



# HR Notes

ASU DEPARTMENT OF HUMAN RESOURCES

August 2011

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## Student ePAFs Now LIVE!

The Human Resources Office and Information Technology are excited to announce the conversion of the paper Student and Temporary Casual Employment Form, or “Blue Form,” to the new Student ePAFs. These new Student ePAFs will be used in the hiring of new and returning student workers for both regular student assistant and Work Study positions.

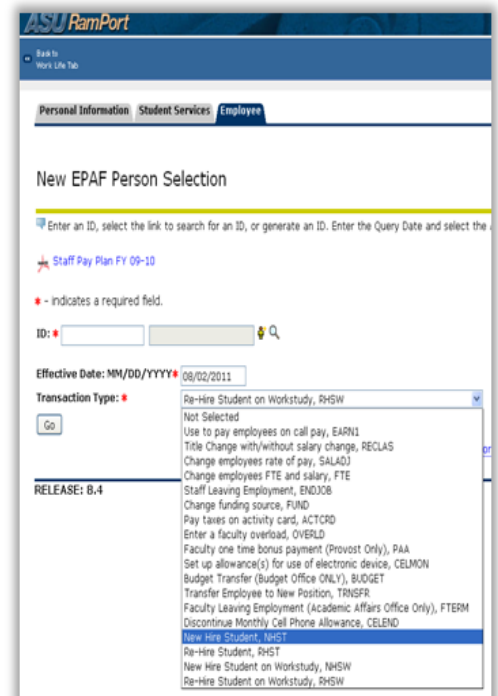
A user training guide will soon be available to help you navigate through the new Student ePAFs.

Temporary casual hiring will continue to be made by using the paper “Blue Form” until further notice.

If you have any questions, please contact the Office of Human Resources at 325-942-2168.

This change was made in response to the continuing efforts to reduce paper usage and increase efficiencies on campus.

The new Student ePAFs can be found in RamPort under the Work Life tab, under the Banner Self-Service Links channel, in the Finance and Administration Services section, within the existing Personnel Action Form (ePAF) link. Click on the ePAF link and select the appropriate Student ePAF from the drop-down box selections. You will be able to choose the New Hire Student, Re-Hire Student, New Hire Student on Workstudy or Re-Hire Student on Workstudy ePAF.



# Employee Assistance Program (EAP) Coming Soon!

ASU faculty and staff employees will soon have another FREE benefit available to them after the start of the new fiscal year. The Office of Human Resources has contracted with the University of Texas at Houston Employee Assistance Program (UTEAP) to provide assessment, counseling, assistance and referral services to employees and their dependents, regardless of health plan election, eligibility or hours worked.



When a work-related or personal issue interferes with your work, family or enjoyment of life, you may want to seek the help of professionals through the Employee Assistance Program. Through the EAP, you, your spouse or live-in partner, and eligible dependent children can access free, convenient and confidential services. The EAP offers a variety of services, including counseling sessions with a licensed mental health professional, legal and financial resources, and work life referrals.

