COVID-19 Human Resources Processes

Updated 3/31/20

The University of Colorado Denver | Anschutz Medical Campus has adopted new measures to deal with COVID-19. As part of that effort, Central Human Resources is sharing employment and other guidance to help you manage COVID-19 concerns. **Guidance and policies may change as new information becomes available, so check this site for updates regularly.**

General Information

**Working Remotely**

- Employees who are able to work remotely should do so. Only employees who have been designated as “critical” by their department are allowed to be on campus.
- Employees should not be on campus at any time unless designated as a Critical Employee by your unit’s leadership. Critical employees should be prepared to show their badge and official letter to access campus facilities.

**Critical Services**

- Critical services are activities and tasks that must be done on campus and cannot be deferred during an emergency; these activities must be performed continuously or resumed quickly following a disruption.
- Departments, schools and colleges have identified critical services employees.

**Tools to facilitate working from home are available from the Office of Information Technology (OIT):** [Technology Resources for Working Remotely](#)

**For HR-related questions, contact Human Resources at** Human.Resources@ucdenver.edu

**Leave**

- CU Denver | Anschutz has a variety of applicable leave provisions, both paid and unpaid, depending on an individual’s situation. Please contact your school/college or unit department HR Business Partner to identify the leave situation that applies to you. Leave provisions will likely continue to change based on state and federal mandates and legislation.
- **Level 3 travel advisories** and medical conditions that require social distancing are factors that influence individual eligibility for different types of paid leave. HR Business Partners should consult with the Central Human Resources Employee Relations and Performance unit on individual situations. Supervisors and departments are responsible for determining whether an individual is able to complete their job duties remotely.

Reasons an employee may not be able to work from home include, but are not limited to:

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Job duties not conducive for remote working
- No access to laptops, home internet, etc.
- Caretaking for dependents or children
- New employees whose onboarding or training can’t be finalized remotely

**Sick leave**

- If an employee begins to show symptoms of COVID-19 or is caretaking for sick individuals, the employee should record the time as sick leave. HR partners should refer to the COVID Leave Guidance Matrix for the most recent guidance.
- Do not communicate an employee’s health status to individuals who do not have a legitimate need to know.

**Vacation time**

- If an employee cancels a previously-approved vacation request, for whatever reason, the vacation will be added back to the employee’s vacation balance.

**Payroll & Compensation Continuity**

- Direct Deposit: Direct deposit remains the most efficient way to be paid. Employees can initiate direct deposit or update existing direct deposit in the [MyCUinfo portal](#).
- Employees (HR Staff or PPLs) who manage payroll or HCM transactions should be prepared to work remotely, and have back-up in case of illness.
- Employees (HR Staff or PPLs) who manage payroll or HCM transactions should consider the following information related to payroll and HCM transactions:

**Monthly/Bi-Weekly Leave Reporting for Administrative Pay**

Paid Administrative Leave costs must be covered by the unit; Paid Administrative Leave should not be approved by first-line supervisors, but by a Unit Level Authority (such as Dept. Chair, Division Head, Dean, Vice Chancellor)

New Paid Administrative Leave earnings codes will be available April 1 in My.Leave and CU Time:

ACP – Administrative COVID pay

CHP - Administrative COVID Hourly Pay

**Recruitment/Job Postings**

We do not know how long remote work will be necessary to manage the current COVID-19 situation.

As a result, only mission critical hiring will be approved until further notice. The following applies to all employment categories (faculty, university staff, classified staff, temporary staff, staff working retirees, student workers, student faculty, and post docs, or hires from a temporary agency).
This includes appointment types (type 1) based on previous search, and (type 2) based on a current or prior employee being hired into a mission-critical position. Approval from Senior leadership approval is required to continue mission-critical hiring. Central Human Resources will ask for documentation of approval before posting a position or approving appointment types. See information below on “Protocol for Temporary Hiring Hiatus”.

Departments should carefully consider whether it makes sense to recruit or hire new employees during this time.

Factors to consider before commencing recruitment include:

- Whether the work has been designated by campus leadership as mission-critical,
- Whether there is sufficient work to be performed remotely,
- Whether a plan exists to appropriately onboard, train, manage and support the employee,
- The length of time a search is expected to take, and
- The anticipated start date for a new employee.

