



HUMAN RESOURCES UPDATE

October 2019

OPEN ENROLLMENT

Open Enrollment is Oct 1st - 31st. 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, 2020.

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 link below for the required forms. Human Resources will have computers set up for your use and will be available for assistance on the following dates:

- Oct 1st and 2nd – McLemore Hall, Room 309 from 10 a.m. to 3 p.m. (Hattiesburg campus)
- Oct 8th – Halstead – Caylor Building Room 104 from 9 a.m. to 11 a.m. (GCRL)
Cedar Point – Research Building, Room A from 1 p.m. to 3 p.m. (GCRL)
- Oct 15th – Building 1020, Room 118 from 9 a.m. to 11 p.m. (Stennis)
- Oct 17th – Hardy Hall, Room 214 from 10 a.m. to 3 p.m. (Gulf Park campus)
- Oct 23rd and 24th – International Building, Room 102 from 10 a.m. to 3 p.m. (Hattiesburg campus)
- Oct 30th and 31st – McLemore Hall, Room 309 from 10 a.m. to 3 p.m. (Hattiesburg campus)

All changes to insurance plans must be made no later than Thursday, October 31st as mandated by our insurance carriers. Please visit the HR website for a complete listing of all plans and applications for the health and life insurance. <https://www.usm.edu/employment-human-resources/benefits.php>

2020 BENEFIT CHANGES

LOWER OPTION DENTAL INSURANCE

Say hello to choices. During open enrollment, you can choose between the Low Plan and High Plan for dental coverage depending on your needs. With the Low Plan you will get:

- **Greater savings.** Pay only \$27.76 for employee only or \$67.59 for the whole family.
- **Full coverage for preventative care.** You will receive 100% coverage for diagnostic and preventative services like cleanings, exams and x-rays.
- **Coverage for basic and major services.** Basic fillings, sealants and oral surgery covered at 50%. Major services, root canals, gum treatment, crowns and bridges after a 12 month waiting period covered at 25%.
- **Lower annual maximum.** With the low plan you will have a \$1,000 annual maximum per person.

For additional information, please visit <https://www.usm.edu/employment-human-resources/benefits.php>

PRESCRIPTION DRUG COVERAGE

Effective January 1, 2020, a dual-tier generic copayment benefit will be implemented. Under this benefit structure, the Tier 1 preferred generic copayment will be \$12 and the Tier 2 non-preferred copayment will be \$30. All other deductibles, copayments and coinsurance amounts will remain the same.

HEALTH PLAN PREMIUMS INCREASE JANUARY 2020

Legacy – Hired before January 1, 2006 with any State of MS agency covered by the Plan (such as a community/junior college, public library, public school district, other State agency or university.)

Horizon – initially hired on or after January 1, 2006

New Rates Effective January 1, 2020

Select Coverage/Legacy Participant Monthly premium

<u>Premium Class</u>	<u>12 month Staff/faculty</u>	<u>9 month faculty</u>
Employee only	\$20.00	\$26.67
Employee + child	\$185.00	\$246.67
Employee + children	\$351.00	\$468.00
Employee + spouse	\$490.00	\$653.33
Employee + spouse + children	\$706.00	\$941.33

Select Coverage/Horizon Participant Monthly premium

<u>Premium Class</u>	<u>12 month Staff/faculty</u>	<u>9 month faculty</u>
Employee only	\$40.00	\$53.33
Employee + child	\$205.00	\$273.33
Employee + children	\$371.00	\$494.67
Employee + spouse	\$510.00	\$680.00
Employee + spouse + children	\$726.00	\$968.00

Base Coverage Monthly premium- Legacy or Horizon

<u>Premium Class</u>	<u>12 month Staff/faculty</u>	<u>9 month faculty</u>
Employee only	\$0.00	\$0.00
Employee + child	\$107.00	\$142.67
Employee + children	\$274.00	\$365.33
Employee + spouse	\$413.00	\$550.67
Employee + spouse + children	\$629.00	\$838.67

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 1976 would be entered as 012176)

Step 1. Review personal information. Contact Human Resources to update your address if needed. 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 print copy for your records and click done.

SPRING 2020 FACULTY & ADJUNCT PAPERWORK

Personnel Action Forms (PAF) and Personnel Data Sheets (PDS) Dates: January 22, 2020 – May 14, 2020

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, the employee will not appear in SOAR, and if new, will not have a USM email address.

