



HUMAN RESOURCES UPDATE

November 2023

INTRODUCING PHASE 1 ELECTRONIC PAFS! IT'S HERE!

When is Go Live?

Monday, November 13th

What is Phase 1 Electronic PAFs?

The rollout of the electronic system for processing PAFs (personnel action forms) is being implemented in phases due to the size and scope of the project. Phase 1 involves the actions Terminations and Leave of Absences.

What happens on November 13?

The actions Terminations and Leave of absences will no longer be accepted on the paper PAF and must be processed through the new electronic PAF.

How do I access the electronic PAF and how do I submit one?

Great news! We have training! The first week of November, all supervisors and their designated proxies will be assigned training in Canvas. Additional live Q&A sessions will be offered on Teams Tuesday, November 7th at 10:30a and 2:00p. Please RSVP to Kelly.jamespenot@usm.edu for an invitation to join one of these meetings. Training manuals are also available in Canvas.

Can I delegate this responsibility to someone else?

Yes, you can delegate the responsibility of submitting PAFs to a proxy. In fact, you are required to designate at least one proxy, who will be able to approve biweekly payroll hours, monthly leave, and electronic PAFs on your behalf. While you can delegate to more than one person, the supervisor remains responsible for all these business processes so use care in who you select and how many people you give access. *Note: no one can submit on your behalf unless you assign them as your proxy.*

How do I designate a proxy?

Log into SOARHR.

Go to Nav Bar - Self Service - USM HR/Payroll Self Service - Time Entry Approval Proxy

Enter the ID of the person you wish to designate as a proxy, check the box next to "I agree" and then click "save." We ask that you do this no later than November 1 so they can be assigned the training. If they miss the November 1 cutoff, you will need to email HR@usm.edu to request the Canvas training.

We are excited to roll out this first phase of electronic PAFs and hope you are too. The best way to make this go as smoothly as possible is to assign proxies and ensure everyone attends training.

IMPORTANT MONTHLY LEAVE RECORD NOTICES

November monthly leave records will be delayed

November monthly leave records will not be available until November 13. You will not be able to input November leave until that date.

Ready-for-review is going away

Effective November 13th the steps for entering your monthly leave will change slightly. The ready-for-review button is going away! You will follow the same process to log in, enter your leave or select no leave taken, then submit your monthly leave record. Your supervisor will then receive an e-mail notification alerting them that your leave is ready for approval.

The University of Southern Mississippi
MONTHLY ATTENDANCE AND LEAVE RECORD

October 2023

Name: _____ EmplID: _____
School/Discipline/Department: _____ Manager ID: _____

For 12 Month Employees only - The first (8) hours of illness are reported as personal (VAC) leave, except for recurring illness.

Hours Available as of 09/30/2023

Personal Leave (VAC)	64.99
Balance:	
Sick Leave (SCK) Balance:	231.02

Enter leave time in no more than 40 hour increments.

No Leave Taken

Leave Find First 1 of 1 Last

*From Date: [] *To Date: [] *Hours [] +/-
*Plan [] *Type: []

Total Hours Taken this Month

Total Personal (VAC) Hours: 0
Total Sick (SCK) Hours: 0

Timesheet Status New

Addressing unapproved monthly leave records

We ask all monthly employees and supervisors to go to SoarHR and submit and approve all unapproved leave records from prior months. Whenever leave is submitted in SoarHR but not approved, the employee's accrual is inaccurate giving the appearance of more leave than they actually have. It is imperative- and USM policy- that employees input their leave into the leave record monthly and that managers approve leave records timely. **All pending unapproved leave records should be addressed before the holiday break.**

Please refer to the following policies in the Employee Handbook that address the requirement for employees to accurately capture their leave in SoarHR and for managers to approve leave time records in a timely manner.

5.1 Salaried Employees

6.5 Leave Balances & Accruals

Employees can search for unapproved monthly leave records as follows:

Select "between" if you want to search a date range vs a specific year

Select a date range, such as your employment year through current year

Select "No" next to Approved to find all unapproved timesheets in the date range you selected.

