

February 2020



USM OFFICIALLY HAS AN EAP!

What: A new Employee Assistance Program (EAP) called GuidanceResources®

Who: All benefit eligible employees, as well as

- Anyone in their household
- Their dependents away at college

When: Starting in January 2020

How: Call: 800-272-7255
 TTY: 800-697-0353
 Online: GuidanceResources.com (will require Web ID COM589 to set up an account)
 App: GuidanceNow

The GuidanceResources® program includes:



Confidential Emotional Support

Highly trained clinicians will listen to your concerns and help you or your family members with any issues, including:

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts



Mental Health Counseling

In addition to unlimited access to telephonic counseling, participants also receive 3 face-to-face sessions with a local counselor for stress, depression, family and other issues. That's 3 sessions per person, per issue, per year.



Work-Life Solutions

Specialists provide qualified referrals and resources for just about anything on your to-do list, such as:

- Finding child & elder care
- Hiring movers or home repair contractors
- Planning events, locating pet care



Legal Guidance

Talk to an attorney for practical assistance with your most pressing legal issues, including:

- Divorce, adoption, family law, wills, trusts & more

Need representation? Get a free 30-min consultation and a 25% reduction in fees.



Online Support

GuidanceResources® Online is your 24/7 link to vital information, tools & support. Log on for:

- Articles, podcasts, videos, slideshows
- On-demand training
- "Ask the Expert"- personal responses to your questions



Financial Resources

Financial experts can assist with a wide range of issues, such as:

- Retirement planning, taxes
- Relocation, mortgages, insurance
- Budgeting, debt, bankruptcy

WELCOME SHARESSA PARKER

University Human Resources welcomes our newest HR Partner, Sharessa Parker. Sharessa will be supporting the following departments and is currently in process of reaching out to meet leaders.



Sharessa Parker

601-266-6289

Sharessa.parker@usm.edu

- College of Education and Human Sciences
- College of Nursing and Health Professions
- Honors College
- Research
- Student Affairs

FEBRUARY TRAINING SESSIONS

Cornerstone User Training

**Friday, February 7 @ 10a McLemore 309, Hattiesburg
NAB 101, Gulf Park**

IVN is available- contact Angie Hendershot 5-4581 for more information.

Audience: Hiring managers, proxies for hiring managers, approvers, and selection committees

Remember training dates and user guides are available online: <https://www.usm.edu/employment-human-resources/applicant-tracking-system-hiring-manager-resources.php>

TRANSITIONING FROM 12-MO to 9-MO REMINDER

Administrators transitioning from a 12-month to 9-month position should be prepared to enter a “without pay” status during the transition time of July and August. Additionally, any personal leave accrued will be frozen and not available for use at any time unless resuming a 12-month position. For those enrolled in PERS the unused leave will be credited to PERS when employment with USM ends. For those enrolled in ORP personal leave has no value. If you would like more information about the transition and how your time may be impacted, please contact Kameron Dale, HR Director.

INSIDE HR

Due to the recent website change, information on the HR site may have been moved to a different location than where it was previously. Inside HR is a section on the website that contains information and updated forms just for people internal to USM, such as employees, supervisors, and hiring managers. The Inside HR button is located on the left hand side of the page underneath our department contact information. If you can't find what you are looking for, click there and you are likely to find it. Please take a few minutes and become familiar with all of the behind the scenes information that could assist you in your employment needs. If you are unable to locate what you are looking for, always feel free to reach out to your HR Partner for help.

COMP TIME BALANCES

The earnings codes for comp time are:

CTE=comp time earned by the employee during the specified pay period

CTU=comp time used by the employee during the specified pay period

Entering Comp Time

Comp Time is now maintained in SOARHR. It will be tracked in the same manner that we currently track Sick and Vacation. Comp time is earned at the same 1.5 rate that is applied to overtime. The system will automatically convert hours entered at the correct rate so there is no need to calculate this conversion beforehand.

