



## Law Prohibits Smoking on Campus!

Effective July 1, a new Iowa law will prohibit smoking on Drake's campus. This includes all University buildings and outdoor areas, as well as parking lots and university owned vehicles. Smoking is also prohibited within personal vehicles parked on Drake property. For the complete regulations, go to [www.IowaSmokeFreeAir.com](http://www.IowaSmokeFreeAir.com).

If you are interested in obtaining support to help you stop smoking, call Quitline Iowa at 1-800-Quit-Now (1-800-784-8669). Quitline Iowa is a toll-free smoking cessation telephone hotline. Individuals can also receive a free two-week supply of nicotine replacement therapy in the form of patches or gum. Drake University is also exploring various additional options for providing support to those who wish to quit smoking. Watch for more information on program options on *blueView* or in campus mail.

## Benefits Reminder:

**Flexible Spending Account (FSA) Debit Cards** are a simplified way of paying for your health care expenses. As you use the card, be sure to **keep the receipts** for all eligible healthcare expenses throughout the year. It is possible that Principal may request a copy of your receipts to ensure that the purchases were for allowable expenses.

If your provider does not accept Mastercards, reimbursement forms are available online at [http://www.drake.edu/hr/forms/claim\\_for\\_ms\\_folder/FLEXClaim\\_Form.pdf](http://www.drake.edu/hr/forms/claim_for_ms_folder/FLEXClaim_Form.pdf) or at Human Resources.

Remember, the deadline to submit claims incurred during 2007-08 year is August 30.

For specific questions regarding your flexible spending account, contact Principal at 877-372-4730, option 2 or visit Principal's website at [www.Principal.com](http://www.Principal.com).

Questions regarding your benefits should be directed to Marlene Heuertz at 271-1901.

## Save Some Green! DART to Campus!

Another benefit available to faculty and staff is the ability to ride the Des Moines Area Regional Transit Authority (DART) buses to Campus. There are some convenient bus stops along Forest Avenue and University Avenue. Simply show your Drake ID and you can ride for **free!**

For route information, you may call 515-283-8100 or actually plan your route at <http://www.dmmta.com/schedules.html>.



## Accurate Timesheet Reporting

In accordance with the Fair Labor Standards Act, please remember to accurately report beginning and ending times, as well as any unpaid breaks or time away from work on timesheets or time cards. For example, if you arrive 15 minutes late and stay 15 minutes late at the end of the workday, you should report actual starting time of 8:15 and ending time of 4:45. Do not enter 8:00 and 4:30 because that was your scheduled time. This is critical to ensure compliance with federal law. To help ensure time is accurately reported, HR recommends you enter or record your time on a daily basis.

As a reminder, for bi-weekly staff, timesheets are due for supervisor approval by 10:00 am on the following Monday. The approvers, then, need to submit the timesheets by 12:00 pm on that day.

Student timesheets are due to supervisors by 12:00 pm on the second business day of the month. The approvers, then, need to submit the timesheets by 2:00 pm on that day.

In the event that an approver is out of the office when the timesheets are due, it is important to have designated a proxy to approve the time, when needed.

If you have questions about the online time approval process, contact Gary Johnson at 271-4804 for staff payroll questions or Debra Wiley at 271-3741 for student payroll questions.

## Hiring New Employees?

As your areas hire new employees, including faculty, staff, and students, remember that to comply with federal law, the new employee needs to complete the I-9, which confirms eligibility to work in the United States. This needs to be done within three working days of when the employee begins working at their position.

In addition to completing these government required forms, new employees must provide identification. For a complete list of acceptable documents, go to <http://www.uscis.gov/files/form/I-9.pdf>

## Upcoming Event...

### Save the Date!

With the excitement of another new year, what better way to celebrate, than with a picnic?

The University-wide picnic will be Thursday, August 7 from 11:30 – 1:00, in the Fine Arts Arcade. The rain location will be the Pomerantz stage in Olmsted.

