

August 2023

USM CAREER FAIR

University Human Resources will be hosting a Career Fair at the Hattiesburg WIN Job Center on Tuesday, August 1st. We appreciate your support and assistance in helping spread the word and posting our Career Fair flyer to any Social Media outlets your department engages in. HR, along with representatives from various departments, will be meeting candidates face-to-face and advising them on careers at USM and our hiring process. Help spread the word about the great careers USM has to offer! If you would like to participate in the career fair or have questions, please contact Kourtney.stookey@usm.edu.



THANK YOU FOR YOUR INTEREST IN A CAREER WITH THE UNIVERSITY OF SOUTHERN MISSISSIPPI.

SEARCH CURRENT JOB POSTINGS ONLINE.

jobs.usm.edu

QUESTIONS?

Email: jobs@usm.edu

PRIMARY LOCATIONS

Hattiesburg Campus
Gulf Park Campus, Long Beach
John C. Stennis Space Center, Hancock County
Gulf Coast Research Laboratory, Ocean Springs

EXAMPLES OF DEPARTMENTS WITH CURRENT JOB OPENINGS

Academic departments	Parking Management
iTech	Physical Plant

And more!



Human Resources
118 College Dr. #5111 • Hattiesburg, MS 39406
601.266.4050 • usm.edu

FACULTY 9/12 PAY GROUP ENROLLMENT

9-month faculty who are interested in enrolling in the 9/12 pay group can complete this [FORM](#) and submit it to Human Resources Box 5111. This form should also be completed by faculty in the 9/12 pay group who wish to return to 9-month pay by selecting the box *I would like to drop 9/12 pay and return to 9/9*.

This form is due in HR by September 1, 2023. Forms received in our office after the 2nd will not be processed. If you are already enrolled in the 9/12 pay group, no action is needed.

If you have questions, please email hr@usm.edu.


STUDENT WORKER HIRES & REHIRES

University Human Resources would like to clarify the process for hiring and rehiring student workers.

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

The student will need to **bring a hard copy of their PAF to their appointment**. This process must be followed for students' initial employment and when they are rehired by any unit within the University.

New student workers cannot begin work until the hiring unit receives the CLEAR FOR HIRE white card from University Human Resources.



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI

University Human Resources
118 College Drive #5111 | Hattiesburg, MS 39406-0001
Phone: 601.266.4050 | Fax: 601.266.4541 | hr@usm.edu | 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: _____

Hiring Managers who permit new employees to begin work before receiving clearance will be subject to disciplinary actions.

PAFs for maintenance actions and terminations should be submitted to 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's name on the PAF will receive the white card for clearance via e-mail from Human Resources.

If you have any questions, please do not hesitate to reach out via email to HR@usm.edu.

PERSONNEL ACTION FORMS (PAF)/PERSONNEL DATA SHEETS (PDS) DATES FOR FALL FACULTY

Fall Semester

All Faculty PAFs and PDS were due to the Provost's office on **Wednesday, July 5th, 2023**, for submission to University Human Resources **by Wednesday, July 19th, 2023**.

Please be aware that until University Human Resources receives the fully completed PAF or PDS, new hire paperwork, and a clear background check the new employee is not clear to begin work. Additionally, the employee will not appear in SOAR, and, if new, will not have a USM email address or access to Canvas.

2023-2034 Academic Year

Faculty Contracts: August 16th, 2023 – May 14th, 2024

Dates for Personnel Action Forms and Personnel Data Sheets:

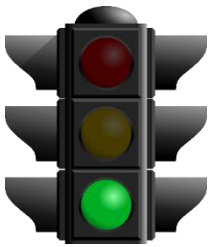
Intercession – August 1st, 2023 – August 16th, 2023 - Paid out in August

Full Fall Semester – August 16th, 2023 – December 12th, 2023 – Paid out September through December

Fall Session I – August 16th, 2023 – October 9th, 2023 – Paid out September through October

Fall Session II – October 10th, 2023 – December 12th, 2023 – Paid out November through December

As a reminder – all new Faculty members cannot begin work until the hiring unit receives the CLEAR FOR HIRE e-mail notification from University Human Resources.



CLEARED FOR HIRE

Hiring Managers who permit new employees to begin work before receiving clearance will be subject to disciplinary actions.

FALL GRADUATE ASSISTANTS

PAF, Award Memo, and Tuition Waiver were due to the Office of the Graduate School on **June 30th**.

