

April 2021

STAFF EXCELLENCE AWARDS

Nominations are now being accepted for the 2020 Staff Excellence Awards. The purpose of these awards is to recognize employees who have served in an exceptional manner 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.

Nominations are 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 along with the link to make your submissions. 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, 2017)
- Recipients of the last three years (2017, 2018, 2019) are not eligible for this year's award

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 carries out additional responsibilities beyond regular job assignments for the good of the campus community as a whole
- Has a team player attitude

Nominations

- Active employees of the University may submit nominations
- Nominators must submit this form in detail no later than 5 p.m. on April 9, 2021
- Questions must be answered clearly and in detail. When asked why nominee is deserving of the award, elaborate on your response; give specific examples.

Submission Link:

<https://forms.usm.edu/provost/view.php?id=128184>

UNIVERSITY HUMAN RESOURCES HOME PAGE

The [University HR homepage](#) is our public facing website. The information contained there can be viewed by anyone with internet access. Information that is specific to employees of the University can only be accessed by those with a w# by clicking the “Current Employees” box.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Majors & Degrees News Events Giving REQUEST INFO VIRTUAL VISIT APPLY INFO FOR SEARCH

COVID-19 FAQs

About Us

Employment

Benefits

Forms & Resources

AA/EEO

CURRENT EMPLOYEES

Log in with your w# to access forms, training, payroll information, hiring resources, etc.

USM Home / Employment and Human Resources

University Human Resources

As a comprehensive doctoral and research-driven university, Southern Miss serves students on campuses in Hattiesburg and Long Beach, in addition to five teaching and research sites along the Mississippi Gulf Coast, and Online.

As a Southern Miss employee, you will be eligible for a range of benefits, including health insurance, state retirement and educational benefits. Employees can also purchase athletic and arts tickets at discounted rates, gain access to fitness centers at a low rate, and have many opportunities for professional growth through on-campus programs, as well as participate in university-wide advocacy groups such as Faculty Senate and Staff Council.

Current USM employees: Utilize the “Current Employees” link to access forms, training opportunities, compensation & payroll information, and all resources associated with the hiring process and applicant tracking system. These resources are only available to current employees who login with a w#.

UNIVERSITY HUMAN RESOURCES “INSIDE HR” PAGE

Once you are on the [“Inside HR” homepage](#), you will see that the tabs are different and contain completely different information that is intended just for employees of the University, including all of our forms, Cornerstone guides, hiring processes, training information, and much, much more. Remember to go to “Current Employees” to access this employee-specific information.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Southern Miss Proud Admissions Academics Research Student Life Arts Athletics

Majors & Degrees News Events Giving INFO FOR SEARCH

Employment and Human Resources

Different Selections!

Forms A-Z for Employees

Training

Employment

Newsletters

Compensation & Payroll

USM Home / Employment and Human Resources / Internalportal

Inside University HR

Welcome to Inside HR, an area of the Human Resources website that is accessible to only current employees of USM who login with a w#. In this section you will find forms, training opportunities, all resources associated with the hiring process and using the Applicant Tracking System, and more. If you need assistance with any of these resources, please reach out to your HR Partner for more information.

TUITION WAIVER DEADLINE

The deadline is near for both dependent child and faculty/staff planning to take classes during the Summer and Fall semester.

- Summer Deadline – received in HR by May 1, 2021
- Fall Deadline – received in HR July 1, 2021

SUMMER 2021 DUE DATES FOR PAPERWORK

Personnel Action Forms /Personnel Data Sheets Dates

The following deadlines have been set to ensure that all PAF and PDS for faculty and new or continuing Adjunct appointments are completed in time for the summer semester. All dates below 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 26, 2021 PAF and PDS due in Provost Office. (Should include faculty qualifications forms and accompanying documentation as needed and/or Provost signature)

Monday, May 3, 2021 Final form with all signatures for Summer semester due in Human Resources

Dates for Summer Teaching:

Full Summer Semester – May 24 – August 2 paid out June, July, and August

Summer Session I – May 24 – June 23 paid out June and July

Summer Session II – June 24-August 2 paid out July and August

Dates for Summer Faculty Research PAFs:

May 19 – June 16 paid out in June

June 17 – July 16 paid out in July

July 17 – August 15 paid out in August

GRADUATE ASSISTANTS SUMMER 2021

Dates for Summer GA Positions Personnel Action Forms

- Friday, April 16, 2021 - PAF, Award Memo, and Tuition Waiver due in Graduate School
- June 1st – August 15th paid out June, July, and August

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
 - Or have been enrolled full-time (12) during the spring and returning to full-time (12) in the fall
 - Or they have applied for summer graduation and the application is showing in SOAR
- *If these conditions are not met, they will need to be hired as Temporary 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 for Undergraduate or 0 for Graduate) 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 Temporary Staff which will require a job posting in Cornerstone and a background check prior to the student continuing work.

