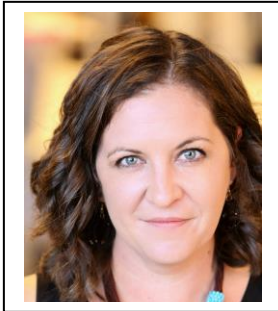


October 2022

KELLY JAMES PENOT NAMED HR MANAGER; WELCOME BACK SANDRA ANDERSON



University HR is pleased to share that Kelly James Penot has been named our new HR Manager. Kelly will be joining us from the School of Visual & Performing Arts where she was interim Assistant to the Director. Kelly has worked for USM for 12 years, and we are excited for her to bring her institutional knowledge to our department. The HR Manager is a new role, which will assume responsibility for HR Operations upon the retirement of Kameron Dale, Associate HR Director, who will be retiring in December.

We would also like to welcome back to the team Sandra Anderson, who accepted the HR & International Coordinator position (previously held by Moriah Rouse). This role is critical in our HR department as it manages every new hire to the University including background checks and international processing. While Sandra most recently worked in University Registrar, she previously worked in HR as an HR Specialist for 6 years.



Please help us welcome both Kelly and Sandra to the HR team and we appreciate your support in getting them started.

STAFF HIRING TOOLKIT UPDATED

University HR has recently updated the [staff hiring toolkit](#) to ensure all information is up to date. While there are no significant changes, we did add additional information, such as a “How to use this toolkit” section at the front. Please be sure you are using the latest version in your hiring process.

REMINDER: NO HIRING IN DECEMBER

University Human Resources 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. All offer letters must be accepted, and the background check request submitted to HR by Friday, November 11th. This is to ensure the background check has cleared in a timely manner. 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 after with approved background check clearance and completed paperwork.

**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*

OPEN ENROLLMENT 2022

Open Enrollment is Oct 1st - 31st. It is the once-a-year opportunity for benefit-eligible employees to make changes to your pre-tax insurance plans. **Also, you must sign up for Medical and Dependent Care Reimbursement each year as these programs do not automatically carry over to the new plan year.** All changes will be effective January 1, 2023.

HEALTH INSURANCE PREMIUM INCREASE EFFECTIVE JANUARY 1, 2023

Select Coverage – Legacy participant Monthly premium

Premium Class	2022 rates (12 month)	2023 rates (12 month)	2022 rates (9 mo. Faculty)	2023 rates (9 mo. Faculty)
Employee only	\$20	\$20	\$26.67	\$26.67
Employee + child	\$200	\$211	\$266.67	\$281.33
Employee + children	\$381	\$403	\$508.00	\$537.33
Employee + spouse	\$533	\$564	\$710.67	\$752.00
Employee + spouse + children	\$769	\$814	\$1025.33	\$1085.33

Select Coverage – Horizon Participant Monthly premium

Premium Class	2022 rates (12 month)	2023 rates (12 month)	2022 rates (9 mo. Faculty)	2023 rates (9 mo. Faculty)
Employee only	\$43	\$46	\$57.33	\$61.33
Employee + child	\$223	\$237	\$297.33	\$316.00
Employee + children	\$404	\$429	\$538.67	\$572.00
Employee + spouse	\$556	\$590	\$741.33	\$786.67
Employee + spouse + children	\$792	\$840	\$1056.00	\$1120.00

Base Coverage – Legacy or Horizon Monthly Premium

Premium Class	2022 rates (12 month)	2023 rates (12 month)	2022 rates (9 mo. Faculty)	2023 rates (9 mo. Faculty)
Employee only	\$0	\$0	\$0	\$0
Employee + child	\$117	\$124	\$156.00	\$165.33
Employee + children	\$299	\$317	\$398.67	\$422.67
Employee + spouse	\$451	\$478	\$601.33	\$637.33
Employee + spouse + children	\$687	\$728	\$916.00	\$970.67

***Please watch for an email coming from University Human Resources soon with all plan changes and instructions on the open enrollment process.

