



# HUMAN RESOURCES UPDATE

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February 2024

## STAFF EXCELLENCE AWARD NOMINATIONS

Nominations are now being accepted for the 2023 Staff Excellence Awards. The purpose of these awards is to recognize employees who have served exceptionally 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, 2020)
- Recipients of the last three years (2020, 2021, 2022) are not eligible for this year's award. Previous recipients can be found on the [HR Website](#)

### 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

- All active employees of the University may submit nominations
- Nominators must submit this form in detail no later than **5 p.m. on February 29th, 2024**
- 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

[Staff Excellence Nomination - Formstack](#)

## W-2 REMINDER

If you consented to receive your W-2 electronically, it is now available through SOARHR Self Service (otherwise it was mailed to the mailing address on file).

If you have not signed up to receive your W-2s electronically, take time to do so now for next year through SOARHR using the following link –

[SouthernMiss HR Sign-in \(usm.edu\)](https://southernmiss.edu/hr/sign-in)

Once you login to SoarHR, search Payroll Self Service. Click W-2/W-2c and then click View W-2/W-2c to view your W2 or click W-2/W-2c Consent to sign up to receive future W-2s electronically. If you have questions, please e-mail [Payroll@usm.edu](mailto:Payroll@usm.edu).

## STUDENT HIRES

University Human Resources would like to remind hiring managers of the process for hiring and rehiring student workers.

Student workers need to schedule an in-person appointment using the following link – [Human Resources \(office365.com\)](https://office365.com)

The student will need to bring a hard copy of their PAF to their appointment **along with the appropriate documents to verify their I9 and set up their direct deposit**. This process must be followed for students' initial employment and when they are rehired by any unit within the University.

Supervisors should ensure student workers do not begin work until they present a white card clearing them to begin work from Human Resources. They will receive this card once they complete their hiring paperwork.



University Human Resources  
118 College Drive #5111 | Hattiesburg, MS 39406-0001  
Phone: 601.266.4050 | Fax: 601.266-4541 | [hr@usm.edu](mailto:hr@usm.edu) | [www.usm.edu](http://www.usm.edu)

This letter is to certify that \_\_\_\_\_ is allowed to begin working on \_\_\_\_\_. Please contact University HR office if you have any questions.

HR Representative: \_\_\_\_\_

PAFs for maintenance actions should be submitted to [PAF@usm.edu](mailto:PAF@usm.edu). This includes students transferring from one unit to another without a break in employment. If a student is transferring between units within the University, the contact name on the PAF will receive the white card for clearance via e-mail from Human Resources.

Student terminations are now processed electronically. Only the supervisor or their designated proxy can enter a termination electronic PAF.

If you have any questions, please do not hesitate to reach out via email to [HR@usm.edu](mailto:HR@usm.edu).

## **SUMMER SEMESTER 2024**

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

The following deadlines have been set in order to ensure that all summer 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 22, 2024      PAF and PDS in Provost Office (with faculty qualifications form and accompanying documentation as needed and/or Provost signature)

Monday, May 6, 2024      Final fully signed form for Summer semester due in HR

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

Full Summer Semester – May 28, 2024 to August 5, 2024 paid out June through August

Summer Session I – May 28, 2024 to June 26, 2024 paid out June and July

Summer Session II – June 27, 2024 to August 5, 2024 paid out July and August

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

May 15, 2024 to June 14, 2024 –pays out in June

June 15, 2024 to July 14, 2024 –pays out in July

July 15, 2024 to August 14, 2024 –pays out in August

## **PAF AND PDS DATES FOR FALL FACULTY**

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.

Monday, July 1, 2024

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

Monday, July 15, 2024

Final fully signed form for Fall semester due in Human Resources

2024-2025 Academic Year

Faculty Contracts: August 16, 2024 – May 13, 2025

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

Intercession – August 5, 2024 – August 20, 2024 - Paid out in August

Full Fall Semester – August 16, 2024 – December 16, 2024 – Paid out September through December

Fall Session I – August 16, 2024 – October 9, 2024 – Paid out September through October

Fall Session II – October 10, 2024 – December 16, 2024 – Paid out November through December

## **TRANSITIONING FROM 12-MO to 9-MO REMINDER**

Administrators returning to faculty and transitioning from a 12-month to a 9-month position should be prepared to enter a “without pay” status during the transition time of July and August. Additionally, any personal leave accrued will be frozen and not available for use at any time unless resuming a 12-month position. For those enrolled in PERS, the unused leave will be credited to PERS when employment with USM ends. For those enrolled in ORP, unused personal leave has no value. If you would like more information about the transition and how your time may be impacted, please contact Kelly James Penot, HR Manager at [Kelly.jamespenot@usm.edu](mailto:Kelly.jamespenot@usm.edu).

