REMINDER: NO HIRING IN DECEMBER
University Human Resources would like to remind all faculty and staff that there is no hiring during the month of December. No hiring or offers can be made after November 16th. The Effective Date of Action (start date) can be no later than November 30, 2018. To ensure background check clearance and I9 verification, all background checks and required paperwork (i.e. tax packet), must be submitted to our office no later than November 16, 2018. This includes all student, temporary and benefit eligible employees. Any paperwork received after November 17th, will require a start date of January 2, 2019 or after with approved background check clearance and completed paperwork.

OPEN ENROLLMENT IS OVER- WHAT NOW?
If you made changes to your benefits during open enrollment, those changes will be effective January 1, 2019. If you did not make changes, then your current coverage will carry over into the 2019 benefit year. However, you must enroll annually for medical and dependent childcare reimbursement. No changes can be made to your benefits until next open enrollment unless you have what is called a “qualifying event.”

If you have a qualifying event during the year, you have 60 days from the date of the qualifying event to make a change. A qualifying event is defined as: marriage, divorce, birth or adoption of a child, loss of other coverage, or a leave of absence without pay. Should any of these events take place, please contact HR to make necessary changes as soon as possible to ensure you don’t miss the window of opportunity.

REMINDER: INTERNAL JOB POSTINGS
A reminder that in our new ATS, Cornerstone, internal job postings (postings available only to current USM employees) are no longer accessible from the USM website. Only current employees who access the Career Center in Cornerstone will be able to view and apply for internal job postings. All current faculty and staff should now use the Career Center to view and apply for internal job postings. Access the Career Center by logging into Cornerstone (https://usm.csod.com/samldefault.aspx) using your SOAR credentials, then hovering over Internal Job Postings and then selecting Career Center. You will be able to explore open jobs, apply for jobs, check the status of your applications, or refer or share jobs with others. If you do not use the Career Center, you will be missing out on internal-only postings.
SPRING 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 spring 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, November 19, 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

Monday, November 26, 2018  Final fully signed form for Spring semester due in Human Resources

Dates for the forms are as follows:

Spring Semester

Winter Intercession:
Thursday, Jan 3, 2019 – Wednesday, Jan 23, 2019 Pay out in January

Full Spring Semester Classes:
Thursday, January 24, 2019 - Friday, May 10, 2019 Pay out February - May

Session I (8W1) Classes:
Thursday, January 24, 2019 – Friday, March 18, 2019 Pay out February - March

Session II (8W2) Classes:
Monday, March 19, 2019 – Tuesday, May 1, 2019 Pay out April - May

As a reminder, Please be sure you use the latest PDS. You may find the form at https://www.usm.edu/sites/default/files/groups/employment-hr/pdf/pdsr10.2017.pdf
RECRUITMENT UPDATES & REMINDERS
Cornerstone user guides are available on the HR website https://www.usm.edu/employment-hr/applicant-tracking-system-hiring-manager-resources

- **Coming Soon** – Faculty Reference Letter options. We are working to add functionality to the ATS that will allow for committees to manage the reference letter process. In the meantime while this is a work in progress, we recommend that final candidates provide contact information for references to the committee chair and a separate request be sent directly from the committee’s designee to the references to obtain their letter or recommendation. We apologize for the delay in this implementation.

- **Advertising** – We have received many questions regarding where our positions are currently being posted. Currently the jobs.usm.edu is scraped by several paid and unpaid job boards (such as mdes.ms.gov, indeed.com and HigherEedjobs.com and InsideHigherEd.com). Positions can also be shared on Facebook and LinkedIn through the Career Center by any USM employee. Advertisement beyond these methods are at the discretion of the department who is responsible for covering the cost. Any job ads should be reviewed and approved by the Office of Affirmative Action and Equal Employment Opportunity prior to being published.

- **Search Committee Training** – There are no longer mandatory trainings for search committees (process or AA/EEO). Resources for search committee chairs are in the Faculty Hiring Toolkit (updated 10-24-18) and also on the Office of the Provost website (https://www.usm.edu/provost/faculty-search-and-hiring-process-0). Please make sure to refer to the website for the most recent version of all resources. University Human Resources, from time to time, may schedule training on implicit bias, interviewing tips, etc. In the meantime, the hiring toolkit is updated with information on Implicit Bias, Affirmative Action Considerations, and broadening the applicant pool. A Cornerstone class for faculty search committees will be held in Cook Library 123 on Wednesday, November 14 at 10:00 a.m. for committee members who are new to Cornerstone.

- **All jobs are required to be posted** – Another reminder that all jobs- including visiting or adjunct faculty and temporary- are required to be posted through the ATS unless approved in advance by Human Resources. HR will no longer process background checks for new hires that were not hired from a posting. Talk to your HR Partners about utilizing an evergreen posting.

- **Internal Reference Checks**- One more reminder that hiring managers should be conducting reference checks on any current or former USM employee prior to making an offer. More information, including sample reference check forms, can be found in the new Staff Hiring Toolkit located on the HR website. https://www.usm.edu/sites/default/files/groups/employment-hr/pdf/hiring_toolkit.pdf?download=1

- **Offer letters are required on all hires**- Reminder that all hires and promotions must now include an offer letter. This includes adjunct, visiting and temporary hires. Letters for staff positions can be found in Cornerstone and faculty letters can be obtained in the Provost office.
AA/EEO VISIT TO GCRL

The Office of Affirmative Action & Equal Employment Opportunity is pleased to announce that Christian Cameron, the EEO Coordinator, will visit the Gulf Coast Research Laboratory on Tuesday, November 13, 2018 from 9:30 am-3:30 pm.

The EEO Coordinator is the primary contact for EEO/discrimination complaints; reviews and approves requests relating to the Americans with Disabilities Act for employees and applicants; meets with prospective employees to discuss background check results and report determinations regarding clearance to hiring managers; prepares the University Affirmative Action Plans.

Christian’s visit will be focused on meeting the faculty and staff, audit Department of Labor compliance posters, review Affirmative Action plans, and answer any questions. If you would like to schedule an appointment with Christian on November 13, please contact her at christian.n.lewis@usm.edu.

HAPPY HALLOWEEN FROM UNIVERSITY HUMAN RESOURCES

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.