Protocol for Temporary Hiring Hiatus
As of 3/31/20

We do not know how long remote work will be necessary to manage the current COVID-19 situation.

As a result, only mission critical hiring and promotions are in place until further notice. The following applies to all employment categories (faculty, university staff, classified staff, temporary staff, staff working retirees, student workers, student faculty, and post docs).

School, colleges, and departments are responsible for all of the following:

1. Obtaining approval from their Dean
2. Working with the appropriate Senior leader, as indicated below, to determine if a position is mission-critical and obtaining the appropriate Senior leadership approvals
3. Sharing Dean and Senior leadership approvals, as outlined below, with central Human Resources.

Non-academic units/departments are responsible for all of the following:

1. Obtaining approval from the individuals listed below – under Approvals.
2. Working with the appropriate Senior leader, as indicated below, to determine if a position is mission-critical and obtaining the appropriate Senior leadership approvals
3. Sharing Vice Chancellor and additional Senior leadership approvals, as outlined below, with central Human Resources.

PLEASE NOTE: The Senior leadership approval process is the same for mission-critical positions and non-mission critical exceptions, at this time. See below.

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• **Mission critical positions:**
  This includes appointment types (type 1) based on previous search, and (type 2) based on a current or previous employee being hired into a mission-critical position.

• Senior leadership approval is required per the guidance below.

• The name of the candidate, position title, and requisition number (is appointment type 1) are required in the approval email.

• Central Human Resources will ask for documentation of approval before posting positions or approving appointment types.
  
  o For University staff or classified positions, an e-mail from the approver should be sent along with the job description.
  
  o For faculty recruitment or appoint types, attach the approval to the NPP in HCM.

• If moving forward with a mission-critical search or appointment type and the position is state funded, submit second level as you normally would.

**Non-mission critical positions (exceptions):**

This includes new recruitment and appointment types (type 1) based on previous search, and (type 2) based on hiring a current or previous employee.

• Senior leadership approval is required per the guidance below.

• The name of the candidate, position title, and requisition number (if appointment type 1) are required in the approval email.

• Central Human Resources will ask for documentation of approval before posting positions or approving appointment types.

  o For University staff or classified positions, an e-mail from the approvers should be sent along with the job description.

  o For faculty recruitment or appoint types, please attach the justification to the NPP in HCM.

• If an exception is approved and the position is state funded, submit second level as you normally would.
Promotions - University Staff, Classified Staff and Faculty

Until further notice, the approvals below are also required to move forward with review by central HR.

- For University staff or classified positions, an e-mail from the approver should be sent along with the job description.
- For Faculty, attach the email approval to the NPP.

Anschutz Required Approvals

Terri Carrothers, Executive Vice Chancellor

- Consolidated Administrative Units
- Marcus Institute for Brain Health
- Anschutz Advancement
- CU Innovations
- Anschutz Communications
- National Mental Health Innovations Center
- Anschutz Budget and Planning Office
- Anschutz Business Strategy and Quality Control
- Anschutz Office of Institutional Planning

Dr. Flaig, Vice Chancellor for Research

- Colorado Clinical and Translational Sciences Institute (CCTSI)
- Office of Laboratory Animal Resources (OLAR)
- Office of Regulatory Compliance (ORC)
- Office of Research Services (ORS, includes CRAO)

Dr. Reilly, Vice Chancellor for Health Affairs

- Area Health Education Centers
- Colorado Center for Personalized Medicine
- Center for Bioethics and Humanities
- Center for Interprofessional Practice & Education
- Center on Aging
- Professional Risk Management
- Student Mental Health

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Dr. Nairn, Provost
- Academic and Student Affairs

Deans
- All schools and Colleges

Denver Required Approvals

Jennifer Sobanet, Senior Vice Chancellor
- Denver Budget Office
- Denver Office of Institutional Planning
- Office of Strategic Impact
- Recruitment and Outreach

Dr. Nairn, Provost
- All Schools and Colleges
- Academic and Student Affairs

Dorothy Horrell, Chancellor
- Advancement
- University Communications
- City Center
- CU South Denver (primary, shared with Don Elliman)
- Office of Digital Education (shared with Don Elliman)

Searches already in progress may continue by utilizing remote technologies including Zoom, phone interviews, Skype, etc. Campus visits and in-person interviews should not be conducted.

