e-Inside SPECIAL EDITION
MANAGEMENT UPDATE
CELEBRATE CENTENNIAL KENT STATE UNIVERSITY 1910-2010

Reporting Leave for the December Holiday Schedule

Jan. 3, 2008

Kent State just completed a trial holiday schedule for the month of December. A survey will be sent to all employees later this month, asking for feedback on the schedule. Managers are reminded that it is your responsibility to make sure that eligible classified and unclassified employees in your unit have submitted the appropriate leave for the four additional days.

Classified Employees

Classified staff may use comp. time, vacation or personal leave for the four days. This includes any additional comp. time that was accrued between Nov. 1 and Dec. 20 for the holiday schedule. If an employee still does not have enough time for the 32 hours, he or she must take the balance in unpaid leave.

Classified employees should submit their leave through Kronos. To report any unpaid leave, employees should select the *Unpaid Leave with Benefits* option from the dropdown list in Kronos. Managers have until the end of today, **Jan. 3**, to approve time for the week ending Dec. 29, 2007. If you need to make any changes after Jan. 3, call the Payroll Office at 330-672-8640. For the current pay period, which includes Dec. 31, time must be approved by midnight **Jan. 8**, 2008.

Unclassified Employees

Unclassified staff must use accrued vacation or personal leave for the 32 hours. If an employee does not have enough time, she or he must take unpaid leave. Employees should submit leave time through the Time Reporting channel in FlashLine. To report any unpaid leave, employees must complete and submit the Request for Leave of Absence form. The form is available in the HR Forms Library in the Absence from Work section. Unpaid leave forms should be submitted to the HR Records department by **Jan. 15**.

More detailed information on the process for the holiday schedule is available online.

January HR Calendar

For information about events sponsored by Human Resources, please see the January 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.

CELEBRATE CENTENNIAL
KENT STATE UNIVERSITY
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EXCELLENCE *in Action*

Division of Human Resources – Calendar of Events

January 2008

Legend

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

Date & Time			Program Title
3 Thu	8:30 AM		Bi-Weekly New Hire Orientation
9 Wed	8:00 AM		Managing Change Transitions
15 Tue	8:00 AM		Planning and Decision Making for Supervisors
16 Wed	8:30 AM		Bi-Weekly New Hire Orientation
24 Thu	10:00 AM		Conducting Effective Search Committees
25 Fri	10:00 AM		Medical Mutual Site Visit -Kent Campus
30 Wed	8:00 AM		Understanding & Embracing Diversity
30 Wed	2:00 PM		Conducting Effective Search Committees
31 Thu	8:30 AM		Bi-Weekly New Hire Orientation

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 requests to 672-5050.