

July 2022

AND THE SMEA STATEMENT WINNER IS!

The votes are in, and we officially have a winner of our Southern Miss Employee Advantage summary statement contest:

The University of Southern Mississippi - Committed to seeing all faculty and staff “soar to new heights” by enhancing their quality of life, furthering their educational and personal goals, and taking their employee experience TO THE TOP!

Our winner is Hannah Scott Back, Coordinator, Office of Fraternity and Sorority Life. Hannah has won our grand prize of a \$100 Eagle Dining gift card!

We would also like to acknowledge our other finalists:

Submission 2: Carl A. Thomas, Jr, Assistant Director, Student Government Association

Submission 3: Brandi Soule, Customer Service Manager, iTech

So what happens with our SMEA now? University HR is partnering with University Communications to create more graphics and a webpage so prospective new employees can learn all the awesome perks of working at USM. We will share that information as soon as it is complete.

Thank you to everyone who participated in the contest, including those who submitted statements and everyone who voted. You are why USM is a Best Place to Work!



View the full SMEA [here](#).

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 work 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. **If the student is working and HR isn't aware, corrective action may be taken against the supervisor.**

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 the Office of the Graduate School one month prior to the start date.
(Example: If the GA is starting on August 15th, paperwork is due by July 15th)
- Background Check request due to HR by July 1st
- Background Check portion for GA completed by July 15th
- Hiring packet completed by the GA due in HR by July 30th

Any PAF received after these deadlines 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 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. (WE WOULD LOVE FOR YOU TO SEND THE PAPERWORK EARLY) Please be aware that until all 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.

Tuesday, July 5, 2022, PAF and PDS in Provost Office. (Should include faculty qualifications forms and accompanying documentation as needed and/or Provost signature)

Monday, July 18, 2022, Final paperwork with all signatures for Fall semester due in Human Resources

2022-2023 Academic Year

Faculty Contracts: August 16, 2022 – May 16, 2023

(Classes begin August 22, 2022)

Dates for Fall Personnel Action Forms and Personnel Data Sheets:

Intersession – August 1, 2022 - August 17, 2022, paid out in August as an Additional Pay

Full Fall Session - August 16, 2022 – December 13, 2022, paid out September through December

Fall Session I – August 16, 2022 – October 10, 2022, paid out September through October

Fall Session II – October 11, 2022 – December 13, 2022, paid out November and December

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](#).

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.

DISABILITY STATUS

Voluntarily self-identifying is a good thing — it's how things change. The video below explains why companies doing business with the federal government ask job applicants and employees to voluntarily self-identify if they have a disability, and the important role that self-identifying plays in ensuring equal employment opportunity for people with disabilities.

Click here to watch the video: <https://www.dol.gov/ofccp/SelfIdVideo.html>

In order to track our efforts to attract and hire individuals with disabilities, the University of Southern Mississippi is required to ask all of its employees to update their disability status every five years. This information is required by the Office of Federal Contracts Compliance Program (OFCCP).

If you wish to self-identify a disability, please complete for the [Voluntary Self-Identification for Disability Status form](#) (PDF).

VETERAN STATUS

In addition, each year, our office submits a report (VETS 4212) to the United States Department of Labor identifying the number of employees belonging to each specified “protected veteran” category.

This information will allow us to accurately measure our efforts and allow us to remain compliant with federal regulations. Completing these forms is completely voluntary. Your answer will not be used against you in any way.

If you are a covered veteran and wish to self-identify, please complete the [Voluntary Self-Identification or Veteran Status](#) (PDF).

Please return all completed forms to the Office of Affirmative Action and Equal Employment, Box #5111. If you have questions, please contact the Office of Affirmative Acton or visit our [Self-ID FAQs](#).

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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