

# HR Monthly Meeting

December 2, 2020

# AGENDA

- > Staff Council
- > University Email Policy (Microsoft 365 email accounts)
- > Retiree and courtesy appointment email accounts
- > Human Resources' email accounts
- > HR-217 Emergency Closure and Transition to Remote Operations
- > Academic appointments and annual leave
- > State minimum wage increase, January 1, 2021
- > Payroll updates
- > Benefit confirmation statements
- > Employee Assistance Program
- > Compliance and Regulatory Training

# Staff Council

- > Toy Drive – GRACE
- > Staff Success Center
- > Open Forum with the Chancellor Dec. 17th
- > Exec Committee – Meeting with Chancellor Dec. 14. – Send concerns or suggestions to [staffcouncil@mst.edu](mailto:staffcouncil@mst.edu)

# University Email Policy

(Microsoft 365 email accounts)

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# Retiree and Courtesy Appointment email accounts

# Human Resources' email Accounts

- > [hrs@mst.edu](mailto:hrs@mst.edu) (S&T Human Resource Services)
  - > General questions/requests
  - > Forms
    - > FFRCA
    - > Hiring Exception Forms
  - > I-9 Appointment Requests
- > [msthrsupport@mst.edu](mailto:msthrsupport@mst.edu) (S&T Operations Support)
  - > H1-Bs
  - > Position Management
    - > PCQs
    - > Temporary position requests
  - > Student Pay Increase Requests
- > [muhrrsst@missouri.edu](mailto:muhrrsst@missouri.edu) (UM MU Payroll Shared Services)
  - > Payroll questions/requests

# HR-217 Emergency Closure and Transition to Remote Operations

## Key Changes to HR-217 (Updated 11/06/2020)

- > The university may cancel on-campus classes, suspend some or all administrative and academic functions, *and/or transition to remote operations.*
- > It is no longer an automatic that classes are cancelled due to a campus temporary closure.
- > Any employee who is not required to work onsite during an emergency or temporary closure is assumed to be able to telework. (S&T administrative leader expectation and HR-217 Section IV.C.)

# HR-217 Emergency Closure and Transition to Remote Operations

## Key Changes to HR-217 (continued)

- > In anticipation of inclement weather or other closure, supervisors should plan in advance and discuss telework assignments with their employees.
- > Employees in positions who usually work on-site and are required to telework during a closure should prepare to telework at moment's notice, particularly during inclement weather. (HR-217 Q&A #21)
  - > Failure to be prepared to telework does not constitute eligibility for administrative leave. (HR-217 Q&A #21)

# HR-217 Emergency Closure and Transition to Remote Operations

## Key Changes to HR-217 (continued)

- > Employees who telework on a regular basis or only during a closure are not eligible for administrative leave or premium pay (except OT if applicable).
- > Use of paid time off (e.g., vacation) is required if an employee is absent from required on-site work and/or telework.
  - > Refer to [HR-522 Telework Arrangements](#)

# HR-217 Emergency Closure and Transition to Remote Operations

## Key Changes to HR-217 (continued)

- > (HR-522 Telework Arrangements) If an employee is unable to work effectively at their remote location for any reason (e.g., internet connection is down, cellular phone reception is unavailable or weak, construction, distractions, etc. impacting the employee's ability to work effectively and efficiently) the employee shall notify their supervisor and make up the lost time (if approved), take vacation or personal leave, or temporarily relocate to another location. (HR-522 Section IV. F.)

# HR-217 Emergency Closure and Transition to Remote Operations

## Key Changes to HR-217 (continued)

- > Employees who are not required to work on-site or via telework during a closure will be granted administrative pay to continue their regular pay for up to 5 work days per closure.
- > Supervisors must discuss any exceptions which would qualify their employee for administrative leave with the head of their division and Human Resources before approving administrative leave. (HR-217 Section IV. A.)

# Academic Appointments and Annual Leave

## CRR 320.070 Academic Appointments, section A.2. Terms of Service

- > **Terms of Service** – In all divisions of the four campuses within the University, the term of service of faculty members is that period of time constituting the regular, two-semester academic year, i.e. beginning with pre-registration activities in August and ending with final examinations and commencement exercises in May.  
(9 month appointments)
- > However, the term of service of faculty members may be extended with the approval of the Chancellor to 12 months annually with four weeks annual leave to be taken at times mutually agreeable to the faculty members and appropriate administrators, either department chairpersons, directors, or deans.  
(12 month/ monthly appointments)

# Academic Appointments and Annual Leave

- > Employees on 12 month Academic Appointments are eligible for 4 weeks (20 work days) of annual leave.
- > Academic employees are generally not enrolled in PeopleSoft Leave plans, so departments should track this manually for Academic Employees in their departments.
- > Recently discussed in relation to new FMLA Provider-Unum
- > Departments may be asked how many days of annual leave that an employee has taken.