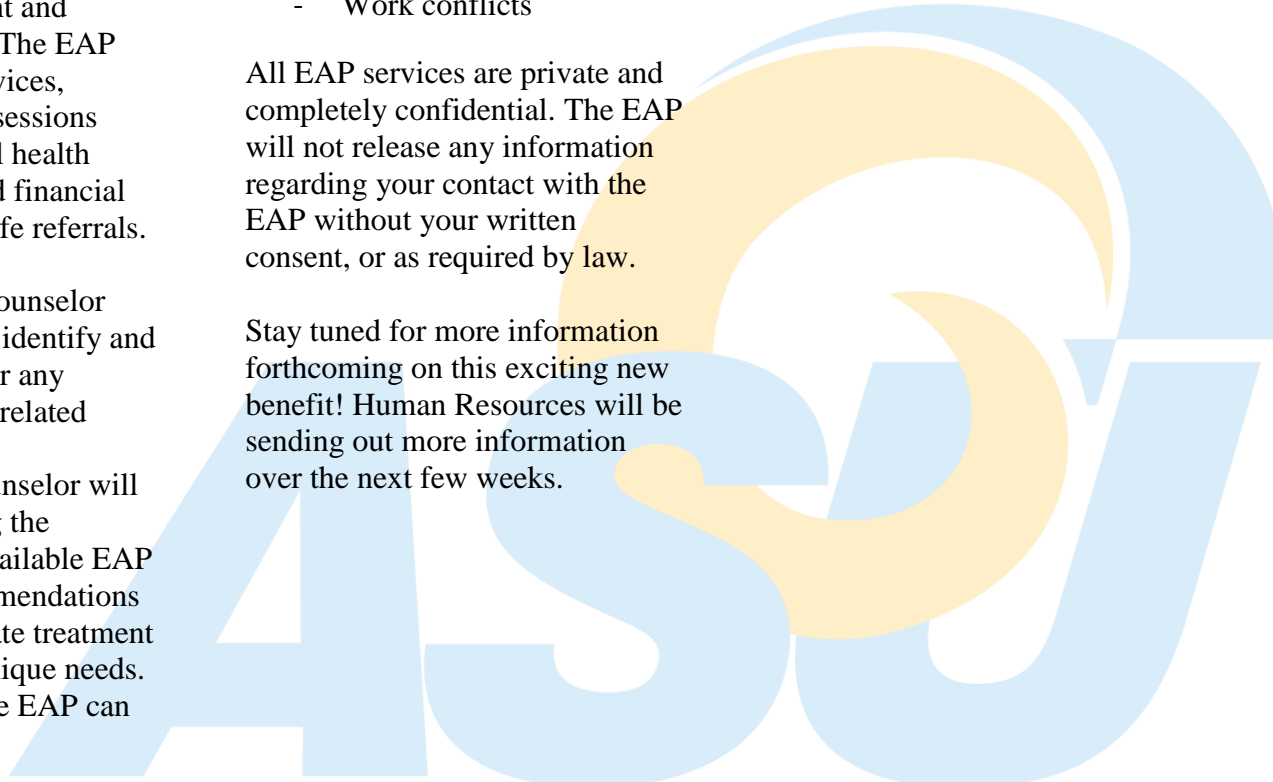
Through the EAP, a counselor will work with you to identify and provide assessment for any personal and/or work-related problems you may be experiencing. The counselor will assist you in resolving the problem within the available EAP visits, or make recommendations for the most appropriate treatment in response to your unique needs. Examples of issues the EAP can help with include:

- Parenting and family concerns
- Couples and relationship issues
- Grief or bereavement
- Anger management
- Change and life transitions
- Work conflicts

All EAP services are private and completely confidential. The EAP will not release any information regarding your contact with the EAP without your written consent, or as required by law.

Stay tuned for more information forthcoming on this exciting new benefit! Human Resources will be sending out more information over the next few weeks.

- Stress and anxiety
- Depression
- Alcohol and drug problems



# Non-Exempt Web Time Entry and Semi-monthly Payroll Update

The Office of Human Resources will be announcing the discussion meeting dates and training dates in preparation for the Non-Exempt Web Time Entry and Semi-monthly Payroll project. The project is on track to go live in December.

Town hall discussions will be held in September where employees and their supervisors are invited to learn more about the project and to ask any questions. Dates will be announced via e-mail, on the HR website and in the September HR Notes newsletter.

Training for users (non-

exempt/hourly employees and student workers) and supervisors will be scheduled in October and November. The exact dates will be announced via e-mail, on the HR website and in the September HR Notes newsletter.

Please stay tuned for more information as this project progresses and nears the December go-live date.

A new website for this project has been created to provide more information on the project's timeline, frequently asked questions and various other project details. Please see the new page [linked here](#).

If you have any questions, please feel free to contact the Office of Human Resources at 325-942-2168.



## Open Enrollment Ends Aug. 5

Need help with Annual Enrollment changes?

[Annual Enrollment](#) ends on Friday, Aug. 5, at 7 p.m.

If you need help making benefit changes, watch the tutorial [Making Annual Enrollment changes using your online account](#) on the [Annual Enrollment page](#). Learn how to enroll in or make changes to your coverage by viewing your account on the [ERS website](#). Keep in mind that if you do not want to change your Texas Employees Group Benefits Program coverage or TexFlex enrollment, you do not need to do anything.

Also, see the Annual Enrollment [events and recorded presentations](#) for more information.



# August is Eye Injury Prevention Month



More than one million people suffer from eye injuries each year in the United States. Ninety percent of these injuries could have been prevented if the individual had been wearing appropriate protective eyewear (with “ANSI Z87.1” marked on the lens or frame).

**In the house** – When using household chemicals, read instructions and labels carefully, work in a well-ventilated area and make sure to point spray nozzles away from you. Many chemicals are extremely hazardous and can permanently destroy the surface of your eyes, resulting in blindness.

**In the workshop** – Think about the work you will be doing, and wear protective eyewear to shield your eyes from flying fragments, fumes, dust particles, sparks and splashing chemicals. Many objects can fly into your eyes unexpectedly and cause injury.

**In the garden** – Put on protective eyewear before you use a lawnmower, power trimmer or edger, and be sure to check for rocks and stones because they can become dangerous projectiles as they shoot from these machines. Do not forget the risk to bystanders when using these machines.

