



# HUMAN RESOURCES UPDATE

September 2019

## Benefits Fair

Please join Human Resources at this year's Benefits Fair. Vendors from BCBS, Superior Vision, Delta Dental, Colonial Cancer and Medical Reimbursement will be on hand to answer all of your questions as it relates to employee benefits, and help you determine if you should make a change during the upcoming Open Enrollment period the month of October. Representatives from Deferred Compensation, AIG (VALIC), VOYA and TIAA will be on hand for those that would like to talk with them about supplemental retirement benefits through a pre-tax 403b or Roth IRA. CMO Insurance Agency will also be available with information about Medicare benefits. Also, stop by and talk with Athletics and the Payne Center about benefits and discounts offered to employees.

### Hattiesburg

Wednesday, September 25<sup>th</sup>

Thad Cochran Center Ballroom 1

9:00 a.m. to 3:00 p.m.

### Gulf Park

Thursday, September 26<sup>th</sup>

Hardy Hall Ballroom

9:00 a.m. to 3:00 p.m.

Flu shots will be available at both locations. You must bring your photo staff ID and your health insurance card in order to receive the shot.

## Open Enrollment

Open Enrollment is quickly approaching. Remember this is the once a year opportunity for benefit eligible employees to make changes to your pre-tax insurance plans. 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. More detailed information will come in October. Human Resources will have computers set up for your use and will be available for assistance on the following dates:

October 1<sup>st</sup> and 2<sup>nd</sup> - McLemore Hall, Room 309 from 10 a.m. to 3 p.m. (Hattiesburg)

October 23<sup>rd</sup> and 24<sup>th</sup> – International Building, Room 102 from 10 a.m. to 3 p.m. (Hattiesburg)

October 30<sup>th</sup> and 31<sup>st</sup> - McLemore Hall, Room 309 from 10 a.m. to 3 p.m. (Hattiesburg)

October 8<sup>th</sup> - GCRL (location TBD)

October 15<sup>th</sup> - Stennis (location TBD)

October 17<sup>th</sup> - Gulf Park (location TBD)

## GA HEALTH INSURANCE WAIVER DEADLINE

The last day to waive the GA health insurance will be on September 6<sup>th</sup>. Please visit [www.studentcenter.uhcsr.com](http://www.studentcenter.uhcsr.com) to waive the insurance. Remember that you must waive the insurance or you will be automatically enrolled in the policy. The monthly cost for a GA will be \$129. After enrollment has been completed, or you have been automatically enrolled, no refunds will be given. Please visit [GA Health Insurance](#) for any additional information.

## STUDENT WORKERS

Students cannot work more than 20 hours per week year round, which includes breaks and summer. If the student is working more than one job, collectively their hours cannot exceed 20. During the fall and spring semester, all student employees must be enrolled full-time for 12 or more credit hours in order to be employed on campus.

## GRADUATE ASSISTANTS

Graduate Assistants (GAs) are, first and foremost, graduate students pursuing an education. Assistantships provide much needed experience for graduate students as well as financial support while pursuing their education. During fall and spring semesters, all GAs must be enrolled full-time for 9 or more credit hours to be defined as a GA and receive a stipend and tuition waiver. GAs can work no more than 20 hours per week year round, which includes breaks and summer semester. GAs are eligible to participate in the Graduate Health Insurance Program.

### **Q. Do GAs have to make up time missed from work during holidays due to University closures?**

A. No. Graduate Assistants paid monthly are not required to make up time when the University is closed for holidays or any emergency closure declared by the President. Graduate Assistants should observe holidays same as Faculty and Staff.

## HR PIZZA PARTY



*In preparation for the fall semester, University HR processes approximately 2,000 new hires to the University, mostly GAs and student workers. A pizza party and a good sense of humor always carries us through.*

## **UPDATED SALARY GUIDELINES**

The salary guidelines have been updated to provide more detailed instructions for getting a pay change approved. The updated guidelines are now posted on the HR website:

<https://www.usm.edu/employment-human-resources/files/usmsalaryincreaseguidelines819.pdf>

Please work with your HR Partner to better understand the process and requirements.