If a posted position is not mission-critical, please contact your talent acquisition consultant in central HR and the position will be removed from CU Careers. A correspondence e-mail (UCD COVID19 – Suspended Search) is now available in CU Careers and can be used to notify candidates. It can be initiated by HR business partners or central HR if a unit asks.

The first 3 screen shots below include the navigation to send the emails. The last screen shot is a copy of the language included in the email.
An offer should not be extended unless:

1. The position has been designated as mission-critical by the appropriate campus Senior leadership and a plan exists to onboard, train, manage, and provide necessary resources for the new employee.
2. There is sufficient work for the employee to perform remotely,
3. AND, the supervisor can effectively onboard, train, and manage the employee remotely.

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Otherwise, refrain from extending an offer until the campus has resumed normal operations and a start date can be established.

**If an offer has already been made and accepted, it may not be rescinded.** Work with the central talent acquisition consultant for university staff and classified positions, or with the HR director within the school or college for faculty positions. It may be possible to create an addendum letter with a different start date depending on the individual situation with the candidate.

Follow these guidelines to help new employees work remotely:

- Include new hires in remote meetings when possible.
- Identify ways to onboard and train the employee through remote means.
- Consider having new employees work through online training or participate in online professional development courses or readings.
- Checkout online learning opportunities provided by the University of Colorado through LinkedIn Learning, Skillsoft, and Coursera. Visit [https://www.cu.edu/employee-services/professional-growth-training/training/...](https://www.cu.edu/employee-services/professional-growth-training/training/) to compare these learning resources and build your own online learning journey.
- If it is not feasible for the employee to work from home, then paid administrative leave may be granted with proper approvals (Dept. Chair, Division Head, Dean, Vice Chancellor)

Please consult with a member of the Talent Acquisition team (for university staff and classified) or School or College Dean’s Office (for faculty positions) to determine the best course of action for your particular situation.

**Background Checks**

Please note that we may experience significant delays in background check processing across the country during this time. The Human Resources background check team is processing checks as usual, however, receipt of the information from the various municipalities may be delayed. Many counties and states do not have online records and we may experience significant delays in these areas. We will continue processing background checks as we are able to do so.

**Employment Eligibility Form I-9**

In accordance with the Immigration Reform and Control Act of 1986 ("IRCA"), each new employee must complete their I-9 on or before their first day of hire.

CU Denver and CU Anschutz must verify employment eligibility of each employee within the first three days of employment.

CU Denver | CU Anschutz has adopted new measures in response to COVID-19. The CU Denver | CU Anschutz campuses continue with the goal of creating social distancing where possible to mitigate the potential spread of the virus.

New employees should contact their Human Resources (HR) Business Partner in their department who will provide guidance to the new employee on how to complete the I-9. The HR Business Partner will complete Section #2 of the I-9 form.

The employee is required to provide acceptable documents to their HR Business Partner to complete the I-9.

Please contact HR.I-9@ucdenver.edu with questions.
Onboarding

HR Business Partners with the school, college, or department are responsible for onboarding. Please contact your department HR Business Partner for more information regarding Onboarding.

Benefits

New employees must enroll in benefits within their first 31 days of employment.

- Online Benefits Orientation: This video provides detailed information about plans. This presentation is in SkillSoft and can be accessed by clicking the link below:
  - Benefits Orientation – you will be directed to log in to the portal with your university credentials. Once you do this, select the Denver IDP selection.
  - Benefits for New Employees Webpage
  - How to enroll in benefits
  - Contact 303-860-4200, option 3 or benefits@cu.edu with questions.

New Employee Orientation

Human Resource Business Partners are to continue enrolling new employees through our CVent site link: Neo Registration

Employees registered for orientation will receive an email the Monday prior to the orientation date from CANVAS with a link to take the on-line version of the orientation

Employees must have a valid university email address to be registered in CANVAS for new employee orientation.

If you have any questions please contact HR.TrainingRegistration@ucdenver.edu

Portal Self-Service Actions

- Here are instructions to complete set-up items in the portal:
  - Accessing the Portal
  - W-4
  - Direct Deposit: Must set-up by the 17th of the month. If it is after the 17th, new hire will receive a paycard for the first month. Contact 303-860-4200, opt. 2 or payroll@cu.edu with questions.
  - Personal Information
  - Paychecks

Time Tracking and Leave

- For departments that use My.Leave:
  - Setting up Preferences and Time Tracking

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