Minutes
Human Resources Development Committee
Thursday, September 18, 1:30-3:30 p.m.
2501 Student Center Leadership Auditorium

1. Amber Cheek, Director of Accessibility and ADA Education
Amber Cheek started as Director of Accessibility and ADA Education in June. She is available to
discuss reasonable accommodation questions, assist with mediation with those who have disabilities,
provide general guidance, and present to staff on disability issues. She can be reached at (573) 884-7278 or cheeka@missouri.edu.

2. Harassment Training Demo – Susan Groshong
The previous Sexual Harassment training has been replaced by a more comprehensive training entitled,
“Harassment: What It Is and How to Stop It”. Instructions for accessing the program and information on
harassment prevention can be found on the HRS website: http://hrs.missouri.edu/training/all-
employees/sexual-harassment-prevention.php. Links to UM System’s Q & A’s will soon be added.

All employees are required to take this training. HRS will soon rollout communication to remind all
employees of this requirement.

Reports will be provided regularly to fiscal officers to monitor division compliance. Reports will also
be provided to the Chancellor, Deans, Directors and Division heads so they are aware of the compliance
percentages in their departments and/or divisions.

Please let HRS know of any ideas you may have on increasing compliance.

3. Talent Acquisition Program Assessment (TAPA) Update – Tim McIntosh
Our talent acquisition process is being reviewed in order to attract and select high performing employees
and improve the candidate application experience. The assessment phase was completed in May with
focus groups sharing observations with Huron Consulting Group. Out of the assessment
recommendations were made and we are beginning to implement some changes to recruitment
processes.

In September we began piloting a clerical pipeline with School of Medicine and Advancement for
Office Support titles. The department will select from a pre-screened pool of candidates rather than
from a full posting. The HRS filtering process will include enhanced screenings and skills assessments.
The goal is to fill vacancies with talented individuals in a shorter period of time.

Additional recommendations for enhancing the attraction and selection processes and improving the
candidate experience will be implemented within the next year.

4. PeopleSoft HR Training site – Amy McKenzie
For easier access to the PeopleSoft HR trainings please use the “PeopleSoft HR Support” link located on
the sign-in page of PeopleSoft Production or Reporting. Training is located under the “Resources”
heading on the right of the display.

Rather than displaying a lengthy screen of options in one window, a new page will open with resources
as you click on the desired category.

5. Paying Out Vacation Balances – Amy McKenzie
Effective October 1, vacation and compensatory time payouts will be processed on the paycheck
following the employee’s final wage payment. Departments will no longer enter manual time
adjustments in Time and Labor to process payouts with the final wage payment. Calculations and payments will now be automated.

Sick and Personal balances will also be automatically adjusted to a zero balance. This change will be effective for the first pay period in October (9/28-11/2014 for BIW & 10/1-10/31/2014 for MON).

Because this is an automated process it is necessary to ensure all balances are current and to notify CAPS of any probationary period extensions. If the probation is not extended in the system, the employee will automatically receive payment for their accrued vacation.

This process will be implemented for terminations and employees transitioning from leave time eligible to leave time ineligible. Involuntary terminations, Changes in FTE, Changes in maximum accrual eligibility, Retirement Payouts and Transition Assistance Program payouts will continue to be handled manually by CAPS.

If you have any scenarios that may need to be tested in order to ensure the process is functioning appropriately, please contact Amy.

6. Processing of Lump Sum Awards – Jatha Sadowski
System has approved a new ERN code, MLS, for processing the merit lump sum payment. This code has NOT been approved to be used on the exceptional performance lump sum award.

E-mails to employees at or above the max who are receiving lump sum payments in September have been sent. Those receiving payments in November for exceptional performance will also receive an email after all the incentives have been audited for compliance with the Salary and Wage Guidelines. Note: This email was distributed to employees on September 25, 2014

As this is the first year for lump sum payments, there may be many questions or suggestions on ways to improve the process in the future. If you have any thoughts or suggestions please contact Jatha.

7. SOC Codes – Jatha Sadowski
Standard Occupational Classification codes have been assigned to the job codes. An Occupational Group code has been added to the end of the SOC code.

With the GGS implementation, positions with different Occupational Group codes were collapsed into one position title. The Occupational Group code seen most frequently among those collapsed titles was assigned for the new title.

8. Transition Assistance Program (TAP) Funding – Jatha Sadowski
Campus will continue to cover transition payments for grant funded or GO funded positions.

9. HRS Web Page – Jatha Sadowski
HRDC minutes and communications are posted on the HRS website. We want these to be a useful resource for you. If you see anything that is missing or have questions please let us know.

HRS is partnering with Web Communications to review our website and assist with simplifying the layout.

10. Interim Appointments – Jatha Sadowski
Our standard practice for interim appointments has been to add a working title to capture the interim appointment. Because the working title is not effective dated, once the working title is deleted, there is no record of the interim appointment.
We are working on developing a more consistent system-wide process. The following process was recommended:

a. Leave the person in their current title
b. Create a concurrent “penny” appointment using the position number of the new appointment.
c. Modify the position title in Position Management to include the interim designation (e.g., If the position is Dean the position title could be modified to Interim Dean.)
d. Continue to add the interim working title to the primary position in order for it to appear in Outlook.

Jatha asked if anyone had concerns with this process. In general HRDC felt this was manageable. People expressed concern if we extend this process to employees who serve as department chairs. They were concerned that the volume could become unmanageable. Jatha will communicate if/when this new process is adopted. She was gathering feedback to share with the system-wide group.

11. Total Rewards— Jatha Sadowski

Jatha requested that HRDC help spread the word on active enrollment to all benefit eligible employees for the annual enrollment period October 20-31, 2014.