**In the workplace** – Wear appropriate safety eyewear for your job. Many of the 2,000 employees who are injured each day did not think they needed eye protection or were wearing eyewear inappropriate for the job.

**Around the car** – Battery acid, sparks and debris from damaged or improperly jump-started auto

batteries can severely damage your eyes. Keep protective goggles in the trunk of your car to use for those emergencies and everyday repairs.

Prevention is the first and most important step in protecting your eyes from injuries, so be sure to protect your eyes with appropriate protective eyewear. If you do experience an eye injury, seek medical attention promptly.

## Eye Injury FAQs

1. During Eye Injury Prevention Month, the American Academy of Ophthalmology and eye doctors around the country encourage everyone to protect their eyes from accidental injury.

- Accidental eye injury is one of the leading causes of visual impairment in the United States.
- Approximately one million eye injuries occur each year in the United States.
- Ninety percent of these injuries are preventable.
- The leading causes of eye injuries include sports accidents, consumer fireworks, household chemicals and battery acid, as well as workshop and yard debris.

2. Learn to protect yourself from serious eye injuries by taking a few simple precautions.

- Wear safety goggles when working in the workshop or yard, jump-starting your car or working with

cleaning or other chemicals.

- Always wear appropriate protective eyewear during sports and recreational activities. Your eye doctor can recommend the right eye protection for your sport.
- Fireworks can cause devastating injuries to users and bystanders. Never use them at home - attend only professional fireworks displays.

3. If you get an eye injury, seek medical help immediately.

- Injuries such as cuts, chemical burns or foreign bodies stuck in the eye are emergencies. Do not try to treat them yourself. Contact your eye doctor or an emergency room for help immediately.
- Even a seemingly light blow can cause a serious eye injury. If a black eye, pain or visual problem occurs after a blow, contact your eye doctor or an emergency room immediately.
- In case of a chemical burn to the eye, flush the eye with clean water and seek emergency medical treatment immediately.

This information has been provided with the permission of the [American Academy of Ophthalmology](http://www.aao.org) ([www.aao.org](http://www.aao.org)).

# New to ASU

# ASU Employee Birthdays – August

Please join Human Resources in welcoming the following new employees:

Michael Burnett – Communication, Mass Media and Theatre

Patrick Dowell – WED Center

Benjamin Frogge – Biology

Renee Robbins – Admissions

William Taylor – Center for Security Studies



Adams, Tommy  
Aguilar, Elva  
Aguilar, Faustino  
Anderson, Dara  
Balcazar, Marissa  
Brown, Connie  
Brown, Ian  
Bunker, Katherine  
Busby, Kimberly  
Carr, Joel  
Carter, David  
Chavez, Christina  
Constancio, Leonor  
Cox, Martha  
Craddick, Douglas  
Crouch, Mark  
Cummings, James  
DeCelles, Michael  
Dickison, James  
Dodds, Roy  
Dowell, Patrick  
Dowler, Paula  
Droll, Jackie  
Ede, Kristopher  
Faught, David  
Fisher, Cynthia  
Gandy, Pamela  
Garza, Roberto  
Gaulden, Corbett  
Guevara, Ernest  
Harris, Chad  
Hasson, Scott  
Hejl, Chelsea  
Hereford, Joe  
Hogeda, Jose  
Jensen, Julie  
Johnson, Helen  
Jones, Crosby  
Kelley, Constance  
Kirby, Nancy  
Knight, Judy  
Lawrence, Richard  
Lee, Sharon  
Limbaugh, James  
Martinez, Anna  
Mathews, John  
Mayrand, Leslie  
McBride, Sarah  
McCarver, Michael

McCorkle, Luann  
McCoulskey, Milton  
McGilvery, Christopher  
Meyer, Janet  
Montgomery, William  
Moore, Rosemary  
Morris, Lorri  
Muzquiz, Rebecca  
Neal, Kurtis  
Nino, Peggy  
O'Neal, Vara  
Peter, Marshall  
Pillsbury, Paul  
Plott, Charles  
Pumphrey, Ronald  
Ramer, Yvonne  
Ramirez, Kristin  
Ray, Juliet  
Ryan, Betsy  
Sauncy, Toni  
Slater, Michael  
Smith, June  
Solomon, Marva  
Soza, Lorina  
Starkey, Thomas  
Stewart, Brenda  
Storms, Wendy  
Sum, Benedict  
Swafford, Dallas  
Taylor, Carey  
Taylor, Travis  
Varela, Jolene  
Walker, Wade  
Walton, Michael  
Webb, Ryan  
Wegner, John  
Williams, Susan  
Williamson, Amy

