Minutes
Human Resources Development Committee
Thursday, April 16, 2015, 1:30-3:30 p.m.
Leadership Auditorium, 2501 Student Center

1. Staff Recognition Week – Becky Stafford and Natalie Schneider, Staff Advisory Council
   Staff Recognition Week will take place May 18-22. The full schedule of events can be viewed on the
   Facebook page created for this event: http://t.co/noMST91sU5

   Training seminars will be held on Tuesday, May 19 and Thursday, May 21. For a full description of
   these seminars and/or to register for a workshop visit the Human Resource Services website:
   https://iatsbase.missouri.edu/hrtraining/loginForm.aspx.

2. IT Transition – Nikki Witting
   A team of faculty and staff across campus have been working together on the plan to merge MU’s
   distributed IT staff with the Division of IT. Four units have volunteered to be the first to transition to
   the new, combined IT division by July 1. More about the IT Transition Project can be found at
   http://transition.missouri.edu.

3. HireRight Kiosk link – Peggy Spiers
   The Kiosk portal to HireRight has been assigned a new link. The Criminal Background Check
   Candidate Instruction Forms have been updated on the HRS Recruitment and Hiring website
   (http://hrs.missouri.edu/forms/hiring/index.php). If you have this form, or the kiosk information,
   saved on desktops or a local server please replace them with the updated information.

   If copying the instructions from the Candidate Instruction Letter directly into the body of the offer
   letter please use a simple font such as Arial or Calibri. If a more elaborate font is used HireRight is
   unable to distinguish all of the characters in the URL and the link is broken.

4. Involuntary Terminations Reminder – Amy McKenzie
   Employees being terminated involuntarily must receive their final (paper) check at the time of
   termination. Please notify CAPS as soon as you are aware that an involuntary termination may take
   place. There are a number of processes must occur prior to the issuance of these checks so the earlier
   the notification to CAPS the better. Please remember that the department is responsible for picking
   the check up from the Payroll office and providing it to the employee at the time of termination.

5. Medically Benefit Eligible Monthly Notifications – Amy McKenzie
   The Affordable Care Act looks at a specific measurement periods in order to determine if a variable-
   hour employee meets the 30 hours average to become medically benefit eligible. For existing
   employees, as of October 2013, the initial measurement period was October 4, 2013 to October 3,
   2014. For newly hired/rehired variable-hour employees, their measurement period starts when they
   begin work.

   Reports are reviewed monthly to identify individuals who have met the threshold to be eligible for
   medical benefits under the ACA. Notifications will be sent directly to the individuals by Total
   Rewards and to their home department by CAPS. Individuals are required to make an election, either
   enrolling in medical benefits or waiving the benefit. If no action is taken they will be enrolled in
   medical benefits by default.

6. Staff Offer Letter (standing item) – Tim McIntosh
   This topic continues to remain a standing item in order to collect feedback and answer questions
   regarding the Staff Offer Letter pilot.
A Part-time offer letter template has been added to the HRS Website (http://hrs.missouri.edu/forms/hiring/index.php). Please feel free to use this template if you choose to provide offer letters to non-benefit eligible, part time staff positions.

7. Recruitment and Hiring Training Sessions – Tim McIntosh
   You are invited to register for an overview training session covering the complete recruitment and hiring process. The training will include a description of the process beginning with the personnel requisition through the ePAF. We have schedule four sessions:

   April 27       1:30pm or 3pm
   May 6          1:30pm or 3pm

   Registration through TOWR at https://iatsbase.missouri.edu/hrtraining/loginForm.aspx will help us monitor attendance. Please forward this information to anyone else in your department or division who may have an interest in this topic. If you have any questions, please contact Tim.

8. Fraudulent Tax Returns – Amy McKenzie
   Many employees have contacted payroll to share that they are a victim of the recent fraudulent tax return issue. This event is not limited to University of Missouri employees but is affecting many across the country. Division of IT developed a message to provide steps employees may take if they find themselves in this situation. This is provided to employees that contact Payroll regarding fraudulent tax returns and was communicated to all MU employees through mass email on Friday, April 10th. MU employees should continue to contact Amy if they know they have fallen victim to the fraud. She will forward the information to System where they are monitoring the situation.

9. HR 213 Shift Differential Rule Update – Amy McKenzie
   The shift differential rule in Time and Labor had an update applied for pay period beginning March 29th to fix a number of issues. With this update the need to use the manually applied differential code (DIS) will be diminished though the need may still exist in some instances. Payroll will monitor DIS usage each payroll and work with the Time Keepers to discuss and ensure the correct usage of the code.