Search Clear Save Search

▼ Search Results

1 rows - Empl ID " " Calendar Year "2023" +1 more

Month	Calendar Year	Approved	Completed
10	2023	No	No

Any unapproved timesheets in the date range selected will be shown in the search results. If Completed shows No, it means that you must submit your timesheet first in order for your supervisor to approve it.

Supervisors can search for unapproved monthly leave records as follows:

You can search by employee or leave blank to search all that report to you.

You can select a specific year or change to "between" to search a date range, such as year you became supervisor through current year.

Change "Approved" to No to find all unapproved timesheets in the date range selected.

Search Clear Save Search

▼ Search Results

6 rows - Manager ID " " Calendar Year "2023" +1 more

Empl ID	Manager ID	Month	Calendar Year	Approved	Time Entered	Completed	Name
		10	2023	No	No	No	
		10	2023	No	No	No	
		08	2023	No	No	No	

All unapproved timesheets for the people and the dates selected will populate under search results. If "Completed" shows No then the employee needs to submit it first before you can approve it. Otherwise, approve all unapproved timesheets.

If you have questions or concerns about your accrual, please reach out to University HR Benefits to discuss further.

NEW HIRING PROCESS REQUIREMENTS FOR STAFF POSTINGS

Per our 2023 Affirmative Action Plan Good Faith Efforts, the following changes to the hiring process will be effective **November 1, 2023**:

- 1) Training on the hiring process for staff is required for all hiring managers.
 - Anyone with supervisory responsibility has been assigned the course “Staff Hiring Process” in Canvas, which must be completed prior to posting a position in Cornerstone. University HR cannot post a position until they are able to confirm in Canvas that the hiring manager has completed the training.
 - Hiring managers are responsible for ensuring that all participants in the hiring process utilize the staff hiring toolkit and watch the “Staff Hiring Process” training available on the HR website (though only the training for the hiring manager will be tracked in Canvas and required prior to the posting).
 - Training requirements for faculty searches have been communicated through the Provost and are already in place.
- 2) All search documentation must be returned to University HR at the end of the search process.
 - At the close of a search- whether an offer is accepted or the search is cancelled- all official documentation from the search must be submitted to University Human Resources, who will become the official keeper of the records.
 - Official documentation is defined in the “Staff Hiring Process” training and the Staff Hiring Toolkit (see also “Staff Hiring Process At-A-Glance”).
 - Documentation for faculty searches should also be submitted to University Human Resources at the close of the search.

If you have questions about these new requirements, please contact Kourtney Stookey, HR Generalist, or Miranda Brumfield, HR Partner, for further assistance.

REMINDER: NO HIRING IN DECEMBER

University Human Resources would like to remind all faculty and staff that there is no hiring during the month of December. This includes all student, part-time, and benefit-eligible positions. All offer letters must be accepted, and the background check request submitted to HR by Friday, November 10th to ensure the background check has time to clear.

PAF effective Date of Action (start date) can be no later than Thursday, November 30th. All other paperwork (PAF, I-9 Form, Tax Forms, etc.) must be in HR by Monday, November 27th for a November 30th start date. Any paperwork received after November 27th will require a start date of January 3, 2023, or later with approved background check clearance and completed paperwork.

*Note: No hiring means that start dates cannot be in December. You may, however, continue posting jobs, conducting interviews, making offers, and starting new hire paperwork.

INVOLUNTARY TERMINATIONS REMINDER

USM policy requires all involuntary terminations be reviewed by University Human Resources prior to action. This policy applies to all employees of the University, including student workers and GAs. If you believe an involuntary termination action is necessary, please consult with your HR Partner. If the situation warrants, supervisors have authority to place individuals on administrative leave pending an investigation; however, your HR Partner should be immediately notified. Please refer to 3.4 Termination Policy & Requirements in the Employee Handbook for more information.

