

December 2022

KAMERON DALE RETIREMENT PARTY



- What:** A retirement party
Who: Kameron Dale, Associate HR Director
Where: McLemore Hall, 1st floor lobby
When: Tuesday, December 13 between 1:00-2:30p
How: Well-wishers may stop by anytime during the party to thank Kameron for her years of service to the University

REMINDER: DECEMBER MONTHLY TIMESHEET

A reminder to ensure that all monthly timesheets in SOARHR are approved before leaving for the holiday. The timesheets will roll to a new year in January, and you will no longer have easy access to December at that time.

HOW MANY HOURS CAN STUDENTS WORK DURING THE HOLIDAYS?

Students must remain at 20 hours a week throughout the semester break. Students are not allowed to work more than 20 hours a week.

DO GA'S HAVE TO MAKE UP TIME MISSED FROM WORK DURING HOLIDAYS DUE TO UNIVERSITY CLOSURES?

No. Graduate Assistants paid monthly are not required to make up time when the University is closed for holidays, or any emergency closure declared by the President. Graduate Assistants should observe holidays same as Faculty and Staff. Graduate Assistants are paid a monthly stipend, not hour for hour work is performed. They do not owe for time missed during holidays.

MONTHLY PAYROLL CUTOFF DATE

To ensure all monthly paid employees are paid correctly in December, the paperwork for any updates/changes must be submitted to University Human Resources by 5 pm **on Monday, December 5th, 2022.**

PREPARING FOR W-2s

Update your mailing address

Now is a good time to make sure that your proper mailing address is in SOAR so that your W-2 is mailed to the right place. Change of address forms can be obtained on the HR Website.

https://usmforms.formstack.com/forms/change_of_address_1

Consent to get your W-2 electronically

Using the following link <https://soahr.usm.edu>, navigate to Self Service>USM HR/Payroll Self Service>W-2/W-2c Consent Link. If you previously consented to receive the W-2 form electronically, you do not have to consent again this year. If you do not consent, you will have to wait for your W-2 to arrive in the mail. If you have questions, please refer them via e-mail to Payroll@usm.edu.

END OF YEAR CORNERSTONE REQUISITION CLEAN-UP

As we prepare for our 2023 Affirmative Action Plan, we are currently working to get all Cornerstone requisitions cleaned up and closed that have been open for more than 1 year. Our Affirmative Action plan requires us to provide applicant pool data for positions based on the calendar year.

Human Resources will begin to unposting all requisitions that have been opened for more than 365 days. Once unposted, the hiring managers will still be able to manage the candidates and hire from this pool of candidates for a limited time, as long as the remaining candidates have been dispositioned. If the position is still vacant and a hiring decision has been put on hold, a new requisition can be opened and posted when you are ready to proceed with the hiring process. Final Dispositions Explanations for Not Hired are available on our website:

https://www.usm.edu/employment-human-resources/final_disposition_explanations_nothired.pdf. Once this is complete and the position needs to be closed or cancelled, you must notify your HR Partner.

Reminder:

- New requisitions will need to be submitted and managed each calendar year.
- Manage your Cornerstone job requisitions frequently:
 - Applicants who do not meet your minimum qualifications need to be dispositioned to “Not Hired” as soon as possible. (*Don't leave people hanging; if they aren't a candidate, they aren't a candidate – set them free*)
 - Dispositioning of candidates should be happening throughout the life of your requisition, not just at the end.

Please contact your HR Partner if you have any questions.



Save the Dates

Staff Council invites all USM Staff to join in the celebration of the season and the end of another successful semester!

Wear your favorite festive gear and stop by one of the campus events for some food, fun, and holiday cheer!

JINGLE AND MINGLE

BRUNCH IN THE 'BURG

Tuesday, December 13

10 a.m. to Noon

The Gallery | Cook Library (2nd Floor)

Coastal Operations Home for the Holidays

Wednesday, December 14

Noon to 1:30 p.m.

Dining Hall | Hardy Hall

Annual Silent Auction

Staff Council's Annual Silent Auction is just around the corner! The auction is their largest fundraiser throughout the year. All proceeds go to fund scholarships and professional development initiatives for eligible staff members and support Staff Council events.



Bidding starts at 8 a.m. on December 8.
The auction will close at 1 p.m. on December 14.

For more information, scan the QR code or visit <https://bit.ly/SC-auction>.

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). Remember, 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.

Join us for an upcoming live webinar from our EAP:

Time Management Principles

Wednesday, December 14 @10a (1 hour)

Audience: Any employee of the University looking to apply principles that will help them manage what can seem like an overwhelming set of tasks and responsibilities.

Summary: Work, family and personal life responsibilities can feel overwhelming, and it sometimes seems as if a 24-hour day simply isn't long enough to get everything done.

Unfortunately, no one has yet found a way to add a 25th hour to the day, so we're all forced to do the best with the time we have. By following the principles discussed in this workshop, you may still never get everything done, but you should feel more in control of your very busy life.

To register, use this [link](#). Additionally, use this [link](#) to access a presentation from our EAP for managing holiday stress.

COMPOSURE DOMAIN (RESILIENCY APP)

Having composure means regulating your emotions during times of conflict or added stress. Building composure requires one to be reflective before being reactive to a situation so that one can look for hidden opportunities for solutions. People often possess a bias to interpret information negatively, but through remaining calm and in control of your emotions, one can more easily reflect on what personal beliefs or expectations produced those negative emotions towards the information in the first place.

Questions to consider/guidelines:

- I navigate difficult conversations or communications professionally and calmly.
- I am aware of my bias and consider how my personal experiences and opinions may be different from that of others.
- I allow myself time to think before speaking and making important decisions.
- I make decisions that are in line with my personal values and beliefs and am open-minded to hearing the opinions of others.
- I regulate my emotions and do not allow emotions to overwhelm me.
- I remain calm in challenging situations.
- I accept that most things in life are out of my control, and that remaining calm will help me navigate challenging situations with increased ease.

You can learn more about the Composure domain by watching this short [video](#).

If you have not had the chance to sign up for the Driven app and would like to receive access (free for all benefit eligible employees, faculty and staff!), please complete this form:

https://usmforms.formstack.com/forms/driven_resiliency_access

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](#).

[Actualize Your Purpose and Legacy: Workshop on Improving Your Well-Being](#) **FREE!**

LIVE TRAINING: December 2, 2022| 1:00pm to 4:00 pm Eastern

Get clear on what success looks like for you and intentionally create the impact you want to leave in the world.

[Encore: Building Confidence as a New Leader: Overcoming Internal Barriers](#) **FREE!**

LIVE TRAINING: December 7, 2022| 11:00am to 12:30pm Eastern

Build your confidence in your leadership ability by overcoming self-doubt.

[Encore and Live Q&A: Get Comfortable Being Uncomfortable: Engaging in Dialogue About Race and Bias](#) **FREE!**

LIVE TRAINING: December 6, 2022| 1:00pm to 4:00pm Eastern

Gain confidence in entering conversations about race and equity.

[Encore & Live Q&A: Time Management: A Disciplined Approach to Priority-Setting](#) **FREE!**

Live Training: December 6, 2022| 11:00am to 1:00pm Eastern

Gain control of your schedule to focus on your most important work.

CONGRATULATIONS MIRANDA NEWMAN

Congratulations, Miranda Newman, HR Partner, who was recently married in a beautiful Tennessee mountain wedding ceremony to her new husband, Justin. Join us in wishing the new couple a lifetime of happiness!



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.