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From: Tiger Daily
Sent: Thursday, May 04, 2017 10:58 AM
To: Tiger Daily
Subject: Tiger Daily [May 4, 2017]



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EVENTS

THIS WEEK/WEEKEND

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- [Senior Thesis Presentation of Philosophy Department - TODAY, 4:00pm](#)
- [You are Invited to the KAMS Completion Ceremony - May 6, 11:00am](#)
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FUTURE EVENTS

- [Don't Delay. Register for the 2017 Graduate/Faculty Luncheon \(Deadline Friday, May 5\) - May 12, 11:00am](#)
- [Monotype Printmaking Workshop Art 670 - June 6 - 16, Mon to Fri 12:00pm to 5:00pm](#)
- [2017 Summer Workshop - ART 475 Intro to Fibers - July 10 - 21, Mon to Fri 12:30pm to 5:30pm](#)
- [Part-Time Job Fair - August 18, 3:15pm to 4:15pm](#)

ANNOUNCEMENTS

IMPORTANT: Early Deadline for Timesheets – Monday, May 8 at 10:00am

Managers and Admin Assistants: Please forward this information to all student employee's in your department.

Due to an early deadline at the State, all timesheets must be submitted, certified, and approved by the manager by 10:00 am on Monday, May 8th for pay period 4/23/17 – 5/6/17.

Student Employees: Student employees must **submit AND CERTIFY EFFORT**, before the timesheet will go to the manager for approval. Please review the timesheet entry process for students <http://www.fhsu.edu/workday/Time-Tracking-and-Time-Off/> to ensure all steps are being completed. **MANAGERS:** All student timesheets will come to your Workday inbox for approval. If you do not see the timesheet in your inbox, the student has not submitted and/or certified their effort.

1. **Exempt (salary) Students:** The 'Exempt Acknowledgement' time block is auto-populated each Monday. Exempt students must submit their time sheet each pay period. Once the timesheet has been submitted, they will receive the certify effort step to complete. Once the certify effort step is completed, the timesheet will route to the student's manager for approval. *Note: The timesheet will show '0' hours reported, since there are no time entries made for exempt students*
2. **Non-Exempt (hourly) Students:** All non-exempt students should be checking in/out for each of their work shifts. If any student's missed a check in/out or adjustments to the time needs to be made, students should contact their manager for correction. **Managers can make adjustments to the student's timesheet at any time during the pay period and do not need to wait until the timesheet has been submitted by the student.** At the end of the last shift worked in the pay period, students should review their timesheet and submit it. Once the timesheet has been submitted, they will receive the certify effort step to complete and then it will route to the student's manager for approval. If adjustments have been made after the time was already submitted, the student will need to re-submit their timesheet and complete the certify effort step again.

Faculty and Exempt (salary) Employees: Only leave time needs to be entered in Workday. No time entry for hours worked needs to be made for Faculty or Exempt employees. If there is no time off to report for the pay period, no action needs to be taken by the employee in Workday. Time off can be reported by the employee using one of two methods:

1. **Time Worklet:** If time off is recorded directly on the timesheet, through the 'Time' worklet, the time off must be submitted, certify effort step completed by the worker, and the manager must approve the timesheet.
2. **Time Off Worklet:** If time off is requested through the 'Time Off' worklet, once the time off request has been submitted and approved by the manager, no further action is needed by the worker.

Note: Faculty and Exempt employees only report time off in half or full day increments.

Non-Exempt (hourly) Employees: All time worked and time off must be reported on the timesheet. Time off requests through the Request Time Off task are approved by the manager and will fill in automatically on the timesheet and no duplicate entry is needed. Once all time entries are reported, workers will submit their timesheet, complete the certify effort step, and the timesheet will then route to the manager for approval.

Adjuncts and VC Faculty: No action is needed by the worker on the timesheet, as there will be no time or time offs recorded.

Visit the FHSU Workday Website for how-to guides on entering time, requesting time off, and making corrections here: <http://www.fhsu.edu/workday/Time-Tracking-and-Time-Off/>.

-Accounts Payable

Spring Convocation and Lewis Automotive Invitation

Please plan to attend the annual Spring Convocation to be held on **Friday, May 5, 2017, at 3:30 pm**, in the Beach Schmidt Performing Arts Center.

The meeting agenda will consist of the annual reports of the Faculty Senate and Graduate School, President Tompkins' state of the university address and recognition of the Spring 2017 Faculty Award recipients.

Following this event, we hope you will join us at the faculty/staff reception hosted by the management staff and employees of Lewis Automotive Group of Hays.

Lewis Automotive Group of Hays has graciously offered once again to host all faculty, staff and spouses for dinner and cocktails on **Friday, May 5, 4:30 pm to 6:30 pm**, in the Toyota showroom, 4440 Vine Street.

Please RSVP Heather Kaiser in the President's office at hkaiser@fhsu.edu by **Monday, May 1**, to indicate your planned attendance at the Lewis Automotive Reception.

