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## Management Update - December 2009

Volume 6, Issue 6

### Holiday Schedule Update

Remember, all Kent State campuses will operate on a holiday schedule during the last two weeks of December. The holiday schedule will run from the first shift on **Dec. 24, 2009**, through **Jan. 1, 2010**; normal operations will resume with the first shift on **Jan. 2**. During the holiday schedule all nonessential operations will be closed. Classified and unclassified employees will receive paid leave for any regularly scheduled work time from **Dec. 26** through **Dec. 31**. The paid leave is in addition to the paid holidays of **Dec. 24, 25** and **Jan. 1**.

A special edition of *Management Update* will be published on Friday, **Dec. 4**. The issue will contain 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.

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### Check Out the New Online Phone Directory

Beginning Thursday, **Dec. 3**, faculty, staff and students will notice enhancements to the online phone directory. The changes are being made to facilitate use of the directory by providing more information on an individual's work address and giving employees more access to the fields they can update for their business listing.

The online phone directory will still be accessible through the Kent State home page at [www.kent.edu](http://www.kent.edu) and through the *My Campus* tab in FlashLine. When you click on the "Phone Directories" link you will see options to search for a faculty or staff member, emeritus or retiree or a department. Clicking on any of the links will take you directly to the search function, which will have a new look. Other changes include:

- Individuals searching for a student address will be required to log in to FlashLine, in an effort to further protect the privacy of student information.
- The listing for faculty and staff will include a campus mailing address with building name and room number. This was done in response to numerous requests from employees and will make it easier to find meeting locations.
- Employees will now be able to update more information on their own on one screen; this will include adding a second title and an additional department.
- Updates to departmental information will be completed through this new environment. The person in your area who is responsible for making departmental changes to the directory should contact **Lin Danes**, at 330-672-8532 or [ldanes@kent.edu](mailto:ldanes@kent.edu); or **Ramona Stamm**, at 330-672-8511 or [rstamm@kent.edu](mailto:rstamm@kent.edu) to have a departmental administrator established for your area.

Questions on the new online directory should be directed to the Help Desk at 330-672-HELP.

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### Human Resources Wants to Hear From You

In the spirit of continuous improvement, the Division of Human Resources will be asking faculty and staff to complete an effectiveness survey this month. The survey asks employees for their perceptions about the services provided in the core Human Resources functions: Affirmative Action, Benefits, Compensation, Employee Relations, Labor Relations, Records, Talent Acquisition and Training and Development. The survey is part of an overall assessment that Human Resources is currently conducting.

The survey will be available later this week through FlashLine, and employees will receive an e-mail with instructions on how to access it. Please encourage members of your staff to take some time to complete this survey, and allow them some time to do so.

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## Still Time to Get W-2s Online

Beginning in mid-January, electronic 2009 W-2 forms will be available through FlashLine. All Kent State employees, including student workers, will be able to view and print their W-2s from any computer with Internet access. Employees who wish to receive only the electronic version are required by federal regulations to give their consent. This can be done online any time between now and **Jan. 10, 2010**. **Employees who previously gave consent do not need to do it again.** Directions on how to access the electronic W2 and how to give electronic consent are posted in the [Nov. 30 issue of e-Inside](#).

For those who do not wish to receive an electronic version, printed W-2s will be delivered via campus mail no later than **Jan. 31**. Employees who need to make arrangements for pickup or mail delivery should talk with the person in their unit who handles check distribution. All other questions should be directed to the Payroll office at 330-672-8640.

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## Be Prepared for Winter

Please make sure faculty and staff in your unit are aware of where to go for information about class cancellations and campus closings in the event of inclement weather. You can learn about this information from three sources:

- [Kent State's advisory Web page](#) 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 the link above.
- FlashLine e-mail and a general FlashAlerts message. The FlashAlerts message will alert subscribers to check the university's Advisory Web page for up-to-the-minute updates on campus and class status. Employees must sign up for the free FlashAlerts service.

In most instances, when classes are canceled, university services and offices remain open. Only when the university is "closed" due to weather, are offices closed and some services not available.

When a cancellation occurs for morning classes, this means any classes that meet before noon are canceled. A cancellation of afternoon classes covers all courses that meet from noon until 4:15 p.m. A cancellation of evening classes includes any classes that meet later than 4:15 p.m.

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, read the Perspective column in the [Oct. 26 issue of e-Inside](#).

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## 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 cell phone numbers so all members of your department can be reached in case of a weather-related or other type of emergency situation. Once the calling tree is updated, make sure each employee receives two copies, one for the office and one for home.

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## Google Docs Now Available to Faculty and Staff

Kent State faculty and staff now have a new suite of collaboration and teaching tools at their fingertips. On Nov. 30, Information Services rolled out the use of Google Docs and Sites. Exchange users will continue to use Exchange for e-mail and calendaring, but now also can take advantage of the same edition of Google's online applications that students use for creating and sharing documents and Web content.

The applications are accessible through a new Docs icon in FlashLine, located next to the current e-mail icon. With Google Docs and Sites, faculty and staff can create documents, spreadsheets or presentations online and access them anytime from any Internet-connected computer. They also can share them with other members of a project team or class and allow everyone to make real-time changes.

Training sessions for using Google Docs and Sites are available for staff this week and the week of **Dec. 7**. Register at [www.kent.edu/hr/register](http://www.kent.edu/hr/register). More sessions will be announced in January.

Faculty members who are interested in learning how to incorporate Google Docs and Sites in their classrooms may want to attend the fall Educational Technology Conference, which will be held on **Dec. 4**, from 9 a.m. - 4 p.m. in the Moulton Hall Ballroom. Complete conference schedule and registration information are available online at <http://elearning.kent.edu/conference>, or faculty can e-mail [ETSupport@kent.edu](mailto:ETSupport@kent.edu).

Instructions and tips for using Google Docs and Sites also can be found on the new Helpdesk Online Support Center at <http://support.kent.edu>.

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### **Management Update Takes a Break**

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

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### **Dates to Remember:**

- **Dec. 17** Kent Campus Fall Commencement, Doctoral Ceremony, 6 p.m., Student Center Ballroom. For more information, call 330-672-2235 or visit [www.kent.edu/commencement](http://www.kent.edu/commencement).
- **Dec. 18** Fall Commencement, Kent State University at Ashtabula, 7 p.m.
- **Dec. 19** 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](http://www.kent.edu/commencement).
- **Dec. 20** Fall Commencement, Kent State University at Stark, 3 p.m.
- **Jan. 1** New Year's Day\*
- **Jan. 18** Martin Luther King Jr. Day (University closed)
- **Jan. 19** Spring Semester 2010 classes begin
- **Jan. 28** Eighth Annual Martin Luther King Jr. Day Celebration, Kent Campus, 1 p.m., Kent Student Center

### **Cultural Dates:**

- **Dec. 1** World AIDS Day
- **Dec. 7** Pearl Harbor Remembrance Day
- **Dec. 11-19** Hanukkah
- **Dec. 17-18** Al Hijrah: Islamic observance
- **Dec. 25** Christmas\*
- **Dec. 26** Kwanzaa

\*Please note: All Kent State campuses will operate on a holiday schedule from **Dec. 24, 2009**, through **Jan. 1, 2010**. During that time all nonessential operations will be closed. Normal operations will resume with the first shift on **Jan. 2, 2010**.

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### **Tell Us What You Think**

This newsletter is designed to keep you, the managers and supervisors, informed. Please take a few minutes to let us know what you think of the publication, 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 sponsored by Human Resources, please check out the [HR e-calendar](#) and share the information with your staff.**