## **SUMMER 2024 GRADUATE ASSISTANT PAPERWORK**

Full Summer Semester – PAF effective dates May 17<sup>th</sup>, 2024 - August 13<sup>th</sup>, 2024

Monday, April 8th, 2024  
PAF due to Graduate School.

## **2024-2025 ACADEMIC YEAR GRADUATE ASSISTANT PAPERWORK**

Full Academic Year – PAF Effective dates August 14<sup>th</sup>, 2024 - May 13<sup>th</sup>, 2025.

Friday, June 21st, 2024  
PAF due to the Graduate School.

## **NEW AND UPDATED INSTITUTIONAL POLICIES**

Employees are responsible for being familiar with and abiding by all institutional policies. USM institutional policies as posted on PolicyStat [<https://usm.policystat.com/>].

Most Recently Adopted Policies:

HIPAA Hybrid Entity Policy <https://usm.policystat.com/policy/13831174/latest/>

Click the link below to view other recently created/updated policies on:

<https://www.usm.edu/compliance-ethics/policies-and-procedures.php>

## **COMPLETE YOUR ONLINE COMPLIANCE COURSES**


USM employees, including staff, faculty, adjuncts, and affiliates, must complete online courses biannually. Reminders go out weekly until all courses are complete. Reminders are issued from [training@usm.edu](mailto:training@usm.edu) and contain the link for accessing the courses for completion in the Get Inclusive online compliance system. Supervisors can request reports for their units and intermittent reports are sent out to each unit advising them of those who have not yet completed their required courses.

For a full list of the online compliance courses, see the *Compliance Course* section of the following webpage- <https://www.usm.edu/compliance-ethics/training.php>

If you have questions about the compliance courses, please email [training@usm.edu](mailto:training@usm.edu)

# FORM 1095-C ELECTRONIC CONSENT

You can now sign up for the electronic 1095-C form (a form used for tax filings regarding your benefits). Please use the [SoarHR link](#) and the path below to complete the process. **The deadline to sign up for the electronic version for the 2023 form is February 9, 2024.**



The system will then prompt you to enter your password verification.



After verification, the system displays confirmation of the submission and triggers an email confirmation of the change.



## WHAT IS FORM 1095c AND WHAT DO I DO WITH IT?

Q: What is form 1095c?

A: This is a form that employers are required to send employees in accordance with the Affordable Care Act. It is used by the IRS to confirm the offer and election of health coverage.

Q: When will employees receive the 1095c?

A: You should receive this form no later than February 28, 2024. All forms will be mailed to your department box number **unless you signed up for the electronic version**. If you do not receive your form 1095C, please email [benefits@usm.edu](mailto:benefits@usm.edu).

Q: What do I do with the 1095c form?

A: When you file your income taxes this year, present the 1095c to your tax preparer who will offer guidance on the necessity of the 1095c. You do need to send a copy of your form to the IRS when filing your tax return. However, you should keep the form with your tax records.

Q: I did not elect benefits through the University in 2023. Why am I receiving a 1095c?

A: You are receiving the 1095c because you were eligible for health benefits in 2023 and were offered coverage by the University. Whether you selected health benefits or not, the University is required to provide you the 1095c if you were deemed benefits eligible.

## UPCOMING HR TRAINING

### Performance Management

Tuesday, February 13<sup>th</sup> @ 10:00am (1 hr)

*Audience:* Anyone in a managerial role.

*Summary:* Overview of the Staff Performance Management process for supervisors.

**REMINDER- This new program is now mandatory and must be implemented no later than June 2024. If you are not familiar, please join our meeting.**

### Civility

Wednesday, February 28<sup>th</sup> @ 1:30pm (30 mins.)

*Audience:* All employees

*Summary:* Understanding the role civility plays in the workplace and how each individual contributes.

Please RSVP to [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 available training 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](https://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). In addition to web resources, 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:

[Post-Holiday Budget Blues](#)

[Making Your New Year's Resolutions Count](#)

[Eat Right Toolkit](#)

[Emotional Eating](#)

[Healthy Cholesterol Levels](#)

[Mindfulness and Relaxation Toolkit](#)

[What to Expect When Reaching Out - Video](#)

***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!***