We hope to see you all at the Spring Convocation and Lewis Automotive Faculty/Staff Reception on May 5!

-Karen Allen, Office of the President

End of Life for scatcat.fhsu.edu Server

As of **June 15, 2017**, FHSU Technology Services will be permanently shutting down its scatcat.fhsu.edu server. This is a very old server that for most purposes has outlasted its usefulness.

If you have files stored on it that you wish to keep, we recommend transferring those either to your FHSU Google drive, or to your FHSU Microsoft One Drive. If you have a web page still being hosted on scatcat that you wish to keep, you will need to move that as well. There are numerous free or inexpensive options available online, we recommend doing a Google search of free web hosting.

We apologize for any inconvenience this creates, but this server has reached its end of life.

-Mark Griffin, Chief Technology Officer

Director of Inclusion & Diversity All-Campus Open Forums

The search committee for the Director of Inclusion & Diversity Excellence has invited candidates to the FHSU campus for their on-campus interviews. The search committee would like to cordially invite everyone to attend the All Campus Open Forum portion of the on-campus interviews for each of the candidates. Members of our campus community will be able to meet with the candidate, ask any questions, and provide feedback to the committee for further review. Each candidate will cover the following question in a presentation at the beginning of the forum: "How do you foster an inclusive learning environment that is supportive of individuals from diverse backgrounds and what is your philosophy of social justice?"

The schedule for the All Campus Open Forums are as follows:

Candidate #1: Thursday May 4th, 9:15 a.m. – 10:30 a.m., Trails Room

Candidate #2: Monday May 8th, 9:30 a.m. – 10:45 a.m., Trails Room

The successful candidate will be responsible for providing expertise on matters of campus climate for the University. They will actively engage in promoting conditions that positively impact the learning, working and living environment, and they will act as an advocate for inclusive excellence when bias incidents are reported. They will establish and engage in both long-term and short-term solutions for a safe and respectful campus climate through innovative research and assessment, action plans, and professional development for our campus community.

If you have any questions, you can contact Edie McCracken or Ulises Gonzalez.

Edie McCracken- esmccracken@fhsu.edu, 785-628-5307

Ulises Gonzalez- u_gonzalez.se@fhsu.edu, 785-628-5826

For Just \$8 Purchase Your 2016-17 Tiger Generation T-shirt This Friday, May 5

The Fort Hays State University Alumni Association is selling the 2016-17 Tiger Generational T-shirt "Welcome to Tiger Country" at significantly reduced rates in the Sunset Lounge of the Memorial Union from 11 a.m.-2 p.m., Wednesday, May 3. Shirts will also be available for purchase prior to Friday's (May 5) Spring Convocation in the lobby of Beach/Schmidt Performing Arts Center beginning at 3 p.m.

All adult short-sleeved shirts are \$8.00; long-sleeved shirts are \$10.00. Purchase while supplies last. Cash, check and credit card accepted. A portion of the proceeds from shirt sales each year help fund the Tiger Generational Scholarship, which benefits Fort Hays State students with one or more generation(s) of Tigers in his/her family. To date, more than 84 scholarships have been awarded since the Tiger Generational T-Shirt Project and Tiger Generational Scholarship programs were established in 2011.

Questions, call the Alumni Office at 785-628-4430 or email alumni@fhsu.edu.

Job Opening with the FHSU Foundation

The Fort Hays State University Foundation is hiring a Director of Development. Please pass this information along to anyone you feel might be interested in learning more.

To view a full job description, and information on how to apply, please visit <http://foundation.fhsu.edu/employment.php>

-Hayley Bieker, Director of Communications and Marketing

Science and Mathematics Education Institute Summer Camps 2017

Exciting camps for students grades 2nd to 8th sign up soon!

- **Skyscrapers, Bridges, and Roads Oh My! -- June 12 to June 15**

- https://www.fhsu.edu/uploadedFiles/academic/college_of_education_and_technology/scimathcenter/camps/Skyscrapers%20Bridges%20etc%20Camp%202017.pdf

- **Camp North Star -- June 19 to June 22**

- https://www.fhsu.edu/uploadedFiles/academic/college_of_education_and_technology/scimathcenter/camps/CampNorthStar%202017.pdf

- **Garden Girls Camp -- June 19 to June 22**

- https://www.fhsu.edu/uploadedFiles/academic/college_of_education_and_technology/scimathcenter/camps/Garden%20Girls%20Camp2017.pdf

- **Robo Challenge Camp -- June 26 to June 29**

- https://www.fhsu.edu/uploadedFiles/academic/college_of_education_and_technology/scimathcenter/camps/RoboChallenge%202017%20Camp.pdf

-Cari Rohleder, Project Director

EVENTS

Snack Time in the Library

Thursday, May 4, 1:00pm to 3:00pm

Forsyth Library – Learning Commons Desk

Stop by the Learning Commons Desk at Forsyth Library for Snack Time! Take a few minutes to go re-fuel for finals!