It's NOT too late! Earn your \$300 medical plan deductible reduction for 2023

The October 31, 2022, deadline to complete activities to earn your Wellness Incentive is quickly approaching!

Go to MyActiveHealth.com/Mississippi and check out the **Rewards Center**, your online connection to your **NEW Wellness Incentive**. There, you can learn about the program activities and check your completion status.

Register using the ActiveHealth website or mobile app

1. Complete the health assessment
2. Complete a compliant wellness visit with an in-network provider

Complete all three activities to receive a **\$300 medical plan deductible reduction for calendar year 2023**. To make sure you get credit for taking steps to improve your health, go the MyActiveHealth.com/Mississippi and get started today!

This program is voluntary. The incentive is available to active and retired employees with base and select coverage. Medicare primary, spouses, and dependents are not eligible.

Call ActiveHealth at 1-866-939-4721 if you have any questions.

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 in order 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

UPCOMING HUMAN RESOURCES TRAINING

Creating a Harassment Free Environment **Thursday, October 6 @ 1:30p (1 hour)**

Audience: All employees

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

Job Description Writing Guide **Tuesday, October 18 @ 10a (1 hour)**

Audience: Supervisors/Managers

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

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](#).

Micro-credentials and Digital Badges in Higher Education FREE!

Virtual Conference: October 12-13, 2022

Explore useful strategies for developing and advancing micro-credentialing and badging initiatives and programs at your institution.

Leading and Influencing Change from the Middle: Change Management for Mid-level Leaders FREE!

LIVE TRAINING: October 13, 2022| 1:00pm to 3:00 pm Eastern

You will be able to address the challenges, opportunities, and actions needed for implementing a change initiative from a mid-level leadership role.

Deconstructing and Growing from Negative Past Work Environments FREE!

LIVE TRAINING: October 13, 2022| 1:00pm to 3:00 pm Eastern

Learn how to reframe negative past experiences and set boundaries in an emotionally intelligent way.

Impact of Repeal: Institutional Responses to the Dobbs Decision FREE!

LIVE TRAINING: October 19, 2022| 1:00pm to 2:30 pm Eastern

As abortion rights are no longer guaranteed under federal law, learn how institutions affected by the Dobbs decision are preparing for its impact on students, faculty, and staff.

Impact of Inflation on Higher Education FREE!

LIVE WEBCAST: October 20, 2022| 1:00pm to 2:00 pm Eastern

Learn how inflation impacts higher education and get useful examples of how colleges are responding successfully.

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 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:

Learning to Relax Thursday, October 13 @10a (1 hour)

Audience: Any employee of the University

Summary: Stress is experienced in the body as tension. To manage stress, we have several choices: reduce or eliminate the stressor, think about the stressor differently so it no longer causes tension or change the way our body reacts to stress. The course will address the third option through exploring a variety of relaxation techniques to calm the body and mind. The class will allow participants to learn and experience several simple relaxation tools such as progressive muscle relaxation, abdominal relaxation breathing and visualization.

Please register [here](#) to receive the link to the webinar.

NEW RESILIENCY APP AVAILABLE

What is the Driven Resilience App? Driven is a virtual coach in your pocket designed to help you manage stress, increase motivation, and proactively build mental wellness. The app is fun, engaging, and fully digital! It all starts with a fast, 3-minute resilience questionnaire to measure your resilience across the PR Resilience Domains. Based on your results, a personalized self-paced training course starts. There are short, unique daily chats that quickly help you build healthy resilience skills and habits. Includes interactive daily activities and useful techniques that can be used as needed. Help is available whenever needed through the AI-powered chat. You can also watch a short video to learn more about the app [here](#).

Who is Eligible? Benefit-eligible faculty and staff

How Can I Access the App? To access the code to the Driven app, complete this form:

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

How do I attend the monthly sessions? The first session will be held on October 19 @10am on Teams to learn about the Vision domain, which is about your sense of purpose, goals, and personal vision for yourself. Email quentisha.jones@usm.edu if you would like to sign up for this session. You need to be already signed up for the Driven Resiliency App and have access to your PR6 report when you attend.

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