



AROUND NDE

A Publication of the Nebraska Department of Education Office of Human Resources ♦ June 2008

Interim Leaders Appointed

Last Thursday, the State Board approved the appointment of Marge Harouff as Deputy Commissioner to lead the Department until the position of Commissioner is filled. In addition, the Commissioner announced the appointment of Brian Halstead as Assistant Commissioner for NDE/Government Relations. Both appointments begin on July 16th and run through at least October 2, which is the date of the October State Board meeting. The appointments could be extended if a new Commissioner is not in place by that time.



Harouff

With 42 years of service, Harouff is one of the most experienced NDE employees. She is the Senior Administrator for the Adult Program Services team, which includes Adult Basic/Community Education, Teacher Certification, Private Postsecondary Career Schools, Veterans' Education, and Teacher Education Program Approval. Harouff will continue her existing duties in addition to the interim responsibilities. Harouff will carry out the functions of the Deputy and will perform the duties of Commissioner as necessary.

Halstead, co-general counsel for the Department, has been with the Department for nearly 18 years. He works with the



Halstead

issuance or denial of teaching certificates as well as disciplinary action against certificate holders. Halstead also works with the Committee for the Reorganization of School Districts and has monitored and analyzed Nebraska legislation affecting K-12 education. Halstead will continue his current duties and handle all legislative and interagency matters during the interim period.

The State Board has contracted with the National Association of State School Boards of Education (NASBE) to conduct the search for a new commissioner. NASBE is in the process of conducting focus groups with various stakeholders to discuss the qualifications, experience and background desired for the new Commissioner. NDE staff members were invited to participate in sessions on June 12th. Those who couldn't attend the focus group meetings will have another opportunity to provide input. Focus groups for school administrators will be held on June 13th via distance education sites across the state.

Once a Commissioner is hired, (s)he will conduct a search for a Deputy Commissioner. Updates on the Commissioner search process will be sent as new information becomes available.

Requesting NIS Passwords

NDE Human Resources does not set NIS passwords; we only forward them to you. If you have forgotten your NIS password, or if you have been notified that your password has been disabled, please go to the NIS Sign On Screen: <https://nis.ne.gov/>, click on "Forgot Password" and complete the request. HR will forward your temporary password to you once we receive it.

Reviewing and Printing Your Paystub in NIS

Click on the [link](#) to print off the latest instructions for reviewing and printing your paystub. If you are having trouble getting your roles to open, click on the "refresh" button. If that does not work, exit NIS and the internet, then log back in.

Deferred Comp Helps Grow Your Retirement Savings

State employees are required to participate in a retirement plan in which a certain percentage of salary is deducted each month and matched by the state. For most of us, this amount of savings will not be enough. You can boost your retirement savings by participating in the State's voluntary Deferred Compensation Plan (DCP).

Basic Facts About DCP

- Any individual employed on a permanent or temporary basis, full-time or part-time, may participate. It's easy to enroll and there is no waiting period.
- Contributions are deducted from your paycheck on a pre-tax basis, which reduces your current tax liability.
- Taxes on the contributions and earnings are deferred until the date of disbursement, which is usually at retirement, when most participants are in a lower tax bracket.
- You make your own investment choices among the same funds offered in the State and County Defined Contribution benefit plan.
- Upon retirement or termination, there are numerous options for disbursement of your account.
- You can increase, decrease or stop contributions at any time.



For additional information, contact NDE Human Resources.

Nebraska, Campaign Against Hunger 2008

Excerpts from a letter to State Personnel from the Lincoln Food Bank

[W]e don't have final numbers, but we can put a tag of "SMASHING SUCCESS" again on this year's drive. Food drive food is the best food the Food Bank gets, as it is exactly what individuals and families need. The State of Nebraska workforce sets the tone for the entire summer's gathering, and we are more grateful for that than we can say.

As all of you know, food and fuel prices are putting downward pressure on those of us in the middle class, and increase pressure on our neighbors who are in lower income brackets. Your efforts will result in meals for thousands of your fellow Nebraskans. Lending a hand like that is mighty uplifting.

So, thanks. Thanks. Thanks. State of Nebraska Employees are leading the charge in the fight against hunger again this spring, and we are deeply grateful.