Best wishes for Finals from the Forsyth Library Staff!!

-Whitney Gerstner, Outreach Services Specialist

Senior Thesis Presentation of Philosophy Department

Thursday, May 4, 4:00pm

Hays Public Library Gallery, 1205 Main Street



Please join the Department of Philosophy Senior Thesis Presentation of Selwyn Guerrero.

Title is "Locke's Egalitarianism and its Christian Underpinnings: An Assessment of Waldron's Claim of Its Necessity".

-Jodie Wear-Leiker, Department of Philosophy

You are Invited to the KAMS Completion Ceremony

Saturday, May 6, 11:00am

Memorial Union Ballroom

Faculty and staff are invited to attend the KAMS Completion Ceremony. This event is similar to a high school graduation, but with the scholarly flair of a university commencement. Many of you have served as instructors, employers, counselors, mentors, and friends to our students and they would be honored to have you witness the completion of their unique high school journey. The ceremony will last approximately one hour followed by a cake and punch reception. For those that have academic regalia, please wear it as we will have you walk in the processional.

Faculty and staff that plan to attend and wear regalia are encouraged to RSVP to ensure we have enough seating reserved in the front of the room.

Simply send an email to kams@fhsu.edu or call us at 4690. We do have the Stouffer Lounge reserved for faculty and staff to put on their regalia prior to the ceremony.

Pizza Night at Forsyth

Sunday, May 7, 6:00pm (until gone)

Forsyth Library

****MUST HAVE TIGER I.D.****

Enjoy FREE PIZZA, fruit, and snacks to help you get through finals!

Best wishes for Finals from the Forsyth Library Staff!!

-Whitney Gerstner, Outreach Services Specialist

Don't Delay, Register for the 2017 Graduate/Faculty Luncheon (Deadline Friday, May 5)

Friday, May 12, 11:00am

Memorial Union Ballroom

Join members of the class of 2017 and their family friends as well as fellow faculty and staff for the annual Graduate and Faculty Luncheon dedicated to recognizing and honoring all graduates and nominees for the Torch (outstanding graduating senior), Pilot (outstanding faculty member), and Navigator (outstanding faculty advisor) awards. The 2017 Award recipients are announced at this event.

Reservations for faculty and guest(s) may be made on a first-come, first-served basis. Tickets are \$16 per person. Please note, all graduates are extended a complimentary ticket. Those graduates who do not make reservations by the deadline will be admitted to the luncheon ONLY on the basis of canceled reservations and should contact the Alumni Office at 785-628-4430 or toll free at 1-888-351-3591. Sorry, no refunds.

All tickets will be available for pick up at the registration table in the Memorial Union on the day of the event.

Register online at www.goforthaysstate.com/gradluncheon2017 by **Friday, May 5**.

Questions, contact the Alumni Office at x4430 or alumni@fhsu.edu.

Monotype Printmaking Workshop Art 670

June 6 – 16, Monday to Friday 12:00pm to 5:00pm

Professor Gordon K. Sherman will be conducting a monotype-monoprint workshop this summer.

Class will run from 12:00-5:00 M-F from June 6-16 and conclude with an exhibition of work produce at the Hays Arts Councils summer gallery walk. Art 670, 3 hours credit.

-Gordon Sherman, Professor of Art and Design

2017 Summer Workshop – ART 475 Intro to Fibers

July 10 – 21, No pre-requisites required

Monday to Friday 12:30pm to 5:30pm

This class will introduce the following techniques:

Shibori Dying
Embroidery
Silk Painting
Fiber Reactive Dye on cotton
Repeat block printing
Tapestry weaving

For more information please contact Professor Amy Schmierbach - ajschmierbach@fhsu.edu.

Part-Time Job Fair

Friday, August 18, 3:15pm to 4:15pm

Memorial Union Black & Gold Room

Your department is invited to attend the 3rd annual Part-Time Job Fair as a part of Fort Hays State University's Tiger Impact Fall Orientation Weekend. This is a free event to connect new first-year students to part-time employment opportunities on-campus and within the community.

If you are interested in participating in this event, please email careers@fhsu.edu or call 4260. Space is limited and registrations will be accepted on a first-come, first-serve basis.

-Niki Dinkel, Career Services

To submit an article for Tiger Daily, please create a **new** message and email it to tigerdaily@fhsu.edu before **10:00 a.m.** Items received after 10:00 a.m. will run the next business day. Submissions will be accepted only from FHSU faculty, staff, and student organizations. **Submissions must include** a headline, body text, and contact information only. **Attachments, graphics and images will not be published (including signature line graphics)**, but links to web pages may be included. Submitter is responsible for quality of content, which will be copied/pasted directly. **Replies to this message will not be responded to. Please send any inquiries regarding a Tiger Daily article directly to the submitter.** Only one Tiger Daily message will be sent per day.