

December 2010

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Kent State Holiday Schedule

All Kent State campuses will operate on a holiday schedule from the first shift on Friday, **Dec. 24, 2010**, through **Jan. 1, 2011**. During that time all nonessential operations will be closed. Regular university operations will resume with the start of the first shift on Sunday, **Jan. 2, 2011**.

This year the Christmas and New Year's holidays fall on a Saturday. Classified and unclassified employees who normally accrue vacation will receive paid leave for three days, **Dec. 28, 29 and 30**. The paid leave is in addition to the paid holidays of **Dec. 24, 27 and 31**.

Employees ineligible for the paid leave include student employees, classified temporary staff, temporary agency staff, unclassified nine- and 10-month term appointments, short-term unclassified assignments and employees in a lay-off status.

A special edition of Management Update will be published the week of **Dec. 6**. The issue will include a list of departments that will be open during the holiday schedule and information on how to record leave and pay guidelines for staff not working and those required to work.

Go Green: Get Your W-2 Online

Kent State once again will make it possible for all employees, including student workers, to receive their W-2 statement electronically. Choosing the electronic option allows employees to access the W-2 information earlier; there is also a cost savings to the university in not printing and mailing the forms.

Please remind faculty and staff in your department that this option is available. Employees who wish to receive only the electronic version are required by federal regulations to give their consent. This can be done anytime between now and **Jan. 10, 2011**, in the My HR tab of FlashLine. Just look for the *Tax Forms* link in the *Employment Details* channel. If you have previously given consent, you do not need to do so again.

For those who do not wish to receive an electronic version, printed W-2s will be delivered via campus or U.S. mail no later than **Jan. 31**. Questions should be directed to the Payroll Office at 330-672-8640 or payroll@kent.edu.

New Resource for Banner Leave Approvers

Beginning **Dec. 5** supervisors and managers who approve leave through Banner in FlashLine will receive approval reminders. The automated reminders will be sent via e-mail. Approvers will receive the first reminder if they have employees' leave request submissions that have been pending for five days following the end of the most recent pay period. A second reminder will be sent if the requests are still pending after 10 days. The purpose of the enhancement is to increase efficiency in reporting and approving leave time. Employees who report time in Banner currently receive e-mail reminders if they have leave reports that have not been submitted; those reminders will continue.

If you have questions, please contact a member of the Human Resources Records department at 330-672-2901.

Changes Coming for Design Solutions

Design Solutions, an in-house university resource for banners, posters, name tags and more, is changing its role and mission in the new year. Effective **Jan. 1, 2011**, the department will become an integral part of University Libraries and serve as their communications office. Between now and the end of this semester, Design Solutions will be wrapping up projects currently in production and accepting new projects on a limited basis. In January the unit will become the University Libraries Communications Office and will no longer accept new projects or requests from university departments.

Design Solutions has contact information for vendors who will be able to continue to provide the services previously

offered by the department. For more information, contact **Diane Sperko** at 330-672-1852 or dsperko@kent.edu.

Coming in the New Year: Electronic Approval Routing for Grants and Other Funding Proposals

Effective **Jan. 10, 2011**, the paper Proposal Transmittal form for extramural funding will no longer be used. All extramural funding proposals (e.g., sponsored projects, grants, agreements from government agencies, private industry and nonprofit funding agencies) will be electronically routed for the appropriate approvals prior to submission to the sponsor.

The routing will be done through COEUS, a Web-based grant management and compliance system. Please refer to the COEUS website, at www.kent.edu/research/coeus, for important updates including registration for upcoming orientation and training, user tools, resources and contact information.

Winter Weather Reminders

Please make sure faculty and staff in your unit are aware of the general policy and procedures related to inclement weather and class cancellations/campus closings on the Kent Campus. In general the university does not close or cancel classes.

On some occasions, weather conditions may delay or cancel classes. When that happens, decisions on a class delay, cancellation or campus closure will be made before 6 a.m. for morning and all-day cancellations; by 10 a.m. for afternoon classes and by 3 p.m. for evening classes. An early morning delay means classes will not begin before 10 a.m. and employees should report to work once the delay has been lifted (with the exception of essential employees who must report according to their job duties). The dean of each Regional Campus will make the class cancellation or closing decision for his or her respective campus.

University employees should be aware of three sources where they can learn about class cancellations and campus closings:

- Kent State's [Advisory webpage](#) lists closings at any or all of Kent State's eight campuses.
- Television and radio broadcasts: A complete listing of all the television and radio stations to which cancellation information is reported can be found at this [link](#).
- FlashLine e-mail and a general Flash ALERTS message. The Flash ALERTS message will alert subscribers to check the university's Advisory webpage for up-to-the-minute updates on campus and class status. Employees must [sign up](#) for the free Flash ALERTS service.

