Human Resources Monthly Meeting

January 11, 2023
Agenda

- Total Rewards Advisory Committee (TRAC)
- Staff Success Center
- Vice Chancellor of Diversity, Equity, Inclusion and Chief Diversity Officer, Dr. Nicole Roberson
- New Human Resources Partner
- 2023 minimum wage
- Student hiring process reminders
- Youth employment
- ePAF Upgrade
- Direct deposit splits
- Shared leave program
- Discussion Rooms:
  - Staff Success Center with Simone Waldon
  - Faculty and Staff eRecruit with Cindy Heck and Tritonia Wheeler
  - Student Hiring with Rachel Norris

Missouri University of Science and Technology
Total Rewards Advisory Committee (TRAC)

John Cook
jacook@mst.edu
Staff Success Center

Simone Waldon
waldons@mst.edu
Diversity, Equity, and Inclusion
Dr. Nicole Roberson
Vice Chancellor and Chief Diversity Officer
nicoleroberson@mst.edu
New Human Resources Member

Christopher Keehn
Human Resources Partner
Missouri Minimum Wage for 2023

Note: The 2018 minimum wage law which passed in Missouri specifically exempts public employers. The University of Missouri is a public employer.
Missouri Minimum Wage for 2023

Staff Employees:

▶ Although the Missouri minimum wage does not apply to the University, as a policy matter and to remain competitive in the job market, the University is continuing to evaluate compensation broadly, including for all employees. When reached, decisions will be communicated.

▶ Missouri S&T may implement pay adjustments as determined appropriate to address matters of recruitment, retention, equity, market, etc.
Student Employees:

- Student employees should be paid no less than $10.30 per hour effective July 1, 2023.
- Departments retain flexibility to raise student employee pay up to the 2023 Missouri minimum wage ($12.00 per hour) but are not required to (funding considerations).
- Human Resources will continue to approve any student pay increase requests in which the student is at or above the state minimum ($12.00) and which the request is equal to or exceeds $1.00 per hour. These requests need to be sent to msthrsupport@mst.edu for approval before initiating a job change ePAF.
- Before increasing student pay, departments need to consider:
  - Budgets
  - Work itself
  - Student’s status (first year, second year, etc.)
- Departments should also budget or schedule work accordingly where work study funding may exhaust earlier in the semester or the number or work hours covered by work study is reduced due to a change in base pay rate.
- Departments must work with their fiscal managers to anticipate any budgetary impacts.
1. Select title and pay range for position
2. Post job through Handshake, interview applicants, and extend job offer
3. Verify if and how many hours the candidate is already working on campus
4. Student submits application and training acknowledgement form to department
5. Department submits Hire ePAF, which initiates an automated email to the student alerting them to complete their onboarding documents through myhr.umsystem.edu
6. Student completes onboarding documents
7. Student sets up an appointment to bring in their I-9 verification documents to HR at https://hr.mst.edu/resources/student-employees/
8. Student physically submits original documents to Human Resources
9. HR processes I-9
10. Columbia processes Hire ePAF
11. Department receives automated email that student’s Hire ePAF has been executed
   (STUDENT IS NOW AUTHORIZED TO START WORKING)
Access Student Pay Scales

https://hr.mst.edu/position-management/recruit/student-employee-recruitment/

1. Select the Position Management tab at the top of any hr.mst.edu webpage

2. Select Recruit for a position

3. Select Student Employees

4. Scroll to the bottom of the page and select the Student Wages tab
Student Title Definitions

*Level V requires the equivalent of a bachelor’s degree or completion of specific courses which qualify the student to work on specific projects or grants, for example.

Level VI requires completion of an undergraduate degree. This level can be used for graduate students who may not be eligible for a stipend.
Helpful handout about Student Employee Registration provides students with what their next steps are.

Please provide students with this list instead of telling them to submit a driver’s license and social security card. Some students may not have those documents.
Student Employee Registration

- Student schedules an appointment through Microsoft Bookings
- Calendar lists available dates and times
- During peak season there is a 24 hour lead time to schedule appointments
- Prior to the appointment we verify previous steps have been completed. If they have not been completed the appointment is canceled and a cancelation reason/notification is provided. The student will need to register for a new appointment once all steps are completed.
Student Employment

- Human Resources will be hosting two informal drop-in question sessions via zoom for staff to ask questions about student hiring. Zoom links will be provided in the recap email.
- Wednesday, January 18 from 1:00pm-2:00pm
- Tuesday, January 24 from 10:00am-11:00am
ePAF Upgrade

- Upgrade planned for mid-February
- Remainder of forms:
  - Hire
  - Courtesy Hire
  - Job Change
- Communication and Training planned for early-February
- Please continue to process student hire ePAFs for Spring as usual
Direct Deposit Splits

As of August 1, 2022 the university payroll system allows employees to specify multiple accounts for direct deposit through myHR.

As a result, some deductions are no longer processed via payroll deduction and need to be set up as an additional account for direct deposit, such as Missouri Credit Union.

Employees affected were notified by email in late July by the UM HR Service Center.

You may contact the HR Service Center with questions hrservicecenter@umsystem.edu or 1-800-488-5288.
Youth Employment

Federal and state law, policy HR-116 Employment of Minors, and where applicable, the Youth Protection Policy apply to individuals 18 years or younger.

- **Age 13 and Under:** No University employment.
- **Under Age 16:** Before employment, the employer must ensure a work certificate is issued by the appropriate issuing educational official. Issuing officers may decline to issue a work certificate.
  - Work certificates require a signed statement by the employer describing the specific nature of work and; the exact work schedule (hours of the day, the number of hours per day and the days per week); written consent of the child’s parent, legal custodian, or guardian, and proof of the child’s age (birth certificate or other evidence).
  - Law requires limited hours of work. Federal law states that 14-15 year olds cannot work over 8 hours a day, with no more than 3 hours on a school day, and over 40 hours a week, with no more than 18 hours per week while in school. Minors are also not allowed to work before 7am or after 7pm respectively.
- **Under Age 18:** Workers under the age of 18 are generally not allowed to perform jobs that are considered dangerous, which includes driving or working as an outside helper on motor vehicles, operating different types of machinery; and other as specified by law which may include exposure to hazardous materials.

Contact Human Resources if you are considering hiring a minor.
The shared leave program enables eligible employees to donate accrued vacation leave benefits to a pool. This pool will be used to provide additional paid leave benefits to eligible employees who have experienced certain catastrophic events personally or within their family and have exhausted other sources of paid leave.

To donate, access myHR and select the navigation icon (top-right corner). Then, choose Navigator > Self Service > Time Reporting > Report Time > Timesheet. Enter leave time as you normally would in your timesheet using the code DSL. Note, you must donate a minimum of eight hours of time. If you choose to donate more, donations must be made in one-hour increments.

Learn more at: https://www.umsystem.edu/ums/hr/information_on_shared_leave#donate
Additional Updates

- W-2s will be available in myHR by the end of the month. Please reach out to the HR Service Center (hrservicecenter@umsystem.edu) with questions.
- New employee orientation will go back to being hosted in person starting in February.
- Survey will be available after the meeting; please select a topic you would like to hear discussed at next month’s meeting.
- Juneteenth has been added to the official language of CRR 340.040 Holidays.
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 February 15

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

- Staff Success Center with Simone Waldon
- Faculty and Staff eRecruit with Cindy Heck and Tritonia Wheeler
- Student Hiring with Rachel Norris