PATTIE TEAGUE NAMED AA/EEO DIRECTOR

Pattie Teague, our current Human Resources Manager, has been named our new AA/EEO Director. Prior to her current role, Pattie was the Assistant Director of AA/EEO. As part of her new role, Pattie will continue managing the HR Partner team who will be merged into the AA/EEO department. This change will allow a greater use of resources dedicated to our AA/EEO initiatives while also enabling a more generalist model (more people able to do more rather than one dedicated specialist) for more effective and efficient management of all employee relations issues. Christian Lewis, a current HR Specialist, will assume the role of EEO Coordinator reporting directly to Pattie.

The Office of Affirmative Action and Equal Employment Opportunity (AA/EEO) directs the University’s affirmative action initiatives regarding employment, recruitment, and retention, and ensures our compliance with equal employment opportunity laws related to discrimination and harassment.

OPEN ENROLLMENT

Open Enrollment is Oct 1st - 31st. It is the once-a-year opportunity for benefit-eligible employees to make changes to your pre-tax insurance plans. Also, you must sign up for Medical and Dependent Reimbursement each year as these programs do not automatically carry over to the new plan year. All changes will be effective January 1, 2018.

This year all changes will be made online at www.sabcflex.com/enrollment. Human Resources will have computers set up for your use, and will be available for assistance on the following dates:

- Oct 4th and 5th – International Building, Room 317 from 9 a.m. to 4 p.m. (Hattiesburg campus)
- Oct 11th – Building 1020, Chair’s Conference Room 118 from 9 a.m. to 12 p.m. (Stennis)
- Oct 16th – Oceanography Lobby from 9 a.m. to 12 p.m. (GCRL)
- Oct 24th – Hardy Hall, room to be determined from 10 a.m. to 2 p.m. (Gulf Park campus)
All changes to insurance plans must be made no later than Tuesday, October 31st as mandated by our insurance carriers.

Please visit the HR website for a complete listing of all plans. 

http://www.usm.edu/employment-hr/online-open-enrollment-open-october-1st-october-31st

INSTRUCTIONS FOR ONLINE ENROLLMENT:

Login at: www.sabcflex.com/enrollment

Under employee login enter your social security number (no dashes) as your employee ID, and your six digit date of birth as your password (mmddyy – example: January 21 of 76 would be entered as 012176)

Step 1. Review and revise any personal information that is incorrect. Follow the instructions to the next page

Step 2. Review your current information. If correct and you have no changes, continue to the next page.

If you wish to enroll in the dental and/or vision, click the enroll button next to the product and complete the online application. Once complete, you will return to the Cafeteria Plan enrollment. If you wish to change/review your dental or vision coverage, click the change/review button. To cancel any supplemental insurance product, click the terminate button and complete the online form.

Step 3. Make your Flexible Spending election. If you are electing to participate in Flexible Spending, please have your direct deposit information available to enter online.

Step 4. Review the summary of your election, if correct, proceed to the next step. If incorrect, click the back button.

Step 5. Read the plan provisions, acknowledge that you understand, and sign using your SS#. Your enrollment is complete. Please print copy for your records and click done.

NEW BACKGROUND CHECK VENDOR

Human Resources is in process of transitioning to a new background check vendor. Once transitioned, new hire background checks will no longer be conducted by UPD. While the bulk of the change will be absorbed by University HR, one significant difference in the new process is that the new hires will have to respond to an e-mail and complete the background check information online. Once they submit their information, the anticipated return time of a background check is 5 days, but could possibly take longer if the new hire does not complete the online part of the process timely or if potentially job disqualifying criminal convictions need to be resolved. Please note that because we are now using an external vendor, we lose the ability to ask for a background check to be “rushed”; therefore, it is more important than ever for hiring paperwork to be completed in a timely manner to account for this step in the process. As we roll out this new process, we will communicate more specific information.
SPRING DEADLINES

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.

Please be aware that until the fully completed paperwork is received by Human Resources, the employee will not appear in SOAR or SOARHR, and if new, will not have a USM email address. **The full budget string must be included on the forms or they will be returned.**

**Also please note: All dates are subject to change based on Academic Year dates set by the University.**

SPRING DEADLINES:

**Monday, November 6, 2017:** PAF and PDS in Provost Office. (With faculty qualifications form and accompanying documentation as needed and/or Provost Signature)

**Friday, November 17, 2017:** Final fully signed form due in Human Resources.

Winter Intersession
Monday, December 11 – 19, 2017
Friday, January 4 – 12, 2018
**Personnel Action Form (PAF) and Personnel Data Sheet (PDS) dates:**
December 7, 2017 – January 18, 2018

**Spring Semester Only**
Tuesday, January 16, 2018 – Friday, May 11, 2018
**PAF and PDS dates:**
January 11, 2018 – May 17, 2018

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.