HR Monthly Meeting

October 19, 2022
AGENDA

> Staff Council
> University Goals with Steve Roberts
> Annual Enrollment
> Flu Shot Clinics
> Voting Policy
> Inclement Weather
> Upcoming Pay Confirmations
> New ePAF Updates
> One Time Payments
> Search Committee Open Forums
> Work Addresses
University Goals
Steve Roberts

Vice Chancellor Strategic Initiatives
Chief Operations Officer Kummer Institute

https://chancellor.mst.edu/initiatives/north-star/
Staff Council
Annual Enrollment

- October 24 – November 4
- Must enroll in Flexible Spending Accounts (FSA) each year.
- Otherwise, if no changes to coverage for 2023 are desired: NO ACTION IS REQUIRED
- Visit AE webpage for information: https://www.umsystem.edu/totalrewards/annual_enrollment

Contact Marcia if interested in AE presentation for your department: lanema@mst.edu
Flu Shot Clinics

> Thursday, October 20th Havener Center: Meramec/Gasconade room 208
  > 10am – 1pm
  > Remaining appointment slots are limited
> Wednesday, October 26 Havener Center: Meramec/Gasconade room 208
  > 10am – 1pm
  > Lots of appointment times available

Additional information, general tips and access to the scheduling portal: https://www.umsystem.edu/totalrewards/wellness/flu_shots_and_health_screenings
Voting Policy

- Election Day is November 8th
- MO Law & HR-411
  - Employees shall have three (3) successive hours, including off duty time, between the opening and closing of the polls on the day of election.
    * Commuting time is not counted towards the 3 hours
- Polls are open 6:00am – 7:00pm
During inclement weather events, the university may shift to remote working and learning to reduce interruptions.

The general expectation is that most positions will work. Employees who are not required to work onsite are expected to work remotely if feasible.

Employees who are not required to work onsite will be advised to work remotely so that emergency activities can be conducted more safely and efficiently.

Supervisors are responsible for coordinating alternative work plans with their employees.

See HR-217 Emergency Closure and Transition to Remote Operations for more information.
Inclement Weather

Management is responsible for planning in advance to the extent possible and communicating with employees regarding:

> Which positions are required to be onsite

> If not required to be onsite:
  > Telework arrangements and work expectations
  > Which employees may be unable to feasibly telework and why

> If required to telework:
  > Those required to telework and choose not to must take paid time off (personal or vacation)

> Those who are required to work on-site and choose not to may be unpaid or need to take paid time off (personal or vacation). HR will assist management in assessing requests.
> November monthly payroll confirms Wednesday, November 23
> December monthly payroll confirms Thursday, December 8 for the earlier monthly pay day on Friday, December 23
> Bi-weekly payroll confirms during Winter Break
> More information on Winter Break Leave and year end deadlines next month
New ePAF Updates

- Upgrade planned for end of this year
- Remainder of forms:
  - Hire
  - Courtesy Hire
  - Job Change
- Testing next week and decision by end of November
- Anticipate down time for all hire ePAF processing
- Start spring student hiring processing earlier if it can be completed before students leave for break
- More information at November meeting
One Time Payments

- In general, one-time payments are processed by the department and updates to base pay are processed by Human Resources.
- Per HR-104, hiring incentive payments shall not exceed one-half of employee’s annual salary (unless approved for compelling circumstances) and employee must sign the repayment agreement.
- Submitted by hiring department on or immediately after employees start date.
- Additional Pay eForm
- Earnings Codes:
  - Moving incentives: MOV
  - Hiring incentives: REL
One Time Payments
Reminder: Candidate Open Forums (campus presentations) are an important opportunity to engage in the recruitment process. Please help us push attendance at these events!

Tentative Upcoming Forum Dates
- October 24 – Kummer Dean Candidate
- October 26 – Kummer Dean Candidate
- October 31 – CEC Dean Candidate
- November 2 – CEC Dean Candidate
- November 8 – Kummer Dean Candidate
- November 9 – CEC Dean Candidate

To Be Announced:
Additional open forums for Vice Chancellor of Research and Innovation search in November

Additional information will be available via eConnection or via search landing pages. For Kummer and CEC Dean Searches, please visit: https://provost.mst.edu/searches/.
Work Addresses

> 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
> Format should be:
  > Line 1: Room number and building name
    ex. 113 Centennial Hall
  > Line 2: Street address
    ex. 300 W. 12th St.
> Building names and street addresses can be found at: https://www.mst.edu/map/
> Staff Development Seminars: University of Missouri will be holding virtual training sessions Monday, October 31-Thursday November 3. These sessions cover various topics and are open to all UM System employees. Sign up through Percipio! You can view the schedule on the Read tab and select the Attend tab to register for the sessions you’re interested in! See you there! https://share.percipio.com/cd/D2URbPCfe
> 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/](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/](https://hr.mst.edu/updates/agendas/).
Questions?

Please join us again on November 30

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!