

February 2023

## MENTAL HEALTH RESOURCES FOR FACULTY/STAFF

### Employee Assistance Program (EAP)

All benefit eligible employees have access to our EAP, as well as all members of their household. 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). The EAP comes with free sessions for mental health counseling, either telephonic or in person, which is 3 sessions per person per issue per year. For more information on obtaining counseling (and any of their other services), contact them at 800-272-7255. Remember, membership also comes with telephonic access to talk to a counselor, financial advisor, or legal advisor, as well. Click [here](#) to view a short video about the EAP.

### Resilience App

All benefit eligible employees have access to a new resilience app designed to help you manage stress, increase motivation, and proactively build mental wellness. The app is fun, engaging, and fully digital. To start, you take a quick 3-minute questionnaire to measure your resilience, and then a personalized self-paced training course starts. There are short, unique daily chats that quickly help you build healthy resilience skills and habits. Contact Quantisha Jones in University HR with this [form](#) and she will send you instructions to download the app for free. Click [here](#) to view a short video about the Resilience App.

### Suicide & Crisis Lifeline



*Please help us spread the word on these available resources!*

## REQUIRED CLEARANCE TRAINING

All employees of the University who either are supervisors or have the potential to be via their role have been assigned a new training regarding clearance for new hires. This training is mandatory so anyone who receives it must complete it by the deadline (even if there is no anticipation of future supervision, it's the potential of). As this training is only being assigned to and required of hiring managers, a copy of the presentation is available from HR if training for department staff is needed. If you have questions about the content of this training and the requirements it outlines, please reach out to your HR Partner for more information. We appreciate everyone's cooperation. The video is just over 2 minutes long.


## STUDENT HIRES

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 \(office365.com\)](https://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.

Supervisors should ensure student workers do not begin work until they present a white card clearing them to begin work from Human Resources. They will receive this card once they successfully complete their hiring paperwork.



THE UNIVERSITY OF  
SOUTHERN MISSISSIPPI

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University Human Resources  
118 College Drive #5111 | Hattiesburg, MS 39406-0001  
Phone: 601.266.4050 | Fax: 601.266-4541 | [hr@usm.edu](mailto:hr@usm.edu) | [www.usm.edu](http://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: \_\_\_\_\_

PAFs for maintenance actions and terminations should be submitted to [PAF@usm.edu](mailto: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 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](mailto:HR@usm.edu).

## 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 unused personal leave has no value.

## EMPLOYEE TERMINATIONS

A reminder that anytime an employee leaves employment with USM (resignation, retirement or termination), a PAF should be submitted to HR and have either a resignation letter or termination record attached. The employee provides the resignation letter, even when retiring, which can be as simple as a declaration of resignation with a date. The “record of employee termination” template can be found on the HR website under [forms](#). Managers should work with their HR Partner on all terminations and the completion of the termination record. If you have questions, please reach out to your HR Partner to discuss further.

PAFs should be sent to [PAF@usm.edu](mailto:PAF@usm.edu), and should be submitted immediately upon notification employment is ending. Failure to submit a PAF could result in unintended payments to people who no longer work here.

## W-2 REMINDER

If you consented to receive your W-2 electronically, it is now available through Self Service (otherwise it was mailed to the address we have on file). If you have not signed up to receive your W-2s electronically, take time to do so now on SOARHR using the following link – [SouthernMiss HR Sign-in \(usm.edu\)](#)

Using the link, login to SoarHR and then search Payroll Self Service. Click W-2/W-2c and then click View W-2/W-2c to view your W2 or click W-2/W-2c Consent to sign up to receive future W-2s electronically. If you have questions, please refer them to the e-mail to [Payroll@usm.edu](mailto:Payroll@usm.edu).

## WHAT IS FORM 1095c AND WHAT DO I DO WITH IT?

### **Q: What is form 1095c?**

A: This is a form that employers are required to send employees in accordance with the Affordable Care Act. It is used by the IRS to confirm the offer and election of health coverage.

### **Q: When will employees receive the 1095c?**

A: You should receive this form no later than February 28, 2023. All forms will be mailed to your department box number. If you do not receive your form 1095C please email [hr@usm.edu](mailto:hr@usm.edu).

### **Q: What do I do with the 1095c form?**

A: When you file your income taxes this year, present the 1095c to your tax preparer who will offer guidance on the necessity of the 1095c. You do need to send a copy of your form to the IRS when filing your tax return. However, you should keep the form with your tax records.

### **Q: I did not elect benefits through the University in 2022. Why am I receiving a 1095c?**

A: You are receiving the 1095c because you were eligible for health benefits in 2022 and were offered coverage by the University. Whether you selected health benefits or not, the University is required to provide you the 1095c if you were deemed benefits eligible.

## **PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

All faculty and staff are now enrolled with a membership to Academic Impressions giving us access to trainings, webcasts, resources, and conference discounts! Free or discounted with your University membership! You will login using your **w#@usm.edu** credentials. Each month we will highlight great learning opportunities for staff and leaders- there are many more! Go explore- to access this resource, click [here](#).

### **Discovering Self & Developing Essential Skills: A Bootcamp for New Supervisors** **DISCOUNTED!**

February 16- March 23, 2023

Learn effective strategies for supervision and gain practical tools to support individual, team and organizational goals.

### **The Fundamentals of Leadership: A Bootcamp for New or Aspiring Leaders in Higher Ed** **Discounted!**

February 16-March 30, 2023

Become a more effective and inclusive leader.

***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!***