HR Monthly Meeting

March 16, 2022
AGENDA

- Institutional Research with Wayne Jones
- Staff Council
- Total Rewards Advisor Committee (TRAC)
- Offboarding Process
- ePerformance Update
- Preferred/Legal Names Changes
- Door Decorating & Zoom Background Winners
Institutional Research
Wayne Jones

https://data.mst.edu/
Staff Council
Total Rewards Advisor Committee (TRAC)
Letters of resignation for faculty and staff should be emailed to your HR Partner upon receipt and should include:

- Last day of work
- Reason for leaving

Per 360.060 Resignation: An employee must give at least two weeks advance notice in order to resign from a position in good standing.

Let us know of an employee’s resignation as soon as possible and be conscious of when their resignation falls in respect to payroll processing (especially exempt employees).
> Provided the employee has satisfactorily completed their probationary period: upon resignation or termination, any unused, earned vacation should be paid out on the paycheck following the employee’s last regular paycheck. This will follow the exiting employee’s pay schedule.

> Medical insurance is valid through the last day of the month in which the employee’s last day of work falls.

> Exiting employees will not have access to myHR for 30 days after termination date.

> The UM System Exit Survey is sent to all benefit-eligible employees who voluntarily terminate employment. Subject line: Feedback Request: What was it like to work at the university?
Fall check-in is still open if supervisors want to add information into it (if it wasn’t completed prior).

The window for the rated check-in typically opens in late April or early May and will need to be completed by July 31st.
Preferred Name Changes

> Human Resources
>   Email hrs@mst.edu and include:
>     Legal name
>     Preferred name
>     ID number
>   This should also update your preferred name on your email alias and website directory. Your legal name will still populate on all official documents such as paystubs and tax documents.

> Registrar’s office (Joe’Ss and Canvas)
>   Log into Joe’Ss and navigate to your personal data. You may select a preferred name type and then enter the first and/or middle name and then click save.
>   More information: https://registrar.mst.edu/studentpreferredname/
Legal Name Changes

> **Human Resources**
> Once you receive your updated Social Security Card, bring it by the Human Resources office and let the front desk know that you are submitting it for a name change.
> Your email alias, website directory information, and name on all legal documents will be updated.

> **Registrar’s office (Joe’SS and Canvas)**
> Complete a name change form and submit it in person along with the applicable legal documents.
> Access the form at https://registrar.mst.edu/forms/ under Biographical Information Change.

> This information will also be provided to:
Door Decorating & Zoom Background Winners
Door Decorating

Winner: Registrar’s Office
Winner: Elle Larson
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 April 20

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!