HR Management meetings June 12, 2017

- **Denver Campus HR Management meeting:**
  - Monday June 12, 2017
  - from 9:00 – 10:30 am
  - BUS-1800 CO Bank Lecture Hall

- **Anschutz Medical Campus HR Management meeting:**
  - Monday, June 12, 2017
  - From 2:00 – 3:30 pm
  - Nighthorse Campbell Native Health
WELCOME
&
INTRODUCTIONS

Carolyn Brownawell
Associate Vice Chancellor and Chief Human Resources Officer
Agenda

• Welcome & Introductions
• Staff Service Recognition Program
• HCM Update
• Student Employment Update
• University Staff Job Descriptions
• Classified Staff Pay Increases
• Skill Survey Feedback
• Determining Diversity of Your Applicant Pool
• Updating Employee Information on Directories and Outlook
• Performance Evaluation Update
• Training Update
• Future Meetings – August
• Where to Find Materials from This Meeting
Staff Service Recognition Program
Purpose, Eligibility and Awards

• Recognize and express appreciation to University and classified Staff for total length of service
• All active CU Denver|Anschutz Medical Campus staff
  • Excludes Faculty

• Service Credit
  • Total years of service across all campuses, including student employment

• Awards
  • Letter & Service Certificate
  • Service Pin
  • Service Jacket
  • Invitation to Annual Breakfast Event

• Implementation
  • 2018
## Recognition Schedule

<table>
<thead>
<tr>
<th>Years of CU Service Milestone</th>
<th>Letter &amp; Service Certificate Signed by Chancellors</th>
<th>Service Pin</th>
<th>Service Jacket</th>
<th>Invite to Annual Breakfast Event</th>
<th>Est. # of staff annually (of total ~4763)</th>
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</thead>
<tbody>
<tr>
<td>5 years</td>
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<td>10 years</td>
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<td>40 years</td>
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Service Pins & Jackets
Breakfast
Talent Acquisition and Compensation

Florie Montoya
Senior Director, Talent Acquisition & Compensation
HCM Update
Where are we?

Wave 1: Contract Pay

Wave 2: Fluid – user experience foundation for future waves
Workflow, Hire/Rehire, Position, Transfers, Mid-Contract Termination, High Priority Business Processes (POI, Standard Hours)

Wave 3: 

Wave 4: Job Changes effecting position, Terminations, Leave (not My.Leave), One time payment through CU Time, Custom NPP

Now - Stabilization 7/31/17 Optimization

Each wave:
Design | Build | Test/Train | Deploy
Wave 2

• Contract Hires using Smart page
  UAT Complete/Sign off complete
  Prepare for fall hiring
  Next: Training on renewal process in July (Denver campus)

• Fluid/Pum catchup
  Town halls with demos complete
  Changes now live
Wave 3

• Position/Funding – directly in HCM with workflow (split out from NPP ePar page)

• Modified NPP ePar page

• Hire/Rehire - directly in HCM with workflow

• Transfers

• Standard Hours

• POI Mass Termination – proposed implementation date is January, 2018 (please clean up your POIs)
Wave 3
UAT Testing

• Testing will run for 3 weeks beginning Monday, June 19\textsuperscript{th}

• Testers have been identified

• 6/19 & 6/20 - Kick-off at AMC (9:00 – 3:00)

• Proposed completion - 7/7
Wave 3
Tentative Training Plan

• Webinars – week of July 17th

• Structured labs – starting week of July 24th

• Open Labs – dates TBD
Student Employment Update (HCM)
Student Employment Update (HCM)

Custom page will be created in HCM for work-study funding

- Page allows users to view and edit effective date and end date
- Additional step after the student is hired into work-study eligible position
- Go-live date is TBD
University Staff
Job Descriptions
University Staff Job Descriptions

• Templates in place for several months
• Feedback mixed
  Intent – speed up the process, standardization of templates
  Pain points – summarizing duties is difficult, minimum qualifications
• Review process this fall
• Form Working Group
SkillSurvey

Business Partner survey results
sent to 263/51 responded
19% response rate
Q1 If you used SkillSurvey in the past, how satisfied were you with the reference information provided?

