AGENDA

> New HR Member Introductions
> ePerformance
> eRecruit
> HR Emails
> FMLA- Family Medical Leave Act
> Graduate Student Concurrent Appointments

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New HR Specialists

Bailey Hull
&
Tawana McDonald

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ePerformance

Benefit-eligible staff will use a new performance management platform called ePerformance beginning in 2020.

Each spring, the University's performance appraisal process helps us take stock of where we've been and plan for the year to come. In 2020, the process will use the same criteria, but a new software platform, ePerformance, will improve the user experience, provide cost savings for the University and allow for better integration with the University's human resources software.

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ePerformance

> Testing conducted February 4th, 2020
> Documents from Halogen are migrating to PeopleSoft
> Over 70,000 documents system wide
> **Process Dates & Deadlines**
>> April 1st – April 30th – Self-appraisal
>> May 1st - May 31st – Manager Level
>> June 1st - June 30th – 2nd Level Manager
>> July 1st - July 31st – Discuss and Sign Off
> Training/Informational sessions will be scheduled for employees and supervisors.
> HR ePerformance page will be updated

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eRecruit

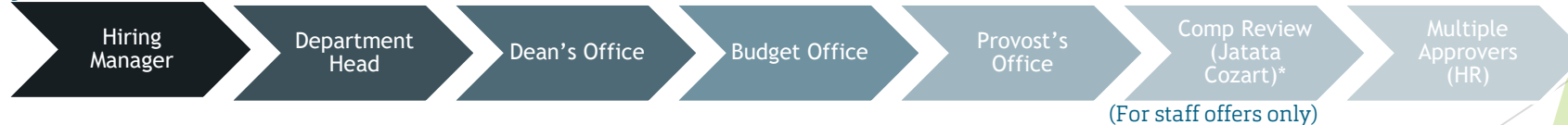## Non Academic Department Approval Chains

Job Opening

Hiring Manager → **Department Head** → **Budget Office** → **Vice Chancellor** → **Multiple Approvers (HR)**

Job Offer

Hiring Manager → **Department Head** → **Budget Office** → **Vice Chancellor** → **Comp Review (Jatata Cozart)*** → **Multiple Approvers (HR)**

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

Job Opening

Hiring Manager → **Department Head** → **Dean's Office** → **Budget Office** → **Provost's Office** → **Multiple Approvers (HR)**

Job Offer

Hiring Manager → **Department Head** → **Dean's Office** → **Budget Office** → **Provost's Office** → **Comp Review (Jatata Cozart)*** → **Multiple Approvers (HR)**

(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.

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eRecruit

> Posting/Cloning Job Openings
> > Multiple Approvers

eRecruit

eRecruit

> Minimum Qualifications
>> Job Code Details Page
>>> https://compsearch.umsystem.edu/apps/hr/compensation/detail/compSearch/
>> Preferred qualifications can be added
> Posted Salary Ranges
>> Departments are not required to post the entire GGS range
>> Posted salary ranges should leave room for counter offers (if budget allows)
>> If the offer amount is higher than what's posted, departments are typically required to make an offer within the posted range or repost the position with the higher range.
>>> Offers are still reviewed for Equity

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eRecruit

> Requesting Interview Approval
  ▶ Invite to interview
     > Other Actions > Recruiting Actions > Edit Disposition

Current Disposition   050 Route
*New Disposition   [▼]
*Status Reason   [▼]

Date   02/25/2020

[Save]   [Cancel]

Current Disposition   050 Route
*New Disposition   [▼]
*Status Reason
Date

[Save]   [   ]

005 Draft
010 Applied
015 Linked
019 Linked Questionnaire
020 Reviewed
030 Screen
040 Prelim Interview
050 Route
051 Invite for Interview
060 Interview
069 Preliminary Offer Decided
070 Offer
071 Offer Accepted
075 Preliminary Offer Notified
076 Preliminary Offer Accepted
077 Preliminary Offer Rejected
078 Hire Decided
080 Ready to Hire
090 Hired

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Email affact@mst.edu
   > Provide JOID in the subject
   > Candidates names

HR Emails

> hrs@mst.edu
  > General questions/requests

> msthrsupport@mst.edu
  > H1-B
  > Position Management
    > PCQ
    > Temporary position request

* If you are receiving an email stating the email is undeliverable, you need to clear the suggested email address and manually type it in.

> muhrsst@missouri.edu
  > Payroll questions/requests

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Family Medical Leave Act (FMLA)

FMLA processing is being outsourced to Unum

All University of Missouri campuses and Hospital

Effective May 1, 2020

Watch for additional information / emails

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Family Medical Leave Act (FMLA)

New FMLA leave codes effective 02/09/2020

> Email 01/30/2020 to managers and timekeepers

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Family Medical Leave Act (FMLA)

12 month measuring period change
- New method – looking back
- Still receive 12 weeks in a 12 month period
- Email 02/10/2020 explains change
- Effective 05/01/2020

Family Medical Leave Act (FMLA)

Manager/timekeeper trainings in April/May

> Information to be sent out soon with dates/times

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Graduate Student Concurrent Appointments

Historically have not allowed concurrent jobs for graduate appointments
> GTA
> GRA

Previously combined on one appointment and split on the JED

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Graduate Student Concurrent Appointments

Effective 02/01/2020

> Appointments for GRAs and GTAs in same department, need to be on 2 separate jobs

> Current appointments have been updated/split effective 02/01/2020

> Going forward please process separate appointments

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Thank you for attending.

We appreciate all you do in support of our campus!

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