# State Minimum Wage Increase: January 1, 2021

University of Missouri is exempt from Missouri's state minimum wage but is subject to the federal minimum wage rate (\$7.25 per hour). Currently, the University's minimum adopted/approved minimum wages are:

- > Staff: \$9.45 per hour
- > Student: \$8.60 per hour

At this time, there will be no automatic increase to the new state minimum wage in January 2021.

- > The University will make decisions about increasing pay to the state minimum wage after conducting a thorough compensation analysis.
- > In 2019 and 2020, increases coincided with the beginning of the fiscal year (July 1). In 2020, non-student employee pay was raised to meet the 2020 state minimum. Student pay is a department decision based on budget.

# Payroll Deadlines/ Winter Break Leave

Per 11/13 email from Payroll - Planning for Winter Break and ppe 12/26/20

Key WINTER BREAK items for this year:

- > Winter Break hours balance will be initially awarded on 12/4/20, if eligible
- > Hours will be granted based on the employee's pay status as of 12/24/20
- > Bi-weekly employees will need to enter Winter Break hours on their timesheets.
- > Winter Break hours balance will be automatically increased or decreased as employees become eligible/ineligible, as appropriate.
- > Adjustments should be handled by Time Keepers directly in the timesheet.
  - > Adjustments may be needed when:
    - > Employees become ineligible for Winter Break
    - > Employees have an FTE change
    - > Employees have an irregular schedule
  - > A positive JWB entry will reduce hours
  - > A negative JWB entry will add hours

# Payroll Deadlines/ Winter Break Leave

Key WINTER BREAK items for this year (continued):

- > A one-time process populates Winter Break hours in monthly exempt employee timesheets, if eligible.
- > For those that become eligible for Winter Break after 12/4, hours will need to be manually recorded in the timesheet by the Time Reporter, Time Approver or Time Keeper.
- > Approval of Winter Break payable hours for exempt, monthly employees is automated.
- > If the employee is required to work, the prepopulated hours must be deleted or edited on the timesheet. The negative hours would require manual approval.
- > The official System Winter Break Procedures document outlining reporting expectations for various employees was attached to the original email.



Information courtesy of payroll email sent 11/13, original email will be attached in recap email for reference.

# Payroll Deadlines/ Winter Break Leave

Key BIW PAYROLL PROCESSING items for this year:

- > PPE 12/26/2020 confirms during Winter Break on 12/31 and may include Winter Break hours for some non-exempt eligible employees.
- > Time Admin for ppe 12/26/20 will start running a week early. It will run on the “payroll processing” schedule beginning 12/21 so that time can be entered and approved prior to the 12/25 holiday.
- > Reports will be sent during the regular payroll processing timeframe (12/28-12/30) and the Payroll inbox will be monitored periodically.

Key MON PAYROLL PROCESSING items for this year:

- > The monthly payroll confirms 12/10/20.
- > There will be six weeks of accruals awarded between the December and January monthly payroll confirmations. To prevent employees from maxing out, they need to be sure to report expected December vacation time prior to 12/10/20.

Information courtesy of payroll email sent 11/13, original email will be attached in recap email for reference.



# Pay Reducing Time Reporting Codes for Exempt Employees

Per 11/24 email from Payroll - Pay Reducing Time Reporting Codes

New pay reducing time reporting codes (TRCs) were made available to exempt employees. These were needed specifically for FFCRA processing and FMLA tracking/pay reduction.

The codes are:

- > LAM – FMLA Absent Without Pay
- > RRW/RRT – Absent Without Pay

# Pay Reducing Time Reporting Codes for Exempt Employees

When to use the codes:

- > LAM – The employee would enter this TRC to report intermittent FMLA related absences, when no other eligible Paid Time Off code is available. All available leave should be exhausted before using this code.
- > RRW – Used by leave eligible, exempt employees to reduce pay for an absence when no other eligible Paid Time Off code is available. All available leave should be exhausted before using this code.
- > RRT – Used by exempt employees, not eligible for a leave plan, to reduce pay for an absence when the schedule cannot be altered to make up the missed time.
- > RRW/RRT is also applied by Time Admin when the FFCRA Sick – Other or FFCRA Expanded FMLA codes are used. The FFCRA codes are paying codes that pay at 2/3rd the regular rate. To not overpay employees, the RRW/RRT will reduce the same hours at the full regular rate.



