HR Monthly Meeting

September 23, 2020
AGENDA

- Upcoming flu clinics
- Annual enrollment
- Updated leave accruals
- Retroactive adjustment forms
- NRA processing changes
- Payroll tax deferral
- Mandatory training
- Student pay increases
- Review hiring approval table
- Recruitment updates
- New employee onboarding
Drive Thru Flu Clinics

- Thursday, October 1 & Wednesday, October 14
- 3:30pm – 6:30pm
- Parking Lot C-11 (off 9th street between Main and State Street)

For more information on the topics below, please visit https://www.umsystem.edu/totalrewards/wellness/flu_shots_and_health_screenings.

- Eligibility
- Consent form
- Tips
- FAQ's
Annual Enrollment

> October 26 – November 6

> Virtual Town Hall meetings to review 2021 changes:
  > Tuesday, October 13 from 10:00am-11:00am
  > Wednesday, October 21 from 2:00pm-3:00pm

> Visit the Annual Enrollment webpage (umurl.us/enrollment) for more information on:
  > 2021 Benefits Guide
  > Updates
  > Virtual Town Hall meeting information
Updated Leave Accrual Schedule

> Old way: Leave usage and accruals posted to leave balances upon the confirmation of the payroll for each pay period.

> New way:
  > Leave usage in a pay period will be taken from the balance upon the confirmation of the payroll for the pay period.
  > Leave accruals will be posted every other week (specifically, Sunday night after BIW payroll confirms).
  > Leave accruals will be for the prior two weeks worked.

> Accrual rates and maximum balances allowed are still the same.
Updated Leave Accrual Schedule

HR-402 Vacations: https://www.umsystem.edu/ums/rules/hrm/hr400/hr402

Further HR Policy Provisions
Additional HR-402 policy provisions below in accordance with CRR 340.050:

I. Accruals
A. Eligible employees who are in active status on the Monday of each week are eligible for the accrual for the corresponding week.
B. Eligible accruals are posted in the employee’s vacation bank every other week.
C. Partial weekly accruals are not granted.
D. Summary chart of accruals (based on 1.0FTE)

<table>
<thead>
<tr>
<th>Type of Position</th>
<th>Years of Services</th>
<th>Days Earned Per Year</th>
<th>Hours Earned Per Week</th>
<th>Hours Earned per Pay Period</th>
<th>Maximum Accrual</th>
<th>Maximum Accrual (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Exempt</td>
<td>5 years or less</td>
<td>12</td>
<td>1.85</td>
<td>3.69</td>
<td>24</td>
<td>192</td>
</tr>
<tr>
<td></td>
<td>Over 5 years</td>
<td>17</td>
<td>2.62</td>
<td>5.23</td>
<td>34</td>
<td>272</td>
</tr>
<tr>
<td></td>
<td>Over 15 years</td>
<td>22</td>
<td>3.39</td>
<td>6.77</td>
<td>44</td>
<td>352</td>
</tr>
<tr>
<td>Exempt</td>
<td>5 years or less</td>
<td>17</td>
<td>2.62</td>
<td>Based on number of Monday's in the month</td>
<td>34</td>
<td>272</td>
</tr>
<tr>
<td></td>
<td>Over 5 years</td>
<td>22</td>
<td>3.39</td>
<td>Based on number of Monday's in the month</td>
<td>44</td>
<td>352</td>
</tr>
</tbody>
</table>
Updated Leave Accrual Schedule

HR-404 Sick Leave: https://www.umsystem.edu/ums/rules/hrm/hr400/hr404

Further HR Policy Provisions

Additional HR-404 policy provisions below in accordance with CRR 340.030:

I. Accruals
A. Eligible employees who are in active status on the Monday of each week are eligible for the accrual for the corresponding week.
B. Eligible accruals are posted in the employee’s sick bank every other week.
C. Partial weekly accruals are not granted.
D. Summary chart of accruals (based on 1.0FTE)

<table>
<thead>
<tr>
<th>Type of Position</th>
<th>Years of Services</th>
<th>Days Earned Per Year</th>
<th>Hours Earned Per Week</th>
<th>Hours Earned Per Pay Period</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Exempt (hourly paid)</td>
<td>All eligible employees, regardless of length of service</td>
<td>12</td>
<td>1.85</td>
<td>3.69</td>
<td>No maximum limit</td>
</tr>
<tr>
<td>Exempt (monthly paid)</td>
<td>All eligible employees, regardless of length of service</td>
<td>12</td>
<td>1.85</td>
<td>Based on number of Monday's in the month</td>
<td>No maximum limit</td>
</tr>
</tbody>
</table>
Retroactive Adjustment Forms submitted to Payroll for processing must agree with entries in the Data Base (eForms submitted).

