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Management Update – November 2008

Volume 5, Issue 5

Benefits Updates

Open Enrollment for 2009 health benefits takes place during the month of November. Please share the following information with your staff and allow time during the workday for employees to attend one of the informational sessions that are scheduled over the next few weeks.

Open Enrollment

The enrollment period for faculty and unrepresented employees is underway and runs through Sunday, **Nov. 16**. Employees in these groups should already have received their Open Enrollment packets and can make their selections online through FlashLine.

The Open Enrollment period for employees represented by AFSCME will take place **Nov. 10-21**, and enrollment will be done through a paper form. Information will be mailed to AFSCME-represented employees prior to Monday, **Nov. 10**.

Health Care Dependent Audit

All Open Enrollment packets contain information about a Health Care Dependent Audit that Human Resources will be conducting next year. The audit will require employees to verify the eligibility of each listed dependent for medical and drug plans. Employees should read this information carefully and make sure that all listed dependents meet the university's eligibility requirements. During Open Enrollment, employees may remove any ineligible dependents, with no documentation required.

Any employee who has a question about Open Enrollment or the audit should call the Benefits hotline at 330-672-6947 or e-mail benefits@kent.edu.

New Hires in Your Units? Don't Forget About New Hire Orientation

If your department has recently hired a new employee, please make sure they register to attend one of the university's New Hire Orientation sessions. The all-day sessions are held in the Terrace Hall Annex on the Kent Campus every Monday; new hires are encouraged to attend on the first Monday of their employment. The orientation includes a session on benefits, which is important because new employees only have 31 days from their full-time date of hire to enroll in a Kent State benefits plan. Current Kent State employees who may become eligible for benefits through a promotion or move to full-time status should also attend the benefits portion of the New Hire Orientation. Registration for orientation is required and can be done online at www.kent.edu/hr/register. For questions, call 330-672-2901.

Public Records Reminder

The half-day seminar on Ohio Public Records Law and the Family Educational Rights and Privacy Act (FERPA) is being repeated. The seminar is scheduled for Tuesday, **Nov. 18**, from 9 a.m. to noon in the Moulton Hall Ballroom. There are still openings; anyone who was on the wait list for

the September seminar must register again for the November session. Registration can be completed online at www.kent.edu/hr/register. For more information, contact **Carla Wyckoff** at cwyckof1@kent.edu or 330-672-5857.

Coming Soon: A New Resource for Faculty and Staff

The Division of Human Resources is in the final stages of developing a faculty/staff resource manual that will be available in early 2009. The manual will include general information and guidelines on a variety of topics related to employment at Kent State. While this new resource will make it easier for current and new employees to find information regarding policies and procedures, employment and other resources, it is not meant to replace or override existing policies. The faculty/staff resource manual will be given to all new university employees during the New Hire Orientation program; it will also be available online and in a PDF version that can be printed.

Minimum Wage on the Rise in 2009

Ohio's minimum wage will increase on Thursday, **Jan. 1, 2009**, from \$7 to \$7.30 per hour. For more information regarding the increase, visit the [Ohio Department of Commerce Web site](#). Units with student employees should be aware that the Student Employment Pay Plan has been adjusted, and a 30 cents per hour increase will be added to each pay level minimum as of **Jan. 1**. Student employees who have active jobs on or after **Jan. 1** will be brought up to the new minimum for each pay level by Career Services. You can view the [pay plan online](#).

Questions should be directed to **Ami Hollis**, associate director of career services, at 330-672-8380 or ahollis@kent.edu.

HR Streamlines New Hire Process

Human Resources this fall launched enhancements to its new hire process that will streamline functions, expedite tasks and improve the overall on-boarding workflow for new employees entering the university. The project accomplished several major objectives:

- **Improved data integrity** for hiring workflows by developing automatic uploads of all Personnel Request Authorizations (PRAs) directly into the university's online applicant tracking system.
- **Increased efficiencies** with the new hire workflow by creating an electronic solution allowing a new employee's information to be automatically uploaded into Banner.
- **Eliminated external, hosted resources**, such as the New Hire site and New Hire Benefits site, resulting in a cost savings of several thousand dollars.

The enhancements have led to a reduction in "time-to-complete" for new hire transactions, since much of the data transfer is "real-time" and automatically loaded into Banner. This also eliminates hours of manual data entry for the Human Resources Talent Acquisition and Records staff.

For questions or more information, contact **Joe Vitale**, director, Human Resources Talent Management, at 330-672-8318 or jvitale1@kent.edu.

Have You Completed Your Online Training?

The Training and Development unit of Human Resources has several online training courses available for faculty and staff. In particular, managers and supervisors should make time to complete the following programs:

Preventing Harassment on Campus

This course is one in a series that addresses the workplace climate at Kent State. Harassment

can take many forms, so it is critical that managers and supervisors complete this course and encourage their direct reports to take it as well. Completion is mandatory for all managers and supervisors during the current academic year. To access the harassment training module, go to www.kent.edu/hr/register and select the link for *online learning opportunities*.

