



HR Newsletter
August 2008
 Auburn University Human Resources
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Linda Hamer

Linda Hamer Retires from TES

Linda Hamer was honored at a retirement reception Wednesday, July 30th, in the Auburn University Alumni Center. Hamer began her 25-year career with the university in the Ralph Brown Draughon Library, moved to the Department of Agricultural Economics and Rural Sociology in the College of Agriculture, and joined Human Resources in December 1986. In March 2004, she moved to Human Resources' Employment Center where she has remained until her retirement. We wish her well in retirement.

I-9 Form Revised Again

Another new version of the I-9 Form has been approved. This version of the I-9 Form is the one that your departments need to begin using **immediately**. The new form has an expiration date of 6/30/2009.

The newest version of the I-9 Form is now available on the Human Resources Form page at: http://www.auburn.edu/administration/human_resources/forms Please ensure that this is the form that is used for all new hires going forth.

How to Order Parking Permits

Faculty and staff may begin registering for their 2008 parking permits by going to their Self-Service Banner accounts in AU Access. Click on this [AU Access](#) link (or select AU Access from the [AU home page](#)) and then login, select "Employee Services," select "Self-Service Banner," , select "Employee" tab, and then select "Parking Services." Costs may be payroll deducted from pretax earnings by choosing "Payroll Deduction," in which case the permit will be sent via campus mail. Those not selecting "Payroll Deduction" must go to Parking Services to pick up their hangtag. All faculty and staff must register online regardless of how they choose to pay for it. For questions, contact parking@auburn.edu.

Deery, McClendon Recognized by CUPA

Two AU employees were recently recognized by the Southern Region of the College and University Professional Association for Human Resources during the annual conference June 8-11 in Charleston, S.C. Patrick Deery, director of Human Resource Development in the Office of Human Resources, was recognized for his leadership in serving as the ex-officio director for marketing and communications. Deery has served the board in this role for the past five years. Chris McClendon, manager of Human Resources

with the Alabama Cooperative Extension System, was elected as the chair-elect for the 2008-2009 year, effective July 1. This past year she served on the board of directors as the secretary/treasurer. The professional association serves member institutions and human resource professionals with developmental opportunities and technical assistance for the effective management of human resources. States represented in the Southern Region include Alabama, Arkansas, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, West Virginia and Virginia.

HRD Fall Schedule and Academic Year 08-09 Guide Due out Soon

The HRD Schedule of Courses for Fall Semester will be placed on the [HRD website](#) the week of August 11 and will be sent through campus mail to all full-time, regular employees the week of August 18. The new [Guide](#) for Academic Year 2008-2009 will also be distributed through campus mail the week of August 18. You may begin registering for classes the week of August 11.

New HRD Courses for the Coming Academic Year

Look for these new Human Resource Development courses to be offered this coming academic year:

- Communicating with Difficult People
- The Coaching Report for Leaders
- Lean Office
- Problem Solving
- Refining Your Office Skills
- Students of Concern

Spirit of Excellence Awards

Each month AU presents Spirit of Excellence awards to four employees for outstanding service.

Recipients for **May 2008** are:

Office/Administrative	Amy Myatt	Athletic Department
Administrative/Professional	Eva Dyba	Office of Development
Technical/Paraprofessional	Julia Wright	Pathobiology
Service/Maintenance	Martha Combs	Building Services

Do you know a fellow AU employee whose performance is consistently beyond what is expected? One who exemplifies professionalism and routinely puts forth extra effort? One whose contribution to the department's or university's mission is significant? If so, that person would be a perfect nominee for AU's monthly Spirit of Excellence Award. You can link to the nomination form at http://www.auburn.edu/administration/human_resources/forms/spirit.pdf

Moving? Want to Continue Your Career in Higher Ed?

The Department of Human Resources routinely receives position announcements from other colleges and universities. These are maintained in notebooks in the lobby of our department in the basement of Langdon Hall. Please feel free to come by to review these during our lobby hours of 7:45 a.m. to 4:45 p.m, Monday through Friday.

Your Newsletter Subscription

Subscribers to the HR Newsletter receive a brief email alert message, and a pointer to this newsletter on the web, whenever the newsletter is updated. You can read the newsletter without subscribing, of course -- just visit http://www.auburn.edu/administration/human_resources/hrnews.htm.

Enter your email address and click on the **Send** button to subscribe to the HR Newsletter.

Your Email Address:

Or send an email to majordomo@auburn.edu. The text of the message should read "subscribe hrnews" (without quotes).

To cancel your subscription to the newsletter, send a similar email to majordomo@auburn.edu with the message "unsubscribe hrnews". Or email hillmic@auburn.edu.

The Office of Human Resources is open Monday through Friday, 7:45 am to 4:45 pm Central Time (except holidays)

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