



# HUMAN RESOURCES UPDATE

March 2020

## SUMMER 2020

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

The following deadlines have been set in order to ensure that all faculty and new or continuing Adjunct appointments are completed in time for the summer 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, May 4, 2020      PAF and PDS in Provost Office. (Should include faculty qualifications forms and accompanying documentation as needed and/or Provost signature)

Monday, May 11, 2020      Final fully signed form for Spring semester due in Human Resources

### Dates for Summer Teaching:

Full Summer Semester - June 1 – July 31 paid out June through August

Summer Session I - June 1 – June 30 paid out June and July

Summer Session II - July 1 – July 31 paid out July and August

### Dates for Summer Research:

May 21 – June 19 – pays out in June

June 20 – July 19 – pays out in July

July 20 – August 16 – pays out in August

## MARCH TRAINING SESSIONS

**Staff Hiring Toolkit      Tuesday, March 10 @ 10a      McLemore 309, Hattiesburg**

*Audience: Hiring managers and anyone involved in the hiring process*

**Conflict Resolution      Thursday, March 19 @ 9a      International Bldg St 319**

*Part of the March Professional Development Series; register through Eventbrite*

<https://www.eventbrite.com/e/usm-professional-development-conflict-resolution-hbg-tickets-92785849975>

**Cornerstone User Training Friday, March 6 @ 10a**

**NAB 101, Gulf Park**

**IVN available upon request**

**Wednesday, March 11 @ 10a**

**McLemore 309, Hattiesburg**

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

*Remember Cornerstone training dates and user guides are available online:*

<https://www.usm.edu/employment-human-resources/applicant-tracking-system-hiring-manager-resources.php>



## TAX PREP 2020

Filing a federal tax return can be a tedious and time-consuming task, so it's never too early to start preparing. Keep in mind: The deadline for filing individual returns for the 201 tax year is April 15, 2020. Here are some tips on filing:

**Get started now.** Organize receipts, paycheck stubs, financial records, mortgage statements and other important documents, and try to estimate how much you will owe or be refunded. You want to schedule enough time to complete the return and avoid the filing deadline rush.

**Educate yourself.** Learn about the latest tax laws so you can take advantage of as many deductions, exemptions and credits as possible. Visit the IRS website at [irs.gov](https://irs.gov) or call the IRS toll-free at 800.829.1040 for help. Consider hiring a CPA, financial planner or tax attorney for a complex return.

**Understand your payment options.** There are alternatives if you cannot immediately pay the taxes you owe. Installment agreements can be applied for at [irs.gov](https://irs.gov), and there are a number of options for charging the balance on a credit card. The IRS won't take on a fee for credit card payments, but the processing companies will charge a convenience fee.

**If you can't file on time.** You can submit IRS Form 4868: Application for Automatic Extension of Time to File U.S. Individual Income Tax Return and receive an automatic six-month extension to postpone your filing date. This pushes back the due date for the paperwork. It doesn't give you more time to pay any taxes due, so you will owe interest on any amount not paid by the April 15 deadline, plus a late payment penalty if you have not paid at least 90% of your total tax by that date.

Remember, your GuidanceResources program has teamed up with TurboTax to offer a discount of up to \$15 on its best-selling tax software. To get started go to [TurboTax.com/affiliate/compsychb](https://TurboTax.com/affiliate/compsychb).

### **Guidance Resources:**

**Call: 800-272-7255**

**TTY: 800.697.0353**

**Online: [guidanceresources.com](https://guidanceresources.com)**

**Web ID: COM589**

## **VETERAN/DISABILITY SELF IDENTIFICATION**

### DISABILITY STATUS

Voluntarily self-identifying is a good thing — it's how things change. The video below explains why companies doing business with the federal government ask job applicants and employees to voluntarily self-identify if they have a disability, and the important role that self-identifying plays in ensuring equal employment opportunity for people with disabilities.

Click here to watch the video: <https://www.dol.gov/ofccp/SelfIdVideo.html>

In order to track our efforts to attract and hire individuals with disabilities, The University of Southern Mississippi is required to ask all of its employees to update their disability status every five years. This information is required by the Office of Federal Contracts Compliance Program (OFCCP).

If you wish to self-identify a disability, please complete the [Voluntary Self-Identification for Disability Status](#) form (PDF).

### VETERAN STATUS

In addition, each year, our office submits a report (VETS 4212) to the United States Department of Labor identifying the number of employees belonging to each specified “protected veteran” category. This information will allow us to accurately measure our efforts and allow us to remain compliant with federal regulations. Completing these forms is completely voluntary. Your answer will not be used against you in any way.

If you are a covered veteran and wish to self-identify, please complete the [Voluntary Self-Identification Veteran Status](#) (PDF).

*Please return all completed forms to the Office of Affirmative Action and Equal Employment, Box #5111. If you have questions, please do not hesitate to contact our office at ext 6-6618.*

## **EEO TAGLINE IN EMPLOYMENT ADVERTISING**

As a federal contractor, USM is required to state in all solicitations or advertisements for employment that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin. All external recruitment advertising must include the solicitation "An Equal Opportunity Employer" or the abbreviation EOE/F/M/VETS/DISABILITY.

Reminder that all external advertisements must be reviewed and approved by the AA/EEO office in advance for adherence to this policy. If you have any questions or concerns please contact Christian Cameron, EEO Coordinator at [christian.n.lewis@usm.edu](mailto:christian.n.lewis@usm.edu).

## **INTERESTED IN TEAM BUILDING OR TRAINING?**



*HR recently facilitated a “Web of Reflection” activity for University Union & Hub where they had the opportunity to give thanks to one another and gain appreciation for the interconnection between them. If you are interested in team building for your department or group, give your HR Partner a call to discuss.*

***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.***