Minutes
Human Resources Development Committee
Thursday, November 20, 1:30-3:30 p.m.
Leadership Auditorium, Student Center

1. Recruitment Update – Tim McIntosh
   
   *Posting with Inside Higher Ed and LinkedIn*

   In an agreement between MU and Inside Higher Ed, all academic openings will now also be automatically posted on Inside Higher Ed and any non-academic openings can be manually posted free of charge. When any academic opening is posted by Human Resource Services on MU’s website the same opening will be posted on Inside Higher Ed’s job list within 24 hours. Non-academic positions may also be posted with the assistance of your recruiter.

   Additionally, MU has also purchased 11 static slots on LinkedIn for positions identified as tough to fill. Use of these slots are limited and managed through Human Resource Services. Contact Tim McIntosh (mcintoshts@missouri.edu) to discuss using LinkedIn.

   **Updated Staff Requisition Form**

   The Staff Job Requisition is being updated to reflect terminology changes, remove hiring freeze language, enable data entry accommodations, and to allow departments to request one of the above alternative posting methods. The updated form should be live by January 1, 2015.

   **Compensation Data**

   Recruiters will now be sending compensation data back to the department when a posting has been approved/created in eRecruit. This will mirror what others may have already seen when requesting new positions through the HRPs. The intent is to provide you with salary parameters for your position when making salary offers.

   **Communication with Candidates**

   In order to improve the applicant experience, especially for non-selected candidates, Human Resource Services is moving towards requiring the use of the email tool (Send Correspondence) in eRecruit to communicate with all of the applicants who have applied for the position. Templates have been created for your use including a blank version for you to customize. Emails sent from the eRecruit email tool use a no-reply email address and the HRS signature line. Please contact your Recruiter if you have a particular template request and the option is not present but would be useful for you. Moving forward, all requests to extend, repost, clone, or close a requisition will require the department to contact non-selected candidates prior to the recruiter completing the request.

   **Branding**

   The Chancellor recently recorded a video segment regarding MU to be used in recruitment. This recording is a part of branding efforts to help attract candidates and support our desire to hire and retain high quality employees.

2. Harassment and Title IX Mandatory Training – Susan Groshong

   The Harassment and Mandated Reporter Training email was sent today (November 20, 2014) on behalf of the MU Chancellor. The deadline for completing these courses is January 30, 2015. Everyone is required to participate in these courses including student workers and courtesy appointments. The Chancellor’s direct reports will receive a monthly report on who has and has not completed the training.

   Harassment completion reports can be viewed by departments using Document Direct under the Preventing Sexual Harassment training report (USHR0195). The new training will report as “Harassment” under the Test Taken column. The old title, “Preventing Sexual Harassment”, will continue to display for employees who have completed the previous version of the test. At this time
testing will be required every two years. The next period will be 2016. A Frequently Asked Question document provides additional information including the potential consequences for failing or refusing to successfully complete the harassment training.

Mandated Reporter Training is being tracked by the Title IX office. Reports are being established in DocumentDirect and should be available by December 15, 2014.

3. State Minimum Wage $7.65/hr. effective Jan. 1, 2015 – Amy McKenzie
The state minimum wage will increase to $7.65/hour effective January 1, 2015. This change falls in the BIW PPE January 3, 2015. The programmatic update for increasing minimum wage will be loaded on January 5, 2015 and only affects earnings on or after January 1, 2015.

4. Annual Enrollment Preliminary Results – Amy McKenzie
We had strong response numbers coming out of the benefits annual enrollment period.
• 98.9% of the faculty and staff who were asked to make a choice or waive coverage did so with 99.7% of respondents using the myHR system.
• 45% of eligible employees elected the new Custom Network Plan exceeding the goal of 30%.
• 75% of faculty and staff made a commitment to participate in the wellness incentive exceeding the goal of 60%.

Amy would like to collect information from departments regarding the extra steps used to assist employees in enrolling online. Due to the success of this initiative the University may look to use these strategies for other efforts. Amy would like to share this information with Total Rewards. If you have a statement to share please send it to Amy.

