CORNERSTONE UPDATES
With an entire month of live experience under our belts in the new Applicant Tracking System, Cornerstone, we have a few updates to share with our users. Remember user guides are available online and have been updated to reflect these items below
https://www.usm.edu/employment-hr/applicant-tracking-system-hiring-manager-resources

- **Posting End Dates (Best Practice)** – When creating a requisition request in Cornerstone identify your intention for posting length using “Open Until Filled” or “10 Days After Posting” this will allow us to post the position in line with your intent no matter how long the position takes to navigate the approval process. The number of days beyond current minimums (5 for non-exempt and 10 for exempt) is up to the department.

- **Committee Member Access (Process Correction)** – During the training process we communicated that you could add Search/Hiring Committee Members to the requisition request under the status of “Applicant Interviewer” and that this designation would give them access to review candidates, however, we have since learned that this will not work. If you have Committee Members who need to access the system to review applications, there are two options. 1) Add them as a Reviewer – this option will allow a user to see all candidates in the requisition but note it will also give them access to change candidates’ statuses. You will just need to communicate that they should not change statuses (only the hiring manager or proxy). 2) Pull resume/application packages and share them with Committee Members outside of Cornerstone.

- **Pasting Position Descriptions & Qualifications (Best Practice)** – We are all working hard to standardize the look of our Job Ads. We have updated the Job Description Template (located on the HR website https://www.usm.edu/employment-hr/forms-z#j) to a Word document to help streamline the copy and paste option however you should still be pasting sections individually using the “Paste from Word” feature. After pasting into the Description for Job Summary, highlight the section select the Font Type Segoe UI and then the Size 3 then move onto the next section and repeat.

- **Approval or Denial (Process Correction & Best Practice)** – During the training process we recommended approvers Approve and respond with a comment when minor changes were needed to a requisition request, however we have learned that if a requisition is “Approved” there are certain areas on the General tab that we cannot make changes to. Instead, approvers should Deny the request with comments and we will correct it and send it back through the process where it left off.

If you have questions or need assistance, please feel free to reach out to your HR Partner.
CORNERSTONE USER TRAINING ENCORE SESSION
A make-up session for the new Cornerstone applicant tracking system will be held at Gulf Park on June 8 at 10 AM in Hardy Hall 214. Please contact Angie Hendershot, HR Partner-Coast, for more information.

LEADERSHIP SEMINAR: UNDERSTANDING LEADERS, FOLLOWERS, and THEIR RELATIONSHIP
Our next Leadership Seminar presented by the Department of Management and International Business will be conducted by Dr. Joseph Peyrefitte, Chair & Professor. The seminar is entitled “Understanding Leaders, Followers, and their Relationship”

Topics will include:
- How leaders differ from managers
- Leaders as individuals
  - Personality
  - Emotional intelligence
- Styles of followership
- Strategies for managing up the hierarchy
  - Understanding the leader
  - Tactics for managing up
- What leaders want from followers
- What followers want from leaders

The session will be held on Wednesday, June 27, 2018 from 2:00p – 4:00p in Scianna Hall 1008. IVN will also be available for Coast locations:

- Gulf Park - Hardy Hall 316
- GCRL - Cedar Point Research Building Rm A
- Stennis - Building 1022 Rm 112

To register, please send an email to Krystyna Varnado, AVP for HR (please indicate which campus). Due to space limitations, priority seating will be given to those with current supervisory responsibility.

SNEAK PEEK: A NEW HIRING TOOLKIT!
University HR is excited to share that we will be rolling out a new hiring toolkit this summer! The toolkit will include explanations of all HR processes from job postings to new hire paperwork. The toolkit will also include an entire section with a recommended process for the screening, interviewing and selection of applicants, complete with sample forms. As we roll out the toolkit, we will hold open forums for hiring managers to learn more about this exciting resource. You asked for better resources and support from HR, and you’re getting it!
VOYA RETIREMENT SESSIONS
Voya is offering retirement information sessions live at Gulf Park and through IVN to Stennis and GCRL on Friday, June 22.