Best regards,

Scott Young, Cheri Lawrence, & Nancy Evans of the Food Bank of Lincoln

Additional 2008 Graduates



Employee: **Tracey Hillman**
Graduate: Julie Sanders
School: Bryan LGH College of Health Sciences—School of Allied Health
Degree: Associate's degree in Invasive Cardiovascular Technology

Employee: **Doug Rourke**
Graduate: Tim Rourke
School: Detroit -Mercy University
Degree: Mechanical Engineering
Plans: Work as automotive engineer either in Detroit area or in Nebraska

Employee: **Mary Duffy**
Graduate: Maura Duffy
School: Daniel J. Gross Catholic High School, Omaha
Degree: Diploma
Plans: Attend the University of Nebraska-Kearney and major in Exercise Science and Spanish

Employee: **Daphne Moore**
Graduate: Daphne Moore
School: Doane College
Degree: Bachelor of Arts in Human Relations

Employee: **Tammy Laird**
Graduate: Max Laird
School: Pius X High School, Lincoln
Degree: Diploma
Plans: Attend University of Nebraska-Lincoln Honors Program

Employee: **Mary Duffy**
Graduate: Rory Duffy
School: Metropolitan Community College
Degree: Associate's of Arts in Professional Studies
Plans: Pursue a Bachelor's degree at Peru State or Bellevue University

Employee: **Peg Hansen**
Graduate: Amanda Rose Navrkal
School: University of Nebraska-Lincoln
Degree: Criminal Justice (Graduated Magna Cum Laude)
Plans: Begin Master's degree program at New Haven University in Forensic Science, New Haven Connecticut

Employee: **Peg Hansen**
Graduate: William Tyler Navrkal
School: University of Nebraska-Lincoln
Degree: Business Management
Plans: Begin Master's degree at Isenberg School of Management in Hospitality and Tourism, University of Massachusetts, Amherst Massachusetts

Employee: **Peg Hansen**
Graduate: Thomas Wesley Navrkal
School: Attend University of Nebraska-Lincoln
Degree: Bachelor's in Chemical Engineering
Plans: Work toward Master's and Doctoral degrees at University of Nebraska-Lincoln in Chemical Engineering

New Employees



Denise Wright

Denise Wright, Program Specialist, Scottsbluff Office of Special Populations, 6/1/08.

Carole Baldwin, VR Service Specialist, North Platte Office for Vocational Rehabilitation, 6/1/08. (Not pictured)

Welcome
Welcome

“Education Employee” Time Sheets



Please note: Until further notice, please continue to save your time sheet with the **.xls** extension.

Common Errors/Omissions on Monthly Time Sheets

1. No date/incorrect date selected at top of time sheet.
2. Left hand column “Day of the Month” – incorrect dates listed (e.g., 31 days when there are only 28 or 30 days in the month). A “1” must be entered even if the 1st is on a Saturday or Sunday in order for the leave entries to calculate at the bottom of time sheet.
3. If an error code shows in “See Error Message Board” column, please correct error before submitting. The error code explanation is located in the upper right hand side of your time sheet. If you have difficulty resolving the error, please contact Pam Goeschel in HR.
4. Holidays must be entered on the day the holiday falls even if you worked that day. Any related work schedule adjustments must be noted in the “Comments” box in the upper left hand corner of the time sheet for the month in which the adjustments occur.
5. Work time and leave is to be reported in increments of 6 minutes or 1/10 of an hour. An entry of other than 10ths of an hour will be automatically rounded when entered in the upper portion of the time sheet. However, the summary in the lower portion will reflect the actual amount entered. If using all available leave (e.g., exhausting sick, vacation, compensatory time balance), you may enter the exact amount.

Reminders for Non-exempt Employees (Overtime Eligible)

1. Each month you must show a complete workweek at the beginning of the month. If the month begins on any day other than Saturday, you must repeat the days in the previous month with the hours worked and any leave that may have been taken. These hours will not be recorded again; however, the week must show that a minimum of 40 hours was reported.
2. At the end of the month, stop with the last day in the month even if it is not a full week. For example, in June the month ends on a Monday. Therefore, the work days shown/time reported end on the 30th. When the July time sheet is completed, the first work week would be recorded as June 28 - July 4.
3. If you have earned overtime in a particular week, a “1” or “2” must be entered in the far right column in the box to indicate you are either getting paid (1) or getting time off (2) for the overtime worked. If this box is left blank, it will not get recorded.

National Safety Month—June 2008

Be prepared to Make a Difference! Make a Difference is the theme of National Safety Council’s 2008 National Safety Month observance.

Throughout June 2008, National Safety Month activities will address the most significant reasons for unintentional injuries and deaths in the American workplace, on the road and in the home and community.

For your information, the National Safety Council offers a schedule of [National Safety Month weekly topics](#).

