March 2016 HR Management meetings

- Anschutz Medical Campus HR Management meeting:
  - Thursday, March 10, 2016
  - from 9:30-10:30
  - ED2 North, P28-1103

- Denver Campus HR Management meeting:
  - Thursday, March 10, 2016
  - from 2:30-3:30
  - CU Building, Room #300W (exit left off the elevator on the 3rd floor, then left again.)

NOTES:

- Welcome
- Identity management – Miah Adams
- FSLA update: Final regulations with changes to the Department of Labor’s Fair Standard Labor Act (FSLA) are expected in July 2016 with a sixty day implementation period. The Human Resources Department will provide guidance and training. Employees will be notified if their overtime eligibility (OTE) status changes as a result. Other than teaching positions, all positions with pay under $50,440/year would be OTE. Three department budget options to consider include:
  1. Increasing a salary to $50,440. Note: calculating with a fulltime annual salary of $37,000 along with 10 hours of paid overtime work per week would meet the overtime eligibility salary breakpoint of $50,440.
  2. Compensate at the required rate of 1.5. Note: Under the FSLA overtime compensation cannot be waived. Violations could result in federal penalties including personal fines and possible jail time. Note that compensation in the form of comp time as opposed to cash presents its own issues in terms of the need for an employee’s presence in the workplace.
  3. Restrict work hours to eliminate overtime.

- FY17 salary setting: The CU Board of Regents have not yet made a decision on possible salary increases. Factors effecting the decision include the state budget and Hospital Provider Fee. If increases are approved Human Resources will provide campus specific guidance.

- Evaluation update: Brad Mathers is distributing soon instructions on how to develop a new evaluation spreadsheet for your school/college/department with an updated due date of March 31, 2016.

- Benefits reminder: if you have an employee death in your department please notify Employee Services so qualifying benefits such as short term disability and life insurance can be address in a timely manner.

- HR Operations Staffing:
  - Lauren Galleri has accepted a position with the CU Business School.
  - Sean Clark is now handling I-9s.
  - Ariel Berryman is handling Faculty and Temporary positions.
- **HR Operations updates:**
  - For continuity and timely replies please use the general HR Operations email boxes found on the HR web site under "Who to contact for assistance?". Due to staff changes, cross training and efficiency, this a best/recommended practice. Recently a new email box has been added for **faculty 2nd level** approval requests: HR.2ndlevel@ucdenver.edu
  - Separation dates are the day after the last day worked.

- **Onboarding update:**
  - Onboarding in the portal is currently not working for any of the campuses, please do not attempt to use it until further notice.
  - The current I-9 form expires 3/31/16. A new I-9 form will be effective 4/1/16. Please destroy any printed forms and do not use the current form after 3/31/16. The link to the new form will be updated on our website once it is available.
  - Please remember: **All employees, including student employees, are required to complete an I9 form.**

- **W-2 phishing alert:** MaryAnn recently sent an email regarding a W-2 phishing scam. The email can be found with the March 2016 meeting NOTES on the HR web site.

- **Employment Services Staffing:** Theresa Anderson has accepted a position in the School of Medicine in Undergraduate Medical Education. We are currently recruiting to backfill her position.

- **HCM update**
  - **HCM Community Command Center**
    - We’ve received feedback that some of the answers that are being provided by the command center are not accurate and at times they are referring callers back to us when it is an error that we cannot push through. We have provided this feedback. If you have other feedback you would like us to escalate, please let me know.
    - Please continue to report issues to the command Center. We have requested that they provide us with a summary of the issues so we are able to determine if there is something we can do to help. If you have an urgent issue and have not heard back, please let me know.
  - **Communication**
    - Employee Services is working with us and asking that we review communication items before they are distributed. Several announcements are planned over the coming week.
    - Tentative times for HCM Community Meetings:
      - Denver – Monday, April 4th 9:30 – 11:30
      - Anschutz - Wednesday, April 6th 9:00 – 11:00
  - **Workflow**
    - We continue to work with Employee Services to adjust the system so approvals flow the way we initially intended. Employee Services is working with the vendor to make adjustments. We will be given the opportunity to test before the live system is adjusted. I have reached out to several Business Partners to ask for assistance with this. Thank you to those who have agreed to help. We are waiting to hear what the testing timeline will be. Once we know, we will share this information with you.
    - One big issue with workflow is funding distribution approvals. Currently once entered the action is routing to those who do not normally do approvals in the system.
Employee Services is continuing to monitor these and will continue to approve. We understand that even if approved, some actions are not being processed. We have escalated this issue.

- **Step by Step Guides:** Employee Services has moved several step-by-step guides to a more permanent location. We are in the process of reviewing our campus-specific guides and will adjust the links contained there. We will notify you once this is complete. If you see anything in the new guides that is not in line with how the system works, please report to the HCM Community box.

- **TALEO - CU CAREERS update**
  - **Updated Posting Process**
    - There is a change that will be communicated soon by Employee Services. When posting, the HR team was posting the position to the DOB/SS (date of birth and social security number) career section within the requisition when postings went live. Now, we will ask that you notify us once you have selected a candidate so that we can activate the posting so we can collect the DOB/SS# information from the candidate.
    - As in the past, please notify us when you have selected a candidate for hire to ensure we have what we need (search summary for all positions and offer letter for university staff positions) to close out the search. Please notify your Employment Consultant for University staff positions. For PRAs, please e-mail HR.PRA@ucdenver.edu and for Faculty positions, please e-mail Faculty-Request@ucdenver.edu.
    - Please see the Employee Services communication on this process at: [http://www.cu.edu/blog/hcm-community/small-change-made-cu-careers-workflow](http://www.cu.edu/blog/hcm-community/small-change-made-cu-careers-workflow)
  - **Sharing Candidate Information**
    - If you have a committee member who does not have access to the system and you try to download materials to share with them, this is not working as planned (documents are missing). We escalated this to Employee Services and they believe that when we upgrade in May, this issue will be resolved.
  - **Viewing Candidate Documents**
    - It was reported to us that search committee members are having trouble viewing all applicant materials. This is caused when applicants apply for numerous positions (maximum number of documents they are able to attach that are viewable is 10). If they have more than 10 documents they need to share, search committee members may not be able to see some application materials. **Update as of end of March:** Applicants now have the ability to attach up to 25 documents.
    - This was also escalated and Employee Services did make some changes to the wording on the applicant site so applicants understand how the system works.
    - If documents are missing, please notify your Employment Consultant for University staff and Classified staff positions. For PRAs, please e-mail HR.PRA@ucdenver.edu and for Faculty positions, please e-mail Faculty-Request@ucdenver.edu.