Monday, November 11, 2019 PAF and PDS due in Provost Office. (With faculty qualifications form and accompanying documentation as needed for Provost Signature.)

Monday, November 18, 2019 Final form with all signatures and documentation for spring semester due in Human Resources

Dates for the forms are as follows for Spring Semester:

Intercession:

January 2, 2020 to January 21, 2020 - Paid out in January

Full Spring Semester Classes:

January 20, 2020 to May 15, 2020 - Paid out monthly February through May

Session I (8w1) Classes:

January 20, 2020 to March 13, 2020 - Paid out February and March

Session II (8w2) Classes:

March 23, 2020 to May 8, 2020 - Paid out April and May

Adjunct (Part-Time Faculty) will be paid for fall 2019 as follows:

Full Fall Session:

August 19, 2019 – December 13, 2019 will be paid out monthly September through December

Fall Session I (8W1):

August 19, 2019 – October 10, 2019 will be paid out September and October

Fall Session II (8W2):

October 14, 2019 – November 21, 2019 will be paid out November and December

CORNERSTONE UPDATES

Candidate Status – Changing a candidate’s status as they progress through your hiring process provides us with important data for our Affirmative Action Plan. Keeping candidates’ statuses up to date also lets key stakeholders (Provost, VP, Dean, Director, HR, etc.) know where you are in the selection process. As you begin your screening process candidates should progress through the statuses for as long as they remain in your pool. Recent reporting showed that more candidates were moved to “Hired” than “Interviewed” in the ATS. Even if your pool is one candidate, that person should be moved to Interviewed prior to being hired.

Offer Letters – Please remember that Offer Letters are required for all job changes and positions posted in Cornerstone. While full-time faculty offers are still generated from the Dean’s office of each college, adjunct faculty and staff positions must use the Offer Letter Templates in Cornerstone. Once an offer is generated in the ATS, it should then be sent to the candidate’s profile so that a task is assigned to them to accept the offer electronically. If you choose to print the letter and have them sign it, you still must send it to them through the ATS and then upload the signed version into the system to designate their acceptance. We are using the ATS to house degree verifications and offer acceptances. While printing a copy to accompany a PAF is helpful it still must be housed electronically.

Referral Sources – We recently reviewed some statistics from the ATS regarding the referral sources of both Hired candidates and those that made it to the Interview stage of the selection process. In Faculty positions, the major referral source was HigherEdJobs, which is the site that University Human Resources contracts with annually to post our positions and is integrated with Cornerstone to update continuously. This was not an option under our old ATS platform. For Staff positions, the major referral source as indicated by these candidates is the USM Career Site. You can help promote open positions through sharing our career site jobs.usm.edu on social media pages like LinkedIn or your department’s Facebook page. In fact, keep an eye on the USM LinkedIn feed- they will be promoting careers at Southern Miss in the next few weeks. If you are having trouble finding the right candidates for your job remember our AA/EEO office has diversity posting options and your HR Partner can help you in creating a recruitment strategy.

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

OCTOBER TRAINING SESSIONS

Affirmative Action Plan 101 **Wednesday, October 16 @ 2p** **Cook Library 123**
Wednesday, October 30 @ 10a **Cook Library 123**

Learn about the requirements of our Affirmative Action Plan and your obligations as a hiring manager.
Audience: Hiring Managers

Cornerstone User Training **Tuesday, October 22 @ 9:00a** **Hardy Hall 316- Gulf Park**
Audience: Hiring managers, proxies for hiring managers, approvers, and selection committees

RACE/COLOR DISCRIMINATION

Race discrimination involves treating someone (an applicant or employee) unfavorably because he/she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or color. Discrimination can occur when the victim and the person who inflicted the discrimination are the same race or color.

Race/Color Discrimination & Work Situations

The law forbids discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

Race/Color Discrimination & Harassment

It is unlawful to harass a person because of that person's race or color.

Harassment can include, for example, racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially offensive symbols. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

If you would like more information, please feel free to reach out to the Office of Affirmative Action/Equal Employment Opportunity (AA/EEO) at ext. 6-6618.

Source: https://www.eeoc.gov/laws/types/race_color.cfm

SALAD STATION DISCOUNT

The Salad Station is now open in Midtown located at 104 South 30th Ave. They offer a 10% discount to USM students and employees with USM photo id card.

***Congratulations to our coast student worker, Israel Russell, who won the grand prize in Gulf Park's Spaghetti Cook-off with his Awesome Sauce.
Bam!***



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.