

August 2008

Susan Rohde Ext. 2198

### Welcome New Employees!

Michael Fung and Virginia Sabback, Career Counseling

Miroslava Krug, Finance and Administration

Marcus Magnum, TRIO

### Important Websites

Human Resources

HR Career Page

Training & Development

RU Homepage

RU Intranet

Please plan to attend the Roosevelt University Convocation on Tuesday, September 2 at 11:00 a.m. in the Auditorium Theater

### Important Dates to Remember

August 15 is the tuition remission deadline.

Transit deadline is September 2.

Labor Day is observed Monday, September 1. Enjoy your day off!

Fall classes begin Wednesday, September 3.

New Faculty Orientation is Monday and Tuesday, August 25 and 26.\*

Adjunct Faculty Orientation is Thursday, August 28.\*\*

\* For questions regarding full-time faculty orientation, e-mail Doug Knerr ([dknerr@roosevelt.edu](mailto:dknerr@roosevelt.edu)) or call Leticia Martinez at 312-341-2604.

\*\* For questions regarding adjunct orientation, contact Chris Korn at [ckorn@roosevelt.edu](mailto:ckorn@roosevelt.edu) or call 312-341-6932.

### We are proud to introduce these fine additions to our Roosevelt faculty:

<b>Chicago College of Performing Arts</b>	Winston Choi Paul Wertico
<b>College of Arts and Sciences</b>	Scott Blackwood Norbert J. Cordeiro Stephanie Farmer Nicole Gravina Marjorie Jolles Mary Williams
<b>College of Education</b>	Charlene Cobb Jeanie Crosby Rena Jacob Kristina A. Peterson Holly Stadler
<b>Evelyn T. Stone College of Professional Studies</b>	Patricia Williams Lessane Tana McCoy George Vukotich Carl A. Zimring
<b>Walter E. Heller College of Business Administration</b>	Terri Friel Mark Holtzblatt Meng Li

## REWARD Now Recipients

Michael Gabriel	Library
Susan Riddle-Mojica	Library
Martinique Haller	Library
Rachel Rakoczy	Advising
Maureen Doyle	College of Business

*Merci*  
for your fine work!

# Tuition Remission

The University has firm deadlines for tuition remission forms to be submitted. These deadlines were established to allow the timely and accurate processing of the tuition remission benefit.

This process requires all employees wishing to utilize the tuition remission benefit to submit their completed paperwork, including the appropriate signatures and receipts showing payment of fees, by the dates that tuition and fees are due in full. The next approval deadline for the Fall Term is August 15!!

**Failure to submit all of the completed paperwork for courses for Fall 2008 by the August 15, 2008 deadline will result in the tuition remission benefit being denied for that term.** If you have any questions about tuition remission, contact Chris Korn in HR at ext. 6932 or via e-mail at [ckorn@roosevelt.edu](mailto:ckorn@roosevelt.edu).



### Microsoft VISTA and Office 2007 “Cheat Sheets”

Handy one-page “cheat sheets” are now available for Microsoft VISTA and 2007 Word, Excel, PowerPoint, and Outlook. Interested? Let us know what you need by e-mailing [srohde@roosevelt.edu](mailto:srohde@roosevelt.edu) and we will send it promptly.



### What's the Point?

There is a high probability that you've heard RU folks talking about their points, possibly bemoaning the high point value of a triple chocolate ice cream sundae with multiple toppings, whipped cream, cherries, an umbrella.....

Sorry, it's easy to get off-track. On the other hand, it's easier to stay on track with supportive co-workers while you develop some healthy lifestyle choices. Consider joining Weight Watchers at Work. Here are the details.

After 15 weeks of the Weight Watchers Program, 38 enrollees have lost a total of 453 pounds. Given this great success, many participants want the program to continue.

The 17-week program begins again on Wednesday, August 20 and costs \$186. Participants who attend at least 15 of the 17 sessions receive a rebate from Roosevelt of 50% of their fee. Clerical union members who have not already used their personal development allowance for this contract year may apply that towards the cost of Weight Watchers. Continuing members must pay the fee for the second session by August 13. Cash, checks and credit cards are acceptable. In addition, Weight Watchers offers an extended (3 months) payment plan.



## Contract Year Ends September 30

Two important reminders:

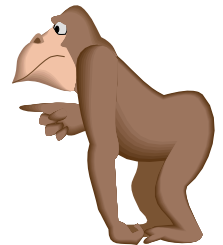
1. Squeeze in your personal and birthday holidays before the contract year ends.
2. As of October 1, you are again eligible for the personal development benefit and both the birthday and personal holidays.

## Benefit Year Ends August 31 for Administrators

If you have any last vacation days to enjoy, do it before August 31. Administrators may not carryover vacation days into the new fiscal year. Use them or lose them.

## Survey Monkey wants you, that's right, you!

The Banner excitement is building as RU readies to have all employee information in Banner. In order to assure we are working with your most current information, we need for you to complete a **confidential** survey to update your employee records. It is very important for you to do this.



**Please click here** to add your details. It won't take more than 5 minutes. You may need your social security card and/or your veteran's ID.

# BANNER-HR UPDATE

By now, you have likely heard *something* about Banner HR. You have most likely learned that it is coming. You may have heard about the numerous positive benefits that come from a good implementation of a fine product such as Banner.

