Intermittent Staff Positions - Reminders

Presented by
Joe Richardson
HR Communications
Intermittent Staff Positions - Reminders

Characteristics of an Intermittent Position
• Term assignment (not continuous)
• Must be renewed for a period no more than 1 year at a time
• Is part-time (28 hours maximum)
• 1,000 maximum total hours for a fiscal year (July through June)
• No guaranteed hours (employee may work 0 up to 28 hours in a week)
• Position accrues sick leave and may be eligible for holiday pay (depends on how the position is scheduled). No medical insurance.
Intermittent Staff Positions - Reminders

Monitoring 1,000 hours
• The supervisor should know how many hours worked based on when the employee is asked to work
• Human Resources runs reports to review the hours approximately twice a year.
• Human Resources will contact supervisors if there are concerns with the number of hours worked
• If the employee works the entire fiscal year, the suggestion is to schedule for less than 19 hours a week to ensure the hours for the year are under 1,000.
• It is the supervisor’s responsibility to monitor the number of hours worked and adhere to no more than 1,000 hours (HR only aides with process).
Intermittent Staff Positions - Reminders

Contacts:
For general staffing questions, please contact Talent Acquisition:
330-672-2100 or employment@kent.edu

For questions regarding the number of hours worked, please contact HR Records:
330-672-3047 or hr-records@kent.edu.
Questions?

Next Up
(Emily Hermon)
Chrome River TEM

Presented by
Emily Hermon
Manager, Accounts Payable
Interim Manager, Payroll Operations
Chrome River TEM

• Go-Live – Monday, March 1
• Training sessions (Teams-based)
  • February 22 and 26 at 9:30 and 1:30
  • Creating and approving pre-approval and reimbursement reports
  • Will post to training.kent.edu by end of week
• Retirement of current ("old") expense reimbursement workflow
  • February 25 (5 p.m.) – departmental/divisional approval deadline
  • February 26 (5 p.m.)
    • Grants Accounting approval deadline
    • System will be deactivated
    • Any ERs not approved will have to be re-entered in Chrome River
Chrome River TEM

• TEM = Travel and Expense Management
• Replaces the Electronic Expense Reimbursement Workflow
• Use for:
  • Pre-Approvals
  • Reimbursement Requests
  • Travel Advances
• Can be accessed on/off campus on any internet-connected device
Chrome River TEM

• Pre-Approval Requests
  • Required for
    • Overnight travel and airfare
    • Business meals, gift cards, individual memberships/licenses, individual subscriptions
  • Information provided on report includes travel/expense date, location, estimated cost
  • Approved request is pulled into reimbursement request and updated with actual costs, receipts, etc.
Chrome River TEM

- Direct deposit is required for reimbursement

- Reimbursements must be submitted within 60 days of expense being incurred AND by last day of employment

- University Travel Manual now contains many travel-related dos/don’ts (i.e., what class of airfare must be purchased, etc.) and will be posted on the web
Chrome River TEM

- **Items Available:** 3 Unused Items
- **Appraisals Needed:** 1 Expense Reports, 0 Pre-Approvals
- **Expenses:**
  - Draft: 4
  - Returned: 0
  - Submitted Last 90 Days: 0
- **Pre-Approval:**
  - Draft: 2
  - Returned: 0
  - Submitted Last 90 Days: 0

**Contact**

For expense reimbursement and invoice assistance, please contact:

Accounts Payable
(330) 672-2907
apcustomerservice@kent.edu

**Notices**

**REMINDER: Mobile Device Access**

Chrome River is a web application which means there is no need to download an app from the app store to your smartphone or tablet. Simply use your mobile browser to log in to app.ca1.chromeriver.com as you do on your desktop. Use the "Add to Home Screen" option to add Chrome River icon to your mobile device for easy access.

**REMINDER: Emailing Receipts to Your Account**

Use the 'Snap and Send' feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@ca1.chromeriver.com. The receipts will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your company email address is already registered and you can easily add other addresses via the Preferences menu.

**Help**

Full Help is available throughout the application in the Chrome River Help Center.
Chrome River TEM

- **EWALLET**: 3 Unused Items
- **APPROVALS**: 1 Expense Report, 0 Pre-Approvals
- **EXPENSES**: 4 Draft, 0 Returned, 0 Submitted Last 90 Days
- **PRE-APPROVAL**: 2 Draft, 0 Returned, 0 Submitted Last 90 Days
### Submitted Expense Reports

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant approver</td>
<td>08/26/2020</td>
<td>2.00 USD</td>
<td>EXPORTED</td>
</tr>
<tr>
<td>Reconcile Cash Advance #1</td>
<td>08/19/2020</td>
<td>0.00 USD</td>
<td>PENDING</td>
</tr>
<tr>
<td>Cash Advance - 08/19/2020</td>
<td>08/19/2020</td>
<td>1,200.00 USD</td>
<td>PAID</td>
</tr>
<tr>
<td>Cash Advance - After London Trip</td>
<td>08/06/2020</td>
<td>0.00 USD</td>
<td>EXPORTED</td>
</tr>
<tr>
<td>Student Trip - London England</td>
<td>07/27/2020</td>
<td>5,000.00 USD</td>
<td>EXPORTED</td>
</tr>
<tr>
<td>Cash Advance - Paris</td>
<td>07/27/2020</td>
<td>5,000.00 USD</td>
<td>EXPORTED</td>
</tr>
</tbody>
</table>
Chrome River TEM
Questions?

