1. Job Leveling Guide – Allen Johanning
   New and updated information about job details and career development within the Staff Compensation Structure are now available within this newly designed Job Code Detail page located at https://www.umsystem.edu/apps/hr/compensation/detail/compSearch/.

   Several resources are available including Leveling Guides and Hierarchy information which contextualizing how specific positions fit into the overall structure and outlines career paths available at the university. Information included in the tools provides additional explanation on roles and responsibilities of positions, which help to set clear expectations and define parameters for utilizing staff members at the appropriate level.

   Visit the Resources tab on the website for a copy of the Staff Jobs Toolkit Overview presentation along with navigation and position description guidance.

   Please notify your campus HRP if you have questions about this site or find information missing so they can assist UM System in addressing your needs.

2. Training Resources for Supervisors and Students - Amanda Nell
   The Career Center has developed two programs focused on enriching the student employment experience and helping employers become better supervisors. The SEED (Supervisors Encouraging Excellence & Development) and GROW (Guided Reflection on Work) programs provides resources and workshops to assist supervisors in all aspects of hiring, motivating and evaluating their student workforce. Information, resources and workshops can be found by visiting http://career.missouri.edu/seed.

3. Total Rewards initiative – Donna Kasper
   Total Rewards has established on-campus representatives in order to provide easy access to benefit information, educating employees on how employees can get the most out of the benefit programs.

   In the on-campus benefit representative role, Donna acts as our campus benefits ambassador, seeking to partner with departments on opportunities to integrate into the campus community to ensure benefit information is effectively communicated to employees and providing in-depth individual reviews of benefit program options to active and prospective employees.

   Donna is available to attend staff meetings, offer an information table at your location during staff events, or by individual appointments. To speak with Donna you may contact her by emailing kasperd@umsystem.edu or calling (573) 884-2350.

4. Academic Offer Letter Templates – Peggy Spiers
Updates have been made academic offer letter templates. Changes were made to the hyperlinks in the retirement section of the templates, and also in the background check section. The updated versions are now available on the HRS website. Please ensure departmental staff who draft offer letters are using the new versions.

5. Post Docs – Peggi Spiers
   It is anticipated that effective June 1, all Post Doc hiring be recorded in eRecruit with documentation, approvals and criminal background check processing will be managed within the system. The Graduate Studies office will be updating template letters and website resources accordingly. A special business process document will also be made available on the HRS website.

6. Hiring Manager Training – Peggi Spiers
   If you are aware of employees new to the eRecruit hiring manager process or employees who may need a refresher, upcoming trainings are listed and available for employee registration on the HRS training webpage: [http://hrs.missouri.edu/training/index.php](http://hrs.missouri.edu/training/index.php).

7. New CAPS staff Member – Amy McKenzie
   Beth Pekkala has been hired as the new CAPS representative in HRS. Divisional assignments will be made after she completes her training.

8. Preferred Name and Working Title in campus systems – Amy McKenzie
   PeopleSoft has a preferred name option that allows employees to request an alternative first or middle name be utilized. Last names will remain unchanged.

   Employees may contact the departmental HR or fiscal officer, via email using their university email account. The departmental HR or fiscal officer will submit this request to the CAPS representative for processing. Once processed, the preferred name will be seen in Active Directory, appear as the employee’s display name, and can be used on MU ID cards. The name displayed in PS HR and PS Finance applications will remain the employee’s legal name.

   A new employee will generally see their time sheet within 24 hours of his/her start date or after attending NER whichever is later.

    In the event an employee is placed on paid Administrative Leave at the direction of the university under HR-413, approval is required by HRS who will then work with CAPS to process a leave in PeopleSoft using the Action Reason code of PLOA PAA (Paid Administrative Absence). This is utilized for any period of absence, including leaves less than 30 days.

    The leave period is paid, is creditable under the pension plan, and follows the traditional lock out procedures for security. To pay an hourly employee the ADH time reporting code should be used in Time and Labor. The time reporting code for monthly salaried employees is ADM.

    The employee’s return from leave may be processed on an ePAF using the RLOA SJB.
11. New CAPS Service-ANF Creation - Amy McKenzie
   At the go-live of ePAF, departments were tasked with remembering to manually initiate the
   Appointment Notification Forms (ANF) for their employees. We recognize this is a burdensome
   process and one fraught with the risk of inaccuracy. Therefore, effective immediately, CAPS will
   be handling the creation of all ANFs.

   CAPS will manage the ANF process through a daily report and emails to employees to ensure
   that the ANFs are created and signed. Department representatives no longer need to create
   ANFs.

12. Athletic Tickets to Staff/Faculty - Amy McKenzie
   Positions in which athletic tickets are provided to staff or faculty for the purpose of conducting
   business, such as advancement employees and those holding chancellor staff roles or above,
   the athletic tickets would not be taxable.

   For any other employees athletic tickets are a taxable benefit and need to be reported to
   payroll and added to the employees W-2.

13. PeopleSoft 9.2 Reimplementation – Amy McKenzie
   With the 9.2 reimplementation anticipated for July 1, 2017, many suggestions are being made
   and considered for feedback in an effort to simplify the way we use the system. Amy will
   continue to bring these suggestions to HRDC meetings for feedback that she can take to the
   payroll team.
   Topics discussed in today’s meeting include:
   - Moving all employees to bi-weekly pay periods
   - Removing the monthly paid hourly employees
   - Rounding all numbers to two decimal places