Human Resources Monthly Meeting

October 18, 2023
Agenda

▶ Staff Council
▶ Staff Success Center
▶ 2024 Annual Enrollment with Marcia Lane
▶ Inclement weather
▶ Winter break
▶ Payroll schedules / Reminder Student Hire ePAFs
▶ Voting policy
▶ Work addresses
▶ Discussion rooms:
  • Annual Enrollment
  • Pay schedules
Staff Council
Jacquelyn Sansone
https://staffcouncil.mst.edu/
Staff Success Center

Simone Waldon
waldons@mst.edu
Inclement Weather

- 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.
Winter Break

- HR-401, HR-415
- Winter Break is 12/26-12/29 for most employees
- More specifics regarding leave and timesheets will be provided next month

<table>
<thead>
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<th>December 2023</th>
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Payroll Schedules: November

- Monthly Payroll Processing for pay period ending 11/30/2023
  - Monthly ePAF deadline is 11/10
  - Last day for HR to execute ePAFs for November Monthly is 11/15
  - Monthly process will begin the evening of 11/16, immediately after biweekly confirm completes.
  - Confirms Monday 11/20
Payroll Schedules: December

- Monthly Payroll Processing for pay period ending 12/31/23
  - Monthly ePAF deadline is 12/08
  - Last day for HR to execute ePAFs for December Monthly is 12/13
  - Monthly process will begin the evening of 12/14, immediately after biweekly confirm completes.
  - Confirms Monday 12/18
Payroll Schedules: December

- Biweekly Payroll Processing for pay period ending 12/23/2023
  - Confirms during Winter Break on 12/28/2023
  - This pay period will NOT contain any Winter Break hours.

Payroll Shared Services will provide additional detailed instructions in late November / early December.

**Due to year-end payroll processing, NO off-cycles can be written 12/26/2023-12/29/2023.**
ePAF Reminder: Student Hires

- ePAF initiators: Please do not use the Save option on the Hire ePAF
- Causes issues with new student hires:
  - When an ePAF is saved, it creates pre-boarding
  - If the initiator does not return to the saved ePAF, but creates another new hire ePAF, it is not connected with the original pre-boarding.
  - Please only enter an ePAF when you have all of the necessary information and can submit.
Work Addresses

- Visit [https://people.mst.edu/find-people/](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://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo_util/building_list.pl](https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo_util/building_list.pl). You will need to login with your university username and password.
- Work address changes still need to be submitted for temporary relocations. This is especially important as we move into the end of the year when mailers are sent out to employees.
Voting Policy

- Election Day is November 7th
- 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
- Please reach out to your HR Partner with specific questions
Voting Policy Examples

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<tr>
<th>Poll Hours</th>
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Eligible for 1 hour of VOT/VTM
Arrive to work by 9:00 AM
(6-9 AM = 3 consecutive hrs)

Eligible for 2 hours of VOT/VTM
Arrive to work by 9:00 AM
(6-9 AM = 3 consecutive hrs)

Eligible for 1/2 hour of VOT/VTM
Leave work at 4:00 PM
(4-7 PM = 3 consecutive hrs)

Eligible for 1 1/2 hour of VOT/VTM
Leave work at 4:00 PM
(4-7 PM = 3 consecutive hrs)
Additional Updates

Many policies regarding PTO are currently under review and being updated, check them out at:
https://www.umsystem.edu/ums/rules/hrm/hr_updates/updates#oct23
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 November 29

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

- Annual Enrollment with Marcia Lane
- Payroll schedules with Connie Hudgens