

HR Monthly Meeting

April 30, 2019

MISSOURI
S&T

AGENDA

- > eRecruit Updates
- > Position Classification Questionnaire (PCQ)
- > myPerformance
- > Total Rewards/Benefits (New Retirement Plan)
- > TRAC
- > Staff Council

eRecruit Updates

Effective immediately, please insert Jessica Hays instead of Lisa Cerney as the approver for the Budget Office. This applies to all staff job postings and job offers.

Non Academic Department Approval Chains

Job Opening



Job Offer



Academic Department Approval Chains (includes all departments reporting to the Provost)

Job Opening



Job Offer



(For staff offers only)

*For any department that has concern in regards to the compensation, they have the option to include an additional compensation review earlier in the approval chain (right after the hiring manager).

**Please note some divisions may require additional approvals that are not listed on these chains.

***Counter offers must be submitted through offer approval chain.

eRecruit Updates

Hiring Exception Request Form

- > Upload approved forms under *Activity and Attachments in eRecruit*
- > Position number
 - > Should be included on all forms
- > New Positions
 - > Must have an approved PCQ and HER form
- > Routing
 - > Only routing jobs with approved form uploaded
- > Denied forms
 - > Send to: hrs@mst.edu

Position Classification Questionnaire (PCQ)

- > Review Process
 - > PCQs are reviewed in the order received
- > Must be submitted on updated form
 - <https://hr.mst.edu/positionmanagement/>
- > Org Chart
 - > Should be included for all PCQs
- > Send all PCQs to: msthrrsupport@mst.edu

myPerformance

2019 myPerformance Schedule

Process Opens: March 15, 2019

- ~~1) Due March 31: Employee writes their self-appraisal~~
- ~~2) Due April 30: Evaluator drafts their appraisal of the employee's performance~~
- 3) Due May 31: Evaluator's supervisor reviews and approves the appraisal
- 4) Due July 7: Employee completes the electronic sign-off, acknowledging receipt (option to make comments)
- 5) Due July 15: Evaluator reviews comments (if applicable) and finalizes them

Questions

S&T Human Resources

hrs@mst.edu

573-341-4241

or

HR Service Center

myperformance@umsystem.edu

573-884-6996

Employee & University Contributions

The following applies to employees hired or rehired on or after October 1, 2019:

- ▶ **University Contribution Amount**

- ▶ 100% employer match up to 8% of employee eligible compensation

- ▶ **Employee Automatic Enrollment Rate**

- ▶ Employees are automatically enrolled to defer 8% of compensation at the time of hire (can be adjusted anytime)

- ▶ **Employer Contribution Flexibility**

- ▶ Additional language regarding the University's ability to alter the amount, design and provision of the new matching contribution in the future

Vesting

The following applies to employees hired or rehired on or after October 1, 2019:

- 3 year cliff vesting for employer contributions
- Previously vested rehired employees will automatically be vested in the defined contribution plan upon rehire
- Leaves will be creditable towards vesting
- Prior periods of service within the last 5 years of the most recent date of hire will be considered for vesting
 - If a non-vested prior participant is rehired more than five years after his or her date of termination, then service credit earned before such participant's termination date will be disregarded

Additional Plan Enhancements

- ▶ Forfeiture Language
 - ▶ Enhance language to further outline acceptable usage of forfeiture dollars
- ▶ Loan provision - 403(b)
 - ▶ Add language to limit the number of active loans allowed
 - ▶ Mirrors current language in the 401(a) plan
- ▶ Hardship provision - 403(b)
 - ▶ Remove 6 month suspension of elective deferrals language (IRS Rule change, required for compliance)
- ▶ Final Payment to Deceased Qualified Member
 - ▶ Allow for final pay for deceased retirees to no longer be recalled, prorated to the date of passing and reissued, but instead to extend to the end of the month in which the retiree passes.

Total Rewards Advisory Committee (TRAC)

- > System-wide advisory committee for matters related to benefits, compensation and policy
- > Consists of representatives from all constituent groups with one staff and one faculty member from each institution and retiree association
- > Representatives are appointed for a 3-year term
- > Representatives also serve as liaisons to the Intercampus Staff Advisory Council and Intercampus Faculty Council

Total Rewards Advisory Committee (TRAC)

- > Meet monthly via telepresence with 4 in-person meetings a year
- > Review information before sessions and work within subcommittees on specific topics
- > Serve as a conduit for information between campus constituent groups and committee
- > Report annually to Board of Curators

Staff Council Update

- > Staff Day – May 29
 - > T-shirts coming out soon
 - > Food auction donations
 - > Volunteer Opportunities
- > Department Appreciation: Nuclear and Mining Engineering
- > Staff Spotlight: Joann Stiritz
- > Staff Get-Together

Thank you for attending.

We appreciate all you do in
support of our campus!