Agenda

- Staff Council
- Total Rewards Advisory Committee (TRAC) new staff representative
- Staff Success Center
- Quarterly campus update with Wayne Jones
- Employment of minors (Poll Topic Winner)
- Merit process timeline
- Staff and academic hiring process
- Student ePAFs with University Shared Services

Discussion rooms:
  - Student ePAFs with University Shared Services
Staff Council
Jacquelyn Sansone
https://staffcouncil.mst.edu/
Total Rewards Advisory Committee (TRAC) Staff Representative

Melanie Keeney
mkeeney@mst.edu
Staff Success Center
Simone Waldon
waldons@mst.edu
Lunch with the Chancellor: This event was held Thursday, July 6 in the Havener Center and helped bring together our newest employees, employees who had met their service milestones this year and our 2023 recipients of the Outstanding Newcomer Awards!

S&T Show-Me Series: The next session is scheduled for this Friday, July 21st from 9:30-10:30am and will be centered around utilizing Percipio's (UM System's e learning platform) features for professional and personal development! Come prepared with questions—this session will be interactive! Register in Percipio: https://share.percipio.com/cd/rt3G6GNVW
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.
Youth Employment

Compensation or Payments to Minors

When determining which avenue is most appropriate, common questions asked are:

- Are they participating in an educational experience, and the services provided by the participants are primarily for educational benefit, and not for the benefit of the University?
- Are they being provided room and board?
- Is the payment related to the quality or quantity of work performed?
- Does the payment rely on the minor meeting the expectations of the program?
- This is a complicated topic with significant tax implications to the minor. Please contact your HR Partner to determine the most appropriate route for payment.
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 27th or September 1st.

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Missouri University of Science and Technology
Staff and Academic Hiring Process

Position Management

▶ Do you need to create a full-time staff position? This requires going through the ePCQ process, prior to creating a job opening. It’s not as scary as it seems, and we are here to help!

▶ Do you need to request a temporary or part-time staff position? Please refer to: https://hr.mst.edu/position-management/parttime/

▶ Do you have a need to replace a departing employee? If so, it’s time to create a job opening. We’re here to help with that as well!
Staff and Academic Hiring Process
Posting and Advertising

- Once you have a position number, refer to the eRecruit Manual for step-by-step instructions to post.
  [https://hr.mst.edu/position-management/recruit/academic-staff-recruitment/](https://hr.mst.edu/position-management/recruit/academic-staff-recruitment/)

- Select an interview panel of 2 or more individuals.
  Select a diverse panel and include constituents who will work with this position. Consider including someone from a partner department.

- The posting goes live at the top of the hour once it is approved.

- The position is automatically posted to: LinkedIn, HigherED Jobs, Circa, and the Chronicle of Higher Education if appropriate.
  *Typically, INDEED picks up our jobs but we do not control how/when the display them.*

- Candidates begin to apply
Staff and Academic Hiring Process

Candidate Selection

▶ HR Routes candidates every morning to departments. Sometimes we may route new candidates again in the afternoon, but as a general practice you will usually not see more candidates after lunch.

▶ Departments screen candidates as they are routed. HR will begin to screen candidates and send forward only those who meet the minimum qualifications. When implemented, departments will only see routed candidates that meet minimum qualifications.

▶ Decide how you would like to interview candidates, Zoom, Phone, In-Person. Understand you must provide ALL candidates the same opportunity.

▶ Create a rubric based on the job description to determine which candidates you would like to interview.

▶ Email affirmative action to request permission to interview candidates. AffACt@mst.edu
Staff and Academic Hiring Process

Interviewing

- Call the candidates to schedule interviews. You may ask questions about expected salary and inform candidates that indicated they need sponsorship if the job is a sponsorship opportunity. If a candidate needs sponsorship, and the job is not a sponsorship opportunity, you must let the candidate decide if they would like to continue. If they would, you must continue the interview process.

- Interview candidates
  * See Good Practices Slide

- Rate candidates using departmental rubric. HR can help provide templates if needed.

- Set in-person/2nd round of interviews

- Rate candidates. This is a great time to use the “preferred qualifications” and compare, if you haven’t already.