Next Up
Bob Eckman, Chief Info Security Officer
Data Classification Standard
KSU approach to protecting the various types of data we have at the University

To secure it, you must first know what it is

Figure 1. University Data Classification and Access Approval Structure
Old way of doing business:

1. Email attachments and file transfers (FTP, thumb drives, etc..)....
2. Regulatory Data must be encrypted prior to sending or sharing
3. Use encryption: Email, Files and Folders

Before Emailing...

- Consider what you need to send.
- Consider if it needs to be sent
- Better yet....

*Don’t email it, Share it instead!!!*
Share using the Microsoft O365 Suite:

1. Repetitive Sharing: Create a new MS Teams Channel and add them to it.
2. Only need to share a file? Share the file from OneDrive  
   • Files can be shared as a copied link you paste to an email
   • Can also designate by email address who is to receive it.
   • You can also specify the rights: Read only, Read / Write, etc…

Email should be the LAST OPTION… use encryption
Questions?

Next Up
(Holly Slocum)
Lean Office Updates

Presented by
Holly Slocum, Director of Process Evaluation and Improvement
Lean Community of Practice Updates

- *HR Faculty Staff News Now* article generated ~30 new members
- Switched to **every other month** (previously every 6 weeks)
- Shortened sessions to **1 hour** (previously an hour and half)
- Next session **Tuesday, April 20th from 2:00 - 3:00 pm**
- Recordings of previous sessions available
- Using the Microsoft Team to keep the community engaged
  - Sign up from the lean office website - [https://www.kent.edu/lean/how-get-involved](https://www.kent.edu/lean/how-get-involved)
Lean Community of Practice Previous Sessions

- Lean Thinking - Beyond Buzzwords
- Root Cause Analysis
- Online Collaboration (Planner/Trello/Miro)
- Small Steps to Lean
- Lean Tools & Facilitating Meetings
- Brainstorming (Virtual/In Person)
- Process Improvement and Efficiency Frameworks
- Real World Results of 5 Why’s
- 5S and Wellbeing
- Metrics are not so Scary
- All About Action Plans
- Voice(s) of the Customer

- Panel discussion: How to Bring Lean Back to Your Area
- What is the Pareto Principle and How Can it Help Me?
- Keep on Working: Microsoft Navigation and Teams Tips n Tricks
- Keep on Working: MS Planner/MS Bookings/MS Power Automate
- How to engage people in virtual meetings
- Using the Lean process and principals for creative problem solving
- The 'C' in DMAIC stands for Control and Continue
February 18^{th} Webinar (10am)

5 Smart Questions to Ask about Your Process

Presented by Kim Rivers, Senior Business Systems Analyst

- Good questions lead to useful answers. Learn five smart questions that will give you valuable insight into your process and help you make the right changes. In this webinar we’ll be using Lean tools to learn how to analyze a process and pursue continuous improvement. You'll learn methods for uncovering the root cause of a problem, learn how to look for waste in a process, and learn how to identify what steps really add value. We'll cover root cause analysis, the 5 Why Method, the Fishbone (Cause and Effect) Diagram, Value-add/Non-value Add, Pain Points, the Spaghetti Diagram, and the Eight Types of Waste. Presented by the Lean Kent State Office.
March 9th Webinar (10am)

Mastering Process Metrics: Understand What to Measure and How to Measure it

Presented by Kim Rivers, Senior Business Systems Analyst

- We know metrics are important – they’re the gauge that tells us how a process is performing. But should you measure cost, time, or satisfaction? Can you measure the cost of rework? Or how about the cost of process waste? We’ll answer these questions and more as we talk in-depth about data collection plans, sample sizes, cost of poor quality, four ways to measure time, and current state vs future state metrics. We’ll learn about Lean concepts and tools for measuring your process, helping you lay the groundwork for continuous improvement. Presented by the Lean Kent State Office.
Lean Practitioner Training / Certification

• Switched to virtual, 8 half days (previously 5 full days)
• 4-6 person teams, project outcome
• Next wave coming in April
• Apply as a team or individually at [www.kent.edu/lean/how-get-involved](http://www.kent.edu/lean/how-get-involved)
Questions?

Next Up

(Tim Konczal)
Brown Enterprise Solutions and Staples – New Office Supplies Supplier

Presented by
(Tim Konczal – Director of Procurement)
Office Supplies

• Pleased to announce that Brown Enterprise Solutions (BES) / Staples is the university’s required supplier for office products. BES will be replacing GBEX /Office Depot.

• Brown Enterprise Solutions (BES) is a state of Ohio-certified Minority Business Enterprises (MBE) company specializing in office and technology products.

• BES has a strategic alliance with Staples, who will be supporting this program from a sourcing and distribution perspective.

• This program was vetted through a competitively bid process by the Inter-University Council of Ohio (IUC).

• This agreement is a required university contract and in accordance with 7-12.1- University Policy Regarding Purchasing of Good and/or Services (D),(2), all office supply purchases must be made from this supplier.
Office Supplies

• Several Key Points:
  • Easy Ordering through Flashcart
  • Free next-business day delivery of supplies
  • Pre-negotiated pricing for overall savings
  • No-hassle returns
  • 15% overall savings average first year vs. current contract
  • $3.4 Million savings over five years for entire IUC

• Program will begin on March 1, 2021

• Procurement, along with representatives from BES and Staples will hold additional training sessions. Watch for meeting announcements later this month.
Questions?

Next Up
(Stina to close)
Quick reminders

• Link to today’s recordings will be available later today using the link in the agenda or by accessing this link: https://www.kent.edu/bas/forum-information

• Provide your topic suggestions and feedback @ https://www.kent.edu/bas/forum-information

• Request to be added/removed from BAS listerv @ https://www.kent.edu/bas/forum-information

• Next BAS Forum – June