



October 2020

PRAISE SOMEONE IN TEAMS

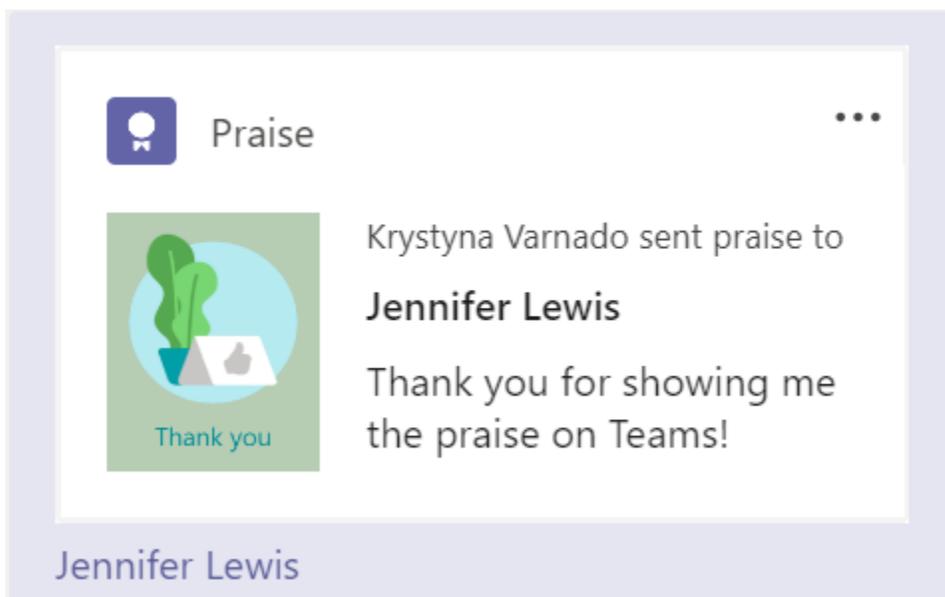
Do you work with someone you want to send a special thank you or compliment? You can send them a “praise” in Microsoft Teams.

In Chat: select the person you want to praise (if you have not already chatted with them you will have to send a chat first to utilize this feature) and select the praise icon under the comment box. A window will open with “badges” for you to pick and then you can create a personalized message.

In Teams (which all participants will be able to view): Select the praise icon under the comment box. A window will open with “badges” for you to pick and then you will select the person you want to praise and create a personalized message.



Take a moment to make someone’s day!



OPEN ENROLLMENT 2020

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, 2021.

There are several changes to the benefits effective January 1, 2021. Please review a detailed description of all changes on the HR website: <https://www.usm.edu/employment-human-resources/benefits.php>

This year all changes, with the exception of health and life insurance, will be made online at www.sabcflex.com/enrollment. Paper applications must be completed for health and life insurance changes. Visit the HR website for a link to the application for the health and life insurance. <http://www.usm.edu/employment-hr/online-open-enrollment-open-october-1st-october-31st>.

A Human Resources representative will be available on the dates below to assist you, if desired. An appointment is required. Please click [here](#) to make an appointment. It is important that you are on time for your appointment as it will disrupt the appointments of others causing all to be off-schedule.

October 1 st	Hattiesburg campus
October 8 th	Gulf Park campus
October 15 th	Hattiesburg campus
October 20 th	Hattiesburg campus
October 29 th	Hattiesburg campus
October 30 th	Hattiesburg campus

****All changes to insurance plans must be made no later than October 31st as mandated by our insurance carriers. Health insurance changes must be in Human Resources by Friday, October 30th. *******

INSTRUCTIONS FOR ONLINE ENROLLMENT

Login at: www.sabcflex.com/enrollment

Under employee login enter your social security number (no dashes) as your employee ID, and your six digit date of birth as your password (mmddy – example: January 21 of 76 would be entered as 012176)

Step 1. Review your personal information. If your address needs updating, submit a [change of address form](#) to Human Resources. Follow the instructions to the next page

Step 2. Review your current information. If correct and you have no changes, continue to the next page. If you wish to enroll in the dental and/or vision, click the enroll button next to the product and complete the online application. Once complete, you will return to the Cafeteria Plan enrollment. If you wish to change/review your dental or vision coverage, click the change/review button. To cancel any supplemental insurance product, click the terminate button and complete the online form.

Step 3. Make your Flexible Spending election. If you are electing to participate in Flexible Spending, please have your direct deposit information available to enter online.

Step 4. Review the summary of your election, if correct, proceed to the next step. If incorrect, click the back button.

