu/benefits_pay/) under Featured Links.

## **State Employee Identification Number:**

Employees will need their State Employee Identification Number to login on the State Self-Service website (11—digit begins with 1 alpha and then 10 numeric digits). This state ID number is available at the Kyou portal (<https://stagg.ku.edu>) under MyEmployeeInfo, under View Paycheck, in the first box, or from your departmental human resources staff member (PRS).

Benefits can be reached at the special Open Enrollment phone # 864-7402, by email at: [benefits@ku.edu](mailto:benefits@ku.edu) or in Room 150 of Carruth-O'Leary.

# Mini Wheat State Tour October 26, 2012

**7:35am - Meet at the Lied Center Parking lot to board bus.**

7:45am - Bus departs for KU Clinical Research Center, Fairway, KS.

## **KU Clinical Research Center (CRC) Tour**

**What is National Cancer Institute (NCI) designation?** The NCI designates major U.S. academic and research institutions characterized by scientific excellence and ability to integrate a diversity of cancer research approaches. NCI designation as a Comprehensive Cancer Center is the highest standard of achievement of its kind. Currently, NCI has designated 22 Cancer Centers and 39 Comprehensive Cancer Centers.

8:45 - 10:15 am-Take tour of CRC, presentation by Dr. Roy Jensen then Q&A.

10:15 am - Board bus and head to Ft. Leavenworth.

## **Ft. Leavenworth Tour**

For more information about the Combined Arms Center (CAC) go to: <http://usacac.army.mil/cac2/>

11:00 – 11:40am Arrive, security check-in go to Lewis & Clark Center

11:40 – 1:00pm Lunch in the cafeteria; **bring money to eat.**

1:00 – 3:30pm CAC / Leadership Development & Education Overview, Command General Staff College/Development & Education Overview, Intermediate Level Education Overview and Lewis & Clark tour/tech demo

3:30pm - Board bus and head to Holy-Field Winery.

## **Holy Field Winery Tour**

For more information about Holy Field Winery go to: <http://www.holyfieldwinery.com/>

4:10pm – 4:40pm—Tour and sample wine.

4:45pm— Board bus and head back to the Lied Center parking lot.

To register, go to <http://www2.ku.edu/~unsenate/cgi-bin/wordpress/>

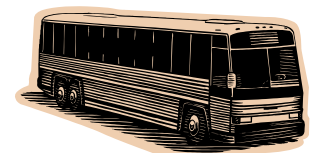
If you have any questions about the tour or registration, please contact Le-Thu Erasmus at 864-2630 or lerasmus@ku.edu. **Registration is on a first come, first serve basis.** If you are not a U.S. citizen, we need to know immediately (prior to our trip) since security clearance at Ft. Leavenworth will require additional information.

If you do not have access to a computer, please complete this form and return to University Governance, 33 Strong Hall **by 5:00 pm October 19, 2012.**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone number: \_\_\_\_\_ U.S. Citizen Yes \_\_\_ No \_\_\_



### **Staff Tuition Assistance Program – Deadlines for the Coming Academic Year**

To ensure timely submission of materials please note the following application deadlines.

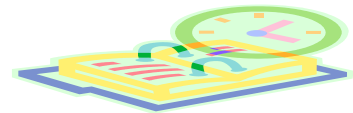
Spring Semester 2013: Friday, 5:00 p.m., November, 2, 2012

Summer Session 2013: Friday, 5:00 p.m., April 5, 2013

For more information on program requirements and to access the tuition assistance application, go to [http://www.hr.ku.edu/benefits\\_pay/benefits\\_info/tuition\\_assistance.aspx](http://www.hr.ku.edu/benefits_pay/benefits_info/tuition_assistance.aspx)

### **Have You Heard of the ROC?**

Human Resources is excited to announce that the Recruitment and Onboarding Center (ROC). Recruitment for the center is ongoing. Newly recruited ROC employees include Lee Ann Adey, Linda Harris, Teresa Krambeer, Andrea McGranahan, Jody Milford, Judy Sawyer, and Peggy Williams. The center will support all recruitment for faculty, staff, and student positions and facilitating their acquisition to certain campus services and placement onto the HR Payroll system in a timely manner. New hires starting on or after July 30 may be directed to the Continuing Education Building located at 1515 St. Andrews Drive (near Kasold and Bob Billings Parkway) for onboarding assistance. Additional information to units will be provided in the near future.



### **Upcoming Dates:**

Open Enrollment: Deadline for open enrollment is Wednesday, October 31, 2012. For more information please visit the HR/Pay website at:

[http://www.humanresources.ku.edu/benefits\\_pay/benefits\\_info/health\\_insurance\\_programs/2013\\_group\\_health\\_insurance.aspx](http://www.humanresources.ku.edu/benefits_pay/benefits_info/health_insurance_programs/2013_group_health_insurance.aspx)

State of Kansas Free Flu Shot Clinic: Tuesday, October 23<sup>rd</sup> from 8 am – 2 pm, Relays Room in Burge Union. [http://www.humanresources.ku.edu/files/documents/benefits/Flu\\_Shot\\_Information\\_Flyer.pdf](http://www.humanresources.ku.edu/files/documents/benefits/Flu_Shot_Information_Flyer.pdf)

HealthQuest Fall Free Biometric Health Screening: November 5-9 from 8 am – 1 pm, Gridiron Room in Burge Union.

