NEW APPLICANT TRACKING SYSTEM UPDATE

Cornerstone is live! Everyone should be trained and transitioned from PeopleAdmin at this point. If you were not able to get into a training class, HR has scheduled a few make-up sessions in May. Anyone who will have responsibility for posting jobs and/or approving requisitions needs to attend the training (no RSVP required). Please note that HR will not be able to provide one-on-one training to anyone who has not attended a class, and you will either have to use online resources or wait until a monthly class is held. Therefore, you are HIGHLY encouraged to attend a class even if you do not have needs currently.

Gulf Park
Friday, May 4 1:30pm  Hardy Hall 346 (Note time change)
Friday, June 8 10am  Hardy Hall 214

Hattiesburg
Wednesday, May 2 3pm  Cook 123
Wednesday, May 9 10am  Cook 123

Some additional things to know:

- An updated job description (in the new template) will be required in order to post a job. If you have not already started updating your job descriptions, your HR Partner can give you the new template and instructions.
- The new job description template has been updated from its original form based on your feedback. We have combined the experience and education sections into one to mimic Cornerstone, and have also put the template in Word instead of PDF. If you have already submitted job descriptions in the new format, then HR has you covered with the update, but for any update going forward ensure you have the latest template.

You can access the administrator side of Cornerstone through:
https://usm.csod.com/samldefault.aspx (uses SOAR login)

User Guides for Cornerstone have been added to the HR website:
https://www.usm.edu/employment-hr/applicant-tracking-system

Contact your HR Partner for questions and assistance.
HEALTH INSURANCE PREMIUM INCREASE DELAYED

Good news! There will not be a health insurance premium increase for July 1st. The Office of Insurance has delayed the increase until January 1, 2019. The State and School Employee Health Insurance Management Board voted to reduce the planned rate increases from 5% down to 3%. We will notify you of the premiums when we receive them.

STUDENT WORKERS- TIME SHEETS

It is a federal requirement that Work Study students keep physical time sheets. If audited, Financial Aid must be able to provide the federal auditors with actual timesheets and class schedules to ensure that students are not working during times they are to be in class. The new hourly payroll process does not replace time sheets. It replaces the paper Time and Attendance Reports submitted to Payroll. All Work Study student employees should continue keeping a paper time sheet on file in the department.

EMPLOYEES WORKING USM EVENTS

Employee volunteerism for events and activities on campus is highly encouraged. If the event is during the person’s normal work hours, the employee may, with advanced management approval, volunteer for such activity while remaining “on the clock” and not having to use personal leave. If the employee volunteers for an event/activity that is outside of his/her normal work schedule then the employee will be doing so as a volunteer and will not receive pay for such activity.

Volunteer opportunity: A university activity in which a call for volunteers is made to perform a service that is not a routine job at the university, such as helping to give directions or drive a golf cart for commencement or orientation. It is not “volunteer” work if the work is normally performed by someone for pay or if it is a normal part of the employee’s job.

For example:

- A person cannot “volunteer” (no pay) to fill in for someone who is on vacation.
- Even if the work is after hours, if it is a normal part of the person’s job to perform that type of work then it is not “volunteering” and should be paid.

If you have any questions, please contact your HR Partner for guidance.
Congratulations to Krystyna Varnado, AVP for HR, who recently earned recertification of her SHRM-SCP. You may not be aware that HR has a professional certification much like a CPA for Accountants or a PE for Engineers. An HR professional has to meet certain minimum qualifications of experience and then must pass a very rigorous test to demonstrate HR knowledge and proficiency. This is no small feat; the HR exam has a 50% fail rate! Ms. Varnado has both a SHRM-SCP (Senior Certified Professional) as well as an SPHR (a competing certification from the Human Resources Certification Institute, Senior Professional in HR).

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.

A special thanks to our Cornerstone implementation team:

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Christian Cameron
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We’d also like to recognize University Communications, Procurement and the rest of the team from iTech.