HR Monthly Meeting

February 24, 2021
AGENDA

> New HR Member Introductions
> Staff Council
> FMLA process
> Benefits Update
> Time Reporting
> Faculty and Staff Assistance Programs
> Sanvello Counseling app
> Staff eRecruit Training
New HR Specialists

Simone Waldon & Paige Martin
Staff Council

> Staff Success Center, https://staffcouncil.mst.edu/staffsuccesscenter/
> Spring Staff Appreciation
FMLA Process
Benefits Update

As of February 1, 2021, employees that experience qualified family/employment status changes and need to make mid-year changes to their benefits can do so electronically via myHR using the new ‘Life Events’ module.

Access myHR
myhr.umsystem.edu
‘My Benefits’ tile
Life Events
Benefits Update

> There are a few events that still require a paper form. If the appropriate Life Event is not listed, contact Marcia Lane or the HR Service Center.

> May upload supporting and proof of relationship documents.

> Still have 31 days from the date of qualified family/employment status change event to request change and provide supporting and proof of relationship documents.

The effective date of the change will be the first of the month following the date of the qualified event.
HR Policy Provisions

I. Non-Exempt Time Reporting

A. In compliance with the Fair Labor Standards Act (FLSA), departments must maintain accurate daily records of worked time for all nonexempt (hourly paid) employees. Such records must document hours actually worked, rather than hours scheduled to work.

B. Non-exempt employees are eligible for overtime or compensatory time off for hours worked over forty (40) per week. See HR-211 Overtime and Compensatory Time.

For full policy visit https://www.umsystem.edu/ums/rules/hrm/hr100/hr106
Exempt variable hour employees should receive an email alerting them that they need to be tracking this time. An example of this email will be included in the recap email.
III. Record Keeping

A. Exempt Variable Hour Academic Appointments
   
i. Variable hour non-teaching academic employees are responsible for accurately reporting hours worked in the University’s time reporting system.

   ii. Variable hour teaching academic employees are not required to report hours worked. Worked hours will be determined based on a methodology that 1 credit hour taught equals 3-1/3 worked hours. Based on this calculation, the FTE/standard hours should be entered in the HR/payroll database.

   iii. Recorded hours do not produce pay.
III. Record Keeping

B. Administrative, Service and Support Staff

i. All nonexempt employees are responsible for accurately reporting their time (hours worked and paid time off) in the University’s time reporting system.

ii. All exempt employees are responsible for accurately reporting paid time off in the University’s time reporting system.

iii. Employees should review pay in a timely manner and report any discrepancies to their supervisor.

iv. Supervisors are responsible for reviewing, approving and correcting reported time and for ensuring that all records are current and accurate.

v. Supervisors should communicate changes to the employee.

vi. An employee who falsifies a time record is subject to disciplinary action, up to and including immediate termination of employment.
Faculty and Staff Assistance Programs

Counseling Services

> Eligibility and cost
  > All benefit-eligible faculty and staff are eligible
  > Up to five free sessions per year

> Services included
  > Referral to quality, cost-effective resources within the community
  > Follow-up and care coordination services
  > Supportive crisis intervention following traumatic event

To make an appointment visit https://counseling.mst.edu/resources/fsap/
Faculty and Staff Assistance Programs

Employee Assistance Program provided by ComPsych

- Eligibility and cost
  - All benefit-eligible faculty, staff, and their immediate family members are eligible
  - Services are free
  - Each participant may receive four sessions per presenting issue

- Services included
  - Therapy sessions
  - Occupational stress programs
  - Organizational consultation
  - Work-Life resources

To learn more visit https://counseling.mst.edu/resources/fsap/
Contact Your GuidanceResources® Program

Call:  833.515.0754
TTY:  800.697.0353

Available 24-7 to all benefit-eligible employees and their immediate family members.

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Faculty and Staff Assistance Programs

What is the Employee Assistance Program?

The Employee Assistance Program is provided by ComPsych® GuidanceResources and offers free, confidential counseling to all our eligible employees and their household members.

Why provide an EAP?
Because we care about our employees and their dependents. The EAP can be used free of charge as needed when you or your dependents are facing emotional concerns.

Are the services confidential?
Yes, the EAP is strictly confidential. No information about your participation in the program is provided to your employer.

Why might my family or I use the services?
There are many reasons to use these services. You may wish to contact the EAP if you:
- 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

What happens when I call?
When you call, you will speak with a GuidanceConsultant™, a master’s or PhD level counselor who will collect some general information about you and will talk with you about your needs. The GuidanceConsultant will provide the name of a counselor who can assist you. You can then set up an appointment to speak with the counselor over the phone or schedule a face-to-face visit.

What counseling services does the EAP provide?
The EAP provides free short term counseling with counselors in your area who can help you with your emotional concerns.

If the counselor determines that your issues can be resolved with short-term counseling, you will receive counseling through the EAP. However, if it is determined that the problem cannot be resolved in short-term counseling in the EAP and you will need longer-term treatment, you will be referred to a specialist early on and your insurance coverage will be activated.

Can my children use the EAP?
Yes. The EAP is a confidential benefit for eligible employees and their household family members.

Here when you need us.
Call: 833.515.0754
TTY: 800.697.0353
A mobile and web-based application clinically validated to relieve mental health symptoms and promote healthy behaviors.

Free download for faculty, staff, and students with mst.edu email address at the App Store, Google Play, or Sanvello webpage [https://www.sanvello.com](https://www.sanvello.com)

Learn more at [https://wellbeing.mst.edu/sanvello/](https://wellbeing.mst.edu/sanvello/)
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
> Counteroffer process
Staff eRecruit Training

Trainings will be held via Zoom. Please use the following link to register.
https://mst.qualtrics.com/jfe/form/SV_3PfK9b7RoC3V47s

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Questions?
Thank you for attending.

We appreciate all you do in support of our campus!