AGENDA

- Retirement Announcement
- Student Employee Registration
- Recycled Student eForms
- Student Employee Leave of Absences
- Student ePAF Attachments
- 2020 W-2s
- Expiration of FFRCA
- Healthy Savings Account (HSA)
Retirement Announcement

Martha Grisham, HR Specialist II in the Human Resources’ office, is retiring after almost 44 years of service. The campus community is invited to offer her well wishes by emailing mgrisham@mst.edu or sending a card to her campus address, 113 Centennial Hall. Her last day will be Friday, January 29.
Student Employee Hire Process

> Step 1: Department submits Hire ePAF
> Step 2: Student receives automated email prompting them to complete their onboarding documents
> Step 3: Student completes onboarding documents
> Step 4: Student emails HR to set up an appointment to bring in their I-9 documents
> Step 5: Student physically submits original documents to Human Resources (they can now begin working)
> Step 6: HR processes I-9
> Step 7: Columbia processes Hire ePAF
> Step 8: Department receives automated email that student’s Hire ePAF has been executed
Students need to email hrs@mst.edu to set up an appointment to submit their I-9 documents. Students are not authorized to work until after they physically present their I-9 documents to the Human Resources department. Please provide new hires with the Student Employee Registration handout, the updated version will be sent in the recap email.
Students must submit I-9 documents by the end of three business days after the effective date.

If students do not submit I-9 documents by the end of three business days after the effective date their Hire ePAF will be recycled back to the department.
Bi-Weekly Student Employees

- It is not necessary for payroll purposes to put BIW student employees on LOA/Short Work Break over intersession or summer session.
- Biweekly student employees will not be paid unless hours are entered into timesheet and approved.
- This is causing issues with payroll: BIW student employees who have been put on LOA/SWB record hours worked on timesheet during the period of leave and time is rejected by payroll, causing extra work to remove the leave or change the leave start date, etc.
- If BIW employees are put on leave unnecessarily, then another ePAF must be submitted to return them from leave, which is again extra work.
Monthly Student Employees

Monthly student employees do need to be put on LOA/Short Work Break if not working, since by default, monthly student employees will receive pay, unless put on LOA or terminated.
Student ePAF Attachments

- Do not attach large files to ePAFs, this causes processing delays when converting files to imaging.
- These files will be retained in the Dean’s offices for reference.
- Students’ information should not be stored in other student’s files and records. Redacting information can be time consuming for these large files, specifically the grad student file containing 11,000+ rows of information.
2020 W-2s

Should be available in myHR electronically on Tuesday, January 19.
Expiration of FFRCA

Effective January 1, 2021 the FFCRA sunset provisions identified in HR-700 Enhanced HR Policies for Employees in Response to COVID-19 took effect.

> Paid FFCRA Sick Leave and FFCRA Extended FMLA leave are longer available.

> Other leave as identified in HR-700 will continue until further notice, including:
  > Up to 15 workdays of administrative leave may be available for employees who are quarantined or isolated due to COVID or are caring for someone who is quarantined or isolated due to COVID.
  > All COVID-related administrative leave cannot exceed 15 days, inclusive of any FFCRA paid sick leave already used.

> Up to 30 days of accrued sick leave and up to 15 days unearned vacation leave may be used for school/childcare closures due to COVID.
University contribution to employees’ Healthy Savings Accounts will be deposited by the end of January.
Questions?
Thank you for attending.

We appreciate all you do in support of our campus!