

November 2022

REMINDER: NO HIRING IN DECEMBER

University HR would like to remind all faculty and staff that there is no hiring during the month of December. This includes all student, part-time, and benefit-eligible positions. In order to hire prior to the cut off, all offer letters must be accepted and the background check request submitted to HR by Friday, November 11th (to ensure time for the background check to clear). The effective Date of Action (start date) can be no later than Wednesday, November 30th. All other paperwork (PAF, I-9 Form, Tax Forms, etc.) must be in HR by Monday, November 28th. Any paperwork received after November 28th will require a start date of January 3, 2023, or later.

**Note: No hiring means that hire dates cannot be in December. You may, however, continue posting jobs, interviewing, making offers, and starting new hire paperwork.*

SPRING 2023 FACULTY & ADJUNCT PAPERWORK

Personnel Action Forms (PAF)/Personnel Data Sheets (PDS)

Dates January 18, 2023 – May 16, 2023

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

Monday, November 14, 2022

PAF and PDS Due in Provost Office. (Must include faculty qualifications form and accompanying documentation as needed for Provost signature.)

Monday, November 21, 2022

Final form with all signatures and documentation for spring semester due in Human Resources.

Dates for Spring Personnel Action Forms and Personnel Data Sheets:

Intercession: January 3, 2023 – January 17, 2023, paid out in January as an Additional Pay

Full Spring Session: January 18, 2023 – May 16, 2023, paid out February through May

Spring Session I – January 18, 2023 – March 9, 2023, paid out February and March

Spring Session II – March 20, 2023 – May 16, 2023, paid out April and May

MONTHLY PAYROLL CUTOFF DATE FOR DECEMBER

To ensure all monthly paid employees are paid correctly in December, the paperwork for any updates/changes must be submitted to University Human Resources by 5 pm on Wednesday, December 8, 2022.

I-9s

As previously communicated, all new employees are legally required to complete an I-9 to demonstrate they are legally permitted to work in the United States, which University Human Resources completes with new hires during their processing. Two important things for departments to know to ensure you stay in compliance:

- 1) No new hire- including student workers, GAs, and adjuncts- should be allowed to start working until a clearance is received from HR that they have completed the new hire process.
- 2) New hire processes can be found on the [HR website](#) which outlines all of the steps of the new hire process for each status and what a clearance from HR looks like.

DEPARTMENT PERSONNEL FILES

University HR would like to remind departments that they should not keep personnel files on employees in the department that may include personal information such as social security numbers, birthdates, banking information, copies of identification, and tax information. This information should only be found in the employee's original HR file. If you have this information on file in your department, please have the information shredded.

VISION DOMAIN (RESILIENCY APP)

The domain we would like to introduce this month is the Vision domain. Vision is the first and most important of the domains. It's your energy, goals and sense of purpose. It gives you clarity in a chaotic world and something to continually move towards.

Having a clear vision gives you hope for the future and protection from feelings of stress and anxiety. When times are tough, you have that light at the end of the tunnel to turn towards. Take the time to craft a vision that fills you with energy. Then, talk about it, move towards it and continually feed those positive emotions.

Think about:

- What do I want for my life?
- What kind of work do I find meaningful?
- What body of work do I want to create?
- Who do I want to help, work with, hang out with?
- Where do I want to go?
- What would be the coolest thing to happen this year?
- Am I doing what I am meant for?
- What are my goals and how can I edge towards them?

You can learn more about the Vision domain by watching this short [video](#).

If you have not had the chance to sign up for the Driven app and would like to receive access (free for all benefit eligible employees, faculty and staff!), please complete this form:

https://usmforms.formstack.com/forms/blue_resiliency_access

UPCOMING HUMAN RESOURCES TRAINING

Cornerstone Q&A

Thursday, November 3 @ 10a (1 hour)

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

Summary: An opportunity to ask questions and receive guidance on utilizing Cornerstone.

*** Please review the resources on the [HR website](#) prior to the session.

Progressive Discipline

Thursday, November 10 @ 1:30p (1 hour)

Audience: All employees

Summary: Understanding USM's policy for addressing performance and behavior issues through progressive discipline.

Conflict Resolution

Thursday, November 17 @ 10a (1 hour)

Audience: All employees

Summary: Understanding your role in conflict and how to approach conflict in a more effective manner using lessons from the book, "Crucial Conversations."

Please RSVP to 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](#).

[Integrating Guided Pathways and Learning Communities to Enhance Student Retention](#) FREE!

LIVE TRAINING: November 4, 2022| 11:00am to 1:00 pm Eastern

Bridge the gap between the classroom and the co-curricular experience by integrating guided pathways and learning communities.

[Customer Service Skills Training: Certification for Higher Education Professionals](#) FREE!

LIVE TRAINING: November 16-18, 2022

Gain the knowledge and skills you need to provide high quality customer service in the higher education environment.

[Advance Your DEI Strategy Across Viewpoints](#) FREE!

LIVE TRAINING: November 15, 2022| 11:00am to 5:00 pm Eastern

Advance equity, inclusion, and belonging efforts by employing values-focused communication strategies to move conversations forward.

[Be the Employer Everyone Wants: An Employer Model for Colleges & Universities](#) FREE!

Webcast: November 29, 2022| 1:00pm to 2:00 pm Eastern

A 3-part framework for understanding how leadership failures sacrifice mission and purpose.

This is part III in the series, "Help Wanted: Addressing the Current Hiring Challenges in Higher Ed." Recordings of the first two sessions are also available on this link.

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.

THE CHILDREN'S CENTER EEEEEKLE WALK 2022



University Human Resources had a blast at the EEEEEKLE Walk and arranged a special visit from our friend from Cocomelon!

***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***