> eForms should be fully executed before the retroactive adjustment forms are emailed to muhrsstpayroll@missouri.edu
NRA Processing Changes

- Transferring back to S&T Campus
- New Sprintax software
- Contacts:
  - Marcia Lane
  - Bailey Hull
Payroll Tax Deferral

> University will NOT be participating with the optional payroll tax deferral

> No mass communication

> If implemented, this payroll tax deferral for the remainder of 2020 would result in a large tax bill for our employees in 2021 when they have to repay the deferred withholdings.
Mandatory Training

Return to Campus

> Student employees must complete both the student module and the employee module.
> Employee module may not show when accessing myHR via mobile/cell phone.
> Goal is to get as close to 100% as possible.
> Courtesy or volunteers no longer active or not on campus – let HR know

Other Required Annual Training

> Later start date under discussion and should hear soon.
> Four (4) topics this year
Student Pay Increases

Student pay increases will be reviewed for approval.
1. Send to HR for review before submitting the ePAF (msthrsupport@mst.edu)
2. Attach email with HR approval to ePAF

Examples of factors taken into consideration:
> Internal Equity
> Market Reasons
> Minimum Wage
> Amount of Increase Requested
> Funding Source (Budget)

Justifications should include sufficient information regarding the request, to know which one (or more) reasons apply.
### Hiring Approval Table

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Form Required</th>
<th>Department Chair</th>
<th>Division Fiscal Manager</th>
<th>Dean</th>
<th>Provost</th>
<th>CFO</th>
<th>Chancellor</th>
</tr>
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<tbody>
<tr>
<td><strong>New HIRES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GTA/GRA/GA Fall Hire <em>(NEW HIRES &amp; REHIRES ONLY)</em></td>
<td>Excel Worksheet</td>
<td>x</td>
<td></td>
<td>x</td>
<td>(do not attach approval excel file to eForm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GTA/GRA/GA Summer Hire <em>(NEW HIRES &amp; REHIRES ONLY)</em></td>
<td>Excel Worksheet</td>
<td>x</td>
<td></td>
<td>x</td>
<td>(do not attach approval excel file to eForm)</td>
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<tr>
<td>GTA/GRA/GA Reappointments</td>
<td>Excel Worksheet</td>
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<td></td>
<td>x</td>
<td>(do not attach approval excel file to eForm)</td>
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<tr>
<td>GTA/GRA/GA Transfers between depts</td>
<td>Supervisor Email release</td>
<td>x</td>
<td></td>
<td>x</td>
<td>(do not attach approval excel file to eForm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergrad Student Hire <em>(NEW HIRES &amp; REHIRES ONLY)</em></td>
<td>email approval</td>
<td></td>
<td></td>
<td></td>
<td>(hiring exception form is not required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergrad Student Rehire</td>
<td>email approval</td>
<td>x</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergrad Student Transfers</td>
<td>Supervisor Email release</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Missouri S&T*
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 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

- Posting/Cloning Job Openings
- Multiple Approvers

<table>
<thead>
<tr>
<th>Applicants</th>
<th>Applicant Search</th>
<th>Applicant Screening</th>
<th>Activity &amp; Attachments</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Information</td>
<td>Qualifications</td>
<td>Job Postings</td>
<td>Hiring Team</td>
<td>Recruiters Only</td>
</tr>
</tbody>
</table>

**Assignments**

**Recruiters**

<table>
<thead>
<tr>
<th>Name</th>
<th>Recruiter ID</th>
<th>Primary</th>
</tr>
</thead>
</table>

Add Recruiter

Add Recruiter Team
### Add Team

<table>
<thead>
<tr>
<th>Select</th>
<th>Team ID</th>
<th>Description</th>
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<tbody>
<tr>
<td></td>
<td>1004</td>
<td>UMKC Recruiting Team</td>
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<tr>
<td></td>
<td>1007</td>
<td>COLUM Staff Recruiting Team</td>
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<td>1008</td>
<td>COLUM Academic Recruiting Team</td>
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<td>1009</td>
<td>COLUM SOS Recruiting Team</td>
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<tr>
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<td>1010</td>
<td>STLOU Recruiting Team</td>
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<tr>
<td>✔️</td>
<td>1012</td>
<td>ROLLA Recruiting Team</td>
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<td>STLOU Academic Recruiting Team</td>
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<td>1015</td>
<td>UMSSYS Staff Recruiting Team</td>
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<tr>
<td></td>
<td>1017</td>
<td>COLUM Academic Interested Part</td>
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</table>

### Assignments

<table>
<thead>
<tr>
<th>Recruiters</th>
<th>Recruiter ID</th>
<th>Primary</th>
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</thead>
<tbody>
<tr>
<td>Hudgens, Connie J</td>
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<tr>
<td>Byers,Rhonda Faya</td>
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<tr>
<td>Grisham, Martha Ellen</td>
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<td>Cezart, Jateta Monique</td>
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<tr>
<td>Estes, Wendy Michelle</td>
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<tr>
<td>McDonald, Tawana</td>
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<tr>
<td>Hull, Lauren Bailey</td>
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<tr>
<td>Norris, Rachel Louise</td>
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</tbody>
</table>

[Add Recruiter] [Add Recruiter Team]
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
Requesting Interview Approval
> Invite to interview
> Other Actions > Recruiting Actions > Edit Disposition

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

- Onboarding Series is optional
- Launched September 14, 2020
  - Benefit eligible staff who started on or after September 14
- Self-paced series
- 30 day reminders

https://www.umsystem.edu/ums/hr/tmr/virtual_onboarding
UM System Onboarding Series

The information you need in your first year, month-by-month.

- Details About Your Employee Benefits
- Resources to Support Your Professional Development
- Insight into the University of Missouri System

Look for an invitation in your e-mail inbox!
Find it on myHR!

Please contact learningdevelopment@umsystem.edu with any questions about the UM System Onboarding Series.
Thank you for attending.

We appreciate all you do in support of our campus!