

## Surgical Administrative Center

Medical School

UNIVERSITY  
OF MINNESOTA

# MARCH 2011

### University Holiday

The University will be closed this **Friday, March 18**, for a floating holiday.

### Mayo Circle Drive Closing

According to the recent email announcement from the AHC, “The Mayo Circle will close to all vehicle traffic on Monday, April 4, to accommodate sensitive research equipment moving from Hasselmo Hall into the former Mayo garage. The entire Mayo Circle area will be under construction starting in April and continue through August 2011. The building structure below needs to be water proofed and ultimately the surface area will be converted to a pedestrian plaza. The work is one of many projects underway at the University as part of the effort to accommodate light rail construction on Washington Avenue, which also is slated to close to all vehicle traffic in May.”

Please note that this will affect all shuttles (Fairview, BDD, Epidemiology), which will be relocated to the main entrance of Variety Club Research Center, 401 East River Parkway. Contact the AHC Communications Office ([ahccomm@umn.edu](mailto:ahccomm@umn.edu)) with any questions or concerns.

### New SAC Staff

The Surgical Administrative Center is excited to welcome two new staff members: Kim Kopplin has joined us as our new HR Manager, and Debra Cocking-Johnson has joined our finance team as an Accountant II. We hope you will join us in making them feel welcome!

### Pay Statement Change

Some of you may have noticed that the electronic pay statement layout has changed. With this new look, civil service/bargaining unit employees will no longer be able to view comp time balances on individual statements. These balances will still be accessible via the Employee Self Service (<http://hrss.umn.edu/>) "Vacation and Sick Leave Balances" link.

### **Retirement Incentive Option (RIO) Returns**

Those eligible for the Retirement Incentive Option have until May 15 to elect this program. "RIO will provide a lump-sum contribution to the State of Minnesota Health Care Savings Plan (HCSP), following the last day of employment. The amount of the contribution will be roughly equivalent to 24 months (52 pay periods) of University subsidy, depending upon the employee's UPlan coverage level." This program is only available for election between **February 15 through May 15**. Eligible faculty and staff members choosing to participate must elect a retirement date no later than **January 11, 2012**. Please visit <http://www1.umn.edu/ohr/benefits/rio/index.html> for more information. If you are interested in this option, please contact Sara Gort at [gortx001@umn.edu](mailto:gortx001@umn.edu).

### **Annual Performance Reviews**

Civil service, bargaining unit, and P&A employees, along with their supervisors, should have received annual performance review forms via email. For those employees who are still on probation, or for those who recently completed the probationary period, an annual review is not required UNLESS a probationary evaluation was not submitted to HR. In all other instances, annual performance reviews are required, and should be completed and returned to Stephanie Samens in SAC Human Resources by April 29, 2011.

### **Job Postings**

For positions outside of Surgery, Ortho, Urology, and ENT, please visit the Job Site at <https://employment.umn.edu>

Req# 170136

Civil Service—Accountant II—Surgical Administrative Center

Quick link: <https://employment.umn.edu/applicants/Central?quickFind=92510>