Annual Performance Evaluations

It is that time of year again! Annual Performance Evaluations are due in The Department of Human Resources by April 1, 2017. The form “performance appraisal” can be found on the HR website under the tab “Forms.”

https://www.usm.edu/employment-hr/forms-z

Please note Human Resources will be implementing a formal update to all university job descriptions later this year. For now, we appreciate your patience and understanding that we will only be assisting with formal updates to post vacancies or if a job/salary change is involved, not for performance evaluations.

Workplace Accommodations

The Office of Affirmative Action & Equal Employment Opportunity (AA/EEO) handles requests for workplace accommodations for all faculty, staff and student employees.

If you are unable to perform your job duties due to a physical or mental limitation or disability, please contact AA/EEO at 601.266.6618 or at affirmativeaction@usm.edu.

Check back later this month for a new employee accommodations link on the Affirmative Action homepage at www.usm.edu/aa-eoo. The new site will include reasonable accommodations forms, disability resources and a training library for faculty and staff.

Approving and Documenting Comp Time

Agreements to offer comp time instead of overtime should be made in advance of the work and documented on an “Overtime Request” form. The accrual and use of comp time should be tracked on a “Comp Time Tracking Template.” Both forms can be found on the Controller website at the following link:

https://www.usm.edu/controller/non-exempt-employees
I-9 Compliance

The federal government mandates that all new hires be verified as eligible to work within the United States within the first three days of employment. This includes student workers.

The University is subject to I-9 audits and can be heavily fined for non-compliance.

What can I do to help?

The best recommendation is to not allow a new hire to start until they have completed their I-9 requirement. If that's not possible, then personally ensure they visit HR to complete their I-9 requirement as part of their first day of work.

Mark Your Calendars

TIAA-CREF announces INDIVIDUAL COUNSELING SESSIONS at no additional cost to you. You can discuss your personal financial situation with an experienced TIAA-CREF Financial Consultant on a confidential basis. They are available to discuss how to help you pursue your financial goals by investing in financial products such as mutual funds, brokerage, life insurance and annuities. A detailed evaluation tells you everything you need to know and do.

Our individual counseling session will help you answer these questions:
- Are my investments properly allocated?
- Am I on track to meet my retirement goals?
- Am I saving enough?
- How and from where do I draw retirement income?

Monday, Feb 6th 8:30 a.m. - 5:00 p.m. McLemore Hall Room 309
Tuesday, Feb 7th 8:30 a.m. - 5:00 p.m. McLemore Hall Room 309
Wednesday, February 8th at 8:30 to 5:30 Hardy Hall Room 214

SIGN UP TODAY:
RSVP as soon as you can. Call 800-732-8353, Monday through Friday from 8 a.m. to 8 p.m. (ET).

Affordable Care Act Updates

We anticipate mailing all 1095-C forms via campus mail within the coming weeks. The IRS has set a deadline of March 2, 2017, for all employees to receive their 1095-C form. This form is not required to file your 2016 federal tax return.

We are closely following legislative proceedings regarding the Affordable Care Act. At this time, a repeal of the law is not in place. Please continue to comply with all ACA regulated policies and procedures. We are committed to notifying you as soon as we have further information regarding updates to this legislation as well as all other federal employment laws.

If you have questions about any of the information contained in this HR Update, please reach out to the Human Resources department.