

Unit Leader Meeting

Wednesday, October 12, 2011

Those in attendance include: Kris Boone, Gina Nixon, Elaine Edwards, Larry Jackson, Rob Nixon, Greg LeValley, Nancy Zimmerli-Cates, Steve Harbstreit, Russ Feldhausen and Debbie Webb

Technology Update – Russ

Recycling Old Technology

Russ will be working with facilities to recycle our outdated and/or broken technology. If you have any old technology that needs to go, please contact Russ before Monday Oct. 24.

New Student in Technology Support

A new student, Brent Morris, has been hired for Technology support, he will start Monday.

K-State Wireless Network

You've probably heard quite a bit about the new "KSU Wireless" wireless network on campus. This network represents a major upgrade in how secure our network is. The deadline to get moved over to the new network is October 25th, so you still have plenty of time.

If you have a laptop or mobile device, you can visit <http://wireless.ksu.edu> on that device to connect to the new wireless network. It will walk you through all the steps that are required for your specific device or system. Since this requires your eID and password, bear in mind that each time you update your password, you will also have to update it in your wireless settings to get on the network. You can always do so by re-running the setup procedure starting at <http://wireless.ksu.edu>, but your system may prompt you automatically. We are working hard to get experience dealing with the myriad of devices that are common, but there may be a few bumps in the road at first. If you have any problems getting connected to the new system, please let us know as soon as possible.

In our testing, we have found that some mobile devices and Mac OS X based systems seem to function better if set up manually instead of using the automatic connection tool on the web. If you have problems with your connection after using the site listed above, please let us know so we can see if a manual setup will fix the problem.

Also, remember that the new "KSU Guest" wireless network does not allow access to any K-State resources, such as HRIS, K-State Zimbra or K-State Online. In addition, it does not employ any security, so users of that network are still vulnerable to "network sniffing" attacks such as those facilitated by Firesheep. I encourage all faculty, staff and students to not use this network if possible since you have access to something much more secure. However, if

you are hosting a guest on campus, feel free to direct them to use the "KSU Guest" network for internet access.

KSRE Support Staff is available to help you connect your devices to the new network. Please feel free to contact us at (785) 532-6270 or support@ksre.ksu.edu if you would like assistance or would like to schedule a time to make sure someone is available to help you.

In addition, K-State ITS staff will host several clinics in the Union during the next month to help migrate users to the new system. Feel free to stop by and have them connect you to the new system as well. If you have any questions, comments or concerns about these changes, please let Russ Feldhausen know. He would be glad to help make this a smooth transition, and will value any feedback you have.

Laptop Pitstop

Don't forget, KSRE Tech Support will be hosting a Laptop Pit Stop at Annual Conference. Our support staff will be available 8:00 a.m. - 5:00 p.m., Tuesday (October 18) and Wednesday (October 19), and 8:00 a.m. - 12:00 noon, Thursday (October 20), to answer any technology questions you have. In addition, feel free to drop off your laptop for a quick update and tune-up. We will make sure all your software is up to date, turn off any unneeded programs that are slowing you down, and get you connected to K-State's new wireless network. Please plan to bring your laptops as early as possible in order to give us enough time to make sure everyone gets fully updated. We can also answer any questions about mobile devices and help connect them to K-State's Zimbra Webmail if requested.

If your computer needs major help or you would like to schedule some one-on-one time with our support staff to discuss in-depth technology questions, please email support@ksre.ksu.edu or call us at 785-532-6270 before the conference so we can get you on our schedule.

Due to our commitments at Annual Conference, our Tech Support office will not be fully staffed while the Laptop Pit Stop is open. If you need assistance during that time, you can still email support@ksre.ksu.edu or call us at 785-532-6270 as always and the first available person will help you with any problems you have.

Health Insurance Changes

Health Insurance Open Enrollment

It's that time again! Open enrollment for 2012 Health Insurance and Flexible Spending Accounts begins Oct. 1 and ends Oct. 31. This is the only time you can change your health plan elections (including tobacco status), drop and add dependents without a qualifying event, and make annual Flexible-Spending elections. You should have received your Health Insurance Packets if not please

call Debbie Webb 2-1138. This required, on-line enrollment utilizes the State of Kansas Self Service website.

