

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.

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Related Items

There are no related items.

User Outcomes

HR 01: UO Timely Processing of Job Postings

Start: 7/1/2014

End: 6/30/2015

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

Use of Results and Recommendations

Related Items

There are no related items.

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Results of Evaluation

Use of Results and Recommendations

Related Items

There are no related items.

HR 02: UO Timely Processing of Employment Action Forms

Start: 7/1/2014

End: 6/30/2015

User Outcome

Employment Action Forms (EAF) forms are processed within two business days from receipt. By processing Employment Action Forms within two 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 two 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 two business days and documented accordingly.

Results of Evaluation

Use of Results and Recommendations

Related Items

There are no related items.

HR 02: UO Timely Processing of Employment Action Forms

Start: 7/1/2014

End: 6/30/2015

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.

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

Use of Results and Recommendations

Related Items

There are no related items.

Unit Goals

HR 2015_01: Electronic Personnel Action Forms

Start: 7/1/2014

End: 6/30/2015

Unit Goal

Implement Electronic Personnel Action Forms to increase the workload efficiency and data integrity.

Evaluation Procedures

The Human Resources staff will build and test EPAFs to meet the various payroll actions needed to employ individuals, change status on current employees, pay overloads and adjunct, and terminate employees. Human Resources will create a test environment before rolling the product out to campus. An EPAF User Manual will be created.

Actual Results of Evaluation

Trainings for EPAFs were held in December 2014 and January 2015 to begin the process of Electronic Personnel Action Forms. The process began with payment for overloads and rehire of adjunct employees EPAFs. EPAFs were also developed for Summer School pay.

Use of Evaluation Results

Implementation of EPAFs began in January 2015 with the Spring semester.

Related Items

  **SP3.Ind10: Personnel Training -- HR and other**

  **SP4.Ind08: Campus Efficiencies**

  **SP4.Ind11: Process manuals**

HR 2015_02: Staff Orientation Program

Start: 7/1/2014

End: 6/30/2015

Unit Goal

Expand on the Staff Orientation Program to increase retention and mentor fellow employees.

Evaluation Procedures

The Human Resources staff will expand on the staff orientation in the fall to include more trainings for new employees to help them to become acclimated to the university.

Actual Results of Evaluation

An orientation program was design to assist new employees with university policies, procurement training, OIT training, grants, and becoming familiar with the university.

-  [Orientation Schedule](#)

Use of Evaluation Results

Employees were made aware of procurement and training processes, and became better acclimated to the university environment.

Related Items

-   **SP3.Ind01: Faculty and staff hiring**
-   **SP3.Ind05: Retention of personnel**
-   **SP3.Ind10: Personnel Training -- HR and other**
-   **SP4.Ind08: Campus Efficiencies**

HR 2015_03: Affordable Care Act

Start: 7/1/2014

End: 6/30/2015

Unit Goal

Maintained compliance with the Affordable Care Act by monitoring employee's working hours.

Evaluation Procedures

The Human Resource's staff will monitor and track the number of hours each non benefit eligible employee is working per week to ensure hours are kept to under 30 per week. Adjunct faculty will adhere to the Adjunct Policy in regards to the number of credit courses one may teach. The HR staff will use an excel spreadsheet to record the hours work on a bi-week or monthly basis. Adjustments will be made to those who are exceeding 30 hours or more per week.

Actual Results of Evaluation

Use of Evaluation Results

Related Items

-   **SP3.Ind01: Faculty and staff hiring**
-   **SP4.Ind08: Campus Efficiencies**

HR 2015_04: Affirmative Action Plan

Start: 7/1/2014

End: 6/30/2015

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 FY2015. 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 employee 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**

HR 2015_05: Recruit, Retain, Diverse Employees

Start: 7/1/2014

End: 6/30/2015

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 15.
- 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

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 and deans for minority recruiting in the respective discipline. Utilize PeopleAdmin's Job Elephant to assist with diverse publications. 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 2015_06: HR Procedure Manual and Data Integrity

Start: 7/1/2014

End: 6/30/2015

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 increase 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, other projects and trainings, and new employees within the Human Resource department, a procedure and data integrity manual was not created. However, some manuals were created to assist the new Human Resources employees with positions.

Use of Evaluation Results

An office procedure and data integrity manual will be emphasized in FY2016.

Related Items

-   **SP4.Ind08: Campus Efficiencies**
-   **SP4.Ind10: Data Integrity**
-   **SP4.Ind11: Process manuals**

Section IV.a
Brief Description
Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.b
Comparative data

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

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section IV.c
Diversity Compliance Initiatives and Progress

Judgment

Meets Standards Does Not Meet Standards Not Applicable

Narrative

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

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

Section V.e

Recommended Change(s) of Status

Judgment

- Meets Standards Does Not Meet Standards Not Applicable

Narrative

Section VI.a

Changes Made in the Past Year

Judgment

- Meets Standards Does Not Meet Standards Not Applicable

Narrative

Changes made in the past year:

Recommended changes for the coming year(s):

Section VI.b

Recommended Changes for the Coming Year

Judgment

- Meets Standards Does Not Meet Standards Not Applicable

Narrative

HUMAN RESOURCES MANAGEMENT STAFF ORIENTATION PROGRAM

Friday, August 28 – H.R. Basics 101 (*Baioni Conference Center- Broom 132, 9:00 a.m. - 11:00 a.m.*)

- Exploring & Adapting to your Job.
- Policies
- Retirement
- Pay

Thursday, September 3 – Jeopardy Game (*Baioni Conference Center – Broom 132, 1:30 p.m.*)

- History of Delta State
- People and Places to know on Campus
- Facts about Cleveland

Tuesday-Thursday, September 8-11 – OIT Training (Introduction to Banner)

Introduction to Banner (8 People) – *Tuesday, September 8 - 10:00-11:30 a.m. and 2:00-3:30 p.m.*
Bailey 102-OIT training lab

Introduction to Banner (8 People) – *Friday, September 11 - 10:00-11:30 a.m. and 2:00-3:30 p.m.*
Bailey 102-OIT training lab

Thursday, September 17th – Staff Council Mission, Student Success – International Student 101 & Identifying At-Risk Students and Student Health Center Information.

(*Baioni Conference Center – Broom 132, 2:00 p.m.*)

Tuesday-Thursday - Sept. 22-24 – Procurement Training – (Simmons Room-Foundation/Alumni Bldg.)

Entering Requisitions/Purchasing

(*Tuesday, September 22 - 10:00 a.m. – 12:00 and 1:30 p.m. – 3:30 p.m.*)

Travel/Travel Card

(*Wednesday, September 23 - 10:00 a.m. – 11:30 a.m. and 1:30 p.m. – 3:00 p.m.*)

Procurement Card/Property

(*Thursday, September 24 - 10:00 a.m. – 11:30 a.m. and 1:30 p.m. – 3:00 p.m.*)

Tuesday, September 29th – “The Grants Process and the Role of Staff”

(*4:00 p.m. – Janice Wyatt Conference Room*) – **OPTIONAL**