

The Administrative Professionals Advisory Council (APAC) met on Wednesday, November 12, 2014. Listed below are items discussed during that meeting:

APAC MEMBERSHIP: The APAC has room for one additional member. If you are interested in serving as an APAC member, please submit a letter of interest indicating why you'd like to serve and what you would like to see accomplished by the Administrative Professionals Advisory Council. Supervisory approval will be required if you are selected in order to allow release time to attend the monthly meetings that are held the second Wednesday of the month. Letters of interest should be sent to Rose Miller in Human Resources. If you have any questions about the Council, please contact Rose at 753-6029.

ADMINISTRATIVE PROFESSIONALS' DAY BREAKFAST: Plans are underway for the 18th Annual Administrative Professionals' Day Breakfast which will be held on **Wednesday, April 22, 2015** in the Altgeld Ballroom. The APAC will be assisting with soliciting door prizes for this event. If you know of a business or organization that may be willing to donate a door prize, please contact Julie Konczyk at 753-5201

PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE: The sub-committee is finalizing next year's nomination form. The nomination criteria and form will be distributed via e-mail and posted on the APAC website in January with nomination packets due in March. There are over 90 Administrative Professionals who will be eligible to receive this award. Please consider nominating one of these deserving Administrative Professionals.

PAYROLL INFORMATION: Kathy Smith from Payroll attended the meeting and discussed the importance of making sure that employees sign their timesheets, the university's position on processing bi-monthly payroll vs. bi-weekly, and the procedure to opt out of receiving a copy of your pay advice and/or W2. See below:

CHANGE TO PAPERLESS DIRECT DEPOSIT:

Go to "MyNIU" at <https://myniu.niu.edu/ps/ps/?cmd=login>. Login with your AID and password. Select "Employee Self Service". Select "Self Service". Under "Payroll and Compensation" select "Direct Deposit". Click on "Pay Statement Print Option". Click on "Do not send a paper copy of direct deposit pay statement." Click "Submit".

CHANGE TO PAPERLESS W-2:

Go to "MyNIU" at <https://myniu.niu.edu/ps/ps/?cmd=login>. Login with your AID and password. Select "Employee Self Service". Select "Self Service". Under "Payroll and Compensation" select "W-2/W-2c Consent". Read the waiver and check the "Check here to indicate your consent to receive electronic W-2 and W-2c forms" box. Click "Submit".

SUB-COMMITTEE: A sub-committee has been working on preparing a letter and supporting documentation to be delivered to President Baker regarding NIU's Administrative Professional's starting salaries.

OUTLOOK: It was reported that when the university converts from GroupWise to Outlook during the next eight months, archiving will not be needed. The current mailbox size is 2 GB, when it is converted to Outlook, it will be 50 GB with additional space available in OneDrive. Documentation will be provided on the ERP Training and the Knowledge Base sites. Documentation includes steps to take before the migration, training documents, and video references for additional information. ERP Training will be offering training one to two week prior to your department being migrated.

Here is the training website:

<http://niu.edu/erptraining/office365/index.shtml>

Here is the university Office365 page

<http://o365.niu.edu>

Here is the link to the Knowledge Base site:

<http://kb.niu.edu>

DOCUMENT SERVICES: Brian Thompson from Document Services will be attending an upcoming APAC meeting to demonstrate their new on-line process that will be implemented in the very near future. If you are interested in having individual department or division wide training on the new on-line process, this can be arranged by contacting Brian Thompson in Document Services.

SOFTWARE TRAINING: Training dates for Access, Word 2010, Excel 2010, PowerPoint 2010, On-Base and MyNIU Student & Financial systems are available on the ERP Training Calendar located at: <http://www.niu.edu/erptraining> > Training Calendar. Select the event by double clicking the name of the event and use the red registration link next to the full class description to reserve a place in a specific training class. You will receive a confirmation a few days prior to the event with details about the training workshop.

REMINDER: As a current employee, you can complete a “Request to Test” form for any Civil Service classification that is utilized at NIU even though there may not be a current opening. HR will determine if you meet the minimum acceptable qualifications in order to test. If you are qualified, the Testing Office will contact you to set up a time to take the examination.

REMINDER: If you are currently active on the Office Support Associate, Office Support Specialist, Office Manager and/or Office Administrator registers, please remember to check the following website for vacancies: www.hr.niu.edu/jobregistry. Vacancies are posted for five working days, so you are encouraged to check the site at least twice a week.

OFFICE SUPPLY EXCHANGE: There are many complimentary office supplies that are available. Visit our website for a current list of available items. If you have supplies or items that you would like to have included in this list, feel free to submit the items to apac@niu.edu and we will post them on our website.

SUPPLIES WANTED: Visit our website for a current list of items that departments are looking to secure. If you have an item, equipment or supply need, feel free to submit it to apac@niu.edu and we will make sure to get the word out through our website. Please make sure to follow inventory protocols when transferring inventoried items to another department, if applicable.

NOTARY PUBLIC: If you need to have something notarized, please visit our website for a partial list of campus notaries. You may also contact any member of the Administrative Professionals Advisory Council and we would be glad to locate a notary near you. If you have recently become a notary and would be willing to have your name added to our list, please contact Candy Buie at 753-1189.

SOFTWARE SUPPORT: The APAC has established a list of employees who would be willing to be a resource for others who may need assistance in completing certain software tasks. Please feel free to contact Rose Miller at 753-6029 to see if there is someone on our list who may be able to assist you. Also, we are looking to increase the number of people on the list, so if you feel you could provide guidance, please contact the APAC at apac@niu.edu with your specific area of expertise and we'll include you in the list.

*As this was the last APAC meeting for 2014, the Administrative Professionals Advisory Council would like to take this opportunity to wish you a happy, healthy and safe holiday season.

The mission of Northern Illinois University's Administrative Professionals Advisory Council is to identify issues that affect the administrative support staff, to actively seek solutions to those issues and to effectively advocate for our constituents.