- Determine your top candidate and contact references.
Staff and Academic Hiring Process

Job Offer

▶ Prepare an offer in eRecruit and send through the chain. Once the offer is approved, HR gets a notice to proceed with the hiring.
▶ HR reaches out to candidate and makes a verbal offer, confirms salary, and start date.
  • If Candidate counters, HR reaches out to inform the department.
    ▪ Department then declines/accepts/counters
    ▪ If a counteroffer is made, the offer must go back through the approval chain.
    ▪ HR informs candidate of decision
▶ HR sends offer letter, including verbiage to schedule I9 appointment and initializes Criminal Background Check (CBC).
Staff and Academic Hiring Process

Pre-Boarding

▶ Once satisfactory CBC results are returned, the candidate receives an email of the results, and two emails from PeopleSoft so they may start pre-boarding.

▶ Department reaches out to all interviewed candidates notifying them of the decision. This personal steps helps the candidate feel informed and acknowledges the time they spent interviewing with us.

▶ HR Completes the hire ePAF. This should give them access within 24 hours.

▶ HR dispositions candidate to hired and sends correspondence via email to remaining applicants letting them know of the opening status.
Staff and Academic Hiring Process

Good Hiring/Interviewing Practices

▶ Ignore sponsorship status for interviewing purposes.
Not interviewing a candidate, due to immigration status is against the law. This can, however, be a question asked pre-interview, only to notify a candidate if the position has the option of sponsorship. The candidate will still have the choice to continue the interview process.

▶ Update Interviewees Regarding Their Candidacy
Be transparent with candidates regarding their candidacy for your position. For instance, if you need additional time to deliberate, or you know a decision will be made within three weeks, make this known to the candidate. Interviewing with various companies can be stressful, so how you support your candidates speaks volumes to the culture within your department. Lead with kindness. This includes calling interviewed candidates to inform them of the decision. They took time, sometimes vacation/PTO to interview. We need to show them the same respect and not leave them on the hook, as we move forward without them.

▶ Stick to the script.
You can follow-up on candidate answers, which is where you can find some great answers, but that’s it. You must be fair.

▶ All candidates must have the same interview opportunities.
That means if you offer Zoom to one person, you must offer it to everyone. That doesn’t mean you have to Zoom, it just means you can’t in-person some candidates, and then let another candidate zoom instead.

▶ Interview more than one person.
It’s hard to see where a candidate ranks, if they are the only one interviewed! Plus, it gives you confidence you made a good choice.

▶ Remember…the candidate is also interviewing you!
Be courteous, respectful, honest and helpful.

Missouri University of Science and Technology
WHO ARE WE AND WHY ARE WE HERE?

- University Shared Services, a division of the MU campus servicing multiple campuses in the HR and Finance space, more specifically Tigers CAPS.
- Increase efficiency in ePAF processing for both Initiators and Approvers
  - Discuss key processes that tend to cause confusion or frustration
  - Discuss Graduate Student ePAF challenges
EPAF WORKFLOW - STUDENTS

• Students
  • Initiated by departments, Approved by Tigers CAPS
  • Hire ePAFs are evaluated for approval within 24 hours of the I-9 being completed* (48 hours in high volume periods such as August/September or due to technical system issues)
  • All other ePAFs should be evaluated for approval within 48 hours of being initiated (72 hours in high volume periods or due to technical system issues)
  • If ePAF cannot be approved and is instead recycled, the clock starts over once department resubmits
  • MON ePAF deadline will also be considered*
EPAF WORKFLOW – NON-STUDENTS

- ePAFs initiated & executed by S&T HR
  - Faculty & Staff HIREs
  - Faculty, Academic & Staff Terminations (excluding Temporary Staff employees)-dept sends letter of resignation to HR Strategic Partner for entry
  - 9 Month Faculty changes (excluding JED and reports to changes)

- ePAFs initiated by dept/div/fiscal managers and executed by S&T HR
  - Non-paid appointments for Courtesy, Volunteer & Emeritus
  - Temporary Staff employee terminations
  - Staff reports to changes

- ePAFs initiated by dept/div/fiscal managers, if academic title, next approved by academic div/fiscal manager, and executed by S&T HR
  - Academic Job change/status changes (i.e. LOA, RLOA, re-appointments, reports to changes (non 9 month faculty, etc)
  - Additional Pay eForms

- Reports to changes for 9 month faculty processed by Lisa Alderson by email request

- JED changes processed by dept/div/fiscal managers and loaded directly into PS
I-9 PROCESS – DOCUMENT PRESENTATION

• Students
  • Present documents at S&T HR after scheduling appointment
    • Preboarding forms completion will be verified prior to approving appointment and accepting documents. If preboarding forms not completed appointment will be canceled.
  • I-9 completed within 48 hours

• Non-Students
  • Present documents at S&T HR

*Social Security Card or number will be collected within 60 days of the employees start date.
I-9 PROCESS – STATUS OF STUDENT I-9

Access submitted ePAF from “View ePAF menu”

Click “Next” to get to second page

Select “View Approval Route” to see status of Preboarding and ePAF

Once both Rosie boxes are Approved, the clock starts for Tigers CAPS to review the ePAF for approval.