Ex. An employee works 47 hours for one week. That employee now has 7 hours of comp time. It would be entered as CTE=7.0. The system will convert this and the employee will show a comp time balance of 10.5.

| Available Hours | | | |
|-----------------|----------|--------------|--|
| Sick | Personal | Compensatory | |
| 306.68 | 1341.60 | 0.00 | |

| Time Entry | | | | | | Find | First | 1-2 of 2 | Last |
|------------|------------|----------|------------|----------------|----------------------|--------|-------|---------------|------|
| *From Date | 09/21/2019 | *To Date | 10/04/2019 | *Earnings Code | REG Regular Pay | *Hours | 80.00 | Internal Code | |
| *From Date | 09/21/2019 | *To Date | 10/04/2019 | *Earnings Code | CTE Comp Time Earned | *Hours | 7.00 | Internal Code | |

| Total Hours This Period | | |
|-------------------------|-------------------|--|
| Earnings Code | Hours This Period | |
| REG | 80.00 | |
| CTE | 7.00 | |

Submit Timesheet

USING COMP TIME

When an employee is using comp time, the supervisor will enter 1) Date(s) comp time was used under “From Date/To Date” 2) CTU (for Comp Time Used) in the “Earnings Code” 3) The number of comp time hours taken under “Hours”. There is no calculation that needs to be done. The system will calculate the fields automatically.

Ex. An employee worked 74 hours for the two-week pay period and took 6 hours of comp time. The supervisor would enter 6 hours of CTU after the 74 hours of REG had been entered.

| Available Hours | | | |
|-----------------|----------|--------------|--|
| Sick | Personal | Compensatory | |
| 306.68 | 1341.60 | 0.00 | |

| Time Entry | | | | | | Find | First | 1-2 of 2 | Last |
|------------|------------|----------|------------|----------------|-------------------|--------|-------|---------------|------|
| *From Date | 09/21/2019 | *To Date | 10/04/2019 | *Earnings Code | REG Regular Pay | *Hours | 74.00 | Internal Code | |
| *From Date | 09/21/2019 | *To Date | 10/04/2019 | *Earnings Code | CTU CompTime Used | *Hours | 6.00 | Internal Code | |

| Total Hours This Period | | |
|-------------------------|-------------------|--|
| Earnings Code | Hours This Period | |
| REG | 74.00 | |

Submit Timesheet

PAYING OUT COMP TIME

When an employee transfers to another department, the department where the comp time is accrued is responsible for submitting that accrued comp time for payment. Same for terminations. When an employee terminates from the University with accrued comp time, it is the department's responsibility to submit that accrued comp time for payment. The electronic time and attendance super users can enter the time through the electronic time and attendance system for payment using the earn code CTU or a prior period adjustment form may be completed and sent to payroll@usm.edu for payment.

The following is provided as a guideline for comp time. Please refer to the complete policy, which is provided in The University of Southern Mississippi employee handbook 5.5.3.

- Compensatory time is credited at 1 ½ hours per every hour worked over 40.
- Personal time and sick time are not considered as “hours worked” by the Department of Labor.
- The choice between compensatory time, flextime, or monetary payment for overtime hours is at the discretion of the manager.
- An employee may only earn up to 240 hours (160 hours of actual overtime worked) of compensatory time.
- At the time 240 hours of comp time is accrued, the manager can choose to deny overtime; however, if overtime is taken without approval it must be paid at 1 ½ times the regular hourly pay rate. (working overtime without permission is a policy violation and may be addressed through progressive discipline)
- The employer can require an employee to use comp time before using personal time.
- If an employee transfers to a different department all current comp time must either be taken or paid out by the current department before the transfer occurs.
- Any unused compensatory time must be paid out at the time of termination from the university.
- The FLSA does not require that an employer credit compensatory time for any holidays, unless an employee works over 40 hours in that workweek.
- The department can refuse a request for comp time if the time that is requested off places an “undue hardship” on the department.

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.