**Your Human Resource Services, Affirmative Action, Diversity and Inclusion Department**

Shenethia Manuel - Associate Vice Chancellor and Campus Title IX Coordinator Ext. 4246: Responsible for the strategic direction of HRSAADI and our overall policies

Karen Chapman - Manager of Compliance Ext. 4243: Handles employee relations issues, affirmative action, Title IX investigations, and policies and procedures

Cady Holmes - Human Resource Specialist II Compliance: Ext. 6314: Handles employee relations and processes, FMLA, assists with employee relations and Title IX, creates affirmative action plan

Everett McDaniel - Manager of Recruitment and Compensation: Ext. 4062: Oversees E-recruit, compensation, reclassification of jobs, and all recruitment processes

Brittany Cass - Human Resource Specialist II Recruitment: Ext. 4886: Works on the e-recruit process, posts departmental ads, back up for E-recruit

Connie Hudgens - Manager of Benefits and Payroll: Ext. 4186: Oversees benefits and payroll, handles retirements and terminations, oversees ePAF processes, and PeopleSoft security access

Debbi Gleason - Human Resource Specialist Benefits: Ext. 4382: Handles benefits, open enrollment, benefits questions, and changes

Marcia Lane - Human Resource Specialist and NRA Tax Specialist: Ext. 4926: Handles payroll, time and labor, taxes, W-4s, W-2s, non-resident alien tax exemptions, leave accruals

Wanda Vance - Human Resource Specialist and NRA Tax Specialist: Ext. 4275: Handles ePAFs, data entry, student paperwork, name changes and backup payroll

James Tharp - Program Analyst: Ext. 4879: Collects data for projects, runs queries, generates reports

Anitra Rivera - Employee Assistance Practitioner: Ext. 4632: Helps with training, organizational and professional development, employee relations

Barb Schubring - Administrative Associate: Ext. 4920: Manages Associate Vice Chancellor’s Calendar, verification of employment, coordinates meetings and events

On the web at: hradi.mst.edu/hr/staff

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**Important Dates**

- **March 3:** Diversity and Inclusion Training
- **March 13 & 14:** Spring Break
- **March 20:** Diversity and Inclusion hiring training
- **March 29:** Spring Break

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**HRSAADI** has started a new Diversity and Inclusion training for all faculty and staff involved in hiring.

The two-hour training is presented by Brittany Cass human resource specialist II, recruitment, and Anitra Rivera, employee assistance practitioner.

The training focuses on defining diversity, inclusion and unconscious bias. Personal biases are introduced through the “implicit association” test and methods to minimize personal bias during the search process are delineated in the training. The training will also provide recruitment strategies, interviewing tips with practical application, and tips to create an inclusive and welcoming environment.

Prior to attending this training you will need to take the implicit association test. You can access the test by following this link:

[https://implicit.harvard.edu/implicit/](https://implicit.harvard.edu/implicit/). It is best to access the test via a desktop or laptop computer as you will not be given all the test options on smaller devices. You may select any of the IATs to complete but the IAT’s more relevant to the search process are:

**Gender-Science:** This IAT often reveals a relative link between liberal arts and sciences and between science and males.

**Race:** This IAT indicates that most Americans have an automatic preference for white over black.

**Gender-Career:** This IAT often reveals a relative link between family and females and between career and males.

**Age:** This IAT requires the ability to distinguish old from young faces. This test often indicates that Americans have automatic preference for young over old.

W-2s available online for everyone

As of February 17, reprints of all employees’ W-2s are available online.

You can access your W-2 online by logging on to your MyHR at [myhr.umsystem.edu](http://myhr.umsystem.edu) and going to the Payroll and Compensation section.

Here you may also consent to receiving an electronic W-2, put in a reissue request, and adjust your state and federal W-4s.

If you have any questions concerning your W-2 or payroll please contact Marcia Lane at ext. 4926.
Did you know that heart disease is the leading cause of death for both men and women? It is also the leading cause of death for coronary heart disease due to heart attack, angina, heart failure, and arrhythmias. Healthy for Life wants you to know that there are things you can do to prevent heart disease. Start taking small steps toward healthier lifestyle choices by eating a healthy diet; maintaining a healthy weight; exercising regularly; monitoring your blood pressure; not smoking; limiting alcohol use; getting your cholesterol checked and managing chronic health conditions such as diabetes. For more information on American Heart Month visit the CDC website [http://www.cdc.gov/features/heartmonth/](http://www.cdc.gov/features/heartmonth/).

