HR Monthly Meeting

April 28, 2021
AGENDA

- Volunteer for commencement
- Meet Your Wellness Coordinator/ Rally/ Behavioral Health Solutions
- New ePerformance training
- e-Recruit – job opening process updates
- Unemployment fraudulent claims
- Self-Identify in myHR
- Posted starting salary ranges and job offers
- Policy updates
Ceremony Work Schedules:

- **Friday, May 14** (6 PM Ceremony) – 4:30 – 7:15/7:30 PM – Need two (2) workers
- **Saturday, May 15** (9 AM; 12 Noon; and 3 PM Ceremonies) –
  - 1st shift – 7:15 – 10:30 AM or so – need two (2) workers
  - 2nd shift – 10:30 AM – 1:30 or so – need one (1) worker
  - 3rd shift – 1:30 – 4:30/5 PM or when cleaned up – Need two (2) workers
  - 10:30 AM – 1:30 PM - Also need someone to meet catering to receive lunch for those working, set up room, and then work lunchroom to ensure cleanliness and social distancing. Those working through the lunch time will have lunch provided. – need one (1) worker

Hourly employees should try to flex the time off that previous week if the schedule allows or will receive overtime or comp time depending on your departments policy – your department is responsible to pay you. Exempt can flex the previous week if supervisor and workload allows but will not be paid overtime.

Workers for these shifts will be given a $25 gift card for each shift worked.
HOW TO SIGN UP TO VOLUNTEER

Email krista@mst.edu or call her at 341-4898 to volunteer for one of these shifts. We need to fill these spots by close of business Thursday, April 29 if at all possible.

THANKS TO ALL WHO HAVE ALREADY VOLUNTEERED AND WHO ARE CONSIDERING IT! YOUR HELP IS GREATLY APPRECIATED!
Meet Your Wellness Coordinator/Rally/Behavioral Health Solutions
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location/Sign Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, May 4, 2021</td>
<td>9:30am-10:30am</td>
<td>Online-Systemwide/myLearn</td>
</tr>
<tr>
<td>Tuesday, May 4, 2021</td>
<td>2:00pm-3:00pm</td>
<td>Online-Systemwide/myLearn</td>
</tr>
<tr>
<td>Thursday, May 6, 2021</td>
<td>2:00pm-3:00pm</td>
<td>Online-Systemwide/myLearn</td>
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<tr>
<td>Thursday, May 6, 2021</td>
<td>3:00pm-4:00pm</td>
<td>Online-Systemwide/myLearn</td>
</tr>
<tr>
<td>Monday, May 10, 2021</td>
<td>1:00pm-2:00pm</td>
<td>Online-Campuswide/Qualtrics</td>
</tr>
<tr>
<td>Tuesday, May 11, 2021</td>
<td>10:00am-11:00am</td>
<td>Online-Campuswide/Qualtrics</td>
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</tbody>
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New required fields:

- **Type of Position**: New or Replacement (if Replacement is selected, the Employee Being Replaced field is now required)
- **Job Posting Justification**: There are sixteen dropdown values (most will continue to use Standard Recruitment, unless there is an exception)
e-Recruit – Job Opening Process Updates

- Existing fields now required:
  - Desired Start Date
  - Funding Source: 100% grant, gift or ext funded or Operational/Auxiliary Funded

These updates are planned to go live this Friday, April 30.

A handout with more information and screenshots will be included in the recap email.
e-Recruit – Job Opening Process Updates
Unemployment Fraudulent Claims

- Increase in fraudulent unemployment claims received by the University
- Unemployment claims are received by UM HR and they reach out to the campus for more information
- S&T HR will reach out to you or your manager directly to ask if you have filed an unemployment claim
- If not, and it’s fraudulent, we will notify UM HR who will reach back out to the employee with a list of steps the employee can take in response to the fraudulent claim.
1. If we receive a fraudulent unemployment claim, we will respond to the claim to alert that it is fraudulent.

2. You will need to call the MO state special investigations unit at 573-751-2433. They will have your case assigned and will need to speak with you.

3. Consider contacting law enforcement to make a report of the fraud.

4. Consider reviewing the information here to create credit alert:
   - https://www.experian.com/fraud/center.html
   - https://www.transunion.com/fraud-alerts

5. The FBI encourages victims to report fraudulent or any suspicious activities to the Internet Crime Complaint Center at www.ic3.gov.
Unemployment Fraudulent Claims

7. File a complaint with the National Center for Disaster Fraud at https://www.justice.gov/disaster-fraud/ncdf-disaster-complaint-form
8. Contact your financial providers (banks, credit card companies, etc.) to flag irregular transactions.
10. Partner with your tax advisor to determine if you should file an Identity Theft Affidavit (IRS FORM 1439).
Self Identify in myHR

The UM System upholds the highest standards and principles of Affirmative Action and Equal Employment Opportunity. We invite employees to self-identify race, disability or protected veteran status via myHR, where you can also find additional information (My Personal Details tab; Ethnic Groups, Disability or Veteran Status in the left-hand menu). Self-identification is strictly voluntary and confidential.
Posted starting salary ranges:

- Cannot list a minimum less than the job title’s GGS grade minimum
- Should not list a maximum that exceeds the hiring department’s budget for the position
- Should not list a range maximum that exceeds the job title’s GGS midpoint without first contacting Human Resources
- May list a single rate of pay
- May list “commensurate with education and experience”
Posted Starting Salary Ranges and Job Offers

Job Offers:

> Should not exceed the maximum posted starting salary rate listed on the vacancy announcement, including counter-offers.

> If a counter-offer is expected, then an initial offer should be below the maximum of the posted range.

> If a requested offer exceeds the posted maximum, an evaluation will take place to determine if the job should be re-posted.

> The composition of an applicant pool for a vacancy may change depending on the posted pay range.
Pay Equity Reviews:
> Pay equity reviews are a step in the job offer approval.
> Hiring departments may request pay equity reviews in advance of posting a position to assist in determining an appropriate starting pay range to post.
Policy Changes

- Staff Grievance Policy
- Consensual Romantic Relationship
- Evaluation of Ability to Work
- Personnel Files
Questions?
Thank you for attending.

We appreciate all you do in support of our campus!