For example,

1. Employees have access to a Self-Service feature that allows each of us to update several portions of our entry in the database including address and telephone changes, electronic viewing of our own pay stubs, current and past benefit elections and deduction amounts, etc.
2. PRAs (Personnel Action Forms) are replaced with E-PAFs and all signatures are obtained electronically.

# Summer Retreat for Administrators

On Friday, July 25, 2008 just over 70 individuals attended the 4<sup>th</sup> annual summer retreat for administrators, which took place for the first time in Schaumburg. The overall topic was safety; how to prevent situations from escalating and what to do in the event of a crisis.

Ms. Terri Howard with Crisis Prevention Institute (CPI) demonstrated how non-verbal communication (eye contact, respect of personal space, etc.) can either increase or decrease the likelihood that an individual will move from bored and annoyed to rage. What can and should one do to de-escalate a situation?

Mr. Clair Williams, a 35-year employee of Northern Illinois University, described the lasting impact of having an open shooter on campus. Northern Illinois University has been recognized for the quick, appropriate and compassionate response to a shooting on campus February 14, 2008.

While it is unlikely we will ever need to use these skills, there are plenty of lessons to be learned to help us better manage the day-to-day stressors of students, co-workers and ourselves. The DVD, *Shots Fired*, is available for viewing. Please call Susan Rohde to gain access to this learning tool.

**GROUP AND INDIVIDUAL RETIREMENT  
COUNSELING MEETINGS ARE SCHEDULED  
FOR CHICAGO AND SCHAUMBURG.  
APPOINTMENTS ARE FILLING UP FAST!**

## **TIAA-CREF**

For an appointment for a confidential individual counseling session with the TIAA-CREF representative or to enroll in a group meeting, call 800-842-2005, ext. 5633 or enroll online at: [www.tiaa-cref.org/moc](http://www.tiaa-cref.org/moc).

### **Thursday, 8-21-08, Schaumburg Campus, room 627**

Group meeting: 2:00 to 3:00 p.m. (sign up preferred)

Individual counseling: 9:00 to 1:00 and 3:00 to 5:00 p.m. (by appointment only)

### **Tuesday, 8-26-08, Auditorium Bldg., room 616**

Group meeting: 11:00 to 12:00 (sign up preferred)

Individual counseling: 9:00 to 11:00 and 1:00 to 5:00 p.m. (by appointment only)

### **Wednesday, 8-27-08, Auditorium Bldg., room 616**

Group meeting: 1:00 to 2:00 p.m. (sign up preferred)

Individual counseling: 9:00 to 12:00 and 2:00 to 5:00 p.m. (by appointment only)

## **Fidelity Investments**

For an appointment for confidential individual counseling with the Fidelity representative or to enroll in the group meeting, call 1-800-642-7131, Monday through Friday, 7:00 am to 11:00 pm.

Wednesday, 8-20-08, Schaumburg Campus, room 627

Group meeting: 11:00 to 12:00 (sign up preferred)

Individual counseling: 9:00 to 11:00 and 1:00 to 5:00 p.m. (by appointment only)

Thursday, 8-21-08, Auditorium Bldg., room 616

Group meeting: 1:00 to 2:00 p.m. (sign up preferred)

Individual counseling: 9:00 to 12:00 and 2:00 to 5:00 p.m. (by appointment only)

Friday, 8-22-08, Auditorium Bldg., room 616

Individual counseling: 9:00 to 12:00 and 1:00 to 4:30 p.m. (by appointment only)

**DEADLINE DATES FOR SUBMITTING APPLICATIONS, SIGNING SALARY REDUCTION AGREEMENTS OR MAKING OTHER PLAN CHANGES:**

Full-time Faculty	08-29-08
Administrators	09-05-08
Clerical Union	09-19-08
RAFO members	08-22-08

The Salary Reduction Agreement form is available on the HR website at:

[www.roosevelt.edu/hr/forms/documents/RetirementSalaryReductionAgreementform.pdf](http://www.roosevelt.edu/hr/forms/documents/RetirementSalaryReductionAgreementform.pdf). Forms and additional information are available in the Human Resources Office, room 846. Please call ext. 4332 if you have any further questions.

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**T**icketsAtWork offers discounts for theater, amusement parks, and a variety of other attractions both in Chicago and popular vacation destinations. Check it out at <http://www.ticketsatwork.com/tickets/index.php>. This month's discounts include a savings on Great America tickets!

Click on the "Login" Box at the top of the [tickets at work homepage](#). You will then be prompted to create a username and password, and enter our company code **ROOS**. Once enrolled you will have access to discounts on theme parks and attractions nationwide!


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UniCare offers useful online member services through *MemberAccess* at [www.unicare.com](http://www.unicare.com). This is an easy to navigate website that provides members with access to the following information:

- Find a Provider
  - Change your primary care physician
  - Request an ID card
- Learn About Your Plan
  - View a summary of your plan
  - Receive details about your benefits
  - Find customer service numbers
- View Claims
  - View the status of your most recent claims on the My Claims page
- Pharmacy
  - Order new prescriptions or refills online
  - Locate the most convenient pharmacy for you
  - Member Message Center gives you access to useful resources

Do you have a medical-related question that you need answered? UniCare offers both phone and online services 24 hours a day, 7 days a week. Trained nurse consultants are available by phone at 800-814-0041 or by e-mail at [www.unicare.com](http://www.unicare.com). Click on the

[www.roosevelt.edu/hr](http://www.roosevelt.edu/hr)



following links: Member, Health Information, Health Program, then choose Healthy Returns to ask your question. You should receive a response within 24 hours.