Even if you anticipate no changes to your plan, two items require your action:

1. To receive the non-tobacco discount, you must re-certify your tobacco user status. If you do not re-certify tobacco user status (or sign-up for a cessation program), you will pay higher premiums as a result!

2. To participate in Flexible Spending in 2012, you must re-enroll. If you had a “Benny” debit card in 2011, it will automatically renew unless you contact ASI, the flexible spending account administrator.

Login steps provided in the Enrollment Books will not work for K-State employees. For Open Enrollment, K-State employees must use the State Self Service site. <https://sharp.ks.gov/> Your K-State eID and password will not work. Please refer to the instructions below to avoid problems. Problems logging into the website can only be answered by personnel at the 24-hour State Help Desk at 1-866-999-3001. Human Resources at K-State cannot troubleshoot for this state website.

Steps to enroll on-line:

- Website: <https://sharp.ks.gov/> (Remember, this is not the K-State HR Self Service website.)
- Sign in: Do not sign in yet! Follow instructions for option 1 or 2 under Password below.
- Password: Previously used passwords will not work on this site nor will K-State’s eID password.
- In the steps below, when you are asked for your Employee ID, enter the ID used for payroll purposes that begins with an alpha character followed by ten numbers. The alpha character in your employee ID must be capitalized. If you do not know this number, contact your department administration or retrieve it from K-State’s Employee Self Service personal information summary.
 1. If you enrolled on-line last year, choose “Forgot My Password.” You will be taken to a screen asking for your Employee ID number. Prompts will direct you from there to setup a new password. Write down the temporary password—you will need it to set up a new one.
 2. Never before enrolled on line: You will need to set up an account. For the first time password, enter the first two letters of your last name in lower case followed by the last six digits of your social security number. Prompts will direct you from there.
 3. Save and Print a copy of your enrollment selections as confirmation of your entries.
- Adding Dependents: If adding dependents to your coverage for 2012, make a copy of your saved printout and attach copies of dependent documentation. Submit Business Office, 301 Umberger Hall by 10/28/2011.

- Questions? Regarding website sign-in, call the 24-hour State Help Desk at 1-866-999-3001.
- Need your employee ID number? Contact Debbie Webb (debwebb@ksu.edu or 2-1138).

Health Quest Rewards Program

From Oct. 1, 2011 through July 31, 2012 employees have an opportunity to earn credits by participating in wellness activities. Those who earn at least 20 credits by July 31, 2012, will receive a health insurance premium discount of \$480.00 beginning in 2013. Employees may select from a wide variety of online, telephonic and in-person programs to earn credits as shown at this website <http://www.kdheks.gov/hcf/healthquest/rewards.html> or the attached document. Credits are tracked on the member portal at www.KansasHealthQuest.com Please note that Health Screening and Health Assessment are required.

In addition to the premium discount, employees can win prizes for registering on the portal and accumulating credits. Covered spouses/dependents (age 18 or older) may also participate in programs to earn credits for the prize drawings but do not need to earn credits for the premium discount.

eTime for Students

The eTime document replaces the hard copy time document, allows student employees to enter time on-line, and automates workflow (e-mail notification) for the approval process. Supervisors will receive an email reminding them to approve student hours. The time entry person will then click the student(s) OK to pay. Sixty percent of departments on campus are already using this system. Beginning Jan. 8, 2012 our department will have our student employees record hours worked using eTime document. Instructions for both students and supervisors are at the end of this document.

Annual Conference

The registration site is still active at www.ksre.ksu.edu/annconf. Please register now to assure accurate meal counts.

Dan Donnert will be taking portraits on Wednesday, October 19, from 3:00 to 5:00 p.m. in the Union Second Floor Concourse. It only takes a couple of minutes to get a professional photograph taken.

The Bookstore and Mail Center will have a table set up to sell fantastic new promotional merchandise and discounted Walk Kansas items.

Win great prizes at the communications/technology session from 5:00 to 6:30 p.m. on Tuesday, October 18. Communications experts will be on hand to discuss the Style and Branding guides; the image database; e-publishing; new marketing items; tips on technical writing, copyright, and impact writing; how

to save money on printing and mailing; and how to market your programs with videos and audio slide stories. Technology experts will be on hand to answer your specific questions.

