



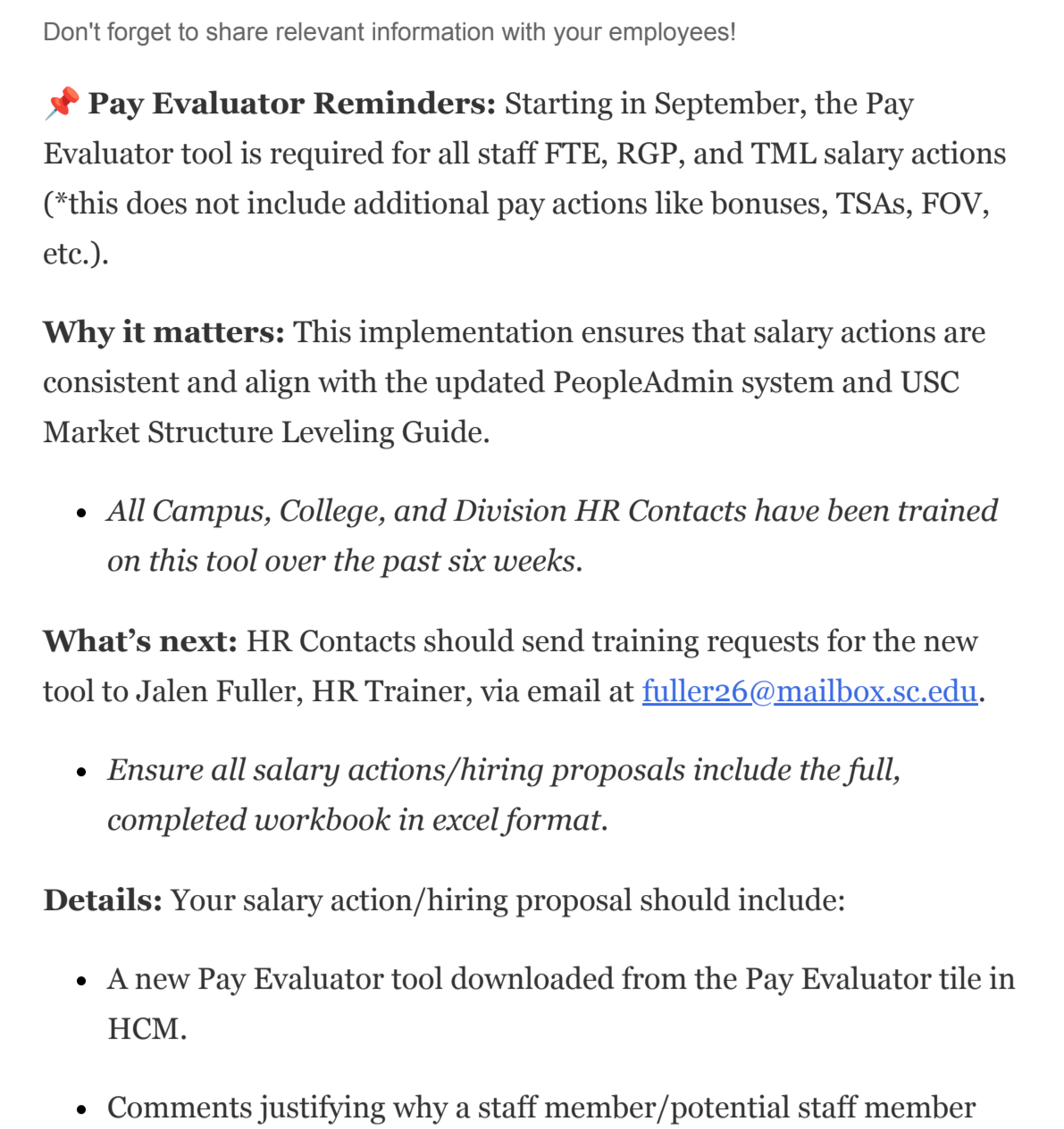
# Supervisor Newsletter: Monthly News Leaders Can Use

By HR • Sep 20, 2024

Smart Brevity® count: 5 mins...1313 words

We're here to make your job easier by providing important announcements, useful resources, and answers to challenging situations while focused on fostering a strong supervisor community, ensuring employee success and enhancing our campus culture.

## Announcements and Important Dates



Don't forget to share relevant information with your employees!

**Pay Evaluator Reminders:** Starting in September, the Pay Evaluator tool is required for all staff FTE, RGP, and TML salary actions (\*this does not include additional pay actions like bonuses, TSAs, FOV, etc.).

