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## Management Update October 2010

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### Kronos Upgrade Planned for November

The Kronos timekeeping system will be upgraded from version 5.1 to 6.1 on **Nov. 7**. While employees who use Kronos to record their time will not notice any significant changes, the upgrade will result in a new look for supervisors and managers who approve Kronos timecards. Among the changes approvers will see are a new navigation bar that is more intuitive and user-friendly. Training materials for managers and supervisors will be available later this month. Hands-on training sessions will also be available upon request. For more information, contact **Lisa Heilman**, payroll manager, at [lheilman@kent.edu](mailto:lheilman@kent.edu).

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### Preventing Identity Theft

All Kent State employees should be aware that the university has a policy regarding identity theft prevention. [University Policy 7-11](#) outlines the prevention program and procedures as it relates to student enrollment and covered accounts (e.g., university credit card accounts, loans, phone accounts, etc.). The policy is in compliance with the Red Flags Rule established by the Fair and Accurate Credit Transactions Act of 2003.

Business and Administration Services has developed a guide and training materials for faculty and staff on preventing identity theft. The guidelines, *University Measures for Identity Theft Prevention*, and a PowerPoint presentation are available online at the [Business Administration Services website](#).

If you have questions or would like to arrange for training for your department, please contact **Anne Brown**, associate vice president, Business and Administration Services, at 330-672-0984 or [abrow116@kent.edu](mailto:abrow116@kent.edu).

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### Excellence Is Focus of New Professional Development Program

Kent State is introducing an expanded version of its leadership development program that will give eligible faculty and staff a unique opportunity to develop their leadership skills. The Institute for Excellence (IE) is a yearlong program designed to create and promote a culture of excellence.

The IE builds upon the knowledge and skills that were part of the Institute for Excellence in Leadership but has been expanded to offer two tracks: one for administrators and one for individual contributors. The latter group is made up of employees who are not in a managerial or supervisory role, but who have demonstrated the ability to contribute and lead change.

The focus for the Administrator and Individual Contributor versions are different even though they are designed to facilitate development around many of the same qualities associated with excellence – such as collaboration, execution, agility, strategic thinking, foresight and communication. The IE will begin in January, with the administrator and individual contributor tracks meeting monthly for either a full- or half-day session.

There are eligibility requirements and an application process for each IE track. All participants must be employed full-time by the university for a minimum of two years and must have received a rating of “exceeds expectations” or higher on their most recent performance evaluation.

Please share this information with faculty and staff in your unit and encourage those who you feel would benefit from the program to apply. The [IE website](#) includes a complete list of criteria, program dates and the application form. Applications are being accepted now through **Oct. 31**.

For more information, contact **Bob Hall**, manager, HR Training and Development, at 330-672-0894 or [rhall4@kent.edu](mailto:rhall4@kent.edu).

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## More HR Training

Human Resources will also introduce a new training workshop this month, focused on the important communications skill of listening. There will be a one-hour webinar and an instructor-led component; participants may attend one or both sessions.

The webinar is scheduled for **Oct. 19** at 10:30 a.m. and the instructor-led workshop will be held on **Oct. 26**, from 1:30 to 4 p.m. In both components participants will learn about the “personal listening learning model,” which examines five approaches to listening; discerning, comprehensive, evaluative, appreciative and empathetic.

The webinar will provide an overview to listening skills while the instructor-led workshop is more comprehensive and includes an online assessment and hands-on application in using effective approaches for different listening situations. Attendees will receive their detailed, personalized assessment results at the workshop.

Registration is required for the webinar and the in-person workshop. You can register at [www.kent.edu/hr/register](http://www.kent.edu/hr/register). For more information, contact **Renee Romine**, Human Resources Training and Development, at 330-672-0898 or [mromine@kent.edu](mailto:mromine@kent.edu).

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## Get Ready for Open Enrollment

All Kent State employees are invited to attend an Open Enrollment Benefits Fair on Tuesday, **Oct. 12**, from 10 a.m. to 2 p.m. in Room 204 of the Kent Student Center.

Faculty and staff will be able to meet with representatives from the university’s medical, dental, vision, insurance and other benefits-related vendors for 2011. Employees are encouraged to come to the fair to gather all the information they will need to make their decisions for Open Enrollment, which will run from **Oct. 17** through **Nov. 8**.

The event will also feature presentations from selected vendors, healthy cooking demonstrations and healthy snack samples. Please adjust your units schedule on that day so interested employees may attend.

More information is available by contacting the Benefits Office at 330-672-3107 or [benefits@kent.edu](mailto:benefits@kent.edu).

