

Unit Missions

HR Mission Statement

Mission statement

"To contribute to Delta State University's strategic and operating success, and enhance the quality of work for all our employees."

Human Resource Foundation Principles

- Understand the business environment in which we perform
- Protect the dignity of our employees
- Demonstrate a true service orientation
- Pursue innovative approaches to human resource management
- Practice teamwork and mutual support within the human resource function
- Demonstrate principled leadership
- Act with integrity and high ethical standards.

Human Resource Strategic Plan

- Ensure a working environment that emphasizes open communication, respect for the individual, and a healthy balance between work, personal, and family life; and a work environment which ensures that employees derive a sense of accomplishment, contribution, and pride from their association with Delta State University.
- Establish a culture that values individual diversity, and emphasizes developing employees and their leadership capabilities.

Related Items

There are no related items.

User Outcomes

HR 01: UO Timely Processing of Job Postings

Start: 7/1/2012

End: 6/30/2013

User Outcome

Job postings will be processed within two business days from the creation of a job posting to the time Human Resources receives approval to post an announcement. The job posting automated through PeopleAdmin will enhance institutional effectiveness and to assure high-quality, diverse faculty and staff are recruited.

Data Collection (Evidence)

- Data collection will begin each new fiscal year and will be analyze three to four times a year to ensure positions are posted within two days from date of approval.
- Modifications will be made and research will be conducted to determine why job postings are not processed within two business days and documented accordingly.
- PeopleAdmin will record when a job is initiated to the time it is posted.

Results of Evaluation

In the table below are the number of days lapsed between the time the job announcement was created to the date it was posted.

Day	Number	Percentage
Same Day	31.00	27.68%
1 Day	22.00	19.64%
2 Days	5.00	4.46%
3 Days	8.00	7.14%
4 Days	15.00	13.39%
5 Days	8.00	7.14%
6 Days	4.00	3.57%
7 Days	4.00	3.57%
8 Days	2.00	1.80%
9 Days	0.00	0.00%
10 or more Days	13.00	11.61%

112 job announcements were posted from July 2012 – June 2013

- 51.78% job postings were processed within 2 business days or less.
- 48.22% job posting were processed 3 days or greater.

 Job Posting Data

Use of Results and Recommendations

Results show that 51.78% of the job announcements were posted within 2 days from the time the position was created in PeopleAdmin to the time Human Resources received notification that a job was eligible to post. With the implementation of PeopleAdmin, the evaluation system has been altered from the original way data is collected. A department head can create a position and then wait to move the job announcement to the next approver. Depending on the circumstances, a position can remain in the queue for days until the next approver has logged in the system to approve the job announcement or until the department head is ready to move the position along. Documentation is needed to address the issues as to why job announcements are created and not routed to the next approver in a timely fashion. With the proper training and assistance, the number of days to create and post a position will decrease. Recruiting guidelines and policies are established to ensure that an approved position is posted within two business days. Human Resources is committed to enhancing institutional effectiveness by ensuring qualified candidates are recruited and hired.

Related Items

There are no related items.

HR 02: UO Timely Processing of Employment Action Forms

Start: 7/1/2012

End: 6/30/2013

User Outcome

Employment Action Forms (EAF) forms are processed within three business days from receipt. By processing Employment Action Forms within three days will enhance institutional effectiveness and to assure high-quality, diverse faculty and staff are recruited and retained.

Data Collection (Evidence)

- Excel will be used to record the date the EAF form is received and the date it is processed. Excel will calculate the number of days to process an EAF form.
- Data collection will begin each new fiscal year and will be analyze three to four times a year to ensure Employment Actions Forms (EAF) are processed within three days from date of approval.
- Modifications will be made and research will be conducted to determine why Employment Actions Forms (EAF) are not processed within three business days and documented accordingly.

Results of Evaluation

966 (97.98%) EAFs were processed on the same day of receipt or when eligible to process

11 (1.11%) EAFs were processed within 1 day of receipt or when eligible to process

0 (0%) EAFs were processed within 2 days of receipt or when eligible to process

2 (.20%) EAFs were processed within 3 days of receipt or when eligible to process

6 (.61%) EAFs were processed within 4 days of receipt or when eligible to process

0 (0%) EAFs were processed within 5 days of receipt or when eligible to process

1 (.10%) EAFs were processed within 6 days of receipt or when eligible to process

986 EAF forms were processed from July 2012 - June 2013.

99.29% EAF forms were processed within 3 business days or less.