**Why it matters:** This implementation ensures that salary actions are consistent and align with the updated PeopleAdmin system and USC Market Structure Leveling Guide.

- All Campus, College, and Division HR Contacts have been trained on this tool over the past six weeks.

**What's next:** HR Contacts should send training requests for the new tool to Jalen Fuller, HR Trainer, via email at [fuller26@mailbox.sc.edu](mailto:fuller26@mailbox.sc.edu).

- Ensure all salary actions/hiring proposals include the full, completed workbook in excel format.

**Details:** Your salary action/hiring proposal should include:

- A new Pay Evaluator tool downloaded from the Pay Evaluator file in HCM.
- Comments justifying why a staff member/potential staff member exceeds minimum requirements when rating pay decision criteria.
- Comments in the work history tab to justify relevant positions.

**Reviewing Tuition Assistance eForms:** HR Contacts and Supervisors need to thoroughly review each eForm to prevent duplicate submissions.

**Why it matters:** Duplicate eForms can result in errors and the need to execute withdrawals, causing unnecessary delays and complications.

- Ensuring accuracy before submission helps streamline the Tuition Assistance process.

**Details:** Before submitting, verify:

- No duplicate credit hours are entered.
- Each form is complete and accurate.

**DoIT upgrading Duo multifactor authentication process** **October 17:** the upgrades will do away with phone-based authentication options like calling or text messaging. Upgrades will go into effect October 17 and could log users out of certain Microsoft apps as well as some university programs.

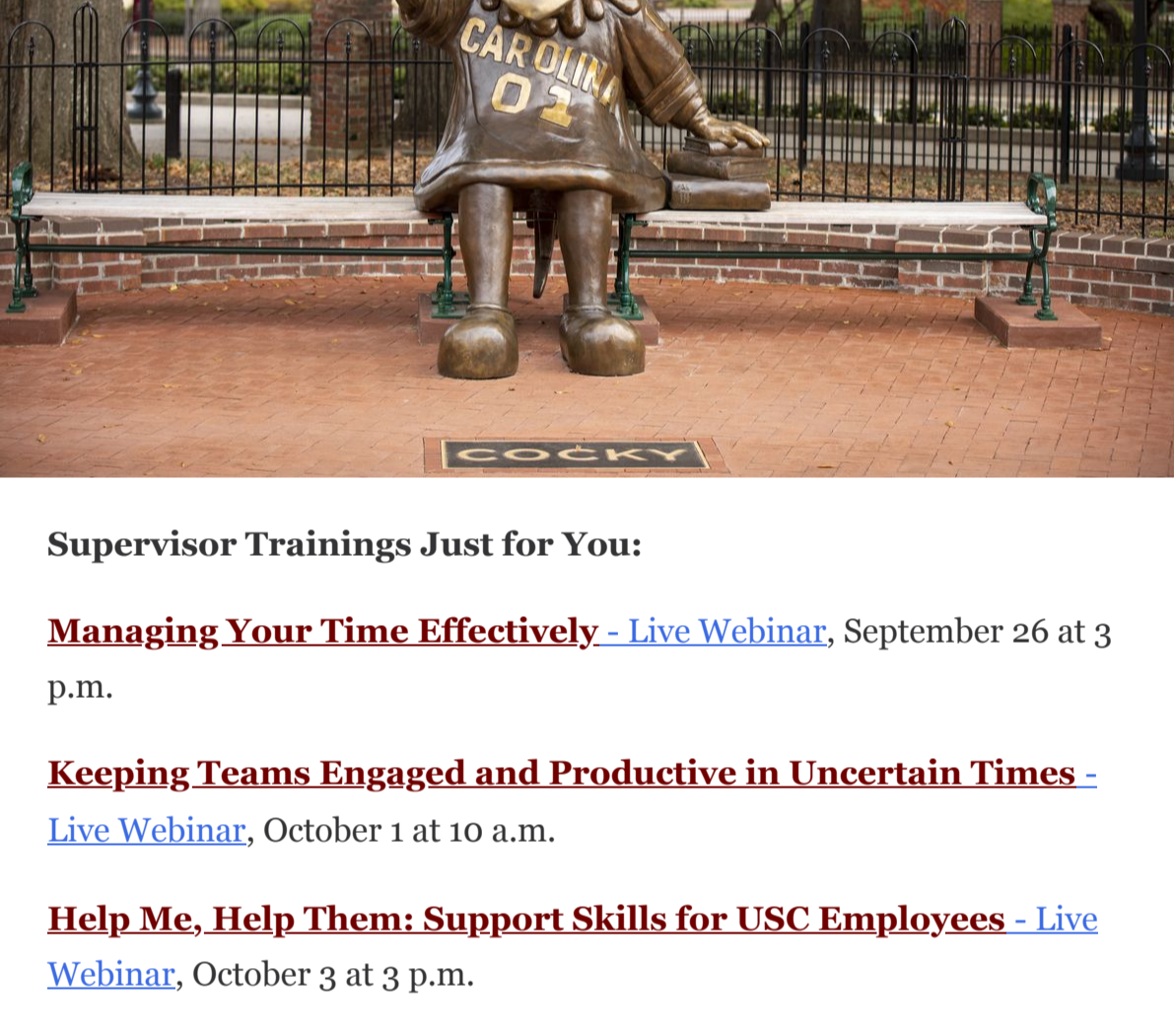
Users need to follow the login prompts. More information on authentication options can be found in the [Knowledge Base article](#).