Step 5. Read the plan provisions, acknowledge that you understand, and sign using your SS#. Your enrollment is complete. Please a print copy for your records and click done.

NEW LEADER ORIENTATION NOW ONLINE

New Leader Orientation has been moved to the HR website now in an online format. All new leaders at USM (both new and promoted) will receive a link from us informing them of these resources. However, anyone at USM may access this training if you'd like more information about topics such as Procurement, Budget, HR, Payroll, Title IX, etc. Training videos, handouts and contact information for each module is provided on the site.

To access the new site: Go to the HR website, click "Inside HR" at the bottom of the page, and then select the Training tab. You can also use this [link](#).

UPCOMING TRAINING

Cornerstone Overview, Q&A: Wednesday, October 7th at 10am-11:30am

Audience: Anyone who posts jobs or accesses candidates in Cornerstone

Top 10 Supervisor Mistakes: Tuesday, October 13th at 10am -11am

Audience: Anyone in a leadership role

Contact Karen Figueroa Karen.figueroa@usm.edu to RSVP and she will send you the TEAMS link.

HUMAN RESOURCES WEBSITE CHANGES

We did some "remodeling" of our Inside HR pages; therefore, you may have confusion as to where to find things that have moved. Anything related to hiring has been moved under the tab "Employment"

(Cornerstone links, training guides, hiring processes, etc.), and a new tab "Training" has been added where you can find New Leader Orientation. Also, all forms have been combined under one link. Remember, to get to this page you have to click the Inside HR button on our home page; Inside HR is intended for use by current USM employees only who login with a w#.



INSIDE HR

POLICY UPDATES

Effective September 1, 2020:

Policy

3.10 Drug Testing Policy
Commercial Driver's License

Description

Updated to include a rehabilitation option

Effective September 22, 2020:

5.11 Emergency Paid Sick Leave and 6.14 Expanded FMLA

Revised to reflect updates of the regulations. Includes:
An employee may not be eligible for EPSL/EFMLA if:

- The child is over 14 years of age unless special circumstances are approved
- Another parent or caretaker is available to be in the home
- Remote work is offered
- The school is not closed and home schooling was a voluntary decision

Other

Corrected broken links and missing items from Table of Contents

CORNERSTONE UPDATES

HOW TO QUICKLY GENERATE A W# FOR YOUR NEW HIRE:

- ✓ Make sure you are moving your qualified applicants throughout the status boxes in Cornerstone i.e. Phone Screening, Interview, Offer Letter, Background Check, Hired.
 - o **Offer Letter** – Staff offer letters **MUST** be on the Cornerstone offer letter template.
 - o **Background Check** – Once you have received an email notification that a background check has **cleared**, you will need to do the following to generate the W#:
 - § For Evergreen Requisitions – Move your candidate(s) from Background Check to HIRED. Please continue to manage these requisitions frequently. All Evergreen requisitions will only be opened for no more than **ONE** year moving forward.
 - § For Requisitions with more than one openings – Move your candidate(s) from Background Check to HIRED. Please continue to manage these requisitions frequently until you have made all of your hires.
 - § For Requisitions with only one opening– **FIRST**, you need to make sure that **ALL** other candidates have been dispositioned to **NOT HIRED**. Lastly, move your candidate from Background Check to HIRED.
- ✓ Manage your Cornerstone job requisitions frequently.
 - o Applicants that **do not** meet your minimum qualifications need to be dispositioned to Not Hired as soon as possible. (Don't leave people hanging; if they aren't a candidate, they aren't a candidate- set them free)
 - o Dispositioning of candidates should be happening throughout the life of your requisition, not just at the end.
 - o Final Dispositions Explanations for Not Hired are now available on our website:
https://www.usm.edu/employment-human-resources/final_disposition_explanations_nothired.pdf

****** The Final Disposition of Not Hired can be assigned at any stage of the recruiting and selection process. The disposition you assign should be selected with care, as it is used to support your hiring decision if ever challenged. Remember, the candidate will get an email letting them know they are no longer under consideration as soon as the status is changed.******

We are rapidly approaching December and will soon publish deadlines for offers, background checks and start dates in preparation for the Non-hiring month of December. Please make sure that your requisitions and candidate statuses are up to date in all requisitions. If interviews have been conducted, those candidates should be in interview status prior to moving them to Not Hired. **Please remember you can and should be communicating regularly with your HR Partner regarding the status of your requisitions.**

Evergreen Requisitions – Beginning on October 1st we will begin unposting all evergreen requisitions that were opened in 2020 and years prior. Our Affirmative Action plan requires us to provide applicant pool data for positions based on the calendar (plan) year. Once unposted, you will still be able to manage the candidates and hire from this pool of candidates up until the beginning of the Spring Semester, as long as all remaining candidates within these requisitions have a final disposition so that these requisitions can be closed as soon as the selected candidate is moved to Hired. All Candidates in these jobs should be given a final disposition. Once this is complete and the position needs to be closed or cancelled, you must notify your HR Partner. New requisitions will need to be submitted for “evergreen” or ongoing requisitions such as Adjuncts or other frequently hired positions and will need to be managed each calendar year going forward.

