

# Pathology & Immunology Staff Meeting

May 22, 2023

 $\hbox{$\>$$\overline{\boxtimes}\>$ Washington University in St. Louis}\\$ SCHOOL OF MEDICINE

# Agenda

- Welcome
- · New Employees/Department
- · Length of Service in Pathology & Immunology
- · University College Presentation
- HR Policy/Benefit Spotlight Jenny
- · Attendance Prize/Zoom Survey
- Staff Birthdays (April, May, June)
- DEI Updates/Reminders
- · Upcoming Events

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# P&I Staff New Hires March 2023 to May 2023

#### **RESEARCH**

Cao, Jay (Kipnis Lab)
Chaffee, Ann (Perrin Lab)
Ke, Ke (Gordon Lab)
Kelly, Caitlin (Dietzen Lab)
McElhenney, Will (Zaydman Lab)
Mutan, Nida (Kipnis Lab)
Nadler, Riley (Watson Lab)
Powell, Hannah (Corbo Lab)
Prokudin, Alexey (Despotis Lab)
Shukla, Monika (Jain Lab)
Wade, Kevin (Yarbrough Lab)



#### **BUSINESS OPERATIONS**

Bova, Joe (Research Administration) Gatuiria, Christine (Research Operations) Keen, Susan (Admin Team) Long, Keandra (Research Administration) Pino, Deanna (Admin Team) Turnbough, Maria (Education Team)

#### CLINICAL

Csepp, Andrew (Cytogenetics Lab)
Graebe, Amanda (Dermpath Clinical Support Office)
Hudson, Teaquilla (Dermpath Lab)
Munoz, Ruth (Revenue Cycle)
Nguyen, Julia (Dermpath Clinical Support Office)
Walker, Jason R. (LGM Genetics & Genomics Lab)

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# Staff Milestones - Years of Service in P&I FY23 - 4<sup>th</sup> Quarter

Fifteen Years (4/1/08 - 6/30/08)

<u>Ten Years (4/1/13 - 6/30/13)</u> Blerina Cuka Daisy Daleo Julie L. Gutierrez Colleen Newhouse Lori Scantlan Terry Lynn Sherlinski

Five Years (4/1/18 - 6/30/18)
Christina L. Freeman
Beth Obertino-Norwood
Michelle Shelledy



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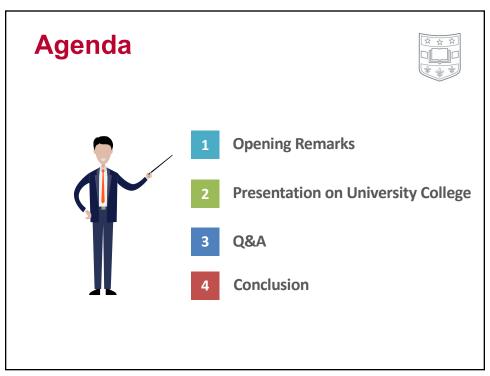
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**University College Presentation** 

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# **About University College**



Recognized worldwide for academic excellence, Washington University in St. Louis has offered continuing education programs and courses in Arts & Sciences through University College since 1908.

Today, University College offers part-time, evening, online and summer school classes to students who want to earn undergraduate or graduate degrees or certificates in specialized areas of study, or pursue personal enrichment.

Our programs provide adult students the opportunity to experience the excitement of attending and earning a degree or certificate from a world-class research institution.

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# **Programs of Study**

Choose from 40 programs of study, all built on the foundation of Washington University's commitment to educational excellence.

Our flexible evening, part-time, and online course offerings allow you to earn a degree from one the nation's premier universities while maintaining your other commitments.

- · Business
- Business Writing
   Clinical Research
- Management Creative WritingForensic Psychology
- Geographic Information Systems (GIS)
- Healthcare Transitions
- Leadership & Organizational Development
- Marketing
- Project Management
- Somatic StudentsStrategic
- Communications
   Sustainability

- Clinical Research
- Management Human Resources
- Management
- International Affairs
   Nonprofit Management
- Stem +C , Math, & Science

#### ASSOCIATE IN ARTS

#### BACHELOR OF SCIENCE IN

- AnthropologyClinical Research
- Management
   Communications
- Global Leadership Management Health Care
- History
   Industrial and
- Organizational
- Management Integrated Studies Integrated Studies
   Integrated Studies (On-
- Political SciencePsychological and Brain
- Sciences
   Sustainability

#### MASTER OF ARTS IN

- Biology
- Human Resources
- Management
  International Affairs
  Nonprofit
- Management Teaching and Learning