.71% EAF forms were processed 4 days or greater.

 EAF Form Tracking Data

Use of Results and Recommendations

Results show that 99.29% EAF forms were processed within 3 days of receipt or when they became eligible for processing. Correct documentation attached, bi-weekly payroll cycle completed, and/or proper tax forms received are circumstances that would require Human Resources to hold an EAF form until it becomes eligible for processing. Results show that Human Resources is dedicated to ensure all status changes and new employees are processed timely and efficiently. With the addition of the Employment and Benefits Administrator processing the EAF forms, the number of processing days have been reduced. Human Resources will continue to process EAF forms that are submitted before the payroll deadline within three business days to ensure that the employee(s) is/are timely paid and/or changes to the employees' accounts are reflected within a particular payroll cycle. Continuous trainings will be provided to department heads on the proper paperwork needed in order to process the EAF forms correctly. Delays in processing forms are due to incorrect paperwork or no paperwork, such as I-9 forms, tax forms, etc. being submitted with the EAF.

Related Items

There are no related items.

Unit Goals

 **HR 2013_01: Training and Services**

Start: 7/1/2012
End: 6/30/2013

Unit Goal

Determine the services and trainings employees would like Human Resources to provide and design/present the training program.

Evaluation Procedures




Conduct a survey prepared by Institutional Research and Planning to determine trainings and services needed. Human Resources will research and present the various trainings to employees. Training manuals will be provided. The Human Resources Strategic Training Seminar handbook will be updated.

Actual Results of Evaluation

A survey was created to evaluate Human Resources customer service and to seek interest in benefits, services, and seminars/sessions. Institutional Research and Planning will conduct the survey through Survey Monkey to solicit opinions anonymously fiscal year 2014.

The Human Resources Strategic Training Manual was updated with in May 2013 and trainings were conducted on June 5-6, 2013 to department heads. Training handouts were given to each participant. A complete manual is available in the Human Resources Office



PeopleAdmin and entering Leave Time through Banner trainings were held on June 3-4, 2013 to timekeepers, hiring managers, department heads, and other users as needed. Training handouts were given to each participant.



-  HR Strategic Training Manual
-  PeopleAdmin Handout
-  PHATIME Handout

Use of Evaluation Results

Human Resources provided improved communication and benefit services to the campus and is viewed as a strategic partner. Recruiting guidelines were given to department heads to ensure hiring practices and EEOC guidelines are followed. Departments are informed and trained on how to post and close positions and enter leave time according to state laws.

Related Items

-   [SP3.Ind04: Technology training](#)

-   [SP3.Ind10: Personnel Training -- HR and other](#)

 **HR 2013_02: Recruit, Retain, Diverse Employees**

Start: 7/1/2012
End: 6/30/2013

Unit Goal

Human Resources will seek to assist departments in their efforts to recruit, retain and develop a diverse faculty and staff who possess the core competencies needed for personal and institutional success.

Evaluation Procedures

- Development of strategies to retain quality faculty and staff; increase diverse publications for job postings; and, increase percentage of minority faculty by 21 percent by end of FY 13.
- Treat every employment decision as an opportunity to hire or promote.
- Review Delta State University's Affirmative Action Plan to ensure recruitment and promotion efforts are in compliance with the stated affirmative action goals and assisting managers with good faith efforts toward achieving affirmative action goals and objectives.
- Develop tools and techniques that managers and administrators can use to assess and improve their efforts to recruit, hire, train, promote, and retain individuals from diverse groups.
- The Human Resources' website is updated with comprehensive information regarding recruiting and retaining minorities for compliance with Affirmative Action.

Actual Results of Evaluation


Minority employees increased/decreased in the table below.

Category	% Increase
Full-time Faculty	6.90%
Part-time Faculty	33.34%
Part-time Staff	25%
Graduate Assistants	81.25%

Category	% Decrease
Full-time Staff	5.98%

Overall, minority employees increased by 1.16% for faculty and staff and 2.3% with graduate assistants.

Attached in the document are tables with minority data from 2007-2012.



