

News Notes

February 12, 2008

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News

Timekeeping Update from Linda Gonzalez: *Late last year, the Libraries signed an agreement with Workforce Software, of Livonia, Michigan, to plan, test and implement an automated timekeeping system. This update provides the latest on the installation of the system, currently scheduled to go online in April.*

OSU Libraries personnel have been testing the Workforce system since January. Staff from the Human Resources and Accounting units of Administrative Services have run numerous tests, including uploading all the information from an earlier pay period into Workforce to ensure it accepts the data and generates paychecks and reports correctly. This work was conducted in a “test” mode on both systems, so as to not affect the existing data.

The tests were also to confirm that Workforce software is interacting properly with the PeopleSoft system used by the University. The tests have included inputting “personnel actions,” such as the addition of a new employee, changing an employee pay rate, transferring an employee, or adjusting a leave balance.

The Libraries have been testing the Workforce software along with OSU’s Facilities, Operations and Development (FOD) department, with both departments preparing for the changeover. This has included weekly conference calls between the Libraries, FOD, OIT, OHR, and Business Operations, to ensure that the current testing phase is going according to plan.

Traditionally, the Libraries’ HR department has manually entered “time worked” for hourly employees from paper time cards, and tracked exceptions (sick leave, vacation, conference attendance) for all employees. Once the WorkForce software is in place, each staff member and student assistant will have the responsibility of entering this information electronically into the system using a time clock or web clock. Information will be reviewed at least weekly by the employee’s supervisor before paychecks are issued.

All Libraries’ personnel will receive a new staff ID badge before the system is activated. The badge can be used to clock in and out at the automated time clocks at the Ackerman, Sullivant and Science & Engineering libraries. Staff can also use a web-based time clock, accessible from their library computer, for logging in and out. Staff members can use whichever method is

most convenient at any given time. We expect many staff will find the web clock to be the most convenient option.

All Libraries' staff will receive training on the new system. Students and civil service employees will learn how to enter time using either time clocks or internet-based clocks accessible through library computers. Faculty and A & P employees will learn to account for "exception time"—vacation, travel, sick leave—on the system. Supervisors will learn how to oversee the system for employees reporting to them, approving the time clocked and time off.

Plans call for first implementing the system with the Libraries' 300+ student workers in April, then adding the remaining faculty and staff into the system.

Advantages of the WorkForce Automated Timekeeping:

For hourly (students and civil service) employees:

- Can enter hours worked without paperwork
- Can check in real time the number of hours they have worked
- Can check current leave balances

For A & P Staff and Faculty:

- Can check current leave balances
- Can record exception time without paperwork

For supervisors:

- Will have daily real-time work hours for both individuals and group work units
- Can review and approve work hours online, and make adjustments as necessary
- Approval signatures provided electronically
- Automatic emails remind employees as to hours worked

Questions & Answers

We don't have answers to all the questions you may have right now, but we will provide more information on specific issues as it becomes available to us.

If I have to go to a meeting in another building, do I have to clock in and out?

No. Since traveling to and from a meeting, and attending the meeting, are all done on Libraries' time, it is not necessary to clock in and out.

If I am going to be in a building that is not my normal location at the beginning or end of the day, how do I clock in or out?

Just log on to any available Libraries' computer and access the web clock.

Can I log into the web clock from off-campus?

No. The general rule is that web clock is only accessible through an OSU Libraries' computer. There may be a legitimate business reason which may be approved as an exception for access off campus.

Can I make adjustments to leave forms using the system?

Yes. That will be covered in the upcoming training.

If I'm an hourly employee and forget to enter my hours, will I get paid?

You will only get paid for the hours you have entered into the clock. Since Libraries' employees have no set schedule, there is no way to have a "default" set of hours for which hourly workers would be paid. A supervisor should notice that an individual employee has not entered hours

for a given pay period, and can make adjustments if the omission is caught early in the process. However, it remains the employee's responsibility to be sure that hours are entered.

Information on new employee badges, and training sessions dates and times will be provided shortly.

Performance Management Sessions, February 13, 20, 26: Performance Management is a process, not an event, where managers and employees work together to set challenging and achievable expectations in order to meet performance objectives. It is the focus for accomplishing a job and completing the performance review form. The library-specific set of performance dimensions and criteria was developed and designed by the Performance Management Steering Committee.

This workshop provides training for Civil Service and A&P employees, and individuals hired as supervisors or promoted into supervisory positions since March 2007. It is designed to introduce the form, and define how to use the form to plan and set expectations with all staff.

