

February 2021

INSIDE HR REMINDER

Reminder that employees need to click the “Inside HR” button on the HR home page to access our forms, toolkits, training, and other resources. What you see on the HR home page is just what is available to the general public. “Inside HR” is information specific to working at USM. It’s where all the good stuff is!

INSIDE HR

TRANSITIONING FROM 12-MO to 9-MO REMINDER

Administrators transitioning from a 12-month to 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 personal leave has no value. If you would like more information about the transition and how your time may be impacted, please contact Kameron Dale, HR Director.

MEDICAL AND DEPENDENT CARE REIMBURSEMENT

At the end of last year, changes were made by Congress to the Consolidated Appropriations Act (CAA) that will allow additional changes to be made to both the medical and dependent care reimbursement accounts 2020 and 2021. USM has adopted the following changes to our plan:

- USM will allow employees that are enrolled in medical or dependent care reimbursement to modify their contributions for any reason ONE TIME ONLY the month of July 2021. Employees cannot reduce their election below the amounts they have deposited or claimed. Typically, you may only make changes once a year during open enrollment.
- USM will extend the 2020 plan year to 12/31/2021 to allow employees more time to spend or submit receipts for reimbursement due to pandemic. Typically, contributions are “use or lose” at the end of the year.
- USM will extend the age limit from 13 to 14 for dependent care reimbursement for 2021.

UPCOMING VIRTUAL TRAINING

Conflict Resolution: Tuesday, February 9th at 10am (1 hour)
Audience: Open

Job Description Writing Guide: Thursday, February 25th at 10am (1 hour)
Audience: Anyone responsible for creating job descriptions

Contact Karen Figueroa Karen.figueroa@usm.edu to RSVP and she will send you the TEAMS link.

EAP RESOURCES

GuidanceResources®, our EAP provider, has shared some new resources pertaining to current events 1) Political Stress, 2) Civil Unrest, and 3) The COVID vaccine. Information about each of these topics is attached to the email with this newsletter. Additionally, all benefit-eligible employees have access to the EAP website where more information on these topics and many others is available.

Don't forget all of the other benefits that come with the EAP:

Confidential Emotional Support

Highly trained clinicians will listen to your concerns and help you or your family members with any issues, including:

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts

Mental Health Counseling

Participants receive 3 face-to-face sessions with a local counselor for stress, depression, family and other issues. That's 3 sessions per person, per issue, per year.

Work-Life Solutions

Specialists provide qualified referrals and resources for just about anything on your to-do list, such as:

- Finding child & elder care
- Hiring movers or home repair contractors
- Planning events, locating pet care

Legal Guidance

Talk to an attorney for practical assistance with your most pressing legal issues, including divorce, adoption, family law, wills, trusts & more. Need representation? Get a free 30-min consultation and a 25% reduction in fees.

Online Support

GuidanceResources® Online is your 24/7 link to vital information, tools & support. Log on for:

- Articles, podcasts, videos, slideshows
- On-demand training
- "Ask the Expert"- personal responses to your questions

Financial Resources

Financial experts can assist with a wide range of issues, such as:

- Retirement planning, taxes
- Relocation, mortgages, insurance
- Budgeting, debt, bankruptcy

Call: 800-272-7255

TTY: 800-697-0353

Online: GuidanceResources.com (will require Web ID COM589 to set up an account)

App: GuidanceNow

Not sure if GuidanceResources® can help- call them and ask!

CORNERSTONE ONBOARDING NOW IMPLEMENTED!

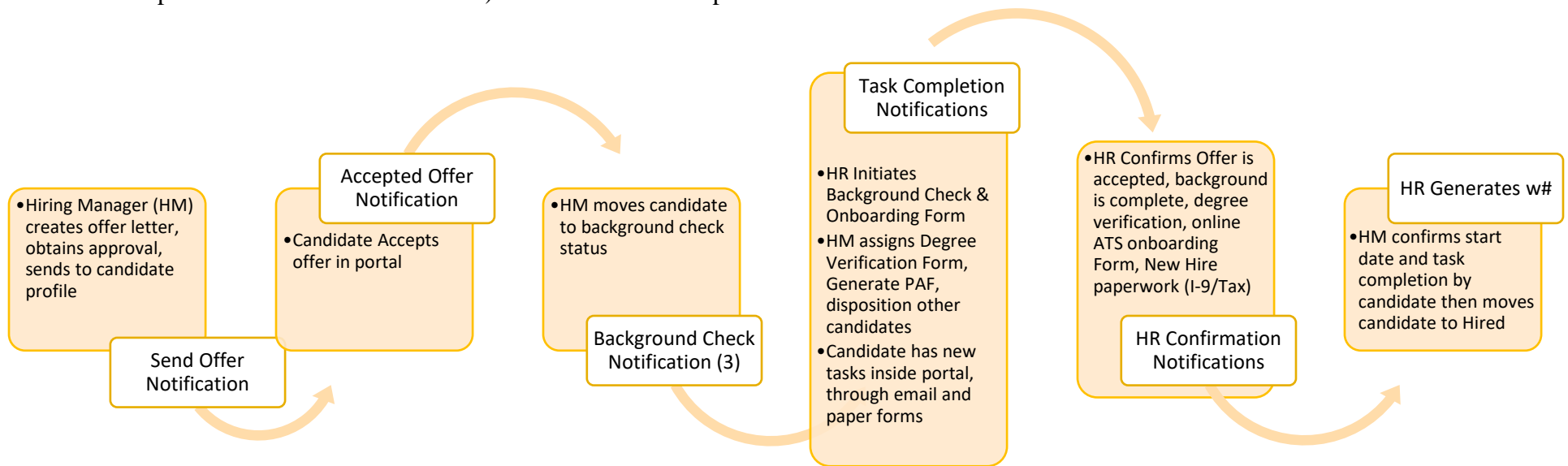
What: Our ATS, Cornerstone, is now able to transfer application information directly into SoarHR

Why: This is just another step in working towards electronic processing

When: Onboarding will be launched the first week of February

Who: Anyone who manages applicants in Cornerstone plays an important role

How: Nothing about the Cornerstone instructions are changing, it is just more important than ever that the process of dispositioning applicants and moving them through the statuses (hired, background check) are completed timely because the process cannot continue (and W# cannot be generated) unless and until you (and the new hire) complete your steps as outlined in the [Hiring Toolkit](#) (paying particular attention to Section 3). The chart below explains more:



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.

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