 2007-2012 Minority Data

Use of Evaluation Results

Actively pursue minority in diverse publications by publicizing job announcements through under-represented communities, diverse agencies (historically minority schools), diverse publications and online venues that target under-represented applicants. Seek suggestions from department chairs/deans for minority recruiting in the respective discipline. Actively use Human Resources' Facebook page to post job positions. Place a comment box to solicit feedback from faculty, staff, and students.

Continue discussion of creating a Chief Diversity Officer position and a Diversity Department to assist with increasing diversity and providing diversity education for faculty and staff.

Related Items

  [SP3.Ind01: Faculty and staff hiring](#)

  [SP3.Ind05: Retention of personnel](#)

  [SP3.Ind06: Diversity](#)

  [SP3.Ind10: Personnel Training -- HR and other](#)

HR 2013_03: HR Procedure Manual and Data Integrity

Start: 7/1/2012

End: 6/30/2013

Unit Goal

Develop a Human Resources procedure manual for data entry, office functions, data and integrity standards, and processes. Provide training for employees for Banner data entry.

Evaluation Procedures

The Human Resources staff will detail each job function and create a manual in order to create better efficiency within the office. Written data and integrity standards will be created to ensure information entered into Banner is in a consistent manner.

Actual Results of Evaluation

Due to workload, litigations, compensation study, and other projects and trainings, a procedure and data integrity manual was not created.

Use of Evaluation Results

An office procedure and data integrity manual will be emphasized in FY 2014.

Related Items

  [SP4.Ind08: Campus Efficiencies](#)

  [SP4.Ind10: Data Integrity](#)

  [SP4.Ind11: Process manuals](#)

HR 2013_04: Enhance Services of HR Dept

Start: 7/1/2012

End: 6/30/2013

Unit Goal

Enhance services of the Human Resource Department in agreement with the Vice President for Finance and Administration.

Evaluation Procedures

Complete the implementation of the 403(b) design and administration; build a more strategic relationship between the HR department and the campus community by improving communications from the HR department by sending newsletters with benefit, policy, and other informational changes. Utilize HR's Facebook page to relay information to employees regarding job notices and other pertinent information. Implement a dental insurance rollover for employees that will provide better coverage with lower rates. Survey employees' interest in long term care insurance.

Actual Results of Evaluation

The 403(b) design and administration is still under review through the IHL efficiencies plan. A third party group is reviewing all the universities plan design and administration and will make recommendations to the final plan design and the number of vendors needed.

A new dental plan through Delta Dental was implemented January 1, 2013 in conjunction with the IHL efficiencies plan. The new dental plan provides better coverage with lower rates. As a result of the new plan, the fees for the cafeteria plan were reduced for the employee for a maximum of \$.50, depending on the type of cafeteria plan administration fees.

Posts to Human Resources Facebook page inform those employees about the Benefits Fair, employee orientation, health insurance open enrollment, and the various positions open on campus.

Newsletters and seminars were presented to employees regarding benefits and retirement.

The Human Resources website was updated with the most current information. The website will continue to be updated as changes occur.

Use of Evaluation Results

Better services were provided to the university campus by informing employees of changes and events through the HR webpage, HR Facebook page, and newsletters. With the correspondence, trainings and new services, Human Resources is viewed as a strategic partner.

Related Items

 [SP4.Ind08: Campus Efficiencies](#)

HR 2013_05: Restructure HR Staff Positions

Start: 7/1/2012

End: 6/30/2013

Unit Goal

Restructure Human Resources positions to provide better efficiency in workflow and processes.

Evaluation Procedures

The Associate Director of Human Resources will evaluate each position and make recommendations to the Associate Vice President of Finance and Administration on the new job structure for each employee within Human Resources.

Actual Results of Evaluation

The Associate Director of Human Resources reviewed the job functions of all staff members within Human Resources and made adjustments to the job descriptions.

Use of Evaluation Results

The workflow and processes within Human Resources has increased efficiency among staff positions. Reports are being updated on a day to day basis and customer service is being handled proficiently.

Related Items

 [SP3.Ind05: Retention of personnel](#)

 [SP4.Ind08: Campus Efficiencies](#)

HR 2013_06: Classification and Compensation Plan

Start: 7/1/2012

End: 6/30/2013

Unit Goal

Implement a classification and compensation plan for faculty and staff.

