HRSAADI News
PROVIDED BY MISSOURI S&T'S HUMAN RESOURCE SERVICES, AFFIRMATIVE ACTION, DIVERSITY AND INCLUSION OFFICE
JUNE 2014 EDITION

Human Resources

Americans with Disabilities Act

The Americans with Disabilities Act was signed into law on July 26, 1990 and prohibits discrimination against and guarantees that people with disabilities have the same employment opportunities as people without a disability.

Missouri University of Science and Technology is committed to providing educational opportunities for all academically qualified students; employment opportunities for qualified individuals for faculty and staff positions; and reasonable accommodations to ensure equitable access to its programs and services for individuals with disabilities in compliance with the American with Disabilities Act.

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment or is regarded as having such an impairment. A qualified individual with a disability is a person who satisfies the requisite skill, experience, education and other job related requirements of the position.

If you need an accommodation to perform your job successfully there is a form you must complete located at http://hrasadi.mst.edu/aa/ada. This should be turned into Mitch Darknell at 113 Centennial Hall or darknellm@mst.edu. If you have questions about ADA accommodations you can get more information on the webpage above, or by contacting Mitch Darknell.

Upcoming Trainings and Workshops

The work life balance workshop will help you to realize the benefits of work life balance, recognize the signs of an unbalanced life, improve time management and goal setting, manage stress, identify methodologies to avoid burnout and help you determine what works for you! It is a lunch and learn so bring your lunch! Located in Library room 203, June 6 from 12-1pm.

The diversity and inclusion hiring workshop will help those involved in the interviewing and hiring process learn best practices and how to be aware of their biases. The training will cover interviewing techniques and how to be more diverse and inclusive in the hiring process. This training will be held in the Turner Room in the Havener Center, June 4 from 9-11am.

Helpful reports in MOBIUS

If you have departmental access in PeopleSoft you should have access to several helpful reports on MOBIUS Direct Document. MOBIUS Direct Document contains several different departmental reports.

One of the reports that might be helpful to departments is the Leave Accrual Report, ID USHR0086. This report will show you the leave accruals for all employees in your department, and can help you keep track of individuals leave time.

Another helpful report is the Preventing Sexual Harassment Training Completion Report, ID USHR0195. This report allows you to see who has taken the PSH training in your department and the date they took it. This will allow you to make sure employees are in compliance, and track when they need to retake the training.

There are several other reports available including the Expense Distribution report which is used to reconcile payroll. To view a complete list of reports you can go to https://it-training.missouri.edu/peoplesoft/HR91/HRSecurityDocument.pdf. The departmental access reports are located under the OA section.

If you are new to using MOBIUS a complete training guide is located at https://doit.missouri.edu/services/training/online-training/enterprise-apps-training/documentdirect.html.

If you have departmental access but cannot access the MOBIUS reports please contact Connie Hudgens at connieh@mst.edu.

Human Resources

Direct deposit changes temporarily unavailable on myHR

Employees will NOT be able to change their direct deposit information in myHR until some updates are made in a couple months.

If an employee needs to change their direct deposit, they will need to complete the direct deposit form and attach a voided check and it will have to be manually data entered by the HRSAADI office.

New hires and re-hires will still be able to enter their direct deposit information in the onboarding application.

If you have questions about this you can contact Connie Hudgens at ext. 4186. If you complete the form for changing your direct deposit please bring it to the HRSAADI office at 113 Centennial Hall.
A new blog is available to UM faculty and staff. Launched on May 19, it provides information on topics related to the myTotal Rewards package, including benefits, compensation, retirement, and wellness programs. The Let's Talk Total Rewards blog is a place where the university community can learn about plan options and share ideas. Visit the blog, read articles daily and tell us what you think!

What are your questions concerning faculty and staff pay? What are your thoughts about the medical, dental and vision plans available to UM faculty, staff and/or retirees? How are you saving for retirement? What classes and resources could help you adopt a healthier lifestyle? These are just a few of the ideas and questions we hope to talk about with you. Access the blog at: http://www.umsystem.edu/newscentral/totalrewards/

Let’s Talk Total Rewards  
engaging our university community

Wellness

Let's Talk Total Rewards--visit the new blog about UM faculty and staff benefits and retirement

Thank you Staff Council!

A big thanks to Staff Council for putting together a fun staff day for everyone. We appreciate your hard work you do year round and all the work you put into staff day.

Have a PeopleSoft Problem?

If you are having problems with PeopleSoft please report them. The issues cannot be addressed if the Support Team is not notified. Even if it’s something as small as the program running slow the support team would like to know about it. You can reach the PeopleSoft support team at: http://hradata.mst.edu/hr/staff

Diversity & Inclusion

How to be more inclusive in the workplace

One of the Universities values is inclusion. In our values we state that we are an inclusive, welcoming community. We seek to build a creative learning environment marked by openness, understanding and valuing all people and perspectives. I think that most people would agree that we are a welcoming campus, we are kind to others, but that doesn’t always mean we are being inclusive. Here are some ways to go beyond nice and reach inclusiveness in the workplace.

At S&T we have employees that come from many different places. Getting to know about where your coworkers come from, whether it's somewhere else in the US or in the world is a great way to be inclusive. Getting to know about some of their favorite traditions, workers come from, whether it’s somewhere else in the different places. Getting to know about where your co-workers come from, might be key to connecting with them.

Another way to be inclusive is to do some departmental activities that are just for fun and for everyone to take part in. It could be celebrating each person’s birthday, or having a pot luck once a month giving everyone a chance to relax. These small things can make a big difference in bringing a group together, and giving employees a break from work and a chance to relax.

We appreciate your hard work you do year round and all the work you put into staff day. We appreciate your hard work you do year round and all the work you put into staff day.