Anschutz Medical Campus HR Management meeting:
- Wednesday, October 11, 2017
- from 11:00-12:30
- ED2 North – P28-2104

Denver Campus HR Management meeting:
- Friday, October 13, 2017
- from 9:30-11:00
- BUS 1800 Colorado Bank Lecture Hall
AGENDA

- **Welcome & Introductions** – Carolyn Brownawell, AVC and Chief Human Resources Officer
- **HCM/TAC Update** - Florie Montoya, Talent Acquisition and Compensation Senior Director
- **Skill Survey Re-implementation** – Sheri Kalina Jungman, Senior TAC Consultant
- **Employee Performance & Development Updates** – Doug Kasyon, EP&D Director
- **I-9 and E-Verify Updates, Records Retention** - Kaylene McCrum, HR Operations Director
- **Colorado Combined Campaign** – MaryAnn Hill, Executive Assistant

- Q&A
- Next HR Management Meeting: December, 2017
- Where to find materials from these meetings
Talent Acquisition and Compensation

Florie Montoya
HCM Update
HCM Update

Agenda

- Update on current initiatives
- Wave 3B
- Questions on project
- HCM – Interactive Quiz
- HCM Reminders
- Q & A
HCM Project

- **Why?**
  
  Removal of Smart ERP pages which have caused issues/errors

- **Why Important?**
  
  » Stabilize the system/ensure we are ready for future enhancements

- **Need your feedback on current state and future state – change management!**
HCM
Current Initiatives

- Wave 3a - Live with Position - separated position information and funding from NPP ePAR page (job description)

- Training - Working with Sharon Grant, Campus Change Manager, to evaluate feedback on current state, training and communication needs

- Will send survey to solicit additional feedback regarding training needs
HCM
Current Initiatives

- Finalizing campus-specific process workflow documents

- Communication – Look for bi-weekly e-mails on HCM reminders and known issues
  Next e-mail: October 20th

- Coming soon – Central HR HCM web page
HCM
Wave 3B

- Wave 3b Proposed Scope:
  - Hire
  - Rehire
  - Contract Hire/Rehire
  - Transfers
  - POIs
HCM
Wave 3B – Project Team

» Florie Montoya
» Jason Leach
» Loan La
» Anschutz – Luana Tadolini/Cheryl Welch
» Denver – Megan Jorgensen/Connie Amen
HCM
Wave 3B

» Planning/requirements gathering continues with UIS/ Employee Services and Campuses for Wave 3b items. Target completion is October/November.

» Tentative go-live date: April 2018
HCM

Questions on Project?
HCM Interactive Quiz

- Login: https://pollev.com/CUDENVERHRTA546
HCM - Reminders

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

- Next call is October 10th.
  
  To join:
  
  From your computer, tablet or smartphone:  
  https://global.gotomeeting.com/join/911684485

  Join the conference call:  
  Call 1-877-820-7831  
  Code: 405503#
HCM - Reminders

- POI Mass Termination Process – Please make sure you are updating POI records. Starting in January any records past their end dates will be automatically inactivated in HCM.

  » More Info: POI Queries & How To Update
HCM

Q & A
SkillSurvey Reimplementation

Sheri Kalina Jungman
Senior Talent Acquisition Consultant
SkillSurvey Overview

- SkillSurvey is an online reference checking tool.

- It will be re-implemented around November 1, 2017 for CU Denver | Anschutz.
SkillSurvey Overview

When is SkillSurvey used?

» At the time of referral after first round interviews with multiple candidates, or as a final decision with one or more finalists.

Why use SkillSurvey?

» Provides an anonymous way for references to provide feedback.

» Hiring managers will receive reports on each candidate, as well as a comparison report between multiple candidates.

» Feedback from references usually is received in about 48 hours.
SkillSurvey Overview

- It is **OPTIONAL**. We will not require departments to use SkillSurvey.

- Departments are expected to check references on all hires, but can choose how to complete that process, either with SkillSurvey or over the phone.

- SkillSurvey can be utilized for Classified and University Staff positions, as well as any Faculty positions.
Want to use SkillSurvey?

If a business partner or hiring manager wants to utilize SkillSurvey, please email Central HR:

» List of candidates and their email addresses
» Requisition number in CU Careers.

