Delta State

Finance and Administration/VPF

Finance and Administration/Assoc. VP

Human Resources

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.

HR 01: UO Timely Processing of Job Postings
Start: 7/1/2011
End: 6/30/2012

User Outcome
Job postings will be processed within two business days from receipt of an approved Requisition for Employee form. By processing requisitions for employee forms within two days will enhance institutional effectiveness and to assure high-quality, diverse faculty and staff are recruited.

Data Collection (Evidence)
- Job postings will be documented in Excel according to the date the Requisition for an Employee is approved and the date the position is posted. Excel will calculate the number of days to process a job posting.
- The number of applications received will be tracked through Excel.
- 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
- 48 (53%) job announcements were posted the same day once.
- 27 (29%) job announcements were posted within 1 day.
- 5 (5%) job announcements were posted within 2 days.
- 12 (13) job announcements were posted within 3 days.

92 job announcements were posted from July 2011 – June 2012

- 87% job postings were processed within 2 business days or less.
- 13% job posting were processed 3 days or greater.

Job Postings Data

Use of Results and Recommendations

Results show that 87% of the job announcements approved were posted within two days. Human Resources is committed to enhancing institutional effectiveness by ensuring qualified candidates are recruited. With the implementation of PeopleAdmin, the number of days to post a position has decreased compared to last year. The automation of job posting has made the workflow process more efficient. Documentation is needed to address the issues as to why 13% of the job postings took longer than 3 days to post. The University community experienced a learning curve with the new PeopleAdmin system which caused a delay in posting the positions. With the proper training and assistance, the number of days to post a position will decrease. Recruiting guidelines and policies are established to ensure that an approved position is posted within two business days. Qualified candidate is hired for an approved position.

Related Items
🔹 📊**SP3.Ind01: Faculty and staff hiring**

HR 02: UO Timely Processing of Employment Action Forms
Start: 7/1/2011
End: 6/30/2012

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
- 626 (69%) EAFs were processed on the same day of receipt
- 85 (9%) EAFs were processed within 1 day of receipt
- 54 (6%) EAFs were processed within 2 days of receipt
- 42 (5%) EAFs were processed within 3 days of receipt
- 96 (11%) EAFs were processed within 4 days or greater from date of receipt.

903 EAF forms were processed from July 2011 – June 2012.

- 89% EAF forms were processed within 3 business days or less.
- 11% EAF forms were processed 4 days or greater.

📊 EAF Form Tracking

Use of Results and Recommendations
Results show that 89% EAF forms were processed within 3 days of receipt provided information and correct documentation is received with the EAF form. Results show that Human Resources is dedicated to ensure all employees are processed timely and efficiently. 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 that particular payroll cycle. Training needs to 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
🔹 📊**SP2.Ind02: Retention**

🔹 📊**SP3.Ind01: Faculty and staff hiring**

🔹 📊**SP4.Ind01: IHL reports**

HR 2012_01: HR Projects implementation of HR Best Practices, Enhance Services, Service and trainings
Start: 7/1/2011
End: 6/30/2012

Unit Goal
Initiate Human Resources Projects to continue in the implementation of HR Best Practices, enhance services of the Human Resource Department in agreement with the Vice President for Finance and Administration, and determine the services and trainings employees would like Human Resources to provide.

Evaluation Procedures
Complete the implementation of the cafeteria plan administration and 403(b) plan 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. Implement electronic personnel action forms for more efficient employment and payroll actions for employees. Conduct a survey prepared by Institutional Research and Planning to determine trainings and services needed.

Actual Results of Evaluation
Human Resources provided improved communication and benefit services to the campus and reduced time for entering data into banner provided that all relevant information and forms were received. Services consisted of benefit issues, retirement planning, and PeopleAdmin. All department heads and hiring managers were required to attend the PeopleAdmin training.

Use of Evaluation Results
The new cafeteria plan was implemented and has provided better service with up-to-date information available on the SABC website; as well, as the ability to submit claims on-line. 403(b) plan design and administration vendors will be decided during 2012-2013. With the correspondence, trainings and new services, Human Resources is viewed as a strategic partner.