UPCOMING VIRTUAL HR TRAINING

Hiring Best Practices: Wednesday, April 14th at 1:30p (1 hour)

A review of the Staff Hiring Toolkit with a focus on screening, interviewing and selection best practices.

Audience: Anyone involved in the hiring process

Job Description Writing Guide: Wednesday, April 21st at 10am (1 hour)

A review of the new job description writing guide.

Audience: Anyone with responsibility for creating/revising job descriptions

Contact Karen Figueroa Karen.figueroa@usm.edu to RSVP for the TEAMS link.

In addition to the above, HR has posted our [full training library](#) on our website with a complete listing of all of our available training that can be requested through your [HR Partner](#) on-demand.

MONTHLY TIME & ATTENDANCE LEAVE REPORTS

All employees who are paid on the monthly pay cycle and accrue personal or medical leave are required to make a time entry each month in SoarHR accounting for leave use (including months where no leave was taken). The employee must make an entry and check the box “Ready for Review” before the supervisor can approve. Leave balances are not updated until 1) The employee makes an entry; 2) The supervisor approves the entry; and 3) Monthly payroll is processed. The HR Partners have begun sending unapproved leave reports to all supervisors of exempt staff in an effort to approve all outstanding entries from previous months. These reports highlight months where action is required, either by the supervisor or both the employee and the manager. If you have questions, please contact your [Human Resources Partner](#).

Maintaining accurate time reporting is a responsibility of all employees and their supervisors. Please refer to the following policies in the Employee Handbook:

5.5.2 Recordkeeping

All time records must be accurately kept. Falsification of university records may result in disciplinary action, up to and including termination.

6.9 Leave Balances & Accruals

Employees are required to complete time records reflecting Personal and Major Medical leave used during the month. These leave and attendance records are recorded in SOARHR.

Employees who falsify leave records or misrepresent absences due to leave are subject to disciplinary action up to and including termination. Failure to complete attendance records in a timely fashion may result in adjustments to leave accruals. Failure of managers to approve attendance records in a timely fashion may be reflected in performance evaluations and result in disciplinary action.

CORNERSTONE UPDATES

Modular Offer Letters Coming April 5th

Modular Offer Letters will go live on Monday, April 5th. This new feature will allow us to have fewer offer templates and have sections that can be added or removed based on the terms of the position being offered. Overall, the process is very similar to how we’ve been doing offer letters but generating the letter will be slightly different. **Please Be Advised** we are asking that NO offer letters are created in Cornerstone during the holiday weekend, Friday, April 2nd through 8am, Monday, April 5th while system modifications are made to support this new feature.

Cornerstone training will reoccur every 1st Wednesday of the Month at 10am throughout 2021:
Wednesday, April 7th
Wednesday, May 5th

Please review the training provided on the [HR website](#) before attending the virtual session. RSVP for a Teams invite to an above session to angela.hendershot@usm.edu.

ONLINE WORKSHOPS FROM OUR EAP

Upcoming leadership & professional development offered through our EAP, Guidance Resources

Autonomy: Strengthening Your Ability to Work Independently

If organizations are to continue to be flexible and innovative to meet the challenges of the future, employees will need to not only be responsible for their own actions and decisions but will also need to have the ability to work independently. This session looks at the skills necessary to develop autonomy and the characteristics of individuals who demonstrate autonomy.

When? April 1, 2021 at 3pm

How? [Register](#) using your usm.edu email address

Addressing Employee Performance Issues in a Supportive Way

(Recorded session; click title link to watch on demand)

When addressing performance issues, it can be hard to show employees that you care about and support them, while still being clear about problems and expectations. This session offers tools for having supportive conversations in these challenging situations.

Did you miss one of the previously offered sessions from our EAP? We heard great feedback about these sessions. [Being Accountable in Work & Life](#), [Managing Your Emotions in the Workplace](#), [How to Deal with a Difficult Person](#), [Giving Effective Feedback in Personal and Work Situations](#), or [Where are you going? Goal Setting for Personal and Professional Success](#). Don't worry they were recorded. Click on the session title to view on-demand (register with your usm.edu email address).



University HR team members volunteered their time to help the vaccination site at GCRL

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.

To the Top- Together