

August 2021

COVID-19 UPDATES

As the fall semester is ramping up, we want to remind everyone that we still have active COVID websites where you can receive the latest information and get answers to your questions.

University's official COVID-19 website: <https://www.usm.edu/covid-19/index.php>

Faculty & Staff Resources: <https://www.usm.edu/covid-19/faculty-staff.php>

HR's COVID-19 website (contains FAQs and the Supervisor Checklist):
<https://www.usm.edu/employment-human-resources/covid-19-employment-faqs.php>

Additionally, we would like to remind employees that vaccines are available at Moffitt Health Center, and information about appointments is linked [here](#) or you can call 601-266-5390.

Employees may be granted time during the workday to get their vaccine, and they are asked to work with their supervisor on scheduling. Supervisors are asked to be flexible in allowing requests while employees are asked to be responsible with their time.

As always, if you have any questions or need assistance, please reach out to your [HR Partner](#).

SINGLE PAY FORM

Single Pay Forms are used for awards only and can now be found as an electronic form on the HR website https://www.usm.edu/employment-human-resources/internalportal/interportal_files/forms_a-z/single_payment_form.pdf

“HUMAN RESOURCES”

University Human Resources requests the use of the term “human resources” not be used for any employee who does not work directly in University HR. Many departments have positions that are dedicated to activities such as payroll, PAFs and job postings; however, referring to these positions as “human resources” can be highly problematic, especially when employees believe they are speaking to an HR representative instead of a representative of the department. No one outside of University Human Resources should be referred to as “Human Resources.”

Additionally, no department representative should be requesting or retaining confidential medical information on other employees or approving a leave of absence- those requests should be handled through University HR. If you have questions or would like to discuss further, please reach out to your HR partner. We appreciate your support for providing clarity to our employees.

GRADUATE HEALTH INSURANCE

Effective August 1st, the student health insurance provider will be United Healthcare. The monthly cost for a Graduate Assistant will be \$112 and the premium will be deducted from the stipends received September through May. The site is open for enrollment and 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 www.uhcsr.com/usm.

WORKING A SECOND POSITION

Employees who teach classes, conduct research or work camps for USM during their normal working hours and who receive additional compensation above their normal salary will charge this time to personal leave. It is the responsibility of the department head to ensure the employee complies with these policies. If the employee does not have sufficient accrued personal leave to cover this time, the employee will be required to report the time taken as leave without pay. For any secondary position, the employee must obtain approval from their supervisor in advance.

W-2 LINK FOR TERMINATED EMPLOYEES

Previously, terminated employees have been unable to access their W2s electronically and needed to rely on phone calls and identity verification to obtain one. These employees are now able to obtain their W2s as follows:

- Navigate to <https://www.usm.edu/controller/index.php>.
- Click on "Get my W-2" on the left-hand side of the page.
- Read all instructions carefully and input the requested information.
- Click on submit and document the **on-screen** password.
- You will receive a confirmation email at the email address provided. Input the first password to confirm.
- Document the **on-screen** passwords for each calendar year requested.
- An email will be sent to the confirmed email address containing the requested forms in a PDF format.
- The document is password protected. Input the password previously documented for the corresponding year. You can now download/print for your records.

Please see the document attached to the newsletter email for more information. Questions should be directed to Payroll at payroll@usm.edu.

FACULTY 9/12 PAY GROUP ENROLLMENT

- If faculty are interested in enrolling in the 9/12 pay group, complete and return the [form](#) to Human Resources Box 5111
- If you are in the 9/12 pay group and want to return to 9-month pay, mark I would like to drop 9/12 pay and return to 9/9.
- Forms are due in HR by September 3, 2021. Forms received in our office after the 3rd 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.

CORNERSTONE UPDATE- BUDGET EXPLANATION

University HR recently added a budget explanation box to the requisition request template in Cornerstone. This box allows the employee submitting the requisition request to provide a detailed explanation in regards to what budget string and/or funding source the position is being paid from.

For instance, if the position is being paid from two different budget strings, you may list both budget strings and the salary amount being paid from each.

Examples:

10H10.00000.00000 – 50% and 10H10.11111.11111 – 50%

- OR -

10H10.00000.00000 - \$20,000 and 10H10.11111.11111 - \$20,000.

Budget Explanation

*This box is not a required field, but it is available for the department if you needed.

UPCOMING VIRTUAL HR TRAINING

Cornerstone Q&A

Wednesday, August 4th @ 10a (1 hour)

Audience: Anyone who accesses Cornerstone as part of the hiring process

Please review the resources and training on the [HR website](#) prior.

Hiring Best Practices

Wednesday, August 11th @ 1:30p (1 hour)

Audience: Anyone in a supervisory role

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

Job Description Writing Guide

Wednesday, August 18th @ 10:00a (1 hour)

Audience: Anyone in a supervisory role

Summary: Understanding the key elements of an effective job description.

Please RSVP for any of the above to karen.figueroa@usm.edu for a link to the training.

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.

UPCOMING WORKSHOP FROM OUR EAP

Stress: A Way of Life or a Fact of Life? Monday, August 30 @ 2p (1 hour)

All aspects of work and life require stress—everyone experiences it. Experiencing stress is not all bad, but how we perceive stress is what's important. Stress is our body's normal response to any extra physical, mental, or emotional demand we place on it.

Please RSVP to karen.figueroa@usm.edu for a link to the training.

*** Reminder that USM has an EAP that is available to all benefit-eligible employees and members of their household. To register online, go to [GuidanceResources.com](https://www.guidanceresources.com) or the app [GuidanceNow](#), and you will need the Organization Web ID which is COM589. When it asks for your company name, enter UNIVE and pause and a box should pop up with The University of Southern Mississippi for you to select. Remember, membership also comes with telephonic access to talk to a counselor, financial advisor or legal advisor: 800-272-7255.

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! You will login using your **w#@usm.edu** credentials. Each month we will highlight great learning opportunities for staff and leaders- there are many, many more! Go explore- to access this resource, click [here](#).

Networking Skills for Women Leaders

In this 90-minute training, you will learn from Provost Karlyn Crowley as she talks through the importance of networking for women and gives you insights into skills you likely already have that can help you to network effectively – not only furthering your own career but offering your skills and wisdom to others as well.

LIVE VIRTUAL: August 4, 2021, | 1:00 pm to 2:30 pm Eastern

<https://www.academicimpressions.com/product/0821-wil-networking/>

Coaching and Mentoring Faculty: A Bootcamp for Department Chairs

ONLINE BOOTCAMP: August 24 – September 28, 2021

<https://www.academicimpressions.com/coaching-and-motivating-faculty-a-bootcamp-for-department-chairs/>

Techniques to Build Greater Cultural Humility (Part 2)

In Part One, you learned about the benefits of building cultural humility and how it can help to mitigate bias that you may have towards a person or group. Join us for Part Two to learn about the techniques that you can incorporate into your daily routine to help you become a more culturally conscious and sensitive individual. Simply put, you'll learn how to integrate the often-competing responses from your head and heart.

LIVE VIRTUAL: August 31, 2021, | 1:00 pm to 2:30 pm Eastern

<https://www.academicimpressions.com/product/0821-wil-networking/>

Miss Part one? Recording available at this link:

<https://www.academicimpressions.com/product/0321-cultural-humility/>

University HR News & Recognition

WELCOME MIRANDA NEWMAN



University HR is pleased to introduce our newest team member, Miranda Newman, HR Generalist. Miranda comes to us most recently from the Golden Nugget Casino in Biloxi where she was an HR Specialist. She is a USM graduate with a bachelor's degree in Business Administration. Miranda will be working closely with the HR Partner team supporting primarily with job postings, so you are likely to see her in meetings or be contacted by her about Cornerstone. Please help us welcome Miranda to USM and support her in getting started.

AWARDS & RECOGNITION



The Hattiesburg Management Group recently recognized Christian Cameron, EEO Coordinator, for outstanding leadership participation in their annual summer job fairs. Thank you, Christian, for being an awesome USM representative in our community!



Congratulations to Sharessa Parker, HR Partner, who has recently been elected Secretary of the LA/MS Gulf Coast Chapter of CUPA-HR, which is the professional organization for HR in higher ed. Thank you, Sharessa, for helping to advance our profession!

DIVERSITY & INCLUSION

The 21-Day Challenge

The concept of the 21-day challenge was introduced several years ago by diversity expert Eddie Moore, Jr. to create greater understanding of the intersections of race, power, privilege, supremacy, oppression and equity. In August 2020, more than 2,500 higher education professionals participated in CUPA-HR's first guided 21-Day Racial Equity Habit Building Challenge. Since then, an additional 1,000 CUPA-HR members have undertaken the challenge on their own or in small groups.

In 2021, the Office of AA/EEO, led by **Christian Cameron**, EEO Coordinator, formed a group of USM participants which included:

Dr. Allison Gillespie- Assistant Provost for Academic Affairs
Kim Brown- Interim Chief Diversity Officer
Mary Alexander- Chief of Staff for Athletics and Staff Council President
Dr. Tammy Greer- Associate Professor, Psychology
Tegi Jenkins- Assistant Director of Programming, Office of Inclusion and Multicultural Engagement

These participants participated in the 21-Day Racial Equity Habit Building Challenge: Black, Hispanic and Latinx earlier in the year and then most recently the 21-Day Equity Habit Building Challenge: Focus on Women and the LGBTQ+ Community.

CUPA-HR offered these new challenges that tackle inequities across several frequently marginalized groups. Taking action on these issues is imperative to the future of higher education, and HR professionals are uniquely positioned to be catalysts for change.

Diversity, Equity and Inclusion in the Workplace

Sharessa Parker, HR Partner, recently completed a Diversity, Equity and Inclusion in the Workplace certificate program from the University of South Florida's MUMA College of Business.

The seven-week Diversity, Equity and Inclusion in the Workplace certificate program focused on ways organizations can create a more diverse workplace as well as address equity issues and foster inclusivity. During this course participants learned how building and growing a workforce that includes differing races, religions, ages, genders and sexual orientations, and persons with disabilities can not only improve broad society issues but can also help companies develop novel business practices, increase revenue, and improve performance.

Designed to educate business and community leaders, the goal was to help employees at all levels understand the business case for creating a more diverse work environment and to educate participants on the essential tools that can be useful as we all work to create a sustainable business model that embraces equity and inclusion.

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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