**Human Resources**

**New staff compensation structure**

Nearly four years after initiation of its pilot program, the Global Grading System, also known as the Staff Compensation Structure, is nearing full implementation.

In October 2013, Missouri S&T began using the Staff Compensation Structure (SCS) to set the salary of newly hired employees and maintain current employees who moved to other positions. We ensured that all employees were hired at least at the minimum of their SCS grade.

Initially, Missouri S&T had planned to gradually increase the salaries of employees who are affected by the SCS over three years. However in January 2014, campus leaders decided that the crucial investment in our employees couldn’t wait that long. In February 2014, Missouri S&T brought all employees up to the minimum SCS salary grades.

Now we are approaching the next significant milestone to the SCS – implementation.

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**Staff compensation continued**

relationship to U.S. Bureau of Labor Statistics Standard Occupational Codes (SOC) and the implementation of a consistent 6-digit code across the entirety of the current title structure.

Soon all University of Missouri business units will report using 6-digit SOC data – providing consistent reports across the UM System.

More than 6,000 current titles were mapped into the new global title structure reducing the number of titles to roughly 750 global titles. When fully implemented the University of Missouri will eliminate the unwieldy compensation structure of more than 1,000 salary ranges, and will instead use a broad-band salary structure with 16 salary ranges and salary ranges for university executives.

By the end of April, Missouri S&T will begin using the new job codes and global titles. All Missouri S&T employees are currently in the SCS salary structure for their respective job codes, so the move will not affect your pay.

To better explain the Staff Compensation Structure to employees, HRSAADI has scheduled an information presentation by a University of Missouri System Compensation Consultant. Three opportunities to attend the presentation will be held on April 24, 2014. The meetings will be held in the Missouri / Ozark Room in the Havener Center at 9:30am, 11:00am and 1:00pm.

We want to emphasize that as a result of this effort:

No one will lose pay

Job duties will not change

While some consolidation of job titles will occur, no positions have been eliminated.

More information, including the list of new SCS job codes and job titles, is available on line at:

http://hrsaadi.mst.edu/hr/compensation/.

**College and University Professional Association for Human Resources Conference**

Many members of the HRSAADI team will be attending the CUPA Midwest Conference May 4-6. The conference will take place in Kansas City and is an opportunity for Human Resource Professionals that work in Higher Education to come together and share ideas, and discuss challenges, changes, and best practices.

Topics of this year’s conference will cover the Affordable Care Act, Diversity Awareness, and Creating Powerful Communications by being Self Aware just to name a few.

Our team members are excited to go to this conference and bring back new information and ideas that we can put to work here on our campus.

**New HRSAADI employee**

Human Resources Services, Affirmative Action, Diversity and Inclusions welcomes new employee Barbie Spencer. Barbie joined the team on April 14th and is our new secretary. Barbie will work the front desk, answer calls, help with new student hires, and assist Wanda Vance with processing ePAFs. If you need assistance from Barbie she can be reached at ext: 7016 or at spencerbar@mst.edu.

**New look to myHR**

myHR will soon be updating some of its tools to enhance the user experience. Much of this will be a behind the scenes upgrade, however, it will impact you in two ways:

1) the system will be down May 2 through May 5 during this upgrade so you will not be able to log in during this timeframe
2) there will be changes in the appearance of myHR including:

- The homepage will feature a different look and may now offer easier access to the different sections of myHR.
- The navigation menu (Favorites & Main Menu) will now be located at the top of the screen and this menu will be clickable only. The ‘hover and appear’ menu will go away.
- The overall color scheme has changed.

We will be looking to further enhance the usability of myHR over the upcoming year and we welcome your suggestions. Please send suggestions to the HR Service Center, PeopleSoft Support at ums supremport@umsystem.edu.
May is national physical fitness and sports month

People of all ages and body types can benefit from regular physical activity. National Physical Fitness and Sports Month is a great time to spread the word about the benefits of getting active (U.S. Department of Health and Human Services, 2014). This May, during National Physical Fitness and Sports Month, Healthy for Life encourages you to make small changes, like taking a walk before/after work, sign-up for a gym membership or the pedometer/odometer program, participate in a fitness class, or go for a bike ride.

