AGENDA

- Staff Council
- Total Rewards Advisor Committee (TRAC)
- HR Staffing changes
- Staff eRecruit manual
- Employee Referral Program
- Job offer justification
- ePerformance update
- Student ePAF reminders
Staff Council
Total Rewards Advisor Committee (TRAC)
Andrew Crain has joined our team as Lead Recruitment Consultant.
HR Staffing Changes

Paige Martin has resigned from her position to spend more time with her son.
Employee referral incentives are a recruiting strategy utilized for approved benefit-eligible vacancies, including but not limited to, hard to fill positions, vacancies in high demand, and other positions.

Position must be posted as a Referral Incentive Eligible position.

$500 incentive to the employee who refers a selected candidate.
HR -126 Employee Referral Incentive Program

Definitions:

A. Referring Employee – An active employee of the University, including benefit-eligible and non-benefit eligible academic, staff, and student employees.

B. Referral – An external applicant, or current internal non-benefit eligible employee, who has been referred by a Referring Employee.

C. Eligible Vacancy - Benefit-eligible staff vacancies as identified by the college, school, or division leader, or their delegate. See HR-101 (administrative, service, and support staff – regular employee).
Employee Referral Program

Recruitment Process for Referral with Applicant/Employee Steps
Hot Jobs

Jobs that have been flagged with the **Referral Program ID** field are referral eligible and will show as a Hot Job with the fire symbol for applicants. Jobs with the Hot Job symbol will show at the top of the list of job openings.

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**Senior Auditor**

- **Job ID:** 38065
- **Location:** UMS System - Columbia
- **Department:** Internal Auditing
- **Job Family:** Legal & Compliance
- **Business Unit:** University of MO-System
- **Posted Date:** 09/08/2021
- **Close Date:** Open Until Filled

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**HUMAN RESOURCES SPECIALIST II**

- **Job ID:** 39557
- **Location:** Columbia
- **Department:** VP Human Resources
- **Job Family:**
- **Business Unit:** University of MO-System
- **Posted Date:** 01/20/2022
- **Close Date:** 03/09/2022
Application Process

During step 8 of the application process, the applicants identify the source, or employee, that led them to the job opening. To start an employee referral, the applicants select the ‘Employee- Current’ option. Retirees and former employees may be entered but are not eligible for the incentive.
Provide referral details

The applicant must provide the referring employee’s name and an email address (work or personal) for the referring employee. Once the application is submitted, the system automatically triggers an email to the referring employee.
The employee that referred the applicant receives an email. The employee must log into myHR and enter the Tracking ID and Password. This step is necessary to align the referral to the employee ID for award tracking.

--- Original Message ---
From: peoplesoft@umsystem.edu
Sent: Monday, January 31, 2022 9:52 AM
To: Granger, Hermione J <GrangerH@hogwarts.edu>
Subject: Employee Referral for Tester:Referral

AUTO-NOTIFICATION - PLEASE RESPOND IN YOUR MYHR ACCOUNT - DO NOT REPLY DIRECTLY TO THIS EMAIL

This is a notification to inform you that an applicant, Tester:Referral, has submitted their application and has noted that you are the person who referred them to the University of Missouri. You are receiving this email because you may be eligible for an Employee Referral Incentive, pursuant to HR-126 Employee Referral Incentive Program.

If eligible for the incentive, your action is needed by logging into myHR and following the instructions below:
1. Log into your myHR account at myhr.umsystem.edu
2. Click on the Employee Actions tile.
3. On the Confirm Referral Page, enter the Referral Track ID 64196534RT61816175 and the password 849117 to acknowledge your referral of this candidate.

Your response in myHR is required in order to be eligible for the Employee Referral Incentive. Failure to confirm your referral acknowledgement could make you ineligible for the incentive. Please note: per policy, certain positions are ineligible for the incentive and will be identified prior to payment. See HR-126 for details.

Thank you for your efforts with recruiting quality candidates for University of Missouri employment.

Sincerely,

Human Resources
Confirming Referral

The employee logs in to myHR, then clicks on the **Employee Actions** tile

The Confirm Referral page displays.
Confirming Referral

Enter the *Referral Track ID* and *Password* from the email, then click **Submit**. When prompted, confirm the referral by clicking **Refer This Applicant**.

