HR Management Meetings

➢ Anschutz Medical Campus:
  - Monday, December 4, 2017
  - 9:00-10:30
  - Nighthorse Campbell Native Health - M24-110 Shore Family Forum

➢ Denver Campus:
  - Friday, December 8, 2017
  - 9:30-11:00
  - Student Commons Building - ACAD 1500
AGENDA

- Welcome & new HR staff introductions – Carolyn Brownawell, AVC/Chief Human Resources Officer
- Inclusive Excellence presentation – Dr. Brenda J. Allen, Vice Chancellor for Diversity and Inclusion
- Multi-state Taxation Project – Sharon Bishop, Director of Payroll, Employee Services
- HCM and SkillSurvey Updates - Florie Montoya, TAC Senior Director
- 2018 Staff/PRA Evaluations – Doug Kasyon, Employee Performance & Development Director
- Credit Freezes and Updated HR web site - Kaylene McCrum, HR Operations Director
- Remote I-9s – Christina Hobson, HR Operations Assistant
- Questions & Answers
- Next HR Management Meetings are scheduled for February 9, 2017 (details to follow)
- Where to find materials from these meetings
Inclusive Excellence

Brenda J. Allen, Ph.D.
@BrendaJayAllen
December 4 & 8, 2017
Mission:
...to improve the health and well-being of Colorado and the world.

Strategic Priority #5*
To enhance diversity university-wide and to foster a culture of inclusion.

*University of Colorado Denver | Anschutz Medical Campus
Strategic Plan 2008-2020
Inclusive Excellence
Inclusive Excellence

Connects excellence & inclusion
Centers diversity
Calls for dual focus on diversity
Focuses on power dynamics
Inclusion?

EVERYONE
(underrepresented, represented, well-represented)
feels respected and valued
Factors of Inclusion*

Fairness and Respect
Equity
Non-discrimination
Value and Belonging
Uniqueness
Decision making
Connectedness

Levels for Enacting IE

Senior leadership & accountability
Vision and buy in
Building capacity
Leveraging resources
Discussion
Thank you!
AGENDA

• Introduction

• Overview:
  – Why we need multi state taxation
  – What have we done to date
  – What is currently being accomplished
  – What do we need from our campus partners
    • Screenshot of how it will look in the system
  – Go Live

• Questions
INTRODUCTIONS

• Sharon Bishop
  Director of Payroll – Employee Services
  sharon.bishop@cu.edu
  (303)860-4166
# MY TEAM

**Diane Wiederspahn - Payroll Manager**

<table>
<thead>
<tr>
<th>Payroll Processors</th>
<th>Payroll Coordinators</th>
<th>HCM Support/Call Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelley Brown</td>
<td>Karen Drieling</td>
<td>Andrew Drummond</td>
</tr>
<tr>
<td>Carolyn Donadio</td>
<td>Jean Howe</td>
<td>Jim Carrington</td>
</tr>
<tr>
<td>Tacy Harris</td>
<td>Bryan Hartle</td>
<td>Dan Nunez</td>
</tr>
<tr>
<td>Melissa Kent</td>
<td>Christina Honne</td>
<td>Rachelle Beauplan</td>
</tr>
<tr>
<td>Erika Nelson</td>
<td>Catherine McCoy</td>
<td>Rebecka Tharp</td>
</tr>
</tbody>
</table>

**Kendra Zafiratos - Int'l Tax Mngr**

Alicia Dandeneau

Millicent Adu-H'Torah
WHY MULTI STATE TAXATION?

- Between all four campuses and the system office we have approximately 400 employees that do not perform their duties in the state of Colorado.
- In order to be compliant we are required to deduct state and local withholding tax from the state the employee is working in.
WHAT HAVE WE DONE TO DATE

• Project Team:
  – Tricia Strating – Project Manager
  – Sharon Bishop – Payroll Director
  – Diane Wiederspahn – Payroll Manager
  – Bob Loosley – Director of Tax OUC
  – Erika Nelson – Project Coordinator
  – Angelica Throckmorton – UIS App Manager

• Requirements Gathering
• Review with CHRO’s, Data Management and Legal Teams
• Letters sent to all out of state employees informing them of the change and requesting their state W4.
• Configuration – SIT (UIS)
WHAT IS CURRENTLY BEING ACCOMPLISHED

• UAT (ES Payroll)
  – Entering out of state withholding forms for state and locals
  – Running payroll with each out of state employee included
    • Review that the proper tax was withheld
    • Running the Post Payroll Process
      – HR/GL
      – Tax interface
      – Balance tax totals
WHAT CHANGES FOR YOU?

