This document provides a list of services provided by the Human Resource Department. For further inquiries, please contact us by phone or email.

Click on one of the following, and it will take you to the page:

1. Recruitment/Talent Management
2. Compensation
3. Payroll Administration
4. Records Administration
5. Employee Benefits

6. Employee Enhancement
7. Employee Engagement
8. Employee Relations
9. Regulatory Compliance
10. Communication
11. Employee Learning
12. Volunteer Services

**CONTACT:**

211 Arts Administration Building
Phone: 314.516.5805
Fax: 314.516.6463
RECRUITMENT/TALENT MANAGEMENT

- Requisition preparation
- Job Posting
- Sourcing/Advertising
- Recruitment brochures and handouts
- Screening
- Interviewing
- Skills testing
- Reference and criminal records checking
- Job offers/Rejections
- Orientation/Re-orientation
- Job design/Job descriptions
- Establishing starting pay
- Career pathing
- Academic job networking

Links

› UMSL.jobs  › Forms
COMPENSATION

- Job design/Job descriptions
- Establishing starting pay
- Salary surveys/Market assessments
- Pay equity review
- Job classification/Reclassification

Links

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PAYROLL ADMINISTRATION

- Payroll transaction processing
- Overtime issues
- Payroll tax issues
- Time off issues
- Payroll audits
- Direct deposit/Paycheck distribution

Links

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RECORDS ADMINISTRATION

- New hire paperwork preparation
- Payroll transaction processing
- Employment verification
- Employment records review
- Personnel records maintenance
- Records custodian for court proceedings
- Employee separation administration
- Unemployment claim protests

Links

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EMPLOYEE BENEFITS

- Health, dental, and vision plans
- Life insurance
- Long term disability
- Accidental Death and Dismemberment
- Retirement planning/Processing
- Long term care insurance
- Flexible benefits (FSAs)
- Tax-deferred annuities
- Educational assistance
- Dependent tuition reduction
- Benefits enrollment
- Benefits claims and billing concerns
- Sick, bereavement, jury duty, military, other leaves
- Family Medical Leave/LOA
- COBRA
- Workers’ Compensation
- Benefits orientation/education
- Notary Public
ORGANIZATIONAL DEVELOPMENT:

PERFORMANCE ENHANCEMENT

- Establishing departmental goals and objectives
- Setting, measuring, communicating expectations
- Motivating and coaching employees
- Performance appraisal notification
- Performance appraisal forms
- Conducting performance appraisal meetings
- Rewarding performance/Distributing merit increases

ORGANIZATIONAL DEVELOPMENT:

EMPLOYEE ENGAGEMENT

- Recognition
- Organizational consulting
- Strategic planning
- Layoff management
- Career pathing
- HR Interdepartmental Partnership
- Mentor Program

Links

› Forms
EMPLOYEE RELATIONS

- Disciplinary actions/Discharges
- Dispute resolution/Mediation
- Managing probationary employees
- Discrimination/Harassment issues
- Policy interpretation and application
- Management to staff communication
- Grievances
- Labor relations
- Work environment
- Exit interviews
- Employee opinion surveys
- Employee recognition programs

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REGULATORY COMPLIANCE

- Discrimination/Harassment
  (Title VII and Amendments, ADA, ADEA)
- Wage and Hour (FLSA, Equal Pay Act)
- Benefits (FMLA, COBRA)
- State Employment Laws

Links

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COMMUNICATION

- H.R. Record (Newsletter)
- Staff Handbook
- Benefits Manual/Summary
- Computer Access Program
- Rounds Program
- HR Interdepartmental Partnership
- HR website

Links

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EMPLOYEE LEARNING

- Management Foundations Workshop
- Individualized training on PeopleSoft data entry for payroll
- Workers’ Compensation Seminar
- Retirement/Financial Planning Seminar
- Safety training
- Training/Facilitation on a departmental basis by request
- Participation in other campus or university-wide training initiatives

Links

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VOLUNTEER SERVICES

- Recruiting on-campus volunteers
- Placing volunteers in campus departments
- Volunteer recognition/Special events
- Volunteer training and management
- Volunteer Connections Newsletter

Links

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