

March 2021

SUMMER 2021 DUE DATES FOR PAPERWORK

Personnel Action Forms /Personnel Data Sheets Dates

The following deadlines have been set to ensure that all PAF and PDS for faculty and new or continuing Adjunct appointments are completed in time for the summer semester. All dates below 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 through ORA and OFPA, the employee will not appear in SOAR, and if new, will not have a USM email address.

Monday, April 26, 2021 PAF and PDS due in Provost Office. (Should include faculty qualifications forms and accompanying documentation as needed and/or Provost signature)

Monday, May 3, 2021 Final form with all signatures for Summer semester due in Human Resources

Dates for Summer Teaching:

Full Summer Semester – May 24 – August 2 paid out June, July, and August

Summer Session I – May 24 – June 23 paid out June and July

Summer Session II – June 24-August 2 paid out July and August

Dates for Summer Faculty Research PAFs:

May 19 – June 16 paid out in June

June 17 – July 16 paid out in July

July 17 – August 15 paid out in August

GRADUATE ASSISTANTS SUMMER 2021

Dates for Summer GA Positions Personnel Action Forms

Friday, April 16, 2021 - PAF, Award Memo, and Tuition Waiver due in Graduate School

June 1st – August 15th paid out June, July, and August

RESIGNATION LETTER REMINDER

When submitting a PAF for an employee who has resigned or retired from the University, you must also provide a written resignation/intent to retire letter signed by the employee. This can be in the form of an email from the employee or a signed letter.

CUT OFF DATES FOR PAPERWORK RECEIVED IN HR

Due to changes in the 2021 payroll calendar for hourly paid employees HR has adjusted the biweekly cut off dates. Our new date will be the Wednesday before each pay period end date. Anything received in HR after these deadlines will be processed on the following pay period.

Pay Period 02/06/21-02/19/21 = due to HR 02/17/21

Pay Period 02/20/21-03/05/21 = due to HR 03/03/21

Pay Period 03/06/21-03/19/21 = due to HR 03/17/21

Pay Period 03/20/21-04/02/21 = due to HR 03/31/21

Pay Period 04/03/21-04/16/21 = due to HR 04/14/21

Pay Period 04/17/21-04/30/21 = due to HR 04/28/21

Pay Period 05/01/21-05/14/21 = due to HR 05/12/21

Pay Period 05/15/21-05/28/21 = due to HR 05/26/21

WHAT IS FORM 1095c AND WHAT DO I DO WITH IT?

Q: What is form 1095c?

A: This is a form that employers are required to send employees in accordance with the Affordable Care Act. It is used by the IRS to confirm the offer and election of health coverage.

Q: When will employees receive the 1095c?

A: You should have already received your form. All forms were mailed to your department box number on February 23rd. If you did not receive your for 1095C please email hr@usm.edu.

Q: What do I do with the 1095c form?

A: When you file your income taxes this year, present the 1095c to your tax preparer who will offer guidance on the necessity of the 1095c.

Q: I did not elect benefits through the University in 2020. Why am I receiving a 1095c?

A: You are receiving the 1095c because you were eligible for health benefits in 2020 and were offered coverage by the University. Whether you selected health benefits or not, the University is required to provide you the 1095c if you were deemed benefits eligible.

INTERNAL REFERENCES

All Hiring Managers who have an open position should be regularly consulting the [Hiring Toolkit](#) for guidance throughout the life cycle of the search. When your applicant pool includes a candidate that is currently or previously employed at the University, Hiring Managers should reach out to the current or previous supervisor for a reference prior to extending an offer. The Hiring Toolkit provides guidance and even reference check forms. Contact your [HR Partner](#) anytime you have questions during the hiring process.

UPCOMING VIRTUAL HR TRAINING

Cornerstone Q&A: Wednesday, March 3rd at 10:00 am (1 hour)

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

Progressive Discipline: Wednesday, March 10th at 10am (1 hour)

Audience: Anyone in a supervisory role

Top 10 Supervisor Mistakes: Wednesday, March 17th at 10am (1 hour)

Audience: Anyone in a supervisory role

Contact Karen Figueroa Karen.figueroa@usm.edu to RSVP and she will send you the TEAMS link.

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.

CORNERSTONE UPDATES

Update on Onboarding – Our first month of Onboarding has been very successful. Applicants and Hiring Teams are completing their tasks in Cornerstone and we are auto-generating new employee ID's. **But, don't forget to finish the recruitment and hiring process when you select an internal candidate.** After completing an Internal Reference check (Noted above) and generating the offer letter, Hiring Teams must still disposition all candidates (moving those not selected to Not Hired and the selected Candidate to Hired in order to complete the recruitment cycle and close the requisition.

Modular Offer Letters Coming Soon- We are excited to announce a feature enhancement coming next month in Cornerstone – Modular Offer Letters. Modular Offer Letters will allow us to have fewer offer templates that have sections that can be added or removed based on the terms of the position being offered. Overall, the process will be very similar to the current one but generating the letter will be slightly different. In that regard we will hold several training sessions in March demonstrating the new offer letter process before we go live on April 5th.

Wednesday, March 3rd at 10am

Tuesday, March 9th at 1:30pm

Thursday, March 18th at 9am

Wednesday, March 24th at 3pm

RSVP for a Teams invite to any of the above sessions to angela.hendershot@usm.edu

Please Be Advised we are asking that NO offer letters are created in Cornerstone from 3pm, Friday, April 2nd through 8am, Monday, April 5th while system modifications are made to support this new feature.

ONLINE WORKSHOP FROM OUR EAP

Addressing Employee Performance Issues in a Supportive Way

When addressing performance issues, it can be hard to show employees that you care about and support them while still being clear about problems and expectations. This session offers tools for having supportive conversations in these challenging situations.

Wednesday, March 24th at 10am

Please RSVP to angela.hendershot@usm.edu for the link.

Did you miss one of the previously offered sessions from our EAP? We heard great feedback about these sessions. [Being Accountable in Work & Life](#), [Managing Your Emotions in the Workplace](#), [How to Deal with a Difficult Person](#), [Giving Effective Feedback in Personal and Work Situations](#), or [Where are you going? Goal Setting for Personal and Professional Success](#). Don't worry they were recorded. Click on the session title to view on-demand (register with your usm.edu email address).

EAP RESOURCES

GuidanceResources®, our EAP provider, has shared some new resources pertaining to current events 1) How Resilient Are You? 2) How to Spot a Scam, and 3) Communicating Effectively with Coworkers. Information about each of these topics is attached to the email with this newsletter. Additionally, all benefit-eligible employees have access to the [EAP website](#) where more information on these topics and many others is available. Our [benefits website](#) has additional information about the EAP and setting up an account.

VIGILANT HEALTH DIABETES CARE

Another information flyer attached to the email with this newsletter is one for Vigilant Health Diabetes Care, which is available through our medical insurance. See attached flyer for more information.

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