Workplace Ethics

As previously announced, *Workplace Ethics* is another online training module that addresses workplace climate; supervisors and managers are also expected to complete this course during the current academic year.

The Family Medical Leave Act (FMLA)

This online course will be available soon and is designed to help supervisors and managers understand the procedures and guidelines to follow when an employee requests FMLA leave. In addition to online training, the Benefits staff will be conducting in-person FMLA informational sessions at all campuses. The dates for the informational sessions are being finalized and will be announced later.

For more information about online training, contact **Bob Hall**, manager, Human Resources Training and Development, at 330-672-0894 or rhall4@kent.edu. For questions about FMLA, contact a Benefits representative at 330-673-3107 or benefits@kent.edu.

Dates to Remember:

- **Nov. 2** Daylight Savings Time ends; turn clocks back one hour.
- **Nov. 4** General Election Day, polls open 6:30 a.m.-7:30 p.m.
- **Nov. 12** Veterans Day Program, 3:30 p.m., Room 306 Kent Student Center. [More information is available.](#)

Cultural Dates:

November is national American Indian Heritage Month

- **Nov. 1** All Saints Day
- **Nov. 11** Veterans Day (University closed)
- **Nov. 27** Thanksgiving (University closed **Nov. 27** and **28**)

Tell Us What You Think

This newsletter is designed to keep you, the managers and supervisors, informed. Please take a few minutes to let us know what you think of the publication, along with any comments or suggestions. You may contact us at managersfeedback@kent.edu. We look forward to hearing from you.

For information about events sponsored by Human Resources, please see the November 2008 calendar below. Please share this calendar with your employees and post it in a highly visible location. If you are having difficulty reading the calendar, access the [PDF version](#).

EXCELLENCE *in Action*

Division of Human Resources – Calendar of Events

November 2008

Legend

- Supervisor/Manager
- Desktop Computing
- New Employee
- Employee Communications
- OneWellU
- Professional Development
- Events

Date & Time		Program Title
3 Mon	7:00 AM	Open Enrollment Information Session
	8:00 AM	New Hire Orientation
	11:30 AM	OneWellU Walking for Wellness
	2:00 PM	Open Enrollment Information Session
4 Tue	9:30 AM	Open Enrollment Information Session
	10:30 AM	Open Enrollment Information Session
	1:00 PM	Open Enrollment Information Session
	2:30 PM	Open Enrollment Information Session
5 Wed	10:30 AM	Flu Shot Clinic - Salem Campus
	11:30 AM	OneWellU Walking for Wellness
	2:00 PM	Open Enrollment Information Session
	10:30 PM	Open Enrollment Information Session
6 Thur	10:30 AM	Flu Shot Clinic - Geauga
	1:00 PM	Open Enrollment Information Session
	2:30 PM	Open Enrollment Information Session
7 Fri	10:30 AM	Open Enrollment Information Session
	11:30 AM	OneWellU Walking for Wellness
	2:00 PM	Open Enrollment Information Session
10 Mon	8:00 AM	New Hire Orientation
	9:00 AM	Flu Shot Clinic - Trumbull
	11:30 AM	OneWellU Walking for Wellness
	1:30 PM	Open Enrollment Information Session
12 Wed	3:00 PM	Open Enrollment Information Session
	8:00 AM	FOS: Essentials of Supervision
	10:00 AM	Open Enrollment Information Session
	11:00 AM	Open Enrollment Information Session
13 Thur	11:30 AM	OneWellU Walking for Wellness
	3:30 PM	Veteran's Recognition Event
	8:00 AM	Behavioral Strategies for Managing the Job
	9:00 AM	Open Enrollment Information Session
	9:30 AM	Flu Shot Clinic - Stark
14 Fri	10:30 AM	Open Enrollment Information Session
	11:30 AM	OneWellU Walking for Wellness
	10:30 AM	Open Enrollment Information Session
17 Mon	8:00 AM	New Hire Orientation
	11:30 AM	OneWellU Walking for Wellness
18 Tue	8:00 AM	Employment Law and Harassment Prevention
	10:30 AM	Flu Shot Clinic - East Liverpool
19 Wed	9:30 AM	University Staff Advisory Council
	11:30 AM	OneWellU Walking for Wellness
20 Thur	10:00 AM	Flu Shot Clinic - Tuscarawas
21 Fri	10:00 AM	Medical Mutual Site Visit
	11:30 AM	OneWellU Walking for Wellness
24 Mon	8:00 AM	New Hire Orientation
	11:30 AM	OneWellU Walking for Wellness

For more information, including location and how to register, visit the calendar of events web page at:

<http://kentstate.kent.edu/ecalendar>

Special accommodation requests: We will endeavor to comply with any special requests or to accommodate your specific needs. Please direct your request to 330-672-2901.