Ken Stafford, K-State's chief information officer, plans to attend the reception to visit with people and view the displays.

Contribute the jeans you no longer wear to the Delta Denim Drive in the K-State Student Union October 16–21. The denim will be donated to a recycling program “Blue to Green” and most of the jeans will be made into sustainable insulation for Habitat for Humanity. The event is sponsored by the K-State Delta Delta Delta Sorority.- --Stu Warren, committee chair, slwarren@ksu.edu

The Kansas ACE chapter secured a professional development grant to bring social media experts to Manhattan for a panel discussion at the K-State Research and Extension annual conference. You’re invited to a reception for the panelists from 5:30 to 7:30 p.m. at Strecker-Nelson Gallery, 406 1/2 Poyntz Ave., Wednesday, October 19. Refreshments will be provided. Please RSVP to Elaine Edwards or Gloria Holcombe.

Printing Update

Last week, Greg LeValley, Gina Nixon, Kris Boone, Rob Nixon, Fran Wilbrant, Cindy Bontrager, Bruce Shubert, Rob Nixon, met regarding the merger. Main campus-will pay for the move and renovations.

Rob, Greg, Kris, and Gina are meeting with Annette and Danny to discuss the building renovations in Dole Hall, today.

Organizational chart has been updated and will be presented to University Printing unit on Friday morning.

Master's Program Update

Graduate Assessment Review Committee,
Academic Affairs of Graduate Council Committee
Then Graduate Council

Has passed all of the above committees now it goes to Academic Affairs of Faculty Senate then Faculty Senate then Provost, Board of Regents

Hoping for fall of 2012

Position Updates

Sharmila Dabade will start Nov 14 as a systems programmer.

Larry Jackson is stepping down as the head of Technology; we will be recruiting for this position. Kris is meeting with Ken Stafford on Friday to coordinate.

Lauri Baker will be returning on Oct 24.

Project Intake

None at this time

Once Around the Room

BMC/BO

Nancy ZC, Bob H and Gina met with Diane Mack to talk about current 4H marketing campaign. Yard signs, similar to real estate and political signs, these will be offered through the Bookstore and Mail Center. New pencils with a nice smell, more of the color changing cups, bookmarks with room for stickers, post cards and note cards.

Gina is mtg with Sharolyn Jackson to talk about Walk KS

Nancy's group has been working on the Bookstore new catalog

New items: Grape pencils, tumblers, purple straws, new measuring spoons, new coffee mugs, new travel mugs, new purple totes, --they will be introducing one new item every month.

Off Pro mtg yesterday

At 1:00 on Friday Terri Fayle will be attending the Academic mtg, to talk about the grant process in 317 UM

Flu clinic in McCain on Thursday at 3

New department shirts should be here Tuesday

Shred Day Oct 18

NRMO –OR, IA, KS, this is a good meeting, most of the states have gone to ecommerce sites—IA state is selling their software

Iowa State is selling photos online

Purdue is using Epub and Epub2—selling Epub for small publication for 2 or 3 and 10-15 for larger downloads

Facilities at K-State actually printing nametags

NMMS

Hunger story that Pat is working on, Dan is doing an accompanying audio slide story. Really good stuff. The story will be done in the next couple of days—Dan's part will take a week.

Sister Mary Fran was here last week—distinguished alumni in Ag Econ

Working on FNet DVD with Sandy Procter, Randall will work this

Dan's audio slide story on cattle roundup—for KS sequential –two media websites picked it up and ran it on their websites.

Harvest Public media has been working with us, they will be listing us a resource on their website.

Ag State Leaders Committee did extension survey—asking county agents about emerging ag issues—top climate and waters issues

Specialization issues where we don't have a lot of coverage

Publishing

They did a survey regarding epubs 260 responses—they haven't had time to evaluate the data. Some people were very enthusiastic and some folks hated it. The Ag State Leaders seemed interested; FCS folks seem to have fewer ideas as to how they could use the technology.

Met with Neal, Vernon and Sethu yesterday about ePubs, where the mobile website is going, is there a need to html ? How do we go from here?

