AGENDA

> Student Employee Registration
> Courtesy/Volunteer Appointment Cleanup & Process
> eRecruit Training Dates
> Minimum Wage Increase
> JED ePAFs
> United Health Care Presentation
Monday – Friday, students will have three opportunities daily to attend Student Employee Registration.

> 9:00am – 9:30am
> 12:00pm – 12:30pm* (Starting August 5th)
> 3:00pm – 3:30pm

> If these times do not work, students may schedule an appointment with the Human Resources Office.

Please note that students must attend registration in order to be authorized to work.
Emails were sent to each department listing active courtesy/volunteer appointments.

- Started with 703, some dating back to 2005
- Terminated 224 appointments so far
- Waiting to hear back about 276

Please contact Rachel Norris at rlnffp@mst.edu with your questions.
Processing Courtesy/Volunteer Appointments

> A PowerPoint outlining courtesy/volunteer appointment processing will be included in this month’s recap email.
> This information will also be added to the website within the next few months.
The PeopleSoft Recruiting Module Training is for users who will manage the staff recruitment process from beginning to end.

Topics Covered:
> Recruitment process overview
> Creating a posting
> Setting up and customizing an approval chain
> Viewing applications and attachments
> Updating applicant dispositions
> Creating and approving a job offer
> Counter offer process
Trainings will be held in 204 Centennial Hall.

Please contact Simone Waldon at walgons@mst.edu to register.

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday, September 10</td>
<td>2:00pm-3:00pm</td>
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<tr>
<td>Wednesday, September 11</td>
<td>9:00am-10:00am</td>
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<td>Friday, September 13</td>
<td>10:30am-11:30am</td>
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<td>Monday, September 23</td>
<td>1:00pm-2:00pm</td>
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<tr>
<td>Wednesday, September 25</td>
<td>8:30am-9:30am</td>
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<tr>
<td>Friday, September 27</td>
<td>3:00pm-4:00pm</td>
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The university updated the minimum wage rate to $8.60 per hour effective 06/30/19.
Current employees below this rate were updated systematically.
Any new ePAFs submitted should have at least $8.60 as a minimum hourly rate.
JED ePAF
Payroll Clarification

> Retroactive Adjustments & Online Check Requests
> Need to be submitted by departments & emailed to Payroll
> Payroll will NOT automatically create/pay
Departments will need to submit the *Payroll Off-Cycle Authorization form* in addition to the *Online Check Request form*.

This document is located on the website under “HR Forms and Documents”. [https://hr.mst.edu/resources/forms/](https://hr.mst.edu/resources/forms/)
Thank you for attending.
We appreciate all you do in support of our campus!