Morning Session 11:00 am - For employees with 10 Years or more to Retirement  
Afternoon Session 1:00 pm - For employees with less than 10 Years to Retirement

Gulf Park sessions will be in Hardy Hall 316  
GCRL sessions will be Cedar Point Research Building Rm A  
Stennis sessions will be in Building 1022 Rm 112

ASK HUMAN RESOURCES- WHAT IS FLSA?

Q. What is FLSA?
A. The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. FLSA falls under the Wage and Hour Division of the Department of Labor. For most employees it means they are required to be paid at least a minimum wage and overtime for any hours over 40 worked in a week.

Q. Does the FLSA allow for exceptions?
A. Yes. Some employees are exempt from the provisions, which the FLSA provides very specific guidelines. Thus the classifications “exempt” and “non-exempt:” exempt employees (i.e. salaried) are exempt from FLSA requirements, whereas, non-exempt (i.e. hourly) are not exempt from FLSA requirements.

The FLSA’s overtime rule sets forth three tests, all of which must be met in order for an employee to be deemed exempt: (1) the salary basis test – the employee must be paid on a salary basis, (2) the salary level test – the employee’s salary must be at least $455 per week (equalling $23,660 per year); and (3) a duties test – the employee must perform certain duties specific to the executive, administrative or professional exemption in question (which is detailed in the guidelines).

Q. Why does FLSA sound familiar to me?
A. In 2016, the Department of Labor revised the overtime rule to double the salary requirement from $455 per week to $913 per week. That meant that many exempt employees, regardless of their job duties, no longer met the exemption unless they earned at least $47,476/yr. USM made a tremendous effort to review our salaries, communicate the change, and update employee classifications accordingly. At the last minute, though, a federal judge issued an injunction halting the new rule from going into effect. USM did not move forward with the changes based on the injunction, and the whole country has since been in limbo waiting to see what would happen with the rule as this occurred during the transition of Obama and Trump Administrations. News reports have just started circulating that a new revision may be issued soon, only this time not as extreme as the 2016 revision.
Q. As a manager, can I classify an employee as exempt to avoid paying overtime?
A. No. The entire purpose of the FLSA is to protect employees from such action. An employee can only be classified as exempt if they meet the provisions set forth by the FLSA.

Q. As an employee, I would rather be salaried- can I waive my rights to overtime?
A. No. The FLSA does not permit anyone to waive his or her rights.

Q. Who determines FLSA classification?
A. University Human Resources determines classification based on the FLSA provisions.

Q. What happens if someone is erroneously classified?
A. University HR conducts audits of classifications to ensure we are properly paying employees in compliance with the FLSA. Occasionally, we do identify positions that are erroneously classified as exempt. When this happens, we are legally obligated to correct the error. We work closely with the employee to communicate the change and manage through it. Note we are not required by FLSA to classify any position as exempt, only non-exempt.

Q. How does FLSA apply when the employee works more than one job?
A. While employees are permitted to work more than one job at USM, FLSA considerations may impact those decisions. For instance, all hours worked in both jobs at USM count towards overtime. What that means is that if someone has a full-time job working 40 hours a week and takes a second job at the University, any hours over the 40 combined between both jobs are to be paid at time and ½. Departments need to understand that if they hire someone already employed that they are accepting responsibility for an overtime rate. Also, employees cannot have two classifications at one time- one job exempt and the other non-exempt. Departments should consult with HR in these situations.

Q. Can I avoid FLSA if I hire someone as a contractor or intern?
A. Not necessarily. While certain categories of employees, such as these, may be exempt from FLSA requirements, the FLSA provides clear guidelines for when these categorizations apply. In other words, just because you call someone a contractor or intern doesn’t mean it’s so and minimum wage and overtime requirements may still apply. Departments should consult with HR in these situations.

DID YOU KNOW…
USM maintains a minimum wage well above that of federal and state mandates.
   U.S. Minimum Wage- $7.25
   USM Minimum Wage- $10.10

No benefit-eligible employee at USM works a “minimum wage” job.
CONGRATULATIONS NEW GRAD, MORIAH ROUSE!

University HR is very proud to share Moriah Rouse, HR Coordinator, is receiving a Bachelor’s degree in Management with emphasis in Human Resources! Many of you probably know Moriah, as she is the face of HR working our front desk and helping with all paperwork processing, especially with new hires. Congratulations Moriah!

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.