Evaluation Procedures

Human Resources and the University administration and Leadership committee will review the data presented from the Centre Group. Meetings will be held to explain the compensation plan and the grade level structure. Job descriptions and grade levels will be communicated to all employees affected. Cabinet will create a plan to implement the recommended changes to the new

salary structures.


Actual Results of Evaluation

The compensation plan is completed by Centre Group. The final reports have been presented to Cabinet and department heads/chairs/deans. Human Resources will continue to implement the plan by rolling the information out to employees. The Centre Group will meet with all employee classes and explain the process in which the compensation plan was developed. A letter will be given to all employees notifying them of their new grade level and pay scale.

Use of Evaluation Results

The University administration will determine if the budget will allow for market, living wage, and bring to minimum adjustments. An implementation plan will be developed to address the wage issue over the next fiscal years.

Related Items

 [SP3.Ind01: Faculty and staff hiring](#)

 [SP3.Ind02: Salary](#)

 [SP3.Ind05: Retention of personnel](#)

 [SP3.Ind06: Diversity](#)

HR 2013_07: Affirmative Action Plan

Start: 7/1/2012

End: 6/30/2013

Unit Goal

Update Affirmative Action Plan.

Evaluation Procedures

The Affirmative Action Plan will be updated with the required components consisting of the veterans, individuals with disabilities, and minorities and gender information. The Affirmative Action website will be updated and communicated to all employees to ensure compliance with the Plan.

Actual Results of Evaluation

Data is being compiled for the AAP and will be analyzed during FY 2014. The AAP report will be generated and posted to the DSU website.

Use of Evaluation Results

The Affirmative Action Plan will be used to determine which employees classes are underrepresented, and a plan will be developed to address the underrepresented categories.

Related Items

 [SP1.Ind05: Diversity -- access to diverse ideas/programs](#)

 [SP3.Ind01: Faculty and staff hiring](#)

 [SP3.Ind02: Salary](#)

 [SP3.Ind05: Retention of personnel](#)

 [SP3.Ind06: Diversity](#)

Section IV.a

Brief Description

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Human Resources is located in Kent Wyatt Hall, Suite 247 and is responsible for services in the areas of employment, payroll, retirement, university policies and procedures, federal and state laws compliance, immigration, worker's compensation, employee relations and development, and compensation. The functions and responsibilities of the Human Resource Office are:

- Enter Payroll data for monthly and summer school payrolls (bi-weekly, adjuncts, overloads, salary, benefits, and contracts).
- Coordinate Benefits Fair, Employee Orientation, and Benefit/Retirement Seminars.
- Prepare reports for Institutions of Higher Learning (New Hire, Termination, Additional Compensation, Manpower) on a quarterly, yearly and semi-yearly basis.
- Manage University benefits and enrollment administration on monthly and yearly basis and analyze new benefit and insurance programs. Handle cafeteria enrollment process.
- Prepare DSU reports such as affirmative action and respond to Equal Employment Opportunity Commission charges and Department of Labor audits.
- Enter budget and yearly salary increases and prepare yearly letters of employment and contracts.
- Manage Human Resources website and the University policies website.
- Interpret and develop University policies and comply with federal and state laws.
- Develop training materials, information toolkits (FMLA, Hiring, etc.) and benefit forms and applications.
- Assist employees with the retirement process and counsel them regarding their retirement choices.
- Handle all aspects of Labor Certification for Permanent Employment (Immigration).
- Coordinate Service Awards and Retirement Programs.
- Monitor FMLA and ensure compliance among departments.
- E-verify all new employees (I-9).
- Prepare probationary notices and track employer responses.
- Complete tuition remission for Delta State and MS Delta Community College employees and dependents (Children/spouse).
- Hire, train, supervise, and delegate duties for student employees.
- Prepare, send, and record Cobra notices for bi-weekly employees.
- Establish and amend policies and procedures
- Advertise and posts employment positions with various agencies and external entities.
- Provide training and support with PeopleAdmin software.

Section IV.b

Comparative data

Enrollment, CHP, majors, graduation rates, expenditures, trends, etc.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

For FY13, the following forms were process by Human Resources.

Human Resources Processed Forms	
New Employees	116
New Employee Benefits	92
Employee Terminations	130
Retirement Applications	13
Employment Applications (includes duplicate applicants who applied for many positions.)	3,634
Job Postings	112
Employment Action Forms	986
Employment Contracts	417
Letters of Employment	350

Section IV.c

Diversity Compliance Initiatives and Progress

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Mrs. Keonna Goethie was hired in the Human Resources/Associate Vice President offices this year, adding a minority staff person to these departments.