## **HR WEBSITE**

Please note that many of the forms and resources on the HR website that are intended for the employees of USM have been moved to the “Inside HR” tab that is located at the bottom of our home page. On the Inside HR page, you will find forms that are specific to employees, the hiring processes, past HR newsletters, and information on compensation and payroll. If you cannot find what you are looking for on our website, be sure to click the “Inside HR” tab to see if maybe the information has been moved there. As always, you can contact your HR Partner to locate the information you are looking for, as well.

## **STAFF EMPLOYEES TEACHING CLASSES**

Staff employees who teach classes or work camps during their normal working hours and who receive additional compensation above their normal salary will charge this time to personal (vacation) leave in their home department. It is the responsibility of the director to ensure the employee complies with this policy. If the employee does not have sufficient accrued personal leave to cover this time, the employee will be required to report the time taken as leave without pay.

## **HR PARTNER CONTACTS**

While we are recruiting and training a replacement for HR Partner, Denise Booth, who is no longer with the University, the following departments will be temporarily reassigned to the current HR Partners:

Student Affairs  
Honors College  
Quentisha Jones  
Ext 6-5973  
[Quentisha.jones@usm.edu](mailto:Quentisha.jones@usm.edu)

College of Nursing  
Research  
Karen Figueroa  
Ext 6-5314  
[Karen.figueroa@usm.edu](mailto:Karen.figueroa@usm.edu)

College of Education & Human Sciences  
Angie Hendershot  
Ext 5-4581  
[Angela.hendershot@usm.edu](mailto:Angela.hendershot@usm.edu)

# SEPTEMBER TRAINING SESSIONS

**Affirmative Action Plan 101**      **Tuesday, September 10 at 10a**      **1020 Chair's Conf Rm (Stennis)**

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

*Audience: Hiring Managers*

**Cornerstone User Training**      **Wednesday, September 11 at 10a**      **HR Conf Rm 309**

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

Topics Include:

- General Navigation
- Requesting a Requisition
- Changing Status
- Faculty Recommendation Letters
- Offer Letters including the new Adjunct Faculty Offer Letter
- Assigning Recruiting Forms
- Background Check
- When to move the candidate to Hired Status

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

**Know Your Benefits/How to Read Your Paycheck**

**Wednesday, September 18 at 10a**      **Cook Library 123**

Join us to learn more about employee benefits, what it means if the monthly premium is pre-tax, mandatory retirement contributions and more. This a perfect opportunity to review all benefits offered to you before the open enrollment period starts October 1. Also, we will discuss how to read your paycheck, understanding employee vs employer contributions, and a breakdown of state and federal taxes.

*Audience: All employees*

**Staff Hiring Toolkit**

**Tuesday, September 24<sup>th</sup> at 1:30p**      **Hardy Hall 316 (Gulf Park)**

- What is criteria and how do I use it to screen candidates, create questions and choose a hire?
- What is the difference between most qualified and best qualified?
- How do I determine my applicant pool and what are my obligations?
- And more!

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

**Retirement Planning Strategies for PERS Members**

**Thursday, September 26 at 2p**

**University Club Hardy Hall (Gulf Park)**

Are you a member of the state retirement plan and getting close to retirement, or have general questions about retirement benefits? Please join us as we will discuss PERS retirement eligibility, how the benefits are calculated, the Cost of Living Adjustment (13<sup>th</sup> check) and much more.

*Audience: All employees*

## **CORNERSTONE UPDATES**

Extending Offer Letters to Internal Candidates: When your selected candidate is an internal applicant an offer letter still needs to be generated, approved, and sent to the Candidate (via Candidate Profile) in order for them to accept the offer. Internal candidates will need to use the password reset feature in Cornerstone because the task assignment feature within Cornerstone does not recognize the single sign-on password that we use for our account access. This reset will not reset the soar credentials it is only creating a password specifically for Cornerstone and will only be used for tasks within the portal.

Posting Close Date: When submitting your requisition request please use the Posting Close Date text field to indicate a length of time you want your position posted for applicants. DO NOT use a date for this data field, as we have no control over when your position will be approved. Recommended options include 5 Days, 10 Days, Open Until Filled, Indefinitely or if you are setting a close date for a future month end that is acceptable.

Cornerstone user guides are available on the HR website: <https://www.usm.edu/employment-human-resources/applicant-tracking-system-hiring-manager-resources.php>

***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.***