



## HR Newsletter December 2008

Auburn University Human Resources  
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### Revised PROV101 & PROV200

The PROV101 "Academic Personnel Authorization Form" and PROV200 "Request for Faculty Appointment without Recruitment" were recently revised. The new versions may be downloaded from the [Provost' web page](#) or the [Human Resources page](#).

### Seasonal Holidays

Christmas holidays will be observed on Monday, December 22 through Friday, December 26, and Monday, December 29 through Wednesday, December 31.

New Year's 2009 will be observed on Thursday, January 1 and Friday January 2.



**Equality means dignity.**  
Martin Luther King

Martin Luther King, Jr. day will be observed on Monday, January 19, 2009.

Employees who are not scheduled to work on those dates, but who are eligible for holidays (i.e. Regular non-student employees), should be afforded equivalent time off as close to the holiday date as is practical.

The 2008-2009 Holiday schedule is summarized [here](#).

### Human Resource Development Announces Gift Certificate Winner

Laura Sellers, an administrative support assistant in the College of Liberal Arts, is the recent winner of the Human Resource Development program evaluation drawing for summer 2008.



At the conclusion of each semester, Human Resource Development draws from the completed program evaluations for that academic term and presents the winning employee with a \$50 gift certificate to the Auburn University Bookstore.



To be eligible for the drawing, participants should complete and submit program evaluations.

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### Employees Should Confirm Correct Mailing Address

All employees are asked to confirm that their mailing address in the Banner Human Resources system is correct. The employee mailing address is an official means of correspondence and is used by Payroll and Employee Benefits for the mailing of W-2 forms. All employees are encouraged to access Self Service Banner to view/update their mailing address.

For instructions re: Self Service Banner (How to view/update Mailing Address; How to view/update Emergency Contact information; How to view Pay Information and Leave Balances; etc) please refer to [https://fp.auburn.edu/banner/documents/hr\\_training/ref\\_materials.asp](https://fp.auburn.edu/banner/documents/hr_training/ref_materials.asp)

Specific questions can be sent to [hrebsann@auburn.edu](mailto:hrebsann@auburn.edu)

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### Online Spanish Lessons

Free Spanish language training MP3 files and script downloads are available to University employees as a public service of the University of California, used with permission. This program offers advice on learning another language; provides general interest audio tracks (greetings, polite expressions, around the office comments, common at-work questions, giving directions, health and safety terms, etc.); and includes Spanish vocabulary associated with agriculture. The site is intended to help employees communicate better with Spanish-speaking employees or customers and uses a "neutral" Spanish except where vocabulary differs, in which case preference is given to Spanish from Mexico. The MP3 files may be played on your computer or burned to a CD. We also invite your comments on the usefulness of this training. Questions about and comments on this program can be directed to Pat Deery (334-844-4145 or [deerypd@auburn.edu](mailto:deerypd@auburn.edu)).

To view the program, go to [this location](#)

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### HRD Releases Spring Semester 2009 Electronic Schedule

Human Resource Development (HRD) will post the Spring Semester 2009 schedule of courses on the HRD Web page during the week of December 8-12. Paper copies of the schedule will be distributed in early January 2009.

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### Annual Leave Carryover

Auburn University policy limits the amount of annual leave which full-time employees may carry forward from one calendar year to the next as follows: exempt (monthly) employees, two years' accrual (320 hours); nonexempt (biweekly) with 10 or more years of continuous service, two years' accrual (320 hours); and nonexempt (biweekly) with nine or fewer years of continuous service, one year's accrual (97.76-160 hours). The maximum carryover hours for nonexempt employees with nine or fewer years of service varies, depending on the employee's length of service. Leave carryover for part-time employees is prorated based on the percentage of full time they are employed. In order to account for leave taken in 2008, biweekly employees must report all leave they wish to have charged against 2008 prior to Dec. 15, and monthly employees must report all leave they wish to have charged against 2008 prior to Dec. 11. Leave requests received after these cutoff dates will be charged against calendar year 2009. Questions about annual leave balances, accrual and usage may be directed to Mary Turner or Michael Hill in Human Resources at 844-4145.

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### Spirit of Excellence Awards

Each month AU presents Spirit of Excellence awards to four employees for outstanding service.

Recipients for **October 2008** are:

**Office/Administrative**  
**Administrative/Professional**  
**Technical/Paraprofessional**  
**Service/Maintenance**

Renee Mackey  
Susan Hinds  
Buford William  
Andrew Gunn

Housing & Resident Life  
Library  
Housing & Resident Life  
Alum-Dev Support

Do you know a fellow AU employee whose performance is consistently beyond what is expected? One who exemplifies professionalism and routinely puts forth extra effort? One whose contribution to the department's or university's mission is significant? If so, that person would be a perfect nominee for AU's monthly Spirit of Excellence Award. You can link to the nomination form at [http://www.auburn.edu/administration/human\\_resources/forms/spirit.pdf](http://www.auburn.edu/administration/human_resources/forms/spirit.pdf)

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### Moving? Want to Continue Your Career in Higher Ed?

The Department of Human Resources routinely receives position announcements from other colleges and universities. These are maintained in notebooks in the lobby of our department in the basement of Langdon Hall. Please feel free to come by to review these during our lobby hours of 7:45 a.m. to 4:45 p.m, Monday through Friday.

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### Your Newsletter Subscription

Subscribers to the HR Newsletter receive a brief email alert message, and a pointer to this newsletter on the web, whenever the newsletter is updated. You can read the newsletter without subscribing, of course -- just visit [http://www.auburn.edu/administration/human\\_resources/hrnews.htm](http://www.auburn.edu/administration/human_resources/hrnews.htm).

Enter your email address and click on the **Send** button to subscribe to the HR Newsletter.

Your Email Address:

Or send an email to [majordomo@auburn.edu](mailto:majordomo@auburn.edu). The text of the message should read "subscribe hrnews" (without quotes).

To cancel your subscription to the newsletter, send a similar email to [majordomo@auburn.edu](mailto:majordomo@auburn.edu) with the message "unsubscribe hrnews". Or email [hillmic@auburn.edu](mailto:hillmic@auburn.edu).

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**The Office of Human Resources is open Monday through Friday, 7:45 am to 4:45 pm Central Time (except holidays)**

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