Please enter the Referral Track ID 89390287RT433503230 and the Password 782086 in the Confirm Referral page to acknowledge your referral of this candidate.
Check Referral Status

Review the status of the Referral to see that it has been submitted. You will see when the job is still Open or Filled/Closed, but you will not see the candidate that was chosen. This is for reference to see you submitted the applicant.
Referral Data in eRecruit

Once submitted, the application shows the employee referral icon in eRecruit.

<table>
<thead>
<tr>
<th>Referral Source</th>
<th>Employee</th>
<th>Additional Information</th>
<th>Specific Referral Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>How did you learn of the job?</td>
<td>Employee</td>
<td>Additional Information</td>
<td>Specific Referral Source</td>
</tr>
<tr>
<td>Employee ID</td>
<td>12345678</td>
<td>Employee Name</td>
<td>Granger, Hermione Jean</td>
</tr>
<tr>
<td>Referral Name</td>
<td>Hermione Granger</td>
<td>Applicant is a Family Member</td>
<td>No</td>
</tr>
</tbody>
</table>
Staff eRecruit Manual

- Detailed guide for posting jobs, viewing applications, and submitting job offers
- Some processes have changed
- Offering an updated Staff eRecruit Training, please email hrs@mst.edu if you are interested in attending.
- Simone Waldon will be doing job offers and Rachel Norris will be doing job postings in the interim.
- Reminder: Departments should not be reaching out to candidates until they have received EEO approval.
HR conducts pay analyses on proposed job offers (and counter-offers). Factors considered include but are not limited to:

- Internal pay equity (department, campus, University)
- Market value of position (internal and external / GGS grade)
- Years of experience and education
- Recruitment and retention
- Relevant policy compliance (examples)
  - Lateral Transfer
  - Nondiscrimination
  - Classification and Compensation

A result of a pay analysis may determine where the target compensation for a given title will fall, internally to the university and relative to other employers.
HR may request justifications for proposed staff job offers based on equity and/or compliance factors. Examples include offers which:

> Are over the midpoint of the GGS range (market rate)
> Appear inequitable based on the pay analysis
> Require policy exception approval
> Other
Staff Progress Check-Ins
After carefully considering feedback on the Progress Check-In process from employees, supervisors, and leaders, please note the following changes, effective immediately:

- **Reduce the number of Progress Check-Ins to two (unrated mid-year, rated year-end)**. This change is in response to workload demands and a desire to align to the fiscal year more closely. This change does not discourage more frequent feedback or discussion; it simply removes some of the time required for formal documentation in ePerformance.

- **Add options to the rating scale to enable more distinction between categories of performance**. Creating more granularity within the rating scale supports more accurate feedback to employees regarding their performance and more objective differentiation within the merit process.

The FY22 year-end process will launch later this spring with suggested due dates that coincide with the merit cycle.
Graduate Student Appointments

> If student is graduating and will no longer be on GTA / GRA appointment, then process termination ePAF.
> If student is not working over the summer, but returning for fall, then process leave of absence/ short work break ePAF.
> Since these are monthly paid, they could be overpaid if these ePAF's are not processed.
> Monthly student ePAF deadline is 05/06/22
Payroll will be sending out the reminder the first part of May about summer session ePAF processing, enrollment requirements, FTE and FICA changes.
Change to TST/TSR summer earnings code process for GTA/GRA appointment ePAFs:

> Previously, if a department wanted an earnings code changed to reflect summer pay, a comment was made on the ePAF and Payroll would correct it in job data.

> New for this summer session, department processors will be responsible for updating the earning codes for GRA/GTA appointments to reflect the appropriate temporary summer session earning code.

> The job earnings distribution (JED) ePAF can be submitted after the initiator receives the notification that the job change ePAF (reappointment) has been executed. The JED can have the same effective date as the job change ePAF.

> This is necessary since the job change ePAF does not allow changes to the earnings code.

> Please remember to process another JED ePAF in the fall to return the earnings code to TRX.
Additional Updates
Future Meetings

> Meetings will be held on the third Wednesday of each month. Specific dates can be found on the website: https://hr.mst.edu/updates/hr-meetings/.
> 1:00pm-2:30pm
> Zoom invite, agenda, and recap emails will be sent to the contact group. Please email hrs@mst.edu to add someone to the group.
> Past meeting presentations can also be found on the website: https://hr.mst.edu/updates/agendas/.
Questions?

Please join us again on May 11

Additional meeting dates are located on the website: https://hr.mst.edu/updates/hr-meetings/
Thank you for attending. We appreciate all you do in support of our campus!