[More on Duo Changes](#)

**Financial trainings to share with your employees:**

- **What You Need to Know to Maximize Retirement Income - Live Webinars, September 25 at 9:30 a.m. AND 2:00 p.m.**
- **Prioritizing Your Finances: Creative Ideas for Young Families - In Person, October 17 at 11:30 a.m.**

## Annual Health and Wellness Expo September 24



**USC's annual Health and Wellness Expo is scheduled for September 24.** The event will be from 8 a.m. to 2 p.m. at the Russell House.

**Why it matters:** This is an annual event promoting a healthy work-life balance and fostering a sense of community at USC.

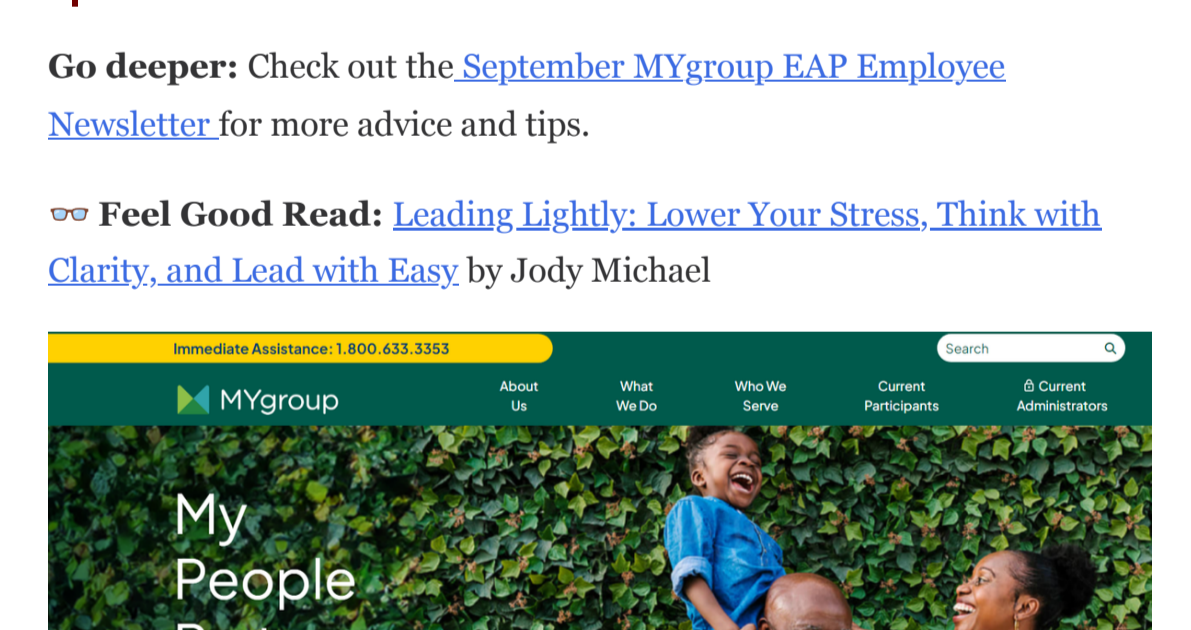
- Over 40 vendors will be in attendance to help employees learn more about the benefits packages offered at USC.

**Services offered at the expo:** Employees will have access to flu shots as well as a free preventative health screening worth more than \$300. There will also be a vendor providing mammograms for USC faculty and staff who might need it.