• The ‘MAILING’ address will be used to identify where the employee is working. Please keep the mailing address up to date.

Going Forward

• ES Payroll will send the proper tax forms to the employee to fill out and return
• ES will enter the tax withholding information
HOW TO IDENTIFY AN OUT OF STATE EMPLOYEE

Out of state mailing address drives out of state taxation
Job Data for out of state employee should show “Remote Worker-xxx”
GO LIVE

• January 1, 2018

• Questions?
HCM & Talent Acquisition and Compensation Updates

Florie Montoya, Senior Director
HCM
Current Initiatives

• Distributed HCM Training Survey. Used to evaluate preferred format for training and PPL’s use of the system. Other campuses will use our survey to gather the same information.

• Will offer training based on priorities and preferences identified by users of the system.
HCM
Current Initiatives

• Finalizing campus-specific process workflow documents

• Finalizing Central HR HCM web page
HCM
Wave 3B

• Wave 3b Scope:

✓ Hire
✓ Rehire
✓ Contract Hire/Rehire
✓ Transfers
✓ POIs
HCM
Wave 3B

– Planning/requirements gathering continues with UIS, Cross-Campus Team and Employee Services

– Once planning is complete, Executive Committee will determine final timeline for rollout based on Steering Committee recommendations
HCM
Wave 3B Sign-Off Schedule

– January 10 – Cross-campus team
– January 18 – Steering Committee
HCM - Reminders

• HCM bi-weekly call – Opportunity to raise current issues/hear updates. Every other Tuesday at 3:00 p.m.

• Next call is Tuesday, December 12th
  To join:
  From your computer, tablet or smartphone:
  https://global.gotomeeting.com/join/911684485

  Join the conference call:
  Call 1-877-820-7831
  Code: 920257#
HCM - Reminders

• POI Mass Termination Process – Please continue to update POI records. When we go live with POI any records past their end dates will be automatically inactivated in HCM.
  – More Info: POI Queries & How To Update

  – Social security numbers will not be required for POIs in the system

  – Employee Services procedural guide is being updated by CHROs
SkillSurvey Re-implementation

- Waiting for contract to be finalized and then will begin use of SkillSurvey
- For future questions and comments, please contact:
  - Sheri.KalinaJungman@ucdenver.edu
  - 303-315-2709
Employee Performance and Development

Doug Kasyon, Director
EPD Staffing Update

• Welcome Laura DuClos!
  • OIT/ESS/ATEL
  • UCH
  • Health Affairs
  • Student Affairs
  • Grad School
  • School of Dental Medicine
  • School of Public Health
CY 2018 Evaluation Cycle

- Evaluation rating due date will again be March 1
- Rating entry proposal
<table>
<thead>
<tr>
<th>ID</th>
<th>Employee Name</th>
<th>Empl Record</th>
<th>Effective Date</th>
<th>Next Review Date</th>
<th>Review Period From</th>
<th>Review Period To</th>
<th>Review Type</th>
<th>Rating Scale (FAC/50EP)</th>
<th>Review Rating (1-5)</th>
<th>Total Review Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>281300</td>
<td>Janet Waldo</td>
<td>0</td>
<td>1/1/2018</td>
<td>1/1/2019</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>180898</td>
<td>Storm Thorngerson</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>238475</td>
<td>Collin Fulcher</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>260016</td>
<td>Syd Barrett</td>
<td>0</td>
<td>1/1/2018</td>
<td>1/1/2019</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>286774</td>
<td>Diana Prince</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>282562</td>
<td>Andrew Partridge</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>239557</td>
<td>David Gregory</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>147652</td>
<td>Wayne Coyne</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>251503</td>
<td>Ian Kilmister</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>194264</td>
<td>Declan MackManus</td>
<td>0</td>
<td>1/1/2018</td>
<td>1/1/2019</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>198279</td>
<td>Barbara Gordon</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>249839</td>
<td>Selina Kyle</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>257988</td>
<td>Florian Schneider</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>290519</td>
<td>Thomas Kenny</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>229228</td>
<td>Gillian Smyth</td>
<td>0</td>
<td>1/1/2017</td>
<td>1/1/2018</td>
<td>1/1/2016</td>
<td>12/31/2016</td>
<td>P</td>
<td>SOEP</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Human Resources Operations