Contact hrs@mst.edu with questions
New Hires

- I-9 must be completed by HR and ePAF needs to be complete with all required approvals and attachments by the end of the day on the MON ePAF Deadline in order for Tigers CAPS to approve on Monday before the monthly payroll starts running.

All other ePAFs should be submitted to Tigers CAPS by the end of MON ePAF Deadline.

The only exception to the hire deadline has been August when school starts the week of or week later than monthly payroll confirms.

Calendars can be accessed at https://hr.missouri.edu/departmental-processing/payroll-processing under departmental processing.
WHAT IF EPAF OR I-9 IS NOT COMPLETE BY DEADLINE? - STUDENTS

• Students
  • For ePAFs that have missed the deadline, indicate in comments if pay should be added to the next check (roster) or attach the Off-cycle Authorization form to have it process off-cycle.
  • If the I-9 is completed after the MON ePAF deadline, the default payment will be on the next check (roster).
  • Tigers CAPS will email initiator, for either of the scenarios, the action taken (example on slide 10)
    • Initiator should share this email with the person responsible for payroll reconciliations
WHAT IF EPAF OR I-9 IS NOT COMPLETE BY DEADLINE? – NON-STUDENTS

- Non-Students
  - For ePAFs that have missed the deadline, indicate in comments if pay should be added to the next check (roster) or by Off-cycle Authorization. Once HR executes the ePAF, the department should send Tigers CAPS an off-cycle authorization, if applicable.
  - This includes Additional Pay
  - Tigers CAPS will email initiator, for either of the scenarios, the action taken (example on next slide)
    - Initiator should share this email with the person responsible for payroll reconciliations
Hello,
This employee completed NER after the MON payroll deadline. A roster has been process to add $1,966.96 for June to the July payroll.

Thanks, Francie

2OU CAPS

FW: Off-cycle request - EMPL 06023011 & 10249192

Hi Anna,
The off cycles are being processed this morning for deposit into the employees bank accounts up to 48 hours later.

Thanks, Francie
OTHER HELPFUL PROCESSING NOTES

• Student ePAFs processing during payroll weeks
  • Monthly ePAFs are not approved when Monthly payroll is processing
  • Biweekly ePAFs are not approved when Biweekly payroll is processing

• Non-student ePAF processing during payroll weeks
  • S&T HR limits processing during payroll processing weeks

• Pay reductions CAN BE processed during processing week
  • Students – submit the ePAF and email Tigers CAPS ASAP
  • Non-students – submit the ePAF and email msthrsupport@mst.edu ASAP, S&T HR will work directly with Tigers CAPS to address
OTHER HELPFUL PROCESSING NOTES

- Action/Reason codes for student pay changes
  - Use PAY/NBE (undergrad) or PAY/RPT (grad)
  - Tigers CAPS will correct prior to approval – this is an exception for Tigers CAPS normal processing

- Attachments
  - Should be for the specific employee – any additional employees listed need to be redacted by the department before submission
  - Should clearly indicate approval is for that employee and specific situation
  - Instructions can be found at: https://hr.mst.edu/position-management/recruit/student-employee-recruitment/
GRA/GTA DISCUSSION

• Graduate students can occupy Undergraduate titles, but Undergraduate students cannot occupy Graduate titles
  • Tigers CAPS does not monitor this

• Concerns about Processing Date vs Effective Date
  • Why are we still receiving pay changes effective for May?

• Moving between GRA & GTA
  • What is the purpose of multiple employment records instead of transferring?

• Challenges these cause Tigers CAPS
  • Requirement to calculate overpayments, address late pay, and process payroll correcting entries (PCEs)
THANK YOU FOR YOUR TIME TODAY!

TIGERSCAPS@UMSYSTEM.EDU
HRS@MST.EDU
Additional Updates

- Additional EAP Provider
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 August 16

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

Student ePAF with University Shared Services