



Attention Faculty and Staff: On-Campus Professional Development Opportunities

The Excellence in Learning and Development is now posted on BlueVIEW. Click on the “Employee” tab to learn more about the following:

- Over 30 different workshops, classes and panel discussions all tailored to Drake University faculty and staff. Topics include a special focus on the Drake University Mission.
- NEW! Participants can earn a *Seal of Excellence* in addition to the *Excellence in Learning and Development Certificate* by focusing their development efforts in one or more topical areas.

An enrollment form is attached to this newsletter. Detailed course descriptions can be found on BlueVIEW and the HR web site at www.drake.edu/hr.

Staff Development Goals

Professional development plays an important role in employee engagement and retention. It also serves as an important way to develop expertise and skills, thereby giving employees an opportunity to grow and enhance their opportunities within Drake University.

To reinforce the importance of professional development, the performance management goal setting process now requires the establishment of a development goal. This does not have to mean high cost off-site training or attendance at a national conference. Instead, it means any experience or interaction that results in the staff member acquiring new knowledge, a deeper understanding of a process or initiative or develops a skill. Here are some examples of professional development opportunities:

- Mentoring with someone on campus to learn more about another area, program or initiative
- Researching “best practices” and other institutions and reporting back to the department
- Serving on a campus or departmental wide committee related to the staff member’s job duties

If you would like help establishing a development goal for yourself or someone who reports to you, contact Gary Johnson (271-4804) or Debra Wiley (271-3741).



FSA Reminder –

SAVE YOUR RECEIPTS!!!

If you are participating in a Flexible Spending Account for Health Care expenses, please remember to **SAVE YOUR RECEIPTS**. While the use of the FSA MasterCard may reduce paperwork, it does not eliminate the need to retain your receipts. Per IRS regulations, ALL claims must be substantiated. A request for substantiation will likely occur when the amount of the service is not a flat dollar amount; such as a \$15 office co-pay or a \$10 generic drug co-pay.

When Principal asks you to submit receipts for verification, you may reply via e-mail with an attachment of your itemized receipts. You may contact Principal Life with questions about claim substantiation at 877-372-4730.

Staff and Students Record Time Worked Through BlueVIEW

Last year Human Resources implemented online time entry for staff members and this year, we have begun the process for students. Currently seven areas are using web time entry for students. By May 2008 all departments will utilize the on-line reporting tool for student employees.

For the student implementation, an email is sent out to the students instructing them on how to use the system. Additionally, for the managers of the students, an email is sent to them providing instructions on how to monitor and approve the time worked.

If you have questions about the student time entry, please contact Debra Wiley

HR Newsletter to go Online

Beginning with the January 2008 newsletter, it will only be found at www.drake.edu/hr. If you do not have computer access, copies of the newsletter will continue to be sent to you.

Address Change?

A change of address should be reported directly to Human Resources. **Please don't change your address in the Banner System.** While the system will allow you to make this change, specific formatting requirements make the probability for error high. Therefore, it is important for HR to enter the data into the system. To report a change, either stop in at Human Resources or email the change to Laura.Schwarz@drake.edu.

Upcoming Event – Pumpkin Palooza

The All Staff Council has begun preparations for the annual Pumpkin Palooza which will be held Thursday, October 25 in Hubbell Dining Hall. Additional details will be forthcoming from the All Staff Council.



Congratulations

Congratulations to Human Resources team member, Marlene Heuertz who has been named the Assistant Director, Benefits. Marlene is well versed in all employee benefit matters and brings to this position a wealth of knowledge and understanding. Benefits related questions can be directed to Marlene at 271-1901.

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