5. Security Setup – PS access & ePAF initiator – Amy McKenzie
There is disconnect between workflow parameters and PeopleSoft security permissions that cause issues when creating ePAFs. Amy’s team will be working with one unit at a time to reduce the number of ePAF initiators that also have full COLUM accesses. Departments will be asked to review the workflow established when ePAF first rolled out. As we have become familiar with the system there may have been changes. After a review of the workflow, departments will be asked to limit full COLUM access to just 1-2 individuals at the fiscal level.

6. Paper Timesheets – Amy McKenzie
There are a large number of paper time sheets available on the Payroll website. To help clean up the website, HRDC members supported a request to have only one generic paper time sheet for BIW and the monthly absence summary on the website.

7. W-2 e-Consent – Amy McKenzie
Employees that wish to provide e-consent to receive their W-2s electronically need to do so by December 31st for their W-2 to be available electronically. They will receive communication in mid-January when the W-2 is ready for review.

Paper W-2s will be post marked no later than February 2, 2015, per IRS regulations. All employees will have access to their W-2 electronically by March 2nd. Reissues will not be processed by the payroll office prior to March 2, 2015. Employees will need to wait until March 2nd when they can access their W-2 electronically in myHR.

Amy is reviewing a report that departments can use to track individuals who have not e-consented. Departments may be able to use this report to encourage employees to make the selection.

8. Extra Compensation Changes – Amy McKenzie
In a previous audit it was determined that the OTH earn code was used too much. Though MU was using it appropriately, a new code has been created to assist in limiting the usage. Effective January 1, 2015 the EXT earn code will be used for extra compensation as outlined by policy HR-214 Extra Compensation. OTH will remain active for other payments but will require HRS approval. The ACA extension extra comp codes will be inactivated.

OTH codes will continue to be used through December. In the event an employee has an OTH payment set-up crossing into the new calendar year, the CAPS center will change this code to EXT beginning in January.

A new process under consideration is allowing one-time payments to continue to be processed as additional pay and having reoccurring payments managed with a concurrent appointment. Questions or issues to consider should be submitted to Amy ASAP.

9. Lump Sum Payment Earn Code – Amy McKenzie
   September increases for employees who were at or above the max used the MLS (Merit Lump Sum) earn code. November exceptional performance increases used the AWD (Award) earn code. These payments were processed directly within the off-cycle paycheck, not through additional pay. To view these payments you will need to view the paycheck information.

10. Overpayments – Amy McKenzie
   If an employee is repaying an outstanding overpayment via a personal check it must be received by December 19th. If the employee is choosing payroll deduction, the request to deduct must be submitted to payroll in time to process on the BIW ppe 12/6/14 or the MON ppe 12/31/14. If an employee wishes to make payments after these dates they may do so. However, the W-2 will not show the correction. The employee will need to reference a W-2c.

11. Holiday Payroll deadlines – Amy McKenzie
   Please see the list of important dates (and times) below:
   - Friday, 11/21 – BIW Time Admin starts running; Runs at 6:30am, 10:30am, 2:30pm
   - Monday, 11/24 – Preliminary Reports will be sent to departments
   - Tuesday, 11/25 – Approvers should complete approvals by close of business
   - Wednesday, 11/26 – Approval Lockout at NOON; Payroll staff locked out at 2:00pm for payroll confirmation

   This is the same process that will be followed for Christmas week and the processing of ppe 12/20/14. The monthly pay date for December is currently scheduled for December 24th.

12. Related Content in Time and Labor – Amy McKenzie
   Last month the Related Content arrow was introduced to HRDC. This tool has been added to the Time and Labor system allowing the user to access the Payable Time Detail search page. They are working on a related content connection between Approved Time and the Time Sheet.

13. Use of Evaluate view to approve ePAF – Amy McKenzie
   It has been discovered that when an ePAF is recycled the ePAF is removed from the Worklist page, but not the Evaluate page. This creates an issue for users who reference the Evaluate page for processing ePAFs such as the CAPS team. HRDC attendees did not indicate significant use of the Evaluate page so this does not appear to be a major issue for departments. Amy will take this information back to the HRIS team to decide how to appropriately modify the Evaluate page.