

March 2023

## STAFF EXCELLENCE AWARD NOMINATIONS

Nominations are now being accepted for the 2022 Staff Excellence Awards. The purpose of these awards is to recognize employees who have served in an exceptional manner by exemplifying outstanding service through their work, exhibiting a positive and supportive attitude, and acknowledging those employees whose efforts have inspired and supported the performance and achievement of others. A monetary reward along with a certificate of appreciation will be given to all recipients of the Staff Excellence Awards. Certificates of appreciation and monetary awards are made available through the Jessie H. Morrison Endowment, through the USM Foundation.

Nominations must be submitted electronically. Additionally, supervisors will be notified for approval prior to the employee being named as an award recipient.

Below are the requirements for an employee to be nominated. Let's recognize those employees who have gone above and beyond what is required and expected of them.

### Eligibility

- Must be a full-time employee of the University
- Must have been employed for at least 3 years (Hired before January 1, 2019)
- Recipients of the last three years (2019, 2020, 2021) are not eligible for this year's award

### Criteria

- Has a positive attitude toward work responsibilities, co-workers, and customers
- Serves as a role model for others
- Willing to take initiative, and accepts and carry out additional responsibilities beyond regular job assignments for the good of the campus community as a whole
- Has a team player attitude

### Nominations

- Active employees of the University may submit nominations
- Nominators must submit this form in detail no later than 5 p.m. on March 17, 2023
- Questions must be answered clearly and in detail. When asked why the nominee is deserving of the award, elaborate on your response; give specific examples.

### Submission Link

[https://usmforms.formstack.com/forms/staff\\_excellence\\_awards](https://usmforms.formstack.com/forms/staff_excellence_awards)

## **SUMMER 2023 FACULTY PAPERWORK**

### **Personnel Action Forms (PAF)/Personnel Data Sheets (PDS) Dates**

The following deadlines have been set in order to ensure that all new faculty and new or continuing Adjunct appointments are completed in time for the Summer semester. All dates are the latest date the forms should be received by the specified office.

Please be aware that until the fully completed paperwork is received by Human Resources and processed through ORA and OFPA, the employee will not appear in SOAR, and if new, will not have a USM email address.

#### **Monday, April 24, 2023**

PAF and PDS in Provost Office. (with faculty qualifications form and accompanying documentation as needed and/or Provost signature

#### **Monday, May 1, 2023**

Final fully signed form for Summer semester due in Human Resources

#### **Dates for Summer Teaching:**

Full Summer Semester – May 30, 2023, to July 31, 2023, paid out June through August

Summer Session I – May 30, 2023, to June 28, 2023, paid out June and July

Summer Session II – June 29, 2023, to July 31, 2023, paid out July and August

**May 16, 2023, is the contract end date for 2022-2023. The contract begin date for 2023-2024 is August 16, 2023.**

#### **Dates for Summer Research:**

May 17, 2023, to June 16, 2023 –pays out in June

June 17, 2023, to July 16, 2023 –pays out in July

July 17, 2023, to August 15, 2023 –pays out in August

## **SUMMER 2023 GRADUATE ASSISTANT PAPERWORK**

**Full Summer Semester** – PAF effective dates May 17<sup>th</sup> - August 15<sup>th</sup>.

#### **Friday, April 14th, 2023**

PAF due to the Graduate School.

## **2023-2024 ACADEMIC YEAR GRADUATE ASSISTANT PAPERWORK**

2023 – 2024 Academic Year Graduate Assistant Paperwork

Full Academic Year – PAF effective dates August 16<sup>th</sup> – May 14<sup>th</sup>.

#### **Friday, June 30th, 2023**

PAF due to the Graduate School.

## 2023–2024 Academic Year Faculty Paperwork

### Fall Semester

The following deadlines have been set in order to ensure that all faculty and new or continuing Adjunct appointments are completed in time for the fall semester. All dates are the latest date the forms should be received by the specified office. Please be aware that until the fully completed paperwork is received by Human Resources and processed, the employee will not appear in SOAR, and if new, will not have a USM email address.

#### **Wednesday, July 5, 2023**

PAF and PDS in Provost Office. (Should include faculty qualifications forms and accompanying documentation as needed and/or Provost signature)

#### **Wednesday, July 19, 2023**

Final fully signed form for Fall semester due in Human Resources

### **2023-2034 Academic Year**

Faculty Contracts: August 16, 2023 – May 14, 2024

#### **Dates for Personnel Action Forms and Personnel Data Sheets:**

**Intercession** – August 1, 2023 – August 16, 2023 - Paid out in August

**Full Fall Semester** – August 16, 2023 – December 12, 2023 – Paid out September through December

**Fall Session I** – August 16, 2023 – October 9, 2022 – Paid out September through October

**Fall Session II** – October 10, 2023 – December 12, 2023 – Paid out November through December

## UPCOMING HR TRAINING

### **Cornerstone Q&A**

**Thursday, March 16<sup>th</sup> @ 10a (1 hour)**

*Audience: Anyone who access Cornerstone as part of the hiring process.*

Summary: Overview of the Cornerstone applicant tracking system. Please review the resources and training on the [HR Website](#) prior to the session.

