



# HUMAN RESOURCES UPDATE

**SPECIAL COVID-19 EDITION**

**April 2020**

## HOW TO CONTACT HUMAN RESOURCES

Though like the rest of the University we are working remotely at this time, University Human Resources is still working. You can call our main line at 601-266-4050 or reach out to individual HR team members, who are all answering their phones and checking their emails. Our staff directory is posted on our website <https://www.usm.edu/employment-human-resources/human-resources-staff-directory.php>. Our campus mailbox (5111) is being checked, though not daily, for any mail that is sent for processing. We are fully operational and capable of processing paperwork, posting jobs, and processing new hires. Though as we are not on-site, we can only see people by appointment only.

## TRACKING STATUSES

Remote Work: Anyone who is working remotely should complete the Agreement to Work Remotely, which must be submitted to HR for the personnel file. You should also require all of your remote workers to submit a Remote Work Log at least weekly as documentation of the work being performed during this time. The logs do not have to be sent to HR but should be retained by the department in the event we are audited in the future. A PAF is not required nor is any special coding required in time and attendance.

Administrative Leave: Any benefit-eligible employee we have “called off” because there is no work for them to perform on-site or remotely at this time may be placed on paid administrative leave. A PAF is not required nor is any special coding required in time and attendance (code as Reg). However, you should be tracking and documenting administrative leave for your own department records.

Unpaid Leave: Non-benefit eligible employees we have “called off” because there is no work for them to perform on-site or remotely at this time may be placed on unpaid leave. A PAF is required to change the employee’s status in SOARHR, and your HR Partner can provide you a letter to provide to the employee.

Personal Leave/Sick Leave: Nothing different from what is usually done- employees request time off from their supervisor and then code accordingly in time and attendance. A supervisor should not approve more than 2 weeks of sick leave without an FMLA approval from Human Resources.

FMLA/EPFL/EFMLA: These statuses must be reviewed and approved by Human Resources. We will notify you of those approvals/denials and give more information as to how to move forward at that time.

Reminder that HR has posted FAQs on our website with more information about leave requests and time and attendance: <https://www.usm.edu/employment-human-resources/covid-19-employment-faqs.php>.

# PAF & PDS NOW ELECTRONIC

The PAF and PDS forms are now temporarily electronic fillable forms on the HR website:

[Personnel Action Form \(PAF\)](#)

[Personnel Data Sheet \(PDS\)](#)

## Things to know when completing the fillable forms:

- There are two forms:
  1. PAF – Personnel Action Form
    - Someone is leaving employment at USM – Complete the PAF – Termination Section.
    - Someone needs to be put on a leave of absence (unpaid or approved FMLA) – Complete the PAF – Leave of Absence Section.
    - Someone is having their supervisor changed – Complete the PAF – Maintenance Section
    - Someone is getting an additional pay – Complete the PAF – Employment Section
    - Hiring a faculty member to teach over the summer – Complete the PAF – Employment Section
  2. PDS – Personnel Data Sheet
    - Hiring someone to teach part-time – Complete the PDS – Personnel Data Sheet
- There are no new areas on these forms that were not already listed on the paper versions. The only section that is different is the approval sections. Now, instead of routing for signatures physically, you will need to email this form to the appropriate person for approval and they will forward to the next level.
  - Example: If you are completing a form for a GA, you must obtain all signatures required by your director and they will need to email the form to Graduate School. Graduate School will then forward this to HR for processing.
- Once all signatures are obtained, the final approver will need to email the PAF/PDS to [PAF@usm.edu](mailto:PAF@usm.edu).
- This email will go directly to Human Resources to be processed. Like always, we will make contact with you if there are questions.
  - Once processed by HR, the forms will be forwarded to either OFPA or ORA for their records. Once the form has completed the process, the form will be printed and placed in the employee's file.
- This is the same process we follow now except it will all be done by email.

## **Instructions for Processing Both Forms:**

**Step 1:** The originating department will obtain all the applicable required documents (Offer Letter/Award Memorandum, Faculty Qualifications Form, Permission To Hire, Resignation Letter, etc.). Some forms may require prior signatures. These signatures must be obtained before completing the PAF/PDS.

**Step 2:** Complete the appropriate form (PAF or PDS)

**Step 3:** Forward the PAF/PDS for appropriate signatures.

**Step 4:** Once all signatures are obtained, the PAF/PDS will need to be emailed to HR at PAF@usm.edu by the last signature obtained.

**Step 5:** HR will process the form and forward to either ORA or OFPA for processing.

## **EMPLOYEE ASSISTANCE PROGRAM**

USM's Employee Assistance Program (EAP), GuidanceResources, now has a Coronavirus (COVID-19) resources toolkit available on their website.

Explore webinars and resource guides on topics such as:

- Coronavirus Digital Toolkit
- Resiliency Resources
- Working from Home
- Financial Support
- Illness Prevention
- Healthy Travel
- And more!

GuidanceResources is online at GuidanceResources.com or the app GuidanceNow. You will need the web ID COM589

Remember, you and members of your household also have telephonic access to talk to a counselor, financial advisor or legal advisor: 800-272-7255. For more information about the EAP visit our website <https://www.usm.edu/employment-human-resources/benefits.php>.

## **ACTIVEHEALTH FREE WEBINARS**

Join a free webinar "Staying Calm and Centered During COVID-19 Pandemic." [Register here.](#)

# ELECTRONIC TUITION WAIVER FORMS

## Dependent Child Tuition Waiver:

Please complete the Dependent Child Tuition Waiver found on the HR website [Dependent Child Tuition Waiver](#). Hit the submit button and it will go directly to HR for processing. HR will make contact with you if there are questions or issues.

## Faculty/Staff Tuition Waiver:

Please complete the Faculty/Staff Tuition Waiver found on the HR Website [Faculty/Staff Tuition Waiver](#). Once submitted, HR will forward to the Approver (Director) provided in the form. The Approver (Director) will need to reply to Sharon.Hughes@usm.edu if they approve or deny the employee request for taking classes. Once the approval has been received, the waiver will be processed. HR will make contact with you if there are questions or issues.

Please contact Sharon Hughes, Records Supervisor, at 6-4758 or [Sharon.hughes@usm.edu](mailto:Sharon.hughes@usm.edu) with any questions.

**University Human Resources asks everyone to be safe during this time, adhere to the orders given by officials, and use good judgment. Stay engaged, communicate, and contribute (as practical) for your own well-being as well as that of the University. Your Human Resources team is here for you.**

**Southern Miss to the Top!**

*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.*