

Management Update - June, 2009

Volume 5, Issue 11

Don't Forget Year-End Deadlines

A reminder that the university will complete the fiscal year on **June 30, 2009**. Managers should be aware of the cut-off dates for financial transactions for the current fiscal year, which were published in the [May 11 issue of e-Inside](#). The Controller's Office appreciates timely submissions of documents to ensure that a timely year-end cut-off has occurred. If you have questions, contact the Controller's Office at 330-672-2392.

Year-end deadlines are also approaching for processing electronic expense reimbursements for FY 2009. Electronic reimbursements for travel and/or miscellaneous expenses incurred before June 30 must be approved on or before June 30. Any reimbursements in draft status or submitted but not approved by this date will not be processed for FY 2009. Travel and/or miscellaneous expenses that span both fiscal years or incurred after June 30 should be processed in the new fiscal year, which means they should not be processed or approved until after June 30.

If you have questions about expense reimbursements, contact **Katie Brown**, manager, Accounts Payable, at kcarl@kent.edu.

Faculty/Staff Farewell Reception

As announced last month, there will be a university-sponsored reception on Monday, **June 29**, for faculty and staff leaving as part of the University Employee Separation Plan (UESP). The reception will be held from 3-5 p. m. in the Kent Student Center Ballroom. The reception is open to the university community and is an opportunity to say farewell to employees taking part in the UESP, whether they are leaving this June or at a later date. Invitations will be sent by e-mail in the next few days and will include R.S.V.P. information and the list of employees leaving.

If you have UESP employees in your unit, please coordinate their work schedule on that date so they may attend the entire reception. For employees who wish to go and say goodbye to colleagues, please adjust your departmental schedule so they can have one hour of time to attend the reception. Classified employees do not have to take leave to attend; the time should be recorded as University Business.

If your unit is planning a separate farewell activity for an employee who is leaving, please keep in mind that department funds and Foundation accounts may no longer be used for events such as receptions and luncheons.

Workplace Survey Reminder

Please remind faculty and staff in your units to complete the Workforce Survey by **June 30**. The five-question

survey should only take a few minutes to complete and asks questions pertaining to employees' race and ethnicity. The Office of Equal Opportunity and Affirmative Action (EOAA) must administer the survey in order to be in compliance with new federal reporting codes for the race and ethnicity status of individuals. The federal changes give respondents the ability to select more than one race or ethnicity status, which means the university can capture a more accurate picture of the diversity within its workforce.

The survey is optional, but all employees are encouraged to take it, so the data collected can be as accurate as possible. All responses will be kept confidential. The survey can be accessed online through FlashLine:

- Log in to FlashLine and go to the *My HR* tab;
- Look for the *Equal Opportunity/Affirmative Action* box and click on the *Workforce Survey* link;
- Click on *Workforce Survey* to begin.

For more information, contact the EOAA office at 330-672-2038.

Kronos Dos and Don'ts

Most classified employees use the Kronos automated timekeeping system to record hours worked, leave and comp time. A reminder to managers and supervisors of these employees that you are responsible for making sure they are using the system accurately and correctly. Kronos was implemented to reduce errors and increase accuracy in reporting time, but it is only as good as the information that is entered into it. If employees in your area are not using Kronos to clock in and out on a regular basis, then the information reported is not accurate. Please review the Kronos guidelines below and make sure that you and your staff are following them:

- Supervisors have until Tuesday at midnight to sign off on Kronos reports for the previous week.
- *Comp Earned* cannot be added as a pay code like sick and vacation are added. It must be moved from overtime only.
- If employees clock in and out during the day for anything other than lunch, they must also clock in and out for lunch on that day.
- Cancelled lunch deductions can only be for the amount of time normally scheduled for lunch.
- Employees should clock out for lunch if they are taking a longer lunch than scheduled.
- Actual clock punches should **never** be changed by the supervisor. If an employee is clocking in too early or clocking out too late, the supervisor should discuss this matter with them. It is **not** within a manager's authority to change the punch, to deny payment of overtime (whether authorized or not) or to request that an employee change a valid time record.
- Supervisors must account for all 40 hours a full-time employee is scheduled to work in a week. If a full-time employee has less than 40 hours worked, a pay code must be added with enough hours to bring them to 40 for the week. If no paid leave is available to do this, *unpaid leave with benefits* should be used.

