

April 2024

## KOURTNEY STOOKEY NAMED HR PARTNER



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University HR is pleased to announce Kourtney Stookey has been named HR Partner for the coast locations. Kourtney joined USM in February 2023 as an HR Generalist supporting the University with employment needs, such as job postings, job descriptions, and job evaluations. In her new role, Kourtney will provide HR Partner support to all the coastal locations including Gulf Park, GCRL and Stennis. All managers at these locations should utilize Kourtney as their first contact for questions and issues concerning the policies and procedures of the university. During her time with us, she has demonstrated strong initiative and a desire to learn and serve, and we anticipate she will carry this forward in her new position.

## HR SURVEY TIME!

Employees are invited to participate in the following surveys rating your experience with University HR. Each survey has a description of the specific services of HR to be evaluated and the appropriate audience to participate. Time to complete the survey is minimal, and responses are anonymous.

### Benefits

*Target audience:*

Faculty & Staff

*Description:*

The Benefits Office includes enrolling new employees in their benefits and assisting current employees with benefit changes. The Benefits Office also provides support with retirement, leave of absence, workers compensation, and reasonable accommodations.

*Survey Link:*

<https://www.surveymonkey.com/r/WJ3DM86>

### HR Operations

*Target Audience:*

Managers and department administrative support

*Description:*

HR Operations includes the new hire process, PAF processing, and updating personnel record information such as direct deposit, taxes, and change of address.

*Survey Link:*

<https://www.surveymonkey.com/r/WJGNHVW>

### Employee Relations

*Target Audience:*

Managers

*Description:*

Employee relations includes interactions involving the HR Partner, the Office of AA/EEO, and employment-related activities such as posting a job or creating job descriptions.

*Survey Link:*

<https://www.surveymonkey.com/r/WJXRT9D>

Thank you for taking the time to provide this valuable feedback!

## 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 before the student continues work.

## 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](#)

## PAYCHECK CHECKUP

All USM employees are strongly encouraged to review their paychecks anytime the employee initiates a change such as updating their tax elections to ensure that the change was processed appropriately.

If you wish to adjust your tax elections or make changes to your direct deposit, please schedule an [Update Information](#) appointment with University Human Resources to complete an updated Federal Tax Form and/or Mississippi State Tax Form.

Please direct any questions regarding monthly leave to [Benefits@usm.edu](mailto:Benefits@usm.edu).

If you have specific questions about your paycheck, please email both [hr@usm.edu](mailto:hr@usm.edu) and [payroll@usm.edu](mailto:payroll@usm.edu).

If you are a non-resident alien, contact [taxcompliance@usm.edu](mailto:taxcompliance@usm.edu) with specific tax questions. Payroll has a [FAQ section](#) on their website that assists on how to read your paycheck.

This may be a helpful tool, [IRS's Tax Withholding Estimator](#).

## ADDITIONAL PAY REQUESTS

Additional pay requests should be submitted in advance of communicating with the employee using this [link](#). Once submitted, a member of HR will contact you with questions and next steps.

## **SUMMER SEMESTER 2024**

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

The following deadlines have been set 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 administrative position to a 9-month faculty position should be prepared to enter a “without pay” status during the transition time of July and August.

Administrators transitioning back to faculty will return to the faculty pay cycle with the first check issued at the end of September. Additionally, as there will be a break in pay, a portion of insurance deductions will be missed. The missed deductions will be taken from the check that will be issued at the end of September.

Please review the employee handbook, section 6.2 Personal Leave.

Administrators on a 12-month contract who revert to a 9-month teaching position will no longer accrue personal leave. The 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 personal leave has no value.

If you would like more information about your 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 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.

## **REVISED CLEARANCE FORM**

When employees terminate from the University, a clearance form needs to be completed by the department and submitted to University Human Resources. You can find the form by going to the University HR website, clicking the “Manager” tab and then selecting box “[Termination Outprocessing](#).” The form has been revised to include that termination PAFs are now completed electronically, and for employees to be assigned to a new supervisor (for payroll processing, etc.). This form not only makes sure that you don’t forget important close-out measures with exiting employees, but also provides important information to Human Resources to outprocess the employee appropriately. We appreciate your support in ensuring these forms are completed and submitted to HR timely.

## SPEAKING OF THE HR WEBSITE

University Human Resources has added two updates to our [Performance Management & Training](#) page on the HR website.

- 1) A new page “Required Trainings” has been added that outlines all required training employees must attend. It serves as a central repository for employees to find what trainings are required, who is required to complete it, where to find it, and who to contact with questions.
- 2) A new page “HR Training Opportunities.” You can now access the HR website at any time to see a schedule of upcoming HR training and to register.

While on our training page, check out our [Training-on-Demand](#) offerings to identify trainings available for HR to conduct with your group on an as-requested basis- just contact your HR Partner for more information.

## UPCOMING HR TRAINING

### **The Resilience Workshop**

**Wednesday, April 3 @ 11a-12:15p**

**Audience:** Faculty & staff

**Summary:** The Resilience Workshop offers tools and resources, such as the Drive Resilience App, to aid in enhancing wellness and safeguarding mental health.

**Location:** Hybrid Session - International Center 319 | Zoom

**RSVP:** Please register using this [link](#). A reminder will be sent after you’ve registered regarding the session. Email any questions to [CFD@usm.edu](mailto:CFD@usm.edu).

### **Staff Performance Management Program**

**Thursday, April 25 @ 2p (1 hr)**

**Audience:** Anyone who supervises staff

**Summary:** Overview of the new Staff Performance Management process, which is now the official (and mandatory) program for staff. This program is required to be implemented no later than June 2024.

**Location:** Teams

**RSVP:** Visit our new [training website](#) to register (see above “Speaking of the HR Website”).

## 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:

[Setting Financial Goals](#)

[Psychology Behind Saving Money](#)

[Tax Prep](#)

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

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

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

***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!***