Minutes
Human Resources Development Committee
Thursday, December 18, 1:30-3:30 p.m.
Leadership Auditorium, Student Center

1. Introduction: Colin Gambaro, Web Communications – Peggy Spiers
HRS has established a relationship with Web Communications to share in the appointment of Colin Gambaro as a content strategist for HRS. Colin will be working on a number of projects for HRS and may be asking you for feedback on proposed website changes in the coming months.

2. Introduction: Donna Kasper, Total Reward Operations – Amy McKenzie
Two Benefits Advocates reside in the HRS office to serve MU and UM Healthcare Employees. Donna Kasper is our newest team member. She will primarily support COLUM campus but may assist with healthcare employees as well. Stephanie Harrison is still there and supports both COLUM and healthcare employees. Donna and Stephanie can be reached by calling the 882-2146 number or by visiting the Parking Structure #7 office.

Wendy Williams will join the CAPS team on December 22, 2015. The group is easing her into things so she does not have departmental assignments at this time.

The Payroll office has hired Kay Woodbury through SOS’s Temp to Perm process. If you see any emails from her please take them as priority for payroll purposes.

4. Hospital Nicotine-free Hiring Policy – Jennifer Hanes
All new hires at MU Health Care undergo pre-employment drug screenings. Beginning January 1, 2015, nicotine will be added to the drug screening list. The University of Missouri Health Care will no longer hire applicants who use nicotine products. This new policy applies only to MU Health Care applicants. At this time it does not apply to School of Medicine, School of Nursing or School of Health Professions. However, University of Missouri employees transferring to MU Health Care from another University business unit will be affected as well.

Existing MU Health Care employees are not required to undergo a drug screening. However, these employees are subject to the tobacco-free environment policies.

5. Flexible Work Schedule – Mackenzie Moorefield
For the past two years a System-wide task force has been evaluating different options for resources campuses may use with respect to flexible work arrangements. These resources can now be accessed at:
http://www.umsystem.edu/totalrewards/flexible_work_arrangements_overview.

Flexible work arrangement guidelines and related information are not intended to serve as policy. The information provided is meant to help facilitate conversations.

6. Military and Disability Status Pages in myHR – Peggy Spiers
New regulations went into effect earlier this year that require employers to collect information from all employees and applicants regarding military and disability status. Application forms and the myHR system have been updated to assist in gathering this information.

In November employees received an email requesting that they update their personal military and disability status information in myHR. Every five years the Office of Federal Contract Compliance Programs (OFCCP) requires the University to request any employee who has not already provided the information to do so.

7. Processing VSP Retirements – Amy McKenzie
Jatha provided fiscal officers with an outline of how the Voluntary Separation Program (VSP) retirements will be handled between Finance Shared Services and CAPS. Departments will not be required to process the retirement
actions. CAPS will receive a list of names and will process the action. CAPS will provide their departments with a list of all VSP actions processed. Any departments that had retirements effective at the end of this semester have been contacted to ensure December payments are correct.

Total Rewards will not be requiring a Notice of Intent form from VSP retirees. However, copies of marriage certificates, if applicable, and any other personal documents should be delivered directly to Total Rewards or to a Benefit Advocate at Parking Structure #7.

8. Extra Comp Process – Amy McKenzie
    - Approvals
    - Forms

After continued consideration of changes to the extra compensation process discussed in last month’s HRDC meeting, it is confirmed that, of the topics discussed, the only change that will occur effective January 1, 2015 is the use of the EXT earnings code for all extra compensation payments. Codes such as OTH or ACA will no longer be used for extra compensation payments.

The procedures for processing extra compensation will not change. These procedures are located on the PeopleSoft/PAF processing site under “Other personnel actions”: http://hrs.missouri.edu/forms/peoplesoft-paf-processing.php.

If you have any thoughts about issues or improvements to processing extra comp please contact Amy or Jatha.

9. Position-Student employees and multiple headcount positions – Amy McKenzie

Amy is not acting on the topics below at this time but wanted to request feedback from the group. Please contact Amy with any thoughts you may have.

Student Employees

The Columbia campus does not place students in position numbers. System is discussing the use of position for all employment records. To help us identify issues that we may have in making this change, Amy is requesting insight from HRDC on what impact placing students in position numbers may have on our systems and processes. Please contact Amy to share your thoughts.

Multiple Headcount Positions

Instances in which there are multiple employees assigned to a single position number create some issues in processing various actions. This is often seen when departments want to update a single employee or when you try to update multiple incumbents but the system rejects multiple entries with the same position number and effective date. Such events require manual entry by the CAPS team.

HRS is therefore considering the removal of multiple headcount positions. If you have any feedback on problems this change may cause please contact Amy.

10. LTD MetLife Announcement Letter – Amy McKenzie

Earlier this week, Total Rewards notified employees enrolled in the LTD benefit program that the new insurance provider will be MetLife. For those who may not have received this announcement it will be posted on the HRDC and Fiscal Officer Communication page with the HRDC minutes.

11. Mental Health Training Program – Amy McKenzie

The Counseling Center has developed a program to train faculty and staff on mental health issues with students. The center may also be able to provide a program that addresses how employees can recognize mental health issues with co-workers. HRS asked if HRDC members would be interested in attending a session if it was offered.

HRS is working to schedule a two hour session for the spring. HRDC will be invited.
12. Ban the Box Ordinance – Peggy Spiers
Columbia’s City Council passed a Ban the Box ordinance prohibiting employers from asking about applicants’ criminal histories or conducting criminal background checks before making a job offer. The University removed questions regarding criminal history from our applications years ago.

The General Counsel’s office is reviewing the ordinance to determine if it applies to the University.

Note: After the HRDC meeting, HRS was informed that General Counsel determined this ordinance does not apply to the University.

13. Year End Payroll Topics – Amy McKenzie

W-2 eConsent
Participation in W-2 eConsent is slowly increasing. This election is not required though the University is strongly encouraging participation. The benefit of this option is that W-2s for employees who eConsent will be available in mid-January while hard-copy W-2s will not be postmarked until the February 2, 2015 IRS deadline.

All employees will have access to their W-2 electronically on March 2nd. Reissues will not be processed by the payroll office prior to March 2, 2015. At that time employees will still be encouraged to access and reprint their W-2 through myHR self-service.

Shortened Payroll Week
The week of December 22nd is a shortened payroll week. The approval deadline will continue to be Tuesday and the Timekeepers will have until noon on Wednesday to make adjustments.

Overpayments
Tomorrow, December 19, 2015, is the deadline for employees to have repayments delivered to payroll.