Requests for Background checks were due July 1st for new Graduate Assistants. If you submitted the background check for your incoming Graduate Assistants more than two weeks ago and have yet to receive a background check clearance message from University Human Resources, you may wish to follow up with your incoming GA to ensure they have completed their portion of the RedTail background check process. Additional information on the background check process can be found here – [RedTail Information Sheet](#)

New Graduate Assistants should have completed their portion of the Background Check process by July 15th.

Incoming GAs should have their New Hire Paperwork completed by July 30th. Incoming GAs can make an appointment to complete this step here – [Human Resources \(office365.com\)](#)

Not meeting the above deadlines may delay the incoming GA's start date. A delayed start date may result in time worked in August being added to their September check.

New Graduate Assistants cannot begin work until the hiring unit receives the CLEAR FOR HIRE e-mail notification from University Human Resources.



CLEARED FOR HIRE

Hiring Managers who permit new employees to begin work before receiving clearance will be subject to disciplinary actions.

GRADUATE HEALTH INSURANCE

United Healthcare will be the insurance provider again this year. The monthly cost for a Graduate Assistant will be \$118 and the premium will be deducted from the stipends received September through May. (The department will also be charged \$118 a month.) The last day to waive is September 8th. **If a waiver is not completed, the GA will be automatically enrolled in the policy.** No refunds or waivers will be approved after the deadline. For more information on the plan, please visit, <https://www.usm.edu/employment-human-resources/ga-ra-international-student-information.php>.

FORM 1095-C ELECTRONIC CONSENT

On Wednesday, August 2nd, employees will have the ability to sign up for the electronic 1095-C form (a form used for tax filings regarding your benefits). Please use the link below and path to complete the process.

<https://soarhr.usm.edu/>

Navigate to Self Service > Benefits > 1095-C consent.

Form 1095-C Consent

Sally Sue Smith

You currently receive Form 1095-C paper statements by mail

You must complete this Consent Form to receive an electronic copy of Form 1095-C. If you do not submit a Consent Form, the Benefits Department will process your Form 1095-C based on the most recent information you have provided. Once you submit the Consent Form, it will remain valid until you submit a Withdrawal of Consent Form, unless your employment is terminated or your employer stops providing electronic access to forms.

If you have any questions, please contact your Benefits Administrator.

I consent to receive Form 1095-C electronically

After saving an update on the page, the employee must enter password verification.

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Cancel**.

User ID: W- [REDACTED]

Password: [REDACTED]

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

Submit Confirmation

The Submit was successful.

POLICY UPDATES

Changes effective August 1, 2023:

Policy

5.8.2 Religious Holidays

Description

Updated for clarification to include requests for religious accommodations.

UPCOMING HR TRAINING SESSIONS

Recruitment & Retention Best Practices

Wednesday, August 2 @ 2:00p (1 hr)

Audience: Supervisors/Managers

Summary: Understand the research on what today's employee is looking for out of a job, and how you as a manager can directly impact recruitment and retention of top talent.

RSVP: Email krystyna.varnado@usm.edu for a link to the Teams training

Student Hire Q&A

Thursday, August 3 @ 10:00a (1 hr)

Audience: Anyone involved in the student hiring process

Summary: Join HR, the Office of Financial Aid, and Career Services for a virtual Q&A session on student hires.

RSVP: Email Kelly.jamespenot@usm.edu for a link to the Teams training

Hiring Best Practices

Wednesday, August 9th @ 10:30am (1 hr)

Audience: Supervisors/managers

Summary: A review of best practices for reviewing applications, conducting interviews, and making hiring decisions utilizing our hiring toolkits.

RSVP: Email Miranda.newman@usm.edu for a link to the Teams training

Staff Progressive Discipline

Thursday, August 24th @ 10:00am (1 hr)

Audience: All employees

Summary: Understanding USM's policy for addressing performance and behavior issues through progressive discipline.

RSVP: Email Miranda.newman@usm.edu for a link to the Teams 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 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:

[Mental Benefits of Exercise](#)
[Exercising Without Equipment](#)
[Small Steps to Get Moving](#)
[Tips for Beating the Summer Sun and Heat](#)

Join us for an upcoming live webinar from our EAP.

Giving Effective Feedback in Personal or Work Situations Tuesday, August 8th @ 1:30pm

Audience: Anyone

Summary: Giving effective feedback is difficult. Most people avoid opportunities to give constructive feedback and give infrequent and often unhelpful positive feedback. This session addresses strategies on how to deliver effective feedback at work or at home. The training will offer multiple examples and provide participants with ample practice to learn how to give feedback that helps individuals improve performance.

Please click the link below to register for the webinar or email Miranda Brumfield at Miranda.Newman@usm.edu to RSVP.

<https://attendee.gotowebinar.com/register/8823969372455509851>

***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!***