

June 2020

RETURN TO WORK GUIDELINES

Starting June 1, USM staff will begin the transition from primarily remote work to on-site work. To aid us in this return, the University has developed Work Assignment Guidelines for Return to On-Site Work. These guidelines should have already been emailed to all leaders, but it is also attached here for your reference [Return to Work Guidelines](#). Also, please refer to the following links regarding HR FAQs, health protocols, purchasing FAQs and signage resources.

- HR FAQs – <https://www.usm.edu/employment-human-resources/covid-19-employment-faqs.php>
- Health Protocols – <https://www.usm.edu/student-health-services/covid-19-health-protocols.php>
- Purchasing FAQs - <https://www.usm.edu/procurement-contract-services/covid-19-purchasing-faqs.php>
- Signage and Graphics on the COVID-19 Faculty and Staff Resources page - <https://www.usm.edu/covid-19/faculty-staff.php#signage>

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](https://www.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>.

ELECTRONIC PAF

You've asked and we have delivered- We are going to continue using the electronic PAF even after we all return to on-site work. You can still use the carbon copy PAF, if you would like, but the electronic is also an option. We have updated the form to make it easier to complete and read. Going forward, please use the form linked here instead of the old one.

https://www.usm.edu/employment-human-resources/internalportal/interportal_files/paf_5_28.pdf

Only new forms will be accepted going forward.

Along with the electronic PAF, there will be new guidelines that must be followed to ensure approvals and accurate data entry.

- All electronic PAFs must have a signature. We can no longer accept emails that say the PAF is approved.
- If you have to print, sign, and scan back in, we will accept that; however, the scanned copy must be readable.
- All PAFs must be submitted to PAF@usm.edu. Please do not send to any other email address including to individual HR staff members.
- Any PAF that is not completed correctly will be sent back to the department to ensure accuracy of information entered.

Here are a few examples to help you know which section to complete when filling out a PAF properly.

- Someone is leaving employment at USM – Complete the PAF – Termination Section
- Someone needs to be put on maternity leave – Complete the PAF – Leave of Absence Section.
- Someone needs to be brought back from furlough – 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

There are no new areas on these forms that were not already listed on the paper versions. The maintenance section looks different so please review before filling out the form. Now, instead of routing the PAF 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 to PAF@usm.edu. This email is connected to HR employees who will then distribute the forms to be processed.

*If you need to submit any other form (Affiliate Data Form, Volunteer Data Form, Single Payment Form, or PDS) please email these to PAF@usm.edu as well.

AIG RETIREMENT MEETINGS

In an effort to provide you with the tools needed during this time, University Human Resources is working with AIG to provide retirement information. An AIG Financial Advisor will be available on the following dates through WebEx or phone call to discuss your retirement savings account and retirement plans. Everyone is invited even if you do not have an AIG account.

Use the following links to schedule an appointment with an AIG Retirement Services Financial Advisor:

[Click here for a **MONDAY** appointment](#)

[Click here for a **TUESDAY** appointment](#)

[Click here for a **WEDNESDAY** appointment](#)

[Click here for a **THURSDAY** appointment](#)

CORNERSTONE UPDATES

Requisition Maintenance: As of June 1st, there are 254 open requisitions in Cornerstone and 119 open positions posted on jobs.usm.edu. Please log into your Cornerstone page and manage the open requisitions for your area. Meaning if you are no longer going to hire for the position give all candidates a final “Not Hired” disposition and email your HR Partner to cancel or place the position on hold. If you have hired someone for the position, please disposition all “Not Hired” candidates and then move the selected individual through the process to the “Hired” stage which should close your requisition. Contact your HR Partner if you have any questions.

Cornerstone Q & A through Microsoft Teams

Wednesday, June 10th at 10am

Please RSVP to Angie Hendershot so you can be added to the Teams Invite

Cornerstone Training through Microsoft Teams

Wednesday, June 17th at 10am

Please RSVP to Angie Hendershot so you can be added to the Teams Invite

POLICY UPDATES

Changes effective June 1, 2020:

<u>Policy</u>	<u>Description</u>
1.3 The University’s Executive Cabinet	Removed VP for Gulf Park
4.1.1 Dependent Child Academic Tuition Waiver	Updated to clarify eligible for first degree at USM
4.6 Workers Comp	Updated for accuracy with actual processes and clarity.
6.4 Family and Medical Leave Act	For example, the policy made reference to a calendar
6.5 Leave of Absence without Pay	year when USM utilizes a 12-month rolling year.
6.6 Military Leave	
7.1.1 Progressive Discipline	Updated wording for clarity

EDUCATION UPDATES IN DIGITAL MEASURES

Education information appearing in Digital Measures reflects the official education records housed in Human Resources. Faculty can request to have their education records updated to correct errors of fact or to include additional degrees held by the faculty member. It is the responsibility of faculty to ensure their education records are up to date. Official transcripts are required to update education records in SOAR and Digital Measures. The official transcript must indicate the award date of the degree, the name of the degree, the major, and the university awarding the degree. Please refer to the Faculty Credentials & Qualifications Manual for additional details (<https://www.usm.edu/provost/internalportal/fac-qual-manual-2020.pdf>). Faculty can complete the Machform in the education panel of Digital Measures to begin the process of updating their education information.

FY 2020 YEAR-END PROCEDURES

The Office of the Controller has posted a memo on their website regarding FY2020 year-end procedures. Please share this link with members of your staff who need to be aware of these processing and transaction deadlines to ensure the specific dates are known and potential problems are avoided.

<https://www.usm.edu/controller/announcements.php>

JOB DESCRIPTION RESOURCES

University Human Resources has created a new guide for writing job descriptions. It is now posted on our website under supervisor forms “Job Description Writing Guide.” An accurate and well-written job description is critical in the hiring process, for compensation, and in performance management. If you have questions or need assistance, please reach out to your HR Partner for help.

RED CROSS GUIDANCE FOR HURRICANE SEASON

Hurricane season is upon us and this year it is complicated further by COVID-19. We recommend that everyone review the link below to the Red Cross website with great information about preparing for hurricane season during COVID-19.

<https://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/coronavirus-safety/preparing-for-disaster-during-covid-19.html>

***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.
SMTTT!***