Here are just a few benefits of physical activity:

- **Children and adolescents** – Physical activity can improve muscular fitness and bone and heart health.
- **Adults** – Physical activity can lower risk for heart disease, type 2 diabetes, and some types of cancer.
- **Older adults** – Physical activity can lower the risk of falls and improve cognitive functioning (like learning and judgment skills).


Join the Governor’s 100 Missouri Miles Challenge

Whether you run, walk, ride, swim or roll, there is a trail or other outdoor venue that can help you meet the 100 Missouri Miles Challenge. Join Governor Nixon in the second year of the challenge, and enjoy the benefits of physical activity and Missouri’s award-winning trails.

Even if it’s just one or two miles to begin with, it doesn’t matter how small you start as long as you’re participating. From the paved trails that make a great spot for a sunset stroll to a challenging hike through the wilderness, from paddling on Missouri’s water trails to a bike ride along the Katy Trail, there are options for all ages and activity levels.

Last year’s challenge was a huge success. Missourians completed over one million miles of physical activity—activity that triggers endorphins, promotes relaxation, prevents anxiety and depression, improves muscle mass, and improves your balance. Visit the 100 Missouri Miles website to find a trail, find an event and more.

Getting and staying motivated to change health habits

Whether you are trying to control your blood sugar, lose a few pounds or lower your cholesterol, here are some tips that Lynda Johnson, nutrition and health education specialist with University of Missouri Extension, says can help you stay motivated toward your goal.

1. Cherish yourself and your health
2. Commit to change. Be willing to move in a new direction.
3. Have confidence. Believe in yourself and your ability to change. Have a “can do” attitude.
5. Be creative.
6. Find a cheerleader.
7. Celebrate your progress. There is much more to read on this topic published by Missouri Extension. Visit http://healthfinder.gov/NHO/HealthArticles/Health60.htm for more information.

Diversity & Inclusion

Missouri S&T now has a Diversity and Inclusion webpage. This web page was developed by the Chancellor’s Committee on Diversity and Inclusion. The page is meant to be a one stop shop for students, staff and faculty for all things diversity on our campus. There is a list of events, links to different diversity groups, and also a place to report an issue if you ever see a problem on campus. The webpage is diversity.mst.edu and the link to the webpage is located at the very bottom of any mst.edu webpages. The webpage to report an incident is http://chancellor.mst.edu/diversityandinclusioncommittee/incidentreport/. This report is for anyone to use if they experience or see some sort of discrimination, bias, or unfairness on campus. This form can be filled out anonymously. Any report received will be responded to by the HR/ASAADI to address the issue and to take measures to ensure it does not happen again.

If you just have a questions, suggestions, or would like more information about something on the diversity page you can e-mail diversity@mst.edu.

Wanda Vance: Human Resource Specialist and NRA Tax Specialist: Ext. 4275: Handles ePAs, data entry, student paperwork, name changes and backup payroll
James Tharp: Program Analyst: Ext. 4879: Collects data for projects, runs queues, 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
Michelle Darknell: Human Resource Assistant: Ext. 6329: Handles FMLA, runs preventing sexual harassment compliance report, assists with ADA accommodations for faculty, staff, and events, assists with committee work
Janet Wardferry-Pford: Human Resource Specialist I Recruitment: Ext. 4611: Handles the E-recruit process, posting jobs, managing the approval chains, making job offers, assisting with new employee orientation
Barbie Spencer: Secretary: Ext. 7016: Handles Data Entry, ePAs, student paperwork, direct deposits, student workshops, schedules conference rooms

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

Updated HRSAADI Staff Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Marcia Lane</td>
<td>Human Resource Specialist I</td>
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<td><a href="mailto:humanresource@mst.edu">humanresource@mst.edu</a></td>
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Diversity and Inclusion webpage for S&T