

Staff Matters

a newsletter for employees from Human Resources

From the HR Director

Many of you may have noticed the large Eagle in its nest flying above the breezeway between the County Administration Building and the Courts. This display is symbolic of the County's Human Resources Information Systems Project. PeopleSoft is the software product the County purchased earlier this year. Cyber is the company we are utilizing to implement the PeopleSoft software.

Recently, Eagle Project staff began their first table conversion process and experienced great success. The table conversions were executed with an error rate of less than 1%. This factor alone is remarkable and says that the staff dedicated to the Eagle Project represent some of the most talented minds in Maricopa County.

The next phase of this project will center around modeling work flow processes. From this experience we will be able to gauge what policies we may have to change to become even more efficient. I want to thank Cecilia Dahl, Kim Corrigan, Portia Lomax, Eileen Williams, Sandra Arroya, Joy Cox and Jorge Amarillas who are all involved in this fantastic conversion process in one way or another.

See page 4 for a related article on the Eagle Project.



Gwynn Simpson
HR Director

2003 Charitable Campaign

This year's theme is **County Employees Care**. Fulton Brock is the Honorary Chairperson, Al Brown is the Chairperson, and Colleen Dorame is the Co-Chairperson.

The 2003 Charitable Campaign is not just a fund-raising experience! It is a family of donors, a family of programs and services, and a family of volunteers working together to make our community a better place to live. The funds raised in previous years have helped to provide local health and human services that address domestic violence, substance abuse, childcare, homelessness, hunger, and much, much more.

Department representatives will be providing employees with campaign information in the very near future. The

official kickoff is planned for August 27, 2003. Special events planned for this year's campaign include:

- Volunteer Activities
- Golf Tournament
- Bowling Tournament
- Casual Days
- Soccer Tournament
- Silent Auction
- Softball Tournament
- Craft Fair



On behalf of the Maricopa County Employees Combined Charitable Campaign and all of those lives that will be touched because of your gift – we thank you! For more information on the 2003 Charitable Campaign go to <http://ebc.maricopa.gov/cc/>.

Profile on....Tobacco Cessation Specialists

Kicking the smoking habit is a difficult struggle for millions of people every year. Helping people to quit is a tough task, but it can also be a very rewarding job.



The state-certified Tobacco Cessation Specialists with the Maricopa County Tobacco Use Prevention Program (MACTUPP) at the Department of Public Health are busy every day helping people begin healthier lives without tobacco.

Tobacco Cessation Specialists educate, motivate and support people with nicotine addiction to the point of successfully staying tobacco-free. It's a unique opportunity that can really make the difference between life and death.

Tobacco Cessation Specialists help people understand their addiction and teach them techniques to help control the urge to light up.

Almost 2000 people have enrolled in the free classes available from the MACTUPP cessation program in the past year with each having different stories and struggles with the addiction. One Specialist recently had a husband and wife team as clients who between them had smoked for over 70 years. The wife was a five pack-a-day smoker. After attending our classes they have been smoke-free for six months and are saving over \$450 each month!

The best part of the job is providing clients with the resources they really need to make a beneficial change in their life. The reward as a cessation specialist is seeing them achieve the ultimate goal of living without tobacco.

The History of Maricopa County

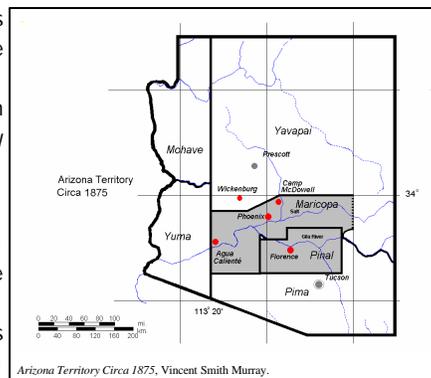
Vince Murray, Maricopa County's "Unofficial" Historian

Since its creation, Maricopa County has had issues with its vague northern and eastern boundaries. An 1873 legislative attempt to address this problem was sidetracked with the addition of almost 3,000 square miles of property south of the Gila River. In 1875, the boundaries of the county were to change again, but the focus of these changes was not in the northeast.

As early as 1868, the citizenry of Gila Valley in the area around Florence were requesting that they have their own county. Though their attempts were close in 1871, they lost out to a substitution bill creating Maricopa County. Likewise, in 1873, they still could not garner the necessary support to break away from Pima County. In the Eighth Territorial Assembly, however, a new attempt to create a Pinal County was led by Territorial Councilman Peter Rainsford Brady.

Brady arrived in Arizona in 1853 as part of a survey organized for a southern railroad route to the Pacific. He settled

in Tucson in 1854 and was a signer on the petition for a separate



Arizona Territory in 1856. Though he worked for the Union in the Civil War, Brady was friends with many Confederates, and his marriage to a Sonoran woman also connected him to Arizona's Hispanic community. These bipartisan and biracial ties made Brady a powerful political figure in southern Arizona and when he introduced a bill in the

legislature entitled "An Act to Create the County of Pinal" it was immediately made into Council Bill No.1.

Citing distance as its primary reason, Council Bill No. 1 called for the creation of a new county from the southeast portions of Maricopa County and a north central portion of Pima County. On January 20, 1875, the Territorial Council unanimously passed the Pinal County bill and it subsequently made it through the House of Representatives quite easily. With the removal of the Gila Valley, Brady's new county delineated the southern boundary of Maricopa County, but what of Maricopa County's northern and eastern boundaries? These would have to wait until the next Assembly, when the issue of Wickenburg would be addressed as well.

to be continued...

Arizona Withholding Changes

Arizona Revised Statutes (A.R.S.) § 43-401 amended the Arizona withholding percentage options for wages paid on or after July 1, 2003. The new rates are:

2003 Withholding Percentage Option Changes			
Annual Compensation			
Less than \$15,000		\$15,000 or more	
Old Rate	New Rate	Old Rate	New Rate
0%	\$5/mo	0%	\$5/mo
10%	10%	N/A	N/A
18%	18.2%	18%	18.2%
21%	21.3%	21%	21.3%
23%	23.3%	23%	23.3%
29%	29.4%	29%	29.4%
34%	34.4%	34%	34.4%

All employees are subject to mandatory Arizona withholding including those with no federal withholding. Those who elect zero withholding percentage are subject to mandatory withholding of \$5 per month or a proportionate rate for shorter pay periods. Arizona withholding is a percentage of the amount of federal income tax withheld.

Changes will automatically be made to the employee's withholding based on the new rates unless the employee completes a revised Arizona Form A-4 for 2003 to elect a different percentage. For example, if the current withholding rate is 23%, it will change to 23.3% for the check dated August 22, 2003. An employee who meets the qualifying conditions may elect the withholding percentage of zero. However, Arizona withholding must be at least \$5.00 a month or \$2.31 bi-weekly.

New forms are available from your department payroll liaison, County payroll department, or at ebc.maricopa.gov/hr/payroll/ or from the Arizona Department of Revenue at www.revenue.state.az.us/.

10 Tips for Using a Computer Mouse

by Mike Rubino, Ergonomics Specialist

1. Mouse grip. Hold the mouse gently to move it over a mousing surface, don't squeeze tightly.
2. Mouse from the elbow. Don't skate or flick the mouse with your wrist. Make controlled mouse movements using your elbow as the pivot point and keep your wrist straight and neutral.
3. Optimal mouse position. Sit back in your chair, relax your arms, lift your mousing hand up, pivoting at the elbow, until your hand is just above elbow level. Don't use a mouse by stretching to the desk or out to the side of a keyboard.
4. Protect your wrist. The wrist is curved away from the contact surface (rest your hand/arm on a flat surface and you'll see light under the wrist). The forearm is shaped liked this for the wrist to remain free of surface

pressure contact.

5. Avoid restricting circulation. Many people have exposed blood vessels near the skin at the wrist, where the pulse is taken. Any pressure in this area will disrupt circulation into the hand.



6. Increase the mouse tracking speed. This will reduce the amount of excessive wrist or arm motion used when performing mousing tasks.

7. Avoid restricting arm movement. With a softly padded wrist rest, especially one that is rounded, or a soft chair arm rest, the forearm becomes "locked" into position and

this encourages people to make mouse movements by flicking the wrist, which increases intracarpal pressure.

8. Keep the mouse free moving. Resting occurs when mouse movements stop but with the mouse still being held in the hand. Mouse movements should be made using the elbow as the pivot point, not the wrist. Anything that impairs free movement of the forearm/hand and mouse will increase injury risks.

9. Mouse shape. Choose a mouse design that fits your hand but is as flat as possible to reduce wrist extension. Don't use a curved mouse. Use a symmetrically shaped mouse.

10. Load sharing. If possible, alternate the use of your mouse between your right and left hands. This will give each hand some well deserved rest throughout the day.

News from Payroll

Electronic W-2's

Employees who retrieved their W-2's electronically in January 2003 will be able to do so again in 2004. In fact, 3,309 employees received their W-2's electronically instead of waiting for them to be distributed in 2003.

Employees who consented last year to receiving their W-2's electronically will not have to consent again next year. Those employees who did not use the service last year and new hires, excluding MIHS employees, can sign up at <http://ebc.maricopa.gov/hr/payroll/comm.asp>.



In early January 2004 employees and departments will be notified via email when the W-2's are available electronically along with instructions on how to retrieve, email or print them.

Help Yourself Forms

Payroll forms and Employee Record forms are now more accessible to County employees. A spinning rack has been stationed at the front door of Payroll and Employee Records, County Administration Building, Suite 220, 301 W. Jefferson.

The rack contains all of the same forms that were available inside the Payroll suite but now they are accessible to employees at any time. Payroll and Employee Records forms are also available on the EBC at <http://ebc.maricopa.gov/hr/payroll/payroll.asp>.

Contact your County Payroll Coordinator or call 602 506-3519 with questions.

Keep away from people who try to belittle your ambitions. Small people always do that, but the really great make you feel that you, too, can become great.

What is the EAGLE Project?

Human Resources has provided updates of the Eagle Project in previous *Staff Matters* but thought an overview of the project would be helpful. Most of the processes surrounding the work of human resources processes are made up of manual systems.

The purpose of the Eagle Project is to implement the PeopleSoft 8.8 Human Resource Management System (HRMS) which will integrate the functions of payroll with recruiting, hiring, human resource management, benefits management, time keeping and employee and manager self-service functionality. A few of the benefits of the new system include:

- Access to real-time, integrated data.
- Large volume recruitment processing and skills search.

- Reduction in time and effort related to file creation, maintenance and retrieval activities as well as off-site storage costs.



- Decrease in cycle time associated with current manual processes.

The new HRMS system will roll out in two phases with the first phase scheduled for January 2004 and the second, self-service functionality, scheduled for July 2004.

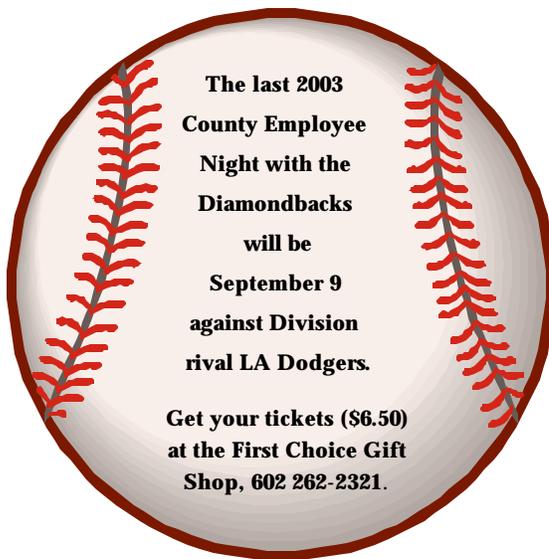
Food of the Gods....Chocolate

Just saying the name elicits a positive response from most people. It's been around for over 2,000 years. The source of chocolate, the cacao bean, was worshipped as an idol by the Mayan Indians. While the word "chocolate" comes from the Aztec word "xocolatl" meaning "bitter water" the scientific name of the cacao tree's fruit is "Theobroma Cacao" which means the "food of the gods".



Did you know?

- The amount of caffeine in milk chocolate contains about the same amount of caffeine as a cup of decaffeinated coffee.
- Chocolate may carry high levels of chemicals known as phenolics, some of which may help lower the risk of heart disease according to researchers at the University of California, Davis.
- Chocolate syrup was used for blood in the 45 second shower scene in the movie "Psycho".
- The Swiss consume more chocolate per capita, 22 pounds, compared to 11 pounds per person in the United States.
- Napoleon is rumored to have carried chocolate with him in his military campaigns.



Staff Matters
is a monthly publication
of the
Human Resources
Department of
Maricopa County
which is solely
responsible for its
content.

* * *

Publisher
Gwynn Simpson

Editor
Janice Stratton

Technical Consultant
Joy Cox

Contributors
Russ Binicki
Marianne Brock
Andrew Mesquita
Pat Soria

* * *

Please send
comments, suggestions,
and news items
by the first of the month
to Human Resources
at 602 506-3233.