AWARDS DAY- STAFF EXCELLENCE AWARDS

The University of Southern Mississippi Staff Excellence Awards will be presented this year on Awards Day May 4th at 1pm in the Trent Lott Center. The Staff Excellence Awards are presented to five University staff members who have demonstrated excellent leadership ability and professionalism in their job performance.

BENEFIT INFORMATION SESSIONS FOR COAST LOCATIONS

We are pleased to offer the following informational sessions hosted at Gulf Park with IVN access to faculty and staff at GCRL & Stennis.

- University Human Resources & Offices of the Controller offer Know Your Benefits/Understanding Your Paycheck
  - April 5, 2018
  - 10:00- 11:30 a.m.
  - Gulf Park- Hardy Hall 346
  - Stennis- Building 1022 Room 112 (IVN)
  - GCRL- Field Studies building Room 102 (IVN)

- Our partners at Valic will be offering Retirement Planning, Incorporating all of your plans at work
  - April 5, 2018
  - 9:00 a.m. or 3:00 p.m.
  - Gulf Park- Hardy Hall 346
  - Stennis – 9am Building 1022 Room 112 and 3pm Building 1022 Room 101
  - GCRL- Field Studies building Room 102 (IVN)

Please RSVP to Angie Hendershot at angela.hendershot@usm.edu.
BACKGROUND CHECK REMINDERS

University HR cannot process a Request for Background Check without the original or a photocopy of the hiring paperwork attached to the request form. In addition, we must know what job the potential new hire will be doing for the university.

NEW APPLICANT TRACKING SYSTEM UPDATES

As we’ve shared, University Human Resources is upgrading our Applicant Tracking System (ATS) from PeopleAdmin to Cornerstone. We are still in the implementation phase and expect the transition to occur in April/May. As we get closer to that date, a system clean-up of PeopleAdmin is required for the transition. We appreciate your assistance with the following activities:

- Review PeopleAdmin “Active Postings” - If you have requisitions that are in the status of Posted or Closed/Removed From Web, these need to be moved to a final resolution of Filled or Cancelled. Please remember that a disposition status is required for every candidate in a requisition before we can change a requisition status to one of these final outcomes.

- “Active Postings” in PeopleAdmin for current positions – Best-case scenario is that all active postings are closed and completed before the transition occurs. If that is not possible, you will need to document your candidate statuses, final dispositions and requisition outcome on an Interview Recap spreadsheet. Applicant materials can be printed from PeopleAdmin and if a final decision can be made from those candidates, even if the selection process is not complete at that time, there will be no need to repost the position in the new system, Cornerstone. If you are not pleased with the candidates and need more posting time, you can work with your HR Partner to repost the position in Cornerstone. Please note that when Cornerstone goes live, PeopleAdmin will be coming offline, so a transition must occur.

- Future Openings – If you have an open position that needs posted after April 1st we ask you to consider holding off on opening a requisition in PeopleAdmin if you do not expect to post and fill the position in a short time frame. This is due to the work that will be required in bullet 2 to make the transition mid-posting. We will work with you to get your position posted in Cornerstone as quickly as possible.

Training sessions will be provided for Hiring Managers in April on how to use and navigate the new system before we go live. Our new system will not only provide prospective candidates with a better applicant experience, it will also bring greater functionality and reporting capabilities to our Leadership & HR teams. More information to come soon with transition and training dates.
MOVING EXPENSES

The 2018 Tax Cuts and Jobs Act suspends the moving expense deduction for the years 2018 through 2025 except for members of the military on active duty who move pursuant to a military order. For this period, it also suspends the exclusion from income of qualified employer reimbursements of moving expenses. Therefore, all moving expense reimbursements in 2018 (even for 2017 expenses) will be added to the employee’s taxable income. Applicable withholdings will be applied.

BLUECROSS/BLUESHIELD RATE INCREASES

<table>
<thead>
<tr>
<th>July 1st Premiums for Select Coverage/Legacy Participant</th>
<th>12 mo</th>
<th>9 mo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only</td>
<td>$20</td>
<td>$26.67</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$485</td>
<td>$646.00</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$699</td>
<td>$932.00</td>
</tr>
<tr>
<td>Employee + Child</td>
<td>$183</td>
<td>$244.00</td>
</tr>
<tr>
<td>Employee + Children</td>
<td>$348</td>
<td>$464.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>July 1st Premiums for Select Coverage/Horizon Participant</th>
<th>12 mo</th>
<th>9 mo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$38</td>
<td>$50.67</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$503</td>
<td>$670.66</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$717</td>
<td>$956.00</td>
</tr>
<tr>
<td>Employee + Child</td>
<td>$201</td>
<td>$268.00</td>
</tr>
<tr>
<td>Employee + Children</td>
<td>$366</td>
<td>$488.00</td>
</tr>
</tbody>
</table>

GOT CONFLICT?

University HR has developed a quick 45-minute presentation on the topic of Conflict that we are offering to the University community. The presentation gives insight into the way we do vs. should approach conflict in all areas of our life, both work and personal. If you would like to have the presentation shared at an upcoming team or staff meeting, please feel free to reach out to your HR Partner or to our AVP directly at Krystyna.varnado@usm.edu to learn more.
SUMMER FACULTY & ADJUNCT PAPERWORK

The following deadlines have been set in order to ensure that all faculty and new or continuing Adjunct appointments are completed in time for the summer semester. All dates are the latest date the forms should be received by the specified office. The only exceptions should be those cases, which are late or emergency hires.

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, May 7, 2018:** Personnel Action Forms (PAF) and Personnel Data Sheet (PDS) in Provost Office. (With faculty qualifications form and accompanying documentation as needed and/or Provost Signature)

**Tuesday, May 15, 2018:** Final fully signed form for Spring semester due in Human Resources

**Dates for the forms are as follows:**
- Summer Intersession May 14th – June 1st **paid out in May**
- Summer Session 1 June 4th – June 29th **paid out in June**
- Summer Session 2 July 2nd – July 30th **paid out in July**
- Full summer term June 4th – July 26th **paid out June, July and August**

As a reminder, the PDS form was recently updated. Be sure you use the latest form:


If you have questions about any of the information contained in this HR Update, please contact our main line at 6-4050 for more information.

Angie Hendershot, HR Partner-Coast, and her children at The Big Event, cleaning up the beach from USM to Jeff Davis Ave.