



July 2021

STUDENT WORKER HIRING PROCESS

As a reminder, all student workers (excluding Graduate Assistants) will be required to have a start date (or a rehire date) of a Monday. This is to give HR, OFPA, and ORA time to process paperwork before time is submitted to payroll. All students will be given a card by HR stating that they are approved to begin working. They are not authorized to begin until the card has been received by their supervisor. This means that your student worker must have completed all new hire paperwork on or before their start date or they will be pushed back to the following Monday. Below is an example of the card that every student will be given stating that they are eligible to start work.



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI

University Human Resources
118 College Drive #5111 | Hattiesburg, MS 39406-0001
Phone: 601.266.4050 | Fax: 601.266-4541 | hr@usm.edu | 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: _____

FALL GRADUATE ASSISTANTS

- PAF, Award Memo, and Tuition Waiver due to Grad School by June 25th
- Background Check request due to HR by July 1st
- Background Check portion for GA completed by July 15th
- Hiring paperwork due in HR by July 30th

Good News!! GA's hired with an effective date in August and have completed all hiring paperwork prior to the July 30th deadline will receive a check in August and no longer have to wait until the end of September to receive their first check. Any paperwork received after July 30th cannot be guaranteed a check in August and will have the August amount added to the September check.

PERSONNEL ACTION FORMS (PAF)/PERSONNEL DATA SHEETS (PDS) DATES FOR FALL FACULTY

The following deadlines have been set in order to ensure that all faculty and new or continuing Adjunct appointments are completed in time for the fall semester. All dates are the latest date the forms should be received by the specified office. Please be aware that until the fully completed paperwork is received by Human Resources and processed, the employee will not appear in SOAR, and if new, will not have a USM email address.

Monday, July 5, 2021 PAF and PDS in Provost Office. (Should include faculty qualifications forms and accompanying documentation as needed and/or Provost signature)

Monday, July 12, 2021 Final fully signed form for Fall semester due in Human Resources

2021-2022 Academic Year

Faculty Contracts: August 16, 2021 – May 17, 2022
(Classes begin August 23, 2021)

Dates for Fall Personnel Action Forms and Personnel Data Sheets:

Intercession – August 2, 2021 - August 18, 2021, paid out in August as an Additional Pay

Full Fall Session - August 23, 2021 – December 13, 2021, paid out September- December

Fall Session I – August 23, 2021 – October 11, 2021, paid out September- October

Fall Session II – October 12, 2021 – December 13, 2021, paid out November- December

POLICY UPDATES EFFECTIVE JULY 1

<u>Policy</u>	<u>Description</u>
3.11 Contractual Obligations of Faculty	Expired June 30, 2021.

7.2 Grievance Procedure	Updated step 3 to align with the previous steps.
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CIVIL TREATMENT FOR LEADERS

Encore sessions of Civil Treatment for Leaders are being held in July for all new leaders to the University (both new hires and promotions) and those who missed the 2018-2019 training sessions. Invitations will be going out by the end of this week so if you believe you should be included in this training but do not receive an email, please feel free to reach out to your HR Partner to discuss. Leader in this context is defined as anyone with supervisory responsibility of staff.

Civil Treatment for Leaders is a professional development program that provides a comprehensive approach to fair employment practices designed to help leaders learn to deal constructively with employee issues and relationships on the job. Training will consist of an interactive, skills-based approach to learning that will help to ensure managers and supervisors are knowledgeable of University policies and procedures related to fair employment and are equipped to act in ways that both demonstrate and establish expectations for employee behaviors consistent with values of civility, dignity, and respect.

UPCOMING VIRTUAL HR TRAINING

Cornerstone Q&A

Wednesday, July 7th @ 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.

Top 10 Supervisor Mistakes

Wednesday, July 14th @ 10a (1 hour)

Audience: Anyone in a supervisory role

A review of common mistakes that leaders make in the supervision of people.

Creating a Harassment Free Environment

Wednesday, July 21st @ 1:30p (1 hour)

Audience: All employees

Understanding each employee's rights and responsibilities for creating a work environment free of harassment.

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.

NEW RESOURCES FROM OUR EAP

Our EAP, GuidanceResources®, issued 3 new guides last month in recognition of Pride Month:

[Guide: LGBTQIA in the Workplace](#)

[Guide: Transgender Persons in the Workplace](#)

[Guide: Supporting a Diverse Workforce](#)

In addition, while anxiety and depression continue to top the mental health presenting issues list, burnout has become rampant and currently represents one of the biggest risks to retention and productivity. Here are some tools that can help:

[Guide: Burnout and Work-Life Balance](#)

[On-Demand Training: Balancing Work and Life](#)

[On-Demand Training: Managing Staff Through Change and Stress](#)

The EAP 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](#).

Build a Team Culture that Embraces Conflict as Productive and Positive

For many, conflict has negative connotations and is something to be feared or avoided. This reaction may arise because conflict often results from differences in values, culture, and bias. Knowing how to respectfully navigate those differences can be difficult, especially when important relationships are at stake. As a leader, there are ways you can foster an environment and create a team culture that embraces differences and resolves conflict in a positive and productive manner.

LIVE WEBINAR: July 8, 2021 | 1:00 pm to 3:00 pm Eastern

<https://www.academicimpressions.com/product/0721-conflict-culture/>

Reopening Campus: Building Student Community Amid COVID Restrictions

As more institutions announce their reopening plans for fall 2021, Student Affairs leaders are faced with a challenge: How might building community among undergraduate students look different when campuses reopen amid shifting COVID-19 safety restrictions?

RECORDING: <https://www.academicimpressions.com/product/0521-reopen-community/>

Principles for Leading at any Level in Higher Education

Join us online for a highly practical five-module bootcamp to learn a simple but powerful model for elevating and expressing your leadership, regardless of your role in the institution. Our expert instructor will anchor the concepts in the higher education landscape and help you craft a tailored leadership plan that identifies your areas of focus and your networks of support.

ONLINE BOOTCAMP: July 13 – August 10, 2021

<https://www.academicimpressions.com/principles-for-leading-at-any-level-in-higher-education/>

Building Equity into Your Leadership Practice

Join us online for a highly interactive discussion* that will allow you—through individual reflection and group discussion—to “Imagine When,” and discover how you can become a change agent and bring diversity, equity, and inclusion efforts into your daily leadership practice. During this discussion, you’ll examine the systems and structures that hold organizations back from achieving meaningful change and transformation, and you’ll brainstorm, as a group, ways to overcome those barriers. Becoming a change agent can be messy; it’s not a linear process, and everyone’s path will look different. This workshop will allow you to challenge your perspective, learn from other leaders and grow together as we build an equitable world.

LIVE WEBINAR: July 14, 2021 | 3:00 pm to 5:00 pm Eastern

<https://www.academicimpressions.com/product/0721-equity-leadership/>

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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