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Management Update September 2010

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Nominate Your Choice for Excellence

Please remind members of your staff that nominations are still being accepted for the second President's Excellence Award. The award recognizes Kent State University staff who have demonstrated exceptional performance in advancing one of the goals of the university's excellence agenda 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 for a minimum of two years following their award, and faculty are not eligible.

Nominations for the 2010 award will be accepted through **Sept. 10**. The award recipients will be announced in December, and each recipient will receive a \$1,000 award.

Nominations may be submitted by faculty, staff or students. Details on the award criteria and the nomination form are available on the [President's website](#).

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

New Look for FlashLine Financial Reports

Please make sure that anyone responsible for budget matters in your area is aware that the FlashLine finance reports now have a new look. The reports that have been modified include Budget Summary, Labor Distribution, and Monthly and Year-to-Date transactions. A new report, Grant Report by Principle Investigator, has also been added and provides a financial summary of grant cost information.

Instructions on how to navigate through the reports is available in FlashLine, under the *My Action Items* tab. Once there, look for the instructions under *Finance Reports*. For questions regarding the new grant report, contact Grants Accounting at 330-672-0988. For questions related to the other reports, please contact the Controller's Office at 330-672-8652.

FlashTrack Is Up and Running

Campus Environment and Operations and Residence Services have implemented FlashTrack, a new self-service work order system that will replace the Campus Environment and Operations Work Request and Rapid Track systems.

The system began operations last month, and now staff, faculty and students will use one system to enter all maintenance requests and services. FlashTrack will allow requestors to create, view, manage and edit requests on their work orders. FlashTrack also contains a user-friendly billing section for staff and faculty that details materials and labor charges for reconciliation and tracking purposes.

All users can access FlashTrack from <https://flashtrack.kent.edu>. Staff and faculty can also access FlashTrack through the "My Action Items" tab in FlashLine.

If you have questions, contact **Cindy Gary** at 330-672-2886.

Health Care Legislation Impacts Kent State Health Plans

Mandates in both the Ohio 2009 state budget bill and the new federal health care legislation will impact Kent

State University health plans. Please be aware that Kent State will implement the changes in calendar year 2011, and detailed information will be available during the annual Open Enrollment period this fall.

One change pertains to continued health care coverage for dependent children over the age of 21. Under the federal legislation, medical coverage for Kent State employees (medical, vision and prescription drug) must be made available to dependents ages 21-26, whether or not they are currently enrolled under the employee's medical plan and whether or not they are enrolled in school. The dependent must meet the eligibility requirements, and the employee must show verification that the person is a legal dependent.

Under the state legislation, adult dependents, ages 26 to 28, who meet the state eligibility requirements may also be covered under the employee's medical plan, beginning Jan. 1, 2011. An additional premium charge will be assessed for dependents in this group. Details regarding the additional charge will be communicated during the annual Open Enrollment period.

A chart summarizing the eligibility requirements for [dependent health care coverage is available](#). Questions should be directed to the Benefits office at 330-672-3107 or e-mail benefits@kent.edu.

September Leave Balance Reminders From HR

This is the time of year for employees who earn vacation 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.

Sick Leave Conversion

The annual sick leave conversion for eligible staff employees begins today (**Sept. 1**) and will run through **Sept. 14**. During this period eligible classified and unclassified employees with a continuing appointment may convert accrued sick leave to vacation per [administrative policy 3342-6-11.2](#).

Employees eligible for the conversion received information in an Aug. 24 e-mail and also in the *Personal Announcements* channel of the *My Campus* tab in their FlashLine accounts.

The process will be handled electronically through the *My HR* tab in FlashLine. If staff members in your area do not have a computer at their work station, please allow them time to complete the conversion at a computer lab.

Vacation Accrual Maximums

Classified and unclassified staff have 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.

New Name for University Counsel

Make a note that the Office of the University Counsel has changed its name. Effective today (**Sept. 1**) the department will be known as the Office of the General Counsel. The title for the head of the office, **Willis Walker**, has also been changed to General Counsel. The office remains located in the Executive Offices of the Library, and you can reach any member of the staff at 330-672-2982 or legal@kent.edu.

In addition to being the legal representative of the university in the courtroom, the Office of the General Counsel is also available to provide legal advice and guidance on university-related matters to employees and

departments at all eight campuses. For a summary of services offered by the Office of the General Counsel, please see the “Legal Brief” in the [Aug. 30 issue of e-Inside](#).

ALICE Training Available for Faculty, Staff and Students

ALICE — **A**lert, **L**ockdown, **I**nform, **C**ounter and **E**vacuation — is a comprehensive plan created to increase an individual’s response options during a crisis situation.

Throughout the past year Kent State University’s Public Safety department and the Division of Human Resources have presented numerous A.L.I.C.E workshops to faculty and staff so they will be well-prepared in the event of an active shooter or other emergency situation.

This fall the ALICE training is being expanded to students. If you know of interested students, including any of your student employees, please make them aware that they can register for a training session online at www.kent.edu/success. Once there, the student should click on “Sign up for a student success series presentation” on the right side of the page.” Please note that the training is available to all students, not just first-year students.

ALICE training sessions will continue to be offered to faculty and staff during the fall semester. Registration for those sessions can be made online at www.kent.edu/hr/register.

Once there, select the link for instructor-led learning.

If you have questions, contact **Dan Fitzpatrick**, associate director of public safety at 330-672-3111 or dpfitzpa@kent.edu or **Renee Romine**, Human Resources Training and Development, at 330-672-0898 or mromine@kent.edu.

Dates to Remember:

National Hispanic Heritage Month

Sept. 6 Labor Day observed in the U.S. and Canada (university closed)

Sept. 8-10 Rosh Hashanah: Jewish observance

Sept. 8 International Literacy Day

Sept. 12 Grandparents Day

Sept. 17 Constitution Day, Citizenship Day

Sept. 17-18 Yom Kippur: Jewish observance

Sept. 22-24 Sukkoth: Jewish observance

Sept. 23 Bowman Breakfast, 7:30 a.m., Kent Student Center Ballroom; the cost is \$9. [Register online](#).

State of the University Address, 4 p.m., Kiva, Kent Student Center. Reception to follow in Room 204

Fall begins

Sept. 24 Saradhas begins: Hindu observance

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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