MASTER OF DATA ANALYTICS & APPLICATIONS

MASTER OF LIBERAL ARTS (MLA)

MASTER OF SCIENCE IN CLINICAL RESEARCH MANAGEMENT

# **Non-Degree Option**



- · Defining non-degree
  - Any student taking courses who has not been admitted to a degree or certificate program
- Why someone might want this option?
  - Personal enrichment, professional enhancement, help choosing a degree program, meeting admission requirements, etc.
- Meeting with an advisor
  - Advisors can help you identify appropriate courses for your goals, background, and interests, as well as assist with registration questions
- Online registration is available & easy
  - Visit <u>ucollege.wustl.edu/Registration</u> for information about enrolling in courses, tuition, and our course offerings

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# **Previous Courses Offered**



- Leadership for Organizational Success
- Strategic Planning
- Big Data & Analytics for Business
- Business Finance
- Business Tools and Fundamentals
- Business Law I
- Integrated Strategic Communications
- Design Thinking
- Diagnosis and Correction of Reading Disabilities
- Programming with Python
- Crisis Communications
- Organizational Behavior & Management

- Human Resources Management
- Strategy Formation and Organizational Effectiveness
- Principles of Finance
- Grant Writing
- Management in Nonprofit Organizations
- Introduction to GIS
- Introduction to Macroeconomics
- Regional Economics & Geographic Information Systems
- Inside the Intelligence Community
- Psychology of Adolescence
- Education and Psychology of Exceptional Children
- The Teaching-Learning Process in Elementary School

# **Financial Aid**



Financial assistance is available to part- and full-time University College students in the form of grants, loans, scholarships, remission, and deferred payment options.

#### **Financial Aid Sources:**

- Scholarships
- Loans & Grants (federal/state/local government)
- Lifetime Learning Tax Credit
- Company-Sponsored Tuition Payment Plans
- · Veteran Benefits

For more information, visit: ucollege.wustl.edu/aid

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# **Financial Aid**



Students who are admitted to degree and select certificate programs and take a minimum number of credit hours each semester may be eligible for federal, state, and local government financial aid.\*

## **Eligibility Requirements:**

- Degree-seeking students: undergraduate, graduate, or certificate
- At least 6 credits per semester 4.5 credits for graduate
- Maintain a 2.0 GPA 3.0 for graduate
- · Additional criteria

<sup>\*</sup> Geographic Information Systems certificate program is eligible for financial aid.

# **Financial Aid**



## **Getting Started:**

- Apply for a degree or select certificate program.
- · Complete the FAFSA online.
- Complete the Master Promissory Note (MPN).
- Complete Entrance Counseling.
- Submit either:
  - Evening School Profile Form
  - Summer School Financial Assistance Application

For more information on how for financial aid, visit: ucollege.wustl.edu/how-to-apply

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# **Employee Tuition Assistance Benefit**



### **Eligibility:**

- Full-time employee with one year of service
- Remain enrolled through the completion of the course & receive a passing grade
- Incomplete grades must be converted with 60 days of the end of semester.
- Employees working during the day are eligible for evening courses starting at 4 pm.

# **Advising**



University College recognizes the rich array of backgrounds and experiences adult learners bring to the classroom. We are aware that adults entering or returning to higher education may need guidance.

We encourage you to meet with an academic advisor to discuss goals and interests before you register for a course or apply for admission. We can work with you in person, by phone, or by email.

You can make an **appointment online** from our Advising webpage: <u>ucollege.wustl.edu/resources/advising</u>.

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# **Dates to Remember**



Fall registration is now open! Visit <u>acadinfo.wustl.edu/ucollege</u> to browse available courses.

August 10

Preferred fall course registration deadline

August 28

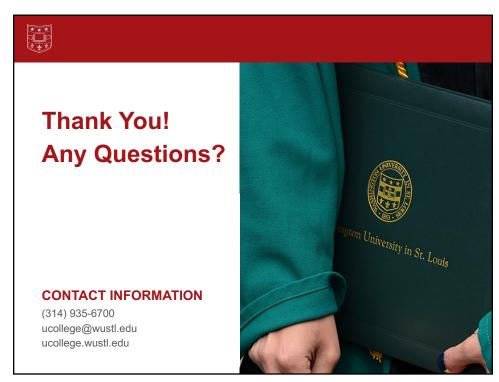
Fall semester begins

September 5

Last day to register without a late fee

September 5

Last day to drop for full refund



# HR Policies/Benefits Highlight

# Time & Absence Reporting in Workday

Jenny Adams Senior Manager, Department Administration

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# **Time Reporting**

# Time can be entered in Workday in 3 ways:

- The web browser (ex: Chrome/Safari on your desktop, tablet, or other device).
- · The mobile app.
- Entered manually into Workday by your manager or timekeeper (used only as an exception in cases of missed punches or for corrections).

