Minutes
Human Resources Development Committee
Thursday, June 18, 2015, 1:30-3:30 p.m.
Leadership Auditorium, 2501 Student Center

1. Fall Training Conference – Susan Groshong
   The Fall Training Conference will be held November 4th and 5th. Tracks for this year are compliance, personal development, professional development, wellness and human resources including front line supervisor training topics. Volunteer opportunities exist for 2-4 advisors to work with the conference task force. Advisors will not be required to work the day of the conference. If you are interested in this opportunity or have suggestions for course topics please contact Susan at groshongs@missouri.edu.

2. Unemployment Appeals Guide on HRS website – Krista Jennings
   In order to provide additional support to supervisors notified of an Unemployment Appeal Hearing, HRS has developed a guide describing the appeal process, preparation advice and what can be expected in the hearing. The Guide for Unemployment Appeal Hearings is now available on the HRS website on the termination, retirement or transfer page: http://hrs.missouri.edu/forms/termination-retirement-or-transfer.php.

   As always, feel free to contact your Campus Human Resources representative if you have any feedback on this document or if you need additional information.

3. OARS Decommission – Peggy Spiers
   As shared over the past year the read-only version of OARS, the old system used for recording academic recruitment, will be removed from service on July 1st. Departments will no longer be able to retrieve information directly. Instead data will only be retrievable by the Division of IT.

4. Offer Letter Templates – Peggy Spiers
   Current criminal background check language in the offer letter templates is focused on employees who are new to the organization rather than benefit eligible transfers. New language has been developed but will not be loaded until more updates to the letters are necessary. In the meantime, if you are developing letters for transfers and wish to use the more appropriate language, please contact Peggy.

5. IT Security Training for New Employees – Amy McKenzie
   Please reference Amy’s email to HRDC on May 29, 2015 regarding IT Security Training for New Employees.

   The Division of IT did not prompt employees hired between December 1, 2014-May 17, 2015 to complete IT training. On May 18, 2015 Division of IT sent an email to employees hired during this period notifying them of the training requirements. Departments are responsible for notifying employees hired on or after May 18, 2015 as a part of the new hire process.

   This letter, entitled “IT security training information for new hires”, can be found on the HRS Recruitment and hiring Forms and guides webpage: http://hrs.missouri.edu/forms/hiring/index.php. Please provide this letter (electronically or printed) along with other university orientation materials. This process should be a permanent addition to your department’s new hire process.

   This is not required for student employees or the Health Sciences group.

   When an employee’s leave of absence begins their access to PeopleSoft is removed. If the employee needs to have access to PeopleSoft while on a leave of absence the department is to submit a request to Amy McKenzie, Jamie Connelly or Jatha Sadowski with the business reason. The HRS office will then work with the Division of IT to reestablish accesses.

   Requesting access be restored when an employee returns to work is not necessary. Division of IT will reinstate access based on information from the PeopleSoft system when the ePAF is processed.
7. Fall Hires Start Date – Amy McKenzie
The start date for employees who begin working in August of the fall semester must be when they actually start working, not September 1. Employees must complete their I-9 on or before this first day of work and complete the NER visit within the first three days.

A process guide for “Determining Compensation Amount for Flat Salary” is available on the HRS Forms and Guides site for PeopleSoft/PAF Processing. This guide will assist in calculating the compensation amount for flat rate employees who should receive partial August pay.

Please contact your CAPS rep if you would like assistance with this calculation.

8. myHR Updates – Amy McKenzie

Direct Deposit security
The new direct deposit feature is now available in myHR. It has knowledge based security which will require you to answer a security question in order to access your direct deposit information. You will need to authenticate on every device you use.

Failure to answer security questions correctly a number of times will lock the direct deposit account of myHR. To unlock your account you will need to complete a Direct Deposit form and submit it to the Payroll office with photo ID. If employees are not in the Columbia area the Direct Deposit form must be notarized and sent to the Payroll office for processing. Upon receipt of the form the payroll office will enter the changes and request your direct deposit account be unlocked.

If visiting the Payroll office in person with a photo ID the form does not need to be notarized.

9. Retirement ePAF Requirement – Amy McKenzie

Vacation Accrual Worksheet
Effective immediately, all Retirement ePAFs for leave eligible employees need to have a completed “PEOPLESOFT Accruals” Excel document attached. This form is available on the HRS Termination, retirement or transfer Forms and Guides webpage at: http://hrs.missouri.edu/forms/termination-retirement-or-transfer.php and is entitled “Calculation process for vacation balance”.

This form is intended to assist the department in forecasting and calculating what vacation balance to put in the retirement ePAF. The form is fairly straightforward. Please complete the appropriate tab and attach it to the ePAF with the Notice of Intent to Retire form.

If the retiring employee deviates from the “vacation hours planned” CAPS must be notified ASAP as this could affect the employee’s retirement date. Deviations may also result in a delay of retirement calculation and/or first retirement payment.

If you have questions, please contact your CAPS representative.

10. Salary & Wage Guidelines – Amy McKenzie
The Salary and Wage Guidelines were shared on June 18, 2015. There is a change in the increases due to promotion and tenure for ranked faculty. These increases are handled directly between the Provost’s Office and CAPS, not by the department. Departments will enter the annual increases and contract advancements in ASIA. CAPS will then process the promotion and tenure changes and communicate with departments on the processing.

Requests for salary increases at or above 10% need to be submitted to Rhonda Gibler’s office by July 31st. Departments will process the increase in ASIA and CAPS will do checks at the end of the period to make sure the approval is documented.
Lump sum awards are available again this year. Merit Lump Sum (MLS) payments for those at or above the max of the salary range will be paid in September. Exceptional Performance awards (AWD) will be paid in November. For employees to receive these payments they must remain active in the department in which the payment was authorized until payment is received. Non-Benefit Eligible employees and union employees are not eligible for these payments.

It is advised that data sheets not be created prior to July 10th. Departments should ensure all PAFs are processed prior to creating data sheets. Contracts should be advanced and Faculty Pay Option changes entered in ASIA. Faculty Pay Option change forms are due to the home department by August 15th and should be forwarded to CAPS ASAP. CAPS will do checks at the end of the period to make sure the change is documented.

If S/M range adjustments occur, HR will notify departments and the increases can be pulled in to data sheets using the S/M check box.

Data sheets should be released to HR no later than August 28, 2015.

11. Job Description Availability – HRPs

Job Descriptions are not currently available on the Job Code Detail website. UM System has paused the review process of all GGS job descriptions at this time and is working with a consultant on updating them. Departments should complete PCQs referencing the department-specific job responsibilities. Once the PCQ is received and evaluated, HRPs will assist you in identifying the most applicable title.