NEW LEADER ORIENTATION
We are excited to share the launch of USM’s New Leader Orientation. Starting in July, this training will be held quarterly for any new leaders to the University, both newly hired and newly promoted. The training is a full day and is comprised of presentations from various units from around campus, such as Human Resources, Procurement, Payroll, ORA, Budget and Compliance. The training is intended to give a general overview of information relevant for leaders and to introduce them to the resources and subject matter experts who can assist them. New leaders will receive an invitation to the training.

In anticipation of our launch, we will be holding a pilot session in June. This session is an open session for anyone with an interest, primarily current leaders who want to ensure their understanding and refresh their knowledge of these topics. No sign up necessary, just show up. Details are listed below.

UPCOMING TRAINING SESSIONS
Cornerstone User Training  Wednesday, May 8th at 10:00 am  Cook Library 123
Audience: Hiring managers, proxies for hiring managers, approvers, and selection committees

Progressive Discipline  Tuesday, May 14 at 10:00am  Cook Library 123
Audience: Open to all, but intended for supervisors

Special Payment Types  Wednesday, May 15 at 10:00 am  Cook Library 123
Co-presentation with the Controller’s office to review special payment types such as independent contractors, honorariums, reoccurring temporaries, and professional fees.
IVN will be made available for coast locations
Audience: Anyone responsible for PAFs and/or hiring

Staff Hiring Toolkit  Tuesday, May 14 at 10:00am  Hardy Hall 316
Thursday, May 16 at 2:00pm  Cook Library 123
Audience: Open to all, but intended for hiring managers

New Leader Orientation- Pilot  Tuesday, June 25, 8:00a-5:00p  Polymer Science Auditorium
IVN will be made available for coast locations
Audience: Open to all, but intended for supervisors

STAFF HIRING TOOLKIT UPDATES
The staff hiring toolkit has been updated with the following information:

- Information about relocation is now included in the offer letter section.
- Additional competencies and example questions have been added to the interview section.

The staff hiring toolkit is available on the HR website under supervisors/hiring/hiring toolkit. If you are not utilizing your toolkit, you are not successfully conducting searches and selections!
SUMMER STUDENT EMPLOYMENT REMINDERS
Reminder that students cannot work more than 20 hours per week, which include breaks and summer semester. If the student is working more than one job collectively their hours cannot exceed 20 hours. To remain employed as a student employee during the summer, students must meet one of the following:

1. Be enrolled full-time (12 credit hours) during the summer semester
   -OR-
2. Have been enrolled full-time (12 credit hours) during the spring semester and returning to full-time (12 credit hours) in the fall semester.

***If not, they will need to be hired as temporary staff and the department must follow the rules of job postings and background checks for temporary hires.

During the summer semester, work-study student employees must be enrolled in at least 6 credit hours. Student employees enrolled less than half-time (6 credit hours for undergraduate and 1 credit hour for graduate) in the summer will lose their FICA exemption status and taxes will be withheld from their check.

Student employees graduating in May will end their employment as a student on May 10, 2019. Those who continue to work during the summer will have to go through the process of being hired as temporary staff, and the department must follow the rules of job postings and background checks for temporary hires. Under no circumstance can the student continue working prior to the job being posted, offer made and clearance of the background check. Please be sure to allow enough time for completion of the posting and background check.

Please refer to the hiring policy on the HR website.
https://www.usm.edu/sites/default/files/groups/employment-hr/pdf/hiring_process_for_temp_staff.pdf

CUT-OFF DATES FOR PAPERWORK PROCESSING
Reminder that the cutoff date for monthly processing is the 10th of each month. Paperwork received after the 10th of the month may not be processed timely which will result in processing the following month. Pay increases of any type are not retroactive.

AFFORDABLE CARE ACT- LESSONS LEARNED
Recently, Human Resources received a letter from the IRS stating we were in violation of the Affordable Care Act (aka ACA or Obamacare) and owed a penalty of $5,500,000. Yes, that’s five MILLION dollars. The penalty was for not offering health insurance to two full-time employees. Fortunately, we were able to successfully dispute the penalty and do not have to pay the fine. What had occurred was that the two employees were offered insurance, declined coverage, and then improperly claimed a tax credit for lack of coverage on their personal taxes.