Supervisors and employees are expected to exercise good judgment during severe weather conditions. Travel conditions may cause an employee to arrive to work late, be absent or leave work early. Employees should notify their supervisors if they are unable to report to work or feel it necessary to leave early for safety reasons; employees will be required to take the appropriate leave time.

For more detailed information on campus closings due to inclement weather, refer to the [article](#) in the Nov. 15 issue of *e-Inside*.

Time to Update Calling Trees

Speaking of winter weather, now is a good time to update your departmental calling lists or phone trees for emergency communications. Don't forget to request home and wireless numbers so all members of your department can be reached in case of a weather-related or other emergency situation. Once the calling tree is updated, make sure each employee receives two copies, one for the office and one for home.

Are You Working "Time-wise?"

Human Resources will introduce a new time management workshop in 2011 titled "Time-wise," with a webinar and an instructor-led component. The 60-minute webinar is scheduled for **Jan. 25** at 10:30 a.m., and the instructor-led workshop is scheduled for **Feb. 1** from 1:30 - 4:30 p.m. In both components participants will be introduced to the Time Mastery concept, which looks at 12 categories that can impact a productive use of time. Participants will also discover how time management can save departments money and have an opportunity to reflect on personal work habits. The instructor-led workshop is more comprehensive, with an on-line Time Mastery assessment and an individual profile based on the assessment.

Look for details on both programs in January. You can also contact **Renee Romine** at 330-672-0898 or mromine@kent.edu.

Technology Support Available 24/7

Did you know that faculty and staff no longer have to pick up the phone or leave their office to get technology, FlashLine, Blackboard Vista or password help? Launched by Information Services last year, <http://support.kent.edu> provides 24/7

direct and convenient access to popular Kent State support articles online, as well as live chats with an agent, software downloads (including antivirus and VPN software) and frequently requested phone numbers.

Faculty and staff can also create their own support requests from their computer, saving time and ensuring the request is routed to the correct Kent State support professional. Information Services is constantly monitoring the use of support.kent.edu and adding new and revised support articles daily. A Twitter feed that displays critical updates in real-time was recently added. As time goes on, support.kent.edu will evolve into an even larger repository of FAQs for many departments across the university.

For users who would like to speak to someone directly, support agents are still available by phone at 330-672-HELP (4357). In-person help is also available at the Information Services Walk-Up Desk on the first floor of the Library. Faculty and staff can also go to the Tech Spot in Tri-Towers Rotunda for complete care for their personal computers. For more information, visit <http://support.kent.edu> or www.kent.edu/is.

Join the Celebration: Ninth Annual MLK Celebration

Mark your 2011 calendars now and plan to join students and members of the staff, faculty and the Kent community from 1-4 p.m. on Thursday, **Jan. 27**, in the Kent Student Center for the ninth annual Martin Luther King Jr. Celebration. The event will focus around the theme — Empowering the Individual, Strengthening the Community.

Kweisi Mfume, nationally respected diversity advocate, TV and radio commentator and former president of the NAACP, will present the keynote speech. Other activities will include musical and dance performances, poetry readings, historical monologues and a video montage.

In the weeks ahead, watch e-Inside for more details and information about the ninth annual Martin Luther King Jr. Celebration, which is free and open to the public.

Management Update Takes a Break

There will be no January issue of *Management Update*. The publication will resume its regular monthly schedule in February.

Dates to Remember:

Dec. 1-9	Hanukkah
Dec. 7	Pearl Harbor Remembrance Day
Dec. 15	Ashura: Islamic observance
Dec. 16	Kent Campus Fall Commencement, Doctoral Ceremony, 6 p.m., Stump Theatre, Music and Speech Building. For more information, call 330-672-2235 or visit www.kent.edu/commencement .
Dec. 17	Ashtabula Campus Fall Commencement, 6:30 p.m., Campus Gymnasium
Dec. 18	Kent Campus Fall Commencement, Bachelor's and Master's, 10 a.m. and 2 p.m., Memorial Athletic and Convocation Center. For more information, call 330-672-2235 or visit www.kent.edu/commencement .
Dec. 19	Stark Campus Fall Commencement, 3 p.m. University Center
Dec. 25	Christmas*
Dec. 26	Kwanzaa
Jan. 1	New Year's Day*
Jan. 10	Spring Semester 2011 classes begin
Jan. 17	Martin Luther King Jr. Day (university closed)
Jan. 27	Ninth Annual Martin Luther King Celebration, afternoon keynote address by Kweisi Mfume (see related story in this issue).

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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.