Central HR Contacts:

» For Classified or University Staff positions: Talent Acquisition Consultant assigned to search
» For Faculty positions: Bobby.Pinter@ucdenver.edu
» For PRA positions: Sean.R.Clark@ucdenver.edu
SkillSurvey Process

- Your central HR contact will enter candidates’ names and emails into the SkillSurvey system, and choose an appropriate survey to run based on the position and/or duties.

- The candidates will receive an email from SkillSurvey with instructions on how to enter contact information for up to 5 references.

- SkillSurvey will then send the selected survey to each of the references with instructions for completion.
SkillSurvey Process

- Central HR will be notified as surveys are completed, and can finalize a report when at least 3 surveys are completed. (at least one of the 3 must be a manager.)

- Once a report is finalized, Central HR will email the hiring manager and HR business partner the finalized reports, as well as a comparison report of candidates (if more than one).

  http://go.skillsurvey.com/RPTNew-CategoryRanges-AdministrativeAssist

- The hiring manager can then use this information to make a more informed hiring decision.
SkillSurvey Information

- We plan to go live with SkillSurvey on or around November 1, 2017.

- Once the system is live, you will receive an email letting you know.

- We will notify all HR business partners of any updates or changes to the SkillSurvey system or process as needed.
Questions?

For future questions and comments, please contact:

Sheri.KalinaJungman@ucdenver.edu
303-315-2709
Faculty Oath/Pledge

• Now able to require a pledge (that does not need to be notarized) vs. the oath

• Offer letter templates have been updated with pledge language/document
Questions for TAC?
Employee Performance and Development

Doug Kasyon
FlexPlace Form

- Must include end or review date NLT 6 mos.
- Please do not sent to HR Consultant
- Routing...
## FlexPlace Form Routing

<table>
<thead>
<tr>
<th>Requesting Employee's School /College/Department</th>
<th>Authorized Approval Signature</th>
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<tbody>
<tr>
<td>Downtown Campus Schools/Colleges</td>
<td>Provost</td>
</tr>
<tr>
<td>Anschutz Campus Schools/Colleges (except SOM)</td>
<td>Provost</td>
</tr>
<tr>
<td>School of Medicine</td>
<td>Director of Finance &amp; Administration</td>
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<tr>
<td>CU Denver South</td>
<td>VC</td>
</tr>
<tr>
<td>Consolidated Departments:</td>
<td>Department AVC</td>
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<tr>
<td>- OIT, HR, Facilities, Budget, Finance, Grants &amp; Contracts</td>
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<td>Police</td>
<td>Chief</td>
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<tr>
<td>Advancement</td>
<td>Campus Chancellor</td>
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<td>Communications</td>
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<td>CU Innovations</td>
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<td>Institutional Research</td>
<td>Provost</td>
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<td>Ombuds</td>
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<td>VCA SA Departments</td>
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<td>Libraries</td>
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<td>Office of the Provost</td>
<td>Provost</td>
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<tr>
<td>Regulatory Compliance:</td>
<td>VC Research</td>
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<tr>
<td>- CCTSI, COMIRB, EH &amp; S, HIPAA, IACUC, Research Admin</td>
<td></td>
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</tbody>
</table>
Classified Coaching Sessions

Reminder:
Should be happening now
ADA Coordinator

- now -

Lauren Fontana
Office of Equity
303-315-0197

lauren.fontana@ucdenver.edu
Evaluation Score Data Gathering Process

- Requesting committee participation interest
- Discussion: End of October > End of November
Human Resources Operations

Kaylene McCrum

Director, Human Resources Operations
I-9\E-Verify Updates

**New Hires:**
- All I-9s for new hires should be completed electronically in HireRight
- Only exception is when a disability accommodation is required
- Completing a paper I-9 and uploading it into HireRight is not acceptable
- The electronic form must be completed within HireRight

**Rehires:**
- Contact [HR.I-9@ucdenver.edu](mailto:HR.I-9@ucdenver.edu) to check whether the employee(s) you are rehiring has/have a current/valid I-9 on file
  - You will receive further information from us on the employee’s I-9 and the necessary steps you may need to take
- An email will be sent with specifics on rehires and what action is required in each case
I-9\E-Verify Updates

- **Additional appointments:**
  - Hiring an employee into an additional appointment or rehiring an employee does NOT guarantee that an I-9 has already been completed
  - Please check with HR.I-9@ucdenver.edu if you are unsure whether an I-9 will need to be completed or not
  - Contact HR.I-9@ucdenver.edu with any questions
The University of Colorado Denver|Anschutz Medical Campus Human Resources Office is the official record keeper for personnel records for the following employment groups:

» **CU Anschutz:**
  - Officer/University Staff
  - Classified Staff

*Please note: CU Anschutz schools/colleges/departments are the official record keeper for **ALL** faculty, post doctoral fellows, residents, and student employees*

The full Personnel Record Retention Guidelines may be found here: [http://www.ucdenver.edu/about/departments/HR/Documents/DenverAnschutzMedicalCampusPersonnelRecordRetentionGuidelines.pdf](http://www.ucdenver.edu/about/departments/HR/Documents/DenverAnschutzMedicalCampusPersonnelRecordRetentionGuidelines.pdf)
University of Colorado Denver
Record Retention Guidelines

» The University of Colorado Denver|Anschutz Medical Campus Human Resources Office is the official record keeper for personnel records for the following employment groups:

» **CU Denver:**
  - Regular Faculty/Clinical Faculty/Research Faculty (including PRA’s and Research Associate series)
  - Officer/University Staff
  - Classified Staff


**Please note:** CU Denver schools/colleges/departments are the official record keeper for non-tenure track faculty (including lecturers, instructors, etc.), post doctoral fellows, and student employees

» The full Personnel Record Retention Guidelines may be found here: [http://www.ucdenver.edu/about/departments/HR/Documents/DenverAnschutzMedicalCampusPersonnelRecordRetentionGuidelines.pdf](http://www.ucdenver.edu/about/departments/HR/Documents/DenverAnschutzMedicalCampusPersonnelRecordRetentionGuidelines.pdf)
Record retention schedule

- Personnel files: retain for 10 years after retirement or separation of employment

- Search Materials: retained as part of Jobs@CU since 12/2006 and as part of CU Careers since 12/2015. Additional materials maintained in the school/college/department retain for 2 years after position is filled

- Faculty Contracts: 6 years after termination of contract and until no longer needed for reference

- Leave Records/Leave Requests: additional records outside of My.Leave will be maintained within school/college/department for 5 years after termination

- Personnel Actions Forms (PAF) used prior to July 2000: original PAF maintained in HR; school/college/departments may destroy any copies in their records

- The University of Colorado Policy on Open Records Request may be found:
  - https://www.cu.edu/ope/aps/2022
  - https://www.cu.edu/sites/default/files/2022_Appendix-B.pdf
Required documents: Faculty files

- Signed original letter of offer
- Addendums to original letter of offer
- Original signed faculty oath
- Letters of recommendation/references/commendations
- Contract of employment
- Official transcript of coursework
- Reappointment, promotion and tenure forms or letters and documents associated with
- Sabbatical requests and approvals
- Letters regarding other appointments (e.g., chair, associate dean)
- Letters regarding modification of appointments
- Documents associated with enforcement of the “one-sixth” rule
- Student and other teaching evaluations
- Documents associated with salary reviews, including salary equity reviews
- Personnel recommendations or actions
- Annual performance rating – open record form
- RTP – documents maintained in sealed envelope
- Tenure review – documents maintained in sealed envelope
- Promotion to professor review – documents maintained in sealed envelope
- Additional remuneration forms
- Background notification letter
- Memorandums of Understanding affecting pay
Required documents: University Staff files

- Signed original letter of offer
- Addendums to original letter of offer
- Letters regarding modification of appointments
- Documents associated with salary reviews, including salary equity reviews
- Personnel recommendations or actions (including letters of instruction/direction/discipline)
- Certification of staff outside employment/activities & conflict of commitment/interest
- Annual performance rating – open record form
- Background notification letter
- Work arrangement agreements (e.g., conditions of employment, flextime/flex place, work schedule)
Required documents: **Classified Staff files**

- Signed original letter of offer
- Addendums to original letters of offer
- Social Security acknowledgement document (Form 1945)
- Certification of staff outside employment/activities & conflict of commitment/interest
- Application - job reallocation only. CU Careers maintains application for hires and promotions
- Letters of recommendation, reference, commendation, etc., where requested by the employee or the University
- Documents associated with salary reviews, including salary equity reviews
- Personnel recommendations or actions
- Performance plan
- Annual performance evaluation
- Background notification letter
- Corrective/disciplinary actions (including narrative information) unless rescinded by the Board, or a corrective action is removed by the appointing authority;
- Work arrangement agreements (e.g., conditions of employment, flextime/flex place, work schedule)
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
QUESTIONS?
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