

# Academic Personnel

Fall Bulletin 2009-10

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## **New Employee Background Checks**

To ensure Miami University continues to hire the most qualified employees, a new procedure for background checks has been instituted. The HireRight Co. is the vendor contracted to do the investigations. Information on the company can be found at [www.hireright.com](http://www.hireright.com).

This procedure is initiated by Academic Personnel when the recommendation to hire is received. Final candidates should be advised of this procedure.

Academic Personnel will also ask new employees for a certified transcript documenting the degree required for the position.

Employment at Miami University will be contingent upon successful completion of these background checks and degree verifications.

The guidelines are published on the Academic Personnel Web site.

## **Update Your Own Address On Line!**

Just a reminder that employees can update mailing address and campus work address/phone number through BannerWeb.

Until recently, address changes had been submitted through the distribution of a Directory Update Form sent to all employees in early fall.

These BannerWeb features alleviate the need to use this form, and allow address updates to be done at any time during the year.

Often when the records are set up for new faculty and staff, a specific work address and phone number is not yet known, therefore, the departmental address and phone are used. This information is what is displayed in the on-line directory. New faculty and staff can change their work address and phone to their own office, once it is assigned.

To view and/or update your work address, sign into BannerWeb and select the Employee Services Online tab. On this tab, there is a link to "Update Campus Work Address."

There is another tab for instructions to update your mailing address. In addition, emergency contact information may be entered and updated through this same process.

It is important to keep addresses and phone numbers current in order to receive important information in a timely manner.

Mailing addresses/phone numbers are not published in the MU internal Ph Directory without permission. This permission can be given or withdrawn via email, to [academicpersonnel@muohio.edu](mailto:academicpersonnel@muohio.edu)



## **Announcements**

- Benefits Services began Open Enrollment on 10/1/09 and will continue until 10/31/09
- Reports for Assigned Research appointments taken in Spring 09 and FIL's for 08-09 are due by November 15
- Mobile Mammography will be in Oxford on 12/10/09. For more information visit [www.units.muohio.edu/prs/ehwb/events.html](http://www.units.muohio.edu/prs/ehwb/events.html)
- There is a **new feature** on our Web site - FAQ's on steps to Faculty Retirement
- Several links to information concerning H1N1 can be found on our Web site at [www.units.muohio.edu/aa0](http://www.units.muohio.edu/aa0)
- University Directories are now located at [www.miami.muohio.edu/university\\_offices/](http://www.miami.muohio.edu/university_offices/)

## Administrator's Corner

### Eco Friendly Academic Personnel Expands To Electronic Distribution

As the university continues to focus on its business practices and moves toward use of functional electronic documents, reducing use of paper, and utilizing the world of digital electronics, Academic Personnel is following in the same direction.

In the future, we will be scanning and emailing departmental and divisional copies of personnel documents rather than copying and sending them through campus mail. This would allow each department to keep the employee files electronically.

Academic Personnel's staff will assist an administrator's need to review a file during business hours.

### Expanding EPAF's

Academic Personnel, in conjunction with the departments and divisions, added full-time temporary faculty reappointments to the Electronic Personnel Action Form (EPAF) process this fall. Congratulations and thanks to everyone who made this a success!

Moving forward to expand our use of EPAF's, planning is underway to add reappointing temporary unclassified staff, and expanding part-time faculty. Academic Personnel has also begun discussion on adopting EPAF's for select summer payments. We will keep you updated.

If a departmental originator will be changing, please contact Sandi Ledger at 92492 and advise her who the replacement will be so that he/she can be set up with the appropriate training. If you have any questions, please do not hesitate to give us a call @ 96724.

### On-line processing of PAA's, Employment Recommendation, and Applicant Packets

All steps of the hiring process for all employees will soon be completely on-line. "All steps" means on-line creation and approvals of PAA's, Employment Recommendations, and on-line submission of Applicant Packets.

Human Resources is currently using the on-line system to hire classified and non-Academic Affairs' unclassified staff. The on-line hiring process for faculty and Academic Affairs' classified and unclassified staff will be instituted later this fall.

Training for Academic Affairs' support staff, department chairs, heads of offices and deans will take place in late October. Emails will be sent to notify you of training opportunities.

This electronic system is a different product than the Electronic Personnel Action Form (EPAF) that many of you recently learned.

### Resource Announcements

- Departments **must** submit an essential position request form to Academic Personnel in conjunction with reappointments for Fiscal year 2010 for employees who are not being fully paid by an external grant. The form can be obtained from our Web site.
- The Annual Salary Roster is being prepared and will be available no later than October 31, 2009. The roster will be distributed to King Library and the Libraries on the regional campuses.
- Reminder, Academic Personnel Web site has a list of Faculty and Academic Administrators which includes original hire date, title, and academic credentials. This information was formerly printed in the back of the Miami Bulletin. This electronic listing is updated annually in October.

**"We all contribute to Miami's success"**

Miami University President Hodge asked faculty, staff and students to challenge the status quo, to extend their fields of vision and "to create a sustainable future that builds on our strengths."

### Accident Report

If you or someone you know has an accident on the job, whether it's a pulled muscle from lifting a box of paper or falling on the sidewalk due to ice or snow, please do the following: report to the supervisor immediately, go to Human Resources Web site at

[www.miami.muohio.edu/personnel](http://www.miami.muohio.edu/personnel) under forms and print out Injury and Illness Report. Fill it out and submit form to Cynthia Lewis at [mereci@muohio.edu](mailto:mereci@muohio.edu)



### For Your Information

Absences from work of more than five days must be reported to Academic Personnel. A supervisor can make the initial contact, if necessary. This is required even though the employee may be reporting use of sick leave through BannerWeb. Our office needs to begin the FMLA procedure. The employee needs to request a medical/parental leave in writing and provide medical certification. Please call Celia Ellison if you have any questions @ 97268.



**Miami University**