Authors are doing updates
December K-Stater will include an insert for CoA
Getting ready for Annual Conference
Amy is working on evaluation sites for Deb Sellers

Printing Services

Recently some issues with outsourcing, if we outsource something is more than \$5,000—come up with a plan to make the process run smoother.
Working with Dana and Shelly on copiers in Anderson and Foundation Building.
Now printing all letterhead and business card downstairs.
Volume of K-State University cards is extremely high and will continue to do a lot of those.
Brown Bag—Greg will speak at the next one next week
Mandy and Mike are doing something on mailing changes and services
Hired a couple of new students
Showing Dole Hall to printing services folks today.
New delivery point has been moved to basement.

Technology

We are upgrading to latest version of adobe connect, the new version may very well change the way you operate. They will start enforcing the rules, if you want to create a meeting you have to stay in that meeting this will no longer be allowed. It may cost us more. They will get back with us regarding prices. Slight changes in room structures.
List serve machine and list server software is outdated and needs to be replaced, will be using central IT servers instead of updating. We currently have over 500 lists, the process will take about 6 months. This has a web interface; this will be easier and has more features. List serve requires a minimum of 9 characters.
Beginning talking this week about NECTC 2014 will hosted in union. Meeting with Debbie H to provide services. Takes place in May / June it will be a 4 day event.
Vernon went to a Grass Roots org promoting greater broadband access in rural areas of the state.
Digital signage contract—there is a variety ways to use this technology. One the main reasons KSU is using this is for alerts

Academics

All University Majors fair is today at 11 a.m.
Enrollment starts 24
Trying to do one major thing at unit mtgs each month.
In December plan is to look at strategic plan and do some visioning
Lauri Baker recieved a tilford grant.

Kris

Dan Thomson is working with Kris on the National Ag and Vet Online Training Center.
Donnert is doing an independent study with one of our students.
Food Systems window, moving ahead next week
Work life balance need get that group back together

Students are back. They are opening 105 Auditorium on Monday.
President did a state of university address, Kris did a script.
Floor downstairs needs to be replaced its expensive.
Presentation training—we do a lot of training, do we want to offer this to people in our dept.
Ag Issues in Leadership secondary major. Very interdisciplinary

eTime Approval Process - Employee Self Service/HRIS

As a designated supervisor, an e-mail message will be received after a student employee completes and submits their eTime document (electronic time document) for approval. The eTime Document replaces the hard copy time document, allows student employees to enter time on-line, and automates workflow (e-mail notification) for the approval process.

E-mail Notification:



Reported time needs approval for Lname,Fname, XX/XX/11 - XX/XX/11
(Pay Period Begin Date - Pay Period End Date)

To access the Approval page, click on the following link: [HRIS Approval Page](#)

This is a system-generated email. Do not reply to this email.

Note: E-mail notification includes HRIS Link (i.e., HRIS Approval Page).

Zimbra Filters: http://www.k-state.edu/its/zimbra/help/create_filter.html

To approve or reject eTime entry:

- 1) Access HRIS: <http://www.as.ksu.edu/HRIS> and login using your K-State eID and password.
- 2) Select ... **Manager Self Service > Time Management > Approval List**

A screenshot of the HRIS "Approval List" interface. The page title is "Approval List". Below the title is a sub-header "eTime Document Submitted for Approval". The interface shows "Department: 3670020060 Biology" and "Department Supervisors" dropdown menu with "Perkin,Joshuah S" selected. There is a "Pay End Date: 04/02/2011" and an "Approve All" checkbox. A link "Click for Instructions" is present. Below is a table with columns: "Empid", "Rcd# Name", "Total In-Pay Hours Reported", "Approved", and "Last Updated By". The table contains two rows of employee data. A "Save" button is at the bottom left.

Empid	Rcd# Name	Total In-Pay Hours Reported	Approved	Last Updated By
W0000073411	1 Shaw,Dustin Chase Ritter	0.00	<input type="checkbox"/>	
K0000202549	1 Alexander,Amanda M	0.00	<input type="checkbox"/>	

- 3) Approve or Reject Reported Hours

- A. Select Department Supervisor, if appropriate
- B. Approve or Reject Reported Hours

To Approve Hours

... turn on the **Approve All** check box, or
 ... turn on the **Approved** check box for each employee, or
 ... click on **EmplID** (Employee ID) to drill down into eTime document for employee.