Kaylene McCrum, Director
Background checks and credit freezes

- Data breaches have caused an increase in individuals requesting credit freezes
- HR cannot run a background check of any kind if an individual has a credit freeze in place
- HR will ask the individual to lift their credit freeze for a limited period of time in order to be able to run the background check through HireRight
- Individuals can re-implement the credit freeze after the background check is run
- Questions?: HR.backgrounds@ucdenver.edu
HR website

• Updates to HR website coming soon
  – Primary changes will be:
    • *New “Resources for HR Business Partners” tab*
      – New HCM dedicated page
    • *New “Resources for Employees” tab*
    • *Plan to go-live mid December*
HR Operations Resources

- Backgrounds: HR.backgrounds@ucdenver.edu
- I-9s: HR.I-9@ucdenver.edu
- Temps: HR.newtemp@ucdenver.edu
- Faculty: HR.faculty-request@ucdenver.edu
- PRAs: HR.PRA@ucdenver.edu
- Personnel Matters Report (PMR): Personnel.matters@ucdenver.edu
- Retirees returning to work: HR.staffworkingretiree@ucdenver.edu
- NEO and other trainings: HR.trainingregistration@ucdenver.edu
- HR website updates or broken links – please notify: Human.Resources@ucdenver.edu
Remote Employee I-9 Process

• Christina Hobson
• HR.I-9@ucdenver.edu
Choosing Section 2 completer

• We are now apart of the CUPA-HR (College and University Professional Association for Human Resources) I-9 Reciprocal Processing Consortium
  – This gives us a list of participating people who are able to complete I-9s for us through HireRight
• Contact HR.I-9@ucdenver with the zip code of the remote employee
  – We will send you a list of possible contacts who your new employee can meet with to complete Section 2 and upload the supporting documents
  – Once a contact is chosen from the list, please contact them to ensure they are ok with being granted one time access to our HireRight system
  – This allows them to complete Section 2 and upload the supporting document(s) in 1 pdf
  – Please remember the employee must present original, unexpired documents to the individual completing Section 2
Fill Out “Hiring Manager” Section:

- Use the information of the person who was chosen to complete Section 2 (via the list provided to you from HR.I-9@ucdenver.edu)
  - First name
  - Last name
  - Email

- This grants the individual designation as the “Hiring Manager” for them to have one time access to HireRight for completing the I-9
Additional Information:

• Contact the person you chose as the “Hiring Manager” and explain the following:
  – They will receive a link from HireRight to access our system one time
  – They will need to inspect the original, unexpired supporting documents and make copies
  – They will need to fill out Section 2 electronically, and then sign and then click “submit”
  – They will need to upload the supporting document(s) in 1 pdf

• The link for the “Hiring Manager” is good for 60 days however, the I-9 still needs to be done within 3 business days of the date of hire
Corrections to I-9

• If Section 1 corrections are needed:
  – Central HR will send a link through HireRight to the employee with instructions on what corrections are needed

• If Section 2 corrections are needed:
  – Typically Central HR can make these corrections
  – If other corrections are needed to Section 2, Central HR will provide instructions

• If supporting documents are missing:
  – Central HR will contact the person who filled out Section 2 as well as the HR liaison who initiated the I-9, in order to gather the needed supporting document(s)
Questions?

HR.I-9@ucdenver.edu
303-315-2752
To view past HR Management meeting materials, and an audio file of this meeting visit:

www.ucdenver.edu/about/departments/HR

in the HOT TOPICS section