

Central Mail News



June 2013

Issue 60

Meet the Carriers

Looking back through old newsletters, I noticed a section that spoke of our carriers and introduced them to you, giving you a little bit of their background. Well, I am going to incorporate that again for the next few newsletters at least, especially with the amount of turnover that we have had recently. So, for the first installment of *Meet the Carriers*, I decided to go with our person that has been here the longest and the person who has been here the shortest. I will continue in this fashion until you meet all of our carriers.

Russell Thompson



Russ has been with Central Mail Services since December 1992. Before that, he worked at K-State as a custodian from February 1991 until he came to Central Mail. He is proficient in just about everything we do at Central Mail Services and is our subject matter expert when it comes to handling and shipping hazardous materials. Russ is married and has two grown children. His wife works at K-State in the Division of Biology. His son lives in Manhattan and is a maintenance worker for the Four Points Sheraton. His daughter just graduated from Manhattan High School and will be attending Fort Hays State University in the fall, where she will play soccer for the Lady Tigers and study health and human services.

Morris "Mo" Olson



Mo has been with Central Mail Services since May 13, 2013. He additionally works for Kansas State University as an usher for athletics events, including football, basketball, volleyball, and baseball. At Central Mail, he has learned delivery routes and sorting and metering of mail. He was a missionary to Kazakhstan and Russia from 1993 until 2008. Mo is married to his wife Jean and they have two grown children. Their daughter and her family lives in Louisiana and their son lives in Colorado. Mo and Jean have two grandchildren.

CMS NTP - Central Mail Services News, Tips, and Pointers

News from the Administrative Officer

As promised during the last newsletter, we do have new employees to discuss and I like to take the time first to share this news with you, because without these employees' professionalism and expertise nothing gets mailed or shipped. I mentioned last time that our Contract Postal Unit (CPU) employee was leaving. One of our

route carriers applied for and received the job and I know that many of you have already met and worked with Tammy Powers. Tammy is doing a great job in the CPU. She has updated our stamps for sale and in our flip-book that we have listing our stamps for sale. If you haven't been to the CPU recently, we are now offering several new stamps and stamps that we have not had available in a while. Come check out our new stamp selections. Our hours continue to be 8:30 a.m. – 3:30 p.m. Don't let the construction in front of Dykstra Hall scare you off.

Of course, the downside of hiring from within is that you have another vacancy to fill, but we did advertise for and fill Tammy's old job. So, we welcome to Central Mail Services, Mo Olson. Mo's customer service skills, inquisitive nature, and attention to detail earned him the job of route carrier. He has been on the job for a few weeks now, and so has not been trained on all of the routes yet, but you may see him out and about, delivering mail.

The end of the school year has passed and the end of the fiscal year is quickly approaching. This should not mean much for you (well, at least as far as mail is concerned), except that the departments will get an extra postage bill this month and none at the end of June. Additionally, the cut-off for buying stamps from the Contract Postal Unit with an Inter-Departmental Voucher is **June 20, 2013**.

As soon as summer is over, we will have another Mail Preparation class (in early September). I do not have the details of it yet, but will send them out on the CMS LISTSERV when finalized. The class will also be advertised through *K-State Today*. You will be able to sign up through HRiS. This class is geared toward office professionals and managers who are fairly new to the campus and deal with outgoing or incoming mail. This is also a good refresher if you are an office professional who has been around for a while, as the shipping processes change through all major carriers (USPS, FedEx, and UPS) regularly. It is hard enough for me, as someone who keeps up with the industry, to stay apprised of all of the changes. Yes, the class does run three hours and not everything will specifically apply to your mailing situations or needs, but generally the helpful nuggets that you receive will be worth the time you invest...and the price is definitely right, free!! ☺

Thank you for your continued support of Central Mail. Please see below for some important information on procedures.

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Tips and Pointers – For easy perusal of what applies to you, I **bolded** the subject of each paragraph.

In January 2013, the United States Postal Service (USPS) started using **USPS Tracking**, which is free for all Priority Mail and Standard Post, and costs \$0.90 for First Class parcels and Media Mail. In light of this recent USPS development, Central Mail Services has had to start placing the top portion of the labels shown below on every mail piece that we send with either Priority Mail or Standard Post. Many of you have probably noticed the bottom portion of this tracking number (customer copy) sent back to your department with some writing on the back (account number and sometimes some additional information). Because of the time constraints we have in the afternoon, we do not have the time to write down all of the particulars of everything we send out Priority Mail. If you would like to use this free service for how it is intended to be used, one of two things can be done so that you can match up a package with a particular number. (1) Request CMS send you some USPS Tracking Numbers. Unfortunately, we can only order a limited number at a time from the USPS, so we do not have a lot that we can give out. Depending on the time you catch us, we may not be able to give you any. Or (2) You can fill out a CMS Information Sheet and attach it to your package. Information Sheets are

found at <http://www.k-state.edu/facilities/cms/forms.html> (it is the first form listed on this page). We will place the USPS Tracking Number and the price of the package on the bottom of the form and send you a copy through campus mail.



