AGENDA

> Total Rewards Advisor Committee (TRAC)
> Supporting Students on the Autism Spectrum
> ePerformance update
> Work address update
> Job postings with the Chronicle
> Confidentiality – Data Access
> Juneteenth
Total Rewards Advisor Committee (TRAC)
Supporting Students on the Autism Spectrum

> Student Well-Being is offering a training designed to empower campus staff and faculty to best support students on campus who are on the autism spectrum and teach them about available resources.

> June 28 from 12:00pm-1:00pm in Norwood 208. If there is enough interest, the training will be moved to a hybrid (zoom + in person) format.

> RSVP: https://docs.google.com/forms/d/e/1FAIpQLSfoMTNpdow6qeo0LAa9Eb91kIP7dTcS3_MgTm-F5iQT1VZQJg/viewform?usp=sf_link
Rated Evaluations are due on **June 30**th

> **Support Available includes:**

  **Full ePerformance Manager Training, sign up in Percipio**
  - Friday, June 17\(^{th}\), 1:00pm-3:00pm
    Employee Relations Office, 115 Centennial Hall
  - Wednesday, June 22\(^{nd}\), 1:30pm-3:30pm
    Employee Relations Office, 115 Centennial Hall

  **Drop-In Sessions for Managers**
  - Friday, June 17\(^{th}\), 8:30am-10:00am
    Centennial Hall 105 (Computer Lab)
  - Tuesday, June 21\(^{st}\), 8:30am-10:00am
    Centennial Hall 105 (Computer Lab)

**Training Session for Employees, sign up in Percipio**
- Thursday, June 23\(^{rd}\), 10:00am-12:00pm
  Employee Relations Office, 115 Centennial Hall
Rated Evaluations are due on **June 30th**

> **Support Available includes:**

  - **Full ePerformance Manager Training**
    - Friday, June 17th, 1:00pm-3:00pm
    - Wednesday, June 22nd, 1:30pm-3:30pm
    - Sign up in Percipio @ [https://share.percipio.com/cd/ru3GTwSHw](https://share.percipio.com/cd/ru3GTwSHw)

  - **Training Session for Employees**
    - Thursday, June 23rd, 10:00am-12:00pm
    - Sign up in Percipio @ [https://share.percipio.com/cd/Jb5wpEJOG](https://share.percipio.com/cd/Jb5wpEJOG)
Work Address Update

> Visit https://people.mst.edu/find-people/ and verify your work address and phone number are up to date
> Work addresses and phone numbers should be updated by submitting a work address change ePAF in HRPRD
> Work address change ePAFs cannot be submitted for yourself
Unlimited Job Postings w/ the Chronicle of Higher Ed

> Upon activation (pending any day now), we will have automated nightly “scraping” of our website with S&T job postings pulled onto the Chronicle of Higher Education job board.

> These job families are NOT included in scraping: Temporary Employees, Craft/Service/Maintenance Ops, Office & Administrative, Service/Maintenance, Sales & Retail, Student & Temporary

> Postings from excluded job families can still be uploaded manually for free

> Dept. users will need to pay for additional enhancements (e.g., Top Job, Sponsored Job). Contact Rick Plotkin: rick.plotkin@chronicle.com

> Missouri S&T will also receive 20% off of premium print advertisements in the Chronicle

> Questions?
Confidentiality – Data Access

When given access to confidential or employment records, as a condition and in consideration of such access are expected to adhere to the following confidentiality standards, including but not limited to:

> Use confidential and/or employment information only as needed to perform legitimate duties of the position
> Only access confidential or employment information where there is a need to know in order to perform one’s job duties
> Do not divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorized
> Do not otherwise misuse or carelessly treat confidential information
> Understand that employees are held responsible for misuse, careless or wrongful disclosure of confidential information

Student or employee information includes, employment records, payroll data, social security numbers, grades or other personally identifiable student information, performance evaluations, disciplinary actions, employment applications, etc. See applicable policies for more information.
Juneteenth

- Juneteenth Holiday is going to be observed on 6/20/2022
- More information on observed holidays can be found at: https://www.umsystem.edu/ums/rules/hrm/hr400/hr401
Additional Updates
Future Meetings

> Meetings will be held on the third Wednesday of each month. Specific dates can be found on the website: https://hr.mst.edu/updates/hr-meetings/.

> 1:00pm-2:30pm

> Zoom invite, agenda, and recap emails will be sent to the contact group. Please email hrs@mst.edu to add someone to the group.

> Past meeting presentations can also be found on the website: https://hr.mst.edu/updates/agendas/.
Questions?

Please join us again on July 20

Additional meeting dates are located on the website: https://hr.mst.edu/updates/hr-meetings/
Thank you for attending.

We appreciate all you do in support of our campus!