



**Important Information:
Student Employment**

To better serve students, space has been reserved in Olmsted, TMR 132, for newly hired student employees to complete the I-9 and W-4s. A representative from Human Resources will be available weekdays, Wednesday, August 22nd – Wednesday, September 5th, from 8:30am – 4:00pm. All students must complete the I-9 and W-4s before beginning work on campus.

After September 5th, student employees can complete the necessary paperwork in Human Resources, located at 1331 27th Street, The Point.

Information Available Online

Do you know how much information you have access to through blueView? By simply logging on, you have access to timesheets (current and past), pay information, vacation and sick leave balance information, and specific pay stub information.

To access this information, log in to my.drake.edu with your id and password, then on the Home tab, click into the MyDUSIS area, and open the Banner Self-Service folder. By opening the Employee folder, all of this information, and more, is available at your fingertips. If you have questions, please contact Human Resources.

Address Change?

Any change in address should be reported to Human Resources at 271-3133. This allows for the information to be transferred to the appropriate benefit providers, as well as ensuring that the format of the information is correct.

Recognize Outstanding Service to Drake and the Community

Nominations are now being accepted for the Madelyn M. Levitt Distinguished Community Service Award and the Madelyn M. Levitt Employee Excellence Awards. To nominate someone, submit a letter of recommendation to Levitt Award Committee, c/o Human Resources by 4:30 pm Friday, September 7th. These awards will be presented at the Faculty and Staff Convocation on Thursday, September 20th in Sheslow Auditorium, Old Main. Award criteria and descriptions are available at <http://www.drake.edu/hr/recognition/>.

Learning & Development Programs Set for Faculty, Staff, and Students!

Within the next few weeks, program information for the Excellence in Learning & Development Program will be available on blueView and the Human Resources website. This year's program will be led by outstanding Drake University faculty and staff, as well as outside facilitators. Topics range from living the Drake mission to building communication skills.

Student Employees also have the opportunity to enhance their professional preparation, as well. Faculty and Staff will lead discussions of topics to better prepare students for their current and future endeavors. Specific information regarding times and locations will be forthcoming.

Are you facing challenges outside of work?

One of your benefits as an employee is to work with Employee & Family Resources (EFR) when you encounter issues that interfere with your well-being, job performance, or health. Contact EFR when you are dealing with family or relationship issues, work/life balance, financial or legal issues, or other issues that interfere with daily living. Contact information is available at www.efr.org/eap or via phone at 515-244-6090. All consultations are dealt with in a confidential manner.

Check out www.drake.edu/hr

Do you want to know how to get involved on campus? Would you like to know the holiday schedule for the upcoming year? Would you like to recognize an outstanding colleague in your area? Do you have a question about a medical claim, but need to know the contact information for First Administrators? Bookmark www.drake.edu/hr to learn these answers, and much, much more.

Drake University Non-Discrimination Statement

The principles of equal access and equal opportunity require that all interactions within the University be free from invidious discrimination. Drake University therefore prohibits discrimination based upon race, color, national origin, creed, religion, age, disability, sex, gender identity, sexual orientation or veteran status.



Drake Faculty and Staff Shine

Thank you to everyone who helped make the annual All University Picnic a star filled extravaganza! Special thanks to Drake University's Facility Services and Sodexo Dining Services for their assistance in making this event a success.

Congratulations to: Ginger Wheeler, Sherrie Dickeson, Kathy Bowen, Haylee Tubbs, Jenny Leonard, Matt Russell, Nancy Stratzenberg, Margaret Crawford, and Pam Brennan who won several exciting prizes including football tickets donated by Drake University Athletics, Madrigal Dinner tickets donated by the Department of Music, tickets to the I-Cubs and the Iowa State Fair, in addition to other items.

Mark Your Calendars...

A representative from TIAA-CREF will be on campus Thursday, September 13th to conduct two workshops in Levitt Hall. The workshops will provide assistance to new enrollees with the online enrollment process, and review investment options and strategies. Continue to check your email for additional information.

Do you have specific questions and need to contact someone in HR?

Human Resources is available Monday – Friday, 8:00 am – 4:30 pm. Questions may be directed to:

Venessa Macro: 271-3962
Gary Johnson: 271-4804
Debra Wiley: 271-3741
Marlene Heuertz: 271-1901
Laura Schwarz: 271-3133

Our Mission:

Human Resources is committed to contributing strategically to the mission of Drake University. We seek to embody the best practices of the Human Resources profession by providing excellent, caring and consistent services that support the ability of the University to recruit and retain a highly qualified and diverse workforce.