HR Monthly Meeting

November 30, 2022
Agenda

- Library and Learning Resources with Roger Weaver
- Staff Success Center Manager
- Upcoming training opportunities
- Staff Council
- Benefits
- Recruitment Process Project
- December payroll confirmations
- Winter Break
- Student hiring
- HR-125: Employment Records policy update
- New ePAF homepage
- ePerformance check-in
Library and Learning Resources
Roger Weaver
Interim Dean
https://library.mst.edu/
Staff Success Center Manager

Simone Waldon
Upcoming Training Opportunities

Please see below the current Percipio offerings on the S&T-Rolla Channel. Users can access the S&T Channel by selecting Library>S&T>S&T-Rolla (https://share.percipio.com/cd/K3O74TpLV)

Watch

- **Percipio: An Overview**
  Join this session for an introduction to Percipio—Skillsoft’s personalized and intelligent learning platform, developed thanks to the help and shared ideas of the customers gained over 20 years dedicated to the learning industry. Training and development professionals will leave the session with an understanding of how Percipio motivates learners to take ownership of their growth and consistently return for more, while also reducing the typical administrative effort.

Read

- **Missouri University of Science and Technology Code of Conduct**
  Welcome to the Missouri University of Science and Technology Code of Conduct—Our Code, Our Community

- **Expense Report Training & Updates (#1: One Card)**
  Within the University of Missouri System, Travel & Expense (T&E) is an electronic transaction documentation tool using the Peoplesoft platform. It is THE tool for faculty and staff receiving a university payroll check to document authorization of travel, obtain a cash advance for travel, and be reimbursed for university business expenses incurred and paid for personally. This on-demand Missouri S&T Expense Report training walks through the steps for submitting expense reports and provides updates to T&E policies.

- **Missouri S&T Staff eRecruit Process Manual**
  PDF includes step by step instructions for creating job postings, managing applications and creating a job offer!
Upcoming Training Opportunities

Listen

The Leadership Secrets of Santa Claus: How to Get Big Things Done in YOUR 'Workshop'...All Year Long
This audio edition is a clever and compelling resource for leaders at all levels, and will explain how to juggle employees, equipment, facilities, resources, production, scheduling, delivery, and keep everyone jolly.

Attend

COER presents: The Leadership Secrets of Santa Claus | Monday, Dec 5 12:05PM-12:35PM
It takes a lot of leadership acumen to manage thousands of elves and project-lead a logistical miracle. Santa will be coming to campus to share many of his jolliest tips and tricks featured in the book “The Leadership Secrets of Santa Claus” by Eric Harvey.
Santa wishes to invite student leaders and any staff/faculty on campus that wish to hear about the importance of choosing good reindeer, listening to your elves, getting beyond red wagons and being good...for goodness sake!
This may be your last chance to move off the naughty list. Plan to attend and learn some helpful tips in a fun way! The more...the merrier!
Personal Effectiveness Workshop | Upcoming Sessions: Thursday, Dec 8 12:00PM-1:30PM, Thursday, Dec 15 12:00PM-1:30PM, Thursday, Dec 22 2:00PM-1:30PM
The personal effectiveness workshop is the foundational offering of the Leadership Development Program. This workshop provides participants with a self-assessment of their communication and work style utilizing the DiSC assessment. The DiSC assessment is based on the behavioral concepts developed by William Marsten. The workshop sessions build upon this foundational knowledge of oneself to recognize communication and work styles of others. Using DiSC principles, participants will learn how to leverage the complementary strengths of team members to improve communication and outcomes.

Missouri S&T Introduction to Human Resources Policy | Upcoming Sessions: Tuesday, Dec 6 9:00AM-11:00AM
This Introduction to Human Resources Policy training course provides supervisors with an overview of the University’s rules, regulations, and policies in order to help them fulfill their responsibilities and understand their obligations to apply and enforce policies in an informed, consistent, and fair manner. Participants will have an opportunity to learn about CRRs, HR Policy, Understanding of Policies, and campus memorandums.

Performance Management for Supervisors | Upcoming Sessions: Tuesday, Dec 13 9:00AM-11:30AM
Performance Management for Supervisors is designed to facilitate understanding the concept of performance management, the importance of it, and how to be successful in completing ePerformance forms and having conversations with employees regarding performance and professional development. Some topics covered include: performance management, leadership competencies, the rating scale, success factors, setting goals, and the performance appraisal conversation. This training can be taken as a stand alone but is also one of the modules of the S&T Supervisory series.
Upcoming Training Opportunities

- **Performance Management for Staff | Upcoming Sessions: Tuesday, Dec 6 1:00PM-3:30PM**
  Performance Management for Staff is designed to facilitate understanding the concept of performance management, the importance of it, and how to be successful in completing self-evaluation forms and having conversations with supervisors regarding performance and professional development. Some topics covered include: performance management, success factors, the rating scale, setting goals, and the performance appraisal conversation.