[http://www.humanresources.ku.edu/benefits\\_pay/benefits\\_info/health\\_promotional\\_programs.aspx](http://www.humanresources.ku.edu/benefits_pay/benefits_info/health_promotional_programs.aspx)



### **New HR/Pay System:**

On October 8, the electronic time/leave reporting system and self-service features of the HR/Pay system will be operational. Hourly staff will enter their hours worked in order to be paid accurately, and supervisors will electronically approve the hours worked. The hours worked will be reported either through time collection devices, web clocks, or electronic timesheets, Hourly university support staff who are eligible to be paid shift differential, call-in/call-back, and stand-by will likely use time collection devices. Other hourly university support staff who have easy access to computers on a daily basis will likely use the electronic timesheet option. Requests for leave will also be processed electronically. Electronic self-service features will also be available with the system, e.g. name and address changes, bank account changes, etc. Training on the new system began in September. For more information about the changes, visit the HR/Pay website at:

<http://www.hrpay.ku.edu/>

## Come to the Library!

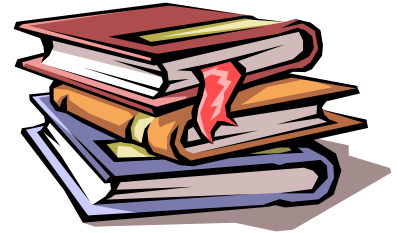
Come to the Library – We're your library too!

It came to my surprised attention recently that many of my fellow University Support Staff colleagues do not realize that they have free access to all the services of the University Libraries, just like KU faculty and students.

I'm sure that many of us use the area public Libraries, as do I. But KU Libraries are here for you, too. Our libraries have a huge collection of items covering almost every topic. We have books, magazines, CDs and DVDs, plus online access to thousands of journals, magazines and newspapers, including general interest titles like National Geographic, Consumer Reports, Good Housekeeping, Time, Discover, Wired, and Scientific American.

Your KU ID card is your Library Card. You can check out any library item for from 1 week for videos to four months for most standard books - the same loan period as faculty and graduate students enjoy. If your schedule prevents you from getting to the library, you can even use our Trip-Saver feature that lets you have items checked out and delivered to your office via campus mail. Or, you can use Retrieve from Shelf which will deliver your item to your closest library location.

In addition, you have access to all the research facilities and help available at the libraries. If you have research that you need to do for your department, we have research librarians ready to help you. No subject is too complex or too



simple. Our librarians are ready to tackle your questions today.

When you are ready you can get started by coming to see us at any library location or by visiting KU Libraries online at [www.lib.ku.edu](http://www.lib.ku.edu).

Robert Szabo, Manager  
Libraries

## New Name: Department of Facilities Services

On July 8, 2012, The Departments of Facilities Operations and Student Housing Facilities merged and became the Department of Facilities Services. Within the department we have six (6) zones made of custodial and maintenance staff. Each zone consists of a zone manager, maintenance supervisor, custodial supervisor, administrative associate and most trades except high voltage/instrumentation and HVAC.

The University is split up into six areas and each one has its own

maintenance and custodial team. When the work load is heavy in one zone, the other zones provide assistance. The zones are also supported by central shops consisting of high voltage electrical, instrumentation, HVAC, Special Services, landscape, steam plant/pipe fitters, plumbing/welding, engineering, motor pool/garage and PM shop.

Work management (864-4770) receives all service requests from our customers and sends them out to the different zones/shops. Addi-

tionally, supporting our organization is a material control (store), accounting and human resources section all within the department. Our 455 Facilities Services staff are hardworking individuals dedicated to providing the best customer service to our clients.

Vince Avila, Interim Director  
Facilities Services

## ***Join the University Support Staff Senate***

If you want to represent the interests of all support staff employees of the University of Kansas (Lawrence campus), and be part of an open forum for the expression of these interests, as well as bringing these interests to the attention of the University of Kansas administration and other concerned individuals, organizations, and government entities, this organization is for you! We are always looking to add more senate members.

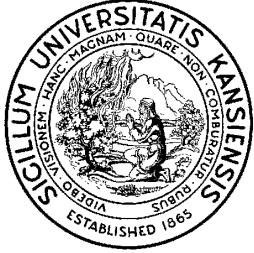
We currently have the following vacancies:

1=EEO5 (technical/paraprofessional), 3=EEO6 (skilled crafts), 2=EEO7 (service/maintenance)

For more information, please go to: <http://www.uss.ku.edu/>

If you would like USSS application sent to you, please contact Le-Thu Erasmus, USSS Vice-President, [lerazums@ku.edu](mailto:lerazums@ku.edu).

University Support Staff Senate  
33 Strong Hall  
1450 Jayhawk Boulevard  
Lawrence, KS 66045



## **USS Senate & Executive Board Meetings:** **(all meetings are open)**

### USS Senate Meetings for 2012 – 13

Meetings are held in the KS Union, in the International Room, unless otherwise stated. Senate meetings run from 10:30am to 12:00pm

October 10, 2012

November 14, 2012

December 12, 2012

January 9, 2013

February 13, 2013 (Alderson Room)

March 13, 2013

April 10, 2013

May 8, 2013

### USS Senate Executive Board Meetings for 2012 – 13 year

Meetings are held in the KS Union, in Alcove G, unless otherwise stated. Executive Board meetings run from 10:30am to 1:00pm

October 3, 2012

November 7, 2012

December 5, 2012

January 2, 2013

February 6, 2013

March 6, 2013

April 3, 2013

May 1, 2013

June 6, 2013

Visit us on the Web!

[www.uss.ku.edu](http://www.uss.ku.edu)