Section IV.d

Economic Development Initiatives and Progress

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.e

Grants, Contracts, Partnerships, Other Accomplishments

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.f

Service Learning Data

List of projects, number of students involved, total service learning hours, number of classes, faculty involved, accomplishments.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.g

Strategic Plan Data

Only use this section if you have strategic plan info to report that is not covered in other areas of your report

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.h

Committees Reporting To Unit

Each unit includes in the annual plan and report a list of the committees whose work impacts that unit or any other aspect of the university; along with the list will be a notation documenting the repository location of the committee files and records. Committee actions affecting the unit's goals may be noted in other applicable sections of the annual reports. Not required to be included in the unit's annual plan and report, but required to be maintained in the repository location, will be a committee file that includes, for each committee: Mission and by-laws, Membership, Process, Minutes.

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.a

Faculty (Accomplishments)

Noteworthy activities and accomplishments

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.b

Staff (Accomplishments)

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Human Resources personnel are: Dr. Myrtis Tabb, Associate Vice President for Finance and Administration and Director of Human Resources; Lisa Giger, Associate Director of Human Resources; Teresa Yarbrough, Employment and Benefits Administrator; Rebecca Bouse, Employment and Training Program Coordinator; and Keonna Goethie, Human Resources Assistant. The department employs two work study students and one regular student employee.

Rebecca Bouse was moved from part-time to full-time. Title change was from Employment Services Associate to Employment and Training Coordinator.

Candy Dreher, Administrative Assistant, resigned March 2013.

Keonna Goethie, Human Resources Assistant was hired March 2013.

Noteworthy activities and accomplishments:

Human Resources conducted the following trainings:

- PHATIME (Banner) Training
- PeopleAdmin Training
- Posting and Recruiting Guidelines
- Family and Medical Leave Act (FMLA)
- Workman's Compensation
- Tuition Remission
- I-9 Immigration and Naturalization
- Relocation Guidelines

Conferences Attended/Sessions Presented/Other

- Lisa Giger attended the Mississippi Banners Users Group Conference in Tupelo, MS in September 2012.
- Lisa Giger presented a session on implementing leave through in Banner at the MS Banners User Group Conference.
- Lisa Giger attended the Human Resources Directors' Meeting in October 2012 and April 2013.
- Lisa Giger served as ex-officio on the Vice President for Finance and Administration Search Committee.
- Lisa Giger attended 403(b) meetings with the IHL Directors.
- Lisa Giger attended the webinar to Exempt vs. Nonexempt: Understanding FLSAs Classification Standards
- Myrtis Tabb attended diversity committee meeting with IHL and weekly committee meetings.
- Myrtis Tabb attended SCT Summit in April 2013.
- Myrtis Tabb presented two sessions at SCT Summit.
- Myrtis Tabb served as ex-officio on the Provost and Vice President for Academic Affairs Search Committee.
- Myrtis Tabb attended the Elliott Symposium in October 2012.
- Myrtis Tabb attended the Women in Higher Education Conference in February 2013.
- Myrtis Tabb attend the MAC Conference.
- Human Resources participated in EEOC, FMLA, I-9, and other compliance webinars.
- Teresa Yarbrough participated in the SHRM Human Resources Management Learning System classes, Fall 2012.
- Teresa Yarbrough attended the Human Resources and Law in May 2013.
- Teresa Yarbrough attended the FMLA seminar in September 2012.
- Rebecca Bouse served as ex-officio on the Athletic Director Search Committee.
- Rebecca Bouse attended the webinar on EEOC.
- Rebecca Bouse attended the Site Champion Training for Life and Health in Jackson, MS.
- Rebecca Bouse attended the Campus Safety Awareness on April 5, 2013.
- Rebecca Bouse attended the webcast on PeopleAdmin in Action!
- Rebecca Bouse attended a conference call on restructuring of reference letters.

Section V.c

Administrators (accomplishments)

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section V.d

Position(s) requested/replaced with justification

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

None

Section V.e

Recommended Change(s) of Status

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

None

Section VI.a

Changes Made in the Past Year

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section VI .b

Recommended Changes for the Coming Year

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative