

August 2022

## FACULTY 9/12 PAY GROUP ENROLLMENT

- If faculty are interested in enrolling in the 9/12 pay group, complete and return this [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 2, 2022. 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](mailto:hr@usm.edu).

## GRADUATE HEALTH INSURANCE

United Healthcare will be the insurance provider again this year. 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 to opt in or waive the policy. The last day to waive is September 12th. 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. <https://www.usm.edu/employment-human-resources/ga-ra-international-student-information.php>

## EMPLOYEE TERMINATIONS

Reminder that anytime an employee leaves employment with USM as a resignation (includes retirement) or termination, the PAF should have either a resignation letter or termination record attached. The resignation letter is provided by the employee and can be as simple as a declaration of resignation with a date, just something that shows they have made the decision to leave. The “record of termination” template can be found on the HR website, and managers should work with their HR Partner on all terminations and the completion of this form. If you have questions, please reach out to your HR Partner to discuss further.

## GA PAPERWORK DEADLINE AUGUST 10<sup>TH</sup>

As a reminder, all new Graduate Assistants must clear a background check and complete new hire paperwork in HR prior to beginning employment at USM. All PAFs should be in HR at this time. We are asking all hiring managers to help us inform GA’s of the needed paperwork and urge them to complete paperwork with HR as soon as they arrive in Hattiesburg. Cutoff for processing is August 10<sup>th</sup> to ensure we get them hired and paid in August. Please help us ensure all GAs completed by their start date! Failure to have everything complete could result in changing of the hire date and no pay in August.

## NEW HIRE PAPERWORK

All new hires should fully complete their new hire paperwork with HR prior to starting work. For your reference, all new hire processes are posted on the [HR website](#).

Human Resources has different ways of notifying departments that their new hire is ready to start working:

- Student workers receive a clearance card from HR they give their supervisor letting them know they are clear to begin working. Under no circumstance should a student start work without this card.
- Graduate Assistants have a checklist on their SOAR account that will remain active until the GA is cleared. GAs should not be allowed to start work until the checklist is completed and removed from their account. You can request information about your GA's checklist from your college budget manager (academic units) or the Graduate School (non-academic units).
- Staff and Faculty (benefited & non-benefited): Human Resources will email the ID card form to the contact person on the PAF/PDS. Until you receive this, your new hire should not be working.

## UPCOMING HUMAN RESOURCES TRAINING

### Hiring Best Practices

Thursday, August 11 @ 1:30p (1 hour)

*Audience: Supervisors/Managers*

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

### Job Description Writing Guide

Tuesday, August 23 @ 10a (1 hour)

*Audience: Supervisors/Managers*

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

Please RSVP to [Karen.figueroa@usm.edu](mailto:Karen.figueroa@usm.edu) to receive the Teams 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.

## 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](#).

[Get Comfortable with Being Uncomfortable: Engaging in Dialogue About Race & Bias](#) **FREE!**

LIVE TRAINING: August 9, 2022| 1:00pm to 3:00 pm Eastern  
Gain confidence in entering conversations about race and inequity.

[Setting Up a Supervisory Relationship: Understanding & Adapting Your Supervisory Style](#) **FREE!**

LIVE TRAINING: August 10, 2022| 12:00pm to 2:00 pm Eastern  
Build & deepen the supervisory relationship with new and existing staff members.

[Managing Change as an Inclusive Leaders](#) **FREE!**

LIVE TRAINING: August 15, 2022| 1:00pm to 3:00 pm Eastern  
Learn how inclusive leaders invite and normalize disagreement to better lead and implement change.

[Live Q&A Session: Enrollment 101 for Academic Leaders](#) **FREE!**

LIVE WEBCAST: August 26, 2022| 12:00pm to 1:00 pm Eastern  
Demystify how enrollment impacts academic leaders' key challenges and decisions in an evolving higher-ed context.

## 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](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). 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:

**Mental Health Awareness** Thursday, August 18 @ 10a (1 hour)

*Audience: Any employee of the University*

Summary: At one time or another, everyone experiences symptoms of mental illness. Too frequently the response to such symptoms in the workplace is confusion, fear, judgment, avoidance, and outright rejection. This leads to a worsening of symptoms and a deterioration of performance. This training is designed to reduce the stigma associated with mental illness and to promote ways of supporting one another in the workplace. The session will address signs and symptoms of distress and effective ways of providing support for co-workers. The training also will include exercises to develop these skills.

Please RSVP to [Karen.figueroa@usm.edu](mailto:Karen.figueroa@usm.edu) to receive the link to the webinar.

# University Human Resources Website & Resources

<https://www.usm.edu/employment-human-resources/>

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

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USM Home / Employment and Human Resources

## University Human Resources

### AMERICA'S BEST-IN-STATE EMPLOYERS

### Forbes 2021

POWERED BY STATISTA

Click here to access information just for USM employees

**CURRENT EMPLOYEES**

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

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

Forms & Resources Available on the HR website:

**[Employee Handbook](#)**: The handbook provides essential information on employment policies, procedures, and resources for all employees- faculty & staff- of USM. Click here to review the Faculty Handbook. <https://www.usm.edu/provost/internalportal/facultyhandbook2021.pdf>

**[HR Forms](#)**: Locate forms such as biweekly timesheets, confidentiality agreements, direct deposit forms, FMLA certification, overtime request, permission to engage in outside employment and more.

**[New Leader Orientation](#)**: An online training is available for all new leaders at the University to review topics such as understanding budgets, payroll, Title IX, HR processes, and more.

**[Hiring Process Resources](#)**: In addition to training and information on the University's applicant tracking system, you can also find resources for conducting a search and processing new hires.

**[Compensation & Payroll](#)**: Find information about the University's compensation program, as well as paycheck resources & dates.

Explore our website to find all of the information you are looking for, and don't forget to click the "current employee" tab as shown above to access the information that is only available to USM employees.

Now is a great time to get healthier and receive a **\$300** medical plan deductible reduction!

Mississippi's State and School Employees' Health Insurance Plan



## New Wellness Incentive Program

Get started in three easy steps

**Step 1: Register on the web or with our app.**



**On the web:** Go to [www.MyActiveHealth.com/mississippi](http://www.MyActiveHealth.com/mississippi) and click on the link "Create an Account."

**With our app:** Search for "ActiveHealth" in your app store. Then download the ActiveHealth app on your smartphone or tablet. When you open the app, click on the "Register" button. Register by October 31, 2022.

**Step 2: After logging in** to the website or app, complete the health assessment. To qualify for the incentive, the completion date must occur between January and October 31, 2022.

**Step 3: Schedule and complete** a compliant wellness visit with an in-network provider. Date of exam must occur in 2021 through October 31, 2022.



Active employees enrolled in the medical plan who complete all 3 activities will receive a **\$300 medical plan deductible reduction for the 2023** plan year.

Track your progress on the Reward Center page in the ActiveHealth app and website.

Get started with the **ActiveHealth app** or online at [www.MyActiveHealth.com/mississippi](http://www.MyActiveHealth.com/mississippi)

Questions? We're here to help. 1-866-939-4721, Monday – Friday 8 AM to 8 PM CT.



Wellness programs are sponsored by Mississippi's State and School Employees' Health Insurance Plan's health initiative, Motivating Mississippi-Keys to Living Healthy and administered by ActiveHealth Management, the Plan's wellness vendor. © 2022 ActiveHealth Management, Inc.

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***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***