Minutes  
Human Resources Development Committee  
Thursday, June 16, 2016, 1:30-3:30 p.m.  
Student Center Room 2205 A&B

1. Introduction of Kim McDonald, Sr. HR Consultant – Jatha Sadowski  
Kim McDonald joined HRS on June 13, 2016 as the shared HR Professional for School of Medicine. In addition she will be the HR contract for the Schools of Nursing & Health Professions. She brings 20 years’ experience in human resources organizational management and development and with working experience in research institutes, hospitals, and academic medical centers.

2. Introduction of Kim Jones-Jackson, Sr. HR Manager – Amy McKenzie  
Kim Jones-Jackson joined HRS on May 9, 2016 as HRPO Manager. She has nearly 12 years with the university and is coming to us most recently from the Department of Medicine.

3. FLSA Status Update – Jatha Sadowski  
The Department of Labor recently issued revised regulations updating the salary threshold for exemption from overtime from $23,660 to $47,476. A system wide compensation team is analyzing options to implement changes and comply with this federal law.

   Teaching & Medical Exemption:
   Teachers whose primary duty is teaching, tutoring, instructing, or lecturing, are not subject to the salary level requirement for exemption. On June 8, 2016, a survey was delivered to employees in academic titles that were not clearly instructional to assist in identifying whether teaching and instruction are a significant component of those positions.

   Also, under the professional exemption, employees who hold titles related to the medical profession, such as medical and vet med residents, are not subject to the salary level requirement for exemption.

   Review of GGS Ranges and Classifications:
   The $47,476 salary is a threshold and is not prorated based on FTE. The GGS 010 range minimum will be adjusted to meet the new threshold and salaries for full time employees in that range will likely be moved to the new minimum. Titles in GGS 007 and GGS 008 will likely be classified as non-exempt. The system wide compensation team is reviewing titles in GGS 009 to determine if adjustments should be made to some titles in that grade.

   Leave Accruals:
   At this time no decision has been made regarding the grandfathering of vacation accruals.

HRS is developing reports and scheduling meetings during July and August with colleges, schools and divisions to review the decisions that have been made to date, outstanding issues where final decision have not been made and issues that are unique to the division.

Jatha asked HRDC to help communicate to employees that the change to the salary test is mandated by the federal government, not the University. The University must be in compliance by December 1, 2016. The intention of the Department of Labor in recommending this change is to “put more money in the pockets of middle class employees or give them more free time.” While some employees feel that a move to non-exempt status affects their status in the organization, the designation of exempt or non-exempt is a legal designation and is not intended to impact the type or importance of the employee’s work.
4. **Direct Deposit Self-Service – Amy McKenzie**

As a result of recent phishing scams, the Direct Deposit self-service has been disabled until further security authentication measures can be added. Employees may continue to view their direct deposit information but may only submit changes using the paper Direct Deposit form. A link to this form is located on the Direct Deposit page in myHR.

New hires will still be able to enter their account information through onboarding in myHR at the time of hire. However, once hired they will no longer be able to make updates through self-service.

5. **ASIA discussion**

ASIA will be available for student increases, appointment end date updates and advancing 9 month contracts.

   **Student Increases:**
   In the past ASIA has not been commonly used for student increases because information had to be released to HR prior to divisions knowing if students were returning. There is consideration of moving the release date to August 31\textsuperscript{st} in order to allow divisions time to include student increases in the system.

   **Spreadsheet vs ASIA:**
   Data sheets in ASIA contain the list of all your employees. Because we cannot give raises to non-students there was consideration of using a spreadsheet instead of the ASIA system and performing a mass update. Because of the extra validation needs of a spreadsheet, ASIA appears to be the preferred option.

6. **Fees implemented for Off-cycle and Express Checks – Amy McKenzie**

Effective July 1 requests for payroll off-cycle payments and accounting express checks that are separate from the regular payment cycles will be assessed a $100.00 fee per request.

Some exceptions exist including business operation errors, legal obligations including involuntary terminations, non-resident alien special payments, etc. The policy and procedure is being added to the Business Policy Manual as Section 2:071.

The “Off-Cycle Payment Request form” can be found on the HRS’ Alphabetical forms listing webpage: [http://hrs.missouri.edu/forms/forms-alphabetical.php](http://hrs.missouri.edu/forms/forms-alphabetical.php). This form should accompany any corresponding ePAF actions under PAF supporting docs or emailed directly to your CAPS inbox if Time & Labor related.

7. **9.2 PeopleSoft Topics – Amy McKenzie**

Greg Stanis, Director HR Information Systems, will attend HRDC next month to present an overview of the PeopleSoft 9.2 implementation project.

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 project teams.

Please let Amy know how you use the following resources and the value these resources provide:

- T&L View Gross Pay page
- Holiday Pay Monthly (HPM) in T&L