The objectives of the Training are to:

- introduce the Performance Review Form
- practice using the Performance Review Form and other tools in order to plan and set employee performance expectations
- practice negotiating individual professional and personal expectations and goals

Linda Gonzalez and Toni Morrison-Smith will conduct the training. The two hour session is being offered on the following dates to accommodate participants' schedules:

- February 13, 10 a.m. – 12 p.m., Room 5826, Ackerman Library
- February 20, 1 p.m. - 3 p.m., Room 5826, Ackerman Library
- February 26, 1 p.m. - 3 p.m., Room 090 SEL

The forms to be used in the training are found on the "J" drive under Performance Review Forms and Worksheets. Please bring these forms with you to the training. Please confirm your attendance by e-mail to [Toni Morrison-Smith](mailto:Toni.Morrison-Smith) . Call Toni at 2-5917 if you have questions.

Attempted Car Theft Reported at Ackerman Library: An Ackerman Libraries' employee's car was broken into in the west parking lot of the Library. Libraries' Security reported that the owner of the vehicle discovered damage to her vehicle as she was preparing to leave around 7:15 p.m. on February 5. Security reminds all Libraries' staff to lock valuables out of sight in the trunk of your vehicle, remove the radio faceplate if that is an available option, and always lock your car. Security also encourages everyone to be aware of their surroundings at all times.

General Staff Meetings Coming Up: Meetings this month will be Wednesday, February 20, 10-11:30 a.m. at Ackerman Library, Room 5826, and Thursday, February 21, 1:30-3 p.m., Science & Engineering Library, Rooms 070/090. Be watching for a "liball" email with a meeting agenda.

Hidden Benefits Brown Bags, Tuesday, February 19, 11:30 a.m., Science & Engineering Library, Room 070/090; Wednesday, February 20, 11:30 a.m., Ackerman Library 5826: These brown bags are designed to help Libraries' faculty and staff learn about benefits, discounts and other perks that many university employees don't realize are available to them. Michele Bondurant from Human Resources will give us some information about what is available. All staff and faculty are invited to attend. Sponsored by the Committee on Faculty Benefits, Privileges, and Responsibilities (CFBPR).

34th Annual Conference, Academic Library Association of Ohio (ALAO), Friday, October 24, 2008. The conference will be held in southwest Ohio at the Roberts Convention Centre near Wilmington, Ohio. The theme this year is: "Connecting the Campus: Linking Users, Institutions, and Information." For a description of the conference theme and examples of possible topics for presentations and posters, open the attached "Call for Proposals." The proposal form itself is available at <http://www.lib.muohio.edu/alaoprop/>. Please consider submitting creative, practical and thoughtful proposals to stimulate lively discussions with our colleagues from around the state.

Lectures

Cultural Explosion, with designer/author Rosemary E. Reed Miller, Thursday, February 28, 6:30 p.m. refreshments, 7 p.m. program, Campbell Hall, Columbia Gas Lounge, 1787 Neil Ave.; parking available in the garage behind Campbell Hall; tickets, \$15; students free: Miller will discuss her book "Threads of Time, The Fabric of History, profiles about African-American designers and dressmakers from 1850 to the present. See the flyer on page 2 for complete details.

Training Opportunities



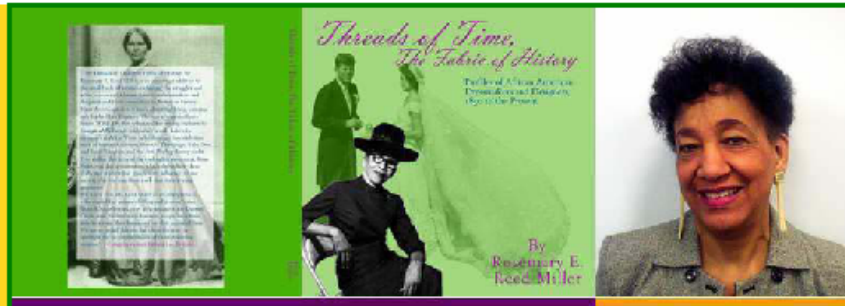
Click! Have you heard of social networking or del.icio.us and wondered what it actually means? Why are people talking about Facebook and blogs, and why do we need to know about what students are doing with them? How can this be relevant to your daily work, and why should you care?