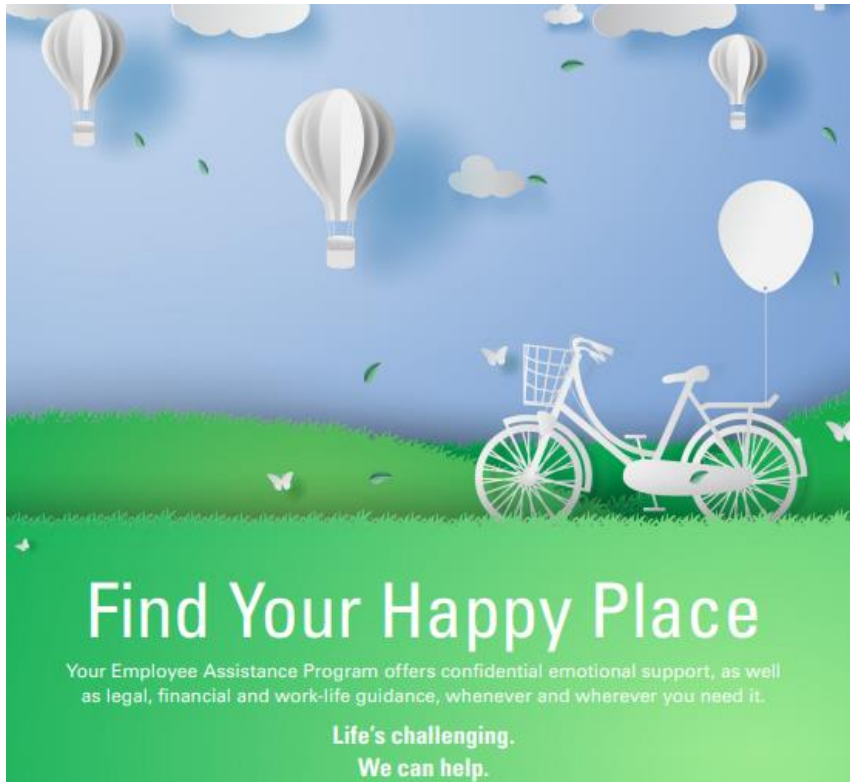
Please RSVP to Miranda Brumfield at [Miranda.Newman@usm.edu](mailto:Miranda.Newman@usm.edu) to receive the link to the training.

In addition to the above, HR has posted our [full training library](#) on our website with a complete list of all of available that can be requested through you HR Partner on-demand.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

A reminder that all benefit eligible employees have access to our Employee Assistance Program (EAP). To register online, go to [GuidanceResources.com](http://GuidanceResources.com) or the app [GuidanceNow](#), and use the Organization Web ID COM589. When it asks for your company name, enter UNIVE (a box should pop up with USM for you to select). Remember, membership also comes with telephonic access to talk to a counselor, financial advisor, or legal advisor: 800-272-7255.

Click [here](#) to view a short video about the EAP.



Join us for an upcoming live webinar from our EAP.

### **Mental Health Awareness**

**Monday, March 27<sup>th</sup> @ 10a (1 hour)**

*Audience: Any employee of the University*

**Summary:** At one time or another, everyone experiences symptoms of mental illness. Too frequently, the response to such symptoms in the workplace is confusion, fear, judgment, avoidance, and outright rejection. This leads to a worsening of symptoms and a deterioration of performance. This training is designed to reduce the stigma associated with mental illness and to promote ways of supporting one another in the workplace. The session will address signs and symptoms of distress and effective ways of supporting co-workers. The training also will include exercises to develop these skills.

Please RSVP to Miranda Brumfield at [Miranda.Newman@usm.edu](mailto:Miranda.Newman@usm.edu) to receive the link to the webinar.

## HEALTH DOMAIN (RESILIENCY APP)

A healthy state of being provides a strong foundation for your resilience by incorporating a balance within your life. Well-balanced health practices include moving your body often and in ways that make you feel good, hydrating with water, getting appropriate amounts of sleep, and eating a variety of foods.

Questions to consider/guidelines:

- I make choices that benefit my mind and body.
- I recognize that wellness is not simply the absence of disease, but a lifelong journey of maintaining balance and care for oneself.
- I understand that the choices I make affect my short and long-term health status and outcomes.
- I tend to all of my dimensions of wellness and recognize that finding balance, not perfection is the goal.
- I understand that by maintaining good health, I will be better suited to make progress towards my personal, academic, and professional goals.
- I make incorporating nourishing foods, physical activity, and quality sleep a priority in my life.

You can learn more about the Health domain by watching this short [video](#).

If you have not had the chance to sign up for the Driven app and would like to receive access (free for all benefit eligible employees, faculty and staff!), please complete this form:

[https://usmforms.formstack.com/forms/driven\\_resiliency\\_access](https://usmforms.formstack.com/forms/driven_resiliency_access)

## PROFESSIONAL DEVELOPMENT OPPORTUNITIES

All faculty and staff are now enrolled with a membership to Academic Impressions giving us access to trainings, webcasts, resources, and conference discounts! Free or discounted with your University membership! You will login using your **w#@usm.edu** credentials. Each month we will highlight great learning opportunities for staff and leaders- there are many more! Go explore- to access this resource, click [here](#).

### **[A Toolkit to Reengaging and Reconnecting with Students Post-COVID](#) Free!**

*March 2, 2023 @ 11:00a-5:00p Eastern*

Support retention from the ground up by rebuilding student connection and engagement with your institution.

### **[Communicating Boundaries with Empathy: A Training for Department Chairs](#) Free!**

*March 20, 2023 @ 1:00p-3:00p Eastern*

Maintain your boundaries without negatively impacting your relationships with others.

### **[Customer Service Skills Training: Certification for Higher Education Professionals](#) Free!**

*March 29-31, 2023*

Gain the knowledge and skills you need to provide high-quality customer service in the higher education environment.

***If you have questions about any of the information contained in this HR Update, please contact our main line at 6-4050 or your HR Partner for more information.  
SMTTT!***