LEADERSHIP DEVELOPMENT OPPORTUNITY

As part of our ongoing efforts to provide development for leaders at USM, a general leadership training colloquium will be held by Dr. Greg Bradley, Assistant Teaching Professor in the Department of Management and International Business in the College of Business. Dr. Bradley also owns a behavioral research firm.

The overarching objective of this seminar is to improve general leadership skills so that leaders are better prepared to optimize team performance. A key objective is to make leaders feel more self-assured and motivated through enhanced awareness and knowledge of leadership principles. Those who attend the seminar should gain insight related to goal achievement, communication, conflict resolution, critical thinking, constructive feedback, and collaboration in a leadership context.

Some of the broad topics covered in the seminar will be:

- Understanding the broad range of skills one should possess to be an effective leader;
- Knowing the difference between leadership and management;
- Knowing a range of leadership approaches and the situations in which each should be used;
- Engaging the team in the vision;
- Building trust and competence among team members;
- Motivating the team to perform to a high standard;
- Finding the right balance between quality and productivity; and
- Understanding future trends in leadership.

The colloquium will be held Thursday, March 29 from 1:30p-3:30p in Scianna Hall 1008. IVN for coast campuses will also be available at the following locations:

- GCRL – Cedar Point: Research Building Conf Rm A
- Gulf Park – Hattiesburg Hall 346
- Stennis- Bldg. 1022, room 101

Due to limitations on class size, priority enrollment will be given to those currently in a supervisor role (both faculty and staff). To register, please email Krystyna Varnado in Human Resources at Krystyna.varnado@usm.edu. Please state the location where you will be attending in your e-mail.
KNOW YOUR BENEFITS/UNDERSTANDING YOUR PAYCHECK OPEN SESSION

University Human Resources and Office of the Controller will present Know Your Benefits/Understanding Your Pay Check on the Hattiesburg campus March 28, 2018 in Cook Library Room 123 from 2:00 – 3:30 pm, and again on the Gulf Park campus April 5, 2018 from 10:00-11:30am with IVN offered to GCRL and Stennis. A location for this meeting will be announced soon. Please join us for a better understanding of your university benefits, learn how to read your check stub, familiarize yourself with printing your information from self-service and much more. Pre-registration is not necessary.

PERFORMANCE EVALUATION REMINDER

It is that time of year again! Annual Performance Evaluations are due in University Human Resources by April 1, 2018. The form “performance appraisal” can be found on the HR website under the tab “Forms:”

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

Please feel free to reach out to your HR Partner with any questions or to get assistance with the process. This is also a good time to update your job descriptions. We have a new job description template, so please reach out to your HR Partner to learn more about what is needed if you haven’t already gotten started.

NEW APPLICANT TRACKING SYSTEM UPDATE

As we have shared previously, we are in the process of updating the USM Jobs site with a new system (from PeopleAdmin to Cornerstone). We are still in the implementation phase with a go-live date tentatively scheduled for April 15. We will be releasing a training schedule just as soon as we have that information. Much more to come!

EMPLOYEE HANDBOOK ADVISORY GROUP

University HR has formed an employee handbook advisory group, whose purpose will be to assist HR with an update to the employee handbook and then, going forward, to provide feedback and suggestions for new policies and policy revisions as appropriate. Representatives include: Peggy McArthur, Payroll Director (Staff Council), Dr. Lachel Story, College of Nursing (Faculty Senate), Lashonda Thompson, Budget Director (Provost), Cassidy Jacquet, GCRL Financial Coordinator (Coast Campuses), and Subrina Cooper, Legal Counsel (Office of General Counsel). We’d like to thank our new advisory group in advance and look forward to their participation in these very important matters.
PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The Office of Affirmative Action would like to remind all employees about the Transparency Nondiscrimination Provision. The full language of the provision is provided below. In summary, every employer covered by Executive Order 11246, as amended, is required to post the Pay Transparency Nondiscrimination Provision. The provision provides applicants and employees notice that the employer will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

PAY TRANSPARENCY NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information. 41 CFR 60-1.35(c)

CAREER DAY IN HUMAN RESOURCES

University HR recently hosted Taylor, who visited with us to learn about Human Resources as part of her career day. Taylor told us that she was most surprised by all of the jobs at a University other than teacher like police officer, doctor and costume designer. Her favorite part of campus was having lunch at the Fresh Food Company. Not only does she want to work in Human Resources, but she had so much fun on campus she can’t wait to be a student at USM.
PERS EDUCATION

Did you know PERS offers a variety of seminars and focus sessions each month at
different locations across the state? For additional information and a complete listing
of events, please visit
http://www.pers.ms.gov/Content/Pages/Retirement-Education.aspx

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.