We share this story with you to illustrate the employer mandate of the ACA is still active and being enforced by the IRS. With everything in the news about changes to and gutting of Obamacare, you may be under the impression that it’s not being enforced. As you can see, that’s not the case. Employers are required to offer all full-time employees health insurance, which is why we require an active declination from you (what saved us in this situation- we had records of such). It is also why we have rules such as no transfers from a benefit-eligible position to a non-benefit eligible position without a 26-week break in service. As this particular situation shows, the penalties for ACA non-compliance can be enormous. Did we mention five MILLION dollars in penalties? We also advise that you use caution when filing your taxes because you leave yourself personally vulnerable to audits and penalties.
CORNERSTONE UPDATES

- We have updated the “Hiring Manager Dashboard View” user guide to include a section on applicant flow and statuses.
- Please remember that Applicants should be moved to the correct status as they progress through your selection process. Attending Cornerstone and the Staff Hiring Toolkit training will help you better understand how the process and the decision making go hand in hand.

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

EMPLOYEE HANDBOOK UPDATES
Changes effective June 1, 2019:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Scholarships for Children for Faculty/Staff Updated for consistency and formatting. No significant changes</td>
</tr>
<tr>
<td>4.2</td>
<td>Faculty/Staff Academic Tuition Waiver Changed requirement to maintain a semester 2.0 GPA to a cumulative 2.0 GPA for eligibility. Further updated for clarity and formatting.</td>
</tr>
<tr>
<td>5.5.2</td>
<td>Recordkeeping Updated to include the 7-minute rounding rule for consistency across units. (see below)</td>
</tr>
<tr>
<td>6.3</td>
<td>Major Medical Leave Updated for clarity and formatting. No significant changes.</td>
</tr>
<tr>
<td>8.2</td>
<td>Retiree Privileges Updated with most current information. No significant changes.</td>
</tr>
</tbody>
</table>

7-MINUTE ROUNDING RULE
Effective June 1, the Recordkeeping policy (5.5.2) in the Employee Handbook will be updated establishing a 7-minute rule for rounding. Under the 7-minute rule, clock in and clock out times on timecards are rounded to the nearest quarter hour. It is called the "7-minute rule" because the cutoff is 7 minutes after the clock-in time. So, if an employee scheduled to clock in at 8 a.m. clocks in at 8:07 a.m., then the time is rounded to 8:00 a.m. If the employee clocks in at 8:08 a.m., the time is rounded to the next quarter hour, 8:15 a.m.

Clock-in....Round
1-7.............. 00
8-22............. 15
23-37 .......... 30
38 - 52 ........ 45
53 - 59 .......... 00
BECAUSE WHEN ANXIETY HITS THERAPY IS A CLICK AWAY

Behavioral Health Therapy Available Through Amwell
One in 5 Americans suffers from a mental health condition every year, yet only 1 in 8 seeks care. Many don’t get the help they need because of the stigma associated with treatment.
As part of your State and School Employees’ Health Insurance Plan, behavioral health therapy is now available through Amwell. Online care services provide a convenient, private and cost-effective way for those who need behavioral health therapy to get professional help.
You will pay less than $20 for a visit once your deductible is met.
Until then, visits are between $79-$95 depending on the provider you select.

How Can I Get Help?
To schedule a visit with a behavioral health specialist, download the free Amwell app from iTunes or Google Play, or go online to mssehip.amwell.com. You will select Blue Cross & Blue Shield of Mississippi (BCBSMS) as your insurance provider and enter your ID number from your BCBSMS insurance card. You may need to reenter Service Key MSSEHIP to see all available services.

Additional Online Care Services for Plan Participants

Urgent Care
Amwell offers access to urgent care providers 24/7. This valuable service is great for parents on the run with sick kids, or if you’re too busy to go to the doctor for seasonal allergies or a minor illness.
You pay a $10 copay for an urgent care visit if you have Select Coverage. For Base Coverage, the copay applies once your deductible has been met. Until then, the visit is only $49.

Registered Dietitians
Registered dietitians are available to you through Amwell at the same price as urgent care providers. You can schedule a visit with a registered dietitian when it is convenient for you to talk about your diet, meal planning and healthy food choices.
Amwell—Get on the road to wellness. At your convenience, on your phone or computer, your health care is just a click away.
University HR would like to thank Dr. Bennett and the entire planning committee for our employee appreciation lunch. Born to Soar!

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.