OSUL offers a multiple-part training course on these technologies and applications for library employees, faculty and staff. Click [here](#) for the full list of sessions. Register today! Questions? Contact [Rebekah Kilzer](#)

- **Training Calendar:** <http://library.osu.edu/sites/staff/training/calendars.html>.
- **Human Resources/Organization & HR Consulting Information:** <http://hr.osu.edu/ohrd/index.asp>
- **Meeting and Events Calendar:** Marilyn Willhoff maintains a calendar of all known events and regularly scheduled and special meetings for each month. The calendars are available on the Staff Information page under the first category of People, etc.; they can also be accessed directly at the following URL: <http://library.osu.edu/sites/staff/comcal.html>.

in partnership with OSU, presents it's annual

Cultural Explosion



Designer and author Rosemary E. Reed Miller, will present her book, *Threads of Time, The Fabric of History*-Profiles about African American designers and dressmakers from 1850 to the Present.

Did you know:
African American designer, Ann Lowe designed the wedding dress for Jackie Kennedy? It is the most photographed wedding dress in American history. People Magazine voted the wedding dress as the most beautiful dress ever. The New York Times covered the 1953 wedding, wrote about the dress but did not mention the designer. When Franklin Mint made a doll with a replica of the wedding dress, they listed the artist as 'Oleg Cassini.' A small detail, but typical of the problem of documenting the contribution of African Americans to American history.

Reed-Miller has spotlighted this small, but interesting area of achievement in her book which profiles 22 women including Rosa Parks, Zeldie Wynn, who designed costumes for the Dance Theatre of Harlem and Elizabeth Keckley, who designed for Mrs. Abraham Lincoln.

- A Black History Month Program featuring Rosemary E. Reed Miller, together with a panel of African American designers

February 28, 2008

The Ohio State University
Campbell Hall - Columbia Gas Lounge
1787 Neil Ave Columbus, OH 43210
Parking available in the garage behind Campbell Hall

Tickets \$15.
Students Free with ID

6:30 PM - Refreshments
7 PM Presentation
followed by Reception



Sponsored in part
by OSU Historic
Costume & Textiles
Collection

RSVP by 2/25 to
614.292.3090

For more info. or to
reserve tickets, contact
Gayle Strege via e-mail at
Strege.2@osu.edu

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People

John M. Bennett, Rare Books & MSS Library, has published a chapbook of visual poetry, *CHANGDENTS*, Torino: Italia: Offerta Speciale, 2008 as well as a chapbook of visual poetry, *STEAK RETARDANT*, Columbus, OH/Jacksonville, IL: Luna Bisonte Prods/Avantacular Press, 2008. Co-author is Andrew Topel.

Spot Bonus

Fred Roecker, Nancy O'Hanlon, Karen Diaz, and Tingting Lu of CIPS; and **Jim Muir** of IT received spot bonuses for their work on the OSUL "Head Hunt" interactive game. The First Year Experience Office approached OSUL's Instruction Office in 2006 about developing an orientation program that would be presented to incoming students and their families before the students arrived on the Columbus campus. Fred, Nancy and Karen took on this opportunity and, with a lot of help from a variety of sources, ultimately arrived at the point where their concepts and content could be developed into web-based interactive multimedia by Tingting and Jim. In many ways, OSUL "Head Hunt" game is another innovative "first." Besides using it with 6,000 incoming freshmen for Fall Quarter 2007, members of the game's team have shared information on the project at LOEX and other conferences.

Personnel

Provided by the OSU Libraries HR Department

APPOINTMENTS

ADMINISTRATIVE AND PROFESSIONAL

Health Sciences Library (Center for Knowledge Mgmt) – Emile Meade has accepted the position of Director – A4 (Head, Health Sciences Copyright Office) – 100% FTE – New Position, effective 07 January 2008

Health Sciences Library – Sandra Howe has accepted the position of Program Assistant - replacing Kate Charlesworth-Miller – 100% FTE – effective 18 January 2008

STAFF

Health Sciences Library (Center for Knowledge Mgmt) – Jennifer Mall has accepted the position of Office Associate - 100% FTE – New Position – effective 14 January 2008

VACANCIES

FACULTY

CIPS – Curator, Arabic & Islamic Studies – 100% FTE – New Position

Rare Books and Manuscripts – Associate Curator – 100% FTE – New Position

ADMINISTRATIVE & PROFESSIONAL

Administrative Services Division – Accountant (A/R) – 100% FTE – replacing Dawson

Administrative Services Division – Accountant (A/P) – 100% FTE – New Position

Health Sciences Library (Center for Knowledge Mgmt) – Systems Specialist – A&P – 100% FTE – New Position

Multimedia Production Space (Sullivant Library) – Program Coordinator – 100% FTE – New Position

STAFF

Circulation Department (ACK Library) – Library Associate 1 – 100% FTE – replacing Brown