Answered: 51  Skipped: 0
Q2 If SkillSurvey was an option for reference-checking, how likely would you be to use it?

Answered: 51  Skipped: 0

- Very Likely
- Somewhat Likely
- Not Sure
- Somewhat Unlikely
- Very Unlikely
Q3 If we were to require that references be checked using SkillSurvey or some other mechanism (verbal verifications) for all finalists where offers will be made, are you amenable to this process change?

Answered: 51  Skipped: 0
Q4 If SkillSurvey is made available for online references, do you think it should be required (mandatory) for all searches or optional?

Answered: 51  Skipped: 0
Q5 Should a SkillSurvey on-line reference be done only for the sole finalist selected prior to offer, or for all finalists identified post-referral?

Answered: 51  Skipped: 0
Question #6: What did you like about using SkillSurvey in the past?

Main positive points: Efficient, easy, timely, reporting data/graphs helpful, anonymous feedback

Question #7: What concerns do you have about using SkillSurvey in the future?

Main concerns: Speed/time delays getting results, verbal checks are still important

Question #8: What other feedback would you like to provide in regards to the SkillSurvey online reference checking software?

Main feedback: Sad that it was taken away, should be optional and more customizable
Additional Feedback – Faculty Searches

Would you use the tool for reference checks for Faculty?
SkillSurvey – Next Steps

• Renew contract
• Implement in fall
Determining the diversity of your applicant pool
Determining the diversity of your applicant pool

Why important?

Creating a culture of inclusion.

Framework for diversity was created to support the 2008-2020 Strategic Plan, and includes goals specifically related to recruiting and retaining diverse faculty and staff.
Determining the diversity of your applicant pool

Campus users with Business Partner (BP) access in CU Careers have the ability to access, run and export reports using the Oracle Business Intelligence (OBI) tool.

- More information can be found on the HR website at http://www.ucdenver.edu/about/departments/HR/Documents/DiversityReports.pdf
- User guides and training information are available on the main HCM Community reporting website at http://www.cu.edu/hcm-community/run-reports
- Step-by-step: CU Careers Reporting (OBI)
- Training video: CU Careers Reporting
Classified Staff Salary Increases
Classified Staff Increases

• E-mail sent to all classified staff and supervisors of classified staff
• 1.75 Across the board (ATB) increase if employed before July 1, 2017 regardless of performance rating
• .75 merit pool based on performance (rating must be 2 or 3) and placement in range.
• Must have performance evaluation/rating for 2016/2017 performance cycle.

Resources:
- FAQ on our website
- Increase letter templates will be shared
TAC Reminders
TAC Reminders

CU Careers

When dispositioning candidates, be sure to click on the box that reads “send correspondence.”

Auto e-mails are not being sent so candidates are not notified.
TAC Reminders

• Search Summaries – Still missing
  Why important: jeopardize federal funding if audited
Human Resources Operations

Kaylene McCrum
Director, Human Resources Operations
Updating Employee Information

• Need to ensure employee personal and work data is correct within systems:
  
  • On-line/E-Directory
  • HCM
  • CU Portal
On-line/E-Directory

• On-line/E-Directory Information includes:

  • CU Denver | CU Anschutz data is pulled from HCM and Campus Solutions
  • University of Colorado Hospital – includes data determined by UCH
    • Doctors only – at this time
  • CU Medicine (formally UPI) – includes data determined by CU Medicine
    • Doctors only – at this time
  • CU System Office employees

• Children’s Hospital is not currently part of the directory
  • Children’s employee information can be found in the global address book in Outlook
http://www.ucdenver.edu/Pages/UCDWelcomePage.aspx
https://directory.ucdenver.edu/
CU Denver | CU Anschutz Employee Data for On-line/E-Directory

• Once the **employee** logs into the On-line/E-Directory, changes may be made by the employee to the following fields:

  • Credentials
  • Alternate Email
  • Alternate Phone
  • Cell Phone
  • Pager
  • Office Location(s)
CU Denver | CU Anschutz Employee On-line/E-Directory Data