# Employees CANNOT edit time on Time Reports

- · Cannot correct time entries
- · Cannot add missed entries
- Can ONLY check in and check out in real time
- Managers or Approvers should NEVER choose "Send Back" on time reports



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# Time Reporting (continued)

#### Can include comments on entries, but these may not be seen

- Do not assume that if you check in late and add a comment like,
   "Missed check in arrived at 7 AM" that we will see this and correct the entry.
- You must STILL email Ann Winn, Jenny Adams or your Timekeeper or Manager to correct the time.





#### PLEASE review entries daily

- Send email to Ann, Jenny, or your Timekeeper or Manager to correct entries.
- Best to notify us immediately for corrections (don't wait until the end of the week or pay period)

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# Time Reporting (continued)

#### Web Browser VS. Mobile App

- · Only use the Mobile app if managers have approved this method
- Pick a method and stick with it for that day combining the methods will cause issues

#### Using the Web Browser

- If you are checked in for one position and you check in for a different position or for a meal, it will
  check you out, closing that time block.
- · Sequence for Web Browser
  - · Check in to start the day choose HOURS WORKED
  - · Check in to start the meal choose MEAL
  - · Check in to return to work choose HOURS WORKED
  - Check out to end day choose HOURS WORKED

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# Time Reporting (continued)

#### Using the Mobile App

- · REMINDER: Only use the Mobile app if your manager has approved this method
- · You must check out for previous time block before checking in for the next time block.
- · Sequence for Mobile App
  - · Check in to start the day choose HOURS WORKED
  - · Check out before starting meal choose HOURS WORKED
  - Check in to start the meal choose MEAL
  - . Check out to end the meal choose MEAL
  - · Check in to return to work choose HOURS WORKED
  - · Check out to end day choose HOURS WORKED



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# Time Reporting (continued)

#### MEAL ENTRIES

- · Non-Exempt employees should record meal breaks
- · Meals under 30 minutes will convert to paid time
- · You cannot end your day with a meal



#### ROUNDING RULES



- Rounding occurs on all check ins when using the time type of hours worked. Rounding will not apply to meals.
- Meal periods 28 minutes or less will revert to hours worked. Best Practice: Shoot for 30-minute meal breaks

SOME EXAMPLES FOR TIME ENTRIES CAN BE FOUND HERE:

https://workday.wustl.edu/items/time-entry-and-rounding-rules-for-hourly-non-exempt-workers/

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# **Absence Requests**

#### ABSENCE REQUESTS

- Regular full-time and part-time staff employees
  are eligible to accrue sick time beginning at date
  of hire or rehire and are eligible to use sick time
  after it has been accrued. Negative balances
  are not allowed.
- Vacation can be taken after the conclusion of the 6-month orientation period. After the 6month orientation period, vacation accruals are available for use as of the end date of the pay period.

#### **EXEMPT (Salaried)**

- Generally, exempt employees are not required to use vacation time if their time away from work is less than 4 hours.
- Exempt employees should NOT record holidays on their absence records.



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# Absence Requests (continued)

#### NON-EXEMPT (hourly)

- · A week with paid time off (other than Holiday) should not exceed 40 hours.
- A non-exempt employee cannot receive any benefit pay, other than holiday pay, for a week in excess of their normal standard hours.
- If a non-exempt employee eligible for paid time off falls short of their standard hours, vacation or sick time should be entered to top off the week to bring the total to the standard hours (for full time employees, this is 40 hours).



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# Absence Requests (continued)

#### **Edit Approved Time Off Request (green)**

- Open the Absence Application.
- · Click Correct My Absence.
- · Navigate to the approved absence request you would like to update and click on it.
  - · Click the Negative Sign to erase a day.
  - Check the box in the Select Column to enter a new quantity for hours or time type.
- · Enter comments.
- · Click Submit.



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# Absence Requests (continued)

#### **Edit Unapproved Time Off Request (gray)**

- · Open the Absence Application.
- · Click Correct My Absence.
- Navigate to the absence request you would like to update click on the Absence Request.
- Click the Cancel this Request button.
- Enter a comment.
- · Click Submit.
- · You will then enter a new request with the updated dates/hours.