Requisitions with a specific # of openings Opened in 2019 or before – Beginning on October 1st we will also be unposting all regular requisitions that were opened prior to 2020. These requisitions will also need to have the candidates managed giving everyone a final disposition. Once this is complete and the position needs to be closed or cancelled, you must notify your HR Partner. If the position is still vacant and a hiring decision has been put on hold, a new requisition can be opened and posted when you are ready to proceed with the hiring process.

Spring 2021 Faculty & Adjunct Paperwork

Personnel Action Forms (PAF)/Personnel Data Sheets (PDS) Dates – January 20, 2021 – May 14, 2021

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 16, 2020 PAF and PDS Due in Provost Office. (Must include faculty qualifications form and accompanying documentation as needed for Provost signature.)

Monday, November 23, 2020 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 4, 2021 – January 19, 2021 paid out in January as an Additional Pay

Full Spring Session – January 20, 2021 – May 14, 2021 paid out February through May

Spring Session I – January 20, 2021 – March 11, 2021 paid out February through March

Spring Session II – March 22, 2021 – May 14, 2021 paid out April through May

EEO STATEMENT & NOTICE OF NON-DISCRIMINATION

The University of Southern Mississippi does not discriminate on the basis of age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, veteran status, or any other status protected under applicable federal, state, or local law, in its admission, treatment, or access to its educational programs and activities or in its employment practices. The University of Southern Mississippi prohibits sexual and gender-based harassment, including sexual assault and misconduct, and other forms of interpersonal violence.

If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact:

The Office of Affirmative Action & Equal Employment Opportunity EEO Coordinator - Christian Cameron McLemore Hall (MCL) 310 | 118 College Drive #5111 | Hattiesburg, MS 39406 Phone: 601.266.6618 | Fax: 601.266.4541 | TTY/TDD: 1.800.582.2233

This policy assists the University in complying with federal and state legal mandates and University policies in relation to discrimination and applies to all members of the University community. The full Notice of Non-Discrimination policy (Policy No. PRES-AA-005), as well as the Procedure for the Resolution of Discrimination Complaints (Policy No. PRES-AA-004), can be accessed on the University's Institutional policies webpage at www.usm.edu/institutional-policies

DISABILITY/VETERAN STATUS SELF IDENTIFICATION

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> or read the [FAQ's](#)

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 for the [Voluntary Self-Identification for Disability Status form \(PDF\)](#). The form contains a list of health conditions that would qualify as disabled for self-identification.

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 for Veteran Status \(PDF\)](#).

Please return all completed forms to the Office of Affirmative Action and Equal Employment, Box #5111 or christian.n.lewis@usm.edu. If you have questions, please do not hesitate to contact us at 601-266-6618 or christian.n.lewis@usm.edu

EMPLOYEE ASSISTANCE PROGRAM (EAP)

USM's Employee Assistance Program (EAP), GuidanceResources, has a Coronavirus (COVID-19) resources toolkit available on their website <https://pages.e2ma.net/pages/1807892/20932>.

Explore webinars and resource guides on topics such as:

- Coronavirus webinars
- Resiliency resources
- Working from home
- Returning to work guide
- Navigating life at home
- Relaxing interactive experience
- And more!

GuidanceResources is online at [GuidanceResources.com](https://www.guidanceresources.com) or the app GuidanceNow. To register, you will need the Organization Web ID which is COM589. When it asks for your company name, enter UNIVE and pause and a box should pop up with The University of Southern Mississippi for you to select.

Remember, you and members of your household also have telephonic access to talk to a counselor, financial advisor or legal advisor: 800-272-7255.

JONES RECOGNIZED FOR OUTSTANDING SERVICE



Office of Admissions recently recognized HR Partner, Quentisha Jones, with the Heart of Gold Staff Service Award for her support to their department. We've known Quentisha is a rock star and we are so proud to see that all of you get to know too. Congratulations, Quentisha!

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!