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

**Tip:** For PC, click **CTRL F** and type in what you are searching for. For Mac, click **command F** and type in what you are searching for.

**CONTACT:**
211 Arts Administration Building  
Phone: 314.516.5805  
Fax: 314.516.6463
Recruitment/Compensation

- 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
- Mentor Program
- Departmental/Organizational structuring
- Job design/Job descriptions
- Establishing starting pay
- Salary surveys/Market assessments
- Pay equity review
- Career pathing
- Job elimination/Layoff
- Job classification/Reclassification
- Academic job networking

Payroll/Records Administration

- New hire paperwork preparation
- Payroll transaction processing
- Overtime issues
- Payroll tax issues
- Time off issues
- Payroll audits
- Employment verification
- Employment records review
- Personnel records maintenance
- Direct deposit/Paycheck distribution
- Records custodian for court proceedings
- Employee separation administration
- Unemployment claim protests
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

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
**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

**Regulatory Compliance**

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

**Communication**

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

- 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

**Volunteer Services**

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