The expo also hosts a Cockey Walk at 11:30 a.m. where participants meet at the Cockey Statue and take a 1-mile walk around campus.

**Open Enrollment is right around the corner in October!**

## Building a Culture of Civility and Respect in the Workplace



MYgroup's EAP Trends webinar series offers resources to supervisors and HR professionals that are informative, relevant, and actionable.

**Why it matters:** With the upcoming election, fostering civility and respect in the workplace is crucial to maintaining a positive and productive environment.

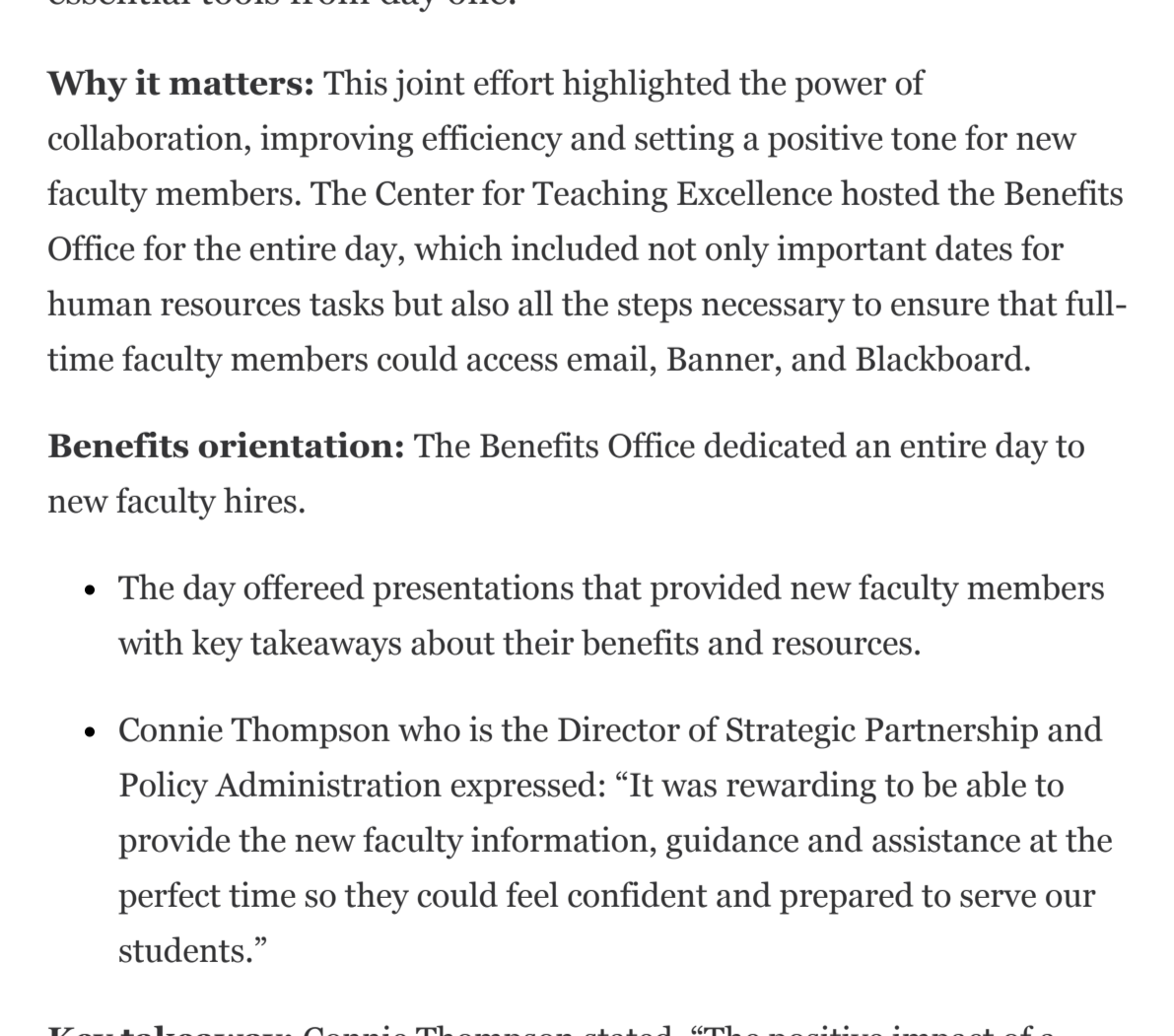
- Fall 2024 installment will discuss the concept of civility and explore how it has been evolving in the workplace over the past four years
- Review how changes in civility have had specific impacts on the workplace
- Provide tangible ways to improve levels of civility and respect in the workplace as we head into a challenging political cycle