Information courtesy of payroll email sent 11/24, original email will be attached in recap email for reference.

# Pay Reducing Time Reporting Codes for Exempt Employees

How the codes work:

- > The pay reducing codes reduce pay based on the PeopleSoft hourly rate. This is different from how we've previously reduced exempt employees for intermittent absences.
- > The reduction is reflected on the next available paycheck. Using November as an example, if the LAM was entered on 11/3 for 11/3, the reduction would have occurred in the November monthly payroll. If the LAM was entered on 11/16 for any date in November, the reduction will occur in the December payroll.
- > When a pay reducing TRC is entered in the timesheet, the employee is not immediately notified that a pay reducing code was selected. Instead the following Monday, system generated emails are sent to affected employees letting them know the code was entered.



[https://www.umsystem.edu/sites/default/files/media/fa/controller/Monthly\\_Unpaid\\_Time.pdf](https://www.umsystem.edu/sites/default/files/media/fa/controller/Monthly_Unpaid_Time.pdf)

Information courtesy of payroll email sent 11/24, original email will be attached in recap email for reference.

# Retro and Online Check Request - Updated Process

Beginning on Monday, November 30th Payroll Shared Services will assume responsibility for the creation of all retro forms and off-cycle payment requests (online check request).

- > Payroll will be reviewing all job entries made on employees to determine if missed pay is due.
- > All missed pay will be processed as a retro on the next pay cycle UNLESS an approved Payroll Off-Cycle Authorization Form is submitted to payroll prior to payroll processing week.



Information courtesy of payroll email sent 11/30, original email will be attached in recap email for reference.

# Retro and Online Check Request - Updated Process

What does it mean to you?

- > No more time spent creating retro or off-cycle forms.
- > No time spent tracking down signatures for retros – the approved entry into the HR system is all that is needed to support the payment.
- > More time available for mission critical activities in the department.
- > Missed pay for hourly employees, as a result of missed time entry or approval, will simply require an email to payroll requesting either a retro or off-cycle be processed (off-cycles do require the Payroll Off-Cycle Authorization Form be attached).



# Retro and Online Check Request - Updated Process

How do you know the payment is handled?

- > Off-cycles processed can be seen in Review Paycheck for those with OA access. Navigation is: Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck
- > Retros processed on ePAFs prior to payroll processing week can be seen in View Gross Pay and Review Paycheck by Tuesday of processing week. Retros needed for job actions processed after payroll processing begins will be updated nightly during payroll processing.

Reach out to [ummupayrollsharedservices@umsystem.edu](mailto:ummupayrollsharedservices@umsystem.edu) if you have questions.



Information courtesy of payroll email sent 11/30, original email will be attached in recap email for reference.

# Benefit Confirmation Statements

- > 2021 Benefit Confirmation Statements will be available in myHR by mid-December.
- > Employees will receive an email to their university email account notifying them that the confirmation statement is available to review and print in myHR.
- > Confirmation Statements will not be mailed.

# Employee Assistance Program

The Employee Assistance Program (EAP) is a confidential benefit for employees and their household family members, no matter where they are physically located.

- > Are feeling overwhelmed by the demands of balancing work and family
- > Are experiencing stress, anxiety or depression
- > Are dealing with grief and loss
- > Need assistance with relationship concerns
- > Need support for your loved ones
- > Have concerns about substance abuse for yourself or a dependent

# Employee Assistance Program

ComPsych services and resources are specific to the University and provide an option to or may complement on-campus services.

**Online Location/contact: ComPsych**

(833) 515-0754 (TTY: 800-697-0353)

Hours: 24 hours a day; 7 days a week

**Onsite location/contact: Counseling Services**

204 Norwood Hall

320 W 12th St.

Rolla, MO 65409

(573) 341-4211

# Compliance and Regulatory Training

Training due by December 22, 2020

- > Building a Foundation: Discrimination Prevention and Title IX
- > Global Cybersecurity Basics
- > UM System Campus Emergency Alert Training
- > Return to Work Training (overdue)

Questions?

Thank you for attending.

We appreciate all you do in  
support of our campus!