If you have Kronos questions, contact the Payroll Office at 330-672-8640.

Preventing Workplace Violence

HR Training and Development has introduced another course in its series of online training. *Preventing Workplace Violence* will help employees understand the importance of knowing about workplace violence, identify potential risk factors, learn strategies for responding to workplace violence and become aware of key university resources. The course features several subject matter experts and thought provoking video vignettes.

Preventing Workplace Violence is available now, and all faculty and staff are encouraged to complete the online course. In the fall of 2009, an instructor-led component will be added to the workshop, targeted specifically to

managers and supervisors.

To access the *Preventing Workplace Violence* online course, go to www.kent.edu/hr/register and select the link for online learning. Follow the instructions to begin the course.

If you have questions, contact HR Training and Development at 330-672-2100 or hrd@kent.edu.

What You Need to Know About Signing Contracts

If you or your department have formal agreements with consultants, vendors, suppliers, health care or educational facilities, keep in mind that the contracts should always be reviewed by the Office of University Counsel. The review is free of charge and should be done before any contract is signed on behalf of the university.

Regardless of the division that you work in, there is only one legal entity that outside groups can contract with: Kent State University. The authority to enter into contracts rests with the Board of Trustees and is delegated to the president and certain other administrative officials. If you or someone in your department is regularly signing contracts on behalf of the university, you should have a letter from the president or the vice president of your division that delegates the signing authority.

There are certain clauses that are never acceptable in university contracts; University Counsel is familiar with these clauses and will review and negotiate contracts for you. All university contracts should also be reported to the Procurement Office on a regular basis, particularly if you are contracting for use of services from a minority or woman-owned business.

Managers should also be aware that as a state institution, Kent State is required to retain copies of contracts for a period of five years **after** the contract expires. It is important to determine if your department is the custodian of the contract; if so, the record should be stored in paper or electronic form.

View the [April 20 issue of e-Inside](#) for more detailed information on what to do before signing a contract. If you have questions, or to schedule a contract review, contact the Office of University Counsel at 330-672-2982 or legal@kent.edu.

Unclassified Performance Evaluations Due This Month

A reminder for managers of unclassified employees that the period for performance evaluations began last month and runs through **June 15**. If you have not yet completed the evaluations for your staff, please follow the instructions below to access the online evaluation form:

- Log on to the HR Manager Services page at: <http://www.kent.edu/hr/manager/>
- Select *Performance Evaluation — Unclassified* located under *Main Topics*
- At the top right corner of the page under *Resources*, select the link for *2009 Unclassified Staff Performance Evaluations*.
- At the log-in window enter your FlashLine ID (**without @kent.edu**) and password.
- This will take you to the viDesktop home page, where you can select one of the online models (A, B, C, or D) from the *Evaluations* section.
- View the list of your employees and select the employee you wish to evaluate.
- Select *Evaluate* to complete the online evaluation. If the employee is unavailable to participate in the evaluation due to a leave, Select *Decline* and note the reason.

If you have questions, or would like to request corrections to your employee list, contact **Karen Watson** at 330-672-4636, **Connie Crowley** at 330-672-7505 or **Sandra Cole** at 330-672-7501.

Dates to Remember:

- **June 5** Deadline to update departmental information for the online directory. See the *e-Inside* [story](#) for more information.
 - **June 15** Summer I and Summer II classes begin
 - **June 29** Faculty/Staff Farewell Reception, 3-5 p.m., Kent Student Center Ballroom. For more information, see article in this issue.
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Cultural Dates:

June is Caribbean American Heritage Month and Gay and Lesbian Pride Month

- **June 2** U.S. citizenship granted to American Indians
- **June 14** Flag Day
- **June 21** Father's Day
- **June 21** First day of summer (summer solstice)
- **July 4** Independence Day (University closed on Friday, July 3)