Healthy for Life can help you learn more about your health risks and earn $100 in your final May paycheck. In 2014, active U Missourians who complete the two simple steps below can earn your $100 Wellness incentive in your final May paycheck by completing two simple steps:

**Step 1:** Create a Personal Health Assessment (PHA) to learn more about your health risks. Start by creating your Center Health Account, or log into your existing account by visiting [https://www.myLearn.umsystem.edu/](https://www.myLearn.umsystem.edu/).

**Step 2:** Schedule your Health Screening and learn your health numbers. You can schedule your free health screening at a convenient time and location on campus through your Center Health Account. Or you can visit your doctor. You can use results from your annual physical exam obtained May 1, 2013 through April 30, 2014.

Healthy for Life wants to help you take steps toward improving your health! Healthy for Life has created a new Missouri S&T campus specific wellness page to help you find wellness programs and resources. Visit [http://hraadi.mst.edu/wellness/](http://hraadi.mst.edu/wellness/) to take steps toward improving your health. In addition, Ryan Claus, Wellness Coordinator, can come to your department to help educate the faculty and staff at Missouri S&T about the employee Wellness Program. Contact Ryan Claus [clausry@mst.edu](mailto:clausry@mst.edu) to schedule a 15-minute presentation for your department.

Performance Appraisals—What you need to know

Performance Appraisals are an important part of management. They help employees know how they are doing, where they need to improve, and how they can grow to achieve more. For managers these are important training tools that provide a structure to help coach employees and help them develop and add value to the University and to their department.

It is important for both the employee receiving the appraisal and the manager giving the appraisal to understand how the appraisal works. If a manager doesn’t know how to appraise an employee properly he or she is not helping an employee to improve. Supervisors may give employees a false sense of confidence by grading too high, or by grading too low and create a morale issue.

**Timeline**

Performance appraisals are to be given once a year. HRSAAI recommends conducting all of your appraisals at the same time. We recommend you do your appraisals in March. There is a timeline to review at [hraadi.mst.edu/hr/performanceManagementSystems/](http://hraadi.mst.edu/hr/performanceManagementSystems/).

**For Managers**

Managers need to review the Appraiser’s Guide located at [hraadi.mst.edu/hr/performanceManagementSystems/](http://hraadi.mst.edu/hr/performanceManagementSystems/).

This guide will cover what you need to know about how to conduct the appraisal interview, what the competencies are, what each number on the rating scale from 1-5 means in terms of job performance, and how to review this information with your employee.

**For Employees**

Employees should review the Employee Guide located at [hraadi.mst.edu/hr/performanceManagementSystems/](http://hraadi.mst.edu/hr/performanceManagementSystems/) on how to evaluate yourself and what you should expect from the appraisal with your manager, what competencies you are being rated on, what each number on the rating scale from 1-5 means in terms of job performance, and how the appraisal is designed to help you become a better employee.

It is important for managers and employees to understand the purpose of the performance appraisal and how to use this tool properly. Once performance appraisals have been completed, please send the original to Cathy Holmes at the HRSAAI office at 113 Centennial Hall to be put with the employees file.

If you have questions about the performance appraisal process please contact Karen Chapman at ext. 4243.

Update to H1B Visa information on website

Under HRSAAI website there have been updates to the H1B Visa page. You can access the website at [http://hraadi.mst.edu/hr/h1b/](http://hraadi.mst.edu/hr/h1b/).

There is now more information regarding how a visitor can become a permanent resident in the United States.

**myLearn**

myLearn has many different courses covering many different topics. Each month we will spotlight a course on myLearn for you so you can get familiar with the program and use these great training tools.

On myLearn there is a group of courses called Productivity Packs. Each is focused on a topic that helps with productivity. Each Productivity Pack has several courses on the topic and you must complete 3 courses to complete the Pack. Some of the Packs are Time Management, Listening Effective, Work-Life Balance, and Presentation Skills.

Each one of the Productivity Packs has a simulation where you can put the skills you learned to the test by working through scenarios and seeing the outcomes. In the simulations you are in a workplace interacting with other employees and seeing how your actions affect the situation. This is a fun way to put what you learned to work and see the difference it can make.

Check out the Productivity Packs and all the other courses by logging in at [http://myhr.umsystem.edu](http://myhr.umsystem.edu) and going to myLearn under the personal information section.