Human Resources Monthly Meeting

August 16, 2023
Agenda

- Staff Success Center
- Privileged Communication and Sunshine Law with Nick Beydler and Mark Van Zandt
- Human Resources staffing changes
- Benefit updates
- Interview approval update
- Employment law posters
- Merit process timeline
- Student pay rates and increase request update
- August ePAF deadline
- August Calendar of dates and deadlines
- Compliance training
- Discussion rooms:
  - Student Hiring
  - Interview and Selection Process Input
Missouri University of Science and Technology

Staff Success Center
Simone Waldon
waldons@mst.edu
Privileged Communication and Sunshine Law

Nick Beydler and Mark Van Zandt
Senior Counsel with General Counsel
New Human Resources Member

Jaimie Scheel has been hired to the new recruit team as a Human Resources Specialist.

We are still recruiting for one specialist for that team.
Benefit Updates

- Annual Enrollment will run Oct. 23 – Nov. 3, 2023. More information will be sent out in the coming months including information on premiums, and minor plan changes.

- The new leave plan implementation process has been going well. They’ve taken feedback from the informational sessions and added more clarity to how the plan will work.
  
  - Fall 2023 – Employees, supervisors and timekeepers can expect information and training on new processes for leave programs.
  
  - There will be an option for employees to elect a buy-up short-term disability plan during Annual Enrollment. The employee would pay a premium in order to have 100% income replacement (instead of the 60% standard employer paid plan). Employees will be able to switch between the base and buyup plans during annual enrollment each year.
Interview Approval Update

Effective September 1st, only applicants who meet the minimum qualifications will be routed.

Two Options:

1. Have applicants self select if they meet the minimum requirements for the position.
2. Have a representative in Human Resources prescreen applicants for the minimum requirements.

You will no longer need to request interview approval as of September 1st.

AffAct@mst.edu
Employment Law Posters

 Thoughts on including them in MinerBytes catalog?

 Thank you to our poster ambassadors:

 - Jackie Sansone
 - Megan Fowler
 - Trish Aston
 - Perry Koob
 - Jeanette Waters
 - Robin Collier
 - Kevin Walkup
 - Cheryl Ahrens
 - Theresa Brown
 - ReBecca Merrell
 - Jody Seely
 - Hilary Beam
 - Nick Peters
 - Carol Lay

Missouri University of Science and Technology
Merit Process Timeline

- Rated Evaluations are due by Managers/Supervisors on June 16th
- Merit Spreadsheets will be sent to divisions by June 30th
- Recommendations due to Provost or Vice Chancellor by July 24th
- Recommendations to Chancellor and Vice Chancellor F&O by August 1st
- Raise effective dates: August 20th or September 1st.
Student Pay Rates and Increase Request

Updates

▶ Effective July 1, 2023 all student employees should be paid no less than $10.30/hour.
  • Departments were responsible for processing ePAFs to increase student pay for existing student employees
  • As of July 25 there were still 193 appointments under $10.30/hour
  • HR submitted a file load to bring all student employee appointments up to $10.30/hour effective August 6, 2023

▶ The 2023 Missouri minimum wage is $12.00/hour, student employees will need to be at this rate by July 1, 2025.

▶ Human Resources will be required to approve any student pay increases over $14.00/hour. These requests need to be sent to msthrsupport@mst.edu for approval before initiating a job change ePAF.
Student Appointment ePAFs

- ePAFs for student appointment changes, should be effective at the beginning of the next pay period (pay rate changes, etc)
- ePAFs for student appointments should not be back dated prior to the submission date
- There may be rare exceptions, please contact your HR Strategic Partner for guidance on exceptions.
August ePAF Deadlines

- August monthly payroll confirmation moved to try and accommodate returning students
- New monthly ePAF deadline is Friday, August 18
- Monthly hires that have completed student employee registration will continue to be considered until 8/23
- For ePAFs for pay reductions, terminations or LOAs submitted after the 8/18 ePAF deadline, that affect August monthly payroll, the department should contact their HR Strategic Partner to determine if an overpayment can be prevented, HR will work directly with Payroll (this should be process going forward)
- Please make every effort possible to meet the 8/18 ePAF deadline, especially for pay reductions

Email from Amy McKenzie/Payroll Shared Services on 8/03/23
# August ePAF Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| 14   | **BIW & MON** Leave Accruals Granted 7/31 & 8/7  
**MON** Parking/Dining Deduction Deadline (PPE 8/31/23)  
**EDR Review (BIW)** |
| 15   | **BIW** Pay Day (PPE 8/5/23)  
**MON** Payroll Processing Begins (PPE 8/19/23) |
| 16   | **BIW** Pay Day (PPE 8/5/23)  
**BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 8/19/23) |
| 17   | **BIW** Pay Day (PPE 8/5/23)  
**MON** Payroll Processing Begins |
| 18   | Submit BIW PPE 8/19/23  
**BIW** PSHUP & General Deduction Deadline (PPE 8/19/23)  
**MON** ePAF & PSHUP Deadline (PPE 8/31/23) |
| 21   | **BIW** Pay Day (PPE 8/5/23)  
**MON** Payroll Processing Begins (PPE 8/19/23)  
**BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 8/19/23)  
**EDR Review (BIW)** |
| 22   | **BIW** Pay Day (PPE 8/5/23)  
**BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 8/19/23) |
| 23   | **BIW** Pay Day (PPE 8/5/23)  
**BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 8/19/23) |
| 24   | **BIW** Pay Day (PPE 8/5/23)  
**BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 8/19/23) |
| 25   | **BIW** Pay Day (PPE 8/5/23)  
**BIW** Final Approval & Parking/Dining Deduction Deadline (PPE 8/19/23) |
| 28   | **BIW & MON** Leave Accruals Granted 8/14 & 8/21  
**MON** Confirm – 2pm (PPE 8/31/23)  
**EDR Review (BIW)** |
| 29   | **BIW** Pay Day (PPE 8/5/23)  
**MON** Payroll Processing Begins |
| 30   | **BIW** Pay Day (PPE 8/5/23)  
**EDR Review (MON)** |
| 31   | **MON** Pay Day (PPE 8/31/23) |

---

Badger Cushioning
August Calendar of Dates and Deadlines

- S&T at the State Fair until August 20th
- Opening Week until August 19th
- First day of classes Monday, August 21st
- Mystical Arts of Tibet Opening Ceremony Tuesday August 22nd
- MinerRama (ice cream with the Chancellor) Friday, August 25th
- First $6 Friday at Havener Friday, August 25th
- Welcome Back Picnic @ Diversity House Wednesday, August 30th

More events at: https://calendar.mst.edu/
Compliance Training

- Annual compliance training due September 8th
- Information in email from UM System on Monday, August 7th
- Completion tracked through a dashboard
- Log into Percipio via umsystem.percipio.com and choose Launch Compliance Training to complete each module.

- We are currently in 3rd place, behind Mizzou and UM System 😞
Future Meetings

- Meetings will be held on the third Wednesday of each month. Specific dates for 2023 can be found on the website: https://hr.mst.edu/updates/hr-meetings/.
- Regular meeting time: 1:00pm-2:00pm
- Discussion room/breakout sessions: 2:00pm-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 September 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!
Discussion Rooms

- Interview and Selection Process Input with recruit team
- Student Hiring with Rachel Norris