

The Administrative Professionals Advisory Council (APAC) met on Wednesday, December 9, 2009. Listed below are items discussed during that meeting:

\*As hourly employees, the Administrative Professional staff at NIU is paid on the fifteenth (or the Friday prior if the fifteenth falls on a weekend) and the last day of each month which results in unequal pay periods and varying amounts of compensation. In order to assist hourly employees in planning ahead for times when pay periods cover only ten (or less) days, we have created the attached chart showing the number of days covered by each semi-monthly paycheck for the 2010 calendar year.

\*Don't forget that you now have the option of viewing your pay advice on-line through the Self Service feature in PeopleSoft. If you want to opt out of receiving the paper copy of your pay advice, you may do so by accessing the Self Service panel.

\*As per the December 7 memo from Steve Cunningham, if hourly employees are NOT using their vacation benefits for the additional scheduled holiday closure days (December 21, 22 and 23), departments are asked to make a note in the comments section of the time sheet reflecting the situation (i.e. deduct, no pay, worked, etc.). If hourly employees are using vacation from future accrual, please note "borrowing" in the comments section of the time sheet.

#### Recent Department Name Changes:

- \*Illinois Council on Economic Education changed to Econ Illinois
- \*NIU Outreach Credentialing Program changed to NIU Outreach Non-credit Program
- \*Community Relations changed to Regional Engagement Rockford
- \*External Affairs changed to Department of Government Relations
- \*Associate Provost Student Affairs changed to Student Affairs & Enrollment Management
- \*Commuter & Non-Traditional Services changed to Off-Campus/Non-Traditional Services
- \*Enrollment Services changed to Enrollment Management
- \*Office of Scholarship Coordination changed to Scholarship Office
- \*Retention Programs changed to Student Academic Success

\*The ERP Training team continues to offer classes. Listed below are the planned ERP training dates for December and January. All class information is available on the ERP Training Calendar located at:

<http://www.niu.edu/erptraining> > Training Calendar. Use the registration link in the class details from the calendar to reserve a place in a specific training class.

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Class Name</b>
12/16/2009	2:30-3:30	WL 2120 (3100 Sycamore Rd)	OnBase Retrieval
1/7/2010	1:30-3:30	LH 102	Student Support/Department Advising
1/14/2010	3:00-4:00	WL 2120 (3100 Sycamore Rd)	OnBase Retrieval
1/20/2010	9:30-11:30	LH 102	Schedule of Classes Part 1
1/21/2010	3:00-4:00	Founders Library 297	MyNIU Tips and Tricks
1/26/2010	8:30-11:30	Founders Library 293	Faculty/Staff Open Lab
1/27/2010	9:30-11:30	LH 102	Schedule of Classes Part 2

Additionally, a representative from the ERP Training team will be attending the January APAC meeting to discuss issues and concerns as it relates to navigating through MyNIU. If you are interested in coming to this meeting, please feel free to attend. Our next meeting is scheduled for 2:30 p.m. on January 13. If you would rather submit questions or concerns regarding MyNIU, please submit them to [APAC@niu.edu](mailto:APAC@niu.edu) and we'd be glad to present them to the ERP Training team at the January meeting.

\*The following SURPLUS ITEMS ARE AVAILABLE:

- 1) Ink cartridge for printer (HP 92274A)...Carrie Williams, 753-9333
- 2) Printer cartridge (HP 03A for HP LaserJet 5P, 5MP-6P, 6MP)...Valerie Lorusso, 753-0978
- 3) 2 printer cartridges (HP92295A for HP printers II IID & III & IIID)...Rita Miller, 753-6442
- 4) HP toner cartridge 91A...Nancy Overton, 753-6928
- 5) 3 metal 3x5 index card file boxes...Rose Miller, 753-6033
- 6) **NEW ITEMS:** 36 hanging name badges with extra inserts...Mary Allen, 753-1124
- 7) **NEW ITEMS:** 4 HP printer cartridges (2-Yellow Q3972A); (1-Cyan Q3971A); (1-Magenta Q3973A)....  
Sonia Fagan 753-1277

If you have surplus supplies or items that you would like to have included in this list, feel free to submit the items to [apac@niu.edu](mailto:apac@niu.edu) and we will share it with those on our distribution list.

\*Departments LOOKING FOR MISCELLANEOUS ITEMS:

- 1) Scrap paper (8.5" x 11" with one side blank)...Leonard LeGrand, 753-1342
- 2) Security Screen Protector....Angie Vargas, 753-6089

If you have an item, equipment or supply need, feel free to submit it to [apac@niu.edu](mailto:apac@niu.edu) and we will make sure to get the word out through our distribution list. Please make sure to follow inventory protocols when transferring inventoried items to another department, if applicable.

\*If you need to have something notarized, feel free to 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.

\*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 Judy Fisher at 753-1417 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](mailto: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, January 13, 2010. 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](mailto:apac@niu.edu).

\*As this was the last meeting for 2009, the Administrative Professionals Advisory Council would like to take this opportunity to wish you a happy, healthy and safe holiday season.



*It is the mission of the Administrative Professionals Advisory Council to identify issues and/or concerns that impact the administrative support staff at Northern Illinois University.*