Health Sciences Library – (Office of Health of Health Sciences) – Personnel Technician 2

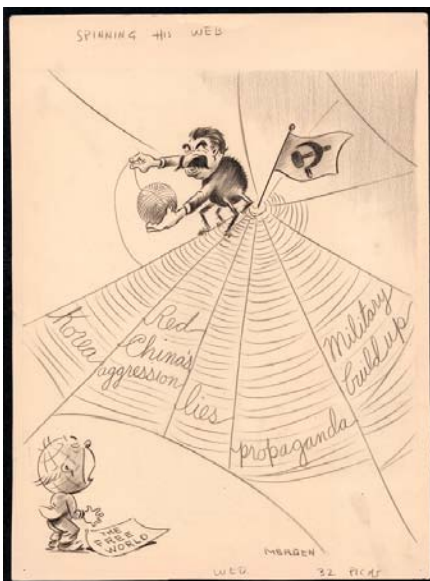
HSS Serials Collections (Sullivant Library) – Library Media Technical Assistant – 100% FTE – New Position

In order to comply with University procedures, employees who are applying for listed vacancies must complete a Promotion/Transfer Request (form 8931, Rev 9/97) during the week of the first listing of the vacancy in the University Personnel Posting (green sheet). To ensure awareness of all vacancies which have been posted, applicants should consult the weekly green sheet rather than relying on the listing in NEWS NOTES Online and are encouraged to attach a resume and/or other supporting documents to the form. Prospective faculty and staff applicants who are absent during the five-day posting period and wish to apply should see Toni Morrison-Smith.

Library personnel can also review university employment opportunities at:
<http://hr.osu.edu/index.aspx>

Exhibits

Anne Mergen: Editorial Cartoonist



Through April 11

Cartoon Research Library

Anne Mergen's editorial cartoons chronicle history from the Great Depression through the Cold War. During that time, she was the only woman in the nation working as an editorial cartoonist. Mergen was born in Omaha, Nebraska, in 1906. She studied commercial art in Chicago before moving to Miami in the mid 1920s to work as a fashion advertising artist for a local department store. When the *Miami Daily News*, part of the Cox newspaper chain, hired her as its editorial cartoonist in 1933, she was the only woman editorial cartoonist in the United States, a status that continued until her retirement in 1956.

She continued to have cartoons published as late as 1959. She had a home studio and all of the contemporary press coverage about her career celebrates the fact that she drew her editorial cartoons only after fulfilling her duties as wife and mother to two children. In addition to being published in the *Miami Daily News*, her cartoons were published in other Cox newspapers including the *Atlanta Journal* and the *Dayton News*. The editorial cartoons in this exhibit range from Mergen's take on Goebbels' propaganda to the advent of nuclear power. She was a thoughtful commentator on the events of her time and her work merits wider recognition.

Anne Mergen died in 1994. The cartoons in this exhibition were donated to the Cartoon Research Library by her grandchildren, Matthew Bernhardt and Christine Hoverman. The Anne Mergen Collection at the Cartoon Research Library contains almost 600 original editorial cartoons documenting her work. This exhibit is free and open to the public.

The Little Black Dress: A Fashion Icon

Through May 10

Historic Costume & Textiles Collection

Is anything more iconic or versatile than the little black dress? Sixty of the collection's little black dresses will be on display through May 10. The Little Black Dress exhibition illustrates its namesake's many facets from its beginnings in the late 1920's through the end of the 20th century. Dresses range from the classy and eternal cocktail dresses from the 50's and 60's to the funky styles of the days of disco. Classic pieces that echo the timeless sentiments of Audrey Hepburn in *Sabrina* and *Breakfast at Tiffany's* are featured alongside eclectic pieces, such as the dress featuring a design of the Eiffel Tower fashioned from silver buttons by Patrick Kelly, the first African American to show in Paris. Many of these dresses are created by some of fashion's most well-known and respected names including Christian Dior, Oscar de la Renta, Calvin Klein, and Chanel, the designer credited with "inventing" the little black dress. Two are creations from the minds of Irene Lentz Gibbons and Gilbert Adrian who made their reputations designing for MGM in Hollywood's golden years. The exhibition is located on campus in Campbell Hall's Geraldine Schottenstein Wing at 1787 Neil Avenue. For gallery hours and parking information, visit costume.osu.edu and to schedule a tour of 10 or more, call 292-3090.

NewsNotes is distributed weekly on Tuesdays. The next issue will be published on February 19. Please submit items, including pictures, by Friday, February 15. Submissions should be emailed to [Larry Allen](mailto:Larry.Allen).