**When:** Wednesday, October 9th, 2024 from 12 p.m. - 1 p.m.

[Register Now](#)

**Be sure to register by Friday, October 4th, 2024**

## Training and Development



**Supervisor Trainings Just for You:**

**Managing Your Time Effectively - Live Webinar,** September 26 at 3 p.m.

**Keeping Teams Engaged and Productive in Uncertain Times - Live Webinar,** October 1 at 10 a.m.

**Help Me, Help Them: Support Skills for USC Employees - Live Webinar,** October 3 at 3 p.m.

**Dealing with Difficult People - Live Webinar,** October 8 at 11 a.m.

**New Supervisor Orientation - Live Webinar,** October 17 at 1:30 p.m.

**Recognizing and Resolving Conflict - Live Webinar,** October 22 at 3 p.m.

**What we're reading:**

- [Good Power: Leading Positive Change in Our Lives, Work and World](#) by Ginni Rometty
- [Start with Why: How Great Leaders Inspire Everyone to Take Action](#) by Simon Sinek

**What we're watching:** Start with Why: How Great Leaders Inspire Action - Simon Sinek, TEDx Talks

[Watch Now](#)

## Wellness



**Anxiety: It's Number One Now**

“The 2024 results of the American Psychiatric Association’s annual mental health poll show that U.S. adults are feeling increasingly anxious. In 2024, 43% of adults say they feel more anxious than they did the previous year, up from 37% in 2023 and 32% in 2022. This problem surpasses depression, stress, and relationship issues. Key concerns include the economy, the upcoming presidential election, and gun violence. There are many anxiety triggers, including personal economic instability, health concerns, and fear of war. Immediate personal steps you can take to manage (reduce) anxiety include setting boundaries on news consumption, writing action steps you will take to have better control over direction in your life, and using the EAP.”

**Go deeper:** Check out the [September MYgroup EAP Employee Newsletter](#) for more advice and tips.

**Feel Good Read:** [Leading Lightly: Lower Your Stress, Think with Clarity, and Lead with Easy](#) by Jody Michael



**MYgroup Website Has a New Look!** MYgroup EAP recently updated their website to be more intuitive and informative while providing users with valuable resources.

Please share the following updates with your employees on how they can access employee resources and navigate the updated site:

- Where you previously logged in at "My Portal Login," employees will now access the site at "[Current Participants](#)" then click on "Employee Resources" to access Work-Life Services
- Login credentials have remained the same: **USERNAME: usc;** **PASSWORD: guest**

## Fall hiring success: a collaborative triumph



The Provost's Office and the Division of Human Resources streamlined the fall hiring process ensuring faculty had access to essential tools from day one.

**Why it matters:** This joint effort highlighted the power of collaboration, improving efficiency and setting a positive tone for new faculty members. The Center for Teaching Excellence hosted the Benefits Office for the entire day, which included not only important dates for human resources tasks but also all the steps necessary to ensure that full-time faculty members could access email, Banner, and Blackboard.

**Benefits orientation:** The Benefits Office dedicated an entire day to new faculty hires.

- The day offered presentations that provided new faculty members with key takeaways about their benefits and resources.
  - Connie Thompson who is the Director of Strategic Partnership and Policy Administration expressed: "It was rewarding to be able to provide the new faculty information, guidance and assistance at the perfect time so they could feel confident and prepared to serve our students."
- Key takeaway:** Connie Thompson stated, "The positive impact of a smooth hiring and onboarding process at the start of the new faculty member's employment journey with USC is significant." This ultimately reinforces new employees' have made a great decision in joining the University of South Carolina.

## (Even) More Resources

- [Organizational and Professional Development](#)
- [Center for Teaching Excellence](#)
- [Office of Access and Opportunity](#)
- [University Libraries](#)
- [Office of Organizational Excellence](#)
- [Diversity Toolkit for Search Committees](#)
- [Interfaith Calendar](#)
- [Law Enforcement and Safety](#)
- [Faculty Ombuds & Staff Ombuds](#)
- [Campus Recreation](#)
- [Environmental Health and Safety](#)
- [Talent Management](#)
- [HR Toolbox](#)
- [Brand Toolbox](#)

We've got more exciting things to share. Stay tuned.

**Fall** officially starts on September 22 which means fall festivals are right around the corner! Check out the [top 10 fall festivals happening in SC](#) this year.

Feedback

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