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# Absence Requests (continued)

#### Correcting an Absence Request Sent Back by Manager/Timekeeper

- To correct the Absence Type or the number of hours
  - · Navigate to the Inbox item in Workday and make the correction
- · To delete the absence request
  - · Navigate to the Absence Calendar
  - · Choose the absence entry (gray)
  - Cancel the request enter comment and submit



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# **QUESTIONS?**



Please reach out to:

Jenny Adams jadams@wustl.edu

Ann Winn annwinn@wustl.edu

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# Attendance Prize/Zoom Survey

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#### **APRIL BIRTHDAYS**

Amann-Stewart, Danielle Bishop, Varonica Branson, Julie Betty Lou Brophy, Sean Burns, Aime L Carter, Cassidy Cuka, Blerina Culleton, Jill Davis, Deanna Leigh Field, Rachael Flemons, Dominic Foltz, Jessica Goff, Caroline Halliday, Alexandria Kim, Minseo



Krchma, Karen M.
Lehmann, Donna Marie
Mattingly, Beth
McElhenney, Will
Murphy, Daniel Patrick
Murray, Briaunna
Ross, Lily
Rozmirsky, Sheila M.
Secca da Silva, Cristiane
Shahab, Sobia
Vachova, Veronika
Vomund, Anthony Nicholas
Wang, Jephne
Wurtz, Mellisa

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#### **MAY BIRTHDAYS**

Akitani, Pascaline Apaw, Abena Bogle, Abigail Braun, Janet Marie Brooks, Bonita Dean, Gabe Deng, Su Fox, Isabella Farrell Fox, Matthew George, Bijoy Hanna, Austyn Hatipoglu, Ibrahim Henrissat, Suzanne Isaacs, H. Michael Jones, Ciera



Jones, Shirley
Kleverov, Denis
Kyle, Katie
Kyrychenko, Anton Kristopher
Lingenfelter, Kiefer Alan
Marsh, Jon N
Martsolf, Amanda Renee
Mitre, Aristidh
Mueller, Katie
Obertino-Norwood, Beth
Porter, Megan
Roemmich, Brittany Lauren
Sabo, Kylee
Salazar, Daniela
Tian, Zichen

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#### JUNE BIRTHDAYS

Amann-Stewart, Jared Timothy Becton, Kierra S Bihr, Jonathan Daniel Brinja, Dorjan Daleo, Daisy Josephine Dykstra, Taitea K Gatuiria, Christine Gutierrez, Julie Ann Huang, June Z Hudson, Teaquilla Liao, James Liu, Yu Newhouse, Colleen E



Pino, Deanna Robinson, Josh Sale, Carli Seebeck, Tim Senn, Cari Severs, Laura Shenoy, Krithika Damodar Steinhauff, Karri Anne Stewart, Jordana Strauser, Lisa Marie Wasserman, Emily Michelle Webber, Ashlee Marie

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# **DEI Updates/Reminders**



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# **DEI** Updates and Reminders



St Louis Pride Festival & Parade! Theme: "Diversity Creates Community"

Pride Parade: OUTmed invites you, your families, and colleagues to march at the Pride Parade on Sunday, June 25th, 2023 (10am-2pm)

Members from throughout the Washington University community are invited to march and participate. Pride Festival: Saturday & Sunday June 24th & 25th, 2023
For inquiries, please reach out to **Jen Mosher: mosherj@wustl.edu** 

- · Diversity Book Club Discussion
  - · Let the Record Show June 29, 4-5 pm Zoom
  - · Contact Janet Braun, Office of Faculty Development



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## Year End Reminders

- · WUIT orders
  - · Submit requests in ServiceNow by May 31 if the expense needs to be on the FY23 budget
- Expense Reports
  - Best practice to submit these by June 16th to ensure full approval by June 30
- · Requisitions
  - If the expense needs to be on the FY23 budget, please submit the requisition by June 27

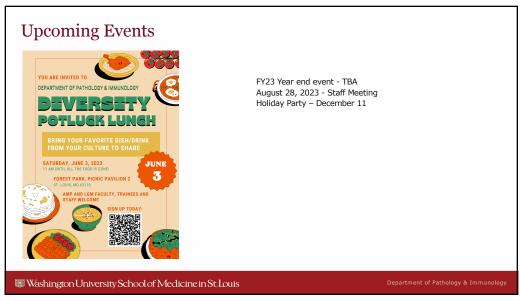
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**Upcoming Events** 

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# Thank you! Washington University School of Medicine in St. Louis \*\*Department of Pathology & Immunology\*\*