Related Items
🐦 📇 **SP3.Ind10: Personnel Training -- HR and other**

🐦 📇 **SP4.Ind08: Campus Efficiencies**

HR 2012_02: Recruit, Retain and Develop Diverse Faculty and Staff
Start: 7/1/2011
End: 6/30/2012

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 12.
- 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.
- Develop a Facebook page for DSU Human Resources to post job openings in order to recruit diversified faculty and staff.

Actual Results of Evaluation
Minority employees decrease in part-time staff and increased in the majority of the categories as shown in the table below. Overall, the percentage of minorities increased by 1.82% in faculty and staff and .33% in graduate assistants.

2011	FT Fac	PT Fac	FT Staff	PT Staff	Total	% Minority		Grad Asst	Total w/GA	% Minority w/GA
Minorities	29	9	117	8	163	26.42%		16	179	26.40%
Total	184	73	317	43	617			61	678	

2010	FT Fac	PT Fac	FT Staff	PT Staff	Total	% Minority		Grad Asst	Total w/GA	% Minority w/GA
Minorities	24	8	109	13	154	24.60%		28	182	26.07%
Total	186	68	314	58	626			72	698	

2009	FT Fac	PT Fac	FT Staff	PT Staff	Total	% Minority		Grad Asst	Total w/GA	% Minority w/GA
Minorities	30	6	123	13	172	26.54%		32	204	27.91%
Total	193	66	338	51	648			83	731	

2008	FT Fac	PT Fac	FT Staff	PT Staff	Total	% Minority		Grad Asst	Total w/GA	% Minority w/GA
Minorities	28	7	134	16	185	27.09%		31	216	28.84%
Total	192	65	361	65	683			66	749	

2007	FT Fac	PT Fac	FT Staff	PT Staff	Total	% Minority		Grad Asst	Total w/GA	% Minority w/GA
Minorities	28	7	133	14	182	26.61%		32	214	27.94%
Total	190	71	372	51	684			82	766	

Use of Evaluation Results
Actively pursue minority in diverse publications for job postings, send job announcements to historically minority schools, and notify the Mississippi Unemployment Security Commission of all job openings. Seek suggestions from department chairs/deans for minority recruiting in the respective discipline. Actively use Human Resources' facebook page to post job postings.

Related Items
🔹📊**SP3.Ind01: Faculty and staff hiring**

🔹📊**SP3.Ind05: Retention of personnel**

🔹📊**SP3.Ind06: Diversity**

HR 2012_03: Compensation Plan for Faculty and Staff
Start: 7/1/2011
End: 6/30/2012

Unit Goal
Implement a classification and compensation plan for faculty and staff.

Evaluation Procedures
Human Resources and the University administration will review the request for proposals submitted and choose three vendors to present their compensation plan. One vendor will be chosen and communications pieces will be distributed to each employee. Each employee will be required to submit a job content questionnaire and group meetings will be held to define key aspects of the job.

Actual Results of Evaluation
A compensation study is still in progress. Employees have completed a job analysis questionnaire and the compensation company, Centre Group, has conducted an analysis on all jobs and compared data to the market using CUPA and SRB surveys. The Centre Group has prepared a draft of the recommendations for each position and has assigned a salary structure. Meetings have been scheduled to present the results of the evaluation and recommendations with Cabinet before the plan is presented to the University community.

Use of Evaluation Results
University administration will determine if budget will allow for market adjustments and/or a plan will be developed for the implementation of the compensation plan.

Related Items
🔹📊**SP3.Ind01: Faculty and staff hiring**

🔹📊**SP3.Ind02: Salary**

🔹📊**SP3.Ind05: Retention of personnel**

🔹📊**SP3.Ind06: Diversity**

HR 2012_04: PeopleAdmin Implementation
Start: 7/1/2011
End: 6/30/2012

Unit Goal
Implement PeopleAdmin for online submission of employment applications and job postings.

Evaluation Procedures

Implementation of PeopleAdmin will be coordinated with the consultant and Human Resources. A timeline will be created to ensure the steps and procedures are completed within the estimated implementation of three to four months.