Postage Metering Account Numbers (PMAN) are numbers that we use to bill your department for postage expended. Some departments have PMANs that they have not used in a long time or are no longer using at all. If you have a PMAN that you would like for us to cancel, please make the request on the form at this link: <http://www.k-state.edu/facilities/cms/pdf/WOreqst.PDF> This form should be signed by the department head or an authorized agent so that we know that deleting this number is an authorized transaction and has been approved. You can fill out the form and send it to me by either scanning and e-mailing me at jayh@ksu.edu, fax it to 2-0187, or send it to my attention through campus mail (Jay Henning, CMS, 109 Dykstra Hall).

On the same note, from time to time, some departments occasionally use other departments' PMANs for mailings. If this happens, we need an **authorization form** at CMS. In order to avoid fraudulent use of another department's postage, we require notification. If you prefer to type up a memorandum and have the department head sign it, that is fine, or else CMS has an authorization form on our Website at: <http://www.k-state.edu/facilities/cms/pdf/pman.pdf>. Fill out this form and send it to us so that we know you are authorizing another department to use your PMAN for a mailing.

If you have an **address correction**, please fix it through USPS, and notify any periodicals with your corrected address. We have mail that we receive for buildings that the department moved out of that building years ago, but since the recipient is still getting their mail, they do not let the periodical (magazine) know of their new address. This slows down your mail, especially in light of how many new people we have recently. Most periodicals even make it easy for you these days and you can update your addresses directly on their Website.

When you fill out information sheets and submit them with your packages, please include a phone number of the recipient. If UPS or FedEx has a **phone number**, they are able to call the recipient if there is a mistake in the address. This could potentially save you the \$12.00 fee that both UPS and FedEx charge if they have to make an address correction.

New Stamps



Flowers are among the most popular subjects on stamps, and the U.S. Postal Service continues its tradition of beautiful issuances with **Vintage Seed Packets (Forever®)**.

From hand-tinted lithographs in the early 1800s to modern photography, images of floral perfection have adorned the covers of flower seed packets for more than a hundred years. The stamp art features ten photographs of antique seed packets (printed between 1910 to 1920), cropped to highlight their beautiful floral detail.

Each of the ten stamps depicts the colorful blossoms of one kind of flower-cosmos, digitalis, pinks, primrose, calendula, aster, linum, alyssum, phlox, and zinnia. Above each illustration is the name of the flower in bold capital letters.

Art director Antonio Alcalé designed the stamp booklet.

The Vintage Seed Packets stamps are being issued as Forever® stamps in sheets of 20. Forever stamps are always equal in value to the current First-Class Mail one-ounce rate.

Issue Date: April 5, 2013



The U.S. Postal Service commemorates the 500th anniversary of the naming of Florida with the release of the **La Florida (Forever®)** stamps that celebrate the state's floral abundance. During the Easter season of 1513, Spanish explorers first visited the state we now know as Florida. They named the land “La Florida” for Pascua Florida (“Feast of the Flowers”), Spain's Easter celebration, and for the verdant display of vegetation that they could see from their ship.

The four se tenant stamps contain a cascade of blossoms that evokes the feeling of a tropical garden. Each stamp shows a particular variety of flower: red and pink hibiscus; yellow cannas; morning glories in white, red, and shades of purple; and white and purple passionflowers. The stamp pane includes on the selvage an imagined scene of explorers traveling in a small boat along a river or channel surrounded by tropical foliage.

Flowers are a perennial favorite with collectors and the stamp-buying public, and *La Florida's* exquisite blossoms will be an elegant addition to the U.S. Postal Service's tradition of producing appealing and beautiful floral stamp art.

Art director Ethel Kessler designed the stamp, with floral art by Steve Buchanan.

La Florida stamps are being issued as Forever stamps. Forever stamps are always equal in value to the current First-Class Mail one-ounce rate.

Made in the USA.

Issue Date: April 3, 2013