3) Approve or Reject Reported Hours continued ...

To Reject Hours

... click on EmplID to drill down into eTime document and select the reject button to identify reason.

Regular Hours		4.00	4.00	4.00	4.00	4.00	
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When classes and/or final exams are in session, student employees are limited to 30 hours/week and student employees who hold a F-1 or J-1 visa are limited to 20 hours/week. [KSU PPM, Chapter 4720](#)

REJECTED Reason: **My records indicate that no hours were worked on Friday, XX:XX/11. Please correct. Thanks!**

Hours have been submitted for approval.

APPROVE REJECT

4) Select Save and Sign Out

Additional Details

Please approve time entry for your student employees each pay period prior to 5:00 p.m. on the Monday following pay period end date for a timely paycheck. Pay Periods and Pay Dates: <http://www.k-state.edu/hr/paydates.html>

Department Supervisors: Select yourself or another department supervisor from the list.

Department Supervisors
 Bailey, Robert K

After supervisor is selected, employees who report to selected supervisor will appear and those who have completed and submitted their eTime document for approval will appear with recorded hours.

Approve or Reject Reported Hours

After approving hours, an **e-mail notification from HRIS** will be sent to the employee and the supervisor. Also, the hours will be automatically forwarded to begin the paycheck process. **Those with no hours reported cannot be approved ... check box will appear grey.**

After rejecting hours, an **e-mail notification from HRIS** will be sent to the employee and the supervisor indicating the needed adjustment. The employee will be responsible for making the adjustment and **resubmitting for approval** prior to the on-line entry deadline.

Save and Sign out of HRIS before closing browser.



Note: If an employee does not appear on the approval list or approval needs to be processed after the deadline, please contact your department personnel specialist for instructions.

eTime Entry for Student Employees - Employee Self Service/HRIS

The eTime Entry page in Employee Self Service/HRIS replaces the hard copy time document for student employees and allows on-line entry each day, week, or pay period. To record time worked on-line, follow these steps:

1. Access Employee Self Service/HRIS: <http://www.as.ksu.edu/HRIS> and login using your K-State eID and password.

2. Access eTime Document (On-line Entry Page):

Employee Self Service > Time Reporting > Time Entry

3. Enter actual hours worked each day, week, or pay period.

4. After recording hours, click on

Save for Later (allows further access to add and/or update hours)

or

Submit for Approval (time entry complete - no further access to add and/or update hours).

5. Sign out [Sign out](#) of Employee Self Service/HRIS before closing browser.

Time Entry

eTime Document

Name: Alexander, Amanda M	Empl ID: K0000202549	Rcd#: 1
Job Title: Student	Pos Nbr: W0030267	Supr: Perkin, Joshua S
Dept: Biology	Sub-Unit:	

[Click for Instructions](#)
View Other Pay Period

From Sunday 3/20/2011 to Saturday 4/2/2011

Timesheet

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hrs		
*Earn Type	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	4/1	4/2			
Regular Hours <input type="button" value="v"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>			<input type="button" value="+"/> <input type="button" value="-"/>

When classes and/or final exams are in session, student employees are limited to 30 hours/week and student employees who hold a F-1 or J-1 visa are limited to 20 hours/week. [KSU PPM, Chapter 4720](#)
Total Hours Paid:

Save For Later

Submit for Approval

On-Line Entry Timelines

On-line entry will be limited to one pay period at a time. The first Monday of each pay period the eTime Document (on-line entry page) for the prior pay period will close at 5:00 p.m. and the eTime Document for the current pay period will open at 5:01 p.m.

Pay Periods/Pay Dates: <http://www.k-state.edu/hr/hris/hris-tables-pay.html>

Employee Self Service and Manager Self Service Pages Open/Close: Notice, the student employee and supervisor have access to only one period at any given time to avoid confusion.

Pay Period: 04/03/11 - 04/16/11

Time Entry Page Opens: Monday, 04/04/11, 5:01 p.m.

Time Entry Page Closes: Monday, 04/18/11, 5:00 p.m.