• Critical for the **HR Business Partner** to ensure the following employee information is correct in HCM as the data feeds to the On-line/E-Directory:
  • Name – must match Social Security card
  • Campus 1 phone number
  • Title – only 32 characters available
    • Ensure title is as concise as possible
  • Work address – important to keep updated, however not automatically populated in On-line/E-Directory

• Privacy Flag may be identified for certain qualifying individuals – is NOT automatic
  • All requests for privacy should be sent to Human.Resources@ucdenver.edu for review
  • Privacy is granted in certain types of situations/cases
CU Denver | CU Anschutz Employee On-line/E-Directory Data

• The following links provide additional information regarding the On-line/E-Directory through the OIT website:

  • http://www.ucdenver.edu/about/departments/ITS/Pages/Directory-Information.aspx
  • https://directory.ucdenver.edu/faq_what.php
  • https://directory.ucdenver.edu/faq_who.php
  • https://directory.ucdenver.edu/faq_datafields.php
University of Colorado Hospital and CU Medicine On-line/E-Directory Data

- UCH data must be updated by UCH employees/UCH HR
- CU Medicine data must be updated by CU Medicine employees/CU Medicine HR
HCM Data

- **HR Business Partners** ensure all data in HCM are up to date including:
  - Name – must match Social Security card
  - Work address
  - Preferred work phone number
    - Ensure check box is checked next to proper phone number
CU Portal

• The employee can make changes through the CU portal to the following fields:
  • Home address
  • Home/mobile phone numbers
  • “Campus 1” phone number – this updates the phone number listed in Outlook
  • Emergency contacts
  • Add email addresses
  • Instant Message IDs
  • Ethnic Groups
  • All of these are found in the portal under “My Info and Pay”/“Employee Profile”
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
Employee Performance & Development

Doug Kasyon
Director, Employee Performance & Development
Thank you for your efforts in providing the evaluations

Please review who, within your school/college/department, has not had an evaluation submitted or submitted to our office

We just received a list from System. You will be notified by Tuesday if you have missing evals.
Training Update

- Crucial Conversation June Sessions being conducted on the Denver Campus June 12, 15 & 19
- Crucial Accountability will be a new offering in Fall 2017
  - Building on the skills taught in Crucial Conversations, Crucial Accountability teaches a step-by-step process and new skills to enhance accountability, improve performance, and ensure execution.
Training Update

Crucial Accountability

➢ STRENGTHEN ACCOUNTABILITY
  • Participants learn how to talk about violated expectations in a way that yields two-way accountability and allows further progress to be made.

➢ ACCELERATE PROBLEM SOLVING
  • Consistent application of the skills leads to faster problem solving, decision making, and conflict resolution.

➢ IMPROVE RELATIONSHIPS & PRODUCTIVITY
  • When issues are resolved and focus is restored, productivity increases, relationships are strengthened, and high-performance cultures are formed.
Training Update

Managing Employee Health Conditions

- June 28, 2017, 9:00-11:00
- Anschutz Medical Campus, ED II North, Rm 1308
- Log into SkillSoft
  - or -
  e-mail HR.TrainingRegistration@ucdenver.edu to request registration
Training Update

FY 2018 offerings...

- Crucial Conversations/Accountability Cohorts: August, September, October

- New Employee Orientations:
  - Anschutz – Every Wednesday except last in month
  - Denver – First Thursday of every month

- Last Wednesday of the Month:
  - July – DiSC: intended for all
  - August – VC Brenda Allen/Diversity: intended for all
  - September – Performance Mgt: intended for supervisors
  - October – Sexual Misconduct/Discrimination: intended for all
  - Jan – Performance Mgt: intended for supervisors
  - February – Sexual Misconduct/Discrimination: intended for all
  - March – Classified Rules Pt 1, intended for supervisors
  - April - Classified Rules Pt 2, intended for supervisors
To view past HR Management meeting materials, and an audio file of this meeting visit [www.ucdenver.edu/about/departments/HR](http://www.ucdenver.edu/about/departments/HR) ...in the HOT TOPICS section