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Management Update - August 2008

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University Introduces New Leadership Opportunity

This fall marks the debut of the Institute for Excellence in Leadership, an intensive yearlong program for those currently in leadership positions at the university. The program is designed to enhance the creative leadership skills of established and emerging university leaders. The institute builds on the strengths of the Leadership Academy while incorporating several new elements that reflect the evolving climate for today's university leaders.

The Institute for Excellence in Leadership aligns closely with the university's strategic goals and requires a commitment from both the participant and his or her supervisor. The ideal candidate for the program is someone who is in a position of authority, preferably at a department manager level or higher.

The institute is scheduled to begin in September, and there are 25 slots available for the inaugural program. If you are interested in nominating someone from your area, visit the [Institute for Excellence in Leadership Web site](#) for additional participant criteria, the nomination form, the 2008-09 schedules and other information. Applications should be submitted by **Aug. 25**.

For questions, contact **Bob Hall**, manager for human resources training and development, at 330-672-0894 or rhall4@kent.edu.

Accrued Vacation Time: Use It or Lose It

Please remind your staff that **Sept. 30** is the deadline for employees to use vacation time that has accrued beyond the maximum allowed. After that date, per university policy [3342-6-11.7](#), any vacation balances beyond the maximum will be forfeited. This is also a good time to remind staff about the December holiday schedule when the university will suspend most operations between the Christmas and New Year's holidays. Eligible employees will use accrued leave and/or accrued comp time for the four additional days.

As with all vacation leave, requests must be scheduled with the approval of the immediate supervisor and properly recorded. Leave reporting should be recorded through FlashLine. Go to the *My Action Items* tab, and then select the appropriate *Time Reporting* channel. Unclassified employees should use Leave Report, and classified employees should request leave through Kronos. If you have questions, contact a Human Resources Records representative at 330-672-2901.

Kronos Reminders for Supervisors

As the beginning of the fall semester approaches, the Payroll Office has reminders for supervisors of student and classified employees who use the Kronos timekeeping system:

Student Employees

Make sure the students are appearing in Kronos. When a student employee (new or returning) is

hired, the supervisor should receive a confirmation e-mail from Campus Works indicating the job was accepted. Within two working days of receiving the e-mail, the supervisor should be able to view the student employee in Kronos. If the student's name does not appear, e-mail payroll@kent.edu with the name of the student, Banner identification number (if possible) and the name of the person who will be signing off in Kronos.

If a student employee is showing up in Kronos but is unable to sign in and log his or her time, the Payroll Office also needs to be notified. This should be done even if the supervisor can manually input the hours the student worked.

Classified Employees

Timecards for all employees (including students) need to be reviewed and signed off each week by midnight on Tuesday. E-mail reminders are sent out around noon on Tuesdays. Supervisors should ensure that all full-time hourly employees have a minimum of 40 hours per week on their timecard. If an employee did not work a minimum of 40 hours, the appropriate leave code (i.e., vacation, sick or unpaid leave) should be recorded to reflect a total of 40 hours.

Guidelines for Hiring International Employees

Hiring officials should be aware of several requirements that must be met when hiring an international professional or faculty member. This term is used to refer to those employees who are not United States citizens, but are employed in professional or faculty positions at the university.

Once employed by Kent State, individuals in this category often apply for permanent legal residency, most commonly referred to as a green card. As part of this process, the international employee must complete a Permanent Labor Certification application. This application must be filed within **180 days** of the employee's hire date for professional positions. For a foreign national hired in a faculty position or a position that includes classroom teaching, this application must be filed within **18 months** of the hire date.

Additional advertising steps also must be taken in order for international employees to begin the green card process. The Office of University Counsel has put together a [document](#) that provides guidelines for those positions in which an international applicant has been identified and indicates what managers/supervisors need to do if an employee wants to apply for a green card. The document is available in the Resources section of the University Counsel [Web site](#).

For questions or more information, contact **Michael Pfahl**, assistant university counsel, at 330-672-2982 or mpfahl@kent.edu.