Actual Results of Evaluation
The Human Resources staff began the necessary trainings and set-up to implement PeopleAdmin from January - April 2012. PeopleAdmin went live on May 1, 2012 and has improved the application process. PeopleAdmin will collect the necessary data needed for compliance with Affirmative Action. Employment applications are electronically transferred to the appropriate departments, eliminating the use of paper copies. Job announcements are posted by the department heads online, which creates the electronic job posting. When a position is closed and filled, regret letters are generated improving the communication process between internal and external constituents.

Use of Evaluation Results
Human Resources is viewed as a strategic partner. PeopleAdmin alleviates the non qualified applicants which results in compliance with qualifications listed on the job descriptions. A better pool applicant database is being created, and the recruitment strategy has a more defined process. PeopleAdmin collects the data needed for affirmative action reports.

Related Items
SP2.Ind02: Retention

SP3.Ind01: Faculty and staff hiring

SP3.Ind05: Retention of personnel

SP3.Ind06: Diversity

SP4.Ind08: Campus Efficiencies

HR 2012_05: Affirmative Action Plan
Start: 7/1/2011
End: 6/30/2012

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, minorities and female information. An Affirmative Action website will be developed and communication to all employees to ensure compliance with the Plan.

Actual Results of Evaluation
A website has been created with information regarding Affirmative Action, Americans with Disabilities, and Equal Opportunity and how DSU complies with the regulations imposed by each law. Delta State University's Affirmative Action Plan has not been updated to reflect the incumbency vs. availability statistics and placement goals.

Use of Evaluation Results
Affirmative Action Plan will show the incumbency vs. availability statistics and placement goals for minorities and maintain compliance with federal regulatory agencies. Compilation of data will occur monthly. This Plan will aid in meeting IHL's goals for DSU and the diversity goals established internally by the DSU Diversity Committee and the administration.

Related Items
SP2.Ind02: Retention

SP3.Ind05: Retention of personnel

SP5.Ind05: Diversity initiatives

HR 2012_06: Data Standards/Integrity Efforts or Plans
Start: 7/1/2011
End: 6/30/2012

Unit Goal
Develop a Human Resources procedure manual for data entry, office functions, data standards, processes, and integrity policy and 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 standards and an integrity policy will be created in to ensure information entered into banner is in a consistent manner.

Actual Results of Evaluation
Human Resources will work toward this goal for 2012-2013.

Use of Evaluation Results
Human Resources will work toward this goal for 2012-2013.

Related Items
SP4.Ind11: Process manuals

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.

Section IV.b

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

Judgment
□ Meets Standards   □ Does Not Meet Standards   □ Not Applicable

Narrative
For FY12, the following forms were process by Human Resources.

Human Resources Processed Forms	
New Employee and Benefits	80
Employee Terminations	94
Retirement Applications	10
Employment Applications (July 2011-April 2012; PeopleAdmin went live May 2012)	1,446
Job Postings	92
Employment Action Forms	903
Employment Contracts	406
Letters of Employment	320

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
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 Candy Dreher, Administrative Assistant. The department employs three work study students and one regular student employee.

<u>Noteworthy activities and accomplishments:</u>

Human Resources conducted the following trainings:

- Employment Law Seminar
- PeopleAdmin Training

Delta State University received a desk audit from the OFCCP Office the year of 2011. In December 2011, Delta State University received notice that an on-site visit was not necessary. Human Resources was instrumental in preparing the reports needed to satisfy the compliance with the audit.

Conferences Attended and Sessions Presented

- Lisa Giger attended the Mississippi Banners Users Group Conference in Tupelo, MS in September 2011.
- Lisa Giger attended the Human Resources Directors' Meeting in October 2011 and April 2012.
- Myrtis Tabb attended SCT Summit in April 2012.
- Myrtis Tabb presented a session on DSU's mobile app at SCT Summitt.
- Human Resources participated in EEOC, FMLA, I-9, and other compliance webinars.
- Teresa Yarbrough attended the monthly Banner Users Group Meetings

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
Rebecca Bouse was employed as a part-time Employment Services Associate October 2011. Request was sent to move Rebecca to full-time status.

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