



HUMAN RESOURCES UPDATE

March 2024

MONTHLY LEAVE RECORDS

As a follow-up to University HR's November 1 email regarding monthly leave records, all unapproved leave still pending from September 2023 and prior will be automatically approved with the March 2024 payroll. Leave accrual balances will reflect this update on March 31, 2024. This automatic approval is to ensure employees' leave accruals accurately represent actual balances.

If you want to verify if you have unapproved leave that will be deducted from your leave accrual in March, please follow the directions in the March 4, 2024, email from UHR that went to all monthly benefitted employees on this topic.

If you have questions or concerns about your leave accrual, please reach out to University HR Benefits to discuss further. Please do not contact HR to ask if you have pending leave records- follow the instructions in the email to confirm.

REMINDER: INTERNAL REFERENCES MUST BE CHECKED

A reminder that any job applicant that currently works or has previously worked at USM requires an internal reference check from the current and/or former department(s) worked. The Staff Hiring Toolkit addresses checking internal references (page 26 in the section "References"), including what information is appropriate to share and a sample reference template. If you have questions, please feel free to reach out to your HR Partner.

INTERNAL-ONLY JOB POSTINGS

A reminder that some job postings at USM are "internal-only" which means they are only available to current employees of the University. External applicants cannot even see these postings, which is why as an employee you must make sure you are logged in with your credentials and not just on our main employment page or you will miss these opportunities.

From the Human Resources home page → click on the **Applicants** tab → Click the **Careers at USM** box → Scroll down and click the gold **Internal Applicants** box

INTERNAL APPLICANTS

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

SUMMER 2024 GRADUATE ASSISTANT PAPERWORK

Full Summer Semester – PAF effective dates May 17th, 2024 - August 13th, 2024

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

2024-2025 ACADEMIC YEAR GA PAPERWORK

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

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

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.

POLICY UPDATES

Changes effective March 1, 2024:

<u>Policy</u>	<u>Description</u>
2.5 Employment of Minors	To specify minors are exempt from the background check requirement.
2.9 Background Checks	To specify minors are exempt from the background check requirement and that minors working with minors must be under direct supervision of an adult employee.
6.15 Donor Leave	A new policy to address the rights and benefits for blood, bone marrow, and organ donation.
7.2.1 Definition (Grievance Procedure)	Added definitions for the participants in the grievance process.

ACCESSING YOUR ELECTRONIC 1095-C

You consented to receive your 1095c electronically and now what?

- Use this [link](#) to access SOARHR
- Navigate to Self Service → Benefits → View 1095c form

UPCOMING HR TRAINING

Performance Management Program for Staff

Tuesday, March 12th @ 11:00a (1 hr)

Audience: Anyone who supervises staff

RSVP: Email Miranda Brumfield, HR Partner, at Miranda.newman@usm.edu to receive a Teams link to the training.

Cornerstone Overview

Wednesday, March 27th @ 11:00a (1 hr)

Audience: Anyone who accesses 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.

RSVP: Email Kourtney Stookey, HR Generalist-Employment, at Kourtney.stookey@usm.edu to receive a Teams link to the training.

Top 10 Supervisor Mistakes- Hiring

Wednesday, March 27th @ 3:00p (1 hr)

Audience: Hiring managers and participants on search committees

Summary: Discover the pitfalls to avoid and best practices to embrace as we explore the most common mistakes made in the hiring process.

RSVP: Email Krystyna Varnado, Sr AVP for HR, at krystyna.varnado@usm.edu to receive a Teams link to the training.

Great news! UHR will be adding a new webpage listing all upcoming HR training with registration there on the page (no more emailing for links)- should be ready by next month's trainings. You can also find our training on-demand library, which is all of the trainings you can request for us to do specific for your department or group. Check out our [Training](#) page for more information.

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:

[Ways to Beat Inflation](#)

[How to Spot a Scam](#)

[Tax Prep](#)

[How Your EAP Can Help: Preventing Burnout](#)

[How Your EAP Can Help: Easing Anxiety](#)

[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!