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Management Update August 2010

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Nominations Begin Soon for President's Excellence Award

Nominations for the President's Excellence Award will be accepted from **Aug. 9** through **Sept. 10**. Kent State President **Lester A. Lefton** established the award program in 2009 as a way to reward staff members who demonstrate their daily commitment to carrying out the university's Excellence Agenda. There were [10 recipients](#) last year and each received a check for \$1,000.

The President's Excellence Award recognizes exceptional performance during the previous fiscal year (July 1, 2009 through June 30, 2010). Full-time classified and unclassified employees at all campuses who have been employed by the university for a minimum of one year and are in good standing with the university are eligible to be nominated. Past recipients are not eligible to be nominated for a minimum of two years following their award and faculty are not eligible.

Information on the award criteria, the nomination process and the nomination form will be available on the [President's website](#) beginning Aug. 9. Nominations may come from peers, supervisors, other divisional leaders, faculty or students. Please share this information with your staff and consider nominating a staff employee(s) who you feel is deserving of this award.

For questions, contact **Carla Wyckoff** at 330-672-5857 or cwyckof1@kent.edu.

Changes to Foundation Disbursement Process Impact Accounts Payable

Information was sent last month to deans, chairs, directors and business managers addressing the change in process for disbursements, which impacts the way departments now request Foundation funds. The change came about when the Kent State University Foundation Board revised its disbursement policy to more closely align with the university's process.

The procedural change now allows departments to request payment for eligible expenses through one accounts payable function. With the change, Accounts Payable will become the sole accounts payable function for the university community. The role of the Foundation will be to provide funding directly to Kent State, subject to the availability of donor funds. Therefore, the Foundation will not issue payments to payees other than Kent State, with minor exceptions.

The streamlined disbursement process has also resulted in changes to the Accounts Payable check request form. The form now includes an area to request that items not permitted under university policies be forwarded to the Foundation for payment consideration. The new check request form is now available and should be used for any future check requests.

A complete description of the disbursement process, as well as detailed information on the check request procedure, can be found online at www.kent.edu/controller/accountspayable/forms. For questions, please contact **Katie Brown**, Manager, Accounts Payable, at 330-672-8649 or kcarl@kent.edu.

Important Vacation Reminders from HR

This is the time of year for employees who earn vacation time to be aware of two deadlines coming up in September. Please see the details below on vacation accrual maximums and the annual sick leave conversion and share this information with employees in your department. Questions should be directed to a member of the HR Records staff at 330-672-2901.

[Vacation Accrual Maximums](#)

Classified and unclassified staff has until **Sept. 30** to use vacation time that has accrued beyond the maximum allowed. After that date, any vacation balances beyond the maximum will be forfeited. According to the [university's policy regarding annual vacation leave for nonteaching unclassified and classified personnel](#), the maximum amount of vacation an employee can accrue is that which can be earned in a three-year period.

Vacation hours are earned each pay period and vary according to the employee's years of service with Kent State and job appointment (i.e. classified or unclassified status). An explanation of vacation accrual rates, eligibility and usage is explained in more detail in the above policy. You can also view the [accrual schedule](#) online.

Employees can check their leave balance by logging into FlashLine, clicking on the *My HR* tab and then clicking on the *Leave Balances* link in the *Employment Details* channel. As with all vacation leave, requests must be scheduled with the approval of the immediate supervisor and must be properly recorded. Leave reporting should be recorded for classified employees through Kronos and for unclassified employees through the *My Action items* tab in FlashLine.

Sick Leave Conversion

Eligible classified and unclassified employees will receive information later this month about the annual sick leave conversion period. [Per policy 6-11.2](#), administrative policy regarding conversion of sick leave, eligible **full-time** employees with a balance of at least 500 sick leave hours may convert a maximum of 40 hours to vacation or a combination of vacation and personal leave. Eligible **part-time** employees with a minimum balance of 250 sick hours may convert up to 24 hours.

The conversion period is **Sept. 1-14** and the process will be done electronically through the *My HR* tab in FlashLine. If staff members in your area do not have a computer at their work stations, please allow them time to complete the conversion at a computer lab.

Student Employee Reminders

The beginning of a new academic year means the return of student employees to many departments on the Kent State campuses. Please review the following reminders from the Career Services Center regarding employment for new and returning student workers:

- A student may not begin working until the job has been established in Banner. When that has happened both the student and the supervisor will receive a confirmation email with the subject line: *On-Campus Job Confirmation for 'Student Name.'* Once that email is received, the student may begin work.
- Supervisors may view the hiring information they have submitted for each student in the *Generate Hiring Activity Reports* section on their CampusWorks homepage. This is also where supervisors can verify if a student's job has been processed so they can begin working.
- Supervisors are responsible for verifying that their student employees appear in Kronos. Within two working days of receiving the confirmation e-mail mentioned above, 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 student's name, Banner ID (if possible) and the name of the person who will be signing off in Kronos. If a student employee is showing in Kronos but is unable to sign in and log his or her time, contact the Payroll Office; this should be done even if the supervisor can manually input the hours the student worked.
- Remember that during the semester, students may not work more than 32 hours per week in one department. Students are also not permitted to work during the scheduled times of classes in which they are enrolled.
- The online Student Employee handbook is a helpful resource for student employment information and is updated throughout the year. View the [Student Employment Handbook](#) at the [Career Services Center](#) website.

Questions should be directed to the Student Employment staff at 330-672-2360.

Tech Spot Schedule Change for August

Please note that Tech Spot, the university's computer center to assist faculty, staff and students with the technical needs of their personal computers, will have some altered office hours this month. The center, located in the Tri-Towers rotunda on the Kent Campus, will be closed from **Aug. 24– 25** for staff training. In addition, faculty and staff are advised to avoid bringing in their personal computers for service from **Aug. 23**

through **Sept. 1**. During that time the Tech Spot staff will be busy dealing with computer issues for residence hall students moving in for fall semester. Computers brought in for service during that time can expect a longer turnaround time than usual. You can contact Tech Spot at 330-672-TECH or techspot@kent.edu.

Dates to Remember:

- **Aug. 7** Summer II classes end
 - **Aug. 11** Ramadan: Islamic holiday, first day of month-long fasting
 - **Aug. 19** Summer doctoral commencement, 6 p.m., Stump Theatre, Music and Speech Building. For more information, visit www.kent.edu/commencement.
 - **Aug. 21** Summer III classes end.
 - **Aug. 21** Summer commencement (master's and baccalaureate), 10 a.m., Memorial Athletic and Convocation Center. For more information, visit www.kent.edu/commencement.
 - **Aug. 24** Raksha Bandhan: Hindu observance
 - **Aug. 26** Women's Equality Day
 - **Aug. 26-30** Welcome Weekend for new Kent State students. For more information go to www.kent.edu/success.
 - **Aug. 30** Fall Semester 2010 classes begin at all campuses.
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Tell Us What You Think

This e-newsletter is designed to keep you, the managers and supervisors, informed. Please take a few minutes to let us know what you think of it, 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 and programs for university employees, please check out the [Faculty and Staff calendar](#) and share the information with your staff.

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