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## Poll Worker Leave Reminder

With a general election taking place in Ohio next month, managers are reminded that the university has a category of paid leave for university employees who volunteer as poll workers during a general, primary or special election in Ohio. Permanent part-time and full-time classified and unclassified employees can request “poll worker leave” from their supervisor, subject to the following conditions:

- The request must be made in writing, at least 14 calendar days prior to the date of the election;
- The request must include the employee’s intent to serve as a poll worker and specify the county in which the employee intends to serve; and
- The request must be turned in to the employee’s immediate supervisor.

Employees are only eligible to receive paid leave for their time as a poll worker on an hour-for-hour basis, up to the maximum number of hours the employee was regularly scheduled to work on an election day. Following the election, the employee must submit a Poll Worker Leave Verification form, signed by the employee and a representative from the Board of Elections.

More information is available [online](#) or by contacting **Mary Jane Hannahs** at [mhannahs@kent.edu](mailto:mhannahs@kent.edu).

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## Lunch and Learn

Mail Services is hosting a series of lunchtime seminars this fall about the use of mail and best practices through the United States Postal Service. The one-hour sessions will explore the sometimes confusing postal regulations that need to be followed when sending mail through Kent State, in order to obtain the best postage rates and delivery times.

A seminar is scheduled each month through the end of the year. The **Oct. 20** session will take place at noon in Room 304 of the Kent Student Center. The topic is “Move Update,” which is the Post Office’s process for helping to minimize mail that is undeliverable as addressed (UAA). The seminar will look at processes to keep

your mailing lists clean and how to handle mail that comes back to your unit marked UAA.

The seminars are open to all faculty and staff, and you are invited to bring your lunch. Please RSVP to **Steve Finley**, at [sfinley7@kent.edu](mailto:sfinley7@kent.edu), by **Oct. 18**.

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## Is Your Emergency Contact Information Updated?

Please ask faculty and staff in your area to take a few minutes and update their personal emergency contact information that the university keeps on file. It only takes a few minutes to complete, and in an emergency situation having the most current information will make it easier to contact the appropriate person. This information is also extremely helpful to police officers, fire fighters, emergency medical personnel and others.

Employees can view and/or update emergency contact information through FlashLine, by following these simple steps:

- Log on to [FlashLine](#);
- Click on the *My HR* tab;
- Go to the *Employment Details* tab on the left, then click on *Personal Information*;
- Look for the link to "View" emergency contact information. This will allow you to see the information listed and make any needed updates. More than one contact person can be listed.

If you have questions, please contact a member of the HR Records Staff at 330-672-2901.

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## Who's in Charge of Your Departmental Website?

University Communications and Marketing (UCM) is asking all academic and nonacademic department heads to verify the person(s) who have access to update your website if it is housed in CommonSpot, the university's content management system.

To verify that the appropriate individuals have access, please take the time to review the Excel file at [www.kent.edu/ucm/services/web/commonspot/upload/commonspot-user-account-list.xls](http://www.kent.edu/ucm/services/web/commonspot/upload/commonspot-user-account-list.xls).

The easiest way to search the file is to hit *CTRL F* (find), enter your department (example Justice Studies), and scan to where this 'finder' functionality takes you in the document. Be sure to click *Find Next*, to see all individuals associated with your department's website.

If you find an individual(s) who needs to be added/deleted from the list, please e-mail [webteam@kent.edu](mailto:webteam@kent.edu) with instructions. Those instructions should indicate whether someone's access should be revoked or whether a new individual should be added. In the latter instance, that person should also contact UCM at the above e-mail address for access instructions and a user training session. Training information can be found at <http://www.kent.edu/ucm/services/web/commonspot/>.

Questions should be directed to **Lin Danes** at [ldanes@kent.edu](mailto:ldanes@kent.edu).

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## Dates to Remember:

*National Disability Employment Awareness Month*

*National Italian-American Heritage Month*

- **Oct. 8-9** Kent State Homecoming; events include the Homecoming parade and the football game between the Golden Flashes and the Akron Zips. More information is available at [www.ksualumni.org/homecoming](http://www.ksualumni.org/homecoming).
  - **Oct. 11** Columbus Day (University open, holiday is observed Nov. 26)  
Canadian Thanksgiving Day
  - **Oct. 24** United Nations Day
  - **Oct. 28-29** The 17<sup>th</sup> Annual Celebrating College Teaching Conference; includes Read Distinguished Lecture and other activities. More information is available at <http://dept.kent.edu/utc> or contact conference chair **Kim Peer** at 330-672-0231 or [kpeer@kent.edu](mailto:kpeer@kent.edu).
  - **Oct. 31** Halloween
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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](mailto: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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