1. myVITA – Kirsten Malinee
   myVITA is a web-based faculty activity reporting system that allows faculty members to report on their research, teaching, service, scholarship and creative works. This system will replace the Faculty Accomplishment System (FAS) and will eventually include an evaluation mechanism. Implementation is being phased in slowly department by department.

   The system imports information from PeopleSoft and, if requested, the FAS. If information is incorrect, changes to personal information such as home address and phone numbers can be made through myHR. Changes to MU appointment information will need to be processed through Human Resources.

   FAQs and resources are available at [http://www.umsystem.edu/ums/aa/faculty/myvita](http://www.umsystem.edu/ums/aa/faculty/myvita). For training or questions please contact Kirsten Malinee at (573) 884-1273 or malineek@missouri.edu.

2. Civil Rights/Title IX – Salama Gallimore
   The Office of Civil Rights and Title IX offers support to faculty, staff and students who experience discrimination. The office connects individuals to resources, helps them determine whether they wish to pursue a formal complaint and investigates reports of discrimination.

   Once a report is submitted, the impacted individual is contacted and may decide whether to file a formal complaint. In instances where the safety of the MU community is of concern, an investigation may proceed even when the individual refuses to participate. Privacy is important but limited information may be disclosed to fully investigate a report.

   The preferred method of reporting is through the online reporting form at: [http://titleix.missouri.edu/](http://titleix.missouri.edu/). Reports can also be made by email, phone or in person. A copy of this presentation is available at: [http://hrs.missouri.edu/docs/hrdc-presentation-12-17-15.pdf](http://hrs.missouri.edu/docs/hrdc-presentation-12-17-15.pdf)

3. Offer Letters – Peggy Spiers
   Human Resource Services is considering the addition of a signature block to the bottom of staff offer letters similar to faculty letters. Candidates would then be expected to return the signed letter to the department indicating their acceptance. Please let Peggy know what impacts HRS needs to consider when weighing this change.

4. Identifying Hires Needing to Attend NER – Kaitlyn Sadowski
   To assist departments in tracking new employees’ attendance of New Employee Registration (NER), CAPS created a query in PeopleSoft production named “CAPS_NEEDS_NER” that lists employees, within the indicated Dept ID, who are required to attend NER. Information provided includes hire Effective Date, Checklist Status and ePAF Location.

   The Checklist Statuses include NR, R and NA. Employees who have successfully completed NER will have a status of “R”. Those still needing to complete NER will have a status of “NR”. NA may be seen for an employee with multiple hires with his/her checklist being managed through another department. The ePAF location shows where the ePAF stands in processing.
5. Onboarding Requirement for J1 – Amy McKenzie
   Individuals with a J-1 visa and a DS-2019 need to have a letter from the International Center saying they are authorized to work.

6. Appt. Notification - Amy McKenzie
   The Appointment Notification Form should be generated immediately following the submission of a hire or transfer ePAF. Processors must initiate this form using the Appointment Notification Form link on the “Create a New ePAF” page. The information will automatically fill based upon the information provided on the ePAF.

7. FAQs End-of-Year Tax Documents - Amy McKenzie

   Individuals who provide eConsent by December 31st will have access to their W-2s in myHR by mid-January. Those who have not provided eConsent will have their W-2s mailed, on or before February 1, 2016, to the address on file as of December 31st. They will then have access to an electronic version in myHR on February 15th.

   If an employee has questions about accessing their W-2, or forgot their password, please have them contact the PS HR Support Desk (884-6996). If an employee has a more specific questions about their W-2, please have them contact Payroll (882-4030). When in doubt though, please send them to Payroll.

8. View Gross Pay – Amy McKenzie
   The purpose for View Gross Pay (VGP) is to assist departments with payroll reconciliation. It remains in flux during the payroll processing week and is not finalized until payroll is confirmed. VGP is available when pay sheets for the pay period have been created. These dates are indicated on the payroll calendars.

   View Gross Pay does not display off cycle payments. Review Paycheck should be used to confirm if an employee has been paid.

   Additional information on viewing gross pay can be found on the Time and Labor training page for Time Keepers: [http://www.umsystem.edu/ums/hr/peoplesoft-hr/tl_timekeepers](http://www.umsystem.edu/ums/hr/peoplesoft-hr/tl_timekeepers)

9. Research Leave and FTE – Amy McKenzie
   Individuals placed on research leave with a reduced salary need to have their FTE adjusted accordingly. The ABBR will remain full so benefit status will not be impacted.

10. HRS Training and NER availability - Amy McKenzie
    HRS is evaluating NER availability options for HRS all-staff training or meetings. Scheduling options include notifying departments of NER scheduling changes prior to training session or scheduling training sessions on a specific day each month.

11. Introduction of Makele Ndessokia – Amy McKenzie
    Makele is the newest HR Professional in the HRS office working with Extension.