New Date for Public Records Seminar

Please note that the half-day seminar on Ohio Public Records Law and the Family Educational Rights and Privacy Act (FERPA) has been rescheduled for Tuesday, **Sept. 23**, (the original date was **Sept. 17**), from 9 a.m. to noon in the Moulton Hall Ballroom. Sponsored by the Office of University Counsel, the seminar is targeted to employees in your units who maintain and work with records, including student records. Attendees will get an overview of Ohio's public records law and the university's new administrative policy regarding public records; the role of Archives in managing university records; and an overview of FERPA and recent changes to the privacy act.

Registration is required and can be completed online at www.kent.edu/hr/register. Once there, look for the *facilitator-led learning opportunities* link and then search for *University Counsel* events. For registration questions, contact **Carla Wyckoff** at cwyckof1@kent.edu or 330-672-5857.

What's New in Human Resources Training?

Workplace Ethics

The response to the Workplace Ethics training module has been positive. While the online course addresses a variety of issues, it is impossible to cover every aspect of this topic. A helpful resource is the question and answer feature. By clicking on the question and answer link in the module, you can post a question anonymously about a specific issue related to the university's policies or standards of conduct. The question will be routed to the relevant subject-matter expert, and the reply will be posted for all to learn. It's a great way to continue the dialogue and receive targeted feedback to your questions.

Supervisor and Management Training Continues

The next round of *Fundamentals of Supervision* and *Management Development* training has been announced. You or members of your staff can [register for either workshop](#) online; once at the site, look for the link to *facilitator-led learning opportunities*.

Fundamentals of Supervision is a series of six workshops with the goal of providing supervisors, or aspiring supervisors, with the tools they need to guide and oversee effectively the work of others. More information on [each session is available](#).

The Management Development curriculum consists of seven sessions and will focus on the knowledge and skills needed to fulfill strategic roles as a developer of people and as a leader charged with advancing the goals of the department, division and the university. Details on the courses offered in this workshop are [available online](#).

For questions about either series, contact Human Resources Training and Development at 330-672-2100 or hrd@kent.edu.

Dates to Remember:

- **Aug. 2** Summer II classes end
- **Aug. 14** Summer Doctoral Commencement, 6 p.m. For more information, visit www.kent.edu/ksugraduation.
- **Aug. 16** Summer III classes end
- **Aug. 16** Summer Commencement (Master's and Baccalaureate), 10 a.m., Memorial Athletic and Convocation Center. For more information, visit www.kent.edu/ksugraduation.
- **Aug. 20-24** Week of Welcome (WOW) for new students; details available [online](#).
- **Aug. 25** Fall semester classes begin at all campuses
- **Sept. 1** Labor Day (university closed)

Cultural Dates:

- **Aug. 9-10** Tisha B'Av: Jewish observance
- **Aug. 15** Feast of the Assumption: Roman Catholic observance
- **Aug. 26** Women's Equality Day

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 August 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

August 2008

Legend

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

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.

Date & Time		Program Title
1	Fri 12:00 PM	Weight Watchers at Work
4	Mon 8:00 AM	New Hire Orientation
	11:30 AM	OneWellU Walking for Wellness
6	Wed 11:30 AM	OneWellU Walking for Wellness
8	Fri 11:30 AM	OneWellU Walking for Wellness
	12:00 PM	Weight Watchers at Work
11	Mon 8:00 AM	New Hire Orientation
	11:30 AM	OneWellU Walking for Wellness
13	Wed 11:30 AM	OneWellU Walking for Wellness
15	Fri 11:30 AM	OneWellU Walking for Wellness
	12:00 PM	Weight Watchers at Work
18	Mon 8:00 AM	New Hire Orientation
	11:30 AM	OneWellU Walking for Wellness
20	Wed 11:30 AM	OneWellU Walking for Wellness
22	Fri 10:00 AM	Anthem Blue Cross/Blue Shield Site Visit
	11:30 AM	OneWellU Walking for Wellness
	12:00 PM	Weight Watchers at Work
25	Mon 8:00 AM	New Hire Orientation
27	Wed 12:00 PM	Weight Watchers at Work - Stark Campus
29	Fri 10:00 AM	Medical Mutual Site Visits