Pay Period: 04/17/11 - 04/30/11

Time Entry Page Opens: Monday, 04/18/11, 5:01 p.m.

Time Entry Page Closes: Monday, 05/02/11, 5:00 p.m.

Pay Period: 05/01/11 - 05/14/11

Time Entry Page Opens: Monday, 05/02/11, 5:01 p.m.

Time Entry Page Closes: Monday, 05/16/11, 5:00 p.m.

eTime Entry Page

eTime Entry page via Employee Self Service/HRIS replaces the hard copy time document and allows hours worked to be recorded on-line each day, week, or pay period. After recording hours worked, select the **Save for Later** or **Submit for Approval** button.

Save for Later: Saves the recorded hours and allows user further access to add and/or update hours. This button does not forward hours to supervisor/approver for approval.

Submit for Approval: This button saves the hours recorded and forwards hours for approval. Once **Submit for Approval** has been selected, hours cannot be changed within this page.

After **Submit for Approval** has been selected, the supervisor and the employee will be notified via e-mail from HRIS. The supervisor is responsible for approving or rejecting the recorded hours.

Approved Hours

Approved hours will be forwarded to payroll for processing and the employee and supervisor will be notified via e-mail from HRIS.

Rejected Hours

Rejected hours will reactivate the employee's eTime Document for correction and the employee and supervisor will be notified via e-mail from HRIS. **The employee is responsible for making the adjustment quickly and resubmitting for approval prior to the deadline for a timely paycheck.**

Late Time Entries/Policy

Those who miss the deadline for entering hours for the current pay period will need to contact their supervisor and/or department personnel specialist for instructions.

Multiple Positions

For those who have multiple positions, a page with all available positions will appear. Select the appropriate position and record hours. If multiple positions should be present and only one position appears, please contact your supervisor or department personnel specialist for instructions.

Recording Time Worked

Earn types are used to designate the type of hours recorded. Earn Type, Regular Hours, will automatically display on the page. Earn Type, Overtime Hours, may be added when appropriate.

Regular Hours: *Used to record the first 40 hours worked each week.*

Recording hours worked in quarter hour increments.

<u>Minutes Worked</u>	<u>Hours Recorded</u>
0-07	.00
08-22	.25
23-37	.50
38-52	.75
53-67	1.00

Examples:

If you work 4 hours plus 5 minutes ... record 4.00.

If you work 4 hours plus 20 minutes ... record 4.25.

If you work 4 hours plus 27 minutes ... record 4.50.

If you work 4 hours plus 45 minutes ... record 4.75.

Overtime Hours: *Used to record any hours worked that exceed 40 hours for the work week. **Always secure prior approval from your supervisor before working any hours that exceed 40 hours for the week.** To add a row for overtime hours, select the “ + ” button on the right side of the page.*

Overtime compensation is 1.5 times hourly wage for all hours over 40.

Resources

K-State Policies and Procedures: <http://www.k-state.edu/policies/ppm/>

Chapter 4220, Hours of Work, Overtime and Compensatory Time

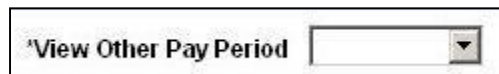
Chapter 4720, Hourly Student Employees

Hourly Student Employee Orientation:

http://www.k-state.edu/hr/hris/Hourly_Student.pdf

View Other Pay Period

Previous pay periods may be viewed by accessing the drop down edit box at the top of the page.



Error Messages:

Edits have been built-in to prevent errors. The following messages appear when

...FLSA rules not followed.

Message: Regular hours not over 40. You may not add overtime hours prior to being in work status over 40 hours.

Message: Hours entered over 40. To record any hours worked greater than 40 within the work week, add a row (+) and select Overtime Hours.

... greater than 24 hours/day or quarter hour increments are not recorded.

Message: Time must be entered in quarter hour increments between 0 – 24.

... employee's department is not participating in electronic time entry process.

Message: Your department is not participating in eTime Entry Process in Employee Self Service at this time. If you have questions, please contact your departmental personnel specialist. Thank You

Questions:

Please contact your supervisor and/or department personnel specialist if you have questions regarding this process.