FMLA 101

Join us for leadership training on the Family Medical Leave Act (FMLA). What is FMLA? Who is eligible? When do we have a legal obligation to allow time off? What is the process for approving FMLA? Learn all of this and more in Cook Library 123 at the following times and dates:

- Tuesday, January 8 at 9:00a-11:00a
- Wednesday, January 9 at 2:00p-4:00p
- Wednesday, January 16 at 9:00a-11:00a
- Friday, January 18 at 1:30p-3:30p
* Sessions for the coast are being scheduled and will be shared shortly.

FMLA is a legal requirement so it is essential that all leaders of the University understand what is expected of them and ensure they are in compliance. No sign-up necessary.

People Directory

University Human Resources would like to take this opportunity to remind everyone to double check and update as needed their contact information for the University People Directory. We are all too familiar with the many office/building/phone moves that have occurred over the past year. Please help the Campus Community out by making sure you are easily reached when needed by updating your contact information in SOAR. Log into https://soar.usm.edu then click on the Compass > Navigator > Self Service > USM Self Service > Use > Update Online Directory Info.
REMINDER: DECEMBER MONTHLY TIMESHEET
A reminder to ensure that all monthly timecards are approved before leaving for the holiday. The timesheets will roll to a new year in January and you will no longer have easy access to December at that time.

HOW MANY HOURS CAN STUDENTS WORK DURING HOLIDAYS?
Students must remain at 20 hours a week throughout the break. Students are not allowed to work 40 hours a week during Christmas break.  
- During the break between Fall and Spring semester you can have the GA continue working 20 hours each week that the University is open, and return to work when employees return after the new year. This should be communicated to the GA in advance so they can plan accordingly.

**Example:** Fall commencement is Dec 7, 2018, and spring classes begin January 24, 2019, you may require your GA to work until the University closes for Christmas holiday. You may also require them to return to work when the university opens after New Year. The university will be closed from 5pm December 20, 2018 until 8am January 2, 2019.

DO GAs HAVE TO MAKE UP TIME MISSED FROM WORK DURING HOLIDAYS DUE TO UNIVERSITY CLOSURES?
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.
- GA’s are paid a monthly stipend, not hour for hour work performed. They do not owe you for time missed during holidays.

**Example:** Thanksgiving holiday for students is November 21-23 Wednesday, Thursday and Friday. The GA will more than likely work Monday and Tuesday of that week. They do not ‘owe’ you time or have to make up time missed from work during those 3 days that were university holidays.

WHAT DID HR ACCOMPLISH IN 2018? WHAT ARE HR’S PLANS FOR 2019?
We’re glad you asked! Stay tuned for our January 2019 newsletter where we will review what transpired over 2018 and share our priorities for 2019. Your HR team has been hard at work for you, and we have no plans to slow down anytime soon!
RECRUITMENT UPDATES & REMINDERS

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

- **Affirmative Action Reporting Requirements** – As we approach the end of the calendar year we would like to remind you to close out any requisitions that were opened throughout the year that have either been filled or should be cancelled as a failed search. The Hiring Team is responsible for giving all candidates a final disposition and communicating to their HR Partner if a requisition should be closed or cancelled. Remember that our Affirmative Action plan requires applicant data that is pulled from the ATS. Applicant data such as, which candidates progressed to each step in the process throughout the lifecycle of the requisition is very important to our data and reporting in the Affirmative Action Plan.

- **Target Hire Dates** – When submitting a requisition request please use the Target Hire Date to indicate the actual day you anticipate the person to begin working and hitting the budget. For example, if you anticipate making an offer May of 2019 for a start date of August of 2019 then the anticipated hire date in the requisition should be August of 2019.

CONGRATULATIONS HR GRADUATES!

*Congratulations to Sharon Hughes, Records Supervisor, who was presented the Outstanding Student award in the School of Management. Sharon is graduating with a Bachelor’s degree in Human Resources Management.*

*Congratulations to Christian Cameron, EEO Coordinator, who is graduating with a Master’s degree in Human Resources Management.*
WELCOME NEW HR TEAM MEMBERS!

Welcome, Eddie Antoine, our new HR Generalist. Eddie will be located at Gulf Park providing support to our coast campuses. Eddie’s support will enable the HR Partner-Coast to participate in much needed HR projects and process improvement efforts.

Welcome Amy Warrick, our new HR Specialist. Amy transferred to HR from Parking & Transit Services.

Welcome Kaitlyn Hunt, our new Receptionist. Kaitlyn transferred to us from the Child Development Center.

A full listing of our HR team can be found on our website.

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