- **eHR File Course with Mini Demo | Tuesday, Feb 7 11:00AM-12:00PM**
  This training will focus on the eHR File process including a review of how to transition your department’s records to eHR File system. A mini demonstration will be included. The training is geared for both those who are new to the process and those who wish to have a refresher.
Staff Council
Benefits

2023 Annual Enrollment: changes effective January 1, 2023

- If buying up on Life Insurance: UNUM email for Evidence of Insurability
- If added dependents: Proof of Relationship documents
  - Due by December 5th
  - HR Service Center (hrservicecenter@umsystem.edu)

2023 Confirmation Statements

- Email from HRSC when statement is available in mid-December
- Available in MyHR>MyBenefits>Benefit Statements
- Review; contact HRSC if problem
Recruitment Process Project

Scope:
- Review the overall job posting processes
- Identify opportunities

Step One:
- Set up four stakeholder focus groups (two Zoom, two in-person)

Action:
- Keep an eye open for the announcement in eConnection
- Register
Biweekly Payroll Processing for pay period ending 12/24/22

> Confirms during Winter Break (12/29/22).
> This pay period will NOT contain any Winter Break hours.
> Time Admin for ppe 12/24/22 will start running more often a week early. It will run additionally at 10am, 2pm & 6pm beginning 12/19 so that time can be entered and approved prior to the 12/25 holiday.
> Reports will be sent during the holiday* payroll processing timeframe (12/27-12/28). The Payroll inboxes will be monitored periodically for T&L and payroll related issues only.
> No reports will be sent on 12/26/22 in observance of the Christmas holiday

**Due to year-end payroll processing, NO off-cycles can be written 12/26/22-12/30/22.**
Monthly Payroll Processing for pay period ending 12/31/22

> The monthly payroll confirms 12/8/22.
> There will be six weeks of accruals awarded between the December and January monthly payroll confirmations. Employees close to their maximum accrual for vacation should be sure to report expected December vacation time prior to 12/8/22.

**Due to year-end payroll processing, NO off-cycles can be written 12/26/22-12/30/22.**
> Winter Break is 12/27-12/30 for most employees
> Winter Break hours balance will be initially awarded on 12/2/22, based on the employee's pay status as of 12/23/22
> As employees become eligible or ineligible after 12/2, the 2022 balance will be automatically awarded or removed as appropriate.
> Adjustments should be handled by Time Keepers directly in the timesheet.
> Adjustments may be needed when:
> - Employees become ineligible for Winter Break
> - Employees have an FTE change
> - Employees have an irregular schedule
> A positive JWB entry will reduce hours
> A negative JWB entry will add hours
> A one-time process for eligible, exempt (monthly paid) employees will automatically populate WBM in timesheet for the Winter Break period. For those that become eligible for Winter Break after 12/2, hours will need to be manually recorded in the timesheet by the Time Reporter, Time Approver or Time Keeper.
> Approval of Winter Break payable hours for exempt, monthly employees is automated. If the employee is required to work, the prepopulated hours must be deleted or edited on the timesheet.
> Attachment included in recap email - Winter Break Procedures
Student Hiring

> Resources:
  > For departments: https://hr.mst.edu/position-management/recruit/student-employee-recruitment/
  > For students: https://hr.mst.edu/resources/student-employees/
  > Reminder that students should book an I-9 appointment at the link above through bookings.
  > Student are not authorized to start working until the Hire ePAF has been executed in PeopleSoft
  > Please go ahead and start processing hires for next semester.
  > Make sure to terminate students if they are not going to be returning, they should not be put on a leave of absence.
Unless pertaining to student employment, the following employee information may be released without authorization: name, position or job title, verification of current or past employment, dates of employment, home department, campus mailing address, campus telephone number, campus e-mail address and salary information.

A valid business reason/request would be received before releasing the above information; and the information should be obtained only through appropriate and proper access.

Identifiable personal information regarding student employment may not be released without written authorization of the individual or as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or required by law.

Note: the University generally uses CCC Verify for employment and income verification requests.
New ePAF Homepage

> New ePAF updates
> Upgrade planned for late January
> Remainder of forms
  > Hire
  > Courtesy Hire
  > Job Change
> Testing in December and early January
> Anticipate own time for all hire ePAF processing
> Please process student hire ePAFs for Spring as usual
To encourage employees’ continuous growth, the university’s ePerformance process includes two Performance Check-Ins per year.

Mid-year check-in should be completed by December 22 and includes a self-evaluation and a manager evaluation.

Employees can access their self-evaluation forms through myHR (myhr.umsystem.edu), recommend deadline of November 30.

Managers can access their employee evaluation forms through PeopleSoft Manager Self-Service (hrprd.umsystem.edu).

Employees and managers should meet to discuss the completed evaluation forms. The conversation should focus on successes and accomplishments, concerns and growth opportunities, and next steps.

This Progress Check-In does not include a performance rating.
Additional Updates

Chancellor’s Holiday Brunch
  > Thursday, December 8, 2022
  > 9:00am-11:00am
  > Hasselmann Alumni House

> Recommended to opt in to receive your W-2 electronically. Please make sure your mailing address is up to date by December 31, 2022 for your W-2 if you receive a paper copy.

> Please complete the HR monthly meeting survey: https://mst.qualtrics.com/jfe/form/SV_5nbMAgBfXDbyQyG

> Finance and Operations Info Series
  12/9/22 Turner Room, Havener Center - 11 am - Fred Stone presenting Campus Construction Update.
  This presentation will provide a progress update on the 2020 Campus Master Plan and will review the vision, timelines, and upcoming plans for major construction projects. Attend this presentation to learn more about what’s ahead for the physical campus.
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 next year.

Meeting dates will be located on the website https://hr.mst.edu/updates/hr-meetings/ once they are finalized.
Thank you for attending.

We appreciate all you do in support of our campus!