

April 2023

## A SPECIAL THANK YOU TO THE EMPLOYEE APPRECIATION COMMITTEE WHO THREW US A GREAT EVENT MARCH 30!



Allyson Easterwood, VP Finance & Administration, and Dr. Joe Paul, President (center) with members of the Employee Appreciation Committee (left to right): Lydia Pierce (Student Affairs), Michelle Shinall (Physical Plant), Kelly James Penot (Human Resources), Shannon D'Agostino (Finance & Administration) and Jacob Cochran (Procurement & Auxiliary Services).

\*\*\* Keep scrolling for more pictures from our event!

### **ELECTRONIC PAF UPDATE**

We have been making great strides on making our PAF process electronic. This project will be done in phases over a period of time. We intend to start with one of the more simple actions, such as terminations, and then over time keep adding actions, such as new hires, until we are fully electronic.

As part of the preparation for the electronic process, we will have to make changes to the current process along the way. In April, we will be asking all supervisors to add and verify their proxies for timekeeping, both biweekly and monthly. The proxies you set up will also serve as your proxies for electronic PAFs when the system goes live. You will receive an email communication with more information and instructions.

We'll keep you updated as we go!

## **SUMMER 2023 GRADUATE ASSISTANT PAPERWORK**

Full Summer Semester – PAF effective dates May 17<sup>th</sup> - August 16<sup>th</sup>.

PAF due to the Graduate School- **Friday, April 14th, 2023**

## **2023-2024 ACADEMIC YEAR GA PAPERWORK**

Full Academic Year – PAF effective dates August 17<sup>th</sup> – May 16<sup>th</sup>.

PAF due to the Graduate School- **Friday, June 30th, 2023**

## **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

## **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

### **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

## **SUMMER POLICY FOR STUDENT WORKERS**

(This policy does not apply to Work Study Students and Graduate Assistants)

To remain employed as a student worker during the summer, students must meet one of the following:

- Be enrolled full-time (12) during the summer semester
- Have been enrolled full-time (12) during the spring and returning to full-time (12) in the fall
- Applied for summer graduation and the application is showing in SOAR \*If these conditions are not met, they will need to be hired as part-time staff which will require a job posting in Cornerstone and a background check prior to the student continuing work.
- Student workers enrolled less than half time (6 hours) in the summer will lose their FICA exemption status.
- Student workers can work up to 20 hours per week regardless of enrollment during the summer semester.
- If graduating student workers continue working after final exams, they must be hired as part-time staff which will require a job posting in Cornerstone and a background check prior to the student continuing work.

## UPCOMING HR TRAINING

### Cornerstone – Staff Offer Letters

**Tuesday, April 18<sup>th</sup> @ 9a (30-45 min.)**

*Audience: Anyone who creates Staff Offer Letters in Cornerstone as part of the hiring process.*

Summary: Overview of the Staff Offer Letter process.

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 the available that can be requested through your 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.

This month's features include:

[Achieving Balance](#)  
[Building Exercise Into a Busy Schedule](#)  
[Building Workplace Resilience](#)  
[Annual Tax Prep Flyer](#)  
[Financial Wellness Digital Toolkit](#)  
[Setting Financial Goals](#)  
[Budgeting Financial Success](#)  
[Building Your Credit](#)

Join us for an upcoming live webinar from our EAP.

### Effective Communication

**Wednesday, April 12<sup>th</sup> @ 10a (1 hour)**

*Audience: Anyone who wants to improve their communication skills at home and at work*

Summary: Why is interpersonal communication important? Personal success depends on our ability to communicate. Effective human relations depend on our communication skills. Overall, interpersonal communication skills are necessary for understanding and for action. This workshop explores interpersonal skills and techniques necessary for successful interactions.

Please click the link below to register for the webinar or email Miranda Brumfield at [Miranda.Newman@usm.edu](mailto:Miranda.Newman@usm.edu) to RSVP.

<https://attendee.gotowebinar.com/register/4056047147134026071>

## **ALMOST CAMP TIME!**

All programs/activities or any event involving minors on the University campuses must adhere to the requirements set forth in the USM Minors on Campus Policy.

QUESTIONS: Please email [compliance@usm.edu](mailto:compliance@usm.edu) for additional information about how to comply with the policy or call 601-266-4466.

For Additional information- See the Minors on Campus webpage  
<https://www.usm.edu/compliance-ethics/minorsoncampus.php>

## **ALCOHOL AND OTHER DRUGS TRAINING**

The Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as the University of Southern Mississippi (USM) to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by university students and employees both on its premises and as a part of any of its activities. USM complies with this obligation by issuing an Annual Alcohol and Drug Report (<https://www.usm.edu/student-health-services/annual-alcohol-and-drug-notification.php>) and by requiring all faculty, staff, adjuncts, and affiliates to complete the Alcohol and Other Drugs course in the Get Inclusive Compliance Course system. Each individual will receive a personalized link from [training@usm.edu](mailto:training@usm.edu) allowing them to access their training. Should you have any questions or concerns, email [training@usm.edu](mailto:training@usm.edu)

## **NEW AND UPDATED INSTITUTIONAL POLICIES**

All USM institutional policies are posted on [usm.policystat.com](http://usm.policystat.com) (PolicyStat). Employees are responsible for familiarizing and abiding by institutional policies. Click the link below to view recently created/updated policies:

[Compliance and Ethics | The University of Southern Mississippi \(usm.edu\)](#)

## **FREE F45 CLASSES AT PAYNE CENTER**

F45 combines circuit training and H.I.I.T. style workouts geared towards everyday movements. Use the promo code 2FREE at registration to try two F45 classes at NO COST!

Remember, part of self-care is making your health a priority. Take advantage of this opportunity to participate in a challenging, affordable, results-oriented workout.

If you have questions, contact Pam Bullard at [pam.bullard@usm.edu](mailto:pam.bullard@usm.edu) or 601-266-5405. To register for your first F45 class at the Payne Center, go to:

<https://www.usm.edu/campus-recreation/f45.php>

## TENACITY DOMAIN (RESILIENCY APP)

Having tenacity means being persistent in our endeavors and learning from the mistakes we make. Being hopeful about your ability to succeed, yet realistic in recognizing that there may be tough roads ahead, equips us with the ability to move forward.

Questions to consider/guidelines:

- I greet challenging situations as an opportunity to learn and grow.
- I understand that things I would like to achieve will require patience and hard work, and am committed to seeing things through.
- I understand that skills are acquired and learned with time and dedication.
- I believe that I belong and am confident in my abilities.
- I learn from my mistakes and use them to improve myself.
- I am realistic with my expectations for myself.
- I have an optimistic but realistic attitude.

You can learn more about the Tenacity 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)

## EMPLOYEE APPRECIATION 2023







***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!***