HR Management meetings Monday February 6, 2017.

- Denver Campus HR Management meeting:
  - Monday February 6, 2017
  - from 9:30-10:30
  - ACAD 2504 (Student Commons Building)

- Anschutz Medical Campus HR Management meeting:
  - Monday February 6, 2017
  - from 12:00-1:00
  - ED2 North, P28-1303

MEETING NOTES:

- Welcome

- **Fair Labor Standards Act (FLSA):** In November 2016, a US District Court judge in Texas put a preliminary stop to the DOL’s implementation and enforcement ability of the new overtime rule. Current businesses practices for paying overtime remain unchanged at this time.

- **Affordable Care Act (ACA):** CU provides benefits eligibility for 30 hours/week and over and will continue to comply until changes, if any, are made.

- **Converting paper files to an electronic system:** CU Employee Services currently uses a system called “On Base”. Consideration to provide this file conversion to the campuses has been put on hold due to current emphasis on ELEVATE.

- **Human Capital Management (HCM) Update:** Fit/Gap sessions were completed over the last few months with Huron Consulting, UIS and members of the HCM campus working groups. A recommendation was made to the Elevate Executive Committee to handle the removal of SMART ERP pages from HCM in “waves.”

  The goal is to address high-priority, unstable issues and immediate pain points.

  The target completion date for the first phase (continued stabilization phase) is July 31, 2017.

  **Phase one** will include three waves.

  **Wave 1**
  Focus will be on setting up contract pay to ensure that we are able to complete summer and fall hiring. The contract pay SMART page will be configured and processes will be reviewed to ensure a smooth process.

  **Wave 2**
  Focus will be on preparing the system structure so we are prepared for future waves.

  **Wave 3**
  Focus will be on developing workflow, address hires/rehires, contract hires without SMART form, action reasons, position, transfers, mid-contract terminations, POIs, Lecturers, and standard hours/FTE.

  **Phase two** (wave 4/optimization) will take place after July 31, 2017 and will include job changes affecting position, terminations, leaves, one time pay through CU Time, and NPPs (job descriptions). Even though SMART forms will still be in use on July 31st, we will create a single workflow inbox that will include access to HCM and SMART pages.

  During each wave, we will focus on designing, building, testing and training before the new process/structure is deployed.

  If you would like to help with testing, please e-mail Florie.Montoya@ucdenver.edu.
• **Applicant Tracking System (ATS) Update:** We are continuing to review options for our applicant tracking system. The ATS campus team participated in six, full-day vendor demos to narrow down the options. More information will be provided once a decision is made.

• **University Staff Job Description Templates:** We continue to receive feedback on the templates and process. We have updated the templates so addition of essential functions is easier. Please continue to send me your feedback. We are working on putting together additional training. The training will include guidance on how to condense a longer description into a paragraph or two. Once dates finalized for the training, you will receive an e-mail invite.

• **Employee Performance and Development Staff update:**
  - Melissa Flippin will be point-of-contact for Family Medical Leave (FMLA): As you may know, Greg Rowe retired January 6. We are quite glad to announce that Melissa Flippin has been hired as an HR Consultant in our unit. Her initial responsibilities will be to be the point of contact for FMLA-related issues, unemployment claims and associated documentation.
  - Short Term Disability (STD) going the System Office: With Greg’s retirement, the System Office has taken over responsibility for questions related to, and process of applications for, Short-Term Disability insurance. They can be reached at 303-860-4200 or benefits@cu.edu.

• **2017 Performance Management process:**
  - There will be a spreadsheet distributed to all HR Business Partners that will need to be submitted to Brad Mathers by a specific deadline. That deadline has yet to be determined by the System Office, but please start completing the spreadsheet as soon as it is received. After the deadline, it will fall to our office to enter the remaining evaluations, so please make every effort to obtain eval scores to include on the spreadsheet, as that will be most efficient method.
  - It was recognized that the university staff evaluation form has been in need of updating for quite a while, and given the uncertainty around when an online system will go live, the practicality of replacing the current forms with one that is more useful was proposed. Several Business Partners volunteered to review and provide input on a revision.

• **HCM leave approval process:** Please continue to place comments in the action request as they are helpful, particularly of it is a return-from-leave maternity issue. Please do not attach med certs with personal health information. While not a HIPAA issue, we would like to minimize the chance of sensitive health information being opened by just anyone with that level of access.

• **Upcoming Professional Development Opportunities:** Crucial Conversations training is scheduled for March 9, 14 and 17. Registration closed February 13. Classified State Rules training will be a two-part offering on Wednesday, March 29 and Wednesday, April 26 in ED II North 3108. Registration info will be posted soon.

• **I-9s:**
  - The new I-9 form is effective 1/22/2017. We can no longer accept the old form.
  - Training:
    - SkillSoft I-9 training is available through the portal.
    - USCIS-I-9 Central has several webinar training dates available. Go to the I-9 Central website to register.
  - Consider printing off instructions and highlighting key changes for reference.
  - Key Point to remember on the new I-9 form: “N/A” must be entered in fields that would otherwise be left blank in Section 1.
  - I-9 Questions?
    - Or [HR.I-9@ucdenver.edu](mailto:HR.I-9@ucdenver.edu)
CU is moving to HireRight for I-9 and E-Verify in mid-March.
Please send a list of individuals who will complete Section 2 in your department directly to Kaylene. She will need to request access for them.

- **Administrative Assistant II search for Ops:** with Melissa Flippin moving to the Employee Performance and Development team, Ops will be filling her position.

- **New Employee Orientation (NEO) sign-up reminder:** please be sure to provide and type in an accurate email address for the new employee. If their appointment is not yet entered in HCM their ucdenver.edu email address will not work. A current, valid email address must be used.

- **Search Summaries:** please provide search summaries for faculty, PRA and temp postings so Ops can close out searches in a timely manner.

- **Farewell to Kevin**