

The Administrative Professionals Advisory Council (APAC) met on Wednesday, August 14, 2013. Listed below are items discussed during that meeting:

NEW APAC MEMBERS: The APAC is pleased to announce that **Patti Gringrich**, Office Support Specialist in SILD, **Diane Hill**, Office Support Specialist in Art and **Patricia Lee**, Office Support Specialist in Campus Recreation have been selected to fill the remaining vacancies on the Council.

CPR/FIRST AID TRAINING: There will be a CPR class on **Tuesday, September 10 from 1:30-4:30 p.m.** in the Human Resource Services Building. If you are interested in registering for the CPR session or if you would like to place your name on a waiting list for future CPR or First Aid classes, please contact Nancy Schuneman at 753-1771 or at nschunem@niu.edu.

SOFTWARE TRAINING: As previously reported Cindy Kozumplik from ERP Training attended the July meeting to discuss the training needs of the Administrative Professionals. She is interested in knowing what specific **software training you would like to see offered**, when the **best time to offer the training** is and if you would prefer to have the session offered as a **webinar vs. an in-person training session**. The APAC received two recommendations to offer Basic Access training so we will be making the recommendation to ERP Training on behalf of the Administrative Professionals.

PATRICIA S. SIEBRASSE ADMINISTRATIVE PROFESSIONALS AWARD FOR EXCELLENCE: Vicki Wronkowski reports that the sub-committee is working to finalize the criteria for selection for the award.

TIERED PARKING FEE PROPOSAL: David Long, Parking Committee Chair, attended the meeting to discuss APAC's tiered parking fee proposal. The APAC will keep you posted on any developments in regards to our proposal.

WORK STUDY INFORMATION: Many departments struggle to keep within their budgets. One way to cut costs is checking to see if your student workers qualify for the Work Study program. Starting 8/16/13, a department pays 45% of a student's Work Study pay. To check for Work Study status, log into MyNIU – Student System – Financial Aid – View Work Study Approval. Enter the ending school year in the “Aid Year” field and enter the employee ID # in the “ID” field. If you do not have access to view this information in PeopleSoft or if you need assistance with changing a student worker from a regular position to a work study position, please contact the Student Employment Office.

TELEPHONE TIP OF THE MONTH: If you have issues connecting to your voice mail, be sure to hit *83 to disconnect completely after checking your voice mail messages. This will help avoid connection issues in the future.

MISCELLANEOUS TIP OF THE MONTH: When submitting original receipts to the Accounting Office, please be sure to tape them down on an 8 ½” x 11” piece of paper.

WORK PLACE ISSUES: A representative from APAC will be attending Operating Staff Council sub-committee meetings that will be addressing “Work Place Issues”.

GO GREEN: Would you like to see your pay advice on-line as soon as it is posted? If so, consider opting out of receiving the paper copy of your pay advice by accessing the Self-Service panel in PeopleSoft...go to www.hr.niu.edu and click on “PeopleSoft Self-Service Login” to access this. Additionally, your pay advice is now available in a PDF format. This enhancement allows you to review year-to-date balances of earnings and deductions, as well as leave balances on payroll statements created after July 1, 2013.

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.

TRAINING DATES: Upcoming training dates for 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.

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 Linda Odom at 753-1508.

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 753-6033 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.

The next APAC meeting is scheduled for Wednesday, September 11, 2013. If you have any questions, concerns or items of interest that you wish to share at the meeting and/or have disseminated to Administrative Professionals campus wide, please forward that information to the APAC at apac@niu.edu.

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.