SPRING 2024 FACULTY & ADJUNCT PAPERWORK

Personnel Action Forms (PAF)/Personnel Data Sheets (PDS) Dates
January 17, 2024 – May 14, 2024

The following deadlines have been set to ensure that all new faculty and new or continuing Adjunct appointments are completed in time for the spring 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, November 13, 2023

PAF and PDS Due in Provost Office. (Must include faculty qualifications form and accompanying documentation as needed for Provost signature.)

Monday, November 20, 2023,

Final form with all signatures and documentation for spring semester due in Human Resources.

Dates for Spring Personnel Action Forms and Personnel Data Sheets:

Intercession – January 2, 2024 – January 16, 2024, paid out in January as an Additional Pay

Full Spring Session – January 17, 2024 – May 14, 2024, paid out February through May

Spring Session I – January 17, 2024 – March 7, 2024, paid out February and March

Spring Session II – March 18, 2024 – May 14, 2024, paid out April and May

SPRING 2024 GRADUATE ASSISTANT PAPERWORK

Personnel Action Forms (PAF) Dates

January 1, 2024 – May 16, 2024, FOR GA'S WHO ARE CURRENTLY EMPLOYED IN THE FALL Will be paid full months January – April and 12 days in May.

January 10, 2024 – May 16, 2024, FOR NEW GA HIRES Will be paid 16 days in January; full month February, March, and April; and 12 days in May.

Please be sure to enter the monthly rate of pay on the PAF. You may also include the intended full stipend sum for the term in the comments section.

MONTHLY PAYROLL CUTOFF DATE FOR DECEMBER

To ensure all monthly paid employees are paid correctly in December, the paperwork for any updates/changes must be submitted to University Human Resources by **5 pm on Wednesday, December 8, 2022.**

OPEN ENROLLMENT

If you made changes to your benefits during open enrollment, those changes will be effective January 1, 2024. If you did not make changes, then your current coverage will carry over into the 2024 benefit year. However, you must enroll annually for medical and dependent childcare reimbursement. No changes can be made to your benefits until next open enrollment unless you have what is called a “qualifying event.” If you have a qualifying event during the year, you have 60 days from the date of the qualifying event to make a change. A qualifying event is defined as marriage, divorce, birth or adoption of a child, loss of other coverage, or a leave of absence without pay. Should any of these events take place, please contact HR to make necessary changes as soon as possible to ensure you don’t miss the window of opportunity.

UPCOMING HR TRAINING SESSIONS

Electronic PAF Q&A

Tuesday, November 7th @ 10:30a (1 hr)

Audience: All supervisors and their designated Proxies who complete PAFs

Summary: An opportunity to view a short demonstration, ask questions and receive guidance on Phase 1 of Electronic PAFs

*** Please review the resources on the Canvas Module prior to the session.

RSVP to Kelly.jamespenot@usm.edu to receive the Teams link to the training.

Electronic PAF Q&A

Tuesday, November 7th @ 2p (1 hr)

Audience: All supervisors and their designated Proxies who complete PAFs

Summary: An opportunity to view a short demonstration, ask questions and receive guidance on Phase 1 of Electronic PAFs

*** Please review the resources on the Canvas Module prior to the session.

RSVP to Kelly.jamespenot@usm.edu to receive the Teams link to the training.

Top 10 Supervisor Mistakes

Wednesday, November 8th @ 10a (1 hr)

Audience: Supervisors/Managers

Summary: A review of common mistakes leaders make in the supervision of people.

RSVP to Miranda.brumfield@usm.edu to receive the Teams link to the training.

Civility for Leaders

Tuesday, November 21st @ 1:30p (1 hr)

Audience: Supervisors/Managers

Summary: Understanding the role civility plays in the workplace and your responsibilities as a leader.

RSVP to Miranda.brumfield@usm.edu to receive the Teams 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](https://www.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:

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

[Destigmatizing Mental Health](#)

[Resource Guide: Traumatic Events](#)

[Crisis Support](#)

[Coping with Conflict \(English\)](#)

[How your EAP can help: Preventing Burnout](#)

[How your EAP can help: Easing Anxiety](#)

[Video - Resilience in Stressful Times](#)

***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!***