

JULY 2008

Susan Rohde Ext. 2198

### Welcome New Employees!

Carolina Maldonado,  
College of Education  
Sue Stock,  
Counseling Center

Heather McCowen,  
CCPA

Holly Stadler,  
College of Education

Terri Friel, Walter E. Heller College of Business

Robert Hermiz,  
DOIT

### Important Websites

Human Resources

HR Career Page

Training & Development

RU Homepage

RU Intranet

RU TeamONE

## SUMMER RETREAT FOR ADMINISTRATORS

The 4<sup>th</sup> annual summer retreat for administrators takes place on Friday, July 25 beginning at 10:00 a.m. in Alumni Hall at the Schaumburg Campus. With help from our transportation department, we have secured a comfortable bus ride leaving Chicago at 9:00 a.m. and returning at approximately 3:30 p.m.

The topic this year is an important one; Ensuring a Safe Campus.

Mr. Terri Howard from C.P.I. (Crisis Prevention Institute) will teach us effective de-escalation strategies. Ms. Claire Williams from Northern Illinois Institute will talk with us about the recent tragedy on their campus and the impact it has had and is still having on both staff and students.

Join us afterward for an outdoor barbeque lunch. We encourage all administrators to attend. Please RSVP to Susan Rohde at extension 2198.

## BANNER HR UPDATE

A visitor to New York stopped a stranger on the street and asked, "How do you get to Carnegie Hall?" The stranger replied, "practice, practice, practice." How do you learn Banner HR? The same way.....

At this point, we have learned the basics and are now keeping our skills fresh until it is time to work with your actual data! We will continue to learn more about E-PAFs (electronic PRAs) and self-service features. In addition, the payroll department is working hard and testing the system. Before we "go live" with Banner HR, we will have ensured that we can run accurate payrolls in both the current and the new system.

We appreciate your flexibility and patience with our sometimes limited office hours. The time we spend in the lab now will be time well spent when we "go live."

## IMPORTANT ANNOUNCEMENT FOR EMPLOYEES

**TAKING CLASSES IN THE FALL:** 5:00 p.m. on August 15 is the last moment we can accept tuition remission forms for the Fall 2008 semester. The closer we get to that date, the busier we will be serving students. Now is the time to meet with your advisor if necessary, secure any necessary signatures, and pay the registration fee. If you have questions regarding your tuition benefits, check out the HR website ([www.roosevelt.edu/hr](http://www.roosevelt.edu/hr)) or call Chris Korn at ext. 6932.

## LEARNING OPPORTUNITY

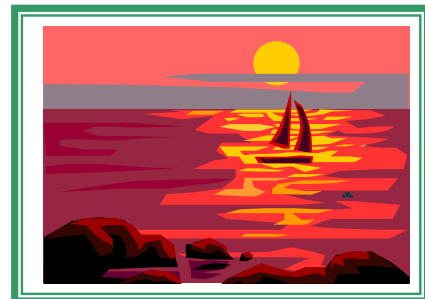
We are enormously pleased to again offer the RU Perspective program for administrators with a minimum of two years (as of July 1, 2008) of work history at Roosevelt. This is the

5<sup>th</sup> year for the program and offers participants the opportunity to spend time with and learn from executives throughout the university including the Chairman of the Board, Jim Mitchell; President Charles R. Middleton; and our VP for Institutional Advancement, Patrick Woods. Highlights from previous years also include faculty panel discussions and attendance at the Schaumburg Campus Council meetings. You may learn more about the program and apply at <http://www.roosevelt.edu/hr/td/perspective/default.htm>.

Questions? Please call Susan Rohde at extension 2198.

## ATTENTION CLERICAL UNION EMPLOYEES

The current agreement between Roosevelt University and OPEIU Local 391 ends its contract year on September 30, 2008. If you are a clerical union employee and you have not yet taken your birthday or personal holidays, please make arrangements to enjoy these perks before the contract year ends. Those days, like our beautiful summer days, go away as September draws to a close.



## KIDS ON CAMPUS

We know employees occasionally bring their children to work with them. We understand the challenges working parents face during the summer when schools are closed. Unfortunately, bringing your child to work with you is not an acceptable solution. Please plan your vacation or annual leave days to spend with your children. It is also important to have a back-up plan for those days when your sitter is unavailable. On days that you absolutely cannot come to work due to childcare issues, please give your supervisor as much notice as possible and follow department procedure for taking time off unexpectedly.

## RETIREMENT NEWS FOR FACULTY & ADMINISTRATORS

If you would like to make changes to your retirement plans, please to do so by September 1, 2008. You will not be able to make changes again until March 1, 2009. Questions? Please call Clara Gong at ext. 4332.

## YOUR EMPLOYEE BENEFITS JUST GOT BETTER

Roosevelt University employees are now eligible to take advantage of discounts and special offers for theme parks and attractions nationwide including the *Walt Disney World*<sup>®</sup> Resort, *Universal Studios*<sup>®</sup>, *Disneyland*<sup>®</sup> Park, *Sea World*<sup>®</sup>, *Six Flags*, *Cirque du Soleil*, *Las Vegas* and *New York City shows and performances*, movie tickets and much more! These savings are not available to the general public, however, you can order for friends and family.

There are three ways to order tickets and take advantage of these discounts:

- Go to [www.TicketsAtWork.com](http://www.TicketsAtWork.com). Click on the "Login" Box at the top of the 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!
- Place your order over the phone by calling customer service at 800-331-6483. Orders are taken over the phone Monday through Saturday 8:30am – 7:30pm and Sunday 10am – 6pm, Eastern Standard Time.
- Save on shipping costs by picking up your discount tickets at All Access Orlando Vacation Center & Ticket Store, conveniently located on 8472 Palm Parkway, Orlando, FL 32836. Orders can be made in advance by calling 800-331-6483 and walk-ins are always welcome!

Enjoy the savings!



*Your Exclusive Offer from  
Cirque du Soleil is Now Available!*

Save up to 20% Off Select Show Dates and Categories and enjoy seating not available to the general public. Select the link below or call 1-800-331-6483 to order your tickets today! Our Company Code: **ROOS**

**Click here for more details and to order tickets.**

## **WW NEWS**

After just 10 weeks of Weight Watchers, the Chicago group has lost more than 330 pounds! The Schaumburg group is down 200.2 pounds after 9 weeks! The program and the support of co-workers combine to make weight loss easier. If you're interested in participating and learning the ins and outs of healthy eating, feel free to join us. You may start as early as next week on a pro-rated basis or you can join us mid-August when we start another 18 week series.

There is still enough summer left to make a positive difference! Call Susan Rohde in Chicago at ext. 2198 or Yvette Joseph in Schaumburg at ext. 7283.

## **ACCESS CREDIT UNION IS ON THE MOVE**

If you are an Access Credit Union member or interested in becoming one, check out their latest newsletter regarding the new location of their offices other important news. Click [here](#).

