1. Announcement for items that missed the agenda
   - New Non-Resident Alien Taxation Specials – Will Drath
     i. Please continue to email MU HRS NRA Tax Office for non-resident questions. This is a resource account that has a part-time position handling routine responses and actions and Amy has access to be able to provide backup.

2. Graduate Assistantship Positions
   *Pertains to the Graduate titles listed at: [https://gradstudies.missouri.edu/financials/tuition-support-program/eligibility/qualifying-titles.php](https://gradstudies.missouri.edu/financials/tuition-support-program/eligibility/qualifying-titles.php)*
   Job code 4710, Graduate Assistant, is not eligible for an assistantship and therefore not included in this discussion.
   - 10 month appointments – Reminder of Jeni Hart’s 3/6/18 email. Beginning August 2018, 9 month assistantships should be paid out over 10 equal installments.
     i. ePAF hire date should be 8/1/18 and termination date should be 5/31/18; CAPS cannot adjust dates and therefore will need to recycle for department correction
     ii. Individuals should attend NER by 8/21 to be able to receive their August pay on 8/31

3. Bayh-Dole Compliance
   (See attachment with agenda email)
   - Google reference: legislation regarding intellectual property arising from federal government-funded research.
   - Added to Onboarding email for all employees – asking them to acknowledge, but no requirement
   - For existing employees, if you fall into any of the categories listed you will be automatically taken to this page each time you login to myHR until you acknowledge it
     i. Anyone being paid out of Grant Funded Accounts (Fund Accounts: 2100 – 2299), OR
     ii. Anyone in Salary Admin Plan = T&R or UNC, OR
     iii. Anyone with “Research”, “RSRCH”, “RESRCH” in their Job Title
   - Can “snooze” the reminder for 24 hours
   - Contact email update – The email address for questions noted in this sample is incorrect:
     i. Use um-research@umsystem.edu
   - Migrated into myHR on Friday 8/17/18

4. Moving Expenses
   (See attachment with agenda email)
   - Due to new tax law put into place January 2018, we have had to change how moving expenses are processed
   - Instead of expense reimbursements or direct bill capabilities, a moving allowance may be authorized, see [HR-103](#)
     o Not to exceed 5% of annual salary or $10k, whichever is less
Agenda
Human Resources Development Committee (HRDC)
Thursday, August 16, 1:30-2:30 p.m.
MU Student Center, 2501 Leadership Auditorium

- Repayment Agreement is required
- Cannot be paid prior to effective date of hire
- Process using ePAF – Additional Pay
  - Attach Repayment Agreement
  - No need to attach offer letter as it should be with the Hire ePAF

Moving Expenses continued
- Handling reimbursements made based on offer letters prior to 8/1/18
  - If letter is silent to tax, reimbursement will be grossed up
  - If letter mentions reimbursement is taxable, the taxable amount will be spread over 3/6 checks depending on pay group and pay days remaining in the tax year

5. ASIA and Promotion/Tenure
- Reminder that CAPS is processing Promotion/Tenure after ASIA loads – *do not include this amount in your ASIA increase for the faculty member*
- Process as many annual increases as you can through ASIA
  - Those that are 5% require approved JFI and we will audit for that after ASIA has loaded.
- Expect ASIA loading to occur last week of August through 9/4 (Amy’s out of town starting 9/5 so datasheets released late may not get in)